

**! Developed to assist stakeholders in an understanding the roles and responsibilities of staff and to assist stakeholders in knowing who to contact at the Student Support Center.**



## **Lincoln County Schools**

### **Student Support Center Organizational Structure**

**Phone: 606-365-2124**

**Staff Email: first name.last name@lincoln.kyschools.us**

***#TEAMLincoln***

Crab Orchard Elementary, Highland Elementary, Hustonville Elementary, McKinney Elementary, Stanford Elementary, Waynesburg Elementary

Lincoln County Middle School, Lincoln County High School, Fort Logan Alternative School

# Organizational Structure

LINCOLN COUNTY SCHOOLS							
Tom Blankenship Board Chair	Theresa Long Board Vice Chair	Yolanda Smith Board Member	Alan Hubble Board Member	Marvin Wilson Board Member			
Michael Rowe Superintendent					Colleen Benson Administrative Assistant Board Secretary		
Academic Division			Operations Division				
Chief Academic Officer Jackie Risdén-Smith			Chief Operations Officer Darren Yaden		Whitney Benedict Administrative Assistant (Operations Division)		
DEPARTMENT	Department Lead	Support Staff	DEPARTMENT	Department Lead	Support Staff		
Community & Public Relations	<b>Kendra Mitchell</b> Community & Public Relations Coordinator	NA	Facilities	<b>Darren Yaden</b> Chief Operations Officer	<b>Johanna Ingram</b> Work Order Clerk		
Curriculum, Instruction & Assessment	<b>Anita Coffey</b> CIA Coordinator (K-5)	Instructional Coaches	Finance	<b>Marsha Abel</b> Director of Finance	<b>Marla Cook</b> Classified Payroll Clerk		
	<b>Tracy Griffin</b> CIA Coordinator (6-12)				<b>Melinda Jones</b> Accounts Payable & Purchasing		
Early Childhood	<b>Christine Killen</b> Director of Early Childhood Services	<b>Edwina Jacobs</b> Bookkeeper	Food Services	<b>Cathy Pleasants</b> Food Service Coordinator	<b>Dolly McGuffey</b> Certified Payroll Clerk		
		<b>Pamela Cook</b> Administrative Assistant			<b>Whitney Benedict</b> Clerical I		
Exceptional Child Services	<b>Claudia Godbey</b> Director of Exceptional Child Services	<b>Carol Bentley</b> School Psychologist	Personnel & Human Resources	<b>Jeannie Cooper</b> Personnel & Human Resource Coordinator	<b>Colleen Benson</b> Administrative Assistant		
		<b>Sarah Hansford</b> School Psychologist					
		<b>Kristin Witt</b> School Psychologist					
		<b>Jennifer Duke</b> School Psychologist Intern					
		<b>Donna Britt</b> Diagnostician (0.5)					
Federal Programs	<b>Jackie Risdén-Smith</b> Chief Academic Officer	NA	Technology	<b>Darren Yaden</b> Chief Operations Officer	<b>Bobby Smith</b> Lead Network Technician		
Instructional Technology	<b>Karen Patterson</b> Instructional Technology Coordinator	<b>Cathy Adams</b>			<b>James Hacker</b> Network Technician		
Pupil Personnel	<b>Brandi Hon</b> Director of Pupil Personnel	<b>Jody Russell</b> Attendance/IC/Data Specialist			<b>Keith Phillips</b> Computer Technician		
Student Support Services	<b>Jackie Risdén-Smith</b> Chief Academic Officer	<b>Betty England</b> Migrant Coordinator			Transportation	<b>Donnie Leigh</b> Director of Transportation & Safety	<b>Arlene Yocum</b> Custodian
		<b>Tish Burns</b> District ELL Teacher					<b>Larry Carrier</b> Transportation Coordinator
		<b>Pam East</b> District Nurse	<b>Randy Yocum</b> Lead Mechanic				

**Student Support Center District Leadership**  
**GENERAL OVERVIEW - Who do I contact for what?**  
**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.

