

**Pendleton County Schools  
Board Of Education Meeting  
December 18, 2017 6:00 PM  
Sharp Middle School  
District Training Room**

**Attendance Taken at 6:00 PM:**

Present Board Members:

Ms. Jolieen Bertram  
Mr. Elmer Utz  
Ms. Cheri Griffin  
Mrs. Karen Delaney  
Amelia Franxman –Student Representative

Updated Attendance:

Dr. Shawn Nordheim was updated to present at: 6:04 PM

**Pendleton County Schools Mission**

Pendleton County Schools is committed to graduating every student college and/or career ready by empowering staff to deliver high quality instruction and services in a safe and trusting environment.

**I. Call to Order**

Jodi Bertram, Vice-Chairperson called the meeting to order.

**I.A. Approve Agenda**

**Order #17-451 - Motion Passed:** Superintendent Strong's recommendation to accept the agenda passed with a motion by Ms. Cheri Griffin and a second by Mrs. Karen Delaney.

**VOTE: Bertram-Yes; Griffin-Yes; Utz-Yes; Delaney-Yes**

**Motion Carried**

**I.B. Pledge of Allegiance**

Emily Best led in the Pledge of Allegiance

**I.C. Mission Statement**

Alex Tillett read the Mission Statement

**I.D. Moment of Silence**

**II. District Report Card and Quarterly Review Overview**

Mrs. Pugh updated the group on the District Report Card and the Quarterly Review Process

Pendleton County		Superintendent: Anthony Strong School Year: 2016-2017									
School Report Card - District Summary											
	By Gender					By Race					
	All Subjects	Male	Female	White	African American	Hispanic	Asian	Two or more races	Students with Disabilities	Free / Reduced Price Lunch	
<b>Performance of Students Tested (% proficient/distinguished or meeting benchmarks)</b>											
<b>Elementary - KPREP</b>											
Reading	56.2	56.8	55.6	58.7					31.9	48.1	
Mathematics	50.4	50.8	50.0	50.6					23.6	43.4	
Social Studies	50.5	50.5	50.5						38.8	45.5	
Writing	52.5	41.3	64.7	54.1						42.9	
Language Mechanics	63.6	65.3	61.5	64.0					30.4	58.9	
<b>Middle School - KPREP</b>											
Reading	51.7	44.0	60.6	51.7	42.9			40.0	11.8	41.6	
Mathematics	34.2	31.7	37.0	33.7	21.4			40.0	15.7	22.4	
Social Studies	71.3	69.9	72.9	71.5					6.3	64.1	
Writing	24.2	11.8	37.6	26.1					6.3	17.1	
Language Mechanics	42.6	39.4	46.4	41.4					6.3	27.1	
<b>High School - KPREP</b>											
Reading	49.4	41.1	59.5	49.4					7.7	41.2	
Mathematics											
Social Studies											
Writing											
Language Mechanics											
<b>High School - KPREP End of Course</b>											
English I	49.0	34.8	61.3	49.2					10.5	37.8	
Algebra I	31.5	21.6	42.9						3.3	25.5	
Biology	39.6	35.2	43.4	40.3					11.1	22.4	
U.S. History	47.1	48.9	44.7	47.0					0.0	36.7	
<b>ACT - Grade 11</b>											
Science	19.0	19.0	19.0						14.0	18.0	
English	18.3	17.8	18.9						12.8	18.8	
Mathematics	18.3	18.1	19.4						14.5	18.0	
Reading	19.5	19.1	20.0						14.2	18.2	
<b>Other Indicators</b>											
<b>Graduation Rate (4-Year)</b>											

4-Year Adjusted Cohort Rate	94.9	94.8	94.9	94.8				***	80.0	92.8
<b>Advanced Placement</b>										
Students Enrolled	173	53	120	170				2	1	2
Student Completers	186	57	115	153				2	1	1
Test Takers	57	16	41	**				**	**	**
Percent Scores 3-5	18.97	11.25	14.29	**				**	**	**
<b>Advanced Placement Courses Offered (List Below)</b>										
AP Biology, AP Calculus AB, AP European History, AP Human Geography, AP Language & Composition, AP Art Studio Art Drawing										
<b>Other Indicators (2016-17 Students)</b>										
Average Daily Attendance	2,207.83									
Attendance Rate	95.00%									
Tardiness Rate	0.80%									
<b>Parent Involvement</b>										
Number of students whose parents/guardians had at least one teacher conference	1,114									
Number of parents/guardians serving on School Council (SCSM) for 30 days or more	106									
Number of parents/guardians serving on the School Council (SCSM) for 60 days or more	14									
Number of volunteer hours	9,267									
<b>Student Transition to Adult Life - 2016 graduates</b>										
College (in-State and Out-of-State)	28.50%									
College (in-State only)	34.90%									
College (Out-of-State only)	3.80%									
Work and then Attend College	8.20%									
Vocational/Technical Training	4.10%									
Military	5.10%									
Working	33.90%									
Unknown	10.30%									

Notes:  
 (1) The percent might not tally and comply with the state's National High and Priority Act (NHPA), small cell counts are used when reporting.  
 (2) The 2016-2017 data are disaggregated by ethnic/racial group and include "Two or more" for Advanced Placement courses; additional detail has been included for accessibility.  
 (3) Information on Discipline (D) and 2016-2017 data are not available at the state level.  
 (4) Additional data is available in the on-line School Report Card at <http://apparel.state.ky.gov/2017>.

