

**BULLITT COUNTY PUBLIC SCHOOLS  
1040 HIGHWAY 44 EAST  
SHEPHERDSVILLE, KY 40165**

**REGULAR MEETING OF THE BULLITT COUNTY BOARD OF EDUCATION**

**September 28, 2020  
6:00 PM**

**MINUTES OF RECORD**

The Bullitt County Board of Education met in person, although the meeting was streamed virtually via telecommunication due to the Governor's Executive Order 2020-215, at 6:00 PM on September 28, 2020, with the following members present:

Attendance Taken at 6:02 PM

- |                                 |                         |                         |
|---------------------------------|-------------------------|-------------------------|
| (1) Ms. Linda Belcher           | (2) Mrs. Diane Thompson | (3) Mrs. Debby Atherton |
| (4) Mr. Steve Hornback (Absent) | (5) Mr. Darrell Coleman |                         |

**CALL TO ORDER**

The September 28, 2020 regular meeting of the Bullitt County Board of Education was called to order at 6:00 p.m. by Board Chairperson Debby Atherton.

On March 6, 2020, the Governor issued Executive Order 2020-215, declaring a state of emergency throughout Kentucky pursuant to his power under the Kentucky Constitution and KRS Chapter 39A regarding the threats to public health presented by the Novel Coronavirus (COVID-19) pandemic.

In an Opinion issued on March 18, 2020, issued as OAG 20-05, the Kentucky Attorney General opined that at this time during the present state of emergency it is not "feasible" under KRS 61.840 to precisely identify and provide a primary physical location for a video teleconference under the Open Meetings Act at which the public may attend and view a meeting held via video teleconference, and that various other technological means by which the public may view a meeting should be provided instead until the conclusion of the state of emergency.

As a result, the Board adopted a Resolution on March 23, 2020, (see Board Order Number 2020-060) providing for all future Board meetings to proceed by video teleconference until such time as social distancing restrictions for public meetings are lifted.

**ADOPT THE AGENDA**

2020-157- Motion made by Darrell Coleman, seconded by Linda Belcher, to adopt the agenda with the following changes:

1. Add to Consent Items – Contracts: University of Louisville MOA
2. Add to Consent Items - Donations: Pink Tag Boutique donation of masks to Roby Elementary - \$1,500
3. Add Executive Session as authorized by KRS 61.810(1)(b) to discuss the future sale of real property by a public agency, but only when publicity would likely affect the value of a specific piece of property to be sold by a public agency.

Members Debby Atherton, Darrell Coleman, Diane Thompson, and Linda Belcher voted YES.

## PRESENTATIONS

Board member Linda Belcher led the audience in The Pledge of Allegiance and reviewed the Board Team Commitments.

Mrs. Cate Noble Ward of Studio Kremer Architects gave a construction update on the New East End Elementary School (OMES).

## COMMUNICATIONS

### Superintendent's Report

#### Board Representative for the 2021-2022 District Calendar Committee

DPP Director Ruth Esterle requested a volunteer to represent the Board on the 2021-2022 School Calendar Committee. Debby Atherton volunteered to serve.

### Other Items from the Board

(None)

## CONSENT ITEMS

2020-158- Motion made by Diane Thompson, seconded by Darrell Coleman, to approve Consent Items as amended, noting that all items have been studied with individual recommendations and rationale being provided prior to the meeting in the full Board packet on September 21, 2020, which is available online.

### Financial Reports

1. Balance Sheets for All Funds
2. Monthly Summary Report for Period 2
3. AP Check Reconciliation Register
4. Detailed Paid Warrant Report

### Bids

#### Permission to Solicit Bids for Equipment Assistance Award (FY21)

School Nutrition Services (SNS) Director Todd Crumbacker requested permission to solicit bids for equipment awarded by the Kentucky Department of Education's FY 21 Equipment Assistance Awards. The grant award was accepted by the Board at the July 2020 meeting. SNS will collaborate with the Director of Facilities and Supervisor of Maintenance to develop equipment specifications to ensure all departmental needs are met (ease of maintenance, installation, etc.).

Included in the award and bid solicitation are:

- Lebanon Junction Elementary: Proofing/Warming Cabinet (1) - Award amount \$20,000
- Cedar Grove Elementary: Combi Oven (1) - Award amount \$25,000

### Minutes

August 31, 2020 - Special Meeting - Monthly Meeting

September 9, 2020 - Public Hearing for Proposed Tax Rates for 2020-2021 & Work Session

### Human Resources

#### 1. Leaves of Absence Requests

**Jill Blair** - Speech Pathologist - District Wide - Ms. Blair requested leave without pay for the dates of October 5th - November 18th, 2020. She is using 12 weeks of FMLA.

