

Board of Education Regular Meeting

August 24, 2017 5:00 PM

Carroll County Technology Office

1. Call to Order / Roll Call

Attendance Taken at 5:00 PM:

Present Board Members:

Ms. Gwen Chapman

Mr. Corey Groseclose

Ms. Carolyn Jones

Ms. D'anne Smith

Mr. Rob Spenneberg

Ron Livingood Ed. D., Interim Superintendent; Doug Oak, Assistant Superintendent/CAO; Jon Conrad, Treasurer; and Tracie Crawford, Board Secretary are present.

2. Approval of Agenda

Order #61458 - Motion Passed: I need a motion to approve agenda items 1 - 13, we will be moving 8E. Approval of the School Resource Officer between items 4 and 5 as presented. Passed 5-0 with a motion by Ms. D'anne Smith and a second by Ms. Gwen Chapman.

Ms. Gwen Chapman Yes

Mr. Corey Groseclose Yes

Ms. Carolyn Jones Yes

Ms. D'anne Smith Yes

Mr. Rob Spenneberg Yes

3. Treasurer's Report Mr. Conrad reported that the July 2017 general fund beginning balance was \$3,806,111.00 with the total receipts at \$619,709.00, the total expenditures were \$1,065,376.00 and we had an ending balance of \$3,360,444.00. All reports are part of the official minutes.

4. Public Recognition None at this time.

8.E. Approval of the School Resource Officer Agreement

Order #61464 - Motion Passed: Discussion- Dr. Livingood will discuss the school resource officer agreement. Dr. Livingood welcomed Mayor Robb Adams to the meeting. In a previous meeting the board directed the Superintendent to seek out resources and talk to Mayor Robb Adams about resources that we can collaborate with to work as a partner. We pulled a model school resource officer agreement and changed it to work for our county. Mr. Crawford has reviewed the agreement and we are good to proceed. The board will be approving the agreement for us to proceed. The SRO (school resource officer) is to review safety issues and be proactive about issues and not reactive. The SRO will be an employee of the city and we will be contracting for that employee to work within our district. It is an agreement for one year, but in June we will revisit this agreement and begin another agreement so that it will line up with the physical year and we will begin again July 1, 2018. Mayor Robb Adams, Chairperson Carolyn Jones, and Dr. Livingood signed the agreement which will begin September 5, 2017.

I need a motion to approve the school resource officer agreement between Carroll County School district and the City of Carrollton as presented. Passed 5-0 with a motion by Mr. Rob Spenneberg and a second by Mr. Corey Groseclose.

Ms. Gwen Chapman Yes
Mr. Corey Groseclose Yes
Ms. Carolyn Jones Yes
Ms. D'anne Smith Yes
Mr. Rob Spenneberg Yes

5. Approval of Consent Agenda

Order #61459 - Motion Passed: I need a motion to approve consent agenda items 5A-5X as presented. Passed 5-0 with a motion by Ms. D'anne Smith and a second by Ms. Gwen Chapman.

Ms. Gwen Chapman Yes
Mr. Corey Groseclose Yes
Ms. Carolyn Jones Yes
Ms. D'anne Smith Yes
Mr. Rob Spenneberg Yes

5.A. Approval of Minutes Approved the July 27, 2017 Board Minutes, August 1, 2017 Working Board Minutes, and the August 4, 2017 Special Board Meeting minutes as presented.

5.B. Approval of Facilities Use

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

5.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

Desirae Hay; Teacher Cartmell; 08/14/2017
Karen Bruce; Teacher CCMS; 08/14/2017
Ashley Cooke; Teacher KWinn; 08/14/2017
Riley Stewart; Teacher KWinn; 08/14/2017
Tammy Duncan; Teacher ALC; 08/14/2017
John Wilmhoff; Teacher CCHS; 08/14/2017
Brent Leite; Teacher CCHS; 08/14/2017
Carol Bridgwater; Teacher CCHS; 08/14/2017
Candida McMillan; Teacher CCHS; 08/14/2017
Kevin States; Teacher CCHS; 08/14/2017
Andrea Neikirk, Asst. Principal CCHS; 07/2017
Alexandra Croucher; Inst. Assistant/Bus Monitor CCCDC; 08/2017
Carla Carman; Inst. Assistant CCCDC; 08/07/2017
Elizabeth Brown; Mental Health Consultant CCCDC; 08/2017
Heliadora Sanchez; Inst. Asst/Bilingual.; 08/2017
Tim Crutcher; Bus Driver; 08/2017

