

**Mercer County Board of Education  
Regular Meeting Minutes  
December 19, 2018, 5:30 PM  
Central Office  
530 Perryville Street  
Harrodsburg, KY 40330**

**Attendance Taken at 5:30 PM:**

Present Board Members:

Ms. Marianne Davis  
Ms. Christie Devine  
Mr. Billy Montgomery  
Mr. Randy Phillips  
Mr. Larry Yeager

**1. Call to Order/Roll Call**

Rationale:

Marianne Davis, District 1  
Larry Yeager, District 2  
Billy Montgomery, District 3  
Christie Devine, District 4  
Randy Phillips, District 5

**2. Approval of Agenda**

Rationale:

The agenda is being presented for approval. Any changes are to be made at this time.

**Order #201905 - Motion Passed:** Approval of agenda passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

**3. Recognitions**

Rationale:

1. TITAN PROUD - No Exceptions - A student from each school (Mercer Elementary, Mercer Co. Intermediate School, King Middle, and Mercer County Senior High School) will be recognized each month at the board of education meetings for their efforts in the classroom, leadership skills and attitude. The student award recipient must meet the following guidelines:

- Perfect attendance during the month student(s) are being observed.
- Completed all homework assignments and tests.

- Passing grade.
- No discipline issues.
- Student demonstrates good leadership skills.
- Student exhibits a winning attitude and spirit toward learning and peers.

MERCER ELEMENTARY SCHOOL -Emma Tatum, 2nd grade  
 MERCER INTERMEDIATE SCHOOL - Cameron McKinney, 3rd grade  
 KING MIDDLE SCHOOL - Hannah Phillips, 6th grade  
 MERCER COUNTY SENIOR HIGH - Kaitlyn Curtsinger, 12th grade

2. Abby Sears, KMS, 6th Grade - contest winner Abby Sears, 6th grader at King Middle School, designed the winning entry in the district's annual Design A Christmas Card contest. The contest is held at a different school each year on a rotation schedule and this year King Middle School students had the opportunity to design the district Christmas Card. The card has been professionally printed and given to all district staff from the Mercer County Board of Education members and Central Office staff. (see attached image of card)

#### **4. Reports**

Rationale:

This section of the agenda is reserved for reports only, no action will be taken.

##### **4.A. Superintendent's Report**

Rationale:

The Superintendent will report to the board at this time.

Superintendent Report  
 December 19, 2018

Differentiation - the administration from each school and the Instructional Department attended a training on how teachers can differentiate their instruction in their classrooms. It was a very productive meeting and we are having a follow up meeting tomorrow morning. As we move forward, Rigor and Differentiation will be the main two topics that we will be focusing on.

Pensions - as most of you are aware that Governor Matt Bevin called a special session on Monday, December 17th to try and pass a pension plan. The legislators met for two days and decided that they did not have enough time to pass any legislation in the special session. I want to thank those staff members who went to Frankfort to the special session on a spur of the moment. Those members are Lee Ann Divine, Terry Gordon, David Buchanan, and Cindy Brown. They were in the House of Representatives from 6:00 until 11:45 on Monday night.

Congratulations to our MCIS Amps musical program. They have been selected to perform at the annual KSBA conference on February 22nd at 1:00 pm. They will be performing on the opening day! Thanks to Brian Mollett and Larry Yeager for making this happen! What a great opportunity for our students.

Ross Tarrant opened bids yesterday for the remaining parts of the construction project. This part includes the awning at KMS, and the security vestibule at MCIS along with a few other projects. Good news to report. Three of the four bids opened were below our projected costs. We will be bring those bids to the January meeting for approval.

##### **4.B. Finance Officer's Report**

Rationale:

The Finance Officer will report to the board at this time.

