**LINCOLN COUNTY SCHOOLS**

**Special-Called Meeting**

April 30, 2020 5:30 PM

Board Room at the Student Support Center, 305 Danville Avenue, Stanford, KY 40484

**Attendance Taken at 5:30 PM:**

Present Board Members:

Mr. Tom Blankenship Mr. Bruce Smith

Mr. Alan Hubble Mr. Win Smith

Mr. Ricky Lane

**1. Welcome & Call to Order**  Board Chair, Tom Blankenship called the meeting to order at 5:30 PM. Due to the COVID-19 pandemic the board met virtually, and the meeting was streamed live on YouTube.

**2. Superintendent and Staff Reports**

**2.a. Monthly Personnel Action Report**

**2.b. Report on Superintendent's Non-Contract and Out-of-District Days**

**2.c. Monthly SBDM Meeting Agendas and Minutes from Schools**

**2.d. Early Childhood Communication: April Newsletter; March Program Information Report.**

**2.e. Monthly Financial Statements, Accounts Payable, Payroll and School Activity Funds**

**2.f. Refund from Kentucky Employers' Mutual Insurance**

Kentucky Employers' Mutual Insurance (KEMI) is again returning $4.77 million to the Kentucky School Boards Insurance Trust Workers' Compensation Fund (KSBIT) following proactive management and improved claims outcomes. The plan mirrors the refund issued to schools by KEMI in 2019 and was approved by both the Kentucky Department of Insurance and the Franklin Circuit Court. KEMI will be mailing the Lincoln County School district a refund check for $37,199.62.

**3. Consent Agenda**

**Order #143. - Motion Passed:**  Approval of the consent agenda items passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**3.a. Approve minutes of the March 5, 2020 Working Meeting and the March 26, 2020 Special-Called Meeting**

**3.b. Approve purchases over $30,000**

* U.S. Bank, Principal & Interest on 2014 Bond Series, $263,251.87

 **3.c. Permission to Apply for and Implement Grants**

* FY20 Head Start/Early Head Start COLA and Quality Improvement Funds
* FY20 Head Start CARES Funds

Board member, Mr. Bruce Smith, asked about the formation of the Preschool Task Force and whether or not they had met. Superintendent, Mr. Michael Rowe responded that the task force had been formed, they met once and were meeting again on Friday, May 1st.

**4. Action Items**

**4.a. Revised Board Policies 03.13251, 03.23251 Drug-Free/Alcohol-Free Schools, & 04.61 Gifts & Donations**

**Order #144. - Motion Passed:**  Second Reading and Approval of the Revised Board Policies 03.13251, 03.23251 Drug-Free/Alcohol-Free School, & 04.61 Gifts & Donations passed with a motion by Mr. Bruce Smith and a second by Mr. Win Smith.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.b. 01.41 Organizational Meetings**

Superintendent Rowe discussed the rotation of board chair and vice chair with Attorney Wayne Young who said the policy was legal. Board Attorney Johnathan Baker also discussed the policy with Attorney John Fogle who advised the board not to move forward with this policy. Statute requires the board to 'elect’ the chair and vice chair and a rotation is not an election. Board Chair Tom Blankenship stated that there would still be an election each term as required by statute.

**Order #145. - Motion Passed:**  Second Reading and Approval of 01.41 Organizational Meetings passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | No  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | No  |

**4.c. MOA with the University of Kentucky for Student Teachers during the 2020-2021 School Year**

**Order #146. - Motion Passed:**  Approve the MOA with the University of Kentucky for Student Teachers during the 2020-2021 School Year passed with a motion by Mr. Bruce Smith and a second by Mr. Alan Hubble.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.d. MOA with Operation Unite for the 2020-2021 School Year**

**Order #147. - Motion Passed:**  Approve the MOA with Operation Unite for the 2020-2021 School Year passed with a motion by Mr. Ricky Lane and a second by Mr. Bruce Smith.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.e. Lincoln County's NTI Application for the 2020-2021 School Year**

Annual Board approval is required for the Lincoln County NTI application.

**Order #148. - Motion Passed:**  Approve Lincoln County's NTI Application for the 2020-2021 School Year passed with a motion by Mr. Win Smith and a second by Mr. Ricky Lane.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.f. BG-4 Form for the Stanford Elementary and Crab Orchard Elementary Roofing Projects**

**Order #149. - Motion Passed:**  Approve the BG-4 Form for the Stanford Elementary and Crab Orchard Elementary Roofing Projects passed with a motion by Mr. Win Smith and a second by Mr. Ricky Lane.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.g. Designation of Applicant Agent with FEMA**

A request for public assistance has been filed with FEMA in case emergency funds are made available stemming from the COVID-19 pandemic. FEMA requests each entity name an individual as Applicant Agent. All paperwork and correspondence are directed to this individual.

