

**RECORD OF BOARD PROCEEDINGS  
(MINUTES)  
Board Agenda Planning Meeting  
May 8, 2008**

The Fayette County Board of Education met at 701 East Main Street, Lexington, KY at 5:30 p.m. on the 8th day of May 2008, with the following members present: **(1) Becky Sagan (2) John Price, (3) Melissa Bacon, and (4) Amanda Ferguson**

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**Staff Members Present**

Stu Silberman, Mary Wright, Mike Burke, Jack Hayes, Brenda Allen, Vince Mattox, Scott Hawkins, Julie Hawkins, Michael Ernst, Lisa Deffendall, Carmen Coleman, Fabio Zuluaga, Melodee Parker

**A. Call to Order**

Becky Sagan convened the meeting at 5:33 p.m.

**G. Introductions and Recognitions**

1. Becky Sagan introduced the teacher and student representatives for the May 8th meeting.
  - a. Student Representative: Karl Bailey, Martin Luther King Academy
  - b. Teacher Representative: Quincy Murdock, Martin Luther King Academy

**H. Reports, Communications and Resolutions**

**1. Progress Reports**

**A. Superintendent's Report**

**d. District Improvement Plan Report – Written Report**

**Stu Silberman** – Questions received by email from Board members have already been answered.

**John Price** – Activity LN1 summer reading program – How are we going to measure the effectiveness of the program?

**Jack Hayes** – Participation is easy to measure – how many kids come and how often. The measurement of the effectiveness is harder because what we want the kids to do is different from what they normally do during the school year and we don't want to use the same kind of assessment data. We are trying to change it to be like a camp situation.

**John Price** – Seems like that if we know the reading level of the child in May and again in September this would possibly be a way of measuring the effectiveness.

**Jack Hayes** – This is one way we can look at summer reading loss.

**Stu Silberman** – Right now we only have seven elementary schools committed to the summer reading program.

**Jack Hayes** – All of the middle schools and high schools have programs. We will be bringing a proposal to the Board.

**John Price** – Activity WC6. In regard to the long-term success being measured through the number of students participating, part of our goal is to increase diversity of the participating students and assume that we will measure both the number participating and the diversity.

**Jack Hayes** – This year we didn't ask the teachers to track the diversity piece, but it will be measured in the coming year.

**Amanda Ferguson** – What do we do to encourage chess teams and leagues?

**Jack Hayes** – We keep telling the schools that chess teams are available to them as extracurricular activities. Cup stacking is also available. It is catching on slowly.

**Amanda Ferguson** – Chess teams are sponsored by teachers?

**Jack Hayes** – Correct. This is one of the problems we are having. We have also had people from the community to say that they would love to help in this area.

**Stu Silberman** – We have one team that is run by one of our parents and it is open for other parents to sponsor a team. Would love to see a chess team at every elementary school in the district. We need to do a better job of getting the word out that parents can sponsor a team. The schools need to know that if they need chess supplies we will get them

**Melissa Bacon** – Regarding the immersion strands and the article in the paper, would like to have some additional information.

**Stu Silberman** – A lot was left out of the article that was in the paper today. The idea for the immersion program at our regular schools came from the Board. There is zero cost to start the program. With the immersion track at the regular elementary school, there will also be a regular track because of students moving in and not having the language skills or students not wanting to participate in the immersion program. We are going to run some pilots – Liberty and Russell Cave and possibly at Mary Todd and Yates. Eventually we would like to see this in every elementary school.

**Amanda Ferguson** – Was this opportunity made available to all the principals?

**Stu Silberman** – Yes, all elementary principals. At first we want pilot programs and we want to maximize it to five schools. In the long range, there might be some additional costs. Each year we would add an additional grade to the program and the additional cost might come from not having an equal balance in all the grades creating an effect on our staffing. We are committed to getting the programs started.

**Jack Hayes** – Maxwell is the only immersion school in the state.

**Melissa Bacon** – Regarding the culturally responsive training that some of the Board members attended, I am convinced that this is a key missing piece to academic achievement and feel that everyone needs to go through the training.

**Jack Hayes** – This is part of our new teacher orientation.

**Stu Silberman** – It has been offered as an option for teachers to go through and we are working on making it mandatory. This is a powerful piece that we are missing overall in the culture of our district.

**Melissa Bacon** – How long is the training?

Mike Kennedy – Two, four hour sessions.

