

MINUTES OF THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, FLORIDA

TUESDAY, JANUARY 6, 2009 - 3:30 P.M.

The District School Board of Putnam County, Florida met in official session on Tuesday, January 6, 2009, at 3:30 P.M., in the Board Room of the Campbell School Administration Building, located at 200 South Seventh Street, Palatka, Florida.

PRESENT: Mr. John D. Milton, Member from District 1
Mr. Terry Wright, Member from District 2 *arrived at 3:40 P.M.*
Mrs. Lisa Parsons, Chairperson, Member from District 3
Mr. C. L. Overturf, Jr., Vice Chairman, Member from District 4
Mrs. Joann Barber, Member from District 5
Mr. Thomas D. Townsend, Superintendent and Secretary
Mr. James L. Padgett, School Board Attorney

The meeting was opened, followed by the Pledge of Allegiance to the Flag and observance of a moment of silence.

Chairperson Parsons welcomed everyone and instructed the public on the Board's policy and procedure concerning public comments.

PUBLIC COMMENTS

Mr. Mike Purinton with the Rotary Club of Palatka presented information on a fundraiser "The World of Wheels" being held at the Putnam County Fair Grounds on January 10, 2009 for the benefit of Communities In Schools.

Mr. Ralph Dallas, 899 North State Road 19, Palatka, Florida 32177, stated he was speaking on behalf of concerned citizens and parents, regarding unity between the Board and the newly elected Superintendent.

PUBLIC HEARING ON THE FOLLOWING SCHOOL BOARD FORM CHANGES:

A public hearing was held on School Board Form changes outlined below.

Authority for amending and adopting policies and forms is found in Article IX, Section 4(b), Constitution of the State of Florida, and in Florida Statutes 1001.41, 1001.42. Notice of this public hearing was published in the local newspaper, the Palatka Daily News. Copies of the recommended amendments to the School Board policies and form were available for public review at the district office.

Prior to Board action on each form, the Board and public were given the opportunity to provide public comment.

1. Adoption of PCDSB Form, Designation Number 6Gx54, **D-234 Translation Request Form**

The adoption of this form provides staff a means to assist non-English speaking clients with paperwork.

After discussion Mr. Milton moved and Mrs. Barber seconded a motion to approve adoption of School Board Form, Designation Number 6Gx54, **D-234 Translation Request Form**. Motion unanimously carried. (Ayes: Mrs. Barber, Mrs. Parsons, Mr. Overturf, Mr. Milton; Nays: None)(Board Member Wright arrived late) (See copy in Supplementary File)

Approve
Form D-234

2. Amendment of PCDSB Form, Designation Number 6Gx54, **ESE - #13n Parent Notification Diploma Options**

The amendment of this form provides parents/guardians detailed information on types of high school diplomas available to Exceptional Students.

After discussion Mr. Milton moved and Mrs. Barber seconded a motion to approve adoption of School Board Form, Designation Number 6Gx54, **ESE - #13n, Parent Notification Diploma Options.** Motion unanimously carried. (Ayes: Mrs. Barber, Mrs. Parsons, Mr. Overturf, Mr. Milton; Nays: None)(Board Member Wright arrived late) (See copy in Supplementary File)

PRESENTATIONS/DELEGATIONS

Dr. Grace Thomas, Assistant Superintendent for Curriculum and Instruction along with Mrs. Mary Beth Hedstrom, Director of Federal Programs and Mrs. Janice Pounds, Director, Elementary Education, conducted a presentation on Rigor, Active Student Engagement and Power Standards-District Wide Initiative for Higher Student Achievement. (See Handouts in Supplementary File)

Mrs. Sharon Jax, 202 Neilsen Avenue, Interlachen, Florida, 32148 asked to speak. She was permitted to do so and expressed very strong opinions about recent decisions made by Superintendent Townsend.

CONSENT AGENDA

Consent Agenda items were considered. Prior to Board action, the Board and public were given the opportunity to request items be removed from the Consent Agenda for separate consideration. The following items were pulled: Items 1., c.; 3.,b.,(1)&(2); and 4., a., and b.

