

SPECIAL SCHOOL BOARD MEETING

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

July 30, 2013

3:00 P.M.

This meeting was open to the public and electronically recorded.

The following Board members were present: Mr. Isaac Simmons, Chairman; Mr. Roger P. Milton; Mr. Charlie D. Frost; Mr. Judge B. Helms; and Ms. Audrey D. Lewis. Also present were Mr. Reginald C. James, Superintendent and Secretary to the Board; and others. Mrs. Deborah Minnis, Attorney for the Board was absent.

1. CALL TO ORDER

The meeting was called to order by the Chairman, Mr. Isaac Simmons, at 3:05 p.m.

ITEMS FOR CONSENT

Mr. Simmons entertained a motion to approve the remaining consent agenda. The motion was made by Mr. Roger P. Milton, seconded by Mr. Judge B. Helms and carried unanimously.

3. BUDGET AND FINANCIAL TRANSACTIONS

a. Budget Amendment Number Twenty-Eight

Fund Source: 420 (Federal) Fund
Amount: \$0.00

ACTION REQUESTED: The Superintendent recommended approval.

b. Budget Amendment Number Twenty-Nine

Fund Source: 410 (School Food Service)
Amount: \$246,991.17

ACTION REQUESTED: The Superintendent recommended approval.

- c. Budget Amendment Number Thirty-One

Fund Source: 432 (Targeted ARRA Stimulus) Funds

Amount: \$0.00

ACTION REQUESTED: The Superintendent recommended approval.

4. AGREEMENTS/CONTRACTS/PROJECT APPLICATIONS

- a. Health Insurance Contract for 2013 - 2014

Fund Source: All Funds with Payroll

Amount: Varies by Type of Coverage

Employees: For "Employee Only" – decrease \$5.47 per month

Board: For "Employee Only" – decrease of \$16.44 per month

ACTION REQUESTED: The Superintendent recommended approval.

- b. Purchase Orders

Fund Source: General Fund

Amount: General (110) Fund \$14,989.00

ACTION REQUESTED: The Superintendent recommended approval.

- c. Final Purchase Order Honeywell Contract

Fund Source: Capital Improvements Fund

Amount: \$34,540.82

ACTION REQUESTED: The Superintendent recommended approval.

- f. Contracted Services

Fund Source: General Fund

Amount: \$182,995.00

ACTION REQUESTED: The Superintendent recommended approval.

- g. Contracted Services

Fund Source: General Fund and Capital Improvements Funds

Amount: \$20,000.00 for General Fund; \$27,513.55 for Capital Improvements Fund

ACTION REQUESTED: The Superintendent recommended approval.

j. Food Service Purchase Orders

Fund Source: Food Service

Amount: \$176,688.10

ACTION REQUESTED: The Superintendent recommended approval.

l. Food Service Purchase Order

Fund Source: Food Service

Amount: \$353,300.00

ACTION REQUESTED: The Superintendent recommended approval.

m. Lamier Technical Services

Fund Source: Title I

Amount: \$50,000.00

ACTION REQUESTED: The Superintendent recommended approval.

5. STUDENT MATTERS

a. Student Transfers – See back-up material

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 DISCUSISON portion of the agenda.

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

a. Personnel 2013 – 2014

Mr. Helms stated that he was concerned about the number of employee vacancies on the district's website. He stated that it is the Board's responsibility to stay within the general fund budget.

Mrs. Wood stated that the personnel cover sheet shows the number of employees budgeted.

Mr. Frost stated that the district must have teachers and stay within budget.

Dr. Hightower stated that the class size amendment will ensure teachers per classroom. He stated that the student count was there to support staff.

Mr. Simmons stated that this year the district will operate with a tight budget and provide a quality education for all students.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #2a. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

***3. BUDGET AND FINANCIAL TRANSACTIONS**

d. Crossroad Academy Financial Reports 2012 – 2013

Fund Source: N/A
Amount: N/A

Mr. Simmons requested a brief synopsis of the Crossroad Academy Financial Reports for 2012 – 2013.

Mrs. Wood stated that the Crossroad Academy Financial Reports for 2012 – 2013 are unaudited. She requested the Board defer action until an audit was complete.

