

## RECORD OF BOARD PROCEEDINGS (MINUTES)

Jackson, Ky., August 27, 2019

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. Albert Little  
Mrs. Anna Morris

Absent Board Members:

Mrs. Rebecca Watkins

Also Present:           State Manager Mike Murphy

**I. Call to Order.**

Discussion:

The regular meeting of the Breathitt County Board of Education was called to order by Chairperson Ruschelle Hamilton at 5:00p.m.in the Breathitt High School Library.

**I.A. Roll Call**

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

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

**I.D. Adopt Agenda**

**Order #309 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts approval of adoption of the agenda passed with the addendum listed below with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**I.D.1. Add item III.B17. Consider approval of 2019-2020 Multi-Tiered System of Supports (MTSS) Plan.**

**I.D.2. Revise Item III.B10. Consider approval of setting tax rate at same rate as last year.**

**II. Presentations/Reports**

**II.A. Student Recognitions**

**II.A.1. 4-H State Speech Competition**

**II.A.1.a. Sophia Jiang- 1st Place-9-year-old**

**II.A.1.b. Taylor Smith-1st place-12-year-old**

**II.A.1.c. Brenley Gross- 1st place "Kool lips".**

**II.A.1.d. Chloe Mullins-1st place "Kool lips".**

**II.B. Staff Recognitions**

**II.B.1. Recipient KHSAA and Kentucky High School Basketball Hall of Fame Award**

**II.B.1.a. Irene Moore**

**II.B.2. Retiree's 2018-2019**

- II.B.2.a. Angela Spicer
- II.B.2.b. James Strong
- II.B.2.c. Connie Alsept
- II.B.2.d. Boyd Griffith
- II.B.2.e. Donnie Crase
- II.B.2.f. Paula Gross
- II.B.2.g. Sharon Gross
- II.B.2.h. Lisa Miller
- II.B.2.i. Linda Bush
- II.B.2.j. Carolyn Smith
- II.B.2.k. Arthur Johnson
- II.B.2.l. Fred Bryant
- II.B.2.m. Mary D. Howard
- II.B.2.n. Earnest R. Bryant
- II.B.2.o. Donna Fugate
- II.B.2.p. Debra Johnson
- II.B.2.q. Sherrie Stewart
- II.B.2.r. Donna Thomas
- II.B.2.s. Darnell McIntosh
- II.B.2.t. Annettia Faye Smith
- II.B.2.u. Judy Terry
- II.B.2.v. Carolyn Spicer
- II.B.2.w. Sandra Carver
- II.B.2.x. Patricia Strong

**II.C. Reports****II.C.1. Superintendent Report**

Superintendent Watts discussed plus/deltas and thanked the board members. Mr. Watts reviewed the hard work and how much time the board members spent going over the agenda. He mentioned Sebastian Elementary staff who have put in so much hard work. Mr. Watts discussed the safety meetings and Jackson Police Department for the hard work and helping keep the campus safe.

KDE conducted a management audit during the week of August 19, 2019. Data from prior management audits and the previous diagnostic review is used to develop action plans and progress monitor for continuous improvement. As part of PD in July, teacher's utilized standards rollout resources and curriculum evaluation processes to update/refine curriculum pacing guides that reflect the updated Reading & Writing, Mathematics and Social Studies standards. Achievement in Career Engagement (ACE) has been purchased. ACE helps students develop work-based learning skills through an endorsement program which allows students to record various levels of achievement through the documentation of successful accomplishments. PD will be provided for this program and it will be implemented. The Breathitt County Board of Education reviews monthly reports to ensure that the district maintains a 10 to 15% contingency through intentional processes that determine expenditures are reasonable and necessary, while supporting the instructional process and meeting the needs of all students. Now, that staff has adequate resources, the District will focus on providing support in delivering grade appropriate, strong instruction with high expectations. The district is implementing multiple grants to support student learning, including: Striving Readers, Novice Reduction, School Improvement Fund, with recent additions of the Fresh Fruit and Vegetable Program and GEAR UP. Americorps and Gear Up have placed academic tutors at Breathitt High School to improve student achievement. Central Office administrators continue to make progress on the 30-60-90 actions plans that target deficiencies from previous audit findings. Work continues through instructional staff to implement and support new Math and

