

# **RECORD OF BOARD PROCEEDINGS (MINUTES)**

Jackson, Ky., June 19, 2018

The Breathitt County Board of Education met in the Breathitt High School Library at 5:00 PM, with the following members present:

## **Attendance Taken at 5:00 PM:**

### Present Board Members:

Ms. Ruschelle Hamilton  
Mr. John Hollan  
Mr. George Johnson  
Mr. Albert Little  
Mrs. Rebecca Watkins

Also attending by speaker phone: State Manager Mike Murphy

## **I. Call to Order.**

The regular meeting of the Breathitt County Board of Education was called to order by Chairperson Ruschelle Hamilton at 5 PM in the BHS Library.

### **I.A. Roll Call**

### **I.B. Pledge of Allegiance/Recite Vision and Mission**

### **I.C. Review of Commissioner's Approvals**

Superintendent Watts reported that per State Manager Mike Murphy all prior minutes have been approved by the Interim Commissioner of Education, Wayne Lewis.

### **I.D. Adopt Agenda**

**Order #223 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of adoption of the agenda passed with a motion by Mr. George Johnson and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

## **II. Presentations/Reports**

### **II.A. Student Recognitions**

### **II.B. Reports**

#### **II.B.1. Innovative Readiness Training - Operation Bobcat**

Officers from the Navy and the Air Force were present to discuss the operation taking place at Breathitt High School. As a training opportunity for the military, they are offering medical services to the community at no cost. Anyone may come to be seen by a doctor, dentist, or optometrist. The activity runs through June 24. To this point, they have treated 389 people and provided approximately \$173,000 worth of services. They thanked the Board and District staff for the opportunity to serve our community and for providing a place in which to work. They commended James Strong for being willing to address any needs they have had during their time here.

#### **II.B.2. KSBA Training Report**

Jean Crowley reviewed the recent trainings in which the Board has participated and mentioned the upcoming Summer Leadership Institute and the

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Fall Regional meetings which will provide opportunities for the Board to receive any required trainings.

Ms. Crowley also stated that the agreement with KDE for KSBA to provide us with individualized training will end on June 30, 2018. She will no longer be attending our board meetings. She stated that she has truly enjoyed her time here in Breathitt County and is proud of this Board and the job they do representing the students of Breathitt County. Ruschelle Hamilton and Becky Watkins both voiced their appreciation for Jean and all she has done for our Board. She has been an advocate and a friend and she will be missed.

#### **II.B.3. Architects' Report**

**Architect Mike Sparkman gave the following report regarding current projects:**

**BG18-324 Highland Turner HVAC – Chiller.** Work ongoing.

**BG18-364 Security Vestibules** – KDE is requesting that we publicly bid the project. The architect is going to create more detailed drawings and specs that can be called “bid” documents. At July Board Meeting, Board to approve Construction Documents, Revised BG1 (narrative) and BG3.

**BG18-365 Board Office HVAC Renovation.** Board to consider approval of Schematic Design Documents for Breathitt Co Board Office HVAC Project. Architect suggests that Board set agenda items to approve BG3, DD and CD set at July Board meeting.

**BG18-244 Breathitt County ATC Phase 1** - Survey received from surveyor. Schematic Design has started. Board to review and approve schematic at July 2018 board meeting.

**BG18-245 Bleacher Replacement** - Shops are at HBC with a check. HBC to approve shop drawings on 6-30-18. Board Education has approved color selection. Contractor will begin install around 8-6-18. Substantial completion is set for 8-15-18. HBC has given conditional approval. Architect and district to process KDE Version of P.O. Architect has responded to KDE letter. Materials are ordered. Owner to begin demo existing bleachers. Owner will run electrical.

**TBD SMS Roof Edge Repair** - KDE demands that this project be bid. Board has a BG1 to approve tonight. District to send board minutes and signed BG1 to architect on 6-20-18. Architect will upload signed BG1 and board minutes to KDE.

**Facility Plan** – Waiting to hear back from Marcus. Inventories have been given to him. We will likely get a favorable report from Marcus. Next step: Recall the LPC. Place another advertisement for another public forum, then vote to send approval to local board, then board votes on it, then share at public hearing. Then approve recommendations. The hearing report goes to board for approval. Send final docs to KDE. Wait. We are planning to have DFP approved at October state board meeting.

#### **II.B.4. Superintendent's Report**

At the present time, Breathitt County Schools has a cash balance of \$2.8 million. The current budget has a projected ending fund balance of \$1.6 million dollars, or a 12 percent contingency.

