

# Lawrence County Board of Education Regular Meeting

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

December 19, 2016; 6:00 p.m.  
Lawrence County High School  
Louisa, Kentucky

Attendance Taken at 6:00 p.m.:

Present Board Members:

Mr. D. Heath Preston, Chairman  
Ms. Barbara Robinson  
Mr. James See  
Ms. Maddlene Roberts

Absent Board Members:

Ms. Garnett Skaggs, Vice-chair

Present: Dr. Robbie Fletcher, Superintendent; Finance Officer: Ms. Brandi VanHoose; Chief Academic Officer: Ms. Cassandra Webb; Director of Pupil Personnel & District Personnel: Vernon Hall; Director of Special Education & Preschool: Rhonda Colvin; Director of Federal Programs/DAC: Mary Hall; Lawrence County High School Principal: Christy Moore; Blaine Elementary Principal: Shawn Jennings; Louisa East Elementary Principal: Anna Prince; Fallsburg Elementary Principal: Sara Bowen; Director of Adult and Community Education: James Ellis; Mr. Tommy Burns, Chief Information Officer/District Technology Coordinator; 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 the following items, **5.D.3.a.2.** LCHS Fundraiser, **5.D.3.b.1.** Use of Blaine gym for Blaine community basketball, **5.D.3.g.** Request for re-conditioning of football helmets, and **2.A.** Excuse Ms. Garnett Skaggs from the meeting, passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 4 to 0 with Ms. Garnett Skaggs absent.

2.A. Approval to excuse Ms. Garnett Skaggs from the meeting due to a family medical issue passed with a motion by Ms. Maddlene Roberts and a second by Ms. Barbara Robinson by a vote of 4 to 0 with Ms. Garnett Skaggs absent. (added to agenda)

### 3. STUDENT/STAFF PRESENTATIONS/RECOGNITIONS

*A moment of silence was observed for Sharon Gay Johnson, a retired Louisa Middle School Cafeteria Manager with over twenty years of service. Dr. Fletcher led the observance stating that it was held in honor of her passing and her life and the time that Ms. Johnson dedicated to our students.*

**3.A. ESPB Service Recognition for Dr. Cassandra Webb: Jimmy Adams, Executive Director of Education Professional Standards Board**

The recognition of Dr. Webb was moved to the February meeting because of a death in the family of the presenter. Dr. Fletcher noted that Dr. Webb has done a phenomenal job of representing Lawrence County and all educators in Kentucky.

### **3.B. District Spelling Bee: LMS Trey Hall, Champion; FES Taylor Stephens, Runner-up**

Dr. Fletcher congratulated and presented certificates to District Spelling Bee Champion Trey Hall from Louisa Middle School and to Runner-up Taylor Stephens of Fallsburg Elementary. Trey Hall will advance on to the Kentucky Derby Spelling Bee in Louisville in the spring. The expenses for the trip for Trey and his parents are covered by Kentucky Farm Bureau of Louisa.

### **3.C. LCHS Kentucky Youth Assembly (KYA) State Honors**

Kentucky Youth Assembly Advisor David Prince explained that KYA students participate in a mock state legislature along with forty-two other large and small schools across the state. "We had an exceptional year, in fact receiving several top of the class honors. Even though we did well in competition, the thing I'm most proud of is their outstanding behavior. They were so well-behave and so respectful. I'm proud to be their teacher and from Lawrence County." Certificates presented by Dr. Fletcher celebrated the KYA team as the 2017 KYA Delegation of Excellence; Shane Skeens for being selected from the challenging judicial program as the 2017 KYA Attorney General; and Ernest Woods as the 2017 KYA Outstanding Delegate and Outstanding Speaker having also presented a bill that passed both the House and Senate. In addition, Mr. Prince was named the 2017 Advisor of the Year and was inducted into the KYA Hall of Fame. Each student shared details of their experiences, and Dr. Fletcher concluded, "Anytime we send our students, they always shine; but to come back with these high awards and the responsibilities you took on is really appreciated."

