

**RECORD OF BOARD PROCEEDINGS  
MINUTES FROM THE MEETING  
Ludlow, Kentucky, May 21, 2015**

The Ludlow Independent Board of Education met at the Ludlow Board of Education Conference Room 525 Elm Street, Ludlow, KY 41016 at 5:30 PM, on May 21, 2015, with the following members present:

**Attendance Taken at 5:30 PM:**

Present Board Members:

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

Absent Board Members:

Ms. Kymberly King

**1. Call to Order**

**1.1. Call to Order by Ms. Hayden**

Rationale:

Board President, Ms. Hayden, called the meeting to order.

Discussion:

Others Present: Mr. Mike Borchers, Superintendent; Ms. Jenny McMillen, CCR Coordinator & Board Secretary; Mr. Rick Smith, Director of Special Education; Mr. Jason Steffen, Elementary School Principal; and Ms. Trisha Scheyer, River City News.

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

Rationale:

Ms. Cindy Powell led the Pledge of Allegiance.

**2. Approval of Agenda**

Rationale:

It was recommended that the board approve the Agenda.

**Order #72 - Motion Passed:** Approval of the Agenda as presented 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

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

Rationale:

These items were presented for recognition and information.

Discussion:

Mr. Borchers reviewed the monthly reports, the personnel items, the monthly activities, and the spotlight item. Mr. Chapman asked about how the district advertises the DTC opening. Mr. Borchers explained the various ways it is advertised.

#### **3.1. Monthly Reports**

Rationale:

These items were presented for information.

#### **3.2. Personnel**

Rationale:

These items were presented for information.

#### **3.3. Monthly Activities**

Rationale:

These items were presented for information.

Summer Camps are planned for June and July. SHINE will run six weeks of camp for grades K-6. PEP will run fitness camps for five weeks for grades 7-12. The FREE Summer Breakfast & Lunch Program will run on the dates of camp. Brochures for both camps are included.

#### **3.4. Spotlight Items**

Rationale:

These items were presented for information.

Ludlow Independent Schools was a recent recipient of a 21st Century Community Learning Center Grant. Funding consists of \$675,000.00 over five years for staffing and materials. The new SOAR Program is similar to SHINE, but its focus is on the 7th, 8th, and 9th grades. Ludlow will partner with NaviGo Prep to coordinate before-school, after-school, and summer programming to students. Activities will include homework help and tutoring, clubs and enrichments, college and career readiness activities and experiences, and the creation of an Innovation Lab (Maker Space). We'll partner with the Kenton County Library to increase literacy activities, the PEP Grant to add health and fitness activities, 4H to bring leadership, citizenship, and budgeting experiences, and Women's Crisis Center to extend the Green Dot Violence Prevention Program to the middle school grades. NKU, Gateway, and the NKY Chamber of Commerce will also partner to add college and career readiness encounters. SOAR will start in the Fall of 2015.

Discussion:

Mrs. McMillen explained the details of the grant and the SOAR Program.

#### **4. Consent Agenda**

Rationale:

It was recommended that the board approve the Consent Agenda.

**Order #73 - Motion Passed:** Approval of the Consent Agenda passed with a motion by Ms. Cindy Powell and a second by Mr. William McMillen.

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|----------------------|--------|
| Mr. Stephen Chapman  | Yes    |
| Ms. Amy Hayden       | Yes    |
| Ms. Kymberly King    | Absent |
| 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 April Regular Meeting.

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

Rationale:

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

##### **4.3. Facility and Fundraising Requests**

Rationale:

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

##### **4.4. Substitute Teacher**

Rationale:

Ivy Blanton

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

#### **5. Discussion and Action Agenda**

##### **5.1. Children, Inc. MOU**

Rationale:

It was recommended that the board approve the Children, Inc. MOU.

Discussion:

Mr. Borchers reviewed the MOU for Children, Inc. for the 2015-2016 school year. Ms. Powell attended the site visit with Mr. Borchers. She commented how much that safety and security was an obvious priority of the facility. The classrooms were big and newly renovated.