III. Communications

III.A. Audience Comments

There were no audience comments.

III.B. Board Member Comments

**Delaney**—We all have a heavy heart due to the loss of one of our students. I want to express sympathy to her family, friends and school community. We appreciate all of the ministers and the crisis team that helped to support the students/teachers at PHS. We want to keep all of the ones touched by Stella’s death in our thoughts and prayers. As a member of the retired teachers I understand that they really enjoyed their dinner at PHS and also we had a great alumni night at PHS. Also the Falmouth Christmas parade included a lot of our student groups. Thank you to Dr. Strong on keeping us informed with the updates on the pension reform. Those are greatly appreciated.

**Griffin**—no comments

**Utz**—no comments

**Franxman**—Through student council I have been able to meet with Mr. Shafter and talk about revamping the lunch schedule. We have also been talking about revamping/reinforcing the tobacco policy as well as talking about ideas for graduation. All of these things are very exciting.

**Bertram**—no comments

**Nordheim**—I just want to thank Mrs. Delaney for everything that she said.

III.C. Superintendent Report

Superintendent's Report /Activities November 17-December 18

KASA Bd Meeting—Frankfort—November 17  
 NKYEC Action Team Meeting—Florence—Nov 29  
 Ignite Institute—Florence—December 8  
 KASS Conference—Lexington—Dec 10 and 12

During the last month I have been involved in the following meetings/events:

- Cabinet Meeting—November 20, Dec 1, 8, 15
- District Director/Admin Meeting—Dec 14
- Principal Site Visits—Dec 7 and 13
- Retired Teacher's Retirement Meeting—Dec 6
- SMS Science Fair—Dec 5
- PCEF—Nov 28
- Joint Meeting with BOE, Cities of Falmouth, Butler and Fiscal Court—Dec 13
- PC Alumni activities – Dec 15
- Principal Meeting—Dec 18
- Multiple PC sporting events

Update HVAC Preventative Maintenance Schedules

Other

- Great alumni night
- Enjoyed meeting with the fiscal court and others in the joint meeting
- Kyle Waymeyer has been working on a list of all of our equipment and life expectancy
- Update on pension
- Our sincere sympathy goes out to the Rice family
- Dr. Strong announced that he will retire at the end of June

III.D. Great News

PHS	Volleyball	Laura Buell	Carson	Wayes	2nd Team All-Region
SMS					
SMS	STLP	Cassia Lued	Lindsey	Ashley	STLP Regional Participation
			Scholar	Ashley	STLP Regional Participation
			Bradley	Brian	STLP Regional Participation
			Brendan	Arnesman	STLP State Representative
			Eliza	Webster	STLP Regional Participation
			Hogan	Blackaby	STLP Regional Participation
			Libby	Han	STLP Regional Participation
				Prinzipi	STLP Regional Participation
SES					
SES	STLP	Neriah Wozniak/Uphora Paer	Emily	Beit	Advanced to STLP State Showcase Project (Buddy Bench)
			Malenzie	Taylor	Advanced to STLP State Showcase Project (Buddy Bench)
			Isabel	Fable	Advanced to STLP State Showcase Project (Buddy Bench)
			Dahlia	Earles	Advanced to STLP State Showcase Project (Buddy Bench)
			Riley	Rowling	Advanced to STLP State Showcase Project (Buddy Bench)
				Webster	Accepted to be on a service team as a scratch ambassador
PHS					
PHS	STLP	Joshua Knox	Maria	Kodes	STLP Social Media Team #Campaign Social Media Project Advanced to State
			Alex	Tibet	#Campaign Social Media Project Advanced to State
			Kathryn	Justus	PEP in your Shop Project Advanced to State
			Joseph	Spicer	PEP in your Shop Project Advanced to State
			Kalina	Justus	PEP in your Shop Project Advanced to State
			Devyn	Francis	Graphic Design Team Project Advanced to State
			Liz	Studer	Graphic Design Team Project Advanced to State
			Emma	Springs	Graphic Design Team Project Advanced to State
			Brandi	Strauss	Graphic Design Team Project Advanced to State
			Carliha	Todd	Digital Trophy Case Project Advanced to State
			Justin	Florence	Digital Trophy Case Project Advanced to State
			Francis	Gale	STLP Engineer (Not Even in District)
PHS	Engineering II	Rebecca Bero	Mica	Plummer	NKY Youth Summit Presenter
			Caitlyn	Harris	NKY Youth Summit Presenter
			Emily	Strauss	NKY Youth Summit Presenter

III.E. Recess

III.F. KSBA Presentation Relating to Potential Superintendent Search

Don Martin from KSBA was present to share procedure information regarding potential superintendent search.

