

# Lawrence County Board of Education

## Regular Meeting

***Every Child College and Career Ready;  
A Community Involved and Informed***

**June 18, 2018; 6:00 p.m.  
Lawrence County High School  
Louisa, Kentucky**

### MINUTES

**Attendance Taken at 6:00 p.m.:**

**Present Board Members:**

**Mr. D. Heath Preston, Chairman  
Ms. Garnett Skaggs, Vice-chair  
Ms. Barbara Robinson  
Mr. James See  
Ms. Maddlene Roberts**

**Present: Superintendent: Dr. Robbie Fletcher; KVEC Director Dr. Jeff Hawkins; Chief Academic Officer Cassandra Webb; Director of Special Education & Preschool Rhonda Colvin; Finance Officer Ms. Brandi VanHoose; Lawrence County High School Freshman Coordinator Myram Brady; Blaine Elementary Principal Shawn Jennings; Louisa West Elementary Principal Debbie Delong; Fallsburg Elementary Principal Sara Bowen; Louisa East Elementary Principal Anna Prince; Louisa Middle School Principal Joe Cecil; Board Attorney Jonathan Shaw; Chief Information Officer & District Technology Coordinator Tommy Burns; Board Secretary Betty Mullins**

### **1. CALL TO ORDER**

Chairman Preston called the meeting to order with a reminder that the mission of the Board and Lawrence County Schools is *Every Child College and Career Ready; A Community Involved and Informed*. He led *The Pledge to the United States Flag*.

### **2. APPROVE AGENDA**

Approval to amend the agenda to include additional items, **3.A. Horizon Award Presentation** and **5.D.2.k. Annual contract for legal services with board attorney**, passed with a motion by Mr. James See and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

### **3. STUDENT/STAFF PRESENTATIONS/RECOGNITIONS**

**Dr. Fletcher led a moment of silence in memory and respect for Charles Russel Osborne, who had served Lawrence County Schools and students in the past as a janitor at Louisa West Elementary.**

**3.A. Horizon Award Presentation: Dr. Jeff Hawkins, KVEC Director (added to agenda)**

**Dr. Jeff Hawkins, Director of Kentucky Valley Educational Cooperative (KVEC), presented Superintendent Fletcher with KVEC's Horizon Leadership Award. He stated that after Lawrence County joined KVEC, it quickly became one of their lighthouse districts, and they appreciate Dr. Fletcher serving as KVEC Chair for this current school year. "We have 22 school**

districts from Ashland down to Bell County. He led the organization extremely well during what was a turbulent year, and we want to recognize him in front of you.” Dr. Hawkins read the inscription on the Horizon Leadership Award prior to presenting it to Dr. Fletcher. “For Pioneering efforts as Chairman of the Kentucky Valley Educational Cooperative Board of Directors and for leading educational innovation, maintaining a commitment to all learners, and creating a lasting legacy of educational excellence built on an indelible contribution that will continue to transform schools, minds and hearts across the Commonwealth.” Dr. Fletcher stated that it was an honor to be nominated by the 21 other districts and it was great to work with other superintendents. He reaffirmed that it was a turbulent year “...but I saw a group that wanted to work together for the betterment of kids. It was a great honor to take part and to be the Chair of KVEC, one of the leading cooperatives not only in the state but in the nation.”

#### **4. COMMUNICATION**

##### **4.A. Superintendent's Update**

###### **4.A.1. Personalized Learning for Teachers (Conference & Micro-credentials)**

In an effort to make professional development more focused on individual needs, the district is organizing a conference for and by Lawrence County teachers and staff as one of the 18-19 Flexible Professional Development Days. Teachers will be able to choose sessions throughout the day that match their Individual Professional Growth Plans.

###### **4.A.2. Personalized Learning for Students**

Personalizing learning for students will be strategically implemented in Lawrence County Schools over the next three years. Dr. Fletcher thanked Chief Academic Officer Cassandra Webb for her research over the past six months and for her facilitating Central Office work and sessions with principals on personalized learning. Drawing from information from the Bill and Melinda Gates Foundation, the district’s model of implementation will focus on four pillars: learner profiles, personal learning paths, competency-based progressions, and flexible learning paths. “Our goal is to build such a relationship with students that we know how to direct them to achieve their goals.”

