

**Pendleton County Schools  
Board of Education Regular Meeting  
December 17, 2015 7:00 PM  
Sharp Middle School - District Training Room**

**Attendance Taken at 7:03 PM:**

Present Board Members:

Ms. Jolieen Bertram  
Ms. Cheri Griffin  
Dr. Shawn Nordheim  
Mr. Tony Spence  
Mr. Elmer Utz  
Ms. Shannon Carey, Student Board Representative

**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 #15-296 - Motion Passed:** Superintendent Strong's recommendation to approve the agenda passed with a motion by Ms. Jolieen Bertram and a second by Dr. Shawn Nordheim.

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

**I.B. Pledge of Allegiance**

The Pledge of Allegiance was led by Ms. Donna Pollard, SES teacher.

**I.C. Mission Statement**

District Athletic Director, Mr. Keith Smith, read the Mission Statement.

**I.D. Moment of Silence**

## II. Instruction/Curriculum Report

### II.A. Brigance Scores

Ms. Pugh gave an update on the Kindergarten- Readiness scores for 2015-16.

## III. Communications

### III.A. Audience Comments

There were no audience comments.

### III.B. Board Member Comments

#### Ms. Cheri Griffin

- Thanked Billie Jo Chaplin for her service to the district and welcomed Barb Brown.
- Congratulated Dr. Strong on his engagement.

#### Ms. Jodi Bertram

- Thanked Billie Jo Chaplin for her 30 1/2 years of service and her gift of making people feel special.
- Welcome to Ms. Barb Brown.

#### Dr. Shawn Nordheim

- Thanked Billie Jo Chaplin for her service to the district.

#### Mr. Tony Spence

- Thanked Billie Jo Chaplin and welcomed Barb Brown.

### III.C. Superintendent's Report

Dr. Strong shared with the board some activities he was involved in over the past month:

- Teen Court—Nov 23, 6–7:30 pm
- Pre-K Works Policy, NKY United Way offices – Dec 5, 1:30 – 3:00 pm
- NKEAT Legislative Reception – Florence – Dec 1, 5 – 6:30 pm
- KASS Winter Conference - Louisville– November 6 – 8
- Principal Selection Training, SES, November 24
- Footsteps to Brilliance Intervention Meeting- December 4
- NK Coop Board of Directors Meeting – NKY Children's Home - Dec 9, 8:30 – 11:30 am
- NKU Entrepreneurial Program meeting at FSC. Dec. 11 – 8:00 a.m.
- Campbell Co ATC—Look at Welding Program—Alexandria—Dec 11, 11 – 12 pm
- EPSB—Frankfort, Dec 14, all day
- Eggs n Issues – Covington – Dec 15, 7:30 – 9:00 am
- Advisory Board Meeting Regional School Programs, NKCES, Dec 15, 9:30 – 11 am
- NKEAT Meeting, Florence, Dec 16, 4-5:30 pm

- Cabinet Meetings
- Directors/Administrators Meeting
- Retired Teachers Meeting
- Principals' P.G.P. Development
- Instructional Meeting
- Principals' Meeting
- Middle and High School athletic events

Other discussion:

Updated the board on the Principal Selection Process at Southern Elementary.

Updated the board on the Workforce Developmental Training.

Thanked Billie Jo Chaplin for her service to the district.

### III.D. Personnel Actions

Last Name	First Name	Location	Position	Effective Date
<b>Hire</b>				
Belcher	Kane	DIST	Substitute Teacher	11/30/2015
Bruin	Casie	Dist	Substitute Teacher	12/11/2015
Dejarnette	Hannah	DIST	Substitute Teacher	12/9/2015
Kerns	Jennifer	SES	Cook/baker	12/7/2015
Mains	Tim	Dist	Substitute Teacher	12/8/2015
Pettit	Kyle	DIST	Substitute Teacher	11/24/2015
Record	Becky	DIST	Substitute Teacher	11/18/2015
Richards	Megan	NES	Teacher	11/20/2015
Short	Nancy	Dist	Substitute Teacher	12/8/2015
Walden	Stephanie	SMS	Substitute Instructional Assistant	11/4/2015
Yelton	Brent	SMS	Teacher	11/20/2015
<b>Retire</b>				
Chaplin	Billie Jo	BOE	Administrative Assistant to Superintendent	12/31/2015
<b>Resigned</b>				
Flarity	Pat	SMS	Instructional Assistant	12/8/2015
Moody	Jennifer	SMS	Instructional Assistant	12/22/2015
West	Andrea	DIST	Substitute Teacher	12/7/2015

### III.E. Written Communications & Reports

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

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

**III.E.3. SBDM Minutes****III.E.4. FRYSC Reports****III.E.5. Public Relations Report****III.E.6. Maintenance Report****III.E.7. Monthly Financial Report****IV. Action Agenda****IV.A. 2015-16 Comprehensive District Improvement Plan**

**Order #15-297 - Motion Passed:** Superintendent Strong's recommendation to approve the 2015-16 Comprehensive District Improvement Plan passed with a motion by Ms. Jolieen Bertram and a second by Dr. Shawn Nordheim.

