**Covington Board of Education**

**MINUTES ~ Regular Meeting**

July 26, 2018

5:00 PM

25 E. 7th Street, Covington, Kentucky 41011

**I. Call to Order**

Ms. April Brockhoff, Board Chair called the meeting to order.

**II. Roll Call**

**Attendance Taken at 4:59 PM:**

Present Board Members:

Mr. Jerry Avery

Ms. Julie Geisen Scheper

Mr. Tom Wherry

Ms. April Brockhoff

Absent Board Members:

Ms. Glenda Huff

Updated Attendance:

Mr. Jerry Avery was updated to present at: 5:15 PM

**Motion Passed 072618\_01:**  The Covington Board of Education made a motion to excuse Glenda Huff from the July 26, 2018 Regular Board Meeting passed with a motion by Ms. Julie Geisen Scheper and a second by Mr. Tom Wherry.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**III. Pledge of Allegiance**

The Board of Education led the Pledge of Allegiance.

**IV. Welcome and Board Chair Comments**

Ms. April Brockhoff, Board Chair welcomed everyone to the meeting.

**V. Public Input**

No one opted to address the board.

**VI. District Recognition and Presentations**

**a. Summer Program Students**

Stacie Strotman, Director of Community and Family Engagement publicly thanked the Board of Education for their continued financial support for this year's summer program. Students from the summer program made thank you cards for each board member.

**b. Mr. Antoine L. Perrin, Covington High School Diploma Recipient, conferred on June 5, 2018**

Ms. Lorie Duffy, Transformational Learning Principal, recognized Mr. Antoine L. Perrin and awarded his Covington High School Diploma that was conferred on June 5, 2018.

**VII. Amend the Agenda**

**1. Request to move agenda item #27 ~ Carnegie Programming Options for 2018-2019 to the beginning of the meeting**

April Brockhoff, Board Chair, recommended moving agenda item #27, Carnegie Programming Options for 2018-2019 to the beginning of the meeting to vote on options. There were thirty-three agenda items, the board members requested this out of respect of the Carnegie Director, Alissa Paasch's time.

**Motion Passed 072618\_02:**  The Covington Board of Education approves moving agenda item #27, Carnegie Programming Options for 2018-2019 to the beginning of the meeting passed with a motion by Mr. Tom Wherry and a second by Ms. Julie Geisen Scheper.

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| Mr. Jerry Avery | Absent |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**2. Carnegie Programming Options for 2018-2019**

**Motion Passed 072618\_03:**  The Covington Board of Education approves the Carnegie Programming, Option 5 Project-Based Lessons. Total cost $130,848 for 2108-2019 school year passed with a motion by Mr. Tom Wherry and a second by Ms. Julie Geisen Scheper.

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| --- | --- |
| Mr. Jerry Avery | Absent |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**VIII. Informational Items**

**3. Northern Kentucky Community Action Commission (NKCAC) and Early Head Start Child Care Partnership Project Collaboration Agreement**

Kim Terry, Director of Chapman Childcare Center, provided the Northern Kentucky Community Action Commission (NKCAC) and Early Head Start Child Care Partnership Project Collaboration Agreement to the Board of Education as an informational item for review. Ms. Terry will bring the item back on August 9, 2018 for approval.

**4. Safe and Civil Schools Contract for 2018-2019**

Dr. Janice Wilkerson, Assistant Superintendent, provided the Safe and Civil Schools Contract for 2018-2019 as an informational item. The contract will be brought back to the board for approval on August 9, 2018. This contract is for year two of Foundations school team training with Safe and Civil Schools trainer Susan Isaacs. This training assists schools in meeting the requirements of the DOJ-CIPS agreement.

**5. Yearly Review of Assurances from Kentucky Department of Education**

Suzanne Thompson, Elementary Director, provided the Yearly Review of Assurances from Kentucky Department of Education to the board as an informational item. This item will be brought back to the board for approval on August 9, 2018.

**6. Health Services 2017-2018 Report**

Ms. Jennifer Fowee, Director of Health Services presented an overview of district Health Services that have been provided and supporting data from district and community partners.

**7. 2017-2018 Year End Attendance Report**

Mr. Ken Kippenbrock, Director of Pupil Personnel, presented the 2017-2018 Annual Attendance report and compared data from 2016-2017 to 2017-2018. Kippenbrock also shared state compared to district trend data, truancy diversion program data, as well a safety and security update.

