

*DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, FLORIDA*

*TUESDAY, JUNE 16, 2009*

LOCATION OF MEETING: *SCHOOL BOARD MEETING ROOM, CAMPBELL ADMINISTRATION BUILDING*  
ADDRESS: *200 SOUTH SEVENTH STREET, PALATKA, FLORIDA 32177*

**REGULAR MEETING**

**AGENDA**

**3:30 P.M.**

A. OPENING

1. Pledge of Allegiance to the Flag

B. PRESENTATIONS

1. Presentation by Ms. Beatrice Rembert with Partnership for Strong Families on Abstinence\_PLUSS(peeps\_learning\_and\_using\_safety).

C. PUBLIC COMMENTS

D. CONSENT AGENDA

1. School Board - Superintendent Thomas D. Townsend

- a. Approval of two invoices for James L. Padgett, School Board Attorney.
- b. Approval of Interagency Agreement with Communities In Schools of Putnam County, Inc. for Volunteers in Putnam Schools Program.
- c. Approval of Palatka High School Baseball Team trip June 23-28, 2009.
- d. Approval of School Board Minutes.

2. Support Services - Mr. Samuel Foerster

- a. Approval of the following for the Maintenance Department - (Mr. Justin Morris)
  - (1) Casualty and Sanitation Reports
  - (2) School Fire Safety Inspection Reports
  - (3) Relocatable Building Inspection Reports
- b. Approval of the following for the Purchasing Department - (Mrs. Sandy Scranton)
  - (1) Contract Award to Designs, Furnishings & Equipment for a Walk-in Cooler/Freezer for Crescent City Jr.-Sr. High School. RFB 54007944
  - (2) Transportation Department to sell Surplus Vehicles at auction.
  - (3) One year extension of contract with Chuck Rutten Steamaster L.L.C. for Carpet Cleaning services. RFBP 54031833
  - (4) Contract Award to Dade Paper for Dilution Control System(Chemicals and Dispensers). RFP 54016942
  - (5) Contract Award to Dade Paper for Can Liner proposal. RFP 54016943
  - (6) Contract Award to American Fidelity Assurance Company for Section 125 and Flexible Spending Account Services. RFBP 54331941
- c. Approval of the following for the Transportation Department - (Mr. Danny Hood)
  - (1) Employ a Temporary Worker to serve as a Mechanic II from June 15-July 27, 2009.
  - (2) Additional hours for three Transportation employees, as listed, through the month of June at their regular rate of pay, not to exceed 40 hours for Summer School and establishment of the VersaTrans routing software.
  - (3) Additional hours for two Bus Drivers and one Attendant, as listed, June 8-12 to provide transportation for Putnam students to Florida School for the Deaf and Blind in St. Augustine for year end on June 12, 2009
  - (4) Additional hours at Temporary Worker rate of pay for five Bus Drivers, as listed, to assist with the Transportation Department's annual inventory June 15-18, 2009
  - (5) Additional hours at Temporary Worker rate of pay for Bus Driver to assist in the Parts Department from June 15-30, 2009 to help with data entry

functions related to the implementation of VersaTrans maintenance software.

3. Human Resources - Mr. Werner Holloway
  - a. Approval of Personnel Matters.
  - b. Approval of the Following New Job Descriptions:
    - (1) Adult Migrant and Seasonal Farm Worker Program Specialist
    - (2) Administrator on Special Assignment (Principal)
    - (3) Administrator on Special Assignment (Assistant Principal)
  - c. Approval of Revised Job Description for NEFEC.
4. Finance - Mrs. Rhonda Odom
  - a. Approval of 2009 - 2010 Personnel Allocations, Change Number 5
  - b. Approval of 2009 - 2010 Supplementary Salaries Schedule.
  - c. Approval of 2009 - 2010 Pay Dates Calendars.
  - d. Approval of Partnership with Commerce Bank.
  - e. Approval of Financial Reports through May 31, 2009 (available prior to board meeting).
  - f. Approval of authorization to pay vouchers for July, 2009.
5. Instructional/Curriculum Services - Dr. Grace Thomas
  - a. Approval of stipends to teachers who attend Principal's Leadership Training at St. Johns River Community College on June 29 & 30, 2009 {Ms. Grace Thomas}.
  - b. After-the-fact approval of stipends to teachers who attend the OrganWide Guys Training at Rymfire Elementary School in Palm Coast on June 10, 2009 {Ms. Grace Thomas}.
  - c. Approval of request to pay Sheryl Litzell to work an additional ten (10) days at her regular hourly rate plus benefits, to work on Parent Involvement projects during June, July & August 2009 {Ms. Mary Beth Hedstrom}.
  - d. Approval of stipends of \$100.00 a day including benefits, to teachers at Browning-Pearce Elementary School for additional hours August 17-19, 2009, to work on follow-up activities for SFA and Power Teaching, data analysis and curriculum mapping {Ms. Mary Beth Hedstrom}.
  - e. Approval of stipends of \$25.00 an hour (not to exceed \$3,000.00) for the Media Specialist and \$15.00 an hour (not to exceed \$1,500.00) for an Instructional Assistant, as listed, at Moseley Elementary School, to work additional hours between July 1 and August 15, 2009 {Ms. Mary Beth Hedstrom}.
  - f. Approval to employ the services of Mark Rowleski for the District Leadership Academy on June 29&30, 2009 {Ms. Mary Beth Hedstrom}.
  - g. Approval of a stipend of \$100 per day plus benefits for additional hours (not to exceed ten (10) days or \$1,200.00) to the Media Specialist at Browning-Pearce Elementary School to be worked between July 1 and August 15, 2009, to upgrade technology and media center materials {Ms. Mary Beth Hedstrom}.
  - h. Approval to submit the project application for Adult Education and Family Literacy Services grant for the 2009-2010 school year {Ms. Helen Muir}.
  - i. Approval of a School Health Contract for Nursing Supervision with the Putnam County Health Department for the 2009-2010 school year {Ms. Connie Schneider}.
  - j. Approval of the 2008-2011 Putnam County School District - District Technology Plan {for Mr. George Williams}.
  - k. Approval of Cooperative Service Agreement with Corner Drug Store (CDS) Family Behavioral Health Services, Inc.
6. Student Services - Ms. Constance Schneider
  - a. Approval of transfer requests, including recommendations concerning transfers to or from the alternative classes housed at home schools.
  - b. Approval of request for students to attend school in another county for the 2009-2010 school year.

