

**RECORD OF BOARD PROCEEDINGS  
MINUTES FROM THE MEETING  
Ludlow, Kentucky, January 18, 2018**

The Ludlow Independent Board of Education met at the Conference Room  
525 Elm Street  
Ludlow, KY 41016 at 7:00 PM, on January 18, 2018, 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. Stephen 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; Beth Ketzer, Director of Special Education; Jason Steffen, Elementary Principal; Travis Caudill, High School Principal

**1.2. Pledge of Allegiance by Ms. Powell**

Rationale:

Ms. Cindy Powell will lead the Pledge of Allegiance.

**2. Approval of Agenda**

Rationale:

It is recommended that the board approve the Agenda.

**Order #41 - Motion Passed:** Approval of the Agenda as presented 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 |

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

Rationale:

These items are presented for recognition and information.

#### **3.1. 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 Independent Board of Education.

Proclamation

Honoring the members of the  
Ludlow Independent Board of Education

WHEREAS our community values a quality education as a vital step along the pathway to success for our children; and

WHEREAS Stephen Chapman, Amy Hayden, Judy Lantry, William McMillen, and Cindy Powell contribute greatly to this community through their service on the Ludlow Independent Board of Education; and

WHEREAS these decision-makers are responsible for maintaining strong, effective budgetary oversight, high standards for employment and a safe, well-managed set of school facilities; and

WHEREAS these board members are serving our community with integrity, honor and a commitment to our children's futures; and

WHEREAS January 2018 marks Kentucky's observation of their contributions through School Board Recognition Month;

THEREFORE, We, Ludlow Independent School District, do hereby proclaim the month of January 2018 throughout this community as School Board Recognition Month and urge all citizens to honor Stephen Chapman, Amy Hayden, Judy Lantry, William McMillen, and Cindy Powell for their service.

Thank you to our board members!

Discussion:

Mr. Borchers publicly thanked the board members for their continued support of the students, staff, and programs in the district.

### 3.2. Monthly Reports

Rationale:

These items are presented for information.

Discussion:

Mr. Steffen discussed trying to do more monthly or quarterly attendance incentives in addition to the full year one that includes a free bicycle.

### 3.3. Monthly Activities

Rationale:

These items are presented for information.

### 3.4. Spotlight Items

Rationale:

This item is presented for information.

### 3.5. Fundraising Requests

Rationale:

The fundraising requests are presented for your information.

### 3.6. Health & Wellness Report

Rationale:

This report is presented for review and feedback by the public.

Discussion:

The Health & Wellness Report was presented to the board and opened up for public input and comment. No public feedback offered. There was discussion with the board on the drop in the number of physical ed/health offerings, which was due to the PEP Grant ending.

## 4. Consent Agenda

Rationale:

It is recommended that the board approve the Consent Agenda.

**Order #42 - Motion Passed:** Approval of the Consent Agenda 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

#### **4.1. Approval of Minutes**

Rationale:

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

#### **4.2. Monthly Bills**

Rationale:

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

#### **4.3. Non-Resident Contracts for 2018-2019**

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 is recommended that the board approve the Non-resident Contracts.

#### **4.4. Substitute Teachers**

Rationale:

Derek Gaiser

Jackie Theissen

Cathy Sallee

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

#### **4.5. Facility Requests**

Rationale:

It is recommended that the board approve the Facility Requests.

### **5. Discussion and Action Agenda**

#### **5.1. Board Meeting Dates - 2018**

Rationale:

It is recommended that the board approve the meeting dates for 2018.

**Order #43 - Motion Passed:** Approval of the Board of Education Meeting Dates for 2018 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. 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 \$20,959. 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, 2017. 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 is 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 #44 - Motion Passed:** Approval of the School Facilities and Construction Commission Biennial Offer of Assistance and the transfer of cash balances to escrow accounts in these funds 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

## 5.3. 2018-2019 Draft Budget

### Rationale:

#### 2018-2019 Draft Budget

January begins the budgeting cycle for the next fiscal year (2018-2019). 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 critical. With the uncertainty of our tentative 2018-2019 SEEK forecast, we have maintained our expenses based on actual, trending, and anticipated payroll step 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 (2017). 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 is recommended that the board approve the Draft Budget for the 2018-2019 fiscal year as presented. As the budget cycle moves forward and more information becomes available, changes will be necessary.

Discussion:

Mr. Borchers and Ms. Wofford reviewed the draft budget.

**Order #45 - Motion Passed:** Approval of the 2018-2019 Draft Budget 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

## **6. Other Business**

Rationale:

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

### **6.1. Board**

Discussion:

Ms. Powell asked about the elementary activity fund, the status of heating in the schools, and mentioned about speaking with Buddy Wheatley about our programs and the status of school funding. Mr. Chapman had a question about the age of our buses.

### **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 #46 - Motion Passed:** Approval to adjourn the meeting at 8:18 PM 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

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PRESIDENT

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SECRETARY