

RECORD OF BOARD PROCEEDINGS (MINUTES)

September 11, 2018 Lee County Board of Education Regular Meeting

The Lee County Board of Education met in Regular Session in the Central Office Board Room at 6:00 PM, on September 11, 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.

23-19 APPROVE AGENDA

Discussion:

The September 11, 2018 Lee County Board of Education Regular Meeting Agenda (copy on file) was presented for review and approval.

Motion Passed: Approval of the September 11, 2018 Lee County Board of Education Regular 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:

- The District received five 2018-2019 Learning Innovation Grants through KVEC:
 1. Francis Davis - Simulated Office Customer Service
 2. Thomas Judd - Permaculture
 3. John Lucas - Bio-Diesel-Light Vehicle Diesel
 4. Orville Bennett - How Sweet It Is and More Than Chillin'

Grant amounts are \$1200-\$1500. Student groups will present their projects during the Fall FIRE Summit Day, and will follow-up regarding project results in April. Each of the teachers wrote and submitted their grants. They are to be commended for going above and beyond.

- FFA had great success during state fair competitions:
 1. Seed ID -- 14th out of 28
 2. Floriculture -- 7th out of 110
 3. Nursery -- 7th out of 56

Congratulations to Mr. Bennett and FFA students on a job well done!

COMMUNICATION REPORT

Discussion:

Superintendent Evans shared the monthly Communication Report, including the following:

- The KSBA Upper Kentucky River regional meeting is scheduled for Monday, September 17, 2018. Bonus sessions will begin at 5:00pm, followed by dinner at 6:00pm and the meeting at 7:00pm.
- There will be a TEALS (Technology Education and Leadership in the Schools) visit at Lee County Middle High School on Thursday, September 13, 2018 from 11:00am- 12:00noon. Focus on the visit will be a success story on former student Justin Austin who went through the program and went on to be employed in computer science work in Washington DC.
- The Kentucky Center for School Safety launched their annual anti-bullying awareness campaign by asking students, parents, staff and the community to take the anti-bullying pledge. This year's theme is "Be Incredible - Reveal Your Superhero". Anti-bullying certificates have been prepared for board members. During last year's campaign, approximately 1,000 staff and students took the pledge in Lee County.
- The National Institute of School Leadership (NISL) will visit October 15 and/or October 16. The group plans to visit both Owsley and Lee school districts in an effort to focus on and better understand rural school systems. This is a great honor and opportunity to showcase our district. More specific information will be provided as it becomes available.

24-19 REVIEW/APPROVE MONTHLY BUDGET REPORT

Discussion:

Tina Lucas, District Finance Officer, presented the August 2018 Revenue and Expenditure Reports (copy on file) for review and approval.

Ms. Lucas reported \$381,462.60 in revenue to the general fund and \$456,427.01 in expenditures to the general fund for the month of August. Ms. Lucas reports it is normal for expenditures to outpace revenues during months prior to local tax revenue being received.

Projections will resume next month after the working budget report has been finalized.

Motion Passed: Approval of the August 2018 Revenue and Expenditure Reports as presented passed with a motion by Mr. Lamont Coldiron and a second by Mr. Donald Napier.

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

25-19 APPROVE FY2019 WORKING BUDGET

Discussion:

Tina Lucas, District Finance Officer, presented the FY2019 Working Budget (copy on file) for review and approval. The working budget is similar to the tentative budget, with 78-80% of the general fund budget going toward salary.

Special revenue funds (Fund 2) will no longer include Gear-Up funds, as the Gear-Up grant has ended. The District will no longer receive professional development or instructional resource funds from the state.

New expenditures for the 2018-2019 year include the addition of a 2nd grade teacher and a special education teacher. These positions have been added due to increased student numbers in both second grade and the LCES special education population. The school nurse has also been added as a new expenditure; the nurse position was formerly contracted with the local health department, but Kentucky River District Health Department has opted to discontinue to the contract.