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

**IV.B. Approval of Revised Certified Evaluation Plan**

**Order #15-298 - Motion Passed:** Superintendent Strong's recommendation to approve the revised Certified Evaluation Plan passed with a motion by Mr. Elmer Utz and a second by Ms. Cheri Griffin.

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

**IV.C. Set 2016 Regular Board Meeting Dates/Locations**

<b><u>Regular Meeting Dates</u></b>		<b><u>Meeting Location</u></b>
*January 14	7:00 p.m.	Sharp Middle School District Training Room
February 18	7:00 p.m.	Sharp Middle School District Training Room
March 17	7:00 p.m.	Sharp Middle School District Training Room
April 21	7:00 p.m.	Sharp Middle School District Training Room
May 19	7:00 p.m.	Sharp Middle School District Training Room
June 16	7:00 p.m.	Sharp Middle School District Training Room
*July 25	7:00 p.m.	Sharp Middle School District Training Room

August 18	7:00 p.m.	Sharp Middle School District Training Room
September 15	7:00 p.m.	Sharp Middle School District Training Room
October 20	7:00 p.m.	Sharp Middle School District Training Room
November 17	7:00 p.m.	Sharp Middle School District Training Room
December 15	7:00 p.m.	Sharp Middle School District Training Room

**Order #15-299 - Motion Passed:** Superintendent Strong's recommendation to approve the 2016 Board of Education Meeting Dates/Locations passed with a motion by Ms. Jolieen Bertram and a second by Mr. Elmer Utz.

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

#### IV.D. KETS Offer of Assistance FY-16

**Order #15-300 - Motion Passed:** Superintendent Strong's recommendation to approve the first and second KETS offer of assistance for FY-2016 in the amount of \$9 and \$8 (total of \$15) per ADA passed with a motion by Ms. Jolieen Bertram and a second by Ms. Cheri Griffin.

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

#### IV.E. Approval of Emergency Certification

**Order #15-301 - Motion Passed:** Superintendent Strong's recommendation to approve the emergency certification for Ms. Cassie Bruin as a special education teacher at Southern Elementary passed with a motion by Mr. Elmer Utz and a second by Ms. Cheri Griffin.

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

#### IV.F. Track Coaching Positions/Restructuring

**Order #15-302 - Motion Passed:** Superintendent Strong's recommendation to approve the restructuring of the track coaching staff passed with a motion by Ms. Jolieen Bertram and a second by Dr. Shawn Nordheim.

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

#### IV.G. Payments to Former Law Firm

After discussion and on the advice of the board attorney, our current policy covers the actions being taken. Therefore, no further action was necessary.

## V. Consent Agenda

**Order #15-303 - 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 Mr. Tony Spence.

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

### V.A. Board Meeting Minutes

— Regular Board Meeting - November 19, 2015

### V.B. Orders of the Treasurer

### V.C. Treasurer' Report

Balances per MUNIS	Balance Sheet Balance
Fund 1 - General Fund	\$2,780,412.24
Fund 2 - Special Projects	\$61,342.62
Fund 21 - District Activity Funds	\$165,332.10
Fund 310 - Capital Outlay	\$288,246.90
Fund 320 - Building Fund	\$1,222,008.66
Fund 360 - Construction Fund	-\$32,691.03
Fund 400 - Bond Indebtedness	-\$362,817.44
Fund 51 - Food Service	\$395,381.23
Fund 52 - After School Care	\$26,580.96
Fund 54 - Adult Education	\$1,070.52
<b>Total General Checking in MUNIS</b>	<b>\$4,544,866.76</b>
<b>Ending Monthly Bank Balance</b>	<b>\$4,764,785.32</b>
<b>Plus Restricted Debt Service</b>	<b>\$2.04</b>
<b>Minus Outstanding Checks</b>	
Outstanding ACH Payments	\$98,519.33
AP Outstanding Checks	\$11,798.24
Payroll Outstanding Checks	\$109,603.03
<b>Balance per Bank</b>	<b>\$4,544,866.76</b>

