

**RECORD OF BOARD PROCEEDINGS  
(MINUTES)  
Board Agenda Planning Meeting  
June 14, 2010**

The Fayette County Board of Education met at 701 East Main Street, Lexington, KY at 5:30 p.m. on the 14<sup>th</sup> day of June 2010, with the following members present: **(1) Becky Sagan, (2) John Price, (3) Melissa Bacon, (4) Amanda Ferguson, and (5) Kirk Tinsley**

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**Staff Members Present**

Stu Silberman, Mary Browning Wright, Mike Burke, Kathy Dykes, Julie Hawkins, Rodney Jackson, Vince Mattox, Loraye Jones, Mike McKenzie, Ketsy Fields, Lisa Deffendall, Melodee Parker

The purpose of the agenda planning meeting is to review the draft agenda with the Board before the official Board Meeting on June 28, 2010. The draft agenda is filed with the official minutes.

**A. Call to Order**

Becky Sagan, Chair convened the meeting at 5:30 p.m.

**B. Roll Call**

Becky Sagan, John Price, Melissa Bacon, Amanda Ferguson, Kirk Tinsley

**H. Reports, Communications and Resolutions**

**1. Progress Reports**

**A. Superintendent's Report**

**b. Report and Proposal to the Equity Council for the Resources and Facilities Committee  
Presentation by Scott Winkler**

- Copy of report included with permanent minutes

**d. Support Services Position Control Document – Written Report - No discussion**

**e. Monthly Construction Report – No discussion**

**J. Approval of Consent Items**

**1. Award of Bids/Proposals and Bid Contract Extensions – Placeholder**

**Mary Wright:**

- Property, Boiler and Fleet insurance to be extended - actual cost went down for each category, but total premium increased slightly because of added square footage
- KSBIT contacted regarding bid on property
- Student Athletic and Student Accident insurance to be extended – premium will not change

**2. Actions for Post Approval and Claims – Placeholder**

**3. Special and Other Leaves of Absence – No discussion**

**4. Requests from Principals for Extended Trips – No discussion**

**5. Professional Leave by District Personnel – No discussion**

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**6. Amended 2010-2011 Instructional Calendar**

**Stu Silberman:**

- State originally was not funding the two additional instructional days
- FCPS – two additional days would stay in instructional calendar with one day reduction in staff development days
- State will now fund one additional instructional day - district now will add back the staff development day

**7. School Improvement Grants (SIG) Applications/Policy Review**

**Stu Silberman:**

- Will receive \$2.7 million over the next three year period

**8. COPS Grant**

**Mary Wright:**

- Last year four positions requested – no positions granted
- This year applying for one position
- Correction on agenda item – uniform and equipment provision is \$2,500, not \$12,500

**9. Secure Our Schools Grant**

**Stu Silberman:**

- Fifty percent reduction on purchases

**10. Approval of Instructional School Fees for 2010-2011**

**Stu Silberman:**

- No changes being presented

**11. Declaration of Surplus and Intent to Sell**

**Mary Wright:**

- One 13 year old vehicle
- To be sold on Ebay

**12. Approval of a Proposed Change Order (No. Six) to the Contract for the Renovation at Leestown Middle School BG 08-206**

**Mary Wright:**

- Smartboards to be installed in classrooms

**13. Approval of a Proposed Change Order (No. Eight) to the Contract for the Renovation at Cassidy Elementary School BG 08-206**

**Mary Wright:**

- Issues related to unforeseen conditions

**Amanda Ferguson:**

- Where was the asbestos found?

**Susan Hill, Architect:**

- Some above the ceiling – most in crawl space areas – older part of building

**14. Approval of a Proposed Change Order (No. Nine) to the Contract for the Renovation at Bryan Station Middle School BG 08-306**

**Mary Wright:**

- Unforeseen conditions
- Correction on plans and specifications
- School name can only be in one place – Urban County Government code

**Bill Wallace:**

- Unforeseen - additional electrical outlets needed – some dedicated systems needed
- Outlets for standard equipment missing

**K. Approval of Action Items**

**15. 2011-2012 Instructional Calendar**

**Stu Silberman:**

- Change made to reflect first day of school – Thursday, August 11, 2011

**16. Approval of Manager of Economic Development Position and Job Description**

**Becky Sagan:**

- Minimum qualification - 3 years?

**Stu Silberman:**

- Change to read preferred 3 years experience

**17. Middle and High School Athletic Guidelines Revisions**

**Don Adkins/Vince Mattox:**

- Hard copy of guidelines included with permanent minutes

**Becky Sagan:**

- Volunteer coaches – 64 hours required?

