

Board of Education Regular Meeting  
June 15, 2015 6:00 PM  
Professional Development Center  
631 North Green Street  
Henderson, KY 42420

**Attendance Taken at 5:40 PM:**

Present Board Members:

Mrs. Lisa Baird  
Mrs. Jennifer Keach  
Mr. Jon Sights  
Dr. Sally Sugg  
Mrs. Tracey Williams

**I. Welcome & Call Meeting to Order**

**I.A. Moment of Silence & Pledge of Allegiance**

After a moment of silence, Elizabeth Bird, led the Pledge of Allegiance.

**II. Students & Staff Recognition**

**II.A. North Middle School Track Team**

**III. Public Participation & Recognition of Guests**

Orbley Ramsey led a prayer. Nathan Grace asked for clarification of the extra service positions and supplements reports to the Board. As a member of HCEA, Mr. Grace expressed the support of the teacher's association for the nickel tax.

**IV. Approve Minutes from Prior Meeting**

**Order #209 - Motion Passed:** A motion to approve the Minutes from the June 15, 2015 Special Meeting passed with a motion by Mr. Jon Sights and a second by Dr. Sally Sugg.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

**V. Committee Reports**

**VI. Reports**

## **VI.A. Architect Report - Miscellaneous Roofing and Flooring Project**

**Order #210 - Motion Passed:** A motion to approve the AIA Document B101 - 2007 Standard Form of Agreement Between Owner (Henderson County Board of Education) and Architect (RBS Design Group, PSC) for the Henderson County Miscellaneous Roofing & Flooring 2014 Project passed with a motion by Mrs. Jennifer Keach and a second by Mr. Jon Sights.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

## **VI.B. HCHS Athletic Report**

### **VI.C. Extra Service Positions and Supplements**

#### **VI.C.1. HCHS, NMS and SMS Athletic Extra Service Positions and Supplements**

#### **VI.C.2. CTE Unit Extra Service Positions and Supplements**

#### **VI.C.3. JROTC Extra Service Positions and Supplements**

#### **VI.C.4. Band Extra Service Positions and Supplements**

#### **VI.C.5. Choir Extra Service Positions and Supplements**

## **VI.D. TELL Survey Report**

## **VI.E. Summer Feeding**

## **VII. Old Business**

## **VIII. New Business**

### **VIII.A. School Administrative Manager**

**Order #211 - Motion Passed:** A motion to change the name of "School Administrative Manager" to "School Manager" passed with a motion by Mrs. Tracey Williams and a second by Mr. Jon Sights.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

## VIII.B. Establish Work Session Dates

### Special Meeting Work Session Dates

August 3, 2015  
September 14, 2015  
October 5, 2015  
November 2, 2015  
December 7, 2015

**Order #212 - Motion Passed:** A motion to approve the future work session dates as presented passed with a motion by Mrs. Lisa Baird and a second by Mr. Jon Sights.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

## VIII.C. Approve First Reading of Chapter 3 - Personnel Policy Revisions

### District Initiated Changes to Chapter 3 - Personnel Policies:

03.11 - Hiring (Certified)  
03.123 - Leaves and Absences (Certified)  
03.1326 - Dress and Appearance (Certified)  
03.14 - Health and Safety (Certified)  
03.17 - Termination/Nonrenewal/Separation by Employee (Certified)  
03.21 - Hiring (Classified)  
03.2211 - Salary Deductions (Classified)  
03.223 - Leaves and Absences (Classified)  
03.2326 - Dress and Appearance (Classified)  
03.24 - Health and Safety (Classified)  
03.2711 - Nonrenewal (Classified)  
03.5 - Paraprofessionals

**Order #213 - Motion Passed:** A motion to approve the first reading of district initiated changes to Chapter 3 - Personnel Policies as presented passed with a motion by Dr. Sally Sugg and a second by Mr. Jon Sights.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

### **VIII.D. Review and Accept Chapter 3 - Personnel Procedure Revisions**

District Initiated Changes to Chapter 3 - Personnel Procedures:

- 03.11 AP.21 - Job Vacancy Notice (Certified)
- 03.11 AP.25 - Recommendation for Employment (Required for All Positions)(Certified)
- 03.11 AP.253 - Driving Records Release Authorization
- 03.121 AP.21 - Personal Data Form - Delete form
- 03.121 AP.24 - Notification of Anticipated Change of Rank (Certified)
- 03.1211 AP.21 - Employee Request for Optional Salary Deductions - Rescind form
- 03.125 AP.21 - Travel Request Form - Rescind form
- 03.125 AP.22 - Travel Expense Voucher
- 03.14 AP.1 - Health and Safety - Contagious Diseases
- 03.19 AP.2 - Professional Development/Professional Development Plan
- 03.19 AP.21 - Off-Site Professional Development Request
- 03.21 AP.21 - Job Vacancy Notice (Classified)
- 03.21 AP.25 - Recommendation for Employment (Required for All Positions)(Classified)
- 03.221 AP.1 - Salaries (Classified)
- 03.221 AP.23 - Employee Time Sheet
- 03.2211 AP.2 - Vendor (Forms) (Classified)
- 03.225 AP.2 - Travel Expense/Voucher Forms
- 03.28 AP.21 - Classified Personnel Evaluation (Classified)
- 03.29 AP.1 - Employment-Related Staff Development (Classified)

