



JEFFERSON COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting of March 9, 2015

REGULAR meeting of the Jefferson County Board of Education held at VanHoose Education Center, 3332 Newburg Road, Louisville, Kentucky, on Monday, March 9, 2015, at 7 p.m.

BOARD MEMBERS PRESENT

Chair David A. Jones, Jr.
Mr. Chris Brady
Mr. Chuck Haddaway
Dr. Lisa Willner

Vice-Chair Diane Porter
Mrs. Linda Duncan
Mrs. Stephanie Horne

STAFF MEMBERS PRESENT

Superintendent Donna Hargens
Rosemary Miller, General Counsel
Kathy Smith, Assistant Secretary to the Board

WORK SESSIONS

At 4 p.m., the Board of Education held a work session to discuss the Draft Budget for Fiscal Year 2015–16 and Strategic Resource Allocations. All Board members were present.

JEFFERSON COUNTY SCHOOL DISTRICT FINANCE CORPORATION MEETING

A called meeting of the Board of Directors of the Jefferson County School District Finance Corporation was held at 6:45 p.m. All Directors were present.

REGULAR MEETING

Chair Jones called the March 9, 2015, regular meeting to order at 7 p.m. The meeting began a moment of silence, the Pledge of Allegiance, and the Vision Statement.

III. Recognitions and Resolutions

- A. Recognition of Atherton High School Student Winners of 2014 Keep Kentucky Kids Safe Public Service Announcement Contest
- B. Recognition of Brent Peters, Kentucky Council of Teachers of English/ Language Arts' English Teacher of the Year

Order #2015-039 - Motion Passed: Superintendent Donna Hargens recommends that the Board of Education receive the recognitions and resolutions for March 9, 2015. The recommendation passed with a motion by Mr. Chris Brady and a second by Ms. Diane Porter.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

IV. Approval of Minutes of Previous Meeting

Chair Jones noted that revised minutes had been distributed to Board members today.

Order #2015-040 - Motion Passed: Superintendent Donna Hargens recommends that the Board of Education approve the attached minutes of the February 23, 2015, special meeting. The recommendation passed with a motion by Mrs. Stephanie Horne and a second by Dr. Lisa Willner.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

V. Superintendent's Report

Superintendent Donna Hargens called attention to several important upcoming dates for students and staff and reported on safely transporting students during inclement weather, the Student Assignment timeline, and the budget cycle. She thanked Principal Dan Withers and the Central High School Magnet Career Academy community for hosting the February 23 JCBE meeting and provided updates on the Louisville Linked Initiative, the financial transparency website, and school fire inspections.

VI. Action Items

VI.A. Adoption of Internal Audit Charter

Chief Financial Officer Cordelia Hardin; Eddie Muns, director of Accounting Services; and Jim Tencza, Director of Assurance Services, Dean Dorton Allen Ford; presented and overview and answered Board members' questions concerning the Internal Audit Charter and the various aspects of the internal audit activity. Each Board member had an opportunity to comment and ask questions.

Mrs. Duncan asked if any JCPS employees would still be on the Internal Audit team, who will determine which items will be evaluated, and how often the Board will receive reports. Chair Jones clarified that Dean Dorton will bring an annual risk-based internal audit plan to the Board for approval prior to July 1 and that should answer many of these

questions. Mrs. Horne asked if future plans were for the Internal Audit function to be independent—without having JCPS employees as auditors. Mr. Tencza noted that they feel it is best practice to have people inside the organization as well as outside resources. Mr. Brady noted that this process was brought about because of the State Auditor’s findings and expressed his concern that this function is not completely independent from Administration, but it is the next best thing given the limitations that state law places on the Board. Mr. Muns advised that one of the ways they have tried to counter that concern was to write into the RFP that, at the end of each contract term, the Board will determine whether to renew the contract for the subsequent year.

