

LINCOLN COUNTY SCHOOLS

Student Support Center



Organizational Structure

#TEAMLincoln

Lincoln County Schools

Alan Hubble Board Member	Theresa Long Board Member	Tom Blankenship Board Chairman	Ricky Lane Board Member	Win Smith Board Vice Chair
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Michael Rowe Superintendent			Colleen Benson Admin. Asst. Board Secretary	
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Justin Abbott Principal Crab Orchard	Suzanne Montgomery Principal Highland	Jeff Craiger Principal Hustonville	Paige Hackney Principal McKinney	James Carrier Principal Stanford	Dr. Amy Rigsby Principal Waynesburg
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Billy Harris Principal Lincoln County Middle School			Michael Godbey Principal Lincoln County High School		
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Academic Division			Operations Division		
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Chief Academic Officer Dreama Tomlison		Cathy Adams Admin. Asst.	Chief Operations Officer Darren Yaden		
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Department	Dept. Lead	Support Staff	Department	Dept. Lead	Support Staff
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Community & Public Relations	Kendra Mitchell Coordinator	N/A	Athletics	Tim Estes District Athletic Director	N/A
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Curriculum, Instruction & Assessment	Dr. Anita King K-5 Coordinator	Instructional Coaches	Facilities	Darren Yaden	Johanna Ingram Work Order Clerk
	Tracy Griffin Data Analyst 6-12 Coordinator				Marla Cook Classified Payroll Clerk

Early Childhood	Christine Killen Early Childhood Coordinator	Edwina Jacobs Bookkeeper	Finance	Marsha Abel Director of Finance	Melinda Jones Accounts Payable & Purchasing
		Pamela Cook Admin. Asst.			Morgan Dishon Certified Payroll Clerk

		Mitch Wilkerson School Psychologist Intern	Food Services	Cathy Pleasants Food Service Coordinator	N/A
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Exceptional Child Services	Claudia Godbey Exceptional Child Services Coordinator	Kristin Witt School Psychologist	Personnel & Human Resources	Jeannie Cooper Personnel & Human Resources Coordinator	Colleen Benson Admin. Asst.
		Donna Britt Diagnostician (.5)	Technology	Darren Yaden COO	Bobby Smith Lead Network Technician
		Sherlene Wilcher Diagnostician (.5)			James Hacker Network Technician
		Vacant School Psychologist			Keith Phillips Computer Technician
Federal Programs/ Homeless Coordinator	Dreama Tomlison CAO	N/A	Transportation	Donnie Leigh Director of Transportation & Safety	Larry Carrier Transportation Coordinator
Instructional Technology	Karen Patterson Instructional Technology Coordinator	N/A			Randy Yocum Lead Mechanic
Health Services	Brooke Hurley School Health Coordinator	Chelsea Saylor Social Emotional Behavioral Program Specialist April Vickers Social Emotional Behavioral Program Specialist			Eric East Mechanic
Student Support Services	Brandi Hon Director of Pupil Personnel	Judy Russell Attendance/Data IC Specialist			Tracy Elliot Mechanic
Migrant & ELL Services	Dreama Tomlison CAO	Betty England Migrant Coordinator			Greg Messer Mechanic
		Tish Burns District ELL Teacher			Custodial

