

**RECORD OF BOARD PROCEEDINGS  
(MINUTES)  
Board Agenda Planning Meeting  
July 13, 2015**

The Fayette County Board of Education met at 701 East Main Street, Lexington, KY 5:30 p.m. on the 13th day of July 2015, with the following members present: **(1) John Price, (2) Melissa Bacon, (3) Amanda Ferguson, (4) Daryl Love and (5) Doug Barnett**

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**Administration Present**

Marlene Helm, Acting Superintendent  
Mary Wright, Senior Director of Operations and Support  
Darryl Thompson, Acting Senior Director of Equity, School Support and Community Engagement

The purpose of the agenda planning meeting is to review the draft agenda with the Board before the Regular Board Meeting on July 27, 2015. The draft agenda is filed with the official minutes.

**A. Call to Order**

John Price, Chair, convened the meeting at 5:32 p.m.

**B. Extend Welcome to Guests**

**H. Reports, Communications and Resolutions**

Superintendent Report

1. **Equity Scorecard** – Roy Woods and Ron Langley were introduced. They shared that there are numbers in the report that require another look as they may need correction. Overall achievement scores in reading are coming up, but not much is changing in terms of gaps. Very little change overall in math. College and career readiness numbers were changed to eliminate students who were counted in both categories. Disability and Hispanic numbers are still low. Graduation rates for Hispanic students have had a big increase, a drop for Asian students with only 2 years of data. More data is needed to do a trend analysis. Drop-out rates have five years of data, but the anticipation is that this category will drop due to current legislation that raised the drop-out age to 18 – in general the numbers have been improving. Suspension rates – one of the positives. FCPS has been doing things to reduce out of school suspensions. In general, suspension rates have declined and the gaps have decreased as well. Special Education identification is flat over the last five years. There are a few gaps, between free and reduced and paid lunch students and between genders. However, there is not much change in the level of students nor in the gaps. Gifted and talented participation – the 5 year trend shows that things are trending upward in most groups, but not as much for African American or Hispanic students. Trends have increased, but so have the gaps which is a concern.

**Daryl Love** – asked if the District is seeing an upward trend and if there would be updated data with final numbers coming in.

**Ron Langley** – indicated there are increases for all groups, just not as much for African Americans and that these are the final report numbers.

**Daryl Love** – Remarked that it would be interesting to do a mid-year check in.

**Ron Langley** – stated that he and Roy were working on that (either a quarterly or midyear check in). That is in the report a number of times in the recommendations. Many equity council areas have monthly check-ins and those could be reported to the Board.

Advance Placement and International Baccalaureate numbers have increased except for disabled students. The Council discussed the disadvantages that students of poverty face in being able to afford the \$95 testing fee at the end of the year. The council knows that there are policies in place to cover funding for students, but thought they would raise the concern again because it could be continuing to impact students. Staff diversity numbers – the report the Equity Council had approved had very different numbers than the report the Board received. Those numbers may not be correct, there were double digit increases in all four areas and that is suspect. The numbers will be checked and the final report will report the correct information. Ron apologized for the incorrect data.

**Melissa Bacon** – asked if the numbers the Council received were incorrect.

**Ron Langley** – We rely on the District to give us the information. The numbers that the Council worked on were different than those in the report.

**Dr. Helm** – recalled that at the last Equity Council meeting the council did not have some of the raw numbers, they had percentages. Marlene asked Rob Sayre to follow up with the council to ensure the numbers are correct in the final report. Those numbers will be reported at the July 27 meeting.

**Ron Langley** – most of the gaps are between students and administrators and students and teachers. Most of the information we have is that those numbers are increasing.

**Doug Barnett** – asked what the cross section looked like between race and poverty.

**Ron Langley** – responded that there is a high correlation, it has been suggested that the council dig down deeper on that and look at multi-variant information. There is certainly a high correlation between free and reduced lunch status and race. Many gap students are double represented (or more) in this report. We have had many suggestion as to how to expand it. We have expanded over the past five years, but there are limits to our scope.