No Longer Employees of the District Resigning:

Allen Chase; Teacher Cartmell; 08/2017
Adam Osterbrock; Teacher CCMS; 08/2017
Hilary Scroggins; Teacher KWinn; 08/2017
Erin Bissinger; Teacher KWinn; 08/2017
Susan Lee; Teacher CCHS; 07/2017
Kimberly Watkins; Mental Health Consultant CCCDC; 08/2017
Chasity O'Day; Cook/Baker KWinn; 08/2017

Transfers within the District

Thomas Hunter Cantwell; Teacher
Shawntae Taylor; Preschool Assoc. Teach II
Rubi Avila; Preschool Assoc. Teach II
Cathy Gilbert; Instructional Monitor
Debra Susan Smith; Cook/Baker
GretchenWatts; Program Asst. I
Jeanette Adams; ELL Learner Asst.

Employees No Longer Auxiliary

Richard McMahan; Coach Girls Basketball CCMS
Curtis Chatham; Asst. Coach Boys Varsity Basketball CCHS

5.E. Approval of the 2017-2018 Certified Substitute Salary Schedule Approved the 2017-2018 Certified Substitute Salary schedule as presented.

5.F. Approval of the SchoolPointe Agreement Approved the 2017-2018 agreement with SchoolPointe which maintains the district and school website in the amount of \$4,000.00 as presented.

5.G. Approval of Additional days/hours for the Mental Health Consultant Approved an increase of days from 174 contracted days to 187 contracted days and change the hours from 7 hours to 7.5 hours for the Mental Health Consultant for the Carroll County Child Development Center. The increase pay will be funded from the Kentucky Preschool, Head Start, and Early Head Start as presented.

5.H. Approval of additional Bus Monitor hours Approved an additional four (4) hours per day to Jennifer Hotfil contract to fill the mid-day bus monitor position as presented.

5.I. Approval of the Tech Defenders Buyback Agreement Approved the Tech Defenders Buyback agreement to purchase old Apple laptops from the district which are board approve surplus at the July Board Meeting. The machines have been wiped of all information as presented.

5.J. Approval of the Cartmell CCJP Fee Approved the Cartmell CCJP of \$50.00 per participating student as presented.

5.K. Approval of Cartmell Fundraisers Approved the Cartmell fundraisers: Book fair, Book Store, Box Tops for Education, Computers for Education, Funding Factory, Lifetouch Pictures, Artist Showcase/Live Auction, Mid-West Candy-Nut, Monthly Events, Music Education Items, Santa's Shop, Spirit & Pride Shirts, and Yearbook Shout Outs as presented.

5.L. Approval of the Carroll County Child Development Educational Services Policies and Procedures Approved the Carroll County Child Development Center Education Services Policies and Procedures as presented.

5.M. Approval of the Youth Service Center donation Approved the donation of \$5,000.00 to the Youth Service Center as presented.

5.N. Approval to Accept the Early Childhood Healthy Living grant Approved accepting the Early Childhood Healthy Living grant in the amount of \$30,000.00 as presented.

5.O. Approval of the SHI Microsoft Agreement Approved the SHI Microsoft agreement which allows us to install Microsoft Products on all district devices as presented.

5.P. Approval of the FFA Overnight Student trips Approved the Overnight Student Trips for FFA: National FFA Convention (Indianapolis, IN), State Horsemanship and Vet Science Contest (Murray, KY), and Kentucky Leadership Training (Hardinsburg, KY) as presented.

5.Q. Approval to merge the Kathryn Winn Primary and Cartmell PTA Approved combining the existing Cartmell PTA and Kathryn Winn Primary PTA into a new organization called the Carroll County Parent Teacher Student Association (PTSA) as presented.

5.R. Approval of the Special Education Co-op Approved the Special Education high school co-op student to work with the Speech Language Pathologist for 175 days, 2.5 hours a day at a rate of \$7.25 as presented.

5.S. Approval of Carroll County High School Co-Op positions Approved five educational co-op positions for Carroll County High School students to serve at Kathryn Winn and Carroll County Child Development Center as presented.

5.T. Approval setting motor vehicle tax rate Approved setting the motor vehicle tax rate at 55.7 cents per \$100 of assessed value for the calendar year 2017 as presented.