## **Board Meeting – December 19, 2018**

### **November 2018 Monthly Recap - Ending GF Cash Balance \$5,906,030 (LY \$6,386,429)**

- General Fund Revenue:
  - Overall revenue is down 2% compared to last November, this includes the beginning balance. Receipts received in the year are up 4% compared to last year at this time.
  - Increase in Revenue of \$5,053,452 between October and November
    - Mainly due to increase in property and motor vehicle taxes
  - Received 48.9% of the revenue that is budgeted for this fiscal year
  
- Expenditures:
  - Up 8% compared to last year November.
  - Increase in Expenses of \$1.69 million between October and November (average monthly expenses \$1.6 million)
    - Mainly due to:
      - Tax commission
      - Increase in instruction of over \$35,000 (sub costs, instructional materials, etc.)
  - Expended 36% of the expenses that are budgeted for this fiscal year
  
- Timeline:
  - December:
    - Review staffing guidelines
  
  - January:
    - Review Draft Budget for fiscal year 2020
    - Receive SEEK estimates for fiscal year 2020
  
  - February:
    - Review and approve SBDM Allocations for fiscal year 2020
    - Review contracts/potential new bids for services (Mowing, Snow Removal, Audit, etc.)

#### **4.C. Personnel Report**

##### Rationale:

KRS 160.390; KRS 160.38; KRS 160.370 The Superintendent is responsible for all personnel actions including hiring, assignments, transfer, dismissal, suspension, reinstatement, promotion, and for reporting these actions to the board of education (KRS 160.390 (1)). All appointments, promotions and transfers of principals, supervisors, teachers, and other school employees shall be made only by the Superintendent of schools, who shall notify the Board of the action taken (KRS 160.380(2a)).

<b>Name</b>	<b>Personnel Action</b>	<b>Job title</b>	<b>Location</b>	<b>Date Effective</b>
<b>Certified Staff</b>				
Traci Brown	New Hire	Daytime ESS Teacher	KMS	11/13/2018
<b>Classified</b>				
Allen Harlow	New Hire	Bus Driver	Bus Garage	11/21/2018
Candace Byrd	New Hire	Cook/Baker Floater (6hrs)	MCES	11/01/2018
Jeremy Barker	New Hire	Bus Driver	Bus Garage	11/21/2018
Tonya Horn	New Hire	Cook/Baker	KMS	11/30/2018
Joshua Hampton	New Hire	Bus Driver	Bus Garage	11/29/2018
<b>Coaches</b>				
Ronnie Miller		Assistant Girls softball coach	MCSH	7/1/2018
Vickie Barnett		Vol. Boat Captain	MCSH	9/24/2018
Chris Gammon		Assistant Girls Softball Coach	KMS	7/1/2018
Jay Linton		Assistant Boys Track Coach	MCSH	7/1/2018
Samantha Travillian		Assistant Girls Soccer Coach	MCSH	7/1/2018
Lisa Owens		Volunteer Boat Captain	MCSH	9/24/2018
Laura Ray Daniels		Assistant Boys Basketball coach 7th grade	KMS	9/11/2018
<b>Certified &amp; Classified Subs</b>				
Robin Montgomery		Classified Substitute		11/1/2018
Jeffrey Meadows		Certified Substitute		7/1/2018
Cheyenne Brown		Emergency Certified & Classified Substitute		11/26/2018
Tommy Craig		Emergency Certified		12/07/2018
<b>Terminations</b>				
Patrick Forrester	Resignation	Bus Driver	Bus Garage	11/16/2018

Isaiah Burrus Palmer	Resignation	Assistant Boys Track Coach	MCSH	11/20/2018
Melissa Reynolds	Resignation	Bus Driver	Bus Garage	11/13/2018
David Roberts	Retired	teacher	KMS	11/1/2018
Machai Everage	Resignation	Assitant Softball Coach	MCHS	11/1/2018
<b>Leaves</b>				
Amanda Payton		FMLA	Distict	11/1/2018-5/1/2019- Intermittent Leave
Sara Hamlin		FMLA/Unpaid	MCSH	1-25-18 until end of school year

## 5. Public Participation

### Rationale:

Pursuant to Board Policy 01.421, persons wishing to address the Board must first be recognized by the Chairperson and stand behind the podium. An individual or group granted the privilege of being heard must give his/her name, address, and reason for speaking. The Chairperson may rule on the relevance of the topic to the Board's Agenda, and will set the time limit to five (5) minutes. The Board will only act on/respond to items on the published agenda. If you wish to have an item placed on the agenda, you must first meet with the Superintendent.