Another major expense for the 2018-2019 year will be a HVAC project coming up that may cost as much as \$200,000.

Motion Passed: Approval of the FY2019 Working Budget as presented 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

**26-19 CONDUCT FIRST READING OF MODIFICATIONS TO
POLICY 04.7-INVENTORIES**

Discussion:

The Board held a first reading of modifications to Policy 04.7 - Inventories. Policy currently requires all computers and laptops be inventoried through the fixed asset program, regardless of value. The policy revision will set a capitalization value of \$5,000 for technology items, which will follow direction of the KDE Capital Asset Guide and post-GASB 34 recommendations. Imposing the \$5,000 threshold will reduce time and allow more efficiency by the finance and technology departments. Items that fall below the \$5,000 value will continue to be inventoried through school libraries. The District's auditing firm is in support of the policy revision.

Motion Passed: Approval of the first reading of modifications to Policy 04.7 - Inventories 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

27-19 REVIEW/APPROVE ADJUSTED ALLOCATIONS TO SCHOOL COUNCILS

Discussion:

SBDM Council allocations per school are adjusted each year following the second month enrollment adjustments. A tentative allocation is provided in March and a final allocation is provided in May. Final adjustments are made in September. Second month adjustments will reflect an increase for LCES based on enrollment of 403 students. The total LCES SBDM allocation will be \$40,300. LCMHS adjusted second month enrollment is based on 522 students, which is very little change from projected numbers. The total LCMHS SBDM allocation will be \$52,200.

Motion Passed: Approval of the second month Section VI adjustments 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

INSTRUCTION REPORT

Discussion:

Superintendent Evans and LCES Principal Carol Napier presented the Instructional Report in the absence of Ms. Karen Angel.

Superintendent Evans shared the process utilized by administrators for walk throughs, which is a cycle for continuous improvement in the classroom.

Ms. Napier explained the first step in the walk through process is to identify a focus. She has been working on "I Can" statements. "I Can" statements are learning targets to keep both students and teachers focused on the goal. She explained "I Can" statements should match the lesson each day. The use of these statements encourages more attention by students and more intention by staff. Data analysis revealed significant improvement in both "I Can" statement usage and student understanding following the walk through process. A copy of the walk through process and the data from Ms. Napier's analysis is on file.

Utilization of Google documents provides instant feedback during walk throughs. The District also uses a document known as ELEOT. LCMHS Principal Debbie Smith uses the same formats as Ms. Napier when conducting walk throughs.

Superintendent Evans also discussed the following:

- MAP Testing
Fall MAP window ends Friday, September 14th. Make up test will continue through the 21st. Next month, we will have data from MAP to analyze and determine progress.
- Data
Data is still embargoed at this time. Schools are analyzing data and determining next steps. Principals will present their action plans at the October board meeting.

28-19 APPROVE CONSENT AGENDA

Discussion:

Superintendent Evans presented the Consent Agenda items for approval. It was ordered to approve the Consent Agenda as presented.

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

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

XA. APPROVE BOARD MINUTES FROM AUGUST 14, 2018 REGULAR MEETING AND SEPTEMBER 5, 2018 SPECIAL MEETING

Discussion:

The August 14, 2018 Lee County Board of Education Regular Meeting Minutes (copy on file) and the September 5, 2018 Lee County Board of Education Special Meeting Minutes (copy on file) were presented for approval. It was ordered to approve the minutes from both meetings.

