

**RECORD OF BOARD PROCEEDINGS
(MINUTES)**

Russell County Board of Education
Central Office, June 18, 2018

The Russell County Board of Education Meeting was held at Russell County Board of Education

Central Office at 6:00 PM on June 18, 2018 with the following members:

Attendance Taken at 6:01 PM:

Present Board Members:

Mr. Gerald Murray
Ms. Joy Wilson
Mrs. Brenda Higginbotham
Mr. Richard Kazsuk
Mrs. Sheila Wicker

A sign in sheet was available for the public.

1. Call to Order

Rationale:

The Chair calls the Regular Board Meeting to order at 6:00 P.M.

2. Roll Call

Rationale:

This action is taken by calling each board member's name, with the board member answering present.

3. Adoption of Agenda

Rationale:

Meeting Agenda is provided for your review.

Order #8408 - Motion Passed: If there are no corrections or amendments, I recommend the agenda be approved as presented. passed with a motion by Mrs. Brenda Higginbotham and a second by Ms. Joy Wilson.

| | |
|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

4. Consent Agenda

Rationale:

- A. Meeting Minutes
- B. Payment of Bills
- C. School Activity Fund Reports
- D. Financial Report
- E. Personnel Reports
- F. Field Trips

Order #8409 - Motion Passed: If there is no changes or amendments I recommend approval of consent agenda items. passed with a motion by Mr. Richard Kazsuk and a second by Mrs. Brenda Higginbotham.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

Rationale:

Maracia L. Skaggs
Retired-Effective June 1, 2018

Becky Johnson
Retiring-Effective July 1, 2018

Heather Slone
SRCL Grant Literacy Specialist

Amy Beth Sneed
District Transfer to RCHS

Hannah England
Gifted & Talented Coordinator/Teacher

Lauren Alsip
Resigning-Effective June 30, 2018

Heather Wilson
Instructional Assistant- JES

Kelly Stapp
Instructional Assistant-JES

4.F. Field Trips

Rationale:

June 1, 4, 5, 7, 8, 12, 13, 15, 18

Russell County Boys Basketball Summer Basketball Games

June 14, 2018
NJROTC- Vietnam Memorial Wall, London, KY

June 18, 2018
NJROTC- Vietnam Memorial Wall, London, KY

July 17, 2018
Russell County Football- Lindsey Wilson College

July 19, 2018
Russell County Football- Lindsey Wilson College

July 23, 2018
Russell County Football- Green County High School

5. Annual Board Action for Emergency Teacher and Emergency Substitute Teacher Certification.

Rationale:

KRS 161.100 and KRS 161.102 calls for each board of education to approve one-year emergency certification for teachers of specified areas of critical shortage in order to fill unanticipated vacant teacher positions, which may occur prior to and after the opening of the upcoming 2018-2019 school year, and approve emergency certification for non-certified substitute teachers who are hired to broaden the substitute pool to cover classes when teachers are absent.

Order #8410 - Motion Passed: I recommend approval of the Annual Board Action for Emergency Teacher/Substitute Teacher Certification. passed with a motion by Ms. Joy Wilson and a second by Mr. Richard Kazsuk.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

6. Application for Adjunct Instructor Certificate/Rate of Pay

Rationale:

Introduction: KRS 161.046 and KRS 161.048 calls for each board of education to approve part-time positions and the positions be filled by the best qualified candidate(s) available, as determined by the factors of academic preparation, prior teaching experience or related educational work, exceptional work experience, and personal attributes compatible with the demands of the teaching profession, and the specialty area for which certification is sought. The employment of this person in this part-time position will not result in the displacement of a qualified teacher with a regular certificate who is already employed in the district for the 2018-2019 school year. Applicants must sustain good moral character and is at least 18 years of age. All applicable background checks must be conducted on all applicants.

The application for adjunct instructor is needed for our EMT class that is going to continue at Russell County High School. Local paramedics will teach the class at the rate of \$20.00 per hour, for 5 hours of instruction per week and 2 hours of planning per week for a total of 7 hours per week. Additional instructors are occasionally present depending upon the skill being taught.

Order #8411 - Motion Passed: I recommend approval of the adjunct instructor certificate and that the adjunct instructors be paid \$20.00 per hour, for 5 hours of instruction per week and 2 hours of planning per week for a total of 7 hours per week. Additional instructors are occasionally present depending upon the skill being taught and will be paid at the \$20.00 per hour rate. passed with a motion by Ms. Joy Wilson and a second by Mrs. Brenda Higginbotham.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

7. FY-19 Pay Dates

Rationale:

It is necessary for the board to set pay dates for FY-19.