5.U. Approval of the Carroll County High School Kitchen Dishwasher Approved the bid for the Carroll County High School Kitchen dishwasher and award the bid to C&T Design and Equipment in the amount of \$24,427.67 as presented.

5.V. Approval of Shortened School Week Approved a shortened school week for student number 2120104214 as presented.

5.W. Approval of the CCHS Donation Approved the CCHS Donation of \$690.00 from Fairway Golf Course as presented.

5.X. Approval of Medicaid Certification 2017-2018 Approved the application for the 2017-2018 Medicaid Certification for state matching funds in the areas of nursing, speech/language, occupational therapy, physical therapy, assistive technology devices, and transportation as presented.

6. Communications To and From the Board None at this time

7. Reports from Principals and Directors Donna Monroe (Winn); Jonica Ray (Cartmell); Dana Oak (CCMS); Tom Stephens (CCHS); Amy Sutter (ALC); Doug Oak (Asst. Supt./CAO); Gerda Wise (Elem. Instr. Supv.); Mark Willhoite (DPP/COO); Kathy Bieger (Special Education); Carl Roberts (Grant Writer/PR); Cindy Johann (Technology) submitted reports which are part of the official minutes. Doug Oak; Jonica Ray; Mark Willhoite; Kathy Bieger; Carl Roberts; and Cindy Johann were present.

8. New Business

8.A. Discussion and Approval on Setting Personal and Real Estate Property Tax Rate

Order #61460 - Motion Passed: Discussion on Setting the personal and real estate property tax rate. I need a motion to approve setting the tax rate for real estate and personal property tax at 58.3 cents per \$100 of assessed value for the 2017-2018 as presented. Passed 5-0 with a motion by Mr. Corey Groseclose and a second by Mr. Rob Spenneberg.

Ms. Gwen Chapman Yes
Mr. Corey Groseclose Yes
Ms. Carolyn Jones Yes
Ms. D'anne Smith Yes
Mr. Rob Spenneberg Yes

8.B. Approval of the second reading of the Policy and Procedures

Order #61461 - Motion Passed: Dr. Livingood updated the board on the policy and procedures that would be changing. He gave the board highlights of the changes. There are some changes

with transportation that Mr. Willhoite will make sure that is communicated with the parents and coaches. The highlight informational sheet is part of the official minutes as well.

I need a motion to approve the second reading of the updated revised policy and procedures as presented. Passed 5-0 with a motion by Mr. Corey Groseclose and a second by Ms. D'anne Smith.

Ms. Gwen Chapman Yes
Mr. Corey Groseclose Yes
Ms. Carolyn Jones Yes
Ms. D'anne Smith Yes
Mr. Rob Spenneberg Yes

8.C. Approval of Superintendent Livingood's Mileage Reimbursement

Order #61462 - Motion Passed: I need a motion to approve the mileage reimbursement for Dr. Livingood for Administrative Retreat/KASA Conference in the amount of \$40.40 as presented. Passed 5-0 with a motion by Ms. Gwen Chapman and a second by Mr. Corey Groseclose.

Ms. Gwen Chapman Yes
Mr. Corey Groseclose Yes
Ms. Carolyn Jones Yes
Ms. D'anne Smith Yes
Mr. Rob Spenneberg Yes

8.D. Approval of Assistant Superintendent Oak's Mileage Reimbursement

Order #61463 - Motion Passed: I need a motion to approve the mileage reimbursement of Mr. Oak for Administrative Retreat and KASA Conference July 26 & July 27 in the amount of \$80.80 as presented. Passed 5-0 with a motion by Mr. Rob Spenneberg and a second by Ms. D'anne Smith.

Ms. Gwen Chapman Yes
Mr. Corey Groseclose Yes
Ms. Carolyn Jones Yes
Ms. D'anne Smith Yes
Mr. Rob Spenneberg Yes

8.F. Discussion on Records Management Ms. Cindy Johann gave the board an update on records management and how we make sure that our records are secure. The technology department created a safe schools video that was state recommended so that every staff member watches it annually and answers questions for review. Best practices is that we notify the board annually of best practices that the district is taking to ensure safety of records and student information.

