

**RECORD OF BOARD PROCEEDINGS
MINUTES FROM THE MEETING
Ludlow, Kentucky, January 15, 2015**

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 January 15, 2015, 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 & Board Treasurer; Mr. Rick Smith, Director of Special Education; Mr. Travis Caudill, High School Principal; Mr. Jason Steffen, Elementary Principal; Ms. Patricia Scheyer, River City News; Ms. Hanna King, NKU Student; Mr. Paul Miller, Circus Mojo; Mr. Jason Deller, Circus Mojo; and Mr. Jene Galvin, Circus Mojo.

1.2. Pledge of Allegiance by Mr. Chapman

Rationale:

Mr. Steve Chapman led the Pledge of Allegiance.

2. Oath of Office

Rationale:

Pursuant to KRS 62.020 (1996 amendments), the Oath of Office was administered to re-elected board members, Mr. Steve Chapman, Ms. Amy Hayden, and Mr. Bill McMillen.

3. Approval of Agenda

Rationale:

It was recommended that the board approve the Agenda.

Order #49 - Motion Passed: Approval of the 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

4. Election of Board Officers

4.1. Elect President of the Board of Education

Rationale:

It was recommended that the board elect a President for the first year of a two-year term.

Order #50 - Motion Passed: Election of Ms. Amy Hayden as President of the Board of Education 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

4.2. President Elect Assumes Chair

4.3. Elect Vice President of the Board of Education

Rationale:

It was recommended that the board elect a Vice-President for the first year of a two-year term.

Order #51 - Motion Passed: Election of Ms. Kym King as Vice President of the Board of Education 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

4.4. Elect Secretary to the Board of Education

Rationale:

It was recommended that the board elect the Secretary to the Board of Education.

Order #52 - Motion Passed: Election of Ms. Jenny McMillen as Secretary of the Board of Education 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

4.5. Elect Treasurer to the Board of Education

Rationale:

It was recommended that the board elect the Treasurer to the Board of Education.

Order #53 - Motion Passed: Election of Ms. Vikki Wofford as Treasurer of the Board of Education 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. Recognition and Information Agenda

Rationale:

These items were presented for recognition and information.

5.1. 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.

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 872 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 2015 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 2015, 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.

Thank you to our board members!

Discussion:

Mr. Borchers presented each board member with a certificate and read the appreciation letter that is posted on the district webpage.

5.2. Monthly Reports

Rationale:

These items were presented for information.

Discussion:

Ms. Powell questioned the ACT software note made in the LHS SBDM Minutes. Mr. Caudill and Ms. McMillen explained that the software once used was replaced with a new product. At the end of the year, we would evaluate to see which one we'd continue with for next year. Ms. Powell wanted to make known that board members have stipends they may want to use to donate toward the purchase of the software if needed.

5.3. Personnel

Rationale:

These items were presented for information.

Discussion:

Mike Borchers reviewed the personnel items listed in the attachment.

5.4. Monthly Activities

Rationale:

These items were presented for information.

5.5. Spotlight Items

Rationale:

This item was presented for information.

Discussion:

Upon reviewing the spotlight item regarding the Boys' Basketball Overnight Trip, questions regarding the overnight trip policy were asked. Ms. Powell wanted to know more about the cycle the teams/coaches are on with an overnight trip. Mr. Borchers explained the current policy. He is scheduled to follow up with the ADs in the next month to review and revise the policy as needed with the feedback given from this first year with it in place. Ms. Powell and Ms. King noted that they were excited that the policy is in place and that Ludlow students had these opportunities.

6. Consent Agenda

Rationale:

It was recommended that the board approve the Consent Agenda.

Order #54 - Motion Passed: Approval of the Consent Agenda passed with a motion by Ms. Kymberly King and a second by Mr. William McMillen.

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

6.1. Approval of Minutes

Rationale:

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

6.2. Monthly Bills

Rationale:

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

Discussion:

Mr. Borchers and Ms. Wofford reviewed the AP Warrant Report and the Credit Card Summary in detail.

6.3. Facility and Fundraising Requests

Rationale:

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

6.4. Non-Resident Contracts for 2015-2016

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.

7. Discussion and Action Agenda

7.1. 2015 Board of Education Meeting Dates

Rationale:

It was recommended that the board approve the dates for the 2015 Board of Education Meetings.

Discussion:

Board Meeting dates for 2015 have been scheduled and were presented. One change is the March 18, 2015 meeting, which will take place the third Wednesday, instead of the third Thursday.

Order #55 - Motion Passed: Approval of the Board of Education Meeting Dates for 2015 passed with a motion by Ms. Cindy Powell 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

7.2. 2015-2016 Draft Budget

Rationale:

2015-2016 Draft Budget

January begins the budgeting cycle for the next fiscal year (2015-2016). 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 2015-2016 SEEK forecast, we have maintained our expenses based on actual, trending, and anticipated payroll step and mandated state 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 (2014). 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 the 2% state mandated raise to the salary tables are included in this budget. Salaries will increase based solely on experience levels, step increases, and the 2% state mandated raise.

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 2015-2016 fiscal year as presented. As the budget cycle moves forward and more information becomes available, changes will be necessary.

Discussion:

Mr. Borchers reviewed the process and details of the Draft Budget for 2015-2016. Mr. Chapman would like to see what items from this budget would be adjusted or cut if we did not include the additional 4% revenue increase.

Order #56 - Motion Passed: Approval of the 2015-2016 Draft Budget passed with a motion by Mr. Stephen Chapman and a second by Mr. William McMillen.

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:

Ms. Powell asked how the school would communicate since the Ludlow Community Connection newspaper has stopped publications. Some possibilities were discussed.

Mr. Chapman asked about the traffic and safety of the students' drop-off and pick-up times. Students are crossing two lanes and traffic. He'd like a plan created to make it a safer crossing for students.

8.2. Staff

Discussion:
No items presented.

8.3. Teachers

Discussion:
No items presented.

8.4. Public

Discussion:
Mr. Paul Miller, Mr. Jason Deller, and Mr. Jene Galvin from Circus Mojo presented some information on an after-school program they offer to 15-20 7th and 8th grade students two days per week. They'd like the school to publicize the program. They'd like to be able to gather collective attendance, grade, and test score data on students who attend in order to help continue grant funding.

9. Adjourn

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

Order #57 - Motion Passed: Adjournment of the meeting at 8:25 PM 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

PRESIDENT

SECRETARY