**Order #214 - Motion Passed:** A motion to accept the revisions to Chapter 3 - Personnel Procedures as presented passed with a motion by Dr. Sally Sugg and a second by Mrs. Jennifer Keach.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

### **VIII.E. Approve First Reading of Policy 01.821 - Board Member Expense Reimbursement**

**Order #215 - Motion Passed:** A motion to approve the first reading of Policy 01.821 - Board Member Expense Reimbursement passed with a motion by Mrs. Jennifer Keach and a second by Mr. Jon Sights.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

## **VIII.F. Approve First Reading of Student Policies (Student Code of Conduct Handbook)**

09.11 - School Attendance Areas  
09.122 - Attendance Requirements  
09.422 - Bullying/Hazing  
09.4261 - Telecommunication Devices  
09.427 - Dress and Appearance  
09.42811 - Harassment/Discrimination  
09.434 - Suspension  
09.4361 - Police Officers in the Schools

**Order #216 - Motion Passed:** A motion to approve the first reading of Policies 09.11, 09.122, 09.422, 09.4261, 09.427, 09.42811, 09.434 and 09.4361 as presented passed with a motion by Mrs. Tracey Williams and a second by Mrs. Jennifer Keach.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

## **VIII.G. Consent Agenda**

**Order #217 - Motion Passed:** A motion to approve the Consent Agenda as presented passed with a motion by Mrs. Lisa Baird and a second by Mr. Jon Sights.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

### **VIII.G.1. Approve Certified Evaluation Plan (CEP)**

### **VIII.G.2. Approve Bid Recommendations**

Bid Renewals  
Fleet Insurance Bid #14-13-5-6  
Property and Liability Insurance Bid #16-13-5-6

### **VIII.G.3. Approve Little Colonel Child Care Surplus Items to Sell (Bids)**

### **VIII.G.4. Approve Application for Emergency Certificates for Teaching and Substitute Teaching**

### **VIII.G.5. Approve Student Overnight Trip Requests**

Retroactive approval for FBLA students to attend FBLA State Leadership Camp June 10-12, 2015 in Hardinsburg, KY

FBLA students to attend FBLA National Leadership Competition June 27-July 3, 2015 in Chicago, IL

### **VIII.G.6. Approve Revised 2015-2016 Academic Calendar**

November 3, 2015 - Remove Contract Day for Teachers (Day 186)

### **VIII.G.7. Approve 2015-2016 School Activity Funds Budgets and Fundraisers**

### **VIII.G.8. Approve School Activity Fund Donations**

### **VIII.G.9. Adopt 2014-2015 Retiree Resolutions**

### **VIII.G.10. Approve BG-4 (IBAC Group) for the AB Chandler Elementary - HVAC Controls Upgrade Project**

### **VIII.G.11. Approve BG-4 (Harshaw Trane) for the AB Chandler Elementary - HVAC Controls Upgrade Project**

### **VIII.G.12. Approve BG-5 for the AB Chandler Elementary - HVAC Controls Upgrade Project**

## **IX. Financial**

### **IX.A. Treasurer's Report**

**Order #218 - Motion Passed:** A motion to approve the Treasurer's Report for the month ending May 2015 as presented passed with a motion by Dr. Sally Sugg and a second by Mr. Jon Sights.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

## **IX.B. Paid Warrant Report**

**Order #219 - Motion Passed:** A motion to approve the Paid Warrant Report for payments made between May 19, 2015 and June 15, 2015 as presented passed with a motion by Mr. Jon Sights and a second by Mrs. Jennifer Keach.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

## **X. Personnel**

### **X.A. Personnel Actions**

Personnel actions taken by the Superintendent since the last regular board meeting were reviewed with the Board and are attached to these minutes.

### **X.B. 2015-2016 Certified and Classified Positions**

**Order #220 - Motion Passed:** A motion to approve the 2015-2016 certified and classified positions as presented passed with a motion by Mrs. Lisa Baird and a second by Mrs. Tracey Williams.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	No
Mrs. Tracey Williams	Yes

### **X.C. Superintendent Evaluation**

## **XI. Executive Session pursuant to KRS 61.810(1)(b) for deliberations on the future acquisition or sale of real property and pursuant to KRS 61.810(1)(c) for discussion of proposed litigation against or on behalf of the Board**

**Order #221 - Motion Passed:** A motion to enter into Executive Session pursuant to KRS 61.810(1)(b) for deliberations on the future acquisition or sale of real property and pursuant to KRS 61.810(1)(c) for discussion of proposed litigation against or on behalf of the Board at 7:40 p.m. passed with a motion by Mr. Jon Sights and a second by Dr. Sally Sugg.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

**Order #222 - Motion Passed:** A motion to move out of executive session at 8:31 p.m. passed with a motion by Mr. Jon Sights and a second by Dr. Sally Sugg.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

## **XII. Adjourn**

**Order #223 - Motion Passed:** There being no further business to come before the Board, a motion to adjourn the meeting at 8:31 p.m. passed with a motion by Mr. Jon Sights and a second by Mrs. Lisa Baird.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Yes
Mr. Jon Sights	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

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Lisa Baird, Chairperson

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Marganna Stanley, Superintendent