

Board of Education Regular Meeting  
September 19, 2016 6:00 PM  
Professional Development Center  
631 North Green Street  
Henderson, KY 42420

**Attendance Taken at 5:55 PM:**

Present Board Members:

Mrs. Lisa Baird  
Mrs. Jennifer Keach  
Mr. Bradley Staton  
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, Rebecca Johnson led the Pledge of Allegiance.

**II. Approval of Agenda**

**Order #33 - Motion Passed:** A motion to approve the agenda as listed passed with a motion by Mrs. Jennifer Keach and a second by Mrs. Tracey Williams.

**5 Yeas - 0 Nays.**

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

**III. Students & Staff Recognition**

**III.A. HCHS Jr. Chef Team**

Rationale:

HCHS Jr. Chef Team placed third in State and each student received a \$3,000 scholarship.

Siara Maequez, Fernanda Gomez, Zane Hankins, Audra Goodley and rianna Scott

### **III.B. Judge's Scholar**

Rationale:

Judge's Scholar for September

Marietta Coots - 5th grade at A.B. Chandler Elementary

### **III.C. Family Resource Youth Services Center (FRYSC) 25th Anniversary**

### **IV. Public Participation & Recognition of Guests**

The Board recognized HCHS Student Ambassadors in attendance: Mallory Williams, Hadley Comer and Kelsey Steinwachs

### **V. Approve Minutes from Prior Meetings**

**Order #34 - Motion Passed:** A motion to approve the Minutes from the September 12, 2016 Special Meeting passed with a motion by Mrs. Tracey Williams and a second by Dr. Sally Sugg.

#### **5 Yeas - 0 Nays.**

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

### **VI. Committee Reports**

### **VII. Reports**

#### **VII.A. Construction Report**

##### **VII.A.1. Spottsville Project**

Discussion:

Mr. Craig Thomas and Mr. Neal Guess presented construction bids for the Spottsville Elementary School Project. Mr. Guess stated that it is obvious that the probable cost opinion was low, but were very relevant numbers at the time of submission. Mr. Guess also handed out a comparison of other Codell jobs. Mrs. Marganna Stanley asked what did the cost per square foot come out to for Spottsville. Mr. Guess said that it came out to \$198 square foot. Mr. Guess also stated that there are three bid packages that will need to be re-bid (windows, kitchen equipment and the elevator). Mr. Thomas stated that the cost opinion includes all of the three bid packages. Mr. Thomas stated that we are over budget 5%, which is still a good number and have good value in the project. Mr. Thomas stated that the Board has three options: 1. award the bid packages that are bid and wait to receive the other three bid packages; 2. reject all of the bids, but keep in mind that the

numbers may come back in higher than what it is now; or 3. award the bids and negotiate with the low bidders to reduce the costs which is the safest route to reducing the costs. Mr. Thomas compared the amounts on the BG-3 - Statement of Probable Cost to the amounts submitted on the construction bids. Mrs. Jennifer Keach asked Mr. Thomas how confident is he when they go back to the vendors and try to do the value engineering. Mr. Thomas stated that they have always been successful to some degree. He stated that you don't get dollar for dollar, but get fairly close. Mr. Joe Nance handed out to and reviewed with the Board a revised BG-1 and a Plan of Financing. Mr. Nance stated that from a bonding stand point, we are in great shape and from a financing stand point, to move forward.

**Order #35 - Motion Passed:** A motion to table approval of construction bids and the Henderson County School District Finance Corporation meeting until Wednesday, September 21, 2016, as a special called meeting with the intent of making a decision and moving forward on this project passed with a motion by Mrs. Lisa Baird and a second by Mr. Bradley Staton.

**5 Yeas - 0 Nays.**

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

**VII.A.1.1. Approve Construction Bids - Action Required**

**VII.A.1.2. Approve Revised BG-1 for the Spottsville Elementary School Project**

**VII.B. HCHS Athletic Report**

Mrs. Marganna Stanley presented the HCHS Athletic Report.

**VII.C. Instructional Coaches**

Mrs. Jo Swanson presented an updated job description for Instructional Coach, formerly named Curriculum Specialist.

**VIII. Old Business**

**VIII.A. Second Reading of Policy Revisions in Chapter 3**

Mrs. Marganna Stanley presented Policies 03.1332 and 03.2323 - Hours of Duty for approval of a second reading.

