

THE SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
APPROVED MINUTES OF REGULAR BOARD MEETING
May 6, 2003

The School Board of Alachua County, Florida, met in regular session duly called at 6 p.m. in the Boardroom, 620 East University Avenue, Gainesville, Florida. Present were: Jeannine M. Cawthon, chairman; Barbara J. Sharpe, vice-chairman; Virginia S. Childs, F. Wesley Eubank and Tina Turner, members; Mary L. Chambers, superintendent; and James F. Lang, attorney for the Board.

The meeting was called to order by Chairman Cawthon, followed by the Pledge of Allegiance to the Flag.

APPROVAL OF
MINUTES

Motion by Mr. Eubank

Seconded by Mrs. Sharpe

Moved to approve the minutes of April 15, 2003, as presented.

The question was called.

Upon Vote: Motion passed 5-0

ADOPTION OF AGENDA

Motion by Mr. Eubank

Seconded by Mrs. Sharpe

Moved to adopt the agenda for the meeting of May 6, 2003, as presented.

Pull Consent Agenda items I.2.a. and b, Attachment C, Approved Construction Contract Change Orders; I. 3.b., Attachment D, Bid #03-41; and I. 11, Genesis Preparatory School of Gainesville, Inc., Charter Renewal, for separate vote.

The question was called on the agenda as amended.

Upon Vote: Motion passed 5-0

BOARD MEMBER/
SUPERINTENDENT
ANNOUNCEMENTS

Mrs. Sharpe attended a press conference on education funding in Tallahassee, which promoted the Senate version of the budget. She urged the public to contact their legislators this week, prior to the special session, to thank them for supporting the proposed Senate funding. She suggested citizens email House members, or meet with them, to let them know that dramatic cuts will have to be made to programs and personnel if they do not fund education at the level the Senate is proposing. She also suggested the public enlist the support of educational groups, parents and other local governmental agencies, officials, and the media.

Mr. Eubank attended Stephen Foster's 50th Birthday Celebration and commented on the excellent renovation that has recently been completed. He also commented on the success of the new Talbot entrance.

Mrs. Turner noted that this week is Teacher Appreciation Week and she expressed her appreciation to all teachers for their efforts on a daily basis.

Mrs. Childs informed the Board that in honor of Teacher Appreciation Week, the Kiwanis clubs of Gainesville have placed an apple in every teacher mailbox to remind them that they are appreciated. She also thanked the many organizations and parents for recognizing teachers and their contributions.

Chairman Cawthon commended employees of the school system who were presented with Volunteer Center awards.

Superintendent Chambers joined the Board in honoring teachers and thanked them for what they do each and every day for children, the district and community.

Mrs. Sandy Hollinger, deputy superintendent, provided a brief update on the early release scores of the FCAT for third grade reading and math, fourth grade writing, and also scores for seniors retaking the FCAT. Student successes from these early scores reflect that in the writing category over two-thirds of elementary schools achieved scores higher than last year; a decrease in the percent of students in third grade scoring in the level 1 category (critical reading deficit category), and an increase in students scoring at a three or above. Duval Elementary School was recognized for showing a significant decrease in the number of students scoring in the level 1 category. During the summer, elementary schools will be offering programs for third graders who are struggling with the reading process. Staff continues to work at the high school level with 12th graders who have not yet successfully passed the Sunshine State Standards, and FCAT strategies and skills will be offered to 11th and 12th graders.

Mrs. Sharpe commended the faculty and staff at Duval Elementary School on their FCAT scores, and noted that the Board will need to continue to support them as much as possible.

RECOGNITION(S)/
PRESENTATION(S)/
REPORTS

Character Education Student Artwork

Students from Archer Community and Irby Elementary Schools were recognized for their outstanding artwork depicting this month's character trait, "Honesty."

March of Dimes—Walk America Top Schools

Chiles Elementary, Howard Bishop Middle and Eastside High Schools were recognized for their successful participation in the 2003

WalkAmerica event and presented with the top school trophies.

CITIZEN INPUT

A parent expressed concern with the Board's zoning exception policy, which allows out-of-county students to receive exceptions prior to Alachua County students.

