



The Newport Board of Education held a special meeting on December 6, 2017 at 6:00 P.M. The meeting was held in the Board Room located at 30 W. 8<sup>th</sup> Street, Newport. Purpose: Time change

### CALL TO ORDER

Chairman Ramona Malone called the meeting to order and asked for a roll call. The following were present: Ramona Malone, Dr. Julie Smith-Morrow, Melissa Sheffel, Theresa Miller, & Matt Scott.

Also in attendance: Superintendent Kelly Middleton, other district administrators, teachers, staff and guests.

Ms. Malone asked those in attendance to stand and recite the Pledge of Allegiance and pause for a Moment of Reflection.

### EXECUTIVE SESSION

On MOTION BY SMITH-MORROW AND SECONDED BY SCOTT the board went into executive session. KRS 61.810 (k)(l) and KRS 156.577 (4) – discussions prior to the superintendent's summative evaluation. Time: 6:05 PM

819 – MOTION CARRIED 5-0

On MOTION BY SMITH-MORROW AND SECONDED BY SCOTT the board returned to open session. Time: 6:10 PM

820 – MOTION CARRIED 5-0

### REVIEW THE 2017 SUMMATIVE EVALUATION OF THE SUPERINTENDENT

The board publicly reviewed the superintendent's evaluation on the seven standards designed by the Kentucky Department of Education and adopted by the Newport School Board.

- |                              |              |
|------------------------------|--------------|
| 1. Strategic Leadership      | Exemplary    |
| 2. Instructional Leadership  | Accomplished |
| 3. Cultural Leadership       | Accomplished |
| 4. Human Resource Leadership | Developing   |
| 5. Managerial Leadership     | Accomplished |
| 6. Collaborative Leadership  | Accomplished |
| 7. Influential Leadership    | Exemplary    |

On MOTION BY SCOTT AND SECONDED BY SMITH-MORROW the board adopted the 2017 summative evaluation of the superintendent.

821 – MOTION CARRIED 5-0

## PRESENTATIONS

Shane Campbell, NPS, Alice Gabbard (grades 3-4), Tommy Thompson (grades 5-8), Cody Delk and Charity Winburn (biomedical classes at NHS), teachers in the Project Lead the Way program, were present to talk about the program and the classes they teach. Students were also present to show off current projects and discuss what is going on in their classroom.

Nichole Hayden, Asst. Principal at NPS, introduced this year's Northern KY Junior Fire Marshall Poster Contest winners from the primary school: Jordan Donnerson, Stephanie Mendez, Asaiah Jefferson, Perla Espinoza-Torres, Maelyn Gilliam, Gabby Pablo-Roblero, Thomas Rafus

A short recess was called.

George Sparks from Barnes Dennig, was present to review the 2017 annual financial report with the board. The scope of the audit was communicated in the engagement letter dated May 3, 2017 which covered the audit of the 2017 financial statements in accordance with generally accepted government auditing standards and the audit of major federal programs under Uniform Guidance. The results are as follows:

- Barnes Dennig has issued unmodified (clean) opinions on both the financial statements and compliance with major federal programs;
- Received excellent cooperation from the District's finance staff;
- No significant audit adjustments or uncorrected adjustments;
- No internal control matters are reportable;
- No significant difficulties or disagreements;
- Management representation letter is available upon request.

Mr. Sparks reviewed:

- The net position trends of the districts from 2013-2017;
- Revenues over expenses district-wide (revenues were higher but this was due to the sale of the school building on 4<sup>th</sup> street;
- Balance sheet trends from 2013-2017;
- Revenues over expenses – general fund from 2013-2017 (again revenues were higher but this was due to the sale of a building);
- Tax revenues – general fund
- Revenues over expenses food service (revenues slightly higher than expenses in 2017)
- Payroll summary – Mr. Sparks noted that approx. 75%-80% of district expenses are tied directly to salaries and benefits.

Financial highlights:

- The district's total general fund revenues for the fiscal year, net of inter-fund transfer and sale of fixed assets, were \$17,943,407. General fund budget compared to actual revenue, net of inter-fund transfers and sale of fixed assets varied with the ending actual balance being \$3,051,078 more than budget or approx. 20.5%. The total cost of all programs and services in the general fund was \$17,979,939, net of inter-fund transfers. General fund actual expenditures were less than budgeted expenditures by \$1,049,541.

Dr. Julie Smith-Morrow suggested moving the funds from the sale of 4<sup>th</sup> Street, 8<sup>th</sup> and Washington, the bus lot, and Mildred Dean to a restricted fund. George explained that "restricted funds" is prohibited by KRS; however, the funds can be moved to a designated fund (separate from the general fund) that requires any transfer of money from that particular account to be board approved first.

Current year recommendations:

Central office – none

Newport High School:

- Principal not provided with annual budgets;

Newport Alternative High School:

- Monthly financial reports were not signed off on by the proper district personnel;
- Requirement of dual signatures on checks;
- Timely deposits not made.

Newport Intermediate School:

- Timely deposits not made.

Newport Primary School:

- Invoices were not marked paid;
- Monthly financial statements not prepared and reviewed timely;
- Use of pre-numbered or computer generated POs.

Mr. Turner thanked Mr. Sparks for attending the meeting.