**Reasons to Choose Kentucky School Boards Association for your Superintendent Search**

**KSBA meeting agenda items for Superintendent Searches:**

**1. Our Business is Working with School Boards**

We will be there every step of the way from the planning sessions prior to the position posting to the hiring of the Superintendent.

**2. Experience**

KSBA has been facilitating Superintendent searches for over 20 years with satisfied customers numbering well into triple digits.

**3. Attention to detail**

KSBA will be in the district for 7 meetings. We guide the district contact person, the search committee and the Board of Education through the process to maintain integrity, legality, and the right fit for your district.

**4. Security**

KSBA has a secure online applicant mailbox that receives all application. A paperless system enhances confidentiality and efficiency for both the applicant and the district.

**5. Affordability**

The complete cost to the district from start to finish is \$6000 plus mileage (state rate). The choice of a new superintendent is probably the most important decision that the Board of Education undertakes. The KSBA cost of assistance with the process is a very small fraction of a school district budget.

**1. Meet with district contact person to plan search committee election process**

2. Meet with Board of Education to establish timeline, advertisement, search committee directives, applicant criteria

3. Joint meeting with the search committee and the Board of Education for introductions, BOE charge to the committee, number of finalists preferred, etc.

4. First search committee meeting (begins at the conclusion of the joint committee meeting). Applicant information, scoring rubric development, applicant interview question development, homework assignment of ranking applicants according to Board of Education criteria.

5. Search committee ranking of applicants. Committee decides which candidates warrant more information. Schedule video interviews.

6. First round of SKYR interviews.

7. Second round of SKYR interviews.

8. Meeting to determine a slate of recommended applicants to the Board of Education. The search committee is assigned individual candidates to make slide presentations.

9. Joint meeting with the Board of Education to present the slate of recommended applicants.

10. Meeting with the Board of Education to schedule applicant interviews and provide other pertinent information.

### III.G. Personnel Actions

Personnel Changes Board Meeting				
December 14, 2017				
Last Name	First Name	Location	Position	Effective Date
<b>Hire</b>				
Carr	Denise	Dist	Substitute Cook/Baker	12/5/2017
Phillips	Linda	Dist	Substitute Teacher	11/17/2017
<b>Rehire</b>				
Riley	Marlene	FHS	Cook/Baker	12/27/2017
<b>KTRS Disability Retirement</b>				
Collins	Scott	SMS	Teacher Special Ed	10/31/2017
<b>Resigned</b>				
Jordan	Taylor	SMS	21st CELC Instructional Assistant	11/9/2017
Brock	Sheila	SMS	Instructional Assistant I	12/1/2017
Riley	Marlene	FHS	Food Service Manager	12/16/2017
Wilson	Paul	SMS	Instructional Assistant I	12/7/2017

### III.H. Written Communications & Reports

#### III.H.1. DPP Report

Director of Pupil Personnel:	Monthly Report: Month 4: 11/3/17-12/4/17			
Schools:	NES	SES	PCHS	SMS
<b>Attendance Referrals:</b>				
Number of Home Visits	4	3	6	2
Address Verifications	1	1	3	2
Recommendations for Charges	0	0	4	2
Number of Charges Filed	0	0	4	2
Student School Visits	6	10	11	6
Students Transported	1	3	2	1
Suspensions	4	1	20	15
Recommended for Expulsion	0	0	2	1
Expulsions	0	0	0	0
Administrative Hearing	0	0	2	0
	<b>NES</b>	<b>SES</b>	<b>PCHS</b>	<b>SMS</b>
<b>Membership (K-12)</b>	<b>481</b>	<b>506</b>	<b>751</b>	<b>540</b>
<b>ADA: Month 4</b>	<b>454.14</b>	<b>472.59</b>	<b>688.17</b>	<b>507.54</b>
<b>Percentage of ADA Month: Month 4</b>	<b>94.53</b>	<b>93.58</b>	<b>93.39</b>	<b>94.83</b>
<b>District Summary: Month 4</b>	<b>Membership 2,216</b>	<b>ADA 8888</b>	<b>Percentage of ADA Month 4: 94.02</b>	<b>YTD SuspensioTD Suspension Days 134 254.35</b>
<b>Drop Out Summary</b>	<b>2017-201</b>	<b>2016-20</b>	<b>2015-20</b>	<b>2014-15</b>
9th Grade	0	0		1
10th Grade	0	0	1	2
11th Grade	0	0		1
12th Grade	0	0		3
<b>YTD Tot</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>7</b>
				<b>YTD Expulsions Current 2017-201 0</b>

