

**RECORD OF BOARD PROCEEDINGS  
(MINUTES)**

Russell County Auditorium/Natatorium Complex  
January 25, 2021  
(Meeting will be held in the Auditorium)

In accordance with current guidelines, guests attending this meeting will be asked to seat 6ft apart and wear a mask and attendance is limited to no more than 50.

5:00 PM on January 25, 2021 with the following members:  
**Attendance Taken at 5:12 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. Pledge of Allegiance/Prayer**

**2. Call to Order**

Rationale:

The Chair calls the Regular Board Meeting to order at 5:12 P.M.

**3. Roll Call**

Rationale:

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

**4. Public Comment**

**5. Adoption of Agenda**

Rationale:

The meeting agenda is provided for your review.

**Order #8845 - 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

**6. Election of Board Chair**

Rationale:

Russell County Board of Education Policy 01.41  
Election of Chair and Vice-Chair

At the first regular meeting in January following the election of Board members, the Board shall elect a chair and vice-chair.

Term of Office for Chair and Vice-Chair

The chair and vice-chair shall serve two (2) year terms beginning immediately following their election.

Reference: KRS 160.160

Nominations for Board Chair: Ms. Sheila Wicker

Nomination By: Mr. Richard Kazsuk

**Order #8846 - Motion Passed:** Mr. Richard Kazsuk made a motion to elect Ms. Sheila Wicker as Board Chair, Mrs. Brenda Higginbotham seconded to elect Ms. Sheila Wicker as Board Chair.

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

**7. Election of Vice Chair**

Rationale:

Russell County Board of Education Policy 01.41

Election of Chair and Vice-Chair

At the first regular meeting in January following the election of Board members, the Board shall elect a chair and vice-chair.

Term of Office for Chair and Vice-Chair

The chair and vice-chair shall serve two (2) year terms beginning immediately following their election.

Reference: KRS 160.160

Nominations for Vice Chair: Richard Kazsuk

Nomination By: Ms. Joy Wilson

**Order #8847 - Motion Passed:** Ms. Joy Wilson made a motion to elect Mr. Richard Kazsuk as Vice Chair, Mrs. Brenda Higginbotham seconded to elect Ms. Richard Kazsuk as Vice Chair.

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

**8. Russell County Education Association (RCEA) Certified Employee Recognition: Brittany Murrell**

**9. Consent Agenda**

Rationale:

- A. Meeting Minutes
- B. Payment of Bills
- C. Construction Funds
- D. School Activity Fund Reports
- E. Financial Report
- F. Treasurer's Monthly Report December 2020
- G. Leave of Absence Requests

**Order #8848 - Motion Passed:** If there are no changes or amendments I recommend approval of the 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

**9G- Rationale: Leave of Absence Requests**

Tara Edwards is requesting an unpaid leave of absence to start January 19, 2021 thru remainder of the 2020-2021 school year.

Heather Wilson is requesting an unpaid leave of absence to start January 19, 2021 thru April 2, 2021.

**10. Consider Re-Employment of Superintendent (current contract expires June 30, 2021)**

**Rationale:**

Consider a motion to extend Superintendent Michael Ford a four year contract beginning July 1, 2021-June 30, 2025 and authorize the board chair and board attorney to negotiate the new contract for approval at the February 22, 2021 school board meeting.

**Order #8849 - Motion Passed:** Ms Joy Wilson made a motion, Richard Kazsuk seconded the approval to extend Superintendent Michael Ford a four year contract beginning July 1, 2021-June 30, 2025 and authorize the board chair and board attorney to negotiate the new contract approval at the February 22, 2021 board meeting.

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

**11. Site Survey Proposal- Russell County Middle School Renovation/Addition & Paving Project**

**Rationale:**

Attached is the site survey proposal from AGE Engineering Services, INC for the proposed Russell County Middle School Renovation/Addition and Paving Project for the Russell County High School/Russell County Middle School campuses. The total cost of the topographic survey is \$9,180.00 with a breakdown of the costs provided on page 3 of the proposal. I met with Mr. Gooch on January 15, 2021 to discuss the scope of work.

**Order #8850 - Motion Passed:** I recommend the site survey proposal from AGE be accepted 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

**12. 2021-2022 School Schedule/Calendar**

Rationale:

The Russell County School District Calendar Committee has met to develop a draft 2021-2022 School Year Calendar/Schedule. This draft was presented to you for a 1st reading at the December 21, 2020 meeting.

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."

