

## REGULAR SCHOOL BOARD MEETING

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

June 28, 2011

6:00 P.M.

This 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. 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.

1. CALL TO ORDER

The meeting was called to order by the Chairman, Mr. Milton, at 6:00 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. Luke Ihnen, Program Manager for Gadsden County Tobacco Free Partnership, presented the Board with a plaque for passing stronger tobacco policies. He stated that he would donate tobacco free signs to all of the school campuses.

Mr. James thanked Dr. Hightower, Mrs. Wood, Ms. Smith, Dr. Jackson and Ms. Raynak for their work with personnel minimizing the number of employees to be laid off due to budget cuts.

Mr. Hinson recognized students at Havana Elementary School and Havana Middle School for their participating in the summer league basketball.

Mr. Milton recognized Mr. Joe Lewis, Transportation Director. He stated that he recently attended a school bus driver's training program. He thanked the Board for their support and good work with transportation.

Mr. Frost stated that Gadsden County is doing a great job and neighboring counties are trying to find ways to increase their student achievement.

Mr. Steven Dixon with the Drop Back In Academy thanked the Board for their support and handed out a 2010 -2011 summary report. He stated that the Drop Back In Academy will have 12 graduates this year.

Mr. Jaime Castro and Mr. Ramon Piris, Regional Soccer League of Quincy addressed the Board to request the use of two football fields for soccer. Mr. Castro stated that they are in need of a good, central location for soccer seasons while collecting enough funds to buy acreage for soccer facilities of their own. He stated that they will keep up the maintenance of the fields with the utmost care. He stated that they will work to make sure the fields stay in good condition: filling holes, replacing grass, mowing, cleaning, etc. He stated that the Regional Soccer League is enforcing strict regulations of conduct for all participants and supporters, and will also accept and enforce all rules that the district put in place for the use of the fields.

Mr. Milton asked the Superintendent to meet with the Regional Soccer League and the attorney to prepare an agreement to present to the Board in a workshop setting.

### ITEMS FOR CONSENT

Mr. Milton added to the agenda item #8L – Owens vs. Gadsden County School Board. 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. May 17, 2011, 5:00 p.m. – School Board Workshop
- b. May 24, 2011, 4:30 p.m. – School Board Workshop
- c. May 24, 2011, 6:00 p.m. – Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommended approval.

#### 7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Approval of bills and vouchers - See back-up material

ACTION REQUESTED: The Superintendent recommended approval.

- b. Budget Amendment Number Thirty-Seven

Fund Source: Title I Part A

Amount: \$-0-

ACTION REQUESTED: The Superintendent recommended approval.

- c. Crossroad Academy Financial Reports for May, 2011

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommended approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- b. Health Department Report for 2010 – 2011

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommended approval.

- e. PAEC Migrant Education Summer School

Fund Source: General Fund

Amount: +\$36,000.00

ACTION REQUESTED: The Superintendent recommended approval.

- h. Continuation of Solid Waste Collection Agreement with Waste Pro

Fund Source: 110

Amount: \$80,733.84

ACTION REQUESTED: The Superintendent recommended approval.

- i. Continuation of L.P. Gas Service With Empire Gas

Fund Source: 110

Amount: \$110,439.48

ACTION REQUESTED: The Superintendent recommended approval.

- j. Continuation of Lawn/Grounds Maintenance Contracts

Fund Source: 110

Amount: \$99,270.98

ACTION REQUESTED: The Superintendent recommended approval.

- k. Continuation of Lawn/Grounds Maintenance Agreement

Fund Source: 110

Amount: \$30,110.00

ACTION REQUESTED: The Superintendent recommended approval.

10. STUDENT MATTERS

- a. Student Expulsion – See back-up material

Case #93-1011-0071

ACTION REQUESTED: The Superintendent recommended approval.

- b. Student Expulsion – See back-up material

Case #94-1011-0071

ACTION REQUESTED: The Superintendent recommended approval.

- c. Student Expulsion – See back-up material

Case #95-1011-0051

ACTION REQUESTED: The Superintendent recommended approval.

## 11. SCHOOL FACILITY/PROPERTY

- a. Medical Physicals 2011 - 2012

Fund Source: Transportation

Amount: \$7,000.00

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 2010 – 2011

In response to Mr. Frost concern whether the Testing Coordinator and Mr. Richardson were administrators, Mr. James stated yes.

Mr. Frost stated that he wanted to make sure the district does what is needed for the administrators at East and West Gadsden High School. He stated that the district need to get East Gadsden where it needs to be.

Mr. Hinson recognized Mrs. Juliette Fisher Jackson for her hard work in turning West Gadsden High School around. He asked if all the administrators met the required qualifications.

Mr. Helms stated that he hoped all certification issues have been worked out and if not will they be brought before the Board again. He mentioned a typo on page #6, the ROTC name should be Dudley.

Dr. Hightower stated that all the teaching positions were certified and in field, but if a beginning teacher is not certified, they have three years to complete certification requirements with the Department of Education.