###### **4.A.3. Vision Statement for Board Review for Special Board Meeting**

A draft vision statement with a focus on personalized learning will be discussed at the upcoming special end-of-year board meeting. Discussion will center on how the vision for personalized learning fits into our district’s vision. Dr. Fletcher thanked Dr. Webb for her research and leadership on this project. “She’s done a great job facilitating the work of our group.”

###### **4.A.4. Special Board Meeting Date- June 27 @ 5:00 PM**

As is customary, an end of the fiscal year special meeting will be held to close out the year and to conduct the annual superintendent evaluation. The special meeting is set for 5:00 p.m. on June 27 at Lawrence County High School.

#### **4.A.5. Annual Principal Calendar Development**

An interactive electronic calendar with due dates and monthly information is being developed to assist principals and Central Office staff. Dr. Fletcher stated that the idea was brought to him by Dr. Webb, Mrs. Colvin, and Mrs. Hall in order to streamline communication and processes. It will essentially become a roadmap for the school year.

#### **4.A.6. Local Planning Committee Update**

Feedback from KDE on the Facilities Plan is currently being addressed, and the plan will be submitted again to KDE. Dr. Fletcher noted that the process has taken much longer than anyone had thought.

#### **4.A.7. KASA/KASS Conference for July 25-27**

Dr. Fletcher stated his appreciation for the board's support in his participation in both the Kentucky Association of School Administrators (KASA) and the Kentucky Association of School Superintendents (KASS). He will be attending conferences July 25-27.

#### **4.A.8. Superintendent Vacation (June 28-July 6)**

Noting that he is completing the final two weeks of his first four-year contract with the board, Dr. Fletcher stated that he is taking a vacation before beginning his second term.

#### **4.B. Public Comment**

### **5. STUDENT LEARNING AND SUPPORT SERVICES**

**5.A.** Approval of **Minutes** of the May 10, 2018 Special Meeting & Tentative Budget Work Session and May 21, 2018 Regular Meeting passed with a motion by Ms. Barbara Robinson and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

**5.B.** Approval of **Claims and Orders of the Treasurer** passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0. *(Dr. Fletcher pointed out several items on the warrants including credit card charges for hotel rooms for state competitions, technology purchases, and items for food service.)*

**5.C.** Approval of the **Monthly Financial Report** by **Finance Officer Brandi VanHoose** passed with a motion by Ms. Barbara Robinson and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

#### **5.C.1. Bank Reconciliation Report**

Finance Officer Brandi VanHoose reported that the beginning balance for May was **\$3,614,480**. Total revenue for the month of May was **\$2,898,558**. Expenditures for the month totaled **\$2,681,290**. The Fund 1 cash balance for the month of May was **\$3,518,250**. The ending balance of all funds for May was **\$3,518,250**.

#### **5.C.2. MUNIS Balance Sheet and Monthly Financial Report**

Balance Sheets reflect the balance for each fund as of May 31st.

#### **5.C.3. Finance Update** *(none)*

## CONSENT AGENDA

**5.D.** Approval of **Consent Agenda** items, as indicated below, passed with a motion by Ms. Maddlene Roberts and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

### **5.D.1. Per diem and expenses for members present**

#### **5.D.2. Contracts & Services:**

**5.D.2.a. D-C Elevator Company, Inc. annual price adjustments for service agreements with LMS and LCHS**

**5.D.2.b. Annual ASEOP (absence and substitute management) renewal with Frontline Education; July 1, 2018 to June 30, 2019: \$13,898.69**

**5.D.2.c. Annual KEEIS Consortium Partnership Fee with PSST Seamless Data Solutions; July 1, 2018 to June 30, 2019: \$5,055.00**

**5.D.2.d. TalentEd Renewal with PeopleAdmin; July 1, 2018 to June 30, 2019: \$6,955.26**

**5.D.2.e. Annual Sports Complex Turf Management Contract with Quicksand Farms, LLC; July 1, 2018 to June 30, 2019: Total: \$13,120.00**