**Order #74 - Motion Passed:** Approval of the Children, Inc. MOU for 2015-2016 passed with a motion by Mr. William McMillen and a second by Mr. Stephen Chapman.

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

## 5.2. 2015-2016 Salary Schedules

Rationale:

The 2015-2016 Salary Schedules reflect a 2% increase from the 2014-2015 schedules, as required by KDE.

It was recommended that the board approve the 2015-2016 Salary Schedules

**Order #75 - Motion Passed:** Approval of the 2015-2016 Salary Schedules 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

## 5.3. 2015-2016 Tentative Budget

Rationale:

### 2015-2016 Tentative Budget

A first draft of the 2015-2016 budget was presented at the regular January meeting of the Board of Education. The next step in the budget development process is the Tentative Budget. The budget is required to be submitted to the Kentucky Department of Education on or before May 31, 2015 for their review.

The Tentative Budget provides a more refined picture of estimated revenues and expenditures compared to the draft budget. Since the draft budget was presented, organizational adjustments have been processed and more data is available for analysis. The Working Budget will be presented for approval in September reflecting a detailed analysis of revenue and expenditure allocations including tax rate and final staffing adjustments.

## Fund Reviews

### General Fund (Fund 1)

#### Revenue Notes:

The district has received SEEK funding information from the Kentucky Department of Education. Unlike years past the data contained in these reports seems to be more reliable. We are still being conservative as a district with our General Fund SEEK due to the unknown final student ADA. It is our intention as the 2015 fiscal year comes to a close we will continue our analysis of the carry-forward balance. Revenues projected at this time represent \$6,452,270 in the General Fund. This represents all local, state, and federal revenues for the general fund.

### Special Revenue Fund (Fund 2)

Actual allocations have not been distributed to any district in the Commonwealth at this time. Final Grant awards will be included in the Working Budget, during the September board meeting.

### Capital Outlay (Fund 310)

The district receives \$100 per student in Average Daily Attendance (ADA) for Capital Outlay. For fiscal year 2016, we have looked into the different possible uses of capital outlay funds for regular maintenance expenditures.

### Building Fund (Fund 320)

The entire amount of principal and interest due for 2015-2016 to be paid during the 2016 fiscal year is \$345,974.00. This entire amount will be transferred to and paid from the Debt Service Fund due to new KDE requirements.

### Debt Service Fund (Fund 400)

The remaining debt principal and interest due for 2015-2016 is budgeted to be paid from the Debt Service Fund. The entire amount of principal and interest to be paid during the 2016 fiscal year is \$345,974.00.

### Food Service Fund (Fund 51)

The Food Service Program continues to operate with a carryover balance as required by Administrative Regulation (2 months of average expenditures). Enhancements to the program will continue as revenue permits.

## Summary Table of Data All Funds

| Funds                | Total Revenue/Expenditure | Percent of the Total |
|----------------------|---------------------------|----------------------|
| General Fund (1)     | \$6,452,270               | 87%                  |
| Special Rev (2)      | Full Data not available   |                      |
| Capital Outlay (310) | \$76,700                  | 1%                   |
| Building Fund (320)  | \$345,974                 | 5%                   |
| Food Service (51)    | \$525,100                 | 7%                   |
| <b>Totals</b>        | <b>\$7,400,044</b>        | <b>100%</b>          |

It was recommended that the board approve the 2015-2016 Tentative Budget.

Discussion:

Mr. Borchers discussed the Tentative Budget for 2015-2016. Mr. Chapman thanked Mr. Borchers for budgeting and spending wisely.

**Order #76 - Motion Passed:** Approval of the 2015-2016 Tentative 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

#### 5.4. Student Accident Insurance

Rationale:

During the budgeting process in May, our student accident insurance quote for 2015-2016 from Scholastic Insurors was \$14,272.00. There is no increase from the 2014-2015 rate, as Scholastic Insurors agreed to lock our rate.

It was recommended that the board approve the Student Accident Insurance as presented.

