### RECORD OF BOARD PROCEEDINGS

(MINUTES)

Jackson, Ky., July 22, 2014

The Breathitt County Board of Education met in the Breathitt High School Library at 5:00 PM, with the following members present:

### Attendance Taken at 5:00 PM:

### **Present Board Members:**

Ms. Ruschelle Hamilton

Mr. Albert Little

Mrs. Ina Southwood

### **Absent Board Members:**

Mr. Bobby Gross

Mrs. Rebecca Watkins

### I. Call to Order.

The regular meeting of the Breathitt County Board of Education was called to order at 5:01 PM, by Chairperson Ruschelle Hamilton.

#### I.A. Roll Call

### I.B. Pledge of Allegiance

### I.C. Adopt Agenda

Order #1 - Motion Passed: The agenda as presented and after adding Item III-V. Consider approval of revised BG-1 for the ATC Roof Replacement Project passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### II. Presentations/Reports

Mr. Hammond recognized Steve Banks for being awarded the Special Recognition for Transportation Award at the KDE State Transportation Conference in June. Steve was not able to be present at the meeting; however, Mr. Hammond commended Steve for all the work he has done in improving the Transportation Department.

Mr. Hammond also recognized Bobby Mullins, who received the Head Technician of the Year Award at the annual Kentucky Association for Pupil Transportation Conference in June as well. Mr. Mullins does an outstanding job at the bus garage and we are proud to be recognized statewide for the achievements made in the Transportation Department. Mr. Mullins was also unable to attend the meeting due to the hospitalization of his son, after a car wreck.

#### II.A. Student/Staff Recognitions

### II.A.1. Steve Banks, Transportation Director - Special Recognition for Transportation Award at KDE State Conference

### II.A.2. Bobby Mullins, Mechanic - Head Mechanic of the Year Award

### II.B. Reports

### II.B.1. Treasurer's Report

Darnell McIntosh presented the Treasurer's Report as well as the Annual Financial Report which shows an ending balance of \$373,000, which is a little

higher than projected. At this point, there may be a few more checks or bills that come in that will have to coded back to the prior year which would affect the balance but it shouldn't be significant. Besides the \$373,000 ending balance, there is also \$181,000 in restricted funds to be used for sick leave payout. The ending balance increased about \$70,000 over last year; however, this year's budget includes a 1% raise which will increase expenditures over last year. Ms. McIntosh stated that she feels with the reductions that have taken place, we can start to stabilize the budget throughout this year; and then begin to make long term plans.

### II.B.2. Attendance Report

Ms. Spencer presented the new Attendance Intervention Procedures that were approved at last month's board meeting to fully explain the process of keeping in contact with students who miss a lot of school. There are several levels of absences and for each level another level of employees will make contact with the student/family to see if there is anything the District can do to encourage good attendance, or prevent absences. Ms. Hamilton noted on the procedure form that there was a typographical error that will be corrected for the policy/procedure manual. Ms. Spencer also reiterated the end of year ADA of 1820, which was only down seven (7) from last year. This is significant because the enrollment decreased by about 75. The improvements made in attendance offset the declining enrollment, which will greatly affect our SEEK calculation in keeping it closer to the same as this year rather than a reduction.

### II.B.3. School Reports

### II.B.3.a. Breathitt High School

Principal Derek McKnight summarized the summer activities at BHS for the Board and the audience. He emphasized how hard the custodians have been working to get the school ready for opening day. The building is clean; custodians are finishing up waxing the hallways now. There have been significant upgrades in technology over the summer and the school is working to increase connectivity. One classroom is being designated as a Next Generation Classroom and will provide for distance learning with other districts. Through the Dataseam Initiative, the school was able to procure forty (40) computers this summer; and the school is working to promote a resource driven curriculum rather than a textbook driven curriculum. The school is also currently working to fill two vacancies. They have Freshmen Orientation scheduled for July 31 and Open House on August 4. They will have full implementation of the TPGES this school year for teacher evaluations; they have an attendance goal of 95%; and almost have their student handbooks ready for distribution on the first day. Mr. McKnight also pointed out that BHS's first soccer coach has been hired and he is confident the team will be "formidable".