Following discussion, Mr. Charlie D. Frost made a motion to defer action on agenda item #3d. The motion was seconded by Ms. Audrey D. Lewis and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

***4. AGREEMENTS/CONTRACTS/PROJECT APPLICATIONS**

d. Contracted Services

Fund Source: General Fund
Amount: \$28,392.67

In response to Mr. Helms' concern regarding the Sonitrol pricing for Carter Parramore Academy and East Gadsden High School, Mr. Shepard stated that because they have different systems, the monitoring prices differ.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #4d. The motion was seconded by Ms. Audrey D. Lewis and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

e. Contracted Services

Fund Source: General Fund

Amount: \$11,805.66

Mr. Helms stated that he was concerned about athletic expenditures and who was responsible for paying vendors.

Mr. James stated that the school's budgets have not been allocated at this time.

Mr. Milton stated that he would like some restriction to be placed on purchasing athletic equipment before approval for payment.

Mr. Simmons stated that the district needed to look at ways to fund athletic programs at the individual schools.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #4e. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

h. Contracted Services

Fund Source: General Fund

Amount: \$417,926.36

Mr. Helms asked if five security resource officers were needed on the campus of Carter Parramore Academy and if that many were needed. He stated that he was concerned about the cost for the security resource officers.

Mrs. Wood stated that the district pays 75% of the cost and the county pays 25% for security resource officers.

In response to Mr. Frost's concern about the bidding for security services, Mrs. Wood stated that the contract is in its first and second year renewal.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #4h. The motion was seconded by Ms. Audrey D. Lewis and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

i. Purchase Orders

Fund Source: General Fund

Amount: General (110) Fund \$453,806.19

Mr. Helms stated that he wanted to ensure that the books were associated with reading material. He stated that the State provide some funds for Reading.

Mrs. Wood stated that FEFP funds provide a certain amount for instructional materials. She stated that the Superintendent shall requisition adopted instructional materials from the depository of the publisher with whom a contract has been made.

Mr. Simmons stated that the district will supplement \$50,000 for instructional materials.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #4i. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

k. Purchase Orders

Fund Source: General Fund/School Food Service Fund

Amount: General (110) Fund \$26,301.25

School Food Service (410) Fund \$10,700.00

In response to Mr. Helms' concern about funding from the general fund and school food service, Mrs. Wood stated that she wanted to ensure that everything was brought to the Board for approval to avoid audit findings. She stated that the items are budgeted by object and functions.

Mr. Milton questioned if blanket purchase orders could be made.

Mrs. Wood stated that blanket purchase orders are the decision of the site administrators.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #4k. The motion was seconded by Ms. Audrey D. Lewis and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

6. EDUCATIONAL ISSUES

a. E-Rate Funding for 2013 – 2014

Mr. Hugh Manning, K12 Consultant, shared with the Board the following power-point presentation outlining E-Rate: Overview: E-Rate – schools and libraries (SLD) program, commonly referred to as E-rate, provides discounts to eligible schools and libraries on their telecommunications, internet access and related services; Universal Service Admin Co. (USAC) – the program is administered by the Universal Service Administrative Company; Federal Communications Commission (FCC) – under the oversight of the Federal Communications Commission (FCC); Annual Program July – July – school districts can apply each year for discounts on the costs of telecommunications and other services; Program Cap – the program is capped at approx. \$3 billion each program year. Demand has been approx. \$5-6 billion the last few years. How Does It Work? E-rate Subsidy – districts obtain E-rate as a subsidy (aka discount) whereby eligible technology is paid partly by E-rate and partly by the district; Discount Levels – discounts range from 20% - 90%, depending on the level of poverty as measured

