

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: VIII A **DATE:** February 23, 2026

TOPIC/TITLE: Approve Central Office Reorganization

PRESENTER:

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 Central Office Reorganization included creation, inactivation and adjustments to job descriptions and job roles.

IMPACT ON RESOURCES: Noted in presentation and materials

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Yari Jones

WCPS REORGANIZATION

Legacy of Excellence
FUTURE OF OPPORTUNITY

WOODFORD COUNTY PUBLIC SCHOOLS

Legacy of Excellence.
FUTURE OF OPPORTUNITY

Mission: Woodford County Public Schools will cultivate portrait-ready learners by offering a safe and engaging environment, and by harnessing the dedication of staff and the support of the community.

Vision: Our vision is a unified community where empowered staff and engaged partners guide every student to become a resilient learner, empathetic communicator, reflective collaborator, creative problem-solver, responsible contributor prepared to positively impact the world.



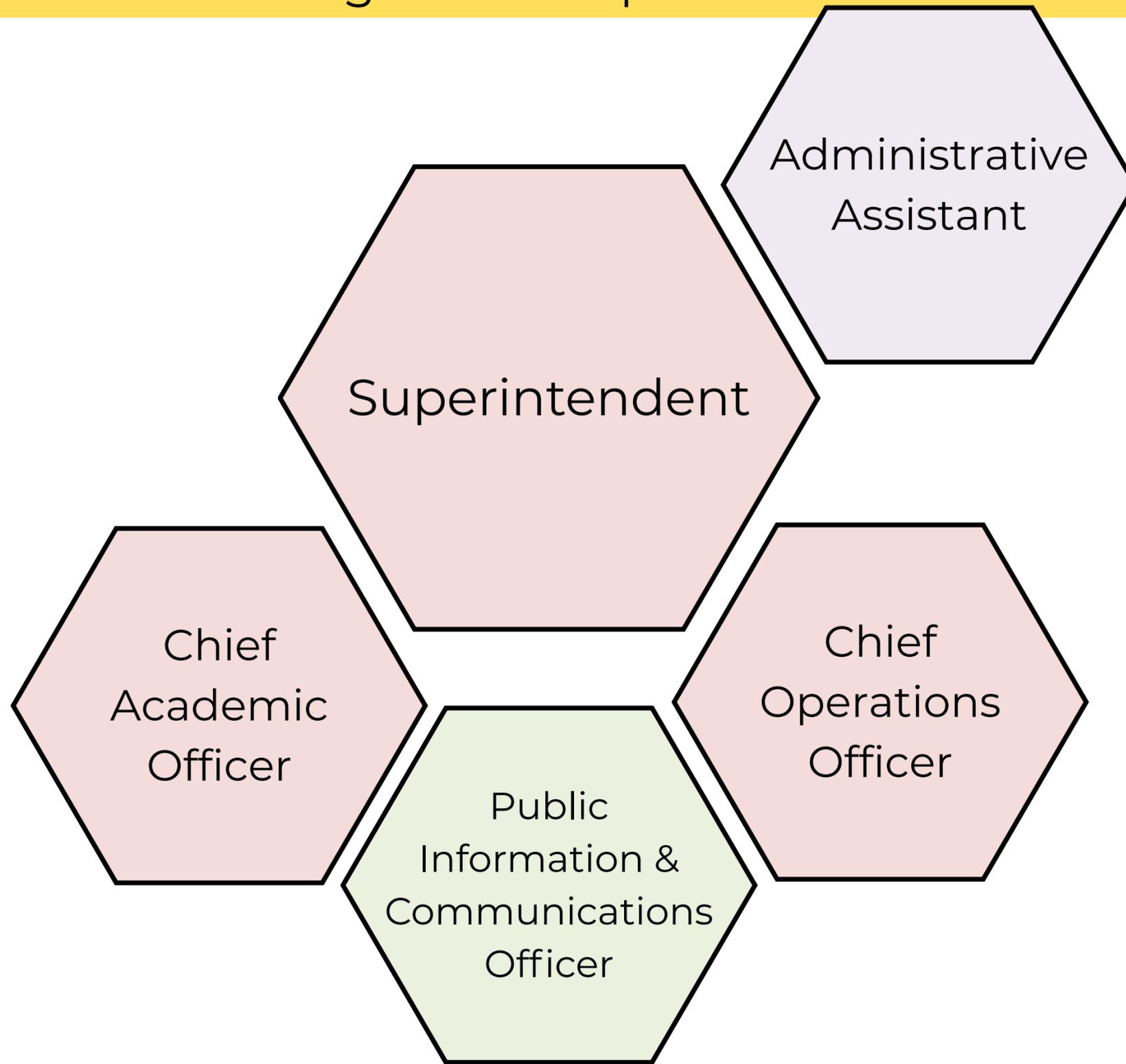
WCPS REORGANIZATION

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SUCCESSFUL AND ENGAGED STUDENTS	SKILLED AND COMMITTED TEAMS	CAREGIVERS AND COMMUNITY PARTNERSHIPS	STEWARDSHIP
<p>Team Woodford commits to utilizing the Portrait of a Learner to ensure academic excellence, vibrant learning opportunities, and fostering a strong sense of belonging for all students.</p> <ul style="list-style-type: none"> High expectations for all students, ensuring they have equitable opportunities to thrive and be successful Students demonstrate the competencies and skills of the Portrait of a Learner Students are equipped for their future with the necessary skills for success, including transitions between school levels Student success is celebrated Student voice is included in the learning process. Students feel valued, celebrated, and empowered Students are presented with authentic, real-life learning experiences in which they have to find solutions to problems 	<p>Team Woodford commits to retaining and unifying staff through two-way communication, continuous support, and celebrating staff success.</p> <ul style="list-style-type: none"> Two-way communication with all staff will be proactive and appropriately transparent Effective and efficient onboarding practices that commit staff not only to academics and operations, but also to the heart of Woodford County Staff commitment to communicating with colleagues as respected professionals and partners dedicated to improving the district Continuous support for all staff through professional learning, coaching and training, and support for all staff to successfully implement WCPS Portrait of a Learner Staff feel valued, celebrated, and empowered. A unified culture of excellence that retains staff 	<p>Team Woodford commits to building collaborative partnerships with our community and caregivers that fosters engagement and a shared responsibility for student success.</p> <ul style="list-style-type: none"> Open and welcoming schools that fully embrace and partner with our community and caregivers A connection built on trust, which is developed by a communication system that ensures all members receive timely, clear, and appropriate information via multiple platforms Celebrations of our traditions and legacy by recognizing the cultural heritage, history, achievements, and unique identity of our schools Partnerships across the home and community focused on student needs and developing portrait-ready students 	<p>Team Woodford commits to the careful and responsible management of facilities, operations and processes.</p> <ul style="list-style-type: none"> Best practices for purchasing, maintenance, and staffing to ensure sustainability of district assets Reporting and accessible documentation to ensure accountability and alignment with strategic goals Policies and procedures are reviewed consistently among all stakeholders. Safety personnel are highly visible throughout school grounds and at district events Required safety plans, emergency response protocols, and risk management strategies are established and regularly reviewed



Board Action:
Approve the central office reorganization plan



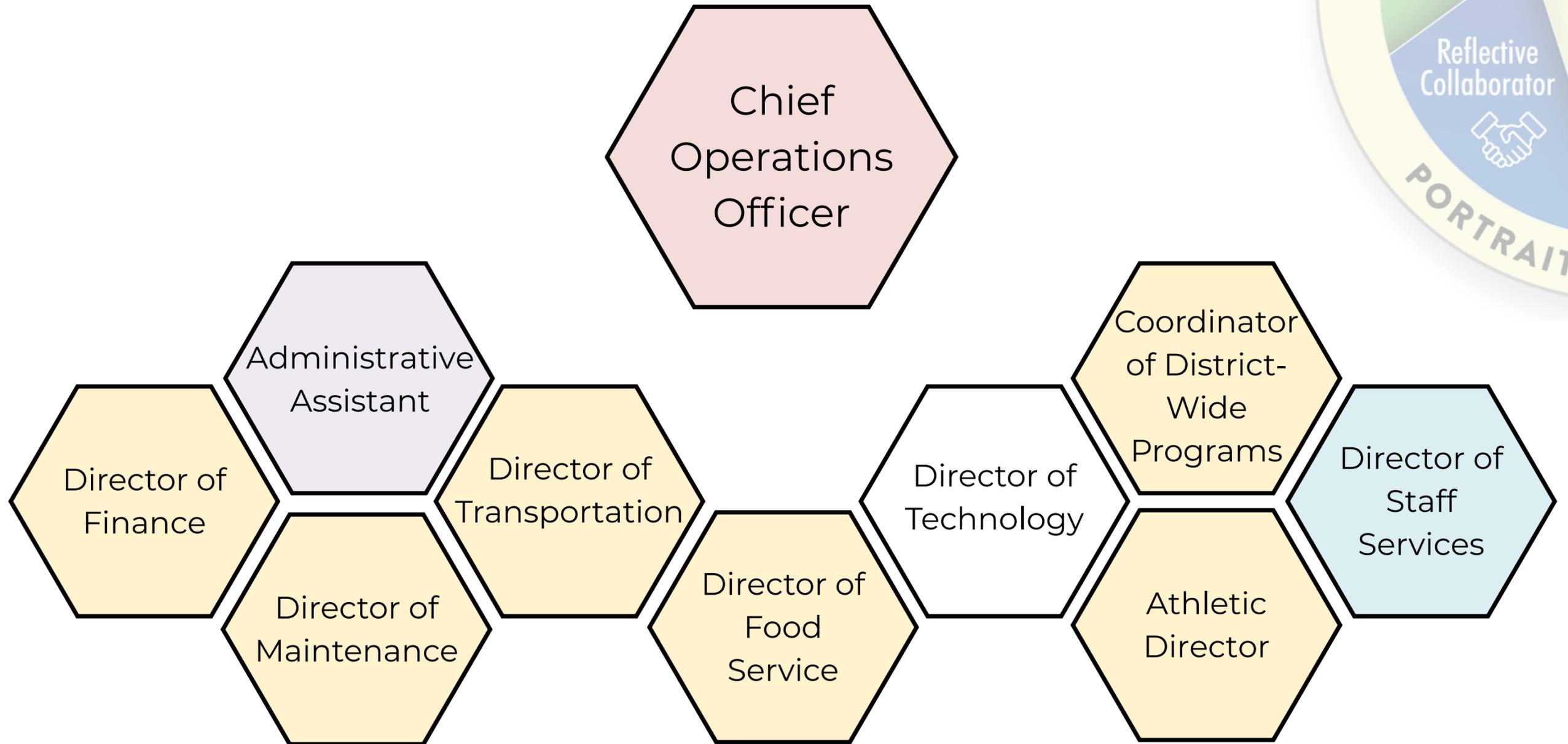
Responsible Contributor



STEWARDSHIP

Team Woodford commits to the careful and responsible management of facilities, operations, and processes.

