

REGULAR SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD
MAX D. WALKER ADMINISTRATION BUILDING
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA

August 23, 2011

6:00 P.M.

The meeting was open to the public and electronically recorded.

The following Board members were present: Mr. Roger P. Milton, Chairman; Mr. Judge B. Helms; Mr. Charlie D. Frost; Mr. Eric F. Hinson; and Mr. Isaac Simmons. Also present were Mr. Reginald C. James, Superintendent and Secretary to the Board; Mr. Kevin Carroll, Attorney for the Board; and others.

1. CALL TO ORDER

The meeting was called to order by the Chairman, Mr. Roger P. Milton, at 6:05 p.m.

2. OPENING PRAYER

The opening prayer was led by Mr. Charlie D. Frost.

3. PLEDGE OF ALLEGIANCE

Recited in unison.

4. RECOGNITIONS

Mr. James introduced Friends of the Gadsden Leadership Law Academy.

Ms. Nancy Gee shared with the Board an update on the recent accomplishments of the Gadsden Leadership Law Academy. She introduced the following individuals: 1) Avis Parker- Captain and President of the Class; 2) Jerry McCray; 3) Poindexter Matthews – Sergeant-At-Arms. Each of the individuals expressed their sentiments and recommendations to keep the program. Ms. Gee stated that the 3rd Annual Gala for the Gadsden Leadership Law Academy was scheduled for March 6, 2012. She stated that the students do community service and provide security for Florida State University home games.

ITEMS FOR CONSENT

Mr. Milton added to the agenda item #8q – Mediation Settlement Agreement and General Release. He entertained a motion to approve the remaining consent agenda. The motion was made by Mr. Judge B. Helms, seconded by Mr. Isaac Simmons and carried unanimously.

5. REVIEW OF MINUTES

- a. July 19, 2011, 6:00 p.m. – Special Board Meeting
- b. July 26, 2011, 4:30 p.m. – School Board Workshop
- c. July 26, 2011, 6:00 p.m. – Regular School Board Meeting
- d. August 9, 2011, 6:00 p.m. – Executive Session
- e. August 16, 2011, 5:00 p.m. – Executive Session

ACTION REQUESTED: The Superintendent recommended approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)

- a. Personnel 2011 – 2012

ACTION REQUESTED: The Superintendent recommended approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number Forty-Six

Fund Source: 300 (Capital) Funds
Amount: \$24,779.15

ACTION REQUESTED: The Superintendent recommended approval.

- b. Budget Amendment Number Forty-Seven

Fund Source: 410 (School Food Service) Funds
Amount: \$307,823.37

ACTION REQUESTED: The Superintendent recommended approval.

- c. Budget Amendment Number Forty-Eight

Fund Source: 433 (ARRA Stimulus Grant) Funds
Amount: \$.00

ACTION REQUESTED: The Superintendent recommended approval.

- d. Budget Amendment Number Forty-Nine

Fund Source: 200 (Debt Service) Funds
Amount: \$1,523,761.38

ACTION REQUESTED: The Superintendent recommended approval.

- e. Budget Amendment Number Fifty
Fund Source: 434 (Race To The Top) Funds
Amount: \$-140,585.00
ACTION REQUESTED: The Superintendent recommended approval.
 - g. Crossroad Academy Monthly Financial Reports
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommended approval.
 - h. Crossroad Academy Audited Financial Reports 2011-2012
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommended approval.
8. AGREEMENTS/PROJECT/GRANT APPLICATIONS
- a. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board
Fund Source: IDEA – Federal Funded
Amount: \$58,000.00 For Ten Months (\$5,880.00 per month)
ACTION REQUESTED: The Superintendent recommended approval.
 - b. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board (Head Start/PreK)
Fund Source: IDEA – Federal Funded
Amount: \$6,000.00 For Ten Months (\$600.00 per month)
ACTION REQUESTED: The Superintendent recommended approval.
 - c. The School Board of Gadsden County, Contract With Independent Contractor Janice M. Gilchrist
Fund Source: IDEA dollars
Amount: \$16,000.00 (est.)
ACTION REQUESTED: The Superintendent recommended approval.
 - d. Cooperative Agreement for Supportive Services System
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommended approval.

