

## REGULAR SCHOOL BOARD MEETING

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

August 27, 2013

6:00 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 6:06 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 the Board of County Commissioners for acknowledging the high performing schools.

Mr. Frost recognized the district's School Food Service Team for their dedication and hard work.

Ms. Lewis commended Mr. James and the district administrative leadership team for a job well done. She stated that the first day of school kicked off to a great start.

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.

5. REVIEW OF MINUTES

- a. July 16, 2013, 2:00 p.m. – School Board Workshop
- b. July 23, 2013, 4:30 p.m. – School Board Workshop
- c. July 23, 2013, 6:00 p.m. – Regular School Board Meeting
- d. July 30, 2013, 3:00 p.m. – Special School Board Meeting

- e. July 30, 2013, 6:00 p.m. – Tentative Budget Hearing
- f. August 6, 2013, 4:00 p.m. – Special School Board Meeting
- g. August 13, 2013, 1:00 p.m. – School Board Retreat

ACTION REQUESTED: The Superintendent recommended approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number Thirty

Fund Source: 420 (Federal) Fund  
 Amount: \$49,834.16

ACTION REQUESTED: The Superintendent recommended approval.

- b. Budget Amendment Number Thirty-Two

Fund Source: 210 S.B.E. Bond Funds  
 Amount: \$2,087.23

ACTION REQUESTED: The Superintendent recommended approval.

- c. Budget Amendment Number Thirty-Three

Fund Source: 360 (CO & DS) Funds  
 Amount: \$6,664.03

ACTION REQUESTED: The Superintendent recommended approval.

8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Contract Extension Agreement for School Food Service Beverages

Fund Source: School Food Service  
 Amount: \$28,000.00

ACTION REQUESTED: The Superintendent recommended approval.

- b. Amendment #1 To: Agreement Between The School Board of Gadsden County Public Schools and INVO HealthCare Associates, Inc.

Fund Source: FEFP Dollars  
 Amount: \$58.00 (per hour for actual hours worked)

ACTION REQUESTED: The Superintendent recommended approval.

- c. Contracted Music Therapy with Hakeem Leonard, MT-BC of Healing Hearts

Fund Source: IDEA  
 Amount: \$22,000.00

ACTION REQUESTED: The Superintendent recommended approval.

- d. FSU Multidisciplinary Services 2013 – 2014 School Year  
Fund Source: IDEA Dollars  
Amount: \$30,000.00 est.  
ACTION REQUESTED: The Superintendent recommended approval.
- e. Community Outpatient Program Services  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommended approval.
- g. Purchase Order for Florida School Boards Association  
Fund Source: General Fund 110 Fund  
Amount: \$14,160.00  
ACTION REQUESTED: The Superintendent recommended approval.
- j. Purchase Orders for Instructional Programs  
Fund Source: General Fund 110 Fund;  
Head Start/VPK in 420 Federal Projects Fund  
Amount \$28,994.75  
ACTION REQUESTED: The Superintendent recommended approval.
- k. Purchase Orders for School Food Service from U. S. Foods  
Fund Source: School Food Service  
Amount: \$1,171,800.00  
ACTION REQUESTED: The Superintendent recommended approval.
- l. Purchase Orders  
Fund Source: School Food Service  
Amount: \$44,700.00  
ACTION REQUESTED: The Superintendent recommended approval.
- m. Purchase Orders for Federal Projects – Title I Part A  
Fund Source: Federal Projects 420 Fund  
Amount: \$81,754.00  
ACTION REQUESTED: The Superintendent recommended approval.
- n. Purchase Orders for School Food Service for Fresh Produce  
Fund Source: School Food Service and Head Start/VPreK  
Amount: \$237,211.85: 420 Fund Head Start \$4,000.00; 110 General Fund  
VPreK \$4,000.00; and 410 Fund \$229,211.85  
ACTION REQUESTED: The Superintendent recommended approval.

