

Board of Education Regular Meeting

July 26, 2018 5:00 PM

Carroll County Middle School Health Room

1. Call to Order / Roll Call

Attendance Taken at 5:00 PM:

Present Board Members:

Ms. Gwen Chapman

Mr. Corey Groseclose

Ms. Carolyn Jones

Mr. Rob Spenneberg

Absent Board Members:

Ms. D'Anne Smith

Danny Osborne, Superintendent; Doug Oak, Assistant Superintendent/CAO; Jon Conrad, Treasurer; and Tracie Crawford, Board Secretary are present.

2. Approval of Agenda

Order #61588 - Motion Passed: I need a motion to approve agenda items 1 - 13 as presented. Passed 4-0 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 Absent

Mr. Rob Spenneberg Yes

3. Treasurer's Report Mr. Conrad reported that the June 2018 general fund beginning balance was \$4,167,981.00 with the total receipts at \$1,794,313.00, the total expenditures were \$2,197,456.00 and we had an ending balance of \$3,764,838.00. All reports are part of the official minutes.

4. Public Recognition None at this time

5. Approval of Consent Agenda

Order #61589 - Motion Passed: I need a motion to approve consent agenda items 5A-5Z as presented. Passed 4-0 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 Absent

Mr. Rob Spenneberg Yes

5.A. Approval of Minutes Approved the June 21, 2018 Board 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

Sarah Hunter; Instructional Asst.; CCCDC
Taylour Brown; Early Childhood Nurturer; CCCDC
Alyssa Tompkins; Early Childhood Nurturer; CCCDC
Sheila O'Neal; Cook/Baker; KWINN
Jessica Page; Teacher Art; KWINN
Lindsay Drury; Teacher Kindergarten; KWINN
Jennifer Britton; Instructional Asst EBD/FMD; KWINN
Ashley McKinney; Teacher 4th gr.; Cartmell
Summer Young; Teacher 5th gr.; Cartmell
Amy Alsup; Teacher 4th gr.; Cartmell
LeeAnna White; Teacher 5th gr.; Cartmell
Mary Holt; Teacher Art; CCMS
Brigette Kunselman; Guidance Counselor; CCMS
Marianne Gaddie; Teacher AG; CCMS/CCHS
Tammy Duncan; Teacher Math; CCMS
Stephanie Wood; Teacher ESL; District
Stacy Riddle; Computer Training/Maintenance Tech; District
Danny Osborne; Superintendent; District

No Longer Employees of the District Resigning:

Crystal Field; Teacher; 06/30/2018
Andrew Johnson; Computer Training/Maintenance Tech; 06/30/2018
LaJuana O'Connor; Bus Driver; 07/10/2018
Corie Edens; Teacher; 06/30/2018

Transfers within the District

Katessa Hicks; EHS Nurturer/FSW; CCCDC
Elizabeth Brown; Guidance Counselor; KWINN
Robin Stephenson; Asst. Principal; KWINN
Danielle Wheeler; Teacher FMD; Cartmell
Jama Stout; Food Service Assistant I; CCMS
Jeff Evans; Custodian; CCMS
Kelly Massie; Guidance Counselor; CCHS
Tiffany Weaver; Asst. Sp. Ed. Director 1/2, Teacher ½ time.

Leave of Absence

Melissa Haddix; 07/02/2018-11/19/2018
Sarah Guerrero; 08/17/2018-09/24/2018

Employees No Longer Auxiliary

Mollie Shirley; Pep Club

Christin Lewellyn; Academic Team

5.E. Approval of the 2018-2019 Code of Conduct Approved the 2018-2019 Code of Conduct as presented.

5.F. Approval of the Overnight Student Trip-Senior Trip Approved the Overnight 2019 Senior Trip to New York, NY May 8-11, 2019 as presented.

5.G. Approval of the Updated 2018-2019 Coaches, Employee, and Substitute Handbooks Approved the updated coaches, employee, and substitute handbooks for the 2018-2019 school year as presented.

5.H. Approval of the donations to CCHS Approved the CCHS donations as presented.

