

**Mercer County Board of Education**  
**Regular Meeting Minutes**  
**May 16, 2019, 5:30 PM**  
**Central Office**

**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 #201975 - 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 - Jaxsyn Webb, Kindergarten  
MERCER INTERMEDIATE SCHOOL - Ethan Massie, 5th Grade  
KING MIDDLE SCHOOL - Jailyn Barnes, 8th Grade  
MERCER COUNTY SENIOR HIGH - Samuel Gagnon, 9th Grade

#### **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.

##### **4.B. Food Service Report**

Rationale:

The Food Service Director will report at this time if needed.

See Administrative Review documents attached.

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

Rationale:

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

#### **Board Meeting – May 16, 2019**

#### **April 2019 Monthly Recap - Ending GF Cash Balance \$5,394,015 (LY \$5,684,707)**

- General Fund Revenue:
  - Overall revenue is up 1% compared to last April, this includes the beginning balance. Receipts received in the year are up 5% compared to last year at this time.
  - Increase in Revenue of \$1.4 million between March and April
  - Received 89.2% of the revenue that is budgeted for this fiscal year
    - Suggests that more revenue than budgeted will be received due to being 83% through the year in April
  
- Expenditures:
  - Up 3% compared to last March
  - Increase in Expenses of \$1.58 million between March and April
  - Expended 75.2% of the expenses that are budgeted for this fiscal year
    - Suggests that less expenses than budgeted will be expended due to being 83% through the year in April

- Timeline:

May:

- Review and approve salary schedules for fiscal year 2020
- Review and approve Tentative Budget by May 30<sup>th</sup>

June:

- Review and approve all positions for 2019-20

#### 4.D. Attendance/Enrollment Report

Rationale:

The DPP will report to the board at this time.

#### 4.E. 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)).

Name	Personnel Action	Job title	Location	Date Effective	
<b>Classified</b>					
Jennifer Broderick	New Hire	Bookkeeper	MCIS	05/13/2019	
Stephanie Sizemore	New Hire	Lunchroom Monitor		05/02/2019	
<b>Certified &amp; Classified Subs</b>					
Jonathan Taylor		Substitute Bus Driver		03/27/2019	
<b>Leaves</b>					
Ashleigh Bottoms		FMLA		May-?	
Jessica Herwehe-Lewis		FMLA		06/3/2019-?	
Carletta Daniels		Medical Leave (sick)			
Caywood Carey		FMLA		August-?	

## **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 #201976 - Motion Passed:** Approval of consent agenda passed with a motion by Ms. Christie Devine and a second by Mr. Larry Yeager.

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. 2019-20 Payroll Schedule**

Rationale:

Please see attached payroll schedule for 2019-20.

### **6.E. Principal's Combining Budgets**

Rationale:

The attached are the combining budgets of the school activity funds for each school. These must be approved in May by the Board of Education.

### **6.F. Out of State Field Trip Request**

Rationale:

Band will be traveling to Florida to perform during Spring Break 2020. Fundraising and self-pay by students to pay for trip. Miller transportation will be providing the transportation and they hold all insurances.

#### **6.G. 2019-20 Certified Evaluation Plan**

Rationale:

The school board is being asked to approve the Mercer County Certified Evaluation Plan for the 2019-2020 school year. The Kentucky Department of Education will also receive a copy for state approval of our plan.

#### **6.H. 2019-20 District Professional Learning Plan**

Rationale:

The school board is being asked to approve the District Professional Learning Plan for the 2019-2020 school year.

#### **6.I. Adult Meal Prices 2019-20**

Rationale:

Change in adult meal prices from \$3.50 to \$3.75 starting with the 2019-20 school year.

#### **6.J. Permission to Seek Fuel Vendors for 2019-20**

Rationale:

The Mercer County School Transportation Department would like permission to send Invitations to Bid to various oil companies for the bidding of our diesel and gasoline for use during the upcoming school year.

#### **6.K. Food Service Grant**

Rationale:

Requesting approval to apply for a foods service grant that could range from \$5,000-\$10,000 for 3 out of the 5 schools. The grant is through the Action for Healthy Kids. No matching contributions must be made by the Board of Education.

#### **7. Use of Facilities Request**

Rationale:

Mercer Transformation is requesting to utilize Harlow's cafeteria and two classrooms to provide a Crime Scene Investigation Camp to both students in Day Treatment and from the public. The camp will last one week May 20-24 from 8-3.

See attachments.

**Order #201977 - Motion Passed:** Approval of Mercer Transformation to utilize Harlow May 20-24 passed with a motion by Mr. Billy Montgomery 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

## 8. Leave Requests

Rationale:

Joe Hubbard- Bus driver- Requesting unpaid leave of absence from 4/12/19 until 5/6/2019

**Order #201978 - Motion Passed:** Approval of the leave 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

## 9. MCES SBDM Request

Rationale:

See attached request from MCES SBDM regarding allocation of office staff.

Discussion:

Tabled at this time.

## 10. 2019-20 Tentative Budget

Rationale:

Presentation of the 2019-20 Tentative Budget. See attachments.

**Order #201979 - Motion Passed:** Approval of the 2019-20 Tentative Budget 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

## 11. 2019-20 Salary Schedule

Rationale:

Presentation of the 2019-20 Salary Schedule. 3 options:

1. Minimal changes, step increase only.
2. Same changes as option 1, 1% increase.
3. Same changes as option 1, 2% increase.

See attachments.

**Order #201980 - Motion Passed:** Approval of the 2019-20 Salary Schedule with 2% increase 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

## 12. 2018-19 Salary Schedule Update

Rationale:

Addition of Summer Feeding Coordinator in the amount of \$2,500/year.  
Addition of Unified Track Coach in the amount of \$500.

**Order #201981 - Motion Passed:** Approval of the updated 2018-19 Salary Schedule 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

## 13. Interpreter Position Creation

Rationale:

Creation of the Interpreter position. We currently contract these services. It will be more cost effective to hire a position rather than contract these services moving forward. See attached job description.

**Order #201982 - Motion Passed:** Approval of the Interpreter position 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

## 14. Director of Federal and Instructional Programs Job Description Update

Rationale:

See attached update to the Director of Federal and Instructional Programs job description.

**Order #201983 - Motion Passed:** Approval of the updated job description for Director of Federal and Instructional Programs passed with a motion by Mr. Randy Phillips and a second by Mr. Larry Yeager.

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

## 15. Superintendent Evaluation Procedure

Rationale:

Attached is a sample procedure for the evaluation of the Superintendent. It has already been KDE approved, and can be adopted if voted as such.

Discussion on timeline.

**Order #201984 - Motion Passed:** Approval of the Superintendent Evaluation Procedure passed with a motion by Mr. Larry Yeager 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 #201985 - Motion Passed:** Approval to adjourn the meeting 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