- o. Purchase Orders for Sonitrol Security Services and Supplies  
Fund Source: General Fund 110 Fund  
Amount: \$50,285.43  
ACTION REQUESTED: The Superintendent recommended approval.
- p. Purchase of Paper for 2013 - 2014  
Fund Source: General Fund 110 Fund  
Amount: \$29,377.07  
ACTION REQUESTED: The Superintendent recommended approval.
- q. Initial Purchases from Dell Marketing LP  
Fund Source: General Fund 110 Fund; Federal Projects 420 Fund;  
Food Service 410 Fund  
Amount: \$7,323.54  
ACTION REQUESTED: The Superintendent recommended approval.
- t. Purchase Orders for Media and Technology  
Fund Source: General Fund 110 Fund  
Amount: \$43,890.44  
ACTION REQUESTED: The Superintendent recommended approval.
- u. Purchase Orders for Copiers  
Fund Source: General Fund 110 Fund; Federal Projects 420 Fund;  
Food Service 410 Fund  
Amount: \$61,788.68  
ACTION REQUESTED: The Superintendent recommended approval.
- v. Blanket Purchase Orders for School Food Service Program  
Fund Source: School Food Service Fund 410  
Amount: \$52,500.00  
ACTION REQUESTED: The Superintendent recommended approval.
- w. Purchase Orders for Office Supplies from Office Depot  
Fund Source: General Fund 110 Fund; Federal Projects 420 Fund;  
Race To The Top 434 Fund  
Amount: \$25,520.49  
ACTION REQUESTED: The Superintendent recommended approval.
- x. Resolution Affirming Participation in the Small School District Council Consortium for fiscal year 2013 – 2014  
Fund Source: General  
Amount: \$2,850.00  
ACTION REQUESTED: The Superintendent recommended approval.

10. SCHOOL FACILITY/PROPERTY

- a. Installation of Sonitrol at Chattahoochee Elementary

Fund Source: 379  
Amount: \$6,301.00

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 2013 – 2014

In response to Ms. Lewis’ concern regarding whether all schools were staffed accordingly, Mr. James responded, yes, most schools are fully staff.

Mr. Helms asked if the following corrections on agenda item #6a should be made: Dr. Kimball Thomas - Resignation, Mr. Randall Estelle – Teacher at Carter Parramore Academy, and Ms. Lelia Williams – Family Medical Leave.

Dr. Hightower stated that nine of the thirteen schools were fully staffed. He stated that the noted corrections on agenda item #6a from Mr. Helms regarding the following individuals should be corrected to read: Dr. Kimball Thomas - Resignation, Mr. Randall Estelle – Teacher at Carter Parramore Academy, and Ms. Lelia Williams – Family Medical Leave.

Following discussions, Mr. Judge B. Helms made a motion to accept the Superintendent’s recommendation to approve agenda item #6a with the above noted corrections. The motion was seconded by Mr. Roger P. Milton and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

- \*7. BUDGET AND FINANCIAL TRANSACTIONS

- d. Budget Amendment Number Thirty-Four

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

Ms. Lewis requested an explanation of budget amendment number thirty-four.

Mrs. Wood stated that budget amendment number thirty-four reconciles functions and objects to actual expenditures.

ACTION REQUESTED: The Superintendent recommended approval.

- e. Budget Amendment Number Thirty-Five

Fund Source: 379 (Capital Improvements) Fund  
Amount: \$.00

Ms. Lewis requested an explanation of budget amendment number thirty-five.

Mrs. Wood stated that budget amendment number thirty-five was utilization of proceeds from 1.5 mill.

ACTION REQUESTED: The Superintendent recommended approval.

f. Restricted/Committed Fund Balances at 6/30/13

Fund Source: General Fund 110 Fund  
Amount: \$250,684.98

Ms. Lewis requested an explanation of the restricted/committed fund balance at 06/30/13.

Mrs. Wood stated that in accordance with Board Policy #6100, Board approval was requested for the designated fund balances in the General Fund at June 30, 2013. She stated that the remaining balance of the General Fund balance at June 30, 2013 was assigned and unassigned.

ACTION REQUESTED: The Superintendent recommended approval.

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

Fund Source: Capital Improvements Fund #379  
Amount: \$900,000.00

Ms. Lewis requested and explanation of the Transfer of Capital Improvements Fund to General Fund for Maintenance.

Mrs. Wood stated that Board approval was requested to transfer \$900,000.00 from the Capital Improvements Fund to the General Fund for maintenance items as defined by Section 1013.01(12).

Following discussion, Ms. Audrey D. Lewis made a motion to accept the Superintendent's recommendation to approve agenda item #'s 7d, 7e, 7f, & 7g. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

\*8. AGREEMENTS/PROJECT/GRANT APPLICATIONS

f. Contract with Behavior Management Consultants, Inc., & Gadsden County School Board

Fund Source: Individuals with Disabilities Education Act (IDEA)  
Amount: \$50,000.00 (not to exceed)

Ms. Lewis questioned the number of behavioral specialists in the district, and why contracted services.

