

Robertson County Board of Education
Special Board Meeting Minutes
July 24, 2025
6:00 pm

Present: Board Members – Marsha Jones- Vice Chair, Wendell Haag, Darlene Gifford, Brandy Sutton, Superintendent/Board Secretary – Sanford Holbrook, Treasurer – Tracy Teegarden, Principal—Shanda Gay

Others- None.

The meeting was called to order by Marsha Jones at 6:00 pm. All board members were present except Dr. John Burns.

ADOPT AGENDA
BOARD ITEM 72425-1

Motion was made by Mrs. Gifford and seconded by Mrs. Sutton to adopt the agenda and to excuse board chairman Dr. John Burns due to medical reasons.

VOTE: 4-0

REPORTS

PRINCIPAL'S REPORT- Shanda Gay

Mrs. Gay, Principal presented to the Board that her main focus right now is professional learning communities in the war room in school office where they have information on student data and growth.

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

Mr. Massey, Assistant Superintendent/D.P.P., not present.

FINANCE OFFICER'S REPORT-Tracy Teegarden

Ms. Teegarden, Finance Officer, presented to the Board the total fund-ending cash balance at the end of June 30, 2025, and the general fund 1 ending cash balance as of June 30, 2025. The finance department has been working on the annual financial report, the auditor has been in the district working, making sure all the projects rolled to the new year, and will be working to get teacher salaries entered for the new year.

SUPERINTENDENT'S REPORT-Sanford Holbrook

Mr. Holbrook, Superintendent, discussed with the Board the enrollment has went from 424 to 397. They have cut out the town bus route to save money. We will be presenting a capital funds request for the 25-26. The new bus is in, presented a Tenco update, and there are 31 days until school starts.

APPROVAL OF BOARD MEETING MINUTES

BOARD ITEM 72425-2

Motion was made by Mr. Haag and seconded by Mrs. Sutton to approve the following board meeting minutes on June 19, 2025.

VOTE: 4-0

APPROVE BILLS AND CLAIMS

BOARD ITEM 72425-3

Motion was made by Mr. Haag and seconded by Mrs. Sutton 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 72425-4

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

VOTE: 4-0

Travel Request

9/11/25-9/12/25- Keeley Hughes to Ky School Counselor Association in Lexington, KY

12/4/25-12/5/25- Keeley Hughes to Infinite Campus training in Louisville, KY

School Related Student Trip Requests

None.

Out of State Trip Requests

None.

School Fundraisers

None.

Building Use Request

None.

Student Fees

None.

Personnel

New Hire: (pending all board requirements)

Olivia Gearheart- Music Teacher

Mason Burden- PE Teacher

Joseph Baker- Math Teacher

Retirement:

Stella Linville- Cook/Custodian

Resignations:

Tom Mitchell- Bus Driver

CERTIFIED SUBSTITUTE TEACHER LIST 2025-2026

<u>Last</u>	<u>First</u>
Mitchell	Carol
Hughes	Cody
Gray	Amanda
Unthank	Lora
Massey	Rodney
Holbrook	Stephanie
Turner	Kelsey
Bryant	Kim
Flack	Haley
Myers	Kristen
Turner	Carley
Silvey	Gina
Sims	Rhonda
Case	Dominique
Chain	Virginia Gail
Dotson	Melissa
Knarr	Angela
Ashcraft	Lee
Sutton	Hailey
Jones	Julia
Monroe	Lillian
Carpenter	Georganna

Baker	Joseph
Irwin	Amber
Ahrens	Frederick
Burden	Mason
Gearheart	Olivia
Schalch	Alexandria

**CLASSIFIED SUB LIST
2025-2026**

<u>Last</u>	<u>First</u>	
Hitt	Evelyn	Sub Cook
Kuhl	Barbara	Sub
Insko	Patti	Sub Nurse
Case	Kelly	Sub Cook/Custodian
Flack	Mattie	Sub Bus Monitor
Burgan	Gina	Sub Cook
Dotson	Melissa	Sub
Gay	Carlie	Sub
Sutton	Hailey	Sub
Jones	Julia	Sub
Monroe	Lillian	Sub
Edwards	Sandra	Sub
Baker	Joseph	Sub