All central office departments are working on the 2017-2018 30/60/90-day action plans. We will be creating new action plans for the 2018-2019 school year.

Student enrollment, based on projected SAAR report is 1,628 and is a loss of 82 students.

Current EOY attendance is at 93 percent.

New School Year - Planning for the new school year has started. Staff placements are being reviewed with board policies to ensure students needs are being met.

Work with architect on construction projects: security vestibules, SMS Roofline, HTS Chiller, Central Office HVAC, bleachers for the high school and Area Technology Center.

Summer School Activities have started.

7-12 Transition Activities for the 2018-2019 School Year are being carried out.

1. BOE - Financial Goals

a. Increased Revenue Growth

- i. Property tax (recallable nickel) has increased revenue
- ii. Grants: Striving Readers, Novice Reduction, Gear Up, New Skills Youth
- iii. USAC Funding Commitment Decision Letter: \$245,983.91 for network
- iv. Unmined Mineral tax \$250,000

b. Starting Fund Balance

- i. Increased to over \$800,000

c. Increased Contingency

- i. 2% has increased to 12%
- ii. Increased bonding potential from \$180,000 to over 10 million dollars

2. Academic Goals

a. Graduation Rates

2015-2016 = 75%  
2016-2017 = 84.6%  
2017-2018 = Projected 88%  
2020 Board Goal: 90.8%

b. College and Career Readiness

2015-2016 = 51%  
2016-2017 = 73.44%  
2017-2018 = Projected 80%  
2020 Board Goal: 81.3%

1. Action Strategies Completion

District Facilities Plan received KDE board approval in June 2017 and are currently working with KDE on an amendment to the District Facilities Plan (LPC committee).

The Kentucky School Boards Association (KSBA) continues to provide training to the local board of education. Some board members are scheduled to attend the upcoming KSBA trainings.

KASA continues to provide new superintendent training. Communication reports have been completed. Superintendent capstone has been presented to the board.

7-12 Re-configuration Committee has completed presentation and documentation. We are meeting regularly and action items are being completed. Received board approval. In the process of

completing action plan tasks (communication, etc...)

Grant work: Striving Readers Grant Application, New Gear Up Application, Title IV Grant, Novice Reduction, and New Youth Skills.

All schools have been upgraded to 10GB wide area network connection. The Breathitt Regional Juvenile Detention Center was added.. Tech team continues to transition JDC/CLEP students and staff to our network. Many regulations to follow.

A 30-60-90 Action Plans are being reviewed/updated via Google Sheets; Instruction, Governance and Operations - for the Central Office Leadership Team, Maintenance, Technology, Athletics and 7-12 reconfiguration.

Operation Bobcat, Breathitt County Schools hosted in conjunction with the Military and Governors Officer a regional Innovative Readiness Training. Training provided free opportunities for the region: dental, health, vision and other services.

## 2. Action Strategies Deficiencies

Declining enrollment. SAAR Report ADA decline of 82 students.

Walkthrough data validates the need for additional training and support in many areas of instruction for the majority of teachers in the district. Planning has started for the start of school professional development.

Facilities - District Facilities Plan shows \$66.3 million dollars of need. Current bonding potential is over 10 million dollars. Maintenance/custodian tools to increase efficiency

Technology upgrades are needed to keep up with the demands of the students and teachers.

A5/A6 Schools (closing of the Residential Treatment Center, changes in the Cadet Leadership Program and enrollment)

Tentative tax collection on property for the current year is 81%.

## 3. Action Strategies - Additions

A new 30-60-90 Action Plan for the upcoming school year has been created via Google Sheets; Governance and Operations for the Central Office Leadership Team, dates are being established, and work will begin on the plan.

Central Office Leadership Team and Principal Meeting dates are being planned for the 2018-2019.

Ten interactive boards have been ordered for the High School, along with 500 replacement student Chromebooks for sustainability.

Board has 6 approved BG1(s) for ongoing facilities projects; Area Technology Center, Security

Vestibules at BHS, MRC and HTS, SMS Roof Line, Chiller at HTS, New Bleachers for the High School Gymnasium, and HVAC at Board of Education.

#### **II.B.5. Attendance Report**

Susan is not present at the meeting, but the preliminary numbers show that attendance for the 2018-2019 school year are 93.8%. The report shows that ADA is down 82 students from last year. This is a significant number that will adversely affect SEEK revenue for the 2019-2020 school year.