#### **MINUTES OF NOVEMBER 15, 2017 REGULAR MEETING**

On MOTION BY SMITH-MORROW AND SECONDED BY SHEFFEL the minutes were approved as presented.

822 – MOTION CARRIED 5-0

#### **TREASURER'S REPORT**

On MOTION BY SCOTT AND SECONDED BY SMITH-MORROW the financial report was accepted and will be filed for audit.

823 – MOTION CARRIED 5-0

Before approving the bills, Mr. Turner noted that several board members had called previous to the meeting to inquire about some of the bills and other financial matters. All questions were answered satisfactorily.

On MOTION BY SMITH-MORROW AND SECONDED BY SCOTT the bills were approved for payment.

824 – MOTION CARRIED 5-0

Mr. Turner's report also covered:

- Credit card bills and receipts
- Administrator expense report

#### **STUDENT LEARNING AND SUPPORT SERVICES**

Mr. Middleton's report covered:

- Behavior data provided by the principals
- Big Rocks:
  - ✚ Adjusted for declining enrollment – down 80 students

- ✚ Did not take 4% tax increase
- ✚ Must move students out of novice
- ✚ Ron Clark initiative
- ✚ IGNITE Institute
- ✚ Food Court – NHS
- ✚ NKU President – meet regarding Promise Program
- ✚ Pension issue
- ✚ School Safety assessments – January 18, 2018
- ✚ Active shooter training – will not use ALICE training
- ✚ Part time Title I position remains open
- ✚ Deferred comp improvements
- ✚ Marketing plan for district

- Rachel Ball hired to take over Literacy Grant position left vacant by Ms. Rizzo
- Alice in Wonderland performance will be December 13<sup>th</sup> and 15<sup>th</sup> at 7:00 PM and December 17<sup>th</sup> at 2:00 PM
- Closing enrollment center – all enrollments will be handled on-line at each school. Training for secretaries and administrators is being scheduled.
- Football coach vacancy posted after Coach Viox submitted his resignation.
- Fall sports banquet was well-attended.
- Family Fun Night at NPS
- All STLP teams qualified for state – they will attend the March meeting for presentations before heading to the competition
- Test scores – what does the data really show?

Kristy McNally provided the board with an explanation of what the McKinney-Vento Education for Homeless Children and Youth Act means. This act defines homeless children and youth to be those who lack a fixed, regular, and adequate nighttime residence. The law also provides examples of situations that meet the definition. Newport currently has identified 170 students who fall within the definition of McKinney-Vento. Ms. McNally predicts that number to be 300 by the end of this school year.

Ms. Gilkison provided the board with her written report. There were no questions.

Kevin McCormick highlighted his report:

- Victoria Christmas Tour
- Attendance
- Conflict Resolution, Behavior, and Truancy Intervention
- Agreement between KY Center for School Safety to provide the district with access to the STOP Tipline program

Tim Grayson provided the board with his written report. There were no questions.

Lisa Swanson provided the board with her written report. There were no questions.

### OLD BUSINESS

None

### NEW BUSINESS

1. Personnel report;
2. 16/17 Annual Financial Audit;
3. Set the January organizational meeting date for January 10, 2018
4. Agreement between KY Center for School Safety to provide the district with access to the "Safety Tipline Online Prevention/STOP Tipline" program

5. Superintendent to possibly call off school one day if state legislators are called to a special session or one day of the general session regarding pension reform. The board also authorizes the use of school busses to transport staff to Frankfort to attend either session.
6. Renew MOA with Kentucky Campus Compact (AmeriCorps initiative that places recent college graduates in high schools to provide mentoring and hands-on advising, and help students and families understand college readiness and navigate the often complicated path from high school to postsecondary education)
7. BG-1 – Phase 3 masonry repairs
8. BG-2 NPS restrooms – energy design criteria
9. BG-3 NPS restrooms – statement of probable costs
10. Design development drawings of NPS restrooms
11. BG-2 NPS, NIS, NHS floors – energy design criteria
12. BG-3 – NPS, NIS, NHS floors – statement of probable costs
13. Bid drawings for NPS, NIS, NHS floors
14. Schematic drawings of NHS cafeteria and kitchen
15. BG-2 NPS and NIS front entry doors – energy design criteria
16. BG-3 NPS and NIS front entry doors – statement of probable costs
17. Design development drawings of NPS and NIS front entry doors
18. The 18/19 calendar committee that consists of the following makeup

- ✚ One school district principal
- ✚ One school district office administrator other than the superintendent
- ✚ One member of the local school board
- ✚ Two parents of students attending a school in the district
- ✚ One school district elementary school teacher
- ✚ One school district middle or high school teacher
- ✚ Two school district classified employees
- ✚ Two community members from the local chamber of commerce, business community, or tourism commission

On MOTION BY SHEFFEL AND SECONDED BY SMITH-MORROW consent agenda items 1-18 were approved as presented.

825 – MOTION CARRIED 5-0

#### COMMENTS FROM THE AUDIENCE

None

#### BOARD COMMENTS AND CONCERNS

None

#### ADJOURNMENT

There being no further business, on MOTION BY SCOTT AND SECONDED BY SMITH-MORROW the meeting adjourned. Time: 8:40 PM

826 - MOTION CARRIED 5-0

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Chairman

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Secretary