**5.D.2.f. 2018-2019 Special Education Services: (pending liability insurance)**

**5.D.2.f.1. Physical Therapy: ~~Anna~~ Anita Frazier-Brooks, Inspire Therapy Services**

**5.D.2.f.2. Orientation and Mobility: Karen Hinkle**

**5.D.2.f.3. Speech Services: Ginger Johnson-Fife**

**5.D.2.f.4. East Kentucky Psychological Resources**

**5.D.2.g. 2018-2019 Contract for Nonresident Pupils with the Johnson County School District**

**5.D.2.h. 2018-2019 Memorandum of Understanding with Office of Vocational Rehabilitation Community Work Transition Program (CWTP)**

**5.D.2.i. KEDC Education Innovation and Research (EIR) Program Grant Participation Letter of Support**

**5.D.2.j. 2018-2019 Youth Career Connect (YCC) Memorandum of Understanding between KEDC and Lawrence County Schools**

**5.D.2.k. Annual contract for legal services with board attorney (added to agenda)**  
**(Jonathan C. Shaw, Attorney-at-Law)**

#### **5.D.3. Requests:**

**5.D.3.a. Request for creation of Lawrence County High School Boys Soccer Booster Club**

#### **5.D.3.b. Use of Facilities:**

**5.D.3.b.1. LCHS gym by OnPoint Ballers for boys basketball clinic; May 29, 2018; Carla Booth & Travis York; pending documentation/liability insurance**  
**(subsequently received)**

**5.D.3.b.2. LCHS baseball Field & Facility by American Legion for American Legion State Baseball Tournament; Travis Feltner & Mike Delaney; July 24-29, 2018; with certificate of liability insurance**

**5.D.3.b.3. LCHS gym by Sports City U for girls basketball clinic; June 20-21, 2018; Jim Clayton; with certificate of liability insurance**

**5.D.3.b.4. LEES gym by RiseAbove, Inc / Hoops for Hope for basketball tournament; June 22-24, 2018; Derek Hinkle and Matt Brown; pending proof of liability insurance (subsequently received)**

#### **5.D.3.c. Requests for Assistance:**

**5.D.3.c.1. Permission for overnight school trip to FFA State Convention in Lexington, Kentucky; Melissa Blackburn; and request for assistance with cost of lodging; \$1,505.76**

**5.D.4. For Review/FYI: (no action required)**

**5.D.4.a. School Activity Fund Reports (except FES): May**

**5.D.4.b. SBDM/Advisory Council Minutes (LMS; FES; LCHS)**

**5.D.4.c. 2017-2018 KHSAA Annual Verification of Title IX Procedures**

**5.D.4.d. KSBA: SB101: New Filing Requirements for all School Board Candidates**

**5.D.4.e. KSBA: 2018 Summer Leadership Institute on July 13-14**

**5.E. QUARTERLY ACADEMIC & RtI DASHBOARD REPORTING**

**5.E.1. Introduction: Dr. Robbie Fletcher, Superintendent, and Dr. Webb, Chief Academic Officer**

Quarterly Dashboard reporting occurring about every three months throughout the school year provides the opportunity to present to the Board data for each school based on assessments that link back to former K-PREP state testing. Additionally, RtI Report Cards show what each building has done based on Response to Intervention. Dr. Fletcher stated that principals will discuss improvements, needs, and plans for moving forward.

**5.E.2. School Quarterly Reports**

Louisa West Elementary (K-1): Debbie Delong, Principal; Louisa East Elementary (2-5): Anna Prince, Principal; Blaine Elementary School (K-8): Shawn Jennings, Principal; Fallsburg Elementary School (K-8): Sara Bowen, Principal; Louisa Middle School (6-8): Joey Cecil, Principal; Lawrence County High School (9-12): Christy Moore, Principal

**5.E.3. Plus/Delta & Next Steps for District Quarterly Report**

Dr. Robbie Fletcher, Superintendent, and Dr. Webb, Chief Academic Officer

Dr. Fletcher stated that there were increases but also areas to work on. Classroom Tier 1 instruction must improve. RtI must address the individual needs of students. Building relationships, setting goals, and communicating the goals to parents need improvement; and progress monitoring needs improvement - reacting to the data more quickly. "The big push moving forward will be on building relationships with students." Dr. Fletcher stated that he anticipates that with the upcoming new Accountability System, we will receive "a lot of raw data for students". Other discussion centered on the current assessment platforms being used in the district to obtain data, measures of proficiency, and how assessments correlate to students being on grade level.