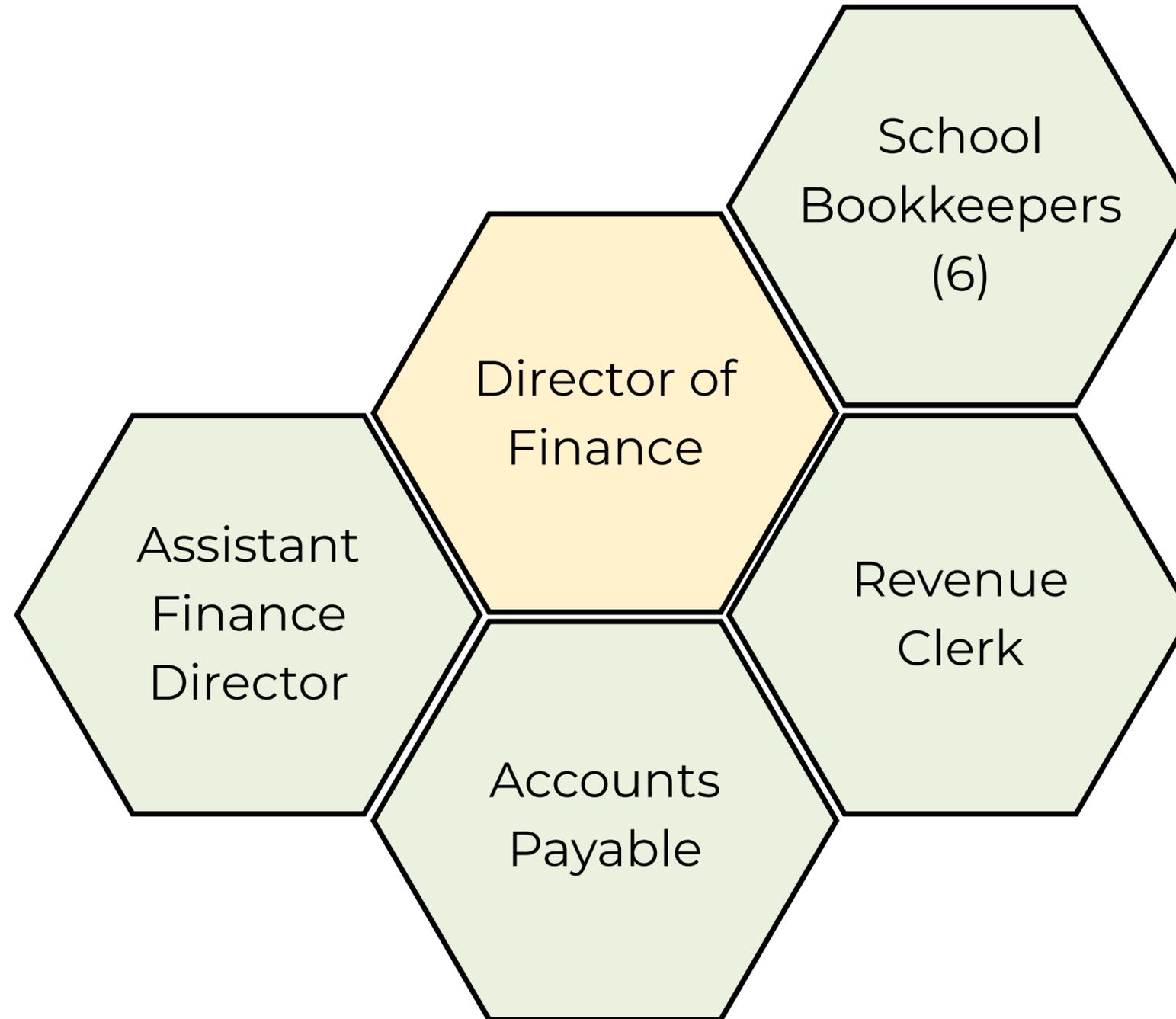
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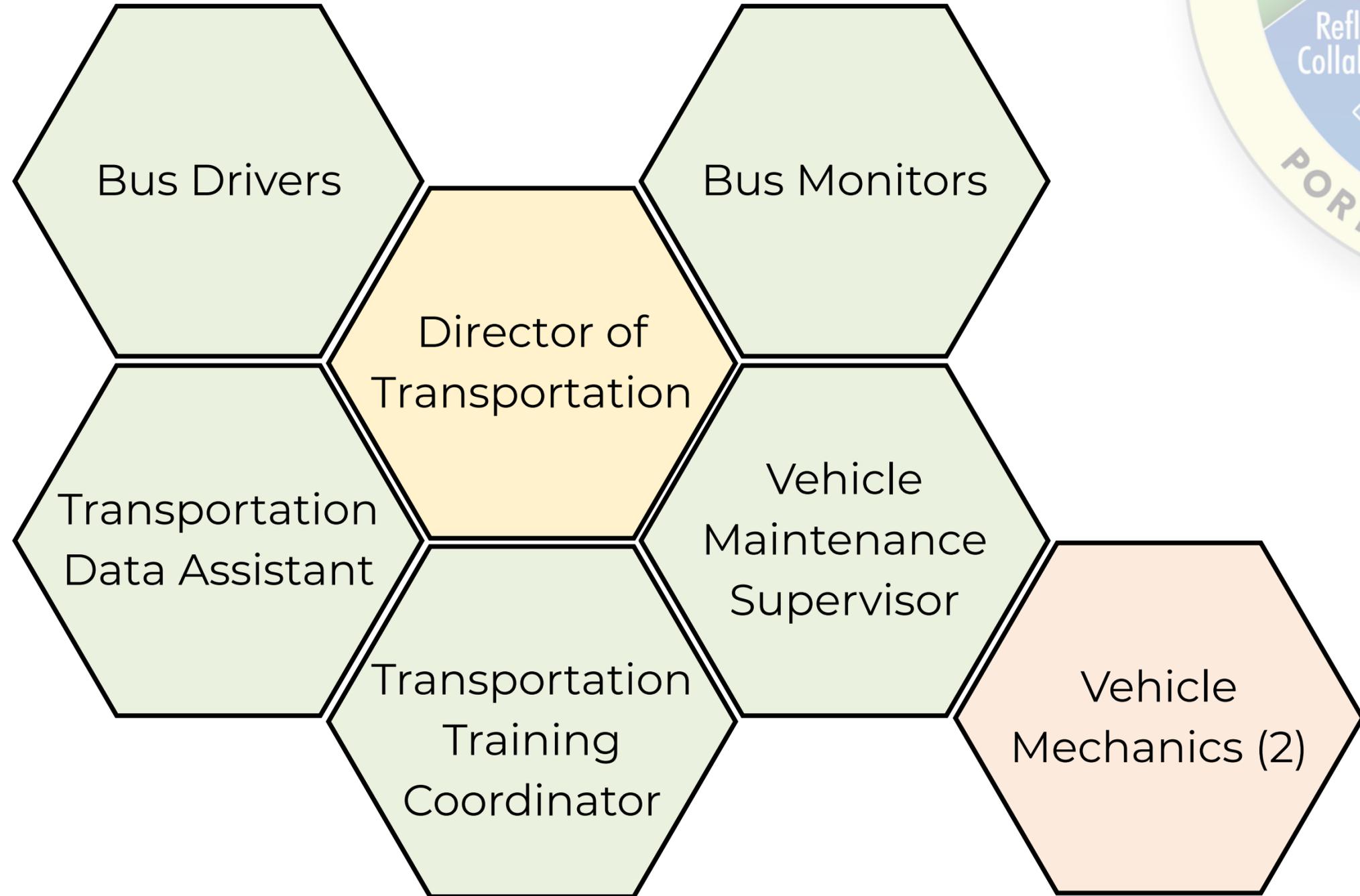
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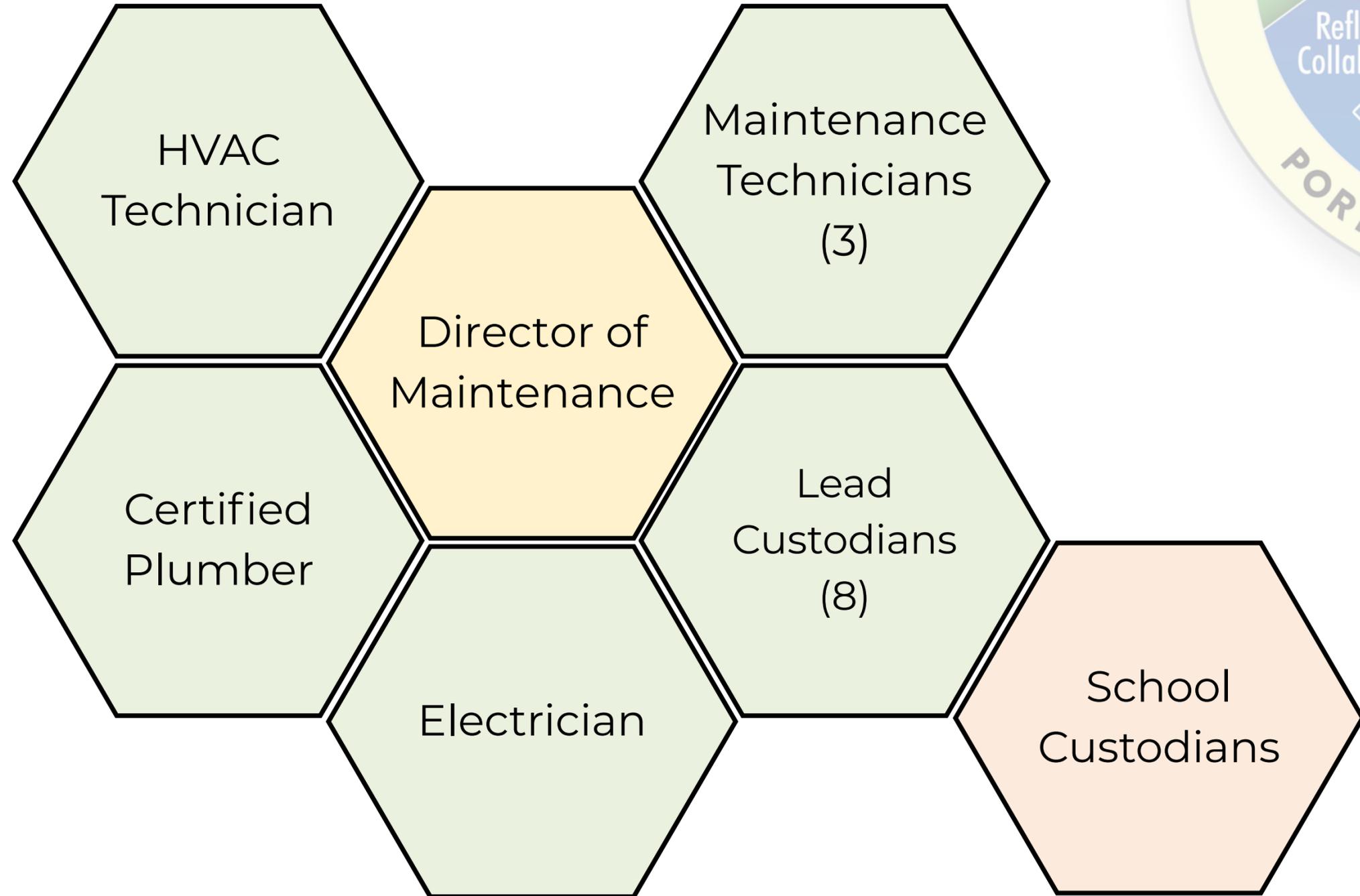
