

## SPECIAL SCHOOL BOARD MEETING

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

March 4, 2014

3:00 P.M.

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

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

1. CALL TO ORDER

The meeting was called to order by the Chairman, Mr. Roger P. Milton, at 3:10 p.m.

Mr. Milton added to the agenda item #2d – E-Rate Year 14-15 Vendor Recommendations

2. AGREEMENTS/CONTRACTS

d. E-Rate Year 14-15 Vendor Recommendations

Ms. Sheantika Wiggins, Director of Technology, and Mr. John Thomas, Network Coordinator/E-Rate, shared with the Board information regarding E-Rate vendor recommendations. Ms. Wiggins stated that Board approval was being requested for the recommended contracts per vendor and category. She stated that the contracts are contingent upon E-Rate funding.

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

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

- a. Approval of purchase orders issued for grant project 1190200 to worker equipment and services required by the Technology Transformation Grants for Rural School Districts (purchase order numbers 186261 and 186262.

Fund Source: State Grant Funds received for this grant that are accounted for in the General Fund

Amount: PO #186262 - \$185,899.00  
PO #186261 - \$20,000.00

Following an overview of purchase order numbers 186261 and 186262, Mr. Judge B. Helms made a motion to accept the Superintendent's recommendation to approve agenda item #2a. The motion was seconded by Mr. Isaac Simmons and carried unanimously.

In response to Mr. Milton's question whether charter schools were written in the E-Rate plans for future years, Ms. Wiggins stated that Crossroad Academy Charter School has currently applied for their own E-Rate funding.

In response to Mr. Helms' question whether GEMS will be included in E-Rate plans, Ms. Wiggins stated that the district is seeking E-Rate funding for all schools.

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

- b. Approval of the purchase order 186260 to encumber the funds for the Microsoft Office Certification Assessment License for test taking. Vendor's total will exceed the \$15,000 threshold.

Fund Source: Race To The Top

Amount: \$6,700.00

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

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

- c. Approval of 2013 – 2014 purchase order 186237 to encumber the funds for the third year of the three year contract.

Fund Source: General Fund

Amount: PO #186237 - \$96,225.33

Mr. Simmons stated that the Board previously approved all the contracts for purchase order number 186237. He stated that each year the contracts are to be presented to the Board.

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

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

### 3. STUDENT MATTER

#### a. Student Expulsion – See back-up material

Case #48-1314-0071

Mr. Isaac Simmons made a motion to rescind the Board's previous action on student case #48-1314-0071 on February 28<sup>th</sup> in order to allow the parent a hearing. The motion was seconded by Mr. Judge B. Helms and carried unanimously.

Mr. Isaac Simmons made a motion to defer action on student case #48-1314-0071 until a hearing was held. The motion was seconded by Mr. Judge B. Helms and carried unanimously.

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

#### 4. Discussion of the AG preliminary and tentative findings and the district's status and responses to the AG; the workshop will also answer the FDOE request regarding the prior year Auditor's General report No. 2013-167, which cover the same material as will be discussed in the current year preliminary and tentative findings.

Ms. Ferree shared with the Board an overview of the Auditor General's preliminary and tentative findings. Finding No. 4 – the district had not developed a written comprehensive information technology disaster recovery plan. She stated that the district response concurs that the district did not have a formal written disaster recovery plan as of June 30, 2014, and has taken the following corrective actions. She stated that the district has a written, comprehensive disaster recovery plan currently in draft form. She stated that the final draft is due to be completed by April 15, 2014 and will be presented to the Board for approval at the April 29, 2014 Regular School Board meeting. Finding No. 5 – the district's IT security controls related to logging and monitoring of network activity needed improvement. She stated that the district's response concurs with the audit finding and implemented the following corrective actions. On March 3, 2014, the district's IT performed a test of their network configuration changes to implement a change control report of network access activity. Once the test results were determined to be valid, the district's IT department has assigned the network coordinator the responsibility of daily review and monitoring of the data from the automated change control report and documenting that process. Any instances of unauthorized attempted access will be immediately addressed and resolved. The IT department has developed a written change control procedure to document the implemented process. She also reviewed the federal awards audit findings, and concurred that the district has begun to resolve the federal audit findings, and is awaiting the Letter of Discrimination regarding the remaining questioned

cost portion for the repayment of the unencumbered June 30, 2013 expense that was paid during the close out period for Federal Award Finding No. 2 regarding the Race-To-The-Top program.

Board members asked questions, shared their concerns, and made comments during the overview of the Auditor General's preliminary and tentative audit findings.

#### 5. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

Mr. James shared information with the Board regarding the ½ cent sales tax referendum. He thanked Superintendent Pons for providing the district with a guide for successful marketing of the ½ cent sales tax referendum. He stated that a sales tax committee must be formed to represent all sectors of the community. He stated that a marketing and finance committee was needed. He stated that the selling point would have to be what will be done with the money for the individual schools' need. He stated that once passed the ½ sales tax will generate approximately \$1 million per year. He stated that all schools must be included in the marketing plans.

#### 6. SCHOOL BOARD REQUESTS AND CONCERNS

None.

7. The meeting adjourned at 5:10 p.m.