Warren County Board of Education Regular Meeting December 15, 2025

Minutes of a regular meeting of the Warren County Board of Education held at South Warren High School's Auditorium, 8140 Nashville Road, Bowling Green, KY on Monday, December 15, 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 MR. JEFF MOORE PRIOR TO THE PUBLIC COMMENT SECTION OF THE AGENDA

F. PROPOSED AMENDMENTS TO THE AGENDA: N/A

G. ARCHITECT REPORT

H. PRESENTATIONS AND RECOGNITIONS

1. Instructional Spotlight, Presented by Dr. Sarah Johnson & Mr. Kyle Cassady
2. December Golden Apple Winners, Presented by Mrs. Lauren Thurmond
- **a.** Cindy Green, Special Education Consultant
- **b.** Donna Williams, Preschool Consultant
- **c.** Morgan Meredith, District Gifted & Talented Teacher
- **d.** Tylor Emberton-Lyle, Refugee Advocate

3. KY Council for Exceptional Children's Outstanding Paraeducator of the Year, Presented by Mrs. Lauren Thurmond
- **a.** Stacy Sanders, North Warren Elementary School

I. PUBLIC COMMENT

J. APPROVE MINUTES OF THE NOVEMBER 20, 2025, REGULAR BOARD OF EDUCATION MEETING

Order # 63 – Primary Motion Passed: Motion to Approve Minutes of the November 20, 2025 Regular Board of Education Meeting passed with a motion by Mrs. Amy Duvall and a second by Mr. Thomas Manco.

Garry Chaffin	Yes
Amy Duvall	Yes

Thomas Manco	Yes
Adam Jackson	Yes
Jennifer Kash	Yes

K. APPROVE PERSONNEL ITEMS

Order # 64– Primary Motion Passed: Motion to Approve Personnel Items passed with a motion by Mrs. Jennifer Kash and a second by Mr. Adam Jackson.

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

Approve the following personnel requests of Mr. Rob Clayton:
District Wide
Approve $5,000 supplement for Head Swim Coach
Approve two $2,000 supplements for Assistant Swim Coach
Approve creation of position and job description for Redistricting Oversight Coordinator ($5,000 supplement)
Approve addition of two Speech-Language Pathologist positions
Approve addition of two Speech-Language Pathologist Assistant positions
Technology Department
Approve creation of position and job description for Facility Technology Specialist (2 job positions)
Approve creation of position and job description for Technology Services Coordinator
Transportation Department
Approve creation of position and job description for Transportation Shop Foreman
Approve creation of position and job description for Student Trip Logistics & Oversight Coordinator ($5,000 supplement)
Approve creation of position and job description for Fleet Inspection Coordinator (Up to $4,500 supplement)

The following leaves of absence have been requested:				
FIRST NAME	**LAST NAME**	**POSITION**	**LOCATION**	**EFFECTIVE DATE (As Requested)**
Victoria	Caudill	Teacher	North Warren	03/18/2026-05/18/2026
Jayme	Garrett	Teacher	Warren Central HS	**REV:** 10/28/2025-11/16/2025
Vervilles	Gina	School Nurse	Oakland	10/28/2025-11/16/2025
Mindy	Hayes	Instructional Asst.	Warren East High	12/01/2025-01/11/2026
Brandy	Houchens	Teacher	South Warren HS	04/11/2026-05/18/2026
Mary	Johnson	Dispatcher/Data Assistant	Transportation	10/31/2025-11/16/2025
Elizabeth	Lawrence	Instructional Asst. (Special Ed.)	Jennings Creek	12/01/2025-01/12/2026
Latoya	Marks	School Counselor	Lost River	12/24/2025-02/04/2026
Kaitlin	Morris	Teacher	North Warren	02/24/2026-05/18/2026
Eileen	Nelis	Instructional Asst. (Special Ed.)	South Warren HS	11/24/2025-12/19/2025
Keisha	Poindexter	Teacher	Plano	**REV:** 10/16/2025-12/19/2025
Amber	Raymond	Teacher	Warren Central HS	01/23/2026-04/23/2026
Stephen J.	Stewart	Bus Monitor	Transportation	11/24/2025-01/25/2026

Shannon	Thiessen	Teacher	Warren Central HS	12/03/2025-01/14/2026
Holly	Whittinghill	Teacher	Greenwood HS	11/21/2025-01/19/2026
Stephanie	Young	Teacher	Central Office	**REV:** 10/14/2025-03/08/2026

L. APPROVE FINANCIAL REPORT FOR NOVEMBER 2025

Order # 65 – Primary Motion Passed: Motion to Approve Financial Report for November 2025 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

M. APPROVE PAYMENT OF BILLS AND REIMBURSEMENTS

Order # 66 – Primary Motion Passed: Motion to Approve Payment of Bills and Reimbursements passed with a motion by Mr. Adam Jackson and a second by Mrs. Jennifer Kash.

