

**RECORD OF BOARD PROCEEDINGS  
MINUTES FROM THE MEETING  
Ludlow, Kentucky, May 18, 2017**

The Ludlow Independent Board of Education met at the Ludlow Board of Education Conference Room

525 Elm Street

Ludlow, Kentucky 41016 at 6:00 PM, on May 18, 2017, with the following members present:

**Attendance Taken at 7:00 PM:**

Present Board Members:

Mr. Stephen Chapman

Ms. Amy Hayden

Ms. Judy Lantry

Mr. William McMillen

Ms. Cindy Powell

**1. Call to Order**

**1.1. Call to Order by Mr. Chapman**

Rationale:

Board President, Mr. Chapman, will call the meeting to order.

Discussion:

Others Present at Meeting: Mike Borchers, Superintendent; Jenny McMillen, CCR Coordinator & Board Secretary; Vikki Wofford, Financial Analyst & Board Treasurer; Rick Smith, Director of Special Education; Travis Caudill, HS Principal; Jason Steffen, ES Principal; Trisha Scheyer, River City News; Lisa Anglin and Mary Burch, Kenton County Alliance

**1.2. Pledge of Allegiance by Mr. McMillen**

Rationale:

Mr. William McMillen will lead the Pledge of Allegiance.

**2. Approval of Agenda**

Rationale:

It is recommended that the board approve the Agenda.

**Order #83 - Motion Passed:** Approval of the Agenda as presented passed with a motion by Mr. William McMillen and a second by Ms. Judy Lantry.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Judy Lantry          Yes

Mr. William McMillen      Yes

Ms. Cindy Powell          Yes

### **3. Recognition and Information Agenda**

Rationale:

These items are presented for recognition and information.

#### **3.1. Monthly Reports**

Rationale:

These items are presented for information.

#### **3.2. Personnel**

Rationale:

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

#### **3.3. Monthly Activities**

Rationale:

These items are presented for information.

Summer Learning is important! SHINE & SOAR 21st CCLC Summer Camps are planned for the four weeks of June. SHINE will run Monday-Friday from 9:00am-3:00pm for incoming Grades K-6. SOAR will run from Monday-Thursday from 9:00am-2:00pm for incoming Grades 7-9. The FREE Summer Breakfast & Lunch Program will run on the dates of camp, plus additional weeks in July. Brochures for both camps are included.

#### **3.4. Spotlight Items**

Rationale:

These items are presented for information.

Kenton County Alliance Presentation

Results of this Year's Early College Program at Gateway Community & Technical College

Discussion:

Lisa Anglin and Mary Burch presented the board with a plaque to recognize them for making Ludlow Independent Schools a 24/7 Tobacco Free Campus. Ms. McMillen presented to the results of the Gateway Early College Program for 2016-2017.

#### **3.5. Fund Raising Request**

Rationale:

This is presented for information purposes only.

#### 4. Consent Agenda

Rationale:

It is recommended that the board approve the Consent Agenda.

**Order #84 - Motion Passed:** Approval of the Consent Agenda passed with a motion by Ms. Cindy Powell and a second by Ms. Amy Hayden.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Judy Lantry          Yes

Mr. William McMillen      Yes

Ms. Cindy Powell          Yes

##### 4.1. Approval of Minutes

Rationale:

It is recommended that the board approve the minutes of the April Regular Meeting.

##### 4.2. Monthly Bills

Rationale:

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

##### 4.3. Substitute Teacher

Rationale:

Micah Montecalvo

It is recommended that the board approve adding the substitute teacher to the district list.

#### 5. Discussion and Action Agenda

##### 5.1. Amended School Calendar

**Order #85 - Motion Passed:** Approval of the Amended School Calendar for 2016-2017 passed with a motion by Ms. Amy Hayden and a second by Ms. Judy Lantry.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Judy Lantry          Yes

Mr. William McMillen      Yes

Ms. Cindy Powell          Yes

## 5.2. Liability and Workers' Compensation Insurance Rates

Rationale:

Crawford Insurance has provided comprehensive coverage for our school district and employees for the last nine years. The district submitted a Request for Services eight years ago and selected Crawford Insurance. The relationship established between the school district and company continues to be very positive.

Rates for the upcoming school year, July 1, 2017 - June 30, 2018, are included for your review.

The package rates include our property and general liability packages. The general liability rate will increase \$1,737, mainly due to the increase in our statement of values. Our workers' compensation, shows an increase in the rate of \$708, resulting from annual salary step and rank increases. This is an increase in our overall rate of \$2,445.

It is recommended that the board approve the insurance rates for 2017-2018 with Crawford Insurance as presented.