Chair Jones noted that although the internal auditors will report operationally to the superintendent for day-to-day management, they will report to the Board concerning any problems they discover. This will include the ability to come directly to the Board—around the Superintendent and Chief Financial Officer. Chair Jones named Board Member Chuck Haddaway to serve as the Board contact for any urgent communication. “If a problem is discovered, you have absolute access to the Board without waiting on the senior management of the organization. Am I correct in that, and do we share that understanding?” Mr. Tencza affirmed.

Order #2015-041 - Motion Passed: Superintendent Donna Hargens recommends that the Board of Education adopt the attached Internal Audit Charter. The recommendation passed with a motion by Mr. Chuck Haddaway and a second by Mrs. Linda Duncan.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

VII. Information Items

VII.A. Human Resources Restructuring Plan

Dr. Michael Raisor, chief operations officer; Mark Rosen, director, Human Resources; and Dr. Aimee Green, director, District Personnel; made a presentation and answered Board members’ questions regarding Human Resources restructuring activities since the curriculum management audit and organizational review. Each Board member had an opportunity to provide feedback and ask questions.

In reference to plans to convert employee files to electronic records, Mr. Brady asked if Administration was exploring the conversion of student records as well. He noted that electronic records would be more secure and that money could be saved on storage.

Mr. Haddaway asked if the AppliTrack applicant tracking system includes automated workflows to improve communications with and feedback to applicants and allow applicants to track their progress. “The challenge I continue to hear from people who have applied for positions is they want to know where they are and then all of a sudden they hear the job is filled.”

Mrs. Duncan asked what is being done to ensure that teacher candidates have proper credentials before they are placed in the classroom and asked for additional information regarding implementation of the AppliTrack system.

Vice-Chair Porter asked what will be done differently this year since AppliTrack will not be fully implemented in time for this year’s staffing process. She stated that she hears we lose potential teacher candidates because it takes too long for us to make an offer and asked what will be done differently this year so that we are responsive and are inviting people in for interviews. She asked if HR is collaborating with HR professionals in the community and/or other school districts to see what can be done to improve our process.

Chair Jones asked if the AppliTrack system offers the capability to address the contractual or structural issues and make offers earlier and extend an offer without a specific assignment so we don’t lose qualified candidates.

Dr. Willner also noted the sense of urgency and expressed her support for making offers early rather than waiting until we know specifics.

Order #2015-042 - Motion Passed: Superintendent Donna Hargens recommends that the Board of Education receive an update on the Human Resources restructuring plan. The recommendation passed with a motion by Mr. Chris Brady and a second by Mrs. Linda Duncan.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

VII.B. Minority Recruitment Plan Update

Dr. Michael Raisor, chief operations officer; Dr. Aimee Green, director, District Personnel; and Mark Rosen, director, Human Resources; made a presentation and answered Board members’ questions concerning the district’s minority recruitment efforts.

There was unanimous agreement among Board members that this is an urgent issue and a unanimous mandate that the Superintendent and Administration work to find a solution. Board members offered multiple strategies to increase their recruitment efforts and

encouraged Administration to think outside the box and look outside our community and state for minority teacher candidates. Mr. Haddaway asked if HR has identified a peer district that has been successful in minority teacher recruitment and what best practices they have shared. Vice-Chair Porter noted that she did some online research into other districts' minority recruiting efforts and reported on her findings. She also commented that the district has two high school education magnet programs and asked if we have reached out to those graduates to bring them back to JCPS. Mr. Brady and Dr. Willner suggested working collaboratively with JCTA on this issue. Mrs. Duncan suggested Administration consider a master schedule to show recruitment activities rather than relying on advertisements or websites. Mrs. Horne suggested we hire a full-time recruiter to identify and recruit qualified minority teachers.

Information Requests:

- Mr. Haddaway requested additional information regarding interactions with the various student groups and SBDM interview training.
- Vice-Chair Porter requested that Dr. Hargens provide Board members with the minority recruitment literary review that was distributed about a year ago, five to ten years of trend data for the Alternative Certification Elementary and Secondary (ACES) Program, and how much time is spent on minority teacher recruitment.
- Mrs. Duncan requested a breakdown of minority/non-minority teachers in all schools.
- Chair Jones requested a report on outliers—schools that do particularly well on these variables as well as schools that do poorly. “If part of the problem is that we can’t get schools to hire along these parameters, then show us where the problems are.”

