

**RECORD OF BOARD PROCEEDINGS  
(MINUTES)**

Russell County Board of Education  
Central Office, December 17, 2018

The Russell County Board of Education Meeting was held at Russell County Board of Education Central Office at 6:00 PM on December 17, 2018 with the following members:

**Attendance Taken at 6:00 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 #8507 - 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. Recognition: Russell County Education Association (RCEA) Teacher of the Month: Brittany Sandusky**

**5. 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 #8508 - Motion Passed:** If there are no changes or amendments I recommend approval of consent agenda items. passed with a motion by Ms. Joy Wilson and a second by Mr. Gerald Murray.

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

Rationale:

**Salem Elementary:**

Adam Stapp Janitor

**Russell County High School:**

Jeremy Jones Freshman Boys' Basketball Coach

Food Service:

Barbara Wilson Retiring- Effective December 31, 2018

Kim Wyatt Manager-Russell County High School

Kathy Bailey Cook/Baker-Russell Springs Elementary

Charlsea Johnson Cook/Cashier-Russell County High School

Sam Doss Sub to Full Time Cook/Cashier- Russell

Springs Elementary

**5.F. Field Trips**

Rationale:

**Russell Springs Elementary School:**

ALL RSES Students- Key Twin Cinema

**Russell County High School:**

FMD/BOSS Club Bowling Green, KY

**Russell County Athletics:**

RCHS Dance Team Lexington, KY

**Lake Cumberland Area Technology Center:**

Medicaid/Nurse Aide Class Elizabethtown, KY

**6. Approve/Reject Bids for the Lake Cumberland Regional College and Workforce Center Project**

Rationale:

Attached are recommendation letters and from Branscum Construction and Sherman Carter Barnhart for awards of contract for the Lake Cumberland Regional College and Workforce Center. Bids were open on November 14, 2018 and December 6, 2018 for the construction of the center. Bid tabulations and purchase order summaries are also attached.

**Order #8509 - Motion Passed:** I recommend awarding contracts for all bid packages as identified in the recommendation prepared by Branscum Construction and Sherman Carter Barnhart in the amount of \$13,228,019.05- passed with a motion by Mr. Richard Kazsuk 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

**7. Revised BG-1 for the Lake Cumberland Regional College and Workforce Center Project**

Rationale:

A revised BG-1 for the Lake Cumberland Regional College and Workforce Center Project been submitted for your review.

**Order #8510 - Motion Passed:** I recommend that the board approve the revised BG-1 for the Lake Cumberland Regional College and Workforce Center project- passed with a motion by Ms. Joy Wilson 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

**8. Resolution Authorizing the Russell County School District Finance Corporation to Issue Revenue Bonds**

Rationale:

The Russell County Board of Education Must Adopt a Resolution Authorizing the Issue of Revenue Bonds. The Resolution is as follows:

RESOLUTION OF THE BOARD OF EDUCATION OF THE RUSSELL COUNTY SCHOOL DISTRICT, CONFIRMING THE ACCEPTANCE OF AN OFFER OF ASSISTANCE FROM THE KENTUCKY SCHOOL FACILITIES CONSTRUCTION COMMISSION; AUTHORIZING AND APPROVING THE EXECUTION OF A PARTICIPATION AGREEMENT WITH SAID COMMISSION; AUTHORIZING AND APPROVING THE EXECUTION OF A CONTRACT, LEASE AND OPTION WITH THE RUSSELL COUNTY SCHOOL DISTRICT FINANCE CORPORATION AND ANY FURTHER NECESSARY INSTRUMENTS; APPROVING CERTAIN ARCHITECTS' PLANS FOR THE CONSTRUCTION OF A CERTAIN SCHOOL BUILDING PROJECT; AND APPROVING THE PLAN OF FINANCING THE COST OF SAID PROJECT.

**Order #8511 - Motion Passed:** I recommend that the Russell County Board of Education Adopt a Resolution Authorizing the Issue of Revenue Bonds as presented/read- passed with a motion by Mrs. Brenda Higginbotham and a second by Mr. Gerald Murray.

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

**9. School Facilities Construction Commission (SFCC) Kentucky Education Technology System (KETS) Offer of Assistance**

Rationale:

The SFCC is presenting a KETS Offer of Assistance in the amount of \$24,437.

