

**Pendleton County Schools  
Board of Education Special Meeting  
April 23, 2015 7:30 PM  
Sharp Middle School - District Training Room**

**Attendance Taken at 7:27 PM:**

Present Board Members:

Ms. Jolieen Bertram  
Ms. Courtney Moore, Student Board Representative  
Dr. Shawn Nordheim  
Mr. Tony Spence  
Mr. Elmer Utz

**Pendleton County Schools Mission**

Pendleton County Schools pledge is to meet the unique needs of our students through a culture of *Expectation, Engagement, and Continuous Growth* so every student is prepared for the 21<sup>st</sup> Century.

**I. Call to Order**

Chairman Tony Spence called the meeting to order.

**I.A. Approve Agenda**

**Order #15-139 - Motion Passed:** Superintendent Strong's recommendation to approve the agenda passed with a motion by Ms. Jolieen Bertram and a second by Mr. Elmer Utz.

***VOTE:*** Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;  
***MOTION CARRIED.***

**I.B. Pledge of Allegiance**

Hunter Wood and Griffin Appleman led the Pledge,

**I.C. Mission Statement**

Michael Antrobus read the Mission Statement.

**I.D. Moment of Silence**

**I.E. School Presentation - Pendleton High School**

Mr. Simms, Principal, updated the board on activities at the high school. The FFA Chapter's Band performed for those in attendance.

### **I.F. Great News**

Congratulations to **Jared Whitney and Andrew Wright** on receiving 3<sup>rd</sup> place at the Northern Kentucky Region Science and Engineering Fair in the area of Behavioral & Social Sciences.

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#### 2015 Conservation District Writing & Art Contests

##### Writing Contests: County Winners

1st place	-- Mr. Andrew Hicks	Pendleton High
2nd place	-- Miss Allison Redden	Sharp Middle
3rd place	-- Miss Avery Booth	Pendleton High

##### Art Contest: County Winners:

1st place	-- Miss Lianna Haverbusch
2nd place	-- Miss Samarra Morgan
3rd place	-- Miss Ella Partin
4th place	-- Miss Ellie Mason

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Congratulations to Annalysse Klaber and Sophea Dalton on being selected to the Northern Kentucky Middle Schools All-Tournament Team.

Congratulations to Cody Sullivan for being named to the Northern Kentucky Middle Schools All-Tournament Team. Coaches are Josh Roseberry, Wes Sullivan, and Brady Purdy.

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Congratulations to Makayla Bishop who was selected to the 38<sup>th</sup> District All-Tournament Team.

The 10<sup>th</sup> Region Girls Coaches Association selected two Ladycats as members of the All-Region Team: Makayla Bishop and McKayla Manor.

Congratulations to all three boys' basketball teams who won district titles this season – Freshmen, Junior Varsity, and Varsity.

Freshmen Wildcats – coached by Timmy Cooper

Tyler Meeks	Grant Walsh	Noah Abney
Ethan White	Griffin Appleman	Adam Antrobus
Jacob Yelton	Jordan Smith	Brendan Neltner
Brandon Crouch	Ben Wright	

JV Wildcats, is coached by Kane Belcher and Varsity Wildcats are coached by Keaton Belcher.

Congratulations to Dontaie Allen who was named 38<sup>th</sup> District Tourney Most Valuable Player and selected to the All-Tournament Team. Hunter Wood and Michael Antrobus were also named to the All-Tourney Team. Congratulations to these young men.

All 10<sup>th</sup> Region Honors went to Michael Antrobus who was named to the 2<sup>nd</sup> team and Hunter Wood who was named Honorable Mention. Congratulations to Coach Keaton on being named 10<sup>th</sup> Region Coach of the Year in his first season.

Members of the JV and Varsity teams:

Abney	Noah	Wright	Benjamin
Allen	Dontaie	Wright	Tyler
Antrobus	Adam	Yelton	Jacob
Antrobus	Michael		
Appleman	Griffin		
Appleman	Griffin		
Browning	Wade		
Crouch	Brandon		
Daugherty	Tanner		
Dennie	Mason		
Gaskins	Robert		
Hall	Robert		
Hornbeck	Grant		
Hornbeck	Kenton		
Lea	Hunter		
McCain	Patrick		
Meeks	Tyler		
Neltner	Brendan		
Rogers	Zachary		
Smith	Jordan		
Tackett	Ian		
Walsh	Grant		
White	Ethan		
ood	Hunter		

The 2015 Excellence in Education Celebration Dinner, presented by the Northern Kentucky Education Council and the Northern Kentucky Chamber of Commerce, recognizes student, educator, community and business leaders for their significant contributions toward education. The awards symbolize our region's long-standing commitment to education and the vital role that educators and businesses play in ensuring our students are ready for college, career and life.

