

Covington Board of Education

MINUTES ~ REGULAR MEETING

August 31, 2017

5:00 PM

25 E. 7th Street, Covington, Kentucky 41011

I. Call to Order

Ms. Julie Geisen Scheper, Board Chair, called the meeting to order at 5:00 p.m.

Attendance Taken at 5:00 p.m.:

Present Board Members:

Mr. Jerry Avery
Ms. April Brockhoff
Ms. Julie Geisen Scheper

Absent Board Members:

Ms. Glenda Huff
Mr. Tom Wherry

II. Roll Call

Excuse Board Member(s)

Motion Passed 083117_01: Approval to excuse Mr. Tom Wherry and Ms. Glenda Huff passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

III. Pledge of Allegiance

The Board Chair, Ms. Julie Geisen Scheper led the Pledge of Allegiance.

IV. Welcome and Board Chair Comments

Ms. Julie Geisen Scheper welcomed everyone to the meeting and commented that the Board of Education serves the public and community.

V. Public Input

No one opted to address the Board.

VI. District Recognition and Presentations

Mr. Doug Fruchtenicht, Head Teacher at Covington Adult High School, presented Demarco A. Moore, 2017 Covington Independent High School Diploma.

VII. Informational Items

Personnel Actions

The personnel actions listed on the exhibit have taken place since the board meeting of July 27, 2017.

Data Security and Breach Notification Practice Guide Review

Pursuant to 702 KAR 1:170, Kentucky school districts are required to review the Data Security and Breach Notification Best Practice Guide prior to August 31 of each year. CIPS Policy 01.61 Records Management and CIPS Procedure 01.61 AP. 11 Notice of Security Breach and Investigation Procedures have been amended to reflect this change.

National AESA 2017 Conference Participation

Mr. Garrison serves on the executive committee for the Northern Kentucky Cooperative for Educational Services. NKCES requests the executive committee attendance at the National AESA 2017 Conference. The conference is for all service cooperative agencies around the nations and the goal is multi-faceted. The title of the conference is From Hope to Change: Equity, Inclusion and Social Justice. Mr. Alvin Garrison is requesting to attend the National AESA 2017 Conference in San Antonio, Texas. The conference will be held November 28 - December 2, 2017.

Request to Attend Kentucky System Engagement Review Team as a Member

Mr. Alvin Garrison is requesting to participate as a Team Member for the System Engagement Review Team for the Jefferson County School District, on March 25-28, 2018. This would provide a professional learning experience and benefit his knowledge in the new standards for Systems Accreditation.

School Based Decision Making Council Questions

A Board Member has requested a review of the School Based Decision Making Council Questions. These questions touch on subjects including; PLC Collaboration, Teacher Retention, Initiatives, Behavior Issues and Charter Schools.

VIII. Report of the Treasurer

Monthly Financial Report

Budget Narrative for July FY2018 monthly financial statement:

- General fund (fund 1) - as of 7/31/17, revenue received of 11 million with expenses of 1.5 million.
- Special revenue (fund 2) - as of 7/31/17, revenue received of \$171,000 with expenses of \$295,000. Many grants in fund 2 are on a reimbursement basis. Money is requested after the expenses have occurred. There is a delay on receiving fund 2 revenue.
- Capital outlay (fund 310) - as of 7/31/17, revenue received of \$175,000 with expenses of \$0. The state does not provide all the capital outlay funding until the end of the fiscal year. This fund is used to pay the district's bond payments. Bond payments occur throughout the whole fiscal year under fund 400 (new for FY'13 per KDE). Money will be transferred out of capital outlay into the debt service fund throughout the fiscal year.
- Building fund (fund 320) - as of 7/31/17, revenue received of \$521,000 with expenses of \$0. This fund is used to pay the district's bond payments. Bond payments occur throughout the whole fiscal year under fund 400 (new for FY'13 per KDE). Money will be transferred out of building fund into the debt service fund throughout the fiscal year.
- Construction fund (fund 360) - as of 7/31/17, revenue received of \$0 with expenses of \$25,000. This fund is used to pay for the district's construction projects.
- Debt Service fund (fund 400) - as of 7/31/17, revenue received of \$0 with expenses of \$54,000. See detailed explanation under capital outlay and building fund.
- Daycare fund (originally fund 50 - switched to fund 52 in February per KDE) - as of 7/31/17, revenue received of \$0 with expenses of \$1,156. Revenue comes in throughout the fiscal year.

- Food service fund (fund 51) - as of 7/31/17, revenue received of \$1,314,000 with expenses of \$40,000. NOTE: fund 1 and fund 2 are not balanced in MUNIS as of July 31, 2017. Budgets are being worked on during the summer.

