

Regular Meeting  
June 09, 2022 6:00 PM  
Trigg County Board of Education Conference Room

**Attendance Taken at : 5:51 PM**

**Present Board Members:**

Theresa Allen  
Jo Alyce Harper  
Gayle Rufli  
Ms. Charlene Sheehan

**Absent Board Members:**

Ms. Clara Beth Hyde

**I. Call to Order**

Welcome Trigg County School System Trigg County Public Schools will empower each student to thrive, compete and excel in an ever changing world.

Staff Members in attendance were:

Jack Lackey, Board Attorney  
Bill Thorpe, Superintendent  
Karen Solise, Assistant Superintendent of Curriculum and Instruction  
James Mangels, Director of Student Services and Personnel  
Holly Greene, Chief Financial Officer  
Matt Ladd, Director of Operations  
Sarah Elliott, Assistant to the Superintendent

Others in attendance were:

Andrew Owens, Sherman Carter Barnhart  
Ed Marlowe, WKDZ

**A. Vision and Mission Statements**

Vision Statement: Trigg County Public Schools will empower each student to thrive, compete and excel in an ever changing world. Mission Statement: Empowering the Next Generation with world class knowledge, skills, and dispositions essential for success.

**B. Public Participation in Open Meetings - 01.421**

The Board shall conduct its meetings in a manner that solicits public confidence, provides for full

discussion of the issues in a reasonable manner and assures that appropriate decisions will be reached. Persons who wish to address items on the agenda should seek recognition at the time the Board considers that particular item. In all instances, persons wishing to address the Board must first be recognized by the chairman. In order to be placed on the agenda, delegations wishing to appear before the Board shall contact the Chairperson or Superintendent at least three (3) days prior to the next scheduled meeting. The order of appearance before the Board shall be determined by the order in which request are received. Each delegation shall select a spokesperson who shall be allotted up to thirty (30) minutes to address the Board. The chairman may require the name and address of the speaker. The Chairman may rule on the relevance of the topic to the Board's agenda. The Chairman may also establish time limits to speakers as may be required to maintain order and to ensure the expedient conduct of the Board's business. The Board as a whole shall have the final decision as to the appropriateness of all rulings. Ref.: KRS 61.840 Adopted 5-19-94 Board Order #313

## II. Approval of Agenda

**Order #2022-950 - Motion Passed:** Approval of the agenda as presented passed with a motion by Theresa Allen and a second by Gayle Rufli.

### 4 Yeas - 0 Nays

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

The Superintendent shall consult with the Board Chairperson to ensure that an agenda is prepared for all regular and special meetings of the Board. For special meetings, the Board shall consider only those matters which are listed on the agenda. The agenda is presented for your approval.

### A. Review of Consent Agenda

Items to be removed from Consent Agenda

## III. Good News

This is an opportunity for anyone on the Board or Staff Member to share Good News Reports

## IV. Delegations & Recognitions

## V. Reports

### A. Superintendent's Report

### B. Staff Reports

#### 1. Assistant Superintendent of Curriculum and Instruction

21-22 Overall district performance report: current state, growth, trends, strengths, needs

#### 2. Director of Student Services and Personnel

#### 3. Chief Financial Officer

#### 4. Director of Operations

## VI. Consent Agenda

**Order #2022-951 - Motion Passed:** Motion for the approval and authorize appropriate action for the items listed in the Consent Agenda passed with a motion by Theresa Allen and a second by Ms. Charlene Sheehan.

### 4 Yeas - 0 Nays

Theresa Allen	Yes
Jo Alyce Harper	Yes

Ms. Clara Beth Hyde	Absent
Gayle Ruffli	Yes
Ms. Charlene Sheehan	Yes

The Consent Agenda is presented for your approval.

**A. Approval of Minutes**

The minutes of action taken at every meeting of the Board, setting forth an accurate record of votes and actions at such meetings, shall be promptly recorded, and submitted for approval at the next regularly scheduled meeting, and such records shall be open to public inspection at reasonable times after they have been approved by the Board. The minutes of the May 26, 2022, regular meeting are presented for your review and approval.

