

**BOURBON COUNTY BOARD OF EDUCATION
PARIS, KENTUCKY**

Regular Board Meeting of Thursday, August 20, 2020 at 6:00 p.m. in the Bourbon County High School
Lana Fryman Auditorium

Member's present _____,

_____, _____,

Item I Call to order – Regular Board Meeting - Chairman

- A. Roll Call and Recognition of Guests-Todd Earlywine, Chairman
- B. Devotional – Lana Fryman
- C. Adoption of the Agenda
- D. Achievement and Recognition
 - 1. Student and Staff Recognition
Colonel Award-Clayton Fields, Lisa Doyle, Danita Earlywine, Jennifer Sykes, Lesley Brown and Tori Dickerson
 - 2. Good News Report-Technology

Item II Communications

Proper Protocol for Public Speaking

- A. Public Comment
- B. Board Reports
- C. Superintendent Reports
 - 1. Written Communications and Update
Virtual Learning Presentation
 - 2. Head Start/ Preschool Report- Melissa Hamilton
 - 3. Data Privacy and PII- Wes Tipton

4. Review Procedures- Darlene Gee

Reference 1A

Title IX Sexual Harassment Grievance Procedures

Certified 03.1621AP.2

Classified 03.2621AP.2

Student 09.428111AP.11

Notice to Individuals Regarding Title IX Sexual Harassment Discrimination

Student 09.428111AP.1

Title IX Sexual Harassment Reporting Form

Student 09.428111AP.21

5. Personnel Resignations, Retirement, Employment Transfers

Resignations

Randy Taulbee-retired

Seth Musick-resignation

Amy Lilly-resignation

Lauren Rosensteel-resignation

Sarah Auvenshine-retired

Jessica Richards-resignation

Mandy Collins-resignation

Kim Wyman-retired

Shannon Wigginton-resignation

Gloria Himes-resignation

Linda Frodelius-resigned

Regina McCarty-retired

Jaclyn Cameron-transfer from BCES to MS

Emma Hunt-transfer from BCES to MS

Chuck Kiser- resignation

Bradley Toadvine-retired

Classified Employment

Hannah Craft

Kristi Brown

Gema Najera

Cindy Skaggs

Certified Employment

Charity Humfleet

Mary Kate Jacobs

Erica Pillion

Kathy Shifflet

Joey Wilson

Kendra Morabito

Sean Rankin

Sara Meeks

Mahala Morgan

Megan Sturgeon

Coaches
Sid Wells

Certified 21st Century
Hannah Filowiat
Ann Davidson
Sarah Garrison
Tiffany Bagley
Holly Terrell
Lydia Tatman
Hannah Southall
Shelby Abrams
Gail Graves
Shauna Phillips
Katie Sparks
Jeannie Adkinson
Haley Denney
Amy Brown
Calyn Crowe
Ashley Isaacs
Beth Barnett
Vicki Lizer
Kathy Milton
Christi Fish
Victoria Dickerson

Extra Services
Marlee Hughes
Gina Bach
Andrea Sowder
Katie Hurst
Kristen Koch

Item III Operations Action Items

A. Consent Agenda

Recommended action

Upon motion of _____ seconded by _____,
the board approved the following combined consent agenda items.

1. Approve the monthly financial report for the month of July as follows: **Reference 1B**
Beginning bank balance \$6,272,777.22, received \$ 2,025,021.36, and disbursed
\$1,813,094.55 leaving a bank balance of \$6,484,704.03 in Total Funds. Outstanding
checks of 436,999.10, deposit in transit -0- and reconciled bank
balance \$ 6,047,704.93. (Andrea Kiser 987-2180 ext. 1124)

2. Approve claims and transfers beginning with Accounts Payable Warrant #082120A for \$370,281.81 **Reference 2A &2B**
#082120B \$23,260.51 and the employee deduction register in the amount
of \$ 266,239.90 -employee amount and \$ 79,002.76 -employer amount. The warrants and deduction register are to be incorporated in the minutes by this reference and filed for easy access in the vicinity of the minutes. (Andrea Kiser 987-2180 ext. 1124)

3. Approve continuing membership in the Limestone Academic League of Kentucky for Bourbon County High School and payment of the annual fee for the 2020-2021 school year. The required amount for this membership is \$1,000.00.

