

Board of Education Special Meeting Work Session
February 01, 2016 5:30 PM
Professional Development Center
631 North Green Street
Henderson, KY 42420

Attendance Taken at 5:31 PM:

Present Board Members:

Mrs. Lisa Baird
Mr. Bradley Staton
Dr. Sally Sugg
Mrs. Tracey Williams

Absent Board Members:

Mrs. Jennifer Keach

I. Call to Order

II. Approve Minutes from Prior Meeting

Order #138 - Motion Passed: A motion to approve the minutes from the January 19, 2016 Special Board Meeting passed with a motion by Mrs. Tracey Williams and a second by Mrs. Lisa Baird.

4 Yeas - 0 Nays.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Absent
Mr. Bradley Staton	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

III. Spottsville Project

III.A. Elevation Options

Discussion:

Mr. Neal Guess explained that there is very little difference in price of the three Options A, B and C. Mrs. Marganna Stanley suggested that the Board accept Option A with the small cupola as the main design and leave the large cupola in the plan as an alternate.

Order #139 - Motion Passed: A motion was made to choose North Elevation - Option A, leave the small cupola in the plans and to keep the large cupola as an option to add later for the Spottsville Elementary School Project passed with a motion by Mr. Bradley Staton and a second by Dr. Sally Sugg.

4 Yeas - 0 Nays.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Absent
Mr. Bradley Staton	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

III.B. Curved Glass Cafeteria Wall**Discussion:**

Mrs. Lisa Baird stated that the Board received a memo from staff and parents from Spottsville Elementary School, as well as community members asking the Board to reevaluate their decision on the curved glass wall. Mr. Brad Staton stated that when the Board originally voted, he had made the motion to square off the cafeteria to save some money and energy savings. He stated that he did not have all of the information at that time of plans to use no district money to build a courtyard outside of the cafeteria which would provide educational opportunities. All of the other Board members in attendance agreed to make the change as well especially since the recent decision in regards to the cost savings with the cupola.

Order #140 - Motion Passed: A motion that the Board rescind the prior motion to square off the cafeteria and that we move forward with the glass wall cafeteria as originally planned passed with a motion by Mr. Bradley Staton and a second by Dr. Sally Sugg.

4 Yeas - 0 Nays.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Absent
Mr. Bradley Staton	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

III.C. Technology**Discussion:**

Mrs. Marganna Stanley mentioned that the original BG-1 was submitted eighteen (18) months ago and, from the information that has been received from Mr. Neal Guess, construction costs from the original BG-1 was 12.2 million, but it is looking much closer to 14.5 million. Along with that, Mrs. Stanley spoke to the Board regarding only \$25,000 is being allocated for technology through KETS. Mr. Brian Bailey presented to the Board the technology piece to the Spottsville Elementary School Project. Mr. Bailey reviewed the handout addressing E-Rate Eligible and Non E-Rate Eligible. Mr. Bailey stated that the 6-student work stations are figured in with the total number of data drops. These are KDE required but may not be necessary and the Board may be able to reduce the number of work stations by requesting a waiver. At the March 7th Work Session Mr. Bailey will bring what the cost savings would be per drop if all or at least two (2) are removed.

III.D. Other Construction Discussions

Order #141 - Motion Passed: A motion to approve the Short Form of Agreement Between Henderson County Schools and American Engineers, Inc. (AEI) on the Spottsville Elementary School Project in the amount of \$21,160 passed with a motion by Mrs. Tracey Williams and a second by Mrs. Lisa Baird.

4 Yeas - 0 Nays.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Absent
Mr. Bradley Staton	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

Discussion:

Mr. Craig Thomas presented to the Board a Short Form of Agreement Between Henderson County Schools and American Engineers, Inc. requesting geotechnical exploration for the new elementary school for \$21,160. Mr. Thomas stated that once we bid the Spottsville Project, then on that day, they will revise the BG-1 to show the difference in the estimated cost on the Agreement and the actual cost. Mrs. Marganna Stanley asked Mr. Thomas if that will be the same time that the total construction cost of the Spottsville Project will be changed. Mr. Thomas confirmed and stated that everything will be updated to what the actual costs were on bid day. Dr. Sally Sugg asked what the cost was for this service in the original BG-1. Mrs. Stanley stated that it was \$18,000. Mrs. Lisa Baird asked if it was for the current location or for another. Mr. Thomas stated that he could not attest to that, but thought that it was for the current location, but further uphill. Mrs. Stanley passed out a Project Schedule - DFM for the Spottsville Elementary School Project. Mr. Craig Thomas went over the tight schedule. Lisa Baird stated that the Board has tried not to take too many actions at work sessions, but in keeping with the timeline, Mrs. Baird asked the Board if they are asked for approval for items at a work session in respect to the time frame, if they would be okay with that. Mrs. Tracey Williams agreed that it would be okay, but wouldn't want to make a habit of it as long as the Board has the document to be approved ahead of time. Dr. Sally Sugg and Mr. Brad Staton agreed as well.