**8. Elementary Day Treatment Program Update**

Mr. Ken Kippenbrock, Director of Pupil Personnel provided an update on the Elementary Day Treatment program that included; overall program data, successes and challenges.

**9. Personnel Actions**

Mr. Eric Neff, Director of Personnel provided the Personnel Actions exhibit that have taken place since the board meeting of June 21, 2018.

**10. CIPS 2018-2019 Salary Schedule ~ First Reading**

Mr. Eric Neff, Director of Personnel introduced as a first reading the updated salary schedule that includes 2 recommendations provided by the Barnes Denning's salary schedule study. The update includes 1% pay increase for all base salaries for certified and classified staff (pages 1-7 on salary schedule) and a step increase for the administrative salaries (page 1 on salary schedule). The item will be brought back to the board on August 9, 2018 for a vote.

**11. Kronos Quote ~ Electronic Timekeeping**

Ms. Annette Burtschy, Director of Finance and Ms. Carlene Goins, Payroll Supervisor presented the Kronos Quote for Electronic Timekeeping. A committee was formed made up of the superintendent, finance officer, payroll staff, a school Secretary, a district Secretary, and a district supervisor who oversees staff out at the schools. The committee met with three separate vendors to hear their presentations on what they can offer in regards to electronic timekeeping. The committee met after those presentations to discuss/determine which one would be best to meet the needs of CIPS. The committee is recommending Kronos as the vendor of choice. Year one = $70,525.0 and Year two and three = $22,275.00. This informational item will be brought back for approval on August 9, 2018.

**12. Change Policy 04.3111, District Issuance of Checks ~ First Reading**

Ms. Annette Burtschy, Director of Finance, is recommending changing Policy 04.3111, District Issuance of Checks, to pay the district's accounts payable bills daily up to weekly instead of monthly. Paying daily/weekly gets payments in the hands of our local vendors much more quickly which improves vendor relations and helps our community. It will significantly reduce the time the Accounts Payable Department spends on vendor calls (asking when they will be paid) and reconciling statements. This item will be brought back to the board for approval on August 9, 2018.

**13. Edgenuity Quote**

Dr. Janice Wilkerson, introduced Edgenutiy Quote. Edgenuity is a digital platform that provides certified teachers delivering rigorous lessons in all content and credit bearing areas needed to attain credits to graduate according to board policy and KY Department of Education requirements. This platform, while rigorous in content and expectation, allows students with compromised reading skills to attain credit (TLC, Covington Adult High School, Credit Recovery, Home-Hospital, etc.) without the constant presence of a teacher to read the complex text in the previous platform. Edgenuity is a better fit to allow the at-risk learners in these programs to meet requirements with success and attain credit. The quote for the purchase of Edgenuity to replace Apex as the platform for TLC, Covington Adult High School, Credit Recovery and Home-Hospital is $24,900.00. This agenda item will be brought back to the board to request approval at the next Regular Board Meeting on August 9, 2018.

**IX. Report of the Treasurer**

**14. School Activity Fund Balances - July 2017 through June 2018**

**Motion Passed 072618\_04:**  The Covington Board of Education approves the School Activity Fund Balances - July 2017 through June 2018 passed with a motion by Mr. Tom Wherry and a second by Mr. Jerry Avery.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |
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**15. School Activity Information on Receipts (Revenues) for FY18**

**Motion Passed 072618\_05:**  The Covington Board of Education approves the School Activity Information on Receipts (Revenues) for FY18 passed with a motion by Mr. Tom Wherry and a second by Ms. Julie Geisen Scheper.

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| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**16. Site Based Decision Making Council Carryover Unused Funds for FY2018**

**Motion Passed 072618\_06:**  The Covington Board of Education approves the Site Based Decision Making Council Carryover Unused Funds for FY2018 passed with a motion by Ms. Julie Geisen Scheper and a second by Mr. Jerry Avery.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**17. Warrant Expenditure Report**

**Motion Passed 072618\_07:**  The Covington Board of Education approves the Warrant Expenditure Report passed with a motion by Mr. Tom Wherry and a second by Mr. Jerry Avery.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**18. June FY2018 Monthly Financial Report**

**Motion Passed 072618\_08:**  The Covington Board of Education approves June FY2018 Monthly Financial Report passed with a motion by Mr. Tom Wherry and a second by Mr. Jerry Avery.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**X. Consent Agenda**

**Motion Passed 072618\_09:**  The Covington Board of Education approves the Consent Agenda passed with a motion by Ms. Julie Geisen Scheper and a second by Mr. Jerry Avery.