8.G. Discussion-Special Education Determination Ms. Kathy Bieger discussed with the board about the special education determination that is done yearly. This determination letter focused on 2015-2016. There were some areas that were non-compliant and we did receive a corrective action plan. Our teachers have since been trained on how to properly write the PLEP for our students. They also learned how to properly write the goals for our students. We received training from OVEC. In May of 2017 the corrective action plan was complete as we have taken all the steps to train and properly write the IEP. The other area was successful transition after graduation and make sure that our students are successful. If we have even one student that doesn't transition then we are held accountable and don't meet that goal so we have been working with all areas to ensure that we have a plan for all our students and that they transition successfully. Ms. Bieger has contacted OVEC since we aren't proficient in areas with our students. We are working with OVEC and other programs to make sure that are students are getting the services that they need.

8.H. Discussion and Approval of the District Funding Assurances

Order #61465 - Motion Passed: Discussion and approval of the District Funding Assurances FY18 as presented. Mr. Conrad presented to the board the district funding assurances. As a district we are annually required to review this document, present it to the board, and then Dr. Livingood will submit it to the state. This is how we get our federal funding released to us. Passed 5-0 with a motion by Mr. Rob Spenneberg and a second by Ms. Gwen Chapman.

Ms. Gwen Chapman Yes
Mr. Corey Groseclose Yes
Ms. Carolyn Jones Yes
Ms. D'anne Smith Yes
Mr. Rob Spenneberg Yes

8.I. Discussion and Approval of the Schematic design for Kathryn Winn Addition/Renovation project

Mark Trier, JRA Architects was present to discuss the schematic design for the Kathryn Winn Addition/Renovation project. We are working on the phasing for construction. There are three parts to the construction, the four classroom addition, the re-roofing shingle replacement, and the HVAC system. Mark Trier showed the design that is in place at this time and how it will be incorporated. The plans do meet all the state requirements. This project will be done in phases. It will begin in April, through the summer, and finish it out at the end of next year. There was discussion on the HVAC and if we could do the entire building. At this time there is an issue with getting a firm response with the funding. We are still awaiting on actual confirmation for the funds. We will discuss the process at the next board meeting. At this time we are still on track and on the timeline. Dr. Livingood asked if it was necessary that we approve having the entire HVAC approved tonight or can this be added on later. It can be added on later if we have additional funds for the project.

Order #61466 - Motion Passed: Discussion on the schematic design. I need a motion to approve the schematic design for the Kathryn Winn Primary Addition/Renovation project as presented. Passed 5-0 with a motion by Mr. Corey Groseclose and a second by Ms. D'anne Smith.

Ms. Gwen Chapman Yes
Mr. Corey Groseclose Yes
Ms. Carolyn Jones Yes
Ms. D'anne Smith Yes
Mr. Rob Spenneberg Yes

9. Student Achievement None at this time.

10. Board Member Planning Calendar

September

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

Approve Annual Financial Report

Review DIP needs assessment

Initiate the annual needs assessment process

Review and analysis of State Assessment Data

Review data on ACT and SAT scores

Review and discuss Title II Report

Review allocations to school councils and adjust if there are enrollment changes

*September 21, 2017 Board Meeting we are showcasing the Carroll County Child Development Center

11. Superintendent's Comments

- Dr. Livingood discussed with the board about the parking issues at the middle school. I would like to work on getting specifications on paving that area and bring that to the board for bidding. This will allow us to make sure that we have parking for staff and for visitors so that we get people off the road. It will also allow us to become compliant for ADA. We will also get signage up so that visitors know that we have parking for events. The board directed Dr. Livingood to get information together for the board to proceed and go forward.
- Thank you to JRA and Mark Trier for assisting us with building audits. There is a special application. There is data that KDE requires to do a building audit by June. Districts didn't meet this deadline however this database has all the district buildings in this system. As an in kind service, JRA is entering this data into the system so that we aren't paying an additional \$5,000.00 to an architect.

12. Board Member Comments None at this time

13. Adjournment

Order #61467 - Motion Passed: I need a motion to approve adjourning the August 24, 2017 board meeting at 6:20 p.m. Passed 5-0 with a motion by Mr. Rob Spenneberg and a second by Mr. Corey Groseclose.

Ms. Gwen Chapman	Yes
Mr. Corey Groseclose	Yes
Ms. Carolyn Jones	Yes
Ms. D'anne Smith	Yes
Mr. Rob Spenneberg	Yes

Chairperson

Secretary