

THE BOARD OF EDUCATION OF COVINGTON, KENTUCKY
MINUTES – SPECIAL MEETING
May 17, 2012
5:00 P.M.

The Board of Education of Covington, Kentucky met in special session on Thursday, May 17, 2012 at the Administration Building, 25 East Seventh Street, Covington, Kentucky.

Mrs. Glenda Huff, Board Chair, called the meeting to order at 5:00 p.m.

Call To Order

Roll call showed the following members present: Mr. Jerry Avery, Mr. Mike Fitzgerald, Mrs. Glenda Huff, Ms. Krista Powers and Mrs. Denise Varney.

Roll Call

Mrs. Huff welcomed everyone to the meeting.

Ms. Lynda Jackson, Superintendent of Schools, read the call of the meeting:

Call of Meeting

1. **Tentative Budget for Fiscal Year 2013** (Order No. 051712-01)
2. **CIPS Staff Time and Attendance System Report** (Order No. 051712-02)

Ms. Annette Bemerer, Finance Director, presented the Tentative Budget for Fiscal year 2013, reporting that this budget is based on staffing allocations and the salary schedule already approved by the Board of Education. The budget committee met several times to create the budget for FY2013. The budget committee will explore cost-saving measures incorporated into the budget. A working budget will be presented in September.

**Tentative Budget for
Fiscal Year 2013**

1. Ms. Powers moved that the Covington Board of Education approve the Tentative Budget for Fiscal Year 2013. Mr. Fitzgerald seconded the motion. With a roll call vote, Ms. Powers, Mr. Fitzgerald, Mr. Avery, Mrs. Varney and Mrs. Huff voted yea. The motion passed.

Ms. Mechelle Kallmeyer, Payroll Supervisor, introduced the CIPS Staff Time and Attendance System Report. Ms. Kallmeyer explained the timekeeping procedures that are in place. Each location has a time sheet for all staff members. A principal's time report is sent to payroll with all timesheets verifying the time. The payroll department rechecks timesheets and compares them to the principal's report making sure all supporting documentation is with the timesheets. Ms. Jackson stated that in September of 2009 the Board approved implementation of a time and attendance system pilot project. Full implementation would begin if the pilot project was successful.

**CIPS Staff Time
and Attendance
System Report**

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It was determined that the pilot project was not cost-effective and therefore, the full implementation stage was never reached. Mr. Eric Neff, Personnel Director, stated that Boone, Kenton and Campbell counties all sign-in and out using a timesheet also.

The Board agreed by consensus to adjourn at 7:00 p.m.

Adjournment

Board Chair

Superintendent of Schools