7. North East Florida Educational Consortium - Mr. Robert Smith  
[Items Affecting Putnam County are identified with (P)]
  - a. Approval of consultants as listed.
  - b. Approval of out-of-state travel and reimbursement of all expenses incurred for Vicki Crisp to attend the Office of Safe Schools National Conference in Washington, D.C. on August 2-5, 2009.
  - c. Approval of the Regional Consortium Legislative Appropriations Incentive grant application for project year 2009-2011 with the Florida Department of Education in the amount of \$644,586.00.
  - d. Approval of a State Project Amendment for the VPK Professional Development Project and no cost extension through September 30, 2009.
  - e. Approval of the 21st Century Learning Communities grant totaling \$252,000.00 for Bradford, Levy, and Union Counties.
  - f. Approval of a State Project Amendment for the William Cecil Golden Professional Development Program for School Leaders and no cost extension through August 31, 2009.
  - g. Approval of Letter of Agreement #748-10-001 with Debra Mangum, an independent contractor who will provide online facilitation of a PDA-ESE module.
  - h. Approval of Letter of Agreement #731-10-002 with Cerra Consulting Group, Inc., an independent contractor who will provide legislative network services for NEFEC member districts effective July 1, 2009 - June 30, 2010.
  - i. Approval of Letters of Agreement with the following independent contractors who will provide services for the Early Reading First Project: #757-10-397 - Kristy Helms and #757-10-398 - Candy Plasschaert.
  - j. Approval Letters of Agreement with the following independent contractors who will provide services for the NEFEC Distance Learning Project: #768-09-004 - Angela Hester and #768-09-005 - Lynda McInnis.
  - k. Approval of Letter of Agreement #733-09-008 with Daniel McCoy, an independent contractor who will provide services for a web-based online management tool.
  - l. Approval of the following NEFEC Lease-Purchase of Enterprise Resource Software contract attachments for 2009-2010: Baker County - #10-020-A6; Dixie County - #10-022-A6; Flagler County - #10-023-A6; Gilchrist County - #10-024-A6; Levy County - #10-025-A6; Putnam County - #10-027-A6; Union County - #10-028-A6; Lafayette County - #10-032-A6; P.K. Yonge School - #10-039-A6; and Florida School for the Deaf and the Blind - #10-047-A6.
  - m. Approval of two Subscriber Agreements with Discovery Education to provide access to Discovery Education Streaming and Discovery Media Share to participating schools.
  - n. Approval of a software services and license agreement with Skyward, Inc.

E. WHEN NECESSARY, THE BOARD WILL GO INTO EMERGENCY SESSION TO TAKE ACTION ON ANY ITEMS WHICH REQUIRE IMMEDIATE ATTENTION AND HAVE NOT BEEN LISTED ON THE AGENDA.

F. DISCUSSION AGENDA

1. Old Business
2. New Business
  - a. Approval of Budget Amendments through May 31, 2009 (will be available prior to board meeting).

G. REPORTS

1. School Board Members
2. Board Attorney
3. Superintendent

H. ADJOURNMENT

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(NOTICE: BOARD PACKET DOCUMENTS MAY BE REVIEWED IN THE SUPERINTENDENT'S OFFICE AT THE DISTRICT SCHOOL BOARD AT 200 SOUTH SEVENTH STREET, PALATKA, FLORIDA, MONDAY THROUGH THURSDAY, BETWEEN THE HOURS OF 7:00 A.M. AND 5:00 P.M., AND/OR COPIES OF ANY DOCUMENTS CONTAINED IN THE PACKET CAN BE OBTAINED BY CALLING THE SUPERINTENDENT'S OFFICE AT [386]329-0602)

(NOTICE: THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY WILL PROVIDE, UPON REQUEST, AUXILIARY AIDS AND SERVICES TO THOSE DISABLED PERSONS DESIRING TO ATTEND ITS SCHEDULED MEETINGS. PERSONS NEEDING ASSISTANCE ARE REQUESTED TO NOTIFY THE SUPERINTENDENT'S OFFICE OF THEIR NEED AT LEAST TWO WORKING DAYS PRIOR TO THE DATE OF THE MEETING.)

(NOTICE: ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE SAID PERSON MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FLORIDA STATUTES 286.0105)

(NOTICE: PLEASE BE ADVISED THAT ALL REGULAR, SPECIAL AND WORKSHOP MEETINGS OF THE PUTNAM COUNTY SCHOOL BOARD ARE VIDEOTAPED AND TELEVISED BY THE PUTNAM COUNTY SCHOOL BOARD AND MAY BE VIDEOTAPED AND TELEVISED BY OTHERS. PRESENCE AND/OR PARTICIPATION AT ANY SCHOOL BOARD MEETING CONSTITUTES ACKNOWLEDGEMENT OF SAID VIDEOTAPING AND TELEVISING AND FURTHER CONSTITUTES CONSENT TO BEING VIDEOTAPED AND TELEVISED IN CONJUNCTION THEREWITH.)