

# Lawrence County Board of Education Special Meeting

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

July 28, 2015 5:00 p.m.  
Lawrence County High School  
Louisa, Kentucky

Attendance Taken at 5:00 p.m.:

Present Board Members:

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

Present: Dr. Robbie Fletcher, Superintendent; Ms. Edris Humphrey, Director of Federal Programs/Finance; Ms. Rhonda Colvin, Director of Special Education & Preschool; Mr. James Ellis, Director of Adult & Community Education; Mr. Tommy Burns, Chief Information Officer; 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 led *The Pledge to the United States Flag*.

### 2. COMMUNICATION

#### 2.A. Superintendent's Update

##### 2.A.1. August 19<sup>th</sup>: AEP Credits Count Announcement/Reception

A reception, being organized by Sharon Parsons, Director of Pupil Intervention, will be held at Lawrence County High School on August 19 to formally announce receipt of the AEP Credits Count Grant. The community and board members are encouraged to attend to celebrate this opportunity for our students.

### 3. STUDENT LEARNING AND SUPPORT SERVICES

3.A. Approval to table **Minutes** of the July 20, 2015 Regular Meeting passed with a motion by Mr. James See and a second by Ms. Garnett Skaggs by a vote of 4 to 0.

3.B. Approval of **Consent Agenda** items passed with a motion by Ms. Garnett Skaggs and a second by Ms. Barbara Robinson by a vote of 4 to 0.

#### 3.B.1. Per diem and expenses for members present

#### 3.B.2. Update to 2015-2016 Lawrence County Schools Parent & Student Handbook Including Code of Acceptable Behavior & Discipline

#### 3.B.3. Contracts:

**3.B.3.a. Copier maintenance agreements:**

**3.B.3.a.1. Blaine Elementary: IR5055 # MAS04627 and IR5055 # MAS04436 (Annual Charge: \$3,000)**

**3.B.3.a.2. Louisa East Elementary: IR5050N SN# DZA09763; IR5570 SN# KHT01248; IR6055 SN# HTT25155; and IR6055 SN# HTT25211 (*lease agreement*)**

**3.B.3.a.3. Lawrence County Board of Education: IR2200 # MPG22142 (Annual Charge \$575) and MPL23317 (Annual Charge \$750)**

**3.B.3.b. READ 180 Partnership Proposal Amendment (*indemnity clause revised*)**

**3.B.3.c. North East Head Start Contracts 2015-2016**

**3.B.3.c.1. Space Agreement**

**3.B.3.c.2. Transportation Agreement**

**3.B.3.c.3. Meal Service Agreement**

**3.B.3.c.4. Local Agreement for Cooperation on Full Utilization of Head Start SY 2015-16**

**3.B.4. Fundraisers:**

**3.B.4.a. Louisa East Elementary**

**3.C. Approval of *Unaudited Annual Financial Report (AFR)* for Fiscal Year 2015** passed with a motion by Mr. James See and a second by Ms. Barbara Robinson by a vote of 4 to 0.

Edris Humphrey, Director of Federal Programs & Finance/Treasurer reviewed and led discussion on the unaudited report. The AFR data submitted to KDE is used to calculate districts' tax rates, determine funding to local school districts, and analyze how funding is being used by the school districts. The district's beginning balance for 2015-2016 is \$2,360,181 which is \$1,208,454 additional carry over than in 2014-2015 and \$1,193,628 more than the 2016 projected budget. The collection of revenue was approximately \$600,000 more than projected. This amount will be adjusted again once the auditor completes his annual financial audit based on additional revenue that may be received after June 30<sup>th</sup> for the previous year.

**3.D. Approval of Susie Rice as a substitute Special Education Admissions and Release Committee (ARC) chairperson** passed with a motion by Ms. Garnett Skaggs and a second by Mr. James See by a vote of 4 to 0.

**4. PERSONNEL**

**4.A. Approval to declare emergency positions, if necessary,** passed with a motion by Ms. Barbara Robinson and a second by Ms. Garnett Skaggs by a vote of 4 to 0.

**4.B. Approval of abolishment, creation and/or changes regarding position(s) for 2015-16, as indicated,** passed with a motion by Ms. Barbara Robinson and a second by Mr. James See by a vote of 4 to 0.

