**WCBE Regular Meeting**

May 26, 2020, 5:30 PM

Board Conference Room

Dixon, KY 42409

Via Video Teleconference

www.webster.kyschools.us

**Attendance Taken at 5:30 PM:**

Present Board Members

Mr. Mickey Dunbar

Mr. Cameron Edwards

Mr. Tim McCormick

Ms. Venita Murphy

Mr. James Nance

**A. CALL TO ORDER**

The regular meeting of the Webster County Board of Directors was called to order at 5:30 p.m., by Chair Mickey Dunbar.

**A.1. Pledge to Flag - Tim McCormick**

**A.2. Invocation - Venita Murphy**

**B. APPROVE AGENDA**

Chair Mickey Dunbar requested a change to the agenda by moving item E - Board Member Comments after H - Approval of Board Action Items. The amended agenda was approved.

**Order #122 - Motion Passed:**  Upon the recommendation of the Superintendent, the approval of the amended agenda passed with a motion by Mr. James Nance and a second by Ms. Venita Murphy.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**C. PRESENTATIONS & RECOGNITIONS**

**C.1. 2nd Region Athletic Directors' Association Coach of the Year: Jon Newton**

Jon Newton, WCHS Boys Head Basketball Coach, was recognized by the Board for receiving the distinguished honor of being named the 2nd Region Athletic Directors' Association Coach of the Year.

**D. REMARKS BY CITIZENS**

None

**E. BOARD MEMBER COMMENTS**

Board Member James Nance, who asked to be placed on the agenda, told the Board he had an issue and asked if Ronnie Pride was fired? Superintendent Callaway responded that he was not fired from his position and noted that she addressed with Mr. Matt Hughes of the Journal Enterprise an article that indicated Pride was fired. She added that Mr. Pride had spoken with her and asked for a retraction. Callaway told Mr. Pride that she had spoken to Hughes and he told her he "only reports what was said at the Board Meeting." Callaway also said that Pride would have to contact Hughes directly to request a retraction. Nance asked if Pride would have his position back for the 2020-2021 school year. In response to the question, Callaway explained that because of COVID-19 the District has not hired any assistants. When asked by Nance about an investigation being done, Superintendent Callaway responded that she and the Asst. Superintendent/Human Resource Director, did an investigation and the results were emailed to all of the Board Members.

**F. REPORTS AND COMMUNICATIONS**

**F.1. Staff Reports**

**F.1.a. Chief Information Officer Report**

**F.1.a.>. Technology Plan for 2020-2021**

Mike Stone, CIO for Webster County Schools, presented the District 2020-2021 Technology Plan which would be submitted to KDE for approval.

**F.1.b. Director of Finance/Treasurer Report**

**F.1.b.>. RBS Design Group BG-5 WCHS Project Close Out Form**

Treasurer Brandi Burnett presented to the Board the RBS Design Group BG-5. This document closes out the WCHS Safe/Secure Entrance Project. Burnett stated all of the funding for that project has been used. There was additional technology, furniture, filing cabinet expenses that were used which were not included in the cost of the project.

**F.1.b.>. Audit Contract and Requirements for FY2019-2020 Dated 4-2-20**

The Treasurer presented the Audit Contract and Requirements for FY2019-2020 for the Board's review. She asked that it be approved later in the meeting. This document will be submitted to KDE.

**F.1.b.>. Tentative Budget Report for FY21**

The Tentative Budget Report for 2020-2021 was given to the Board Members for review.

**The total budget was balanced at $23,011,741.92.**

**Fund 1** - $17,124,788.10 is based on the compensating tax rate and 97% of our SEEK forecast.

**Fund 2** - $2,688,944.29 is the current year allocation. She reported that the District does not have next year's allocations at this time and the CARES ACT funding is not included in this budget.

**Debt Service (400)** - $1,303,893.53

**Contingency Fund** - Is at 6.7%, which is well above the state mandated percentage.

**Upcoming Expenses** - Facility needs - pavement issues at Providence and Clay, gym bleachers at Dixon Elementary, gutters and windows at Sebree Elementary and roofing issues at all District school locations.

**F.1.b.>. 2020-2021 Student Fee Schedule**

Burnett shared the 2020-2021 Student Fee Schedule with the Board. After several questions from the Board, she informed the them the fee schedule cannot be amended as presented unless there was Board approval.

**F.1.b.>. April 2020 Financial Report**

The April Financial Report was presented with a beginning balance of $4,823,153.16 and a closing balance of $5,101,506.16. This represents an increase of $278,353. As stated by Burnett, this is a 14% increase over this time last year. A portion of this increase is due to a decrease in utilities because of students not being in the classroom during the COVID-19 pandemic.