Pay Dates for FY19

July 1, 2018—June 30, 2019

| | | |
|--------------------|-----------|-----------------------------|
| July 16, 2018 | Monday | July 15 is a Sunday |
| August 1, 2018 | Wednesday | |
| August 15, 2018 | Wednesday | |
| August 31, 2018 | Friday | September 1 is a Saturday |
| September 14, 2018 | Friday | September 15 is a Saturday |
| October 1, 2018 | Monday | |
| October 15, 2018 | Monday | |
| November 1, 2018 | Thursday | |
| November 15, 2018 | Thursday | |
| November 30, 2018 | Friday | December 1 is a Saturday |
| December 14, 2018 | Friday | December 15 is a Saturday |
| January 2, 2019 | Wednesday | January 1 is New Year's Day |
| January 15, 2019 | Tuesday | |
| February 1, 2019 | Friday | |
| February 15, 2019 | Friday | |
| March 1, 2019 | Friday | |
| March 15, 2019 | Friday | |
| April 1, 2019 | Monday | |
| April 15, 2019 | Monday | |
| May 1, 2019 | Wednesday | |
| May 15, 2019 | Wednesday | |
| May 31, 2018 | Friday | June 1 is a Saturday |
| June 14, 2019 | Friday | June 15 is a Saturday |
| June 28, 2019 | Friday | June 30 is a Sunday |

Note: FY19 pay for employees with 240 days of employment will begin on July 16, 2018. FY19 pay for employees with extended days beyond 185 (certified) or 174 (classified) will begin on August 15, 2018. FY18 pay for employees with either 185 (certified) or 174 days (classified) will begin on August 31, 2018.

Order #8412 - Motion Passed: I recommend the approval of the FY-19 pay dates. passed with a motion by Mrs. Brenda Higginbotham and a second by Mr. Richard Kazsuk.

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| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

8. Bond of Depository

Rationale:

KRS 160.570 and 702 KAR 3:090 require each local board of education-designated depository of funds to execute a bond for the faithful performance of its duties. The bond shall be approved by the local school board of education and the Commissioner of Education. First National Bank has pledged \$ 8,500,000.00 on the Bond of Depository. A copy of the collateral listing is attached for your review.

Order #8413 - Motion Passed: I recommend approval of the Bond of Depository in the amount of \$8,500,000.00 for our accounts at First National Bank. passed with a motion by Mr. Gerald Murray and a second by Ms. Joy Wilson.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

9. Performance Bonds

Rationale:

Per KRS 160.560 and 702 KAR 3:080, it is the duty of each local board of education to bond its treasurer and any other school employee who is responsible for board of education funds. Bonds are attached for your review.

Order #8414 - Motion Passed: I recommend approval of the performance bonds for the 2018-2019 school year. passed with a motion by Mrs. Brenda Higginbotham and a second by Mr. Richard Kazsuk.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

10. Renewal for Workers' Compensation Insurance

Rationale:

Our current policy for workers' compensation insurance expires June 30, 2018. This bid was awarded beginning with the 2016-2017 school year and we have the option to renew. The 2018-2019 premium is \$ 5,322 less than the 2017-2018 premium.

Order #8415 - Motion Passed: I recommend that the Russell County Board of Education renew our current policy with Church Mutual for workers' compensation insurance for the 2018-2019 school year. passed with a motion by Mr. Gerald Murray and a second by Ms. Joy Wilson.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

11. Use of Course Code 909999

Rationale:

All courses are assigned codes. State course code 909999 should be used in situations where a current state course code does not exist and there are no existing Kentucky Academic Standards aligned to the course. Therefore, it cannot be used for required courses. Per Kentucky Department of Education's "Guiding Principles for using course code 909999 School Defined Course" Local Boards of Education should approve the use of a district's use of a 909999 state course code before a district begins utilizing it within Infinite Campus.

Order #8416 - Motion Passed: I recommend that the Russell County Board of Education approve the use of course code 90999 only in situations where a current course code does not exist and there are no existing Kentucky Academic Standards aligned to the course. passed with a motion by Mrs. Brenda Higginbotham and a second by Mr. Richard Kazsuk.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

12. 2018 KSBA Policy Updates (#41)- 1st READING (NO ACTION REQUIRED)

Rationale:

The KSBA (Kentucky School Board Association) as a service provides board members and school districts new and revised legal requirements for board policies. Attached document is the required and recommended changes.