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| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**19. Emergency Certified Full-Time Teacher ~ Kloie Johnson**

**20. Emergency Full-Time Teacher ~ Ellen West**

**21. Emergency Full-Time Teacher ~ Hayley Zeis**

**22. Emergency Certified Full-Time Teacher ~ Rebecca Blevins**

**23. Emergency Certified Full-Time Teacher ~ Ian Gunn**

**24. Surplus Copiers**

**25. Minutes of Special Board Meeting ~ June 09, 2018**

**26. Minutes from Special Board Meeting ~ June 20, 2018**

**27. Minutes from Regular Board Meeting ~ June 21, 2018**

**XI. Individual Approval Agenda Items**

**28. Full Service Community Schools Grant**

**Motion Passed 072618\_10:**  The Covington Board of Education approves the Full Service Community Schools Grant passed with a motion by Mr. Tom Wherry and a second by Ms. Julie Geisen Scheper.

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| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**29. Orientation & Mobility Services Contract for SY 2018-2019**

**Motion Passed 072618\_11:**  The Covington Board of Education approves the Orientation & Mobility Services Contract for SY 2018-2019 passed with a motion by Mr. Jerry Avery and a second by Ms. Julie Geisen Scheper.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**30. Occupational & Physical Therapy Services Contract for SY 2018-2019**

**Motion Passed 072618\_12:**  The Covington Board of Education approves the Occupational & Physical Therapy Services Contract for SY 2018-2019 passed with a motion by Ms. Julie Geisen Scheper and a second by Mr. Tom Wherry.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**31. BG 16-185 Phase II Change Order No. 14**

**Motion Passed 072618\_13:**  The Covington Board of Education approves the BG 16-185 Phase II Change Order No. 14 passed with a motion by Mr. Tom Wherry and a second by Mr. Jerry Avery.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**32. Amended District Facility Plan**

**Motion Passed 072618\_14:**  The Covington Board of Education approves the Amended District Facility Plan and appoint Ralph Cooper, PCA Architect, as the Hearing Officer for a Public Hearing regarding the District Facility Plan passed with a motion by Mr. Tom Wherry and a second by Mr. Jerry Avery.

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| --- | --- |
| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**33. Create a Technology Teacher Position at Transformational Learning Center**

**Motion Passed 072618\_15:**  The Covington Board of Education approves to create a Technology Teacher Position at Transformational Learning Center passed with a motion by Mr. Tom Wherry and a second by Mr. Jerry Avery.

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| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**34. AdvancED Agreement**

**Motion Passed 072618\_16:**  The Covington Board of Education approves the AdvancED Agreement passed with a motion by Mr. Tom Wherry and a second by Ms. Julie Geisen Scheper.

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| Mr. Jerry Avery | Yes |
| Ms. Julie Geisen Scheper | Yes |
| Ms. Glenda Huff | Absent |
| Mr. Tom Wherry | Yes |
| Ms. April Brockhoff | Yes |

**XII. Addendum Agenda**

No addendum items to report.

**XIII. Report of the Attorney**

No report form the Mary Ann Stewart.

**XIV. Upcoming Events**

July 27 ~ Rosie's Girls Graduation Ceremony, Holmes High School, 11 a.m. - 1:30 p.m.

July 31 ~ STUFF THE BUS, Chick-Fil-A in Newport, 11 a.m. - 7 p.m.

August 3 ~ Nominations due ~ Holmes Hall of Distinction & Holmes Outstanding Young Alumnus Award

August 4 ~ Old Timers Community Event, Covington Independent booth hours 12 -6 p.m.

August 7 ~ Back to School Event @ Sixth, 4:30 p.m. - 6:30 p.m.

August 8 ~ Back to School Event @ GOS, 4 p.m. - 6 p.m.

August 8 ~ Back to School Event @ LES, 4 p.m. - 6 p.m.

August 8 ~ Back to School Event @ JGC, 5 p.m. - 7 p.m.

August 9 ~ Back to School Event @ HMS, 4 p.m. - 6 p.m.

August 9 ~ Back to School Event @ HHS, 4:30 p.m. - 6:30 p.m.

August 9 ~ Regular Board Meeting, Central Office, 6 p.m.

August 14 ~ Opening Day for all Staff, 7:30 a.m. light breakfast, 8 a.m. ceremony begins

August 15 ~ PD Day #1

August 16 ~ First day for students

**XV. Executive Session**

No Executive Session requested.

**XVI. Adjournment**

The Board made a consensus to adjourn at 6:52 p.m.

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