Order #2015-043 - Motion Passed: Superintendent Donna Hargens recommends that the Board of Education receive an update on the district's minority recruitment efforts. The recommendation passed with a motion by Ms. Diane Porter and a second by Mr. Chris Brady.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

VII.C. Update on Number of Grading Cycles in Elementary School Student Progression, Promotion, and Grading Handbook for 2015–16

Karen Branham, assistant superintendent, Curriculum and Instruction, presented information and answered Board members' questions concerning the results of a grading cycle survey and a possible change from six grading cycles to four grading cycles. Each Board member had an opportunity to provide feedback and ask questions.

Order #2015-044 - Motion Passed: Superintendent Donna Hargens recommends that the Board of Education receive an update on a possible change from six grading cycles to four grading cycles in the Elementary School Student Progression, Promotion, and Grading Handbook for the 2015–16 school year. The recommendation passed with a motion by Mrs. Stephanie Horne and a second by Mr. Chris Brady.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

VII.D. Update on Website Redesign

Helene Kramer, Chief Communications and Community Relations Officer; Kim Katzman, supervisor, Materials Production Department; and Raghu Seshadri, director, Management Information Services; made a presentation concerning a proposed website redesign. Each Board member had an opportunity to provide feedback and ask questions.

Mr. Brady stressed the importance of having a website that is scalable for mobile screens and encouraged district Communications and IT staff to collaborate with their counterparts at Louisville Metro Government concerning best practices. Mr. Haddaway suggested that Google Analytics be tied to the website to utilize their search engine optimization (SEO) reporting and noted that SEO data could be useful for marketing the district and for minority teacher recruitment efforts. Mr. Haddaway asked about plans to update the schools' websites. Dr. Willner asked how the investment in a new website will benefit students in the classroom. Dr. Hargens noted that during the inclement weather other school districts used their websites to continue learning and stated that our website could be developed into a great student resource. Vice-Chair Porter stated that we need to make sure visitors to our website know it is available in multiple languages as soon as they enter. Chair Jones asked for additional information concerning transactional capability and how we are adding communications, process improvement, and navigation expertise to those processes. Chair Jones suggested that Administration seek a second opinion from an outside, consumer-focused organization to evaluate the project. Mrs. Duncan suggested seeking feedback from organizations that give awards for website design so we know we are hitting a high standard.

Order #2015-045 - Motion Passed: Superintendent Donna Hargens recommends that the Board of Education receive an update on the proposed redesign of the district website. The recommendation passed with a motion by Mr. Chris Brady and a second by Ms. Diane Porter.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

Tie Bid Awards

In accordance with model procurement guidelines, Vice-Chair Diane Porter drew lots to determine the winners of tie bids submitted for the following items on Bid ID #7038: Flashlights, Batteries, etc.:

- Items No. 1 and 2 were awarded to Batteries Plus Store 813 (one draw for two items);
- Item No. 3 was awarded to Peerless Electronic Supplies; and
- Item No. 12 was awarded to Interstate All Battery Center.

