

**RECORD OF BOARD PROCEEDINGS
MINUTES FROM THE MEETING
Ludlow, Kentucky, January 21, 2016**

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 21, 2016, with the following members present:

Attendance Taken at 7:00 PM:

Present Board Members:

Mr. Stephen Chapman
Ms. Amy Hayden
Mrs. Judy Lantry
Mr. William McMillen
Ms. Cindy Powell

1. Call to Order

1.1. Call to Order by Mrs. Hayden

Rationale:

Board President, Mr. Bill McMillen, called the meeting to order.

Discussion:

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

1.2. Pledge of Allegiance by Mr. Chapman

Rationale:

Mr. Steve Chapman led the Pledge of Allegiance.

2. Approval of Agenda

Rationale:

It was recommended that the board approve the Agenda.

Order #61 - Motion Passed: Approval of the Agenda as presented 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 |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

3. Board Officers

3.1. Ms. Amy Hayden to be appointed President for her second year of a two-year term.

Rationale:

It was recommended that the board appoint Ms. Amy Hayden President for the second year of a two-year term.

Order #62 - Motion Passed: Appointment of Ms. Amy Hayden as President of the Board of Education for the second year of a two-year term passed with a motion by Mr. Stephen Chapman and a second by Mrs. Judy Lantry.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

3.2. Elect Vice-President of the Board of Education

Rationale:

It was recommended that the board elect a Vice-President to serve the 2016 calendar year.

Order #63 - Motion Passed: Election of Mr. Steve Chapman as Vice President of the Board of Education for the 2016 calendar year 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 |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

3.3. Elect Secretary to the Board of Education

Rationale:

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

Order #64 - Motion Passed: Election of Ms. Jenny McMillen as the Secretary of the Board of Education passed with a motion by Mr. Stephen Chapman and a second by Mr. William McMillen.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

3.4. Elect Treasurer to the Board of Education

Rationale:

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

Order #65 - Motion Passed: Election of Ms. Vikki Wofford as Treasurer of the Board of Education passed with a motion by Ms. Cindy Powell and a second by Mrs. Judy Lantry.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

4. Recognition and Information Agenda

Rationale:

These items were presented for recognition and information.

4.1. 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 2016 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 2016, 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 talked about the list of items that the Board of Education has supported over the past several years. He expressed his appreciation for their work and continued support for the students, families, and staff of the district.

4.2. Monthly Reports

Rationale:

These items were presented for information.

Discussion:

Mr. Borchers discussed the monthly reports. Ms. Powell asked about the process for outstanding checks and Ms. Wofford explained the procedures. Mr. Chapman asked about the new keyless entry system; Mr. Borchers explained the reason for replacing the old, outdated system and how it will improve the safety of the district.

4.3. Personnel

Rationale:

In accordance with the provisions of KRS 160.390, personnel changes were reported to the Board of Education by the superintendent of schools.

4.4. Monthly Activities

Rationale:

These items were presented for information.

4.5. Spotlight Items

Rationale:

This item is presented for information.

SENIOR RETREAT: The LHS Class of 2016 Retreat was held on January 8th at the Boone County campus of Gateway Community & Technical College. All seniors attended and participated in valuable activities that helped in their planning for life after high school. Administrators, teachers, college reps, and various organizations, including NaviGo, collaborated on the variety of presentations. Topics included team-building, interviewing skills, digital footprint/social media impact on your future, college and financial aid planning, apprenticeship programs, life in college, life in the military, health careers, STEM careers, real-world finances, and job hunting. The day concluded with a drawing, and one lucky senior left with a new laptop: Congratulations, Cameron VanHuss! Click to see the Photo Gallery from the Day: <http://www.ludlow.kyschools.us/Gallery>

Discussion:

Ms. McMillen and Mr. Caudill reviewed the activities that took place at the Senior Retreat.

5. Consent Agenda

Rationale:

It was recommended that the board approve the Consent Agenda.

Order #66 - Motion Passed: Approval of the Consent Agenda passed with a motion by Mr. Stephen Chapman and a second by Ms. Cindy Powell.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

5.1. Approval of Minutes

Rationale:

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

5.2. Monthly Bills

Rationale:

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

5.3. Facility and Fundraising Requests

Rationale:

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

5.4. Substitute Teachers

Rationale:

Molly Miller
Donna Mullins

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

5.5. Non-Resident Contracts for 2016-2017

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.

6. Discussion and Action Agenda

6.1. Design Development Documents & Associated BG-2 & BG-3 for Mary A. Goetz Elementary School HVAC Project

Rationale:

It was recommended that the board approve the Design Development Documents and associated BG-2 and BG-3 for Mary A. Goetz Elementary School HVAC project.

Discussion:

Mr. Borchers reviewed the process and timeline for completion of the project.

