

## REGULAR SCHOOL BOARD MEETING

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

April 24, 2012

6:00 P.M.

This meeting was open to the public and electronically recorded.

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

1. CALL TO ORDER

The meeting was called to order by the Chairman, Mr. Judge B. Helms, 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 recognized all students and teachers for their efforts with FCAT testing. He stated that the students felt confident about testing.

Mr. Hinson recognized Pastor Harris of New Jerusalem Church for their Appreciation Service last week. He also recognized the Havana Kiwanis Club Barbecue; Mr. Greg Winters and his family; Mr. Michael Gordon; and Shawn Sampson – East Gadsden High School student accepted to Florida State University.

ITEMS FOR CONSENT

Mr. Helms entertained a motion to approve the remaining consent agenda. The motion was made by Mr. Isaac Simmons, seconded by Mr. Eric F. Hinson and carried unanimously.

5. REVIEW OF MINUTES

- a. March 27, 2012, 4:30 p.m. – School Board Workshop
- b. March 27, 2012, 6:00 p.m. – Regular School Board Meeting

c. April 10, 2012, 1:30 p.m. – School Board Workshop

ACTION REQUESTED: The Superintendent recommended approval.

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

b. Personnel 2012 – 2013

ACTION REQUESTED: The Superintendent recommended approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

a. Budget Amendment Number Twenty-One

Fund Source: 420 (Federal) Funds  
Amount: \$61,361.41

ACTION REQUESTED: The Superintendent recommended approval.

b. Budget Amendment Number Twenty-Two

Fund Source: 410 (School Food Service) Funds  
Amount: \$5,073.96

ACTION REQUESTED: The Superintendent recommended approval.

c. Budget Amendment Number Twenty-Three

Fund Source: 420 (Federal) Funds  
Amount: \$513,673.00

ACTION REQUESTED: The Superintendent recommended approval.

d. Budget Amendment Number Twenty-Four

Fund Source: 432 (ARRA Stimulus) Funds  
Amount: \$.00

ACTION REQUESTED: The Superintendent recommended approval.

e. Budget Amendment Number Twenty-Five

Fund Source: 420 (Federal) Funds  
Amount: \$.00

ACTION REQUESTED: The Superintendent recommended approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

g. Purchase Order from Title I and Title I School Improvement Awards

Fund Source: Title I and Title I School Improvement  
Amount: \$5,818.08

ACTION REQUESTED: The Superintendent recommended approval.

- h. Purchases from Capital Improvements Fund  
Fund Source: Capital Improvements Fund  
Amount: \$39,763.00  
ACTION REQUESTED: The Superintendent recommended approval.
- j. Purchases from Title I Project  
Fund Source: Title I – Federal Fund  
Amount: \$314,096.87  
ACTION REQUESTED: The Superintendent recommended approval.
- k. Contracted Services for IDEA  
Fund Source: Federal IDEA  
Amount: \$8,000.00  
ACTION REQUESTED: The Superintendent recommended approval.
- l. Contract for Unemployment Compensation Cost Control Services  
Fund Source: General Fund  
Amount: \$3,100.00 Annually (\$775.00 per quarter)  
ACTION REQUESTED: The Superintendent recommended approval.
- o. 2011 – 2012 Contractual Agreement between School Board of Gadsden County, Florida and Challenger Learner Center of Tallahassee  
Fund Source: Federal Programs (SIG)  
Amount: \$13,200.00  
ACTION REQUESTED: The Superintendent recommended approval.
- q. PAEC Contract for Bilingual Paraprofessional & ESL Teacher  
Fund Source: General Fund and Title III  
Amount: \$29,621.78  
ACTION REQUESTED: The Superintendent recommended approval.
- r. Head Start Supplemental Application  
Fund Source: Head Start  
Amount: \$14,411.00  
ACTION REQUESTED: The Superintendent recommended approval.