**Order #77 - Motion Passed:** Approval of the 2015-2016 Student Accident Insurance 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

#### 5.5. Liability and Workers' Compensation Insurance Rates

Rationale:

Crawford Insurance has provided comprehensive coverage for our school district and employees for the last eight years. The district submitted a Request for Services eight years ago and selected Crawford Insurance. The relationship established between the school district and company continues to be very positive.

Rates for the upcoming school year, July 1, 2015 - June 30, 2016, are included for your review. The package rates include our property and general liability packages. The general liability rate will increase \$1,914, mainly due to the increase in our statement of values. Our workers' compensation, however, shows a decrease in the rate of \$2,853, due to no claims being filed within the district. This is a decrease in our overall rate of \$939.

It was recommended that the board approve the insurance rates for 2015-2016 with Crawford Insurance as presented.

**Order #78 - Motion Passed:** Approval of the 2015-2016 insurance rates with Crawford Insurance as presented 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

## 5.6. PRN Services Contract

Rationale:

The District contracted our nursing services with PRN Services during the 2014-2015 school year.

It was recommended that the board approve the PRN Services contract for the 2015-2016 school year.

**Order #79 - Motion Passed:** Approval of the 2015-2016 Contract for PRN Services passed with a motion by Mr. William McMillen and a second by Ms. Cindy Powell.

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

## 5.7. Invo HealthCare Associates Contract

Rationale:

It was recommended that the board approve the contract with Invo HealthCare for occupational and physical therapy for the 2015-2016 school year.

**Order #80 - Motion Passed:** Approval of the Invo HealthCare Associates Contract passed with a motion by Ms. Cindy Powell and a second by Mr. William McMillen.

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

## 5.8. MEB & Associates Contract

Rationale:

We will be contracting with MEBS & Associates for mental health services for the 2015-2016 school year.

It was recommended that the board approve the contract between MEBS & Associates and Ludlow Independent Schools.

**Order #81 - Motion Passed:** Approval of the MEBS & Associates contract for 2015-2016 mental health services 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

## 5.9. School Resource Officer Contract

Rationale:

Mr. Borchers discussed the two options available to the board for the School Resource Officer position for the 2015-2016 school year.

This item was presented for discussion.

Discussion:

Mr. Borchers stated he is still seeking solutions and input on this topic, and is not comfortable putting this to a vote at this month's meeting. He will continue to look at options for SRO services and will come back in June with more details.

## 5.10. BG-1/Gym

Rationale:

It was recommended that the board approve the BG-1 for the gym.

**Order #82 - Motion Passed:** Approval of the BG-1 for the Gym 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

## 6. Other Business

Rationale:

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

### 6.1. Board

Discussion:

Mr. Borchers thanked the Go Cincinnati group for helping to enhance the Oak Street area. He thanked Mike Schill and Randy Wofford for helping to build the new wall near the elementary entrance. Fencing will be finalized along Victoria Avenue at the stadium, as well as looking at a small parking lot and batting cage area. Ms. Powell mentioned that Holy Trinity is in need of workers for camps July 7-24.



## 6.2. Staff

Discussion:

No items presented.

## 6.3. Teachers

Discussion:

No items presented.

## 6.4. Public

Discussion:

No items presented.

## 7. Executive Session

Rationale:

Pursuant to KRS 156.557(6)(c), it was recommended that the board retire to Executive Session for Preliminary Discussions Relating to the Evaluation of the Superintendent.

**Order #83 - Motion Passed:** Approval to retire to Executive Session at 6:36PM, pursuant to KRS 156.557(6)(c), for preliminary discussions relating to the evaluation of the superintendent passed with a motion by Mr. William McMillen and a second by Mr. Stephen Chapman.

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

## 8. Reopen Meeting

Rationale:

It was recommended that the board reopen the meeting.

**Order #84 - Motion Passed:** Approval to reopen the meeting at 7:18PM 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

## 9. Adjourn

Rationale:

It was recommended that the board adjourn the meeting.

**Order #85 - Motion Passed:** Approval to adjourn the meeting at 7:20PM 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    | Absent |
| Mr. William McMillen | Yes    |
| Ms. Cindy Powell     | Yes    |

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PRESIDENT

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SECRETARY