

MINUTES OF DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, FLORIDA

TUESDAY, NOVEMBER 18, 2008 - 10:30 A.M.

Special Session
REPORT OF THE ORGANIZATION OF
DISTRICT SCHOOL BOARD

The following members of the District School Board of Putnam County, Florida, met on the above date to reorganize as required by law.

Board Members--Names as Recorded on Commissions and Addresses	Board Member Residence Area	No. Years Remaining In Term	Month and Year Term Expires
John D. Milton Post Office Box 203 Lake Como, Florida 32157	One	2	November, 2010
Terry Wright 102 Johns Place East Palatka, Florida 32131	Two	4	November, 2012
Lisa Parsons 1113 Lee Street Palatka, Florida 322177	Three	4	November, 2012
C. L. Overturf, Jr. 158 Confederate Point Rd. Palatka, Florida 32177	Four	2	November, 2010
Joann Barber 528 N. CR 315 Interlachen, Florida 32148	Five	2	November, 2010

The Board proceeded to complete its organization in compliance with Section 1001.371, Florida Statutes, as follows:

Mr. Milton nominated Mrs. Lisa Parsons and she was elected Chairperson; and Mr. Milton nominated Mr. C.L. Overturf, Jr. and he was elected Vice Chairman of said District School Board for the County of Putnam, State of Florida.

Thomas D. Townsend, holding commission as Superintendent of Schools until November, 2012, appeared in person at said meeting and assumed his duties as Secretary of the Board, as provided by law. The Board thus organized and then Mr. Milton moved and Mrs. Barber seconded a motion to hold Board meetings at 3:30 P.M., on the following dates, except as noted:

Tuesday, December 16, 2008	3:00 P.M.	Tuesday, June 2, 2009
Tuesday, January 6, 2009		Tuesday, June 16, 2009
Tuesday, January 20, 2009		Tuesday, July 14, 2009
Tuesday, February 3, 2009		Tuesday, August 4, 2009
Tuesday, February 17, 2009		Tuesday, August 18, 2009
Tuesday, March 3, 2009		Tuesday, September 1, 2009
Tuesday, March 17, 2009		Tuesday, September 15, 2009

Tuesday, April 7, 2009

Tuesday, October 6, 2009

Tuesday, April 21, 2009

Tuesday, October 20, 2009

Tuesday, May 5, 2009

Tuesday, November 3, 2009

Tuesday, May 19, 2009

Tuesday, November 17, 2009
(Time to be determined for reorganization of Board)

Motion unanimously carried.

Mr. Jim Padgett, School Board Attorney was also present.

The following committees require Board Representation:

Florida School Boards Association Legislative Liaison - Mrs. Barber volunteered

and Mr. Overturf volunteered as Alternate;

Small School District Council - Mrs. Barber volunteered;

Interlachen Planning Commission - Mrs. Barber

Mr. Milton volunteered to update the Board's Strategic Plan and bring it back for approval at a later meeting.

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. Mr. Milton requested items, 4., c. and 4., f., and Mrs. Barber requested item 3., a.

Mr. Wright moved and Mrs. Barber seconded the motion to approve the Consent Agenda, items numbered 1 through 7 with items 4., c,4.,f., and 3., a. removed for separate consideration as presented and recommended by the Superintendent, as follows:

Consent
Agenda
Approval

1. School Board - Superintendent Townsend

- a. Approval of Listing of School Volunteers (as submitted by Communities in Schools).
- b. After-the-Fact Approval of School Trip for Palatka High School.
- c. Approval of Minutes

2. Support Services - Mr. John Theobald

- a. Approval for pre-payment of registration fees and hotel costs for the County Academic Team to attend the 24th Commissioners' Academic Challenge April 20-22, 2008.
- b. Approval of the following for the Purchasing Department - (Mrs. Sandy Scranton)
 - (1) Contract Award to Jacobs Tree Service for tree trimming/removal. RFP 54031925
 - (2) Contract Award to Tilton and Tilton and Charles F. White to furnish and install chain link fencing. RFP 54031920
 - (3) Contract Award to Hawkins Roofing, Primary and Armstrong Roofing, Secondary for contracted roof repair. RFP 54031922
 - (4) Contract Award to Mullis concrete, Primary and Donnie Thompson, Secondary for contracted masonry services. RFP 54031921

