[Marion County Board of Education Regular Meeting]

[March 14, 2019] [5:00 p.m.]

[Marion County Knight Academy, 200 Corporate Drive, Lebanon, KY 40033]

Attendance Taken at 5:04 PM:

Present Board Members:

Mrs. Carrie Truitt

Mr. Brad Cox

Mrs. Peggy Downs

Updated Attendance:

Mr. Kaelin Reed was updated to present at 5:08 PM.

I. Call to Order

Due to the late arrival of Interim Chairperson Kaelin Reed, Superintendent Schlosser called the meeting to order at 5:05 p.m.

II. Pledge of Allegiance/Moment of Silence

Superintendent Schlosser led the Pledge of Allegiance.

III. Consider Approval to Amend the Agenda (Attachment #1)

Motion Passed: Approval to amend the agenda as shown in Attachment #1 passed with a motion by Mrs. Carrie Truitt and a second by Mrs. Brad Cox.

Mr. Kaelin Reed Absent
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

IV. Communications

IV.A. Superintendent Report (Attachment #2)

IV.B. MCKA Presentation

Principal Sara Brady along with Media Specialist Jennifer Russell and Marion County Knight Academy Teachers Vivian May, Lee Anna VanDyke, Kelly Simpson, Richie Buckler, and Jamaal Stiles reported on recent events at their school. They explained Instructional Rounds, The Student Leadership Challenge, and their Kindness Campaign.

IV.C. Finance Report

Finance Director Ruth Ann Cocanougher gave the finance report for February 2019.

IV.C.1. Discussion of School Facilities Construction Commission Offer of \$30,007/year for 20 Years

Finance Director Ruth Ann Cocanougher and Transportation & Facilities Director Scott Spalding discussed the offer of assistance from the School Facilities Construction Commission regarding how time sensitive this project is.

V. Student Learning Services

V.A. Consider Approval of 2019-2020 School Calendar (Attachment #3) Motion Passed: Approval of the 2019-2020 School Calendar Draft #2 as shown in Attachment #3 passed with a motion by Mr. Brad Cox and a second by Mrs. Peggy Downs.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes

Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

V.B. Consider Approval of Board Member Representatives for the Gifted & Talented Steering Committee

Motion Passed: Approval of Carrie Truitt and Kaelin Reed to serve as the board member representatives for the Gifted and Talented Steering Committee passed with a motion by Mr. Kaelin Reed and a second by Mrs. Peggy Downs.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

V.C. Consider Approval of Job Description for a Special Programs Secretary (Attachment #4)

Motion Passed: Approval of the job description for a Special Programs Secretary as shown in Attachment #4 passed with a motion by Mrs. Carrie Truitt and a second by Mr. Brad Cox.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

VI. Student Support Services

VI.A. Consider Approval of Field Trips

Rationale:

CES Beta Club - Hope Dougherty/National Convention/Oklahoma City, OK/June 14-18, 2019

MCHS Beta Club - Jamie Brown/National Convention/Oklahoma City, OK/June 17-23, 2019

Motion Passed: Approval of the field trips as listed in the Rationale Section passed with a motion by Mrs. Peggy Downs and a second by Mrs. Carrie Truitt.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

VI.B. Consider Approval of MCHS 2019-20 School Fees (Attachment #5) Motion Passed: Approval of the Marion County High School 2019-20 School Fees as shown in Attachment #5 passed with a motion by Mr. Brad Cox and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

VI.C. Consider Approval of Cumberland Family Medical Center's School Based Satellite Clinic Agreement

Discussion:

This item was tabled until the next regular board meeting.

VI.D. Consider Approval to Declare Three Buses Surplus Property Rationale:

Bus #1 2000 International/203,000 miles

Bus #21 2002 International/216,000 miles

Bus #993 1999 International/183,000 miles

Motion Passed: Approval to declare the three buses as shown in the Rationale Section as surplus property passed with a motion by Mrs. Peggy Downs and a second by Mrs. Carrie Truitt.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

VI.E. Consider Approval of KISTA Resolution

Motion Passed: Approval of a resolution authorizing the superintendent to act for and on behalf of the Board in connection with the sale of used school buses which have been declared surplus by the Board and the participation of the Board in the pooled used bus sale conducted by the Ky. Interlocal School Transportation Association passed with a motion by Mrs. Peggy Downs and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

VI.F. Consider Approval of an Additional District Wide Teacher for the Hugh C. Spalding Academy & MARVEL

Motion Passed: Approval of an additional district wide teacher for the Hugh C. Spalding Academy & MARVEL passed with a motion by Mrs. Peggy Downs and a second by Mr. Kaelin Reed.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

VII. Student Learning & Support Consent Items

Motion Passed: Approval of all consent agenda items VII. A-I passed with a motion by Mrs. Carrie Truitt and a second by Mr. Brad Cox.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