**Jackie Ridsen-Smith, 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; District Contact providing Oversight, Supervision, Development, and/or State Reporting of the Following: Comprehensive District Improvement Plan (CDIP); Textbook/Instructional Resources, English Language Learners, KDE Foster Care District Contact; Development of District Online Report Card; District Health Coordinator; Social Worker Services; Social Emotional Learning; School Counseling; Migrant Education Program; Medicaid Program; Current grants to include: Pimser (MAC) Grant, Gear Up Grant, Read to Achieve; Chromebook Initiative; District Drug Testing Coordinator; Lead District Assessment Coordinator (DAC); Non-Traditional School Days; Principal Evaluations; Champions and ASAP District Representative; WAAPOC, Professional Development Coordinator; Attend State Level Trainings/Meetings as Necessary; Staff Appreciation; Staff Recognition at BOE Meetings; SBDM New Principal Selection Trainer; District Strategic Planning Committee; Aspiring Administrators Program; District Discipline Committee Chair; Coordinator of Title Programs to Include the following: Title I, II, III, V, and IX

**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**  
**GENERAL OVERVIEW - Who do I contact for what?**

**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.

**Anita Coffey, Elementary CIA Coordinator**

Coordinator of Elementary Schools, Elementary Response to Intervention System, Supervision of Elementary APC's, Academic Team Coordinator, Governor's Cup, Elementary DAC, Early K Entry, K Camp Coordinator, District-wide K Readiness Screener, Elementary CSIP Support, Elementary PD Support, Elementary Content Teacher Leader Network, Elementary PLC Support, RTA Grant, Elementary District GT Coordinator, RTA Grant, MAF Grant, Elementary Principal Support of KDE Plans, Elementary Curriculum Development, Elementary Counselor Contact, Monitoring, Implementation, and Evaluation, Elementary New Teacher Induction.

**Tracy Griffin, Middle/High Schools CIA Coordinator**

Coordinator of Secondary Schools, System of Interventions, MS/HS DAC, MS/HS District GT Coordinator, Dual Credit, Secondary RTI, ILPs, Governor's Scholar Program, Supervision of MS/HS APC's, Infinite Campus, At-Risk Data, Non-Academic Data, KEES Report, Civil Rights Data Collection, College & Career Readiness, Graduation Requirements, Early Graduation, Advanced Placement, CTE/Work Ready, MS/HS CSIP Support, MS/HS Content Teacher Leader Network, MS/HS PLC Support, RTA Grant, Master Schedule of Schools, MS/HS Principal Support of KDE Plans, MS/HS Counselor Contact, Curriculum development, implementation, monitoring, and evaluation, Secondary New Teacher Induction.

**Claudia Godbey, Director of Exceptional Child Services**

**Supervision of the Exceptional Child Services Department, District Section 504 Coordinator, 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, Prepare and Submit to KDE and Other Agencies Multiple Applications, Forms, and Reports Required, WHAS Crusade for Children Grant, Community Work Transition Program, Policy Development and Revision, Implementation, and Monitoring to Ensure Compliance, FAIR Team, Develop Budgets (Directly and Indirectly), Manage Fiscal Resources, District PBIS Coordinator, EC Teacher Leaders, Staffing Needs Determinations, Direction of Staff in Compliance, Instructional Support, Professional Development and Training Related to ECS Program, Completion of all EC Waivers with KDE.**