District Leadership

Michael Rowe, Superintendent

Executive Agent of the LCBOE, Liaison to the Board of Education, District Spokesperson, See that the laws relating to the schools, the administrative regulations of the Kentucky Board of Education, and the policies of the Board are carried into effect; Prepare, under the direction of the Board, all rules, procedures, bylaws, and statements of policy for review, approval and/or adoption by the Board; Have general supervision, subject to the control of the Board, of the general conduct of the schools, the management of business affairs and, in accordance with state law, the course of instruction, and the discipline of pupils, Make all appointments, promotions, and transfers of principals, supervisors, teachers, and other public school employees, and at the next Board meeting notify the Board of all personnel actions taken; Exercise general supervision of the schools, examine their condition and progress, and keep informed of the progress in other districts; Prepare with the Board in planning meetings all budgets, salary schedules, and reports required by the Board and by the Kentucky Board of Education; Determine the need of extension of the school system of the district; Receive and examine reports from teachers and other school officers; Make reports from time to time as directed by the Board, provide the Board with minutes of principals' meetings, quarterly reports on internal accounts, Department of Education program advisories, and any other administrative directives; Be responsible to the Board for the general condition of the schools, report all repairs, improvements or remodeling of present buildings; Acquaint new Board members with their duties and obligations and furnish them a copy of policy statements and such other information and guidance materials as necessary to prepare them for service; Assist the Board in communicating educational policy to the public and interpreting public opinion concerning the schools; Immediately notify the Board of any unusual occurrence in the school District, such as theft, fire, unlawful acts, or filed lawsuits; Rewrite administrative regulations to reflect changes in Board policy; Engage in community enterprises as they relate to the welfare of school children and the community. Open Records Requests, Certified and Classified Advisory Councils, Supervision and Evaluation of Chief Officers, Principal Selection Lead, Monthly Principal Meetings, Board Policies, Attend State Level Trainings/Meetings as Necessary, Fort Logan Principal.

Dreama Tomlison, Chief Academic Officer

Superintendent designee; District representative for the superintendent in his absence; Supervision and evaluation of district academic division department leadership to include the following departments: Community and Public Relations, Curriculum, Instruction, and Assessment, Early Childhood, Exceptional Child Services, Instructional Technology, Pupil Personnel, English Language Learners, Migrant Education Program, District Health Coordinator; District Assessment Coordinator (DAC); Professional Development Coordinator; District Discipline Committee Chair; District Program Lead providing Oversight, Supervision, Development, and/or State Reporting of the Following: English Language Learners, Migrant Education, District Health services, Social Emotional Learning services, School Counseling, Medicaid Program, Response to Intervention (EL/MS/HS), Comprehensive Improvement Plan (District & School), Textbook/Instructional Resources, District/Schools Online Report Card, Chromebook Initiative, Foster Care, Non-Traditional School Days, Champions and ASAP, Homeless, District Strategic Planning Committee, Aspiring Administrators, Principal Support of KDE Plans (EL/MS/HS); Coordinator of Title Programs to include the following: Title I, II, III, IV, V, and IX; Staff & Student Appreciation Recognition at BOE Meetings; Prepare and submit to KDE and other agencies multiple applications, forms, and reports Required; Attends State Level Trainings/Meetings as Necessary.

Darren Yaden, Chief Operations Officer

Superintendent Designee; District Representative for the Superintendent in his Absence; Supervision and evaluation of district academic division department leadership to include the following departments: Finance, Food Service, Pupil Personnel, Human Resources/Personnel, Technology and Facilities, and Transportation and Safety; Attend State Level Trainings/Meetings as Necessary; Oversee all New Construction; Oversee all Athletic Facilities; Plan and Prioritize all Maintenance Regular Work on Facilities Including Summer Schedule for Routine/Special Projects; Maintain HVAC Controls for Schools; Oversee Work Order System; Bid Contractor Services; Oversee Maintenance/Technology Vehicle Fleet; District Strategic Planning Leadership Support; Monitor Utility Usage; KSBA Yearly Utility Report; Implement BG-1 Process with KDE on New Building Projects; Approve all Technology Purchases; Plan and Prioritize all Technology Projects; ERATE; VOIP; Cell Phone Management; Complete District Technology Plan for the Kentucky Department of Education.

Student Support Center

Marsha Abel, Finance Officer

Supervision of the Department of Finance, District Oversight, Development, and/or State Reporting of the following: Payroll, Unemployment Insurance, Employee Contracts, Salary Schedule, Notifications for Non-renewals of staff, Notification of Reduction in Duties for Staff, Accounts Payable, Banking, Annual Redbook Trainer, MUNIS Management for all KDE Financial Reporting for District Departments, MUNIS Reports and Finance Support to all District Leadership and School Leadership, Insurance (General Liability, Student, Workers Compensation, Invoicing for Reimbursement and Payroll, Financial Audits, SBDM Allocations, Bonding, Model Procurement, Fixed Assets, Prepare and Submit to KDE and Other Agencies Multiple Applications, Forms, Reports and Budgets.