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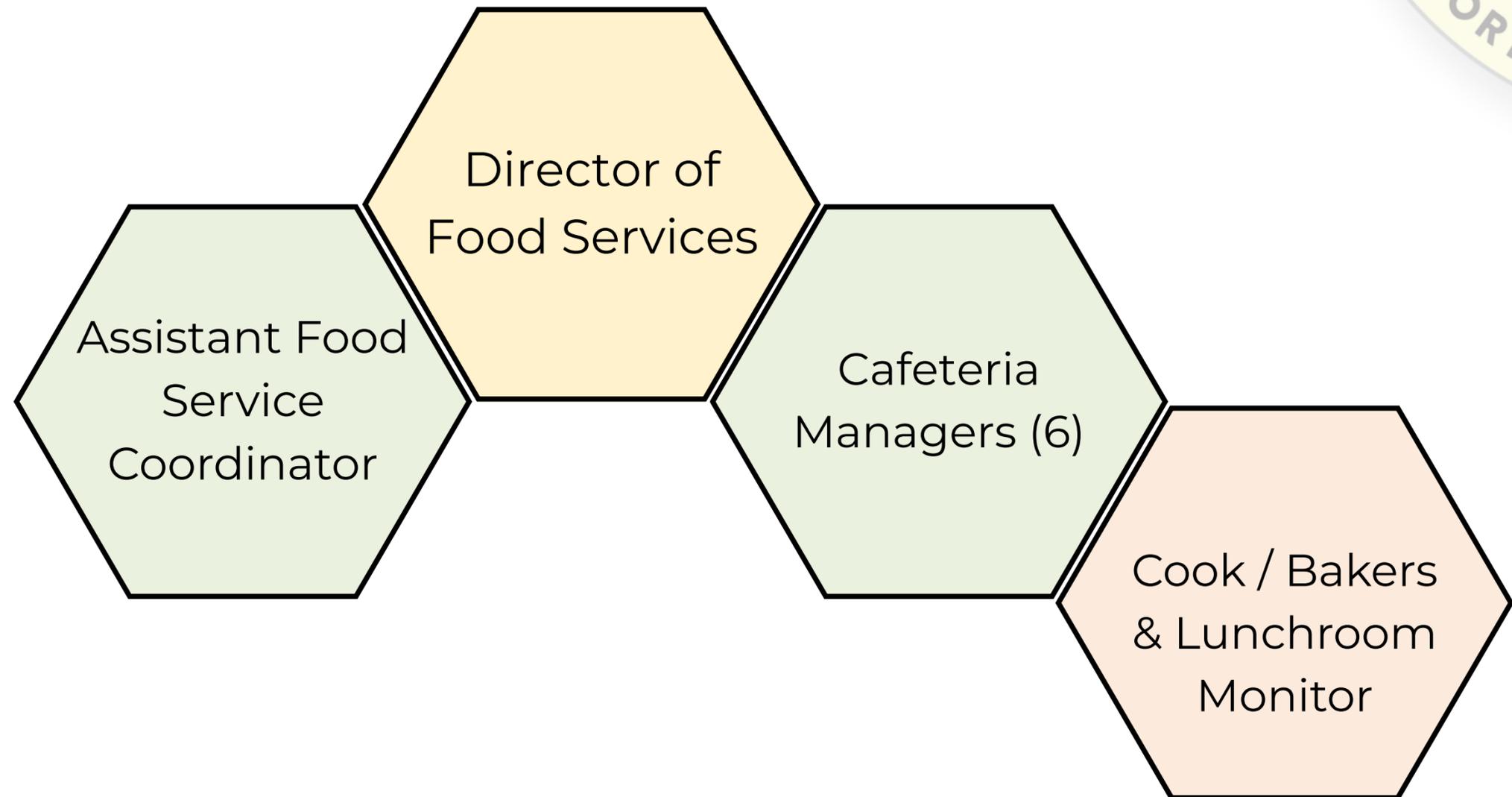
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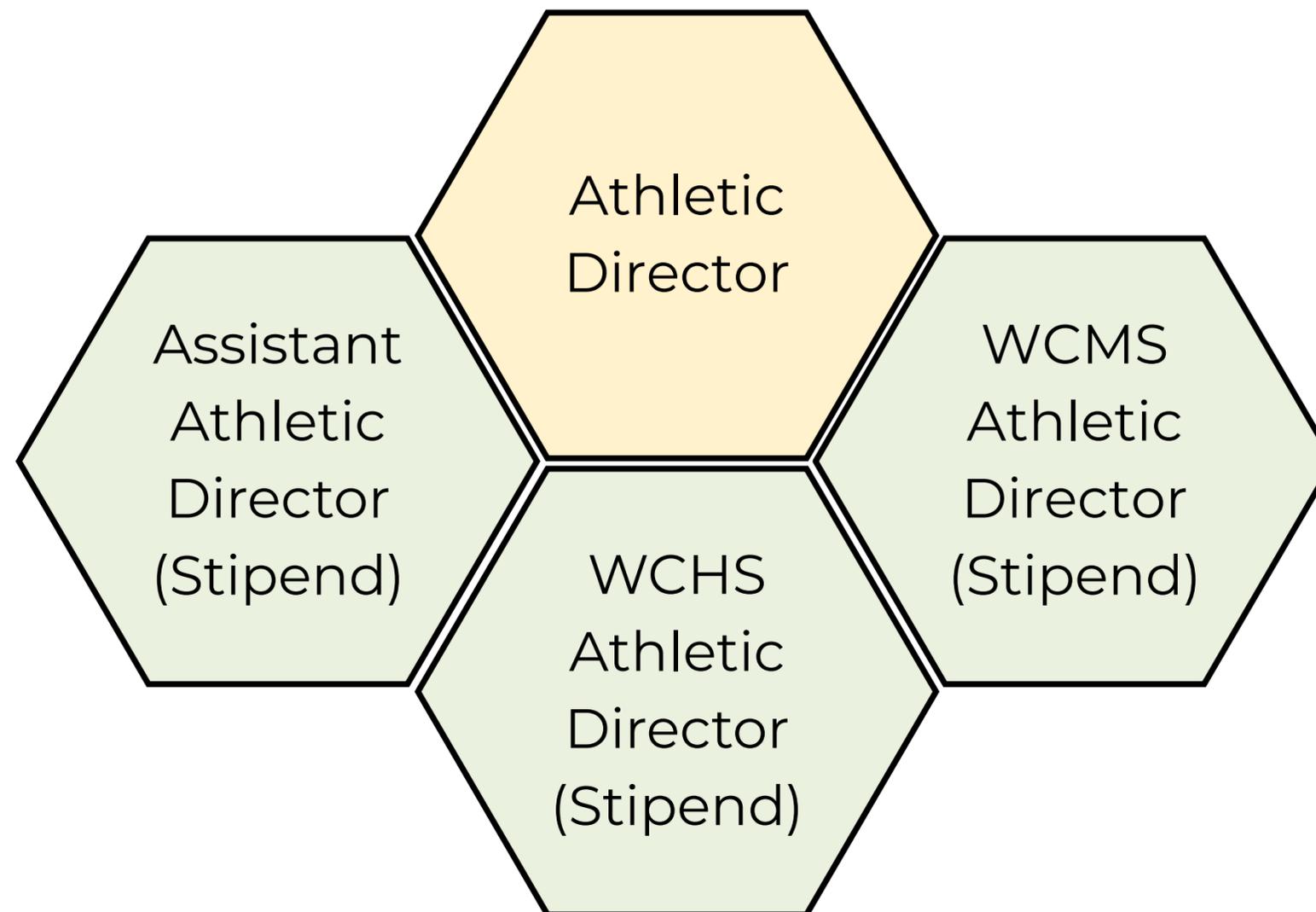
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SUCCESSFUL AND ENGAGED STUDENTS

