

## **Board of Education Regular Meeting**

June 16, 2016 5:00 PM

Carroll County High School Media Center

### **1. Call to Order / Roll Call**

#### **Attendance Taken at 5:00 PM:**

##### Present Board Members:

Mrs. Mona Kindoll

Mrs. Drusilla Maiden

Mr. Rob Spenneberg

##### Absent Board Members:

Ms. Carolyn Jones

Bill Hogan, Superintendent; Doug Oak, Assistant Superintendent/CAO; Jon Conrad, Treasurer; and Tracie Crawford, Board Secretary were also present.

### **2. Superintendent's Report**

- Mr. Hogan discussed the Carroll County Middle School construction. The caps are supposed to be completed tomorrow and should be installed next week. We have had a collapse of pavement in front of the gym entrance. It is about a 3x5 foot hole. They don't know when they can get it corrected and paved.
- The Happiness factor, we have discussed it before. I can get you an Orange Frog book if you would like it as well. How do we keep the Orange Frog and Leader in Me going within our district. The only school that is not complete is the High school and we are working on dates for the bus garage and other areas. It looks like the Carroll County Child Development Center will do the training in November.
- The reading partnership with Bellarmine, Cartmell and Kathryn Winn administration have spent the last two days at Bellarmine going through an accelerated training to understand what their teachers will be working on throughout the school year. I sat through the first day completely and it showed me that I need to work on my reading skills as well.
- The Baldrige Award of Excellence, the Baldrige has a criteria and a process. What we learned going through the process the organization becomes more efficient. This will also help us with our strategic plan.
- I am working with Bellarmine on beginning my doctoral. I'm doing this for my own professional growth. I need to take about 24 hours before I can begin my dissertation, and then an additional six hours. I can complete my dissertation and hopefully have everything complete in the next two years. Bellarmine works at looking at poverty and the effects and I feel that this can also assist me within my own profession at Carroll County.
- Mr. Hogan turned over the report over to Mr. Oak to discuss A2-All in for Algebra. The last four with the exception of three out of the twenty-six teachers that we have in the program have been working with the All In for Algebra program. They are learning on how to take what they are learning and put it into our curriculum. We are at this time, 32 certified positions that are open. Some have transferred positions or retired. However out of the math partnership, we have only lost one of those teachers so I do feel that investing in our teachers is helping retain teachers. I would also like to take a moment to thank all of our teachers for their professionalism of the work.
- The administrative retreat will be July 11<sup>th</sup>-12<sup>th</sup> in Louisville. All the Administration staff will read You Win in the Locker Room first. It discusses building relationships. We have copies for our leadership group and we will be working on that during the retreat.

### 3. Approval of Agenda

**Order #61293 - Motion Passed:** Approved agenda items 1 - 14 as presented. Passed 3-0 with a motion by Mrs. Drusilla Maiden and a second by Mrs. Mona Kindoll.

Ms. Carolyn Jones	Absent
Mrs. Mona Kindoll	Yes
Mrs. Drusilla Maiden	Yes
Mr. Rob Spenneberg	Yes

**4. Treasurer's Report** Mr. Conrad reported that the May 2016 general fund beginning balance was \$4,504,661.00 with the total receipts at \$1,385,390.00, the total expenditures were \$1,102,355.00 and we had an ending balance of \$4,787,696.00. All reports are part of the official minutes.

**5. Public Recognition** None at this time

### 6. Approval of Consent Agenda

**Order #61294 - Motion Passed:** Approved consent agenda items 6A-6KK as presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mrs. Drusilla Maiden.

Ms. Carolyn Jones	Absent
Mrs. Mona Kindoll	Yes
Mrs. Drusilla Maiden	Yes
Mr. Rob Spenneberg	Yes

**6.A. Approval of Minutes** Approved the May 26, 2016 Board Minutes as presented.

#### **6.B. Approval of Facilities Use**

**6.B.1. Approval of Facility Use Request 1** Approved the Facility Use Request 1 for the Carroll County Arts Board, Kristen Beck, representative to use the Carroll County Middle School on December 9, 2016 from 3p-11p with a concert at 7p, for the Community Church Christmas Concert as presented.

**6.B.2. Approval of Facility Use Request 2** Approved the Facility Use Request 2, for United 1996 FC, Jack Kelly, representative to use the Carroll County High School turf soccer field on May 25, 2016 from 5:30-8:30p as presented.