Congratulations to Lucidious Witt, PHS student, was selected as the recipient of a Student Leadership Award. And Sharp Middle School Art teacher, Ms. Lauren Elliott was awarded the Golden Apple Award.

### **I.G. Special Board Recognitions**

The board recognized Student Board Representative, Shannon Moore, for her year of service. Ms. Moore was the first-ever student board representative.

### **I.H. Recess**

## **II. Instruction/Curriculum Report**

### **II.A. Closing the Achievement Gap**

## **III. Communications**

### **III.A. Audience Comments**

- David Shipp – KSBA clarification

### **III.B. Board Member Comments**

Elmer Utz

- Spoke about board issues.

Jodi Bertram

- Thanked the FFA Band for a good performance
- Good article in Outlook – congratulations to Spencer Bay.

Shawn Nordheim

- Appreciate Mr. Shipp's comments.
- Thank you Courtney Moore for your year of service.

Tony Spence

- Enjoyable to celebrate good things happening in the district.
- Encourage the district to stay focused as we move forward.
- Remember the Mark Ross family and Bro. Daryl Mullins who just had surgery.

### **III.C. Superintendent Comments**

Superintendent Strong

- Congratulations to all the Great News recognitions and good job to the FFA Band.
- Appreciate Mr. Shipp for being here and speaking.

- Thanks to Courtney Moore for her year of service.
- Remembered the Mark Ross family.

### **III.D. Personnel Actions**

<b>Last Name</b>	<b>First Name</b>	<b>Location</b>	<b>Position</b>	<b>Effective Date</b>
<b>Hire</b>				
Ball	Mandy	Dist	Sub Cafeteria	3/24/2015
Cole	Ellen	Dist	Substitute Bus Driver	4/8/2015
<b>Transfer</b>				
Kirsch	Julie	BOE	Accounts Payable/Receivable Clerk	4/16/2015

### **III.E. Written Communications & Reports**

#### **III.E.1. DPP Report**

#### **III.E.2. Transportation Monthly Trip Report**

#### **III.E.3. SBDM Minutes**

- NES 3/2/2015
- SES 2/24/2015
- SMS 3/12/2015

#### **III.E.4. FRYSC Reports**

#### **III.E.5. Public Relations Report**

#### **III.E.6. Maintenance Report**

#### **III.E.7. Policy 01.45 - Board Meeting Agenda (1st Reading)**

#### **III.E.8. Final SBDM Staffing/Instructional Allocations 2015-16**

#### **III.E.9. Monthly Financial Report**

### **IV. Discussion Topics**

#### **IV.A. Stakeholder Surveys**

Mrs. Bertram requested this agenda item for discussion with the intent to look into the possibility to conducting surveys of staff and possibly other stakeholders for input about the district.

#### **IV.B. KASS Memorandum of Agreement**

In the fall the district agreed to serve as the district of record for the Kentucky Association of School Administrators for the position of Executive Director. A request

from Superintendent Strong asking the board to consider extending this agreement till December 31, 2015 so that there will be no change in the employees benefits.

## V. Action Agenda

### V.A. 2015-16 Community Education MOA

Approval was requested for the Community Education MOA for 2015-16 for the yearly grant. It will continue to be \$20,000. This amount of money goes into funds that is part of Mrs. Mitchell's entire program group.

**Order #15-140 - Motion Passed:** Superintendent Strong's recommendation to approve the 2015-16 Community Education MOA passed with a motion by Dr. Shawn Nordheim and a second by Mr. Elmer Utz.

***VOTE:*** Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;  
***MOTION CARRIED.***

### V.B. Approval of Summer Food Service Program

The Summer Feeding Program offers meals to children 18 years of age and under at no cost during summer break from school. Any student under 18 is invited to eat breakfast and lunch with us for free.

**Order #15-141 - Motion Passed:** Superintendent Strong's recommendation to approve the 2015 Summer Feeding Program passed with a motion by Dr. Shawn Nordheim and a second by Ms. Jolieen Bertram.

***VOTE:*** Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;  
***MOTION CARRIED.***

### V.C. Cooperative Agreement between BOE/Recreation Commission/City of Falmouth/Pendleton County Fiscal Court

**Order #15-142 - Motion Passed:** Superintendent Strong's recommendation to approve the Cooperative Agreement between BOE/Recreation Commission/City of Falmouth/Pendleton County Fiscal Court passed with a motion by Ms. Jolieen Bertram and a second by Mr. Elmer Utz.

***VOTE:*** Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;  
***MOTION CARRIED.***

### V.D. MOU with Brighton Center - Teen Outreach Program

**Order #15-143 - Motion Passed:** Superintendent Strong recommendation to approve the agreement between Pendleton County Schools and the Brighton

Center to partner the Teen Outreach Program passed with a motion by Ms. Jolieen Bertram and a second by Dr. Shawn Nordheim.

