

Board of Education Special Meeting  
July 21, 2025 5:00 PM  
Conducted via Video Teleconference  
with a primary physical location for public  
participation and observation being:  
Professional Development Center  
631 North Green Street, Henderson, KY 42420  
Meeting may be viewed electronically at  
<https://www.youtube.com/user/hendersonkyschools>

**Attendance Taken at : 5:00 PM**

**Present Board Members:**

Mr. Thomas Alves  
Mr. Joe McGarrh  
Mr. Michael Waller  
Mrs. Tracey Williams

**Absent Board Members:**

Mr. Wesley Smith

**I. Welcome & Call Meeting to Order**

Mr. Michael Waller called the meeting to order.

**A. Moment of Silence & Pledge of Allegiance**

Mr. Michael Waller led the Pledge of Allegiance.

**II. Approval of Agenda**

**Order #1 - Motion Passed:** A motion to approve the agenda as listed passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

**4 Yeas - 0 Nays**

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

**III. Public Participation & Recognition of Guests**

There were no requests to speak before the Board.

**IV. Approve Minutes from Prior Meetings**

**Order #2 - Motion Passed:** A motion to approve the Minutes from June 23, 2025 Special Meetings passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

**4 Yeas - 0 Nays**

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

## V. Reports

### A. Capital Projects

#### 1. Construction Manager Report

Colton Miller from Codell Construction updated the Board on the SMS HVAC Renovation Project and the East Heights Elementary Renovation Project.

#### 2. BG 25-225 - South Middle School HVAC Renovation Project

Suzanne Irwin from RossTarrant, and Baccus Oliver from Marcum Engineering updated the Board on the South Middle School HVAC Renovation Project. Mr. Chad Thompson presented for Board approval a BG1 (Revised), BG2, BG3, Construction Documents, and to advertise for bids for BG 25-225 - South Middle School Renovation Project. Dr. Bob Lawson requested Board approval of all of the construction documents as presented.

##### a. Approve Revised BG1

**Order #3 - Motion Passed:** Motion to approve the Revised BG1 for BG 25-225 - South Middle School Renovation Project as presented passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

##### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

##### b. Approve BG2 and BG3

**Order #4 - Motion Passed:** A motion to approve the BG2 and BG3 for the South Middle School HVAC Renovation Project as presented passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

##### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

### c. Approve Construction Documents

**Order #5 - Motion Passed:** A motion to approve the Construction Documents for the South Middle School HVAC Renovation Project as presented passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

#### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

### d. Approval to Advertise for Bids

**Order #6 - Motion Passed:** A motion for approval to advertise for bids for the South Middle School HVAC Renovation Project as presented passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

#### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

### 3. Approve Change Order No. 6 for BG 22-506 - Henderson County High School CTE Renovation Project

Mr. Chad Thompson presented for Board approval Change Order No. 6 for BG 22-506 - Henderson County High School CTE Renovation Project. Dr. Bob Lawson requested Board approval of the Change Order with an increase of \$5,148.00 as presented.

**Order #7 - Motion Passed:** Motion to approve the Change Order No. 6 for BG 22-506 - Henderson County High School CTE Renovation Project with an increase of \$5,148.00 as presented passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

#### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

### B. Strategic Plan Update

Dr. Bob Lawson presented a video featuring administrators who attended the Leadership Institute highlighting the Strategic Plan Initiative for Team by providing quality job embedded opportunities to grow professionally and to meet individual needs.

### C. Senate Bill 181 Implementation Plan Update

Mrs. Megan Mortis updated the Board on the SB 181 Implementation Plan. Mrs. Elizabeth Bird presented the need to approve three forms of communication (Blackboard, Starfish, and Outlook) used at the Henderson Community College for use by teachers and students in dual credit classes at the high school.

**Order #8 - Motion Passed:** A motion to approve the three (3) traceable forms of communication used by the Henderson Community College only for use by teachers and students in the dual credit classes at the high school passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

#### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

### VI. Old Business

### VII. New Business

#### A. Election of Board Treasurer

Due to the impending retirement of Cindy Cloutier, the Board elected to approve David Stokes to serve as Treasurer of the Board of Education.