9. STUDENT MATTERS

- b. Student Expulsion – See back-up material  
Case #54-1112-9102  
ACTION REQUESTED: The Superintendent recommended approval.
- c. Student Expulsion – See back-up material  
Case 57-1112-0051  
ACTION REQUESTED: The Superintendent recommended approval.
- d. Student Expulsion – See back-up material  
Case #58-1112-0051  
ACTION REQUESTED: The Superintendent recommended approval.
- g. Student Expulsion – See back-up material  
Case #65-1112-0071  
ACTION REQUESTED: The Superintendent recommended approval.
- h. Student Expulsion – See back-up material  
Case #67-1112-0231  
ACTION REQUESTED: The Superintendent recommended approval.
- i. Student Expulsion – See back-up material  
Case #68-1112-0231  
ACTION REQUESTED: The Superintendent recommended approval.
- l. Student Expulsion – See back-up material  
Case #71-1112-0231  
ACTION REQUESTED: The Superintendent recommended approval.
- m. Student Expulsion – See back-up material  
Case # 72-1112-0231  
ACTION REQUESTED: The Superintendent recommended approval.
- o. Student Expulsion – See back-up material  
Case #74-1112-0231  
ACTION REQUESTED: The Superintendent recommended approval.

- p. Student Expulsion – See back-up material  
Case #75-1112-0231  
ACTION REQUESTED: The Superintendent recommended approval.
- q. Student Expulsion – See back-up material  
Case #76-1112-0231  
ACTION REQUESTED: The Superintendent recommended approval.
- r. Student Expulsion – See back-up material  
Case #77-1112-0231  
ACTION REQUESTED: The Superintendent recommended approval.
- s. Student Expulsion – See back-up material  
Case #79-1112-0071  
ACTION REQUESTED: The Superintendent recommended approval.
- t. Student Expulsion – See back-up material  
Case #80-1112-0051  
ACTION REQUESTED: The Superintendent recommended approval.
- u. Student Expulsion – See back-up material  
Case #81-1112-0051  
ACTION REQUESTED: The Superintendent recommended approval.
- v. Student Expulsion – See back-up material  
Case #83-1112-9102  
ACTION REQUESTED: The Superintendent recommended approval.
- w. Student Expulsion – See back-up material  
Case #85-1112-9102  
ACTION REQUESTED: The Superintendent recommended approval.

10. EDUCATIONAL ISSUES

- b. Principal/Assistant Principal and Non Classroom Instructional Staff Evaluation Tool  
  
Fund Source: General  
Amount: \$10,479.00  
  
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.

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

a. Personnel 2011 – 2012

Mr. Helms requested a correction be made on Page #9 to change Oween Bell from DROP Retirement to regular retirement.

Following discussion, Mr. Charlie D. Frost made a motion to accept the Superintendent's recommendation to approve agenda item #6a with the above noted change. The motion was seconded by Mr. Isaac Simmons and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

In response to Mr. Frost's request for an explanation of the DROP extension, Dr. Hightower stated that some employees were grandfathered into the DROP extension. He stated that this group of employees listed on agenda item #6a should be the last of the DROP extension.

c. 2012 – 2013 Calendars

Mr. Simmons requested an explanation of the 2012 – 2013 Calendars.

Ms. Smith stated that the 2012 -2013 Calendars mirrored Leon County Schools calendar. She stated that the district must be in compliance with collective bargaining for teacher planning days. She stated that careful consideration was given for student FCAT days. She stated that the twelve month calendar reflect 240 days.

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #6c. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

Mr. Helms deviated from the norm and addressed the following agenda items from #9 – Student Matters.

\*9. STUDENT MATTERS

e. Student Expulsion – See back-up material

Case #60-1112-0051

Ms. Lamitra McMillan, parent of student #60-1112-0051, addressed the Board to request a hearing.

Following discussion, Mr. Charlie D. Frost made a motion to defer action on agenda item #9e until a hearing was held on Tuesday, May 1<sup>st</sup> at 1:30 p.m. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

- f. Student Expulsion – See back-up material

Case #64-1112-0051

Ms. Kimberly Green, parent of student #64-1112-0051, addressed the Board to request a hearing.

Following discussion, Mr. Charlie D. Frost made a motion to defer action on agenda item #9f until a hearing was held on Tuesday, May 1<sup>st</sup> at 4:30 p.m. The motion was seconded by Mr. Isaac Simmons and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

- j. Student Expulsion – See back-up material

Case #69-1112-0231

Ms. Shelia Bunion, parent of student #69-1112-0231, addressed the Board to request a hearing.

Following discussion, Mr. Isaac Simmons made a motion to defer action on agenda item #9j until a hearing was held on Tuesday, May 1<sup>st</sup> at 2:30 p.m. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

- k. Student Expulsion – See back-up material

Case #70-1112-0231

Ms. Shelia Bunion, parent of student #70-1112-0231, addressed the Board to request a hearing.

