

Board of Education Regular Meeting

December 19, 2013 5:00 PM

Carroll County High School Media Center

1. Call to Order / Roll Call

Attendance Taken at 5:00 PM:

Present Board Members:

Ms. Carolyn Jones

Mrs. Mona Kindoll

Mrs. Drusilla Maiden

Ms. Mary Ann Pearson

Mr. Rob Spenneberg

Dr. Lisa James, Superintendent; Bill Hogan, Assistant Superintendent/CAO; Jon Conrad, Treasurer; and Tracie Crawford, Board Secretary were also present.

2. Superintendent's Report

- In the last month we have been meeting to discuss College and Career Readiness for a possible Federal Grant. There have been five districts that have met, Henry, Owen, Trimble, Gallatin, and Carroll County Superintendents, JCTC, along with Tony Jury, ATC, Dale Winkler, Executive Director with KDE for ATC Schools, and support staff within the districts. We have been looking at the Youth Career Center Grant, it emphasis increasing career readiness and what we can do innovatively within our Area Technology Centers to increase the career readiness for students in this area. We have taken information and decided on two areas that we are going to discuss with the OVEC grant writer and our hope is to work closely with JCTC to incorporate JCTC within this grant to create a High Tech High School. These are only discussions that we are looking at during this time. The two identified areas that we are looking at is Engineering Technologies and Applied Technologies that we are looking at however these are only discussions and areas that we are looking at with OVEC, JCTC, and our own grant writers.
- I also brought an article that was passed onto me discussing Career and College Readiness. You will be hearing a lot about Career readiness and this is an area that we will be discussing in the months to come and I wanted to give you some background information. In January Rachel Mefford, College/Career Coach and Principal Tom Stephens will be meeting with the juniors and seniors to discuss their plans on the direction that they will be taking.
- We are meeting with KDE and OVEC and looking at AdvancED, which is a model that the state is using to improve student achievement. We are designing clinical processes that the schools will be going through within the next thirty days to ensure that we are keeping up with the pace of accountability.
- We have been meeting with Susan Carlisle, JCTC discussing Early College Ready. We will be meeting again to discuss some additional classes and scheduling. We haven't set anything in stone, however in January we will be deciding on the additional classes that will be offered.
- We are in the middle of MAP Testing in the schools. Most of the students are completed, but we have some that are doing make-up testing. Over the Christmas break, Mr. Hogan, Mrs. Williams, and myself to analyze those tests and see where we are so that we can have in depth discussions with the principals going forward.

- PPGES (Principal Professional Growth Evaluation System) we have completed site visits in each school working with the principals and assistant principals to discuss the strengths and weaknesses that we have seen and what we can put in place to assist those areas.
- The Carroll County High School Choir went on the road Friday to Fairfield, Green Valley, River Reed, Hometown Pizza, and General Butler and the on Saturday they also performed. The students did an excellent job and it was a wonderful experience.
- Strategic Planning, we have been meeting and working hard. Our next expanded team meeting will be in January and received some feedback.
- We had our Alternative Learning Center Christmas dinner with the students on Monday. We had a wonderful time and we thank Mr. Nelson and his staff. It's always a pleasure to get to spend time over there with the students during this time of year.
- Keeping with board policy I do want to notify the board members that I will be out of the district Monday December 31, 2013-Friday January 3, 2014, for the Christmas Break, thank you.

3. Approval of Agenda

Order #60857 - Motion Passed: Approved agenda items 1 - 14 as presented. Passed 5-0 with a motion by Ms. Mary Ann Pearson and a second by Mrs. Drusilla Maiden.

