

**RECORD OF BOARD PROCEEDINGS
MINUTES FROM THE MEETING
Ludlow, Kentucky, May 17, 2018**

The Ludlow Independent Board of Education met at the Conference Room
525 Elm Street
Ludlow, KY 41016 at 7:00 PM, on May 17, 2018, with the following members present:

Attendance Taken at 7:00 PM:

Present Board Members:

Mr. Stephen Chapman
Ms. Amy Hayden
Ms. Judy Lantry
Ms. Cindy Powell

Absent Board Members:

Mr. William McMillen

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 the Meeting: Mike Borchers, Superintendent; Jenny McMillen, Board Secretary & CCR Coordinator; Vikki Wofford, Financial Analyst & Board Treasurer; Jason Steffen, Elementary Principal; Travis Caudill, High School Principal; Trisha Scheyer, River City News

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 #64 - 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	Absent
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. 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 #65 - Motion Passed: Approval of the Consent Agenda passed with a motion by Ms. Judy Lantry and a second by Ms. Cindy Powell.

Mr. Stephen Chapman Yes

Ms. Amy Hayden Yes

Ms. Judy Lantry Yes

Mr. William McMillen Absent

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. Facility Request

Rationale:

It is recommended the board approve the facility request.

5. Discussion and Action Agenda

5.1. 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, 2018 - June 30, 2019, are included for your review. The package rates include our property and general liability packages. The general liability rate will increase \$1,529. Our workers' compensation, shows an decrease in the rate of \$2,097, resulting from annual salary step hold and retirements. This is a decrease in our overall rate of \$568.

It is recommended that the board approve the insurance rates for 2018-2019 with Crawford Insurance as presented.

Order #66 - Motion Passed: Approval of the Liability and Workers' Compensation Insurance Rates and the Cyber Liability Policy for 2018-2019 from Crawford Insurance 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	Absent
Ms. Cindy Powell	Yes

5.2. Director of Elementary Special Education

Order #67 - Motion Passed: Approval of the Director of Elementary Special Education job description 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	Absent
Ms. Cindy Powell	Yes

5.3. Director of Secondary Special Education

Order #68 - Motion Passed: Approval of the Director of Secondary Special Education job description passed with a motion by Ms. Cindy Powell and a second by Ms. Judy Lantry.

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

5.4. Director of Buildings & Grounds

Order #69 - Motion Passed: Approval of the Director of Buildings & Grounds job descriptions 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	Absent
Ms. Cindy Powell	Yes

5.5. 2018-2019 Salary Schedules

Rationale:

It is recommended that the board approve the 2018-2019 Salary Schedules

Order #70 - Motion Passed: Approval of the 2018-2019 Salary Schedules 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	Absent
Ms. Cindy Powell	Yes

5.6. PRN Contract

Rationale:

The District contracted our nursing services with PRN Services during the 2017-2018 school year.

It is recommended that the board approve the PRN Services contract for the 2018-2019 school year.

Order #71 - Motion Passed: Approval of the PRN Contract for the 2018-2019 school year passed with a motion by Ms. Judy Lantry and a second by Ms. Cindy Powell.

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

5.7. MEBS & Associates Contract

Rationale:

The District contracted our mental health services with MEBS and Associates during the 2017-2018 school year.

It is recommended that the board approve the MEBS and Associates contract for the 2018-2019 school year.

Order #72 - Motion Passed: Approval of the 2018-2019 contract for MEBS & Associates passed with a motion by Ms. Amy Hayden and a second by Ms. Cindy Powell.

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

5.8. Administrative Partners Contract(s)

Order #73 - Motion Passed: Approval of the 2018-2019 contract for Administrative Partners passed with a motion by Ms. Judy Lantry and a second by Ms. Cindy Powell.

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

5.9. Lenovo Contract

Order #74 - Motion Passed: Approval of the Lenovo Contract as presented 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	Absent
Ms. Cindy Powell	Yes

5.10. 2018-2019 Tentative Budget

Rationale:

2018-2019 Tentative Budget

A first draft of the 2018-2019 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, 2018 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 2018 fiscal year comes to a close we will continue our analysis of the carry-forward balance. Revenues projected at this time represent \$5,812,300 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 2019, we have looked into the different possible uses of capital outlay funds for regular maintenance expenditures. \$48,122 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 2018-2019 to be paid during the 2019 fiscal year is \$301,491.00. 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 2018-2019 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 \$349,613.00.

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

Funds	Total Revenue/Expenditure	Percent of the Total
General Fund (1)	\$5,812,300	85%
Special Rev (2)	Full Data not available	
Capital Outlay (310)	\$48,122	.7%
Building Fund (320)	\$301,491	4.3%
Food Service (51)	\$691,000	10%
Totals	\$6,852,913	100%

It is recommended that the board approve the 2018-2019 Tentative Budget.

Discussion:

Mr. Chapman praised Mr. Borchers and the staff for providing a quality education and list of services to the students and families amid budget cuts.

Order #75 - Motion Passed: Approval of the 2018-2019 Tentative Budget passed with a motion by Ms. Cindy Powell and a second by Ms. Judy Lantry.

Mr. Stephen Chapman Yes

Ms. Amy Hayden Yes

Ms. Judy Lantry Yes

Mr. William McMillen Absent

Ms. Cindy Powell Yes

5.11. Drug Free Clubs of America

Rationale:

This item is presented for information only.

Discussion:

Mr. Borchers discussed how the program worked, the research behind it, and about how to lower the cost to students and families.

6. Other Business

Rationale:

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

6.1. Board

Discussion:

Ms. Powell asked about physicals, bus work, and the NKYFL scholarship. Mr. Borchers mentioned he was invited to a meeting regarding the Ludlow Yards Project.

6.2. Faculty & Staff

Discussion:

Mr. Caudill thanked the board members for their support.

6.3. Public

Discussion:

No items presented.

7. Adjourn

Rationale:

It is recommended that the board adjourn the meeting.

Order #76 - Motion Passed: Approval of adjournment of the meeting at 8:01 PM 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 Absent

Ms. Cindy Powell Yes

PRESIDENT

SECRETARY