Mrs. Sharpe requested the Zoning Advisory Task Force and staff attorney review the district's current zoning policy and include new language in the policy that would give first priority for zoning exceptions to Alachua County students before accepting out-of-county students.

BUDGETING/
FINANCIAL UPDATE

Staff provided an operating summary for the district as of March 31, 2003, along with a prior year comparison. Also included was an analysis of Governmental Funds, and a Fund Balance Estimate for June 30, 2003, based on revenues/expenditures through March 31, 2003. A prior year comparison was also provided.

RESOLUTION—
TEACHER
APPRECIATION WEEK
MAY 5-9, 2003

Motion by Mr. Eubank Seconded by Mrs. Sharpe

Moved to approve the Resolution declaring the week of May 5-9, 2003, as Teacher Appreciation Week, as presented.

The question was called. Upon Vote: Motion passed 5-0

ADMINISTRATIVE
APPOINTMENT(S)
Eastside High School

Motion by Mrs. Sharpe Seconded by Mrs. Turner

Moved to approve the appointment of Mr. Michael L. Thorne as principal of Eastside High School, effective May 7, 2003.

The question was called. Upon Vote: Motion passed 5-0

Rawlings Elementary
School

Motion by Mr. Eubank Seconded by Mrs. Sharpe

Moved to approve the appointment of Mrs. Joyce L. Daniels as principal of Rawlings Elementary School, effective May 7, 2003.

The question was called. Upon Vote: Motion passed 5-0

RATIFICATION OF THE
TEACHERS
BARGAINING
AGREEMENT—
2002-2003

Mr. Leonard Dietzen, School Board counsel, provided a report on teacher/union negotiations. He reported that pursuant to the 2002 agreement to bargain additional salary increases for instructional personnel, the Board and the Union met several times to negotiate. The parties now have concluded instructional personnel bargaining for 2002-03 by reaching a tentative agreement on April 17, 2003. This agreement begins to address salary issues with respect to the tentative

agreement. The Board and the Union composed a committee of four members each and the committee worked together and developed a work product that is agreeable to both sides. The Board agreed to fund the work product of the committee in the amount of \$304,000 additional dollars, effective at the earliest date of January 13, 2003. The committee was to meet and make a recommendation to the Superintendent by a vote of 6-2. The committee met and provided the Superintendent with a unanimous vote. He noted that if the teachers ratify their agreement by May 12, administration will have enough time to work to effectuate the increases to get into the final year-end paycheck.

Dr. Gunnar Paulson, president, ACEA, reported that the committee was comprised of eight individuals (4 ACEA, 4 Administration), and met twice and came up with something that is beneficial and headed in the right direction. It is a detailed plan of how the salary schedule is trying to be improved for instructional personnel. It is understood and appreciated that at this time the district is uncomfortable not knowing exactly how much money is available and this is just the beginning.

He pointed out, that bargaining is concluded for the 2002-03 school year and ACEA is trying to equalize steps and places in the salary schedule where teachers are lagging statewide. ACEA is looking at equalizing the amount between steps and developing a detailed plan that ACEA wishes to address when they return to the bargaining table in one month. ACEA will be sending the agreement out to teachers for ratification and expect to get it back to the district by May 12. The committee wants to make sure that the Board remembers that teachers went down in the contribution the Board was making to instructional salaries last year in the amount of two million dollars. Feels that the district is headed in the right direction and thanked district staff for their efforts.

Motion by Mrs. Sharpe

Seconded by Mrs. Turner

Moved the superintendent's recommendation to ratify the tentative agreement and approve the committee's recommendation pending ratification by teachers and final validation of the salary schedules.

Mrs. Childs was pleased to see the beginning teacher salary has been raised to \$26,000, and that the district is moving in the right direction. She reiterated Mrs. Sharpe's request that everyone contact their legislators and inform them that education funding should be a priority.

The Board thanked everyone involved in the negotiations process and with providing teachers with as much money as possible.