**6.B.3. Approval of the Facility Use Request 3** Approved the Facility Use Request 3 for Dixie Chixx, David Craig, representative to use CCHS hitting nets, machines, and balls for softball practice and possible fundraiser beginning May 31, 2016-September 1, 2016 as presented.

**6.B.4. Approval of the Facility Use Request 4** Approved the Facility Use Request 4 for the Kentucky Panthers, Jimmy Ray representative to use the baseball fields for practice June 7, 2016-July 31, 2016 as presented.

**6.C. Approval of Bills and Salaries Payable** Approved the Bills and Salaries payable as presented.

#### **6.D. Employee Notifications**

KRS 160.390; KRS 160.38; KRS 160.370 The Superintendent is responsible for all personnel actions including hiring, assignments, transfer, dismissal, suspension, reinstatement, promotion, and for reporting these actions to the board of education (KRS 160.390 (1)). All appointments, promotions and transfers of principals, supervisors, teachers, and other school

employees shall be made only by the Superintendent of schools, who shall notify the Board of the action taken (KRS 160.380(2a)).  
Information presented for notification

#### New Employees to the District

Hannah French; Head start Instructional Assistant CCCDC; 08/01/2016  
Karen Tillette; Early Childhood Nurturer/Family Service Worker CCCDC; 08/01/2016  
Erin Mahoney; Early Childhood Nurturer/Family Service Worker CCCDC; 08/01/2016  
Kimberly Hagedorn; Teacher KWinn; 08/01/2016  
Erin Bissinger; Teacher KWinn; 08/01/2016  
Shelby Rush; Teacher Cartmell; 08/01/2016  
Michelle Smith; Teacher Cartmell; 08/01/2016  
Colleen Dacey; Teacher CCMS; 08/01/2016  
Mollie Mason; Teacher CCMS; 08/01/2016  
Justin Franklin; Teacher CCHS; 08/01/2016

#### No Longer Employees of the District

##### Resigning:

Brittany DeJarnett; Teacher CCMS; 06/30/2016  
Trevor DeJarnett; Teacher on Leave CCMS; 06/30/2016  
Samantha Toole; Teacher Cartmell; 06/30/2016  
Ashley Melloan; Teacher KWinn; 06/30/2016  
Emily Brown; Teacher Cartmell; 06/30/2016  
Courtney Mustafa; Teacher CCHS; 06/30/2016  
Natasha Black; Teacher CCMS; 06/30/2016  
Christian Mitchell; Early Childhood Nurturer; 05/20/2016

#### Transfers within the District

Barbara Catt; Media Specialist Cartmell  
Ashley Webb; Assistant Principal CCHS  
Jennifer Ellis; Early Childhood Nurturer/Family Service Worker CCCDC  
Robin Kates; Early Childhood Manager CCCDC  
Megan Oak; Instructor II Head Start Teacher CCCDC

#### Employees No Longer Auxiliary

Scott Schirmer; Girls Assistant Basketball Coach CCMS  
Adam Stockhausen; Assistant Soccer Boys Coach CCHS  
Jimmy Ray; Head Baseball Coach CCHS

**6.E. Approval of the Memorandum of Understanding with Spalding University** Approved the memorandum of understanding with Carroll County Schools and Spalding University for the Master of Science in Athletic Training Program as presented.

**6.F. Approval of the 2016 British Camp Agreement** Approved the 2016 British camp agreement with Carroll County High School boys and girls soccer team, camp would be July 25th-29th 2016 as presented.

**6.G. Approval of the Carroll County Child Development Center School Readiness Plan** Approved the Carroll County Child Development Center school readiness plan that is an ongoing plan revised annually to define the foals at both the state and program level as presented.

**6.H. Approval of the Energy Manager** Approved the Energy Manager for the 2016-17 school year with an approximate cost of \$7,500.00 as presented.

**6.I. Approval of the 2016-2017 Code of Conduct** Approved the 2016-2017 Code of Conduct, the code of conduct was approved at the May 26, 2016 board meeting, however additional

revision needed are as follows: Added Homeless (per Title I Audit), Updated Mission Statement, and added Vision and Values as presented.

**6.J. Approval of the 2016-2017 District Assurances** Approved the 2016-2017 District Assurances as presented.

**6.K. Approval of the 2016-2017 Property Liability Umbrella Insurance Coverage** Approved the 2016-2017 property, liability, umbrella coverage renewal with Liberty Mutual as presented.

**6.L. Approval of the 2016-2017 Workers Comp Insurance** Approved the 2016-2017 Workers Comp Insurance with Employers Assurance Company with a premium of \$172,900.00 as presented.