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

US N	LNAME	FNAME	CHOO	ORGANIZATION	DATE	DESTINATION	PERSON IN	#	TOTAL TIME	Miles travel	MT PAID	County Refund	Social	total Paid	CHARGE TO
609	Haubner	Steven	PHS	FBLA	11/21/17	Toyota	Hoover, J	29	6:15	34	\$87.75	\$16.83	\$6.72	\$111.30	FBLA
Van	Guiggino	Tim	PHS	FFA	11/21/17	Hardinburg, KY	Guiggino, T	6		471	\$0.00	\$0.00	\$0.00	\$0.00	FFA
45	Dawson	Marvin	N & S	Honor Choir	11/3/17	Lakeside Christian	Hodge, R	13	2:30	86	\$35.10	\$6.74	\$2.69	\$44.53	NES
510	Gibhn	Tami	SES	Gr 4	11/6/17	4-H Camp	Cunningham, A	40	6:30	87.6	\$31.26	\$17.51	\$6.39	\$115.76	SES
106	Bryant	Jessica	SES	Gr 4	11/6/17	4-H Camp	Cunningham, A	40	7:00	99	\$38.28	\$18.85	\$7.52	\$124.65	SES
36	Kline	Alan	PHS	Sp Ed	11/9/17	San Dist # 1	Baird, J	11	7:30	39	\$105.30	\$20.20	\$8.06	\$133.56	Sp.Ed
610	Gravett	Prizilla	PHS	FFA	11/10/17	Expo Live/stock	Guiggino, T	35	17:00	230	\$238.68	\$45.78	\$18.26	\$302.72	FFA
507	Harper	Steve	PHS	Accounting	11/10/17	NKU	Hoover, J	22	6:30	64	\$31.26	\$17.51	\$6.39	\$115.76	Perkins
8	Wroblecki	Danielle	SMS	G/T	11/10/17	Frankfort history	Lustenberg, K	29	10:15	205	\$143.31	\$27.61	\$11.01	\$182.53	SMS
61	Gregg	Jim	PHS	Academic Team	11/11/17	Scott H.S.	Bowen, K	8	9:00	76	\$126.36	\$24.24	\$9.67	\$160.27	Academic Team
52	Lynn	Martha	PHS	Teen Court	11/14/17	Wichmond Co	Higgins, B	18	6:45	80	\$34.77	\$18.18	\$7.25	\$120.20	PHS
609	Haubner	Steve	PHS	Drama Club	11/15/17	SMS	Jean, D	20	2:00	11	\$28.08	\$5.39	\$2.15	\$35.62	Drama Club
8	Wroblecki	Danielle	PHS	Seniors	11/15/17	Morchesed	Knox, J	40	12:15	211	\$171.39	\$32.39	\$13.16	\$218.14	PHS
510	Gibhn	Tami	SES	Gr 4	11/17/17	NKU	Lange, K	43	5:30	61	\$77.22	\$14.81	\$5.31	\$97.34	SES
106	Bryant	Jessica	SES	Gr 4	11/17/17	NKU	Lange, K	43	5:30	61	\$77.22	\$14.81	\$5.31	\$97.34	SES
709	Mortimer	Mike	SMS	Choir	11/17/17	Florence Baptist Ch	Insko, I	25	3:00	74	\$42.12	\$8.08	\$3.23	\$53.43	SMS
61	Gregg	Jim	PHS	Girls Basketball	11/18/17	Harrison Co	Bowling, P	15	4:00	45	\$56.16	\$10.78	\$4.30	\$71.24	Girls Basketball
411	Crouch	JoAnno	SES	Gr 1	11/20/17	PHS	White, A	2	3:30	6	\$43.14	\$9.43	\$3.76	\$62.33	FBLA
607	Dawson	Marvin	S & N	STLP	11/20/17	NKU	Hegyi, M	38	6:00	73	\$84.24	\$16.16	\$5.45	\$106.85	SES
609	Haubner	Steve	PHS	Drama Club	11/20/17	NES	Jean, D	21	2:00	49	\$28.08	\$5.39	\$2.15	\$35.62	Drama Club
35	Kline	Alan	S & N	Gr 1	11/20/17	PHS	White, A	40	6:30	51	\$31.26	\$17.51	\$6.39	\$115.76	FBLA
38	Gregg	Jim	PHS	STLP	11/20/17	NKU	Knox, J	30	6:30	58	\$31.26	\$17.51	\$6.39	\$115.76	STLP
13	Beane	Steve	N & S	Gr 1	11/20/17	PHS	White, A	49	6:15	43	\$87.75	\$16.83	\$6.72	\$111.30	FCCLA
609	Haubner	Steve	PHS	Drama Club	11/21/17	SES	Jean, D	21	2:00	32	\$28.08	\$5.39	\$2.15	\$35.62	Drama Club
32	Williams	Lucy	NES	Gr 3 & 4	11/21/17	NKU	Turner, J	50	6:00	49	\$84.24	\$16.16	\$6.45	\$106.85	NES
508	Williams	Clark	NES	Gr 3 & 4	11/21/17	NKU	Turner, J	56	6:30	49	\$31.26	\$17.51	\$6.39	\$115.76	NES
8	Wroblecki	Danielle	NES	Gr 3 & 4	11/21/17	NKU	Turner, J	26	6:15	48	\$87.75	\$16.83	\$6.72	\$111.30	NES
308	Gabbard	Adrian	NES	Gr 3 & 4	11/21/17	NKU	Turner, J	50	6:30	53	\$31.26	\$17.51	\$6.39	\$115.76	NES
61	Gregg	Jim	PHS	Boys Basketball	11/25/17	Lawrence Co	Belcher, K	20	10:00	30.3	\$140.40	\$26.93	\$10.74	\$178.07	Boys Basketball
45	Dawson	Marvin	NES	Gr 5	11/28/17	Frankfort, KY	Pugh, T	39	6:00	143	\$84.24	\$16.16	\$6.45	\$106.85	NES
61	Stewart	Mike	NES	Gr 5	11/28/17	Frankfort, KY	Pugh, T	40	6:30	161	\$31.26	\$17.51	\$6.39	\$115.76	NES
8	Wroblecki	Danielle	PHS	FCCLA	11/29/17	Life Learning Center	White, A	12	6:00	82	\$84.24	\$16.16	\$6.45	\$106.85	FCCLA

