Warren County Board of Education Regular Meeting July 14, 2025

Minutes of a regular meeting of the Warren County Board of Education held at Warren County Public Schools Central Office, Board Room, 303 Lovers Lane, Bowling Green, KY on Monday, July 14, 2025 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. Manco, Mr. Jackson, Mrs. Kash

D. MISSION AND VISION STATEMENT

E. ANYONE WISHING TO ADDRESS THE BOARD, PLEASE SIGN IN WITH DR. SARAH JOHNSON PRIOR TO THE PUBLIC COMMENT SECTION OF THE AGENDA

F. PROPOSED AMENDMENTS TO THE AGENDA: N/A

G. ARCHITECT REPORT

H. PUBLIC COMMENT

I. APPROVE MINUTES OF THE JUNE 24, 2025, REGULAR BOARD OF EDUCATION MEETING

Order # 1 – Primary Motion Passed: Motion to Approve Minutes of the June 24, 2025 Regular Board of Education Meeting passed with a motion by Mrs. Amy Duvall and a second by Mr. Adam Jackson.

Garry Chaffin	Yes
Amy Duvall	Yes
Thomas Manco	Abstain
Adam Jackson	Yes
Jennifer Kash	Yes

J. APPROVE PERSONNEL ITEMS

Order # 2– Primary Motion Passed: Motion to Approve Personnel Items passed with a motion by Mr. Thomas Manco and a second by Mrs. Jennifer Kash.

Garry Chaffin	Yes
Amy Duvall	Yes
Thomas Manco	Yes

Adam Jackson	Yes
Jennifer Kash	Yes

Approve the following personnel requests of Mr. Rob Clayton:
Cumberland Trace Elementary
Approve reduction of employment contract for one School Secretary I position to 195 days
District Office
Approve reduction of employment contract for one 12-Month Custodian position to 180 days (Richardsville Elementary)
Approve addition of second position for Leader in Me Coach (125 days)
Approve addition of 20 extended days to Data Engineer position
Approve reduction of employment contract for one Computer Technician position to 165 days
Approve 2025-2026 Employee Handbook
Approve revised job description for Assistant Director of Transportation (Student Relations)
Approve revised job description for Special Education Teacher Consultant
Approve mentor teacher supplement amounts for 2025-2026: New Teacher ($500) and New to WCPS ($250)
Approve creation of Finance Office Intern position (up to 19 hours per week)
Jennings Creek Elementary School
Approve reallocation of Guidance Counselor position to Student Services Coordinator position (Title I)
Moss Middle School
Approve addition of 5 extended days to Dean of Students position for 2025-2026 (Title I)

The following leaves of absence have been requested:				

FIRST NAME	LAST NAME	POSITION	LOCATION	EFFECTIVE DATE (As Requested)
Destiny	Cruz	Teacher	Plano	08/15/2025-10/06/2025
Ashley	Gaddie	Teacher	Alvaton	08/20/2025-11/19/2025
Amanda	Hadfield	Teacher	North Warren	09/15/2025-11/10/2025
Almina	Kortkutovic	Teacher	Lost River	08/04/2025-11/03/2025
Haley	Norrod	School Psychologist	Student Support Services (S3)	08/17/2025-11/17/2025
Morgan	Williams	Teacher	Cumberland Trace	09/04/2025-12/04/2025

K. APPROVE FINANCIAL REPORT FOR JUNE 2025

Order # 3 – Primary Motion Passed: Motion to Approve Financial Report for June 2025 passed with a motion by Mr. Adam Jackson and a second by Mr. Thomas Manco.

Garry Chaffin	Yes
Amy Duvall	Yes
Thomas Manco	Yes
Adam Jackson	Yes
Jennifer Kash	Yes

L. APPROVE PAYMENT OF BILLS AND REIMBURSEMENTS

Order # 4 – Primary Motion Passed: Motion to Approve Payment of Bills and Reimbursements passed with a motion by Mrs. Amy Duvall and a second by Mrs. Jennifer Kash.