### **3.D. Louisa East Elementary Principal: Anna Prince**

Dr. Fletcher introduced newly appointed Louisa East Elementary Principal Anna Prince who started in her new role last week coming from being a teacher at Louisa West Elementary School. Offering congratulations and support, he noted that her plans are to keep Louisa East on the improvement path.

### **3.E. Presentation of School Bucks to Lawrence County Schools: Cheryl Gowan, Food City Human Relations Coordinator & Kevin Garrett, Manager**

Dr. Fletcher introduced Food City Manager Kevin Garrett as "a valuable community partner who comes bearing awards for us." Mr. Garrett stated that Food City is very pleased to give back to the community they operate in and that the Food Bucks program has been in place over twenty years though the name may have changed. The program is now an electronic program but patrons often do not remember that they need to re-register their Food Bucks card each year. Based on purchases, schools are awarded cash. Mr. Garrett presented Lawrence County High School a check in the amount of \$2,523, Louisa East \$938, Fallsburg Elementary \$930, Louisa Middle \$650, and Blaine Elementary \$639. Dr. Fletcher thanked Mr. Garrett and presented certificates of appreciation to him and Ms. Gowan, who was not in attendance, stating that there would be a lot of things we would not be able to do without community partners like Food City. "We are thankful for our partnership with Food City."

## **4. COMMUNICATION**

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

#### **4.A.1. Dual Credit Course Offerings at LCHS**

Students have the opportunity to get over 30 college credits free of charge currently at our high school thanks to the AEP Credits Count Grant with ACTC and other post-secondary partners, Morehead State University, and Murray State University. Dr. Fletcher reviewed the list of courses that had been provided to the Board and thanked the high school and their counselors for getting the information out to students.

#### **4.A.2. Blaine Outreach Church's work at Blaine Elementary**

Dr. Fletcher stated that he was blessed to be at Blaine recently to witness the generosity of another community partner, the Blaine Outreach Church. The church group works for over six months on a project to provide each Blaine student an extensive bag of gifts. "It was very special and a touching thing to watch, especially the gratefulness of the students."

#### **4.A.3. Elementary Academic League sponsorship from Inez Deposit Bank**

Inez Deposit Bank graciously supports the academic teams in the Lawrence and Martin County elementary schools by providing the trophies for their final league competition. Inez Deposit Bank's support is much appreciated.

#### **4.A.4. Instructional Process work from the District Resource Team**

Dr. Fletcher expressed appreciation to Dr. Webb and the District Resource Team for their instructional process work, the latest focus of the district with schools and teachers. He also discussed the elements of a graphic illustrating the gradual release of responsibility in the researched-based instructional model developed by Doug Fisher and Nancy Frey.

#### **4.A.5. Aspiring Principal's Network for Lawrence County**

A new part of the District Improvement Plan is an Aspiring Principal's Network for Lawrence County with the goal of building leadership capacity within our county. The application process will be available within the next few weeks.

#### **4.A.6. Purchase of German Walter's property finalized**

Dr. Fletcher noted that the final deed to the German Walter's property the Board recently purchased should arrive this week and that the purchase had been a six to seven month process.

#### **4.A.7. Accountability Steering Committee to meet in January**

The December meeting of the state's Accountability Steering Committee has been postponed until the second week in January. As part of Dr. Fletcher participation on the committee, he will distribute the latest information from committee work on the new design of school and district Accountability to the Board and to others in the 15<sup>th</sup> and 16<sup>th</sup> Regions.

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

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

**5.A.** Approval of **Minutes** of the November 21, 2016 Regular Meeting and November 30, 2016 Special Meeting passed with a motion by Mr. James See and a second by Ms. Maddlene Roberts by a vote of 4 to 0 with Ms. Garnett Skaggs absent.

**5.B.** 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 4 to 0 with Ms. Garnett Skaggs absent.

Dr. Fletcher pointed out some of the larger items on the warrants including purchase of STEMscopes science resources, basketball uniforms, diesel fuel and other items for buses, a charge on the credit card for entry fees for cheerleaders that will be reimbursed, replacement of food service equipment, replacement of doors at the request of the Fire Marshall, academic team shirts for Governor's Cup purchase by the Board for every team member across the district, replacement of technology, K-9 services, and the recent property purchase.