VIII. Consent Calendar for March 9, 2015

- A. Report of Personnel Actions
- B. Certified Leaves of Absence
- C. Approval of Field Trip Requests
- D. Approval of Project, BG-1 Form, and Assignment of Architect/Engineer for Bleacher Retrofit at Seneca High School
- E. Approval of Bids and Revised BG-1 Forms
 1. Approval of Bid and Revised BG-1 Form for HVAC Renovation Phase I at Gilmore Lane Elementary School
 2. Approval of Bid and Revised BG-1 Form for Roof Replacement at Gilmore Lane Elementary School
 3. Approval of Bid and Revised BG-1 Form for Phase I HVAC Renovation and Media Center Addition at Schaffner Traditional Elementary School
- F. Approval of Revised BG-1 Forms
 1. Approval of Revised BG-1 Form for Roof Replacement at Atkinson Academy
 2. Approval of Revised BG-1 Form for Roof Replacement at Butler Traditional High School
 3. Approval of Revised BG-1 Form for Roof Replacement at Carter Traditional Elementary School
 4. Approval of Revised BG-1 Form for Roof Replacement at Kammerer Middle School
 5. Approval of Revised BG-1 Form for Roof Replacement at Western Middle School
- G. Approval of Project Closeout and BG-5 Form for Phase I Additions/Renovations at Valley High School
- H. Approval of Construction Change Orders
- I. Approval of Bid Tabulations, Contract Renewals and Amendments
- J. Approval of Professional Services Contracts of \$5,000 or More

- K. Acceptance of Purchase Order Report
- L. Acceptance of Voucher Report
- M. Acceptance of Grants and Funding
 - 1. Acceptance of Funding from the Jefferson County Public Education Foundation
 - 2. Acceptance of Donations and Small Grants
 - 3. Acceptance of Increase in Funding from Council on Postsecondary Education Kentucky Adult Education
 - 4. Acceptance of Funding from Kentucky Community and Technical College System
 - 5. Acceptance of Kentucky Arts Council Grants for Butler Traditional High School and Bowen Elementary School
 - 6. Acceptance of Grant from the Kentucky Society for Technology in Education
- N. Approval of Agreements
- O. Approval of Shortened School Day for Two Exceptional Child Education Students
- P. Declaration for One-Year Certification and Emergency Certification for Teachers of Specified Areas of Shortage and Non-Certified Substitute Teachers
- Q. Approval of Resolutions Concerning Jefferson County School District Finance Corporation

Board members requested additional information on the following items:

- **VIII.F. Approval of Revised BG–1 Forms:** Mr. Haddaway asked for clarification concerning the reason for the revision. Chief Financial Officer Cordelia Hardin advised that a funding source change necessitated the revision to the BG–1 forms.
- **VIII.G. Approval of Project Closeout and BG–5 Form for Phase I Additions/ Renovations at Valley High School:** Mr. Haddaway asked for information concerning the abatement air test. Dr. Raisor will provide specific information for this project.
- **VIII.M.2. Acceptance of Donations and Small Grants:** Mr. Haddaway asked who stipulates how these funds will be used. Do these represent donors who earmark donations or does Administration and/or the SBDM Council determine where the funds go?

Order #2015-046 - Motion Passed: A motion that the Board of Education approve the Consent Calendar for March 9, 2015, passed with a motion by Mr. Chris Brady and a second by Mrs. Linda Duncan.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

IX. Board Reports, Requests, and Planning Calendar

Board members made the following reports and requests:

- Mrs. Duncan requested a summary report on the 2015 legislative session and a report on the evolution of Student Assignment toward equity.
- Dr. Willner reported on the initial meeting of the Policy and Pedagogy Working Group and her visit today to Breckinridge Metropolitan High School. She thanked the leaders and staff at Liberty and Breckinridge Metropolitan high schools for their hard work addressing the educational needs of every student.
- Mr. Brady reported on the initial meeting of the Technology and Performance Working Group and the recent meeting at Crosby Middle School. He noted that several attachments were posted on the KSBA Portal after he had already done his review and requested that the Superintendent ensure that all attachments are posted on the KSBA Portal in a timely manner. "If we are going to say that we are going to open the Portal on Wednesday, we really need to have all of our presentations and all of our attachments posted on Wednesday."
- In reference to Mr. Brady's request, Chair Jones requested that an advisory e-mail be sent to all Board members anytime there is a late posting or revised attachment.
- Vice-Chair Porter requested that Dr. Hargens provide Board members with an update on the C.A.R.D.S. (Competency, Awareness, and Responsiveness to Diverse Students) Program. She congratulated the YMCA Black Achievers Program scholarship winners and thanked District 1 staff and students for their attendance at and support of the Board's meeting at Central High School Magnet Career Academy. She requested that the district look into the leaks at Central High School and advise the Board when those will be fixed. She requested information on the district's roofing policy and the process used to update equipment equitably among all district magnet programs.
- Mrs. Horne reported that Dr. Staci Eddleman has been selected as the next principal of Ballard High School and noted that she has visited Ballard High, Middletown Elementary, Crosby Middle, Bellewood Uspiritus, and Maryhurst. She stated that she and three other board members attended the SBDM meeting at Crosby Middle School and reported that there was an expression of concern that the optional Liberal Arts Academy program would be eliminated to ease overcrowding. She reported on plans underway for her upcoming community conversation on March 12, 6 p.m., at Bowen Elementary School; requested a report on Crosby Middle School's fire code violations for the past three years; and read a statement concerning overcrowding, equity, and comprehensive arts education to all children.
- Mr. Haddaway gave a shout-out to a team of Pleasure Ridge Park High School students called PRP Creative, who won first place in the High School Marketing Challenge and are actively engaged in producing marketing campaigns for a business organization in District 4.
- Chair Jones reiterated the purpose of the Board working groups, thanked the two working groups that have met, and noted that the Finance Working Group is