### III.H.3. FRYSC Reports

North Family Resource Youth Services Center

Center Report – December, 2017

**Activities:**

School Age Child Care Average Daily Attendance Morning Program – 12  
Afterschool Program – 24

**Clothing distribution**

On site clothing closet distribution 62 Students  
WGA purchases 8 Students

**School Supplies Distribution**

Supplies distributed on as need bases 31 students

Weekend Snack Packs 70 Students weekly

Other direct services 17 students

**Activities:**

- October 18<sup>th</sup> NES Literacy Night
- October 25<sup>th</sup> SMS Parent/Teacher Conferences
- October 27<sup>th</sup> Youth Tailgate Party
- November 9<sup>th</sup> Growth Mindset Parent Program
- November 10<sup>th</sup> 7<sup>th</sup> Grade Realty Store
- November 20<sup>th</sup> NES Parent/Teacher Conferences
- December 1<sup>st</sup> NSACC Family Christmas Party

**Donations:**

- Mt. Moriah Christian Church \$150.00
- P.C. Fiscal Court \$200.00
- Falmouth Baptist Church \$600.00
- Butler United Methodist Church \$100.00
- 2<sup>nd</sup> Twelve Mile Baptist Church \$2,000.00



**December**

South Family Resource Youth Services Center  
Board Report- December 2017

**Activities and Meetings**

December 1<sup>st</sup> Advisory Council Meeting 6:00 am  
December 2<sup>nd</sup> Staff Meeting 4-5 pm @ FRYSC  
December 20<sup>th</sup> @ Harrison Park 1 pm 2017  
December 21<sup>st</sup> Staff Family Dinner 4pm @ FRYSC

**Services**

School Age Child Care Program: 38 students enrolled, 4 DV - 6 students (morning & afterschool)  
School Clothes: So far we have purchased clothing for 37 students  
School Supplies: So far we have given out school supplies to 75 students.  
Weekend Snack Pack Program: We have 22 students on the Weekend Snack Pack Program.  
FCNS School Program: December Food Family Days 12:00-4:00 pm & 12:00-2:00 pm

**Donations**

Mt. Moriah Christian Church \$150.00  
P.C. Fiscal Court \$200.00  
Falmouth Baptist Church \$600.00  
Butler United Methodist Church \$100.00  
2<sup>nd</sup> Twelve Mile Baptist Church \$2,000.00

### III.H.4. Public Relations Report



### III.H.5. Quarterly Instructional Reports

### III.H.6. Private Transportation--Catfish Dive Trip

**FIELD TRIPS/SCHOOL ACTIVITY REQUEST FORM**  
SCHOOL BOARD MEMBERS TO BE PROVIDED AT LEAST 30 DAYS PRIOR TO TRIP

TEACHER'S NAME: Michelle Lusterberg

DATE(S) OF ACTIVITY: Dec 27 - Jan 2

DEPARTURE TIME FROM HIGH SCHOOL: 5:00 am Dec 27, 2017

ARRIVAL TIME BACK AT HIGH SCHOOL: 6:00 pm Jan 2, 2018

NUMBER OF STUDENTS ATTENDING: 9

NAME OF FIELD TRIPS/SCHOOL ACTIVITY: Advanced Catfish Dive Trip

HOW DOES THIS ACTIVITY SUPPORT OR ENHANCE THE CURRICULUM? Catfish will be studied in class, learn to divers and enjoy beautiful