#### **III. Student Learning and Support Items Recommended for Approval**

##### **III.A. CONSENT ITEMS**

**Order #224 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of the consent items listed below passed with a motion by Mrs. Rebecca Watkins and a second by Mr. George Johnson.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.A.1. Consider approval of the continuation MOU with the Office of Vocational Rehabilitation Community Work Transition Program for the 2018-2019 school year.**

**III.A.2. Consider approval of the Amended CEP for the 2018-2019 school year, as amended by KDE.**

**III.A.3. Consider approval of the Bond of Depository for the 2018-2019 school year.**

**III.A.4. Consider approval of the School Nutrition Procurement Plan for the 2018-2019 school year, same as last year.**

**III.A.5. Consider approval of the KVEC School Nutrition Bids as follows:**

**III.A.5.a. Milk - Borden**

**III.A.5.b. Cleaning Supplies - General Sales Company**

**III.A.5.c. Dish Washing Supplies - East Kentucky Chemical**

**III.A.5.d. Beverages - Coca-Cola**

**III.A.5.e. Fresh Fruits and Vegetables - Southfork Farms**

**III.A.5.f. Bread - Bimbo Bakeries**

**III.A.5.g. Pest Control - Bluegrass Pest Management**

**III.A.6. Consider approval of BHS Class of 2008 Request to use BHS on September 1, 2018.**

**III.A.7. Consider approval of the Lumberjacks request to use BHS/SMS Football Field May 2018 through May 2019, contingent on receipt of insurance.**

**III.A.8. Consider approval of Breathitt Wahoos request to use the Softball Field and Blue Building June 2018 through August 8, 2018, contingent on receipt of insurance**

**III.A.9. Consider approval of the paydates for the 2018-2019 school year - 1st and 15th of each month (same as last year).**

**III.A.10. Consider approval of FY2019 Fidelity Bonds.**

**III.A.11. Consider approval of the FY2019 FRYSC MOA.**

**III.A.12. Consider approval of the KCTCS Health Services continuation MOA for the 2018-2019 school year.**

##### **III.B. DISCUSSION ITEMS**

**III.B.1. Consider approval of minutes of previous meetings as follows:**

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**III.B.1.a. May 15, 2018 Regular Meeting Minutes**

**Order #225 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of the May 15, 2018 regular meeting minutes passed with a motion by Mr. George Johnson and a second by Mrs. Rebecca Watkins.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.1.b. May 30, 2018 Special Meeting Minutes**

**Order #226 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of the May 30, 2018 special meeting minutes passed with a motion by Mr. George Johnson and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.2. Consider approval of June 2018 bills for payment.**

**Order #227 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of the June 2018 bills for payment passed with a motion by Mrs. Rebecca Watkins and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.3. Consider approval of the May 2018 Treasurer's Report.**

Darnell McIntosh presented the Treasurer's report showing the projected ending balance for the 2018 school year as \$1,666,000, which is about 12%. This includes the transfer of the capital outlay funds and the one time revenue for unmined minerals appropriated by the legislature.

**Order #228 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of the May 2018 Treasurer's Report passed with a motion by Mr. George Johnson and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.4. Consider approval of the Schematic Design Documents for the Central Office HVAC Project.**

**Order #229 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of the Schematic Design Documents for the Central Office HVAC Project BG 18-365 passed with a motion by Mrs. Rebecca Watkins and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

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**III.B.5. Consider approval of initial BG-1, as presented by the Architect, for repair work to SMS roof edge - post pool demolition.**

**Order #230 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of initial BG-1 as presented by the architect for the SMS Roof Edge Repair work - post pool demolition passed with a motion by Mrs. Rebecca Watkins and a second by Mr. George Johnson.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.6. Consider approval of renewing insurance package with Roeding Insurance Option 1 including terrorism insurance, for the 2018-2019 school year.**

**Order #231 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of renewing the insurance package for the 2018-2019 school year with Roeding Insurance - Option 1 which includes Terrorism Insurance passed with a motion by Mr. George Johnson and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.7. Consider approval of accepting all bidders as vendors for maintenance and transportation parts for the 2018-2019 school year.**

**Order #232 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of accepting Worldwide Equipment, Hutch Automotive, Ace Hardware, Pacific Building Supply, Breathitt Auto Parts, Wayne Supply, Bluegrass International, Western Branch Diesel, American Bus Parts, Tractor Supply, and Jackson Electric as vendors for maintenance and transportation parts for the 2018-2019 school year passed with a motion by Mr. George Johnson and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.8. Consider approval of creating the New Skills Youth Team Planning Lead position and approve the corresponding job description.**

Supt. Watts noted that this is a one year grant and therefore, the position will be for one year only.

