

Lawrence County Board of Education Regular Meeting

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

October 17, 2016 6:00 p.m.
Lawrence County High School
Louisa, Kentucky

Attendance Taken at 5:56 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: Dr. Robbie Fletcher, Superintendent; Ms. Brandi VanHoose, Finance Officer; Auditor Darrell Blair, Wells & Company, P.S.C.; Chief Academic Officer: Ms. Cassandra Webb; Director of Pupil Personnel & District Personnel: Vernon Hall; Special Education & Preschool Director: Rhonda Colvin; Lawrence County High School Assistant Principal: Stuart Cook; Blaine Elementary Principal: Shawn Jennings; Louisa West Elementary Principal: Debbie Delong; Louisa East Elementary Principal: Mary Hall; Fallsburg Elementary Principal: Sara Bowen; Director of Pupil Intervention: Sharon Parsons; Director of Adult and Community Education: James Ellis; Mr. Tommy Burns, Chief Information Officer; Ms. Betty Mullins, Board Secretary

MINUTES

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*, and he then led *The Pledge to the United States Flag*.

2. APPROVE AGENDA

Approval to amend the agenda to include additional items, **5.D.2.c. Agreement for Randy Lawson to reseal the LMS gym floor, 5.D.2.d. Contract with KEDC for GED Mobile Lab testing services for Adult Ed, 5.D.3.d. Request for Assistance: LCHS students to attend Kentucky Youth Assembly (KYA), 5.L. Discuss/Approve purchase of the German Walters property**, 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

3.A. Recognition for Fidelity of Implementation of PBIS: FES, LCHS, LEES, LWES

Dr. Fletcher read a letter of congratulations to Fallsburg Elementary, Lawrence County High School, Louisa East Elementary, and Louisa West Elementary from the Kentucky Center for Instructional Discipline (KYCID)/Kentucky PBIS Network for obtaining fidelity in the implementation of Positive Behavior Interventions and Supports (PBIS) for the 2015-2016 school year. They were praised for "...all the hard work done by the students, staff and administrators." Congratulation were extended to these schools for their focus on PBIS.

4. COMMUNICATION

4.A. Superintendent's Update

Dr. Fletcher led a moment of silence in memory and respect for Frances Wright, former teacher and Food Service Director of Lawrence County Schools. She was also the wife of former Superintendent Paul Wright.

4.A.1. RtI Coordinators recommendation (Extra Duty Service)

In an effort to facilitate intervention processes and RtI data collection in schools, Dr. Fletcher will be asking the Board to create RtI Coordinators at each school and to set aside funds in the budget for their work.

4.A.2. Math intervention funding \$5,000 at each school, K-8 (LCHS will be discussed after current ESS funds are depleted)

Based on K-PREP and current benchmark data, math is a focus area for improvement. Dr. Fletcher is recommending the Board set aside \$25,000 of general funds to provide additional math intervention services.

4.A.3. Novice Reduction Training scheduled at KEDC on October 20

Noting first that the first three items in his communication are a direct result of last Thursday's special board meeting held to examine K-PREP results, Dr. Fletcher arranged for Lawrence County Central Office administrators and principals to attend the Novice Reduction Training. "We're looking forward to seeing how KDE's recommended novice reduction processes fit with our Big Rock Plans."

4.A.4. Accountability Steering Committee update

Having previously provided the draft recommendations that he had received at the latest meeting of the Accountability Steering Committee to the Board through email, Dr. Fletcher noted that more specific plans will be coming and asked the Board to provide any suggestions they may have.

4.A.5. LCHS Soccer playing in the first round of Regionals tonight

Best of luck was extended to the girls' soccer team in the first game of regional competition at Prestonsburg. Dr. Fletcher noted that the LCHS Academic Team was also competing at Fairview tonight.

4.A.6. Visit by Menifee County

At the recommendation of KDE, Menifee County administrators will be visiting the Central Office, as had Breathitt County recently, to observe our communication and work processes.

4.A.7. Completion of Process Improvement for Performance Excellence training (April - September): Big Rock Planning, Transportation, On-Boarding, Energy Efficiency

Dr. Fletcher commended those who took leadership in completing successful cost and time saving projects in the district as a result of PIPE training. Among those commended were Rick Blackburn, Vernon Hall, Kim Adkins, Tommy Burns, and Gary Colvin.

4.B. Public Comment

5. STUDENT LEARNING AND SUPPORT SERVICES

5.A. Approval of Minutes of the October 13, 2016 Special Meeting-K-PREP Reporting passed with a motion by Ms. Garnett Skaggs and a second by Ms. Barbara Robinson by a vote of 5 to 0.

5.B. Annual Financial Report (AFR) Fiscal Year 2015-2016

5.B.1. Approval to accept the 2015-2016 Annual Financial Auditor Reports by Auditor Darrell Blair, Wells & Company, P.S.C., passed with a motion by Mr. James See and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

Mr. Blair commended the Board, "You worked within your budget" and when it was necessary "you tightened down and it shows." Items he reviewed and discussed included the schedule of findings and management letter comments.

