**SPENCER COUNTY BOARD OF EDUCATION**

**SCHEDULED WORK SESSION**

**Spencer County Board of Education Meeting Room**

**110 Reasor Avenue, Taylorsville, KY**

**5:00 pm MONDAY, AUGUST 14, 2023**

**BOARD MEMBERS PRESENT:**

Ms. Sandy Clevenger, Board Chair

Dr. Lynn Shelburne, Vice Chair

Ms. Pamela Slone

Mr. Timothy Truitt

Mr. Aaron Erhardt

**OTHERS PRESENT:** Superintendent Dr. Willie Foster, Todd Russell, Greg Murphy, Diana Thomas, Steven Rucker, Mandy Howie, Amanda Butler, Judy Henry, Allison Billinger, Pete Clevenger, Michele Barlow and others.

**ORDER # 19**

**CALL TO ORDER**

Ms. Sandy Clevenger, Board Chair, called the meeting to order at 5:00 pm.

**STATEMENT OF BOARD MISSION**

**WELCOME OF VISITORS TO MEETING**

Ms. Sandy Clevenger read the Board Mission Statement and welcomed visitors.

**ORDER # 20**

**REVIEW AND ADOPT AGENDA**

Dr. Willie Foster pulled item 6B (Board Meeting Room Audio/Video Upgrade) because the District is still waiting on a second quote.

A motion was made by Mr. Timothy Truitt and seconded by Ms. Pamela Slone to approve the August 14, 2023 Scheduled Work Session Agenda with modification as presented.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**CITIZENS AND DELEGATIONS**

No Citizens signed to speak.

**ACTION WITH DISCUSSION**

**ORDER # 21**

**RECEPTIONIST SALARY SCALE MODIFICATION**

Following the work of the Recruit and Retention Committee, a concern was raised over the job duties and the grade of pay for the role of Receptionist. The concern was/is that receptionists perform similar tasks to Administrative Assistants and were previously compensated at the same rate. The revised pay scale did not pay them equally. Last year, our Acting Superintendent worked with two of the five receptionists to address their concerns and adjusted their pay to Grade 21, but they were moved back to the lesser grade this year at Grade 14.

This request is for our Board to consider a one-year exemption for all 5 receptionists in our district to be paid at Grade 21 for the 23-24 school year. We will then investigate pay and grade along with work days and hours for the two roles prior to approving pay scales for 2024-25 school year. This change will have an increased cost of $12,300 to move the 5 receptionists from Grade 14 to Grade 21. This will put our Receptionists on the same pay scale as Administrative Assistants.

A motion was made by Mr. Timothy Truitt and seconded by Ms. Pamela Slone to approve a one year exemption for all five receptionists to be paid at Grade 21 for the 2023-2024 school year as presented.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**BOARD MEETING ROOM AUDIO/VIDEO UPGRADE (ITEM WAS PULLED FROM AGENDA)**

**ORDER # 22**

**CAFETERIA STAFFING FORMULA**

In order to create predictable allocations and improve the bottom line of the school nutrition program, we are proposing to adopt the Meals per Labor Hour formula offered through the School Nutrition Association as the method for allocating hours to our school nutrition programs. An example of this formula is attached for reference. The result of adopting this formula would be an additional 3 hours for ELC/Hillview, since the 4 hour position would change to a 7 hour position shared among those 2 locations.

This change will have an increased cost of $12,300 to move the 5 receptionists from Grade 14 to Grade 21. This will put our Receptionists on the same pay scale as Administrative Assistants.

A motion was made by Mr. Aaron Erhardt and seconded by Mr. Timothy Truitt to adopt the Meals Per Labor Hour Formula offered through the School Nutrition Association as the method for allocating hours to our school nutrition program as presented.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**ORDER #23**

**VOCATIONAL SCHOOL BUS ROUTE**

At the July meeting we discussed changes that have been made in our schedule with SCATC. Due to those schedule changes, we now need to run two routes to the ATC daily. We had hoped to be able to cover this route with an open route we had kept in reserve. That route was utilized to create a special needs MS/HS and Day Care Elementary route. This leaves us with the need for an additional five (5) hour route to cover the vocational students moving to and from SCHS.