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| Ms. Carolyn Jones | Yes |
| Mrs. Mona Kindoll | Yes |
| Mrs. Drusilla Maiden | Yes |
| Ms. Mary Ann Pearson | Yes |
| Mr. Rob Spenneberg | Yes |

4. Treasurer's Report Jon Conrad, CFO presented the Treasurers Report for the month of November. We are beginning to see the districts real estate/personal property tax coming in at \$2.729 million dollars, YTD receipts at \$6.678 million dollars, 41% is SEEK and 59% is in the form of variety of different taxes. We have expenditures year to date at 5.251 million dollars, about 74% is benefits/salaries. It is well below the 80% mark, which is what we want to stay below to continue to function. Comparing receipts and expenditures from this year to last year, the numbers reflect that we have collected more, however when you factor in an insurance claim reimbursement the numbers are identical. On the expense side, we have the reverse and it shows that we have spent less but personnel costs are up with salaries and benefits. The CCHS Cafeteria reimbursements are still skewing the numbers with the expense; if this is removed then we have spent more this year. We have collected about 62% of our revenue budget which is good at this time of the year. Recap of the various funds, as typical the Grants funds are in deficit, which is just the normal with reimbursements still being collected. Cartmell has two activity funds in deficit, and Mr. Oak and the bookkeeper are working on this and have a plan. The Cartmell activity funds are Achieve3000 and the Field Trip account. The Carroll County High School has two activity funds in deficit, the yearbook and powder puff activity accounts were in deficit. The Powder Puff account has since been corrected however Mr. Stephens and the bookkeeper are looking at the yearbook and watching that account.

5. Public Recognition None at this time

6. Approval of Consent Agenda

Order #60858 - Motion Passed: Approved consent agenda items 6A-6R as presented. Passed 5-0 with a motion by Ms. Mary Ann Pearson and a second by Mr. Rob Spenneberg.

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| Ms. Carolyn Jones | Yes |
| Mrs. Mona Kindoll | Yes |
| Mrs. Drusilla Maiden | Yes |
| Ms. Mary Ann Pearson | Yes |
| Mr. Rob Spenneberg | Yes |

6.A. Approval of Minutes Approved the November 21, 2013 Board Minutes as presented.

6.B. Approval of Facilities Use

6.B.1. Approval of Facility Use Request 1 Approved the Facility Request Use submitted by Marshall Geoghegan to use the CCMS Auditorium, Cafeteria/Kitchen, and restrooms for the Grand Lodge District Meeting FLAM for April 18, 2014 from 4p-9p as presented.

6.C. Approval of Bills and Salaries Payable Approved the Bills and Salaries payable as presented.

6.D. Employee Notifications

KRS 160.390; KRS 160.38; KRS 160.370 The Superintendent is responsible for all personnel actions including hiring, assignments, transfer, dismissal, suspension, reinstatement, promotion, and for reporting these actions to the board of education (KRS 160.390 (1)). All appointments, promotions and transfers of principals, supervisors, teachers, and other school employees shall be made only by the Superintendent of schools, who shall notify the Board of the action taken (KRS 160.380(2a)).

Information presented for notification

New Employees to the District

None at this time

No Longer Employees of the District

None at this time

Transfers Within the District

Cindy Popp; Transferring from Kathryn Winn Cafeteria to Cartmell Cafeteria

Leave of Absence

Janet Blythe; LOA 12/17/2013-01/01/2014 FMLA

Cindy Popp; Cartmell Restricted Duty until January 2014

Emily Brown; LOA 11/26/2013-01/21/2014 (Sick days-Medical)

Carrie Smith; LOA 12/05/2013-TBA (Paid/Dock Days-FMLA)

Frances Knox; LOA 11/25/2013-12/12/2013 (Sick Days) 12/13/2013-12/16/2013 (Personal) 12/23/2013-02/21/2014 (Docked/FMLA)

Employees No Longer Auxiliary

None at this time

6.E. Approval for RJ Flannery, Inc School Activity Fund Review Approved RJ Flannery, Inc to conduct an onsite school activity fund account review for Carroll County Schools January 8, 2014-January 9, 2014 at a cost of \$1,638.00 as presented.

6.F. Approval to submit WalMart Grant Application Approved the submission of a \$1,000.00 grant applications for the Kathryn Winn Environmental Gardens as presented.

6.G. Approval of a contract between Carroll County Schools and Sara Monarch Approved the contract between Carroll County Schools and Sara Monarch to collaborate with the Elementary principals for 22 days next semester, with OVEC covering 10 days and Carroll County Schools paying for 12 days at a daily rate of \$347.97 for a total of \$4,175.64 as presented.