**Order #86 - Motion Passed:** Approval of the Liability and Workers' Compensation Insurance Rates for the 2017-2018 school year passed with a motion by Mr. William McMillen and a second by Ms. Cindy Powell.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Judy Lantry          Yes

Mr. William McMillen      Yes

Ms. Cindy Powell          Yes

## 5.3. 2017-2018 Salary Schedules

Rationale:

It is recommended that the board approve the 2017-2018 Salary Schedules

**Order #87 - Motion Passed:** Approval of the 2017-2018 Salary Schedules passed with a motion by Ms. Judy Lantry and a second by Ms. Amy Hayden.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Judy Lantry          Yes

Mr. William McMillen      Yes

Ms. Cindy Powell          Yes

## 5.4. 2017-2018 Tentative Budget

Rationale:

2017-2018 Tentative Budget

A first draft of the 2017-2018 budget was presented at the regular January meeting of the Board of Education. The next step in the budget development process is the Tentative Budget. The budget is required to be submitted to the Kentucky Department of Education on or before May 31, 2017 for their review.

The Tentative Budget provides a more refined picture of estimated revenues and expenditures compared to the draft budget. Since the draft budget was presented, organizational adjustments have been processed and more data is available for analysis. The Working Budget will be presented for approval in September reflecting a detailed analysis of revenue and expenditure allocations including tax rate and final staffing adjustments.

#### Fund Reviews

##### General Fund (Fund 1)

##### Revenue Notes:

The district has received SEEK funding information from the Kentucky Department of Education. Unlike years past the data contained in these reports seems to be more reliable. We are still being conservative as a district with our General Fund SEEK due to the unknown final student ADA. It is our intention as the 2017 fiscal year comes to a close we will continue our analysis of the carry-forward balance. Revenues projected at this time represent \$6,319,700 in the General Fund. This represents all local, state, and federal revenues for the general fund.

##### Special Revenue Fund (Fund 2)

Actual allocations have not been distributed to any district in the Commonwealth at this time. Final Grant awards will be included in the Working Budget, during the September board meeting.

##### Capital Outlay (Fund 310)

The district receives \$100 per student in Average Daily Attendance (ADA) for Capital Outlay. For fiscal year 2018, we have looked into the different possible uses of capital outlay funds for regular maintenance expenditures. \$92,816 will be transferred to and paid from the Debt Service Fund due to new KDE requirements.

##### Building Fund (Fund 320)

The entire amount of principal and interest due for 2017-2018 to be paid during the 2018 fiscal year is \$291,667.00. This entire amount will be transferred to and paid from the Debt Service Fund due to KDE requirements.

##### Debt Service Fund (Fund 400)

The remaining debt principal and interest due for 2017-2018 is budgeted to be paid from the Debt Service Fund. The entire amount of principal and interest to be paid during the 2018 fiscal year is \$384,483.00.

##### Food Service Fund (Fund 51)

The Food Service Program continues to operate with a carryover balance as required by Administrative Regulation (2 months of average expenditures). Enhancements to the program will continue as revenue permits.

## Summary Table of Data All Funds

<b>Funds</b>	<b>Total Revenue/Expenditure</b>	<b>Percent of the Total</b>
General Fund (1)	\$6,319,700	86%
Special Rev (2)	Full Data not available	
Capital Outlay (310)	\$92,816	1%
Building Fund (320)	\$291,667	4%
Food Service (51)	\$630,500	9%
<b>Totals</b>	<b>\$7,334,683</b>	<b>100%</b>

It is recommended that the board approve the 2017-2018 Tentative Budget.

**Order #88 - Motion Passed:** Approval of the 2017-2018 Tentative Budget passed with a motion by Ms. Amy Hayden and a second by Ms. Judy Lantry.

Mr. Stephen Chapman     Yes

Ms. Amy Hayden         Yes

Ms. Judy Lantry         Yes

Mr. William McMillen     Yes

Ms. Cindy Powell         Yes

## 6. Other Business

Rationale:

Is there any other business to be brought before the board?

### 6.1. Board

Discussion:

No items presented.

### 6.2. Faculty & Staff

Discussion:

No items presented.

### 6.3. Public

Discussion:

No items presented.

## 7. Adjourn

Rationale:

It is recommended that the board adjourn the meeting.

**Order #89 - Motion Passed:** Approval to adjourn the meeting at 6:42PM passed with a motion by Ms. Cindy Powell and a second by Mr. William McMillen.

Mr. Stephen Chapman      Yes

Ms. Amy Hayden          Yes

Ms. Judy Lantry          Yes

Mr. William McMillen      Yes

Ms. Cindy Powell          Yes

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PRESIDENT

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SECRETARY