Pre-Trip: 7:30am @ Garage Run 3: 10:30 SCATC to SCHS

Run 1: 8:00 SCHS to SCATC Run 4: 11:20 SCATC to SCHS

Run 2: 9:20 SCHS to SCATC Post-Trip: 12:00 @ Garage

The estimated cost of this change is $16,250 (180 days x 5 hours). This would be covered from the General Fund.

A motion was made by Dr. Lynn Shelburne and seconded by Mr. Timothy Truitt to approve an additional five hour route to cover the vocational students moving to and from Spencer County High School.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**ORDER # 24**

**GRANT APPLICATIONS APPROVAL**

The Pritchard Committee has released its second round of Community School Initiative grants. This is an opportunity to expand FRYSC services in our district if we are successful. The maximum award is for $1,500,000 spread over five (5) years.

T-Mobile has released requests for proposals for their Hometown Grants. Our application would focus on renovation efforts at the old TES Cafeteria to create a community center space focused on Homeless and at-risk youth in our county.

Additional FRYSC/GEER funds, which we previously received and expended, have become available. We anticipate qualifying for $25,000 more, which would be used to offset previously expended funds for mental health services, freeing up other federal funds to be spent for other purposes.

A motion was made by Mr. Aaron Erhardt and seconded by Ms. Pamela Slone to approve the Community School Initiative Grant; the T-Mobile Hometown Grant; and the FRYSC GEERS Funds as presented.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**ORDER # 25**

**OPERATIONS ADMINISTRATIVE ASSISTANT**

The Transportation Administrative Assistant position is currently budgeted and vacant. Chesser believes the automation his department has embraced will allow him to work well with only a .5 position. Other areas of the Operations Department are in need of support. For instance, in the Maintenance Department, Mr. Prather is currently spending a significant portion of his time on administrative duties.

We are requesting that the Board allow us to utilize the administrative assistant position within the overall Operations Department to fill the position and more efficiently run the entire department, such as by freeing up the Maintenance Supervisor to help train his team in the field. This could ultimately reduce cost of repair services by handling issues internally. Estimated time spent in Transportation is still .5.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**PRESENTATIONS WITH DISCUSSION**

1. Progress/Update: Local Planning Committee: Mr. Steven Rucker
2. School Tax Discussion: Mr. Greg Murphy shared and discussed with the Board various Tax Topics including: Property Tax Rate Options, historical tax levies, neighboring school district rankings, and revenue scenarios.

**ORDER # 26**

**MOTION TO MAKE AGENDA PART OF THE OFFICIAL BOARD MINUTES**

A motion was made by Ms. Pamela Slone and seconded by Dr. Lynn Shelburne to make the agenda dated August 14, 2023 part of the official Board Minutes.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**ORDER # 27**

**EXECUTIVE SESSION**

A motion was made by Ms. Pamela Slone and seconded by Dr. Lynn Shelburne to enter into Executive Session Pursuant to KRS 61.810(1)(k) for a meeting which state law requires to be conducted in privacy, and KRS 156.557(6)(c) for a preliminary discussion relating to the evaluation of the superintendent.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**ORDER # 28**

**RETURN TO OPEN SESSION**

A motion was made by Ms. Pamela Slone and seconded by Dr. Lynn Shelburne to return open session.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes

**ACTION IF APPLICABLE**

No Action

**ORDER #29**

**ADJOURN BOARD MEETING**

A motion was made by Mr. Aaron Erhardt and seconded by Ms. Pamela Slone to adjourn meeting at 7:03 pm.

Ms. Sandy Clevenger Yes

Dr. Lynn Shelburne Yes

Ms. Pamela Slone Yes

Mr. Timothy Truitt Yes

Mr. Aaron Erhardt Yes