5.I. Approval of the 2018-2019 Meal Prices Approved the 2018-2019 meal prices, adult breakfast is \$2.75 and the adult lunch price is \$3.75 as presented.

5.J. Approval of the agreement between Carroll County Schools and Georgetown Approved the agreement between Carroll County Schools and Georgetown student teacher placement within the district as presented.

5.K. Approval of the Smart Care Equipment proposal Approved the smart care equipment solutions preventative maintenance program proposal, that will provide preventative maintenance and inspections on the food service equipment at a cost of \$22,820.00 as presented.

5.L. Approval of the CCMS Donation Approved the donation to CCMS as presented.

5.M. Approval of the Cold Drink Equipment Agreement Approved the cold drink equipment of a Snapple machine in the CCHS Cafeteria the agreement from July 1, 2018-June 30, 2019 as presented.

5.N. Approval for School Psychology Contract Services Approved the contract with Gail Glanz to conduct special education evaluations for the 2018-2019 school year at \$50.00 an hour not to exceed \$400.00 a day as there is an increase in the number of students with disabilities needing evaluations as presented.

5.O. Approval to change the Head Start/Early Head Start Director Approved Leah Spencer as the Head Start/Early Head Start director as she has the proper credentials for this position as presented.

5.P. Approval of a Middle School Math Consultant Approved a Middle School Math Consultant for 129 days, this has been in existence for eight years and board approved yearly as presented.

5.Q. Approval of an Instructional Assistant at CCHS Approved hiring an instructional assistant at Carroll County High School to assist in the special education department and work with students that have behavior difficulties as presented.

5.R. Approval to contract with Winn Wheeler Approved contracting with Winn Wheeler to continue with the literacy work that was started with Bellarmine and continuing that work and guide the instructional coaches, monitor literacy instruction, and work with teachers on instructional strategies at a rate of \$500 a day to be paid from Title I funds as presented.

5.S. Approval of the Resource Teacher Stipend Approved a stipend for resource teachers that will mentor and support first year teachers, we are proposing a \$1,000 stipend for those resource teachers because the state is no longer funding the Kentucky Teacher Internship program that provide these mentors as presented.

5.T. Approval of a Critical Shortage Stipend Approved a stipend of \$5,000 yearly for a certified teacher in the area of foreign language due to the critical shortage in this area and the stipend will be reviewed by administrative staff at the end of the 2018-2019 school year before seeking approval for the following school year as presented.

5.U. Approval of the Carroll County Middle School fundraisers Approved the Carroll County Middle School fundraisers as presented.

5.V. Approval of John Hopkins Online class Approved the agreement between Carroll County School District and John Hopkins University to provide an online class as presented.

5.W. Approval of the JSA Proposal for Kathryn Winn Kitchen Approved the JSA proposal to allow Joby Smith and Associates to work with the Kathryn Winn Cafeteria staff to discuss how to maximize current operations and update the cafeteria to be more efficient as presented.

5.X. Approval of technology iPads surplus Approved the technology surplus of iPads as presented.

5.Y. Approval of Overnight Trip CCHS Cheerleader Camp Approved the overnight trip for the CCHS Cheerleader Camp to Miami University, Oxford, OH from August 2-5, 2018 for cheer camp with 13 students and 2 chaperones as presented.

5.Z. Approval of Surplus of CCHS Library Books Approved the surplus of books from the Carroll County High School Library Media Center that are in poor condition and need to be replaced, out of date, or have not circulated in over five years as presented.

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

7. Reports from Principals and Directors Doug Oak (Asst. Supt./CAO); Mark Willhoite (DPP/COO); Kathy Bieger (Special Education); Carl Roberts (Grant Writer/PR) submitted reports which are part of the official minutes. Doug Oak, Mark Willhoite, Kathy Bieger, and Carl Roberts were present for the meeting.

8. Student Achievement Discussion about the Early Childhood CLASS Review. Leah Spencer and Robin Kates presented to the board the head start findings from the audit. Any program that scores in the bottom 10% nationally will have to reapply for their grant which we want to make sure doesn't occur within our program. We do three internal audits within the school year to make sure that we are doing what we need to do for the program. The last audit was in 2013 and this year we were audited in 2018. I have comparisons from 2013 and where we are five years later in 2018. The power point shows information of where we are and comparing it to the national scores. Robin Kates discussed the education curriculum that early and head start have adopted which has assisted the jumps in the last five years. The power point is part of the official minutes.