**Order #8851 - Motion Passed:** I recommend the approval of the 2021-2022 School Schedule/Calendar with 170 instructional days and more than 1,062 hours of instruction- 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

**RUSSELL COUNTY SCHOOL SYSTEM-School Schedule  
2021-2022 170 DAYS OF INSTRUCTION**

August 17:	Opening Records Day -TEACHERS ONLY (Students do not attend this day.)
August 18:	First Instructional Day - TEACHERS and STUDENTS report to their schools for the first day of school.
September 6:	Labor Day Holiday (No School)
October 4-8:	Fall Break (No School)
October 11:	Professional Development - TEACHERS ONLY (Students do not attend this day.)
November 11:	Veterans Day (No School)
November 24-26:	Thanksgiving Break (No School)
December 17:	Last day of instruction before Christmas Break begins
December 20 - 31:	Christmas/New Year's Day Holiday (No School)
January 3:	Students return
January 17:	Martin Luther King, Jr. Holiday (No School)
February 21:	President's Day- Holiday (No School)
March 14:	Instructional Planning - TEACHERS ONLY (Students do not attend this day.)
April 4-8:	Spring Break (No School)
April 15	Good Friday (No School)
May 17:	Election Day (No School)
May 25:	Last instructional day for students (subject to change due to weather/illness)
May 26:	Closing Day - TEACHERS ONLY (Students do not attend this day.)

# 2021-2022 School Calendar

District: Russell County  
170 Days of Instruction

Opening Day: August 17, 2021

Last Day for Students: May 25, 2022

First Day for Students: August 18, 2021

Closing Date: May 28, 2022

July-21				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August-21				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	opening	18	19	20
23	24	25	26	27
30	31			

September-21				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October-21				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November-21				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December-21				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January-22				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February-22				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March-22				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April-22				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May-22				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	closing	27
30	31			

June-22				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAKEUP	NO SCHOOL	OPEN/CLOSE	PROFESSIONAL DEV.	HOLIDAYS	INSTRUCTIONAL	PLANNING
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## 13. Local Planning Committee for District Facilities Plan

Rationale:

A Local Planning Committee needs to be developed to review/revise Russell County Schools District Facility Plan. I have attached the required membership positions and the following members are listed for your approval:

Name	Position
Michael A. Ford	Superintendent (non-voting member)
Scott Thomas	District Facilities Director
Chris Bell	Central Office Staff
Tim Popplewell	Russell County Property Value Administrator
Richard Kazsuk	Russell County Board of Education Member
Kevin Shearer	Community Leader
Stephen Hill	Community Leader
Lesa McDonald	Community Leader
Wayne Ackerman	Principal-Russell County Middle School

Travis Miller	Teacher-Russell County Middle School
Diane Blankenship	Principal-Jamestown Elementary School
Taylor Crew	Teacher-Jamestown Elementary School
Matthew Luttrell	Parent-Jamestown Elementary School
Roy Coffey	Parent-Russell County High School
Barry Bolin	Teacher-Russell County High School
Anthony Darnell	Assistant Principal-Russell County High School
C'Ann Hammond	Teacher-Salem Elementary School
Chris McQueary	Parent-Salem Elementary School
Jamie Shearer	Assistant Principal-Russell Springs Elementary School
Whitney Byrom	Parent-Russell Springs Elementary School

**Order #8852 - Motion Passed:** I recommend the Russell County School Facilities Planning Committee be approved as presented, pending Kentucky Department of Education approval- 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

**14. Addendum to FY21 Extra Service Salary Schedule.**

**Rationale:**

Russell County Schools currently pays certified staff for hourly work at the rate of \$20 per hour for extended teaching service (including extended school services, after school tutoring, etc). This rate has remained unchanged for over 20 years. I recommend that the rate be increased to \$25 an hour. The current, board approved, extra service salary schedule that notes the \$20 per hour is attached for your review.

**Order #8853 - Motion Passed:** I recommend that the FY 21 extra service salary schedule be amended to increase the certified staff pay for hourly work from \$20 to \$25 an hour- 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

**15. English Language Teacher Job Description/Position**

**Rationale:**

With the Elementary and Secondary School Emergency Relief Fund (ESSER II) we have the opportunity to hire an additional teacher for our English Language program. We currently have one certified teacher with the English as a Second Language (ESL) endorsement and two instructional assistants for the entire district.

**Order #8854 - Motion Passed:** I recommend that the English Language Teacher Job Description be approved as presented and another teacher be added to the EL program- 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. Russell County School District - Wellness Plan**

Rationale:

Keith Emerson, Russell County Schools Food Service Director, will present the district's wellness plan. (informational only, no action required)

**17. Personnel Reports**

Rationale:

Marsha Hart	Retiring- SES 2nd Grade Teacher	Effective February 1, 2021
Karyn Hoover	Retiring- RSES Preschool Teacher	Effective February 1, 2021
Macayla Vaughan	Hired- District Mental Health Specialist	

**18. Superintendent Updates**

Rationale:

Kentucky Youth Advocates  
Elementary and Secondary School Emergency Relief Fund II: Russell County's allocation-\$4,326,980  
COVID-19 Vaccine Update

**19. Adjournment**

**Order #8855 - 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