- g. Contracted Services for Educational Software
Fund Source: General Fund
Amount: \$37,065.81
ACTION REQUESTED: The Superintendent recommended approval.
 - h. Contracted Services from General Fund
Fund Source: General Fund
Amount: \$67,785.45
ACTION REQUESTED: The Superintendent recommended approval.
 - i. Contracted Services for Federal Projects
Fund Source: Title I Regular
Amount: \$252,404.00
ACTION REQUESTED: The Superintendent recommended approval.
 - k. Contracts for Federal Programs
Fund Source: Title I Regular
Amount: \$80,000.00
ACTION REQUESTED: The Superintendent recommended approval.
 - l. Contracted Services
Fund Source: General Fund
Amount: \$19,322.00
ACTION REQUESTED: The Superintendent recommended approval.
9. SCHOOL FACILITY/PROPERTY
- a. Playfield Fencing at West Gadsden High School
Fund Source: 394
Amount: \$27,750.00
ACTION REQUESTED: The Superintendent recommended approval.
 - b. Request to Delete From Capital Assets – Motor Vehicles
Fund Source: Applicable Funds
Amount: \$13,787.00
ACTION REQUESTED: The Superintendent recommended approval.

10. EDUCATIONAL ISSUES

a. Master In-Service Plan Revision

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommended approval.

b. Teacher Evaluation Manual

Fund Source: Race To The Top
Amount: N/A

ACTION REQUESTED: The Superintendent recommended approval.

ITEMS FOR DISCUSSION

Items preceded by an (*) asterisk were removed from the CONSENT agenda at the beginning of the meeting and acted upon during the DISCUSSION portion of the agenda.

*7. BUDGET AND FINANCIAL TRANSACTIONS

f. Transfer from Capital Improvements Fund to General Fund for Maintenance

Fund Source: Capital Improvements Fund #379
Amount: \$750,000.00

Mr. Simmons requested an explanation of the transfer from Capital Improvements Fund to General Fund for Maintenance.

Mr. Shepard stated that the projected funds will get the district through most of the year. He stated that the district did not receive any maintenance PECO dollars.

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #7f. The motion was seconded by Mr. Judge B. Helms and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

*8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

e. Memorandum of Agreement Between Workforce Plus and Gadsden County School Board

Fund Source: N/A
Amount: N/A

Mr. Helms asked if the word "of" should be changed to "for" on page #75 section #1 of the Memorandum of Agreement Between Workforce Plus and the Gadsden County School Board. He stated that he wanted to make sure that Workforce Plus would ensure that there are no financial costs incurred by the district to support the Youth Build project (i.e. portables (locating, leases and removal) and utilities).

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #8e. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

f. Request For Approval of Wellness Program

Fund Source: N/A
Amount: N/A

Mr. Helms stated that no revisions were needed for the wellness program. He stated that the district needed to proceed with the advertising procedures.

Mrs. Wood stated that annually, the Department of Education requires that each school district's Wellness Program, Policy and Procedures be reviewed and/or revised.

Following discussion, Mr. Judge B. Helms made a motion to defer action on agenda item #8f. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

j. Insurance – General Liability, Automobile, Property and Workers Compensation

Fund Source: General Fund and Capital Improvements Fund
Amount: Estimated \$850,000.00

Mr. Simmons stated that he was concerned about the overall cost of insurance. He asked what the changes in the increased insurance were for the general liability, automobile, property and worker's compensation insurance..

Mrs. Wood stated that there was an increase in the worker's compensation insurance due to the March 8, 2010 bus accident. She stated that Board approval is requested by the Florida League of Cities to provide insurance for general liability, automobile, property and workers' compensation for the 2011 – 2012 fiscal year beginning October 1, 2011. She invited the Board to participate in the safety committee meetings. She stated that points are stressed to minimize risks, and films are available at the safety committee meetings. She stated that the safety committee is part of the new employee orientation.

In response to Mr. Helms' concern whether other companies had been contacted for a reduce price, Mrs. Wood stated that the district is working with PAEC Consortium.

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #8j. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

m. Contracted Services

Fund Source: General Fund
Amount: \$114,537.88

Mr. Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #8m. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

n. Lease Fees for Land Parcels

Fund Source: General Fund
Amount: \$600.00

In response to Mr. Hinson's request for an explanation of the lease fees for the land parcels, Mr. Shepard stated that the State require lease properties at Havana Northside High School and Chattahoochee High School be sold or leased.

Mr. Hinson stated that the parents of Havana Middle School Football Team are seeking a place to play games. He stated that he want to utilize Havana Northside Football Fields. He stated that there need to be equal playing field for all schools.

Mr. James stated that the district no longer owns the properties at Havana Northside High School and Chattahoochee High School.

Mr. Simmons stated that he had no knowledge of the issue coming before the Board. He stated that he concurs with Mr. Helms to put lights at Havana Middle School Football Field.