**5.C. Approval of the Monthly Financial Report** by Finance Officer Brandi VanHoose passed with a motion by Mr. James See and a second by Ms. Barbara Robinson by a vote of 4 to 0 with Ms. Garnett Skaggs absent.

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

Ms. VanHoose stated that the beginning balance for November was **\$2,310,709**. Total revenue for the month of November was **\$3,459,869\***. Expenditures for the month totaled **\$1,574,400**. The Fund 1 cash balance for November was **\$3,656,013**, and the ending balance of all funds for November was **\$4,303,220**.

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

Balance Sheets reflect the balance for each fund as of November 30<sup>th</sup>.

**5.C.3. Finance Update**

\*The increase in revenues from October \$1,139,332 to November \$3,459,869 was due to receiving property taxes from LC Sheriff.

**CONSENT AGENDA**

**5.D. Approval of Consent Agenda** items, as indicated and with the additions, passed with a motion by Ms. Maddlene Roberts and a second by Ms. Barbara Robinson by a vote of 4 to 0 with Ms. Garnett Skaggs absent.

**5.D.1. Per diem and expenses for members present and for members, as allowed, who attended KSBA mandated trainings at the Winter Symposium December 2-3, 2016 (*Barbara Robinson and Maddlene Roberts received per diem for 2016 mandated trainings*)**

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

**5.D.2.a. LMS copier lease and maintenance/service agreements: 36-Month Lease to Own on (1) ADV65551 and (1) ADV7260 with additional copier service contracts for a projected total monthly cost of \$747.74**

**5.D.2.b. Annual copier maintenance renewal for Adult Education; IR7095 #SHX14314: \$1,100**

**5.D.2.c. Agreement for services with Randy Lawson to refinish the LEES gym floor with existing supplies: Total \$350**

**5.D.2.d. 2017-2018 Contract for Nonresident Pupils with the Martin County School District, Carter County School District, and Ashland Independent School District**

**5.D.2.e. Agreement for services to enclose a conference room area at Central Office: \$1,400**

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

**5.D.3.a. Fundraisers:**

**5.D.3.a.1. Fallsburg Elementary School**

**5.D.3.a.2. Fundraiser: Lawrence County High School (added to agenda)**

**5.D.3.b. Use of Facilities: (none)**

**5.D.3.b.1. Use of Blaine gym for Blaine community basketball; Derrick Hicks (added to agenda)**

**5.D.3.c. Trip Request: Trip by LCHS KYA and AP Government class to attend a General Assembly session in Frankfort, KY; January 2017; David Prince**

**5.D.3.d. Request for assistance with bus and driver cost for KYA and AP Government class to attend a General Assembly session in Frankfort, KY; estimate: \$500**

**5.D.3.e. Camera system requested for Bus #091: ~~\$2,026.24~~ : \$1,762.00 (*lower cost received and accepted*)**

**5.D.3.f. Permission to apply to AEP/Kentucky Power Teacher Vision Grants; applications due February 24, 2017**

**5.D.3.g. Request for re-conditioning of football helmets; Coach Alan Short; estimated cost: \$3,000 (added to agenda)**

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

**5.D.4.a. School Activity Fund Reports: November**

**5.D.4.b. SBDM/Advisory Council Minutes (LWES, BES, LCHS)**

**5.D.4.c. Monthly Energy Reports & FY16 Ranking by Energy Use Intensity**

**5.E. Approval of *Revised 2016-2017 District Improvement Plan and KDE Assurances-District and Gap* passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 4 to 0 with Ms. Garnett Skaggs absent.**

Dr. Webb, as chair of the District Improvement Plan Committee, led discussion while providing the Board a summary of the goals and activities of the revised plan, noting all changes and additions. Among the items discussed were the RtI Report Card, the intentional work with staff on teaching, a new activity on recruitment and retention and the addition of Goal 5 on organizational effectiveness. Dr. Fletcher noted the valuable participation of both students and the community in the committee's work. In concluding discussion of the plan, Dr. Webb stated, "There's nothing in here that does not have something to do with kids."