ELA curriculum. Special Education data meetings are held regularly at each school. The special education liaison and director of special education participate in all Annual Review Committee (ARC) meetings to provide support; the folder review process is ongoing. The District/School Improvement Plans are posted on the District and School Websites. Comprehensive District Improvement Plan focuses on curriculum alignment, communication, and ABRI (Academic and Behavior Response to Intervention). The plan has been updated to reflect feedback provided by the diagnostic review, and implementation is monitored regularly via 30-60-90 day plans. Review of the current plan will begin in September. Curriculum alignment, PLC meetings, Response to Intervention (RTI), and Academic and Behavioral Response to Intervention (ABRI)/Positive Behavioral Interventions and Supports (PBIS) are being implemented in every school.

Next Steps:

1. As a follow-up to the PD days in July, the district will continue to utilize standards rollout resources and curriculum evaluation processes to update/refine curriculum pacing guides that reflect the updated Reading & Writing, Mathematics and Social Studies standards.
2. Action plans developed from analysis of the diagnostic review and state management audit are being progress monitored for continuous improvement.
3. Time and Attendance and Substitute Management Software has been implemented and is fully operational. Finance Staff is monitoring time and attendance to address any issues with the software or the setup of the program. Beginning Sept. 1 data will be pulled from the new software testing the import into Munis and payroll processing.
4. A Root Cause Analysis is being conducted due to the CCEIS designation followed by the development of a program narrative to address our critical areas for improvement and intervention that will be provided.
5. School Activity Funds are required to be included in Munis by June 30, 2020. Therefore, steps are being taken to change processes to include schools in Munis for their activity funds. Projected start date is January 1, 2020.

2. Action Strategies Completion Governance and Operations:

- The Kentucky School Boards Association (KSBA) continues to provide training to the local board of education. Training hours have been communicated to all members.
- The district's 30-60-90 Action Plans are regularly reviewed/updated via Google Docs and include items on: Instructional Management, Career and Technical Education, Special Education, Fiscal Management, Operational Support/Facilities, Food Service, Transportation, Personnel Administration, and Planning.
- Review of the District Strategic Plan and Communication Plan will begin in September to determine if changes need to be made.
- Time and Attendance Software implementation is complete. Testing the Exporting of data from the new system and back into Munis for payroll processing has begun, with full implementation of that process targeted for completion by September 15, 2019.

Instruction:

- Implementation support for curriculum materials and resources (including Math, ELA and phonics) continues through coaching. Standards workshops for the core subjects were deployed on July 29-31, 2019.
- A plan for improving the CTE program offerings at BHS is in the implementation phase.
- Resources to support Phonics instruction have been provided to all teachers district-wide in grades K-2. Training was provided during professional development in July.
- District non-negotiables for academics: strong instruction, deep engagement, grade appropriate assignments, and high expectations continue to

be reinforced during school and district leadership team meetings and professional learning communities.

- School and district personnel continue to analyze academic and behavioral data, with the support of ABRI.

#### Maintenance:

- District Facilities Plan was approved by the Breathitt County Board of Education and KDE.
- After reviewing facilities long term roadmap with KDE personnel, the board voted to move grades K-6 from LBJ Elementary to Sebastian Elementary School for the 2019-2020 school year. School started for students on August 7, 2019, and students from LBJ are now in Sebastian Elementary School.
- BG 1 and Schematic Design for the proposed renovation of select areas of the existing Sebastian Middle School has been board approved. Project will go out for bid once approval is received from KDE. Included in the scope of work would be the addition of a security vestibule; renovation of the existing locker rooms into (2) classrooms and a gang restroom for boys and girls; renovation of the central locker area into a School Resource Officer office.

#### Technology:

- New Website and Mobile App - Over 875 Mobile Users
- Professional Photos of staff members have been updated. New ID badges for all staff have been created.
- several student iPads have been purchased for K-2 grades.
- District continues to partner with Dataseam (cancer research) to increase technology in schools.
- All schools have been working on integrating new interactive boards within the classroom as an addition or replacement of existing technology within the classroom.
- Each School has been receiving training on new processes and procedures to reduce down time for repairs on both student and staff equipment. Building capacity with personnel at each school has also been a focus.