Mr. Milton moved and Mr. Overturf seconded the motion to approve the Consent Agenda, items numbered 1 through 7, with items 1., c.; 3.,b.,(1)&(2); and 4., a., and b, removed for separate consideration, as presented and recommended by the Superintendent, as follows:

1. School Board - Superintendent Thomas D. Townsend
 - a. Approval of Listing of School Volunteers (as submitted by Communities in Schools).
 - b. Approval of School Trip for C.H. Price Middle School.
 - c. Item Removed for Separate Consideration.
 - d. Approval of School Board Meeting Minutes.
2. Support Services - Mr. John Theobald
 - a. Approval of the following for the Purchasing Department - (Mrs. Sandy Scranton)
 - (1) Contract award to McAlister Carpet and Teal Tile to provide floor covering services and Carpet based on Evaluation Committees recommendation. RFBP 54041930
 - (2) One year contract extension with Walters Landscaping and Sprinkler System. RFBP 54031712
 - (3) Contract award to Palatka Ford Lincoln Mercury for purchase of two (2) ¾ ton pickup trucks for Maintenance Services. RFP54031927
 - (4) One year contract extension with Allnu Painting, LLC for the contracted painting services. RFP 54031715
3. Human Resources - Mr. Werner Holloway
 - a. Approval of Personnel Matters.
 - b. Item Removed for Separate Consideration.
4. Finance - Mrs. Rhonda Odom
 - a. Item Removed for Separate Consideration.
 - b. Item Removed for Separate Consideration.

5. Instructional/Curriculum Services - Dr. Grace Thomas
 - a. After-the-fact approval of stipends to teachers, instructional and non-instructional personnel to provide after-school tutorial services for eligible migrant and Title III students on an "as-needed" basis, beginning December 1, 2008, and ending June 30, 2009 {Ms. Mary Beth Hedstrom}.
 - b. Approve of Letter of Agreement with North Central Florida Hospice, Inc. d/b/a/ Haven Hospice {Ms. Renee Hough}.
6. Student Services - Mr. Joe Warren
 - a. Approval of Recommendations concerning School Transfer Requests including transfers to or from the alternative classes housed at home schools.
 - b. Approval for Students to Attend School in Another County for the 2008-2009 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 February 19-23, 2009 and reimbursement of all travel expenses for Ulysees Gilbert to chaperone students visiting Berea College in Berea, Kentucky in order to attend the Carter G. Woodson Open House and meet with the Admissions department to finalize a future scholarship program through the consortium.
 - c. Approval of out-of-state travel and reimbursement of all travel expenses for Candido Garcia, Daniel Hornsby, Linda Niles, and Philip Heilman to meet with Skyward, Inc. at their headquarters in Steven's Point, Wisconsin for five (5) days in January or February 2009.
 - d. Approval of out-of-state travel February 4-7, 2009 and reimbursement of all travel expenses for Vicki Crisp to attend the Project Director's meeting for the Alcohol Reduction grant, in Washington, D.C.
 - e. Approval of out-of-state travel February 18 and 21, 2009 and reimbursement of all travel expenses for Anna Meetze, Marsha Hill, and Paula Hollingsworth to review the Lake Travis High School Career Academy Program in Austin, Texas.
 - f. Approval of Letter of Agreement #768-09-001 with Blackboard, Inc., an independent contractor who will provide services for the NEFEC Distance Learning Program.
 - g. Approval of Letter of Agreement #741-09-001 with the University of South Florida, an independent contractor who will provide services for the Florida SUMS grant.
 - h. Approval of a Lease Agreement with State Representative Charles Van Zant, retroactive to December 1, 2008, to provide office space.
 - i. Approval of Letters of Agreement with the following independent contractors to provide services for the Guiding Good Choices Program: #758-009-GGC001-Eugenia Whitehead, #758-009-GGC002-Pam Lake, #758-009-GGC003-Waletha Garrett, #758-009-GGC004-Margie Coburn, #758-009-GGC005-Patsy Fortner, and #758-009-GGC006-Anne Lewis.