9. New Business

9.A. Discussion and Approval of the Second Reading of the Policy and Procedure Update

Order #61590 - Motion Passed: Discussion on the Updated Policy and Procedures. *Mr. Oak, discussed that this is the second reading of the policies and procedures that KSBA sent to us that integrate any new laws to make sure our policies and procedures are updated. There was some wording which needed to be cleaned up but nothing really changed. This is just the second reading which is mandated.*

I need a motion to approve the second reading of the Updated Policy and Procedures as presented
Passed 4-0 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	Absent
Mr. Rob Spenneberg	Yes

9.B. Approval of the July Pay App for the Kathryn Winn Renovation

Mr. Conrad explained that this is the Pay App that is sent to us from Wehr that we have been cleared to pay. We will have one of these a month and will be in the new business to approve.

Order #61591 - Motion Passed: I need a motion to approve the July Pay app for the Kathryn Winn renovation as presented. Passed 4-0 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	Absent
Mr. Rob Spenneberg	Yes

9.C. Discussion and Approval of Change Order 001- BP #20 Kathryn Winn Renovation Project

Order #61592 - Motion Passed: Discussion on change order 001-Kathryn Winn Primary renovation Bid Package #20, HVAC Plumbing-RFI#8- adding 18 trims exhaust grills in classroom restroom. *Mr. Osborne discussed the change order for the restrooms within the classrooms.*

I need a motion to approve change order 001-BP#20 for the Kathryn Winn Primary renovation project in the amount of \$1,863.00 as presented. Passed 4-0 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	Absent
Mr. Rob Spenneberg	Yes

9.D. Discussion and Action- Change Order 005- BP #2 General Trade and Concrete Kathryn Winn Renovation Project

Order #61593 - Motion Passed: Discussion on change order 2-Kathryn Winn Primary Renovation Project, Wehr construction bid package #2-additional excavation, fill, and concrete per inspector. Mr. Osborne asked Jeff (CM) to discuss why this was needed. Geotechnical for the site was done and soft soil was discovered. Footings was being dug and at the bearing depth the requirements was not met without digging deeper. If you placed this on the soft soil there would have been settling and caused issues. In some areas the soil was good other areas had bad soils so the area wasn't suitable. There was extra concrete, labor, and excavation to meet the correct standards so that concrete will not settle and cause problems later.

I need a motion to approve change order 005-BP#2 for the Kathryn Winn Primary Renovation project for the additional excavation, fill, and concrete per inspector in the amount of \$7,882.92 as presented. Passed 4-0 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	Absent
Mr. Rob Spenneberg	Yes

9.E. Discussion and Approval of Change order 001-BP #15 for the Kathryn Winn Renovation Project

Order #61594 - Motion Passed: Discussion on change order 3 for the Kathryn Winn Primary renovation project, for RFP3, Wehr constructors bid package #15, patch and paint restroom ceilings in each classroom to repair holes from existing lighting. *This change order covers patching and painting where existing lights were removed and the new light fixtures didn't cover the existing areas.*

I need a motion to approve change order 001-BP#15, for the Kathryn Winn Primary renovation project in the amount of \$1,840.00 for patch and painting restroom ceilings in each classroom to repair holes from existing lighting as presented. Passed 4-0 with a motion by Ms. Gwen Chapman and a second by Ms. Carolyn Jones.

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

9.F. Discussion and Approval of change order 006- RFP#4 New Blinds for the Kathryn Winn Renovation Project

Order #61595 - Motion Passed: Discussion on change order 006, for the Kathryn Winn Primary Renovation project, RFP 4, adding blinds to all window openings. The blinds no longer work with the chain mechanism, most are torn or have holes, and allows no light to enter into the classrooms. Why were the blinds no in the original plans? The only thing that we can think about is it was an oversight, the windows were an alternate bid and we have gone with new windows. There was also a question if the old blinds would work, however it was an oversight as some classrooms didn't even have blinds.

