

SPECIAL BOARD MEETING

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

June 7, 2012

9:00 A.M.

This special meeting was open to the public and electronically recorded.

The following Board members were present: Mr. Judge B. Helms, Chairman; Mr. Charlie D. Frost; Mr. Roger P. Milton; and Mr. Isaac Simmons. Also present were Mr. Reginald 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 the Chairman, Mr. Judge B. Helms, at 9:05 a.m.

2. 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.

b. Personnel 2012 – 2013

Mr. Helms stated that the employee on continuing contract states was grandfathered into the DROP extension. He stated that the employee was in her eighth year of DROP.

Mr. Simmons stated for clarification that the employees on DROP extension must be reappointed on an annual basis.

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

ACTION REQUESTED: The Superintendent recommended approval.

3. BUDGET AND FINANCIAL TRANSACTIONS

a. Budget Amendment Number Twenty-Nine

Fund Source: 110 (General) Funds
Amount: \$00

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #3a. The motion was seconded by Mr. Roger P. Milton and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

4. AGREEMENTS/PROJECT/GRANT APPLICATIONS

a. Dental Insurance for 2012 – 2013

Fund Source: All Funds with Payroll
Amount: See the attached rate sheet

In response to Mr. Helms' concern whether the district was receiving the same dental services as the previous year, Mrs. Wood replied yes, Florida Combined Life was the lowest bid for dental insurance. She stated that the district is maintaining premiums at the same level as currently paying, local agent with staff and physical address in Gadsden County, and 10% reduction in group life insurance for one year (approximately \$13,000 savings).

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

ACTION REQUESTED: The Superintendent recommended approval.

b. Memorandum of Agreement between Gadsden County Schools and Gadsden County Health Department

Fund Source: N/A
Amount: \$100,100.00

Mrs. Wood stated that the fund source should be General Fund for the agreement with the Gadsden County Health Department.

Mr. Helms asked why Gadsden Elementary School, Carter Parramore Academy, and Gadsden Central Academy were not listed as schools being served by the Gadsden County Health Department.

Ms. Amelia Price, School Health Coordinator, stated that Gadsden Elementary Magnet School, Carter Parramore Academy, and Gadsden Central Academy receive PRN services. She stated that the Health Department does not have enough staff to cover all the schools. She stated that Gadsden Central Academy is served along with Carter Parramore Academy. She stated that the Health Department is proposing to offer health services at Carter Parramore Academy and Gadsden Central Academy next school year. She stated that approximately \$40,000 is needed to cover the cost to provide health services at the other three schools.

Mr. Simmons requested Ms. Price submit a proposal to the Superintendent to review information to offer health services to all schools.

Ms. Price presented the Board with a proposal to upgrade the network at school clinics. She stated that the current school clinic configuration consists of the following: 1) school clinic pc's are on Gadsden County School Board's network, using software to access the Department of Health network; 2) users have two login accounts - Gadsden School Board and Department of Health; and 3) HealthMaster Database is housed at Gadsden County School Board Data Center. She stated that the current school clinic challenges are: 1) staff must log in twice each time, Citrix Software must be obtained and managed for each user, and delays due to wait time for onsite support; 2) Network configuration outages, duplicate administrative work to manage user, computer, and printer accounts, and data uploads and extracts scheduling; and 3) Desktop, network, operating system, antivirus, and network license costs, desktop and network support time, server upgrade/refresh hardware costs and low disaster recoverability, and travel costs. She stated that the Department of Health proposes to create network within a network by installing a firewall at each school clinic site, staff would only have one login account, move HealthMaster database server to Gadsden County Health Department's network, and provide a secure connection for uploading data from Gadsden County School Board to HealthMaster. She stated that the proposed school clinic advantages would be: 1) staff would have single login account, discontinue Citrix VPN software, and remote control troubleshooting support; 2) network would reduce security risks, recover network resources, and reduce administrative overhead; and 3) Desktop, network, operating system, antivirus, and network license costs, increase in number of staff providing support without increasing cost, reduce on-site travel costs, and increased disaster resistance and reduced hardware costs. She stated that the Department of Health would have the responsibility of acquiring and installing firewalls for each school clinic (\$537 per site, one time charge), acquiring and maintaining annual maintenance for firewalls (\$180 per site, recurring), providing support to desktops and printers within the isolated network and firewall, maintaining virus protection and software licenses inside the isolated network, providing a secure connection for data transfer between TERMS and HealthMaster, and housing and maintaining HealthMaster server. She stated that Gadsden County School Board would have the responsibility of providing weekly electronic data uploads of student data from TERMS, providing a data connection to the newly isolated network and firewall, maintaining and troubleshooting connectivity to the firewall on Gadsden County School Board's network, and providing electrical, wiring, cabling, and phone support within school clinics. She stated that the deadline to submit the proposal was June 20th.

Mrs. Wood stated that the district's new student data base will be Skyward, not TERMS.

Mr. Milton stated that he was concerned that the conversation needed to be discussed with the district's Information Technology Department.

Board members scheduled a special meeting on Monday, June 18th at 9:00 a.m. to discuss and act on the Department of Health's Proposal to upgrade network at the school health clinics. The Board requested the agreement be updated to change from TERMS to Skyward software.

Following discussion, Mr. Isaac Simmons made a motion to defer action on agenda item #4b. The motion was seconded by Mr. Charlie D. Frost and carried unanimously

ACTION REQUESTED: The Superintendent recommended approval.

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

a. Approval of School Board Policy 2.25 (Job Descriptions)

Fund Source: N/A

Amount: N/A

Mr. Frost requested an overview of the Job Descriptions.

Mrs. Rosalyn Smith stated that all the positions were twelve month grant funded positions. She stated that the School Improvement Grant Coaches will work with the SIG Grant Coaches. She stated that it will be a collaborative effort.

Following discussion, Mr. Isaac Simmons made a motion to accept the Superintendent's recommendation to approve agenda item #5a. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

6. ITEMS BY THE SUPERINTENDENT

Mr. James stated that Gretna Elementary School students performed well on the FCAT. He stated that some schools will receive a lower letter grade because of the new score scale. He expressed his sentiments regarding the new testing requirements.

7. SCHOOL BOARD REQUESTS AND CONCERNS

Mr. Milton encouraged the Board to advocate for the students to not fail as a result of the changing tests.

Mr. Frost stated that the Board needed to do whatever was needed to keep students participating in graduation activities. He stated that he wanted to review the graduation requirements.

Mr. James stated that he did not foresee any failing schools. He stated that for the first time the Tallahassee Democrat recognized the district for its accomplishments.

Mr. Simmons stated that he received phone calls from employees in the DROP Retirement Program who were concerned about completing a full year of service when their ending date was in the middle of a school year. He requested the Superintendent bring a recommendation to the Board.

Mr. Frost requested the Board look into the district's sick leave bank.

Dr. Bridges updated the Board on the proposal from the Department of Health to upgrade networks at the school clinics. She stated that the district can work with the Health Department to upgrade networks at the school health clinics. She requested the Board reconsider their decision to defer action on agenda item #4b, and approve the proposal from the Department of Health.

Following discussion, Mr. Isaac Simmons made a motion reconsider the Board's decision to defer action on agenda item #4b. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

Mr. Isaac Simmons made a motion to approve agenda item #4b with the correction to change the software from TERMS to Skyward. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

8. The special meeting adjourned at 10:36 a.m.