**6.M. Approval of the donation for Carroll County High School** Approved the donation to the Honor Guard in the amount of \$200.00 from Cove Hill Church as presented.

**6.N. Approval of the Carroll County Middle School Donation** Approved the donation for the Carroll County Middle School from Dorman Products Inc. to purchase headphones for the 2016-2017 school year as presented.

**6.O. Approval of the Federal Cash Request** Approved the Federal Case Request as presented.

**6.P. Approval of the FRYSC Agreement for FY17** Approved the FRYSC Agreement for FY17, YSC budget \$77,026.50 and Family Ties budget \$77,026.50 as presented.

**6.Q. Approval of the Revised Job Description Associate Principal for Curriculum, Instruction, and Assessment** Approved the revised job description associate principal for curriculum, instruction, and assessment, with a change that this position now reports to the Elementary Supervisor as presented.

**6.R. Approval of the Revised Elementary Consultant job description** Approved the revised job description for the Elementary Consultant changing Reports To: Headstart Director and performance responsibilities #5 wording changed from Principal to Director as presented.

**6.S. Approval of the revised job description for the School Psychologist** Approved the revised job description for the school psychologist, revision under section responsibilities specific to administrative area wording in #2, #3, and #10 as presented.

**6.T. Approval of the School Nutrition Procurement Certification** Approved the school nutrition procurement certification to participate in the National School Lunch Program, School Breakfast Program, Special Milk Program for Children, and Uniform Administrative requirements, cost principles, and audit requirements for Federal Awards as presented.

**6.U. Approval of an Overnight Trip Request-Carroll County High School Honor Guard** Approved the Overnight Trip Request for the Carroll County High School Honor Guard for June 12-17 and June 23-26, 2016. This will be a camp out to demonstrate military life held within Carroll County. Parents will bring their student to the campsite and pick them up. Joe Dickerson and Joe Bliton as chaperones and seven (7) students participating as presented.

**6.V. Approval of the Overnight Trip Request for Carroll County Lady Panthers** Approved the overnight trip request for the Carroll County Lady Panthers basketball team for camp June 9-June 10, 2016 in Frankfort, fifteen (15) students, four (4) faculty members, and one (1) chaperone attending as presented.

**6.W. Approval of the surplus items for Technology** Approved the surplus items for technology, these items will be disposed of as the items are outdated or no longer are functional as presented.

**6.X. Approval of additional time** Approved an additional 1/2 hour for thirteen (13) days for Staci Turner, Lead Food Service Assistant I, at an approximate cost of \$134.00 including benefits, to be paid from general fund for work related to the CEP Program and collection of household income as presented.

**6.Y. Approval to surplus tables at Kathryn Winn Primary** Approved Kathryn Winn Primary to surplus 80 tables as presented.

**6.Z. Approval of attendance bonus** Approved the attendance bonus of \$500 each payable to Melanie Thieman (certified) and Laura Reed (classified) to be paid on the June 17, 2016 payroll as presented.

**6.AA. Approval of the Langsford Center** Approved the Carroll County School District to work with the Langsford Center in the sum of \$20,500.00. The Langsford Center will be providing training in LIPS, SI, and VV for over 60 Carroll County teachers from Kathryn Winn Primary, Cartmell, and Early Childhood Center July 20, 21, 22, 25, and 26. They will also provide consulting on site for a total of \$21,500.00 that will be paid from Title I. The Carroll County Child Development Center will pay a prorated sum for the two days of training that they are attending. Langsford will bill as services rendered, as presented.

**6.BB. Approval of the Math Science Partnership funds** Approved using funds in the All in for Algebra Math Science Partnership grant to pay the math coaches \$375.00 per day to do coaching work with teachers for five (5) days during the summer institute as presented.

**6.CC. Approval to Surplus bus #129** Approved the surplus of bus #129 and sell through a sealed bid process. Inventory form attached as presented.

**6.DD. Approval of the agreement and invoices for Mastery Connect** Approved the agreement and invoices for Mastery Connect. Invoice # INVSQ0827 in the amount of \$6,630.65 is due to cover student licenses that were added to school year 2015 / 2016. Invoice # INV-66452 in the amount of \$14,443.00 is the renewal invoice for Winn, Cartmell, CCMS and CCHS for 2016 / 2017. This will take our contract through the next school year as presented.

**6.EE. Approval to submit a grant for the Carroll County Child Development Center** Approved Carroll County Child Development Center personnel to submit a grant to extend the duration of services for the center's Head Start and Early Head Start children as presented.