Team Woodford commits to utilizing the Portrait of a Learner to ensure academic excellence and vibrant learning opportunities, while fostering a strong sense of belonging for all students.

- High expectations for all students, ensuring they have equitable opportunities to thrive and be successful
- Students demonstrate the competencies and skills of the Portrait of a Learner
- Students are equipped for their future with the necessary skills for success, including transitions between school levels
- Student success is celebrated
- Student voice is included in the learning process
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CAREGIVERS AND COMMUNITY PARTNERSHIPS

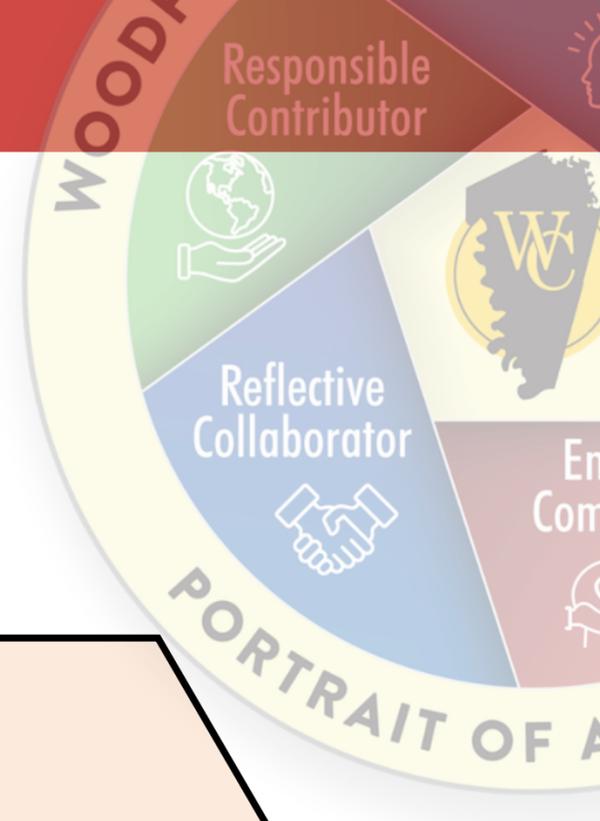
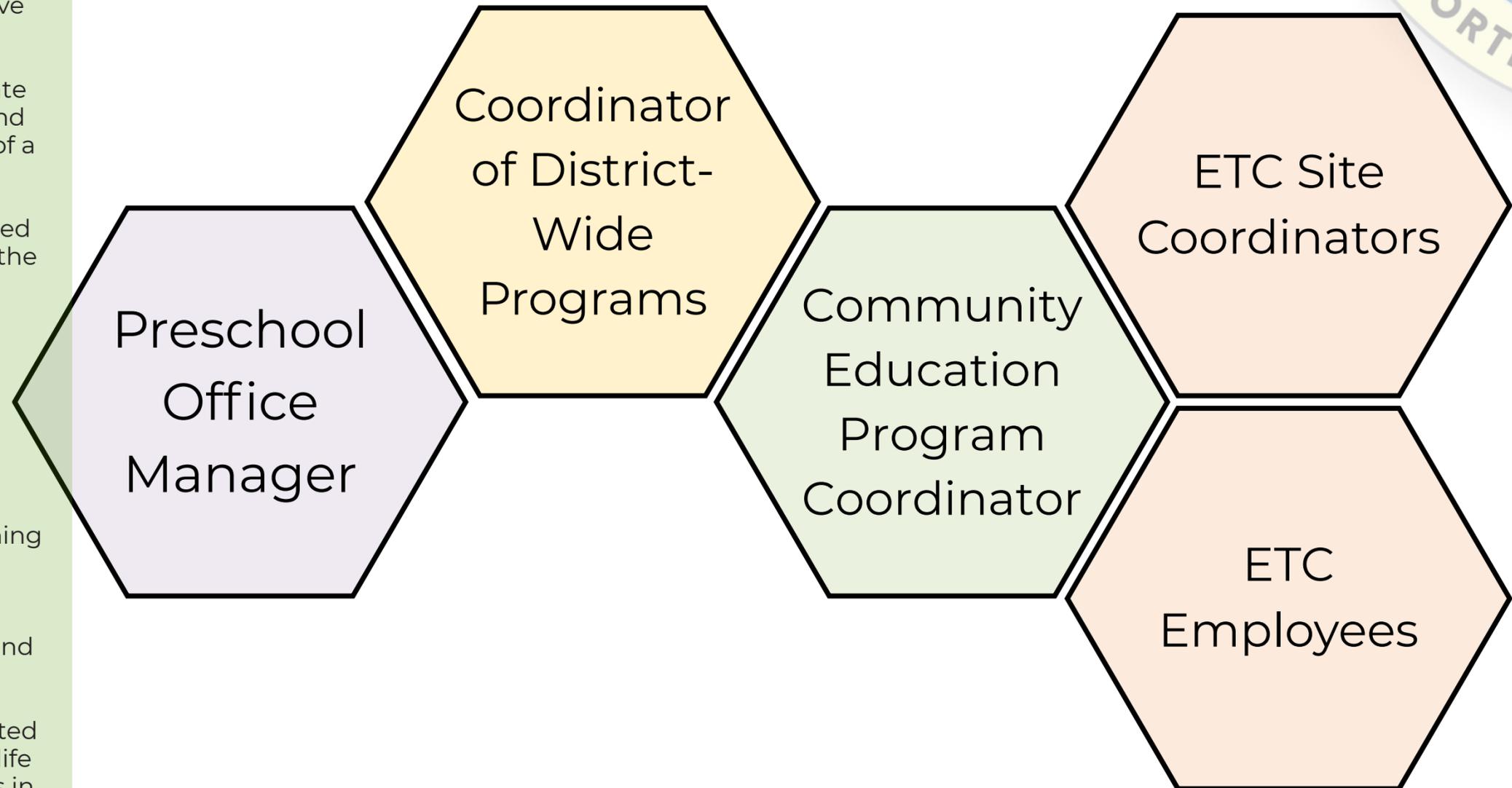
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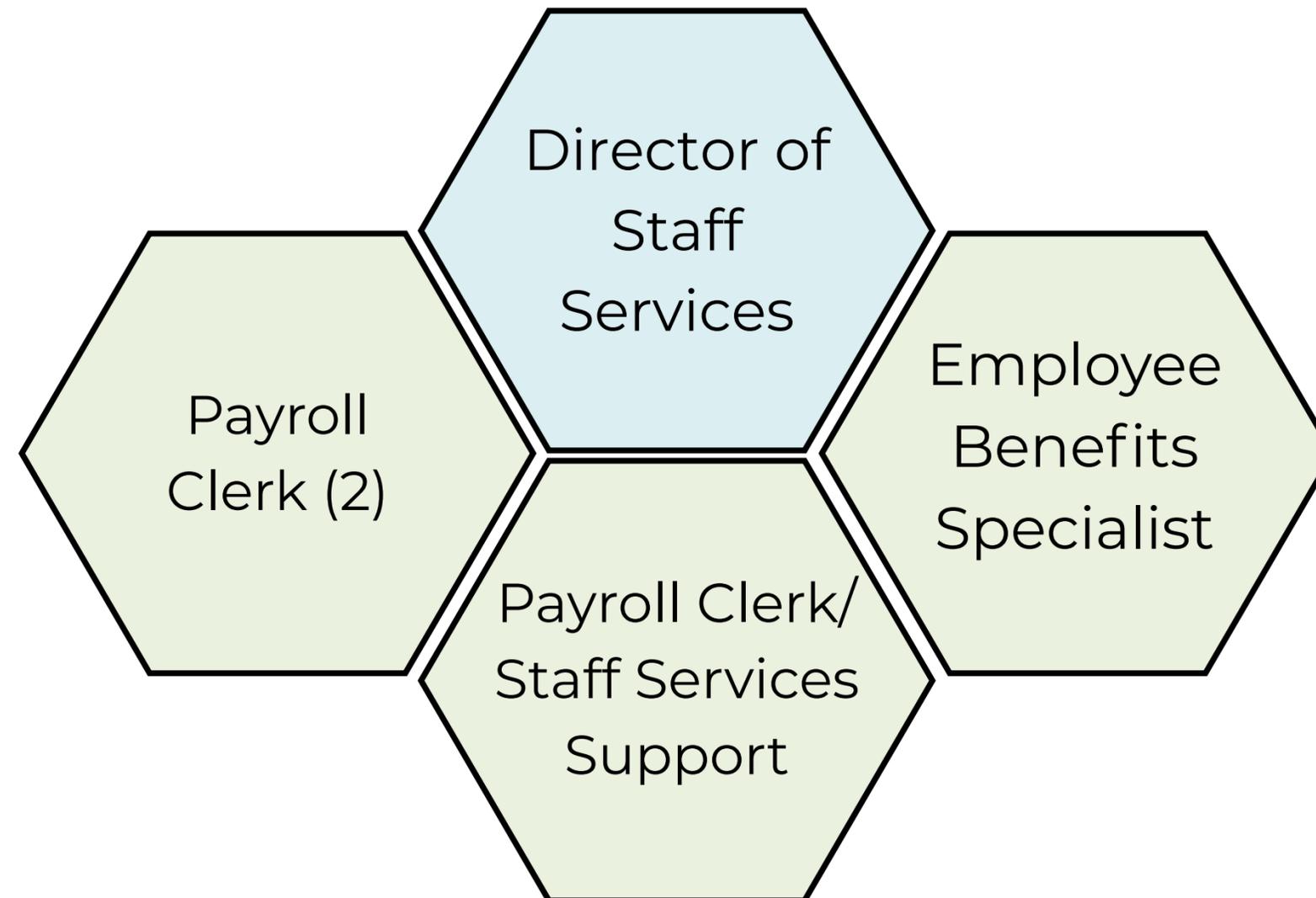
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SKILLED AND COMMITTED TEAMS

