

RECORD OF BOARD PROCEEDINGS
(MINUTES)

Fulton, KY, August 9, 2016

The Fulton Independent Board of Education met at the Board of Education Office at 5:30 o'clock P. M. on the 9th day of August, 2016 with the following members present:

- (1) Mrs. Debbie Vaughn, Chair (2) Mr. Bill Robertson, Vice-Chair (3) Mrs. Carol Bransford
(4) Mr. Willie Nicholson

**REGULAR MONTHLY MEETING OF
FULTON INDEPENDENT BOARD OF EDUCATION**

CALL TO ORDER

1. Mrs. Debbie Vaughn called the Regular Monthly Meeting of Fulton Independent Board of Education to order at 5:30 p.m.

ROLL CALL

2. Mrs. Debbie Vaughn, Mr. Bill Robertson, Mrs. Carol Bransford and Mr. Willie Nicholson were present for roll call. Mr. Sam Hancock was absent.

SUPERINTENDENT ATTENDANCE

3. Superintendent Smith was present for the August meeting.

ACKNOWLEDGEMENT OF ACHIEVEMENT

4. Chair Vaughn congratulated Mrs. Bransford on her achievement in obtaining her bachelor's degree and graduation from Bethel University.

APPROVAL OF MINUTES

5. With a motion by Mr. Nicholson and second by Mrs. Bransford, the Board approved the minutes of the July 12, 2016, Regular Monthly Meeting.

Members voting yes: Mrs. Bransford, Mr. Nicholson, Mr. Robertson, Mrs. Vaughn

APPROVAL OF CONSENT AGENDA ITEMS

6. With a motion by Mr. Robertson and second by Mr. Nicholson, the Board accepted the reports and approved action items listed in the consent agenda as follows:

A. Principal's Report

There was no Principal's Report due to Summer Break, however, it was noted that 17 students have enrolled in vocational school, an increase of 9 over the prior school year, and a new course – Marine Biology – is being offered at Fulton High School.

B. Enrollment Report

Board members were told that 363 students were registered for Opening Day (August 10, 2016). This is an increase over 322 students registered for Opening Day, 2015.

C. Surplus Property

There was no surplus property reported.

D. Food Service Report

There was no food service report due to Summer Break.

E. Personnel Report

Superintendent Smith informed the Board of the following personnel actions:

Appointments: Christopher Mason, High School Social Studies Teacher
Asst. High School Boys Basketball Coach

Summer Ellegood, Elementary Teacher
High School Cheerleader Coach

Leanna Bowlin, Asst. Middle School Cheerleader Coach

Jacquise Lockett, Instructional Assistant
Asst. Football Coach

Shelby Howe, Instructional Assistant

Harold Hutcherson, Instructional Assistant

Resignations: Lynnita Pierce, Instructional Assistant
Kim Radford, Instructional Assistant
Rachel De La Cruz, Elementary Teacher

F. Fund Raiser Requests

Board members approved the request of FISPA (Fulton Independent School Performing Arts Booster Club) to conduct their annual Patron of the Arts sponsorship drive, consisting of mailing letters to past supporters and local businesses. This fund raiser typically raises \$1500.00 - \$2000.00 for the Fulton High School Drama Club and chorus.

G. Grant Information

Superintendent Smith noted that she is still waiting to hear about the Fresh Fruits and Vegetables Grant.

H. Public Comments

Mr. Thomas Saxton expressed concern about a graduation fee of \$40.00 that is being placed on seniors. Principal Mays explained that the fee covers the cost of the cap and gown, diploma and cover, and graduation picture. He noted that students have paid for these items individually in the past, but will now be charged one flat fee to cover all graduation expenses.

Ms. Annie Ingram asked that Fulton High School consider drug-testing athletes in order for them to participate in sports. Superintendent Smith stated that there would be several issues to consider before enacting a drug-testing procedure, such as cost, a fair way to administer the test and decide who would be tested, and the passage of a district policy and procedure. Board members agreed that the suggestion would be looked into.

Members voting yes: Mrs. Bransford, Mr. Nicholson, Mr. Robertson, Mrs. Vaughn

REVIEW OF DATA SECURITY & PRIVACY PLAN

7. The Board reviewed and accepted the Fulton Independent School District Data Security & Privacy Plan, as presented by Mrs. Becky Fisette, District Technology Coordinator. The plan is mandated by HB 5, requiring state agencies to devise a formal strategy to protect personal information.

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Attachment A

Members voting yes: Mrs. Bransford, Mr. Nicholson, Mr. Robertson, Mrs. Vaughn

PERSONAL LEAVE REQUEST

8. With the recommendation of the Superintendent, a motion by Mr. Robertson and second by Mr. Nicholson, the Board approved the personal leave request of Claire Dement, from August 29 – September 29, 2016. Her leave will be covered by personal sick days.

