

**RECORD OF BOARD PROCEEDINGS  
MINUTES FROM THE MEETING  
Ludlow, Kentucky, November 25, 2013**

The Ludlow Independent Board of Education met at the High School Library 515 Elm Street at 7:00 PM, on November 25, 2013, with the following members present:

**Attendance Taken at 7:00 PM:**

Present Board Members:

Mr. Stephen Chapman  
Ms. Amy Hayden  
Ms. Kymberly King  
Mr. William McMillen  
Ms. Cindy Powell

**1. Call to Order**

**1.1. Call to Order by Mr. McMillen**

Discussion:

Other Present at the Meeting: Mike Borchers, Superintendent; Jenny McMillen, College & Career Readiness Coordinator & Board Secretary; Vikki Wofford, Financial Analyst; Randy Wofford, Director of Maintenance & Transportation; Rick Smith, Director of Special Education; Joe Beard, High School Principal; Steve Hart, High School Assistant Principal; Jason Steffen, Elementary Principal; Katherine Moore, Community Member; Joe Nance, Ross, Sinclaire & Associates; George Sparks, Bertke & Sparks; Ehmet Hayes, Robert Ehmet Hayes & Associates; Rich Goodman, Triton Construction.

**1.2. Pledge of Allegiance by Mr. Chapman**

Rationale:

Mr. Steve Chapman will lead the Pledge of Allegiance.

**2. Approval of Agenda**

Rationale:

It is recommended that the board approve the Agenda.

**Order #32 - Motion Passed:** Approval of agenda as presented passed with a motion by Ms. Cindy Powell and a second by Ms. Amy Hayden.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

**3. Recognition and Information Agenda**

Rationale:

These items are presented for recognition and information.

## 3.1. Monthly Reports

### Rationale:

These items are presented for information.

### Discussion:

Mike Borchers reviewed the attendance reports and discussed the FRYSC report of activities. Vikki Wofford explained the financial reports and answered any questions.

## 3.2. Personnel

### Rationale:

These items are presented for information.

### Discussion:

Mike Borchers reviewed the personnel list. He discussed the progress and timeline of hiring for the PEP Grant positions.

## 3.3. Monthly Activities

### Rationale:

These items are presented for information.

### Discussion:

Mike Borchers reviewed the district's activities scheduled for December.

## 3.4. Spotlight Items

### Rationale:

These items are presented for information.

### Discussion:

Joe Beard shared information about the LHS Alternative Program. He reviewed the enrollment process, parent involvement, progress monitoring, and information about the Edgenuity software program used.

Mike Borchers reviewed the Shining Stars, which were the students who participated in the November 5K for Girls on the Run.

## 3.5. KSBIT Update

### Rationale:

This item is presented for information.

### Discussion:

Mike Borchers discussed the items presented, including the updated amount that the district is responsible for paying. He discussed the payment options that are being given to all school districts.

#### 4. Consent Agenda

Rationale:

It is recommended that the board approve the Consent Agenda.

**Order #33 - Motion Passed:** Approval of Consent Agenda passed with a motion by Ms. Kymberly King and a second by Ms. Amy Hayden.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Kymberly King        Yes

Mr. William McMillen    Yes

Ms. Cindy Powell         Yes

##### 4.1. Approval of Minutes

Rationale:

It is recommended that the board approve the minutes of the October Regular Meeting.

##### 4.2. Monthly Bills

Rationale:

It is recommended that the board approve payment of the monthly bills.

Discussion:

Mike Borchers and Vikki Wofford explained the monthly bill reports. Steve Chapman asked about the approval process to make purchases, making sure we had a checks and balances process in place. Ms. Wofford explained the Purchase Order (PO) process, noting she does not have the authority to approve any POs, only Mike Borchers, Joe Beard, and Jason Steffen have that authority.

Cindy Powell asked about the purchases regarding the Work Rooms. Mr. Borchers discussed the process of removing individual refrigerators and microwaves and condensing it into one work room per building that contained those appliances.