**Order #150. - Motion Passed:**  Approve Lee Ann Smith as the Applicant Agent with FEMA passed with a motion by Mr. Alan Hubble and a second by Mr. Bruce Smith.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.h. 2020-2021 Contracts and Subscriptions for the Early Childhood Program**

The 2020-2021 contracts for the Early Childhood Program include: 1) medical services (doctors, dentists, optometrist, mental health and health department); 2) Contracted staff - ERSEA Specialist up to 130 days and Technical Assistance /Compliance Specialist up to 168 days; 3) data collection.

**Order #151. - Motion Passed:**  Approve the 2020-2021 Contracts and Subscriptions for the Early Childhood Program passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.i. Purchase of Playground Equipment for the Early Childhood Programs at Crab Orchard Elementary and Waynesburg Elementary**

Board Member Alan Hubble questioned the need for new playground equipment at this time and since there have been budget concerns would this money be better spent elsewhere? Superintendent Rowe explained that this was money for the 2019-2020 school year that must be spent, or it would go back to the state. Superintendent Rowe stated that if the board would like to table the motion, he could have further conversations with Preschool Director, Ms. Christine Killen about other ways to spend these funds. The motion was tabled.

**4.j. Purchase of the iReady Program for the 2020-2021 School Year**

Annual purchase of the iReady program. This program is the district benchmark assessment and intervention tool for K-5.

**Order #152. - Motion Passed:**  Approve the Purchase of the iReady Program for the 2020-2021 School Year passed with a motion by Mr. Bruce Smith and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.k. Covid 19 Emergency Leave Days**

SB 177 - Emergency Leave

During the 2019-2020 school year, a local board of education shall allow emergency leave to any full-time or part-time classified or certified employee, if the local board determines it is necessary in relation to the COVID- 19 public health emergency.

No personal affidavit is required from the employee. This requires local board action.

**Order #153. - Motion Passed:**  Approve Action Allowing the Superintendent to Grant up to 14 Emergency Leave Days to any Full-Time or Part-Time Employee for COVID-19 Related Reasons During the 2019-2020 School Year passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.l. Buses as Surplus**

Declaring buses as surplus and taking sealed bids allows the district to reject any/all unacceptable bids. Each unit has been determined to be unneeded to transport students daily in a safe manner and are no longer eligible for further depreciation.

**Order #154. - Motion Passed:**  Grant Permission to Declare as Surplus and Accept Sealed Bids or Scrap Six Fully Depreciated Buses: 0203, 0402, 0406, and 0505 passed with a motion by Mr. Bruce Smith and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.m. 2020-2021 District Certified Evaluation Plan**

The Board must approve the district Certified Evaluation Plan annually.

**Order #155. - Motion Passed:**  Approve the District 2020-21 Certified Evaluation Plan passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.n. High School Graduation Plan**

Given the Governor has declared there will be no in-person gatherings, including graduation ceremonies, at least through the month of June the Senior Class Officers decided to hold a virtual ceremony in the month of May so those students reporting for military duty can participate and be recognized. The following guidelines will be used for the ceremony:

* The ceremony will be virtual with students scheduled alphabetically beginning Monday, the 18th of May and continuing through Friday, the 22nd of May.
* Only one (1) car per graduate with the graduate, parents/guardians, and/or immediate family members up to five (5) persons are allowed on campus.
* Only graduates who are eligible based on attendance and credits will be eligible to participate in the ceremony.
* Graduates will be scheduled adhering to social distancing guidelines.
* Students and families will arrive 5 minutes prior to scheduled time and remain in the car until directed to enter the gym.
* Students will be able to pay any fees owed, return any school property and gather any personal property while on campus. Fees will be paid, and any Chromebooks collected at the ceremony.
* Each portion of the ceremony including speeches, band, musical solo, Principal Address, will be video recorded and professionally compiled for each graduate. The ceremony will also be streamed on YouTube at a later date.
* Students will enter the gym with two other family members, walk across the stage and receive their diplomas and exit the gym.
* Class President, Valedictorian and Salutatorian will have speeches pre-recorded prior to the 18th of May.
* Caps and Gowns will be worn for the ceremony. Students asked to be able to decorate their caps this year given that all graduates will not be together at one-time and the ceremony will be non-traditional.
* Students will be able to walk through the building following a prescribed route after receiving their diplomas.
* Following the walk through, students will exit the campus immediately.

NOTES: If embroidered caps and gowns will not arrive in time, graduates will wear plain red gowns. If diplomas are not printed by this date, a temporary diploma will be made, and actual diplomas will be distributed at a later date. No congregating, selfies, or hanging around the campus will be allowed during the ceremony.

**Order #156. - Motion Passed:**  Approve the High School Graduation Plan passed with a motion by Mr. Ricky Lane and a second by Mr. Alan Hubble.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.o. Extra Duty Notice**

There is uncertainty about what the 2020-21 school year may look like. Because of the far-reaching impact of these future unknown events, we must be cautious about the expenditure of school district funds. Other districts are considering sending a notice of salary reduction to all certified and classified employees who receive extra duty pay. It is possible, and perhaps even likely, that these duties and compensation may be restored. The Board needs to discuss this issue before the deadline expires for sending out notices.