XB. APPROVE BUS APPLICATIONS

Discussion:

It was ordered to approve the following trip and bus requests:

- FFA (Mr. Orville Bennett) - National FFA Convention in Indianapolis, IN 10/24, 10/25, and 10/26 for eight students;
- Senior Class (Mr. Phillip Angel) - Orlando, Florida in March or April, 2019 as Senior Trip Destination

DATE SUBMITTED	SCHOOL	DEPARTURE DATE	RETURN DATE	LOCATION & DESCRIPTION	PERSON RESPONSIBLE	OVERNIGHT?
8/13/2018	LCMHS	9/10/2018	9/10/2018	Owsley Co. High School - Booneville, KY/Girls Basketball	Danny Wright	N
8/13/2018	LCMHS	8/31/2018	8/31/2018	Lexington, KY / Girls Volleyball	Danny Wright	N
11/1/2018	LCMHS	11/1/2018	11/1/2018	Morehead State University - Morehead, KY / EKU Talent Search / Grades 6-12	Ashley Flynn	N
8/20/2018	LCMHS	8/22/2018	8/22/2018	4-H Extension Office - Beattyville, KY/High School Agriculture Class	Orville Bennett	N
8/23/2018	LCE	9/21/2018	9/21/2018	Gladie Cultural Environmental Learning Center - Stanton, KY / 5th Grade Students	Mr. Duncil Mrs. Jewell Mr. Dailey	N
8/24/2018	LCMHS	9/11/2018	9/11/2018	Onedia Baptist Institute - Oneida, KY/Girls Basketball	Danny Wright	N
8/24/2018	LCMHS	9/18/2018	9/18/2018	Sebastian Middle School - Jackson, KY/Girls Basketball	Danny Wright	N
8/27/2018	LCMHS	9/27/2018	9/27/2018	Frenchburg Job Corps Civilian Conservation Center - Frenchburg, KY/Special Needs Class	Leisa Ammerman	N
8/28/2018	LCMHS	9/28/2018	9/28/2018	4-H Extension Office - Beattyville, KY / 4-H Extension Field Day - Students 6th - 8th Grade	Amy Johnson	N
9/1/2018	ATC	9/18/2018	9/18/2018	Hazard Comm. & Tech. College - Hazard, KY/Academic Career Planning Health Care Conference/ATC Students	Tammy Combs	N

9/1/2018	ATC	10/21/2018	10/22/2018	Galt House Hotel - Louisville, KY / KY Leadership Training Institute/HOSA Students Eastern KY University / Richmond, KY - 4th Grade Students will attend a concert and stop at the Choo Choo Park in Ravenna to eat lunch.	Tammy Combs	N
9/4/2018	LCE	9/11/2018	9/11/2018	Oneida Baptist Institute - Oneida, KY/Cross Country	Cindy Neiderman	N
9/4/2018	LCMHS	9/6/2018	9/6/2018		Danny Wright	N

XC. APPROVE FUNDRAISER REQUESTS

Discussion:

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

Requesting Group	Name of Fundraiser	Items to Be Sold	Dates of Fundraiser
LCMHS Senior Class	Kona Ice	Kona Ice Products	12/19/18 (left off last month's request)
LCMHS Senior Class	Beef Jerky	Beef Jerky	Throughout the School Year
LCMHS Senior Class	Texas Roadhouse	Peanuts/Appetizer Coupon	September – December, 2018
LCMHS Library (MS)	Magazine Sales	Magazines	09/17 – 11/16, 2018
LCMHS Library (MS)	Bookfair	Books & Novelty Items	10/01-10/12 and/or 10/29-11/09
LCMHS 8 th Grade Class	Magic Melt	Tarts and Tart Burners	10/01-10/15
LCMHS 8 th Grade Class	Penny War	n/a	January, 2018
LCMHS 8 th Grade Class	School Dances	Concession Items and Admissions	Sept/Oct 2018, Dec 2018, Feb 2019, and April 2019
LCMHS Girls Basketball (MS)	Krispy Kreme	Doughnuts	September and October, 2018
LCMHS Boys Basketball (HS)	Bucket Shake	n/a	10/06/18
LCMHS Boys Basketball (HS)	Bobcat Shoot A Thon	Sponsorships	10/15 – 10/30, 2018
LCMHS Athletics	Basketball Tournament	Admissions and Concessions	October 27, 2018 (With Option to Reschedule if Date Doesn't Work)
LCES Academic Team	Old KY Chocolates	Candy Bars	September 2018 – March 2019
LCES School Wide	School Mall	n/a	Through March 2019
LCES School Wide	Kroger Rewards	n/a	Through the End of School

XD. APPROVE FACILITY REQUEST APPLICATIONS

Discussion:

It was ordered to approve the following facility request applications:

1. KRCC (Jamie Deaton) - LCES Classroom on Wednesdays 3:30 - 5:30pm through the remainder of the school year to provide therapeutic services to elementary children.