##### 4.3. Facility & Fundraising Requests

Rationale:

It is recommended that the board approve the Facility and Fundraising Requests.

##### 4.4. Surplus Equipment - School Van and Tractor

Rationale:

The district originally purchased a Chevrolet School Van to transport children, but it is now below state standards for transporting students. The district originally purchased a field tractor, but it is now in unsatisfactory condition for continued use.

In accordance with KRS 45A.425 (3) it is recommended that the Board disposition the Chevrolet School Van and School Tractor as surplus and transfer the title of ownership to Dry Ridge Toyota, in exchange for a 2012 Polaris Ranger.

Discussion:

Randy Wofford discussed the status of the older equipment identified as surplus. He explained that the new vehicle will be much better suited for the various needs of the district.

## 5. Discussion and Action Agenda

### 5.1. Financial Audit

#### Rationale:

It is recommended that the board approve the 2012-2013 Financial Audit, as submitted by Bertke and Sparks.

#### Discussion:

George Sparks reviewed the findings from the financial audit. No concerns were noted.

Because of recent public incidents in area schools, Cindy Powell asked Mr. Sparks about any additional preventive measures for the district to take in order to remain in compliance. Mr. Sparks discussed the various reports and items to look for and continue to review thoroughly at each meeting.

**Order #34 - Motion Passed:** Approval of the 2012-2013 Financial Audit passed with a motion by Mr. Stephen Chapman and a second by Ms. Cindy Powell.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

### 5.2. School Facilities and Construction Commission Offer of Assistance

#### Rationale:

The district has received its official FY 2014 KETS offer of assistance in the area of technology. An offer in the amount of \$7,619.00 has been made and if accepted by the board of education will have to be equally matched with general fund dollars. These funds have been set aside in the general fund budget. Funds in this program are intended to move Ludlow Independent School District forward in all aspects of technology, while this funding source is not enough on its own, it will improve our financial standing in this department.

It is recommended that the board approve the 2014 KETS Offer of Assistance from the School Facilities and Construction Commission and authorize the transfer of general fund matching dollars to the Fund 2 KETS project.

**Order #35 - Motion Passed:** Approval of the 2014 KETS Offer of Assistance from the School Facilities and Construction Commission and authorization of the transfer of general fund matching dollars to the Fund 2 KETS project passed with a motion by Ms. Kymberly King and a second by Ms. Amy Hayden.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

### 5.3. Approval of Architect for Stadium Project

**Rationale:**

It is recommended that the board approve the selection of Robert Ehmet Hayes & Associates as the architect for the Stadium Project.

**Order #36 - Motion Passed:** Approval of the selection of Robert Ehmet Hayes & Associates to be the architect for the Stadium Project passed with a motion by Ms. Amy Hayden and a second by Ms. Kymberly King.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

### 5.4. Construction Bid for MEP Improvements

**Rationale:**

It is recommended that the board reject Alternates 1, 2, 3, and 4, and award the project to Hemmer Industries in the amount of \$1,607,000 for the Base Bid, subject to approval of the Proposal by the Kentucky Department of Education and to the sale and delivery of School Building Revenue Bonds.

**Discussion:**

Ehmet Hayes discussed the bids and alternates, and the reasons to accept or reject each one. He answered any questions regarding the process and the project.

**Order #37 - Motion Passed:** Approval to award the project to Hemmer Industries in the amount of \$1,607,000 for the Base bid, and reject Alternates 1, 2, 3, and 4, subject to approval of the Proposal by the Kentucky Department of Education and to the sale and delivery of School Building Revenue Bonds passed with a motion by Ms. Kymberly King and a second by Ms. Cindy Powell.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

### 5.5. Revise BG-1 for MEP Improvements

**Rationale:**

It is recommended that the board approve the Revised BG-1 for MEP Improvements.

**Order #38 - Motion Passed:** Approval of the Revised BG-1 for MEP Improvements passed with a motion by Ms. Amy Hayden and a second by Ms. Cindy Powell.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

## 5.6. Construction Bid for Stadium Project

### Rationale:

It is recommended that the board reject Alternates 1, 3, and 4a, and award the project to Ashley Construction in the amount of \$1,280,857 for the Base Bid and Alternates 2, 4, 5, 7, and 8, subject to approval of the Proposal by the Kentucky Department of Education and to the sale and delivery of School Building Revenue Bonds.

