

RECORD OF BOARD PROCEEDINGS (MINUTES)

December 17, 2018 Lee County Board of Education Special Meeting

The Lee County Board of Education met in Special Session in the Central Office Board Room at 6:00 PM, on December 17, 2018.

Attendance Taken at 5:55 PM:

Present Board Members:

Mr. Lamont Coldiron

Mr. Donald Napier

Mr. William Owens

Dr. Avis Thompson

Ms. Janie Thorpe

CALL TO ORDER

Discussion:

Board Chair William Owens called the meeting to order at 6:00pm.

52-19 APPROVE AGENDA

Discussion:

Board Chair William Owens presented the December 17, 2018 Lee County Board of Education Special Meeting Draft Agenda for review and approval. It was ordered to approve the agenda as presented.

Motion Passed: Approval of the Lee County Board of Education December 17, 2018 Special Meeting Agenda as presented passed with a motion by Ms. Janie Thorpe and a second by Dr. Avis Thompson.

Mr. Lamont Coldiron Yes

Mr. Donald Napier Yes

Mr. William Owens Yes

Dr. Avis Thompson Yes

Ms. Janie Thorpe Yes

CELEBRATIONS

Discussion:

Superintendent Evans shared the following reasons to celebrate:

IIIA. RECOGNITION OF LCES ACADEMIC TEAM FOR SUCCESS AT THE 2018 HOLIDAY BOWL

Discussion:

Superintendent Evans recognized the LCES Academic Team for success at the Holiday Bowl:

- LCE Quick Recall Team- 2nd place
- LCE Future Problem Solving Team- 2nd place
- Jasmine Raider- 5th Place English Composition
- Billi Brandenburg- 2nd place English Composition
- Cooper Wise- 3rd place math Written Assessment

Academic team members Riley Shoemaker, Alyssa Rice, and Billi Brandenburg were present to represent the team. The Board and Superintendent commended them on their hard work and success.

IIIB. RECOGNITION OF JESSICA NAPIER AS KENTUCKY HEALTH EDUCATION TEACHER OF THE YEAR

Discussion:

Superintendent Evans recognized Lee County Middle High School teacher Jessica Napier for being named the Kentucky Health Education Teacher of the Year at the Kentucky Association for Health, Physical Education and Dance Conference. Superintendent Evans said Ms. Napier represents the district well and is well deserving of the recognition.

IIIC. RECOGNITION OF AMBER STACY SPENCER FOR ACHIEVING NATIONAL BOARD CERTIFICATION

Discussion:

Superintendent Evans recognized Lee County Middle High School teacher Amber Stacy Spencer for achieving National Board Certification. Ms. Spencer is the district's sixth National Board Certified Teacher. A new law will require districts to have at least one teacher with this certification, but the district is already exceeding this requirement.

COMMUNICATION REPORT

Discussion:

Superintendent Evans shared the monthly communication report, including the following:

- Boys and Girls Varsity Basketball schedules were shared with board members.
- Both the middle grades and high grades LCMHS cheerleaders advanced to state competition. They will be invited to January's meeting to be recognized.
- The LCMHS middle grades boys basketball team won the middle grades district championship over the weekend.

53-19 REVIEW/APPROVE THE FY2018 FINANCIAL AUDIT FOR LEE COUNTY SCHOOLS PRESENTED BY DEBORAH MAYNARD OF WHITE & ASSOCIATES, PSC

Discussion:

Deborah Maynard of White & Associates, PSC Certified Public Accountants presented the audit of Lee County Schools' FY18 financial records for board review and approval. Ms. Maynard expressed appreciation to Finance Officer Tina Lucas and the entire finance staff. Ms. Maynard said as a new finance officer Tina did a very good job. She added there is a lot to learn and the job is not an easy one.

The audit produced a "Clean Opinion," which is the best possible opinion a school district can achieve. The Financial Statement Audit yielded no findings, and there were no findings of the Major Federal Awards Programs Audit.

There were two management comments at the school level. Both issues are currently being addressed. Ms. Maynard said two comments was a very low number and most schools have many more.

Ms. Maynard informed board members of a new GASB 75 that will address obligations for insurance and pensions. The obligations for such expenses must now be recorded (Deferred Outflow of Resources and Net Pension Liability) and this recording results in a substantial deficit. Ms. Maynard advised board members to become familiar with fund financial statements. She said the fund balance is good, but the balance should be monitored on a regular basis.

