

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VIII **DATE:** May 6, 2024

TOPIC/TITLE: Personnel Changes/Updates/Job Descriptions

PRESENTER: Danny Adkins

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

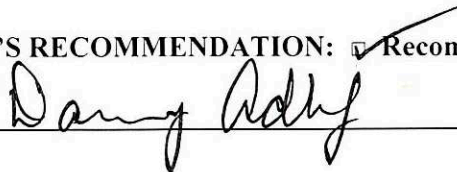
SUMMARY OF MAJOR ELEMENTS:

Approve list of recommended personnel changes, updates and job descriptions: STLP Stipend (Safe Harbor); Robotics Stipend (WCMS); VEX Robotics Stipend; Technology Integration Specialist job title change; EL Teaching Position; remaining recommendation list attached.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:


SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** March 20, 2024

TOPIC/TITLE: Creation of 5 Additional 7 hour FTE Grade 10 Special Education Instructional Assistants

PRESENTER: Tracey Francis 

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
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- BOARD OF EDUCATION POLICY
- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board of Education is required prior to creating/reconstructing any new position. Based on an increase in student population under IDEA there is a specific need to support individual students access to all Special Education services and supports.

SUMMARY OF MAJOR ELEMENTS:

5 IA positions (to begin during the 2024-2025 School Year) due to an increase in students that receive special education services that are categorically placed under IDEA and as determined by individual students' ARCs. 5-7 hour FTE IA's District Wide to support individual students and other intense student needs as determined by ARC. Pay range starting at \$15.14-\$22.85/hour to depending on years of experience.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VIIIIG **DATE:** May 6, 2024

TOPIC/TITLE: Creation of Additional 1/0 FTE Vision-Impairment (VI) Teacher

PRESENTER: Tracey Francis

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
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 - BOARD OF EDUCATION POLICY
 - OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION
 - DATE:
 - ACTION:

BACKGROUND INFORMATION:

Due to and increase in services required to support students in preschool to 12th grade and IDEA requirements per individual educational programs (IEPs) and addition of a 1.0 FTE (188 daycontract) Vision-Impaired (VI) teacher is needed.

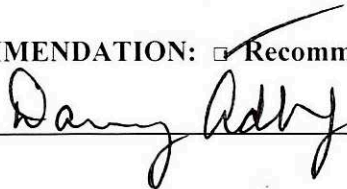
SUMMARY OF MAJOR ELEMENTS:

Approve addition of 1 District-Wide Vision-Impaired Teacher 1.0 FTE. Salary range starting at year 1 teacher salary scale to 30 years of experience.

IMPACT ON RESOURCES: Ranging from \$41,822 to \$74,888

TIMETABLE FOR FURTHER REVIEW OR ACTION:


SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** April 8, 2024

TOPIC/TITLE: Increase in hours for current Physical Therapist (PT)

PRESENTER: Tracey Francis 

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
 - ACTION REQUESTED AT THIS MEETING
 - ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
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 - BOARD REVIEW REQUIRED BY
-
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 - BOARD OF EDUCATION POLICY
 - OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
 - PREVIOUS REVIEW OR ACTION
-
- DATE:
 - ACTION:

BACKGROUND INFORMATION:

Currently we have one Physical Therapists (PT) for the district. Based on an increase in caseload and services required to support the individual student needs and an increase in students to be evaluated, an increase in hours is needed to meet the physical and functional needs for students requiring PT services.

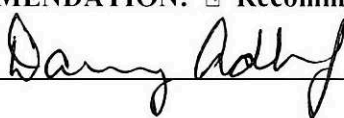
SUMMARY OF MAJOR ELEMENTS:

In providing a continuum of services based on service needs per IEP's, the increase of hours of a Physical Therapist is to offer support to address the increase of physical therapy needs across the district. This is to support the increasing need for the program to meet individual student needs. The pay range will be based on years of experience. This position will go from 4 to 6 hours per day.

IMPACT ON RESOURCES: Classified position salary/30 hours per week

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** March 20, 2024

TOPIC/TITLE: Increase in hours for current Occupational Therapist (OT)

PRESENTER: Tracey Francis *TF*

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
 - ACTION REQUESTED AT THIS MEETING
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PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
 - PREVIOUS REVIEW OR ACTION
-
- DATE:
 - ACTION:

BACKGROUND INFORMATION:

Currently we have two Occupational Therapists (OT) for the district. Neither is currently full time. Based on an increase in caseload and services required to support the individual student needs and an increase in students to be evaluated, an increase in hours is needed to meet the physical and functional needs of students receiving OT services.

SUMMARY OF MAJOR ELEMENTS:

In providing a continuum of services based on service needs per IEP's, the increase of hours of an Occupational Therapist is to offer support to address the increase of occupational therapy needs across the district. This is to support the increasing need for the program to meet individual student needs. The pay range will be based on years of experience. This position will go from 4 to 7.5 hours.

