

Gallatin County Board of Education Meeting

May 20, 2013 7:00 PM

Wallace Central Office Building

Attendance Taken at 7:00 PM:

Present Board Members:

Mrs. Sonya Giles
 Mr. David Morris
 Mr. Chad Murray
 Mr. Alex Tainsh
 Mr. Dicky Wilson
 Student Board Member Mariah Gullion

Updated Attendance:

Mr. Alex Tainsh was updated to absent at: 10:00 PM
 Mr. Alex Tainsh was updated to present at: 10:02 PM
 Mr. Dicky Wilson was updated to absent at: 8:15 PM
 Mr. Dicky Wilson was updated to present at: 8:20 PM
 Ms. Gullion exited meeting at 9:30 pm

I. CALL TO ORDER

I.A. Welcome

I.B. Roll Call

I.C. Approval of the Revised Agenda with Addition of VI.A-Approval April 22, 2013 Board of Education Meeting Minutes; and VI.G.2-Fuel and Propane Bid; and VI.G.3-Approval of Insurance Bid-Jay Hall; and VI.I.2.a - American Cancer Society - HS Gym - May 18-19,2013 (formally approved via email)

Order #2013-590 - Motion Passed: Approval of the Revised Agenda with Addition of VI.A-Approval of the April 22, 2013 Board of Education Meeting Minutes; and VI.G.2-Fuel and Propane Bid; and VI.G.3-Approval of Insurance Bid-Jay Hall passed with a motion by Mr. Alex Tainsh and a second by Mrs. Sonya Giles.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

II. RECOGNITIONS

II.A. Superintendent's Fine Art Award Winners

III. COMMUNICATIONS (No Board Action)

III.A. Board Members

- *Alex Tainsh recognized student board member Mariah Gullion for her contributions and presented her with a gift.*
- *Ms. Gullion stated Curtis Flynn would be the new student representative.*
- *Mrs. Giles - discussed our organizational chart; specifically duties of Asst. Superintendent and Deputy Superintendent. She discussed whether or not these positions were mandatory. She asked Mr. Spahn and Mr. Whalen to share some of their duties/responsibilities. She stated the Deputy Superintendent was actually the Director of Pupil Personnel and that Mr. Spahn was Directory of Curriculum.*
- *Mr. Whalen stated the DPP role encompasses many areas such as court appearances and issues regarding attendance. Personnel involves job fairs looking for quality candidates; personnel investigations regarding allegations (along with Mr. Spahn's assistance); dealing with transportation personnel; buildings/grounds/construction.*

- *Mr. Spahn stated his duties encompass professional development (new teacher evaluation; principal evaluation; ASSIST (CDIP); MAPS, COMPASS, website, internship for teachers/principals; SBDM coordinator; state LEED report.
Mr. Spahn and Mr. Whalen stated they each perform many other duties on an as needed basis as the situation/circumstance deems necessary*
- *Mrs. Giles stated she had the KRS references for each position that is mandatory. Mr. Morris thanked Mrs. Giles, Mr. Whalen and Mr. Spahn*

III.B. Citizens & Delegations

III.C. Staff/School Reports

Mr. Spahn explained MAPS. MAPS results are downloaded into COMPASS, an online assessment tool that allows students to work on an area that needs improvement.

III.C.1. LE Principal's Report, MAPS, SBDM Agenda/Minutes - Mr. Joe Wright

III.C.2. UE Principal's Report, MAPS, SBDM Agenda/Minutes - Mrs. Deb Brown

III.C.3. MS Principal's Report, MAPS, SBDM Agenda/Minutes - Mr. Curt Bieger

III.C.4. HS Principal's Report, MAPS, SBDM Agenda/Minutes - Mrs. Roxann Booth

III.C.5. Attendance Report - Mr. Leonard Whalen

III.D. Written Communications

III.E. Superintendent's Report

- *At the request of Dr. Perkins, Jerilyn Zapp, Raisor Zapp and Woods, introduced herself and discussed audit procedure/process. The audit objective is to give opinion on the financial statement as to correctness/fair presentation; report on internal control and how it relates to gov't auditing standards. She stated duties of management regarding finances. She discussed materiality in relation to the general fund. She stated during audit, she looks at BOE minutes, financial statements for specific transactions, review of internal controls, risk assessment. They perform test of transactions (samples) to ensure internal control measures implemented are actually in place; looking for documentation of transactions. She shared info re handout of KDE audit controls.*

III.E.1. District Targets

- *Dr. Perkins discussed District Targets*

IV. STUDENT LEARNING SERVICES

IV.A. Review & Approval of Revised Board Resolution

Order #2013-591 - Motion Passed: Approval of Revised Board Resolution passed with a motion by Mr. Alex Tainsh and a second by Mr. Dicky Wilson.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