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

N. APPROVE OPERATIONS ACTIONS

Order # 67 – Primary Motion Passed: Motion to Approve Operations Actions passed with a motion by Mrs. Amy Duvall and a second by Mr. Adam Jackson.

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

1. Consider School Requests

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

- School to collect fees from the Academic team for club t-shirt, lunch for Governor's Cup, club snacks, and drinks
- School to collect fees from STLP for state CDA projects
- School to collect fees from Hoppin Huskies Jumprope for a ticket to the WKU game, where they will perform at halftime
- School to hold hat days to raise funds for STLP

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

- School to hold change wars to raise funds for 5th-grade DC trip
- School to sell temporary tattoos for students and teachers to raise funds for 5th 5th-grade DC trip

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

- School to sell Candy Grams to raise funds for Beta students
- School to hold Jenny's Holiday Shop to benefit students and staff

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

- Group Sales Agreement between Plano Elementary School and Courtyard Silver Spring, Downtown MD

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

- School to hold Silent Disco to raise funds for teachers, students and the school
- School to hold chocolate sales to raise funds for teachers and students
- Field Trip for Beta to Lexington, KY, March 3, 2026, through March 4, 2026

Approve the following requests of Mrs. Lacey Hickey, Principal, Richardsville Elementary School:

- School to hold Kids Heart Challenge fundraiser to raise funds for PE and the American Heart Association

Approve the following requests of Mrs. Brooke Knight, Principal, Rockfield Elementary School:

- Field Trip for 4th & 5th grade Beta students to Lexington, KY, March 3, 2025, through March 4, 2025
- Field Trip for 6th-grade Beta students to Lexington, KY, March 1, 2025, through March 3, 2025
- School to hold dances, parents' night out, and calendar sales to raise funds for Beta
- Contract between CharterUp, LLC and Rockfield Elementary for the Washington, DC trip

Approve the following requests of Mr. Monte Cassady, Moss Middle School:

- School to sell leftover yearbooks from last year that didn't sell

Approve the following requests of Mr. David Cloyd, Principal, South Warren Middle School:

- School to collect fees from Spartan Strings to pay for the bus fee for a field trip
- School to hold a bake sale to raise funds for the Academic Team
- School to sell concessions to raise funds for the Academic Team

Approve the following requests of Mr. Jonathan Vaughn, Principal, Warren East Middle School:

- School to collect fees from 8th grade for bus and Ralphie's field trip
- School to hold hat days to raise funds for PTSA funds

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

- School to collect fees from GAPP for transportation, lodging, admission fees, food, hosting fees, and flights
- Printing Agreement with Varsity Yearbooks for Yearbook printing
- Field Trip for NJROTC to Jonesborough, TN, January 8, 2026
- Field Trip for NJROTC to McGhee Tyson Air National Guard Base in Louisville, TN, January 30, 2026, through January 31, 2026

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

- School to collect fees from Bass Fishing to pay for fees, apparel, supplies, etc
- School to sell apparel and spirit items to raise funds for girls' lacrosse
- School to sell team/player photos to raise funds for girls' lacrosse
- School to hold spirit nights to raise funds for girls' lacrosse
- School to hold Rian's Fatted Calf fundraiser to raise funds for girls' lacrosse
- School to accept donations to raise funds for girls' lacrosse
- School to hold Telephone Hour-thon to raise funds for girls' lacrosse
- School to sell gate tickets/concessions to raise funds for girls' lacrosse
- School to participate in Kroger fundraiser to raise funds for girls' lacrosse
- School to hold car wash to raise funds for girls' lacrosse

Approve the following requests of Mr. Colton Isaacs, Principal, Warren Central High School:

- School to sell Gratitude Grams to raise funds for the academic team

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

- School to collect fees for pizza for students
- School to collect field trip fees from KSA proficient/distinguished students
- Field Trip for FCCLA to Ronald McDonald House/Chili's January 21, 2026
- Field Trip for FCCLA to Ronald McDonald House/Chili's January 28, 2026

2. Consider Attendance Requests
3. Consider 2025-2026 District CDIP
4. Consider 2025-2026 School CSIP
5. Consider Advertising Contract with Bowling Green Area Chamber of Commerce
6. Consider Memorandum of Understanding between Warren County Public Schools and Kentucky Department of Education, Office of Career and Technical Education
7. Consider Contract between WKU Conference Services and Warren Central High School for the Warren County Military Ball
8. Consider Agreement between Warren County Public Schools and Enel X North America, Inc for Demand Response Solutions
9. Consider Contract with CSI School Improvement Services

O. APPROVE STUDENT LEARNING SERVICES

Order # 68 – Primary Motion Passed: Motion to Approve Student Learning Services 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

