

**THE BOARD OF EDUCATION OF COVINGTON, KENTUCKY**  
**MINUTES – SPECIAL MEETING**  
**JANUARY 6, 2016**  
**4:00 P.M.**

The Board of Education of Covington, Kentucky met in special session on Thursday, January 6, 2016 at the Administration Building, 25 East Seventh Street, Covington, Kentucky.

Mr. Alvin L. Garrison called the meeting to order at 4:00 p.m.

**Call To Order**

Roll call showed the following members present: Mr. Jerry Avery, Ms. Joyce Baker, Ms. April Brockhoff, Mrs. Glenda Huff and Mrs. Julie Geisen Scheper.

**Roll Call**

Mr. Garrison asked Ms. Baker to lead the Pledge of Allegiance.

Mr. Garrison welcomed everyone and read the call of the meeting:

**Welcome**

1. Call to Order
2. Roll Call
3. Pledge to the Flag
4. Election of Board Chair
5. Election of Board Vice-Chair
6. Appoint Board Secretary
7. Appoint Board Treasurer
8. Budget Committee Update - Board member to serve on the 2016 Budget Committee
9. Appointment of Board Attorney FY2016 (Order No. 010616-01)
10. 2016 Board of Education Meeting Schedule (Order No. 010616-02)
11. CIPS Board of Education Travel FY2016 (Order No. 010616-03)
12. Fall Surplus Disposition of Property (Order No. 010616-04)
13. Guaranteed Energy Savings Contracts Update (Order No. 010616-05)

Mr. Garrison called for nominations for Board Chair.

**Board Chair  
Nominations**

1. Ms. Huff nominated Ms. Julie Geisen Scheper to serve as Chair of the Covington Board of Education. Ms. Baker seconded the motion.

Mr. Garrison called for additional nominations. There were none. The Board agreed by consensus that nominations cease.

Mr. Garrison asked for a roll call vote of Motion 1 as made by Ms. Huff and seconded by Ms. Baker.

With a roll call vote, Ms. Huff, Ms. Baker, Mr. Avery, Ms. Brockhoff and Ms. Geisen Scheper voted yea. The motion passed.

Ms. Geisen Scheper assumed the position of Chair. She thanked the Board for their confidence.

Ms. Geisen Scheper called for nominations for the position of Vice-Chair.

**Vice-Chair  
Nominations**

2. Ms. Huff nominated Ms. April Brockhoff to serve as Vice-Chair of the Covington Board of Education. Ms. Baker seconded the motion.

Ms. Geisen Scheper called for additional nominations. There were none. The Board agreed by consensus that nominations cease.

Ms. Geisen Scheper asked for a roll call vote of Motion 2 as made by Ms. Huff and seconded by Ms. Baker.

With a roll call vote, Ms. Huff, Ms. Baker, Mr. Avery, Ms. Brockhoff and Ms. Geisen Scheper voted yea. The motion passed.

Ms. Brockhoff thanked the Board for their confidence.

3. Ms. Brochoff moved that the Covington Board of Education appoint Mr. Alvin L. Garrison as Board Secretary. Ms. Huff seconded the motion. With a roll call vote, Ms. Brockhoff, Ms. Huff, Mr. Avery, Ms. Baker and Ms. Geisen Scheper voted yea. The motion passed.

**Appointment of  
Board Secretary**

4. Ms. Baker moved that the Covington Board of Education appoint Ms. Annette Bemmerer, Board Treasurer. Mr. Avery seconded the motion. With a roll call vote, Ms. Baker, Mr. Avery, Ms.

**Appointment of  
Board Treasurer**

Brockhoff, Ms. Huff and Ms. Geisen Scheper, voted yea. The motion passed.

Ms. Geisen Scheper requested that a Board Member serve on the Budget Committee. Jerry Avery and April Brockhoff volunteered to serve on the Budget Committee. Mr. Garrison thanked the Board for their time and effort

5. Ms. Huff moved that the Covington Board of Education appoint the Law Firm of Adams, Stepner, Wolterman and Dusing as the counsel for the Covington Independent Public Schools and the Covington Board of Education for the 2016 calendar year and approve a hourly rate of \$165. effective January 1, 2016. Ms. Brockhoff seconded the motion. With a roll call vote, Ms. Huff, Ms. Brockhoff, Mr. Avery, Ms. Baker and Ms. Geisen Scheper voted yea. The motion passed.