**Don Adkins:**

- 64 hours not in guidelines

**Stu Silberman:**

- 64 hours for volunteer coaches - previously been an unwritten policy

**Amanda Ferguson:**

- Who monitors that there are no volunteer coaches on the field?

**Don Adkins:**

- The Athletic Director

**Stu Silberman:**

- Need to emphasize at training – no volunteer coaches

**Amanda Ferguson:**

- Safety procedures – weather – games being suspended

**Don Adkins:**

- Official makes call as to suspend or cancel
- Middle school games could be made up – pending the schedule

**Amanda Ferguson:**

- Do all middle school sports follow the 50 mile radius rule?

**Don Adkins:**

- All middle school sports – will add for all sports to read 50 mile radius

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18. **2010-2011 Salary Schedules with Additional Staff Development Day** – No discussion  
**Stu Silberman:**
  - One staff development day added back
19. **Approval of a Reduction in Retainage on the Construction Contract for the Renovation at Leestown Middle School BG 08-307**  
**Mary Wright:**
  - Standard procedure
20. **Approval of a Third-Party Special Inspection Agreement for the Renovation of Tates Creek Middle School BG 10-028**  
**Mary Wright:**
  - New requirement
21. **Approval of Additional Design Consultant Fees for the Renovation of Arlington Elementary School BG 08-207**  
**Mary Wright:**
  - Delayed in bidding due to KDE requirement to redesign gym - additional man hours used in calculating design fee
22. **Approval of Bid, Interim and Proposed Contracts and a Revision to the BG-1 Project Application for the Renovation of Tates Creek Middle School BG 10-028 - Placeholder**  
**Mary Wright:**
  - Bids came in underbid
  - Recommending taking several alternates
23. **Approval of Bid, Proposed Contract and a Revision to the BG-1 Project Application (Phase 2) for the Construction of the Locust Trace Agriscience Farm BG 09-338 – Placeholder**  
**Mary Wright:**
  - Bid not opened – due June 22nd
24. **Monthly Financial Reports** – Placeholder
25. **Tax Amnesty Program**  
**Stu Silberman:**
  - City had amnesty program – we have similar program
  - Coincides with city program dates**Rodney Jackson:**
  - Last time added approximately \$400,000 to tax rolls
  - Tied with the city program
  - Waves penalties and interest for persons who have not paid taxes

*A motion was made by John Price and seconded by Kirk Tinsley to approve a Tax Amnesty Program for the occupational license tax for schools to commence on June 14, 2010 ending on July 30, 2010. The motion carried with a vote of 5 to 0.*

**L. Informational items**

1. **Personnel Changes** – No discussion
2. **Facility Usage Hourly Rate Schedule for School Year 2010-2011**

**Mary Wright:**

- Adjustment in personnel fee based on new salary schedule

3. **Update #33 – Board Policy Revisions – 1<sup>st</sup> Reading**

**Dara Bass** was in attendance to review changes in the policies. Policies, with changes indicated, are included with the permanent minutes.

01.5 School Board Policies  
 02.14 Evaluation  
 02.4341 School Council Policies (SBDM)  
 02.4331 School Staffing  
 03.11 Hiring  
 03.111 Medical Examination/Health Information  
 03.112 Certification and Records  
 03.113 Equal Employment Opportunity  
 03.1161 Paraprofessionals in Athletics  
 03.1231 Personal Leave  
 03.1232 Sick Leave  
 03.12322 Family and Medical Leave  
 03.1233 Maternity Leave  
 03.14 Health and Safety  
 03.15 Personnel Records  
 03.16 Grievances  
 03.162 Harassment/Discrimination  
 03.175 Retirement  
 03.21 Hiring  
 03.211 Medical Examination/Health Information  
 03.212 Equal Employment Opportunity  
 03.2141 Paraprofessionals in Athletics  
 03.2231 Personal Leave  
 03.2232 Sick Leave  
 03.22322 Family and Medical Leave  
 03.2233 Maternity Leave  
 03.24 Health and Safety  
 03.25 Personnel Records  
 03.26 Grievances  
 03.262 Harassment/Discrimination  
 03.273 Retirement  
 04.2 Depositories  
 04.31 Authority to Encumber and Expend Funds  
 04.311 District Accounts  
 04.32 Bidding  
 05.23 Energy Management 120 June 28, 2010