2. Lee County Woolly Worm Committee (Linda Smith) - LCES Gym September 24, 25, 26, 27 and October 2, 4, 5 and 6 for Woolly Worm princess and queen practice and pageants. Times will be 4:00 - 5:30pm and 4:00 - 8:00pm on October 4.
3. Girl Scout Troop 2665 (Rachael Childers) - LCES Cafeteria on Thursdays 5:00 - 6:30pm through the remainder of the school year for weekly meetings.
4. Three Forks Historical Museum (J.D. Sipple) - Beattyville Elementary parking lot on October 19 and 20 from 8:00am - 8:00pm for the Museum's annual fundraiser.
5. Lee County Youth Sports (Jeff Riley) - LCES, LCMHS and BE gyms as available after school for fall basketball practices and games from October 2018 through February 2019.

XE. REVIEW PROCEDURE 09.224 AP.22 - ACCIDENT REPORT

Discussion:

The Board reviewed Procedure 09.224 AP.22 - Accident Report, which will be added to the District's Policies and Procedures. The form is utilized any time a student is injured while on school property so an adequate record can be maintained. A copy of the procedure is on file.

XF. REVIEW PROCEDURE 08.2323 AP.2 - PORTAL ACCEPTABLE USE FORM

Discussion:

The Board reviewed Procedure 08.2323 AP.2 - Portal Acceptable Use, which will be added to the District's Policies and Procedures. The form will be utilized when parents/guardians are provided access to the Infinite Campus Parent Portal. A copy of the procedure is on file.

XG. AUTHORIZE GUIDANCE COUNSELORS TO CHAIR ARC MEETINGS IN ABSENCE OF PRINCIPAL

Discussion:

It was ordered to allow the School Guidance Counselor to chair ARC meetings during the absence of the School Principal.

XH. APPROVE AMENDED SCHEDULES FOR LCES AND LCMHS STUDENTS

Discussion:

It was ordered to approve amended schedules to accommodate one LCES student (a shortened school day) and one LCMHS student (a shortened school week) at the request of Special Education Director Carla Lyons.

XI. APPROVE VISUALLY IMPAIRED SERVICE & ORIENTATION
AND MOBILITY SERVICE AGREEMENT

Discussion:

It was ordered to approve an agreement with Louise Murtaugh to provide visually impaired & orientation services and mobility services for the 2018-2019 school year on an as needed basis. A copy of the agreement is on file.

XJ. APPROVE CRISIS INTERVENTION PLAN WITH HEAD START/MIDDLE KENTUCKY
COMMUNITY ACTION PARTNERSHIP

Discussion:

It was ordered to approve an agreement with Middle Kentucky Community Action Partnership to relocate Head Start students to Lee County Elementary School in the event of an emergency/disaster. A copy of the plan is on file.

XK. APPROVE APPLICATION FOR 21ST CENTURY GRANT

Discussion:

It was ordered to submit an application for the 21st Century grant, should it be determined the District can meet grant requirements.

XL. APPROVE CHARGING INDIRECT COSTS DURING FY2019

Discussion:

It was ordered to authorize the charging of indirect costs to appropriate programs when applicable during the FY2019 school year.

XM. APPROVE 2018-2019 SUPERINTENDENT EVALUATION INSTRUMENT

Discussion:

It was ordered to adopt the Superintendent Professional Growth and Effectiveness System (SPGES) as the evaluation instrument for the 2018-2019 superintendent evaluation.