6.H. Approval of the Teacher Education Agreement between Carroll County Schools and University of the Cumberland Approved the Teacher Education Agreement between Carroll County Schools and University of the Cumberland as presented.

6.I. Approval of Student Overnight FFA Trip Approved the Student Overnight trip for FFA to Eastern Kentucky University January 31, 2014-February 1, 2014 as presented.

6.J. Approval of the Student Overnight Trip for CCHS Band Approved the Student Overnight Trips for the Carroll County High School Band to attend the UofL Honors Band Clinic 01/25/14-01/26/14 and a trip to Morehead State University 02/13/14-02/15/14 as presented.

6.K. Approval of the Agreement between CCHS and Herff Jones Approved the agreement between Herff Jones and Carroll County High School for yearbook renewal agreement in the amount of \$11,400.00 as presented.

6.L. Approval of the Garbage Pick-Up Bid 2013-2014 Approved the garbage pick-up bid 2013-2014 and award the bid to Rumpke as presented.

6.M. Approval of Special Education Assurance of Compliance Approved the Special Education assurance of compliance with the department of health, education, and welfare regulation under Title VI of the Civil Rights Act of 1964 as presented.

6.N. Approval for an additional SLP Therapist for the District Approved hiring an SLP Therapist for the district for one (1) day a week as presented.

6.O. Approval of Position Change at Kathryn Winn Cafeteria Approved changing Monica Meadows from Food Service Assistant I (job class code 7234) to Food Service Manager I (job class code 7212) at Kathryn Winn Elementary. This change would be retroactive back to July 23, 2013. The retroactive pay calculated through December 5, 2013 is \$797.47. The total additional salary for the remainder of the school year, based upon 8 hours a day for a total of 103 days, is \$1,112.40 as presented.

6.P. Approval of Non-Varsity Event Admission Approved Non-Varsity Event admission prices charged at an adjusted rate of \$3.00 for Adults and \$2.00 for students as presented.

6.Q. Approval for Cartmell Cheer Fees Approved the fees for Cartmell Cheer students. The fee will be a total of \$40.00, Cheer Shoes \$20.00, Shorts for Uniform \$6.00, T-Shirt for Uniform \$10.00, and \$4.00. There is usually 30-40

students who participate and the students will be allowed to keep all items purchased.

6.R. Approval to submit the WHAS Grant Approved the submission of the WHAS Grant as presented.

7. Communications To and From the Board

8. Champion For Kids Dr. James, recognized Champion Kids, Ellie Yocum, Allie Simmons, Kacie Dermon, and Arial McBurney for their STLP Project. Their project was about bullying not only verbally but through social media. Stereotypes vs. Reality was the title of the STLP project. The students wanted to spotlight that bullying isn't the stereotypes that bullying was in the past. Social Media is a new form of bullying which the students have brought to the center. The students have created a facebook page that students can use to anonymously post and work with Mr. Stephens and Mr. Willhoite. The students made it past regionals and will present for state in April.

Dr. James recognized Joyce Yocum for her role at Cartmell and a Champion for Kids. Ms. Joyce has taken on the role to work with students that need extra attention and getting students involved and working. Ms. Joyce Yocum has a heart for the students at Cartmell and everything that she does for them. Mr. Oak, chimed in about Joyce Yocum and Melissa Walker stating how they truly care about the students in Cartmell with the challenges that the students face and being a mother for these students and caring about them.

9. Reports from Principals and Directors Gerda Wise (Winn); Doug Oak (Cartmell); Dana Oak (CCMS); Tom Stephens (CCHS); Ed Nelson (ALC); Bill Hogan (Asst. Supt./CAO); Pam Williams (Elem. Instr. Supv.); Kathy Bieger (Special Education); Larry Curell (DPP/COO); Nadena MaHoney (Transportation); Dwayne Smith (Maintenance); Lisa Gault (Food Service); Carl Roberts (Grant Writer/PR); Cindy Johann (Technology). The principals and administration gave additional highlights of what was going on in their buildings for Friday before Christmas break, all reports are part of the official minutes.