Mr. Hammond then made a few comments regarding Mr. McKnight's thoughts. Firstly, with regard to textbooks, Mr. Hammond reiterated that textbooks are a thing of the past, and we need to move toward utilizing more technology and other resources rather than textbooks. This is a great challenge for our teachers. Mr. Hammond also emphasized the challenge in making good hiring choices. The hiring choices made now in this school district will determine the future of the Breathitt County Schools.

### II.B.3.b. Highland-Turner Elementary School

Highland-Turner Principal Robert Stewart also commented on the cleanliness of his building and the fact that he has two new custodians over there. One of

his custodians retired this year after having worked at the school ever since it opened. Mr. Stewart said the custodian, Dean Spicer, would be greatly missed because of all the knowledge he had of the building. He also talked about the increased technology in his school and that smart boards had been installed in more of his classrooms. His school had decided to go with a reading series called Reading Street, which incorporates technology into the program. The school has scheduled reading at the same time of day for the entire school this year in an effort to improve that area. Highland Turner also procured computers through Dataseam this summer; and staff has worked with the FRYSC and KRCC to develop some strategies for improving attendance by doing collaborative home visits to address needs. He shared that this is the first year for his school to have an SBDM Council and they would be attending training on July 30. Open House is scheduled for August 5th from 2-5.

### II.B.3.c. LBJ Elementary School

LBJ Principal Ron Combs shared with the Board and the audience that his school is almost ready as well with regard to cleanliness. Custodians are now finishing up waxing and painting areas that need paint. The Next Generation Classroom for LBJ is scheduled to be delivered on Wednesday. School staff is working to get textbooks and enhance the use of textbooks with other devices. LBJ KG Registration is scheduled for July 24 from 9-2; Classroom assignments will likely be made by July 28; and Open House is scheduled for August 5 from 2-5. LBJ has an entire new council and they are going to focus more on student achievement. They have set an attendance goal of 95%; this year they attained 94.8%, so they are very close. Staff has been working on program reviews, which require staff to look at where they are, to determine if they are moving adequately toward proficiency. Program reviews are done in several different areas.

#### II.B.3.d. Marie Roberts-Caney Elementary School

MRC Principal Darwin Noble was not able to attend the meeting.

#### II.B.3.e. Sebastian Middle School

SMS Principal Reggie Hamilton said they are all working hard to get school ready, custodians as well as other staff. Teachers have attended a lot of professional development this summer; some will be attending a session on Autism next week. There was some valuable information about Professional Learning Communities (PLC) shared at the recent KASA Conference and he will be working to make that more effective in his school this year. The 6th Grade Academy will begin at SMS this year, and it is ready; however, he is still working on staff choices and placement. The school has also scheduled a "Life Adventures" activity for the first day of school for the 6th grade academy from 12-3. The attendance goal for SMS is 97%; they had 95% for the 2013-2014 school year. Open House is scheduled for August 4th from 3-6.

Chairperson Hamilton then commented that it looked like all the schools have been working together and were more cohesive.

Mr. Little agreed with Ms. Hamilton and stated that it looks like good things are happening.

Ms. Southwood clarified that the schools have always worked together, now they just have a little more speed.

### III. Student Learning and Support Items Recommended for Approval

### III.A. Consider approval of minutes of the June 24, 2014 Work Session; and June 24, 2014 regular advisory board meeting.

Order #2 - Motion Passed: Based on the recommendation of State Manager Larry Hammond, minutes of the previous meetings passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Abstain
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.B. Approval of subsequent claims, current claims and salaries (bills for payment).

Order #3 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the bills for payment passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.C. Consider approval of the June 2014 Treasurer's Report, and the FY2014 Annual Financial Report.

Order #4 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the June 2014 Treasurer's Report along with the FY2014 AFR passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.D. Consider approval of 2014-2015 DJJ Interagency Agreement for CLEP and BRJDC.

Order #5 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the DJJ Interagency Agreement passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.E. Consider approval of student fees charged by the Breathitt County Schools for the 2014-2015 school year.

Order #6 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, fees charged by BHS and SMS passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.F. Consider approval of the 2014-2015 ARC Chairperson Designees.

Order #7 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the ARC Chairperson Designees for the 2014-2015 school year passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.G. Consider approval of the 2014-2015 UNITE Americorps MOU.

Order #8 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the UNITE Americorps MOU passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.H. Consider approval of District Assurances as completed through ASSIST.