4. Approve District Improvement Planning Committee 2020-2021:

Shane Mitchell, Neely Traylor, Melissa Hamilton, Travis Earlywine, Dana Hill, Gail Graves, Amy Baker, Darlene Gee, Ben Rankin, Susan Harris, Kerry McIntyre, Jeanne Crowe, Lesley Brown, Lana Fryman, Somer Davis, Ann Davidson, Jill Maynard, Danita Earlywine, Krystal Clark, Michael Swearington, Carole Fowler, Kathy Maust, Lisa Doyle, Shauna Phillips, Tonia Darbro.

5. Approve the Bourbon County Preschool/Head Start monthly Credit Card Expenses **Reference 3**

6. Approve the Bourbon County Preschool/Head Start Financial Reports. **Reference 4**

7. Approve the Bourbon County Preschool/Head Start In Kind Report. **Reference 5**

8. Approve the Official Board Minutes for July 16, 2020.

9. Approved the adoption of the 12-month board agenda (guideline).

Items Each Month

Minutes approved
Financial statement
Notify Board on employment
Personnel leave
Report on substitute employment
Fund transfers
Disciplinary hearings
Recognition awards
Approval of bills and claims
Policy adoptions and revisions
Instructional program determinations
Other items and requested by the Chairman of other Board members

July

Authorize State Price Contract purchases
Participation in school lunch program
Membership KSBA
Board policy additions and revisions
Authorize Superintendent to obtain short term loans
Advertise or renew soft drink bid
Community Education classes – Fall session

Special Education contracts
Contract with Health Department
Appointment of Evaluation Committee
Appoint Comprehensive District Improvement Plan Committee Members

August

Authorize participation in special projects
Board policy additions & revision
Set Special Board meeting for public hearing on tax rate if needed
Notify Board on employment of substitute personnel
Award soft drink if applicable
Child and Adult Food Program – Child Care Centers
Fund Raisers

September

General Budget Public Hearing
Reports: Staffing and enrollment
Approve general budget and close estimate budget
Authorize school bus purchases
ADA reciprocal agreements
School wide sales
Community Education agreements
Notify Board one extra service placement
Authorize bids on heating, plumbing and electric maintenance contract

October

Approve continued participation in KSBIT
Authorize attendance to NSBA convention
Acceptance of audit report
Award electrical, plumbing and heating maintenance contracts

November

Reports on Academic Team competition, ACT scores
Approve school moneymaking projects
Confirm approval of Board member training

December

Reports on: Fire Marshall's report, NSBA convention arrangements
NSBA direct affiliate

January

Administration of Oath of Office for Board members when needed
Election of board officers when needed
Community Education agreements
Close estimate budget amendment – current year
Adopt a schedule of regular board meetings for the coming year
Draft budget – next year
Authorize an audit firm, when needed

February

Approval of school wide sales
Board policy revisions
Summer feeding program approval
Appointment of auditing firm

Set prices for lunch, breakfast, & a'la carte items
Allocations to SBDM councils
Renew or bid insurances

March

Textbook adoption
School calendar amendments
Authorize bank depository bid
Membership Chamber of Commerce
Evaluation of the Superintendent
CATS test results

April

Tax Shelter Annuity programs participation
Summer project plans
Adoption of school calendar for next year
Amendment to current calendar
Board hears report from SBDM councils on Consolidated Plans
Performance bond
Renew or bid student insurance
Banking quote
Section 7 allocation
Technology plan
Blanket bond

May

Bond of treasurer
Bond of depository
Personnel evaluation plan
Board policy revisions & additions
Tentative budget
Approval of federal programs
Notify Board on employment & placement of classified personnel
Summer employment for summer feeding program
Approval of salary schedule and extra duty salary schedule for certified and classified personnel.
Authorize bids: painting, summer repair items, yearbook, computers, and sale of surplus items and vehicles, student insurance
Set special board meeting the last working day of June Renewal of insurance policy on errors & omissions and school employees
Approve request for emergency certificates for substitute teachers
SBDM councils submit new or revised Consolidated Plan for district review