**5.F. Approval to acknowledge the review and acceptance of *Revised 2016-2017 School Improvement Plans* for Blaine Elementary, Fallsburg Elementary, Louisa East Elementary, Louisa West Elementary, Louisa Middle and Lawrence County High School passed with a motion by Ms. Barbara Robinson and a second by Ms. Maddlene Roberts by a vote of 4 to 0 with Ms. Garnett Skaggs absent.**

**5.G. Approval to apply to Kentucky Valley Education Cooperative (KVEC) passed with a motion by Ms. Barbara Robinson and a second by Mr. James See by a vote of 4 to 0 with Ms. Garnett Skaggs absent.**

**5.H. Approval of Susie Rice as substitute Special Education Admissions and Release Committee (ARC) Chairperson passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 4 to 0 with Ms. Garnett Skaggs absent.**

**5.I. Approval to award the lone bid for snow removal to Lawn Express, Inc., Catlettsburg, KY, (same amount as last year) passed with a motion by Ms. Maddlene Roberts and a second by Ms. Barbara Robinson by a vote of 4 to 0 with Ms. Garnett Skaggs absent.**

**5.J. Approval of Fidelity Bond for Lawrence County Board of Education Finance Officer, Brandi J. VanHoose, effective October 1, 2016 through October 1, 2018 (annual premium: \$1,583) passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 4 to 0 with Ms. Garnett Skaggs absent.**

**5.K. Approval of letter from the Board and Superintendent Fletcher to the Governor and legislators requesting that DataSeam be placed back into the state budget passed with a motion by Mr. James See and a second by Ms. Barbara Robinson by a vote of 4 to 0 with Ms. Garnett Skaggs absent.**

## **5.L. Information concerning bonding potential**

A summary developed by Dr. Fletcher based on information received from a meeting with Mr. Joe Nance (and an associate) from Ross, Sinclair, and Associates on December 9<sup>th</sup> was provided to the Board in their meeting materials. Discussion included the current bonding potential and options to increase it sufficiently to enable the building of a new elementary school and comparisons of statewide nickel funding. Dr. Fletcher stated that Mr. Nance offered to meet with the Board to discuss the information in more detail. Mr. Nance and the public will be invited to a meeting for further discussion.

**5.M.** Approval to acknowledge receipt of list of physical & educational needs across the district passed with a motion by Ms. Maddlene Roberts and a second by Ms. Barbara Robinson by a vote of 4 to 0 with Ms. Garnett Skaggs absent.

In anticipation of upcoming budget discussions and needs assessments, Dr. Fletcher provided a list to the Board of projects, initiatives and/or programs and their estimated costs. The list including items recently funded, items that are in the works now or have on-going/recurring costs, and potential items that need to be considered in budget work. Dr. Fletcher noted that these items must come from General Fund or other sources. This information will be useful in upcoming draft budget work in January.

**5.N.** Approval to acknowledge the receipt and review of the revisions of *Procedure 05.41 AP.1 Fire Drills*, *05.42 AP.1 Severe Weather Drills*, *05.43 AP.1 Bomb Threat Drills/Response*, *05.43 AP.2 Bomb Threat Checklist*, and *05.47 AP.1 Earthquakes for Emergency Plan Utilization* passed with a motion by Mr. James See and a second by Ms. Maddlene Roberts by a vote of 4 to 0 with Ms. Garnett Skaggs absent.

## **5.O. New Business (none)**

## **6. PERSONNEL**

**6.A.** Approval of creation and changes regarding positions for 2016-17, as indicated, passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 4 to 0 with Ms. Garnett Skaggs absent.