by the percentage of students eligible for the National School Lunch Program (NSLP). Higher poverty = higher discount; Gadsden's Discount – Gadsden County Schools receives the highest level discount, 90%; Bureaucratic – like the IRS, E-rate is very bureaucratic and political; Participate or Not – many districts do not take full advantage of E-rate because of previous issues and/or the fear of retribution from making errors. What's Eligible – Priority 1 – Telecommunications Services – always eligible for ALL-discount levels of telecommunication services – local & long distance telephone, cell phone, wide-area network (WAN), voice over internet protocol (VoIP), internet access, email hosting, and web hosting. Priority 2 – remaining funds after priority 1 is funded – poorest first network equipment and wiring needed to bring information directly to the classroom, i.e.; cabling, servers, switches, wireless access points, UPS & maintenance. End-User Devices – never eligible, PC's laptops, tablets, etc. Annual Cycle – Step 1 – technology planning, Summer/Fall; Step 2 – competitive bidding process – Fall/Winter; Step 3 – selecting vendors – January thru early March; Step 4 – applying to E-rate for Money – mid March; Step 5 – E-rate Review/Funding Awarded – March to 1 - 2 years; Step 6 – begin spending awards on products/services; and Step 7 – invoice/reimburse; Gadsden 2013 – 2014 Application – requested total of \$6,628,350.64; Success Factors – establish a support team from technology, finance & instruction; use E-rate to support your instruction goals as stated in the technology plan; ensure E-rate funding requests are transparent and Board approved; and consider a plan to address issues with your 2013 – 2014 E-rate applications. K12 Consultants Expertise – manage complete E-rate cycle, new school construction planning, technology planning and developing technologies, expanding use of eligible products and services, discount improvement, RFP creation and posting, competitive bid process, PIA review and USAC Special Compliance, audits, SLD and FCC appeals, product and vendor substitutions, and reimbursement of subsidy.

Ms. Sheantika Wiggins shared with the Board the many technology challenges. She stated that many of the schools needed infrastructure upgrades. She stated that the district's technology needs to catch up with the current trend. She stated that the district will apply for technology grants.

In response to Mr. Simmons' concern about the district's technology wish list, Ms. Wiggins stated that upgrading infrastructure to include cabling was at the top of the list.

Ms. Wiggins stated that dialogue is continuing with the finance department as a safeguard for overspending.

Board members asked questions, shared their concerns and made comments during the E-Rate Funding for 2013 – 2014 presentation. They thanked Mr. Manning and staff for their information.

Ms. Debra Rackley shared with the Board an overview of challenges with the Law Enforcement Academy. She also shared with the Board an overview of Senate Bill 1076. She stated that career dual enrollment was limited to students who are enrolled in career and technical certificate courses, or a career and technical certificate program that leads to an approved industry certificate as listed in the Postsecondary Industry Certificate Funding List. She stated that the Dual Enrollment Program is a high liability program.

Mr. James recommended the district pay for students who attend the dual enrollment program. He stated that he will gather further information on the dual enrollment program and submit to the Board.

b. IT Audit Findings

Ms. Darlean Youmans shared with the Board an overview of the IT Audit Findings. She stated that the IT Audit Findings included a Disaster Recovery Plan, Security Incident Response Plan, and Security Controls – Logging and Monitoring of System Activity. She stated that the district has begun to improve its IT audit findings.

In response to Mr. Simmons' concern to have a plan to resolve the IT Audit Findings, Mrs. Milton stated that a plan of action will be submitted to the Superintendent.

7. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

Mrs. Smith stated the Common Core In-Service Training was well attended by staff and actively engaged.

Mr. James shared with the Board a letter from Mr. Lawrence M. Raynes expressing his opposition to Common Core. He stated that the district had received its school grades and he commended everyone for their hard work. He stated that high school grades will be received later in the year. He stated that the district will hire a new principal for East Gadsden High School.

Mr. Shepard shared with the Board information on hiring a RFP Construction Manager to build the new PK – 3rd grade wing at Havana Middle School. He stated that presentations needed to be scheduled for the Board to select a RFP Construction Manager.

Board members scheduled a special meeting on Tuesday, August 6th at 4:00 p.m. to select in ranking order a RFP Construction Manager to build the new PK – 3rd grade wing at Havana Middle School.

8. SCHOOL BOARD REQUESTS AND CONCERNS

Ms. Millie Forehand addressed the Board to inquire about Crossroad Academy Financial Reports for 2012 – 2013. She stated that the reports are quarterly financial reports.

Mr. Simmons stated that previous Board action was taken to defer action on Crossroad Academy Financial Reports. He stated that staff will contact Ms. Forehand.

9. The meeting adjourned at 5:30 p.m.