Dr. Anita King, Curriculum, Instruction & Assessment Coordinator

Elementary CSIP Support, PD Support, PLC Support, Curriculum Support, Principal Support; Supervision of EL Instructional Coaches; Instructional Coach support, Academic Team Coordinator, Oversee Governor's Cup, DAC support, Early K Entry contact, K Camp Coordinator, District-wide K Readiness Screener contact, RTA Grant & MAF Grant contact; Elementary District GT Coordinator; Elementary New Teacher Induction Program Co-Lead; Prepare and submit to KDE and other agencies multiple applications, forms, and reports Required; Attends State Level Trainings/Meetings as Necessary.

Tracy Griffin, District Assessment Data Analyst

MS/HS CSIP Support, PD Support, PLC Support, Curriculum Support, Instructional Coach support, Principal Support; Co – DAC; District Data Analyst; WAAPOC contact; Supervision of MS Instructional Coaches; EL/MS/HS Counselor Contact; Striving Readers Grant contact, Student Support Services Co-lead; Secondary New Teacher Induction program Co-Lead; Contact for: Dual Credit, ILPs, Governor's Scholar Program, KEES Report, College & Career Readiness, Graduation Requirements, Early Graduation, Advanced Placement, CTE/Work Ready; Infinite Campus Contact: Master Schedule of Schools, At-Risk Data, Non-Academic Data, Civil Rights Data Collection, Parent Portal, Online registration, Safe School Data; Prepare and submit to KDE and other agencies multiple applications, forms, and reports Required; Attends State Level Trainings/Meetings as Necessary.

Claudia Godbey, Director of Exceptional Child Services

Supervision and oversight of the Exceptional Child Services Department to include the following: EC Teacher Leaders, Community Work Transition Program, Budgets, Fiscal Resources, EC Staffing Needs Determinations, Direction of Staff in Compliance, Instructional Support, District-wide Posting, Interviewing, and Recommendations of Hire for all District-Wide EC Positions, District Contact with Parent Concerns Related to Children Receiving EC Services, Professional Development and Training Related to ECS Program, Implementation, and Monitoring to Ensure Compliance, Completion of all EC Waivers with KDE, EC Policy Development and Revision; District Section 504 Coordinator; District contact for WHAS Crusade for Children Grant; Serve on the FAIR Team; District PBIS Coordinator; #LincolnReads20 coordinator; Prepare and submit to KDE and other agencies multiple applications, forms, and reports required; Attends state level trainings/meetings as necessary.

Christine Killen, Early Childhood Coordinator

Supervision of the Early Childhood Program, Preschool Programs, Head Start, Early Head Start, District-wide Posting, Interviewing, and Recommendations of Hire for all District-Wide Preschool Positions, Parent Concerns, Prepare and Submit to KDE and Other Agencies Multiple Applications, Forms, and Reports Required, Develop Budgets (Directly and Indirectly), Manage Fiscal Resources, Direction of Staff in Compliance, Instructional Support, Professional Development and Training

Donnie Leigh, Director of Transportation and Safety

Supervision of the Transportation and Safety Departments, School Safety Practices, Safety Audits and Drills, District Emergency Plan, Employee Safety Training and Incident Management, Posting, Interviewing, Transportation Department Personnel, Evaluations and Recommendations of Hire for all Transportation Positions, Bus Maintenance and Repair, Develop and Monitor Transportation Budget and Purchasing, Maintain Record Bus Fleet Usage and Inventory. Coordination, Delivery, Evaluation and, Refinement of School Transportation Services and Safety Practices Throughout the School District. Oversee Current Driver Training and Updates for Continuous Improvement and New Driver Training and Advertising Efforts for Driver Recruitment. Apply Knowledge and Awareness of Board Policy, State and Federal Transportation Law to Maintain District Compliance.