#### II.C.2. Data Security Presentation

Technology Director Will Noble presented a report and reviewed information on the process of keeping information secure and confidential. Mr. Noble also discussed Senate Bill 1 with safety and security.

#### II.C.3. Attendance Report

Susan Watts, was not present. Superintendent Phillip Watts presented the attendance report. It was the end of the 1<sup>st</sup> month. Superintendent Watts reported we currently have 1780 enrollment. Over attendance was 97%.

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

#### III.A. CONSENT ITEMS

**Order #310 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, all consent items listed below passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

III.A.1. Consider approval of the KRCC school base service agreement for services for the 2019-2020 school year.

III.A.2. Consider approval of the District Assurances for the 2019-2020 school year.

III.A.3. Consider approval of the following fundraiser request:

III.A.3.a. Sebastian Elementary School Box Tops for After School/Summer Program.

**III.A.3.b. Sebastian Elementary FRYSC selling beef jerky and candy bars to purchase shoes and other items.**

**III.A.4. Consider approval of the following building request contingent upon insurance:**

**III.A.4.a. Breathitt Boys Basketball fundraiser request for Appalachian Mountain Wrestling to use the PE gym on 09/19/2019 at Breathitt High school for purpose of boy's Breathitt High school boys' basketball team to receive concessions.**

**III.A.4.b. Breathitt Boys Basketball use of Coliseum on 08/31/2019 for a 3 on 3 tournament.**

**III.A.5. Consider approval of using up to thirty (30) emergency certified substitute teachers for the 2019-2020 school year.**

**III.B. DISCUSSION ITEMS**

**III.B.1. Consider approval of minutes of July 23, 2019 regular meetings.**

**Order #311 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of July 23, 2019 regular meeting minutes, passed with a motion by Mrs. Anna Morris and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.2. Consider approval of the August 2019 bills for payment.**

**Order #312 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of the August 2019 bills for payment, passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.3. Consider approval of the July 2019 Treasurer's Report.** Finance Officer Stacy McKnight reviewed the July 2019 Treasurer's report. Stacy reviewed the bills and there were payments that included paving, bump stops and striping, roof and a bond payment. The working budget will be on the September board meeting. There is a two million cash flow projection.

**Order #313 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of the July 2019 Treasurer's Report for passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.4. Consider approval of revision or modifications to Superintendent contract.**

**Order #314 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, revision or modifications to Superintendent Contract passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.5. Consider approval of proclaiming September as Attendance Awareness Month in the Breathitt County Schools.**

**Discussion:**

September is Attendance Awareness Month. Statewide High Attendance Day was not schedule at the time of the meeting.

**Order #315 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of proclaiming September as Attendance Awareness Month passed with a motion by Mrs. Anna Morris and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.6. Consider approval of 1st reading of KSBA 02.4331 policy school staffing and allocations.**

**Order #316 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of 1st reading of KSBA 02.4331 policy school staffing and allocations, passed with a motion by Mrs. Anna Morris and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.7. Consider approval of the second and final reading of KSBA Policy Update #42 and Procedure Update #23.**

**Discussion:**

No action was taken due to 1st reading.

**III.B.8. Consider approval of 03.221 AP.23 and 03.121 AP.23, Certification of Time procedure policies.**

**Order #317 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of 03.221 AP.23, 03.121 AP23, Certification of Time procedure policies, passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.9. Consider approval of the 2019 Technology Activity Report.**

**Order #318 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of the 2019 Technology Activity Report, passed with a motion by Mrs. Anna Morris and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.10. Consider approval of setting 2019 tax rate same as last year.**

**Order #319 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of setting 2019 tax rate same as last years, passed with a motion by Mrs. Anna Morris and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.11. Consider approval of the Municipal Advisory Service Agreement between Ross Sinclair & Associates and Breathitt School District.**

**Order #320 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of the Municipal Advisory Service Agreement between Ross Sinclair & Associates and Breathitt School District, passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.12. Consider approval of the allocating \$20,000 to BHS extra-curricular expenses (same as last year's allocation to BHS); and \$2,000 to each elementary school for extra-curricular expenses.**

**Order #321 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of allocating \$20,000 to BHS and \$2,000 to each elementary school for extra-curricular activities passed with a motion by Mrs. Anna Morris and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.13. Consider approval of Cincinnati flooring to coat/restripe and seal the BHS PE Auxiliary gym floor, not to exceed \$5,500.**