The following positions are abolished:

- (1) Instructional Assistant at Blaine Elementary School (vacant)
- (1) Instructional Assistant at Fallsburg Elementary School (vacant)
- (1) Instructional Assistant at Louisa Middle School (vacant)

The following positions are created:

- (2) Teachers at Louisa East Elementary School (1-Year; if needed)
- (1) Teacher at Louisa Middle School (1-Year; if needed)
- (1) FMD Teacher at Lawrence County High School (1-Year; if needed)

- (1) District School Health Nurse / District Special Needs Nurse at Blaine Elementary School (1-Year; LPN or RN; Pay Scale E; 8 hrs/day; 185 days)
- (1) District School Health Nurse / District Special Needs Nurse at Fallsburg Elementary School (1-Year; LPN or RN; Pay Scale E; 8 hrs/day; 185 days)
- (1) District School Health Nurse / District Special Needs Nurse at Louisa Middle School (1-Year; LPN or RN; Pay Scale E; 8 hrs/day; 185 days)
- (1) Instructional Assistant at Louisa East Elementary School (1-Year; if needed)
- (1) Instructional Assistant at Lawrence County High School (1-Year; if needed)

The following position is changed:

- From (1) District School Health Nurse/District Special Needs Nurse (1-Year; if needed; Registered Nurse preferred) to (1) District School Health Nurse / District Special Needs Nurse (1-Year; if needed; LPN or RN; Pay Scale E; 8 hrs/day; 185 days)

**4.C. Approval of updates to *Lawrence County Schools 2015-2016 Salary Schedule* (pages 5, 6, 7, 10) passed with a motion by Mr. James See and a second by Ms. Garnett Skaggs by a vote of 4 to 0.**

*The updates/changes to pages 5, 6, 7, and 10 are indicated by the highlighting on the inserted pages:*

LAWRENCE COUNTY BOARD OF EDUCATION  
DISTRICT CLASSIFIED SUPPORT STAFF  
SALARY SCHEDULE  
2015 – 2016

| <u>Job Class</u><br><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./<br>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                       |
| 7784                            | Clerk/Data Entry Assistant                     | Pay scale A (8hrs/day – 185 days)         |

**NOTE:**

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

LAWRENCE COUNTY BOARD OF EDUCATION  
CLASSIFIED SCHOOL SUPPORT STAFF  
SALARY SCHEDULE  
2015 – 2016

| <u>Job Class</u><br><u>Code:</u> | <u>Title</u>  | <u>Salary Calculation Hourly Rate</u>        |
|----------------------------------|---|--|
| 7263                             | District Special Needs Nurse (1)  | Pay scale E (8 hrs/day – 185 days)           |
| 7263                             | District School Health Nurse (1)  | Pay scale E (8 hrs/day – 185 days)           |
| 8263                             | Sub District Special Needs Nurse  | \$11.00/hr                                   |
| 8263                             | Sub District School Health Nurse  | \$11.00/hr                                   |
| 8320                             | Sub Instructional Assist. I   | \$7.30/hr - \$51.10/7hrs day                 |
| 7320                             | Instructional Assist. I<br>[BES (6), FES (6), LMS (3),<br>LWE (13), LEE (4), LCHS (3),<br>LCEL (3), ALT SCHOOL(1),<br>DISTRICT (1)] | Pay scale (7hrs/day – 183 days/yr.)          |
| 7320                             | Instructional Assist. I LCHS (1)  | Pay scale (3.5 hrs/day – 177 days)           |
| 7320                             | Instructional Assist. I LWES (1)  | Pay scale (8 hrs/day Grandfather – 183 days) |
| 7320                             | Instructional Assist. I LCHS (1)  | Pay scale (8 hrs/day – 183 days)             |
| 7320                             | Itinerant Instructional Assist. I<br>LCHS/LMS (1)   | Pay scale (8 hrs/day – 183 days)             |
| 7777                             | School Secretary II-Elementary<br>FES (1), LWE (1), LEE (1)   | Pay scale B (8hrs/day – 258 days)            |
| 7777                             | School Secretary II-Elementary<br>BES (1)   | Pay scale B (8hrs/day – 238 days)            |
| 7778                             | School Secretary II LCHS (1)  | Pay scale B (8hrs/day – 258 days)            |
| 7779                             | School Secretary II LMS (1)   | Pay scale B (8hrs/day – 258 days)            |

