

**RECORD OF BOARD PROCEEDINGS  
MINUTES FROM THE MEETING  
Ludlow, Kentucky, January 27, 2014**

The Ludlow Independent Board of Education met at the Elementary School Library, 512 Oak Street, Ludlow, KY 41016 at 7:00 PM, on January 27, 2014, 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:

Others Present at the Meeting: Mr. Mike Borchers, Superintendent; Ms. Jenny McMillen, Secretary of the Board & CCR Coordinator; Ms. Vikki Wofford, Treasurer of the Board & Financial Analyst; Mr. Rick Smith, Director of Special Education; Mr. Joe Beard, High School Principal; Mr. Jason Steffen, Elementary Principal; Mr. Ehmet Hayes, Architect.

**1.2. Pledge of Allegiance by Ms. King**

Rationale:

Ms. Kym King led the Pledge of Allegiance.

**2. Approval of Agenda**

Rationale:

It was recommended that the board approve the Agenda.

**Order #52 - Motion Passed:** Approval of the 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

### 3. Board Officers

#### 3.1. Name President of the Board of Education

Rationale:

Mr. Bill McMillen was named President for his second of a two-year term.

**Order #53 - Motion Passed:** Naming Mr. Bill McMillen as President for his second of a two-year term passed with a motion by Mr. Stephen Chapman 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

#### 3.2. Name Vice President of the Board of Education

Rationale:

Ms. Amy Hayden was named Vice-President for her second of a two-year term.

**Order #54 - Motion Passed:** Naming Ms. Amy Hayden as Vice-President for her second of a two-year term 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

### 4. Recognition and Information Agenda

Rationale:

These items were presented for recognition and information.

#### 4.1. National School Board Recognition Month

Rationale:

January is National School Board Recognition Month. The Ludlow Independent School District is proud to join with other school districts in the nation in recognizing the contributions of all school board members, especially the dedicated members of the Ludlow Board of Education.

**Thank you Mr. Chapman, Ms. Hayden, Ms. King, Mr. McMillen, and Ms. Powell!**

## PROCLAMATION

**To all whom these presents shall come:**

**WHEREAS** the mission of Kentucky's public schools is to meet the diverse educational needs of all children and to empower them to become productive contributors to a democratic society and an ever-changing world; and

**WHEREAS** the members of the Ludlow Board of Education are among the 884 locally-elected school board members across Kentucky whose commitment to children and belief that all children can be successful learners is well documented; and

**WHEREAS** the members of the Ludlow school board work with parents, educational professionals and other community members to create the educational vision we want for our students; and

**WHEREAS** this community's school board members are, in the truest sense, volunteers who are also full-time parents and working men and women who devote uncounted unpaid hours each year to community leadership in education; and

**WHEREAS** the members of the Ludlow Board of Education are strong advocates for public education who communicate the needs of the school district to the public and the public's expectations to the district's employees; and

**WHEREAS** January 2014 will mark the nationwide observation to honor the continuing contributions by local school board members across America,

**NOW, THEREFORE**, we, the Ludlow Independent School District, hereby declare our appreciation to the members of the Ludlow Board of Education and do proclaim the month of January 2014, to be School Board Recognition Month in Ludlow. We urge all citizens to join us in recognizing the dedication and hard work of local school board members in preparing today's students for tomorrow's world.

Discussion:

Mike Borchers read the proclamation and presented the board members with thank-you letters/pictures from students.

### **4.2. Monthly Reports**

Rationale:

These items were presented for information.

Discussion:

Mr. Mike Borchers reviewed the monthly reports and clarified any questions or comments.

## 4.3. Personnel

Rationale:

These items were presented for information.

Discussion:

Mr. Mike Borchers reviewed the personnel items listed in the attachment.

## 4.4. Monthly Activities

Rationale:

These items were presented for information.

Discussion:

Mr. Mike Borchers reviewed the activities coming up in February.

## 4.5. Spotlight Items

Rationale:

Three Spotlight Items:

1. The 21st Century Community Learning Center Grant (attachment)
2. Ludlow's Shining Stars of January (attachment)
3. School Spotlight: Mr. Steffen will spotlight the elementary school's new K-6 Writing Program and how this curriculum is being implemented in classrooms.

Discussion:

Ms. Jenny McMillen presented information on the 21st Century Community Learning Center Grant. Ludlow was notified earlier this afternoon that they were a recipient of this award.

Mr. Mike Borchers reviewed the Shining Stars, which included three service learning projects taking place in the high school.

Mr. Jason Steffen spotlighted the new Writing Program used in the elementary school, explaining its components and how it is being embedded into every K-6 classroom.

## 5. Consent Agenda

Rationale:

It was recommended that the board approve the Consent Agenda.

**Order #55 - Motion Passed:** Approval of the Consent Agenda 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

### **5.1. Approval of Minutes**

Rationale:

It was recommended that the board approve the minutes of the December Regular Meeting.

### **5.2. Monthly Bills**

Rationale:

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

Discussion:

Ms. Vikki Wofford clarified questions regarding the use of the credit card, the PO approval process that takes place before using the credit card, and the Redbook regulations.

### **5.3. Facility and Fundraising Requests**

Rationale:

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

### **5.4. Substitute Teachers**

Rationale:

Ms. Thea Caple  
Ms. Brook Cosgrove  
Ms. Courtney Disibio  
Ms. Erika Ferrell  
Ms. Jennifer Hernandez  
Mr. Allan Overby  
Ms. Carolyn Rouse  
Ms. Michelle VanSickle

It was recommended that the board approve adding the substitute teachers to the district list.