IV. Mission/Vision

Discussion:

Mrs. Marganna Stanley presented a memo to the Board with suggested mission statements. Dr. Sally Sugg loves #2 because it's succinct, doesn't have 21st Century language and really likes "extraordinary" and "for every student". Mr. Brad Staton really likes #2 as well. Mrs. Lisa Baird would like to add productive citizens. Item #2 is the branch that goes forward without being wordy. Mrs. Stanley asked the Board to have the mission by the end of next meeting.

V. Legislative Update

Discussion:

Mrs. Marganna Stanley updated the Board on items that superintendents are watching in the current legislative session. Some of the initial talk is about:

- Budget - SEEK fully funded, but with cuts in other areas
- KTRS - Move \$650 million to KTRS
- SB1 - PGES, will change assessments, program review...our whole accountability system
- SB9 - Prevailing wage
- SB127 - KEES to pay for credit while in high school
- Nickel Tax Equalization

Dr. Sally Sugg also mentioned the CPR Bill that is being addressed.

VI. PIPE Grant

Discussion:

Mrs. Marganna Stanley presented information on the PIPE Grant which stands for Process Improvement Performance Excellence. It is worth \$40,000 and the trainers come to the district. If the district is awarded the money, position control and staff absences are the two projects to be addressed. The PIPE Grant will be formally on the Consent Agenda for February 15, 2016.

VII. KSBA Trainings

Discussion:

Mrs. Marganna Stanley reminded the Board that the KSBA Annual Conference is February 26-28, 2016.

VIII. Chapter 1 - Policy and Procedure Review

Discussion:

The Board started review of Chapter 1 of the Policies and Procedures.

01.11 - General Powers and Duties of the Board: Dr. Sally Sugg stated that it doesn't spell out clearly who has responsibility for what. Under Administration and Management, it doesn't mention contracts there. Also, under Contract with Consultants it states that any proposed contracts with consultants shall be submitted to the Board for approval and shall be accompanied by figures showing the estimated cost of the consulting project to the district. Dr. Sugg stated that the Board is actually doing this after the fact and our policies are not in line with what we are doing. Dr. Sugg suggested that contracts be put on the consent agenda before it actually happens. Mrs. Lisa Baird stated that we may need a definition of contracts. It was also noted that there is not a timeline defined in the policy for approval of contracts by the Board. Dr. Sugg asked Mrs. Elizabeth Bird to do some

research on this topic. Dr. Sugg said that there is not a deadline for these policy changes as it is the Board's own self-study.

01.111 - District Planning: Mrs. Baird read under Public Review "...shall be advertised in the newspaper of the largest circulation in the District, or as an alternative, post the plan on the District web site and provide for electronic review and feedback". Mrs. Baird would like to check with Ms. Julie Wischer to make sure there is a place on the web for the public to review the district improvement plan and give options for public feedback. Mrs. Jinger Carter stated that in the past one could review it on the web and then there would be an automatic link to the person's email to give feedback, plus the district also saved money by sending a press release for advertisement.

01.41 - Organizational Meeting: Mrs. Lisa Baird mentioned removing "regular" from "the first regular meeting in January..." Dr. Sally Sugg brought up the term of Secretary, Treasurer and legal counsel. These should be reviewed or voted on when the Board does the Chair and Vice-Chair. Mrs. Baird agreed with moving the Secretary and Treasurer to this policy since they are offices of the Board, but when it comes to legal counsel, she sees that as a service such as insurance services. Mrs. Stanley stated that 01.7 - Board Attorney may be a good place to put the term in for the board attorney. Robin will check with KSBA for suggestions for 01.7. The Board agreed to include the term of Secretary and Treasurer every two (2) years along with the term of the office for Chairperson and Vice-Chairperson. Dr. Sugg also noted that the policy states "...following the election of Board members..." Mrs. Baird suggested that it read "...regular election..."

01.411 AP.1 - Board-Appointed Committees: Dr. Sally Sugg suggested that a new procedure be created to be filled out and submitted for Board appointed committees that will answer what the committee's formal charge is. Mrs. Baird suggested that a timeline for reporting to the Board be established on this form with a minimum of at least four (4) times a year. Mr. Brad Staton suggested receiving meeting minutes from the committees that the Board forms. Dr. Sugg suggested that the date minutes submitted to the Board should be included in the procedure.

01.42 - Regular Meetings: Dr. Sally Sugg made the suggestion to set all work sessions in January along with the regular meetings.