Following discussion, Mr. Isaac Simmons made a motion to defer action on agenda item #9k until a hearing was held on Tuesday, May 1<sup>st</sup> at 2:30 p.m. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

- n. Student Expulsion – See back-up material

Case #73-1112-0231

Mr. & Mrs. Michael Gordon, parents of student #73-1112-0231, addressed the Board to request a hearing.

Following discussion, Mr. Charlie D. Frost made a motion to defer action on agenda item #9n until a hearing was held on Tuesday, May 1<sup>st</sup> at 3:30 p.m. The motion was seconded by Mr. Isaac Simmons and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

\*8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

a. Write-Off of Uncollectable Receivables for Federal Awards

Fund Source: General Fund  
Amount: \$40,397.19

Mr. Frost requested an explanation of the Write-Off of Uncollectable Receivables for Federal Awards.

Mrs. Wood stated that Board approval is requested for writing off uncollectible receivables for WIRED Grant 2009-2010, and Congressional Earmark Federal Awards. She stated that the district has received notification that no further disbursements would be made from these special federal funds.

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

ACTION REQUESTED: The Superintendent recommended approval.

b. Purchase from General Fund

Fund Source: General Fund  
Amount: \$14,018.24

Mr. Frost requested and explanation of the Purchase from the General Fund account.

Mrs. Wood stated that the Board approval is requested for the listed vendors due to previous purchases this fiscal year that cause the total payments to these vendors to be on or near the threshold amount established by Board policy.

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

ACTION REQUESTED: The Superintendent recommended approval.

c. Purchases from Title X Homeless

Fund Source: Title X Homeless – Federal Fund  
Amount: \$3,995.25

Mr. Frost requested an explanation of the purchase from Title I Homeless.

Ms. Rose Raynak, Director of Federal Programs, stated that Board approval is requested due to previous purchases this fiscal year that cause the total payments to be on or near the threshold amount established by Board policy.

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

ACTION REQUESTED: The Superintendent recommended approval.



- d. Purchases from Title I School Improvement Project for East Gadsden and West Gadsden High School

Fund Source: Title I School Improvement – Federal Fund  
Amount: \$29,159.49

Mr. Simmons requested an explanation of the purchase from Title I School Improvement Project for East Gadsden and West Gadsden High School.

Mrs. Wood stated that Board approval is requested for the listed vendors due to previous purchases this fiscal year that cause the total payments to these vendors to be over the threshold amount established by Board policy.

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

**ACTION REQUESTED:** The Superintendent recommended approval.

- e. Purchase from Progressive Communications

Fund Source: Title I General Fund  
Amount: Title I = \$94,599.08 General Fund = \$2,021.06

Mr. Helms requested clarification of the Safari Montage.

Dr. Bridges stated that the Safari Montage is an Interactive Video Program, and hardware for all of the schools to use. She stated that the Safari Montage is an upgraded system.

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

**ACTION REQUESTED:** The Superintendent recommended approval.

- f. Purchase Order for CAPE Projects

Fund Source: Federal CAPE  
Amount: \$9,180.83

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

**ACTION REQUESTED:** The Superintendent recommended approval.

- i. Purchases from Title I School Improvement Project for George W. Munroe and Chattahoochee Elementary Schools

Fund Source: Title I School Improvement – Federal Funds  
Amount: \$378,969.12

Mr. Helms requested an explanation of the purchases from the Title I School Improvement Project for George W. Munroe and Chattahoochee Elementary Schools.

Dr. Bridges stated that Board approval was requested for some of the listed vendors for George W. Munroe and Chattahoochee Elementary Schools due to previous purchases this fiscal year that cause the total payments to these vendors to be on or near the threshold amount established by Board policy.

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

**ACTION REQUESTED:** The Superintendent recommended approval.

- m. Contracted Services for TSA Consulting Group, Inc.

Fund Source: General Fund

Amount: \$5,448.60 (estimated based on eligible employees)

Mr. Frost requested and explanation of the contracted services for TSA Consulting Group, Inc.

Mrs. Wood stated that TSA Consulting was State approved and used by other school districts.

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

**ACTION REQUESTED:** The Superintendent recommended approval.

- n. 2011 – 2012 Contractual Agreement between School Board of Gadsden County, Florida and Tallahassee Community College

Fund Source: Federal Programs

Amount: \$160,193.00

Mr. Frost requested an overview of the 2011 – 2012 Contractual Agreement between the School Board of Gadsden County, Florida and Tallahassee Community College.