- e. **Support Services Position Control Document** – No discussion
- f. **Monthly Construction Report** – No discussion

## **J. Approval of Consent Items**

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

**John Price** – On the fleet insurance, it is great to see that the premiums are decreasing, but do we have adequate coverage and appraising our property at appraised value and not at the original cost? Is the property value that we are using adequate?

**Kelly Breeding** – We made these adjustments in December and January putting in the three new buildings. We should be in good shape.

**Stu Silberman** – If a building was built 15 years ago, are we using that cost or current appraised value?

**Kelly Breeding** – It is the current appraised value. It is replacement cost.

**John Price** – Does the policy we have cover our expenses we might incur if we have to temporarily vacate a building or have to remove debris?

**Kelly Breeding** – Yes it does. We have a contingency saying that if we had to move to another location or bring in portables to set up this would be covered plus the contents.

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
6. **2008-2009 Early Start Calendar**

**Mona Baker** –

- Early Start calendar is different from the regular school calendar
- Start a week later and during that week there are staff meetings and professional development. Teachers have an opportunity to do home visits which are mandatory. A lot of professional development with the new teachers and teacher assistants.
- Days in the calendar where the children do not attend giving time for home visits – 8 days plus the open house.

**John Price** – On the home visits, is every child's home visited?

**Mona Baker** – Every child gets at least two home visits.

**Stu Silberman** – Early Start is part of the Flex Focus funds and we have had a big hit in this area, but we feel we will be able to maintain these services.

7. **Approval of Early Start Contracts for 2008-2009**

**Mona Baker** - No change from last year.

8. **Approval of the Rededication of the Phillip Milus Pickett Memorial Garden at Bryan Station High School** – No discussion

9. **Consent to Enter and Construct Gas Pipeline and Perpetual Easement and Right of Way to Columbia Gas of Kentucky, Inc. for James Lane Allen Elementary**

**Mary Wright** – This is for moving the gas lines.

**Becky Sagan** – Do we have to have a Finance Corp meeting at the next meeting?

**Mary Wright** – Yes.

10. **Approval of Landscape Plan for Edythe J. Hayes Middle School**

**Stu Silberman** – Appreciate the 16<sup>th</sup> District PTA for doing this.

## **K. Approval of Action Items**

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

**Stu Silberman** – A summary of all changes has been provided.

**Melissa Bacon** – The move from organized practice from 5 weekdays to 10 weekdays before school starts at the middle school level, is this standard?

**Donnie Adkins** - At the high school level it goes up to 20 days before schools starts. This is through the recommendations from the Athletic Council to give students more time to get in condition. The more time they have to get in condition, the fewer injuries we will have.

**Stu Silberman** – KHSAA stays away from the middle schools athletics, but we try to implement the same kind of guidelines.

**Becky Sagan** – On page 3 of the high school guidelines, it states that the head coach must complete all required on-line responsibilities. Does this include anything that has to do with finance to make sure that the head coaches are doing everything legal?

**Donnie Adkins** – Yes. This came about because the Athletic Directors were picking up a lot of slack in this area for the coaches while they were meeting deadlines for submitting schedules, rosters, pictures, etc. This is to make sure that the Head Coaches know that this is their responsibility.

**Stu Silberman** – Will there be some training in the area of finances?

**Donnie Adkins** – Yes, we can do that. The last section is the acknowledgement that coaches sign stating they have received the Athletic Guidelines.

**Stu Silberman** – Do all coaches go through the Redbook Training?

**Donnie Adkins** – No.

**Stu Silberman** – The financial part of the Redbook Training would probably be good for the coaches. Is the same piece in there for the middle schools?

**Donnie Adkins** - We can put it in, but usually they are not involved because it is a KHSAA guideline, but their responsibilities should be the same in the area of finances.

**Stu Silberman** – Let’s add that in at the middle school level.

**Melissa Bacon** – Travel to away games is provided by FCPS by bus and it seems there is always confusion about whether students can ride back with parents. Do we need to clarify this more?

**Donnie Adkins** – This is a way of eliminating some costs, they pay a one way transportation cost. Coaches are very good about having parents sign the students out after a game.

## **12. Conversion of Technology Resource Teacher Position to User Support Manager Position**

**Stu Silberman** – Last month we converted a position because of a retirement. We post the position to match the actual job description. This position deals with all the phones. There is no additional cost, just a change in the job description. This is a routine matter and can be moved to the consent section for the Regular Board meeting.