**VOTE:** *Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;*  
**MOTION CARRIED.**

#### **V.E. Approval Insurance Broker/Agent of Record RFP**

**Order #15-144 - Motion Passed:** Superintendent Strong's recommendation to approve the award of bid for Insurance Broker/Agent of Record to Crawford Insurance passed with a motion by Dr. Shawn Nordheim and a second by Mr. Elmer Utz.

**VOTE:** *Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;*  
**MOTION CARRIED.**

#### **V.F. Approval of 2015-16 Depository Bids**

**Order #15-145 - Motion Passed:** Superintendent Strong's recommendation to approve the award of the depository bid to Heritage Bank passed with a motion by Ms. Jolieen Bertram and a second by Mr. Elmer Utz.

**VOTE:** *Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;*  
**MOTION CARRIED.**

#### **V.G. Approval of 2014-15 Auditor Bid**

**Order #15-146 - Motion Passed:** Superintendent Strong's recommendation to approve the award of audit services to Kelley Galloway Smith Goolsby, PCS for one year, with option to renew, passed with a motion by Ms. Jolieen Bertram and a second by Dr. Shawn Nordheim.

**VOTE:** *Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;*  
**MOTION CARRIED.**

#### **V.H. Approval of RFQ for Legal Services**

**Order #15-147 - Subsidiary Motion Passed:** A motion was made to table the approval of the RFQ for Legal Services until July when the vacant board seat would be filled passed with a motion by Ms. Jolieen Bertram and a second by Dr. Shawn Nordheim.

**VOTE:** *Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;*  
**MOTION CARRIED.**

## V.I. District Section 7 Staffing Requests

**Order #15-148 - Motion to Amend Passed:** To amend the motion from: "Superintendent Strong's recommendation for approval of the District's Section 7 Staffing requests: Three (3) full time positions in Special Areas (Art, Music, PE) for Northern Elementary; Three (3) full time positions in Special Areas (Art, Music, PE) for Southern Elementary; One (1) Credit Recovery Para Educator at Pendleton County High School; One (1) Para Educator for In-School Suspension Program (ISAP) at Sharp Middle School; One (1) Para Educator for In-School Suspension Program (ISAP) at PCHS; One (1) Assistant Principal at Northern, Southern and Sharp Middle; One (1) Guidance Counselor at Northern, Southern and Sharp Middle; One-half (0.5) additional Guidance Counselor at Sharp Middle; Two (2) full time Assistant Principals at Pendleton County High School; One and a half (1.5) full time Guidance Counselors at Pendleton County High School; One (1) full-time ROTC Instructor at Pendleton County High School"

to:

"To add the Algebra teacher position back into the request and one add-on position at each school-PHS, NES, and SMS, in addition to these original Section 7 Staffing requests: Three (3) full time positions in Special Areas (Art, Music, PE) for Northern Elementary; Three (3) full time positions in Special Areas (Art, Music, PE) for Southern Elementary; One (1) Credit Recovery Para Educator at Pendleton County High School; One (1) Para Educator for In-School Suspension Program (ISAP) at Sharp Middle School; One (1) Para Educator for In-School Suspension Program (ISAP) at PCHS; One (1) Assistant Principal at Northern, Southern and Sharp Middle; One (1) Guidance Counselor at Northern, Southern and Sharp Middle; One-half (0.5) additional Guidance Counselor at Sharp Middle; Two (2) full time Assistant Principals at Pendleton County High School; One and a half (1.5) full time Guidance Counselors at Pendleton County High School; One (1) full-time ROTC Instructor at Pendleton County High School" passed with a motion by Dr. Shawn Nordheim and a second by Ms. Jolieen Bertram.

**VOTE:** Bertram-Yes; Nordheim-Yes; Spence-No; Utz-Yes;

**MOTION CARRIED.**

**Order #15-149 - Motion Passed:** An amended motion to approve the adding back of the Algebra teacher position into the request and adding one add-on position at each school-PHS, NES, and SMS; in addition to these original Section 7 Staffing requests: Three (3) full time positions in Special Areas (Art, Music, PE) for Northern Elementary; Three (3) full time positions in Special Areas (Art, Music, PE) for Southern Elementary; One (1) Credit Recovery Para Educator at Pendleton County High School; One (1) Para Educator for In-School Suspension Program (ISAP) at Sharp Middle School; One (1) Para Educator for In-School Suspension Program (ISAP) at PCHS; One (1) Assistant Principal at Northern, Southern and Sharp Middle; One (1) Guidance Counselor at Northern, Southern and Sharp Middle; One-half (0.5) additional Guidance Counselor at Sharp Middle; Two (2) full time Assistant



Principals at Pendleton County High School; One and a half (1.5) full time Guidance Counselors at Pendleton County High School; One (1) full-time ROTC Instructor at Pendleton County High School; passed with a motion by Dr. Shawn Nordheim and a second by Ms. Jolieen Bertram.