IV.B. 2nd Reading of Teacher Evaluation Plan - Ray Spahn

Order #2013-592 - Motion Passed: Approval of Teacher Evaluation Plan passed with a motion by Mrs. Sonya Giles and a second by Mr. Alex Tainsh.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

**Mr. Wilson was not present during Motions 2013-591 and 2013-592 but agreed to both when he returned. The minutes reflect his vote of Yes.*

IV.C. Policy Issues

IV.C.1. First Reading of 09.14 AP.232 - Release of Records to State Child Welfare Agency

Order #2013-593 - Motion Passed: Approval of draft policy 09.14 AP.232 passed with a motion by Mr. David Morris and a second by Mrs. Sonya Giles. Mr. Crawford stated a second reading of this policy was not necessary as stated in previous KSBA correspondence.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Absent

IV.D. Comprehensive District Improvement Plan Impact Check - Mr. Ray Spahn

V. STUDENT SUPPORT SERVICES

V.A. Finance

V.A.1. Approval of the 2013-2014 Tentative Working Budget - Mrs. Connie Wainscott and Mrs. Pam Terwilliger

- Pam Terwilliger presented the tentative working budget. She distributed a handout explaining assumptions of revenue (SEEK forecast). She explained how this reports affects the working budget and changes regarding same. The amounts reported from the state changed. She stated the amount could change again before the end of the year. She explained changes in draft versus tentative budget. Salary and benefits increased; additional elementary asst. principal position approved by the board; shared information regarding KSBIT; debt service increased by \$10K; New fund 400 is in the tentative budget as is required by the state. We use this to record revenue regarding SFCC; every bond is identified by a separate project code. Food Service salaries vary slightly from last year. She distributed graph regarding our percentage of salaries in the total budget.
- Mr. Wilson asked how the percentage of salaries has decreased when the actual salaries paid have increased. Mrs. Terwilliger stated even though the amounts have increased, it is a smaller amount of our total budget. She discussed our contingency percentage. Mr. Wilson thanked Mrs. Terwilliger for her explanation of our budget.
- Mr. Tainsh addressed the board regarding beginning fund balance. He stated the balance last year carried over was \$346K. He stated this year the projected end of year fund balance is -\$162K. He questioned the \$508K plus difference.
- Mrs. Terwilliger addressed this question and stated our salaries and benefits generally stay the same. She stated she took all the other expenditures for general fund that are not salary and benefit related and sees where we are. She came up with \$1.9mil. She stated we spend approx. \$200K per month not including salaries and benefits. She stated we had more revenue than expected last year. She stated we had more in utilities tax last year...\$200K more than we were projecting. We had more SEEK revenue.
- Mr. Crawford stated he looks at contingency. He said the state department looks at contingency. If district is around the 2% level, the state department looks at district closely.
- Mr. Tainsh stated he would like to see the last tax rate increase rolled back...the \$30K increase, if funds allow for same.
- Mrs. Terwilliger stated she took \$80K out for sequestration.
- Mr. Crawford stated a number of employees are paid out of sequestration funds.
- Mr. Tainsh stated he understands difficulty of preparing budget when funding may change at the state level. He asked that on behalf payments be taken out of current year budget.
- Mr. Murray asked if a tax increase would be requested for this year. Mrs. Terwilliger stated the budget was prepared with no tax increase but couldn't answer that until the tax assessment numbers are reported from Frankfort. We will not know these numbers until August. She stated the working budget will be concise.
- Mr. Tainsh stated the tentative working budget isn't really committing the board to an agreement of same. Mrs. Wainscott responded correct. Mr. Tainsh thanked Mrs. Terwilliger for her time.
- Mr. Morris asked if the budget included the 1% increase for salaries and KSBIT dollars. Mrs. Terwilliger stated yes, but with the understanding that these numbers could change. The 1% increase will cost approx. \$80k from general fund. The working budget will be done in September.

- *Mr. Murray asked if they could change items in the final working budget. Mr. Crawford stated yes except for terminating employees. Positions can be abolished, but not personnel. He questioned if salaries can be changed. Mr. Crawford stated no. We are required to notify staff by a specific date of salaries. Dr. Perkins explained dates when info is due by. Our salary schedules are distributed the last day of the school year for staff.*
- *Mr. Murray questioned if the board could give a higher percentage than 1% increase to employees and when the timeline was for same. He asked why would we grant more emergency days but not increase pay during the draft budget discussion in January. Dr. Perkins explained we had different SEEK figures during that time. Mr. Crawford stated the importance of maintaining our safety net in contingency. The state requirement is 2%; 5% is suggested.*

Order #2013-594 - Motion Passed: Approval of the 2013-2014 Tentative Working Budget passed with a motion by Mr. Alex Tainsh and a second by Mrs. Sonya Giles.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	No
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