**Order #8512 - Motion Passed:** I recommend that we accept the SFCC KETS Offer of Assistance and escrow the full amount of \$24,437 up to three (3) years. 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

**10. Russell County Middle School's Comprehensive Improvement Plan**

Rationale:

Russell County Middle School is identified for targeted support for improvement (TSI) for students with disabilities because the performance is lower than that of all students. A school identified for TSI must revise its comprehensive school improvement plan (CSIP) with the involvement of local school personnel and other stakeholders, including the principal and other school leaders, teachers, and parents. (KRS 160.346(4)(a)) The local board of education reviews and approves the school improvement plan. (703 KAR 5:280(11)) The LEA monitors and supports implementation of the school improvement plan to ensure successful implementation. (703 KAR 5:280(11))

Attached:

- Kentucky Department of Education Targeted Support & Improvement Flowchart
- Russell County Middle School's Comprehensive Improvement Plan
- Russell County Middle School's Executive Summary
- Russell County Middle Schools' Evidenced-Based Teaching Practices
- Russell County Middle School Site Base Council Improvement Plan Approval

**Order #8513 - Motion Passed:** I recommend Russell County Middle School's Comprehensive School Improvement Plan be approved as presented- 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

**11. Comprehensive District Improvement Plan**

Rationale:

The Local Education Agency annually reviews and approves the Comprehensive District Improvement Plan. The 2018-2019 Russell County School Comprehensive District Improvement Plan states overall goals and provides improvement strategies and activities that addresses identified needs for the district.

**Order #8514 - Motion Passed:** I recommend that the Russell County Board of Education approve the 2018-2019 Comprehensive District Plan revisions and that the District is in compliance with all the assurances listed in Appendix of the KDE "District Improvement Planning-Roles and Responsibilities." - passed with a motion by Mrs. Brenda Higginbotham and a second by Mr. Gerald Murray.

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

**12. District Calendar Committee**

Rationale:

KRS 158.070 (attached) requires that beginning with the 2019-2020 school year, and each year thereafter, the local board of education, upon recommendation of

the local school district superintendent, shall annually appoint a school district calendar committee to review, develop, and recommend school calendar options.

I have listed suggested committee members beside each position and each person listed has agreed to serve pending Russell County Board of Education Approval:

1. One (1) school district principal (Kimberlee Webb, SES Principal)
2. One (1) school district office administrator other than the superintendent (Cecilia Damron, Director of Student Support Services)
3. One (1) member of the local board of education (Brenda Higginbotham, Board Member)
4. Two (2) parents of students attending a school in the district (Joy Fletcher & Bill Mullins)
5. One (1) school district elementary school teacher (Ann Hatcher, JES Teacher)
6. One (1) school district middle or high school teacher (Amber Stephens, RCMS Teacher)
7. Two (2) school district classified employees (Jackie Eastham, RCHS Cook & Melinda Thomas, RSES Nurse)
8. Two (2) community members from the local chamber of commerce, business community, or tourism commission (Lindsey Wilson Gosser, Russell Co. Chamber of Commerce & Janette Marson, Russell Co. Tourism Director)

**Order #8515 - Motion Passed:** I recommend that the Russell County Board of Education appoint the local school district calendar committee as noted to review, develop, and recommend school calendar options- passed with a motion by Ms. Joy Wilson 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

### **13. Job Description-School Food Service Director**

Rationale:

A job description for School Food Service Director is attached for your review. There are minimum state requirements for School Food Service Directors, based upon student enrollment.

**Order #8516 - Motion Passed:** I recommend that the job description 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

### **14. Agreement with Green County Board of Education for CDL Third Party Examiner**

Rationale:

Green County Board of Education has presented an agreement regarding "third party examiner" required for bus driver applicants to obtain a CDL and operate a school bus. Green County Board of Education has a Third Party Examiner certified by the Kentucky State Police. The cost of the initial CDL exam would

be \$75 with \$50 for each portion of the test after the initial exam (retests). The agreement is attached for your review.