**Order #322 - Motion Passed:** Based on the recommendation of Superintendent Phillip Watts, approval of allocating \$20,000 to BHS and \$2,000 to each elementary school for extra-curricular activities passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.14. Consider approval of purchasing two new school buses from state master contract.**

**Order #323 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of purchasing two new school buses from state master contract, passed with a motion by Mr. John Hollan and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes

Mrs. Rebecca Watkins Absent

**III.B.15. Consider approval of adding seeding/straw to brush clearing bid at Sebastian Elementary with Combs Trucking in the amount of \$1,270.**

**Order #324 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of adding seeding/straw to brush clearing bid with Combs Trucking in the amount of \$1,270, passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.16. Consider approval of the "School Smiles" Oral Health Program.**

**Order #325 - Motion Passed:** Based upon recommendations of Superintendent Philip Watts, approval of the "School Smiles" Oral Health Program, passed with a motion by Mrs. Anna Morris and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

**III.B.17. Consider approval of 2019-2020 Multi-Tiered System of Supports (MTSS) Plan.**

**Order #326 - Motion Passed:** Based upon the recommendation of Superintendent Phillip Watts, approval of 2019-2020 Multi-Tiered System of Supports (MTSS) Plan, passed with a motion by Mr. Albert Little and a second by Mrs. Anna Morris.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

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

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

Tiffany Barker, Resignation as Cook/Baker at MRC, Effective July 30, 2019  
 Donnie Butler, Resignation as 7-8 Grade Softball Coach/7-8 Grade Girls Basketball Coach at BHS, Effective July 22, 2019  
 Heather Griffith, Resignation as Teacher at HT, Effective August 7, 2019  
 Kera Howard, Resignation as Assistant Cheer Coach at BHS, Effective July 29, 2019  
 Beverly McCune, Resignation as Teacher at BHS, Effective August 7, 2019  
 Beth Miller, Resignation as Teacher at HT, Effective July 16, 2019  
 Megan Raleigh, Termination as Instructional Assistant at BHS, Effective August 7, 2019

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

Will Thomas Collins, Substitute Teacher, Effective August 7, 2019  
 Mark Hafner, Soccer Coach at BHS, Effective July 15, 2019  
 Kelsey Hall, Substitute Cook/Baker, Effective August 5, 2019  
 JoDean Howard, Transfer to Curriculum Specialist at BHS, Effective August 7, 2019  
 Donna Little, Adjunct Teacher at BHS for Family Consumer Science  
 Stephinie Mullins, Substitute Teacher, Effective July 29, 2019  
 Viola Rose, Teacher at SES, Effective August 6, 2019



Teresa Russell, Teacher at HT, Effective July 29, 2019 Ken Spicer, Adjunct Teacher at BHS for Law Enforcement Class

Ashley Terry, FMD Teacher at BHS, Effective August 5, 2019

Meghan Strong, Cook/Baker at MRC, Effective August 5, 2019

Shannon Turner, Substitute Cook; Instructional Assistant I/II; and Substitute Teacher, Effective August 5, 2019

**FMLA/Leave**

Carolyn Bryant - FMLA, August 22 August 31, 2019

Delmer Bryant - FMLA, August 5 - October 1, 2019

Denese Deaton - FMLA, Intermittent Leave, July 29 - June 30, 2020

Karen M. Miller - FMLA, July 31 - August 3, 2019

Elizabeth McIntosh - FMLA, July 29 - August 30, 20

**V. Informational Items**

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

**V.A.1. Carl McIntosh**

**V.B. School Financial Reports**

**V.C. School SBDM Reports**

**V.D. State Management Report and Recommendation**

State Manager Mike Murphy stated that he would recommend the Commissioner approval of all action taken here at tonight's meeting, without reservation.

**VI. Adjournment**

**Order #327 - Motion Passed:** There being no further business of the Board, adjournment at 6:00P.M., passed with a motion by Mr. John Hollan and a second by Mr. Albert Little.

Ms. Ruschelle Hamilton	Yes
Mr. John Hollan	Yes
Mr. Albert Little	Yes
Mrs. Anna Morris	Yes
Mrs. Rebecca Watkins	Absent

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Secretary

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Board Chairperson