**Daryl Love** – asked if we seeing things we have implemented having the impact that was originally thought.

**Ron Langley** – answered that they would not be reflected in these numbers, but it is something the Council hopes to see.

**Doug Barnett** – inquired as to what other recommendations would be forthcoming.

**Roy Woods** – responded that they should look at the novice students and make sure that there are coaches in place to get them to proficiency. Also recognize that we have teachers and administrators who are afraid to say “I don’t know”, there is a need to create a climate where they can admit they do not have the answers and can get coaching. The last piece is the reallocation of resources – “if we do not reallocate in an equitable manner, we will not move forward.”

**Ron Langley** – remarked that he did not believe it should be just a reallocation, but more resources.

**Daryl Love** – indicated that there should be accountability. The Board needs to know that there is an academic return on investments, that there are systems in place to make the necessary adjustments to ensure they are getting the impact for the dollars spent. If it is training then we must make sure we are doing that.

**Ron Langley** – remarked that there is a trust issue with a new superintendent coming in, the rezoning committee process brought a lot of issues to light – this might be a good time for a tax increase.

**Roy Woods** – asserted that the District has to look at how to get the right people in the right places. We have people that are at low performing schools and when you look at the number of years that some administrators and some teachers have been at schools there are some where the staff has just 2 years of experience and some where they have 15. If there is a need the district needs to ensure that those needs are met. We have to have the right people in the right seats on the bus.

**Ron Langley** – shared that the Council wants to see Vince's position filled and not combined with another position. They owe a lot to Vince and Barbara over the years. They look forward to working with Mr. Thompson and whoever comes next. This is a critical position for the Council. He and Roy thanked the Board for the opportunity to present.

**Amanda Ferguson** – asked if all five high schools are using the same process to offer testing support to disadvantaged students. The secondary directors will get that information to the Board.

2. **Achievement Gap/Novice Reduction Update/Information** – Senator Reggie Thomas presented his findings after gathering input with the help of Jessica Hiler of the Fayette County Education Association and the representative of the Jefferson County Education Association. Teachers were asked to send their solutions to reducing the number of novice students in Kentucky, who now number over 80,000. In summary – they feel that there needs to be more interaction between high and low performing students. That kind of interaction may help students who may not feel challenged or have the exposure to or may not be achieving at a level that they can achieve. Second, the environment in the gap schools needs to be welcoming and encouraging to teachers. Teachers in these low performing schools feel ignored and do not feel they are supported as those in other schools. He strongly encouraged the Board to look at the teacher's perspective and work together to address the serious issue of student gaps.

**Daryl Love** – thanked Reggie for his work. Through the redistricting process the District has generated a number of schools with high poverty. Transparency around the data should be part of the process, as well as being more inclusive in terms of voices and seeing the issue through different lenses. It has become clear to the board that the way to move forward is through a collaborative approach. Everyone can help the District get where it is trying to go.

**Sen. Thomas** – remarked that to be a successful organization you have to have two things – a shared goal and buy-in by all the team members. That's what he would like to see in Fayette County – a shared objective by all participants: students, teachers, administrators, the community and elected representatives.

**Melissa Bacon** – feels that the stars are aligned at this point since the community has been through the redistricting process, the budget has been very transparent – perhaps for the first time. It is really exciting to have all of the pieces in place.

**Sen. Thomas** – renewed his commitment and determination to assist the district.

**Amanda Ferguson** – Thanked Sen. Thomas and said she appreciated his not only being involved and paying attention, but taking action. She asked if the report would be his recommendations.

**Sen. Thomas** – He indicated that no, everything in the report is the work of FCEA, FCESPA and JCEA. They are the teacher’s voices and he wanted those to be heard. He asked that the Board read it, digest it, and if they have any comments they should meet with the members of those organizations. He felt their voices should be heard – that there should be some direct dialog between the Board and those organizations.

**Doug Barnett** – asked Sen. Thomas if he felt the Board should have a dialog between themselves and the representatives in Frankfort.

**Sen. Thomas** – reported that he had shared with Dr. Helm that the next superintendent should meet with the members of the Fayette County legislative delegation and discuss issues that are very important to FCPS. There are a number of key issues facing the legislature during the next legislative session and he felt that the superintendent and Board should meet with elected officials to discuss what is beneficial to students.