10. Old Business

None at this time

11. New Business

11.A. Discussion and Approval of Travel Reimbursement

Order #60859 - Motion Passed: Discussed and Approved travel reimbursement submitted late for Jo Ellen Hawkins and Linda Ogburn as presented. Passed 5-0 with a motion by Mrs. Drusilla Maiden and a second by Ms. Mary Ann Pearson.

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| Ms. Carolyn Jones | Yes |
| Mrs. Mona Kindoll | Yes |
| Mrs. Drusilla Maiden | Yes |
| Ms. Mary Ann Pearson | Yes |
| Mr. Rob Spenneberg | Yes |

11.B. Discussion and Approval for the First Reading of the Revised Hiring Policies 03.11 and 03.21

Order #60860 - Motion Passed: Approved the first reading of the revised hiring policies 03.11 (Certified) and 03.21 (Classified) to specifically address the changes in hiring within that Carroll County Child Development Center for Early Headstart and Headstart as presented. Passed 5-0 with a motion by Ms. Carolyn Jones and a second by Mr. Rob Spenneberg.

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| Ms. Carolyn Jones | Yes |
| Mrs. Mona Kindoll | Yes |
| Mrs. Drusilla Maiden | Yes |
| Ms. Mary Ann Pearson | Yes |
| Mr. Rob Spenneberg | Yes |

11.C. Approval for Reimbursement of Superintendent Dr. James' travel

Order #60861 - Motion Passed: Approved the reimbursement for Dr. James' travel expenses. The travel expenses are for KASS (Kentucky Association of School Superintendents)Conference 12/8/13-12/9/13 and the OVEC Board of Directors Meeting on 12/11/13 along with reimbursement for parking at the Galt House during KASS for \$97.09 as presented. Passed 5-0 with a motion by Mr. Rob Spenneberg and a second by Mrs. Drusilla Maiden.

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| Ms. Carolyn Jones | Yes |
| Mrs. Mona Kindoll | Yes |
| Mrs. Drusilla Maiden | Yes |
| Ms. Mary Ann Pearson | Yes |
| Mr. Rob Spenneberg | Yes |

11.D. Discussion and Action for Statement of Conflict in Regard to Mr. Spenneberg

Order #60862 - Motion Passed: Discussed and Approved the statement of conflict that Mr. Spenneberg has read into the record. On Motion by Carolyn Jones, second by Mary Ann Pearson, the Board acknowledged Mr. Spenneberg's reading the following statement into the record and approves same being noted in the minutes of this meeting: Passed 4-0, 1-Abstain; with a motion by Ms. Carolyn Jones and a second by Ms. Mary Ann Pearson.

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| Ms. Carolyn Jones | Yes |
| Mrs. Mona Kindoll | Yes |
| Mrs. Drusilla Maiden | Yes |
| Ms. Mary Ann Pearson | Yes |
| Mr. Rob Spenneberg | Abstain |

11.E. Discussion and Approval of the Resolution urging Kentucky State Legislature to adequately fund public education

Order #60863 - Motion Passed: Discussed and Approved the resolution urging Kentucky State Legislature to adequately fund public education as presented. Passed 5-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

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| Ms. Carolyn Jones | Yes |
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Mrs. Mona Kindoll Yes
Mrs. Drusilla Maiden Yes
Ms. Mary Ann Pearson Yes
Mr. Rob Spenneberg Yes

11.F. Discussion and Approval of the Comprehensive District Improvement Plan 2013-2014

Order #60864 - Motion Passed: Discussed and Approved the Comprehensive District Improvement Plan for 2013-2014 as presented. Mr. Hogan, presented the Comprehensive District Improvement Plan for 2013-2014. The CDIP's will be submitted to KDE tomorrow. Close reading is one of the areas that as a District which will be looked at closely, with a 30-60-90 day plan. It is a monitoring plan for us to use and grow with over the months. We will meet to make sure every 30-60-90 days that the plans are working. Writing is another area that we are going to focus on, to explain what the students are learning. The students will write and reflect on what they are learning. We will also revisit curriculum maps in the district with the school. We have revisited the curriculum maps, and will continue to revise those areas to help our students learn. Leader in Me will continue that goes along with the grants that we have in place and that will begin at the Middle and High School. We will also follow up with more professional development. Those are the major areas that we will focus on this school year. Passed 5-0 with a motion by Mr. Rob Spenneberg and a second by Mrs. Drusilla Maiden.