I need a motion to approve change order 006-RFP#4, for the addition of new blinds to all the window openings in the amount of \$14,268.18 as presented. Passed 4-0 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	Absent
Mr. Rob Spenneberg	Yes

9.G. Discussion and Approval of Change Order 001-CM Contract K Winn Renovation Project

Order #61596 - Motion Passed: Discussion on Change order 001-CM Contract. *Mr. Conrad explained that this change order is a percentage for the construction manager, it is a 5% fee. So any time that there is a change order, the fee for Wehr does go up by 5% and was not included in the original contract.*

I need a motion to approve the change order 001 CM Contract for RFP#001, RFP#002, RFP#003, and RFP#004 fees in the amount of 1,021.22 as presented. Passed 4-0 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 Absent
Mr. Rob Spenneberg Yes

9.H. Discussion and Approval of Change Order 3.0- 003 CM Contract and BP #2 for Kathryn Winn Renovation

Order #61597 - Motion Passed: Discussion on change order 3.0-003 CM Contract and BP #2 General Trade and Concrete -replacing concrete ramp and handrail on the east side of the building. *This is to replace the concrete ramp and handrail on the east side of the building and it is being used as a regress for the phase 1. This area needs to be ADA compliant. This was not to be used and it was not part of the original plan. With all the changes in the plan, and since students and others will have to use this based on the changes we have to now correct this ramp. It will also assist because K Winn will be audited and we would have to correct this next year. Since we are doing construction now it is easier to do this now.*

I need a motion to approve change order 3.0 to replace the concrete ramp and handrail on the east side of Kathryn Winn Primary in the amount of \$9,649.10 as presented. Passed 4-0 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 Absent
Mr. Rob Spenneberg Yes

9.I. Discussion and Approval of the Overnight Student Europe Trip

Order #61598 - Motion Passed: Discussion on the overnight student trip for Europe. *Ms. Eaglin was asked to come and speak of the trip. She wasn't present, Mr. Oak spoke on the trip. She would like to attend with Seneca High School to help with the cost. There is a minimum for the trip to go however we are not obligated to attend if we can't get the numbers.*

I need a motion to approve the Overnight Student Europe trip as presented. Passed 4-0 with a motion by Mr. Corey Groseclose and a second by Ms. Gwen Chapman.

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

9.J. Discussion and Approval of the Classified Extended Days

Order #61599 - Motion Passed: Discussion on the classified extended days. *Mr. Oak explained that this is a continuation of equity reviews at the overall extended days as we did with certified, this will allow you to see the positions and the extended days for these positions.*

I need a motion to approve the classified extended days as presented. Passed 4-0 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 Absent
Mr. Rob Spenneberg Yes

10. Board Member Planning Calendar

KSBA Regional Meeting- September 4, 2018, Eminence Independent.

Mr. Groseclose asked that we have a reoccurring working meeting each month and can we look into having one. Possibly the second Tuesday of each month we can have two weeks in between each meeting so that we can discuss anything which would come up in the regular meeting. We will talk with Mr. Crawford and ask if these would be special meetings or what do we need to do?

We will have an Executive Session in August to discuss Superintendent Goals.

11. Superintendent's Comments Mr. Osborne stated that he has to have an individualized learning plan as a new superintendent. He has to have a team to assist with this plan and one board member has to be part of this team. I also need to have my evaluation plan complete and submitted at the end of August and have my 30/60/90 plan. So we can do that all at the August meeting and I can get this submitted. I should be able to get additional information as to what the board liaison will be required to do and how many meetings.

12. Board Member Comments August 3rd first Friday, the school board will be downtown and will have a team in the watermelon relay. We will have a bus there as well so that kids who have never been on the bus can see what it is like and ask questions.

13. Adjournment

Order #61600 - Motion Passed: I need a motion to approve adjourning the July 26, 2018 board meeting at 6:05 p.m. Passed 4-0 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 Absent
Mr. Rob Spenneberg Yes

Chairperson

Secretary