**Carmen Bolyard** - Teacher - Lebanon Junction Elementary - M. Bolyard requested leave without pay for the dates of September 23rd - October 30th, 2020. She is using 8 weeks of FMLA.

**Jessica Buck** - Teacher - Crossroads Elementary - Ms. Buck requested leave without pay for the dates of October 1st - November 23rd, 2020. She is using 12 weeks of FMLA.

**Teresa Fightmaster** - Teacher - Cedar Grove Elementary - Ms. Fightmaster requested leave without pay for the dates of September 8th - October 20th, 2020. She is using 8 weeks of FMLA.

**Emily Hurst-Jones** - Homebound Teacher - District Wide - Ms. Hurst-Jones requested leave without pay for the dates of September 30th - October 9th, 2020. She is using 8 weeks of FMLA.

**Brittany Joiner** - Counselor - Old Mill Elementary - Ms. Joiner requested leave without pay for the dates of September 30th - October 2nd, 2020. She is using 7 weeks of FMLA.

**Jennifer Lovewell** - Teacher - Bullitt Lick Middle School - Ms. Lovewell requested leave without pay for the dates of September 24th - October 9th, 2020. She is using 6 weeks of FMLA.

## 2. Entry of the Employment Records in the Minutes of Record

Employment records for both the certified and classified personnel for the period of **August 2020** through **September 2020** were submitted for the Board's information and inclusion in the minutes of this meeting.

## 3. Application Form CA-29 for Elizabeth McBroom, LMS, NES

Presented was an application for "Request for One-Year Approval for School Media Librarian" - From CA-29 for Elizabeth McBroom, Library Media Specialist, at Nichols Elementary School.

## Contracts

### 1. Paroquet Springs Conference Centre - Preschool & Head Start Screenings

Presented was a contract with Paroquet Springs Conference Centre for April 16, 2021 to hold the District-wide Preschool/Head Start Screening. The screening has been at this venue for several years and the Preschool Department would like to continue coordinating the recruitment of at-risk students at this joint screening/registration event. Preschool funds will cover the cost.

### 2. bby Publications Contract for Maryville Elementary

Maryville Elementary School Principal Ann Hance requested permission to enter into a contract with bby Publications. bby Publications provides meaningful professional development opportunities for teachers to improve knowledge of math content and to strengthen teaching strategies. This training will increase student proficiency rates and to introduce strategies for use with struggling students.

### 3. Naviance by Hobsons Curriculum Renewal/New School Site

Presented was a curriculum renewal with Naviance, a college and career readiness solution that helps districts and schools align student strengths and interest to postsecondary goals, improving student outcomes and connecting learning to life. This platform also allows the district to provide students with experiences as required for the Individual Learning Plan through law. This is the renewal for the curriculum that middle and high schools and students utilize within the Naviance platform. The Naviance Curriculum is a blended learning solution for middle and high school students that helps develop critical non-cognitive skills and college knowledge, and instills confidence so that they persevere. The cost of the curriculum is \$19,053.75 which is funded through Title IV funds. In addition, a site license for Spring Meadows for 15 student accounts was added for a total of \$168.76. This funding will come from BEAM.

### 4. Walgreens Pharmacy - Vaccinations

Walgreens Pharmacy will offer the flu vaccination and any other vaccines the employee might request during the month of October. These services will take place before or after school hours and possibly midday during the lunches at each school campus, central office and bus compound.

The Certificate of Liability and Property Insurance, as well as the Professional Liability Insurance, and a copy of the immunization agreement was reviewed by Eric Farris.

**5. Disclosure of Free and Reduced Price Information Agreement**

The Disclosure of Free and Reduced Price Information Agreement permits School Food Service to share eligibility information to students to BCPS employees. This information is considered highly confidential and can only be made available to those identified in the agreement as having a "need to know" in order to perform their job. Prior to School Food Service providing any confidential information, BCPS employees identified in the agreement are required to sign an Employee Affidavit of Nondisclosure form which states they agree to keep all student free and reduced price meal eligibility information confidential.

**6. Language Line / Pacific Interpreters Contract**

Presented was an agreement with Language Line/Pacific Interpreters to continue contractual services for the 2020-2021 school year. This agency provides foreign language interpreting services for parents who are not fluent in English and who attend meetings and events in the District's schools.

**7. Vertiv Service Contract**

The Climate Conditioning group with the Vertiv Corporation is the installer of the district's battery backup system and cooling system for the networking equipment. Since this company installed the equipment, it's preferred that they inspect and maintain the system, which comes along with a guarantee of quality parts and labor. The essential service contract details the preventive maintenance, calibration, cleaning, and inspections necessary to support the long life of the equipment. The cost of this service is \$2,882.25 for the time period of September 1, 2020 through August 31, 2021.