## **13. Certified Staff Evaluation Plan Approval**

**Stu Silberman** - This is a KDE requirement.

**Melodee Parker** – Every two years KDE give suggestions and updates for the evaluation

**Stu Silberman** – There is an evaluation committee.

**Mike Kennedy** – The committee is made up of 5 administrators and 5 teachers who generate the changes based on feedback from the Board, principals, teachers and FCEA. It is brought to the Board for approval and then to KDE for approval. We have to have it ready to go by July 1.

## **14. 2008-2009 Tentative Budget**

A power point presentation was shown giving highlights of the Tentative Budget (hard copy with permanent minutes).

**Stu Silberman** – Happy to report that the district is on very solid financial ground. A lot of this is because of Mary, Julane and the entire Finance Department

**Mary Wright** –

- Local sources of revenue: Real property, personal property, motor vehicles, utilities tax, occupational license.

- Budget built based on what KDE certifies as our property value assessments – they calculate the tax options for each district.
- There have been a number of years that the tax rate has decreased over the last ten years. Decrease in tax rate and increase in revenue is due to economic growth in the area.
- A 5 cent tax was successfully levied for the implementation of the Facilities Plan – anticipate \$13 million of additional revenue which goes into the capital account and is not part of the general fund.
- Property values have continued to increase. Good collection rate.
- Motor vehicle tax collection continues to increase slightly.
- Utility tax collection has been a significant revenue source – continues to be steady. The state collects this for us.
- Occupational license tax has grown slightly. We continue to watch this area.
- SEEK funding next year will have a slight dip. Part of the reason for the spike has been because of the legislature’s efforts to increase the SEEK base over the past years.
- General Fund revenue continues to increase somewhat.
- District in good financial shape.

A couple of years ago started biennial budgeting. After the legislature meets and establishes what our financial situation from their support will be for a two year period, we use this when preparing a budget so that we look not only at the upcoming year but the year after also.

Recommendations for adjustments to the current working budget were submitted to the Board.

- Increase the money set aside for construction costs for the Lafayette stadium and purchase of transportation garage - \$8 million
- Reserve for energy costs - \$2 million.
- Possible Alternative Program expansion - \$1 million
- Attendance incentive program – \$3 million

**Julane Mullins –**

- We are in the beginning of the biennium.
- Legislature – Increase in SEEK base for 2008-2009 school year - \$3,822 to \$3,866 per pupil. If the legislature keeps it flat we will see continued decreases in SEEK money. Section 6 allocations to the schools went from \$133.77 to \$135.31 per student. Mandated 1% salary increase for all employees, plus their step up. All districts have had reductions in Flex Focus grants which are comprised of professional development, ESS, textbooks, early start and SAFE schools. The district professional development was cut approximately 63%, ESS was cut approximately 62%, textbooks was less than 1%, the SAFE schools budget is unknown and the Early Start budget was cut approximately 6.5%.
- Staffing policy has been revised which will support a needs based focus providing more flexibility to the schools and their councils.
- Year two of the biennium the SEEK base will increase from \$3,866 to \$3,909 with the Section 6 allocations going from \$135.31 per student to \$136.81 per student. A 1% salary increase for all employees mandated for year two of the biennium.
- Flex Focus Funds are scheduled to remain flat over 2009-2010.

**Mary Wright – Tentative Budget  
06382**

- Projected 5.5% increase in property tax generating approximately \$5.8 million in additional revenue above what is currently budgeted in this year's working budget.
- Tangible property revenue is decreasing slightly.
- Motor vehicle revenue projected to be up slightly - approximately 2.5%.
- Utility tax is related to what is happening in the environment, projecting a slight increase of approximately 2%.
- Occupational license tax, recommending keeping flat.
- Interest income will take a hit due to Feds lowering interest rates.
- Medicare reimbursement expected to continue declining.
- Expecting a \$2.5 million decrease in SEEK funds.
- Beginning balance includes \$3.1 million set aside by the Board for salary increases.
- After all revenue adjustments are made, expected to have \$7.9 million in recurring revenue above the working budget this year.
- Majority of expenses are related to legislative changes or other agency mandated changes such as salary increases and anticipation of the local storm sewer fee.
- Projecting \$1.8 million needed for the 1.5% salary increases due to step-ups for all employees.
- Recommending a 3% salary increase for all employees.
- Anticipate increases in utility costs due to the mandated storm sewer fees of approximately \$600,000.00. Increases have been built in for diesel fuel as well as expected increases in property and fleet insurance.
- Recommend increasing the bus driver classification up one grade to help with recruitment and retention.
- Auditors strongly recommended that we establish a Grant Compliance Officer. We would be using indirect costs from grants to fund this position.
- Recommending, due to increased revenue that can go toward our bonding capacity and increased construction activity, that a .5 Construction Analyst position be established.
- Recommending at no additional cost that permanent clerical assistance in the Budget and Staffing office be established.
- Recommending reclassifying Payroll Supervisor position from a classified hourly to salaried classified position. Savings of \$10,000.
- Recommending contracting out Internal Auditing Services.
- Recommend reclassifying two positions' Hay additives as a result of realigning the duties of those positions.
- Balanced budget and we are in a strong position to do these recommendations.

