Robertson County Board of Education
Board Meeting Minutes
September 18, 2025
6:00 pm

Present: Board Members – Dr. John Burns- Chairman, Wendell Haag, Darlene Gifford, Brandy Sutton, Superintendent/Board Secretary/Acting Principal – Sanford Holbrook, Treasurer – Tracy Teegarden

Others- College & Career Ready Coach/Instructional Supervisor- Shanda Gay, Keeley Hughes, Lauren Hughes, Julie Hamblin, Les Hamblin, Thomas Mitchell

The meeting was called to order by Dr. John Burns at 6:00 pm. All board members were present except Marsha Jones who is excused due to a family medical emergency.

ADOPT AGENDA
BOARD ITEM 91825-1
Motion was made by Mrs. Gifford and seconded by Mrs. Sutton to adopt the agenda.

VOTE: 4-0

REPORTS

ASSISTANT SUPERINTENDENT/D.P.P.'S REPORT-Aaron Massey
Not present for meeting.

FINANCE OFFICER'S REPORT-Tracy Teegarden
Ms. Teegarden, Finance Officer, presented to the Board the total fund-ending cash balance at the end of August 31, 2025, and the general fund 1 ending cash balance as of August 31, 2025. The finance department has been working on the working budget that the Board will review in an item on tonight's agenda.

SUPERINTENDENT/BOARD SECRETARY/ACTING PRINCIPAL'S REPORT-Sanford Holbrook
Dr. Holbrook, Superintendent/Acting Principal, discussed with the Board that there have been staff changes to help with college and career readiness. The school year is going great so far.

APPROVAL OF BOARD MEETING MINUTES
BOARD ITEM 91825-2
Motion was made by Mr. Haag and seconded by Mrs. Sutton to approve the following special board meeting minutes on August 21, 2025.

VOTE: 4-0

APPROVE BILLS AND CLAIMS
BOARD ITEM 91825-3
Motion was made by Mr. Haag and seconded by Mrs. Gifford 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 91825-4

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

VOTE: 4-0

Travel Request

8/22/25- Billie Jo Gifford to Regional DTC meeting in Rowan County, KY

9/4/25- Aaron Massey to regional DPP meeting in Lewis County, KY

9/12/25- Billie Jo Gifford to Regional DTC meeting in Rowan County, KY

9/25/25- Keeley Hughes to Infinite Campus PD in Morehead, KY

9/30/25- Billie Jo Gifford to KEDC PD in Lexington, KY

10/24/25- Billie Jo Gifford to Regional DTC meeting in Fleming County, KY

11/21/25- Billie Jo Gifford to Regional DTC meeting in Johnson County, KY

12/12/25- Billie Jo Gifford to Regional DTC meeting in Rowan County, KY

1/16/26, 2/20/26, 3/20/26, 4/17/26, 5/15/26, 6/19/25- Billie Jo Gifford to Regional DTC meetings- TBD locations

School Related Student Trip Requests

9/22/25- Amanda Gray and 4H to Colonial Camp- Day Camp at North Central 4H Center in Carlisle, KY

9/22/25- Lora Unthank and the academic team to Winchester, KY

10/10/25- Second grade to Evan's Orchard in Georgetown, KY

10/23/25- Lora Unthank and the academic team to Mt. Sterling, KY

10/27/25- Lora Unthank and the academic team to Maysville, KY

11/6/25- Lora Unthank and the academic team to Lexington, KY

11/8/25- Lora Unthank and the academic team to Winchester, KY

11/13/25- Lora Unthank and the academic team to Flemingsburg, KY

Out of State Trip Requests

None.

School Fundraisers

9/15/25-10/15/25- HOSA to do a Country Meats fundraiser.

10/1/25-10/20/25- Class of 2028 to do a Pay the Calendar fundraiser.

10/1/25- MS & HS Cheer to do a Candy Bar Sales fundraiser.

11/3/25-11/7/25- Library to do a Scholastic Book Fair fundraiser.

Building Use Request

10/11/25- Benefit for Emily Giles to be held in the RCS cafeteria and usage of the kitchen and stage will be necessary.

Student Fees

None.

Personnel

New Hire: (pending all board requirements)

Kacey Miller- Certified Sub

Jacob Turner- Sub Maintenance

Carter Tuel- Sub Maintenance

Natalie Hall- Certified Sub

Resignations:

None.

DISCUSS/CONSIDER APPROVING WORKING BUDGET FOR 25/26
BOARD ITEM 91825-5
Motion was made by Mr. Haag and seconded by Mrs. Gifford to approve working budget for 25/26.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING EXTRA DUTY PAY SCHEDULE FOR 25/26
BOARD ITEM 91825-6
Motion was made by Mrs. Sutton and seconded by Mrs. Gifford to approve the amended extra duty pay schedule for 25/26.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING 25/26 CERTIFIED EVALUATION PLAN ASSURANCES
BOARD ITEM 91825-7
Motion was made by Mrs. Gifford and seconded by Mrs. Sutton to table the motion to approve 25/26 certified evaluation plan assurances.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING 2ND READING OF FUNDRAISING POLICY
BOARD ITEM 91825-8
Motion was made by Mrs. Sutton and seconded by Mrs. Gifford to approve 2nd reading of fundraising policy.

VOTE: 4-0

DISCUSS/CONSIDER APPROVING 1ST READING OF GRADUATION REQUIREMENT POLICY
BOARD ITEM 91825-9
Motion was made by Mrs. Sutton and seconded by Mr. Haag to approve 1st reading of graduation requirement policy.

VOTE: 4-0

COMMUNICATIONS
DISCUSSION FROM BOARD MEMBERS OR AUDIENCE
BOARD ITEM 91825-10
None.

ADJOURNMENT
BOARD ITEM 91825-11
Motion was made by Mrs. Gifford and seconded by Mrs. Sutton to adjourn the meeting.
Time: 6:30 pm

VOTE: 4-0

_____ Board Chair

_____ Secretary

10-23-25
_____ Date