### Discussion:

Ehmet Hayes discussed the bids and alternates, and the reasons to accept or reject each one. He answered any questions regarding the process and the project.

**Order #39 - Motion Passed:** Approval to award the project to Ashley Construction in the amount of \$1,280,857 for the Base Bid and Alternates 2, 4, 5, 7, and 8, and to reject Alternates 1, 3, and 4a, subject to approval of the Proposal by the Kentucky Department of Education and to the sale and delivery of School Building Revenue Bonds passed with a motion by Ms. Kymberly King and a second by Ms. Cindy Powell.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Kymberly King        Yes

Mr. William McMillen     Yes

Ms. Cindy Powell         Yes

## 5.7. Revise BG-1 for Stadium Project

### Rationale:

It is recommended that the board approve the Revised BG-1 for the Stadium Project.

**Order #40 - Motion Passed:** Approval of the Revised BG-1 for the Stadium Project passed with a motion by Ms. Amy Hayden and a second by Ms. Cindy Powell.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Kymberly King        Yes

Mr. William McMillen     Yes

Ms. Cindy Powell         Yes

## 5.8. Resolution for Ludlow Independent School District Finance Corporation to Issue Revenue Bonds

### Rationale:

It is recommended that the board approves the resolution for the Ludlow Independent School District Finance Corporation to issue revenue bonds.

### Discussion:

Joe Nance presented the Plan of Financing. He gave a thorough explanation of the bonding process and the financial outlook of spending on these building projects. Based on the data presented, Mr. Nance stated that he was very comfortable with recommending this project.

**Order #41 - Motion Passed:** Approval of the resolution for the Ludlow Independent School District to issue revenue bonds passed with a motion by Ms. Kymberly King and a second by Mr. Stephen Chapman.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

## 6. Recess Board of Education Meeting

Rationale:

It is recommended that the board take a recess from the Board of Education Meeting in order to hold a meeting of the Ludlow Finance Corporation.

**Order #42 - Motion Passed:** Approval of the board taking a recess from the Board of Education meeting in order to hold a meeting of the Ludlow Finance Corporation passed with a motion by Ms. Amy Hayden and a second by Ms. Cindy Powell.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

## 7. Reconvene Ludlow Board of Education Meeting

Rationale:

The Ludlow Board of Education will reconvene.

**Order #46 - Motion Passed:** Approval to reconvene the Board of Education meeting at 8:43 PM passed with a motion by Ms. Cindy Powell and a second by Ms. Amy Hayden.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

## 8. Other Business

Rationale:

Is there any other business to be brought before the board?

### 8.1. Board

Discussion:

Steve Chapman had several positive items he wanted noted:

1. The presentation of the PIE Project will be highlighted at the upcoming KSBA Conference; Ludlow will be noted in the presentation.

2. He was happy to hear that the building projects would be starting as soon as possible.
3. He mentioned the positive impact the Ludlow Educational Foundation has had on our community, staff, and students.
4. He noted that he was happy to see that the city council voted to spend grant money to increase lighting and sidewalks near the park and Adela Avenue so that it was safer for students and community members.

## 8.2. Staff

Discussion:  
No items presented.

## 8.3. Teachers

Discussion:  
No items presented.

## 8.4. Public

Discussion:  
No items presented.

## 9. Adjourn

Rationale:  
It is recommended that the board adjourn the meeting.

**Order #47 - Motion Passed:** Approval to adjourn the meeting at 8:51 PM passed with a motion by Ms. Amy Hayden and a second by Mr. Stephen Chapman.

Mr. Stephen Chapman	Yes
Ms. Amy Hayden	Yes
Ms. Kymberly King	Yes
Mr. William McMillen	Yes
Ms. Cindy Powell	Yes

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PRESIDENT

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SECRETARY