01.44 - Special Called Meetings: Under Call and Notice Dr. Sally Sugg asked if "...on request of three (3) Board members." includes an email request or a written request or a phone call, what constitutes three (3) Board members making the request? The Board and Board Attorney discussed and plan to work on the wording to include a request in writing of three (3) Board members. Mrs. Lisa Baird noted that regarding actions the Board took at the last board meeting will stand, but there were errors in what was done at the board meeting. Policy states that "Discussion and action at the meeting shall be limited to items listed on the agenda in the notice." She stated that the Board thought of it as a regular meeting, but it was actually a special meeting and the two items that the Board acted on in regards to the request for proposals was not on the agenda.

01.45 - Board Meeting Agenda: Dr. Sally Sugg stated that what we are doing and what policy says are at odds here. Dr. Sugg stated that the policy reads "The agenda shall be closed to Board members ten (10) calendar days preceding the scheduled regular meeting...", but the Board doesn't get the agenda until the Wednesday or Thursday before the meeting. Dr. Sugg suggested receiving the board agenda, maybe not ten (10), but five (5) business days ahead of time. Dr. Sugg also brought up the third paragraph "The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least three (3) members. Dr. Sugg stated that many districts have a standing agenda item where the Chair asks if there are any corrections or additions to the agenda, therefore, approving the agenda again. Mrs. Baird agreed as it will prevent things being added at the last minute. Mrs. Elizabeth Bird stated that there are times where an executive session or something comes up the day before or the day of the meeting that needs to be brought before the Board. Mrs. Bird also explained that the ten (10) days is for items that a Board member knows that (s)he wants to be addressed and have ten (10) days to bring to the Chair or administration so that they can be working on it. Dr. Sugg suggested this statement to help clarify, "Any items for the agenda shall be submitted prior to, but not after ten (10) days..." Dr. Sugg requested that the board agenda be made available to Board members the Monday before the board meeting, especially with large documents such as the district improvement plan. Mrs. Stanley recalled last year when the Board made the request and the administration backed it up a day to push the agenda out to Board members on Wednesday to give them five (5) days to review the board packet. Mr. Staton stated that he doesn't have to have a completed agenda five (5) days before, but if the Board could get some of the documentation in advance, it would be helpful. Mrs. Stanley recalled when the Board discussed this before, they did not want a partial agenda. Mrs. Stanley stated that we will put out what we have on Monday, but to keep in mind that we will be adding to it as we receive the information. She also stated that the Finance Department will not be able to reconcile and prepare until Wednesday. Mrs. Baird stated that the Board will need to recognize that any of the attachments that are sent out could possibly be changed. Dr. Sugg stated that the finance pieces do not pose a problem since they are systematic and look the same every month. The other items, especially regarding the building materials, would be helpful to have earlier. Mrs. Baird brought up in the third paragraph in regards to a special called meeting "...agenda, as amended, is completed prior to the twenty-four (24) hour period before the meeting as required by statute." Mr. Staton brought up the first sentence in the third paragraph "The agenda of a regular meeting may be amended at the meeting upon affirmative vote of at least three (3) members." He stated that if we don't do that, the Board may want to quantify that. Mrs. Bird stated that some boards put that at the beginning of a meeting right after the Pledge. Mrs. Baird asked Mrs. Bird to search how other districts list the approval of the agenda and then report back to the Board her findings.

The Board reviewed half of Chapter 1 - Powers and Duties of the Board of Education and will table this discussion for the next work session.

IX. Executive Session Pursuant to KRS 61.810(1)(f) for discussions which might lead to the appointment, discipline, or dismissal of an individual employee

Order #142 - Motion Passed: A motion to move into executive session pursuant to KRS 61.810(1)(f) for discussions which might lead to the appointment, discipline, or dismissal of an individual employee at 7:46 p.m. passed with a motion by Mrs. Tracey Williams and a second by Mr. Bradley Staton.

4 Yeas - 0 Nays.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Absent
Mr. Bradley Staton	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

Order #143 - Motion Passed: A motion to move out of executive session at 7:55 p.m. passed with a motion by Mrs. Tracey Williams and a second by Dr. Sally Sugg.

4 Yeas - 0 Nays.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Absent
Mr. Bradley Staton	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

X. Adjourn

Order #144 - Motion Passed: A motion to adjourn the meeting at 7:55 p.m. passed with a motion by Mrs. Tracey Williams and a second by Mrs. Lisa Baird.

4 Yeas - 0 Nays.

Mrs. Lisa Baird	Yes
Mrs. Jennifer Keach	Absent
Mr. Bradley Staton	Yes
Dr. Sally Sugg	Yes
Mrs. Tracey Williams	Yes

Lisa Baird, Chairperson

Marganna Stanley, Superintendent