VII.A. Approval of Minutes

Regular Meeting Minutes - February 14, 2019

VII.B. Approval of Use of District Property

MCHS - Autism Walk Alternate Site/Lisa Nally-Martin/April 20, 2019

VII.C. Approval of School Fundraisers

WMES - Cookie Dough Sales for playground equipment

VII.D. Acceptance of Donation from Marion County Fiscal Court to Middle School Baseball for \$1,250

VII.E. Approval of Memo of Agreement with Campbellsville University for the Gifted & Talented Program

VII.F. Approval of Ky Kids Eat Ky Vegetable Incentive Program Grant Application for \$1,000

- VII.G. Approval of Fuel to Play 60 Grant Application for LES for \$3,000
- VII.H. Approval of No Kid Hungry Summer Meals Grant Application for \$5,000
- VII.I. Approval of Memo of Agreement for Marion County-Gear Up Ky. 4.0 Year 1 for \$15,000

VIII. Acknowledgement of Personnel Actions (Attachment #6)

IX. Adjournment

Superintendent

Motion Passed: Adjournment of the meeting at 6:30 p.m. passed with a motion by Mrs. Peggy Downs and a second by Mr. Brad Cox.

Mr. Kaelin Reed Yes
Mrs. Carrie Truitt Yes
Mr. Brad Cox Yes
Mrs. Peggy Downs Yes

Interim	Chairperson		-

Board of Education - Regular Meeting March 14, 2019 5:00 PM Marion County Knight Academy 200 Corporate Drive Lebanon, Kentucky 40033 Attachment#1

I. Call to Order	Interim Chairman Kaelin Reed

II. Pledge of Allegiance/Moment of Silence

III. Consider Approval to Amend the Agenda (Attachment #1)

IV. Communications

A. Superintendent Report (Attachment #2) Taylora Schlosser

B. MCKA Presentation Sara Brady & MCKA Teachers

C. Finance Report Ruth Ann Cocanougher

1. Discussion of School Facilities Construction Commission Ruth Ann Cocanougher/Scott Spalding Offer of \$30,007/year for 20 Years

V. Student Learning Services

- A. Consider Approval of 2019-2020 School Calendar (Attachment #3)
- B. Consider Approval of Board Member Representatives for the Gifted & Talented Steering Committee
- C. Consider Approval of Job Description for a Special Programs Secretary (Attachment #4)

VI. Student Support Services

- A. Consider Approval of Field Trips
- B. Consider Approval of MCHS 2019-20 School Fees (Attachment #5)
- C. Consider Approval of Cumberland Family Medical Center's School Based Satellite Clinic Agreement
- **D.** Consider Approval to Declare Three Buses Surplus Property
- E. Consider Approval of KISTA Resolution
- F. Consider Approval of an Additional District Wide Teacher for the Hugh C. Spalding Academy & MARVEL

VII. Student Learning & Support Consent Items

- A. Approval of Minutes
- **B.** Approval of Use of District Property
- C. Approval of School Fundraisers
- D. Acceptance of Donation from Marion County Fiscal Court to Middle School Baseball for \$1,250
- E. Approval of Memo of Agreement with Campbellsville University for the Gifted & Talented Program
- F. Approval of Ky Kids Eat Ky Vegetable Incentive Program Grant Application for \$1,000
- G. Approval of Fuel to Play 60 Grant Application for LES for \$3,000
- H. Approval of No Kid Hungry Summer Meals Grant Application for \$5,000
- I. Approval of Memo of Agreement for Marion County-Gear Up Kv. 4.0 Year 1 for \$15,000
- VIII. Acknowledgement of Personnel Actions (Attachment #6)
- IX. Adjournment

AHachment #2

Marion County Public Schools: Where We ...



March 14, 2019

TEACHING & LEARNING

- Public Library Grand Opening March 13;
 GES Chorus sang & played ukuleles
- Early release day tomorrow March 15
- Reading Celebration held on February 26
- Live scoring sessions-writing feedback
- PD Roadshow #6 completed this week with 4 different personalized options available for teachers
- Google Educator recognitions this week: Level 1-J. Russell, V. May, K. Hamm, A. Mattingly, E. McFall, K. Goff, R. Emmons, K. Wise, L. Byrd, L. Morgeson, S. Keeling, P. Terrell, H. Dougherty, J. Beaven; Level 2- K. Hamm, R. Emmons

COMMUNICATION

- Online registration opens tomorrow March 15
- Kindergarten registration March 15
- Local Planning Committee update
- MyShield App #mcps_myshield
- 754 children receiving books through the Dolly Parton Imagination Library/Graduated 237
- Projected Student Last Day, May 23
- Projected Staff Last Day, May 24
- Completed 130 days
- 2 weeks until Spring Break
- 9 weeks remain
- August 7, First Day of 2019-20 (19 weeks)
- Staffing allocations have been sent to councils and meetings occuring at schools