ENROLLMENT/ATTENDANCE REPORT

Discussion:

David Lyons, Director of Pupil Personnel, provided the Enrollment/Attendance Report. 930 students were enrolled as of the most recent report. LCES reported 407 students and LCMHS reported 523 students. Current enrollment is in the 924 range due to several withdrawals over the prior week.

District attendance is approximately 94%, with LCES attendance at 95.30% and LCMHS attendance at 93.01%.

29-19 APPROVE BG1 APPLICATION FOR MIDDLE HIGH SCHOOL AND AUDITORIUM CHILLER AND PLUMBING PROJECT

Discussion:

David Lyons, Director of Transportation and Facilities, presented a proposed BG1 application for a Lee County Middle High School (and Auditorium) chiller and plumbing project. The total construction/replacement is estimated at \$173,500, which includes a \$7,500 construction contingency and a \$16,000 architect/engineering fee.

Proposed funding for the project is as follows: \$40,683 (flex focus funds), \$49,658.26 (capital outlay funds), \$15,922.13 (residual BG funds), \$6,883.42 (building funds), and \$60,353.19 (general fund).

Several options have been explored in regards to the system. The air conditioner that serves the auditorium no longer operates, and the current heating is inefficient and aged. We have the option of repairing/replacing only the equipment that would restore air to the auditorium, and this replacement alone is estimated to cost \$104,000-\$106,000. The proposed plan will increase the scope of work by \$45,000 to add an efficient chiller that will serve the entire facility and will pump climate controlled water to a new air handler in the auditorium.

It has been determined, because this is included in our facility plan, a BG1 is required and will require a \$7,500 contingency and \$16,000 for an engineer.

Following replacement of equipment, including individual room unit ventilators, pipes and insulation are the next crucial needs.

Following submission of the BG1, bids will be placed. Bidders will be asked to present their proposals to the Board. As previously indicated, payment will come from several sources, and the cost to the general fund will be approximately \$60,000.

Motion Passed: Approval of a BG1 application for Middle High School and Auditorium Chiller and Plumbing project 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

SECURITY REPORT

Discussion:

David Lyons, Director of Transportation and Facilities, provided the Security Report:

- Principals continue to monitor all interior and exterior doors and findings are reported to Mr. Lyons. Interior door issues are usually due to substitute teachers not having keys. Options (ie, having substitutes sign out keys) are being explored. There have been no exterior door issues reported.
- COPS grant recipients should receive notification in September. Should we receive an award, most of the money will be utilized for an access control system.
- The SRO contract has gone to the city and county. No major issues have been reported with the contract, and we are close to posting the SRO position.

PERSONNEL REPORT

Discussion:

Superintendent Evans reported the following personnel updates since the August regular meeting:

Resignations:

- Paula Warner - Bowling Coach

New Hires:

- Kristy Dunaway - LCES Special Education Teacher/LCMHS Workforce Transition Coordinator
- Joe Brennan - LCMHS English/Spanish Teacher (9-12)
- Virginia (Jenny) Thorpe - LCES Teacher (2nd Grade)
- Sherry Frye - LCES Archery Coach
- Bethany Roberts - LCES Academic Team Coach
- David Hobbs - LCMHS Boys Basketball Coach (Middle Grades)

Current Posted Positions:

- LCES Head Boys Basketball Coach
- LCES Head Girls Basketball Coach
- LCMHS Tennis Coach
- LCMHS Bowling Coach
- Microcomputer Specialist

The Microcomputer Specialist is more of a coach working directly with teachers, and is not really a position to "fix" equipment. The position will be part-time and is being funded through Title IV funds.

30-19 PAY BILLS & CLAIMS

Discussion:

It was ordered to pay bills and claims (copy on file) as presented.

Motion Passed: Approval to pay the 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

31-19 ADJOURN

Discussion:

It was ordered to adjourn the September 11, 2018 Lee County Board of Education regular meeting.

Motion Passed: Approval to adjourn the September 11, 2018 Lee County Board of Education Regular Board Meeting 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

Chairperson

Superintendent