

**Regular Meeting
June 18, 2024 5:30 PM
Central Office**

Attendance Taken at : 5:30 PM

Present Board Members:

Mr. Billy Montgomery

Mr. Randy Phillips

Mr. Cliff Prewitt

Absent Board Members:

Ms. Amber Franceschi

Ms. Amy Hart

1. Call to Order/Roll Call

Amber Franceschi, District 1

Amy Hart, District 2

Billy Montgomery, District 3

Cliff Prewitt, District 4

Randy Phillips, District 5

2. Pledge of Allegiance

3. Approval of Agenda

Order #202874 - Motion Passed: Approval of agenda passed with a motion by Mr. Billy Montgomery and a second by Mr. Cliff Prewitt.

Ms. Amber Franceschi	Absent
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Ms. Amy Hart	Absent
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Mr. Billy Montgomery	Yes
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Mr. Randy Phillips	Yes
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Mr. Cliff Prewitt	Yes
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The agenda is being presented for approval. Any changes are to be made at this time.

4. Student Board Member Oath of Office

Swearing in of student board member, Hannah Phillips.

5. 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 three (3) minutes, but not to exceed fifteen (15) 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. Reports

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

A. Finance Officer's Report

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

May 2024 General Fund Recap

	Current Fiscal Year	Last Fiscal Year	Percentage Change
General Fund Cash Balance	\$9.68 million	\$8.42 million	13% increase
General Fund Revenue (including Beg. Balance)	\$26.5 million	\$26.5 million	-
General Fund Receipts (excludes Beg. Balance)	\$20.1 million	\$20.8 million	3% decrease
Expenses	\$17.6 million	\$18.3 million	4% decrease
Ending Balance	\$8.9 million	\$8.2 million	8% increase

- General Fund Revenue:
 - The district has received 95.5% of the revenue budgeted for the year at 91.7% through the fiscal year. Suggests the district will receive more than what was budgeted.
- General Fund Expenditures:
 - Expenses of \$1.9 million in May.
 - The district has expended and encumbered 81.5% of the expenses budgeted for the year at 91.7% through the fiscal year. Suggests the district will expend less than what was budgeted.

B. Attendance/Enrollment Report

The DPP will report to the board at this time.

C. Instruction Report

The Chief Academic Officer will report to the board at this time.

D. 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)).

E. Superintendent's Report

The Superintendent will report to the board at this time.

7. Consent Agenda

Order #202875 - Motion Passed: Approval of consent agenda passed with a motion by Mr. Billy Montgomery and a second by Mr. Cliff Prewitt.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	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. Surplus Equipment

The following items are being requested to be deemed as surplus:

- 10 booth tables from MCSH (sell or scrap)
- 1993 Navy Timberwolf utility box trailer. Has 4 new tires. Carpeted on inside.
- 1995 Black GMC Topkick Dumptruck. 46,151 miles. VIN 1GDKC34N1SJ520532. 5 Speed transmission. 2WD. Dump bed needs work.
- 1992 GMC Topkick Boxtruck. 128,017 Miles. VIN 1GDJ7H1P0NJ515975
- 1998 Ford 750 White Boxtruck. 156,664 miles. VIN1FDNF70J9WVA03024
- Western 8ft icebreaker saltbox. Needs a motor and bearing work.

D. Facilities Use Request

Facilities Use Request for Pageant at MCSH from Victoria Raimondi.

E. Leaves

The attached document outlines the requested leaves.

F. 2024-25 School Fees

Attached is the fee schedule for the 2024-25 school year.

8. Action Items for Discussion

The following items require board action, but do not require a roll call vote for approval.

A. Update to Special Education Department Procedures

Order #202876 - Motion Passed: Approval of the Update to Special Education Department Procedures passed with a motion by Mr. Cliff Prewitt and a second by Mr. Billy Montgomery.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

Dept procedures are provided by KSBA. The updates are to include the new special education eligibility policy for students with Visual Impairments and/or Hearing Impairments per KDE. The changes being made are highlighted in yellow and the previous information has been struck through.

B. 2024-25 Board Policy and Procedure Update - First Reading

The attached are the updates to the 2024-25 board policies and procedures sent to the district by KSBA. This is the first reading.

Effective January 1, 2025, this Policy shall either prohibit the use of medicinal cannabis on school property or permit the use of medicinal cannabis on school property by a pupil who is a registered qualified patient as deemed necessary by the pupil's parent or legal guardian.

o The Board prohibits the use of medicinal cannabis on school property. Superintendent's Recommendation

o The Board permits the use of medicinal cannabis on school property by a pupil who is a registered qualified patient as deemed necessary by the pupil's parent or legal guardian as described above.