OBJ	OBJ DESCRIPTION	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
6101	CASH IN BANK	2,649,815.41	4,379,451.11
6153	ACCOUNTS RECEIVABLE	.00	30,313.54
6201	LAND	.00	674,221.00
6211	LAND IMPROVEMENTS	.00	2,676,334.78
6212	ACCUMULATED DEP. LAND IMPROV	.00	-1,487,221.73
6221	BUILDINGS/BLDG IMPROVEMENTS	.00	55,478,408.60
6222	ACCUMULATED DEPR-BUILDINGS	.00	-16,332,424.13
6231	TECH EQUIPMENT KETS	.00	3,710,174.67
6232	ACCUMULATED DEPR-TECH EQUIP	.00	-3,235,252.08
6241	VEHICLES -	.00	3,796,198.85
6242	ACCUMULATED DEPRECIATION	.00	-2,738,148.00
6251	GENERAL EQUIPMENT	.00	1,781,218.16
6252	ACCUMULATED DEP-GEN EQUIP	.00	-1,295,368.51
	<b>TOTAL ASSETS</b>	<b>2,649,815.41</b>	<b>47,437,906.26</b>
<b>LIABILITIES</b>			
7421	ACCOUNTS PAYABLE	-68,833.40	-71,863.97
7461	ACCR SALARIES & BENEFIT PAYABLE	-8,604.51	-61,623.12
7475	CERS WITHHELD PAYABLE	-57,853.32	-57,853.32
7481	UNEARNED REVENUES	.00	-24,817.65
7603	PURCHASE OBLIGATIONS	-265,069.97	1,617,146.90
	<b>TOTAL LIABILITIES</b>	<b>-400,361.20</b>	<b>1,400,988.84</b>
<b>FUND BALANCE</b>			
6302	REVENUES CONTROL	-4,065,723.58	-9,569,602.06
7602	EXPENDITURES CONTROL	1,551,199.40	7,468,214.70
8710	INVESTMENT IN GOVERN ASSETS	.00	-43,028,141.61
8732	RESTRICTED - SICK LEAVE	.00	-217,082.68
8738	RESTRICTED-SFCC ESCROW-CURRENT	.00	-859,738.69
8739	RESTRICTED-NET ASSETS(FOOD SER	.00	-22,922.09
8753	ASSIGNED-PURCH OBL - CURRENT	265,069.97	-1,617,146.90
8770	UNASSIGNED FUND BALANCE	.00	-992,475.77
	<b>TOTAL FUND BALANCE</b>	<b>-2,249,454.21</b>	<b>-48,838,895.10</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>	<b>-2,649,815.41</b>	<b>-47,437,906.26</b>

**V.D. Leave of Absence Requests**

- Alice Shanklin – PHS Cook/baker – The request for FMLA intermittent leave of absence will begin approximately 10/21/2015 and will end approximately 01/29/2016.
- Bill Feltner – DSS Bus Driver – The request for extended disability leave of absence will begin approximately 12/11/2015.

**V.E. MOU - Kentucky Higher Education Assistance Authority & Pendleton High School**

**V.F. FY15 KETS - Technology Activity Report**

In order to be eligible for the first FY16 KETS Offer of Assistance the district is required to submit the following two documents and receive board approval:

- (1) KETS FY15 Technology Activity Report
- (2) Signature Page for FY15 Technology Activity Report

**V.G. Out-of-District Travel - KSBA Annual Conference February 26 - 28, 2016****V.H. ADA Contract Road Grant County**

During the last board meeting Chairman Spence made a motion to reconsider this item. While the board did discuss the item the board only took one vote. After consulting with board attorney, approving this item is confirming that the board's approval of the original board order #15-285.

**VI. Executive Session****VI.A. Per KRS 61.810(1)(f) Discussion of the evaluation of the Superintendent****VI.B. Per KRS 61.810(1)(c) Discussion proposed litigation on behalf of the public agency**

**Order #15-304 - Motion Passed:** A motion to enter into Executive Session per KRS 61.810(1)(f) Discussion of the evaluation of the Superintendent; Per KRS 61.810(1)(c) Discussion proposed litigation on behalf of the public agency passed with a motion by Ms. Jolieen Bertram and a second by Ms. Cheri Griffin.

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

**VII. Return from Executive Session**

**Order #15-305 - Motion Passed:** A motion to return to open meeting from executive session passed with a motion by Ms. Jolieen Bertram and a second by Ms. Cheri Griffin.

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

**VIII. Results of Superintendent 2015 Summative Evaluation**





## Superintendent Evaluation

December 17, 2015

Per board policy and contract language, the Pendleton County Board of Education conducted the summative evaluation of the superintendent. The seven standards evaluated were: Strategic Leadership, Instructional Leadership, Cultural Leadership, Human Resources Leadership, Managerial Leadership, Collaborative Leadership, and Influential Leadership.

This is the first year of the new Superintendent Professional Growth and Effectiveness System. The rankings available to the board for each standard were: Exemplary, Accomplished, Developing, and Growth Required. **The superintendent scored Accomplished on all seven standards**

Goals for the superintendent will be established and will be reviewed in July 2016 and formally evaluated in December 2016.

Tony Spence, Board Chairperson

R. Anthony Strong, Superintendent

**Order #15-306 - Motion Passed:** A motion to approve the 2015 Superintendent's Summative Evaluation passed with a motion by Ms. Jolieen Bertram and a second by Ms. Cheri Griffin.

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

**IX. Adjournment**

**Order #15-307 - Motion Passed:** A motion to adjourn the meeting passed with a motion by Ms. Cheri Griffin and a second by Ms. Jolieen Bertram.

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

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Board Chairperson

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Board Secretary