5.B.2. Approval to accept the 2015-2016 Lawrence County School District Audited Annual Financial Report (AFR) - July 1, 2015 to June 30, 2016, passed with a motion by Ms. Garnett Skaggs and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

5.C. FINANCE

5.C.1. Approval of Claims and Orders of the Treasurer passed with a motion by Ms. Maddlene Roberts and a second by Ms. Barbara Robinson by a vote of 5 to 0.

As he does each month, Dr. Fletcher pointed out large purchase items and others of interest including payment for textbooks, computers, Chromebooks, walk-in freezer, costs for fire alarm inspection, physical therapy, background checks, travel to training, phone bills and charges for monthly data at Blaine and Fallsburg, in addition to water and sewage costs.

5.C.2. Approval of the Monthly Financial Report given by Finance Officer Brandi VanHoose passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0.

5.C.2.a. Bank Reconciliation Report

Ms. VanHoose stated that the beginning balance for September was **\$4,057,593**. Total revenue for the month of September was **\$1,428,977**. Expenditures for the month totaled **\$2,432,857**. The Fund 1 cash balance for September was **\$2,546,983**, and the ending balance of all funds for September was **\$3,039,163**.

5.C.2.b. MUNIS Balance Sheets and Monthly Financial Report

Balance Sheets reflect the balance for each fund as of September 30.

5.C.2.c. Finance Update

Tax revenue should be arriving in November.

CONSENT AGENDA

5.D. Approval of the **Consent Agenda** items, as indicated, along with the additions to the agenda, passed with a motion by Ms. Garnett Skaggs and a second by Ms. Maddlene Roberts 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. Online Training Usage Agreement with Long Island Productions, Inc. (TN NOW) for professional development resources for classified staff; *only* one year: \$995

5.D.2.b. Agreement for services with Randy Lawson to reseal the LCHS gym floor: *Total \$2,058.14*

5.D.2.c. Agreement for services with Randy Lawson to reseal the LMS gym floor: Total \$1,748.49 (added to agenda)

5.D.2.d. Contract with KEDC for GED Mobile Lab testing services for Adult Education; term is through October 1, 2017 with hourly rate of \$15 (added to agenda)

5.D.3. Requests:

5.D.3.a. Fundraisers:

5.D.3.a.1. Lawrence County High School

5.D.3.a.2. Louisa East Elementary School

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

5.D.3.b.1. LMS and LCHS gym for LC Select Girls youth basketball; 2016-17 school year; Paul Preece; insurance provided

5.D.3.c. Trip Requests:

5.D.3.c.1. Out-of-State: LCHS Baseball to Myrtle Beach, South Carolina for Spring Break Training; April 1 to April 7, 2017; Travis Feltner

5.D.3.c.2. Out-of-State: LCHS Agriculture & Culinary students to Wheelersburg, Ohio for tour of farm agribusiness; October 17, 2016; Melissa Blackburn, Deana West, Mary Adams

5.D.3.d. Request for Assistance: LCHS students to attend Kentucky Youth Assembly (KYA) estimate of \$530.00 (added to agenda)

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

5.D.4.a. School Activity Fund Reports: September

5.D.4.b. SBDM/Advisory Council Minutes (LWES, FES)

5.D.4.c. Monthly Energy Report (*Mr. Burns is looking into the increase in the cost of electricity.*)

5.E. QUARTERLY DASHBOARD REPORTING

5.E.1. District Quarterly Data

Chief Information Officer Dr. Cassandra Webb stated that the Dashboard has a two-fold purpose: 1) to assess year-long progress of our students in math and reading and 2) to gauge K-PREP success. Two changes in this year's Dashboard are that the data is separated into elementary and middle and novice reduction has been added which mimics the format the state is using. She stated that the goals do exceed the state expectations for proficiency because they are based on our strategic goal to be a Distinguished District.

5.E.2. Louisa West Elementary (K-1): Debbie Delong, Principal

5.E.3. Louisa East Elementary (2-5): Mary Hall, Principal

5.E.4. Blaine Elementary School (K-8): Shawn Jennings, Principal

5.E.5. Fallsburg Elementary School (K-8): Sara Bowen, Principal

5.E.6. Louisa Middle School (6-8): Joey Cecil, Principal

5.E.7. Lawrence County High School (9-12): Stuart Cook, Assistant Principal

Each principal provided an overview and analysis of their data using the data questions and specifically pointed out their next steps in addressing areas of low achievement. Next steps included developing and utilizing student learning plans, student conferencing using data folders, analyzing and using common assessment data, implementing rigorous RtI plans, utilizing co-teaching, utilizing GoMath with fidelity, implementing and following the pacing in the new reading/English/language arts series, Reading Plus to aid in reading intervention for the 9th and 12 grades, and to more fully utilize district and school processes for systemic improvement.

Dr. Fletcher provided and discussed a chart comparing last year's data to this year's. Next steps for the district include the mathematics curriculum matching grade level standards, using a growth mindset in the classroom, and using standards based grading with fidelity. Additionally, common assessments being implemented with fidelity and used as an instructional tool, an intentional RtI system across the district and collaboration among schools to help each other achieve at high levels.