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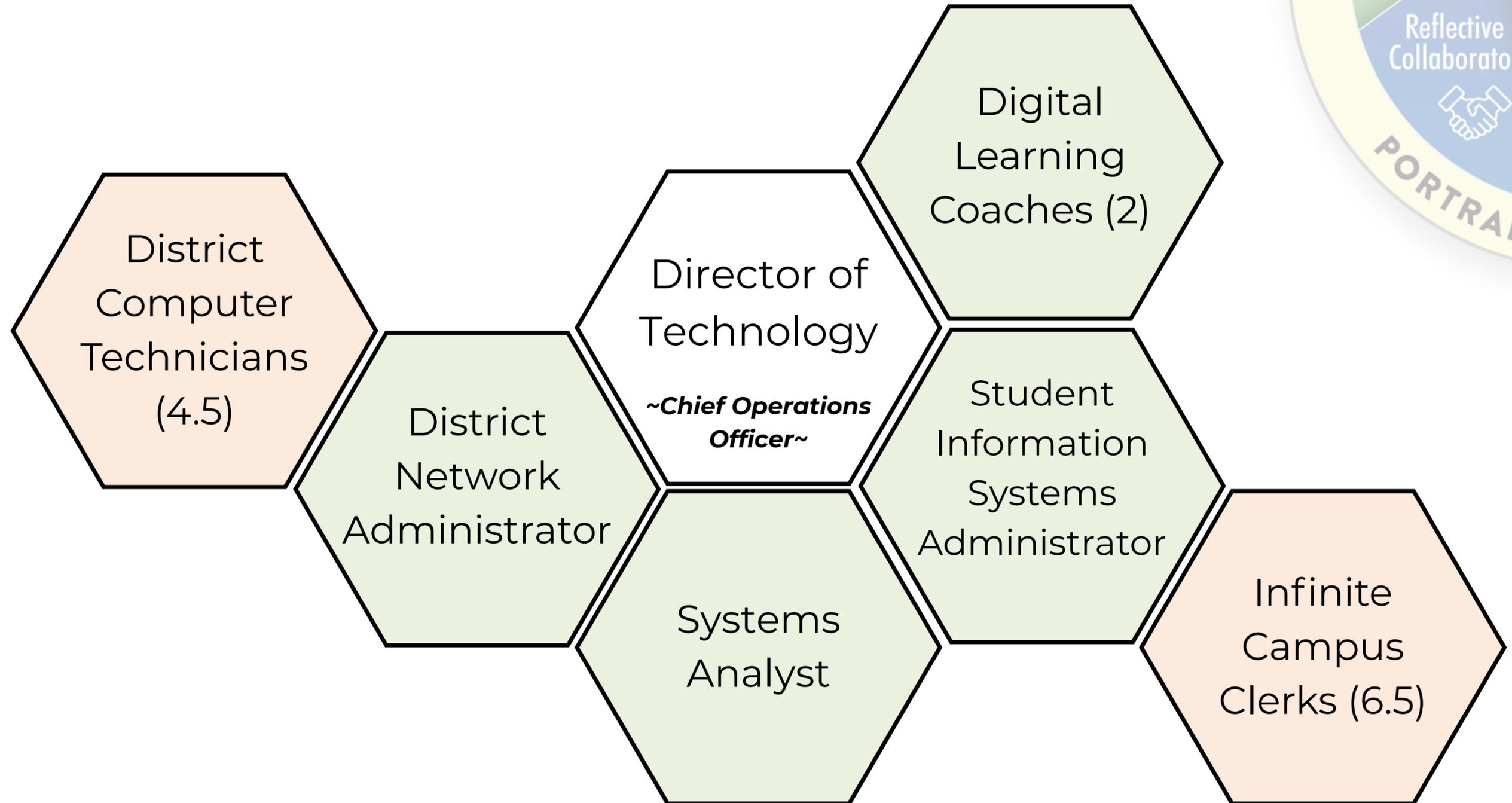
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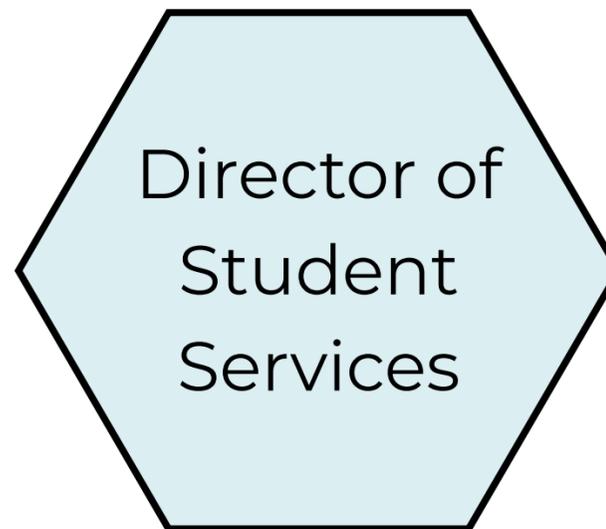
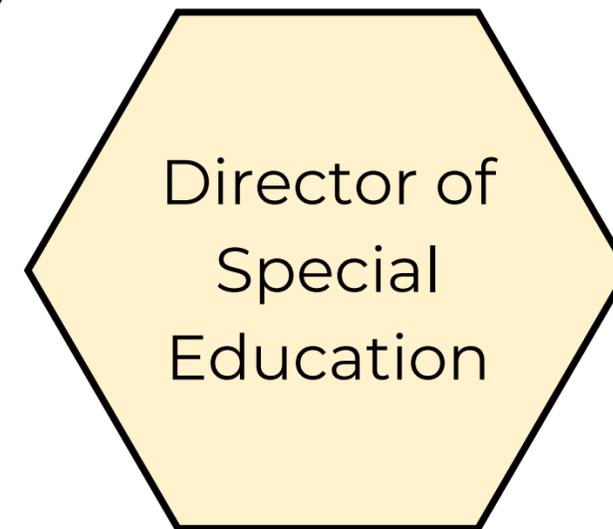
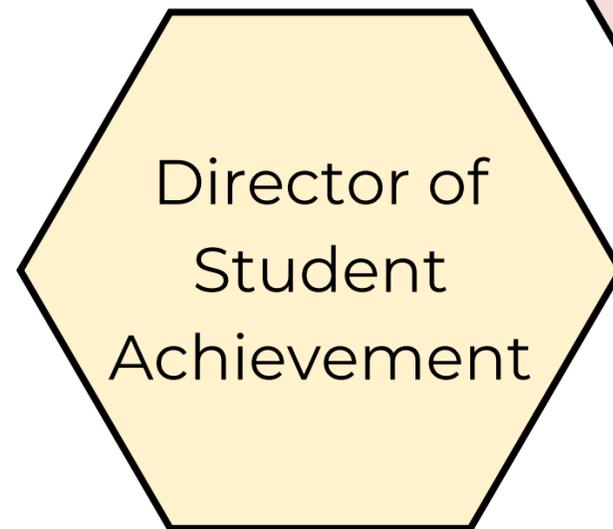
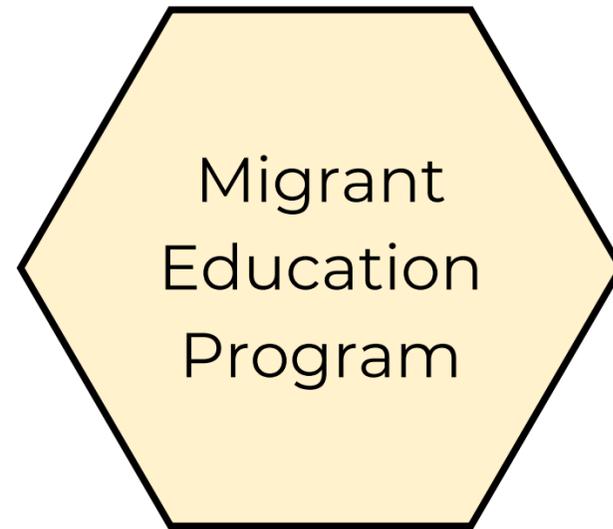
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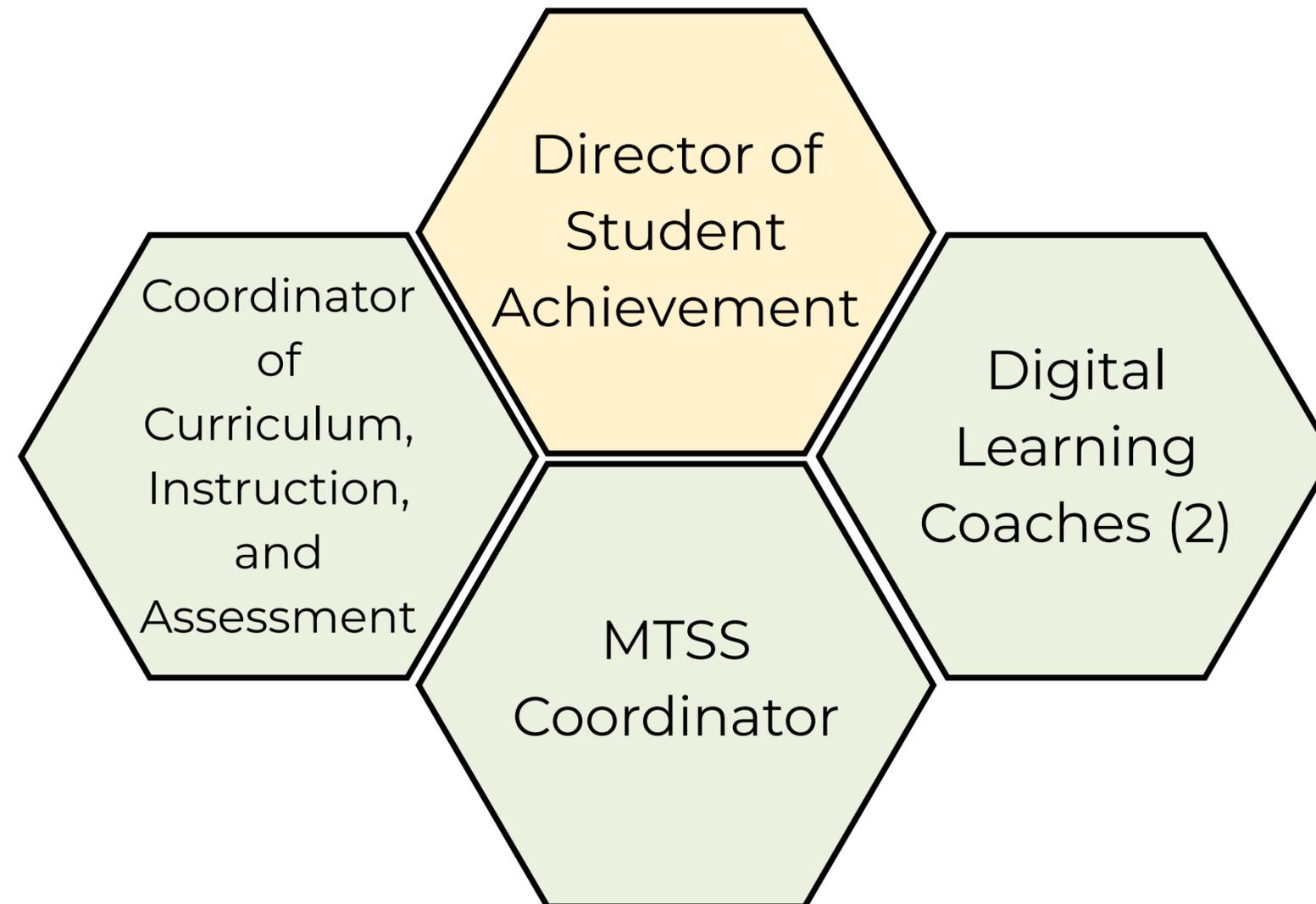