**Stu Silberman** – Expressed appreciation to Mary and Julane for managing the district money. Other districts are being hit harder by the state budget cuts because they are more dependent on the state money than we are. We are dependent on the state money about 25% and other districts are 75% dependent. When the legislature has low mandates we continue to get approximately the same money where the other districts are hit hard. A 1% salary increase has been mandated which is all that most districts will be able to give and we are going to be able to give a 3% raise which is a nice message that we are sending to our employees because they are working really hard. This will also make our salaries a little more competitive where we had been getting a little behind. A starting salary for a first year teacher will be \$36,184. Four years ago we were trying to get the beginning salary over \$30,000.

**John Price** – A great job is being done with our budget and it is great that we are able to give a 3% raise to our staff. Is there any room in the budget to try to find a different way to fund ESS services since we

are losing the state money to fund this program? We need to help these students by providing these services. Is there any place that we could temporarily move money to help with these services until the state situation changes?

**Stu Silberman** – We have had this discussion and superintendents across the state are concerned that if we make these adjustments the state will not come back with the funds. We have to send out the message that the budget that was put in place is hitting hard. The salary increase for us is a catch up piece. Schools can get some money through the RFPs and some district types of interventions that involve after school programs and summer schools especially in the high poverty schools. The one area that we are yielding in is Early Start and we feel we need to maintain what we already have. We are waiting for the state funding formula for SAFE schools. There are some funds that we can help schools out with.

**John Price** – Do we still have money in the budget for RFPs from the schools?

**Stu Silberman** – Yes. We are just about ready to send out the awards and will be getting these to the Board soon. The funding we are providing right now is for the upcoming school year. We will have better information on RFP money for the next year probably in September.

**Julane Mullins** – We will know when we do the working budget.

**Becky Sagan** – The money we are funding for the next school year is the money that we had already set aside in the past budget?

**Stu Silberman** – Correct. We are in the shape that we are in now because the Board allowed us to take recurring money for one-time expenses and in times like this it could go back as recurring money. It has been an effective budgeting technique that we have used for the last few years.

**Melissa Bacon** – Should we look at or move to the schools having their own after-school programs and running them themselves?

**Stu Silberman** – We have more schools moving in this direction. They have traditionally been run by the Parks and Recreation or the YMCA. At a later date we want to bring to the Board some recommendations to bring some consistency to the programs in the way of fees – one consistent cost across the district. This is a fee based program and not sure that they can substitute the ESS piece for the after school program. One of the advantages of running your own program is that you can design it yourself. It is a lucrative program and you determine the curriculum. The Directors have been meeting in regard to having a longer day, every day, for some of our schools to maximize their learning. Some of our kids are coming in just as smart as other kids, but a little behind. We are trying to catch them up, but it is hard to do this when everyone has the same amount of instructional time. If schools have a need, we will look at it.

**Melissa Bacon** – The items in the supplemental salary schedule that are red lined, does this mean that these services are not needed or not utilized?

**Julane Mullins** – We tried to clean it up, some of these positions were redundant or they were not being utilized at the school level.

**Melissa Bacon** – So they will not get that money?

**Julane Mullins** – The money won't change, they get an allocation.

**Melissa Bacon** – They still get to use the money to create their own positions?

**Julane Mullins** – In regard to SCAPA, since we are giving them dollars, MLK and SCAPA have the authority to get any position they want.

## 15. 2008-2009 Salary Schedules

## 16. Approval of School Activity Fund Budgets

**Stu Silberman** - The Board will get these budgets right before the Regular Board meeting because of the way the calendar falls.

## 17. Monthly Financial Report - Placeholder

### L. Informational Items

#### 1. Personnel Changes

#### 2. Board Policy Revision and AP Review

**Stu Silberman** – This policy was flagged by our auditors. We had a fund raising policy in place that we were not following. After discussion it was decided that we needed to change the policy.

