# Calloway County Board of Education

May 21, 2020 6:00 PM
2110 College Farm Road
Murray, KY
(Online Meeting)

**Attendance Taken at 6:00 PM:**

Present Board Members:
Mr. Jeff Gordon
Mr. Jay Housden
Mr. Scott Lowe
Mr. Van Pittman
Mr. Mitchell Ryan

**I. CALL TO ORDER**

**II. MINUTES**

**II.A. Minutes of the April 16, 2020, Regular Meeting**

**Order #762 - Motion Passed:** Minutes of the April 16, 2020, Regular Meeting passed with a motion by Mr. Van Pittman and a second by Mr. Mitchell Ryan.

| | |
|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**II.B. Minutes of the April 23, 2020, Special Meeting**

**Order #763 - Motion Passed:** Minutes of the April 23, 2020, Special Meeting passed with a motion by Mr. Van Pittman and a second by Mr. Mitchell Ryan.

| | |
|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**III. FINANCIAL**

**Order #764 - Motion Passed:** Approval of the Monthly Financial Report, Balance Sheet, Food Service Claims, All Other Claims, and the receipt of the CFSB credit card statements passed with a motion by Mr. Jeff Gordon and a second by Mr. Scott Lowe.

| | |
|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**III.A. Monthly Financial Report/Balance Sheet**
**III.B. Food Service Claims**
**III.C. All Other Claims**
**III.D. Credit Card Statements**

**APPROVED**

| | | |
|---|---|---|
| 228938-228965 | CFSB Bank | 63,988.50 |
| 228970-228977 | CFSB Bank | 31,296.05 |
| 228978 | CFSB Bank | 155.74 |
| 228879-228980 | CFSB Bank | 914.94 |
| 228981-229017 | CFSB Bank | 29,582.45 |
| 229032-223040 | CFSB Bank | 17,396.98 |
| 229041-229053 | CFSB Bank | 38,339.29 |

**APPROVED (PAYROLL)**

| | | |
|---|---|---|
| 375872-375898 | CFSB Bank | 622,063.07 |
| 375899-376413 | CFSB Bank | 929,156.59 |
| 376414-376420 | CFSB Bank | 1,003.91 |
| 376421-376425 | CFSB Bank | 1437.14 |

**APPROVED (FOOD SERVICE)**

| | | |
|---|---|---|
| 228966-228969 | CFSB Bank | 58,081.47 |
| 229018-229026 | CFSB Bank | 70,367.45 |
| 229027-229031 | CFSB Bank | 7,069.12 |

**IV. AREA TECHNOLOGY CENTER**

**Order #765 - Motion Passed:** Approval of the Area Technology Center claims passed with a motion by Mr. Mitchell Ryan and a second by Mr. Van Pittman.

| | |
|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**IV.A. Claims**
**IV.A.1. Calloway County Board of Education (travel reimbursement) invoice in the amount of $398.60**
**IV.A.2. Murray Board of Education (MES fiber reimbursement) invoice in the amount of $225.00**
**IV.A.3. Murray Lumber Company (supplies) invoice in the amount of $421.00**

**V. REQUEST FOR A "BLESSING BOX" PROJECT IN HONOR OF KYLE D.ROGERS**

**Order #766 - Motion Passed:** After discussion about the Blessing Box, no immediate action was taken. The decision to table this item until the June 2020 meeting passed with a motion by Mr. Van Pittman and a second by Mr. Mitchell Ryan.

| | |
|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**VI. 2020-2021 CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE**

**Order #767 - Motion Passed:** Approval of the 2020-2021 Code of Acceptable Behavior and Discipline as presented by Josh McKeel passed with a motion by Mr. Van Pittman and a second by Mr. Jeff Gordon.

| | |
|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**VII. SEWAGE DISPOSAL SYSTEM FOR EAST ELEMENTARY AND SOUTHWEST ELEMENTARY**

**Order #768 - Motion Passed:** Additional information would be needed to make a formal recommendation about the Sewage Disposal System. A decision to table this item until the June 2020 meeting passed with a motion by Mr. Scott Lowe and a second by Mr. Van Pittman.

| | |
|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**VIII. CONSENT AGENDA**

**Order #769 - Motion Passed:** Approval of the Consent Agenda as presented passed with a motion by Mr. Van Pittman and a second by Mr. Mitchell Ryan.