At this time the board will receive comments from the public.

## 6. Consent Agenda

### Rationale:

"Consent Agenda" items are voted on with one motion and one vote.

These are, typically, items that happen on a regular basis, are annual fees, or routine items in doing business. The board may discuss any item they wish.

The board has the option to pull any item out for a separate vote.

**Order #201906 - Motion Passed:** Approval of consent agenda passed with a motion by Ms. Christie Devine and a second by Mr. Randy Phillips.

Ms. Marianne Davis Yes

Ms. Christie Devine Yes

Mr. Billy Montgomery Yes

Mr. Randy Phillips Yes

Mr. Larry Yeager Yes

### 6.A. Board Meeting Minutes

### 6.B. Invoices

### 6.C. SBDM Meeting Minutes

Rationale:

Approval of SBDM Meeting Minutes as presented.

#### **6.D. University of Kentucky MOA**

Rationale:

Provide clinical experiences with the University of Kentucky.

#### **6.E. 2019-20 Staffing Guidelines**

Rationale:

Staffing Guidelines for the 2019-20 school year are attached. There is no proposed change from the current school year staffing guidelines, but these must be approved annually by the board.

#### **6.F. School District Calendar Committee**

Rationale:

KRS 158.070 requires for the 2018 -2019 school year, and each year thereafter, the local board of education, upon the recommendation of the local superintendent, shall annually appoint a school district calendar committee to review, develop, and recommend school calendar options.

The school calendar committee share consist of the following:

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

#### **7. Leaves of Absence Requests**

Rationale:

Lisa Sparrow- Guidance Counselor at MCSH is requesting to extend her leave using sick and unpaid days beginning 1/1/2019 until 7/1/2019. See letter for more information.

Sara Hamlin- Teacher at MCSH is requesting to be off from approximately 1/25/19 until end of school year from her teaching position. Combination of sick, donated and unpaid days. See letter for more information.

**Order #201907 - Motion Passed:** Approval of leave of absence requests passed with a motion by Ms. Christie Devine and a second by Mr. Randy Phillips.

Ms. Marianne Davis      Yes

Ms. Christie Devine      Yes

Mr. Billy Montgomery      Yes

Mr. Randy Phillips      Yes

Mr. Larry Yeager      Yes

## 8. District Use of Facility Requests - Spring Hill Camps

### Rationale:

Spring Hill Camps is requesting to use the Harlow Education Center the week of June 9 - June 14, 2019. Request and insurance certificate are attached.

**Order #201908 - Motion Passed:** Approval for Spring Hill Camps to use the Harlow Education Center the week of June 9 - June 14, 2019 passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

## 9. KETS Offer of Assistance

### Rationale:

Attached is the official KETS Offer of Assistance in the amount of \$22,404. If the board approves to receive the offer of assistance, those funds must be matched by the board. This is already set aside in the budget that was approved.

**Order #201909 - Motion Passed:** Approval of the KETS Offer of Assistance in the amount of \$22,404 and agreement to match those funds passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

## 10. GEAR UP Grant and MOA

### Rationale:

Approval of the Memorandum of Understanding between Council on Postsecondary Education, GEAR UP Kentucky and Mercer County School District.