13. Contract/Memorandum of Agreement Approval

Rationale:

The following contracts/memorandum of agreements are attached for your review.

Commonwealth of Kentucky- FY19-Community Education

Commonwealth of Kentucky- FY19-Read to Achieve

Kentucky Office of Vocational Rehabilitation- Community Work Transition Program

Midway University- Student Teaching Placements & Field Placements

Commonwealth of Kentucky- FRYSC BOE Region 6 SFY19

Order #8417 - Motion Passed: I recommend approval of the contract and/or memorandum of agreements that have been approved by the board attorney. passed with a motion by Ms. Joy Wilson and a second by Mrs. Brenda Higginbotham.

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| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

14. Out of State and/or Overnight Trips

Rationale:

The following group has received approval from the Superintendent for the following out of state trip:

May 27-28, 2018

Russell Co. Baseball-Regional Baseball Tournament- Bowling Green, KY

June 20-22, 2018

Russell Co. Boys' Basketball, Summer Basketball Camp- Tennessee Tech University

July 30-August 3, 2018

Russell Co. Football-Team Football Camp Campbellsville University

August 15-17, 2018

FFA- Kentucky State Fair- Louisville, KY

Order #8418 - Motion Passed: I recommend approval of the out of state and/or overnight trips. passed with a motion by Mr. Gerald Murray and a second by Mr. Richard Kazsuk.

Mr. Gerald Murray Yes

Ms. Joy Wilson Yes

Mrs. Brenda Higginbotham Yes

Mr. Richard Kazsuk Yes

Mrs. Sheila Wicker Yes

15. Disposal of Lower-Level Bleachers at Russell County High School

Rationale:

Per previous board approval, new lower-level bleachers will be installed in August at Russell County High School. Russell County Schools maintenance staff was going to demo the bleachers to save costs. A representative from Danville Christian Academy has offered his construction company, Lewis Paul Construction to demo the "visitor" side bleachers and they would take the bleachers. We will set a construction dumpster to use when dismantling the other side.

Order #8419 - Motion Passed: I recommend that the Russell County Board of Education allow Lewis Paul Construction Company, working with Danville Christian Academy, to demo the visitor side lower level bleachers (no cost to either party) with Lewis Paul Construction providing certificate of insurance and liability waiver as approved by Russell County School Board Attorney. passed with a motion by Ms. Joy Wilson and a second by Mrs. Brenda Higginbotham.

Mr. Gerald Murray Yes

Ms. Joy Wilson Yes

Mrs. Brenda Higginbotham Yes

Mr. Richard Kazsuk Yes

Mrs. Sheila Wicker Yes

16. Staffing: English Learner & Migrant Programs

Rationale:

Currently the English Learner (EL) & Migrant Programs are staffed as follows:

One (1) Instructional Assistant - English Learner Program & Migrant Recruiter

One (1) Instructional Assistant - English Learner Program

One (1) Teacher - English Learner & Migrant Programs

The demands of the programs are great and include: co-teaching, English-language instruction for multi-age/multilevel classrooms, assessments, translation services, enrollment assistance, recruitment and implementation of Migrant Services with required documentation.

An additional instructional assistant is required within the English Learner Program.

Order #8420 - Motion Passed: I recommend that another instructional assistant be added to the English Learner Program. passed with a motion by Ms. Joy Wilson and a second by Mr. Richard Kazsuk.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

17. Public Comment

18. Superintendent Evaluation

Rationale:

At the June 29, 2018 meeting the Russell County Board of Education will complete Superintendent Ford's annual evaluation. Attached is the blank evaluation form for the board's review along with the standards.

19. Procedure Review- Automated External Defibrillator (AED)

Rationale:

This procedure outlines the use and maintenance of the Automated External Defibrillator (AED).

20. Adjournment

Rationale:

Order #8421 - Motion Passed: Adjournment of the meeting passed with a motion by Mrs. Brenda Higginbotham and a second by Mr. Richard Kazsuk.

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|--------------------------|-----|
| Mr. Gerald Murray | Yes |
| Ms. Joy Wilson | Yes |
| Mrs. Brenda Higginbotham | Yes |
| Mr. Richard Kazsuk | Yes |
| Mrs. Sheila Wicker | Yes |

Chairperson

Superintendent