If the Board enacts a policy to permit the use of medicinal cannabis by a pupil who is a registered qualified patient, that policy shall:

1. Require medicinal cannabis be administered:

a. i. By a school nurse or under the supervision of appropriate school staff; or

ii. By the parent or legal guardian of the pupil who is a registered qualified patient;

and

b. Out of view of other students; and

2. Include a process by which a school nurse or other school staff member may by written acknowledgement (09.2242 AP.2) refuse to administer or supervise the administration of medicinal cannabis.

C. 2024-25 Master Schedule - First Reading

	Earliest Entry into the Building	Earliest Time allowed in Class	Instructional Start	Instructional End
MCES	7:30	7:45	8:05	2:50
MCIS	7:30	7:45	8:05	2:50
KMS	7:25	7:48: 6 th & 7 th 7:52: 8 th	8:00	2:45
MCSH	7:25	7:45	8:00	2:45
DAYTREATMENT	7:30	7:30	7:50	2:35
MERCER CENTRAL	7:30	7:30	7:50	2:35

D. 2024-25 District and School Plans - First Reading

The following items are being presented for a first reading for the 2024-25 school year:

- District and School Emergency Plans** - A Copy of the Mercer County School District Emergency Management Guide is provided for your review. Each school has developed and updated its school emergency plan for its building. These plans have been approved by their SBDM councils. Copies are provided for your review. All plans will be submitted to our local emergency providers for review and updated based on their recommendations. Before the first instructional day, each school administrator will review their emergency plan with their staff. Throughout the upcoming school year, the district and school committees will continue to refine emergency procedures and plans
- Supervision Plans** - Board Policy 09.221 AP.1 The school & principal shall submit a supervision plan to the superintendent/designee for review and to the Board for its approval.
- District Safety Plan** - The Mercer County School Safety Plan identifies safety needs for the district and each building. The information for this plan comes from safety concerns identified in the yearly Schools At-Risk Assessment and the needs assessment completed by each school administrator/team.
- District Trauma Informed Plan** - A copy of the Mercer County School District Trauma-Informed Plan is provided for your review. KRS 158.4416 requires each local board of education shall develop a plan for implementing a trauma-informed approach in its schools. The plan shall include but not be limited to strategies for:
 - Enhancing trauma awareness throughout the school community;
 - Conducting an assessment of the school climate, including but not limited to inclusiveness and respect for diversity;
 - Developing trauma-informed discipline policies;
 - Collaborating with the Department of Kentucky State Police, the local sheriff, and the local chief of police to create procedures for notification of trauma-exposed students; and
 - Providing services and programs designed to reduce the negative impact of trauma, support critical learning, and foster a positive and safe school environment for every student.

E. 2024-25 Code of Conduct - First Reading

Code of Conduct - KRS 158.148 states that the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. The Board shall update this plan every two years. All updated board policies that are related to the Code of Acceptable Behavior will be included in the Code of Acceptable Behavior & Discipline.

F. Job Description Update

Order #202877 - Motion Passed: Approval of the job descriptions update passed with a motion by Mr. Billy Montgomery and a second by Mr. Cliff Prewitt.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

The following job descriptions have been updated and need board approval:

- 7773 Secretary/Registrar
- 7492 Family Resource Center Coordinator II
- 7493 Family Resource Center Coordinator I
- 7771 Administrative Assistant II

9. Action Items for Roll Call Vote

The following items require board action and a roll call vote for approval.

A. Construction Project Close Out

Order #202878 - Motion Passed: Approval of the Construction Project Close out including BG-5's for 13-254, 14-262, 15-236, 21-213, 22-236, 22-281, 22-405, and including revised BG-1's for 16-044 and 19-065 passed with a motion by Mr. Cliff Prewitt and a second by Mr. Billy Montgomery.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

The following are construction projects dating back to 2013 that need to be closed out in the states system and have an attached BG-5 to be approved:

13-254 has \$160,275.01 remaining
14-262 no remaining funds
15-236 no remaining funds
21-123 no remaining funds
22-236 no remaining funds
22-281 no project - moved into Athletics project
22-405 no remaining funds

The following projects were overspent and need an approved BG-1 (attached) to utilize residual funds from the projects above:

16-044 overspent by \$69,124.17

19-065 overspent by \$35,523.39

There will still be \$55,627.45 in residual funds from these projects. There is an additional \$58,944.11 in interest funds as well. Leaving a total of \$114,571.56 to utilize on the paving/sealing project.

B. BG-4 for Athletics Project

Order #202879 - Motion Passed: Approval of the BG-4 for the Athletics Project passed with a motion by Mr. Billy Montgomery and a second by Mr. Cliff Prewitt.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

Please see the attached BG-4 for project close out for the Athletics Project.