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #8n. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

o. Contracted Services for Sonitrol

Fund Source: General Fund
Amount: \$49,830.96

Mr. Hinson requested a brief overview of the contract services for Sonitrol.

Mrs. Wood stated that the Sonitrol alarm systems are used for most of the buildings. He stated that Board approval is required for everything over \$15,000.

Following discussion, Mr. Eric F. Hinson made a motion to accept the Superintendent's recommendation to approve agenda item #8o. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

- p. Approval of Interinstitutional Articulation Agreement Between Tallahassee Community College and Gadsden County Public Schools 2011- 2012

Fund Source: N/A
Amount: N/A

Mr. Helms stated that he was concerned about the travel time for students. He stated that transportation may be provided this year only for the 11th and 12th grade students who participate in the TCC Dual Enrollment Program.

Mrs. Rosalyn Smith stated that the TCC Dual Enrollment Program for years have provided opportunities for first generation students to attend Tallahassee Community College. She stated that some of the changes include students must have completed the 10th grade year, have a 3.0 unweighted GPA and a 2.0 weighted GPA. She suggested the Board request the Superintendent negotiate with TCC to provide a teacher at the district site if a sufficient number of students are enrolled.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #8p. The motion was seconded by Mr. Isaac Simmons and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

*9. SCHOOL FACILITY/PROPERTY

- c. Request to Delete and Dispose From Capital Assets – Furniture, Fixtures and Equipment (3/16/11 – 6/30/11)

Fund Source: All Funds
Amount: \$318,076.19

Mr. Simmons stated that he was concerned about the district not being about to write off equipment because of the inability to locate property. He stated that all of the equipment should come in to one central location.

Mrs. Wood stated that the district has annual physical inventories. She stated that many of the items are technology related.

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #9c. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

*10. EDUCATIONAL ISSUES

- a. Master In-Service Plan Revision

Fund Source: N/A
Amount: N/A

Mr. Simmons requested an overview of the revisions to the Master In-Service Plan.

Dr. Hightower stated that the district's Master In-Service Plan must be in compliance with the State.

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #10a. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

b. Teacher Evaluation Manual

Fund Source: Race To The Top

Amount: N/A

Mr. James recommended the Board schedule a workshop to further review and discuss the Teacher Evaluation Manual.

Following discussion, Mr. Isaac Simmons made a motion to defer action on agenda item #10b. The motion was seconded by Mr. Judge B. Helms and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

11. **CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS**

a. Discussion and Request to Advertise the Board's Intent to Amend School Board Policy 6.40 (Assessment of Employees)

Fund Source: N/A

Amount: N/A

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #11a. The motion was seconded by Mr. Isaac Simmons and carried unanimously.

Board members scheduled a workshop on Tuesday, September 6th at 4:00 p.m. to discuss the Teacher Evaluation Manual.

ACTION REQUESTED: The Superintendent recommended approval.

12. **EDUCATIONAL ITEMS BY THE SUPERINTENDENT**

Mr. James stated that the school year was off to a great start.

Mr. Frost stated that the district is on the right track. He stated that the schools are off to a good start.

Mr. James thanked Board members for attending the Celebration for Educational Progress. He also thanked Ms. Audrey Lewis, the city and county officials who donated to the cause. He stated that the City of Quincy Police Chief Walter McNeil has put an extra touch to having police cars at school sites. He thanked Mrs. Smith, Dr. Hightower, and the food service staff for their work with the Back-to-School Rally. He stated that he was proud of the entity that school food service has become.

13. SCHOOL BOARD REQUESTS AND CONCERNS

Mr. Hinson expressed his concern regarding East Gadsden's Homecoming Game against West Gadsden High School.

Mr. Simmons apologized for his frustration shown at the workshop. He stated that he was not satisfied with the way workshops are handled. He stated that there needed to be more factual information provided to the Board. He thanked Mr. Tony Britt for his attention to detail in the schools. He stated that Mr. Britt is a role model employee. He stated that the Board need to govern themselves accordingly during meetings.

Mr. Frost stated the custodial staff is doing great work. He stated that the Board members and Ms. Audrey Lewis were not recognized at the Celebration of Educational Progress on Saturday. He asked for clarification on the process for work orders.

Mr. Shepard stated that a work order is submitted by an approved staff person at each site and submit to the maintenance department. He stated that he signs the work order upon completion.

In response to Mr. Frost's question whether there was a policy or procedure for both principals to agree on an employee transfer, Mr. James stated that yes, the policy requires that an agreement must be made between both principals..

14. The meeting adjourned at 8:00 p.m.