Ms. Carolyn Jones Yes
Mrs. Mona Kindoll Yes
Mrs. Drusilla Maiden Yes
Ms. Mary Ann Pearson Yes
Mr. Rob Spenneberg Yes

11.G. Discussion and Approval to reject the Petroleum Bid 2013-2014

Order #60865 - Motion Passed: Discussion and Action to reject the petroleum bid for 2013-2014 and re-bid as presented. Passed 5-0 with a motion by Mrs. Drusilla Maiden and a second by Ms. Mary Ann Pearson.

Ms. Carolyn Jones Yes
Mrs. Mona Kindoll Yes
Mrs. Drusilla Maiden Yes
Ms. Mary Ann Pearson Yes
Mr. Rob Spenneberg Yes

11.H. Discussion and Approval of the Lawncare Bid 2013-2014

Order #60866 - Motion Passed: Discussion and Approval of the Lawncare Bid for 2013-2014. Awarded the bid to Interstate Greenhouse as presented. Passed 5-0 with a motion by Ms. Mona Kindoll and a second by Ms. Carolyn Jones.

Ms. Carolyn Jones Yes
Mrs. Mona Kindoll Yes
Mrs. Drusilla Maiden Yes
Ms. Mary Ann Pearson Yes
Mr. Rob Spenneberg Yes

12. Student Achievement Mrs. Williams presented information about the Headstart and Early Headstart Audit. We feel that the review went well. We had six auditors from across the United States that came to our district. At this time we only have one area that we feel that we will be cited for and that is the Hiring Policy which we are updating and the Auditors noted that the policy would be changing before they left. The auditors were in the district for four days. There were some areas of concerns with the STEM Bus and Modular building however with data that we submitted to show how these areas were positives within the community, the auditors were excited about the data and were taking it back to other programs. Dr. James thanked Pam Williams and Pam McNeal for their hard work during this time. Dr. James also discussed that Kentucky has just been awarded additional grant money for the state. We are not sure at this time if that will impact our Headstart program, however it is very favorable and it's a boost for the state of Kentucky and the various programs.

13. Board Member Planning Calendar

December

Review DIP needs assessment

Review/Update district organizational chart, responsibilities and duties

Review summary revenue projection for next year

January

1. Election of board officers
2. Appointment of secretary, treasurer, attorney
3. Adoption of regular meeting schedule for the year

Draft budget plan for next school year submitted by superintendent

Outline major priorities

Establish budget parameters

4. Review elementary school programs and offerings
5. Hold coordinated school health public forum for annual report of nutrition plan
6. Receive status report on the data collection portion of the needs assessment process from the board's representative to the district improvement planning committee and appropriate staff Approve revisions to District Improvement Plan (DIP)

**Board Meeting will be January 9, 2014, 5:00p at CCHS Media Center

Dr. James did explain that the January Board Meeting for the first of the year would not be held until January 9, 2014 because with board policy if we are in or on break on the first Thursday of January then the meeting will be moved to the following Thursday. This year school and staff are on break January 2, 2014 so the meeting will be on January 9, 2014 at the Carroll County High School Media Center beginning at 5pm.

14. Adjournment

Order #60867 - Motion Passed: Approved adjourning the December 19, 2013 Board Meeting at 5:58 p.m. Passed 5-0 with a motion by Mrs. Drusilla Maiden and a second by Ms. Mary Ann Pearson.

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| Ms. Carolyn Jones | Yes |
| Mrs. Mona Kindoll | Yes |
| Mrs. Drusilla Maiden | Yes |
| Ms. Mary Ann Pearson | Yes |
| Mr. Rob Spenneberg | Yes |

Chairperson

Secretary