IMPACT ON RESOURCES: Classified position salary/40 hours per week

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** March 20, 2024

TOPIC/TITLE: Addition of District-Wide 1.0 FTE Speech Language Pathologist (SLP)

PRESENTER: Tracey Francis *24*

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
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PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
 - PREVIOUS REVIEW OR ACTION
-
- DATE:
 - ACTION:

BACKGROUND INFORMATION:

Due to an increase in services required to support students in preschool to 12th grade and IDEA requirements per individual educational programs (IEPs) an addition of a 1.0 FTE (188 day contract) Speech Language Pathologist is needed.

SUMMARY OF MAJOR ELEMENTS:

The addition of a district SLP (Speech Language Pathologist, Certified position) based at Central Office is to provide a continuum of services based on needs per IEP's and increase of caseloads for the current speech pathologists, in both preschool and K-12 programming. This is to support the increasing need for the program to meet individual student needs.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Danny Adhy

WOODFORD COUNTY SCHOOLS

JOB DESCRIPTION

JOB TITLE: Diesel Mechanic Student Intern

IMMEDIATE SUPERVISOR: Vehicle Maintenance Supervisor

JOB DESCRIPTION:

A Diesel Mechanic Student Intern will work under the direct supervision of the Vehicle Maintenance Supervisor and Vehicle Mechanics to provide assistance in the daily operations of the Garage. The student will learn the proper policies, procedures and safety requirements of a Transportation Service Shop.

DUTIES:

- Assist mechanics with service of buses and district vehicles
- Assist with mechanical repairs
- Assist with required paperwork, including data entry for online forms
- Assist with keeping the shop area organized and clean
- Assist with maintaining parts inventory
- Assist with cleaning buses and district vehicles
- Any other duties as assigned by the Vehicle Maintenance Supervisor

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** March 20, 2024

TOPIC/TITLE: Creation of District Wide consultant for Admissions and Release Committee (ARC) Chair

PRESENTER: Tracey Francis *TF*

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
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PREVIOUS REVIEW, DISCUSSION OR ACTION:

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- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Currently designated ARC chair, with full teacher caseloads (including principals) chair the meeting.

SUMMARY OF MAJOR ELEMENTS:

Due to the increase in the number of students within our district that require services under IDEA/FAPE Woodford County Public Schools has a duty to ensure compliance under federal and state regulations; Compliance includes an increase in services, consultations, and Admission and Release Committee Meetings (ARCs). These job duties are specific to understanding federal and state regulations.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Danny Adby

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** March 26, 2024

TOPIC/TITLE: Creating a Computer Technician Position

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
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 - BOARD OF EDUCATION POLICY
 - OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION
 - DATE:
 - ACTION:

BACKGROUND INFORMATION:

Board of Education action is required prior to creating any new positions

SUMMARY OF MAJOR ELEMENTS:

Creating a specialized Computer Technician (1.0) dedicated to serving the unique needs of all Special Education (SpEd) students within the district is a vital initiative. Among approximately 630 SpEd students, the majority possess distinct devices tailored to their Individualized Education Program (IEP) or 504 plans. The primary responsibility of this technician would be to ensure the optimal functioning of all SpEd devices and to guarantee that the assistive technology deployed meets the diverse requirements of each student.

Given the varied rotation cycles of these devices, the technician would play a crucial role in overseeing their servicing, maintenance, and replacement. Additionally, they would extend support to the Chromebook repair depot by assisting in the repair process for devices.

This initiative addresses a critical gap in technology services within the district. Currently, school technicians are stretched thin managing existing devices, often resulting in SpEd devices being overlooked in the rotation cycle. Consequently, students experience delays in receiving their designated devices, sometimes lasting several days into the academic year due to disparate storage locations. Establishing this dedicated position would streamline support for Special Education, serving as the central point of contact for device maintenance and service.

This service model has proven successful in other districts, facilitating efficient maintenance and repair of SpEd devices. By bridging the gap between Special Education and Technology, this technician would ensure that SpEd students have consistent access to fully functional devices, thereby enhancing their learning experience.

IMPACT ON RESOURCES: Between \$37,440 - \$53,913 depending on experience and other factors.

TIMETABLE FOR FURTHER REVIEW OR ACTION:

Grade 01

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Dany Adley

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** 3/26/24

TOPIC/TITLE: Creation of new position

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
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- BOARD OF EDUCATION POLICY
- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board of Education action is required prior to creating any new positions

SUMMARY OF MAJOR ELEMENTS:

Create a .5 Infinite Campus (IC) Clerk to support Alternative Programs. This position does not exist and would have duties outlined on the next few pages as their expected work. The job descriptions and other duties would remain the same as the current Infinite Campus (IC) Clerks. The position would be 4 hours, 195 days which equals half of a full-time IC Clerk position.