Ms. Rose Raynak stated that Tallahassee Community College will provide a diverse summer program for East Gadsden High School, West Gadsden High School, James A. Shanks Middle School, and Havana Middle School students.

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

**ACTION REQUESTED:** The Superintendent recommended approval.

- p. PAEC Migrant Education Summer School

Fund Source: General Fund

Amount: +\$36,000.00

In response to Mr. Helms' request regarding a yearly comparison of the amount for the PAEC Migrant Education Summer School Program, Mrs. Wood stated that this year the amount increase approximately \$4,000.00.

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

ACTION REQUESTED: The Superintendent recommended approval.

\*9. STUDENT MATTERS

a. Student Transfers – See back-up material

Mr. Hinson requested the Board defer action on student transfer #042412-01 in order to allow the parent ample time to submit further documentation for the transfer.

Following discussion, Mr. Eric F. Hinson made a motion to defer action on student transfer #042412-01. The motion was seconded by Mr. Isaac Simmons and carried unanimously.

Mr. Eric F. Hinson made a motion to accept the Superintendent's recommendation to approve the student transfer request #042412-02. The motion was seconded by Mr. Isaac Simmons and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

\*10. EDUCATIONAL ISSUES

a. Office of Program Policy Analysis and Government Accountability (OPPAGA)  
School Safety and Security Best Practices Self-Assessment

Fund Source: N/A

Amount: N/A

Mr. Simmons requested a general overview of the OPPAGA School Safety and Security Best Practices Self-Assessment.

Dr. Sylvia Jackson stated that Section 1006.07(6), Florida Statutes require school districts to conduct an annual self-assessment of their safety and security program using the OPPAGA School Safety and Security Best Practices. She stated that as required, based on the self assessment findings, the Superintendent shall provide recommendations to the School Board that identify strategies and activities the school district implement to improve school safety and security. She stated that the School Board must receive the self assessment results at a publicly-noticed School Board meeting to provide the public an opportunity to hear the School Board members discuss and act on any findings.

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. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

Mr. Helms requested that the Board schedule a workshop to further discuss the Principal/Assistant Principal and Non Classroom Instructional Staff Evaluation Tool.

11. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

Mr. James recognized Jordan Gaines, freshman student at West Gadsden High School. He stated that Jordan was the only girl that qualified in the 100 meter dash for the State Track Meet at North Florida College in Jacksonville.

Mr. Ron Robinson with the Drop Back In Academy shared with the Board an update on the program. He stated that they currently have two unofficial graduates. He stated that the two students have passed the FCAT and ACT test as well as have enough credits. He invited the Board to attend the graduation ceremony on June 6<sup>th</sup> at the Eugene Lamb Center in Midway. He stated that 13 students took the FCAT test.

Mr. James stated that the FCAT Writing scores will be available in a couple of weeks. He recognized Mr. Elijah Key. He asked everyone to keep encouraging the students to do well.

12. SCHOOL BOARD REQUESTS AND CONCERNS

Mr. Frost stated that the students have expressed confidence in testing. He stated that he wanted qualified persons to be placed in the Education Transformation Office (ETO). He stated that he was concerned about students who are on expulsion not being able to receive their homework. He stated that students who are on expulsion should be allowed to continue their homework.

Mr. Simmons stated that he was concerned about employees having an option to receive annual leave pay when they leave the district. He stated that there should be an option for employees to cash out.

Mrs. Wood stated that the current annual leave pay option was recommended by the Insurance Committee. She stated that the option reduces the employee and employer FICA with a Third Party.

Mr. James stated that he will present the I Can Grant to the Board for review.

Mr. Hinson stated that in corporate America the customer is always right. He stated that he wanted to ensure that every principal knows the district's policy regarding students who are expelled and being provided homework.

Following Ms. Smith's request for a workshop to review policies by Neola, the Board scheduled a workshop on Tuesday, May 1<sup>st</sup> at 8:30 a.m.

Mr. Helms announced that the Willie Ruth Williams Scholarship Program was scheduled for Sunday, May 6<sup>th</sup> at 6:00 p.m., First Elizabeth Missionary Baptist Church. He stated that the federal audit was scheduled to begin soon.

13. The meeting adjourned at 8:20 p.m.