A copy of the audit is on file.

Motion Passed: Approval of the 2017-2018 audit of financial records for Lee County Schools as presented by Deborah Maynard of White & Associates, PSC passed with a motion by Mr. Donald Napier and a second by Mr. Lamont Coldiron.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

54-19 REVIEW/APPROVE MONTHLY BUDGET REPORT

Discussion:

Tina Lucas, District Finance Officer, presented the November 2018 Expenditure and Revenue Reports for review/approval. Ms. Lucas reported general fund expenditures of \$465,417.73. This is a normal and expected amount for expenditures this time of year. General fund revenues for November were \$870,780.99. Revenues were more than normal due to the receipt of the first tax receipts.

Superintendent Evans and the board commended Ms. Lucas for a great job with the audit during her first year as finance officer.

Motion Passed: Approval of the November 2018 Expenditure and Revenue Reports as presented passed with a motion by Mr. Lamont Coldiron and a second by Ms. Janie Thorpe.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

INSTRUCTION REPORT

Discussion:

Instructional Supervisor Karen Angel presented the monthly Instruction Report:

- We had our first NTI day last week. The participation rate will be turned in by Wednesday.
- Interviews were conducted for two GearUP positions: The Navigator will work with kids to promote college and career readiness. Focus will be with 6th and 7th grades. Josh Williams was recommended for the position. The Academic Interventionist will work as a tutor, particularly in the areas of reading and math. David Turner was recommended for the position.
- Principal Carol Napier could not attend the meeting. Ms. Angel said Ms. Napier continues to utilize Google to become more efficient in the classroom, and Ms. Angel shared an example of a Google form used for test-taking that produces instant results.
- Ms. Angel introduced Mr. Phillip Angel, LCMHS Assistant Principal, to discuss PBIS:

Mr. Angel explained PBIS stands for Positive Behavioral Interventions and Support. Mr. Angel worked with a team of three teachers - Ms. Jessica Napier, Ms. Amber Spencer, and Ms. Joli King - to develop the program. A matrix was developed for proper behavior in various settings. The matrix addresses what behavior should be, and it is known as "The Bobcat Way."

The PBIS system indicates 80% of students will normally comply with rules, 5-15% need to be reminded of the rules but will generally comply, and 5% will generally not comply regardless of strategies utilized. The system is designed to help the 5-15% that benefit from cues. The 5% who do not benefit from such systems are referred for extra supports such as KRCC or intensive counseling.

Referral data is compiled every 20 days. PBIS is now part of the discipline committee. The hope is to have 85% of students who have minimal behavior problems.

SCHOOL NUTRITION UPDATES

Discussion:

Steve Carroll, Director of Federal Programs, provided the following school nutrition updates.

VIIIA. REVIEW OF THE 2018 SCHOOL NUTRITION AND
PHYSICAL ACTIVITY REPORT CARD

Discussion:

Steve Carroll, Director of Federal Programs, shared the 2018 Lee County Nutrition and Physical Activity Report Card and addressed the following highlights:

- Lee County Schools participates in the Community Eligibility Program (free meals for all students). Participation is based on the percentage of poverty within the community.
- Lee County Schools participates in the Fresh Fruit and Vegetable Program. Both the Fresh Fruits and Vegetables grant and the Community Eligibility Program have been renewed for the upcoming year.
- The participation rate is very good for our area, with 90% participation for lunch.
- Lee County School Nutrition Program offers summer feeding and serves 1740 meals during this period. Anyone 18 and under may come to any of the service sites and eat for free.

VIIIB. REVIEW OF THE LEE COUNTY SCHOOL DISTRICT WELLNESS BROCHURE

Discussion:

Mr. Carroll presented the Lee county School District Wellness Brochure. The brochure highlights federal and state guidelines and regulations, including required nutritional components. The brochure is a positive informational piece to communicate nutrition information to the community.

VIIIC. OVERVIEW OF THE CHILD NUTRITION PROGRAM
ADMINISTRATIVE REVIEW RESULTS

Discussion:

Director of Federal Programs Steve Carroll shared the findings of an administrative review of the Lee County Schools nutrition program. The review was conducted in September and October of 2018, and an exit conference was held on October 10. Lee County is at or above state and national averages in all major categories. Recommendations as a result of the review have been or are currently being addressed.