Motion Passed 083117_02: Approval of the July FY2018 Monthly Financial Report on budget activity passed with a motion by Mr. Jerry Avery and a second by Ms. April Brockhoff.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Warrant Expenditure Report

Motion Passed 083117_03: Approval of the Covington Board Education Warrant Expenditure Report passed with a motion by Mr. Jerry Avery and a second by Ms. April Brockhoff.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

School Activity Information on Receipts (Revenues) For FY17

This is a new informational item for the board that the board requested during their last year's May board meeting. The board wanted to see the school activity receipts (revenue) broken down by category in regards to student generated money versus non-student generated money. This will be brought to the board each August showing detail information on receipts from the prior year.

Motion Passed 083117_04: Approval of the School Activity Information on Receipts (Revenues) for FY17 passed with a motion by Mr. Jerry Avery and a second by Ms. April Brockhoff.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

School Activity Fund Balances - July 2016 through June 2017

The Kentucky Department of Education recognizes that it is a best-practice for board members to be knowledgeable of each schools' activity fund balances. School activity fund balances for a 6 month period will be brought to the board in January/February (July through December) & July/August (July 2016 through June 2017) of each year.

Motion Passed 083117_05: Approval of the School Activity Fund Balances - July 2016 through June 2017 passed with a motion by Mr. Jerry Avery and a second by Ms. April Brockhoff.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes

Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Adoption of Compensating Tax Rate(s) for 17-18 School Year

Each Year the Board of Education is required to adopt the tax rate for the fiscal year and submit adopted rate(s) to the State of Kentucky as well as the county clerk for distribution of tax bills. The Compensating Tax Rate is being recommended and is being adopted using the provision of House Bill 44 which requires no public hearing.

The 4% increase general fund tax rate for 2017-2018 is 115.0 cents on real property with a 1.20 exoneration for a grand total of 116.2 cents and 115.0 cents on personal property with a 1.20 exoneration for a grand total of 116.2 cents and is expected to produce \$17,732,942. If all calculated revenues are received this will be an increase of \$310,604.10. Revenue received in excess of last year's revenue will be allocated to meet current operating expenses of the General Fund.

The compensating rate for 2017-2018 is 110.6 cents on real property with a 1.20 exoneration for a grand total of 111.8 cents and 113.7 cents on personal property with a 1.20 exoneration for a grand total of 114.9 cents and is expected to produce \$17,098,228. All rates are per \$100 valuation. The Motor Vehicle Tax Levy for FY 2017-2018 is 85.9 cents per \$100 valuation.

Motion Passed 083117_06: Approval of the Adoption of Compensating Tax Rate(s) for 17-18 School Year passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Reestablishing Ninth District Elementary PTA

External support/booster organizations are adult/parent organizations established to promote school programs or complement student groups or activities, (i.e., PTA, PTO, booster organizations, etc.). An external support/booster organization's purpose may be to support a student group or program at a particular school or various student groups or programs at various schools. Even though an external support/booster organization works very closely with the district, it is a separate legal entity.

Under the general guidelines, external support/booster organizations must receive local board approval to establish and lend support/seek assistance/fundraiser in the name of the district or school or students or a district or school program.

Motion Passed 083117_07: Approval of Reestablishing Ninth District Elementary PTA passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Request of Site Based Decision Making Councils to Carryover Unused Funds

Pursuant to KRS 160.345, unused ending balances may be carried over upon petition by the Site Based Council to the local Board of Education. The limit of what can be carryover is 5% of the original site based allocation. The amount requested to carryover is \$18,406.07 (see attached detail spreadsheet).

Motion Passed 083117_08: Approval of the Request of Site Based Decision Making Councils to Carryover Unused Funds passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

IX. Consent Agenda

Covington Board of Education July 27, 2017 Regular Meeting Minutes

Motion Passed 083117_09: Approval of the Covington Board of Education July 27, 2017 Regular Meeting Minutes passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Covington Finance Corporation Meeting Approval of Minutes from August 10, 2017

Motion Passed 083117_10: Approval of Covington Finance Corporation Meeting held on August 10, 2017 passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Covington Board of Education August 10, 2017 Regular Meeting Minutes

Motion Passed 083117_11: Approval of the Covington Board of Education August 10, 2017 Regular Meeting Minutes passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Emergency Certified Full-Time Teacher ~ Rollins

LaBradford Rollins has been recommended as a Special Education Collaborative Resource Teacher at Holmes High School. Mr. Bradford is currently enrolled in an alternative certification program and anticipating teacher certification in January. Special Education certification is considered a critical shortage area in the state of Kentucky.