**Order #201910 - Motion Passed:** Approval of the Memorandum of Understanding between Council on Postsecondary Education, GEAR UP Kentucky and Mercer County School District passed with a motion by Ms. Christie Devine and a second by Mr. Randy Phillips.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

## 11. Approval of Certificate of Payment to CMTA

### Rationale:

Attached is the application and certificate of payment for a design-build project from CMTA. This is the portion that is due to CMTA for all of the work that has been performed from back in the Spring to current. We will not submit this payment until our bonding proceeds have been received in January, but the payment must be approved for payment to be made.

**Order #201911 - Motion Passed:** Approval of payment to CMTA passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

## 12. Bus Driver Shortage

### Rationale:

Discussion and potential action regarding bus driver shortage.

## 13. Change to Salary Schedule effective January 1, 2019

### Rationale:

Proposed change to salary schedule effective January 1, 2019 includes a \$1.31/hour raise for all steps on the Bus Driver salary schedule, with the intention to increase the Bus Driver schedule that was approved July 1, 2018 by \$2.00/hour effective July 1, 2019.

The proposed change also includes the addition of:

A \$250.00 one time payment to all permanent classified employees, excluding Bus Drivers (job class 7941), in place of an annual raise for fiscal year 2019. Employees must have a signed contract and currently working in their contracted assignment as of January 1, 2019 in order to receive the payment.

**Order #201912 - Motion Passed:** Approval to make the presented changes to the salary schedule effective January 1, 2019 passed with a motion by Ms. Christie Devine and a second by Mr. Randy Phillips.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

## 14. Personnel Changes

### Rationale:

#### **Proposal to create the following positions:**

2 Full-time substitute bus driver positions (added to 1 that we already have to equal 3 positions) - no more cost to the district than there currently is, other than experienced drivers having a higher rate of pay/hour.

3 Full-time substitute teacher positions - additional cost on the daily rate between substitute pay and full-time daily rate, no additional costs for benefits as those will be paid by the state.

Special Education - for full year: Job Class 7761, 185 days, 6 hours/day (to replace certified position vacated due to retirement).

**Proposed changes to existing positions:**

Addition of 10 contract days to the Director of Technology position (to replace a portion of a classified position at central office vacated due to retirement).

Addition of 5 contract days to the 7862 Attendance Supervisor position (to replace a portion of a classified position at central office vacated due to retirement).

Special Education - for full year: Job Class 7772, 185 days, 5 hours/day changed to 185 days, 6.5 hours/day (due to replacement of certified position due to retirement).

**Proposed elimination of positions:**

Eliminate Public Relations/Graphic Designer/Attendance Specialist position (due to retirement).

Eliminate Public Relations stipend (due to retirement).

Eliminate Additional Public Relations to KSBA Regional Chair stipend (due to retirement).

Special Education - eliminate 7320 Instructional Assistant position (due to replacement of certified position due to retirement).

**Order #201913 - Motion Passed:** Approval of personnel changes as presented passed with a motion by Ms. Christie Devine and a second by Mr. Billy Montgomery.

Ms. Marianne Davis Yes

Ms. Christie Devine Yes

Mr. Billy Montgomery Yes

Mr. Randy Phillips Yes

Mr. Larry Yeager Yes

**15. Approval to Request Bids for Public Relations Work**

Rationale:

Due to a retirement at Central Office, we would like to request bids for contracted public relations work for the remainder of the 2018-19 school year, to be revisited for the 2019-20 year.

**Order #201914 - Motion Passed:** Approval to request bids for contracted public relations work passed with a motion by Mr. Randy Phillips and a second by Ms. Christie Devine.

Ms. Marianne Davis Yes

Ms. Christie Devine Yes

Mr. Billy Montgomery Yes

Mr. Randy Phillips Yes

Mr. Larry Yeager Yes

**16. Adjournment**

**Order #201915 - Motion Passed:** Approval to adjourn the meeting passed with a motion by Ms. Christie Devine and a second by Mr. Randy Phillips.

Ms. Marianne Davis Yes

Ms. Christie Devine Yes

Mr. Billy Montgomery Yes

Mr. Randy Phillips Yes

Mr. Larry Yeager Yes