

**RECORD OF BOARD PROCEEDINGS  
MINUTES FROM THE MEETING  
Ludlow, Kentucky, June 23, 2014**

The Ludlow Independent Board of Education met at the Ludlow Board of Education Conference Room 525 Elm Street Ludlow, KY 41016 at 7:00 PM, on June 23, 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**

Rationale:

Board President, Mr. Bill McMillen, called the meeting to order.

Discussion:

Others Present: Mr. Mike Borchers, Superintendent; Ms. Jenny McMillen, CCR Coordinator & Board Secretary; Ms. Vikki Wofford, Financial Analyst; Mr. Jason Steffen, Elementary Principal; Mr. Travis Caudill, Incoming High School Principal; and Mr. Ehmet Hayes, Architect

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

Rationale:

Mr. Steve Chapman led the Pledge of Allegiance.

**2. Approval of Agenda**

Rationale:

It was recommended that the board approve the Agenda.

**Order #91 - Motion Passed:** Approval of the Agenda 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

## **3. Recognition and Information Agenda**

Rationale:

These items were presented for recognition and information.

### **3.1. Monthly Reports**

Rationale:

These items were presented for information.

Discussion:

Mr. Borchers reviewed our enrollment/attendance for the year. We ended with an overall increase of five students per year, so SEEK funds should see an increase. Attendance rates for both schools were good.

Mr. Borchers reviewed the financial items. There were no questions.

In the high school SBDM minutes, the athletic contract was mentioned. Ms. Powell asked if the board members could receive a copy of that. It will be sent to all board members.

### **3.2. Personnel**

Rationale:

These items were presented for information.

Discussion:

There are currently two high school openings: Social Studies Teacher and Math Teacher. All other openings have been filled to date.

### **3.3. Spotlight Items**

Rationale:

This item was presented for information.

Discussion:

Mr. Borchers reviewed the Shining Stars for June and highlighted the achievements of the Class of 2014.

## **4. Consent Agenda**

Rationale:

It was recommended that the board approve the Consent Agenda.

**Order #92 - Motion Passed:** Approval of the Consent Agenda passed with a motion by Mr. Stephen Chapman 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

#### **4.1. Approval of Minutes**

Rationale:

It was recommended that the board approve the minutes of the regular May Board of Education Meeting.

#### **4.2. Monthly Bills**

Rationale:

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

Discussion:

Mr. Borchers reviewed the financial report and credit card summary in detail since there were many larger amounts this month due to various summer projects.

#### **4.3. Substitute Teacher Blanket Approval**

Rationale:

It was recommended that the board approve the "blanket" consent for substitute teachers for the 2014-2015 school year.

#### **4.4. 2014-2015 Semi-Monthly Pay Dates**

Rationale:

It was recommended that the board approve the semi-monthly pay date schedule for 2014-2015 as presented.

#### **4.5. 2014-2015 School Fees**

Rationale:

Fees for the 2014-2015 school year will remain as follows:

Elementary School      \$40.00

Grades 7-8                \$75.00

Grades 9-12              \$95.00

It was recommended that the board approve the 2014-2015 school fees.

## 5. Discussion and Action Agenda

### 5.1. MEP Project Update

Rationale:

Mr. Ehmet Hayes attended the meeting to discuss the MEP Project Update.

Discussion:

At this point, the project remains on schedule.

### 5.2. MEP Change Order

Rationale:

It was recommended that the board approve the Change Order as presented.

Discussion:

Mr. Ehmet Hayes discussed the details of the Change Order for the construction project.

**Order #93 - Motion Passed:** Approval of the MEP Change Order 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

### 5.3. Stadium Project Update

Rationale:

Mr. Ehmet Hayes attended the meeting to discuss the Stadium Project Update.

Discussion:

Mr. Ehmet Hayes discussed the progress on the Stadium Project. Overall, the project is on schedule. Light poles will go in sometime mid-July. Mr. Hayes and Mr. Borchers will have a better idea for fencing options and timelines once we get more into July. The project overall is scheduled to be finished August 15th.

### 5.4. Revised 2014-2015 School Calendar

Rationale:

As we are not permitted to use Election Day as a make-up day for students, the 2014-2015 School Calendar has been revised and is attached.

It was recommended that the board approve the revised 2014-2015 School Calendar.

**Order #94 - Motion Passed:** Approval of the Revised 2014-2015 School Calendar 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

### 5.5. Fidelity (Performance) Bond

Rationale:

Each year, the Board of Education is required to approve a Performance Bond for the Treasurer of the District. This insurance bond is approved in order to cover the district in the event of inappropriate fiscal activities of the treasurer. The Performance Bond is attached for your review. The language of the bond was drafted by the Kentucky Department of Education.

It was recommended that the board approve the Fidelity (Performance) Bond as presented.

**Order #95 - Motion Passed:** Approval of the Fidelity (Performance) Bond 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

### 5.6. Bond of Depository

Rationale:

The Kentucky Department of Education requires a Bond for Depository to protect the fiscal assets of the district deposited in our local bank (Bank of Kentucky). A formula is used to calculate the required Bond for this purpose and the Bank is required to pledge the necessary amount for the Bond.

Included with this attachment is the document completed by the Bank of Kentucky.

It was recommended that the board approve the Bond of Depository as presented.

**Order #96 - Motion Passed:** Approval of the Bond of Depository 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

### 5.7. 2014-2015 Board Meeting Dates

Rationale:

It was recommended that the board approve the board meeting dates for 2014-2015.