**Order #9 - Motion Passed:** A motion to elect David Stokes to serve as the Treasurer for the Board of Education passed with a motion by Mr. Michael Waller and a second by Mrs. Tracey Williams.

#### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

### B. Recess for Henderson County School District Finance Corporation Meeting

### C. Resume Board of Education Special Meeting

## D. Consent Agenda

**Order #10 - Motion Passed:** A motion to approve the Consent Agenda as presented passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

#### 1. Approve Student Overnight Trip Request

- Retroactive approval for HCHS Boys Soccer Team to travel to Lexington, KY July 18-20, 2025 to participate in Bluegrass State Games.

#### 2. Approve Transportation Request

- The Henderson County Fair Board, Farm Bureau and Riverview School request to use a bus to transport Riverview students to the fairgrounds on Sam Ball Way July 30, 2025 at around 12:45 p.m.

#### 3. Approve Second Reading of KSBA Policy Update #48

#### 4. Review and Accept Amendment to 08.2324 AP.2 - Consent for Outside Traceable Communications

#### 5. Approve Second Reading of 2025-2026 Student Code of Conduct Handbook

#### 6. Approve FY 2026 - District Funding Assurances

#### 7. Approve Amendment to the 2025-2026 Salary Schedule

#### 8. Approve Bid Recommendation

- Surplus Buses & Vans Bid #9-25-5-7

## VIII. Financial

### A. Treasurer's Report

Mr. David Stokes presented for Board approval the Treasurer's Report for the month ending June 30, 2025. Dr. Bob Lawson requested Board approval of the Treasurer's Report as presented.

**Order #11 - Motion Passed:** A motion to approve the Treasurer's Report for the month ending June 30, 2025 passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

### 4 Yeas - 0 Nays

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

**B. Paid Warrant Report**

Mr. David Stokes presented for Board approval the Paid Warrant Report for payments made between June 24, 2025 and July 21, 2025. Dr. Bob Lawson requested Board approval of the Paid Warrant Report as presented.

**Order #12 - Motion Passed:** A motion to approve the Paid Warrant Report for payments made between June 24, 2025 and July 21, 2025 passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

**4 Yeas - 0 Nays**

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

**IX. Personnel**

**A. Personnel Actions**

Personnel actions taken by the Superintendent since the last regular board meeting were received and reviewed by the Board and are attached to these minutes.

**B. Approve Superintendent's Contract**

**Order #13 - Motion Passed:** A motion to approve an amendment to the Superintendent's Contract as presented passed with a motion by Mr. Thomas Alves and a second by Mr. Joe McGarrh.

**4 Yeas - 0 Nays**

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

**X. Adjourn**

**Order #14 - Motion Passed:** There being no further business to come before the Board, a motion to adjourn the meeting at 5:42 p.m. passed with a motion by Mrs. Tracey Williams and a second by Mr. Thomas Alves.

**4 Yeas - 0 Nays**

Mr. Thomas Alves	Yes
Mr. Joe McGarrh	Yes
Mr. Wesley Smith	Absent
Mr. Michael Waller	Yes
Mrs. Tracey Williams	Yes

## **XI. Departmental Review\***

\*No official action was taken during departmental review.

Henderson County district leaders updated the Board on strengths, growth, and next steps for their department.

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Chair

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Secretary

**HENDERSON COUNTY BOARD OF EDUCATION**  
**July 21, 2025**  
**PERSONNEL ACTIONS**

**CERTIFIED:**

**Elect New Hires**

Buckman, Jennifer	Exceptional Child Instructor, Henderson County High School	Effective 7/1/2025
Johnson, Stefani	Kindergarten Classroom Instructor, Spottsville Elementary School	Effective 7/7/2025
Kenney, Sharon	Middle School Classroom Instructor, North Middle School	Effective 7/1/2025
Wilkerson, Crystal	Middle School Classroom Instructor, South Middle School	Effective 7/1/2025