Regarding, item 1., c., *Approval of 2008-2009 Organizational Chart*, Mrs. Sharon Hughes, President, Putnam Federation of Teachers United, stated she had concerns as to whether every position listed would be filled and requested an explanation of the difference between an Assistant

Superintendent and an Associate Superintendent. Mr. Werner Hollaway, Director, Human Resources discussed duties and responsibilities of various job titles listed on the Organizational Chart. A great deal of discussion followed.

After discussion, Mr. Milton moved and Mrs. Barber seconded a motion for Approval of 2008-2009 Organizational Chart, as presented by the Superintendent. Motion unanimously carried.

Approve 08-09
Org. Chart

As to item 3., b., (1), *Approval of Job Description-Associate Superintendent for Operations/District Support Services*, Mrs. Barber stated her questions had been answered. Discussion followed.

After discussion, Mrs. Barber moved and Mr. Milton seconded a motion for Approval of Job Description-Associate Superintendent for Operations/District Support Services, as presented by the Superintendent. Motion unanimously carried.

Approve Job
Description

As to item 3., b., (2), *Approval of Job Description-Executive Director of Information Services*, Mrs. Barber had questions about the qualifications. Mr. Hollaway discussed this.

After discussion, Mr. Milton moved and Mr. Overturf seconded a motion for Approval of Job Description-Executive Director of Information Services, as presented by the Superintendent. Motion unanimously carried.

Approve Job
Description

Regarding item 4., a., *Approval of Consultant for Finance due to personnel shortage*, Mrs. Odom was called upon to elaborate on needs in the Finance Department. Mrs. Barber expressed concern over the use of a consultant vs. hiring an Accountant. Discussion followed. Superintendent Townsend stated he would move forward on hiring filling the Accountant position.

After discussion, Mr. Overturf moved and Mr. Milton seconded a motion for Approval of Consultant for Finance due to Personnel Shortage, as presented by the Superintendent. Motion carried. (Ayes: Mr. Overturf, Mr. Milton, Mr. Wright, Mrs. Parsons; Nays: Mrs. Barber)

Approve
Consultant

As to item 4., b., *Approval of Personnel Allocation Change 11*, Mrs. Barber asked for clarification and explanation of the position of Purchasing Agent. Mr. Hollaway discussed this.

After discussion, Mrs. Barber moved and Mr. Wright seconded a motion for Approval of Personnel Allocation Change 11, as presented by the Superintendent. Motion unanimously carried.

Approved
Personnell
Allocation
Change 11

DISCUSSION AGENDA

a. Discussion, Input and Approval of Budget Amendments through November 30, 2008 (available prior to board meeting).

After discussion, Mr. Milton moved and Mr. Overturf seconded the motion to approve Budget Amendments, numbered eleven through fifteen, as presented and recommended by the Superintendent, as follows:

Approve
Budget
Amendments

Resolution Number 11, General Fund, Budget Amendment (increase \$5,446.49).

Resolution Number 12, Capital Projects, Budget Amendment (no overall change).

Resolution Number 13, Special Revenue Food Service, Budget Amendment (no overall change).

Resolution Number 14, Special Revenue Other, Budget Amendment (increase \$829,418.80).

Resolution Number 15, Internal Services, Budget Amendment (increase \$175,763.40).

Motion carried. (Ayes: Mrs. Barber, Mr. Milton, Mrs. Parsons, Mr. Overturf, Mr. Wright) (See documentation in Supplementary File)

b. Discussion, Input and Approval of Budget Amendments closing Fiscal Year ending June 30, 2008.

After discussion, Mr. Milton moved and Mr. Overturf seconded the motion to approve Budget Amendments, numbered forty-eight through fifty-four, closing fiscal year ending June 30, 2008, as presented and recommended by the Superintendent, as follows:

Approve Budget Amendments

Resolution Number 48, General Fund, Budget Amendment (increase \$1,831,526.07).

Resolution Number, 49, Debt Service, Budget Amendment (decrease \$61,624.38).