**VOTE:** Bertram-Yes; Nordheim-Yes; Spence-No; Utz-Yes;  
**MOTION CARRIED.**

## VI. Consent Agenda

**Order #15-150 - Motion Passed:** Superintendent Strong's recommendation to approve the Consent Agenda Items A - H passed with a motion by Mr. Elmer Utz and a second by Dr. Shawn Nordheim.

**VOTE:** Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;  
**MOTION CARRIED.**

### VI.A. Board Meeting Minutes

— March 19, 2015

### VI.B. Orders of the Treasurer

### VI.C. Treasurer' Report

Balances per MUNIS	Balance Sheet Balance
Fund 1 - General Fund	\$2,204,314.18
Fund 2 - Special Projects	\$204,515.64
Fund 21 - District Activity Funds	\$151,706.34
Fund 310 - Capital Outlay	\$290,311.90
Fund 320 - Building Fund	\$1,518,018.04
Fund 360 - Construction Fund	-\$32,691.03
Fund 400 - Bond Indebtedness	-\$245,960.19
Fund 51 - Food Service	\$344,651.94
Fund 52 - After School Care	\$21,262.57
Fund 54 - Adult Education	\$1,193.10
<b>Total General Checking in MUNIS</b>	<b>\$4,457,322.49</b>
<b>Ending Monthly Bank Balance</b>	<b>\$4,584,562.27</b>
<b>Plus Restricted Debt Service</b>	<b>\$2.04</b>
<b>Minus Outstanding Checks</b>	
Outstanding ACH Payments	\$22,504.47
AP Outstanding Checks	\$12,206.33
Payroll Outstanding Checks	\$92,531.02
<b>Balance per Bank</b>	<b>\$4,457,322.49</b>

#### **VI.D. Leave of Absence Requests**

- Marsha Yelton – PHS Teacher – The request for FMLA leave of absence will begin approximately 03/09/2015 and will end approximately end of school year.
- Tiffany Espelage – PHS Teacher – The request for FMLA leave of absence will begin approximately 8/5/2015 and 9/16/2015.
- Keith Clark – Bus Driver – The request for FMLA leave of absence will begin approximately 04/13/2015 and will end approximately end of school year.

#### **VI.E. Diploma Signature Requests**

#### **VI.F. Neopost Lease Approval - PHS**

#### **VI.G. Mowing/Lawn Care Bid Extension - JRP,LLC**

#### **VI.H. Northern Ky Children's Advocacy Center Fundraiser**

### **VII. Executive Session**

#### **VII.A. Per KRS 61.810(1)(f) Discussions which might lead to the appointment of an individual employee**

#### **VII.B. KRS 61.810(1)(b) Future Sale of Real Property**

**Order #15-151 - Motion Passed:** A motion to enter into Executive Session Per KRS 61.810(1)(f) - Discussions which might lead to the appointment of an individual employee; KRS 61.810(1)(b) Future Sale of Real Property passed with a motion by Dr. Shawn Nordheim and a second by Ms. Jolieen Bertram.

**VOTE:** Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;  
**MOTION CARRIED.**

### **VIII. Return from Executive Session**

**Order #15-152 - Motion Passed:** A motion to return from Executive Session passed with a motion by Dr. Shawn Nordheim and a second by Mr. Elmer Utz.

**VOTE:** Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;  
**MOTION CARRIED.**

**Order #15-153 - Motion Passed:** A motion to reconsider Action Item H to postpone definitely the RFQ to July until vacant board seat is filled passed with a motion by Ms. Jolieen Bertram and a second by Mr. Elmer Utz.

**VOTE:** Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;  
**MOTION CARRIED.**

**Order #15-154 - Motion Passed:** A motion to approve the original motion, recommended by Superintendent Strong, that would develop a RFQ for Legal Services, with an April 24, 2015 release date; Opening of bids date of May 8, 2015 at 2:00 pm local time; All information to be sent to Director of Finance Jan Johnston passed with a motion by Ms. Jolieen Bertram and a second by Dr. Shawn Nordheim.

**VOTE:** *Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;*  
**MOTION CARRIED.**

## X. Adjournment

**Order #15-155 - Motion Passed:** A motion to adjourn the meeting passed with a motion by Ms. Jolieen Bertram and a second by Dr. Shawn Nordheim.

**VOTE:** *Bertram-Yes; Nordheim-Yes; Spence-Yes; Utz-Yes;*  
**MOTION CARRIED.**

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Board Chairperson

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Board Secretary