**Order #8517 - Motion Passed:** I recommend that the Russell County Board of Education approve the agreement with Green County Board of Education as presented- passed with a motion by Mr. Richard Kazsuk 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

**15. Memorandum of Agreement-University of Wisconsin Eau Claire**

Rationale:

The memorandum of agreement with University of Wisconsin Eau Claire Department of Communication Sciences & Disorders is attached for your review.

**Order #8518 - Motion Passed:** I recommend approval of the memorandum of agreement with University of Wisconsin Eau Claire Department of Communication Sciences & Disorders that has been approved by the board attorney. passed with a motion by Ms. Joy Wilson and a second by Mr. Gerald Murray.

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

**16. Nonresident Contracts**

Rationale:

Contracts are required by KRS 157.350, which reads in part: "Each district which meets the following requirements shall be eligible to share in the distribution of funds from the fund to Support Education Excellence in Kentucky.

(4) Includes no nonresident pupils in its average daily attendance, except by written agreement with the district of the pupils' legal residence.."

Districts to enter into nonresident contracts include:

Casey County --- for the 2019-20, 2020-2021 School Years

5 Students---5 students attending Russell Co. residing in Casey Co.

Adair County--- for the 2019-20,2020-21,

6 Students--6 students attending Russell Co. residing in Adair Co.

**Order #8519 - Motion Passed:** I recommend approval of the non-resident contracts with the Casey County District for the 2019-20, 2020-21 school years and Adair County District for the 2019-20, 2020-21 school years and authorize the state funds to follow students where they are attending school- 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

17. Out of State and/or Over Night Trips

Rationale:

The following groups has received approval from the Superintendent for the following overnight and/or out of state trips:

Russell County High School:

February 5-11, 2019 RCHS Cheerleaders Orlando, FL  
February 8, 2019 RCHS ROTC Rifle Team Rogersville, TN

**Russell County Schools**  
Request for Group Field Trips

Date: 12-13-18 School: Russell Co. High

- 1) All drivers are scheduled by calling the bus garage at 866-4844.
- 2) Do not pay the driver yourself.
- 3) No field trips for the last two weeks of school unless on a Saturday.
- 4) Please try to avoid scheduling trips in May.
- 5) All out-of-state or overnight trips must be approved by the Board.

Date of Trip: 2-5-19 to 2-11-19 Number of Students: 30  
Leave Time: 10:00 P.M. Return Time: 2-11-19 10:00 AM

Class or Club: Cheerleaders

District nurse notified: Date and Signature: Alicia Anderson 12/14/18

YES will be taking sack lunch Number of Meals \_\_\_\_\_  
 YES will be taking sack breakfast Number of Meals \_\_\_\_\_

School café manager notified: Date and Signature: Rui Lopez 12/14/18

Destination: Orlando, Fla.

Purpose: UCA Nationals - National High School cheerleading Championships

Teacher(s), Aide(s) and Chaperone(s):  
Teresa Ellis  
Rachel Miller  
Amy Ellis

Scheduled Bus Driver: Charter Bus - Knoxville Tours  
See attached justification

Charge Cost of Trip to: \_\_\_\_\_

Macy Anderson  
Principal

Michael O. Lewis  
Superintendent/Designee  
*Approved by Board*

Scheduled Bus Driver: Charter Buses

Justification: Charter buses are equipped with restrooms on-board to eliminate the need for multiple unnecessary stops during travel. Buses are also equipped with Wi-Fi and TVs and drivers are trained/familiar with the trip and are well adapted to traffic patterns and potential alternate routes. Additionally, there is a lot of luggage and cheer supplies that the coach buses can accommodate that a traditional school bus can't. Knoxville Tours is the company that will be providing the charter buses.

**Order #8520 - Motion Passed:** I recommend approval of the overnight and/or out of state trips- passed with a motion by Ms. Joy Wilson 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

**18. Fundraiser Approval**

Rationale:

The following school has received approval from the Superintendent for the listed fundraiser:

**Jamestown Elementary:** Penguin Holiday Shop December 7, 2018

**Order #8521 - Motion Passed:** I recommend approval of the school wide fundraiser- 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

**19. Public Comment**

**20. Adjournment**

**Order #8522 - Motion Passed:** Adjournment of the meeting 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

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Chairperson

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Superintendent