**8. KAS Mini-Grant: Solution Tree Contract**

This contract with Solution Tree provides training by Dr. Kathy Glass on reading/writing specific to standards through the PLC process. The teachers and instructional coaches involved in the training are part of the KAS Mini-Grant the district was awarded in January 2020. This grant was specifically for teachers at Bullitt Lick Middle School and Shepherdsville Elementary as part of the continuation efforts for school improvement. The training dates will take place on October 19, 2020 and November 2, 2020 from 1:00-3:00 on both days. The Solution Tree contract of \$3,500 will be paid for through KAS Mini-Grant funds as well as stipends for the teachers to participate in as part of the grant application requirements. In addition, specific professional texts will be purchased to go along with the training through the grant funds as well.

**9. Shepherdsville Police Department SRO MOA**

This Memorandum of Agreement with the Shepherdsville Police Department provides one full-time School Resource Officer at Bullitt Lick Middle School, Shepherdsville Elementary, Roby Elementary and Cedar Grove Elementary schools. This position will be funded by the Shepherdsville Police Department. This agreement will staff a total of seven (7) full-time SROs in Bullitt County to serve and protect the educational environment of students and staff. This agreement has been reviewed by Buckman, Farris & Mills Law Office.



### 10. University of Louisville MOA

This Memorandum of Agreement with the University of Louisville provides postsecondary opportunities for students in the Teaching and Learning Pathway.

#### Permission to Accept Donations/Grant Funding

School/Program Receiving Contribution	Donor	Description of Gift	Purpose	Value
Crossroads/Old Mill FRC Leigh Ann Lowery	Mt. Washington Lions Club	Donation	Any Student Program As needed	\$499.00
Freedom Elementary Matt Treadway	Cruise Customs	Donation	To purchase general supplies for students	\$500.00
Maryville Elementary Sandy Hutchins	Martha M. Shields	Donation	Student Instructional fees	\$500.00
Overdale Elementary Dana Brown	Overdale PTO	Donation	Donating profits for the 2019-20 school year. To be used as needed	\$5,718.00
Eastside Middle Carrie DeBold	Eastside Middle School PTSO	Donation	Cheer Uniforms	\$1,945.70
Hebron Middle Kelland Garland & Melissa Gross	Cruise Customs	Donation	General and COVID Supplies as needed.	\$500.00
Zoneton Middle Nicole Perugini	Donors Choose	Donation	30 copies of "Harbor Me" for student reading	\$358.00
Bullitt East High School Laura Godbold / Marie Edelen	SOS (Supplies Over Seas)	On-going Donation through the year	Donation of supplies for students to use in Medical Skills class	Products only at different times
Cedar Grove/ LJES FRC Tammy Perdew	Jim Beam/Suntory	Donation	As needed for families	\$4,000.00
Cedar Grove/ LJES FRC Tammy Perdew	BC Health Dept.	Donation	Lanyards and hand sanitizer for students and staff	\$2,227.50
North Bullitt High School Brandon McKinley	North Bullitt Music Boosters	Donation	John Packer Bassoon	\$3,750.00
Crossroads Elementary Lowery	B.C. Health Department	Donation	Lanyards and individual hand sanitizer for each student	\$881.50
North Bullitt High Jennifer Lowe	B.C. Health Department	Donation	Lanyards and individual hand sanitizer for each student	\$2,620.00
Bullitt County FRYSCs	Walmart Fern Creek	Donation	Backpack school supplies for students	\$2,000.00
Maryville/Overdale RC Tiffany Reynolds	B.C. Health Department	Donation	Lanyards and individual hand sanitizer for each student	\$1,507.50
Bullitt County Public Schools	Bullitt County Health Department	Donation	Lanyards and individual hand sanitizer for students and schools not listed above	Different amounts for different schools

Roby Elementary Jacey Smothers	Pink Tag Boutique	Donation	Masks for Students	\$1,500.00
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Use of District Property Requests – MWES by the Church of the Crossroads

Mt. Washington Elementary School requested permission to allow the Church of the Crossroads to use the gym, classrooms 11, 66, 75, and the cafeteria for church service from 9 a.m. to 12 p.m. on Sundays for a one year period for the dates of October 4, 2020 to September 26, 2021. This is the fourth year for the church to use this school. If the congregation continues to grow, they would like to request more space. The principal will coordinate this with the Maintenance Department.

**UNFINISHED BUSINESS**

Revised 2020-21 Annual Pay Scales

Presented were two revisions to the Pay Scale for Fiscal Year 2021:

- Added 13 extended days to the Assistant Principal at Bullitt Alternative Center/Riverview Opportunity Center / Spring Meadows. This is funded by the Title I Part D Grant. This is only for FY 2021.
- The hourly rate for the Drug-Free Communities Project Coordinator changed under the Drug-Free Communities Grant.