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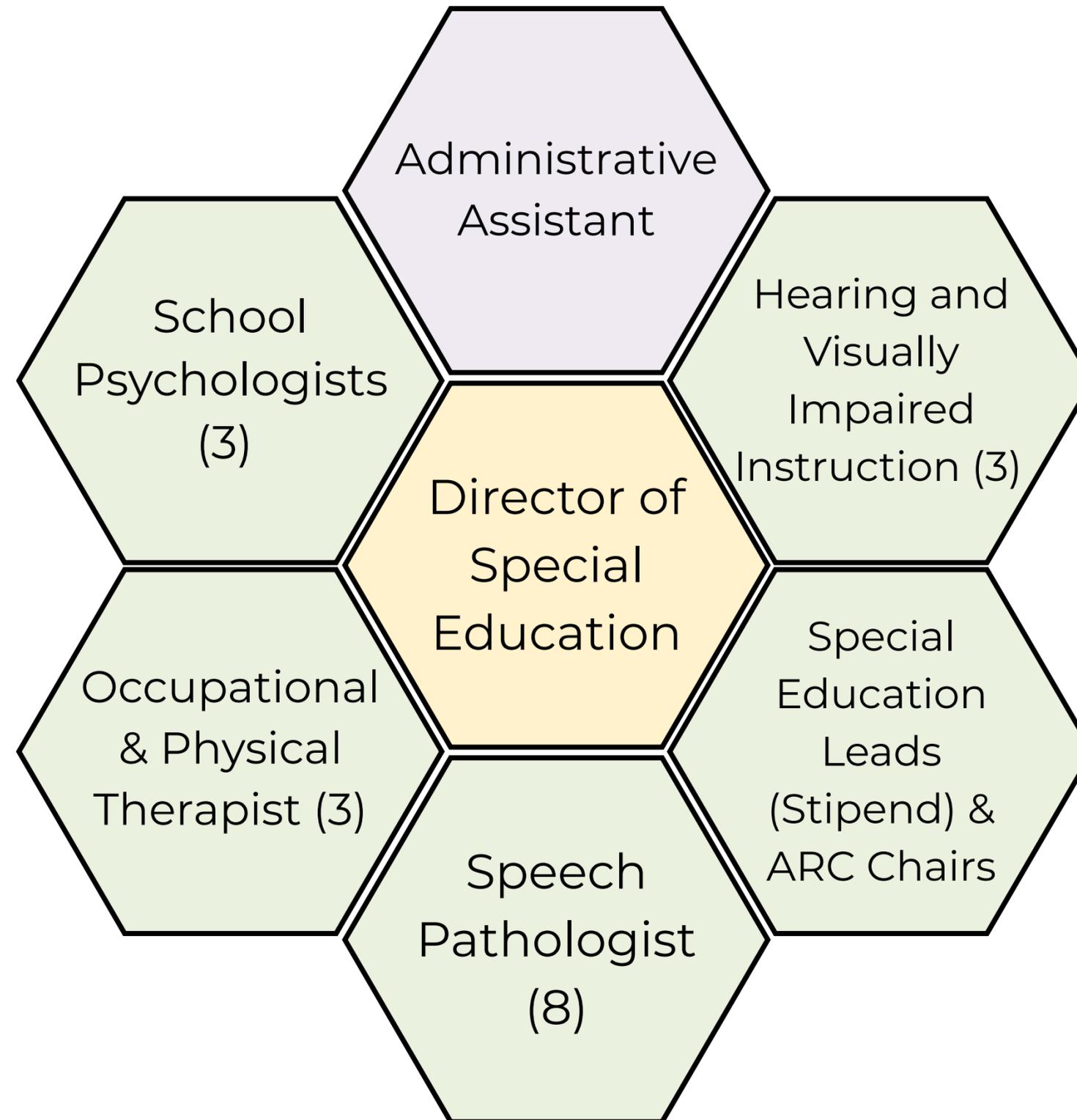
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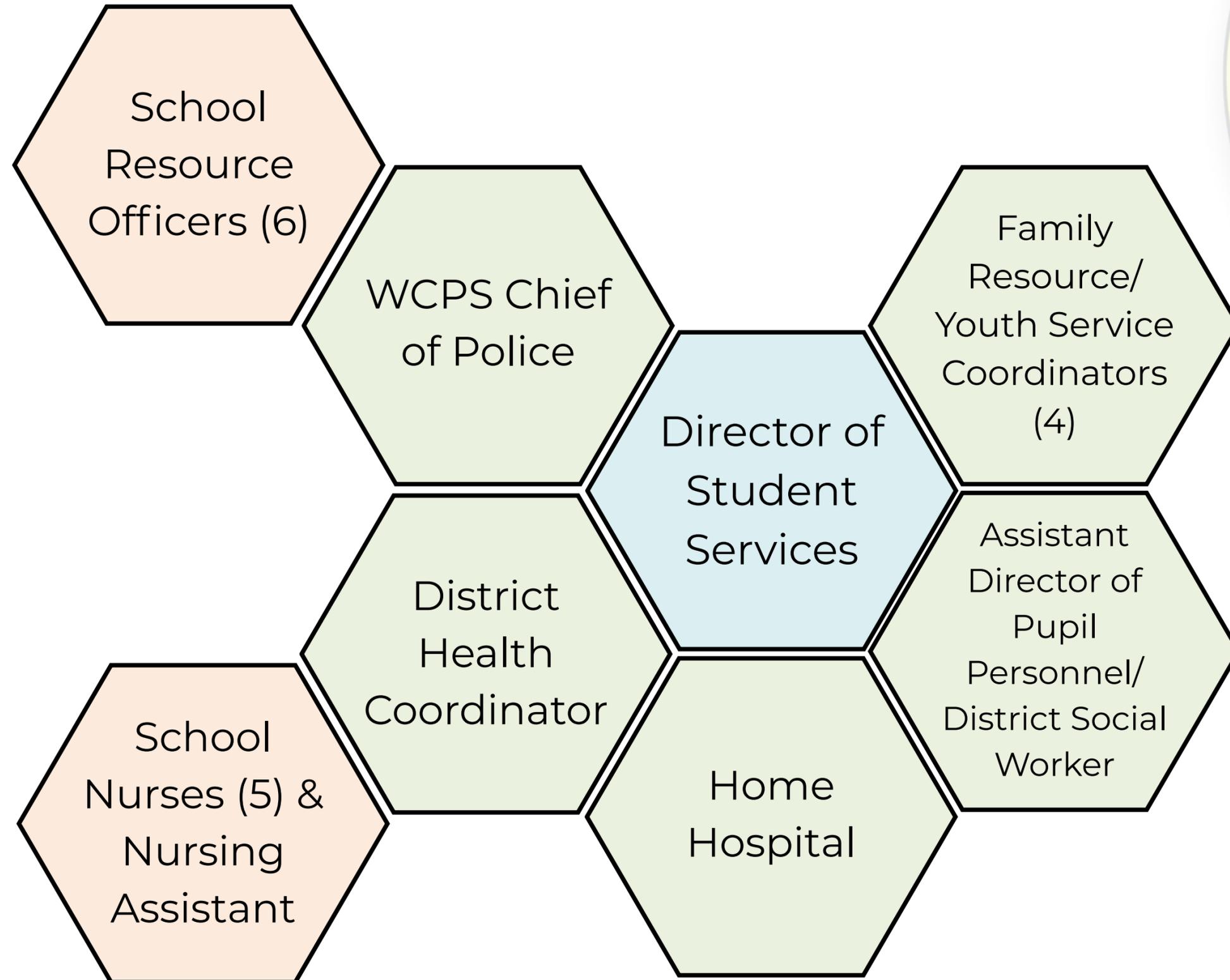
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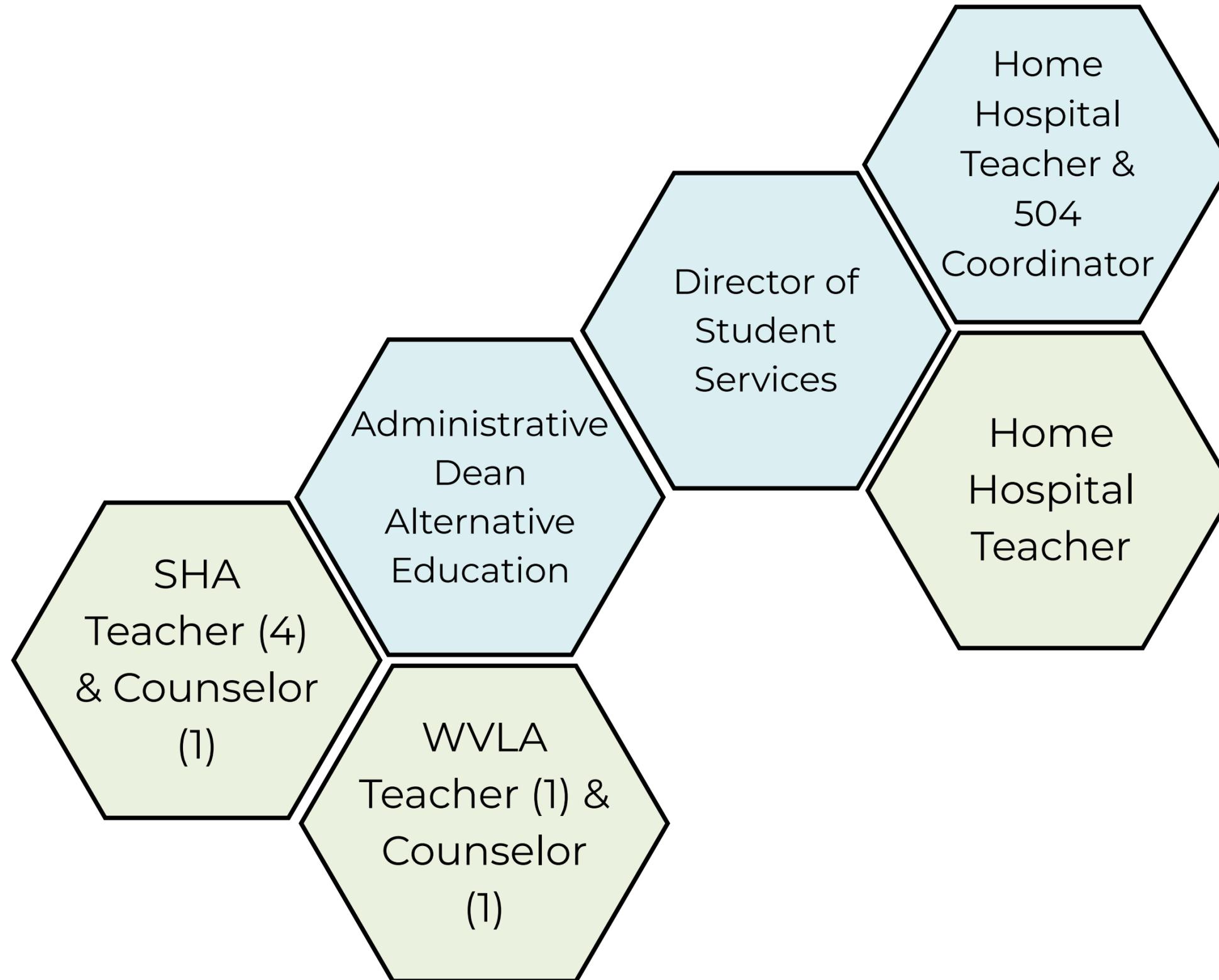
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The Reduction Plan