1. Consider Early Release/Graduation for Lighthouse Academy Students
2. Consider Early Graduation for South Warren High School Student
3. Consider Shortened School Day for Students Requested by Ms. Monica Heavrin
4. Consider Richardsville Elementary to apply for a grant through the National Archery in the Schools program in the amount of $500
5. Consider Richardsville Elementary to apply for a grant from the American Heart Association through the Kids Heart Challenge program in the amount of up to $2,500
6. Consider Drakes Creek Middle School to apply for a grant through the Farm Bureau Women's Mini Grant fund in the amount of $500
7. Consider Warren County Public Schools to apply for a grant through United Way of Southern Kentucky in the amount of $42,000
8. Consider Warren County Public School to apply for a grant through United Way of Southern Kentucky in the amount of $40,000
9. Consider Warren County Public Schools to apply for a grant through United Way of Southern Kentucky in the amount of $35,000

P. APPROVE STUDENT SUPPORT SERVICES

Order # 69 – Primary Motion Passed: Motion to Approve Student Support Services passed with a motion by Mrs. Amy Duvall and a second by Mr. Adam Jackson.

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

1. Consider Warren Central & Warren East Security Upgrades BG5

2. Consider Richardsville Elementary Photovoltaics Replacement (2018) BG5

3. Consider Greenwood High School Bleacher Replacement (2018) BG5

4. Consider Revised BG1 for Guaranteed Energy Savings Contract

5. Consider Warren Aquatic Center Reroof DPO Change Order 001 decrease to Collier Roofing in the amount of ($197.58)

6. Consider Greenwood Addition/Renovation Summary of Payments 36

7. Consider Greenwood Addition/Renovation Change Order 146 increase to Martina Brothers in the amount of $70,722.25

8. Consider New Warren Elementary Summary of Payments 29

9. Consider New Warren Elementary BG4 to Schiller Hardware

10. Consider New Warren Elementary Change Order 108 increase to Rosa Mosaic in the amount of $2,355.00

11. Consider Impact Center for Leadership & Innovation Summary of Payments 24

12. Consider Impact Center for Leadership & Innovation Change Order 95 increase to Carlon Roofing in the amount of $4,729.00

13. Consider Impact Center for Leadership & Innovation Change Order 96 increase to Industrial Electrical Contractors in the amount of $15,291.46

14. Consider Impact Center for Leadership & Innovation Change Order 97 decrease to Industrial Electrical Contractors in the amount of ($1,912.00)

15. Consider Impact Center for Leadership & Innovation Change Order 98 decrease to Wholesale Electric in the amount of ($1,400.00)

16. Consider Impact Center for Leadership & Innovation Change Order 99 increase to Industrial Electrical Contractors in the amount of $101,958.67

17. Consider Impact Center for Leadership & Innovation Change Order 100 increase to Data Link in the amount of $21,082.46

18. Consider Impact Center for Leadership & Innovation Change Order 101 increase to Winlectric in the amount of $50,154.00

19. Consider Summit View Elementary (Dillard Road) Summary of Payments 14

20. Consider Summit View Elementary (Dillard Road) Change Order 26 increase to Infinity Pipeline in the amount of $22,505.00

21. Consider Summit View Elementary (Dillard Road) Change Order 27 decrease to Schiller Hardware in the amount of ($15,665.00)

22. Consider Summit View Elementary (Dillard Road) Change Order 28 decrease to Schiller Hardware in the amount of ($21,400.00)

23. Consider Summit View Elementary (Dillard Road) Change Order 29 increase to A&A Contracting in the amount of $7,360.00

24. Consider Summit View Elementary (Dillard Road) Change Order 30 increase to Spectra Contract Flooring in the amount of $9,876.66

25. Consider Summit View Elementary (Dillard Road) Change Order 31 increase to Kentucky Mirror & Glass in the amount of $9,140.00

26. Consider Summit View Elementary (Dillard Road) Change Order 32 increase in Knight Mechanical in the amount of $1,222.10

27. Consider Summit View Elementary (Dillard Road) Change Order 33 increase to Stewart Richey in the amount of $2,680.00

28. Consider Summit View Elementary (Dillard Road) Change Order 34 increase to Atlas Companies in the amount of $46,160.00

29. Consider Summit View Elementary (Dillard Road) Change Order 35 increase to Diversified Electrical in the amount of $6,708.86

30. Consider Summit View Elementary (Dillard Road) Change Order 36 increase to Diversified Electrical in the amount of $60,251.81

31. Consider Summit View Elementary (Dillard Road) Change Order 37 decrease to Stewart Richey in the amount of ($10,000)

32. Consider Sherman, Carter, Barnhart Invoices

Q. 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

R. BOARD MEMBER COMMENTS

S. SUPERINTENDENT REPORT

T. ENTER EXECUTIVE SESSION:

Order # 70 – Primary Motion Passed: Motion to Enter Executive Session passed with a motion by Mrs. Amy Duvall and a second by Mr. Thomas Manco.

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

U. RETURN TO OPEN SESSION

Order # 71 – Primary Motion Passed: Motion to Return to Open Session passed with a motion by Mr. Thomas Manco and a second by Mr. Adam Jackson.

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

V. ADJOURN

Order # 72 – Primary Motion Passed: Motion to Adjourn 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

Chairperson

Superintendent