

**Regular Meeting  
April 16, 2020 5:30 PM  
Central Office**

**Attendance Taken at : 5:32 PM**

**Present Board Members:**

Ms. Christie Devine

Mr. Billy Montgomery

Mr. Randy Phillips

Mr. Larry Yeager

**Absent Board Members:**

Mr. Bobby Walden

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

**Order #202095 - Motion Passed:** passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

Bobby Walden, District 1

Larry Yeager, District 2

Billy Montgomery, District 3

Christie Devine, District 4

Randy Phillips, District 5

**2. Approval of Agenda**

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

**3. Reports**

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

**A. Superintendent's Report**

The Superintendent will report to the board at this time.

**B. Finance Officer's Report**

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

## Board Meeting – April 16, 2020

### March 2020 Recap

- Ending GF Cash Balance was \$5,628,471 as opposed to \$5,544,462 last January
- General Fund Revenue:
  - Overall revenue is up 2% compared to last March, this includes the beginning balance. Receipts received in the year are up 3% compared to last year at this time.
  - Received 86% of the revenue that is budgeted for this fiscal year. 89.4% received including beginning balance.
    - Good considering March is 75% through the fiscal year.
- Expenditures:
  - Up 3% compared to the prior year.
  - Increase in Expenses of \$1.48 million between February and March.
  - Expended 73% of the budgeted expenditures for this fiscal year.
    - Good considering March is 75% through the fiscal year.

- Timeline:

April:

- Renewal of contracts: Audit, Insurances, Mowing & Snow Removal
- Preparation for Tentative Budget & Salary Schedules

May:

- Approval of Tentative Budget & Salary Schedules
- Renewal of contract: Hay
- Bond of Depository and Fidelity Bond renewals
- Review and approve SBDM Carryforward
- Review and approve School Fees

### **C. Instruction Report**

The Chief Academic Officer or the Director of Instructional Programs will report to the board at this time.

### **D. Food Service Report**

The Director of Food Services will present to the board at this time.

### **E. Personnel Report**

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>Certified Staff</b>				
Tommy Craig	New Hire	Social Studies Teacher	KMS	20-21 SY
<b>Classified Staff</b>				
Virginia Stratton	New Hire	Full-Time Sub Driver	District	03/10/2020
Teresa Coffman	New Hire	Cook/Baker	MCES	03/16/2020

Caroline Farthing	New Hire	Instructional Assistant	MCIS	03/16/2020
<b>Coaches</b>				
Jerad Carrier	New Hire	Vol. Boat Captain	District	02/14/2020
<b>Certified &amp; Classified Subs</b>				
DeeDawn Jenkins	New Hire	Emergency Certified Sub.	District	02/04/2020
Lee Ann Divine	New Hire	Certified Sub.	District	02/14/2020
Aidee Sasfai	New Hire	Classified Sub	District	1/28/2020
Levi "Chase"	New Hire	Emergency Certified/Classified	District	03/12/2020
Cocanougher		Sub		
<b>Terminations</b>				
Angela Harris	Resigned	Lunchroom Monitor	MCES	02-11-2020
Barry Moser	Retiring	Teacher	KMS	07/01/2020
Cindy Baker	Retired	Bookkeeper	MCSH	02/29/2020
Rosemary Taylor	Resigned	Custodian	KMS	3/6/2020
Lillian Frederick	Resigned	Cook/Baker	MCES	03/13/2020
Jennifer Nichols	Retiring	Teacher	MCES	06/01/2020
<b>Leaves</b>				
Andrew Ashford	FMLA	Teacher	MCSH	03/02/2020-
				03/13/2020
Linnette Jessie	FMLA	Teacher	MCSH	02/18/2020
				-05/18/2020
Andre Jones	FMLA	Custodian	MCES	03/18/2020-
				06/09/2020
	FMLA	Teacher	MCSH	08/10/2020-
				11/6/2020
Delora Severance				
Paula Montgomery	FMLA	Teacher	KMS	03/04/2020-
				TBD

#### 4. Public Participation

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.**

**Due to the meeting being virtual, all public comment will need to be submitted via email to [amber.minor@mercerc.kyschools.us](mailto:amber.minor@mercerc.kyschools.us) no later than Thursday, April 16th at 3 p.m., and must be in regards to a subject on the agenda.**

#### 5. Consent Agenda

**Order #202096 - Motion Passed:** Approval of consent agenda passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

“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.