**B. Acknowledge the Following Superintendent's Personnel Actions**

Pursuant to KRS 160.380, it is my responsibility to report to the Board of Education routine personnel actions that I have taken that affect certified and classified employment. These actions have been executed in compliance with all Board of Education policies and state and federal laws. All positions are Board of Education approved positions.

**Employment:**

Freddie Darnall Substitute Bus Driver Effective 6/01/2022

Greg Stephens H.S. Girls' Basketball Coach Effective 6/01/2022

**Resignation:**

David Bilyeu Custodian Effective 5/13/2022

Cayce Scott Primary Teacher Effective 6/30/2022

Chad Burgett High School Boys' Basketball Coach Effective 4/18/2022

Dan Dickerson Bus Driver Effective 6/10/2022

Jeffery Bailey Custodian Effective 5/31/2022

**Retirement:**

Delbra Stacy Middle School Teacher Effective 6/30/2022

Chad Burgett High School Teacher Effective 6/30/2022

Non Renewal: Lacey Schrock NxGL Intersession Coordinator Effective 7/1/2022

Maureen Llarena NxGL Presentation Coordinator Effective 7/1/2022

**Transfer:**

Danielle Hicks Transfer from Cafeteria Worker to TCIS Instructional Assistant Effective 7/1/2022

Wilinda Ward Transfer from Cafeteria Permanent Substitute to Food Service Worker Effective 7/1/2022

Sheena Moore Transfer from Trigg County Intermediate School Instructional Assistant to Primary School Receptionist/Secretary Effective 7/1/2022

Amanda Thomas Transfer from Cafeteria Stock Clerk To Food Service Manager I Effective 7/1/2022

Gary Jenkins Transfer from Garage Mechanic to Garage Foreman Effective 7/1/2022

Juliet McGowan Transfer from Cafeteria Custodian to Cafeteria Permanent Substitute Effective 7/1/2022

**C. Approve and authorize payment of the items set out in the listed accounts payable warrant reports**

**D. School Related Student Trips**

All out-of-state and overnight travel must be approved by the Trigg County Board of Education. Additionally, if the organization desires to use a common carrier, then the use of the common carrier must be approved by the Board. Requests should be submitted through the building principal to the superintendent Board Policy 09.36 School Related Student Trips

1. TCHS Football
2. TCHS Boys Soccer
3. TCHS Girls Basketball

**E. Approval of Annual Contract Renewals or Renewal MOA's for Services**

1. FinalSite
2. Frontline
3. WKDZ- Advantage

District Social Media posting and archive center

**F. Emergency Certified Substitute teachers**

Emergency Certified Substitute teachers are those substitutes who do not have a regular teaching certificate or substitute teaching certificate, but do have a minimum of 64 semester hours of college credit. Employing Emergency Certified substitute teachers allows the district to have a larger pool of substitute teachers.

**G. School Fees**

Primary School: The Primary School fees for 2022-2023 will be the same as 21-22, it will be \$26.00.

Intermediate School: TCIS 2022-2023 School Fees \$3.00 ART \$3.00 PE \$3.00 MUSIC \$3.00

COMPUTER \$3.00 DRAMA \$5.00 CHROMEBOOK \$10.00 NURSE \$30.00 Total Fees Middle

School: It is the recommendation of the Trigg County Middle School Site Based Decision Making

Council that the 2022-2023 school fees are as follows: Elective Fees: Technology - \$10.00 Art - \$5.00\*

Physical Education - \$3.00\* Library - \$7.00 Nurse - \$5.00 Total - \$30.00 for each student \*Band

students are exempt from these two fees making their Elective Fee Total - \$22.00 Class Fees:

Beginning Band - \$10.00 Band - \$20.00 Jazz Band - \$15.00 High School:

**H. TCMS SBDM**

**I. SSR Funds Request**

**J. Early Childhood Outreach Coordinator Job Description**

**K. Middle School Social Studies Textbooks**

**L. Approve Emergency Certification because a qualified candidate cannot be secured for a Moderate and Severe Disability (MSD) teaching position at the middle school**

KRS 161.100 allows the Educational Professional Standards Board to issue Emergency Certification to an applicant when a district cannot secure a qualified applicant for a certified teaching position. A Middle SchoolMSD vacancy was posted, at this point in time there are no qualified applicants. A Kentucky Educator PlacementService (KEPS) search was conducted and no qualified applicants could be located with this service. Additionally we have reached out to universities with teacher preparation programs and they could not provide any names of recent graduates without current teaching positions. Finally resumes from the last few years of attending job fairs were reviewed and again no qualified candidates that are not currently under contract could be found. We have a current LBD certified teacher who is currently pursuing their Masters in MSD; if no qualified applicants apply I am recommending that you approve this applicant for Emergency Certification in MSD for the vacancy at the middle school.

## **VII. Other Business**

### **A. Staff Travel Requests (Out of State)**

All out-of-state travel, except those areas within a 100-mile radius of Cadiz, shall require the prior approval of the Board. Board Policy 03.125 Expense Reimbursement (Certified) Board Policy 03.225 Expense Reimbursement (Classified)

#### **1. Paula Dickerson**

**Order #2022-952 - Motion Passed:** Approve travel request for Paula Dickerson to attend the School Nutrition Association Annual Conference in Orlando from July 10-12 passed with a motion by Gayle Ruffli and a second by Theresa Allen.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Ruffli	Yes
Ms. Charlene Sheehan	Yes

Paula Dickerson would like approval for the School Nutrition Association Annual Conference. Dates: July 10-12th, 2022. Location: Orlando, FL.

### **B. Award Contract for Required Classified Employee Physicals and Bus Driver Physicals**

**Order #2022-953 - Motion Passed:** Approve contract for Required Classified Employee physicals at the rate of \$30.00 to Trigg County Primary Care and Bus Driver physicals at the rate of \$35.00 to Foundations Primary Care with a two-year option to renew at the same fee schedule. passed with a motion by Ms. Charlene Sheehan and a second by Gayle Ruffli.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Ruffli	Yes
Ms. Charlene Sheehan	Yes

Local medical providers were sent letters asking them to supply quotes for each type of physical, attached you will find a summary of the bids for Classified Employee Physicals and Bus Driver Physicals. I recommend awarding the contract for Required Classified Employee physicals at the rate of \$30.00 to Trigg County Primary Care and Bus Driver physicals at the rate of \$35.00 to Foundations Primary Care.

### **C. GASB 54**

**Order #2022-954 - Motion Passed:** Approve GASB 54 allocations as presented passed with a motion by Theresa Allen and a second by Gayle Ruffli.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Ruffli	Yes
Ms. Charlene Sheehan	Yes

GASB stands for Governmental Accounting Standards Board. The objective of GASB 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. We were required to put this in place originally for FY 12 Reporting and need to do so again for FY 23; this requires board action to assign funds to certain categories. You will note there are five Categories: Non-spendable Restricted (constrained by external parties, constitutional provision or legislation) Committed (Must be constrained by the high level of decision making authority - the Board of Education in our case) Assigned Essentially what is now designated (constrained by designated authority, such as the superintendent) Unassigned Essentially what is now unreserved, undesignated. I am recommending the Board of Education constrain the following funds in the amount of in the restricted category: Sick Leave \$279,000.00 I would further recommend that you acknowledge review of the following funds in the amount of \$87,550 which are being constrained in the assigned category under the authority of the superintendent. SBDM Carry-forward \$87,550

**D. Pledge of Collateral Agreement**

**Order #2022-955 - Motion Passed:** Approval of Pledge of Collateral Agreement with FNB Bank passed with a motion by Ms. Charlene Sheehan and a second by Theresa Allen.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Ruffli	Yes
Ms. Charlene Sheehan	Yes