IS A SUBSTITUTE TEACHER NEEDED IN YOUR ABSENCE? Yes

CAN "TRAVELER" COVERAGE BE USED IN YOUR ABSENCE? No

IF YES PLEASE LIST BELLY THE PERIODS COVERAGE WILL BE NEEDED AND WHY OTHER SPECIAL DUTIES WHICH NEED COVERED? Practical River, FL  
no job training with parents

ONE CHaperone is required for each 20 students. Permission slips must be provided for each student. Parents must be notified by email. (Coverage fees require one 100 dollars per 10 students. Permission slips must be completed for each student. Chaperone training. There may also be required if in a car out of state by

Chaperone: Michelle Lusterberg, Amy Mason, Joe Mason

**CHECK LIST FOR REQUESTING FIELD TRIPS/SCHOOL ACTIVITY**

Field trip request form completed  
 Request transportation for adults  
 All students  
 Field trip request slip forms on file  
 Request filed in folder for implementation

Permission slip of activity to office & staff  
 School or district approval  
 Inform substitute manager and transfer  
 All activities approved  
 Request form to Mr. Steble for approval

After submitting this form to Mr. Steble, your field trip/school activity date(s) in office secretary so that activity may be placed on master calendar and make sure will be given to secretary or substitute teacher, if needed.

Approved: \_\_\_\_\_  
Not Approved: \_\_\_\_\_  
Administrative's Signature: Patricia Hoff 2/2/18

### III.H.7. Revised Board Policy #4.7--Fixed Assets

**BOARD POLICY #4.7**  
**FIXED ASSETS**

**EQUIPMENT USE ASSET**

The Board shall adhere to the property ownership provisions developed by the Florida Department of Education. Personnel and other expenses incurred by the Superintendent are accountable for the inventory, control and maintenance of all assets not accounted for in this use of responsibility.

Each school year, assets of inventory shall be inventoried, audited and reported to the Superintendent and the Board as required by the Florida Office of Accounting and Information Services of the following shall be included:

- 1. Fixed assets (real property) with an acquisition value of \$5,000 or more that has a useful life greater than one (1) year.
- 2. All computer workstations, laptop and other electronic data devices, are no longer required to be capitalized unless they meet the K-12 Capital Asset Guide definition and should be tracked for annual purposes. See
- 3. Any additional items designated by the Superintendent/manager.

The Superintendent shall develop guidelines and plans for the annual inventory and be responsible for maintaining the inventory.

**Capital Assets**

The Board shall order to the K-12 Capital Asset Study for guidance in implementing responsible management.

**STAFF USE OF EQUIPMENT**

There shall be proper record to ensure that all equipment used in a designated school location and location or district if it is compliance with Board policy, District strategic priorities and applicable legal requirements.

**FIXED ASSET TRACING AND REPORTING**

The Superintendent shall ensure that all equipment purchased with state funds for use in the current and future programs shall be accounted and compliant with applicable legal requirements.

**Inventory**

Fixed Assets  
Inventory  
Inventory Education Technology Services  
Inventory Education Technology Services  
Inventory Education Technology Services  
Inventory Education Technology Services  
Inventory Education Technology Services  
Inventory Education Technology Services

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### III.H.8. Maintenance/Technology Reports

### III.H.9. Monthly Financial Report

### IV. Action Agenda

#### IV.A. Retaining of Search Consultant for Superintendent Position

**Order #17-452 - Motion Passed:** Dr. Nordheim's recommendation to retain KSBA as a search consultant passed with a motion by Ms. Jolieen Bertram and a second by Mrs. Karen Delaney.

**VOTE: Nordheim-Yes; Bertram-Yes; Griffin-Yes; Utz-Yes; Delaney-Yes  
Motion Carried**

#### IV.B. 2018 Board Meeting Dates

Regular Meeting Dates		Meeting Location
Jan 18	6:00 p.m.	Sharp Middle School District Training Room
**Jan 29 (Mon)	6:00 p.m.	Sharp Middle School District Training Room
Feb 10	6:00 p.m.	Sharp Middle School District Training Room
March 15	6:00 p.m.	Sharp Middle School District Training Room
April 19	6:00 p.m.	Sharp Middle School District Training Room
May 17	6:00 p.m.	Sharp Middle School District Training Room
**May 29 (Tues)	6:00 p.m.	Sharp Middle School District Training Room
June 21	6:00 p.m.	Sharp Middle School District Training Room
July 19	6:00 p.m.	Sharp Middle School District Training Room
**July 30 (Mon)	6:00 p.m.	Sharp Middle School District Training Room
Aug 16	6:00 p.m.	Sharp Middle School District Training Room
Sept 20	6:00 p.m.	Sharp Middle School District Training Room
Oct 18	6:00 p.m.	Sharp Middle School District Training Room
**Oct 29 (Mon)	6:00 p.m.	Sharp Middle School District Training Room
Nov 15	6:00 p.m.	Sharp Middle School District Training Room
Dec 20	6:00 p.m.	Sharp Middle School District Training Room

**Order #17-453 - Motion Passed:** Dr. Strong's recommendation to set the 2018 Board Meeting Dates with changing three dates--Feb 15 to Feb 13; November 15 to Nov 12; and Dec 20 to Dec 17-- passed with a motion by Mr. Elmer Utz and a second by Ms. Cheri Griffin.

