

**Mercer County Board of Education
Regular Meeting Minutes
March 21, 2019, 5:30 PM
Central Office
530 Perryville Street
Harrodsburg, KY 40330**

Attendance Taken at 5:30 PM:

Present Board Members:

Ms. Marianne Davis
Mr. Billy Montgomery
Mr. Randy Phillips
Mr. Larry Yeager

Absent Board Members:

Ms. Christie Devine

1. Call to Order/Roll Call

Rationale:

Marianne Davis, District 1
Larry Yeager, District 2
Billy Montgomery, District 3
Christie Devine, District 4
Randy Phillips, District 5

2. Approval of Agenda

Rationale:

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

Order #201953 - Motion Passed: Approval of agenda passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

3. Recognitions

Rationale:

1. TITAN PROUD - No Exceptions - A student from each school (Mercer Elementary, Mercer Co. Intermediate School, King Middle, and Mercer County Senior High School) will be recognized each month at the board of education meetings for their efforts in the classroom, leadership skills and attitude. The student award recipient must meet the following guidelines:

Perfect attendance during the month student(s) are being observed.

Completed all homework assignments and tests.
Passing grade.
No discipline issues.
Student demonstrates good leadership skills.
Student exhibits a winning attitude and spirit toward learning and peers.

MERCER ELEMENTARY SCHOOL - Seth Chunglo, 2nd Grade
MERCER INTERMEDIATE SCHOOL - Allison Osoy de la Cruz, 3rd Grade
KING MIDDLE SCHOOL - Presley Boyne, 7th Grade
MERCER COUNTY SENIOR HIGH - Courtney Fletcher, 11th Grade

4. Reports

Rationale:

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

4.A. Superintendent's Report

Rationale:

The Superintendent will report to the board at this time.

4.B. KSBIT Update

Rationale:

Greg Souder will present an update for KSBIT at this time.

4.C. Finance Officer's Report

Rationale:

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

Board Meeting – March 21, 2019

February 2019 Monthly Recap - Ending GF Cash Balance \$5,250,426 (LY \$6,519,764)

- General Fund Revenue:
 - Overall revenue is down 5% compared to last February, this includes the beginning balance. Receipts received in the year are down 2% compared to last year at this time.
 - Increase in Revenue of \$1,320,134 between January and February
 - Received 71.4% of the revenue that is budgeted for this fiscal year
 - Suggests that more revenue than budgeted will be received due to being 66.7% through the year in February
- Expenditures:
 - Up 5% compared to last February
 - Increase in Expenses of \$1.72 million between January
 - Expended 57.9% of the expenses that are budgeted for this fiscal year
 - Suggests that less expenses than budgeted will be expended due to being 66.7% through the year in February

- Other:
 - SEEK
 - Final SEEK for 2018-19 is \$10,597,666 and \$248,932 in Capital Outlay Funds
 - Tentative SEEK was \$10,446,190, so we ended with an increase of \$151,476 for the year
- Timeline:
 - March:
 - Review bids for services (Mowing, Snow Removal, Audit, etc.)
 - Start discussing and reviewing salary schedules for fiscal year 2020
 - April/May:
 - Review salary schedules for fiscal year 2020
 - Review and approval of Tentative Budget by May 31st
 - Review and approval of school fees for fiscal year 2020
 - Review and approval of SBDM carry forward

4.C.1. Construction Payment Summary

4.D. Principal Reports

Rationale:

Any principal may report to the board at this time if needed.

4.D.1. Presentation of the Day Treatment KECSAC Audit and DJJ Title I Audit

Rationale:

Mr. Guerra will present at this time.

Please see attachments

4.E. Personnel Report

Rationale:

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	
Classified					
April Turpen	Transfer	Preschool IA	MCES	03/04/2019	
Fran Toth	Transfer	Cook/Baker 6hr position	MCSH	02/25/2019	

Melissa Reynolds	New Hire	Full Time Substitute Bus Driver	Bus Garage	03/05/2019	
Lisa Lee	New Hire	PreK Daycare IA	MCES	03/13/2019	
Terminations					
Shauna Howard	Resignation	MCSH Teacher	MCSH	03/01/2019	
Robin Beams	Retired	Teacher	KMS	06/30/2019	
Ashlea Miller	Retired	Preschool IA	MCES	03/01/2019	
Jamie Wince	Retired	Substitute	District	4/1/2019	
Sheila Burns	Retired	Guidance Counselor	KMS	06/30/2019	
Leaves					
Chloe Wilcher		FMLA	MCSH		

5. Public Participation

Rationale:

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.