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- 05.48 Weapons
- 07.1 Food/School Nutrition Services
- 08.132 Gifted and Talented Students
- 08.134 Magnet Education
- 08.13451 Title I – Parent Involvement Policy
- 08.13452 English as a Second Language
- 08.2323 Access to Electronic Media (Acceptable Use Policy)
- 08.31 School Day
- 09.112 Magnet Schools/Programs and Gifted/Talented Programs Enrollment
- 09.12 Admissions and Attendance
  - 09.121 Entrance Age
  - 09.122 Attendance Requirements
- 09.22 Student Health and Safety
  - 09.2241 Student Medication
- 09.311 Safety (Athletics)
- 09.4281 Grievances
  - 09.42811 Harassment/Discrimination
- 09.43 Student Disciplinary Process
- 10.21 Civility

**Administrative Procedures:**

- 01.11 AP.2 Subpoena
  - 01.111 AP.21 Improvement Planning Procedures
- 01.4 AP.1 Preparing for an Open Meeting
  - 01.411 AP.1 Board-Appointed Committees
  - 01.412 AP.1 Job Description for Secretary to the Board
  - 01.413 AP.1 Job Description for Treasurer of the Board
- 01.45 AP.2 Request to Place an Item on the Agenda
- 01.5 AP.1 School Board Policies
- 01.6 AP.2 Request to Examine and/or Copy District Records
  - 01.61 AP.1 Records Management
    - 01.61 AP.11 Notice of Information Security Breach
- 01.821 AP.1 Board Member Expense Reimbursement
- 02.14 AP.2 Evaluation of the Superintendent
- 02.423 AP.2 Notice of Special Meeting of the School Council
- 02.424 AP.2 Council Consideration Sheet–Selection of Extracurricular Activities
  - 02.4242 AP.2 School Budget
  - 02.432 AP.2 Request for Waiver of Board Policy
- 02.4331 AP.1 School Staffing Guidelines
  - 02.4331 AP.11 Supplemental Salary Procedures
  - 02.4331 AP.12 Tenths Breakdown – Assigned Instructional Time Assignment of Time
  - 02.4331 AP.13 Magnet and Gifted and Talented Ratios and Allocations
  - 02.4331 AP.14 Itinerant/Non-Itinerant District Staffing
- 03.11 AP.1 Hiring (Certified Personnel)
  - 03.11 AP.242 Verification of Employment
  - 03.11 AP.25 Certified Personnel Action Form
  - 03.11 AP.252 Criminal Records Release Authorization

03.11 AP.253 Driving Records Release Authorization  
 03.111 AP.2 Medical Examination  
 03.112 AP.22 Teacher Qualifications Information – Parent Right to Request  
 03.114 AP.1 Contractual Status  
 0.3121 AP.1 Salary Procedures  
 03.121 AP.22 Personnel Credential Checklist – Teachers  
 03.1211 AP.1 Payroll Deduction Procedures  
 03.121 AP.1 Leave of Absence Procedures 122 June 28, 2010  
   03.1232 AP.1 Sick Leave Donation Procedures  
 03.1232 AP.21 Sick Leave Donation Form  
 03.12322 AP.1 Family and Medical Leave Compliance  
 03.12322 AP.21 Application for Family and Medical Leave (FML)  
 03.124 AP.21 Workers’ Compensation/Sick Leave Waiver  
 03.125 AP.21 Travel Reimbursement Form  
 03.1291. AP.1 Employee Assistance Program Procedures  
 03.131 AP.1 Assignment of Personnel  
 03.1311 AP.1 Voluntary and Involuntary Transfers  
 03.13251 AP.1 Drug-Free Workplace Notice  
 03.1327 AP.1 Tobacco Policy Implementation  
 03.1332 AP.1 Hours of Duty - Records/Conference Days  
 03.14 AP.1 Health and Safety – Contagious Diseases  
 03.15 AP.1 Personnel Records Procedures  
 03.15 AP.2 Personnel Records Management  
 03.15 AP.21 Request for Copy of Personnel File  
 03.15 AP.22 Personnel File Review/Inspection Record  
 03.16 AP.1 Grievance Procedures  
 03.162 AP.1 Harassment/Discrimination  
 03.17 AP.1 Notice of Personnel Actions  
 03.171 AP.1 Reduction in Force Procedures  
 03.175 AP.1 Retirement Procedures  
 03.18 AP.11 Appeals/Hearings  
 03.18 AP.12 Confidentiality of Records  
 03.18 AP.21 Certified Employee Appeals Form  
 03.19 AP.1 Professional Leave  
 03.21 AP.1 Hiring (Classified Personnel)  
 03.21 AP.242 Verification of Employment  
 03.21 AP.25 Classified Personnel Action Form  
 03.21 AP.252 Criminal Records Release Authorization  
 03.21 AP.253 Driving Records Release Authorization  
 03.21 AP.254 Driving Record Violations and Personnel Actions  
 03.211 AP.2 Medical Examination  
 03.211 AP.21 HIPAA-Related Forms  
 03.221 AP.2 Salary Procedures  
 03.221 AP.11 Compliance with FLSA Requirements  
 03.221 AP.22 Classified Personnel File Checklist  
 03.221 AP.23 Daily Record Sheet for Hourly Employees  
 03.2211 AP.1 Payroll Deduction Procedures