**Dr. Helm** – indicated that she had already made that recommendation to Dr. Caulk. She thanked Sen. Thomas for his presentation.

Marlene continued the presentation by sharing work product from the District Problem Solving Team (DPST). This team has been asked to really look at the data, own it and then put it up in poster form to refer to on a regular basis in their “war room”. The facilitator met with the team today to do a SWOT analysis as they worked toward closing the novice numbers. They have set a goal to reduce the novice numbers by 5% each year. Staff is going to work with schools to enhance the support given. The data office put the posters together with data to show all gap areas, attendance, etc. They are mindful that there is no single solution that will reduce the achievement gap. Each school has students scoring in the novice category – some have a few and some have over 200. Some are very successful in addressing gaps and they are going to be invited to share their practices

First, the middle school leadership teams will work with the KDE resource person and the facilitators to discuss barriers and successes that schools may have. Some of their solutions may have some success, in whole or in part, at other schools. This meeting will happen Monday, August 3. Tuesday morning the high school teams will meet, with elementary teams meeting in the afternoon. Mr. Caulk will be able to participate and on Wednesday the first District Leadership meeting will be held. Today, there were 21 staff members from a variety of schools who helped the DPST look at systems. They are realizing over time the systems that were once in place may have eroded or gone away. Today they looked at how to put systems back in place to reduce novice levels and each and hold every person accountable. The Commissioner is expecting a 30, 60, 90 day plan from the District and the Board should receive a draft of that plan at their first meeting in August.

We need to be intentional, focused and determined we are going to eradicate or greatly reduce all the achievement gaps with all our groups. Life is a continual struggle for students who do not move from the novice level. We are looking for full commitment from each and every certified, classified and community member. Today the group did good work, but there is a lot more to do. The team meets every day except Friday from 8:30 a.m. until noon. We intend to roll out a revised structure to support our schools. The change will stretch many of us.

**Daryl** – Asked if the District has been trying to treat symptoms instead of examining the root cause? He stated that the data seems to tell us we are, we are going to have to do things systemically different from what has been done before.

**Dr. Helm** - We are going to look at the structure and we have counted the number of novice students at every school and we are going to ask principals to send names, because if you put a name to that student you are more focused. We have taken a look at the experience level of principals and teachers and will offer more support. We are aware that SBDM councils make hiring decisions, and we have worked with Darryl Thompson to train councils to make better and more diverse choice. We are matching the needs of the schools to the personality of the director. We tried to group schools according to feeder pattern so that the students will have an easier transition. It is change, and change is good.

**Daryl Love** – Asked about a system that would be able to track data so that as a Board team they can look at data in real time.

**Dr. Helm** – responded that Jimmy Meadows had developed a matrix that will label schools green, yellow or red and plan to use that tool to look at schools with more scrutiny. We are rolling out a totally different way for directors to work with schools. Each director will be in a team of three. Each team will have a support team expert in instruction, behavior, special education and an MTSS.

**Amanda Ferguson** – asked if the district still used MAP testing.

**Dr. Helm** – replied that next week the District will begin using a new tool called the FAST. There will be training at Garden Springs and Bryan Station High School next week. This is a tool that combines several tools in one. The district put together a team that looked at our needs for assessment and chose this as being the best for our needs. The District will use the Brigance for Kindergarten and AEPS for early childhood students. All have been normed and validated and are solid tools. These tools will be used to develop quarterly reports to share with the Board.

**Daryl Love** – Asserted that this change needed to be communicated to parents.

**Amanda Ferguson** – asked if this was a national product. (It is).

**Melissa Bacon** – Asserted that the District needed to explain to parents how to read the reports.

**Dr. Helm** – reported that the assessment office will come up with a letter that will be sent home and principals can cover the information at Open Houses.

**Amanda Ferguson** – asked if the assessment would be used at all levels.

**Rob Sayre** – responded that it would be.

**Daryl Love** – Underscored the importance of communicating with parents. He suggested the district do a communications plan to roll it out, not just a letter home. He indicated that it should be a district communication, not putting the responsibility on the schools.