He reminded the Board, "We are here for the whole child. We believe that all students can achieve at high levels. We believe in our kids and our staff." He concluded, "Chairman Preston, I hope you see the urgency for making available an additional \$40,000 for math intervention and intervention implementation."

5.F. Approval to advertise for bids for snow removal on school property passed with a motion by Ms. Barbara Robinson and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

5.G. Approval of *Application for Eligibility to Receive Federal Surplus Property* passed with a motion by Ms. Garnett Skaggs and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

5.H. Approval to allocate \$25,000 for additional math intervention services and \$15,000 for RtI support passed with a motion by Ms. Barbara Robinson and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

5.I. Approval to purchase two buses, one full size and one mid-size 34 passenger bus, passed with a motion by Ms. Garnett Skaggs and a second by Mr. James See by a vote of 5 to 0. **(Total: \$203,138)**

5.J. Lawrence County School District Finance Corporation

5.J.1. Approval to recess the Regular Board Meeting to convene the Lawrence County School District Finance Corporation passed with a motion by Ms. Maddlene Roberts and a second by Ms. Garnett Skaggs by a vote of 5 to 0. *(updating of officers to include new Finance Officer Brandi VanHoose)*

5.J.2. Approval to re-convene the Regular Board Meeting passed with a motion by Ms. Maddlene Roberts and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

5.K. Approval to acknowledge the discussion and review of KSBA Interim Procedure Update to include 06.32 AP.1, 09.11 AP.21, 09.12 AP.1, and 09.121 (ESSA requirement for procedures to be in place to address transportation of children in foster care) passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0. *(Discussion included procedures that establish a point of contact to work, as needed, through the process including any financial costs that may arise.)*

5.L. New Business

Approval to move forward on the purchase of the German Walters property per KDE approval passed with a motion by Mr. James See and a second by Ms. Garnett Skaggs by a vote of 5 to 0. (added to agenda)

The Board examined the survey plat completed by P & A Engineers & Consultants. Dr. Fletcher pointed out property lines and flood plain designations and that the final property appraisal had come in. Next steps will include title work.

6. PERSONNEL

6.A. Approval of creation regarding positions for 2016-17, as indicated, passed with a motion by Ms. Garnett Skaggs and a second by Ms. Barbara Robinson by a vote of 5 to 0.

The following extra duty service pay was created effective 10/18/2016:

- RTI (Response to Intervention) Program Coordination and Data Input (*Teachers paid \$30/hour for program work*)

6.B. Approval of the update to 2016-17 LCS Salary Schedule, as indicated, passed with a motion by Ms. Garnett Skaggs and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

(page 14 inserted; the highlighting indicates the update)

**LAWRENCE COUNTY BOARD OF EDUCATION
DISTRICT GRANTS
CLASSIFIED/CERTIFIED SALARY SCHEDULE
2016 – 2017**

<u>Job Class</u> <u>Code:</u>	<u>Title</u>	<u>Salary Calculation</u>
<u>Adult Education:</u>		
7320	Academic Assistant (1)	\$14.67/hr (37.5 hrs/wk – 258 days)
7312	Instructor I (1)	\$15.60/hr (8 hrs/day – 258 days)
7784	Clerk (1)	Pay scale (8 hrs/day – 183 days)
7476/7465	Adult Education/Community Education Director (1)	\$20.80/hr (8hrs/day – 258 days)

ESS: Teachers paid \$30.00/hr. for program work.
Classified paid \$15.00/hr for program work.

RTT: Teachers paid \$30.00/hr. for program work published to CIITS.

RTI: Coordinators paid \$30.00/hr. for program work. Total budget \$15,000.

Credit Recovery: Part-Time Credit Recovery Teacher \$70/day – 45 days

Prescreening KG & 4 year Old:

Daily rate for Certified

Daily rate for Classified

6.C. Superintendent Professional Growth and Evaluation System (SPGES) Update Dr. Robbie L. Fletcher, EdD

6.C.1. Standard 2. Instructional Leadership

Dr. Fletcher noted that many of the agenda items that were approved at this meeting point to his leadership with RtI, math interventions, implementation of common assessments, improvements in curriculum through our new textbooks and includes the upcoming novice reduction focus. "I have either personally been participating or am having our staff participate in these. I want to point out to the Board that these items from this past month show I am addressing my leadership as an instructional leader."

6.D. Approval to acknowledge receipt of Superintendent's Personnel Action/Update passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0.

Hiring

Brandi Vanhooose - Finance Officer

Dana Bledsoe - Instructional Assistant at Louisa West Elementary School (1-Year)

Substitute Bus Monitor

Cassie Robinson

Resignation

Tierney McKnight - District School Health Nurse / District Special Needs Nurse (1-Year)

7. ADJOURNMENT

Approval to adjourn passed with a motion by Ms. Barbara Robinson and a second by Ms. Maddlene Roberts by a vote of 5 to 0.


Chairman – D. Heath Preston


Secretary to the Board – Betty Mullins