Garry Chaffin	Yes
Amy Duvall	Yes
Thomas Manco	Yes
Adam Jackson	Yes
Jennifer Kash	Yes

M. APPROVE OPERATIONS ACTIONS

Order # 5 – Primary Motion Passed: Motion to Approve Operations Actions passed with a motion by Mr. Thomas Manco and a second by Mrs. Amy Duvall.

Garry Chaffin	Yes
Amy Duvall	Yes
Thomas Manco	Yes
Adam Jackson	Yes
Jennifer Kash	Yes

1. Consider School Requests

a. Consider School Photography Contract between Plano Elementary and Red Elephant Studio

b. Consider School Photography Contract between Early Learning Academy and Red Elephant Studio

c. Consider School Photography Contract between Cumberland Trace Elementary and Red Elephant Studio

d. Consider School Photography Contract between Briarwood Elementary and Red Elephant Studio

e. Consider Field Trip and Fundraiser Requests

Approve the following requests of Ms. Sarah Baker, Principal, Bristow Elementary School:

- Field Trip for 5th grade students to Washington, DC, March 31, 2026, through April 2, 2026

Approve the following requests of Ms. Nadina Alexander, Principal, North Warren Elementary School:

- School to collect money to sell yearbooks
- School to hold book fairs to raise funds for the library

Approve the following requests of Mr. Shaun Stice, Principal, Oakland Elementary School:

- School to have donation boxes at music concerts to purchase instruments and equipment for the music room

Approve the following requests of Ms. Bonnie Spears, Principal, Drakes Creek Middle School:

- School to collect fees from FCCLA for region, state, and national chapter dues
- School to collect fees from Family Consumer Science to purchase class groceries and supplies
- School to hold a school sign fundraiser to raise funds for cheerleading
- School to sell Rita's Ice to raise funds for cheerleading
- School to sell butter braids to raise funds for cheerleading
- School to hold car wash to raise funds for cheerleading
- School to sell peaches to raise funds for cheerleading
- School to hold Kids Night In fundraiser to raise funds for cheerleading
- School to hold SOKYD's Market fundraiser to raise funds for cheerleading

Approve the following requests of Mr. Adam Hatcher, Principal, Greenwood High School:

- School to collect fees from the National Honor Society to purchase t-shirts and graduation cords for each member

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

- School to collect fees from the Academic Team to pay for competition fees, hotels, and transportation
- School to collect fees from the Academic Team to pay for t-shirts and practice materials
- School to hold Science Night and Camp to raise funds for the Academic Team
- School to sell parking passes to raise funds for all athletics
- School to volunteer at BG 26.2 to raise funds for cross country
- School to hold spirit nights to raise funds for cross country
- School to accept online/parent donations to raise funds for cross country
- School to sell scrap metal to raise funds for cross country
- School to sell apparel to raise funds for cross country
- School to participate in Kroger rewards to raise funds for cross country
- School to hold pasta parties to raise funds for cross country
- School to hold a soccer ball fundraising sheet to raise funds for girls' soccer
- School to hold player donation fundraiser to raise funds for the softball program
- School to hold gift card raffle to raise funds for the softball program
- School to hold spring 2026 tournament to raise funds for the softball program
- School to hold fall 2025 tournament to raise funds for the softball program
- School to hold pancake breakfast to raise funds for the softball program
- School to hold WKU concession stand fundraiser to raise funds for the softball program
- School to participate in Kroger rewards to raise funds for the softball program
- School to sell field sign sponsorships to raise funds for the softball program
- School to hold apparel sales to raise funds for the softball program
- School to sell game day concessions to raise funds for the softball program
- School to hold a round robin tournament to raise funds for the softball program
- School to hold split the pot, raffle, and BINGO to raise funds for the softball program
- School to hold Little Spartan Softball Camp to raise funds for the softball program

Approve the following requests of Mr. Anthony Young, Principal, Warren County Day Treatment:

- Field Trip to Louisville Zoo on August 1, 2025

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

- School to hold car show to raise funds for archery

- School to sell friends and family shirts to raise funds for archery
- School to hold tournaments throughout the 2025-2026 school year to raise funds for archery
- School to hold Coke sales to raise funds for archery
- School to hold a fun shoot fundraiser and clinic to raise funds for archery
- School to hold calendar days/sponsor to raise funds for archery

2. Consider Attendance Requests

3. Consider Second Reading of 2025 KSBA Policy Update

4. Consider Interagency Agreement and Memorandum of Understanding between the Commonwealth of Kentucky, Department of Juvenile Justice and Warren County Day Treatment

5. Consider Contract Proposal with Droplet (Digital Forms & Workflows)

6. Consider Local Head Start Memorandum of Agreement between Community Action of Southern Kentucky and Warren County Public Schools

7. Consider Local Head Start Memorandum of Agreement between the WKU CCC Head Start and Warren County Public Schools

8. Consider a Partnership Agreement with Feeding America

9. Consider Commonwealth of Kentucky Contract for Multilingual Learner Specialist, William Spalding

10. Consider Stormwater Inspection and Maintenance Agreement for Drakes Creek Middle School

11. Consider an Interagency Agreement with the Local Child Welfare Agency for a transportation plan to ensure school stability for students in foster care

12. Consider School Safety and Resiliency Act Trauma-Informed Approach Plan for the 2025-2026 School Year

13. Consider FY26 District Funding Assurances

14. Consider School Nutrition Association Certification Stipend

15. Consider 2025-2026 Nutrition & Dining Uniform Stipend

16. Consider 2025-2026 Student Handbook

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

18. Consider Maintenance Service Agreement with Facilities Management Services through 2028

19. Consider Blanket Request to Dispose of Old, Dated, and Broken Beyond Repair Furniture for the 2025-2026 School Year

20. Consider Blanket Request to Surplus Miscellaneous Scrap Metal for the 2025-2026 School Year

21. Consider Blanket Request for Escrap for Technology Items for the 2025-2026 School Year

22. Consider Blanket Request to Make Donations of Old, Outdated Furniture and Equipment that doesn't historically sell at the auctions, to other non-profit organizations in our area for the 2025-2026 School Year

23. Consider Contract with NCM for Bus Driver Recruitment

24. Consider Revised PD Plan for Plano Elementary

25. Consider FY26 CEP Assurances

26. Consider Memorandum of Agreement with Southcentral Kentucky Community and Technical College for Heavy Equipment Instructor

27. Consider School Start/End Times for the 2025-2026 School Year
28. Consider Business Associate Agreement with Rivendell BHS
29. Consider Service Agreement between Warren County Board of Education and Rivendell BHS

N. APPROVE STUDENT LEARNING SERVICES

Order # 6 – Primary Motion Passed: Motion to Approve Student Learning Services passed with a motion by Mrs. Jennifer Kash and a second by Mrs. Amy Duvall.

Garry Chaffin	Yes
Amy Duvall	Yes
Thomas Manco	Yes
Adam Jackson	Yes
Jennifer Kash	Yes

1. Consider Occupational Therapy Services Contract with Leslie Marshall
2. Consider Warren County Public Schools to apply for the No Kid Hungry Grant to support the summer bulk meals program
3. Consider Warren County Public Schools to collaborate with Western Kentucky University in pursuit of the Organization for Autism Research's Kits for Kids Grant

O. APPROVE STUDENT SUPPORT SERVICES

Order # 7 – Primary Motion Passed: Motion to Approve Student Support Services passed with a motion by Mrs. Jennifer Kash and a second by Mr. Thomas Manco.