- (5) Contract Awards to D&G Childcare, Love Care, and Redlands Christian Migrant Association (RCMA) to provide childcare services. RFP 54012917
 - (6) Contract Award to L&D Ceiling for acoustical ceilings, insulations, and wall systems. RFP 54031923
 - (7) One Xerox copier lease for Browning Pearce Elementary School.
 - (8) Seven Richo copier leases for Beasley Middle School.
 - c. Approval of the following for the Maintenance and Facilities - (Mr. Justin Morris)
 - (1) Architects and Construction Managers for the 2008-09 Summer Projects.
3. Human Resources - Mr. Werner Holloway
 - a. Item Removed for Separate Consideration.
4. Finance - Mrs. Rhonda Odom
 - a. Approval of financial reports through October 31, 2008 (will be available prior to board meeting).
 - b. Approval of authorization to pay vouchers for December, 2008.
 - c. Item Removed for Separate Consideration.
 - d. Approval of Amended Miscellaneous Salary Schedule 2008 - 2009.
 - e. Item Removed for Separate Consideration.
 - f. Item Removed for Separate Consideration.
5. Instructional/Curriculum Services - Ms. Phyllis Criswell
 - a. After-the-fact approval of a clinical agreement between Family Medical and Dental Centers and the Putnam County School District for the 2008-2009 school year {Ms. Renee Hough}.
 - b. Approval to pay listed employees at Middleton-Burney a stipend to provide FCAT tutoring on 3 designated Saturdays; February 21, February 28 and March 7, 2008 {Ms. Mary Beth Hedstrom}.
 - c. Approval of consultant, as listed, to provide professional development to Title I School Administrators on December 1 and 2, 2008 {Ms. Mary Beth Hedstrom}.
 - d. Approval of all 2008-2009 School Improvement Plans and the 2008-2009 District Improvement and Assistance and Intervention Plan {Ms. Connie Schneider}.
 - e. Approval of travel for three Putnam County Migrant Education staff members to travel to Valdosta, Georgia, December 10-11, 2008 to attend the annual Georgia Migrant Education Program Conference.
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 of recommended orders from the expulsion committee.

Student A: eighth grade student at Crescent City Jr./Sr. High School, was expelled from the Putnam County School System for the remainder of the first semester of the 2008-2009 school year which ends on January 15, 2009, for violation of School Board Policy 6GX54-5.10, VII,1: A. Rule 1, G., Rule 7, H, Rule 8 and L. Rule 12.

7. North East Florida Educational Consortium - Mr. Robert Smith
[Items Affecting Putnam County are identified with (P)]

- a. Approval of consultants as listed. (P)
- b. Approval of out-of-state travel for Jo Hudson to attend the Early Language and Literacy Classroom Observation Pre-K Training of Trainers Institute in Boston, Massachusetts from January 25-28, 2009 and to request approval for all expenses incurred.
- c. Approval of out-of-state travel for Ulysees Gilbert to attend the Southeastern Association for Employment in Education on January 27-30, 2009 in Myrtle Beach, South Carolina and to include travel January 26-30, 2009, and the Nashville Career Fair on February 10, 2009, and to include travel February 9-11, 2009. This also requests reimbursement of all travel expenses incurred for each trip.
- d. Approval of Contractual Agreement #733-09-002 with the District School Board of Levy County to provide professional development training in compliance with the No Child Left Behind School Restructuring Plan.
- e. Approval of Letter of Agreement #764-09-007 with Jeff Weathers, an independent contractor who will evaluate and report on the Principal Leadership Academy project.
- f. Approval of Letter of Agreement #733-09-003 with Daniel McCoy, an independent contractor who will assist in the development and delivery of a comprehensive data analysis and curriculum planning online tool.
- g. Approval of a contractual agreement with Bumpers Consulting Services, LLC dba Whetstone Consulting Group who will conduct a needs assessment for the Tri-County Career Academy Project.
- h. Approval of Letters of Agreement with the following independent contractors who will provide services for the Early Reading First project: #757-09-343 - Michell York and #757-09-344 - Tammy P. Griffis.

Motion unanimously carried.

After discussion, it was discovered that Mrs. Barber pulled item 3., a. in error. She had intended to pull item 4., e. After discussion, Mrs. Barber moved and Mr. Milton seconded a motion to approve removing from the Consent Agenda for separate consideration, Item 4., e., Approval of Personnel Allocations 2008 - 2009, Change Number 9. Motion unanimously carried.