INDEPENDENT
AUDITOR'S REPORT
FOR FISCAL YEAR
ENDED JUNE 30, 2002

The question was called. Upon Vote: Motion passed 5-0

As required by Section 11.45(3)(a)1., Florida Statutes, any fiscal year the Auditor General does not audit the district's account, the district is required to contract with a CPA firm for a financial and compliance audit. The district's audit for fiscal year ending June 30, 2002, was performed by James Moore & Co., P.L., Certified Public Accountants. The audit firm's responsibilities included the examination of the district's general-purpose financial statements, consideration of the district's internal controls, determination of the district's compliance with legal requirements, and presentation of reports of audit findings and recommendations relating to those matters.

The firm presented the audit findings to the Board at the April 17, 2003, Auditing and Accountability workshop.

Motion by Mr. Eubank Seconded by Mrs. Turner

Moved the administration's recommendation that the Independent Audit Report prepared by James Moore & Co., P.L., Certified Public Accountants, for the year ended June 30, 2002, be filed as part of the public records of the School Board.

The question was called. Upon Vote: Motion passed 5-0

INDEPENDENT AUDIT
REPORTS—CHARTER
SCHOOLS AND
ALACHUA COUNTY
PUBLIC SCHOOLS
FOUNDATION, INC.,
FISCAL YEAR ENDED
JUNE 30, 2002

As required by 218.39(1)(e), Florida Statutes, each charter school has had an annual audit performed by independent certified public accountants. Seven of the audits were performed by Davis, Monk & Company, and two were performed by Harvey, Branker & Associates. In addition, Davis, Monk & Company performed the audit for the Alachua County Public Schools Foundation, Inc. The audit responsibilities included examination of the component units' financial statements, consideration of their internal controls, determination of their compliance with legal requirements, and presentation of reports of audit findings and recommendations relating to those matters.

The firm presented the audit findings to the Board at the April 17, 2003, Auditing and Accountability workshop.

Motion by Mrs. Sharpe Seconded by Mrs. Turner

Moved the administration's recommendation that the Independent Audit reports for the charter schools and the Alachua County Public Schools Foundation for the year ended June 30, 2002, be filed as part of the public records of the School Board.

BUDGET
AMENDMENTS

The question was called. Upon Vote: Motion passed 5-0

Motion by Mrs. Sharpe Seconded by Mr. Eubank

Moved to approve Budget Amendments #14, #15, and #16 as presented.

The question was called. Upon Vote: Motion passed 5-0

DISTRICT
ORGANIZATIONAL
STRUCTURE

Mr. Jim Robinson, staff attorney, reported that the organizational charts presented to the Board on April 29, 2003, reflect the administration's efforts to streamline staff functions, enhance service and efficiency, while at the same time realizing potential cost savings. Each proposal reflects existing positions proposed for elimination or restructuring, and reflects the recommended organizational structure.

He reported that from general fund staffing the administration is proposing 12 administrative positions for elimination; 13 administrative positions for reclassification, which include pay grade changes, as well as conversions of administrative positions to professional/technical positions. There are 11 non-administrative positions, which are not reflected on the organizational chart also recommended for elimination and reclassification and will be coming back to the board.

He reported that he has conducted a detailed assessment of positions and functions in personnel and it is recommended that two administrative positions (coordinator of personnel and coordinator of personnel/contract maintenance be eliminated), with elimination as well of the box reflected to be determined (TBD), which would leave only one position—the director of personnel services.

He also recommended that all of staff development (instructional and career service) be moved to curriculum, and the assessment of support staffing needs is ongoing.

Motion by Mr. Eubank Seconded by Mrs. Sharpe

Moved to accept the organizational charts as presented.

Mr. Eubank clarified that what the Board is voting for is an organizational structure and not the appointment of any position until further information is received from the legislature. It is a reduction of positions as opposed to creating new positions.

Staff reported that the district will be reducing costs in the amount of approximately one million dollars due to position elimination and pay

grade reductions.

Mrs. Childs reiterated that she is concerned with the position of Director of Career and Technical Education in the curriculum division and believes that supervisor level would be appropriate. She noted that based on the recent FCAT results, reading, writing and math are the basis of how schools are graded and is the basis of how the district determines whether children are learning and progressing. She values career and technical education and believes it should be integrated into the regular curriculum. It bothers her to see that this position is at the director level when the district is focusing on reading, writing, math and science at the supervisory level.

