

**RECORD OF BOARD PROCEEDINGS
(MINUTES)**

Russell County Auditorium/Natatorium (Room 114), February 25, 2019

The Russell County Board of Education Meeting was held at Russell County Auditorium/Natatorium (Room 114) at 6:00 PM on February 25, 2019 with the following members:

Attendance Taken at 6:02 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:

The meeting agenda is provided for your review.

Order #8537 - 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: Nicolette Bailey

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 #8538 - Motion Passed: If there are no changes or amendments I recommend approval of the consent agenda items- passed with a motion by Mr. Richard Kazsuk 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:

Ashley Coppage	Resigning-Cook/Cashier (Effective January 30, 2019)
Ashley Coppage	Preschool Aide Position (RSES 2 days/SES 2 days)
Sarah Roy	Resigning-Head Volleyball Coach RCHS (Effective January 31, 2019)
Alicia Swann	Preschool Assistant Position-SES
Junetta West	Retiring- JES (Effective February 28, 2019)
Adam Stapp	Resigning-SES Custodian (Effective February 20, 2019)
Faith Womack	RCHS- Head Volleyball Coach

5.F. Field Trips

Rationale:

Jamestown Elementary:

2/15/2019	Jump Air/Cheddar's, Bowling Green, KY	MSD Class
2/23/2019	University of Kentucky, Lexington, KY	21st CCLC JES Afterschool

Salem Elementary:

2/1/2019	RC Public Library/McDonald's	MSD Class
2/5/2019	The Center for Rural Development	3rd Grade
2/15/2019	Jump Air/Cheddar's, Bowling Green, KY	MSD Class

RC Middle School:

2/1/2019	RC Public Library/McDonald's	MSD Class
2/15/2019	Jump Air/Cheddar's, Bowling Green, KY	MSD Class

RC High School:

2/5/219	Shoguns, Glasgow, KY	RCHS Swim Team
2/15/2019	Jump Air/Cheddar's, Bowling Green, KY	MSD Class

Lake Cumberland Area Technology Center:

2/18/2019	Pulaski County Area Technology Center	SKILLS USA
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Gifted and Talented:

March 8, 2019	KET, Lexington, KY	RC Gifted Program
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6. Executive Session (Student Discipline KRS 61.810 (1) (f))

Rationale:

KRS 61.810 (1) (f) permits Boards of Education to go into Executive Session for a hearing which may lead to the discipline or expulsion of a student.

Went into executive session at 6:11 pm

Cindy Damron, DDP and Jackie Grider, SRO was invited into executive session.

Discussion:

Cindy Damron, DDP and Jackie Grider SRO was invited into executive session.

Order #8539 - Motion Passed: I recommend we go into executive session pursuant to KRS 61.810, subsection (1) (f) for a hearing which may lead to the discipline or expulsion of a student- passed with a motion by Ms. Joy Wilson and a second by Mrs. Brenda Higginbotham.

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

7. Resume Open Meeting

Rationale:

I recommend we resume the regular open board meeting.
Time 6:32 p.m.

Statement by Sheila Wicker, Chairperson: move to adopt stipulations as discussed.

Student ID#EX19-02 to be expelled for the remainder of the calendar year with services.

Order #8540 - Motion Passed: 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

8. 2019-2020 School Schedule/Calendar

Rationale:

The Russell County School District Calendar Committee has met to develop a draft 2019-2020 School Year Calendar/Schedule. This draft was presented to you for a 1st reading at the January meeting. The only additional changes are designating August 8, 2019 as a district wide professional development day and January 21, 2020 as a planning day instead of a professional development day.

KRS 158.070 (complete 158.070 is attached for your review) reads in part:

"Prior to adopting a school calendar, the local board of education shall hear for discussion the school district calendar committee's recommendations and the recommendation of the superintendent at a meeting of the local board of education.

During a subsequent meeting of the local board of education, the local board shall adopt a school calendar for the upcoming school year that establishes the opening and closing dates of the school term, beginning and ending dates of each school month, student attendance days, and days on which schools shall be dismissed. The local board may schedule days for breaks in the school calendar that shall not be counted as a part of the minimum school term."

**RUSSELL COUNTY SCHOOL SYSTEM-School Schedule
2019-2020 170 DAYS OF INSTRUCTION**

August 13:	Opening Records Day –TEACHERS ONLY (Students do not attend this day.)
August 14:	First Instructional Day – TEACHERS and STUDENTS report to their schools for the first day of school.
September 2:	Labor Day Holiday (No School)
September 3:	PLANNING DAY – TEACHERS ONLY
October 7-11:	Fall Break (No School)
October 14:	PROFESSIONAL DEVELOPMENT DAY – TEACHERS ONLY
November 5:	Election Day (No School)
November 11:	Veteran’s Day Holiday (No School)
November 27-29:	Thanksgiving Break (No School)
December 18:	Last day of instruction before Christmas Break begins
Dec. 19 – Jan 1:	Christmas/New Year’s Day Break (No School)
January 2:	Students return
January 20:	Martin Luther King, Jr. Holiday (No School)
January 21:	PLANNING DAY – TEACHERS ONLY
February 17:	President’s Day- Holiday (No School)
April 6-10:	Spring Break (No School)
April 13:	PLANNING DAY – TEACHERS ONLY
May 19:	Election Day (No School)
May 22:	Last instructional day for students (subject to change due to weather/illness)
May 25:	Memorial Day (no school)
May 26:	Closing Day for records-TEACHERS ONLY (subject to change due to weather/illness)

Order #8541 - Motion Passed: I recommend the approval of the 2019-2020 School Schedule/Calendar with 170 instructional days and more than 1,062 hours of instruction- 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

9. Nonresident Contract

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 contract include:

Adair County--- for the school year 2019-20 and 2020-2021
6/6 Students attending Adair Co. residing in Russell Co.