V.A.2. Approval of 2013-2014 Salary Schedules

Order #2013-595 - Motion Passed: Approval of 2013-2014 Salary Schedules passed with a motion by Mrs. Sonya Giles and a second by Mr. Alex Tainsh.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	No
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

V.A.3. Approval of 2013-2014 Activity Fund Tentative Working Budget - Mrs. Linda Clark

Order #2013-596 - Motion Passed: Approval of 2013-2014 Activity Fund Tentative Working Budget passed with a motion by Mr. Alex Tainsh and a second by Mr. Chad Murray.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

V.A.4. Approval of Fidelity Bonds

Mrs. Wainscott explained Fidelity Bonds. She stated this involved bonding for the treasurer.

Order #2013-597 - Motion Passed: Approval of Fidelity Bonds passed with a motion by Mr. Alex Tainsh and a second by Mr. Dicky Wilson.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

V.A.5. Approval of Auditor's Contract-Jerilyn Zapp

Order #2013-598 - Motion Passed: Mr. Murray stated it was the recommendation of state auditor Adam Edelen to change auditors every three years. Mr. Crawford agreed that Adam Edelen's recommendation was correct but after discussion it was noted it's too late to change this year due to bid process. It can be bid in January 2014. Approval of Auditor's Contract to Raisor, Zapp and Wood passed with a motion by Mrs. Sonya Giles and a second by Mr. Dicky Wilson.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes

Mr. Chad Murray No
 Mr. Alex Tainsh Yes
 Mr. Dicky Wilson Yes

V.A.6. Approval of Insurance Bid - Jay Hall

Order #2013-599 - Motion Passed: Approval of Insurance Associates being our liability insurance provider with base \$5mil plus additional \$5mil umbrella coverage minus TRI coverage passed with a motion by Mr. Alex Tainsh and a second by Mr. Chad Murray.

Mrs. Sonya Giles Yes
 Mr. David Morris Yes
 Mr. Chad Murray Yes
 Mr. Alex Tainsh Yes
 Mr. Dicky Wilson Yes

V.B. Facilities

V.B.1. Update on Alternative School/Field House Construction Project - Mr. John Gilbert, Ross-Tarrant Architects

- *Greg Hosfield, Ross Tarrant Architects, addressed the board regarding construction progress. He stated we are at approx. 25% completion; discussed drainage issue and change orders reflecting same - approx. \$15k addition, change order number 11.*
- *Mr. Whalen shared info regarding sidewalk from gates to concession stand. We are looking at re-grading area to bring sidewalk up to drain at end of area. He asked the board for verbal agreement of \$15K necessary to bring sidewalk up to necessary drain level. If approved, this will help ensure construction isn't held up regarding future approval. He stated this could hold up progress until June meeting.*
- *Mr. Murray stated there is a legitimate issue re sidewalk and that he would like written email approval (full documentation) so everything is documented. All agreed to this.*
- *Mr. Hosfield discussed change order #9 - revises gauge thickness in awning support.*
- *Mr. Wilson questioned why this was not noted in the initial quote/bid. Mr. Ron Murrell addressed this question; Mr. Hosfield stated this was due to preference of general contractor as to 2 bay v 3 bay. Mr. Murrell stated we could go with 3 bay but it would impede construction process.*
- *Mr. Morris questioned aesthetics. Mr. Murrell stated an add'l strut would be visible. Mr. Murrell stated this is structural as well as time issue.*

V.B.2. Review and Approval of Change Orders 9 and 10

V.B.2.a. Change order 9 - \$1,378.30 - Revised gage thickness at the metal decking

Order #2013-600 - Motion Passed: Approval of change order #9 passed with a motion by Mr. David Morris and a second by Mr. Alex Tainsh.

Mrs. Sonya Giles Yes
 Mr. David Morris Yes
 Mr. Chad Murray Yes
 Mr. Alex Tainsh Yes
 Mr. Dicky Wilson Yes

V.B.2.b. Change order 10 - \$400.00 - Extended steel collar at drain structure 2

Order #2013-601 - Motion Passed: Approval of change order #10 passed with a motion by Mr. Chad Murray and a second by Mr. Alex Tainsh.

