Warren County Board of Education Special Meeting July 24, 2023

Minutes of a special meeting of the Warren County Board of Education held at Warren East High School's Auditorium, 6867 Louisville Road, Bowling Green, KY on Monday, July 24, 2023 at 5:30 p.m.

A. **CALL TO ORDER:** The Chairman called the meeting to order at 5:30 p.m.

B. **PLEDGE TO THE FLAG**

C. **ROLL CALL**

Present: Mr. Chaffin, Mrs. Duvall, Mr. Williford, Mr. Manco, Mr. Jackson

D. **MISSION AND VISION STATEMENT**

E. **ANYONE WISHING TO ADDRESS THE BOARD, PLEASE SIGN IN WITH MR. JEFF MOORE PRIOR TO THE PUBLIC COMMENT SECTION OF THE AGENDA**

F. **ARCHITECT REPORT/UPDATE**

G. **PUBLIC COMMENT**

H. **APPROVE MINUTES OF THE JUNE 15, 2023 SPECIAL BOARD OF EDUCATION MEETING**

Order # 1 – Primary Motion Passed: Motion to Approve Minutes of the June 15, 2023 Special Board of Education Meeting passed with a motion by Mr. Manco and a second by Mr. Jackson.

Garry Chaffin	Yes
Amy Duvall	Abstain
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

I. **APPROVE MINUTES OF THE JUNE 20, 2023 SPECIAL BOARD OF EDUCATION MEETING**

Order # 2 – Primary Motion Passed: Motion to Approve Minutes of the June 20, 2023 Special Board of Education Meeting passed with a motion by Mr. Williford and a second by Mr. Manco.

Garry Chaffin	Yes
Amy Duvall	Abstain
Lloyd Williford	Yes

Thomas Manco	Yes
Adam Jackson	Yes

J. APPROVE PERSONNEL ITEMS

Order # 3 – Primary Motion Passed: Motion to Approve Personnel Items passed with a motion by Mr. Jackson and a second by Mrs. Duvall.

Garry Chaffin	Yes
Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

Approve the following personnel requests of Mr. Rob Clayton:
1.) Approve a Memorandum of Agreement with West Kentucky Educational Cooperative
2.) FYI- change in District Behavior Coach job description (Job Class Code 0290)
3.) Approve revised job description for Custodian (Job Class Code 7609)
4.) Approve fifteen (15) extended days for Local Area Vocational Education Center - 106J Fund
5.) Abolish the Technology Teacher position at Cypress Wood
6.) Approve to create two (2) Special Education Consultant positions, 186 days per year plus 20 extended days, FY24 - IDEA & District funded
7.) Approve to create two (2) Speech Therapist postions,186 days per year - District funded
8.) Approve the revised Director of Human Resources job description
9.) Approve $30 stipend for teachers to ride a bus the first three (3) days of school.
10.) Approve stipend for the Director of Special Projects in the amount of $8,700.00.
11.) Approve stipend for the Director of Student Support Services in the amount of $7,975.00.
12.) Abolish the Director of Student Assistance stipend of $8,700.00.
13.) Abolish the Director of Human Resource stipend of $8,700.00.
14.) Amend the following job description's job classification codes to better align with KDE's codes:
> Assistant Superintendent: Transfer from 0020 to 0030

> Chief Finance & Operations Officer: Transfer from 7184 to 8184
GEO CENTER:
1.) Approve the correction to School Secretary II - High/Account Clerk position (Job Class Code 7778/Salary Table 130), 205 days per year, 7.5 hours per day- DESL funded. This was listed incorrectly as GIHS on June's agenda.
MOSS MIDDLE SCHOOL:
1.) Approve one (1) Assistant Boys Basketball Coach, $750 stipend for FY24 - Title I funded
SOUTH WARREN HIGH SCHOOL:
1.) Approve eight (8) additional extended days (from 12 extended days to 20 extended days) for the Guidance Counselor position - Section 6 funded
SOUTH WARREN MIDDLE SCHOOL:
1.) Approve one (1) ESL Instructional Assistant position, 7 hours per day, 5 days per week - SC6X (21%), SC5X (79%) funded
2.) Approve the reduction in days for the Secretary I position from 220 to 205 days per year.
3.) Approve the increase in days for the Staff Support Secretary position from 183 to 190 days per year.