Garry Chaffin	Yes
Amy Duvall	Yes
Thomas Manco	Yes
Adam Jackson	Yes
Jennifer Kash	Yes

1. Consider Initial BG1 for Warren East Middle School Roof Replacement
2. Consider New Warren Elementary Summary of Payments 24
3. Consider New Warren Elementary Change Order 078 increase to Alliance Corporation in the amount of $3,540.68
4. Consider New Warren Elementary Change Order 079 increase to Carlon Roofing in the amount of $7,990.00
5. Consider Warren County Early Learning Academy Summary of Payments 3
6. Consider Warren County Early Learning Academy Change Order 005 decrease to Alliance Corporation in the amount of ($1,205.05)
7. Consider Summit View (Dillard) Elementary Summary of Payments 9
8. Consider Summit View (Dillard) Elementary Change Order 013 increase to Stewart Richey in the amount of $6,500.00

9. Consider Summit View (Dillard) Elementary Change Order 014 decrease to Nucor Vulcraft in the amount of ($30,604.00)

10. Consider Summit View (Dillard) Elementary Change Order 015 increase to Stewart Richey in the amount of $12,210.00

11. Consider Summit View (Dillard) Elementary Change Order 016 to Knight Mechanical for heat pump revisions in the amount of $0.00

12. Consider Impact Center for Leadership & Innovation Summary of Payments 19

13. Consider Impact Center for Leadership & Innovation Change Order 053 increase to Green Mechanical in the amount of $35,213.99

14. Consider Impact Center for Leadership & Innovation Change Order 054 increase to Thermal Equipment Sales in the amount of $16,600.00

15. Consider Impact Center for Leadership & Innovation Change Order 055 decrease to Industrial Electrical Contractors in the amount of ($4,155.56)

16. Consider Impact Center for Leadership & Innovation Change Order 056 decrease to RL Craig in the amount of ($56,334.42)

17. Consider Impact Center for Leadership & Innovation Change Order 057 decrease to CDI Flooring in the amount of ($13,211.00)

18. Consider Impact Center for Leadership & Innovation Change Order 058 decrease to KY Flooring in the amount of ($7,872.59)

19. Consider Impact Center for Leadership & Innovation Change Order 059 increase to Lake Cumberland Glass in the amount of $541.00

20. Consider Impact Center for Leadership & Innovation Change Order 060 increase to Stewart Richey in the amount of $5,874.00

21. Consider Greenwood High School Addition/Renovation Summary of Payments 31

22. Consider Greenwood High School Addition/Renovation Change Order 124 increase to Scott & Ritter in the amount of $4,899.00

23. Consider Greenwood High School Addition/Renovation Change Order 125 increase to Scotty's Contracting in the amount of $19,611.00

24. Consider Greenwood High School Addition/Renovation Change Order 126 increase to Alliance Corporation in the amount of $14,169.53

25. Consider Greenwood High School Addition/Renovation Change Order 127 increase to Green Mechanical in the amount of $2,250.43

26. Consider Greenwood High School Addition/Renovation Change Order 128 decrease to RL Craig in the amount of ($2,250.43)

27. Consider Greenwood High School Addition/Renovation Change Order 129 increase to Green Mechanical in the amount of $350.00

28. Consider Greenwood High School Addition/Renovation Change Order 130 increase to Plumbers Supply in the amount of $1,280.03

29. Consider Greenwood High School Addition/Renovation Change Order 131 increase to Alliance Corporation in the amount of $1,956.62

30. Consider Sherman, Carter, Barnhart Invoices

P. INFORMATION ITEMS

1. Personnel Information Items

Resignations for the 2025-2026 school year

Retirements for the 2025-2026 school year

Suspensions for the 2025-2026 school year
Terminations for the 2025-2026 school year
Employment for the 2025-2026 school year
Transfers for the 2025-2026 school year
Assignments for the 2025-2026 school year
2. SBDM Minutes

Q. BOARD MEMBER COMMENTS

R. SUPERINTENDENT REPORT

S. ENTER EXECUTIVE SESSION: N/A

T. RETURN TO OPEN SESSION: N/A

U. ADJOURN

Order # 8 – Primary Motion Passed: Motion to Adjourn passed with a motion by Mrs. Jennifer Kash and a second by Mr. Thomas Manco.

Garry Chaffin	Yes
Amy Duvall	Yes
Thomas Manco	Yes
Adam Jackson	Yes
Jennifer Kash	Yes

Chairperson

Superintendent