Approval to remove Item 4., e from Consent Agenda

After discussion, Mrs. Barber moved and Mr. Milton seconded a motion to approve Consent Agenda Item 3., a., Approval of Personnel Matters. Motion unanimously carried.

Approve Personnel Matters

Discussion on Item 4., e., Approval of Personnel Allocations 2008 - 2009, Change Number 9 continued.

Approve Allocation Change Number 9

After discussion, Mrs. Barber moved and Mr. Milton seconded a motion to approve Personnel Allocations 2008-2009, Change Number 9, Department of Purchasing and Distribution and Department of Maintenance/Facilities Services only (Changes for Department of Nontraditional Adult Services and Student Alternatives [NASSA] and Department of School Safety & Security were not approved).

Approve Board Members' Salary

In reference to Item 4., c., Approval of Amended Superintendent and Board Members' Salary Schedule for 2008-2009, Mr. Milton moved symbolically, the Board leave their salary at the 2007-2008 level (\$28,920), to be effective

Approve Superinten

July 1, 2008. The motion was seconded by Mr. Overturf. Discussion followed. Motion on that portion of document relating to Board Member's salary was unanimously approved.

After discussion, Mr. Milton moved and Mr. Overturf seconded a motion to approve that portion of Item 4., c., Approval of Amended Superintendent and Board Members Salary Schedule for 2008-2009 dealing with the Superintendent's salary as presented. Motion unanimously carried.

Ms. Rhonda Odom, Acting Chief Financial Officer discussed Consent Agenda Item 4., f., Approval of adoption of IBC Model Plan for 403B Tax Sheltered Annuities based on the recommendation from TSA Consulting, with additions.

The following individuals spoke to the Board concerning Item 4., f.: Bill Proffitt, 2750 Racetrack Road, St. Augustine, Florida 32259; Mr. Trent Higginbotham, 510 South Palm Avenue, Palatka, Florida 32177; Mr. Philip Detlefs, 8771 Perimeter Park Ct., #103, Jacksonville, Fl 32216.

After discussion, Mr. Milton moved and Mr. Overturf seconded a motion for Consent Agenda Item 4., f., Approval of adoption of IBC Model Plan for 403B Tax Sheltered Annuities based on the recommendation from TSA Consulting, with addition of additional vendors who met all requirement so of the Model Plan. These companies, along with the five (5) companies listed are allowed to actively seek new clients and be a viable TSA provider. All current vendors who did not meet all requirements of the plan and thus were not included in the adoption process will be given the opportunity to meet certain compliance issues so that they are either able to be grandfathered in and continue to receive monies from only the current slate of employees they have on record, or if failing to comply, will be denied receiving money through a payroll deduction slot. Companies that are not on the slate of additional vendors approved at this meeting, can either do nothing and receive no further payroll deductions, sign an information sharing agreement with TSACG and grandfathered in to receive payroll deductions only from the employees they currently have enrolled, or meet full compliance as documented by TSACG and actively seek new clients. Motion unanimously carried.

Approve IBC Model Plan for 403B

DISCUSSION AGENDA

1. New Business

- a. Approval of Budget Amendments through October 31, 2008 (available prior to board meeting).

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

Approve Budget Amendments

Resolution Number 6, General Fund, Budget Amendment (increase \$8,754.00).

Resolution Number 7, Internal Services, Budget Amendment (increase \$3,775,519.64).

Resolution Number 8, Special Revenue Fund, Budget Amendment (decrease \$671,816.40).

Resolution Number 9, Capital Projects, Budget Amendment (no overall change).

Resolution Number 10, Special Revenue Food Service, Budget Amendment (no overall change).

Approve pursuing a property contract for the West Area Transportation expansion

- b. Pursue a Contract to Obtain Property for the West Area Transportation Expansion Project.

After discussion, Mr. Milton moved and Mrs. Barber seconded a motion for approval for Administration to pursue a contract to obtain property for the West Area Transportation expansion project. Motion unanimously carried.

- c. Discussion, Input and Approval to Advertise the Following School Board Forms:

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

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

The Board, by consensus, gave permission to advertise the above listed forms.

Approval to Advertise Forms

Superintendent Townsend thanked the Board for their support during this transition. He also thanked members of his transition team. He spoke about where the District has been and where he would like to see it go.

Meeting was adjourned at 11:26 A.M.

Adjourn

 /s/ Lisa Parsons
LISA PARSONS, CHAIRPERSON

 /s/ Thomas D. Townsend
THOMAS D. TOWNSEND, SECRETARY

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