Approve the following requests for leaves of absence:				
FIRST NAME	**LAST NAME**	**POSITION**	**LOCATION**	**EFFECTIVE DATE**
Ellen	Buselmeier	Teacher	Natcher	08/07/2023-09/29/2023
Melanie	Keeling	Teacher	WEHS	08/07/2023-08/25/2023
Stacey	Heston	Teacher	GHS	08/07/2023-09/01/2023

Rosie	Potter	Custodian	Alvaton	06/26/2023-07/06/2023
Taylor	Curtis	Teacher	Rich Pond	08/14/2023-11/14/2023
Robin	Dalton	Teacher	SWHS	08/07/2023-08/22/2023
Brandy	Henon	Bus Driver	Transportation	08/07/2023-09/22/2023
Morgan	Bucher	Teacher	Oakland	08/24/2023-10/20/2023
Rebecca	Graves	Inst. Asst.	Plano	09/19/23-10/31/2023
Diane	Carter	Secretary	CO	06/19/2023-07/03/2023
April	Webb	Teacher	Briarwood	08/21/2023-09/29/2023
Kimberly	Chaffin	Custodian	Rockfiled	07/07/2023-08/22/2023
Lauren	Henderson	Teacher	WCHS	08/28/2023-12/01/2023

- Elementary Supplements, Extended Days & Units for 2023-24 School Year
- High School Athletic Supplements for 2023-24 School Year
- Middle School Athletic Supplements for 2023-24 School Year

K. APPROVE FINANCIAL REPORT FOR JUNE 2023

Order # 4 – Primary Motion Passed: Motion to Approve Financial Report for June 2023 passed with a motion by Mr. Williford and a second by Mrs. Duvall.

Garry Chaffin	Yes
Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

L. APPROVE PAYMENT OF BILLS AND REIMBURSEMENTS

Order # 5 – Primary Motion Passed: Motion to Approve Payment of Bills and Reimbursements passed with a motion by Mrs. Duvall and a second by Mr. Manco.

Garry Chaffin	Yes
Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

M. APPROVE OPERATIONS ACTIONS

Order # 6 – Primary Motion Passed: Motion to Approve Operation Actions passed with a motion by Mr. Jackson and a second by Mr. Williford.

Garry Chaffin	Yes
Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

1. Consider School Requests

a. Consider Field Trip and Fundraiser Requests

Approve the following requests of Ms. Pauletha Butts, Principal, Alvaton Elementary School:

- School to collect fees from 5th grade for Washington DC trip

Approve the following requests of Mr. Scott Jones, Principal, Briarwood Elementary School:

- School to collect fees from PTO to support school needs
- School to hold March Madness to raise money to assist with student and school needs
- School to hold spring and fall fundraisers to raise funds to support school and student needs
- School to hold fall festival to raise money for classroom needs
- School to participate in Kroger Cares to raise money for student/school needs
- School to hold apparel sales to raise money for school needs
- School to hold spirit nights to raise money to support student/school needs
- School to hold Sweetheart Dance to raise money to assist with student/school needs
- School to participate in Box Tops for Education to raise money for student and school needs
- School to collect fees from Beta Club for National Beta Summit Fees
- School to collect fees from Beta Club for State and National Convention Fees
- School to collect fees from Beta Club for Membership fee, t-shirts, etc

Approve the following requests of Mrs. Lori Darnell, Principal, Cumberland Trace Elementary School:

- School to sell snacks, candy and drinks to raise funds for PBIS rewards
- School to sell spirit tshirts to raise money for student activities
- School to sell field day concessions to raise money for student activities
- School to hold spirit nights to raise money for instructional supplies
- School to hold fall festival to raise money for school supplies
- School to hold International Night Art Festival to raise funds to support Artist in Residence
- School to sell graduation photos to raise funds for end of the year party
- School to sell tiger cards to raise funds for the technology and art program
- School to hold Boosterathon to raise funds for the technology and art program
- School to sell yearbooks and school pictures to raise funds for families
- School to hold spring and fall book fair to raise funds for library books
- School to collect fees for Friday Hat Day to raise funds for library activities

Approve the following requests of Ms. Leslie Shultz, Principal, Jody Richards Elementary School:

- School to participate in Donor's Choose for teacher classroom donations
- School to participate in Amazon Wishlist to accept donations of classroom supplies
- School to participate in Palmetto Fundraising to raise money for various school purchases
- School to participate in Grandparent's Day fundraiser to raise funds for various school purchases
- School to hold fall/spring bookfairs to raise money for library books
- School to hold fall festival to raise money for various school purchases
- School to hold holiday shop fundraiser to raise money for various school purchases
- School to hold cookies with Santa fundraiser to raise money to donate to local organizations and put toward Beta Club convention
- School to hold Kids Heart Challenge to raise funds for the American Heart Association
- School to hold Rocket Run to raise funds for school curriculum and various school purchases
- School to hold Sweetheart Dance to raise funds for various school purchases
- School to hold Hot Rods night to raise funds for various school purchases

Approve the following requests of Ms. Beth Croslin, Principal, Lost River Elementary School:

- School to sell bundt cakes to raise funds for PTO
- School to participate in food truck fundraiser to raise funds for PTO
- School to hold Penny Wars to raise funds for PTO
- School to hold shirt sales to raise funds for PTO
- School to hold Holiday Shoppe to raise funds for PTO
- School to hold fall festival to raise funds for PTO

Approve the following requests of Ms. Debra LaSala, North Warren Elementary School:

- School to hold smart card sales to raise funds for student needs

- School to collect dues from Lego League to raise money for student needs
- School to collect dues from Chess, Academic Team, Beta, Gardening Club, Leading Ladies, Boys to Men, Choir, Lighthouse, Archery and STLP to pay for entry fees, supplies and materials for clubs
- School to participate in Amazon Wishlist, Donor's Choose, and GoFundMe for teachers requesting classroom supplies
- School to collect fees for field trips for the 23-24 school year
- School to collect PTO membership fees to raise money for student needs
- School to sell spirit items to raise money for student needs
- School to participate in Box Tops for Education to raise money for student needs
- School to hold fall and spring festival to raise money for student needs
- School to participate in Kroger Community Rewards to raise funds for student needs
- School to participate in Amazon Smiles to raise funds for student needs
- School to hold fall and spring book fairs to raise money for student needs
- School to collect fees from students that damage technology for repairs

Approve the following requests of Ms. Jeanie Hopkins, Oakland Elementary School:

- School to sell yearbooks to raise funds to purchase supplies needed to continue to provide yearbooks
- School to hold fall and spring bookfair to raise funds for library books and other library supplies
- School to participate in Donor's Choose to receive donations of classroom supplies
- School to participate in Amazon Wishlist to receive donations of classroom supplies
- School to collect fees from archery for team supplies, t-shirts and refreshments
- School to collect fees for field trips charges

Approve the following requests of Mr. Ben Frasier, Principal, Plano Elementary School:

- School to sell Krispy Kreme donuts to raise funds for Beta club

Approve the following requests of Mr. Derick Marr, Rich Pond Elementary School:

- School to participate in Box Tops for Education to raise funds for technology and various school needs
- School to sell smart cards to raise funds for technology and various school needs and to help offset the cost of Washington DC trip
- School to hold book fair to raise funds to support the library
- School to hold Jump Rope for kids fundraiser to raise funds for the American Heart Association
- School to sell birthday messages on marquee to raise funds for FRC
- School to hold My Students List fundraiser to raise funds for FRC
- School to collect registration fees for summer camp 2024
- School to participate in Amazon Wishlist to accept donation of classroom supplies
- School to hold t-shirt sales to raise funds for various projects, musicals, technology
- School to hold fall festival basket auction to raise funds for technology, equipment, and other school needs
- School to sell class pictures to raise funds for technology, equipment, and other

school needs
- School to participate in Amazon Smile to raise funds for playground equipment, technology, and other school needs
- School to hold spirit nights to raise funds for technology and various other school needs
- School to hold Bulldog Store fundraiser to raise funds for technology and other school needs
- School to hold cookie dough sales to raise funds for technology and various other school needs
- School to participate in Kroger Cards to raise funds for technology and various school needs

Approve the following requests of Mrs. Lyndsey Thomason, Principal, Richardsville Elementary School:
- School to hold classroom pottery auction to raise funds for classroom needs
- School to hold Halloween Costume Dance to raise funds for classroom needs
- School to sell yearbooks for the 23-24 school year
- School to hold fall and spring bookfairs to raise funds for the library

Approve the following requests of Mrs. Rita Daniels, Principal, Henry F. Moss Middle School:
- Field Trip for Beta to Lexington, KY January/February 2024
- School to participate in Donor's Choose and Amazon Wishlist to receive school resources and class items for teachers

Approve the following requests of Mr. David Cloyd, Principal, South Warren Middle School:
- School to sell concessions at football home games to raise funds for player expenses
- School to hold My Team Works fundraiser to raise funds for player expenses
- School to sell spirit wear/fancloth to raise funds for player expenses
- School to accept general donation for football to raise funds for player expenses
- School to participate in Kroger Community Rewards to raise funds for football player expenses
- School to hold Gift Card Raffle to raise funds for softball tournament

Approve the following requests of Mr. Jonathan Vaughn, Principal, Warren East Middle School:
- School to collect fees from students for Chromebook rental

Approve the following requests of Mr. Adam Hatcher, Principal, Greenwood High School:
- Field Trip for Dance Team to University of Louisville July 12, 2023, through July 15, 2023
- Field Trip for FFA/AG to Ole Miss University, Mississippi October 31, 2023, through November 4, 2023
- School to participate in Amazon Wishlist, Donor's Choose, and GoFundMe to accept

donations of classroom supplies
- School to hold candy sales to raise funds for NJROTC field trips and camps
- School to collect fees for National Honor Society for induction and graduation supplies
- Field Trip for Volleyball Team to Dothan, AL September 29, 2023, through October 1, 2023
- School to hold food truck fundraiser to raise funds for tennis booster
- School to hold Sponsor a Day in the Month fundraiser to raise funds for tennis booster
- School to sell Gator Cards to raise funds for tennis booster
- School to sell Sonic Cards to raise funds for tennis booster
- School to sell sponsorships to raise funds for tennis booster
- School to sell apparel to raise funds for tennis booster

Approve the following requests of Mr. Matt Deaton, Principal, South Warren High School:

- School to sell concessions at football and basketball games to raise funds for band booster
- School to sell Spartan Card to raise funds for band booster
- School to sell concessions and gate tickets to raise funds for girls lacrosse booster
- School to sell concessions and gate tickets to raise funds for boys lacrosse booster
- School to participate in Kroger fundraiser to raise funds for girls lacrosse booster
- School to hold spirit nights to raise funds for girls lacrosse booster
- School to accept donations to raise funds for lacrosse booster
- School to sell apparel and spirit items to raise funds for girls lacrosse booster
- School to sell bundt cakes to raise funds for girls lacrosse booster
- School to sell Rians Fatted Calf lunch boxes to raise funds for girls lacrosse booster
- School to hold car wash to raise funds for the girls lacrosse booster
- School to sell team player photos to raise funds for girls lacrosse booster
- School to hold telephone hour-thon to raise funds for girls lacrosse booster
- School to sell mums to raise funds for Agriculture Program and FFA
- School to have greenhouse sales to raise funds for Agriculture Program and FFA
- School to sell woodworking items to raise funds for Agriculture Program and FFA
- School to sell sponsorships to raise funds for Agriculture Program and FFA
- School to sell apparel to raise funds for Agriculture Program and FFA
- School to hold spirit nights to raise funds for Agriculture Program and FFA
- School to sell meat sticks to raise funds for Agriculture Program and FFA
- School to hold Spartans Football Fan Fest to raise funds for equipment and travel
- School to hold Christmas Parents Night Out to raise funds for cheer booster
- School to hold team yard sale/bake sale to raise funds for cheer booster
- School to hold mini cheer clinic to raise funds for cheer booster
- School to hold Calendar Girl Pageant to raise funds for cheer booster
- School to sell business sponsorship banners and t-shirts to raise funds for cheer booster
- School to hold car wash to raise funds for cheer booster
- School to sell poppin popcorn to raise funds for cheer booster