#### **A. Board Meeting Minutes**

#### **B. Invoices**

#### **C. SBDM Meeting Minutes**

Approval of SBDM Meeting Minutes as presented.

#### **D. Job Description Updates**

Please see the attached job descriptions for Director of Special Education and Director of Pupil Personnel. We are working on updating all of the job descriptions in the district to the same format.

#### **E. Policy & Procedure Update - Emergency Approval**

The following policies/procedures are being presented for update:

Safety Policy

Access to Electronic Media Policy & Procedure

Acceptable Use Agreement Procedures for staff and students

#### **F. Certified Evaluation Plan Update**

The Certified Evaluation Plan for the current school has previously been approved but because of new legislation in December 2019, we have been required to change the language in our plan. The changes consisted of replacing the standards used in PRINCIPAL/ASSISTANT PRINCIPAL evaluations only. The new standards will be the PSEL (Professional Standard for Education Leaders). The proposed change was discussed with our district's 50-50 committee, the product of that meeting being the attached document. Changed language is indicated by strikethrough text, new language is in red with an explanatory graphic below it. The change will not impact any other employee evaluations for this current year. CHANGES ON PAGES 27-28.

Because of the Covid-19, schools have been advised to modify certain aspects of their evaluation procedures. We propose changing all language in our CEP requiring two observations in a year or summative year to "will strive to have two observations" contingent on being in school. Because of ending in-class instructional days in mid March, some portions of the evaluation cycle weren't able to be completed in the traditional method.

### **G. Vocabulary Workshop/Study**

This is for 2-5 grade ELA teachers. They'll participate in a study. They will receive training and a stipend. All materials provided at no cost.

### **H. Campbellsville University Student Teacher MOA**

Attached is the MOA from Campbellsville University to place student teachers in our district for next school year.

### **I. Morehead State University MOA**

Attached is the MOA from Morehead State University regarding dual credit courses for high school students for the 2020-21 academic year.

### **J. Hay Bids 2020-21**

Approval is sought to request hay bids for 2020-21.

## **6. Leave and Absence Requests**

**Order #202097 - Motion Passed:** Approval of the leave and absence requests as presented passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

Laura Long- Teacher- Requesting the remainder of the year off for medical leave after her FMLA ends on 3/23/2020 . See letter for more detail.

Delora Severance- Teacher- Requesting all of 20/21 school year off. Part of the Leave is covered under FMLA. The remaining time she is requesting to take is an unpaid medical leave of absence. See letter/doctor note for more information.

## **7. Stipend Addition to Salary Schedule**

**Order #202098 - Motion Passed:** Approval of the stipend addition to Salary Schedule passed with a motion by Mr. Larry Yeager and a second by Mr. Randy Phillips.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

Football would like to add a \$200 stipend for an individual who would run a Wide Receiver Camp for our students and any outside students who want to participate. Football will cover the stipend and any fringe incurred.

## 8. KEDC Membership Agreement 2020-21

**Order #202099 - Motion Passed:** Approval of the KEDC Membership Agreement for 2020-21 passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

Please see the attached KEDC Membership Agreement for 2020-21. The cost is \$3,237.56, which is based off of the district ADM for 2019, and is \$265.82 higher than the current year.

## 9. Copier Contract July 1, 2020

**Order #202100 - Motion Passed:** Approval to enter into a 3 year contract with Toshiba for copier services beginning July 1, 2020 and ending June 30, 2023 passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

Please see the attached tabulation document in regards to the Copier bids that were opened on April 1, 2020.