LEADERSHIP

- MCKA Student Leadership Challenge continues; Planned visit of George Rogers Clark High School - April 23
- Shield Projects Food Drive
- Young Leaders Conference held March 8
- Personalized Learning site visits planned for some study group teachers
- GES Donuts w/Dad & Muffins w/Mom had over 100 guests each morning

HIGH EXPECTATIONS

- Summit, April 25 @ Centre Square
- ACT for ALL 11th Graders, March 12
- MCATC Hiring Blitz, April 22 May 3, companies holding interviews for students to apply for jobs
- WDRB Video

2019-2020 MCPS Calendar - DRAFT 2

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If deemed necessary by the Board of Education, make-up days will be used in the following order: May 19 - May 21, February 17, May 22, May 26 - May 29, April 6 - 7, June 1 - 5.

NOTE: The committee recommends that NTI Days be substituted for any make-up day at the discretion of the superintendent.

Attachment #4

MARION COUNTY JOB DESCRIPTION

Position Title: 7771 Secretary - Special Programs

Department: Central Office

Reports To: Director or Administrator

Approved By: Marion County Board of Education Date: March 2019

SUMMARY: Perform advanced-level secretarial duties for a Director-level administrator of a major District function requiring independent judgment and analysis; plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative and clerical details.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Serve as secretary to a District-level Director or administrator of a large, complex program(s) or function; plan, organize and coordinate activities to relieve the administrator of routine clerical details.
- Assist in the organization and planning of field trips, proper paperwork submissions, and special events.
- Communicate with parents and District personnel on confidential or sensitive issues; screen incoming calls to gather and exchange information.
- Assure timely communications between office and District employees; make phone calls
 to receive and transmit information; type memos, newsletters, bulletins, letters and
 notices; prepare Board agenda items and related materials as assigned; compose
 correspondence or prepare from rough draft.
- Coordinate and complete any data entry enrollment of elementary and secondary school students into special programs
- Type/Complete a variety of items including inter-office communications, requisitions, purchase orders, forms, letters, special projects, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
- Research and compile information and compute statistical data for federal, State and District reports and special projects as assigned. Assist in assessment administration, data entry, scoring, and reporting.
- Schedule meetings, conferences and appointments; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.
- Assist instructional personnel with small group pupil instruction and preparation of teaching materials.
- Assists instructional personnel with preparation and organization of materials for professional learning activities.
- And any other assigned duties as related to specials programs and instructional coaching.

SUPERVISORY RESPONSIBILITIES: Supervision of small or large groups of students as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) with at least two (2) years experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to calculate figures and amount such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Knowledge of bookkeeping practices and ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

File Name: 7771 Secretary

	2019-2020 MCHS Fees		
Marion County High	AP Test	\$	100.00
Marion County High	Art 1	\$	15.00
Marion County High	Art-Advanced 2/3/4/and AP	\$	25.00
Marion County High	Art Club Fee	\$	10.00
Marion County High	Adult Gate Admission - JV & V	\$	5.00
Marion County High	Adult Gate Admission -Freshmen & JV Only	\$	5.00
Marion County High	Band Camp (boosters will collect & deposit thru boosters)	\$	200.00
Marion County High	Baseball (Apparel & fee)	\$	200.00
Marion County High	Bass Fishing (Stud Angler Fee)	\$	25.00
Marion County High	BASS Fishing (Apparel Fee)	\$	20.00
Marion County High	Beta - new member (\$15 nat'l \$5 local fee)	\$	20.00
	Beta - returning member (\$5 grad stole & \$5 local		
Marion County High	fee for supplies)	\$	10.00
Marion County High	BODY STRUCTURE & FUNCTION CLASS	\$	10.00
Marion County High	Boys Basketball (apparel)	\$	200.00
Marion County High	Boys' Soccer	\$	25.00
Marion County High	Chorus	\$	25.00
Marion County High	Prom (Class of 2020)		\$30-\$75
Marion County High	Dual Credit Chemistry	\$	20.00
Marion County High	FBLA/BUSINESS ED (membership fee)	\$	15.00
Marion County High	FCA (due)	\$	10.00
Marion County High	Foods 1 Class Fee	\$	25.00
	Foods 2 Class Fee	\$	25.00
Marion County High	Football (spirit packs)	\$	200.00
Marion County High	Culinary Class Fee (class 1 & 2)	\$	35.00
Marion County High	FCCLA Dues	\$	25.00
Marion County High	FFA Dues	\$	25.00
Marion County High	EMERGENCY PROCEDURES CLASS	\$	10.00
Marion County High	GREENHOUS & LANDSCAPING	\$	10.00
Marion County High	Full Year Parking Tag	\$	10.00
Marion County High	Regisration Fee (fee depends on lunch status)	\$10.0	0-\$40.00
Marion County High	Transcript	\$	5.00
Marion County High	G/B TRACK (apparel)	\$	100.00
Marion County High	Girls Basketball (apparel)	\$	175.00
Marion County High	Girls' Soccer (apparel)	\$	200.00
Marion County High	Golf (apparel)	\$	150.00