**55-19 VIIID. DECLARE AN EMERGENCY TO ADOPT MODIFICATIONS TO POLICY
07.1 "FOOD/SCHOOL NUTRITION SERVICES" IN ONE READING**

Discussion:

Filling in for Food Service Director Darian Creech, Mr. Carroll presented a recommended modification to Policy 07.1 "Food/School Nutrition Services" that addresses bad debt.

This language was recommended during the administrative review, and will state the following: "At the close of the school year any balance of delinquent charges shall be paid by transfer of General Funds. Records of delinquent charges shall be retained for three years plus the current year or until paid in full."

Federal guidelines prevent food service from absorbing the cost of unpaid debt due to student charges that have not been paid.

Motion Passed: Approval to declare an emergency to accept modifications to Policy 07.1 "Food/School Nutrition Services" in one reading passed with a motion by Mr. Donald Napier and a second by Dr. Avis Thompson.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

56-19 APPROVE CONSENSUS AGENDA

Discussion:

Superintendent Evans presented the Consensus Agenda for board review and approval.

Motion Passed: Approval of the Consent Agenda as presented passed with a motion by Mr. Lamont Coldiron and a second by Ms. Janie Thorpe.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

IXA. APPROVE MINUTES

Discussion:

It was ordered to approve the minutes from the November 12, 2018 Lee County Board of Education Special Meeting.

IXB. APPROVE BUS APPLICATIONS

Discussion:

It was ordered to approve the following bus and trip applications as presented:

- Overnight trip request by LCMHS Girls Basketball for December 20-22, 2018 to play in a tournament in Maryville, TN: Depart @ 11:00am from LCMHS on December 20, and will return on December 22.

BUS REQUESTS FOR BOARD APPROVAL - DECEMBER 11, 2018

DATE SUBMITTED	SCHOOL	DEPARTURE DATE	RETURN DATE	LOCATION & DESCRIPTION	PERSON RESPONSIBLE	OVERNIGHT?	TRIP # IN TRAVEL TRACKER
11/9/2018	LCE	11/16/2018	11/16/2018	Highland Turner Elem. - Jackson, KY/Boys/Girls Basketball	Kristy Dunaway	N	1737

11/12/2018	LCMHS	11/16/2018	11/16/2018	Somerset Comm. & Tech. College - Somerset, KY/FFA Students	Orville Bennett	N	1739
11/13/2018	LCE	12/15/2018	12/15/2018	Wolfe Co. Middle School - Campton, KY/Archery	Sherry Frye	N	1740
11/13/2018	LCMHS	12/12/2018	12/12/2018	Knott Co. Sportsplex - Leburn, KY/Special Needs Class	Julia Bishop	N	1741
11/14/2018	LCMHS	12/15/2018	12/15/2018	Wolfe Co. Middle School - Campton, KY/Archery	Susan Perdue	N	1742
11/15/2018	LCE	11/29/2018	11/29/2018	Lee Co. Elementary / 8th grade students / Mentoring Program	Amy Johnson	N	1744
11/15/2018	LCMHS	12/1/2018	12/1/2018	McNabb Middle School - Mt. Sterling, KY / Academics	Kim Williams	N	1745
11/15/2018	LCMHS	11/26/2018	11/26/2018	McNabb Middle School - Mt. Sterling, KY / Academics	Kim Williams	N	1746
11/19/2018	LCE	11/20/2018	11/20/2018	Life Skills Center - Jackson, KY / Reading Behind the Glass	Cynthia Johnson	N	1747
11/26/2018	LCMHS	12/14/2018	12/15/2018	Lexington Clarion Hotel - Lexington, KY / Cheerleaders	Karen Angel	Y	1751
11/26/2018	LCMHS	12/8/2018	12/8/2018	Breathitt Co. High School - Jackson, KY / Boys Basketball	Danny Wright	N	1752
11/27/2018	LCMHS	12/1/2018	12/1/2018	Knott Co. - Hindman, KY / Boys Basketball	Danny Wright	N	1753
11/29/2018	LCATC	12/10/2018	12/10/2018	Hazard Comm. & Tech. College - Hazard, KY / ATC Students	Tammy Combs	N	1754
11/29/2018	LCMHS	12/13/2018	12/13/2018	Lee Co. Elementary / 8th grade students / Mentoring Program	Amy Johnson	N	1755
12/4/2018	LCMHS	12/5/2018	12/5/2018	Buckhorn High School - Buckhorn, KY / Boys Basketball	Danny Wright	N	1756
12/5/2018	LCMHS	12/7/2018	12/7/2018	Estill Co. Middle School / Irvine, KY / Boys Basketball	Danny Wright	N	7157
12/5/2018	LCMHS	12/12/2018	12/12/2018	Powell Co. High School - Stanton, KY / Boys Basketball	Danny Wright	N	1758