IMPACT ON RESOURCES: Depending on experience and other factors between \$11,419.20 - \$17,433 —

TIMETABLE FOR FURTHER REVIEW OR ACTION:

Grade 03

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Danny Adley

Alternative Programs

The following are IC and Registrar tasks I currently complete throughout the year for Safe Harbor Academy, including New Horizons/Virtual Learning students:

- Process all online registrations for new and returning students. Answer questions from the Coordinator of Alternative Programs, School Secretary, and School Counselor regarding application status. Communicate with the School Counselor when new students need additional documentation from the parent/guardian. Check for legal paperwork and add appropriate flags. Check demographical information to make sure information is correct. If additional census information is needed, I email the School Secretary and ask her to contact the parent/guardian and obtain the information.
- Create enrollments for new students and re-enroll returning students. Work with the School Counselor and Coordinator of Alternative Programs to get the start date. Upload all released records from the previous Kentucky district.
- Enter transportation codes for new students and change codes for students going virtual then let School Counselor know they are ready to be scheduled.
- End-date enrollments (all withdrawals) and release records in IC for public schools in Kentucky.
- Transfer enrollments for all students leaving and going to SHA within the district.
- Work with the School Counselor regarding scheduling issues such as gaps.
- Work with the School Counselor on students moving enrollments/grades within SHA to match cohort data (jumpers)
- Work with the School Counselor to enter graduation data for students.
- Assist the School Secretary with tasks such as attendance questions, addressing changes, and changing/correcting guardian information.
- Enter retentions at the end of the year.

Home Hospital Tasks

The following are IC tasks I currently complete for all students in the district who are placed on home hospital. Once the placement sheet is sent to me from the Home Hospital Teacher, the following tasks are completed:

- Go to the student's attendance and see if they have been absent and if the home hospital paperwork will cover any of the absences. If the answer is yes, I enter those as doctor notes, per HH paperwork.
- I go to the student's transportation tab and see if they are being transported by bus. If yes, then I have to end date that code, start a new code of non-transported for the duration of the home hospital, and enter a bus code for when they return from home hospital.
- Enter an attendance group for home hospital, choosing the correct enrollment and entering the start and end date according to HH paperwork. Go to Attendance Wizard and mark the days as home hospital for the student.
- Go to the student's attendance tab and make sure the days were marked correctly.
- Print off the placement sheet and file.
- Whenever a student misses a session, the Home Hospital Teacher emails me the days she wants to be marked absent and whether excused or unexcused. I go into those days and adjust attendance. Emails are printed out and filed with the student.
- Whenever the Home Hospital Teacher receives a parent note or doctor's note, she forwards it to me and I make the change to attendance. I then forward it to the IC Clerk in that building and ask them to put the note in the student's file.
- The Home Hospital Teacher also communicates with me whenever a student has been approved for intermittent home hospital and I communicate this to the IC Clerk in that building and instruct them on how to document the student coming/going into the building.
- If a student comes off of home hospital early, the Home Hospital Teacher emails me and the proper data adjustments are made in IC. Emailed printed and filed with the student.
- If a student goes to another enrollment in the district such as SHA, steps 1-4 have to be re-done.

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** March 11, 2024

TOPIC/TITLE: Restructure of Position

PRESENTER: Logan Culbertson *BNC*

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
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- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board of Education action is required prior to creating a paid position.

SUMMARY OF MAJOR ELEMENTS:

Requesting the Board restructure the FRYSC secretary position to an FRYSC Assistant position to support the elementary Family Resource Centers. This position would be paid for proportionally from each elementary FRC grant. This position would be a 180 day contract at 7 hours a day. The salary range is estimated to be between \$19,288-\$28,473.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION: N/A

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Darryl Adley

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Family Resource Youth Service Center Assistant - Elementary

IMMEDIATE SUPERVISOR: Family Resource Youth Service Center Coordinator

QUALIFICATIONS:

- High School Diploma, G.E.D. Certificate
- Pass health examination
- Have no immoral or criminal history
- Have ability to work with other staff members, public and with children
- Pleasing personality

KNOWLEDGE OF:

- modern office practices, procedures and equipment
- record-keeping techniques
- health and safety regulations
- correct English usage, grammar, spelling, punctuation and vocabulary
- oral and written communication skills
- interpersonal skills using tact, patience and courtesy
- telephone techniques and etiquette
- basic first aid techniques
- operation of standard office machines including computer equipment

ABILITY TO:

- perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the FRYSC in a variety of administrative tasks
- perform public relations and communications services for the FRYSC Coordinator
- add, subtract, multiply and divide quickly and accurately
- understand and follow oral and written directions
- compose correspondence independently
- complete work with many interruptions
- type at an acceptable rate of speed
- work independently with little direction
- establish and maintain cooperative and effective working relationships with others
- learn, interpret, apply and explain rules, regulations, policies and procedures
- operate a variety of office machines including typewriter, computer terminal, calculator and copiers
- understand and work within scope of authority
- maintain good public relations with students, parents, teachers, and the public
- meet schedules and time lines
- plan and organize work
- train and provide work direction to others
- compile and maintain accurate records and prepare reports
- work confidentially with discretion

WOODFORD COUNTY SCHOOLS

JOB DESCRIPTION

JOB TITLE: Transportation Training Coordinator

IMMEDIATE SUPERVISOR: Director of Transportation

CONTRACT: 260 Days/8 Hrs.