Marion County High	Graphic Design Class Fee	\$	15.00
Marion County High	Honors Chemistry	\$	20.00
Marion County High	HOSA	\$	20.00
Marion County High	National Honor Society (stole & memb. Fee)	\$	30.00
Marion County High	Pep Club Dues	\$	15.00
Marion County High	PLTW Club Dues	\$	20.00
Marion County High	STLP	\$	20.00
Marion County High	Softball (apparel)		\$150.00
Marion County High	Student Ambassadors		\$25.00
Marion County High	Student Council Club Dues	\$	30.00
Marion County High	TSA Club Dues	\$	15.00
Marion County High	Yearbook Journalism (cost of yearbook)	\$55.0	0-\$65.00
Marion County High	Vex Club	\$	20.00
Marion County High	Volleyball (apparel)	\$	175.00

Attachment #6

Marion County Board of Education March 14, 2019

Personnel Actions for the March 14, 2019 Board Meeting –

Certified

- Acknowledgment of Paige Wood's retirement as assistant principal at Marion County Knight Academy, effective June 30, 2019.
- Appointment of Lindsey Begley as in-school detention instructor at Marion County High School, effective March 8, 2019.
- Appointment of Sara Beth Wright as an elementary teacher at Glasscock Elementary School, effective February 18, 2019.
- Appointment of Tara Wade as a homebound instructor for a student at Marion County High School at regular hourly wage, no less than \$20 per hour, current rate per mile to and from the residence of the student, effective March 1, 2019.
- Appointment of Peggy Price as a homebound instructor for a student at Marion County Knight Academy at regular hourly wage, no less than \$20 per hour, current rate per mile to and from the residence of the student, effective February 26, 2019.
- Appointment of Sandra Gribbins as a homebound instructor for a student at Marion County Knight Academy at regular hourly wage, no less than \$20 per hour, current rate per mile to and from the residence of the student, effective February 19, 2019.
- Appointment of Keith Hamm as a homebound instructor for a student at Marion County Knight Academy at regular hourly wage, no less than \$20 per hour, current rate per mile to and from the residence of the student, effective February 15, 2019.
- Appointment of Lori Tucker as a homebound instructor for a student at Marion County High School at regular hourly wage, no less than \$20 per hour, current rate per mile to and from the residence of the student, effective February 13, 2019.
- Appointment of Seidina Conley as a homebound instructor for a student at Marion County High School at regular hourly wage, no less than \$20 per hour, current rate per mile to and from the residence of the student, effective February 13, 2019.
- Appointment of Cindy Williams as a certified daytime waiver extended school services instructor at Glasscock Elementary School, effective February 25, 2019.
- Appointment of Mary Leo Wimsatt as a certified daytime waiver extended school services instructor at Lebanon Elementary School, effective February 19, 2019.
- Appointment of Robert Stephen Jones as a district certified substitute teacher, effective February 25, 2019.
- Acknowledgement of FMLA leave for Leann Mattingly from March 5, 2019 to May 31, 2019.

Classified

- Acceptance of Loretta Bates's resignation as an instructional assistant at Glasscock Elementary School, effective March 15, 2019.
- Acceptance of Debra Martin's resignation as a cook/baker at West Marion Elementary School, effective March 8, 2019.
- Acceptance of Steve Perkins's resignation as a district bus driver, effective February 20, 2019.
- Appointment of Jesse Cox as a district maintenance worker, effective March 18, 2019.

Marion County Board of Education March 14, 2019

- Appointment of Kimberly Lucas as family resource youth service center director at Glasscock Elementary School, effective March 11, 2019.
- Appointment of Jason Flowers as custodian at Marion County Middle School, effective February 27, 2019.
- Appointment of Laura Buckman as a district bus monitor, effective February 25, 2019.
- Appointment of Seidina Conley as assistant middle school athletic director (partial stipend), effective January 29, 2019.
- Appointment of Dallas Robinson as assistant track coach at Marion County High School, effective February 27, 2019.
- Appointment of Ernie Robinson as freshman baseball coach at Marion County High School, effective February 27, 2019.
- Appointment of Jaela Benjamin as a student worker for 21st Century, effective March 1, 2019.
- Appointment of Kerri Bush as a district substitute driver assistant, effective October 29, 2018.