The current contract is with Commonwealth Technology and ends on June 30, 2020. After all bids have been thoroughly reviewed and references have been checked, the recommendation is to enter into a 3 year contract with Toshiba beginning on July 1, 2020 and ending on June 30, 2023. The exact cost will be determined by the type and quantity of machines each location will receive in regards to their specific needs.

## 10. Banking Services Contract July 1, 2020

**Order #202101 - Motion Passed:** Approval of Farmers National Bank for Banking Services for 2020-21 passed with a motion by Mr. Larry Yeager and a second by Mr. Billy Montgomery.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

The banking services bids were opened on April 9, 2020:

Farmers National Bank with a fixed rate of .50% (which is what we currently have), with the option to renew the contract on an annual basis thereafter.

## 11. Insurance Renewals 2020-21

**Order #202102 - Motion Passed:** Approval of the renewal of Student Accident Insurance for 2020-21 with

AXIS Insurance Company through Roberts Insurance passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

### **Property, GL, Automobile, Worker's Compensation**

Mercer County Schools have been with Liberty Mutual Insurance and Whitenack and Souder for eight years now and KEMI for five years, and the relationship has paid off in keeping our premiums relatively low. Our "Mod" has decreased due to the actions of our Safety Committee and having training for staff.

	2016-17 Rate	2017-18 Rate	2018-19 Rate	2019-20 Rate	2020-21 Rate
<b>Liberty Mutual</b>					
Property (\$5,000 deduct)	\$89,154	\$91,549	\$97,860	\$108,065	\$108,723
Certified Acts of Terrorism					\$7,553
General Liability	\$51,763	\$52,092	\$58,407	\$60,697	\$71,010
Automobile	\$60,147	\$63,790	\$66,965	\$74,993	\$84,612
Umbrella	\$16,176	\$16,732	\$18,814	\$20,347	\$24,533
<b>Total with Liberty only</b>	<b>\$217,240</b>	<b>\$224,163</b>	<b>\$242,046</b>	<b>\$264,102</b>	<b>\$296,431</b>
<b>Kentucky Employers Mutual (KEMI)</b>					
Worker's Compensation	\$125,704	\$130,719	\$105,470	\$88,055.34	\$80,931
<b>Total with Liberty/KEMI</b>	<b>\$342,944</b>	<b>\$354,882</b>	<b>\$347,516</b>	<b>\$352,157.34</b>	<b>\$377,362</b>

The Superintendent and Finance Officer recommend choosing Liberty Mutual for Property, General Liability, Automobile, and Umbrella and KEMI for Worker's Compensation as we have done in 2019-20.

### **Student Accident Insurance**

Mercer County Schools has used Roberts Insurance in Richmond, Kentucky for our Student Accident coverage for a number of years. They are very well known and utilized among Kentucky school districts.

The current plan covers up to a maximum benefit of \$25,000 for each injury for a 26 week loss period, and medical charges within two years of injury. It also includes an accidental death benefit of \$10,000 and catastrophic coverage up to \$7,500,000. The following quote is an exact renewal of our current plan:

AXIS Insurance Company - \$80,909

This is a decrease of \$60 from the current year cost of coverage.

	2016-17 Rate	2017-18 Rate	2018-19 Rate	2019-20 Rate	2020-21 Rate
Roberts Insurance – Student Accident	\$77,895	\$77,572	\$84,836	\$80,969	\$80,909

## 12. Audit Contract 2019-20

**Order #202103 - Motion Passed:** Approval to enter into an Audit Contract with White and Company, PSC for the audit year 2019-20 passed with a motion by Mr. Larry Yeager and a second by Mr. Randy Phillips.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

Approved Audit Contracts are due to KDE's Division of District Support prior to their May meeting. White and Company, PSC provided a quote of \$18,300 to complete audit services for 2019-20. This is the same we currently pay to them. We have contracted with them for multiple years, this price includes questions we have during the year and extra help if needed without additional charges. All new districts they contract with do not have this benefit and are charged an hourly rate for this.