Rationale:

Second Reading to the following Policies:

03.1332 - Hours of Duty (Certified Personnel)

03.2332 - Hours of Duty (Classified Personnel)

Note - The following Procedures from August 15, 2016 Regular Meeting do not require a second reading:

05.31 AP.21 - Building Use Form

05.31 AP.22 - Reporting Form for Employee Extra Pay

05.5 AP.1 - Building Security

**Order #36 - Motion Passed:** A motion to approve the second reading of Policy 03.1332 - Hours of Duty (Certified Personnel) and Policy 03.2332 - Hours of Duty (Classified Personnel) passed with a motion by Dr. Sally Sugg and a second by Mrs. Tracey Williams.

**5 Yeas - 0 Nays.**

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

**VIII.B. Staffing**

Mrs. Jinger Carter presented 2016-2017 certified staff allocations.

**IX. New Business**

**IX.A. District Facilities Plan**

Mrs. Marganna Stanley requested that the Board utilize the service of KSBA in the District Facility Planning process.

**Order #37 - Motion Passed:** A motion to approve the District to utilize the service of KSBA in the District Facility Planning process for the fee of \$7,000, plus normal travel expenses up to 10 meetings, and if more than 10 meetings are required, an hourly rate of \$100 plus expenses passed with a motion by Dr. Sally Sugg and a second by Mrs. Lisa Baird.

**5 Yeas - 0 Nays.**

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

## **IX.B. Foreign Trade Zone**

Mrs. Elizabeth Bird informed the Board of the Henderson County Riverport Authority applying for a foreign trade zone boundary modification at 6200 Riverport Road, Henderson, Kentucky.

**Order #38 - Motion Passed:** A motion to approve consent to issue a letter stating that the Henderson County Board of Education has no objection to the proposed foreign trade zone boundary modification and authorize a letter to be issued passed with a motion by Mrs. Lisa Baird and a second by Dr. Sally Sugg.

### **5 Yeas - 0 Nays.**

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

## **IX.C. First Reading of Policies and Review of Procedures from Chapters 6, 7, 8 and 9**

Mrs. Marganna Stanley presented Policies from Chapters 6, 7, 8 and 9 for a first reading. Administrative Procedures from said chapters were presented for review as well.

Rationale:

Chapter 6 - Transportation:

Policy 06.0 - Transportation

Policy 06.11 - Purchase

Administrative Procedure 06.13 AP.1 - Fuel and Equipment

Administrative Procedure 06.13 AP.2 - Bus Drivers Monthly Report

Policy 06.2 - Safety

Administrative Procedure 06.2 AP.11 - Accidents

Administrative Procedure 06.2 AP.12 - Use of Communication Devices on Bus

Administrative Procedure 06.2 AP.2 - Emergency Evacuation

Policy 06.23 - Driver and Substitute Driver Training

Administrative Procedure 06.31 AP.1 - Bus Scheduling and Routing

Administrative Procedure 06.34 AP.2 - School Incident Report

Chapter 7 - Support Services:

Policy 07.1 - Food/School Nutrition Services

Administrative Procedure 07.1 AP.1 - School and Community Nutrition Program

Administrative Procedure 07.1 AP.11 - Food Allergies and Special Dietary Needs

Administrative Procedure 07.1 AP.21 - Meal Charge Procedures  
Administrative Procedure 07.14 AP.1 - Financial Reports of School Food Service

## Chapter 8 - Curriculum and Instructions:

Policy 08.1 - Curriculum  
Policy 08.11 - Course of Study  
Policy 08.113 - Graduation Requirements  
Policy 08.1131 - Alternative Credit Options  
Administrative Procedure 08.1131 AP.1 - Performance-Based Credit  
Administrative Procedure 08.1131 AP.2 - Alternative Credit Options  
Administrative Procedure 08.1131 AP.21 - Course and Assessment Rubric  
Administrative Procedure 08.1312 AP.21 - Parent Agreement Letter for Home/Hospital  
Instruction  
Policy 08.132 - Gifted and Talented Students  
Administrative Procedure 08.13 AP.1 - Gifted and Talented Students  
Policy 08.137 - Head Start  
Policy 08.14 - Guidance  
Policy 08.22 - Promotion and Retention  
Administrative Procedure 08.2322 AP.22 - Staff/School Council Reconsideration of  
Instructional/Library Materials  
Policy 08.233 - Library Media Centers  
Policy 08.234 - Previewing Materials

## Chapter 9 - Students:

Policy 09.36 - School-Related Student Trips  
Administrative Procedure 09.36 AP.1 - School-Related Student Trips  
Administrative Procedure 09.36 AP.21 - Transportation Request Form  
Rescind Administrative Procedure 09.36 AP.23 - School Related Student Trip  
Evaluation Form

**Order #39 - Motion Passed:** After review of Policies and Administrative Procedures from Chapters 6, 7, 8 and 9, a motion to approve a first reading of the Policies as presented passed with a motion by Mrs. Lisa Baird and a second by Dr. Sally Sugg.