6. Consent Agenda

Rationale:

"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.

Order #201954 - Motion Passed: Approval of consent agenda passed with a motion by Mr. Randy Phillips and a second by Mr. Larry Yeager.

Ms. Marianne Davis Yes

Ms. Christie Devine Absent

Mr. Billy Montgomery Yes

Mr. Randy Phillips Yes

Mr. Larry Yeager Yes

6.A. Board Meeting Minutes

6.B. Invoices

6.C. SBDM Meeting Minutes

Rationale:

Approval of SBDM Meeting Minutes as presented.

6.D. Surplus Equipment

Rationale:

The board must deem equipment/furniture as surplus before they can be destroyed or sold. Attached are items that need to be deemed as surplus.

6.E. Midway University MOA

Rationale:

Enter into agreement with Midway University's Teacher Education Program.

6.F. Out of State Field Trip Request

Rationale:

Reward field trip for band to Kings Island. The costs are for transportation and entrance to the park of which the students will be paying.

6.G. Transportation Request - Kiwanis Club

Rationale:

The Harrodsburg Kiwanis Club is requesting the use of a school bus and driver for some programs that they will have. They will incur all costs such as mileage and reimbursement of the personnel costs.

7. Leaves of Absence Requests

Rationale:

Nikki Lake- Teacher, requesting unpaid personal leave from March 18th, 19th and 20th.

Discussion:

Order #201955 - Motion Passed: Approval of the leaves of absence requests passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Marianne Davis Yes

Ms. Christie Devine Absent

Mr. Billy Montgomery Yes

Mr. Randy Phillips Yes

Mr. Larry Yeager Yes

8. District Use of Facility Requests

Rationale:

An independent indoor marching group from Tennessee is looking for housing the night of March 22 into the morning of March 23 (Fri-Sat) before a competition at NKU on the afternoon of the 23rd. They would need use of gym, locker rooms, and parking lot at the HS from 9pm-7-8am the next day.

Order #201956 - Motion Passed: Approval of the District Use of Facility Requests passed with a motion by Mr. Larry Yeager and a second by Mr. Billy Montgomery.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

9. Approval to Start Fundraising - Archery

Rationale:

The Archery Booster Club would like permission to start fundraising for a building that will be built on Mercer County Schools property.

Order #201957 - Motion Passed: Approval for the Archery Booster Club to start fundraising for a building that will be built on Mercer County Schools property passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

10. 2018-19 Calendar Updates

Rationale:

Calendar Updates: 18-19

We have missed 4 days of school due to weather or illness. We have used 3 of our NTI days.

Dec. 5th: NTI instructional day
Jan. 22: Canceled for weather
Jan. 24: NTI instructional day
Jan 30: Canceled for weather
Jan. 31: NTI instructional day
Feb. 8th: Closed for Illness
Mar 8th: Closed for Weather

Added to the Calendar:

May 15: Full Instructional Day (Was Early Release)
May 16: Instructional Day
May 17: Instructional Day (Early Release/Last Student day)
May 20: Teacher Work Day
May 21: Teacher Work Day
May 22: Closing Day

Order #201958 - Motion Passed: Approval of the 2018-19 Calendar Updates passed with a motion by Mr. Larry Yeager and a second by Mr. Randy Phillips.

Ms. Marianne Davis Yes
Ms. Christie Devine Absent
Mr. Billy Montgomery Yes
Mr. Randy Phillips Yes
Mr. Larry Yeager Yes

11. 2019-20 & 2020-21 School Year Calendars

Rationale:

At the October board meeting, the Mercer County Board of Education formed our calendar committee to review, develop, and recommend school calendar options to the board for consideration. The calendar committee was comprised of the following members based upon the requirements of KRS 158.070:

Lee Ann Divine	Jennifer Hatton	Marianne Davis
Susan Campbell	Andrea Whitenack	Kelly Tyler
Julie Hammons	Paula Montgomery	Brian Rowland
Tina Kelly	Mike Preston	Tia Taylor
Heather Wessling		

GUIDELINES USED TO DEVELOP THE CALENDAR:

Provide students as many instructional days prior to May. This is very important to our high school students taking the ACT/AP exams. These test dates are not flexible.