Ms. Sharon Thomas stated that behavioral services have been contracted for years. She stated that the contract will provide for behavioral assessment and program development for ESE students with severe behavior problems, which require the expertise of a Behavior Analyst. She stated that the roles for a Behavior Analyst are different.

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

- h. ACTION REQUESTED: The Superintendent recommended approval.  
Purchase Order for Emergency Purchase of Compressors

Fund Source: Capital Improvements Fund 379 Fund  
Amount: \$16,052.00

Ms. Lewis requested an explanation of the purchase order for emergency purchase of compressors.

Mr. Shepard stated that the main chiller that controls 2/3 of the classrooms at St. John Elementary School was out of service. He stated that in accordance with Board Policy 6320 (11), approval was needed for the purchase order to repair the chiller at St. John Elementary School.

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

ACTION REQUESTED: The Superintendent recommended approval.

- i. Purchase Order for Parent Notification Software

Fund Source: General Fund 110 Fund  
Amount: \$15,328.00

Ms. Lewis stated that she has a passion for parent communication. She stated that she hoped there would be professional training at the schools.

Ms. Youmans stated that the program "Skylert" was replacing parent link, and training will be provided for all schools.

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

ACTION REQUESTED: The Superintendent recommended approval.

- r. Blanket Purchase Orders for Maintenance

Fund Source: General Fund; Head Start and Capital Improvements  
Amount: \$70,149.49

Ms. Lewis stated that she was concerned about purchase order #185198 – Mike Bryant for Lawn Maintenance and plans for lawn service at the other schools.

Mrs. Wood stated that purchase order #185198 was for lawn service for the Head Start/PreK playgrounds.

Mr. Shepard stated that lawn service contracts were bid in May. He stated that the district had to re-bid the lawn service contracts because some of the contractors cancelled. He assured the Board that lawn maintenance was being kept and included trimming of the hedges, fences, etc.

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

ACTION REQUESTED: The Superintendent recommended approval.

s. Purchase Orders for Instructional Materials

Fund Source: General Fund 110 Fund  
Amount: \$30,801.70

In response to Ms. Lewis' concern about the late order for text books, Dr. Sylvia Jackson stated that the purchase order for instructional materials previously approved by the Board in the amount of \$94,830.00 was cancelled.

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

ACTION REQUESTED: The Superintendent recommended approval.

y. Certificates of Participation – Financing for Classroom Addition at Havana Middle School – Resolution in Accordance with Section 1001.453 F.S.

Fund Source: Financing for Construction of Havana Middle School  
Classroom Addition  
Amount: Estimated \$5,000,000.00

Mr. Helms stated that the Certificates of Participation – Financing for Classroom Addition at Havana Middle School – Resolution in Accordance with Section 1001.453 F.S. was discussed in a previous financial workshop. He requested the Board defer action until further review.

Following discussion, Mr. Judge B. Helms made a motion to defer action on agenda item #8y. The motion was seconded by Mr. Roger P. Milton and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

\*9. STUDENT MATTERS

a. Student Transfers – See back-up material

Mr. Greg Miller addressed the Board to request the transfer of student #082713-05 to Liberty County. He stated that the student attended Victory Christian Academy in Sneads through the 4<sup>th</sup> grade. He stated that he could no longer afford the tuition for the Academy and decided to homeschool the student. He stated that the student was homeschooled for four years, but now requesting the student be allowed to attend school in Liberty County.

Mr. Simmons stated that student transfer request #082713-05 does not comply with School Board Policy 5.20 for Student Transfers.

Mr. Helms stated that he appreciated Mr. Miller trying to do the transfer request the correct way, but because the transfer request does not comply with School Board Policy 5.20 for Student Transfers, he could not vote against his own policy.

Following discussion, Mr. Judge B. Helms made a motion accept the Superintendent's recommendation to deny student transfer request #082713-05.

Mr. Roger P. Milton made a motion to amend the motion to accept the Superintendent's recommendation to deny the student transfer requests for all of agenda item #9a. The motion was seconded by Mr. Charlie D. Frost and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

\*10. SCHOOL FACILITY/PROPERTY

- b. Request to Delete and Dispose from Capital Assets – Furniture, Fixtures and Equipment (07/01/12 – 06/30/13)

Fund Source: All Funds  
Amount: \$137,742.24

Ms. Lewis stated that agenda item #'s 10b & 10c were discussed in a previous financial workshop. She requested an explanation of the missing items.