Kendra Mitchell, Community and Public Relations Coordinator

District's Volunteer Program Coordinator; Title I Parent Involvement Coordinator; Organization and support of: Staff Recognition, Staff Appreciation, District Title I Parent Involvement Advisory Council, Leadership Lincoln County (LCHS students), Career Day on Main (5th grade students), United Way Day of Action (FBLA students - LCHS), Patriot Boutique (prom assistance – LCHS), Operation Preparation (LCMS/LCHS), Senior Mock Interviews (LCHS), 21st Century Community Learning Center Advisory Council (Stanford, Highland, LCMS, LCHS); Logan's Fort Foundation Field Trip Coordinator (LCMS students); County Spelling Bee Coordinator; Winterfest Toys for Kids Chairperson; Student Spotlight (District Facebook page) manager; District representative at the following meetings, activities & events: Rotary, Chamber, Public Library Board of Directors, Safe Communities Coalition, Operation UNITE Coalition, Lincoln County Futures Committee, United Way Day of Action Committee (Lincoln County), Preschool Interagency Policy Council, First Priority/HOPE Network, Big Brothers Big Sisters, Party at the Park, Happy Feet Equals Learning Feet Program, and Kentucky Community Education Association Directors, Kentucky Schools Public Relations Association.

Karen Patterson, Instructional Technology Coordinator

Oversight of Instructional Technology and Network Accounts to Include: i-Ready, ConnectEd, Study Island, GradeCam, StemScopes, ALEKS, Go Math, School Messenger, Reading Street, CLEVER, Everfi, Acellus, Digital Driver's License, Naiku, Edmentum; Management of Staff District Programs to Include: TalentEd Perform, Recruit & Hire, TalentEd Records, Frontline, Safe Schools, Infinite Campus, eProve, Follett; District WebMaster; Lead for Google Rollout and all Apple Purchases; Technology PD Trainer at Schools; Resource and contact for School Technology Coordinators (STCs), and Teacher Technology Support 24/7.

Cathy Pleasants, Food Service Coordinator

Supervision of the Food Service Department, Posting, Interviewing, and Recommendations of Hire for all Food Service Positions, Prepare and Submit to KDE and Other Agencies Multiple Applications, Forms, and Reports Required, Lead Monthly Managers Meeting, District Tier I Contact with Parent Concerns, Manage District Food Service Budget, Professional Development and Training Related to School Nutrition Program.

Brandi Hon, Director of Pupil Personnel

Oversight of: Attendance, Home Visits, Final Notices, Filing of Truancy Cases, Attendance Logs, Request for Change in School Assignments, Homeschool, Non-Resident Student Contracts, Home/Hospital Program, Foreign Exchange Students, Educational Records Retention, Extended School Services, 21st Century Program, Coordinated School Health Meetings; Free/Reduced Application Module (FRAM) coordinator; District FRYSC Coordinator; Chair for School Calendar committee; Act as a liaison and contact with local and state agencies in seeking solutions to the concerns of school children: District Court, Juvenile Court, DJJ, police departments, DCBS, & FAIR Team; Prepare and submit to KDE and other agencies multiple applications, forms, and reports to include the following: Growth Factor, Attendance Report, District Student Handbook, Request for Disaster Days; Attends state level trainings/meetings as necessary.

Brooke Hurley, District Health Coordinator

Coordinator for Social Emotional & Behavioral Services: Supervise and evaluate social, emotional, and behavioral staff; Liaison between school, family, & outside agencies; Serves on Interdisciplinary and Coordinated School Health teams; District wellness committee chair; Coordinates and supports: student/staff drug testing procedures, student injury claims, Medicaid school-based billing, 504 meetings; District point of contact for: State Board of Health, Healthy Kids Clinic, Lincoln County Health Department; Prepares and submits to KDE and other health agencies required state surveys, health reports, and other reports as needed, Attends State Level Trainings/Meetings as Necessary.