**VOTE: Nordheim-Yes; Bertram-Yes; Griffin-Yes; Utz-Yes; Delaney-Yes  
Motion Carried**

### V. Consent Agenda

**Order #17-454 - Motion Passed:** Dr. Strong's recommendation to accept the consent agenda passed with a motion by Ms. Jolieen Bertram and a second by Mrs. Karen Delaney.

**VOTE: Nordheim-Yes; Bertram-Yes; Griffin-Yes; Utz-Yes; Delaney-Yes  
Motion Carried**

#### V.A. Board Meeting Minutes



### V.B. Orders of the Treasurer

### V.C. Treasurer's Report

Fiscal Year 2017-2018	
Board Resolutions	
November, 2017	
Resolution 10 (MIS)	Resolution 10 (MIS)
Board 1 - General Fund	\$1,000,000.00
Board 2 - Operating Fund	\$1,000,000.00
Board 3 - Special Activities Fund	\$1,000,000.00
Board 4 - Capital Fund	\$1,000,000.00
Board 5 - Building Fund	\$1,000,000.00
Board 6 - Construction Fund	\$1,000,000.00
Board 7 - Debt	\$1,000,000.00
Board 8 - Bond Interest	\$1,000,000.00
Board 9 - Bond Maturity	\$1,000,000.00
Board 10 - Bond Redemption	\$1,000,000.00
Board 11 - Bond Refunding	\$1,000,000.00
Board 12 - Bond Refunding	\$1,000,000.00
Board 13 - Bond Refunding	\$1,000,000.00
Board 14 - Bond Refunding	\$1,000,000.00
Board 15 - Bond Refunding	\$1,000,000.00
Board 16 - Bond Refunding	\$1,000,000.00
Board 17 - Bond Refunding	\$1,000,000.00
Board 18 - Bond Refunding	\$1,000,000.00
Board 19 - Bond Refunding	\$1,000,000.00
Board 20 - Bond Refunding	\$1,000,000.00
Board 21 - Bond Refunding	\$1,000,000.00
Board 22 - Bond Refunding	\$1,000,000.00
Board 23 - Bond Refunding	\$1,000,000.00
Board 24 - Bond Refunding	\$1,000,000.00
Board 25 - Bond Refunding	\$1,000,000.00
Board 26 - Bond Refunding	\$1,000,000.00
Board 27 - Bond Refunding	\$1,000,000.00
Board 28 - Bond Refunding	\$1,000,000.00
Board 29 - Bond Refunding	\$1,000,000.00
Board 30 - Bond Refunding	\$1,000,000.00
Board 31 - Bond Refunding	\$1,000,000.00
Board 32 - Bond Refunding	\$1,000,000.00
Board 33 - Bond Refunding	\$1,000,000.00
Board 34 - Bond Refunding	\$1,000,000.00
Board 35 - Bond Refunding	\$1,000,000.00
Board 36 - Bond Refunding	\$1,000,000.00
Board 37 - Bond Refunding	\$1,000,000.00
Board 38 - Bond Refunding	\$1,000,000.00
Board 39 - Bond Refunding	\$1,000,000.00
Board 40 - Bond Refunding	\$1,000,000.00
Board 41 - Bond Refunding	\$1,000,000.00
Board 42 - Bond Refunding	\$1,000,000.00
Board 43 - Bond Refunding	\$1,000,000.00
Board 44 - Bond Refunding	\$1,000,000.00
Board 45 - Bond Refunding	\$1,000,000.00
Board 46 - Bond Refunding	\$1,000,000.00
Board 47 - Bond Refunding	\$1,000,000.00
Board 48 - Bond Refunding	\$1,000,000.00
Board 49 - Bond Refunding	\$1,000,000.00
Board 50 - Bond Refunding	\$1,000,000.00
Board 51 - Bond Refunding	\$1,000,000.00
Board 52 - Bond Refunding	\$1,000,000.00
Board 53 - Bond Refunding	\$1,000,000.00
Board 54 - Bond Refunding	\$1,000,000.00
Board 55 - Bond Refunding	\$1,000,000.00
Board 56 - Bond Refunding	\$1,000,000.00
Board 57 - Bond Refunding	\$1,000,000.00
Board 58 - Bond Refunding	\$1,000,000.00
Board 59 - Bond Refunding	\$1,000,000.00
Board 60 - Bond Refunding	\$1,000,000.00
Board 61 - Bond Refunding	\$1,000,000.00
Board 62 - Bond Refunding	\$1,000,000.00
Board 63 - Bond Refunding	\$1,000,000.00
Board 64 - Bond Refunding	\$1,000,000.00
Board 65 - Bond Refunding	\$1,000,000.00
Board 66 - Bond Refunding	\$1,000,000.00
Board 67 - Bond Refunding	\$1,000,000.00
Board 68 - Bond Refunding	\$1,000,000.00
Board 69 - Bond Refunding	\$1,000,000.00
Board 70 - Bond Refunding	\$1,000,000.00
Board 71 - Bond Refunding	\$1,000,000.00
Board 72 - Bond Refunding	\$1,000,000.00
Board 73 - Bond Refunding	\$1,000,000.00
Board 74 - Bond Refunding	\$1,000,000.00
Board 75 - Bond Refunding	\$1,000,000.00
Board 76 - Bond Refunding	\$1,000,000.00
Board 77 - Bond Refunding	\$1,000,000.00
Board 78 - Bond Refunding	\$1,000,000.00
Board 79 - Bond Refunding	\$1,000,000.00
Board 80 - Bond Refunding	\$1,000,000.00
Board 81 - Bond Refunding	\$1,000,000.00
Board 82 - Bond Refunding	\$1,000,000.00
Board 83 - Bond Refunding	\$1,000,000.00
Board 84 - Bond Refunding	\$1,000,000.00
Board 85 - Bond Refunding	\$1,000,000.00
Board 86 - Bond Refunding	\$1,000,000.00
Board 87 - Bond Refunding	\$1,000,000.00
Board 88 - Bond Refunding	\$1,000,000.00
Board 89 - Bond Refunding	\$1,000,000.00
Board 90 - Bond Refunding	\$1,000,000.00
Board 91 - Bond Refunding	\$1,000,000.00
Board 92 - Bond Refunding	\$1,000,000.00
Board 93 - Bond Refunding	\$1,000,000.00
Board 94 - Bond Refunding	\$1,000,000.00
Board 95 - Bond Refunding	\$1,000,000.00
Board 96 - Bond Refunding	\$1,000,000.00
Board 97 - Bond Refunding	\$1,000,000.00
Board 98 - Bond Refunding	\$1,000,000.00
Board 99 - Bond Refunding	\$1,000,000.00
Board 100 - Bond Refunding	\$1,000,000.00