Mrs. Turner stated that it has been a painful process and commends the Superintendent for doing what the Board asked her to do—to cut administrative costs and streamline. She wanted to make everyone understand that it is not people, but positions and it needed to be done whether or not the Board was facing budget cuts, and the system will be more efficient and effective. She felt the district was on the right track and is excited about the strides the district is making.

Chairman Cawthon understands that even though jobs are listed in the organizational chart, it is not written in stone and there will be ongoing changes.

Mrs. Sharpe reiterated the importance of the statement in Mr. Robinson's memo which states, "The proposals are intended to reflect streamlining of staff functions in order to enhance service and efficiency, while at the same time realizing potential cost savings."

Mrs. Childs understands that the Board will be adopting an organizational chart, but questioned whether it will also authorize the Superintendent to fill the positions that are on the organizational chart. She expressed concern with the position of Assistant to the Superintendent for Community and School Relations, and requested that before it is filled, it be presented to the Board for approval prior to filling.

Chairman Cawthon clarified that the organizational chart is a general framework to begin with and there will be changes, but something had to be put in place.

Superintendent Chambers responded that under normal circumstances, the Board establishes the organizational chart, the positions, and job descriptions and budgets the positions. Once the Board approves them, the Superintendent has the authorization to place people in those positions. The positions currently on the organizational chart are

currently budgeted and there are no new positions on the chart. She suggested Mrs. Childs might wish to add as part of the motion that positions be brought back to the Board for approval prior to being filled.

Mrs. Childs stated that she does value the Assistant to the Superintendent position, but feels that the Superintendent has already assembled a quality staff that is going to decrease the need for such a position.

Superintendent Chambers stated that the Assistant to the Superintendent position she anticipated would not be filled until after the summer and the title and job description would be presented to the Board prior to filling because it does not exist at this time. She noted that the district is at a major disadvantage because two major staff members are new, but appreciates that they are making every effort. She will review the current structure with staff and the Assistant position may change, but she is not comfortable at this time to make that recommendation. The Board has asked her to make cuts away from the classroom and that is what she has done. She thanked the Board for their leadership and efforts during this difficult process.

Mr. Eubank clarified that the positions that are currently unfilled are the Assistant to Superintendent for Community and School Relations, the Planning & Budgeting Officer, Public Relations Specialist, and Safety Coordinator (upcoming retirement and a transfer).

Motion by Mr. Eubank

Seconded by Mrs. Childs

Moved to amend the motion to not hire for the position of Assistant to the Superintendent for Community and School Relations until the administration presents the Board with a job description.

Dr. Gunnar Paulson, ACEA, expressed concern with the Safety Coordinator position being an administrative position. Urged the Board to remove it from the organizational chart until the Board receives clarification in order to avoid litigation.

Staff Attorney Robinson stated that he would meet with Dr. Paulson to discuss the Safety Coordinator position. The Board is only looking at the organizational structure at this time, and he does not believe that there is a problem with the Board adopting the Safety Coordinator position as part of the district's organizational structure.

Mr. Eubank explained that in the organizational chart the Safety Coordinator position is where a function is reporting, but by adopting

the organizational chart, the position will come back for approval and at that time the district will recommend approval as an administrative, professional/technical or career service (bargaining unit), depending on the functions that the person is going to fulfill.

Dr. Paulson stated the district needs to ensure that the Safety Coordinator job description is tailored to what the job entails.

He stated for the record that as chairman of the insurance committee, a member of the committee does not appear on the organizational chart, and this individual is the backbone of the insurance committee and a tremendously valuable employee in the district.

Mrs. Childs reiterated that several meetings ago the Board discussed the organizational chart and agreed for employees whose positions are changing or being eliminated, the district would try to find an alternative job for which they are qualified, if they have good evaluations and are accountable for their performance in the past.

A citizen urged the Board to have written classifications for all jobs on the organizational chart and suggested that since the Appropriations Bill has not passed, the Board table it until a date certain.

Mr. Eubank pointed out that the Board is required by state statute to reappoint some positions and the organizational chart becomes the vehicle for the Board to do so, and there will be no additional positions appointed.