**Resignations**

Caudill, Amanda	Elementary Classroom Instructor, East Heights Elementary School/A.B. Chandler Elementary School	Effective 6/30/2025
Gabbard, Tina	Elementary Classroom Instructor, Spottsville Elementary School	Effective 6/30/2025

**Extra Service Resignations**

Durham, Megan	Grant Writer, Districtwide	Effective 6/30/2025
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**Reassignment/Location Change**

Benton, Tanya	Exceptional Child Instructor, East Heights Elementary School to Special Education Building Coach, North Middle School	Effective 7/1/2025
Oakley, Gillian	Elementary Classroom Instructor, East Heights Elementary Classroom to Exceptional Child Instructor, East Heights Elementary School	
Poynter, Jermaine (Jr.)	Computer Lab Technician, Bend Gate Elementary School to Exceptional Child Instructor, North Middle School	Effective 7/9/2025
Risley, Sara	Elementary Classroom Instructor, Cairo Elementary School to Middle School Classroom instructor, South Middle School	Effective 7/1/2025

**Reinstatement**

Duke, Sarah	Middle School Classroom Instructor, North Middle School	Effective 7/1/2025
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**Reinstatement & Transfer/Reassignment**

Lutz, Allison	School Classroom Instructor, South Middle School to Elementary Classroom Instructor, Cairo Elementary School	Effective 7/1/2025
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**CLASSIFIED:**

**Elect New Hires**

Bough, Ellen	Custodian, Spottsville Elementary School	Effective 7/14/2025
Brewer, Rebecca	Program Assistant I, Bend Gate Elementary School	Effective 8/1/2025
Stone, Elizabeth	Lunchroom Monitor, South Middle School	Effective 8/1/2025
Whitmore, Robert	Custodian, Henderson County High School	Effective 6/19/2025
Williams, Robin	Food Service Assistant I, Cairo Elementary School	Effective 8/1/2025

**Elect New Classified Substitutes**

Inge, Kaycee	Classified Substitute, Districtwide	Effective 6/18/2025
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**Elect New Paraprofessional**

Anslinger, Ryleigh	Boys Soccer Coach, Henderson County High School	Effective 6/17/2025
Troutman, Ian	Assistant Football Coach, Henderson County High School	Effective 6/17/2025

**Decrease in Hours**

Butler, Sandra	Food Service Assistant I, South Heights Elementary School from 4.75 hours per day to 4.5 hours per day	Effective 7/1/2025
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**Increase in Days**

Chandler, Aimee	Purchasing Assistant, Central Office from 220 days to 230 days	Effective 7/1/2025
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**Reassignment/Location Change**

Brooks, Acacia	Food Service Assistant I, Cairo Elementary School to Instructional Monitor II, North Middle School	Effective 7/2/2025
Austin-Mays, Brandi	Food Service Assistant I, A.B. Chandler Elementary School to Food Service Manager I, Niagara Elementary School	Effective 7/7/2025
Gibson, Katherine	Custodian, Spottsville Elementary School to Custodial Supervisor, Spottsville Elementary School	Effective 7/1/2025
Murphy, Teresa	Program Assistant I, Henderson County High School to Program Assistant I, East Heights Elementary School	Effective 7/9/2025
Simmons, Heather	Food Service Assistant I, Cairo Elementary School to Lead Food Service Assistant I, Cairo Elementary School	Effective 7/1/2025
Stone, Elizabeth	Lunchroom Monitor, South Middle School to Lunchroom Monitor, Bend Gate Elementary School	Effective 8/1/2025
Wood, Kelli	Lunchroom Monitor, Cairo Elementary School to Program Assistant I, North Middle School	Effective 7/2/2025

**Resignation**

Gardner, William	Custodian, Cairo Elementary School	Effective 7/18/2025
Gates, Kara	Mental Health Counselor, North Middle School	Effective 6/30/2025
McGuire, Marvetta	Bus Monitor, Transportation	Effective 7/1/2025
McLean, Dakota	Bus Monitor, Transportation	Effective 6/30/2025
Noller, Jennifer	Bus Driver, Transportation	Effective 6/30/2025