Mr. Bruce James stated that the missing items may not actually be missing, but misplaced.

Following discussion, Ms. Audrey D. Lewis made a motion to accept the Superintendent's recommendation to approve agenda item #'s 10b & 10c. The motion was seconded by Mr. Judge B. Helms and carried unanimously.

ACTION REQUESTED: The Superintendent recommended approval.

- c. Request to Delete and Dispose from Capital Assets – Furniture, Fixtures and Equipment (12/14/12 – 06/30/13)

Fund Source: All Funds  
Amount: \$590,699.81

ACTION REQUESTED: The Superintendent recommended approval.

Mr. Donald Gray, Jr. with the Company Fitzgerald Collaborative addressed the Board to express his interest in keeping his word as a mentor. He stated that he was honored to be ranked #2 with the RFP Construction Management Presentations to build the new PreK through 3<sup>rd</sup> grade wing at Havana Middle School. He stated that he has already connected with Ms. Sherrie Taylor in the Parent Services Department. He stated that he was eager to serve the Gadsden Community.

The Board members thanked Mr. Gray for his partnership with the district.

Mr. Elijah Key addressed the Board in reference to comments made by the Board earlier in the meeting regarding books and ESE lawsuits.

Mr. Helms stated that he was concerned that students needed books at school and at home. He stated that the books are too heavy for students to carry home.

Mr. Frost stated that the district is not getting as many ESE lawsuits as other districts because some parents don't understand the laws.

Mr. Key asked if the district had a policy on bullying/harassment for employees. He stated that he was having some problems in the district. He stated that he has been labeled as an enemy. He stated that he was not going to be bullied or harassed by anyone. He stated that respects anyone in their positions. He stated that everything was working well at Carter Parramore Academy. He stated that the district needed to be very careful how they treat people, and that he was not going to keep quiet.

Mr. Simmons stated that Mr. Key should follow policy and procedures. He stated that the Board does not condone bullying/harassment.

#### 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 Rules Numbered 4111 (Designation of a New Position) and Numbered 4600 (Job Description)

Fund Source: N/A

Amount: N/A

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

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

#### 12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

Mr. James shared with the Board a handout showing the student enrollment by schools. He noted that most of the losses were in the middle/high schools. He stated that student enrollment had increased in the elementary schools. He stated that schools got off to a great start with very few glitches. He stated that the district can expect some savings from transportation. He stated that the district will have a NIE (Newspaper In Education) partnership with the Tallahassee Democrat. He stated that the district is working more effectively as a team. He stated that the district focus will be to monitor what happens at James A. Shanks Middle School and East Gadsden High School.

Mr. James asked Mr. Shepard to explore the information he received in an email regarding a request for an individual to purchase the property located across from the transportation department.

#### 13. SCHOOL BOARD REQUESTS AND CONCERNS

In response to Mr. Frost's concern regarding the reoccurrence of mold, Mr. Shepard stated that mold and mildew grows wherever there is moisture and heat. He stated that the schools are fairly free from mold and mildew.

Mr. Milton stated that one building at Stewart Street Elementary School was a concern. He asked what could be done to divert the water from the building.

Mr. Shepard stated that he has a mechanical engineer that will look into the mold/mildew situation at Stewart Street Elementary School. He stated that he will submit a report to the Board.

Mr. Frost stated that all principals needed to make sure staff used good customer service, and that all schools were customer friendly.

Ms. Lewis requested a transitional marketing plan for Havana Elementary School and Havana Middle School; and a report card to share with the community the goods within the district. She praised Ms. Dorothy Wood for doing a good job with student records. She stated that Ms. Wood works for the district through Experience Works.

Ms. Smith stated that the district is moving in the right direction. She stated that media platform is in tune with the 21st century. She stated that there will be a new look in the curriculum departments.

Mr. Helms appreciated the Board members for having a retreat to discuss the district's vision and goals. He stated that good things were shared at the retreat that will be beneficial to the district. He stated that the district needed to be more diligent in trying to reduce the general fund budget. He stated that he will support the Superintendent in making tough decisions with personnel.

Board members scheduled a workshop on Tuesday, September 3<sup>rd</sup> at 4:00 p.m. to discuss areas of common goal discussed at the retreat; and the Final Budget Hearing at 6:00 p.m.

Mr. James stated that a large portion of the proceeds from the City of Quincy Fantasia Concert will be donated to the Gadsden Education Foundation. He stated that there are discounted tickets for teachers.

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