Following discussion, Mr. Charlie D. Frost made a motion to approve agenda item 5a & 6b with the correction on page #6 to change the spelling of the ROTC position last name to Dudley. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

- b. Personnel 2011 – 2012

ACTION REQUESTED: The Superintendent recommended approval.

\*7. BUDGET AND FINANCIAL TRANSACTIONS

d. Payoff Bus Loan

Fund Source: 379 Capital Improvements  
Amount: \$1,523,761.38

Mr. Hinson requested an update on the payoff bus loan.

Mrs. Wood stated that payment is due for the balance on the school bus purchases. She stated that the balance sheet, budget status summary, and adequate revenues are available to make the payment.

Following discussion, Mr. Eric F. Hinson made a motion to accept the Superintendent's recommendation to approve agenda item #7d. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

e. School Board Truth In Millage (TRIM) Timetable

Fund Source: N/A  
Amount: N/A

Following discussion of the TRIM Timetable, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda #7e with all meeting times beginning at 6:00 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. Kaylor Miles & Associates, Inc.

Fund Source: IDEA  
Amount: \$71,500.00 (est.)

In response to Mr. Hinson's concern about the contract year for Kaylor Miles & Associates, Inc., Mrs. Wood stated that the 2011-2012 year was the contractual year.

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

ACTION REQUESTED: The Superintendent recommended approval.

c. Honeywell Energy Cost Avoidance Report

Fund Source: N/A  
Amount: N/A

Mr. Frost requested an update on the Honeywell Energy Cost Avoidance Report.

Mrs. Wood stated that Honeywell is aware of the need to have a detailed report and are prepared to come to the September Board meeting. She stated that she and Mr. Shepard attended meetings with Honeywell and they presented energy guarantee year one. She stated that the district's electricity has declined since 2009 and would like to have an in-depth report by school.

Following discussion, Mr. Charlie D. Frost made a motion to defer action on agenda item #8c. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

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

- d. Contractual Service Agreement Between Tallahassee Community College and the Gadsden County Schools in Support of Adult Education Career Pathways for Gadsden County

Fund Source: 420  
Amount: \$64,595.00

Mr. Frost asked for clarification on the Contractual Service Agreement Between Tallahassee Community College and the Gadsden County Schools in Support of Adult Education Career Pathways for Gadsden County.

Mrs. Rosalyn Smith stated that the grant was written as an collaboratively agreement between Gadsden Technical Institute and Tallahassee Community College for adults to have service providers for post secondary study for industry certification.

Mrs. Evonski Bulger stated that a Career Pathway Grant will allow students to exit out after they receive a GED to go further. She stated that Gadsden Technical Institute was the head of the grant. She stated that the grant was a partnership to build the capacity of eligible providers responsible for adult education and literacy services in Gadsden County to increase the number of percentage of adult education students who enter postsecondary education and earn a degree, certificate and/or industry credential.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #8d. The motion was seconded and carried with Mr. Milton, Mr. Helms, Mr. Simmons and Mr. Hinson voting "aye." Mr. Frost voted "nay."

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

- f Insurance Committee Recommendations

Fund Source: Employee's Gross Wages  
Amount: MidAmerica – Mandatory at end of employment  
Donation Deductions Selected by Employees

Mr. Helms asked why didn't retirees have a choice with insurance. He stated that he was concerned about the number of payroll deduction slots.

Mrs. Wood stated that Article XI (c) provides for insurance committees from the collective bargaining committee. She stated that it is costly to both employee and the district not to have a 401K plan and federal law allows payout to be tax exempt, but you have to have just one vendor. She stated that an employee can take money out the very same day it is put into a 401K. She stated that this is

only done to make the money tax free. She stated that she would continue talking about deduction slots and the reason for needing these dollars to help children. She stated that there are requirements by policy that 25 employees must participate to have a payroll deduction slot. She stated that the district currently have approximately 30 payroll deduction slots. She stated that if a vendor does not maintain 25 employees the deduction slot will be closed. She stated that it takes about 3 minutes to set up a payroll deduction slot. She stated that the deductions are entered in January.

Ms. Sherrie Taylor stated that homeless donations cover needy children that do not qualify for other programs to get school supplies and other needed items.

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #8f. The motion was seconded by Mr. Eric F. Hinson and carried with Mr. Frost, Mr. Milton, Mr. Hinson and Mr. Simmons voting "aye." Mr. Helms voted "nay."

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

g. Health Insurance Contracts for 2011 – 2012

Fund Source: All Funds with Payroll

Amount: 5.2% increase in premiums split 50% employee/employer

Mr. Isaac Simmons made a motion to defer action on agenda item #8g. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

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

\* 9. BIDS

a. 2011 Fuel Bid for 2011 – 2012 School Year

Fund Source: Transportation Department

Amount: \$900,000.00

In response to Mr. Hinson's concern whether there was proper bidding for all the bids on agenda item #'s 9a – 9f, Mr. James stated yes.