Jeannie Cooper, Personnel and Human Resources Coordinator

LEAD Reporting Support, Employee Certification, District KTIP Coordinator, Grievance/Harassment Complaints, Certified Evaluation Plan, Classified Evaluation Plan, Substitutes, District ADA Coordinator, Employee Benefits, Workman's Comp, Student Teachers, Personnel Files, Verification of Employment, Employee Insurance Programs, COBRA, Benefit Reviews, Sick Leave Bank, Certifies Employee Classification, Salary, and Benefits Eligibility, New Teacher Induction, Oversight on Non-Renewal Process, Oversight of Staff Allocation Process, Minority Recruitment Plan, District SBDM Council Coordinator, Lead for LEAD Report, District Drug Testing Coordinator, SBDM New Principal Selection Trainer

Cathy Adams, Administrative Assistant/Instructional Technology Support

Part-time Administrative Assistant Duties, Part-time Instructional Technology Support Duties to Include the Following: Administrative Assistant for the Academic Division, Sort and Prioritize Mail, Purchase Order Oversight, Process Travel Logs, PO's, Time Sheets, etc. Requiring Chief Academic Officer Approval, Filing, Copying, Provide Support for Exceptional Child Services

staff with Technical Issues Within the Schools, Products Needed for Assistive Technology, Word Processing, etc. Assist Instructional Technology Coordinator with Instructional Technology and Network Accounts, Teacher Support on Instructional Technology Issues and Instructional Technology Requests, Technology Related PD, Apple Products Set-up, Google Training and Support, Assist in District Technology Inventory Control Process, Support to STCs, Chromebook Support; Medicaid Billing (Transportation, Therapists, Health Aides, Nursing, etc.),

Colleen Benson, Administrative Assistant, BOE Secretary

Administrative Assistant Duties to the Superintendent and Chief Academic Officer, Support to the Personnel Department, Maintain Ongoing Communication with School and District Administrators Regarding Hiring; Oversee the Hiring Process and Contracts for all New Hires Including Substitute Teachers and Extra Service Positions; Maintain Superintendent's Report on Personnel on a Monthly Basis for Reporting to School Board and Submit to the Board Secretary for Inclusion in the Agenda, Assist Director of Personnel/HR in Maintaining Documentation Records of EILA Hours, Attend Required Meetings, Take Minutes for Superintendent's Meetings, Manage District Bank Deposits; Submit Hard and Electronic Copies to Finance Officer; Keep job descriptions current and accessible in the TalentEd platform; Crime Checks; Oversee Hiring Process in TalentEd, KEPS Posting and Management of all Positions, AESOP, Assist with Oversight of Financial Data Management of Federal Program Budgets (IDEA, Title Programs, etc.), Greets and Welcomes Visitors to the SSC, Answers Questions and/or Directs Calls to the Appropriate SSC Personnel, Incoming and Outgoing Mail, Process Travel Logs, PO's, Time Sheets, etc. Requiring Chief Operations Officer's Approval, Filing, Copying, Receive, Sort and Distribute Incoming and Outgoing Mail and UPS/FedEx, Perform Routine Typing of Reports, Make Telephone Calls as Directed, Take and Relay Messages, Household Income Forms, Manage Some Requirements of New Teacher Documentation, Oversight of Substitute Paperwork.

Larry Carrier, Transportation Coordinator

Supports and Assists the Director of Transportation/Safety to Organize, Plan, Direct and Implement Operations and Activities Involved in Student Transportation; Communicate with Parents, Community Representatives, Local Officials and the General Public. Coordinates, Secures and Arranges Drivers for Extracurricular Trips and Daily Substitutes for Monitors and Drivers, Coordinates and Directs the Repair and Servicing of School Buses, Trucks and Other Gas and Diesel-powered Automotive Equipment; Coordinates Purchasing, Disbursing and Accounting Functions.