QUALIFICATIONS:

- Must possess a Kentucky Commercial Driver's License (CDL) Class B and School Bus Driver Endorsement (P&S)
- Two years of experience driving a school bus
- High school diploma or GED equivalent required, Bachelor's degree or Master's Degree (preferred)
- Has met the requirements for criminal records check and child abuse and neglect check as specified by Kentucky State Law
- Must be able to pass CDL health examinations and health screenings
- Certification from Kentucky Department of Education School Bus Driver Instructor Course
- Knowledge of safe driving practices and Kentucky Traffic Laws
- Knowledge of basic office equipment
- Computer skills
- Good verbal and written communication skills
- Ability to create and maintain accurate records
- Excellent organizational skills
- Ability to follow directions and work independently
- Ability to work cooperatively with others

DUTIES:

- Maintain complete and up to date training records as required by the Woodford County Board of Education and Kentucky Department of Education
- Train Drivers and Monitors following the Kentucky Department of Education Training Manual
- Ensure all newly hired employees complete all training requirements, Safe Schools Training and all CDL Training, documentation, updates and medical screening requirements in a timely manner
- Ensure that all drivers have a current CDL and any updates, current physicals, driving history checks and any other necessary documentation requirements. These records must be continuously updated and accurate.
- Maintain mandatory State reports to include Accident Reports, ELDT, DL, physicals, etc and ensure Transportation Department compliance with all State and Kentucky Department of Education reporting and records retention and Kentucky Administrative Regulations

- Create powerpoint presentations and up to date training information, videos, etc. for training purposes
- Maintain training schedules and assign driver trainers for training. Provide monthly/weekly training schedules to Director of Transportation
- Submit completed training records and documentation for new hires to the Transportation Logistics Coordinator and Director of Transportation for review prior to releasing employees from training
- Create age appropriate Transportation Safety Programs to be implemented in all schools utilizing various safety handouts and Buster Bus (order and maintain all necessary supplies to be handed out during Safety Program presentations)
- The Training Coordinator and all Driver Trainers shall participate in the Transportation Safety Programs in our schools and all special events such as parades, etc.
- Maintain special needs transportation plans in compliance with all IEP requirements, Kentucky Department of Education requirements and Kentucky State Law; complete monthly billing records
- VOTEC documentation and monthly billing
- Assist the Transportation Logistics Coordinator with assigning substitute drivers and monitors as needed
- Drive and/or monitor as needed
- Assist the Director of Transportation and other office personnel when needed
- Other duties as assigned

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** 4/25/24

TOPIC/TITLE: Creation of Stipend Position- STLP SHA

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
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- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board must approve all creations of positions

SUMMARY OF MAJOR ELEMENTS:

To ensure equitable access to the Student Technology Leadership Program across the district, we propose adding a stipend position for Safe Harbor Academy. This will allow Safe Harbor to join the program alongside other schools and provide its students with the valuable opportunities it offers.

IMPACT ON RESOURCES: \$600/ year

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** 4/25/24

TOPIC/TITLE: Creation of Stipend Position- Robotics Stipend- MS

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
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PREVIOUS REVIEW, DISCUSSION OR ACTION:

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BACKGROUND INFORMATION:

Board must approve all creations of positions

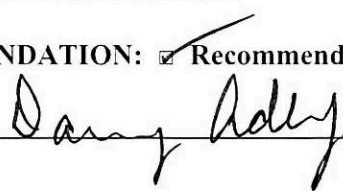
SUMMARY OF MAJOR ELEMENTS:

To ensure equitable access to robotics across the district, we propose adding a stipend position for Woodford County Middle School. This will allow the middle school to have a robotics team alongside other schools and provide its students with the valuable opportunities it offers.

IMPACT ON RESOURCES: \$1500/ year

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** 4/25/24

TOPIC/TITLE: Stipend Position Title Change- VEX Robotics Stipend

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
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- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
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- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board must approve all creations and adjustments of positions

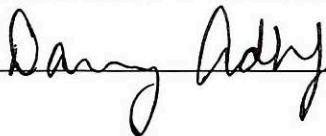
SUMMARY OF MAJOR ELEMENTS:

The 2023-2024 Salary Schedule specifies a stipend position for Robotics (VEX). We propose removing the brand name (VEX) from the title to create a more general "Robotics Stipend" position. No other changes will be made to this stipend. This will be for the Elementary Schools and High School listed items.