Board Action:
Inactivate the following positions

Assistant Superintendent	Coordinator of Alternative Programs	District Computer Technician Reduction by 1.5 positions
District Guidance Counselor	Accounting Supervisor	Transportation Logistics Coordinator
Special Ed Records (Project) Clerk	Payroll Supervisor	Reduce Central Office custodian by 1 position
Sub Caller / Sub Center Assistant	District Gifted & Talented Coordinator	Computer Training Specialist
Community Education Assistant Program Coordinator	Administrative Assistants (Account Clerk II) for the following departments: Transportation (.5) , Maintenance (.5), Technology	



The Reduction Plan

SKILLED AND COMMITTED TEAMS

Team Woodford commits to retaining and unifying staff through two-way communication, continuous support, and celebrating staff success.

Board Action:
Create the following positions

Director of Student Services

Director of Staff Services

Administrative Dean of Alternative Education

Account Clerk II (Operations)

Payroll Clerk (.5) & Staff Service Support Assistant (.5)

Home Health Instructor (.5) & 504 Coordinator (.5)
with 16 extended days (Summer School)

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The Reduction Plan

Board Action: Move Safe Harbor Academy

Beginning the 2026-2027 school year, the Alternative Education programs will relocate to a new location.

Safe Harbor Academy and Woodford Virtual Learning Academy will relocate to 180 Frankfort Street and use the lower level of one wing.

This will provide an opportunity for growth and more partnerships with community members and programs. The current building can only hold 50 students, and we need more growth opportunities to support student needs.



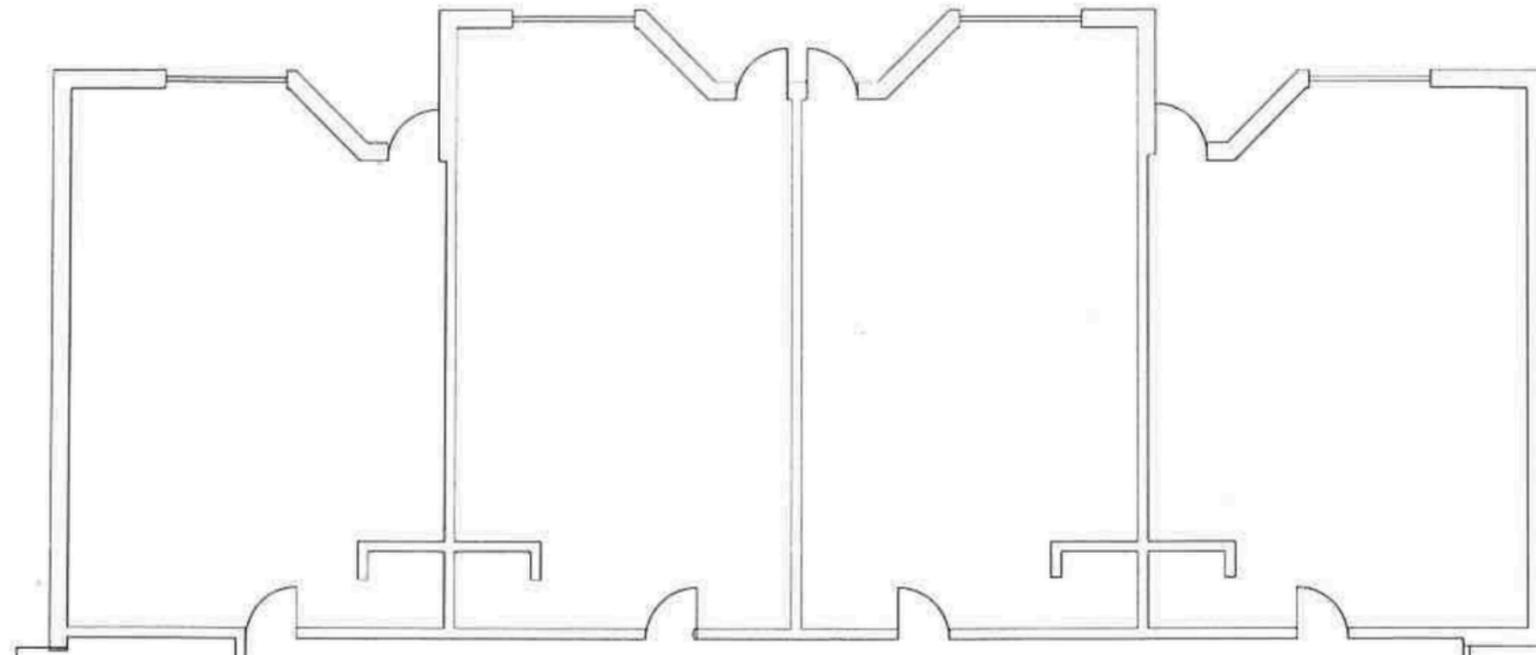
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The Reduction Plan

Board Action:
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Safe Harbor Academy currently has 4 classrooms.