| | |
|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**VIII.A. Fundraiser Requests (Organization - Activity, Purpose, Dates)**
**VIII.A.1. Calloway County High School Football Touchdown Club - Boston Butt Sales, Equipment and Operating Expenses, May 31, 2020**
**VIII.A.2. Calloway County High School Football Touchdown Club - Strawberry Sales, Equipment and Operating Expenses, May 22, 2020**
**VIII.B. Grant Application Requests (Requestor - Grant, Purpose, Amount)**
**VIII.B.1. East Calloway Elementary School (Ashli Gore) - Dollar General Literacy Foundation Grant, $4,000.00**
**VIII.C. Records Destruction Requests (Requestor - Title, Series)**
**VIII.C.1. Calloway County High School - Financial Records**
**VIII.C.2. Calloway County Schools Central Office - Professional Development and Grant Program Records**
**VIII.C.3. Southwest Calloway Elementary School - Attendance, Financial and Instructional Records**
**VIII.D. Staff Modification Requests (Request - Position/Description)**
**VIII.D.1. Amend Position - RTC Classroom Observation Specialist / Administrative Assistant**
**VIII.D.2. New Job Description - English Language Learner Instructional Leader**
**VIII.D.3. New Position - Alternative Instructional Facility Guidance Counselor**

**VIII.E. Travel Requests - Informational**
**VIII.F. Approval Request for FY21 Draft Budget**
**VIII.G. Audit Services Request for FY2020**
**VIII.H. Capital Funds Request - Insurance and School Buses**
**VIII.I. Request to Commit Funds - FY20 SBDM Carry Forward FY21**
**VIII.J. Calloway County High School 2020-2021 Activity Funds Request**
**VIII.K. School Fee Requests for 2020-2021 School Year**
**VIII.K.1. Calloway County High School**
**VIII.K.2. Calloway County Middle School**
**VIII.K.3. East Calloway Elementary School**
**VIII.K.4. North Calloway Elementary School**
**VIII.K.5. Southwest Calloway Elementary School**
**VIII.L. Calloway County Day Treatment Center 2020-2022 Standard Operating Procedures**
**VIII.M. Calloway County Day Treatment Center 2020-2021 Student Orientation Handbook**
**VIII.N. Approval Request for 2020-2021 Master Schedules - All CCSD Locations**
**VIII.O. Calloway County Schools Nontraditional Instruction Program for the 2020-2021 School Year**
**VIII.P. Request Approval of 2021-2022 Non-Resident Contracts**
**VIII.P.1. Fulton County**
**VIII.P.2. Graves County**
**VIII.P.3. Marshall County**
**VIII.P.4. Mayfield Independent**
**VIII.P.5. McCracken County**
**VIII.P.6. Paducah Independent**
**VIII.P.7. Trigg County**
**VIII.Q. Approval of Food Service Participation Agreements for 2020-2021**
**VIII.Q.1. Food Service 2020-2021 National School Lunch Program and School Breakfast Program Agreement**
**VIII.Q.2. Food Service Community Eligibility Provision 2020-2021 Participation**
**VIII.Q.3. Food Service National School Lunch Program Indirect Cost**
**VIII.Q.4. Food Service Procurement Certification 2020-2021**
**VIII.R. Bid Acceptance or Renewal**
**VIII.R.1. Individual and Group Pictures Service**
**VIII.R.2. Pest and Rodent Control**
**VIII.R.3. Senior Pictures**
**VIII.S. Approval of Policy Revisions**
**VIII.S.1. First Reading of Policy 03.122 - Holidays (Certified)**
**VIII.S.2. First Reading of Policy 03.222 - Holidays and Vacations (Classified)**
**VIII.S.3. Second and Final Reading of Policy 08.2323 - Access to Electronic Media (Responsible Use Policy)**
**VIII.T. Review of Procedures**
**VIII.T.1. Rescind Procedure 08.2323 AP.1 - Access to Electronic Media**
**VIII.T.2. Adopt and/or Revise Procedure 08.2323 AP.2 - Employee Responsible Use Agreement**
**VIII.T.3. Adopt and/or Revise Procedure 08.2323 AP.21 - Student Responsible Use Policy Agreement**
**VIII.U. Calloway County Schools Certified Evaluation Plan 2020-2021**
**VIII.V. Approval of the FY 2020-2021 Salary Schedules**
**VIII.V.1. Administrative Supplement**
**VIII.V.2. Athletic Stipends**
**VIII.V.3. Certified Staff**
**VIII.V.4. Classified and Classified Professional Staff**
**VIII.V.5. Substitute Staff**

**IX. PERSONNEL**

**Order #770 - Motion Passed:** Approval of the Superintendent's report of Personnel Actions passed with a motion by Mr. Van Pittman and a second by Mr. Scott Lowe.