IMPACT ON RESOURCES: \$1500/ year/ building

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended



**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** 4/25/24

TOPIC/TITLE: Position Title Change- Digital Learning Coach

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
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PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board must approve all creations and adjustments of positions

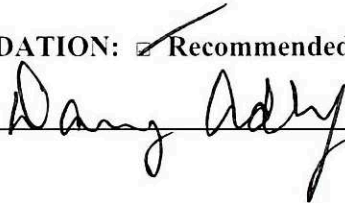
SUMMARY OF MAJOR ELEMENTS:

To update titles to reflect the position, we are proposing a job title change for the Technology Integration Specialist to reflect current terminology recognized by the state. The new title will be a Digital Learning Coach. Please find the updated job description.

IMPACT ON RESOURCES: S0

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended



**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Digital Learning Coach

IMMEDIATE SUPERVISOR: Chief Information Officer/Director of Technology

QUALIFICATIONS:

- Kentucky Teaching Certificate
- Bachelor's Degree
- Classroom Experience, minimum 4 years
- Endorsement, Masters, or Rank 1 in education technology or related field (preferred)
- Demonstrated use of and understanding of technology-enhanced instruction and professional learning

DUTIES:

- Evaluate results of professional learning programs to determine the effectiveness on deepening teacher content knowledge, improving teacher pedagogical skills and/or increasing student learning.
- Promote and model digital citizenship to students, teachers, and administrators
- Contribute to the development, communication and implementation of a shared vision for the comprehensive use of technology to support a digital age education for all students.
- Contribute to the planning, development, communication, implementation and evaluation of technology plans at the district and school levels.
- Coach teachers and administrators in and model design and implementation of technology-enhanced learning experiences:
 - Addressing content standards and student technology standards.
 - Using a variety of research-based, learner-centered instructional strategies and assessment tools to address the diverse needs and interests of all students.
 - Emphasizing creativity, higher-order thinking skills and processes
 - Using differentiation, including adjusting content, process, product and learning environment based on student readiness levels, learning styles, interests and personal goals
- Coach teachers in and model use of online and blended learning, digital content, and collaborative learning networks to support and extend student learning and expand opportunities and choices for online professional development for teachers and administrators.

DUTIES (CONT.):

- Collaborate with teachers and administrators to evaluate and select digital tools and resources that enhance teaching and learning and are compatible with the school technology infrastructure.
- Coach teachers in and model use of digital communication and collaboration tools to communicate locally and globally with students, parents, peers, and the larger community.
- Lead district-wide projects and programs that support the effective use of technology in all schools
- Lead district-wide programs that support the Student Technology Leadership Program, Technology Student Association, and other-like student organizations that promote technology and STEAM education.
- Maintain required records.
- Maintains regular attendance
- Performs other duties as assigned.

JOB DESCRIPTION

JOB TITLE: Technology Integration Specialist

IMMEDIATE SUPERVISOR: Director of Technology

QUALIFICATIONS:

- Teacher Certification;
- Classroom Experience, minimum 4 years;
- Technology Endorsement preferred, but not required;
- Ability to work with other staff members, the community, parents and children.

DUTIES:

Applicants for the Technology Resource Teacher position at Woodford County Public Schools must:


- Assist teachers and staff grades K-12, with integration of technology in the classroom; provide in-service to groups of teachers/staff as well as individualized assistance as requested;
- Provide technology training opportunities throughout the school year for teachers and staff to use technology in an effective manner;
- Assist with curriculum development as it relates to educational technology and district software;
- Assist Library Media Specialists in using computer technology in the schools' media center for circulation, catalog and research;
- Solve minor problems related to networks, servers, workstations and peripherals in classrooms, labs and school offices;
- Assist with the installation and configuration of new computers and peripherals including workstations and file servers;
- Assist with the installation and configuration of new or updates of software on school computers including workstations and file servers;
- Maintain licensure at the state and/or national level; assume responsibility for professional growth and keep materials, supplies and skills up-to-date;
- Examine and recommend computer hardware and software to teachers and administrators;
- Assist in the implementation of the county-wide technology plan;
- Cooperate with other staff in promoting a positive organizational climate;
- Comply with and support school and division regulations and policies;
- Perform related duties as assigned by the Director of Technology in accordance with the school/system policies and practices;
- Assess levels of teacher and student technology use and skill;
- Identify trends in software, curriculum, teaching strategies and other educational areas.

Approved by the Woodford County Board of Education on May 28th, 2013

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 3, 2024

TOPIC/TITLE: English Learner Program Staffing Request

PRESENTER: Ryan Asher 

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY
 - STATE OR FEDERAL LAW OR REGULATION
 - BOARD OF EDUCATION POLICY
 - OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION
 - DATE:
 - ACTION:

BACKGROUND INFORMATION:

Per Board Policy - Board must establish all new positions.