**Rodney Jackson** – The previous fund raising policy said that there could be one school-wide fund raising project per year. The question became what exactly was a school-wide raising project and what had to have Board approval. After discussion from stakeholders a proposal was devised and sent to the PTA through Tina Moorhead and then to Brenda Allen for appropriate changes. The Redbook has changed and clarified what school-wide means. Previously the Board received fund raising projects for approval throughout the year. It is proposed that this be streamlined by schools turning in projects in August for the September Board meeting and then again in January for the February Board meeting if needed.

**Becky Sagan** – When the PTA does a fund raiser it is considered school-wide and would have to be approved by the Board?

**Rodney Jackson** – Correct.

**Becky Sagan** – Basically, anyone selling anything for the school would have to be approved. What about the band boosters?

**Rodney Jackson** – If it is considered school-wide by the definition in the policy it would have to be approved by the Board.

**Melissa Bacon** – But only if the money is going to benefit the whole school.

**Becky Sagan** – The money from the PTA goes to the whole school and the money from the band boosters only goes to the band, so this is different.

**Rodney Jackson** – Paperwork will still have to be on file with the principal. Auditors will be checking to see if it was approved by the principal.

**Becky Sagan** – PTA money is not district funds and we give them approval for their fund raisers, but we don't touch the funds.

**Rodney Jackson** - Correct. According to the Redbook it has to be verified that the fund raiser was approved by the principal.

**Stu Silberman** – If a PTA was doing a fundraiser for a fifth grade field trip this would not count as a school-wide fund raiser?

**Rodney Jackson** – Correct, it would not require approval by the Board, only approval by the principal.

**Stu Silberman** – Appreciate the work with the PTA. When the information came back from the auditors it was too late for this year. This gives us a good base for next year. The final reading will be at the June Board meeting.

**John Price** – Did we have input from the PTA presidents regarding the number of fund raisers? With previous experience with PTAs, we often did more than three fund raisers in order to support the activities in the school. If the school does one school wide fund raiser, that limits the PTA to only three and we need to make sure that we are not doing a disservice to our students by limiting what our PTAs can raise in terms of funds. Also, concerned about the timing, for PTAs to know by August what all their fund raisers were going to be between August and December would be unusual. A lot of planning takes place after school starts. Don't want to put the PTAs in a situation that they can't do what they have been doing for the benefit of the students. Just want to make sure that they are comfortable with three fundraisers and the timeframe. Our students benefit greatly from our PTAs.

**Rodney Jackson** – We kept Tina fully informed. She said that based on the criteria and the definition it would work out fine for them.

**Stu Silberman** – The Redbook doesn't say four, so it could be changed to any number. We just want to safeguard that schools aren't out having too many fund raisers. Is the date locked in as to when to notify the Board?

**Rodney Jackson** – It can be adjusted. The committee thought that this would make the process more efficient and streamlined by knowing what is going on throughout the year.

**Stu Silberman** – Hearing that maybe there should be an October date and a February date.

**John Price** – A later date in the beginning would be good and the February date should not be a problem. The cutoff for the September meeting would be early and PTAs probably don't even go to the membership for approval of the budget until the September meeting. October would be helpful to our PTAs and would not be opposed to five or six fund raisers instead of four.

**Stu Silberman** – We can study this and these numbers are not locked in.

**John Price** – Does it say exactly what a school wide fund raiser is?

**Stu Silberman** – It says that the fund raising projects benefits the entire school. There will be some flexibility in this. Some schools will only have the fund raiser for certain grades. When getting up to five or six projects, that is a lot. We need to be careful on the number. We have gotten some good feedback.

## **M. Oral Communications**

### **3. Other Business - None**

#### **a. Board**

##### **Discussion of Board Work**

#### **b. Staff**

**Requests from Board** – None

### **Closed Session**

*A motion was made by John Price and seconded by Melissa Bacon, to go into closed session at 6:57 p.m. to discuss acquisition or sale of real property pursuant to KRS 61.810(1)(b) and to discuss proposed or pending litigation pursuant to KRS 61.810(1)(c). The motion carried with a vote of 4 to 0.*

### **Open Session**

*A motion was made by Becky Sagan and seconded by Melissa Bacon, to reconvene in open session. The motion carried with a vote of 4 to 0.*

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**Adjournment**

*A motion was made by John Price and seconded by Becky Sagan, to adjourn the meeting at 8:25 p.m. The motion carried with a vote of 4 to 0.*

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CHAIR

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SECRETARY