**NOTE:**

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



LAWRENCE COUNTY BOARD OF EDUCATION  
DISTRICT FOOD SERVICE  
SALARY SCHEDULE  
2015 - 2016

| <u>Job Class Code</u> | <u>Title</u>   | <u>Salary Calculation</u>          |
|-----------------------|--|------------------------------------|
| 7205                  | Food Service Account Clerk   | Pay Scale B (8 hrs/day - 258 days) |
| 7221                  | Director of Food Service (1)   | \$20.26 (40 hrs/wk - 258 days)     |
| 7221                  | Director of Food Service Trainer (1)   | \$5,000 yr/set rate                |
| 7212                  | Food Service Mgr. I<br>[BES (1), FES (1), LMS (1),<br>LWE (1), LEE (1), LCHS(1)] | Pay scale B (8hrs/day - 188 days)  |
| 7241                  | Cook/Baker<br>[BES (2), FES (3), LMS (2),<br>LWE (3), LEE (4), LCHS(4)]          | Pay scale (7 hrs/day - 185 days)   |
| 7241                  | Cook/Baker<br>[BES (1), LEE (1), LMS (2), LCHS (1)]                              | Pay scale (4.5 hrs/day - 185 days) |

**Substitute Cook Pay:**

**\$7.30/hour**

**NOTE:**

Any food service employee working on projects for outside organizations such as preparation of a dinner, etc. shall receive the greater of: \$16.00/hr or pay based on salary schedule which would include time and half for any work in excess of 40 hours a week (all labor laws will be applied).

TRANSPORTATION DEPARTMENT  
SALARY SCHEDULE  
2015 - 2016

| <u>Job Class</u><br><u>Code</u> | <u>Title</u>                | <u>Salary Calculation Hourly Rate</u> |
|---------------------------------|-----------------------------|---------------------------------------|
| 7783                            | *Clerical Asst. I (1)       | Pay scale C (8hrs/day - 258 days)     |
| 7941                            | Bus Driver (36)             | Pay scale regular day run             |
| 7931                            | Bus Driver Train Coord. (1) | Pay Scale C (8hrs/day - 258 days)     |
| 7902                            | Transportation Manager (1)  | \$5,000/yr. set rate                  |
| 7933                            | Bus Driver Trainer (42)     | \$5,000/yr. set rate                  |
| 7915                            | Vehicle Mechanic II (2)     | Pay scale B (8hrs/day - 258 days)     |
| 7914                            | Lead Vehicle Mechanic (1)   | Pay scale C (8hrs/day - 258 days)     |

**NOTE:**

Pay scale is the classified salary schedule for Transportation Department (Bus Drivers) based on years experience. (NOTE: divided day rate by 8hrs) Driver Trainers are paid according to their hourly rate.

\*This person is paid from the regular classified pay scale.

**EXTRA BUS RUN  
SALARY SCHEDULE  
2015 - 2016**

| <u>Extra Run</u>            | <u>Run Rate</u>   |
|-----------------------------|---|
| Regular Extra Run           | Pay scale D/hr Driving Rate - \$7.50/hr Waiting Rate      |
| Extra Run <60 miles         | \$30.00+Pay scale D hr Driving Rate-\$7.50/hrWaiting Rate |
| Extra Run Cancellation Rate | \$30.00   |
| Athletic Run (evening)      | Pay scale D/hr  |

#### **4.D. Superintendent's Personnel Action/Update**

##### **Change of Position**

**Sheila Gollihue** - From Instructional Assistant at Blaine Elementary School to Teacher at Blaine Elementary School

##### **Resignations**

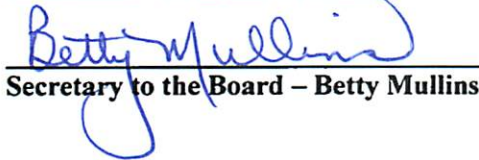
**Sherry Greene** - LBD Teacher at Blaine Elementary School

**Donnie Shapaka** - Instructional Assistant at Fallsburg Elementary School

#### **5. ADJOURNMENT**

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

  
Chairman – D. Heath Preston

  
Secretary to the Board – Betty Mullins