**5.F. Approval of 2018-2019 District & School Professional Development Plans** passed with a motion by Ms. Barbara Robinson and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

**5.G. Approval of 2018-2019 District Travel Reimbursement Rate at 40 cents/mile** passed with a motion by Ms. Garnett Skaggs and a second by Mr. James See by a vote of 5 to 0.

**5.H. Approval of adult lunch (\$3.50) and breakfast (\$2.50) prices for 2018-2019 (same as last year)** passed with a motion by Ms. Maddlene Roberts and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

**5.I. Approve *Lawrence County Schools Procurement Plan Child Nutrition Plan*** passed with a motion by Ms. Barbara Robinson and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

**5.J.** Approval of 2018-2019 LCHS student fees passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0.

**5.J.1.** 2018-2019 LCHS Student Fees (includes Chromebook Usage & Damage/Loss Fees)

**5.J.2.** 2018-2019 LCHS Sports Ticket Fee Schedule & Guidelines

**5.K.** Approval of permission for LCHS to apply for KVEC'S "Tiny House" Purpose Driven Learning Opportunity Grant passed with a motion by Ms. Garnett Skaggs and a second by Ms. Barbara Robinson by a vote of 5 to 0.

**5.L.** Approval of Section 504 and ARC Chairpersons for 2018-19 to include Director of Special Education, Principals, Assistant Principals, Guidance Counselors, Freshman Academy Instructional Coordinator, and LCHS Special Education Department Chair passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0.

**5.M.** Approval of **First Reading** of Annual KSBA Policy Updates, as follows: *01.0 Definitions; 01.11 General Powers and Duties of the Board; 01.111 District Planning; 01.2 Board Member Qualifications; 01.42 Regular Meetings; 01.43 Closed Sessions; 01.83 In-Service Training; 01.91 Authorization of Charter Schools; 01.911 Charter School Application Process; 01.9111 Charter School Contract; 01.912 Charter School Monitoring, Assessment, and Annual Reports; 01.913 Charter School Renewal, Non-Renewal, Revocation, and Closure; 01.914 Conversion to Charter Schools; 02.421 Election of School Council Members (SBDM); 02.442 Comprehensive School Improvement Plan; 03.11 Hiring (Certified Personnel); 03.121 Salaries (Certified Personnel); 03.1235 Educational/Professional Leave (Certified Personnel); 03.18 Evaluation (Certified Personnel); 03.21 Hiring (Classified Personnel); 03.221 Salaries (Classified Personnel); 03.27 Discipline, Suspension and Dismissal of Classified Employees (Classified Personnel); 03.4 Substitute Teachers; 03.6 Volunteers; 04.1 Budget Planning and Adoption; 04.32 Procurement; 04.91 Financial Statements and Reports; 05.5 Security; 06.33 Regular Bus Stops; 06.34 Conduct on Bus; 08.1341 Essential Workplace Programs; 08.1345 Federal Programs; 08.13451 Title I "Parent and Family Engagement Policy; 08.3 School Calendar; 09.11 School Attendance Areas; 09.12 Admissions and Attendance; 09.1231 Dismissal from School; 09.211 Health Care Examination; 09.22 Student Health and Safety; 09.224 Emergency Medical Treatment; 09.227 Child Abuse; 09.313 Eligibility (Athletics)* passed with a motion by Ms. Barbara Robinson and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

**5.N.** Approval of **Review** of Annual KSBA Procedure Updates, as follows: *01.91 AP.1 Charter School Authorization; 01.911 AP.1 Charter School Application; 01.9111 AP.1 Charter School Contracts; 02.14 AP.2 Evaluation of the Superintendent; 03.11 AP.1 Hiring (Classified and Certified Personnel); 03.11 AP.21 Job Vacancy Notice (Certified Personnel); 03.121 AP.1 Salaries; 03.121 AP.22 Personnel Documents (Classified and Certified Personnel); 03.18 AP.22 Evaluation Committee/Evaluators and Observers (Certified Personnel); 05.45 AP.1 Crowd Control; 06.32 AP.1 Eligibility for Transportation; 08.133 AP.1 Extended School/Direct Student Services; 09.111 AP.21 Home Schooling Notification; 09.12 AP.1 Student Enrollment and Homeless/Immigration Status; 09.224 AP.1 Emergency Medical Care Procedures; 03.6 AP.21 Criminal Records Release Authorization for Volunteers* passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0.