Members voting yes: Mrs. Bransford, Mr. Nicholson, Mr. Robertson, Mrs. Vaughn

FY17 WKEC CONTRACTS

9. Following the recommendation of Superintendent Smith, the Board approved entering into contract with WKEC to provide various services for special needs students. This action was taken on a motion by Mr. Nicholson and second by Mrs. Bransford.

Attachment B

Members voting yes: Mrs. Bransford, Mr. Nicholson, Mr. Robertson, Mrs. Vaughn

EMERGENCY DECLARATION PERMITTING USE OF TEACHERS WITH EMERGENCY CERTIFICATES

10. With the recommendation of the Superintendent, a motion by Mrs. Bransford, and second by Mr. Robertson, the Board declared an emergency in order to permit the use of teachers with emergency certification in the areas of preschool, middle school math, and high school math.

Members voting yes: Mrs. Bransford, Mr. Nicholson, Mr. Robertson, Mrs. Vaughn

FINANCIAL REPORTS AND ORDERS OF THE TREASURER

11. With a motion by Mr. Nicholson and second by Mr. Robertson, the Board approved the monthly Financial Statement and Claims, and Activity Account Reports, as presented by Laurie Thorpe, Finance Officer, and Kim Farmer, Activity Account Treasurer.

Members voting yes: Mrs. Bransford, Mr. Nicholson, Mr. Robertson, Mrs. Vaughn

ADJOURNMENT & SPECIAL CALLED MEETING DATE

10. With a motion by Mrs. Bransford and second by Mr. Nicholson, the meeting was adjourned at 5:52 p.m.; and a Special Called Meeting date was set for August 23, 2016, 5:30 p.m., in order to set the 2016-2017 tax rates.

Members voting yes: Mrs. Bransford, Mr. Nicholson, Mr. Robertson, Mrs. Vaughn


Chair


Secretary

FULTON INDEPENDENT SCHOOL DISTRICT DATA SECURITY & PRIVACY

1. Protection & Prevention
 - a. Anti-Virus/Malware/Spyware Protection
 - b. Software updates
 - c. Lightspeed filtering software
 - d. Firewalls
 - e. Locked file cabinets/doors/vaults
 - f. Limited access to confidential information
 - g. Removal of user accounts for departed staff members
 - i. Collection of room keys and keycards
 - h. Removal of user accounts for withdrawn students
 - i. Keycard system for school entry
 - j. Signed contracts with vendors for the security of student information
 - k. Adhere to the record retention guides
 - i. Information is shredded
 - l. Yearly FERPA & data security training
2. Preparation for Notification
 - a. Superintendent and Chief Information Officer
 - i. Conduct the internal investigation
 - ii. Responsible for notifying affected individual(s)
 - b. Create a Data Security and Notification Plan
 - i. Regularly train employees on policies & procedures
3. Notification
 - a. Kentucky public agencies & schools are required to notify affected individuals and various state officials of a breach
 - b. Notification Contents
 - i. Description of the information believed to be breached
 - ii. Description of the procedures of the district to protect the information from further security breaches
 - iii. Information for affected individuals about the steps that may be taken to avoid identity theft
 - c. District has 35 total days from the time of the formal notification to agency contacts to notify all affected individuals of the security breach



MEMORANDUM OF AGREEMENT BETWEEN
FULTON INDEPENDENT AND THE WEST KENTUCKY EDUCATIONAL COOPERATIVE
2016 - 2017

The West Kentucky Educational Cooperative will provide:

<u>Type of Service</u>	<u>Estimated Cost</u>
OT/OTA Services	\$ 19,724
PT/PTA Services	\$ 8,304
VI/O&M Services	\$ 2,652
School Psychologist	\$ 13,189

OT/PT: This includes: 1) services of an occupational therapist or physical therapist to evaluate, develop program plans, supervise occupational therapist or physical therapist assistant(s) providing direct services, and provide for on-going assessment and reports of progress; 2) salary and benefits of an occupational therapist assistant or physical therapist assistant to provide direct services to students according to district policies and procedures; 3) mileage reimbursement to support the cost of travel incurred in performance of duties for the district; and/or 4) resources needed to manage provision of services as discussed by consortium members represented by participating districts.

VI/O&M: These services include provision of an itinerant teacher/vision consultant and/or orientation and mobility specialist.

Additional services required by changes in student needs will be invoiced separately. Any changes in this agreement resulting from student needs and/or the availability of staff to perform these duties may be made and will be reflected in an amended agreement.

Clerical assistance for preparation of written reports, work materials (i.e., tests, reference materials, equipment, photocopies, and supplies, etc. needed for students and approved by the district special education director or appropriate designee), will be the responsibility of the member district.

These services are based on currently identified needs. Estimated travel reimbursement is included in this agreement at a rate of \$.47 per mile. Travel costs will increase, if and when, the reimbursement rate increases. The Fulton Independent School District agrees to pay this estimated amount, billed on a quarterly basis, upon receipt of invoices due.



Superintendent/Designee (Director of Special Education)
6/29/2016 DATE



WKEC Authorized Signature