IXC. APPROVE FUNDRAISER APPLICATIONS

Discussion:

It was ordered to approve the following fundraiser requests as presented:

- LCMHS Senior Class: Archery Tournament, Lane Sponsors & Concessions; 02/02/2019
- LCMHS Middle Grades Archery: Hog Raffle, Raffle Tickets; 12/12/18 - 02/27/19 and January 12, 2019
- LCES Student Activity: Valentine's Dance, Admissions and Concessions; 02/15/19

IXD. DECLARE THE FOLLOWING FOOD SERVICE EQUIPMENT AS SURPLUS, AUTHORIZE DISPOSAL, AND ACCEPT SEALED BIDS ON ITEMS NOTED: 10238 STEAM KETTLE (ACCEPT BIDS); 10536 COMBI OVEN; 10227 COMBI OVEN; 10225 MIXER (ACCEPT BIDS); 10524 REACH-IN COOLER; 10520 REACH-IN COOLER; 10425 DOUBLE REACH-IN COOLER; 10506 FREEZER; 10527 DEEP FRYER (ACCEPT BIDS); 10230 DEEP FRYER (ACCEPT BIDS); NON-TAGGED TRUE BRAND COOLER AT LCMS

Discussion:

It was ordered to declare the following food service equipment surplus and authorize disposal. Some items will be offered for sale through sealed bids (as noted) and other items will be salvaged: 10238 Steam Kettle (sell), 10536 Combi Oven (salvage), 10227 Combi Oven (salvage), 10225 Mixer (sell), 10524 Reach In Cooler (salvage), 10520 Reach In Cooler (salvage), 10415 Double Reach In Cooler (salvage) 10506 Freezer (salvage), 10527 Deep Fryer (sell), 10230 Deep Fryer (sell), untagged Trane cooler (salvage).

IXE. APPROVE VENDOR ADDITION TO FY2019 MODEL PROCUREMENT LIST

Discussion:

It was ordered to add United American Supply to the 2018-2019 Model Procurement bid list. The vendor will be added effective 12/18/18 and will remain on the list through June 30, 2019.

IXF. APPROVE BOARD MEMBERS' ATTENDANCE (CONFERENCE FEE, LODGING, AND TRAVEL EXPENSES) AT THE KSBA ANNUAL CONFERENCE FEBRUARY 2019

Discussion:

It was ordered to approve board members' attendance at the 2019 KSBA Annual Conference. Attendance will include registration fees, travel and lodging expenses. Superintendent Evans and Lee County KOSAA members will also attend.

ATTENDANCE/ENROLLMENT REPORT

Discussion: David Lyons, Director of Pupil Personnel, provided the Attendance/Enrollment Report.

XA. ATTENDANCE/ENROLLMENT UPDATE

Discussion:

Director of Pupil Personnel David Lyons presented the monthly attendance and enrollment updates. Enrollment has changed little since the beginning of school; 12 students have withdrawn since August. Daily attendance percentage is very similar to the rates from last year.

57-19 XB. APPOINT BOARD MEMBER AND APPROVE
DISTRICT CALENDAR COMMITTEE

Rationale:

Per KRS 158.070, one school board member must serve on the District Calendar Committee.

Discussion:

Following discussion, the board opted to appoint a member to serve on the District Calendar Committee on a rotating basis. Lamont Coldiron served on the 2018-2019 committee; Janie Thorpe was named to serve on the 2019-2019 committee. The board also opted to accept the District Calendar Committee's following proposed members:

Recommended 2019-20 Calendar Committee "School district calendar committee" means a committee consisting of:

- One (1) school district principal; C. Napier/D. Smith
- One (1) school district office administrator other than the superintendent; David Lyons
- One (1) member of the local board of education; TBD
- Two (2) parents of students attending the district; Charity Wise Barbara Puckett (MHS)
- One (1) school district elementary school teacher; Cindy Neiderman
- One (1) school district middle or high school teacher; Jessica Napier
- Two (2) school district classified employees; Sharon Mays (MHS) Jody Bingham (LCE)
- Two (2) community members from the local chamber of commerce, business community, or tourism commission; Dedra Brandenburg (Beattyville Tourism) Alan Begley (Chamber of Commerce)

Motion Passed: Approval to name Janie Thorpe as Board of Education representative and to adopt the 2019-2020 District Calendar Committee as presented (copy on file) passed with a motion by Mr. Donald Napier and a second by Dr. Avis Thompson.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

FACILITY/SECURITY REPORT

Discussion:

Director of Transportation and Facilities David Lyons presented the Facility/Security Report.