**F.1.b.>. 2020-2021 School Picture Bid Recommendation**

Burnett told the Board that three companies submitted bids for school pictures and the bid committee, which met virtually for the bid opening, has recommended Lifetouch. Board Member James Nance raised a question about the picture bids; asking if the bid was awarded to the lowest bidder. Burnett responded that the company selected had a "complete" bid and also provides a 50 percent return to schools. The other bidders did not bid all items included in the bid specifications.

**F.1.b.>. FY21 School Activity Fund Principals' Combining Budgets**

The FY21 School Activity Fund Principals' Budgets were presented for each school. Brandy told the Board each May the principals of each school submit their school budgets to her for Board approval and added that each school starts with a $0 balance each year.

**F.1.b.>. Director of Finance/Treasurer's Process of Needed Documents Required for 2019-2020 Year End Closing**

Brandi asked the Board to approve the Director of Finance/Treasurer's Process of Needed Documentation Required for 2019-2020 Year End Closing.

**F.1.c. Assistant Superintendent/Director of Secondary Education/ HR**

**F.1.c.>. TC-4 Certificates for Substitute Teachers**

In his report, Aaron Harrell, reviewed the TC-4 Certificates for Substitute Teachers and the Emergency Certification for Critical Shortage Areas. He reported there were no changes to these documents.

**F.1.c.>. Emergency Certification for Teachers for 2020-2021 Critical Shortage Core Content Areas/Special Education/State Identified Areas**

**F.1.d. Assistant Superintendent/DPP**

**F.1.d.>. 2020-2021 District Code of Conduct**

Greg Bowles, Asst. Superintendent/DPP, presented the 2020-2021 District Code of Conduct for review and approval. Changes which were made to update the document were discussed in the May 11, 2020, work session meeting.

**F.1.d.>. Maintenance Tech I/Grounds Keeper Job Description/Position**

Bowles reviewed the job description for the Maintenance Tech I/Grounds Keeper position. He stated the position will be contracted as a 240-day position plus benefits. The starting salary based on experience is $23,043.36; the salary increases based on the years of experience of the person hired. Nance raised questions about implementing the new position over continuing to use contract labor. He also questioned the report that last year the District paid $27,000 for contract labor for grounds keeping saying the contractor has told him that extra work had to be done at the high school; thus, he had to charge extra. Burnett reviewed the payments and she noted $1,995 was paid outside of the contract.

**F.1.d.>. Insurance and Cyber Security Update**

Bowles noted that Mike Hazelwood with E.M. Ford and Company, LLC, continues to put figures together for Cyber Security Insurance. Currently, the District has the $250,000 of coverage included in the Commercial Insurance. An additional coverage quote will be coming based on technical conversations. Bowles added the District's Commercial Insurance is up about 10 percent to $194,956 due to an overall increase in General Liability coverage in market and instability of rates in the current situation.

**F.1.d.>. Workmen Compensation Insurance - Kemi**

Workman's Compensation Insurance is down from last year due to the safety index and will cost the District $81,981.45 this year. This is a decrease from $102,987 last year. The reduction is due to the index being improved from 1.05 to .77.

**F.1.d.>. 2020-2021 FRYSC Alternative Funding Distribution Request with Correction**

Mr. Bowles presented the amended 2020-2021 FRYSC Alternative Funding Distribution Request to the Board. This request is for Alternative Funding that allows the District to take out three coordinator salaries and divide the balance at respective per student allocation for operating budget planning. There was one correction made on the salary configuration and adjustments.

**F.1.d.>. Up-Coming Construction Priority Focus**

Bowles, who is in charge of grounds and maintenance, reported to the Board that a priority for maintenance is roofs at various schools. He added that he has received a quote for work on the high school/middle school roof. He also told the Board that work on the Technology Center's heat and air will need to be considered as well as paving. In addition to those expenses, the District experienced a water line break near the band room which caused some water damage to the carpet. The leak has been repaired.

**F.1.d.>. 2020-2021 Proposed Amended Calendar**

Bowles recommended the Board approve the amended calendar that was presented at the Work Session on May 11, 2020. The calendar consists of 166 days, 390 instructional minutes, Fall Break, two-week Christmas Break, and Spring Break. The first student day will be August 31, 2020, and the last student day being May 27, 2021. The first teacher day will be August 17, 2020, and the last teacher day being June 2, 2020. Bowles explained this will be the Variable Instruction Calendar and will provide the most flexibility, should the need arise to adjust for the school year to complete 1,062 hours.

**F.1.d.>. FRYSC Coordinator Position**

In personnel related matters, Bowles reported that a FRYSC Coordinator position will be open August 1, 2020 and he provided job descriptions for that position.

**F.1.d.>. 2020-2021 Annual Bond for Superintendent, Treasurer, Crime Blanket Bond**

The 2020-2021 Annual Bond for the Superintendent - $717.69, Treasurer - $717.69 and the Crime Blanket Bond - $1,286.75.