Marla Cook, Classified Payroll Clerk

Processing of All Classified Employees for Payroll, New Hire Paperwork/Setup in Payroll System, Bus Driver/Bus Monitor Timesheets, Time Clock Upkeep (Balance Time, Print Reports, etc.), Aesop/PSST, Reconcile Aesop to Munis for Each Payroll – Substitute Pay and Accrual Posting, Process Garnishments, Unemployment Report, KY Retirement Report, Retirement Applications, Trial Balance, Payroll Tax Deposit, FMLA Paperwork/Medical Leaves, CSDs, Classified Employee Disability Claims, Workers Compensation

Betty England, Migrant Coordinator

Support the Management of the Daily Operations of our Migrant Program, Arrange Tutoring in the Home or School, Review Timesheets and Travel and Submit to the Chief Academic Officer for Approval, Assist Parents with Understanding of School Work, Oversight of a Four Week Summer School Program, Home Visits, Coordinate Parent Advisory Council Meetings, Attend all Required Region and State Trainings, Enters Data for all Communication and Assistance with Students and Their Families, State Reporting

Tish Burns, District ELL Teacher

Serve as a resource to classroom teachers to help ELL students, develops program services plans, provides comprehensible instruction in content-area classes, administer the ACCESS assessment, connects ELL families with school and community events.

Bobby Smith, Lead Network Technician

Responsible for the Distribution of all Technical Work Orders to Appropriate Technician. Primary Contact and First Line of Support to ALL SOFTWARE District-wide. All Internal Services such as Internet, Phones, Windows Updates and Account Management (active directory & google) as Well as Content Filtering, all Fiber Connections and Switches that Maintain Connections Between Sites.

Johanna Ingram, Work Order Clerk

Processes Work Orders for Maintenance and Technology, Provide Maintenance Work Support Throughout the District, Place Orders for Parts and Supplies for the District, Respond to Emergencies as Directed by the Chief Operations Officer.

Melinda Jones, Accounts Payable

Entering and Processing Purchase Orders, Munis Reports to Schools, Process and Print Checks for Accounts Payable, Process and Print 1099's, Process Wire Transfers for Account Payable, Process Voided Checks, Process Stop Payments, Mileage, Receipts, Invoices, etc.

Morgan Dishon, Certified Payroll Clerk

Payroll of All Certified Employees, W-2, Set Up Pay/Deductions/Accruals, Etc. in Payroll System, Process Extra Service Duty Vendors, AESOP – PSST Interface , Reconcile AESOP to Munis for each Payroll – Substitute Pay and Accrual Posting, Maintain Accrual Leave Cards, Process Garnishments for each payroll, Process Semimonthly and Monthly Insurance Billings, Process Monthly Federal Reimbursements for Health Insurance, Maintain Cafeteria Plan Procedures – Thom Binford, PSDs, Oversee Sick Leave Donation Policy, Work with Auditor on Payroll Records

Judy Russell, Student Data Specialist/Infinite Campus

Provides Direction to the School Attendance Clerks, Balances each School Month's Attendance for the District; Updates all School Calendars in I.C. when Needed; Submits tickets to I.C. Support as Needed; Creates Ad hoc Reports for State Reports, Clerks, Supervisors, and Employees as Requested; Entry of Partial Day/Partial Week for Students with IEPs on SSD; Sends Disciplinary Committee Hearings Letters/Notifications; Assists DPP with State Reports, Assists with LEAD Report in Resolving IC Issues, Growth Factor, Student Voice, Prepares the Declaration of Participation Report for Federal Programs; Maintains all Paperwork/IC for Home Hospital Instruction, Maintains Listings of Home School Students, Suspensions, Non-resident Contracts, Education Enhancement Opportunity (EHO), Power of Attorney (POA), and Change of School Assignments; Prepares and Mails Truancy Final Notices, Prepares Attendance, Grades, and Behavior Reports for DPP for Court; Issue Homeschool/Private School "No Pass/No Drive" Forms; Enter Employee Information Within I.C., Oversees the Household Income Forms (HIF).

Arlene Yocum, Custodian

Maintaining cleanliness of the SSC, Annex, and the Early Childhood Department (Somerset St.)