Motion Passed 083117_12: Approval of LaBradford Rollins as an Emergency Certified Full-Time Teacher passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Emergency Certified Full-Time Teacher ~ Sperry

Amy Sperry has been recommended as a Special Education Collaborative Resource Teacher at Holmes Middle School. She is has graduated and is preparing to take her final Praxis test before receiving full certification from the Education Professional Standards Board. Special Education certification is considered a critical shortage area in the state of Kentucky.

Motion Passed 083117_13: Approval of Amy Sperry as an Emergency Certified Full-Time Teacher passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

School Wide-Fundraiser(s)

Pursuant to CIPS Policy 09.33 Fund Raising Activities, Board approval is required for all school-wide fundraising activities

Motion Passed 083117_14: Approval of John G Carlisle School Fundraiser passed with a motion by Mr. Jerry Avery and a second by Ms. April Brockhoff.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Emergency Certified Full-Time Teacher ~ True

Jamie True has been recommended as a Health Science teacher at Holmes High School. He will be eligible to apply for full KY certification in late October, when he will have satisfied the four-year occupation based experience piece that this position requires.

Employment of Mr. True as an emergency certified full-time teacher will provide consistency in instruction.

Motion Passed 083117_15: Approval of Emergency Certified Full-Time Teacher, Jamie True passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Emergency Certified Full-Time Teacher ~ King

Hanna King has been recommended as an English Language Arts teacher at Holmes Middle School. She currently holds Kentucky certification in English, Grades 8-12. Employment of Ms. King as an Emergency Certified Full-time Teacher will provide consistency in instruction.

Motion Passed 083117_16: Approval of an Emergency Certified Full-Time Teacher Hanna King passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

X. Individual Approval Agenda Items

Create a Security Assistant Position Assigned to Alternative Programs and Job Description

Due to the end of the School Resource Officer Program, currently no security / safety position is assigned to the Alternative Programs. Approving this new position does not create the need for additional monies from general fund, as the budget for School Resource Officers would cover this expense of this position.

Motion Passed 083117_17: Approval of a creating a Security Assistant Assigned to Alternative Programs and Job Description passed with a motion by Mr. Jerry Avery and a second by Ms. April Brockhoff.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Writing Consulting Services ~ 2017-2018 School Year

Per principal request, the Writing Support Agreement with Ruthie Staley will provide training of instructional coaches, principals, assistant principals and teachers in primary writing as well as in-classroom coaching, co-planning and co-teaching with teachers in grades K-2 in all elementary schools. She will assist the elementary schools in building a strong foundation for writing that will enhance student outcomes across all grade levels.

Mrs. Ruthie Staley has done extensive work in writing over her career including serving as a writing consultant for KDE, the Northern Kentucky Educational Cooperative as well as various schools and districts across the region and state-wide. Her expertise is much respected.

Motion Passed 083117_18: Approval of Writing Consulting Services for the 2017-2018 School Year passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

XI. Addendum Agenda

Ms. April Brockhoff requested to move the two Addendum items to the Consent items for approval; Emergency Certified Full-Time Teacher (s) ~ True and King. Items were moved to the Consent Agenda.

XII. Report of the Attorney

No report from Claire Parsons, Board Attorney

XIII. Further Discussion and/or announcements by the Board of Education

Mr. Garrison provided the Board Members with an information packet including upcoming events, news media clippings, Safe Crisis Management information, Tobacco Free Information and reminders.

XIV. Upcoming Events

Mr. Garrison announced the upcoming events.

XV. Executive Session

Ms. Claire Parsons, Board Attorney, requested that the Board go into executive session, Pursuant to KRS 61.810 (1) (c) (Litigation). The Board went into executive session at 5:40 p.m.

Motion Passed 083117_19: Approval of the recommendation by Ms. Claire Parsons, Board Attorney, to go into Executive Session for the purpose of KRS 61.810 (1) (c) (Litigation) passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

Motion Passed 083117_20: Approval of the recommendation to exit the Executive Session with no action taken, passed with a motion by Ms. April Brockhoff and a second by Mr. Jerry Avery.

Mr. Jerry Avery	Yes
Ms. April Brockhoff	Yes
Ms. Glenda Huff	Absent
Mr. Tom Wherry	Absent
Ms. Julie Geisen Scheper	Yes

XVI. Adjournment

Regular meeting adjourned at 5:38 p.m.
Executive session adjourned at 6:04 p.m.

_____ Chairperson, Ms. Julie Geisen Scheper

_____ Superintendent, Mr. Alvin L. Garrison