**F.1.d.>. 2020-2021 Student Insurance with K&K Insurance in the Amount of $20,767.60**

As covered in the Work Session Board Meeting on May 11, 2020, Bowles recommended Nationwide Life Insurance. This was the lowest of three bids at a cost of $20,767.20. This represents an increased cost of $779.70 from last year.

**F.2. Superintendent's Report**

**F.2.a. Kentucky Families Will Receive 'Pandemic EBT' for Students on Free or Reduced Lunch Programs.**

Superintendent Callaway reported that EBT Funds will be available for students on free/reduced lunch. All students in Webster County are eligible for the $313.50 one-time payment to cover meals students missed between March and May.

**F.2.b. Webster County Area Technology Center - Principal**

Mrs. Callaway reported that Webster County ATC Principal, Alaina Lancaster, has resigned to accept a Director of Secondary Instruction position in Hopkins County. She noted the Board has the option to enter into a Memorandum of Agreement with the state to hire a new principal with the state providing $71,350 for the salary or the District can allow Kentucky Tech to hire the new principal for the school.

**F.2.c. 2020 Closing Day Message**

The Closing Day message for Webster County Schools was held via Zoom on May 18, 2020. Chairman of the Board, Mickey Dunbar, began the presentation by thanking the District for their hard work and dedication and gave a brief overview of the school year. The Webster County Schools Administration Team provided inspirational messages to the District employees. Congratulations to Earl Myers and Rachel Wingo for being named the 1WC Classified and Certified Employees of the Year.

**F.2.d. Class of 2020 Graduation**

Callaway expressed her sincere appreciation to everyone who helped make the Class of 2020 Graduation a success. The community involvement and the community pride were more than she could have ever hoped. She thanked Judge Henry's office for organizing the first responders and the community parade. The community has asked to continue to be included each year in the graduation ceremony.

**F.2.e. 2020-2021 School Year**

Planning for the re-entry of the 2020-2021 School Year is being discussed every day with administrators, various committees, school personnel, and the community. Callaway informed the Board the deadline to have a plan submitted to KDE is July 31. A survey will be sent to parents and the community in regards to their experience with Link2Learn and any concerns they may have sending their child back to school.

**F.2.f. Reminder of No Work Session on June 8, 2020**

There will be no work session meeting on June 8, 2020.

**F.3. Personnel Report**

**F.3.a. CERTIFIED**

**F.3.a.>. Employment**

**F.3.a.>.\*. Stephanie Pleskach, WCHS, EL Instructor, Eff: 07-01-2020**

**F.3.a.>.\*. Kohl Arnett, WCMS, Special Education Teacher, Eff: 07-01-2020**

**F.3.a.>.\*. Brooklyn Boggs, Sebree Elementary Principal, Eff: 07-01-2020**

**F.3.b. CLASSIFIED**

**F.3.b.>. Retirement**

**F.3.b.>.\*. Mary Myers-Providence Elementary School-Eff. 6-30-2020**

**F.3.b.>.\*. Debra Belt, Providence Elementary, Food Service, Eff: 07-01-2020**

**G. APPROVAL OF CONSENT ITEMS**

**Order #123 - Motion Passed:**  Upon the recommendation of the Superintendent, the approval of Consent Items, taken as one, passed with a motion by Mr. James Nance and a second by Ms. Venita Murphy.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**G.1. Board Minutes dated 4-13-2020, 4-27-2020, And 5-11-2020**

**G.2. Agreements/Contracts**

**G.2.a. Mountain Comprehensive Care Center - MOA**

**G.3. Monthly Reports**

**G.3.a. Paid Warrant Report Dated 5-22-2020**

**G.3.b. Treasurers Monthly Financial Report dated April 2020**

**G.3.c. Food Service Monthly Financial Report dated April 2020**

**G.3.d. Payroll Registers dated 03-31-2020 thru 04-15-2020 and 04-16-2020 thru 04-30-2020**

**G.4. BG4 on WCHS Safe/Secure Entrance**

**G.5. 2020-2021 Annual Bond for Superintendent, Treasurer, Crime Blanket Bond**

**G.6. 2020-2021 Webster County Board of Education Meeting Dates**

**G.7. 2019-2020 Audit Report**

**G.8. FY20 Auditor Contract to Duguid, Gentry and Associates, PSC in the Amount of $18,750.00**

**H. APPROVAL OF BOARD ACTION ITEMS**

**H.1. Technology Plan for 2020-2021**

**Order #124 - Motion Passed:**  Upon the recommendation of the Superintendent, the Technology Plan for 2020-2021 passed with a motion by Ms. Venita Murphy and a second by Mr. Tim McCormick.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.2. Approval of Tentative Budget Report FY21**

**Order #125 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the Tentative Budget Report FY21 passed with a motion by Mr. James Nance and a second by Ms. Venita Murphy.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.3. 2020-2021 Student Fee Schedule**

**Order #126 – Motion Passed:** Upon the recommendation of the Superintendent, approval of the Student Fee Schedule passed with a motion from Mr. Tim McCormick and a second by Ms. Venita Murphy.