Resolution Number 50, Capital Projects, Budget Amendment (increase \$797,871.39).

Resolution Number 51, Special Revenue Food Service, Budget Amendment (decrease \$50,465.96).

Resolution Number 52, Special Revenue Other, Budget Amendment (increase \$62,622.98).

Resolution Number 53, Internal Services, Budget Amendment (increase \$57,574.49).

Resolution Number 54, Enterprise Funds, Budget Amendment (increase \$91,695.26).

Motion carried. (Ayes: Mrs. Barber, Mr. Milton, Mrs. Parsons, Mr. Overturf, Mr. Wright) (See documentation in Supplementary File)

c. Discussion, Input and After-the-Fact approval of grant application for Historic Central Academy Preservation and Community Development Corporation, Inc.

After discussion, Mr. Milton moved and Mr. Overturf seconded a motion for After-the-Fact approval of grant application for Historic Central Academy Preservation and Community Development Corporation, Inc. Motion unanimously carried.

Approved Grant App.

d. Discussion, Input and Approval of School Resource Officer Agreement with the Putnam County Sheriff's Office.

After discussion, Mr. Milton moved and Mrs. Barber seconded a motion for Approval of School Resource Officer Agreement with the Putnam County Sheriff's Office. Motion unanimously carried.

Approve 08-09 SRO Agreement

REPORTS

School Board Members:

Board Members reported on various items. Mrs. Barber welcomed Dr. Grace Thomas to the Administrative Team and stated her appreciation for Dr. Thomas' abilities. Mr. Wright thanked the Board for their understanding

of his "learning curve" as a new board member. He also encouraged the Superintendent, in light of the bleak financial picture, to move ahead cautiously and to utilize the personnel resources he already had in place.

Mr. Milton spoke about the Board's strategic plan which is overdue for revision. He suggested bringing the current plan, as is, to the next board meeting for approval. He also suggested the Superintendent work with stakeholders from the schools to revise the plan to be approved in August, 2009, making sure it aligns with the Southern Association of Colleges and Schools Committee's recommendations.

Strategic Plan Discussion

Mr. Milton and the Board Attorney discussed parliamentary procedures as it relates to the role of Chairperson being permitted to pass the gavel and make and/or second a motion. Discussion followed.

Parliamentary Procedure Discussion

The Board also discussed again the possibility of "Master Board" training. No consensus was reached.

Superintendent:

Superintendent Townsend announced a Finance Workshop on January 13, 2009 at 3:00P.M. He discussed presentations and reports that will be given at the workshop.

Superintendent Townsend discussed Palatka Housing Authority's proposed truancy policy and the School Board's role in making this work. Attorney Padgett also discussed the Board's role in the process. The Board, by consensus, agreed to coordinate with the Housing Authority in this effort. (See Supplementary File for copy of PHA Policy)

PHA Truancy Policy Discussion

Superintendent Townsend also discussed Palatka Housing Authority's willingness to transfer ownership, when the School Board is ready, of the old Central Academy Building and the entire Transportation Compound. Discussion followed.

Central Academy Transfer to PHA discussion

Superintendent Townsend discussed his philosophy of open dialog from the Superintendent's office and his willingness to speak with any and all about the challenges facing our District. He also thanked the Board for their support in today's meeting and stated he believes his new administration is off to a wonderful start.

Mr. Milton asked the Superintendent to nail down a workshop meeting with the Putnam County Board of County Commissioners regarding impact fees. Superintendent Townsend stated he would call the Commission Chair and arrange a meeting.

Impact Fee Workshop Discussion

Board Attorney:

Attorney Padgett stated he was pleased to report that the District is currently facing no significant legal challenges. He credited conscientious employees in the District.

There being no further business, Mr. Wright moved and Mr. Milton seconded the motion that the meeting be adjourned at 5:28 P.M. Motion unanimously carried.

Adjourn

LISA PARSONS, CHAIRPERSON

THOMAS D. TOWNSEND, SECRETARY

A DVD Recording of this meeting is available in the Supplementary Minute File.