**Appointment of  
Board Attorney**

The Board thanked Adams, Stepner, Woltermann and Dusing for their service. The Board expressed confidence in the services that are provided. Mary Ann Stewart, School Board Attorney, thanked the Board and stated that the firm considers it a privilege to serve the district.

The Board discussed setting a calendar to establish the date and time for each regular monthly board meeting to be held during 2016. The Board agreed, by consensus, to set a two meeting a month schedule. The first meeting of each month will be held at 6 p.m. and the second meeting of each month at 7 p.m.

**Adopt Board  
Meeting  
Calendar for  
2016**

6. Ms. Huff moved that the Covington Board of Education (a) establish January 14, January 28, February 11, February 25, March 10, March 31, April 7, April 28, May 5, May 26, June 9, June 23, July 28, August 11, August 25, September 8, September 29, October 13, October 27, November 3, November 17, December 1 and December 15 as regular board meeting days, (b) establish 6:00 p.m. as the official meeting time for the first meeting of the month and 7 p.m. as the official meeting for the second meeting of the month and (c) hold the first meeting of month at various schools in the district and the second meeting in the Central Office Board Room. Ms. Brockhoff seconded the motion. With a roll call vote, Mrs. Huff, Ms. Brockhoff, Mr. Avery, Ms. Baker and Ms. Geisen Scheper voted yea. The motion passed.

Ms. Brockhoff stated that she would like for the Board to have more interaction with Site-based Decision Making Councils at the schools. Board members agreed.

Mr. Garrison reminded the Board that monthly meetings are held at the schools and he would make sure that council members have the opportunity to address the Board and discuss any issues or concerns they may have.

7. Ms. Huff moved that the Covington Board of Education approve CIPS Board of Education 2016 Travel. Ms. Brockhoff seconded the motion. With a roll call vote, Ms. Huff, Ms. Brockhoff, Mr. Avery, Ms. Baker and Ms. Geisen Scheper voted yea. The motion passed.

**CIPS Board of  
Education  
Travel FY 2016**

8. Ms. Huff moved that the Covington Board of Education approve the Award of Fall Surplus Equipment. Ms. Brockhoff seconded the motion. With a roll call vote, Ms. Huff, Ms. Brockhoff, Mr. Avery, Ms. Baker and Ms. Geisen Scheper voted yea. The motion passed.

**Disposition of  
Property**

Mr. Garrison introduced Mr. Eric Neff, Director of Personnel and Facilities. Mr. Neff reviewed the Guaranteed Energy Savings Contract. The district facility plan identified capital construction priorities. Of those priorities, energy savings projects are marked to be included in a scope of work report. The Kentucky Educational Development Cooperative (KEDC) assists district with Guaranteed Energy Savings Contracts and have recommended two companies for the State of Kentucky – Performance Services and Ameresco. These companies will develop pricing and a timeline for the scope of the work. Ms. Annette Bemmerer, Director of Finance and Treasurer stated that because the district is financially healthy and that in the next four years will have an estimated 11 million dollar bonding potential, it only makes sense to maximize the amount of work that can be done. The energy savings projects will impact all schools and facilities across the district by cutting utility costs. Mr. Ralph Cooper, Piaschowy and Cooper Architecture, has review the work and believes this is an opportunity for Covington Independent Public Schools to cost-effectively update infrastructure systems that will benefit the entire district. Ms. Huff and Ms. Brockhoff stated that the way this was presented was easy to understand. The packet of materials outlined exactly what work needed to be done and the impact this would have on our facilities.

**Guaranteed  
Energy Savings  
Contracts**

The Board agreed by consensus to instruct Mr. Neff to proceed with presenting the scope of the work to both companies. The Board understood that both companies would preset their pricing and timelines to the Board in March.

The Board agreed by consensus to adjourn at 5:30 p.m.

**Adjournment**

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Board Chair

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Superintendent of Schools