C. Change Order KMS Restroom Project

Order #202880 - Motion Passed: Approval of change order #2 for the KMS Restroom Project passed with a motion by Mr. Cliff Prewitt and a second by Mr. Billy Montgomery.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

Please see the attached change order for the KMS Restroom Project in the increased amount of \$6,624.

D. MCSH Paving

Order #202881 - Motion Passed: Approval of the bid for paving at MCSH using McGlone's passed with a motion by Mr. Cliff Prewitt and a second by Mr. Billy Montgomery.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

Please see attached quotes for paving at Mercer County Senior High School.

E. 2024-25 Insurances

Order #202882 - Motion Passed: passed with a motion by Mr. Billy Montgomery and a second by Mr. Cliff Prewitt.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes

Mr. Cliff Prewitt Yes

The district received quotes from our current Insurance Agency, Whitenack & Souder and Assured Partners for Property, Liability & Auto. The district also received quotes for Workers Comp Insurance through Whitenack & Souder Insurance, which can be managed by them or Assured Partners. A comparison of the insurances is attached.

F. 2024-25 Fidelity Bond

Order #202883 - Motion Passed: Approval of the 2024-25 Fidelity Bond passed with a motion by Mr. Cliff Prewitt and a second by Mr. Billy Montgomery.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

Per KRS 160.560. and 702 KAR 3:080, it is the duty of each board of education to bond their board treasurer and any other school employees who are responsible for board of education funds. Accordingly, by July 1 of each year, the treasurer and other employees responsible for board of education funds, shall execute an official (fidelity) bond for the faithful performance of the duties of his/her office to be approved by the local board and the Commissioner of Education. The bond shall be guaranteed by a surety company authorized to do business in this state and shall be in an amount determined by the local board of education in accordance with the administrative regulations promulgated by the Kentucky Board of Education. The premium on the bond shall be paid by the board of education. A copy of the bond shall be filed with the board of education and with the commissioner of education, with the information contained within the bond, submitted electronically through KDE's web-based system.

The renewal of the treasurer's bond is \$592.48.

G. 2024-25 Bond of Depository/Pledge of Collateral

Order #202884 - Motion Passed: Approval of the 2024-25 Bond of Depository/Pledge of Collateral passed with a motion by Mr. Billy Montgomery and a second by Mr. Cliff Prewitt.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

[KRS 160.570](#) governs depositories for local boards of education. The statute requires each board of education to appoint a bank, trust company, or savings and loan association to serve as its depository. Section 2 of [KRS 160.570](#), requires the depository, before entering its duties, provide collateral in accordance with [KRS 41.240](#), approved by the local board of education in accordance with Kentucky Board of Education administrative regulations, and to be approved by the commissioner of KDE. The commissioner of KDE approves the pledge of collateral for each district annually.

H. Update to 2024-25 Salary Schedule

Order #202885 - Motion Passed: Approval of the update to the 2024-25 Salary Schedule passed with a motion by Mr. Cliff Prewitt and a second by Mr. Billy Montgomery.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

The following items are being updated to the 2024-25 Salary Schedule:

7490/7492 FRC/YSC changed to 7492/7493 FRC/YSC Coordinator

7783 Clerical Assistant/Attendance changed from 7 hours to a range of 7-7.5 hours

7773 Secretary changed to Secretary/Registrar

7771 Administrative Secretary II changed to Administrative Assistant II

Addition of Dual Credit stipends at the high school (were previously left off on accident)

I. 2024-25 Fuel Vendors

Order #202886 - Motion Passed: Approval of the 2024-25 Fuel Vendors passed with a motion by Mr. Cliff Prewitt and a second by Mr. Billy Montgomery.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

The following are being presented for approval as fuel vendors for 2024-25:

- Estep Energy, Somerset, KY
- Heritage Petroleum Inc., Evansville, IN
- Kentucky Petroleum, Winchester, KY
- Petroleum Traders Corporation, Fort Wayne, IN
- Key Oil, Mt. Sterling, KY
- Woodford Oil, Danville, KY

J. Superintendent's Evaluation

Order #202887 - Motion Passed: Approval of the Superintendent's Evaluation with an additional increase in salary of 8% on top of the 7% increase approved on June 4, 2024 passed with a motion by Mr. Randy Phillips and a second by Mr. Cliff Prewitt.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes

Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes

Exemplary in all areas of the Superintendent evaluation.

10. Adjournment

Order #202888 - Motion Passed: Approval to adjourn the meeting passed with a motion by Mr. Billy Montgomery and a second by Mr. Cliff Prewitt.

Ms. Amber Franceschi	Absent
Ms. Amy Hart	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Cliff Prewitt	Yes