Order #8542 - Motion Passed: I recommend approval of the non-resident contract with the Adair County District for the 2019-20 and 2020-2021 school years and authorize the state funds to follow students where they are attending school. 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

10. Russell County Board of Education Policy Revisions: Expense Reimbursement 03.225 (Classified) & 03.125 (Certified) Updates-2nd READING

Rationale:

At the January meeting two policies relating to expense reimbursement were presented for a 1st reading. The only change to these drafts is the addition of the sentence: "Gratuities shall not be reimbursed" - added to both policies and this is the second reading.

Attached are the two revised policies presented for a second reading: 03.125 Expense Reimbursement (Certified Personnel) and 03.225 Expense Reimbursement (Classified Personnel). This will increase meal reimbursement rates: Breakfast \$8 (was \$7), Lunch \$10 (was \$8) and Dinner \$18 (was \$15), per Kentucky's current "non high rate areas" . The policy revisions also clarify what is reimbursable, and timelines to submit documentation for reimbursement. The revised policies are attached for your review along with Commonwealth of Kentucky's Finance & Administration Cabinet's "meal reimbursement rates".

Order #8543 - Motion Passed: I recommend approval of the Russell County Board of Education Policy Revisions: Expense Reimbursement 03.225 (Classified) & 03.125 (Certified) Updates be approved as presented with an effective date of March 1, 2019- 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

11. KSBA Administrative Procedure Development Proposal/Contract

Rationale:

Kentucky School Board Association (KSBA) offers an administrative procedure services that will help the district develop procedures to accompany specific policies. The procedures will be provided online with our manual. There are three documents attached for your review: KSBA Procedure Service Brochure, KSBA Procedure Service Contract and KSBA Procedure Development Proposal. The associated fees for the procedure service is as follows:

1st fiscal year		
Invoiced on delivery of first draft development fee)	\$2500	(First payment toward \$5000
To be invoiced after final review:		KSBA staff travel to District (if required) at state mileage rate
2nd and 3rd fiscal years		
Invoiced in July	\$1250	(1/2 of remaining development fee)
	\$750	(update/maintenance fee)
	TOTAL	\$2000, plus \$30 per manual

Annually thereafter in July (for Procedure Update/Maintenance Service): \$750, plus \$30 per manual Procedures may be added to online manual for \$500 plus annual maintenance fee of \$500.

Order #8544 - Motion Passed: I recommend that the Russell County Board of Education approve the Administrative Procedure Service Contract and the associated fees that have been approved by the board attorney- 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. 2019-2020 Tentative District Staffing and SBDM Allocation Policy

Rationale:

Per KRS 160.345; 702 KAR 3:246 the board must give each SBDM Council the tentative school staffing and budget allocations for the next fiscal year by March 1 and notice of an updated allocation by May 1

Order #8545 - Motion Passed: I recommend the approval of tentative school staffing and budget allocations for the 2019-2020 school year- 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. Out of State and/or Over Night Trips

Rationale:

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

Russell County Middle School:

March 3-5, 2019	KUNA Assembly	RCMS Y-Club
March 16-17, 2019	KAAC State Competition	Academic Team
April 16-17, 2019	We Day Kentucky	RCMS Y-Club

Russell County High School:

March 3-5, 2019	DECA State Competition	DECA Club
March 23, 2019	DollyWood, Pigeon Forge, TN	World Language Club & Drama Club

Lake Cumberland Area Technology Center:

April 10-13, 2019	State SKILLS USA Leadership/ SKILLS Conference	SKILLS USA Class
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Order #8546 - Motion Passed: I recommend approval of the out of state and/or overnight trips- 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

14. Buses for 33rd Annual Catch a Rainbow Kids Fishing Derby June 1, 2019

Rationale:

The 33rd Annual Catch A Rainbow Kids Fishing Derby is June 1, 2019. Russell County Schools has again been asked to be a partner by providing two buses/drivers (one regular bus and one handicapped accessible bus) to aid in transporting children and adults to and from the activity site.

Order #8547 - Motion Passed: I recommend that the Russell County Board of Education provide two buses/drivers (one regular bus and one handicapped accessible bus) to aid in transporting children and adults to and from the activity site for the 33rd Annual Catch a Rainbow Kids Fishing Derby at Wolf Creek National Fish Hatchery- 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

15. Fundraisers

Rationale:

The following groups have received approval from the superintendent for the listed fundraisers:

Jamestown Elementary:

February 23, 2019	Academic Meet Concession
February 19-25, 2019	Book Fair
March 11-April 17, 2019	Little Caesar's Pizza & Dessert Kits

Russell County High School:

February 1-28, 2019

Each student will donate \$1.00 for a charity of student's choice.

Order #8548 - Motion Passed: I recommend approval of the school wide fundraisers- 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

16. Public Comment

17. FY 19 Audit Contract

Rationale:

We have utilized our current auditing firm for five years. We will be soliciting requests for proposals (RFPs) for FY 19 audit. The proposals will be submitted to the board of education at a later date for approval.

18. Adjournment

Order #8549 - Motion Passed: Adjournment of the meeting- passed with a motion by Mrs. Brenda Higginbotham 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

Chairperson-Sheila Wicker

Superintendent-Michael A. Ford