**5 Yeas – 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.4. 2020-2021 School Picture Bid Recommendation**

**Order #127 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the 2020-2021 School Picture Bid Recommendation passed with a motion by Ms. Venita Murphy and a second by Mr. James Nance.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.5. FY21 School Activity Fund Principals' Combining Budgets**

**Order #128 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of FY21 School Activity Fund Principals' Combining Budget passed with a motion by Mr. James Nance and a second by Mr. Tim McCormick.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.6. Audit Contract and Requirements for FY2019-2020 Dated 4-2-2020**

**Order #129 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the Audit Contract and Requirements for FY2019-2020 passed with a motion by Ms. Venita Murphy and a second by Mr. Tim McCormick.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.7. TC-4 Certificates for Substitute Teachers**

**Order #130 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the TC-4 Certificates for Substitute Teachers passed with a motion by Mr. Cameron Edwards and a second by Mr. James Nance.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.8. Emergency Certification for Teachers for 2020-2021 Critical Shortage Core Content Areas/Special Education/State Identified Areas**

**Order #131 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the Emergency Certification for Teachers for 2020-2021 Critical Shortage Core Content Areas/Special Education/State Identified Areas passed with a motion by Ms. Venita Murphy and a second by Mr. James Nance.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.9. 2020-2021 District Code of Conduct**

**Order #132 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the 2020-2021 Code of Conduct passed with a motion by Ms. Venita Murphy and a second by Mr. Tim McCormick.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.10. RBS Design Group BG-5 WCHS Project Close Out Form**

**Order #133 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of RBS Design Group BG-5 WCHS Project Close Out Form passed with a motion by Ms. Venita Murphy and a second by Mr. James Nance.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.11. 2020-2021 Commercial Insurance Renewal - EM Ford and Company in the Amount of $194,956**

**Order #134 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the 2020-2021 Commercial Insurance Renewal with EM Ford and Company in the Amount of $194,956 passed with a motion by Ms. Venita Murphy and a second by Mr. Tim McCormick.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.12. 2020-2021 Workman's Compensation Insurance - KEMI in the Amount of $81,981.45**

**Order #135 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the 2020-2021 Workman's Compensation Insurance - KEMI in the Amount of $81,981.45 passed with a motion by Mr. James Nance and a second by Ms. Venita Murphy.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.13. 2020-2021 FRYSC Alternative Funding Request with Correction**

**Order #136 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the 2020-2021 FRYSC Alternative Funding Request with Correction passed with a motion by Mr. Cameron Edwards and a second by Mr. Tim McCormick.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.14. FRYSC Job Description Posting**

**Order #137 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the FRYSC Job Description posting passed with a motion by Ms. Venita Murphy and a second by Mr. James Nance.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.15. 2020-2021 Student Insurance with K&K Insurance in the Amount of $20,767.60**

**Order #138 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the 2020-2021 Student Insurance with K&K Insurance in the Amount of $20,767.60 passed with a motion by Ms. Venita Murphy and a second by Mr. Cameron Edwards.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.16. Amended 2020-2021 School Calendar to Variable Instruction Calendar Z**

**Order #139 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the Amended 2020-2021 School Calendar to Variable Instruction Calendar Z passed with a motion by Mr. James Nance and a second by Mr. Cameron Edwards.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.17. National FCCLA Leadership Conference Expenses**

**Order #140 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the National FCCLA Leadership Conference Expenses passed with a motion by Mr. Cameron Edwards and a second by Ms. Venita Murphy.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

**H.18. Maintenance Tech I/Grounds Keeper Position**

**Order #141 - Motion Passed:**  Upon the recommendation of the Superintendent, approval of the Maintenance Tech I/Grounds Keeper Position passed with a motion by Ms. Venita Murphy and a second by Mr. Tim McCormick.

**4 Yeas - 1 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance No

**I. ADJOURNMENT**

**Order #142 - Motion Passed:**  The regular meeting of the Webster County Board of Education adjourned at 6:57 p.m. passed with a motion by Mr. Tim McCormick and a second by Ms. Venita Murphy.

**5 Yeas - 0 Nays.**

Mr. Mickey Dunbar Yes

Mr. Cameron Edwards Yes

Mr. Tim McCormick Yes

Ms. Venita Murphy Yes

Mr. James Nance Yes

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Mickey Dunbar, Chairperson

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Rhonda Callaway, Superintendent