### V.D. Leave of Absence Requests

**BOARD MEMO**

**DATE:** 12/14/2017

**TO:** Mr. Strong & Board Members

**FR:** Jan Johnston

**RE:** Leave of Absence Request

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A request for Leave of Absence has been received from the following:

Robbie Jo Harrison - PHS Cook/ Baker - The request for P.L.A leave of absence will begin approximately November 29, 2017 and end approximately March 5, 2018.

I recommend that the Board approve

Name: Jan Johnston  
 Title: Executive Director of Finance/Human Resources

### V.E. Out-of-District Travel - KSBA Annual Conference March 2-4, 2018

### VI. Executive Session



**Order #17-455 - Motion Passed:** A recommendation to go into Executive Session passed with a motion by Ms. Jolieen Bertram and a second by Mrs. Karen Delaney.

**VOTE: Nordheim-Yes; Bertram-Yes; Griffin-Yes; Utz-Yes; Delaney-Yes  
Motion Carried**

#### **VI.A. KRS 61.810(1)(b)- Future Purchase or Sale of Real Property**

#### **VI.B. Per KRS 156.557 (6)(C)--Superintendent Evaluation--Summative**

#### **VII. Return from Executive Session**

**Order #17-456 - Motion Passed:** Recommendation to come out of Executive Session passed with a motion by Ms. Jolieen Bertram and a second by Mr. Elmer Utz.

**VOTE: Nordheim-Yes; Bertram-Yes; Griffin-Yes; Utz-Yes; Delaney-Yes  
Motion Carried**

#### **VIII. Results of Superintendent 2017 Summative Evaluation**



#### **Superintendent Evaluation**

December 18, 2017

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.

The rankings available to the board for each standard were: Exemplary, Accomplished, Developing, and Growth Required. **The superintendent scored Exemplary on Collaborative Leadership and Accomplished on the remaining six standards.**

Goals for the superintendent will be established in January 2018.

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Dr. Shawn Nordheim, Board Chairperson

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R. Anthony Strong, Superintendent

**Order #17-457 - Motion Passed:** A recommendation to accept the 2017 Superintendent Summative Evaluation passed with a motion by Ms. Jolieen Bertram and a second by Ms. Cheri Griffin.

**VOTE: Nordheim-Yes; Bertram-Yes; Griffin-Yes; Utz-Yes; Delaney-Yes  
Motion Carried**

**IX. Adjournment**

**Order #17-458 - Motion Passed:** A recommendation to adjourn passed with a motion by Ms. Jolieen Bertram and a second by Ms. Cheri Griffin.

**VOTE: Nordheim-Yes; Bertram-Yes; Griffin-Yes; Utz-Yes; Delaney-Yes  
Motion Carried**

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Board Chairperson

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Board Secretary