03.223 AP.1 Leave of Absence Procedures  
 03.3323 AP.1 Sick Leave Donation Procedures  
 03.2232 AP.21 Sick Leave Donation Form  
 03.22322 AP.1 Family and Medical Leave Compliance  
 03.22322 AP.2 Family and Medical Leave Forms  
 03.224 AP.21 Workers' Compensation/Sick Leave Waiver  
 03.225 AP.2 Travel Reimbursement Forms 123 June 28, 2010 03.2291 AP.1 Employee Assistance Program Procedures  
 03.231 AP.1 Assignment of Personnel  
 03.2311 AP.1 Voluntary and Involuntary Transfers  
 03.23251 AP.1 Drug-Free Workplace Notice  
 03.2327 AP.1 Tobacco Policy Implementation  
 03.24 AP.1 Health and Safety – Contagious Diseases  
 03.25 AP.1 Personnel Records Procedures  
 03.26 AP.1 Grievance Procedures  
 03.262 AP.1 Harassment/Discrimination  
 03.27 AP.1 Personnel Action Procedures  
 03.273 AP.1 Retirement Procedures  
 03.28 AP.1 Evaluation Process  
 03.28 AP.12 Confidentiality of Records  
 03.29 AP.1 Professional Leave  
 03.6 AP.1 Volunteer Procedures  
 04.1 AP.1 Needs Assessment  
 04.1 AP.2 Budget Planning Flowchart and Timeline  
 04.2 AP.1 Depositories  
 04.21 AP.1 Cashier Guidelines (IAKSS)  
 04.31 AP.1 Encumbering Funds and Making Purchases  
 04.211 AP.1 Payment of Bills  
 04.312 AP.1 Activity Fund Procedures  
 04.32 AP.1 Bidding/Procurement  
 04.7 AP.1 Inventory Procedures  
 04.8 AP.1 Disposition of Surplus Property  
 04.9 AP.1 Audit Procedures  
 05.1 AP.1 Construction  
 05.1 AP.21 Naming/Renaming of Facilities  
 05.11 AP.1 Alterations to Buildings and Grounds  
 05.11 AP.11 Integrated Pest Management  
 05.11 AP.21 Integrated Pest Management Notification  
 05.2 AP.2 Maintenance  
 05.2 AP.22 Maintenance Request Form (delete)  
 05.21 AP.1 School Property Procedures – Principal's Responsibilities  
 05.21 AP.2 Playground Inspection Checklist  
 05.3 AP.1 Use of School Facilities and Equipment  
 05.31 AP.21 Application for Use and Contract  
 05.4 AP.1 Automatic External Defibrillator (AED)  
 05.4 AP.23 AED Forms/Designation of Physicians and Medical Advisors  
 05.41 AP.1 Fire Drills

- 05.42 AP.1 Severe Weather Drills
- 05.43 AP.1 Bomb Threat Procedures
- 05.43 AP.2 Bomb Threat Checklist
- 05.45 AP.1 Crowd Control
- 05.47 AP.1 Earthquakes
- 05.5 AP.1 Building Security Procedures 124 June 28, 2010
- 05.5 AP.2 Key Control Forms
- 05.6 AP.1 Property Insurance Procedures

**M. Oral Communications**

**3. Other Business -**

**a. Board**

**Discussion of Board Work** – no discussion

**b. Staff**

**Requests from Board** – None

**Closed Session**

*A motion was made by John Price and seconded by Kirk Tinsley, to go into closed session at 7:17p.m., to discuss acquisition or sale of real property pursuant to KRS 61.810(1)(b) and discuss proposed or pending litigation pursuant to KRS 61.810(1)(c). The motion carried with a vote of 5 to 0.*

**Open Session**

*A motion was made by Melissa Bacon and seconded by John Price, to reconvene in open session. The motion carried with a vote of 5 to 0.*

**Adjournment**

*A motion was made by John Price and seconded by Kirk Tinsley to adjourn the meeting at 7:32 p.m. The motion carried with a vote of 5 to 0.*

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CHAIR

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SECRETARY