

**RECORD OF BOARD PROCEEDINGS  
(MINUTES)**

Due to the COVID-19 State of Emergency the meeting will be held virtually and can be viewed at the following link

<https://www.youtube.com/user/fordmich1>

April 20, 2020

The Russell County Board of Education Meeting was held at Due to the COVID-19 State of Emergency the meeting will be held virtually and can be viewed at the following link <https://www.youtube.com/user/fordmich1> at 5:00 PM on April 20, 2020 with the following members:

**Attendance Taken at 5:13 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 5:10 P.M.

**2. At this time and given the extraordinary circumstances public agencies are confronting, it is not feasible under KRS 61.840 to precisely identify a primary physical location for a video teleconference at which the public may attend and view a public meeting conducted through video teleconference under the Open Meetings Act. Instead, because of the public health necessity of imposing social distancing to help stop the spread of COVID-19, a public agency should precisely identify a website, television station, or other technological means by which the public may view a meeting conducted under the Act until the conclusion of the state of emergency.** <https://www.youtube.com/user/fordmich1>

**3. Roll Call**

Rationale:

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

**4. Adoption of Agenda**

Rationale:

Meeting agenda is provided for your review.

**Order #8715 - Motion Passed:** If there are no corrections or amendments, I recommend the agenda be approved as presented- 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

**5. A Resolution of the Russell County Board of Education Regarding Meeting Protocols for Novel Coronavirus (COVID-19)**

Rationale:

The attached resolution has been prepared by the Kentucky Schools Boards Association (KSBA). KSBA has recommended that local boards of education adopt the resolution in response to the Novel Coronavirus (COVID-19). The resolution outlines meeting protocols during this time of local, state and national emergency.

**Order #8716 - Motion Passed:** I recommend that the attached resolution be approved 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

**6. Consent Agenda**

Rationale:

- 6.A. Approval of Minutes**
- 6.B. Payment of Bills**
- 6.C. Construction Funds**
- 6.D. School Activity Fund Reports**
- 6.E. Financial Report**
- 6.F. Treasurer's Monthly Report-March 2020**

**Order #8717 - Motion Passed:** If there are no changes or amendments I recommend approval of consent agenda items- 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

**7. Lake Cumberland Regional College & Workforce Center Change Orders**

Rationale:

Change order for Lake Cumberland Regional College & Workforce Center-documents are attached and summary provided below.

Change Order: Rodgers Aluminum and Glass LLC, addition \$1,500  
Change to classroom windows in industrial maintenance

Change Order: Atlas, addition \$945.00  
Change to classroom windows in industrial maintenance

Change Order: Valley Interior Products, deduct \$38,000  
Valley View informed us that they are unable to supply the products

Change Order: Fayette Electrical, addition \$1,152.10  
Change to industrial maintenance classroom

Change Order: Bennett's Carpets, Inc.  
Bennett's Carpets can supply what Valley View could not, same price and will be responsible for any/all sales tax

Change Order: Rexel, deduct \$377.00  
Change in some lighting

Change Order: Knights Mechanical LLC, addition \$5,180  
\$2,115.96 due to change required by plumbing inspection for some vent piping  
\$3,064.42 due to need to move piping

Change Order: Branscum Construction Co Inc, addition \$168.02  
Construction Management Fee's regarding change order additions

**Order #8718 - Motion Passed:** I recommend that the presented change orders for Lake Cumberland Regional College & Workforce Center be approved as presented-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

#### **8. FY-21 Salary & Extra Service Salary Schedules**

**Rationale:**

The Russell County Board of Education shall annually establish schedules for salaries and benefits for all classified and certified personnel.  
Russell County Board of Education Policy #03.22, KRS 160.290(1) & KRS 160.390(2)  
The Russell County Board of Education shall also annually establish a schedule of compensation for extra services, hazardous duty supplements and supervision. Payments for those services shall be included in the employee's regular salary. Extended employment positions shall be established in position job description, funded in the district budget, and specified in an addendum to the employee's contract.