KRS 160.570 requires each board of education to appoint a bank, trust company, or savings and loan association to serve as its depository. The depository selected shall, before entering upon its duties, provide collateral in accordance with KRS 41.240 The depository shall be approved by the local board of education and by the commissioner of education. For a depository to be approved, a depository must provide a Pledge of Collateral. Pursuant to KRS 41.240, the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or always exceeds the amount of public funds on deposit. In accordance with KRS 160.570, approval must be obtained by the local board of education in accordance with Kentucky Board of Education (KBE) administrative regulations and be approved by the Commissioner of Education. I recommend approving the pledge of Collateral Agreement with FNB Bank

**E. Treasurer's Bond**

**Order #2022-956 - Motion Passed:** Approval of the continuation of Bond of Treasurer for Holly Greene in the amount of \$350,000 through RLI passed with a motion by Theresa Allen and a second by Gayle Ruffli.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent

Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

On October 21, 2019, the Board approved a three year treasurers bond in the amount of \$350,000.00 for Holly Greene (Cost of the bond was \$3,367.54 for the bond). While the Treasurers Bond is for three (3) years, KDE requires annual board approval of the document. The Bond will be renewed for a three (3) period prior to its expiration date of October 21, 2022.

**F. Consider Audit Firm for The FY22 Audit**

**Order #2022-957 - Motion Passed:** Approve audit services with Duguid, Gentry & Associates, PSC for the FY22 audit for a cost of \$19,500. passed with a motion by Theresa Allen and a second by Ms. Charlene Sheehan.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

In years past we have sent an RFP for audit proposals. We only received one bidder. With a lack of auditors who specialize in school board audit we feel its best to remain with the same auditor, Duguid, Gentry Associates, PSC. Our audit quote for the June 30, 2022 audit is \$19,500. This is due to increased federal funding and new GASB requirements.

**G. Second Reading of Board Policy Revisions for FY 2023**

**Order #2022-958 - Motion Passed:** Acknowledge second reading and adoption of Board Policy revisions for FY23. passed with a motion by Gayle Rufli and a second by Ms. Charlene Sheehan.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

Attached you will find the KSBA recommended policy changes for this year that were reviewed at the May 26th Board meeting The revisions seek to clarify language in the policies, reflect changes in statute and/or regulation, or more closely align with the intent of the law. We will take a few minutes to review the major changes during the board meeting. This has the KSBA recommended policies: 01.0, 01.11, 01.42, 01.421, 01.45, 01.83, 01.91, 01.911, 02.31, 02.413, 02.414, 02.421, 02.4241, 02.4242, 02.4244, 02.442, 03.12323, 03.14, 03.22323, 03.24, 04.1, 04.8, 06.31, 08.1, 08.11, 08.113, 08.1312, 08.14, 08.21, 08.2322, 08.31, 09.123 (striking the language Illness of the student, including mental or behavioral health., 09.125, and 09.4341.

**H. Acknowledge Review of New/Revised Administrative Procedures**

**Order #2022-959 - Motion Passed:** Motion for the approval to acknowledge the review of the following new/revised Board Procedure passed with a motion by Ms. Charlene Sheehan and a second by Theresa Allen.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes

Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

Board policy and state law require school boards to review administrative procedures, but not approve them. The district utilizes the services of KSBA for drafting administrative procedures congruent with Board Policy. District staff members have reviewed the recommended changes and are comfortable with the recommendations. I recommend you acknowledge review of the new/revised Board Procedures.

**I. Chromebook RFP for FY23.**

**Order #2022-960 - Motion Passed:** Authorize the Superintendent to submit an RFP for Chromebook devices for the 2022 - 23 school year and establish a bid opening date of July 12, 2022 at 10 a.m. passed with a motion by Ms. Charlene Sheehan and a second by Theresa Allen.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

**J. Change Order #5**

**Order #2022-961 - Motion Passed:** Approve change order #5 in the amount of (\$3,945.36) passed with a motion by Ms. Charlene Sheehan and a second by Gayle Rufli.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

Credit for relocating the fire suppression and domestic water connections to a 12 line on Lafayette St.