The following positions are created effective December 20, 2016:

- (1) Substitute ARC Chairperson (Pay Scale for Substitute Teachers)
- (1) Preschool Instructional Assistants at Blaine Elementary School (1-Year – if needed) – Classified Pay Scale
- (1) CTE Bus Diver (as needed; hourly rate based on Transportation Department Bus Driver Pay Scale)
- (1) Full-Time Bus Monitor (1-Year; if needed)

The following positions are changed effective December 20, 2016:

- From (1) District School Health Coordinator / Registered Nurse (Classified Skilled Pay Scale) to (1) District School Health Coordinator / Nurse Practitioner (District salary contribution not to exceed Classified Skilled Pay Scale)
- From (1) Full-Time Home/Hospital (Homebound) Teacher to (1) Part-time Home/Hospital (Homebound) Teacher (4.5 hours/day)

**6.B.** Approval of update to *Lawrence County Schools 2016-2017 Salary Schedule*, as indicated, passed with a motion by Ms. Maddlene Roberts and a second by Ms. Barbara Robinson by a vote of 4 to 0 with Ms. Garnett Skaggs absent. *(inserted below; the highlighting indicates the updated information)*

**LAWRENCE COUNTY BOARD OF EDUCATION  
DISTRICT CLASSIFIED SUPPORT STAFF  
SALARY SCHEDULE  
2016 – 2017**

<u>Job Class</u> <u>Code</u>	<u>Title</u>	<u>Salary Calculation in Hourly Rates</u>
7781	Clerical Asst. III (1)	Pay scale C (8hrs/day – 258 days)
7192	Payroll Clerk I (1)	Pay scale F (8hrs/day – 238 max 258 days)
7723	Purchasing Asst./ Attendance Specialist (1)	Pay scale F (8hrs/day – 238 max 258 days)
7161	Accounting Manager (1)	Pay scale G (8hrs/day – 258 days)
7784	Clerk - Medicaid Billing/Sp. Ed (1)	\$5,000/yr set rate
7784	Clerk - Fund 2	\$5,000/yr set rate
7766	Secretary to the Board (1)	\$4,000/yr set rate
7548	Clerk/Data Entry Assistant (1)	Pay scale A (8hrs/day – 185 days max 258*) <i>*Approved by the LCBE on 07/18/2016.</i>
7185	Finance Officer (1)	\$65,000/yr 240 days per year (one-quarter percent increase per year of service in the district; Certified School Finance Manager \$2,000; and Certified School Finance Officer \$2,000)

**NOTE:**

Pay scale is classified salary schedule based on years of experience.



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

**6.C.1. 2016-2017 Growth Plan / Rubric Feedback**

Referencing evaluation materials provided to the Board in the meeting packet, Dr. Fletcher stated that he had asked the Board to review the SPGES rubric and make some suggestions on his Professional Growth Plan. He reviewed the seven standards of SPGES on which the Board annually evaluates him noting that in addition he has also requested midyear reviews each year.

**6.C.2. Conduct Midyear Review**

As a tool in the Board's midyear review and consideration of his evaluation, Dr. Fletcher provided summary of items either accomplished or on-going that are examples of implementation of the seven standards. In addition, Dr. Fletcher reviewed items on his last two Professional Growth Plans with the Board. He stated that unless the Board had another area they preferred he would like to continue with communication as a focus in the managerial standard and include two areas in the instructional standard, a focus on the RtI system in schools and ensuring a research-based instructional process is utilized in across the district. No other suggestions were offered.

**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 4 to 0 with Ms. Garnett Skaggs absent.

**Hiring**

**Michael Griffith - Full-Time Substitute Bus Driver**

**Substitute Teachers**

**Loretta McKenzie  
Connie Sutton**

**Substitute Bus Drivers**

**Emory Edwards**

**Change of Position**

**Anna Prince - From Teacher at Louisa West Elementary School to Principal at Louisa East Elementary School**

**Suspension with Pay**

**Kelli Dooley - Full-Time Bus Monitor (3-Days)**

**Termination**

**James Jobe - Substitute Bus Driver**

**Resignation**

**Brittony Bradley - Clerk / Data Entry Assistant at the District Office**

**7. ADJOURNMENT**

Approval to adjourn passed with a motion by Mr. James See and a second by Ms. Barbara Robinson by a vote of 4 to 0 with Ms. Garnett Skaggs absent.

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**Chairman – D. Heath Preston**

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**Secretary to the Board – Betty Mullins**