- School to participate in Kroger Rewards to raise funds for cheer booster
- School to sell sponsorship for team jersey to raise funds for bass fishing team
- School to hold Rita's spirit night to raise funds for cheer booster
- School to sell nothin bundt cakes to raise funds for cheer booster
- School to hold pancake breakfast to raise funds for cheer booster
- School to sell Krispy Kreme donuts to raise funds for cheer booster
- School to sell spartan senior graduation signs to raise funds for cheer booster
- School to sell Pink out Spartans Fighting Cancer tshirts to raise funds for cheer booster
- School to hold Slim Chickens spirit night to raise funds for cheer booster

Approve the following requests of Ms. Cheryl Bunton, Assistant Principal, Warren Central High School:

- Field Trip for Girls Varsity Soccer to Gatlinburg September 8, 2023, through September 10, 2023
- Field Trip for FFA to Harrisburg, KY September 15, 2023, through September 16, 2023
- Field Trip for FFA to National FFA Convention October 31, 2023
- Field Trip for FFA to KY State Fair August 17, 2023, through August 18, 2023
- School to collect fees from band for shoes, shirts, equipment and other band needs
- School to sell yearbooks for the 23-24 school year
- School to collect fees from art club for membership
- School to collect fees from FCCLA to pay for regional, state, and national dues

Approve the following requests of Mr. Jonathan Vincent, Principal, Warren East High School:

- School to hold Serve-A-Thon to raise funds for volleyball booster
- School to sell 2023 season concessions to raise funds for volleyball booster
- School to sell sponsorships for digital board advertisement to raise funds for volleyball booster
- School to hold apparel sales to raise funds for volleyball booster
- School to sell volleyball team apparel to raise funds for volleyball booster
- School to accept friends and family donations to raise funds for volleyball booster
- School to sell shirts and sweatshirts to raise funds for lady raider basketball booster
- Field Trip for FFA to Louisville, KY August 17, 2023, through August 18, 2023
- Field Trip for FFA to Hardinsburg, KY September 15, 2023, through September 16, 2023
- Field Trip for FFA to Hardinsburg, KY September 21, 2023, through September 22, 2023
- Field Trip for FFA to Indianapolis, IN October 31, 2023, through November 3, 2023
- Field Trip for Beta Club to Lexington, KY January 17, 2024, through January 19, 2023

b. Consider Three Corners Employment Collaboration Agreement

c. Consider contract between Author Bruce Hale and Lost River Elementary School

d. Consider School Photography Agreement between Joston's Pix and Warren Central High School

e. Consider School Photography Agreement between Joston's Pix and Greenwood High

School

f. Consider Photography Contract between Bristow Elementary and Red Elephant Studio