**Order #233 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of creating the New Skills Youth Team Planning Lead and the corresponding job description passed with a motion by Mrs. Rebecca Watkins and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

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**III.B.9. Consider approval of the job description for the District Reading Specialist Position.**

Supt. Watts noted that this grant is a two year grant; therefore, this position was only approved for two years.

**Order #234 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of the District Reading Specialist job description passed with a motion by Mrs. Rebecca Watkins and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.10. Consider approval of allowing new assistant principal at BHS to work June 25-29, 2018, in the absence of current principal and assistant.**

**Order #235 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of allowing the new assistant principal at BHS to work June 25-29, 2018, in the absence of the current principal and assistant passed with a motion by Mrs. Rebecca Watkins and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.11. Consider approval of declaring all scrap metal and other parts/machinery, district wide as surplus and authorize for sale or disposal at the discretion of the Superintendent.**

**Order #236 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of declaring scrap metal and other parts/machinery district wide, as surplus and authorizing for sale or disposal at the discretion of the Superintendent passed with a motion by Mr. George Johnson and a second by Mrs. Rebecca Watkins.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.12. Consider approval of awarding the bid for sealing and striping the parking lots at MRC and HT to Bubba and Larry's Lawn Care.**

It was noted that Bubba and Larry's Lawn Care provided us with proof of insurance and none of the other vendors provided that.

**Order #237 - Motion Passed:** passed with a motion by Mrs. Rebecca Watkins and a second by Mr. George Johnson.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

**III.B.13. Consider approval of setting the School Nutrition Administrative Secretary position at 220 days and eight (8) hours per day.**

It was clarified that this position will be paid with School Nutrition Funds.



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**Order #238 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of setting the School Nutrition Administrative Secretary position at 220 days and eight (8) hours per day passed with a motion by Mrs. Rebecca Watkins and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

#### **IV. Personnel Notifications**

##### **Resignations/Retirements/Terminations/Non-renewals/Suspension/Reductions**

Chris Banks, Resignation as Boys Basketball Coach at MRC, Effective June 1, 2018

Barbara Barnett, Resignation due to Retirement, Effective June 2, 2018

Timothy Johnson, Resignation due to Retirement, Effective June 2, 2018

Serena Leveridge, Resignation due to Retirement, Effective June 30, 2018

Ishmael D. Neace, Resignation as SMS Boys Basketball Coach, Effective May 30, 2018

##### **Employment/Transfers**

Betty Barnett, Student Tutor for the 21<sup>st</sup> Century Summer Program, Effective June 5, 2018

Kaylan Brewer, Student Tutor for the 21<sup>st</sup> Century Summer Program, Effective June 5, 2018

Grant Hamilton, Student Tutor for the 21<sup>st</sup> Century Summer Program, Effective June 5, 2018

Bonnie Lively, Assistant Principal at BHS, Effective June 25, 2018

Misty McAlarnis, Math Teacher/Girls Basketball Coach at BHS, Effective June 15, 2018

##### **FMLA/Leave**

Joyce Brewer, April 30, 2018 through June 1, 2018

Yawnie Burton, May 14, 2018 through June 30, 2018

Reggie Hamilton, April 26, 2018 through June 30, 2018

#### **V. Informational Items**

##### **V.A. Communication/Sharing (All Present)**

Ms. Hamilton clarified for the audience and the newspaper that bonding potential for the district has increased from about \$200,000 last year to over \$10,000,000 this year; all due to the passage of the equivalent nickel tax. This additional tax allows the district to meet its critical facility needs.

##### **V.B. School Financial Reports**

##### **V.C. Breathitt County Schools IDEA 2018 Determination Letter**

##### **V.D. UK Rural Health Letters of Support**

##### **V.E. Capital Funds Request Approval Letter**

##### **V.F. SBDM Reports**

#### **VI. State Management Report**

Supt. Watts reported that these minutes would be sent to the Interim Commissioner for approval by State Manager Mike Murphy.

#### **VII. Adjournment**

**Order #239 - Motion Passed:** There being no further business of the Board, adjournment at 5:50 PM passed with a motion by Mr. John Hollan and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. George Johnson	Yes
Mr. Albert Little	Yes
Mrs. Rebecca Watkins	Yes

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Secretary

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Board Chairperson