**5.O.** Approval to award the lone bid for banking services for 2018-2019 to Inez Deposit Bank passed with a motion by Mr. James See and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

**5.P.** Approval to award the lone bid for maintenance vehicles as surplus property to Billy Hammond for \$150 passed with a motion by Ms. Maddlene Roberts and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

## 5.Q. New Business

### 6. PERSONNEL

**6.A.** Approval of creation and/or changes regarding positions, as indicated, passed with a motion by Mr. James See and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

Creation regarding positions is approved effective July 1, 2018:

- (1) Part-Time Community Education Coordinator (*salary to be determined based on available funds from the Community Education Grant*)
- (1) Preschool Instructional Assistant at Louisa West Elementary School (*Classified Pay Scale*)

Changes regarding Instructional Supplemental Pay are approved effective July 1, 2018:

- Increase Dual Credit Instruction Pay from \$500 per class taught to \$2000 per class taught.
  - District to provide 100% funding for college hours/courses required to provide Dual Credit Instruction for teachers approved/selected to teach in identified shortage areas for dual credit classes offered at Lawrence County High School.
  - District must approve on an annual basis the number of classes/sections to be funded via Instructional Supplemental Pay based on the number of classes/sections required to implement school/student schedules.
- Establish Gifted and Talented Education Teacher/Coordinator Instructional Supplemental Pay of \$2000 per year.
  - District to provide 100% funding for college hours/courses required for Gifted and Talented Education Teacher/Coordinator; teacher to be approved/selected as District Resource Teacher / Gifted and Talented Education Teacher/Coordinator via district's certified teacher application process.

Changes in the district salary schedule for Extra Duty Service are approved effective July 1, 2018:

<b>FOOTBALL</b>
2 -- Coordinators @ \$3000 each
2 – Assistant Coaches @ \$2000 each
2 – Position Coaches @ 1000 each
2 – JV Coaches @ \$600 each

<b>BASEBALL</b>
1 Head Coach @ \$4000
2 Assistant Coaches @ \$2000
1 JV Coach @ \$600

<b>SOFTBALL</b>
1 Head Coach @ \$4000
2 Assistant Coaches @ \$2000
1 JV Coach @ \$600

**6.B.** Approval of Brandi VanHoose as Treasurer to the Board for a term beginning July 1, 2018, and ending June 30, 2020, passed with a motion by Ms. Maddlene Roberts and a second by Ms. Barbara Robinson by a vote of 5 to 0.

**6.C.** Approval of Betty Mullins as Secretary to the Board for a term beginning July 1, 2018, and ending June 30, 2020, passed with a motion by Mr. James See and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

**6.D.** Superintendent Professional Growth and Evaluation System (SPGES)

Board members were provided Dr. Fletcher's Professional Growth Plan and the SPGES rubric for notes in preparation for Superintendent Evaluation at the end of June special meeting.

**6.E.** Approval to acknowledge receipt of **Superintendent's Personnel Action/Update** passed with a motion by Ms. Garnett Skaggs and a second by Ms. Barbara Robinson by a vote of 5 to 0.

**Hiring**

**Elizabeth McGinnis** - Teacher (Pre-Nursing Program) at Lawrence County High School  
(effective July 1, 2018)

**Change of Position**

**Susan Little** - From Guidance Counselor at Louisa West Elementary School to  
Guidance Counselor at Blaine Elementary School (effective July 1,  
2018)

**Katina Ward** - From Guidance Counselor at Blaine Elementary School to Guidance  
Counselor at Louisa West Elementary School (effective July 1, 2018)

**Resignations**

**Janet May** - Teacher at Louisa East Elementary School (effective June 30, 2018)

**Megan Dotson** - Teacher at Fallsburg Elementary School

**Emaleigh Osborn** - Teacher at Louisa Middle School

**Amy Peck** - Data Entry Assistant/Clerk

**Sandra Coffey** - Cook/Baker (7hrs/day) at Fallsburg Elementary School

**Vanessa Thompson** - Cook/Baker (7hrs/day) at Blaine Elementary School

**7. ADJOURNMENT**

Approval to adjourn passed with a motion by Mr. James See and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

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**Vice Chair – Garnett Skaggs**

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**Secretary to the Board – Betty Mullins**