2020-159-

Motion made by Darrell Coleman, seconded by Diane Thompson, to approve the Revised Pay Scales for FY 2021 as presented. Members Debby Atherton, Darrell Coleman, Diane Thompson, and Linda Belcher voted YES.

**NEW BUSINESS**

Working Budget - Fiscal Year 2021

Submitted for approval was a revised Working Budget for Fiscal Year 2021. Below is a breakdown of each fund:

General - Fund 1	\$132,795,437.89
Grants - Fund 2	\$ 9,853,751.95
Grants - Fund 22 (School Activity Fund)	\$ 5,085.18
Capital Outlay - Fund 310	\$ 1,186,748.00
Building - Fund 320	\$ 13,644,710.62
Construction Fund - Fund 360	0.00
Food Service- Fund 51	\$ 7,251,824.35
<b>TOTAL</b>	<b>\$164,737,557.99</b>

In each fund, revenues match budgeted expenses. The Working Budget does include budgets for on-behalf payments. The amount of the on-behalf payments budgeted in Fund 1 are \$31,607,448.89 and in Fund 51 \$415,324.35.

There are adjustments to departmental budgets in the Working Budget due to unforeseen expenses. The following adjustments are reflected in the working budget: addition of two Special Education teachers; increase in tax collection costs; significant decrease in SEEK; and increase in tax revenue. The District continues to maintain a contingency above the state minimum of 2%. The contingency fund is currently above 3.5%.

The budget continues to fund current initiatives, including full day kindergarten and staffing at lower than state maximum cap size. To ensure funding these initiatives, the school district must receive adequate funding from the state. Unfunded mandates continue to be passed to the school level including Infinite Campus, Munis, and increases in the Employer portion for Retirements.

2020-160- Motion made by Linda Belcher, seconded by Diane Thompson, to approve the Working Budget for FY 2021 as presented. Members Debby Atherton, Darrell Coleman, Diane Thompson, and Linda Belcher voted YES.

#### 2020-2021 Superintendent Evaluation Process

Superintendent Jesse Bacon proposed the Board use the following process for the 2020-2021 Superintendent Evaluation:

1. The Superintendent will complete the Superintendent Self-Evaluation document (see attached) on the indicators contained in all seven of the Next Generation Effectiveness Standards for Kentucky School Superintendents.
2. Each board member will complete a pre-evaluation survey (electronically or on paper) over the seven Next Generation Effectiveness Standards for Kentucky School Superintendents and submit to the Superintendent by October 16th.
3. From the results of the self-assessment, the pre-evaluation surveys collected, and the Summative Evaluation Report from the previous year, the Superintendent will develop a professional growth plan and submit it to the Board for approval at the October regular meeting.
4. Throughout the course of the school year, the Board will hold two progress review meetings (November and March) in executive session with the Superintendent to give formative performance feedback on each of the seven standards and the Superintendent's progress toward the approved professional growth plan.
5. Before June, the Superintendent will distribute a Preliminary Summative Evaluation document (see attached) to each board member to complete individually (paper or electronic) giving an overall rating (Exemplary, Accomplished, Developing, or Growth Required) on each standard. Each board member will submit their reports to the Chair (or a designee) for compilation purposes. The individual responses will be used for discussion, not for the actual summative report.
6. The Summative Report (see attached) will be completed in an executive session at the June meeting using the Superintendent Summative Evaluation Rubric (see attached), and data from the Board Aspiration Statement Measures. The Summative Report will be made final through approval in open session.

Dr. Bacon looks forward to this process being effective in not only helping the district move forward but also in giving him the feedback necessary to grow as your district superintendent.

- 2020-161- Motion made by Darrell Coleman, seconded by Linda Belcher, to approve the Superintendent Evaluation Process for 2020 - 2021 as presented. Members Debby Atherton, Darrell Coleman, Diane Thompson, and Linda Belcher voted YES.

**EXECUTIVE SESSION**

- 2020-162- Motion made by Darrell Coleman, seconded by Diane Thompson, to recess regular session and enter executive session as authorized by KRS 61.810(1)(b) to discuss the future sale of real property by a public agency, but only when publicity would likely affect the value of a specific piece of property to be sold by a public agency. Members Debby Atherton, Darrell Coleman, Diane Thompson, and Linda Belcher voted YES.

**RECONVENE REGULAR SESSION**

- 2020-163- Motion made by Linda Belcher, seconded by Darrell Coleman, to exit executive session and resume regular session. Members Debby Atherton, Darrell Coleman, Diane Thompson, and Linda Belcher voted YES.

**ADJOURNMENT**

- 2020-164- Motion made by Diane Thompson, seconded by Darrell Coleman, to adjourn at 6:40 p.m. Members Debby Atherton, Darrell Coleman, Diane Thompson, and Linda Belcher voted YES.

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CHAIRPERSON

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SECRETARY