**6.FF. Approval of the Updated Coaches, Employee, and Substitute Handbooks** Approved the updated coaches, employee, and substitute handbooks for the 2016-2017 school year as presented.

**6.GG. Approval of the 2016-2017 Depository Bond** Approved the 2016-2017 Depository Bond as presented.

**6.HH. Approval of the Crime and Fidelity Bond** Approved the Crime and Fidelity Bond for 06-30-16 through 06-30-17 with a premium amount of \$899.00 as presented.

**6.II. Approval of the Fidelity Bond of Treasurer** Approved the Fidelity Bond of Treasurer for the Carroll County Financial Officer with an annual premium bond of \$402.11 as presented.

**6.JJ. Approval of the bid for Bus 125** Approved and award the bid for bus #125 to North American Stainless (NAS) in the amount of \$4,001.00 as presented.

**6.KK. Approval of the Carroll County Middle School Floor Bid** Approved and award the bid for the Carroll County Middle School flooring to AIC Contracting Inc. in the amount of \$155,000.00 as presented.

**7. Communications To and From the Board** None at this time

**8. Champion For Kids** None at this time

**9. Reports from Principals and Directors** Doug Oak (Asst. Supt./CAO) was present and gave the board members some updates. All reports are part of the official minutes.

**10. Old Business** None at this time

**11. New Business**

**11.A. Approval of Superintendent Hogan's Mileage Reimbursement**

**Order #61295 - Motion Passed:** Approved the mileage reimbursement for Mr. Hogan: Bellarmine University Partnership and KyCPE Conference in the amount of \$110.68 as presented. Passed 3-0 with a motion by Mrs. Drusilla Maiden and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones      Absent  
Mrs. Mona Kindoll      Yes  
Mrs. Drusilla Maiden    Yes  
Mr. Rob Spenneberg    Yes

#### **11.B. Approval of Assistant Superintendent Oak's Mileage Reimbursement**

**Order #61296 - Motion Passed:** Approved the mileage reimbursement of Mr. Oak for All in for Algebra meeting in the amount of \$41.65 as presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mrs. Drusilla Maiden.

Ms. Carolyn Jones      Absent  
Mrs. Mona Kindoll      Yes  
Mrs. Drusilla Maiden    Yes  
Mr. Rob Spenneberg    Yes

#### **11.C. Discussion of the Carroll County Middle School renovation/addition Pay App 24**

**Order #61297 - Motion Passed:** Discussed the Carroll County Middle School renovation/addition pay app 24 as presented. The board has decided to not pay on Pay App 24 at this time. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mrs. Drusilla Maiden.

Ms. Carolyn Jones      Absent  
Mrs. Mona Kindoll      Yes  
Mrs. Drusilla Maiden    Yes  
Mr. Rob Spenneberg    Yes

#### **11.D. Discussion and Approval of the Strategic Plan**

**Order #61298 - Motion Passed:** Discussed the strategic plan and approved the strategic plan as presented. Passed 3-0 with a motion by Mrs. Drusilla Maiden and a second by Mrs. Mona Kindoll.

Ms. Carolyn Jones      Absent  
Mrs. Mona Kindoll      Yes  
Mrs. Drusilla Maiden    Yes  
Mr. Rob Spenneberg    Yes

#### **11.E. Approval of the First Reading of the Policy and Procedures**

**Order #61299 - Motion Passed:** Approved the first reading of the Updated Policy and Procedures as presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones      Absent  
Mrs. Mona Kindoll      Yes  
Mrs. Drusilla Maiden    Yes  
Mr. Rob Spenneberg    Yes

#### **12. Student Achievement** None at this time

### 13. Board Member Planning Calendar

July

Review Title I Report

Review Title IV Safe Schools Report

Approve Policy manual updates and revisions

Approve food service fee schedule

August

Adoption of a working budget (must be submitted to KDE by Sept. 30)

Approve Annual Financial Report

Approve vehicle tax rate

Review NCLB Report

Approve Classified evaluation plan

Review DIP needs assessment

Review and discussion of College Feedback Report

Initiate the annual needs assessment process

### 14. Adjournment

**Order #61300 - Motion Passed:** Approved adjourning the June 16, 2016 board meeting at 5:51 p.m.  
Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mrs. Drusilla Maiden.

Ms. Carolyn Jones      Absent

Mrs. Mona Kindoll      Yes

Mrs. Drusilla Maiden    Yes

Mr. Rob Spenneberg    Yes

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Chairperson

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Secretary