

**Robertson County Board of Education
Special Board Meeting Minutes
January 22, 2024
5:10 pm**

Present: Board Members – John Burns-Chair, Marsha Jones-Vice, Darlene Gifford, Brandy Sutton, Superintendent/Board Secretary – Sanford Holbrook, Treasurer – Tracy Teegarden, Assist. Supt./DPP – Aaron Massey

Others- Matt Wireman, Claire Estill

Meeting was called to order by Dr. John Burns at 5:11 pm. All members present except Wendell Haag.

ADOPT AGENDA

BOARD ITEM 12224-1

Motion was made by Mrs. Sutton and seconded by Mrs. Gifford to adopt the agenda.

VOTE: 4-0

REPORTS

PRINCIPAL'S REPORT- Shanda Gay

Mrs. Gay, Principal was not present for meeting.

ASSISTANT SUPERINTENDENT/D.P.P'S REPORT-Aaron Massey

Mr. Massey, Assistant Superintendent/D.P.P., reported to the Board that the current YTD attendance percentage is at 94.68% and the lowest five attendance days they will be able to drop off. Current enrollment is at 440 students K-12.

BOARD ATTORNEY'S REPORT-Claire Estill

Mrs. Estill, Board Attorney, revisited what happened on school property involving the Sheriff and informed them a trespassing notice has been issued.

FINANCE OFFICER'S REPORT-Tracy Teegarden

Ms. Teegarden, Finance Officer, presented to the Board the total fund ending cash balance at the end December 31, 2024, and the general fund 1 ending cash balance as December 31, 2024. All tax forms including W2s, 1099 NEC forms, and ACA 1095 forms have been dispersed and submitted to the IRS. The bond sale for the new heating system went well and we will have the funds for the project soon. All quarterly reports have been completed and submitted. We are currently keeping up with proposed legislation affecting finance and beginning on tentative budget for the 24-25 school year.

SUPERINTENDENT'S REPORT-Sanford Holbrook

Mr. Holbrook, Superintendent, presented to the board a budget update and what the projected seek funding increase might be for next year. He is currently working on revising the certified salary schedule for the 24-25 school year to include a step increase each year instead of every three years for employees that will be presented to the Board at a later meeting for approval.

APPROVAL OF BOARD MEETING MINUTES

BOARD ITEM 12224-2

Motion was made by Mrs. Gifford and seconded by Mrs. Jones to approve the December 18, 2023, regular call board meeting minutes.

VOTE: 4-0

APPROVE BILLS AND CLAIMS

BOARD ITEM 12224-3

Motion was made by Mrs. Gifford and seconded by Mrs. Jones to approve all bills and claims.

VOTE: 4-0

APPROVE/ACKNOWLEDGE FUNDRAISERS/TRAVEL REQUESTS/OUT OF STATE TRIPS/BUILDING USE REQUESTS/PERSONNEL ACTIONS

BOARD ITEM 12224-4

Motion was made by Mrs. Gifford and seconded by Mrs. Jones to approve all fundraisers/travel requests/out of state trips/building use requests/personnel actions.

VOTE: 4-0

Travel Request

None.

School Related Student Trip Requests

1/6/24- High School Varsity to Class A Tournament in Nicholas County, Ky

1/6/24- Archery to tournament in Mason County, KY

1/8/24- High School Varsity Girls to Nicholas County, KY

1/13/24- Archery to tournament in Paris, KY

1/20/24- Academic Team to tournament in Augusta, KY

1/20/24- Archery to tournament in Cynthiana, KY

Out of State Trip Requests

None.

School Fundraisers

None.

Building Use Request

Robertson County School Athletic Boosters to sell photos for Archery.

Student Fees

None.

Personnel

New Hire: (pending all board requirements)

Teagan Moore- Certified Music Teacher

Breanna Green- Certified Elementary Teacher

Christopher Emmons- Certified Substitute

DISCUSS/CONSIDER APPROVING ROBERTSON COUNTY SCHOOL BOARD ATTORNEY FOR 2024

BOARD ITEM 12224-5

Motion was made by Mrs. Jones and seconded by Mrs. Sutton to approve Claire Estill with Fox, Wood, Wood, & Estill as the Robertson County School Board Attorney for 2024.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING ROBERTSON COUNTY SCHOOL BOARD TREASURER FOR 2024

BOARD ITEM 12224-6

Motion was made by Mrs. Jones and seconded by Mrs. Gifford to approve Tracy Teegarden as the Robertson County School Board Treasurer for 2024.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING ROBERTSON COUNTY SCHOOL BOARD SECRETARY FOR 2024

BOARD ITEM 12224-7

Motion was made by Mrs. Gifford and seconded by Mrs. Sutton to approve Sanford Holbrook as the Robertson County School Board Secretary for 2024.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING 2024-2025 ROBERTSON COUNTY SCHOOL CALENDAR

BOARD ITEM 12224-8

Motion was made by Mrs. Jones and seconded by Mrs. Sutton to approve the 2024-2025 Robertson County School Calendar.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING CPS CONSTRUCTION PROJECT INVOICES
BOARD ITEM 12224-9

Motion was made by Mrs. Jones and seconded by Mr. Burns to approve the CPS construction project invoices.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING ROBERTSON COUNTY SCHOOL EMERGENCY RESPONSE PLAN

BOARD ITEM 12224-10

Motion was made by Mrs. Gifford and seconded by Mrs. Sutton to approve the updated Robertson County School Emergency Response Plan.

VOTE: 4-0

ACKNOWLEDGE ROBERTSON COUNTY DRAFT BUDGET FOR 2024-2025 SCHOOL YEAR

BOARD ITEM 12224-11

Acknowledged the Robertson County Draft Budget for 2024-2025 school year.

CONSIDER MOTION TO ENTER EXECUTIVE SESSION PURSUANT TO KRS61.810(1)(F). EXECUTIVE SESSION IS NECESSARY DUE TO DISCUSSION OF PERSONAL AND POSSIBLE LEGAL ACTION.

BOARD ITEM 12224-12

Time Entered: 5:35 pm

Motion was made by Mrs. Jones and seconded by Mrs. Sutton to enter executive session pursuant to KRS61.810(1)(F). Executive session is necessary due to discussion of personnel and possible legal action.

VOTE: 4-0

RETURN TO OPEN SESSION

BOARD ITEM 12224-13

Time Exited: 5:53 pm

Motion was made by Mrs. Jones and seconded by Mrs. Sutton to return to open session.

VOTE: 4-0

CONSIDER MOTION (IF ANY) TO TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

BOARD ITEM 12224-14

Motion was made by Mrs. Jones and seconded by Mrs. Sutton to direct the board attorney to send support documentation signed by Chairman to the Kentucky Department of Education.

VOTE: 4-0

**DISCUSSION ONLY ON FINANCE TRAINING BY KSBA WITH MATT WIREMAN
BOARD ITEM 12224-15**

Training was administered.

**COMMUNICATIONS
BOARD ITEM 12224-16**


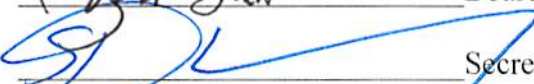
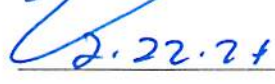
None.

**ADJOURNMENT
BOARD ITEM 12224-17**

Motion was made by Mrs. Jones and seconded by Mrs. Sutton to adjourn the meeting.

Time: 8:06 pm

VOTE: 4-0

 Board Chair
 Secretary
 Date