## 13. Mowing Contract 2020-21

**Order #202104 - Motion Passed:** Approval of the Mowing Contract for 2020-21 with Isaiah House doing business as Reliance Works Property Maintenance as presented passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

The recommendation is to continue the current contract for mowing services with the Isaiah House, doing business as Reliance Works Property Maintenance. The current contract for services costs the district \$22,750/year starting April 1, 2020 through March 31, 2021.

The recommendation is to also add to the current contract, services for the Vocational School at \$110.00/service for 25 services in a year at a total of \$2,750/year, which will come out of the Vocational School SEEK funds.

The recommendation is to also add to the current contract, services for property at 371 E. Lexington Street not owned by the Board of Education at \$140.00/service for 15 services in a year at a total of \$2,100/year, which will be paid out of general fund for use of parking at the Athletic facilities near that property.

The total contracted amount for mowing services for 2020-21 will be \$27,600.

## 14. Snow Removal Contract 2020-21

**Order #202105 - Motion Passed:** Approval of the Snow Removal Contract for 2020-21 with Isaiah House doing business as Reliance Works Property Maintenance as presented passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes



The recommendation for the snow removal contract for 2020-21 is to continue the current contract with Isaiah House, doing business as Reliance Works Property Maintenance. No pricing differences from the current contract.

## **15. Additional Non Traditional Instruction Days**

**Order #202106 - Motion Passed:** Approval to apply for additional Non Traditional Instruction Days passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

The state will be opening up applications for districts to apply for additional NTI days above the 10 that has already been granted to Mercer County Schools. The hope is to apply for all available days in case they may be needed beyond Spring Break.

## **16. Emergency due to COVID 19**

**Order #202107 - Motion Passed:** Approval of the time starting on March 16, 2020 to be deemed an emergency passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

We are asking the Mercer County Board of Education to deem the time starting with March 16, 2020, where the district has had to shutdown due to COVID 19, as an emergency. With this being deemed a time of emergency the district is able to apply for any relief funds available either through FEMA, the state, or federal governments; allows for employees to receive emergency leave if necessary; allows the district to operate in a way to practice social distancing; and allows the district to change procedures to follow the state of emergency.

## **17. Kentucky Department of Education Waivers**

**Order #202108 - Motion Passed:** Approval of the Kentucky Department of Education waivers passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

The board acknowledges and accepts the attached waivers from the Kentucky Department of Education related to Civic Test Requirements, Early Graduation Requirements, and the Mercer County Schools Board Requirement of the completion of senior's Individual Learning Plan (ILP) found in Mercer County Board policy Graduation Requirements 08.113 for this school year only (2019-20) due to the emergency situation created by the COVID 19 virus.

## 18. 2019-20 Calendar Update

**Order #202109 - Motion Passed:** Approval of the updated 2019-20 Calendar as presented passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes

The Mercer County School board approves that the last day of school for student instruction as May 19<sup>th</sup>. On this day, students will have completed the 1062 hour requirement. The minimal day requirement has been removed for this school year only due to the emergency situation resulting from the COVID -19 virus. If the Governor requests that students remain out of school, we will complete these instructional days using non-traditional instructional methods (Titan Learning Days). Closing day for staff is May 29<sup>th</sup> at this time.

Here are the 2 scenarios we have at this point to get to 1062 instructional hours for the board to consider:

Option 1:

25 NTI instructional days until May 1

May 4-19<sup>th</sup> return to class

Option 2:

37 NTI instructional days until May 19<sup>th</sup>; students do not return to school

In both options, Student's last day is May 19<sup>th</sup> and staff's last day would be May 29<sup>th</sup>. Of course, this could change at any time.

## 19. Adjournment

**Order #202110 - Motion Passed:** Approval to adjourn the meeting passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Christie Devine	Yes
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Bobby Walden	Absent
Mr. Larry Yeager	Yes