**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**  
(Grant Funded Position)

Support in the Coordination of Staff Recognition, Staff Appreciation, and School District Public Relations, Oversee the District's Volunteer Program, Title I Parent Involvement Coordinator, Attendance at the Following Meetings, Activities, Events: Rotary, Chamber, Public Library Board of Directors, Kentucky Community Education Association Director, District Parent Involvement Advisory Council, Safe Communities Coalition, Operation UNITE Coalition, Lincoln County Futures Committee, 21<sup>st</sup> Century Community Learning Center Advisory Council (Stanford, Highland, LCMS, LCHS), 21<sup>st</sup> Century Community Learning Center Partnership Grant Agreements, United Way Day of Action Committee (Lincoln County), Kentucky Schools Public Relations Association, Preschool Interagency Policy Council, First Priority/HOPE Network, Logan's Fort Foundation Field Trip Coordinator (LCMS students), Leadership Lincoln County (LCHS students), Career Day on Main (5<sup>th</sup> grade students), County Spelling Bee, United Way Day of Action (FBLA students - LCHS), Winterfest Toys for Kids Chairperson, Big Brothers Big Sisters Committee, Patriot Boutique (prom assistance - LCHS), Party at the Park Committee, Happy Feet Committee, Student Spotlight (District Facebook page), Operation Preparation (LCMS/LCHS), Senior Mock Interviews (LCHS)

**Karen Patterson, Instructional Technology Coordinator**

Oversight of Instructional Technology and Network Accounts to Include: i-Ready, ConnectEd, Study Island, GradeCam, StemScopes, ALEKS, GoMath, School Messenger, Reading Street, CLEVER, Everfi, Acellus, Digital Driver's License, Oversight of Student and Staff District Programs to Include: TalentEd Recruit & Hire, TalentEd Records, Frontline, Safe Schools, CIITS - PD, EDS, Infinite Campus Support and Integrated Reports, Teacher Support 24/7 on Technology Concerns, All Apple Purchases, Google Rollout, Technology PD Trainer at Schools, Oversight of i-Ready Program, Webpage Postings and Updates, Collaborate with School Technology Coordinator (STC), Collaborate Often with Department Leadership at the SSC to Assist with Technological Components of Their Work.

**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**

**Attendance, Pupil Personnel, District FRYSC Coordinator, School Calendar, Homeschool, Non-Resident Student Contracts, Home/Hospital Program, Attendance Logs, Foreign Exchange Students, Educational Records Retention, Extended School Services, 21st Century Program, Request for Disaster Days, Truancy and Liaison for District Court, Coordinated School Attendance Meetings, Home Visits, Final Notices, and File Truancy Cases, Request for Change in School Assignments, Prepare and Submit to KDE and Other Agencies Multiple Applications, Forms, and Reports to Include the Following: Growth Factor, Attendance Report, District Student Handbook, Serve on DCBS Committee and FAIR Team, Act as a liaison with local and state agencies, Juvenile Court, police departments, civic groups, etc. in seeking solutions to the concerns of school children.**

### **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, Supports New Teacher Induction, Oversight on Non-Renewal Process, Oversight of Staff Allocation Process, Minority Recruitment Plan, District SBDM Council Coordinator, Lead for LEAD Report,**

### **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's 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.**

**Whitney Benedict, Administrative Assistant**

**Part-time Administrative Assistant Duties to the Chief Operations Division, Part-time Administrative Assistant Duties to the Food Service Program. Support Duties to Include the Following: 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 Operation 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.**

**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.)**

**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**



**Pam East, District Nurse**

District Nurse, Medicaid Billing (Transportation, Therapists, Health Aides, Nursing, etc.), Support the Management of the Daily Operation of our Nursing Services, Submission of Required District Health Coordinator Reports, Admin for ezEdMed (Medicaid billing through KSBA), Run reports to verify T5 students in Infinite Campus matched ezEdMed, Receive, Review, Input Data, and File Transportation Logs from the Transportation Dept., Check IEPs for Compliance Related to Medicaid Billing, Report to KSBA and SBAC When There are Personnel Changes, Work with the Chief Academic Officer and Finance Officer on Reports Submitted to SBAC, Sivic Solutions Group, Fairbanks, etc.

**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

**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.

**Dolly McGuffey, Certified Payroll Clerk**

Payroll of All Certified Employees, W-2, Setup 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 Home School/Private School "No Pass/No Drive" Forms; Enter Employee Information Within I.C., Free/Reduced Application Module (FRAM); Oversees the Household Income Forms (HIF).**

**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.**

**Arlene Yocum, Custodian**

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