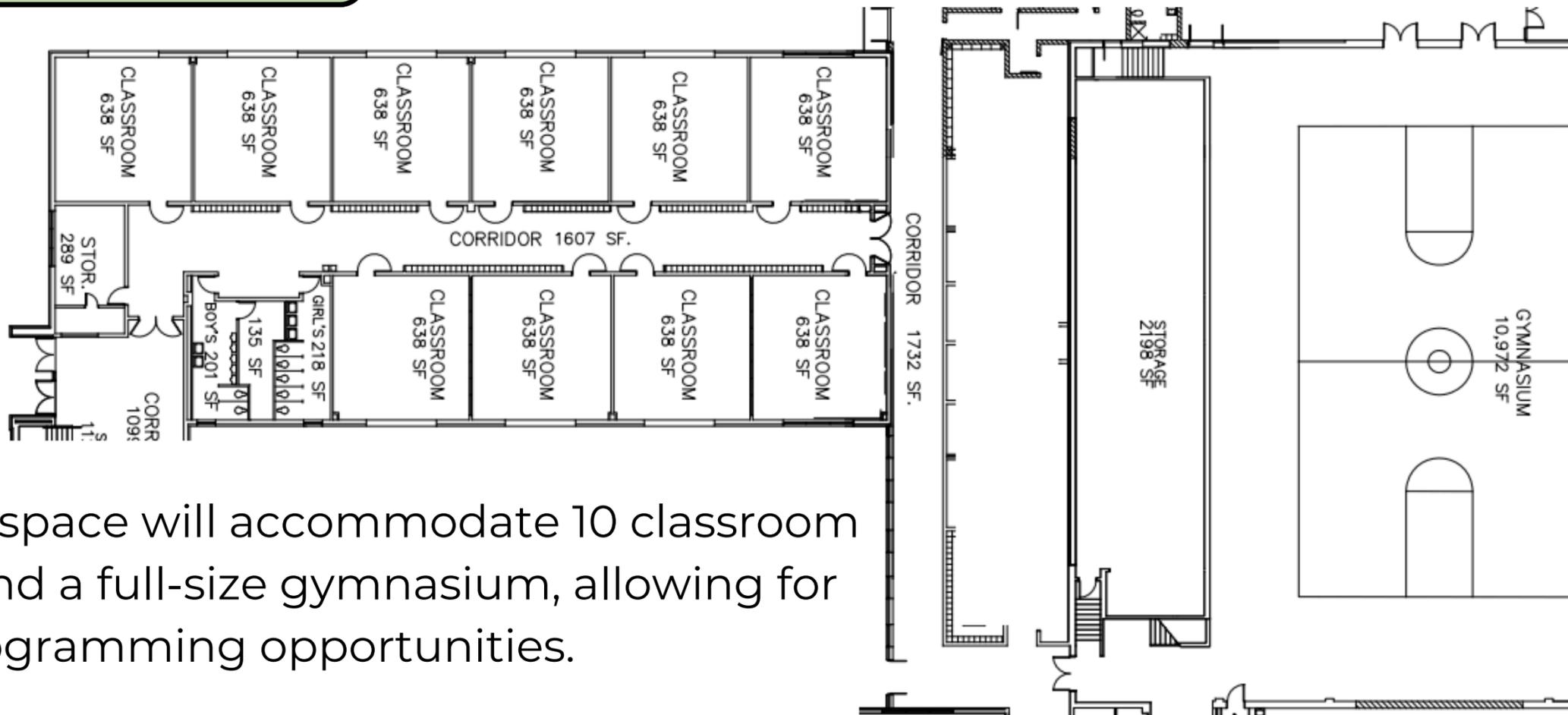


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The Reduction Plan

Board Action: Move Safe Harbor Academy



The new space will accommodate 10 classroom spaces and a full-size gymnasium, allowing for more programming opportunities.



WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Director of Student Services

IMMEDIATE SUPERVISOR: Chief Academic Officer or Superintendent Designee

JOB SUMMARY:

The Director of Student Services provides strategic leadership and operational oversight for district-wide student support systems. This role is responsible for ensuring legal compliance with attendance and census laws, leading the district's mental health and safety initiatives, and serving as the primary liaison between the school system and the judicial community. By overseeing alternative programming and the student disciplinary process, the Director ensures a safe, equitable, and supportive environment that fosters student success from enrollment to graduation.

QUALIFICATIONS:

- Valid Kentucky Certification for Director of Pupil Personnel
- Certification as a school principal
- Five (5) years' experience in the area of school leadership, preferred
- Have no immoral or criminal history
- Pass health examination
- Have ability to work with diverse groups of people

DUTIES:

- Enforces all compulsory attendance and census laws while communicating and interpreting legal regulations to administrators, staff, and the community.
- Maintains knowledge of current laws, regulations, school board policies and procedures, as well as emerging trends and current research in pupil attendance to increase school attendance and Support Education Excellence in Kentucky (SEEK) funding.
- Serves as the primary district liaison between schools and the judicial system and files habitual truancy and educational neglect petitions, providing documented evidence of district-level interventions and academic/disciplinary records as ordered by the court.
- Identifies truant students and those at risk of dropping out to develop intervention strategies, support plans, and monitored attendance contracts.

DUTIES (CONT.) :

- Updates the Code of Acceptable Behavior and Discipline annually by leading the committee process to ensure district policies remain current, equitable, and legally compliant.
- Coordinates the development of the school calendar through a collaborative committee process, balancing instructional requirements with the needs of the community and staff.
- Leads safety screening committees, Administrative Hearing Committee, and Expulsion Hearings for all referred students, ensuring due process and student safety are maintained district-wide.
- Coordinates driver license monitoring with high school personnel to ensure implementation of the No Pass No Drive law.
- Implements and monitors the school board tuition policy and provides an annual report to the superintendent.
- Oversees, evaluates, and provides direction for the district's Family Resource and Youth Service Centers (FRYSC).
- Serves as the designated school administrator for all Alternative Education Programs within the district.
- Oversees, evaluates, and provides direction for the district's School Resource Officers and implements, trains, and monitors district-wide emergency management plans.
- Coordinates and manages Home Hospital Services, ensuring students with medical or mental health needs receive appropriate instructional support outside the traditional classroom setting.
- Leads the District Mental Health Leadership Team, overseeing the development and implementation of a comprehensive mental health plan and manages partnerships with community mental health agencies, negotiating Memorandums of Understanding (MOUs) and establishing referral protocols for students requiring clinical care.
- Establishes open lines of communication and cooperative relationships with community agencies, businesses, and service providers to ensure coordination of student support.
- Reviews and monitors the implementation of school-level attendance plans and leads district-wide attendance recognition activities.
- Performs other related tasks as assigned by the Superintendent or designee.

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Director of Staff Services

IMMEDIATE SUPERVISOR: Chief Operations Officer or Superintendent Designee

JOB SUMMARY:

The Director of Staff Services leads the District's comprehensive personnel programs, ensuring that every school and department is effectively staffed and supported. This role directs recruitment, substitute management, compensation, workers' compensation, and labor relations. By aligning employee services with District policies and legal mandates, the Director promotes a culture of professional growth and accountability.

QUALIFICATIONS:

- Bachelors degree or higher, preferred
- Five (5) years' experience in the area of HR/Payroll and leadership, preferred
- Have no immoral or criminal history
- Pass health examination
- Have ability to work with diverse groups of people
- Systems thinker

DUTIES:

- Direct and implement all District personnel programs including recruitment, compensation, employee benefits, and employee assistance to ensure a high level of employee morale and organizational excellence.
- Facilitate employee onboarding experiences, designing a welcoming and efficient process that covers everything from orientation to benefit enrollment and legal documentation.
- Synchronize activities with Staff Services and department heads to facilitate the accurate exchange of information and completion of paperwork related to employee benefits and program implementation.
- Oversee employee contracts and letter-of-intent processes, ensuring all certified and classified agreements are accurate, updated, and aligned with Board-approved salary schedules.

DUTIES (CONT.) :

- Maintain employee personnel files, ensuring the integrity and confidentiality of both paper and electronic records in compliance with legal and District standards.
- Develop and recommend Human Resources policies, recruiting practices, and administrative procedures to establish positive, direct employer-employee relationships.
- Lead employee relations efforts by maintaining open communication channels, addressing staff concerns directly, and ensuring consistent application of the District Personnel Handbooks.
- Supervise the substitute teacher system, ensuring the certification of emergency substitutes, contracts, appropriate pay, and managing related technology applications.
- Design and implement job evaluation systems for all district staff, while specifically tracking tenure eligibility, professional certifications, and Rank advancements for certified personnel to ensure compliance with state requirements.
- Administer the District's Workers' Compensation program, including processing claims, counseling injured employees on the claims process, and maintaining loss control data.
- Develop and maintain district salary schedules and school-based staffing allocations in coordination with the Superintendent or designee.
- Analyze and manage trend data regarding employee demographics, exit interviews, and substitute usage to inform District-wide human resources functions.
- Ensure legal compliance with wage and hour policies, state statutes, and the proper submission of mandated state reports such as the LEAD report and PSD files.
- Manage the reporting of personnel actions to the Superintendent and School Board, ensuring all related board agenda items are completed accurately.
- Communicate and liaison with workers' compensation service companies and other external agencies to resolve issues and exchange critical information.
- Maintain regular attendance and perform related duties as assigned to support the overall mission of the Staff Services department.
- Supervise and evaluate the performance of assigned personnel.
- Performs other related tasks as assigned by the Superintendent or designee.

WOODFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Administrative Dean of Alternative Education

IMMEDIATE SUPERVISOR: Director of Student Services or Superintendent Designee

JOB SUMMARY:

The Administrative Dean of Alternative Programs provides leadership and administration that facilitates and enhances a positive learning environment for students assigned to the alternative education program. This includes overseeing the daily operation, curriculum, student support services, staff supervision, and compliance with all District, State, and Federal regulations pertaining to the alternative program.

QUALIFICATIONS:

- Must hold valid Kentucky principal certification
- Pass health examination
- Have no immoral or criminal history
- Have ability to work with other staff members, the community, parents and children

DUTIES:

- Assess the effectiveness of instructional efforts and results using appropriate sources of feedback
- Establish specific curriculum and instructional goals for the alternative program
- Responsible for designing and implementing specific strategies to accomplish the designated goals
- Supervision and direction of the staff and the students assigned to his/her responsibility and with the care of the school facility and its equipment
- Enforce the rules and regulations of the District, the directives of its officers, and the guidelines for the instructional program; and establish and enforce such rules as deemed advisable for the efficient operation of the alternative program within the framework of the policies of the Board and the general rules and regulations set by the Superintendent
- Supervise and incorporate the state assessment system

DUTIES (CONT.) :

- Participate in the screening, interviewing, placement, and evaluation of personnel
- Support and guide the staff and students to promote a safe and orderly environment conducive to high levels of learning
- Serve as a contact between the middle and high school in the transition of students to and from the alternative program
- Responsible for the day to day operations of the facility and academic programs
- Will keep and maintain student records and facilitate their transfer between schools and the alternative program
- Participate in staff development training programs as appropriate including Safe Crisis Management and/or other approved crisis trainings
- Consult with school and district staff to resolve specific student issues and collaborate with community agencies on those issues as needed
- Chair ARC and 504 meetings
- Ensure student plans pertaining to IDEA and Section 504 are followed
- Develop and monitor budgets for the alternative program
- Attend all state agency required trainings
- Adhere to the Professional Code of Ethics
- Performs other related tasks as assigned by the Superintendent or designee.