**Dr. Helm** – indicated she would try to get staff to develop some boot camps and work through the PTA to get the message out.

**Amanda Ferguson** – supported working through the PTA.

3. **CKEC Tax Rate and District Report Card Training** - Rodney Jackson and John Price attended a training sponsored by CKEC for Board members and Finance Officers. Finance officers had input on the curriculum and these subjects were considered timely and necessary. He shared a PowerPoint with the Board that outlined the outcomes. Highlights included: rates are set and given to districts by local PVA on July 25; for each \$1 million increase in property assessment a district loses \$3000 in SEEK local effort; an outline of the tax levy process and types of taxes a district can collect; tax hearings must be advertised at least twice in two consecutive weeks in the newspaper in the county with the largest circulation; a review of

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expenditure increases since 2000; FCPS fund balance is now increasing after 3 years of decreases; not taking the compensating rate cost the district \$37.5 million.

**John Price** – reported that a number of districts that attended the conference had not taken the 4%. Fayette has had students added each year, as well as state mandated salary increases. The district does not have a lot of choice in forgoing the 4% especially given the high poverty issues discussed earlier.

**Daryl Love** – asked if Districts were able to weather not taking a 4% increase and at what cost?

**John Price** – responded that districts that have failed to take the 4% are having difficulty.

**Amanda Ferguson** – added that KSBA reports that districts that did not have had to cut staff.

**John Price** – I don't think we have much choice with increases in students, more buildings, higher utility costs – the District cannot cut staff at the same time they are adding students.

**Melissa Bacon** – asked if the bond rate was dependent on taking the compensating rate (4%). John replied that it was.

#### **J. Approval of Consent Items**

**Mary Wright** reviewed items relating to construction and renovation projects which will be approved at the July 27, 2015 meeting.

#### **K. Approval of Action Items at Planning Meeting**

- 1. Amendment to Agreement Regarding the Collection of Occupational License Tax/Fee between Lexington-Fayette Urban county Government and Fayette County Public Schools**  
**Rodney Jackson** explained that this amendment would not increase the cost, but would allow both parties to access each database to ensure accuracy.

*A motion was made by Melissa Bacon and seconded by Daryl Love to approve the amendment to the agreement. The motion carried with a vote of 5 to 0.*

- 2. New and Updated Job Descriptions**

**Dr. Helm** explained that each job description was vetted through three filters – they were checked against Jefferson County Public Schools, the incumbent reviewed and human resources reviewed. Mr. Caulk will be consulted about posting and filling the Senior Director of Operations position. Each has been included in the budget and are not new budget items.

**Doug Barnett** requested that the positions come to the Board as tracked versions so they may better see the changes. He also requested the Board pull the Director of Athletics position for further discussion.

*A motion was made by Amanda Ferguson and seconded by Doug Barnett to approve all job descriptions as presented with the exception of the Director of Athletics. The motion carried with a vote of 5 to 0.*

#### **Athletic Director Job Description**

**Melissa Bacon** – stated she would like to add language requiring the Director to develop and execute a fundraising plan (to include potential sponsorship agreements) that will allow students the opportunity to participate regardless of ability to pay fees.

There was discussion of supervision responsibilities and powers of the position.

*A motion was made by Melissa Bacon and seconded by Amanda Ferguson to approve the job description for the Director of Athletics position as presented. The motion carried with a vote of 4 to 1.*

### **3. Professional Leave by District Personnel**

*A motion was made by Melissa Bacon and seconded by Amanda Ferguson to approve the professional leave by district personnel as listed. The motion carried with a vote of 5 to 0.*

### **4. Request from Principals for Extended Trips**

*A motion was made by Daryl Love and seconded by Melissa Bacon to approve the extended trips as requested. The motion carried with a vote of 5 to 0.*

### **5. Board Policy Revisions Update #38**

**Katrina Kinman** from Kentucky School Boards Association reviewed the first reading of policy updates.

**Doug Barnett** – asked how the district would enforce the changes to policy 03.13214 Cell Phones.

**Katrina Kinman** – responded that the language would be placed in the codes of conduct, but some of the responsibility would fall to the principal to inform parents/visitors. The district may also want to work through PTA to communicate expectations.