June

Appointment of secretary & treasurer of Board
Reports on major activities and special projects
Annual review of Safe Schools Plan
Authorize investment of funds
Academic League membership
Conduct special end of year Board meeting – if needed
Discipline code revisions
District Consolidated and Safe Schools Plans
Board approves School Textbook Purchasing Plans

Authorize bids on: heating, plumbing and electric maintenance contracts, bus parts
Award bids on: painting, summer repair items, yearbook, and sale of surplus items and vehicles
Contract on Occupational Therapy services
Policy revisions
Master Professional Development Plan

10. Approve Emergency Family Medical Leave for Jed Hale Cleveland from 8/24/2020-12/1/2020 due to Covid-19.
11. Approve job description for student workers of Bourbon County Schools. **Reference 5A**
12. Approve Local Head Start Memorandum Agreement /Paris Independent School agreement with Bourbon County Head Start Grantee Program and the Paris Independent School District to coordinate services to eligible children through federal Head Start and state Preschool programs. **Reference 6**
13. Approve Local Head Start Memorandum Agreement/ Bourbon County School agreement with Bourbon County Head Start Grantee Program and the Bourbon School District to coordinate services to eligible children through federal Head Start and state Preschool program **Reference 7**
14. Bourbon County Preschool Head Start is asking for a waiver for a reduction of non-federal shares due to Covid-19. In Kind should have been \$418,255.00 but with Covid-19, we only reached \$398,488.38. That is a shortage of \$19,766.00.

B. Action Items

1. Preschool Policy Council

Recommended action

Upon motion of _____, seconded by _____ the board is being asked to select a board member for Preschool policy council. (Melissa Hamilton 987-2183 ext. 2601)

2. Kentucky Educational Cooperative (CKEC).

Recommended action

Upon motion of _____, seconded by _____ the board is being asked to approve an agreement between Bourbon County Schools and CKEC in the amount of \$6,587.00 for the 2020-2021 school year. (Amy Baker 987-2180 ext. 1125)

3. Student Technology Positions

Recommended action

Upon motion of _____, seconded by _____ the board is being asked to approve 2 student help desk technology positions, during the Covid-19 pandemic to have a point of contact for parents and students during daytime hours to call and get technical help regarding Bourbon County Schools devices. Approximate cost not to exceed \$12,000.00.
(Wes Tipton 987-2198 ext. 1171)

4. Emergency Reading Policies

Reference 8

Recommended action

Upon motion of _____, seconded by _____ the board is being asked to approve the emergency reading of the following policies:
(Darlene Gee 987-2180 ext. 1138)

Equal Employment Opportunities

Certified 03.113

Classified 03.212

Student 09.13

Title IX Sexual Harassment

Certified 03.1631

Classified 03.2621

Student 09.428111

5. BG1 Safety and Security Upgrades

Reference 9

Recommended action

Upon motion of _____, seconded by _____ the board is being asked to approve a BG1 for safety and security upgrades to exterior and interior doors for access control for all schools. Money will be used from a grant of \$74,534.00.

6. BG1 to Replace Old Greenhouse

Reference 10

Recommended action

Upon motion of _____, seconded by _____ the board is being asked to approve a BG1 to replace the old greenhouse at Agriculture Department with a new 30x72x8 greenhouse. The money will come from Agriculture Department and donations in the amount of \$44,600.00 as of today. Projected cost at this time is \$49,587.00 plus architect fees.
(Jim Cleaver 987-2180 ext. 1132)

7. School Law Enforcement Officer Vehicle

Recommended action

Upon motion of _____, seconded by _____ the board is being asked to purchase a law enforcement vehicle. Purchase to be made from surplus and not to exceed \$15,000. (Amy Baker 987-2180 ext. 1125)

8. SLEO Officers Salary

Reference 11

Recommended action

Upon motion of _____, seconded by _____ The board is being asked to hire a School Law Enforcement Officer Chief/Director (SLEO) for 185 days at a starting salary of 32,722.80/annually \$22.11/hourly, based on years of experience and to hire a School Law Enforcement Officer (SLEO) for 185 days at a starting salary of 29,748.00 /annually \$20.11/hourly, based on years of experience. (Amy Baker 987-2180 ext. 1125)

Other Board Business

Item XI Adjournment

Upon motion of _____, seconded by _____ the meeting was adjourned.