2. Consider Attendance Requests

3. Consider Memorandum of Agreement with The Office of Vocational Rehabilitation, Education and Labor Cabinet

4. Consider Speech Therapy Contracting Agreement

5. Consider Leader in Me Agreement for 7 Habits Workshop

6. Consider Leader in Me Symposium School Site Visit Release

7. Consider Title I Teaching Services Contract

8. Consider Waiver Request of 16 KAR 5:040 Section 5(7)

9. Consider Local Head Start Memorandum of Agreement with WKU CCC

10. Consider Local Head Start Memorandum of Agreement with Community Action of Southern Kentucky

11. Consider Agreement between Warren County Public Schools and United Way of Southern Kentucky

12. Consider Agreement for Services with The Success for all Foundation, Inc.

13. Consider First Reading of Revision to Policy 06.34 (Conduct on Bus)

14. Consider Revision to Procedure 09.36 AP.1 (School Related Student Trips)

15. Consider WKU South Campus Lease Agreement

16. Consider RFP 1012-23: Miscellaneous Food Items

17. Consider RFP 1015-23: Lost River Elementary Walk-In Freezers/Cooler

18. Consider Data Security Annual Report

19. Consider Warren County Day Treatment Interagency Agreement with Department of Juvenile Justice for the 2023-24 School Year

20. Consider Contract with Commonwealth of Kentucky for RTA: Reading Diagnostic & Intervention Grant

21. Consider 2023-2024 Student Handbook

22. Consider 2023-2024 Coaches Handbook

23. Consider Contract with Air Med Network

24. Consider Payment In Lieu of Taxes Agreement for Owens-Brockway Glass Project

25. Consider Property Acquisition on Porter Pike, Bowling Green, KY

26. Consider Property Acquisition on Hedge Str, Smiths Grove, KY

27. Consider Property Acquisition Contract Modification with Chandler Holdings

N. APPROVE STUDENT LEARNING SERVICES

Order # 7 – Primary Motion Passed: Motion to Approve Student Learning Services passed with a motion by Mr. Manco and a second by Mr. Williford.

Garry Chaffin	Yes
Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

1. Consider entering into Agreements with ACT for District ACT & Pre-ACT
2. Consider Warren County Public Schools to apply for the Teacher Leader Community Grant

O. APPROVE STUDENT SUPPORT SERVICES

Order # 8 – Primary Motion Passed: Motion to Approve Student Support Services passed with a motion by Mr. Jackson and a second by Mr. Williford.

Garry Chaffin	Yes
Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

1. Consider Building Usage for South Warren High School for Arthritis Foundation
2. Consider Building Usage for Warren Central High School for SOKY Fair
3. Consider GHS Renovation Summary of Payments 7
4. Consider SWHS Multipurpose Facility Summary of Payments 17
5. Consider SWHS Multipurpose Facility BG4 to Baileys Masonry
6. Consider WCPS GESC Phase II Pay App 005
7. Consider WCPS GESC Phase II Direct Purchase Order
8. Consider Briarwood Elementary Roof Replacement Revised BG1
9. Consider SWHS Field Turf Replacement Initial BG1
10. Consider Sherman, Carter, Barnhart Invoices

P. INFORMATION ITEMS

1. Personnel Information Items

Resignations for 2022-23 school year & 2023-24 school year
Retirements for 2022-23 & 2023-24 school year
Terminations for 2022-23 school year & 2023-24 school year
Transfers for the 2023-24 school year
Hires for the 2022-23 school year & 2023-24 school year
Assignments for the 2022-23 school year & 2023-24 school year

2. SBDM Minutes

Q. BOARD MEMBER COMMENTS

R. SUPERINTENDENT REPORT

S. ENTER EXECUTIVE SESSION:

Order # 9 – Primary Motion Passed: Motion to Enter Executive Session passed with a motion by Mrs. Duvall and a second by Mr. Manco.

Garry Chaffin	Yes

Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

T. RETURN TO OPEN SESSION:

Order # 10 – Primary Motion Passed: Motion to Return to Open Session passed with a motion by Mr. Williford and a second by Mrs. Duvall.

Garry Chaffin	Yes
Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

U. ADJOURN

Order # 11 – Primary Motion Passed: Motion to Adjourn passed with a motion by Mr. Manco and a second by Mr. Jackson.

Garry Chaffin	Yes
Amy Duvall	Yes
Lloyd Williford	Yes
Thomas Manco	Yes
Adam Jackson	Yes

Chairperson

Superintendent