**Doug Barnett** – asked about the policy in terms of students.

**Katrina Kinman** – will check the student policy and report that information back.

**Amanda Ferguson** – inquired about policy 08.31 and what districts that were piloting virtual snow days were doing in with the proposed language.

**Katrina Kinman** – responded they were getting waivers from KDE and that would waive the policy language.

**Amanda Ferguson** – discussed the difficulties the Board has in responding to requests from the community for a district-driven wellness plan.

**Katrina Kinman** – indicated that KSBA had some language and documentation that would help with those conversations. She will forward that as well. She also indicated that policy 09.224 has staffing implications that need to be shared with schools.

**Dr. Helm** – announced that the leadership team would be reviewing the policy and procedure updates with school leaders later this month and indicated that the District would begin working on some possible solutions to implementation.

**Amanda Ferguson** – asked when reviewing policy 03.11 and 03.21 if “relative” were defined in the District policy.

**Katrina Kinman** – answered that definitions exist in regulation and is in other places in policy manual such as the sick leave section. Board members expressed that they would like it defined in this policy. Katrina will add language defining relatives to the policy.

## **L. Informational Items at Planning Meeting**

### **1. Administrative Procedure Updates (19)**

**Katrina Kinman** reviewed the administrative procedure updates.

### **2. Approval of Employee Code of Conduct**

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**Jennifer Dyar** reminded the Board of the 11 item Code of Conduct that was shared in June. She stated it would go out to every employee. The actual code of conduct handbook is a 144 page document that dives into policy, civil statute violations and legal statutes. It contains procedures for informal and formal reprimands, as well as going deeper into our corrective action policy. It was created with input from KSBA and Upslope, the company that assisted the District in building the Student Code of Conduct handbook.

**Daryl Love** – Asked if employees would be expected to read a 144 page document.

**Jennifer Dyar** – responded that it is not meant for employees to read, they would receive and sign the 11 item code. The larger document was intended for administrators to use as a tool to guide them in responding to inappropriate or troubling behavior or actions.

**Daryl Love** – asked how employees are going to know what is expected of them.

**Jennifer Dyar** – answered that employees receive that information at time of hire and will also be required to review and sign off that they have reviewed each year (the 11 item document).

**Daryl Love** – asked if that is consistent for everyone who is hired.

**Jennifer Dyar** – replied that the summer orientation is a little more robust than the training done throughout the year. New hire orientation for certified employees this year will be July 30 and 31 at Bryan Station High School and August 3 for classified employees and substitutes.

**Daryl Love** – commented that he felt that every employee should have the same advantage of training. That when an employee joins the team they are told “this is how we function.”

**Jennifer Dyar** – responded that induction programs at our schools are varied and we would like to put them in place consistently throughout the district.

**Daryl Love** – remarked that if there is no consistent approach there will be gaps.

**Amanda Ferguson** – reminded that there is still a required basic minimum introduction. That there are face to face things that have to do with every employee when they are hired through HR.

Dr. Helm reviewed the placeholders for the next meeting and John Price requested that approval of the Superintendent’s contract be added to the agenda for July 27.

### **Closed Session**

*A motion was made by Melissa Bacon and seconded by Amanda Ferguson to go into closed session at 8:22 p.m. to discuss personnel pursuant to KRS 61.810 (1) (a), acquisition or sale of real property pursuant to KRS 61.810 (1) (b) and proposed or pending litigation pursuant to KRS 61.810 (1) (c). The motion carried with a vote of 5 to 0.*

### **Open Session**

*A motion was made by Amanda Ferguson and seconded by Doug Barnett to reconvene in open session at 10:00 p.m. The motion carried with a vote of 5 to 0.*



**Adjournment**

*A motion was made by Daryl Love and seconded by Amanda Ferguson to adjourn the meeting at 10:01 p.m. The motion carried with a vote of 5 to 0.*

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John Price, Chair

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Emmanuel Caulk, Superintendent and Secretary to the Board