For safety purposes, we start after the 127-Yard Sale Days. The date is Aug 6-9.

We must have 185 staff days; traditionally we schedule 173 instructional days. Some years we use 2-3 days for bank time for emergencies. If we decided to start school after August 24, we can have fewer instructional days but must still meet the 1062-hour requirement. We would have to extend the school day or consider using some days during our breaks. If we do this, the instructional day cannot be longer than 7 hours (depending upon the school, it is about 6 hours and 25 minutes now.)

NTI days are not guaranteed. We must include makeup days in our school calendar. Typically, we add these to the end of the calendar but we can add these other places if we want.

We must keep the Career Academy in mind when we develop our calendar. Our students are attending classes with Anderson Co. and Burgin and we need to be mindful of this as well.

We are required to have the following dates:

1- Opening Day	1- Closing Day	4: PD days	2- Planning Days	4-
Holidays				

Dates we are required to be out of school for the 20/21 SY:

-Sept. 7th: Labor Day (Holiday)	-Nov. 3, 2020: Presidential Election
-Nov. 26th: Thanksgiving (Holiday)	-Dec. 25: Christmas (Holiday)
-Jan. 1: New Year's Eve (Holiday)	-Jan. 18: MLK
-May 31: Memorial Day	

Feb. 15th: Traditionally we also take off President's day but this is not required.

Calendar Committee Recommendations:

1. 19-20 SY: 2 calendar options are provided for the board to consider. In both options, the main change to the already approved calendar is to add 3 additional early release days for students throughout the school

year to imbed professional development throughout the school year. These additional early release dates are as followed:

August 30th

November 1st

March 6th

Option 1: President's Day is a break

Option 2: President's Day could be used as a makeup day.

2. 20-21 SY: 2 calendar options are provided for the board to consider. Both options are the same with the exception of President's Day.

Option 1: President's Day is a break

Option 2: President's Day could be used as a makeup day.

Order #201960 - Motion Passed: Approval of the 19-20 School Year Calendar Option 1, approval of the 20-21 School Year Calendar Option 1 passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Marianne Davis Yes

Ms. Christie Devine Absent

Mr. Billy Montgomery Yes

Mr. Randy Phillips Yes

Mr. Larry Yeager Yes

12. Insurance Renewals 2019-20

SUBJECT: Insurance Renewals for 2019-20

INTRODUCTION:

Property, GL, Automobile, Worker's Compensation

Mercer County Schools have been with Liberty Mutual Insurance and Whitenack and Souder for seven years now and KEMI for four 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
Liberty Mutual				
Property (\$5,000 deduct)	\$89,154	\$91,549	\$97,860	\$108,065
General Liability	\$51,763	\$52,092	\$58,407	\$60,697
Automobile	\$60,147	\$63,790	\$66,965	\$74,993
Umbrella	\$16,176	\$16,732	\$18,814	\$20,347
Total with Liberty only	\$217,240	\$224,163	\$242,046	\$264,102
Kentucky Employers Mutual (KEMI)				

Worker's Compensation	\$125,704	\$130,719	\$105,470	\$88,055.34
Total with Liberty/KEMI	\$342,944	\$354,882	\$347,516	\$352,157.34

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 2018-19.

Student Accident Insurance

Mercer County Schools has used Bob 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.

Three years ago the board approved a plan that was less expensive due to the schedule of benefits rather than just a limit to the physical therapy amount. That resulted in a savings to the district of almost \$5,000. We have not seen any reason to increase that coverage more than what it has been in the last two school years. We have been very satisfied with the lower rate and the coverage that is guaranteed with that rate.

The options that have been narrowed down for the 2019-20 school year are all Plan 4 rates. **Plan 4** is less expensive and contains a schedule of benefits or limited benefits which will reduce our losses and continue to bring our premium down in future years. These plans cover up to maximum benefit of \$25,000 for each injury for 26 week loss period, and medical charges within two years of injury. They also include an accidental death benefit of \$10,000 and catastrophic coverage up to \$7,500,000. The following quotes are all Plan 4 rates:

Berkley Accident and Health - \$84,796
 Nationwide Life Insurance Company - \$82,119
 Zurich American Insurance Company - \$107,844
 AXIS Insurance Company - \$80,969
 The Hartford - \$92,964
 Liberty Mutual - \$89,012

The increase in premium is due to a larger number of student accident claims in this fiscal year, which increases the projected number of claims for next year. Hopefully we will be able to see a decrease in upcoming years.