Tim Spencer discussed the change in this process by reviewing the Assurances through the ASSIST program. The district is required to answer about 175 questions and provide documentation that we are meeting requirements in order for the District to request any federal grant money. Next month we will go through the district questions with board members to get their input for this document. Action will be taken at that time for this item.

### III.I. Consider approval of Superintendent Evaluation Process through ASSIST.

Tim Spencer updated the Board on the new Superintendent Evaluation Process and reviewed the evaluation tool. The Board is required to choose which tool it will use to evaluate the superintendent. They can choose between the KDE evaluation, the KSBA evaluation, or develop your own evaluation; however the evaluation tool must meet the standards set by KDE.

Order #9 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the KDE Superintendent Evaluation Tool passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.J. Consider approval of purchasing three new school buses through KISTA.

Order #10 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, purchase of three new buses at an estimated cost of \$270,000, financed through KISTA passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.K. Consider approval of seeding the baseball field with Bermuda Grass by David Ditsch, at no cost to the board.

Order #11 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, seeding of the baseball field at no cost to the Board passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.L. Consider approval of the KRCC Interagency Agreement for the Residential Treatment Program for the 2014-2015 school year.

Order #12 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the KRCC Interagency Agreement passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.M. Consider approval of PSST Seamless HR Software Package

Order #13 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the PSST Seamless HR Software package at a cost of \$6,755 passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.N. Consider approval of revising the following policies:

III.N.1. Policy 03.1237/2237 - Use of Tobacco (third reading)

Tabled for further discussion of the effects of tobacco.

### III.N.2. Policy 03.1326/2326-Dress and Appearance(first reading)

The dress code was discussed and members of the audience as well as the Board shared their thoughts and suggestions. It was determined that "culottes and short capri pants" would be removed from the policy. Other suggestions will be sought before the next meeting when suggested changes will be made and presented for approval.

### III.N.3. Policy 03.271-Reduction in Force (second and final reading)

Order #14 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, Policy 03.271 passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.N.4. Policy 05.31 - Rental Application and Contract(Tobacco Products) (third reading)

Item was tabled for further discussion regarding the effects of tobacco.

### III.N.5. Policy 06.221 - Bus Driver's Use of Tobacco and Other Substances (third reading)

Further discussion will take place regarding the effects of tobacco use.

### III.N.6. Policy 08.221-Grading (first reading)

A change to middle school grading period from six weeks to nine weeks will be made to this policy and will be presented at the next meeting for approval.

#### III.N.7. Policy 09.4232 - Tobacco Products (third reading)

Further discussion will take place regarding the effects of tobacco use before approval of this item is requested.

### III.O. Consider approval of Procedure 08.2323 AP.2-Infinite Campus Student Portal

Order #15 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, Procedure 08.2323 AP.2 passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

III.P. Consider approval of declaring the MRC FRC Mobile Home unit and all its attachments as surplus property, to be sold the first person to offer the Blue Book or appraised value, within two weeks of the offering of the property; or if there is no buyer at appraised value, sell at public auction. Order #16 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the selling process of the MRC FRC Mobile Home passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

## III.Q. Consider approval of appointing Tim Spencer to serve on the Certified Evaluation Appeals Committee (Alternate Member) for the 2014-2015 school year.

Order #17 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, Alternate Certified Evaluation Appeals Committee Member Tim Spencer passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

# III.R. Consider approval of amending the Performance Contract RFP to remove the National Association of Energy Services Companies (NAESCO) accreditation requirement in order to allow the Perfection Company to participate in the process.

Order #18 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, including NAESCO accreditation in the RFP passed with a motion by Mr. Albert Little and a second by Ms. Ruschelle Hamilton.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.S. Consider approval of participation in Pre-Hearing Conference related to KDE Management Audit Findings.

The recent KDE Management Audit has been completed and the final report has been received. Commissioner Holliday is recommending to the State Board that the District remain under state management. A hearing to that effect will take place before the State Board on August 26, 2014, at 9:00 AM. A preconference hearing is scheduled for July 28, 2014, at 2:30 PM.

Order #19 - Motion Passed: Approval to enter into executive session in compliance with KRS 61.810(c)-pending or proposed litigation with regard to the KDE management audit at 7:05 PM passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

Order #20 - Motion Passed: Approval to exit executive session and return to open meeting at 7:22 PM passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

Order #21 - Motion Passed: Approval of participating in the Pre-Hearing Conference regarding the KDE Management Audit passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.T. Consider approval of advertising for bids for a commercial zero turn mower.