### **5.5. Non-Resident Contracts for 2014-2015**

Rationale:

Each year, our district enters into Non-Resident Contracts for educating students residing outside of our school district. In order for our district to include these students in our Average Daily Attendance (ADA) calculations for next year, these contracts are signed by both participating districts. In addition to the ADA Non-Resident Contracts, parents of these students agree to pay a tuition fee of \$250.00 per year.

It was recommended that the board approve the Non-resident Contracts.

## **6. Discussion and Action Agenda**

### **6.1. Review of MEP and Stadium Project Schedules**

#### **Rationale:**

Mr. Ehmet Hayes attended the meeting and reviewed the timelines for the MEP and Stadium Projects.

#### **Discussion:**

Mr. Ehmet Hayes reviewed the schedules and timelines of the two construction projects. He will continue to update the board monthly on the progress of the work being done.

### **6.2. 2014-2015 Draft Budget**

#### **Rationale:**

January begins the budgeting cycle for the next fiscal year (2014-2015). The budgeting process for a school district is a planning tool to assist in the monitoring of fiscal resources in our district. This process will be refined on multiple occasions over the next nine months due to a variety of factors; Commonwealth of Kentucky Budget allocations for Districts and Programs (SEEK Program, State Grants, etc.), and Average Daily Attendance/Enrollment for remainder of the school year. The state of the Commonwealth's fiscal health is very critical. With the uncertainty of our tentative 2014-2015 SEEK forecast, we have maintained our expenses based on actual, trending, and anticipated payroll step increases. To maintain a strong contingency and healthy carry-forward, we must address our expenses in the budget.

This Draft Budget has been approached with conservative views on revenue and expenses based on historical actuals (2013). There are two big variables in this budget on the revenue side, the beginning balance and SEEK funding. As the year progresses these numbers will become more concrete and allow the district to see next year's budget more clearly. With that said, here are a few details from the attached budget:

Property tax revenue has been budgeted on the premise that the Board of Education will levy a rate that will generate the maximum allowable 4% increase.

At this time, plans for a raise to the salary tables are not included in this budget. Salaries will increase based solely on experience levels and step increases.

All programs will be evaluated to ensure that they are meeting the needs of our students.

Retirements will be evaluated and may be absorbed with current staff when possible.

Evaluating staffing levels to reflect the student membership in each school. (Smaller class sizes are transitioning to the high school)

As required by statute, it is recommended that the board approve the Draft Budget for the 2014-2015 fiscal year as presented. As the budget cycle moves forward and more information becomes available, changes will be necessary.

Discussion:

Mr. Mike Borchers reviewed the 2014-2015 draft budget, clarifying any questions. Although legislation may change on state funding and requirements for the 2014-2015 year, at this point the draft budget reflects current positions and funding.

**Order #56 - Motion Passed:** Approval of the 2014-2015 Draft Budget 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

### 6.3. School Facilities and Construction Commission Biennial Offer of Assistance

Rationale:

The district has received an offer of assistance for renovation and future construction in the district for items listed on the District Master Facility Plan in the amount of \$17,476. A copy of the offer is attached for your review. In order to accept this offer, the district must verify cash balances in the Building Fund and Capital Outlay Fund, as of June 30, 2013. These amounts must be transferred into an escrow account in these funds for future renovation and construction projects.

The purpose of these funds is used to pay bond and interest payments on previous renovation projects. The district will be able to continue to make these payments based upon an analysis of the payment schedules after making the transfers noted above.

It is recommended to approve the acceptance of the Biennial Offer of Assistance from the School Facilities and Construction Commission and authorizes the transfers of cash balances to escrow accounts in these funds as required.

**Order #57 - Motion Passed:** Approval of the acceptance of the Biennial Offer of Assistance from the School Facilities and Construction Commission and authorization of the transfers of cash balances to escrow accounts in the funds as required 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

### 6.4. Approval of Partial School Day Calendar for Student

Rationale:

It is recommended that the board approve a shortened school day (12:30-2:30) and week (Monday, Wednesday, Friday) for an elementary student for the remainder of the 2013-2014 school year.

**Order #58 - Motion Passed:** Approval of a shortened school day and week passed with a motion by Mr. Stephen Chapman 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

## **6.5. District Professional Growth and Effectiveness Plan**

Rationale:

Mr. Borchers will explain the attached District Professional Growth and Effectiveness Plan.

Discussion:

Mr. Mike Borchers discussed that the district's PGES Plan will be a topic discussed a great deal at this weekend's KSBA Conference and in the months ahead. The district will be working on a Certified Evaluation Plan to be filed with KDE, following the requirements of the PGES system.

Ms. Kym King commented that the state's guidelines for the plan was very in-depth and posed concern that it would be a principal's fulltime job to keep up with the requirements of the system.

## **7. Other Business**

Rationale:

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

### **7.1. Board**

Discussion:

No items presented.

### **7.2. Staff**

Discussion:

Mr. Mike Borchers reminded everyone of the upcoming Business Engagement Tour that will be taking place on January 29th.

Mr. Mike Borchers thanked the board members for what they've accomplished for our school district.

### **7.3. Teachers**

Discussion:

No items presented.



**7.4. Public**

Discussion:

No items presented.

**8. Adjourn**

Rationale:

It was recommended that the board adjourn the meeting.

**Order #59 - Motion Passed:** Adjournment of the meeting at 8:40 PM passed with a motion by Ms. Cindy Powell 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

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PRESIDENT

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SECRETARY

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