**SUB BUS DRIVERS
2025-2026**

<u>Last</u>	<u>First</u>
Gifford	Frank
Holbrook	Sanford
Mitchell, Jr.	Thomas
Martin	Darrin
Hughes	Kenny Jason
Tuel	Gary Steven
Mitchell	Tom

DISCUSS/CONSIDER APPROVING KENTUCKY SECURITY INCIDENT RESPONSE PLAN

BOARD ITEM 72425-5

Motion was made by Mrs. Gifford and seconded by Mrs. Sutton to approve the Kentucky Security Incident Response Plan.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING FEDERAL DISTRICT ASSURANCES 25-26

BOARD ITEM 72425-6

Motion was made by Mrs. Sutton and seconded by Mr. Haag to approve the federal district assurances for 2025-2026 school year.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING 2ND READING OF 25/26 KSBA POLICY UPDATES

BOARD ITEM 72425-7

Motion was made by Mr. Haag and seconded by Mrs. Sutton to approve 2nd reading of 25/26 KSBA policy updates.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING CREATING A SPECIAL EDUCATION TEACHER POSITION

BOARD ITEM 72425-8

Motion was made by Mr. Haag and seconded by Mrs. Sutton to approve creating a special education teacher position.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING COMFORT & PROCESS SOLUTIONS (CPS) INVOICES FOR NEW HEAT & AIR SYSTEM

BOARD ITEM 72425-9

Motion was made by Mr. Haag and seconded by Mrs. Sutton to approve Comfort & Process Solutions (CPS) invoices for new heat & air system and to pay invoice 602255 in full and \$38,125.22 on invoice 602226 leaving a 10% hold for retainage.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING 1ST READING OF TELECOMMUNICATION DEVICE POLICY

BOARD ITEM 72425-10

Motion was made by Mr. Haag and seconded by Mrs. Sutton to approve the 1st reading of telecommunication devices for 2025-2026 with changes recommended by the board.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING RCS DEAN OF STUDENTS POSITION

BOARD ITEM 72425-11

Motion was made by Mrs. Sutton and seconded by Mr. Haag to approve RCS Dean of Students position.

VOTE: 4-0

**DISCUSS/CONSIDER APPROVING 25/26 RCS AMENDED SALARY SCHEDULE
BOARD ITEM 72425-12**

Motion was made by Mrs. Sutton and seconded by Mrs. Gifford to approve 25/26 RCS amended salary schedule.

VOTE: 4-0

**CONSIDER MOTION TO ENTER EXECUTIVE SESSION PURSUANT TO KRS
61.810(1)(b). EXECUTIVE SESSION IS NECESSARY DUE TO DISCUSSION OF
PERSONNEL**

BOARD ITEM 72425-13

Time Entered: 7:05 pm

Motion was made by Mr. Haag and seconded by Mrs. Sutton to approve to enter executive session pursuant to KRS 61.810(1)(b). Executive session is necessary due to discussion of personnel.

VOTE: 4-0

RETURN TO OPEN SESSION

BOARD ITEM 72425-14

Time Out: 7:40 pm

Motion was made by Mr. Haag and seconded by Mrs. Sutton to approve to return to open session.

VOTE: 4-0

**CONSIDER MOTION (IF ANY) TO ACT ON MATTERS DISCUSSED IN THE
EXECUTIVE SESSION**

BOARD ITEM 72425-15

None.

**DISCUSS/CONSIDER APPROVING RCS SUPERINTENDENT
ANNUAL EVALUATION**

BOARD ITEM 72425-16

Motion was made by Mrs. Sutton and seconded by Mr. Haag to approve RCS Superintendent Annual evaluation.

VOTE: 4-0

COMMUNICATIONS

DISCUSSION FROM BOARD MEMBERS OR AUDIENCE

BOARD ITEM 72425-17

None.

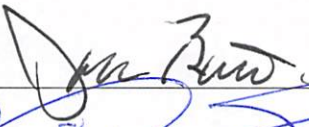
ADJOURNMENT

BOARD ITEM 72425-18

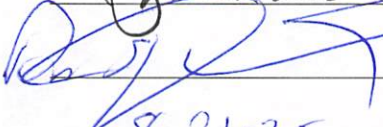
Motion was made by Mrs. Gifford and seconded by Mrs. Sutton to adjourn the meeting.

Time: 7:49 pm

VOTE: 4-0



Board Chair



Secretary



Date