

**THE BOARD OF EDUCATION OF COVINGTON, KENTUCKY**  
**MINUTES – SPECIAL MEETING**  
**JANUARY 9, 2017**  
**4:00 P.M.**

The Board of Education of Covington, Kentucky met in special session on Monday, January 9, 2017 at the Instructional Support Center, 212 Levassor Avenue, 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. April Brockhoff, Mrs. Julie Geisen Scheper, Mrs. Glenda Huff and Mr. Tom Wherry.

**Roll Call**

Mr. Garrison asked Ms. Brockhoff 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 2017 Budget Committee
9. Appointment of Board Attorney 2017 (Order No. 010917-01)
10. 2017 Board of Education Meeting Schedule (Order No. 010917-02)
11. CIPS Board of Education Travel 2017 (Order No. 010917-03)
12. Roles and Responsibilities (Order No. 010917-04)
13. Education Recovery – Sam Watkins (Order No. 010917-05)
14. External Review (Order No. 010917-06)
15. Charter Schools (Order No. 010917-07)

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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. Brockhoff 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. Brockhoff.

With a roll call vote, Ms. Huff, Ms. Brockhoff, Mr. Avery, Ms. Geisen Scheper and Mr. Wherry 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. Mr. Avery 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 Mr. Avery.

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

Ms. Brockhoff thanked the Board for their confidence.

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

**Appointment of  
Board Secretary**

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

**Appointment of  
Board Treasurer**

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

Ms. Geisen Scheper requested that a Board Member serve on foundations and committees. The following are the foundations and committees a board member serves on: Budget Committee - Mr. Jerry Avery and Ms. April Brockhoff; Calendar Committee - Ms. Glenda Huff; Code of Conduct Committee - Ms. April Brockhoff and Mr. Tom Wherry; Covington Education Foundation - Ms. Julie Geisen Scheper; TEAM Foundation - Mr. Tom Wherry. Mr. Garrison thanked the Board for their time and effort

5. Ms. Brockhoff 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 2017 calendar year and approve a hourly rate of \$170.00 effective January 1, 2017. Mr. Avery seconded the motion. With a roll call vote, Ms. Brockhoff, Mr. Avery, Ms. Huff, Mr. Wherry 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 2017. 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 5 p.m.

**Adopt Board  
Meeting  
Calendar for  
2017**

6. Ms. Huff moved that the Covington Board of Education (a) establish January 12, January 26, February 9, February 23, March 16, March 30, April 6, April 27, May 11, May 25, June 8, June 29, July 27, August 10, August 31, September 14, September 28, October 12, October 26, November 9, November 30 and December 14 as regular board meeting days, (b) establish 6:00 p.m. as the official meeting time for the first meeting of the month and 5 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. Huff stated that she would like the Board to develop 5 questions for each school's council and administration to answer. The answers would be incorporated into their monthly board meeting presentations. The Board members agreed. Mr. Garrison stated 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 approves CIPS Board of Education 2017 Travel. Mr. Avery seconded the motion. With a roll call vote, Ms. Huff, Mr. Avery, Ms. Brockhoff, Mr. Wherry and Ms. Geisen Scheper voted yea. The motion passed.

Ms. Brockhoff suggested that the Board might want to consider holding some workshops in the district for board member professional development rather than traveling. Mr. Garrison pointed out that sometimes it is just as beneficial to a group to be out of their usual element. Mr. Garrison stated that in addition to the Board's out-of-town travel, he would research contracting with presenters to hold a workshop for school board members in the district.

**CIPS Board of  
Education  
Travel 2017**

Mr. Garrison introduced a session on Board Member Roles and Responsibilities. He introduced Ms. Becky Burgett, a Kentucky School Boards Association Consultant. Ms. Burgett provided an overview of basic board roles, responsibilities, expectations and commitments necessary for effective school board governance.

Mr. Garrison introduced Mr. Sam Watkins, the district's Education Recovery Leader. Mr. Watkins has worked with our district and schools for two years. As part of his work we have been able to participate in Shipley Systems training, a PDSA (Plan-Do-Study-Act) model that is the cornerstone of our PLC focus.

Mr. Jeff Volter, Director of Districtwide Programs, updated the Board on the upcoming External Review. The AdvancED accreditation team will be working in the district January 22-25, 2017.

In anticipation of some form of Charter School legislation during the 2017 regular session of the general assembly, Mr. Garrison started a discussion on Charter Schools.

The Board agreed by consensus to adjourn at 7:30 p.m.

**Adjournment**