Board member, Mr. Ricky Lane, recommended we continue to pay coaches because they have made a commitment of their time and effort to Lincoln County. Mr. Lane made a motion to continue to pay coaches. The motion died for lack of a second.

Vice Chair, Mr. Win Smith, recommended taking action on the original motion since letters must be sent out by May 15th. While the district will hopefully not need to reduce anyone's stipend, this action would protect the district should a reduction be necessary.

**Order #157. - Motion Passed:**  Approve Notice of Salary Reduction to all Certified and Classified Employees who Receive Extra Duty Pay passed with a motion by Mr. Win Smith and a second by Mr. Alan Hubble.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | No  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.p. 2020-2021 Auditor Contract**

Audit contracts and engagement letter for the 2019-2020 school year are due to KDE on or before May 28, 2020.

**Order #158. - Motion Passed:**  Accept the Auditor Contract with White and Company, PSC, to Perform the Financial Audit for the 2019-2020 School Year in the Amount of $18,875 passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.q. Finalized Section 4, Section 5, and Section 7 Staffing Policies for the 2020-2021 School Year**

Mr. Bruce Smith looked over the older allocation formulas. Last year Lincoln County Middle was allotted two assistant principals since it was housed in two separate buildings. The current formula contained no language for this however Section 7 allocated both positions. Superintendent Rowe explained that the former principal, Mr. Billy Harris gave up one counselor position in order to have two assistant principal positions. For the upcoming school year the middle school would have only one assistant principal and three counselor positions.

**Order #159. - Motion Passed:**  Approve the Finalized Section 4, Section 5, and Section 7 Staffing Policies for 2020-2021 School Year passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | No  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | No  |

**4.r. Indirect Cost Rates for 2020-2021**

Indirect cost rates are set by the Kentucky Department of Education and approved by the Kentucky Board of Education. The 2020-2021 rates for Lincoln County will be:

Non-restricted rate for food service: 13.47%

Restricted rate for federal grants: 1.90%

**Order #160. - Motion Passed:**  Approve the Indirect Cost Rates for All Federal Grants for the 2020-2021 School Year passed with a motion by Mr. Bruce Smith and a second by Mr. Ricky Lane.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.s. 2020-2021 Workers' Comp Quote**

Workers compensation must be in place by July 1, 2020, for the 2020-2021 school year. The district experience modification rate has risen to 1.25 from 1.0 last year and .77 the year before that. The higher rate increases the premiums for the upcoming school year to $152,796.25 (an increase of $20,931.91 from 19-20).

**Order #161. - Motion Passed:**  Accept quote from KEMI as Provided by Assured Partners for the 2020-2021 School Year. passed with a motion by Mr. Ricky Lane and a second by Mr. Bruce Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**4.t. 2020-2021 Insurance Quotes**

Insurance coverage for criminal bond, cyber risk, property, general liability, auto, and umbrella are needed to be in place by July 1, 2020 for the 2020-2021 school year.

Criminal bond - Auto-Owners $891.59 (same premium as last year)

Cyber Risk - Axis Pro $5,315 (same premium as last year)

Property, general liability, auto, & umbrella - Liberty Mutual $488,185 (increase of $49,542 from last year due to claims activity; this amount may also fluctuate after KDE sets property insurance replacement costs for 2020-2021.)

**Order #162. - Motion Passed:**  Accept Quote from Assured Partners for Insurance Policies for the 2020-2021 School Year passed with a motion by Mr. Win Smith and a second by Mr. Ricky Lane.

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| --- | --- |
| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**5. Enter into Executive Session per KRS 61.810(f) Discussions or hearings which might lead to the discipline, or dismissal of an individual employee, KRS 61.810(k) Meetings which federal or state law specifically require to be conducted in privacy and Pursuant to Board Policy 03.26 Grievances.** The video recording was stopped for the duration of the executive session.

**Order #163. - Motion Passed:**  Enter into Executive Session passed with a motion by Mr. Bruce Smith and a second by Mr. Ricky Lane.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**6. Return to Open Meeting**

**Order #164. - Motion Passed:**  Return to Open Meeting passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**6.a. Possible Action Based on Discussion in Executive Session**

**Order #165. - Motion Passed:**  Approve the Direction Provided by Board Attorney, Mr. Johnathan Baker, on Both Cases passed with a motion by Mr. Ricky Lane and a second by Mr. Win Smith.

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| Mr. Tom Blankenship  | Yes  |
| Mr. Alan Hubble  | Yes  |
| Mr. Ricky Lane  | Yes  |
| Mr. Win Smith  | Yes  |
| Mr. Bruce Smith  | Yes  |

**7. Adjourn**  Board Chair, Tom Blankenship, adjourned the meeting at 6:43 PM.

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Chairman of the Board

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Secretary to the Board