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

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

b. Milk Bid – Bid #1112-01

Fund Source: 410

Amount: N/A

Mr. Eric F. Hinson made a motion to accept the Superintendent's recommendation to approve agenda item #9b. The motion was seconded by Mr. Judge B. Helms and carried unanimously.

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

c. Bread Bid – Bid #1112-02

Fund Source: 410  
Amount: N/A

Mr. Eric F. Hinson made a motion to accept the Superintendent's recommendation to approve agenda item #9c. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

d. Produce Bid – Bid #1112-03

Fund Source: 410  
Amount: N/A

Mr. Hinson made a motion to accept the Superintendent's recommendation to accept the Superintendent's recommendation to approve agenda item #9d through 9f. The motion was seconded by Mr. Judge B. Helms and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

e. Beverage Bid – Bid #1112-04

Fund Source: 410  
Amount: N/A

ACTION REQUESTED: The Superintendent recommended approval.

f. Chemical Bid – Bid #1112-05

Fund Source: 410  
Amount: N/A

ACTION REQUESTED: The Superintendent recommended approval.

\*11. SCHOOL FACILITY/PROPERTY

b. Re-roofing Project at Carter Parramore Academy

Fund Source: Capital Outlay  
Amount: \$248,071.00

In response to Mr. Helms concern whether the district had plans to use buildings 1 & 3 at Carter Parramore Academy for a long time, Mr. James stated yes, Carter Parramore plays a vital role and as long as he is Superintendent the buildings will be utilized.

Mr. Shepard stated that there are more buildings to be re-roofed and they will be in the same neighborhood dollar amount.

Mr. Hinson stated that he wants to see a larger market for bidding.



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

ACTION REQUESTED: The Superintendent recommended approval.

c. Comprehensive Fire Prevention and Safety Inspection Reports

Fund Source: 110  
Amount: \$1,081.50

Mr. Helms stated that he did not remember spending any money last year on the fire prevention and safety inspection reports. He wanted to know why the district was spending money this year for the prevention and safety inspection reports.

Mr. Shepard stated that the district did spend some money last on the local inspection reports. He stated that the comprehensive report is required by law to complete by June 30<sup>th</sup> by a certified safety inspector. He stated that the district lost its in-house certified person last year when he retired. He stated that he was contracted to do it this year, but his certification expired. He stated that the district used PAEC to provide a certified contractor.

Mr. Helms stated that there were a lot of things on the prevention and safety reports that he hopes Honeywell can take care, and some of the items can be taken care of with no cost and can be handled by principals.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #11c & d. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

d. Comprehensive Safety Inspection Reports

Fund Source: 110  
Amount: \$10,913.83

ACTION REQUESTED: The Superintendent recommended approval.

12. 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 2.25 (subsection Code of Student Conduct)

Fund Source: N/A  
Amount: N/A

Mr. Helms asked if changes in the Code of Student Conduct were dress code and bullying, and if signatures by the parent and student were required.

Ms. Smith stated that the district had a committee that represented every educational level. She stated that the Code of Student Conduct had to be revised to meet requirements of sagging pants and also some of the physical obligations such the cost of printing. She stated that a lot of the forms could be handled by the school in different ways. She stated that printing will be bid for best cost, or in-house if the district cannot get a good cost. She stated that the Code of

Student Conduct should be ready the first week of school. She stated that the parent/student signature page will probably be printed in house and there will be a check and balance process in order to make sure parents sign the form.

Following discussion, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #12a. The motion was seconded by Mr. Eric F. Hinson and carried unanimously.

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

13. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

Mr. James recognized George W. Munroe Elementary School Rookie-Teacher of the year, Ms. Ravonda Brown, and Dr. Kimball Thomas, principal of East Gadsden High School.

14. SCHOOL BOARD REQUESTS AND CONCERNS

Mr. Helms thanked the Superintendent for his hard work with the district.

Mr. Hinson stated that he was concerned about using Capital Outlay funds to repair a ditch to stop water from entering classrooms at Havana Elementary School.

Mr. Shepard stated that he will meet with Mr. Hinson to see where work is needed at Havana Elementary School.

Mr. Hinson thanked Mr. Shepard for keeping the gym cool at Havana Middle School during the summer for student use.

Mr. Frost stated that he wished to receive Board packets Wednesday before the regular meeting.

Mr. Simmons thanked the Superintendent and staff for their continued work to move the district forward.

Mr. Hinson stated that the district needed to take a different approach toward East Gadsden High School Athletic Program. He stated that he will speak with the Superintendent later regarding East Gadsden High School Athletic Program.

Mrs. Minnis requested the Board recessed the special meeting to have a closed-door session to discuss pending litigation.

The Board agreed to have a closed-door session immediately following the July 12<sup>th</sup> Special Meeting to discuss pending litigations.

The Board recessed the regular meeting at 7:30 p.m.; convened in a closed-door session at 7:35 p.m.; and adjourned at 8:00 p.m.

15. The special meeting reconvened at 8:02 p.m.; and adjourned at 8:05 p.m.