**K. Change Order #6**

**Order #2022-962 - Motion Passed:** Approve Change Order #6 in the amount of \$13,710.00 passed with a motion by Gayle Rufli and a second by Theresa Allen.

**4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

Option to replace sliding glass windows at the concessions area with overhead coiling doors for additional resilience.

**L. Change Order #7**

**Order #2022-963 - Motion Passed:** Approve Change Order #7 in the amount of (\$2,780.56) passed with a motion by Theresa Allen and a second by Ms. Charlene Sheehan.



#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

Credit for Door Hardware that will be owner/Hardware Specifier-Furnished in lieu of contractor-furnished

#### **M. Change Order #8**

**Order #2022-964 - Motion Passed:** Approve change order #8 in the amount of (\$2,000) passed with a motion by Ms. Charlene Sheehan and a second by Gayle Rufli.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

Provide CMG Ultra-Snap Panels in lieu of specified mechanically seamed panels.

#### **N. Construction Document Approval**

**Order #2022-965 - Motion Passed:** Approval of Construction Documents for Trigg County Vocational School Addition and Renovation and, pending KDE approval, authorization to proceed with bidding. passed with a motion by Theresa Allen and a second by Ms. Charlene Sheehan.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

#### **O. Vocational BG-1**

**Order #2022-966 - Motion Passed:** Approval of BG-1 for 22-361 for vocational renovation. passed with a motion by Gayle Rufli and a second by Ms. Charlene Sheehan.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

#### **P. Pay App #2**

**Order #2022-967 - Motion Passed:** Approve Pay App #2 for the Co-Curricular Center in the amount of \$187,929.90 passed with a motion by Ms. Charlene Sheehan and a second by Theresa Allen.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

#### **Q. Direct Pay #2**

**Order #2022-968 - Motion Passed:** Approve Direct Pay #2 to the following vendors for the Co-Curricular Building project: Irving Materials- \$3,523.50 Rogers Group- \$1,171.75 Mills Supply, Inc- \$24,613.50 Commercial Door and Hardware- \$1,984.42 T&M Specialties- \$3,785.00 Benton Electric Supply- \$1,300.00 Total- \$36,378.17 passed with a motion by Theresa Allen and a second by Gayle Rufli.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

Direct Pay #2 to the following vendors for the Co-Curricular Building project: Irving Materials- \$3,523.50 Rogers Group- \$1,171.75 Mills Supply, Inc- \$24,613.50 Commercial Door and Hardware- \$1,984.42 TM Specialties- \$3,785.00 Benton Electric Supply- \$1,300.00 Total- \$36,378.17

#### **VIII. Motion to go into Executive Session**

**Order #2022-969 - Motion Passed:** Motion to go into executive session for the purpose of preliminary discussion of the superintendent evaluation passed with a motion by Theresa Allen and a second by Ms. Charlene Sheehan.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

#### **IX. Adjourn Executive Session**

**Order #2022-970 - Motion Passed:** Motion to adjourn executive session passed with a motion by Theresa Allen and a second by Gayle Rufli.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes
Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

#### **X. Action (If Any) Related to Executive Session**

**Order #2022-971 - Motion Passed:** Motion to adjourn at 8:17pm passed with a motion by Theresa Allen and a second by Ms. Charlene Sheehan.

#### **4 Yeas - 0 Nays**

Theresa Allen	Yes
Jo Alyce Harper	Yes

Ms. Clara Beth Hyde	Absent
Gayle Rufli	Yes
Ms. Charlene Sheehan	Yes

**XI. Adjournment - Time**

The next meeting of the Trigg County Board of Education will be

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Chairperson

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Superintendent