XIA. FACILITY/SECURITY UPDATE

Discussion:

Director of Facilities David Lyons provided an update:

- Door hardware to be purchased with COPS grant funds will ship after Christmas, so there will be little to no installation over the holiday break. Lock installation will occur beginning in the new year with as little interruption of the instructional process as possible.
- We are looking at processes and companies to assist with energy management that could potentially result in savings due to improved efficiency. More information will be forthcoming.
- Safety walks continue at both buildings. Exterior doors appear to be well secured.

58-19 XIB. APPROVAL OF AIA DOCUMENT WITH TECHNICAL HORIZONS, PLLC

Discussion:

Director of Facilities David Lyons presented an AIA Document, an agreement between the Lee County Board of Education and Technical Horizons, PLLC, who will manage the chiller replacement and HVAC upgrades at Lee County Middle High School. Kentucky statute requires the document be reviewed by an attorney. Bob Chenoweth with Chenoweth Law Offices initially reviewed the document and suggested modifications. Technical Horizons, PLLC made the recommended revisions, and following a second review by Mr. Chenoweth, the document is now ready for Board approval.

Motion Passed: Approval of the AIA Document with Technical Horizons, PLLC passed with a motion by Ms. Janie Thorpe and a second by Mr. Lamont Coldiron.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

TRANSPORTATION UPDATES

Discussion:

Transportation Director David Lyons presented transportation updates.

59-19 XIIA. APPROVE UPDATED 2018/2019 TRANSPORTATION SNOW PLAN

Discussion:

Transportation Director David Lyons presented a modified 2018-2019 Transportation Snow Plan that included additional roads. Once approved, the plan will be re-run in the newspaper to communicate the revisions to the community. A copy of the revised plan is on file.

Motion Passed: Approval of the modified 2018-2019 Transportation Snow Plan as presented (copy on file) by Transportation Director David Lyons passed with a motion by Dr. Avis Thompson and a second by Ms. Janie Thorpe.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

**60-19 XIIB. APPROVE REVISED LEE COUNTY SCHOOLS
TRANSPORTATION DEPARTMENT TRIP RATES**

Discussion:

Transportation Director David Lyons presented a revised trip rate schedule following the addition of a new minivan to the school district's fleet. The revision addresses travel costs for the van. A copy is on file.

Motion Passed: Approval of the amended Lee County Schools Transportation Department Trip Rates schedule as presented (copy on file) passed with a motion by Mr. Donald Napier and a second by Ms. Janie Thorpe.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

PERSONNEL REPORT

Discussion:

Superintendent Evans shared the following personnel updates:

1. Resignations:

Dustin Barnett as LCMHS Chess Coach, 12/03/18
Sharon Kilburn as LCES Cook, 11/19/18
Kim Barnett as LCMHS Instructional Aide 12/15/18

2. New Hires:

Steve Carroll as Part-Time District-Wide Programs (Federal Programs) Director
David Turner as Academic Interventionist (Pending GearUP approval)
Joshua Williams as College and Career Navigator (Pending GearUP approval)

3. Current Postings:

Microcomputer Specialist
Cook (LCMHS)

61-19 PAY BILLS & CLAIMS

Discussion:

Bills and claims were presented for review and approval. A copy is on file.

Motion Passed: Approval of payment of bills and claims as presented passed with a motion by Ms. Janie Thorpe and a second by Dr. Avis Thompson.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

62-19 ADJOURNMENT

Motion Passed: Approval to adjourn the Lee County Board of Education December 17, 2018 Special Meeting passed with a motion by Mr. Donald Napier and a second by Ms. Janie Thorpe.

Mr. Lamont Coldiron	Yes
Mr. Donald Napier	Yes
Mr. William Owens	Yes
Dr. Avis Thompson	Yes
Ms. Janie Thorpe	Yes

Chairperson

Superintendent