Mrs. Sonya Giles Yes
 Mr. David Morris Yes
 Mr. Chad Murray Yes
 Mr. Alex Tainsh Yes
 Mr. Dicky Wilson Yes

V.C. Review of Request of Additional Year Leave of Absence for Certified Staff Member

- *Dr. Perkins stated she received additional medical documentation stating no restrictions. She stated what we do for this staff member, we must be willing to do for all staff members.*
- *Mr. Murray stated he understood both scenarios.*
- *Mr. Tainsh stated he felt this was a strong public relations issue as this person would speak highly or poorly of district.*
- *Mr. Wilson stated he felt this person was a good employee. Mr. Crawford stated personnel performance can't be discussed in open meeting.*
- *Mr. Wilson stated this isn't going to cost the school add'l monies. He said he felt we should grant request.*
- *Mr. Murray stated if we grant add'l year, then we grant one year only so as not to prevent someone else from losing position should she return.*

Order #2013-602 - Motion Passed: Motion for 1 year additional leave and employee must take one year so district can hire replacement for one year contract; employee may not come back until one year leave is up passed with a motion by Mr. Dicky Wilson and a second by Mr. Alex Tainsh.

Mrs. Sonya Giles	Yes
Mr. David Morris	No
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

V.D. Approval of Revised Number of Hours for Title I Aide Position - Mrs. Debra Foltz

Order #2013-603 - Motion Passed: Approval of Revised Number of Hours for Title I Aide Position passed with a motion by Mr. Alex Tainsh and a second by Mr. Chad Murray.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

V.E. Approval of Revision to the 2013-2014 School Calendar to Reflect the Last Day of School for Students as May 16, 2014

Order #2013-604 - Motion Passed: Approval of Revision to the 2013-2014 School Calendar to Reflect the Last Day of School for Students as May 16, 2014 passed with a motion by Mr. Alex Tainsh and a second by Mrs. Sonya Giles.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

VI. STUDENT LEARNING & SUPPORT CONSENT ITEMS

Order #2013-605 - Motion Passed: Approval of consent agenda with moving VI.G.1 - Approval of Fuel and Propane Bid to end of agenda passed with a motion by Mrs. Sonya Giles and a second by Mr. Dicky Wilson.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

VI.A. Approve Minutes of the April 22, 2013 Gallatin County Board of Education Meeting**VI.B. Approve Minutes of the May 6, 2013 Gallatin County Board of Education Meeting****VI.C. Approve Minutes of the May 14, 2013 "Special" Gallatin County Board Meeting/Working Session**

VI.D. Approve Treasurer's Report**VI.E. Approve Activity Fund Report****VI.E.1. Approve Activity Fund Bills****VI.F. Authorize Payment of Bills****VI.F.1. Approve Payment of the Attached Bills****VI.F.2. Ross-Tarrant Architects - Alternative School/Field House - Invoice #23, \$2,500.99****VI.F.3. Endeavor Construction - Pay App #4, \$412,740.00 - Alternative School/Field House****VI.F.4. Consulting Services, Inc., Invoice #2906, \$4,030.00 - Alternative School/Field House - Soils Inspection****VI.F.5. Consulting Services Inc., Invoice #2970, \$7,400.00 - Alternative School/Field House, Special Inspections****VI.G. Consider Bids & Award Contracts****VI.H. Acknowledge Notification of Personnel Actions****VI.H.1. Resignations****VI.H.1.a. Terrie Bowman - Transportation Secretary/Bus Driver Trainer****VI.H.1.b. Sue Beach - Special Ed Instructional Asst.****VI.I. Approve Requests****VI.I.1. Request Approval to Accept Weather Instruments from Gallatin Steel - Deb Brown****VI.I.2. Facilities Use Requests****VI.I.2.a. American Cancer Society - Relay for Life - HS Gym - May 18-10, 2013 - Jodi Dunavan****VI.I.3. Fund Raising Requests****VI.I.3.a. MS Football - Yard Sale - Between June 1 and September 30, 2013 - Steve Zimmer****VI.I.3.b. MS Football - Sell Beef Sticks - June 1-September 30 -Steve Zimmer****VI.I.3.c. MS Football - Sell Raffle Tickets for Various Baskets - June 1-September 30 - Steve Zimmer****VI.I.3.d. MS Football - Sell Lollipops shaped like footballs - June 1-September 30 - Steve Zimmer****VI.I.3.e. MS Football - Sell Peel and Save Fundraising Cards - June 1-September 30 - Steve Zimmer****VI.I.3.f. MS Football - Sell Welch's Fruit Snacks - June 1-September 30-Steve Zimmer****VII. Approval of Fuel and Propane Bid****Order #2013-606 - Motion Passed:** Approval of Southern Petroleum for Fuel and Ferrell Gas for Propane passed with a motion by Mr. Chad Murray and a second by Mr. Alex Tainsh.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

VIII. ADJOURN**Order #2013-607 - Motion Passed:** Approval to adjourn passed with a motion by Mr. David Morris and a second by Mr. Alex Tainsh.

Mrs. Sonya Giles	Yes
Mr. David Morris	Yes
Mr. Chad Murray	Yes
Mr. Alex Tainsh	Yes
Mr. Dicky Wilson	Yes

 Chairperson

 Superintendent
Not official minutes until approved at the next board meeting