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

SUPERINTENDENT'S RECOMMENDATION: I recommend approval of

- Liberty Mutual Insurance/ Whitenack and Souder for Property, Liability and Vehicle insurance;

- Kentucky Employees Mutual Insurance/Whitenack and Souder for Worker's Compensation; and
- Bob Roberts Insurance with AXIS Insurance Company for Plan 4 Student Accident insurance.

Order #201961 - Motion Passed: Approval of insurance coverage for 2019-20 provided by Liberty Mutual Insurance for Property, Liability, Automobile, and Umbrella in the amount of \$264,102, and Kentucky Employers Mutual Insurance for Worker's Compensation in the amount of \$88,055.34, and student accident insurance provided by AXIS Insurance Company in the amount of \$80,969 passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

13. Audit Contract 2018-19

Rationale:

Approved Audit Contracts are due to KDE's Division of District Support prior to their May meeting. Mercer County put out a Request for Proposals for audit work and opened those proposals on Friday, March 15, 2019 at 2:00 p.m.

There were two responses to the RFP, you will see those attached.

White and Company, PSC provided a quote of \$18,300 to complete audit services for 2018-19. This is no increase compared to last fiscal year. We have contracted with them for multiple years and they have always been great to work with.

Recommendation is to approve to enter in an Audit Contract with White and Company, PSC for the audit year 2018-19.

Order #201962 - Motion Passed: Approval to enter in an Audit Contract with White and Company, PSC for the audit year 2018-19 passed with a motion by Mr. Larry Yeager and a second by Mr. Billy Montgomery.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

14. Acceptance of Bid for Mowing Contract for 2019

Rationale:

The grounds maintenance contract currently in place will expire as of April 1, 2019. Therefore, the district advertised for bids and opened those bids on February 25, 2019 at 10:00 a.m.

Results are attached.

Superintendent's Recommendation: Entering into a new contract to last up to two years with Isaiah House, utilizing option two in the bid specifications.

Order #201963 - Motion Passed: Approval to accept the bid from Isaiah House for mowing the district grounds according to the specifications for Option 2 for calendar year 2019, with the option to renew for a second year passed with a motion by Mr. Larry Yeager and a second by Mr. Billy Montgomery.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

15. Acceptance of Bid for Snow Removal for 2019

Rationale:

The district advertised for bids at the beginning of February and opened those bids on February 25, 2019 at 10:00 a.m.

The responses are attached.

True Cutt Lawn Service withdrew their bid on February 26, 2019.

Superintendent's Recommendation: Accepting the bid from Isaiah House with the option to renew for up to two years.

Order #201964 - Motion Passed: Approval of the bid from Isaiah House for Snow Removal for 2019 with the option to renew for up to two years passed with a motion by Mr. Randy Phillips and a second by Mr. Larry Yeager.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

16. Acceptance of Hay Bid for 2019

Rationale:

The district advertised for bids at the beginning of February and opened those bids on February 25, 2019 at 10:00 a.m.

Responses to the bid are attached.

True Cutt Lawn Service withdrew their bid on February 26, 2019.

Superintendent's Recommendation: Accepting the bid from Levi Maddox in the amount of \$600.00 paid to the district for removal of the hay from the property.

Order #201965 - Motion Passed: Approval to accept the bid from Levi Maddox in the amount of \$600.00 paid to the district for removal of the hay from the property for 2019 passed with a motion by Mr. Billy Montgomery and a second by Mr. Randy Phillips.

Ms. Marianne Davis	Yes
Ms. Christie Devine	Absent
Mr. Billy Montgomery	Yes
Mr. Randy Phillips	Yes
Mr. Larry Yeager	Yes

17. Adjournment

Order #201966 - Motion Passed: Approval to adjourn the meeting passed with a motion by Mr. Randy Phillips and a second by Mr. Billy Montgomery.

Ms. Marianne Davis Yes

Ms. Christie Devine Absent

Mr. Billy Montgomery Yes

Mr. Randy Phillips Yes

Mr. Larry Yeager Yes