SUMMARY OF MAJOR ELEMENTS:

The board is requested to establish/add an additional certified EL teaching position for the district. The EL student numbers have increased district-wide, from 277 in 20-21 to 339 in 23-24 (see attached reports). In addition, the number of “newcomers” (students new to the country speaking little to no English) has increased from 23 in 2021-2022 to 54 in 2023-2024.. We feel this position is necessary to better serve the ELL student population. The cost will be absorbed within the current allocation for the EL program by reducing specific resources and trainings.

IMPACT ON RESOURCES: No impact on the current allocation for Title III General Fund Supplement (345X). We are revising this budget to include more funds for staffing and less for resources and travel to stay within the current allocation. The total cost will be that of a teacher salary at approximately \$55,000 including fringe costs.

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT’S RECOMMENDATION: Recommended Not Recommended



English Learner (EL) Student Group

Reporting Range: Start Date: 8/1/2023 through End Date: 5/3/2024

District Number/Name: 601/Woodford County

School Number/Name: 000/All Schools

Student count by grade level and demographic group

| Grade Level | Total | Gender | | Race/Ethnicity | | | Percent to Total EL |
|---------------------------------------|------------|------------|------------|----------------|------------|-----------|---------------------|
| | | Female | Male | Asian | Hispanic | White | |
| K | 30 | 16 | 14 | 1 | 25 | 4 | 8.85% |
| 01 | 38 | 22 | 16 | 0 | 37 | 1 | 11.21% |
| 02 | 42 | 19 | 23 | 1 | 39 | 2 | 12.39% |
| 03 | 38 | 16 | 22 | 0 | 38 | 0 | 11.21% |
| 04 | 50 | 23 | 27 | 0 | 47 | 3 | 14.75% |
| 05 | 26 | 11 | 15 | 0 | 25 | 1 | 7.67% |
| 06 | 14 | 7 | 7 | 0 | 14 | 0 | 4.13% |
| 07 | 17 | 6 | 11 | 1 | 16 | 0 | 5.01% |
| 08 | 16 | 8 | 8 | 0 | 14 | 2 | 4.72% |
| 09 | 23 | 8 | 15 | 2 | 20 | 1 | 6.78% |
| 10 | 18 | 7 | 11 | 0 | 18 | 0 | 5.31% |
| 11 | 15 | 4 | 11 | 0 | 14 | 1 | 4.42% |
| 12 | 12 | 4 | 8 | 0 | 9 | 3 | 3.54% |
| Total - EL Students | 339 | 151 | 188 | 5 | 316 | 18 | 100.00% |
| % of total | | 44.54% | 55.46% | 1.47% | 93.22% | 5.31% | |
| Total - EL Students in Monitor Status | 80 | 41 | 39 | 1 | 74 | 5 | |

| Student Groups | Count |
|-----------------------------------|-------|
| EL Students | 339 |
| Economically Disadvantaged | 275 |
| Students with disability with IEP | 81 |
| Foster | 1 |
| Gifted and Talented | 11 |
| Homeless | 21 |
| Migrant | 81 |

English Learner (EL) Student Group

Reporting Range: Start Date: 8/1/2022 through End Date: 5/31/2023

District Number/Name: 601/Woodford County

School Number/Name: 000/All Schools

Student count by grade level and demographic group

| Grade Level | Total | Gender | | Race/Ethnicity | | | | | | Percent to Total EL |
|---------------------------------------|------------|------------|------------|------------------|----------|------------|-------------------|----------|----------|---------------------|
| | | Female | Male | African American | Asian | Hispanic | Two or more races | White | | |
| K | 34 | 19 | 15 | 1 | 1 | 32 | 0 | 0 | 0 | 11.04% |
| 01 | 44 | 20 | 24 | 0 | 1 | 41 | 0 | 2 | 2 | 14.29% |
| 02 | 32 | 15 | 17 | 1 | 0 | 31 | 0 | 0 | 0 | 10.39% |
| 03 | 46 | 21 | 25 | 0 | 0 | 44 | 0 | 2 | 2 | 14.94% |
| 04 | 32 | 17 | 15 | 0 | 0 | 32 | 0 | 0 | 0 | 10.39% |
| 05 | 20 | 9 | 11 | 0 | 0 | 19 | 1 | 0 | 0 | 6.49% |
| 06 | 12 | 4 | 8 | 0 | 0 | 12 | 0 | 0 | 0 | 3.90% |
| 07 | 12 | 6 | 6 | 0 | 0 | 12 | 0 | 0 | 0 | 3.90% |
| 08 | 19 | 9 | 10 | 0 | 2 | 16 | 0 | 1 | 1 | 6.17% |
| 09 | 24 | 8 | 16 | 0 | 1 | 22 | 0 | 1 | 1 | 7.79% |
| 10 | 14 | 3 | 11 | 0 | 0 | 13 | 0 | 1 | 1 | 4.55% |
| 11 | 13 | 3 | 10 | 0 | 1 | 11 | 0 | 1 | 1 | 4.22% |
| 12 | 6 | 2 | 4 | 0 | 0 | 6 | 0 | 0 | 0 | 1.95% |
| Total - EL Students | 308 | 136 | 172 | 2 | 6 | 291 | 1 | 8 | 8 | 100.00% |
| % of total | | 44.16% | 55.84% | 0.65% | 1.95% | 94.48% | 0.32% | 2.60% | | |
| Total - EL Students in Monitor Status | 80 | 44 | 36 | 0 | 2 | 73 | 0 | 5 | | |