**Order #8719 - Motion Passed:** I recommend adoption of the attached salary and extra service salary schedules as presented- passed with a motion by Mr. Richard Kazsuk 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

**9. 2020-2021 District Staffing and SBDM Allocation Policy**

Rationale:

The Russell County Board of Education shall notify each council of the school's final staffing and SBDM allocation for the next fiscal year (school year 2020-2021) by May 1.

**Order #8720 - Motion Passed:** I recommend the approval of the final staffing formula, SBDM allocations and the staffing and allocation policy for the 2020-2021 school year and that the formula becomes part of the minutes- 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. School Facilities Construction Commission (SFCC) Kentucky Education Technology System (KETS) Offer of Assistance**

Rationale:

The SFCC has presented a KETS Offer of Assistance in the amount of \$13,539.

**Order #8721 - Motion Passed:** I recommend that we accept the SFCC KETS Offer of Assistance and escrow the full amount of \$13,539 up to three (3) years- 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

**11. Russell County High School Boys & Girls Varsity Soccer Assistant Coaches**

Rationale:

The Russell County Board of Education approved the start of a varsity boys and girls high-school soccer program at the February 2020 school board meeting. At that meeting, I had failed to include the assistant coaches with the program.

**Order #8722 - Motion Passed:** I recommend adding assistant coaches (one assistant for the girls and one assistant for the boys) for the high school varsity girls and boys soccer programs and that the extra service salary schedule be amended to include the rate of pay at level 5 (\$1,500-\$3,000; based upon years of experience- 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

## 12. Memorandum of Agreements

Rationale:

The following memorandum of agreements is attached for your review.

- A.Commonwealth of Kentucky-Family Resource Youth Service Center Region 6 SFY21
- B.Lake Cumberland District Health Department- Health Policy & Promotion

**Order #8723 - Motion Passed:** I recommend approval of the memorandum of agreements that has been approved by the board attorney- 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

## 13. Special Education Consultant Position/Job Description

Rationale:

Our previously approved current Comprehensive District Improvement Plan (CDIP) included a special education consultant position to help with special education instructionally and with compliance. A job description for the position is attached for your review. The position will be funded with IDEA-B.

**Order #8724 - Motion Passed:** I recommend that the Russell County Board of Education approve the special education consultant position and job description- 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

## 14. Addendum to SY 2019-2020 Certified Evaluation Plan

Rationale:

Due to the Novel Coronavirus (COVID-19) pandemic, an addendum to our SY 2019-2020 Certified Evaluation Plan is necessary.

The addendum allows:

Minimum of ONE Full Observation for Non-Tenured Certified Employees.

Certified Employees who were scheduled to receive a full observation for the 2019-2020 school year, and did not receive an observation will be moved to the Summative Cycle for the 2020-2021 school year.

All timelines for the 2019-2020 CEP may be adjusted due to the COVID-19 Pandemic.

Evaluators MAY conduct Summative Conferences prior to June 30, 2020 with any/all Non-Tenured and Tenured Certified Employees virtually. Completed Summative Conference Forms will be emailed to the certified employee for their signature. The employee will then scan/digital picture of the signed form and email it back to the principal. Regular mail may also be used if electronic means are not accessible. The principal will sign and get the signed Summative Evaluation Form to central office where it will be placed in the employee's personnel file.

The addendum is attached along with the original SY 2019-2020 Certified Evaluation Plan.

**Order #8725 - Motion Passed:** I recommend that the Russell County Schools 2019-2020 Certified Evaluation Plan Addendum be approved as presented- 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

#### 15. New York City, New York- Senior Trip Canceled

Rationale:

Upon recommendation of our local health department and consultation with local physicians, the following out of state and/or overnight trip that has been previously approved has been canceled.

**Russell County High School:**

May 10-15, 2020                      New York City, NY                      Senior Explorers Club

**Order #8726 - Motion Passed:** I recommend that the permission for the previously approved New York City, NY trip be rescinded- 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

#### 16. Public Comment

#### 17. Adjournment

**Order #8727 - 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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Sheila Wicker-Chairperson

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Michael A. Ford-Superintendent