### **5 Yeas - 0 Nays.**

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

## **IX.D. Consent Agenda**

**Order #40 - Motion Passed:** A motion to approve the Consent Agenda as presented passed with a motion by Mr. Bradley Staton and a second by Mrs. Jennifer Keach.

### **5 Yeas - 0 Nays.**

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

### **IX.D.1. WSON 2016-2017 Advertising Package**

### **IX.D.2. Approve School Activity Fund Fundraiser Requests**

Rationale:

Retroactive approval of HCHS Girl Soccer (cookie dough sales) to raise money for travel expenses, food and athletic wear for student athletes

North Middle School Cheer to raise money for NMS cheer competition team to attend various competitions for the 2016-2017 school year and cheer equipment

North Middle School Dance Team (Turon Pizza) to raise money for hip hop costume for this school year

HCHS (Paragon Promotions) to raise money for their class prom in 2020

Cairo requesting the "After School Dances" fundraiser be changed to the "Reading for Education" fundraiser for the 2016-2017 school year

HCHS (Fueling Our Schools) to raise funds for different activities and organizations in the school (YSC, Student Rewards, Technology, Literacy)

### **IX.D.3. Approve District Funding Assurances FY 2017**

### **IX.D.4. Approve 2016-17 Indirect Cost Rates**

### **IX.D.5. Approve Adjunct Instructor**

### **IX.D.6. Approve Student Overnight Trip Requests**

Rationale:

Retroactive approval HCHS FFA to travel to Hardinsburg, KY to attend regional officer training September 9-10, 2016

### **IX.D.7. Approve Shortened School Day for six (6) Special Education Students**

### **IX.D.8. Approve Admissions and Release Committee Chairpersons for 2016-2017**

#### **IX.D.9. Approve 504 Coordinators**

#### **IX.D.10. Approve Grant Applications**

Rationale:

South Heights (\$25,000) FY17 Equipment Assistance Grants for School Food Authorities

HCHS (\$15,000) P.O.W. grant funds to support the School of Fine Arts

HCHS (\$2,200) Rotary Club grant funds to purchase an overhead projector for auditorium

Bend Gate (\$1,800) Rotary Club grant funds to purchase approximately 115-125 library books

Jefferson (\$1,800) Rotary Club grant funds to purchase approximately 115 library books

South Middle (\$2,000) Rotary Club grant funds to purchase approximately 100 library books

#### **IX.D.11. Approve Bid Recommendations**

Rationale:

Bid Recommendations:

Surplus Buses Bid #13-16-5-9

LED Lamps and Fixtures Bid #12-16-5-9

Document Imaging and Maintenance Bid #11-16-5-9

Intercom/Paging & Bell Schedule Platform RFP #10-16-6-8

#### **IX.D.12. Approve 2016-2017 Salary Schedule Revision**

### **X. Financial**

#### **X.A. 2016-2017 Working Budget**

Ms. Cindy Cloutier presented the 2016-2017 Working Budget.

**Order #41 - Motion Passed:** A motion to approve the 2016-2017 Working Budget as presented passed with a motion by Mrs. Tracey Williams and a second by Mr. Bradley Staton.

#### **5 Yeas - 0 Nays.**

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



## **X.B. Treasurer's Report**

Ms. Cindy Cloutier presented the Treasurer's Report for the month ending August, 2016. Mrs. Marganna Stanley requested that the Board approve the Treasurer's Report as presented by Ms. Cloutier.

**Order #42 - Motion Passed:** A motion to approve the Treasurer's Report for the month ending August, 2016 passed with a motion by Mr. Bradley Staton and a second by Mrs. Jennifer Keach.

### **5 Yeas - 0 Nays.**

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

## **X.C. Paid Warrant Report**

Ms. Cindy Cloutier presented the Paid Warrant Report for payments made between August 16, 2016 and September 19, 2016. Mrs. Marganna Stanley requested that the Board approve the Paid Warrant Report as presented by Ms. Cloutier.

**Order #43 - Motion Passed:** A motion to approve the Paid Warrant Report for payments made between August 16, 2016 and September 19, 2016 passed with a motion by Dr. Sally Sugg and a second by Mrs. Tracey Williams.

### **5 Yeas - 0 Nays.**

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

## **XI. Personnel Actions**

Discussion:

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

## **XII. Adjourn**

**Order #44 - Motion Passed:** There being no further business to come before the Board, a motion to adjourn the meeting at 7:47 p.m. passed with a motion by Mr. Bradley Staton and a second by Dr. Sally Sugg.

### **5 Yeas - 0 Nays.**

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

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Lisa Baird, Chairperson

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Marganna Stanley, Superintendent