Order #67 - Motion Passed: Approval of the Design Development Documents and associated BG-2 and BG-3 for the Mary A. Goetz Elementary School HVAC Project passed with a motion by Mr. Stephen Chapman and a second by Mr. William McMillen.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

6.2. Design Development Documents & Associated BG-2 & BG-3 for High School Gym Roof

Rationale:

It was recommended that the board approve the Design Development Documents and associated BG-2 and BG-3 for the High School Gym Roof project.

Discussion:

Mr. Borchers reviewed the process and timeline for this project.

Order #68 - Motion Passed: Approval of Design Development Documents and associated BG-2 and BG-3 for the Ludlow High School Gym Roof Project passed with a motion by Ms. Cindy Powell and a second by Mrs. Judy Lantry.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

6.3. School Facilities and Construction Commission Biennial Offer of Assistance

Rationale:

The district has received an offer of assistance for renovation and future construction in the district for items listed on the District Master Facility Plan in the amount of \$21,261. A copy of the offer is attached for your review. In order to accept this offer, the district must verify cash balances in the Building Fund and Capital Outlay Fund, as of June 30, 2015. These amounts must be transferred into an escrow account in these funds for future renovation and construction projects.

The purpose of these funds is used to pay bond and interest payments on previous renovation projects. The district will be able to continue to make these payments based upon an analysis of the payment schedules after making the transfers noted above.

It was recommended to approve the acceptance of the Biennial Offer of Assistance from the School Facilities and Construction Commission and authorizes the transfers of cash balances to escrow accounts in these funds as required.

Order #69 - Motion Passed: Approval to accept the Biennial Offer of Assistance from the School Facilities and Construction Commission and authorization of the transfer of cash balances to escrow accounts in these funds as required passed with a motion by Mr. William McMillen and a second by Mr. Stephen Chapman.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

6.4. 2016-2017 School Calendar

Rationale:

It was recommended that the board approve the 2016-2017 School Calendar.

Discussion:

Mr. Borchers reviewed the proposed calendar for 2016-2017 and explained how it had been shared with the leadership team, the District Advisory Team, and all teachers. He explained that due to the summer construction projects taking place, the proposed start date for the school year was a week later than usual. In order to avoid the school year ending the second week of June, the calendar has fewer days where school is closed on the longer weekends.

Order #70 - Motion Passed: Approval of the 2016-2017 School Calendar passed with a motion by Ms. Cindy Powell and a second by Mrs. Judy Lantry.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

6.5. Board Meeting Dates - 2016

Rationale:

It was recommended that the board approve the meeting dates for 2016.

Order #71 - Motion Passed: Approval of the 2016 Board Meeting Dates 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 |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

6.6. 2016-2017 Draft Budget

Rationale:

2016-2017 Draft Budget

January begins the budgeting cycle for the next fiscal year (2016-2017). 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 2016-2017 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 (2015). 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, salaries will increase based solely on experience levels and step increases.
 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.

As required by statute, it was recommended that the board approve the Draft Budget for the 2016-2017 fiscal year as presented. As the budget cycle moves forward and more information becomes available, changes will be necessary.

Discussion:

Mr. Borchers explained the process for the draft budget process for the 2016-2017 fiscal year.

Order #72 - Motion Passed: Approval of the Draft Budget for the 2016-2017 fiscal year as presented passed with a motion by Ms. Cindy Powell and a second by Mrs. Judy Lantry.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

6.7. 504 Procedures

Rationale:

This item was presented for second reading and approval.

It was recommended that the board approve the 504 Procedures as presented.

Order #73 - Motion Passed: After this second reading took place, approval of the 504 Procedures passed with a motion by Mr. William McMillen and a second by Ms. Cindy Powell.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

6.8. Superintendent Contract

Rationale:

It was recommended that the board extend the term of the Superintendent's contract one additional year beyond the current term such that the term runs thru June 30, 2020 pursuant to KRS 160.350(4).

Order #74 - Motion Passed: Pursuant to KRS 160.350(4), approval to extend the Superintendent's contract one additional year beyond the current term, such that the term runs through June 30, 2020 passed with a motion by Ms. Cindy Powell and a second by Mrs. Judy Lantry.

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| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

7. Other Business

Rationale:

Was there any other business brought before the board?

7.1. Board

Discussion:

Ms. Powell asked Mr. Borchers to give the board a brief overview of the status of KTRS. He explained the possible changes.

7.2. Staff

Discussion:

No items presented.

7.3. Teachers

Discussion:

No items presented.

7.4. Public

Discussion:

No items presented.

8. Adjourn

Rationale:

It was recommended that the board adjourn the meeting.

Order #75 - Motion Passed: Approval to adjourn the meeting at 8:10 PM passed with a motion by Mr. William McMillen and a second by Mr. Stephen Chapman.

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|----------------------|-----|
| Mr. Stephen Chapman | Yes |
| Ms. Amy Hayden | Yes |
| Mrs. Judy Lantry | Yes |
| Mr. William McMillen | Yes |
| Ms. Cindy Powell | Yes |

PRESIDENT

SECRETARY