Discussion:

After July, the board meeting dates will move to the third Thursday of the month in order to have a few extra days turn-around time for end of the month state and financial reports that are due. Mr. Borchers will look at getting packets out to board members by either the Friday or Monday before the meeting date each month.

**Order #97 - Motion Passed:** Approval of the 2014-2015 Board of Education meeting dates 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

### 5.8. Classified Retirement Policy #03.273

Rationale:

This item was presented for second reading and approval.

It was recommended that the board approve the revisions to the Classified Retirement Policy, #03.273.

Discussion:

Mr. Chapman commented that he would vote for this policy change to be fair to all staff members.

**Order #98 - Motion Passed:** Approval of the revised Classified Retirement Policy, #03.273 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

### 5.9. Board Policy Update

Rationale:

These items were presented for discussion and first reading.

Discussion:

Mr. Borchers reviewed the policies, noting specific changes made to the records management policy and the policy concerning the new regulations for the age of preschool enrollment.

### 5.10. Comprehensive District Improvement Process Assurances

Rationale:

It was recommended that the board approve the KDE Assurance for the District Improvement Planning Process as presented, and authorize the superintendent to email the assurances statement to KDE as noted in the attachment.

Discussion:

Mr. Borchers explained the process and reasoning for these assurances.

**Order #99 - Motion Passed:** Approval of the KDE Assurances for the District Improvement Planning Process as presented and the authorization for the Superintendent to email the assurances statement to KDE 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

### **5.11. Certified Evaluation Plan**

Rationale:

This item was presented for discussion and first reading.

Discussion:

The Certified Evaluation Plan was reviewed, noting the significant changes from the prior system used.

### **5.12. NaviGo Prep Service Plan & Proposal**

Rationale:

NaviGo College & Career Counseling Prep Services is a company founded by local educators. They designed their own college and career counseling curriculum and train coaches to mentor middle and high school students. LHS hopes to use their services to provide staff training and access to their curriculum to work with 10th - 12th graders during the 2014-2015 school year. Ten teachers and five administrators would work with their students who are grouped by career clusters. NaviGo also works with local companies to partner them to work with students who have interest in that career cluster. Parent education and involvement in this process is also a focus.

This item was presented for discussion.

Discussion:

Ms. McMillen reviewed the goals of NaviGo's program and the leadership team's planning around possibly using their curriculum. NaviGo still has to send us the bid for the costs involved before further decisions are made and brought before the board.

### **5.13. Kindergarten Program**

Rationale:

It was recommended that the board approve the proposed Kindergarten Program.

**Order #100 - Motion Passed:** Approval of the proposed Kindergarten Academy Program 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. Other Business**

Rationale:

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

Discussion:

Mr. Steffen presented the information on working with Children, Inc. to provide a possible all-day kindergarten program. Although a formal contract has not been signed, the board will agree to move forward with the project since it will benefit our students and families.

### **6.1. Board**

Discussion:

Mr. Chapman noted that he was not contacted by the newspaper regarding Mr. Steffen's run for senate. The newspaper printed that board members were contacted but no calls were returned.

Mr. Chapman noted that he has heard very good reports and feedback on the summer SHINE camps.

Ms. Powell reported that she received a call from Mr. Buddy Waite with positive comments about Mr. Borchers. Ms. King said she received the same call. Both were very appreciative and impressed with the comments Mr. Waite conveyed.

### **6.2. Staff**

Discussion:

No items

### **6.3. Teachers**

Discussion:

No items

### **6.4. Public**

Discussion:

No items



## 7. Executive Session

### Rationale:

Pursuant to KRS 61.810(1)(f), it was recommended that the board retire to Executive Session to evaluate the Superintendent.

### Discussion:

The board members discussed aspects of the Superintendent Evaluation with Mike Borchers.

**Order #101 - Motion Passed:** Pursuant to KRS 61.810 (1) (f), approval to retire to Executive Session to evaluate the Superintendent 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

## 8. Re-open Meeting

### Rationale:

It was recommended that the board reopen the meeting.

**Order #102 - Motion Passed:** Approval to reopen the meeting 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

## 9. Approve the Superintendent Evaluation

### Rationale:

It was recommended that the board approve the Superintendent Evaluation.

### Discussion:

The board presented the following information related to the evaluation of Superintendent Mike Borchers.

The following scale was used in scoring:

- 1 = Exemplary Performance
- 2 = Exceeds Performance Expectations
- 3 = Meets Performance Expectations
- 4 = Marginal Performance - Areas need improvement
- 5 = Unsatisfactory Performance

Mr. Borchers received the following scores on each standard:

Standard 1: Maintains an Effective Working Relationship with the Board = Score of 1.1

Standard 2: Maintains Effective Community Relationships = Score of 1.3

Standard 3: Maintains an Effective Relationship with District Personnel = Score of 2.0

Standard 4: Provides Effective Educational Leadership for the School District = Score of 1.4

Standard 5: Effectively Handles the Business and Financial Affairs for the District = Score of 1.5

Standard 6: Demonstrates Effective Personal and Interpersonal Behaviors and Skills = Score of 1.3

**Order #103 - Motion Passed:** Approval of the Superintendent Evaluation passed with a motion by Mr. Stephen Chapman 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

## 10. Adjourn

Rationale:

It was recommended that the board adjourn the meeting.

**Order #104 - Motion Passed:** Approval to adjourn the meeting at 9:21 PM 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

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PRESIDENT

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SECRETARY