| Student Groups | Count |
|-----------------------------------|-------|
| EL Students | 308 |
| Economically Disadvantaged | 301 |
| Students with disability with IEP | 70 |
| Foster | 0 |
| Gifted and Talented | 19 |
| Homeless | 23 |
| Migrant | 72 |

English Learner (EL) Student Group

Reporting Range: Start Date: 8/1/2021 through End Date: 5/31/2022

District Number/Name: 601/Woodford County

School Number/Name: 000/All Schools

Student count by grade level and demographic group

| Grade Level | Total | Gender | | Race/Ethnicity | | | | | Percent to Total EL |
|---------------------------------------|------------|------------|------------|----------------|------------|-------------------|-----------|----------------|---------------------|
| | | Female | Male | Asian | Hispanic | Two or more races | White | | |
| K | 38 | 16 | 22 | 1 | 35 | 0 | 2 | 12.58% | |
| 01 | 33 | 15 | 18 | 0 | 33 | 0 | 0 | 10.93% | |
| 02 | 44 | 19 | 25 | 0 | 41 | 0 | 3 | 14.57% | |
| 03 | 36 | 19 | 17 | 0 | 36 | 0 | 0 | 11.92% | |
| 04 | 33 | 15 | 18 | 0 | 31 | 1 | 1 | 10.93% | |
| 05 | 21 | 8 | 13 | 0 | 21 | 0 | 0 | 6.95% | |
| 06 | 15 | 7 | 8 | 0 | 15 | 0 | 0 | 4.97% | |
| 07 | 14 | 6 | 8 | 1 | 13 | 0 | 0 | 4.64% | |
| 08 | 17 | 4 | 13 | 0 | 16 | 0 | 1 | 5.63% | |
| 09 | 19 | 5 | 14 | 0 | 17 | 0 | 2 | 6.29% | |
| 10 | 13 | 5 | 8 | 0 | 12 | 0 | 1 | 4.30% | |
| 11 | 10 | 4 | 6 | 1 | 9 | 0 | 0 | 3.31% | |
| 12 | 9 | 5 | 4 | 0 | 7 | 1 | 1 | 2.98% | |
| Total - EL Students | 302 | 128 | 174 | 3 | 286 | 2 | 11 | 100.00% | |
| % of total | | 42.38% | 57.62% | 0.99% | 94.70% | 0.66% | 3.64% | | |
| Total - EL Students in Monitor Status | 87 | 46 | 41 | 2 | 78 | 0 | 7 | | |

| Student Groups | Count |
|-----------------------------------|-------|
| EL Students | 302 |
| Economically Disadvantaged | 275 |
| Students with disability with IEP | 73 |
| Foster | 1 |
| Gifted and Talented | 27 |
| Homeless | 18 |
| Migrant | 59 |

English Learner (EL) Student Group

Reporting Range: Start Date: 8/1/2020 through End Date: 5/3/2021

District Number/Name: 601/Woodford County

School Number/Name: 000/All Schools

Student count by grade level and demographic group

| Grade Level | Total | Gender | | Race/Ethnicity | | | | | Percent to Total EL |
|---------------------------------------|------------|------------|------------|----------------|------------|-------------------|-----------|----------------|---------------------|
| | | Female | Male | Asian | Hispanic | Two or more races | White | | |
| K | 36 | 17 | 19 | 0 | 36 | 0 | 0 | 13.00% | |
| 01 | 43 | 18 | 25 | 0 | 40 | 0 | 3 | 15.52% | |
| 02 | 41 | 22 | 19 | 0 | 41 | 0 | 0 | 14.80% | |
| 03 | 32 | 13 | 19 | 0 | 29 | 1 | 2 | 11.55% | |
| 04 | 23 | 12 | 11 | 1 | 22 | 0 | 0 | 8.30% | |
| 05 | 16 | 8 | 8 | 0 | 16 | 0 | 0 | 5.78% | |
| 06 | 18 | 7 | 11 | 0 | 16 | 0 | 2 | 6.50% | |
| 07 | 18 | 6 | 12 | 0 | 16 | 0 | 2 | 6.50% | |
| 08 | 17 | 6 | 11 | 0 | 16 | 0 | 1 | 6.14% | |
| 09 | 12 | 5 | 7 | 0 | 11 | 0 | 1 | 4.33% | |
| 10 | 7 | 3 | 4 | 0 | 7 | 0 | 0 | 2.53% | |
| 11 | 10 | 5 | 5 | 0 | 7 | 1 | 2 | 3.61% | |
| 12 | 4 | 2 | 2 | 0 | 4 | 0 | 0 | 1.44% | |
| Total - EL Students | 277 | 124 | 153 | 1 | 261 | 2 | 13 | 100.00% | |
| % of total | 44.77% | 55.23% | 0.36% | 94.22% | 0.72% | 4.69% | | | |
| Total - EL Students in Monitor Status | 91 | 51 | 40 | 3 | 79 | 1 | 8 | | |