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|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**I have received and accepted the letters of resignation as indicated below:**

| | |
|---|---|
| Tiffany Buehler | Instructional Assistant, North Elementary, effective May 15, 2020. |
| Ashley Callison | Bus Driver, Bus Garage, effective May 15, 2020. |

**I have received and accepted the following letter of retirement:**

| | |
|---|---|
| Vona Gallimore | Teacher, Southwest Elementary, effective June 30, 2020. |
| Barry Harrison | Maintenance Technician, Maintenance, effective April 30, 2020. |
| Susan Lawrence | Instructional Assistant, North Elementary , effective June 30, 2020. |
| Vicky Paschall | Instructional Assistant, CCHS, effective June 30, 2020. |
| Brenda Reed | Custodian, North Elementary, effective June 30, 2020. |
| Jennifer Stubblefield | Teacher, CCHS, effective Junes 30, 2020. |

**The following individuals listed below have been employed for extra service duties for 2019-2020 as indicated:**

| | |
|---|---|
| James Fraser | Assistant Tennis Coach, CCHS |
| Taylor Fraser | Head Tennis Coach, CCHS |

**The following individuals have received letters of non-renewal for the 2019-2020 school year.**

**Certified:**

| | |
|---|---|
| Rodney Clinton | Teacher, North Elementary |
| Lindsay Dean | Teacher, North Elementary |

| | |
|---|---|
| Rachel De La Cruz | Teacher, North Elementary |
| Taylor McCabe | Teacher, East Elementary |
| Chelsea Neale | Guidance Counselor, Southwest Elementary |
| Candice Norsworthy | Teacher, Preschool |
| Christi Walker | Teacher, CCMS |

**Classified Professional:**

| | |
|---|---|
| Timothy Lax | Agricultural Teacher, CCHS |

**Classified:**

| | |
|---|---|
| Sarah Caldwell | Childcare Provider, Preschool |
| Darbey Chaney | Childcare Provider, Preschool |
| Tammy Contri | Childcare Provider, Preschool |
| Debra Daniel | Instructional Assistant, Southwest Elementary |
| Christy Edmonson | Instructional Assistant, North Elementary |
| Julie Hardin | Lead Childcare Provider, Preschool |
| Brittany Jones | Instructional Assistant, Preschool |
| Katelyn Jones | Instructional Assistant, Southwest Elementary |
| Lindsay Koebbe | Instructional Assistant, Southwest Elementary |
| Sara Maxwell | Childcare Provider, Preschool |
| Keela Mohler | Childcare Provider, Preschool |
| Carla Palmer | Instructional Assistant, CCMS |
| Jill Ramsey | Instructional Assistant, Preschool |
| Emily Rogers | Instructional Assistant, North Elementary |
| Jesse Smith | Childcare Provider, Preschool |
| Haley Vance | Instructional Assistant, East Elementary |

**The following individuals listed below have been employed for extra service duties for 2019-2020 as indicated:**

| | |
|---|---|
| Scott Bonneau | Assistant Speech Coach, CCMS |
| Stacey Butterworth | Department Chair (PLCS), CCMS |

**The following individuals have been approved for Family Medical Leave Act:**

| | |
|---|---|
| Julie Canerdy | From March 19, 2020 through April 03, 2020 for a total of 12 days. |
| Keela Mohler | From February 14, 2020 to March 31, 2020 for a total of 32 days. |

**X. ADMINISTRATIVE REPORTS**

No verbal Administrative Reports were given this month.

**Order #771 - Motion Passed:** Approval of the Administrative Reports passed with a motion by Mr. Mitchell Ryan and a second by Mr. Scott Lowe.

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|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**X.A. Area Technology Center**
**X.B. Attendance Report**
**X.C. Finance Report**
**X.D. Food Service Report**
**X.E. Maintenance Report**
**X.F. Technology Report**
**X.G. Transportation Report**
**X.H. School Reports**
**X.H.1. Calloway County High School**
**X.H.2. Calloway County Middle School**
**X.H.3. East Elementary School**
**X.H.4. North Elementary School**
**X.H.5. Southwest Elementary School**
**X.H.6. Calloway County Preschool**

**XI. SUPERINTENDENT'S REPORT**

Mr. Tres Settle initiated a brief discussion about next year's school calendar. However, with the possibility of day to day changes regarding the COVID-19 concerns, no definitive plans could be made at this time.

**Order #772 - Motion Passed:** Acceptance of the Superintendent's report passed with a motion by Mr. Van Pittman and a second by Mr. Jeff Gordon.

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|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

**XII. ADJOURN**

**Order #773 - Motion Passed:** Approval to adjourn the meeting passed with a motion by Mr. Mitchell Ryan and a second by Mr. Scott Lowe.

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|---|---|
| Mr. Jeff Gordon | Yes |
| Mr. Jay Housden | Yes |
| Mr. Scott Lowe | Yes |
| Mr. Van Pittman | Yes |
| Mr. Mitchell Ryan | Yes |

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Chairperson Superintendent