Staff Attorney Robinson stated that the law requires Board approval three weeks from the regular session, or May 31, whichever is later.

The question was called on the amendment.

Upon Vote: Motion passed 5-0

The question was called on the original motion as amended.

Upon Vote: Motion passed 5-0

SCHEDULE WORKSHOP

Motion by Mrs. Sharpe

Seconded by Mrs. Turner

Moved to schedule a budget workshop 9:30 a.m., June 17, 2003.

The question was called.

Upon Vote: Motion passed 5-0

Motion by Mrs. Turner

Seconded by Mrs. Sharpe

Moved to schedule a Special Board Meeting May 30, 2003, 1:30 p.m. for Reappointments.

The question was called. Upon Vote: Motion passed 5-0

STUDENT CASE
NO. 03-02-X

The student was charged with battery on school personnel while at school. A hearing was held on March 21, 2003. The Hearing Agent recommends that the student be reassigned to the alternative school.

Motion by Mrs. Sharpe Seconded by Mrs. Turner

Moved the superintendent's recommendation to enter a final order adopting the hearing agent's recommended order.

The question was called. Upon Vote: Motion passed 5-0

STUDENT CASE
NO. 03-03-X

The student was charged with battery on school personnel while at school. A hearing was held March 21, 2003. The Hearing Agent recommends that the student be expelled through the 2002-2003 school year, but allowed to attend the alternative school on probation.

Motion by Mrs. Sharpe Seconded by Mr. Eubank

Moved the superintendent's recommendation to enter a final order adopting the hearing agent's recommended order.

The question was called. Upon Vote: Motion passed 5-0

STUDENT CASE
NO. 03-06-SB

The student was charged with persistent misconduct while riding the school bus. A hearing was held on April 15, 2003. The Hearing Agent recommends that the student's bus riding privileges be suspended through the 2002-2003 school year.

Motion by Mr. Eubank Seconded by Mrs. Sharpe

Moved the superintendent's recommendation to enter a final order adopting the hearing agent's recommended order.

The Board expressed concern with the high number of misconduct reports for this student and felt a harsher penalty should be imposed.

Mrs. Childs stated that she appreciates the Board's concern, but as the Hearing Officer she must follow the law, and this particular student was an ESE student.

The question was called. Upon Vote: Motion passed 5-0

CHANGE ORDERS
Project SBAC CD632—
Westwood Middle School
And
Project SBAC CA930—
High Springs Elementary

Staff reported that the practice of direct purchase is a statewide practice and is done by virtually every district in the state. Change order CD632 and CA930 are in accordance with the district’s change order policy and have been authorized by the Superintendent and are underway. He estimates that since 1997 direct purchase has allowed him to credit back to the district 9.5 million dollars and purchase materials to save a net of \$550,000.

Motion by Mr. Eubank

Seconded by Mrs. Sharpe

Moved to approve Change Order Number One for Project SBAC CD6332--Westwood Middle School Classroom Renovation, Building 9, and Change Order Number One for Project SBAC CA930—High Springs Elementary New Classroom Building, as presented.

A citizen felt that the Consent Agenda is not the proper location for change orders, cost overruns or deduct change orders.

Mrs. Sharpe thanked the facilities and purchasing staff for saving the district money and tracking the savings, which makes the public aware that the district is not spending money recklessly.

Staff reported that over the last five years, the district has done 64 million dollars of construction and the average amount of the projects that have had change orders is 3.5%, which is well within industry standards.

The question was called.

Upon Vote: Motion passed 5-0

BID(S) AND
REQUISITION(S)—
ATTACHMENT D

Staff reported that Bid #03-41, Digital Video Recorder, establishes a firm fixed price to furnish only digital video surveillance systems for 47 district ESE school buses. The bid includes priced options for system installation (\$68.20), purchase of additional system hard drives (\$399/ea.) and cameras (single camera configuration, \$193.18 and three-camera configuration, \$413.64), additional wiring harnesses (\$222.80), system installation and operation training seminar (\$1,000), and a multiple user license (\$795.45).