| Student Groups | Count |
|-----------------------------------|-------|
| EL Students | 277 |
| Economically Disadvantaged | 256 |
| Students with disability with IEP | 75 |
| Foster | 0 |
| Gifted and Talented | 25 |
| Homeless | 18 |
| Migrant | 47 |

| Positions | Amount | Days | Hours | Cost | Salary Table | Justification |
|--|--------|----------------------|------------------------|--|--------------|---|
| Exceptional Child Instructional Assistant | 5 | 180 | 7 | \$15.59 - \$23.54 | 10 | Due to an increase in students that receive special education services placed under IDEA & determined by ARCs. They will support students and intense student needs determined by ARC. |
| District Wide Vision Impaired Teacher | 1 | 188 | 7.5 | Certified Rank Scale | Nov-51 | Due to an increase in services to support students Preschool to 12th Grade and IDEA requirements per IEP's. Currently on one PT on staff. Due to increase in caseload and services required to support student needs and increases in students to be evaluated. An increase in hours is needed to meet the physical and functional needs for students requiring PT services and to meet the IEP's requirements. |
| Physical Therapist | 1 | 188 | 7.5 | \$74.08 - \$106.67 | OCCP | Currently have two OT's on staff but they are part time. Based on the increase in caseload and services required to support individual student needs and increase in students needing evaluated and increase in hours is needed to meet the physical and functional needs of the students receiving OT. Requesting current part time OT's to increase hours to 40 per week. |
| Occupational Therapist Elementary & Middle School Bookkeeper | 2 | 188 | 7.5 | \$74.08 - \$106.67 | OCCP | Bookkeepers workload requires the additional time. |
| Speech Language Pathologist | 1 | No Change | +1 Hr Per Day (7 to 8) | \$17.03 - \$25.10 | 2 | |
| Transportation Logistics Coordinator | 1 | 188 | 7.5 | Certified Rank Scale | Nov-51 | Due to an increase in services to support students Preschool to 12th Grade and IDEA requirements per IEP's. |
| Student Diesel Mechanic | 3 | 260 | 8 | \$18.54-\$26.70 | 1 | Create, update and maintain bus routes, stops, and turn arounds. |
| Exceptional Child Consultant for ARC Chair | 1 | As Needed | As Needed | \$10/hour | 30 | Needed to create educational pipeline into the field for future staffing needs. |
| Computer Technician | 1 | 188 | 7.5 | Certified Rank Scale + \$3,000 Stipend | Nov-51 | Due to increase in the number of students in our district that require services under IDEA/FAPE. |
| Infinite Campus Clerk | 1 | 260 | 8 | \$18.54-\$26.70 | 1 | Due to a critical gap in technology services within the district for SPED. Current technicians are spread thin with servicing, maintaining and replacing student devices. As well as supporting the Chromebook repairs needed. |
| Special Education Dept. Chair | 0.5 | 195 | 4 | \$15.08 - \$23.02 | 3 | Currently position does not exist but the need for support on the Alternative Programs is needed. |
| Central Office Staff Support Secretary | 9 | + 5 Days | No Change | Certified Rank Scale | Nov-51 | Per IDEA and ADA, IEP's must be prepared before first day of school. ESY Process. |
| FRC Assistant | 1 | No Change | No Change | Change to Grade 08 | 8 | Provide consistency across positions of similar job responsibilities. |
| Transportation Data Assistant | 1 | 180 | 7 | \$15.14- \$22.85 | 10 | Adjust current FRC secretary to assistant> |
| Transportation Training Coordinator | 1 | From 225 to 260 days | 8 | 6.045 | 3 | Due to driver shortages there are not enough staff to cover summer responsibilities. |
| Operations Account Clerk II | 1 | No Change | No Change | \$18.54-\$26.70 | 1 | Adjusted job descriptions from Driver Trainer position |
| | 1 | From 225 to 260 days | No Change | No Change | 8 | Due to driver shortages there are not enough staff to cover summer responsibilities. This was missed from last years changes and needs to be retroactive for FY24. |