scheduled to meet on March 24. He also acknowledged the Central High School Magnet Career Academy community for hosting the Board's February 23 meeting. "We were so happy with the reception. It was a great meeting, but, I'd like to sharpen the spear even a little bit more. I think, Dr. Hargens, you guys owe the Board a report that says **those leaks are fixed** because when we walked around that senior cafeteria and the gym, we saw water gushing and we waded through. And that was the day the Board went, so I can only imagine that it's worse on days when the Board is not there. So, tell us that that's fixed. We've got to at least fix what we encounter face to face." He issued a reminder about his community conversation tomorrow evening at Highland Middle School. He asked for feedback and response from Dr. Hargens regarding how the Board should work when they have questions from schools or constituents where we need information and answers. "For example, if there is a claim that a school is overcrowded, how do we find out if that's true or not? If there's a claim that the class sizes are too big, how do we get that information in real time so that we can know what's going on? What should the process be? Is there an inventory of open issues? Is there a process for aggregating common issues? How much of your direct reports' time is spent on Board questions?" Dr. Hargens explained the current protocol and noted that responses to individual Board member requests are shared with all Board members so they all have the information.

- Mrs. Duncan commented that the Board had not yet voted on the planning calendar and suggested that be done. Chair Jones commented they would make it a practice to ensure that Board members have an opportunity to add items to the planning calendar even if they don't vote on it.
- Chair Jones added the update on the 2015 legislative session to the planning calendar for March 30.
- Mrs. Duncan issued a reminder about her request for data concerning minority staffing.

X. Persons Requesting to Address the Board on Non-Agenda Items

The following persons addressed the Board of Education on the following topics:

- Mr. Stephen Bush—testing;
- Bishop Dennis Lyons—community relations;
- Mr. Mertus Strong—character and integrity.

In regard to Bishop Lyons' questions regarding policies on prayer in schools, Chair Jones requested the Superintendent look into this issue and represent the Board in following up with the speaker or recommend action to the Board.

XI. Executive Session (If Needed)

XII. Adjournment

Order #2015-047 - Motion Passed: A recommendation to adjourn the March 9, 2015, regular meeting of the Jefferson County Board of Education at 10:23 p.m. passed with a motion by Mr. Chris Brady and a second by Ms. Diane Porter.

Mr. Chris Brady	Yes	Mrs. Linda Duncan	Yes
Mr. Chuck Haddaway	Yes	Mrs. Stephanie Horne	Yes
Mr. David A. Jones, Jr.	Yes	Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes		

Chair David A. Jones, Jr.

Dr. Donna Hargens, Superintendent/Secretary

**THESE ACTIONS, ALONG WITH THE AGENDA ITEMS, MAKE UP THE OFFICIAL
MINUTES, WHICH ARE ON FILE IN THE OFFICE OF THE SECRETARY**