Motion by Mrs. Sharpe

Seconded by Mr. Eubank

Moved to approve the contract award to First Class Coach and Equipment, the low responsive and responsible bidder meeting the specifications, in the amount of \$153,079.00, plus the priced options described above.

GENESIS
PREPARATORY
SCHOOL OF
GAINESVILLE, INC.
CHARTER RENEWAL

The question was called. Upon Vote: Motion passed 5-0

Staff reported that the Genesis Preparatory School of Gainesville, Inc., charter school was approved February 15, 2000. The school serves a K-3 student population with an expected enrollment of 80 students for the 2003-2004 school year. A 10-year renewal as provided by state statute is recommended, beginning July 1, 2003. The school has had exemplary financial findings since it has been in operation, and the gain scores for student academic achievement are well documented.

Motion by Mr. Eubank Seconded by Mrs. Sharpe

Moved to approve the Genesis Preparatory School of Gainesville, Inc., Charter renewal as presented.

Mr. Eubank stated that in reviewing the financial information they are paying a substantial amount of money for their location. With the possibility that there may be free space at some schools, he suggested that charter schools may be interested in leasing a portion of a school from the district.

Chairman Cawthon pointed out that with the change in facility use, based on the class-size reduction initiative, there may not be space available.

Mrs. Sharpe commented that Genesis is currently in a very safe location.

The question was called. Upon Vote: Motion passed 5-0

CONSENT AGENDA

Motion by Mrs. Sharpe Seconded by Mrs. Turner

Moved to approve the Consent Agenda as described in items 1-16, with item 11, Attachment C, items a. and b., and Attachment D, item B., being pulled for separate vote. (See Supplementary Minutes Book.)

The question was called. Upon Vote: Motion passed 5-0

DISCUSSION ITEM—
EMPLOYEE SURVEY
FORMAT

Superintendent Chambers stated that the Board discussed conducting an employee survey and she has worked with the OPPAGA review team, which recently conducted a survey, but there were still many unanswered questions. Board members requested a more extensive survey that would set a baseline for future determinations and answer unresolved questions.

Dr. Robert Kendall, Professor Emeritus at the University of Florida,

presented information regarding the development of an Employee Relations survey. Board members requested that all employees have an opportunity to participate anonymously in a short survey designed to measure employee satisfaction and morale. Dr. Kendall stated that he would develop a proposal based on the input provided by the Board.

CITIZEN INPUT (cont'd)

There was no additional citizen input.

BOARD MEMBERS/
SUPERINTENDENT
REQUESTS

Mr. Eubank made the following requests:

- An update and rationale on the cost savings that have resulted from the change in school start times.
- Update and information on districtwide contracts for teachers who are not on continuing contract.
- Look into the possibility of the district paying for teacher certificates for teachers who have been in the county.
- Budget information regarding the mainframe technology enhancements for the last couple of years.

Mrs. Turner suggested including more stringent consequences in the Code of Student Conduct based on an excessive number of referrals.

Mrs. Sharpe made the following requests:

- Staff attorney and the Zoning Advisory Task Force review the district's attendance policy on zoning exceptions and present a recommendation to the Board, which would give Alachua County students first priority before the district accepts out of county students.
- Schedule a workshop in the near future on the *No Child Left Behind Act* with emphasis on the impact it has on the district, both financial and otherwise.

Mrs. Childs made the followings requests:

- Assess whether the change in start times resulted in a financial savings for the district vs. the excessive number of hours students may spend on a bus.
- To accommodate for the class size amendment, high schools felt they could absorb one-half of the costs. These cuts are going to have an impact on people that have direct daily contact with students. She suggested the Board look at limiting the high school contribution to half of what the Board has asked them to do.

Mrs. Turner also assumed that when the schools said they would absorb the costs that it would not affect the classroom and requested information on the costs involved at each school.

Chairman Cawthon requested a Zoning Advisory Council Task Force Update at every Board meeting.

Mr. Eubank stated that it is important for the Zoning Advisory Task Force Committee to let the community know that their function is to solicit input and they have not made any decisions whatsoever, nor will they make any decisions until after they have completed gathering input. He felt that some people may have been led to believe to the contrary, but he is hopeful that this has been addressed.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.