Order #22 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, advertising for bids for a zero turn mower passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

### III.U. Consider approval of the HT PTO Fund Raiser.

Order #23 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the HT PTO Fund Raiser passed with a motion by Mrs. Ina Southwood and a second by Mr. Albert Little.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

#### III.V. Consider approval of revised BG-1 for the ATC Roof Replacement.

Order #24 - Motion Passed: Upon the recommendation of State Manager Larry Hammond, the revised BG-1 for the ATC Roof Replacement passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr. Bobby Gross Absent
Ms. Ruschelle Hamilton Yes
Mr. Albert Little Yes
Mrs. Ina Southwood Yes
Mrs. Rebecca Watkins Absent

#### IV. Personnel Notifications

Resignations/Retirements

Cora Bowling, Resignation as Social Studies Teacher at BHS, Effective July 18, 2014

Kelly M. Combs, Resignation at Bus Driver, Effective July 7, 2014 Krystal Combs, Resignation as Special Education Teacher at BHS, Effective July 1, 2014

### Employment/Transfers

David Kyle Abner, Head Golf Coach at BHS, Effective July 15, 2014
Jon Collins, Teacher and Head Basketball Coach at BHS, Effective July 1, 2014
Donna Combs, Assistant Volleyball Coach at BHS, Effective July 15, 2014
Michelle Johnson, Head Academic Coach at BHS, Effective July 15, 2014
Anthony Mullins, Bus Driver, Effective July 25, 2014
Tiffany Noble, Substitute Teacher, Effective July 31, 2014
Sonya Perkins, Substitute Teacher, Effective July 31, 2014
Patsy Richards, Substitute Custodian/Cook, Effective May 6, 2014
Sherrie Stewart, PLCS Department Chair at BHS, Effective July 15, 2014
Franklin L. Turner, Substitute Custodian, Effective July 7, 2014
Jayce Walker, Head Soccer Coach at BHS, Effective July 15, 2014
Susan Watts, District Innovations Coordinator, Effective July 1, 2014

#### FMLA

Tommy Kilborn, July 3, 2014 September 11, 2014

### V. Informational Items

### V.A. School Financial Reports

### V.B. KSBIT Assessment Litigation Information

Discussion:

This item included information about the KSBIT Assessment. For Worker's Comp, the Breathitt County School District owes \$409,000. We will also get an assessment for property and liability insurance.

#### V.C. Coal Severance Projects Letter

Discussion:

The District received a letter outlining the coal severance allocation received in this year's budget. It had an error that included projects of \$235,000 for us, which should have been for the Fiscal Court. The Court is in the process of correcting that error. The District has \$85,000 allocated for each of the next two school years. The Fiscal Court will prioritize all projects and we will be able to get our part after higher priority projects have been funded. It is likely that we will not be a high priority for the fiscal court and may not be funded depending on whether funds are available.

#### V.D. Non-Resident Student Article

### V.E. Communication/Sharing (All Present)

Discussion:

BCEA President Margaret Kincannon addressed the Board and shared that she had heard from a lot of employees who were concerned about the dress code. She said teacher morale is very low and it seemed like they were taking the brunt of the cuts. They have lost emergency days, and now were required to follow a dress code. However, some of the items in the dress code are appropriate.

Mr. Hammond explained that in looking at emergency days, he looked at what other districts are doing. He said there are very few districts who give emergency days, and given the financial situation of our district, it just wasn't efficient or effective to keep them.

Ms. Kincannon said they do understand about the emergency days; but the teachers just can't see a lot of positive things happening right now.

In other news, she said the librarians and counselors will be participating in the new PGES for "Other Staff".

She said she wished the BCEA could work more with the Central Office because during faculty meetings teachers are afraid to speak up.

#### VI. Adjournment

Order #25 - Motion Passed: There being no further business of the Board, adjournment at 7:48 PM passed with a motion by Mr. Albert Little and a second by Mrs. Ina Southwood.

Mr.	Bobby Gross	Absent
Ms.	Ruschelle Hamilton	Yes
Mr.	Albert Little	Yes
Mrs.	. Ina Southwood	Yes
Mrs.	. Rebecca Watkins	Absent

Secretary		
Board Chairperson		