

BOARD MINUTES

Bronson, FL

June 25, 2019

9:00 a.m.

The School Board of Levy County met in Regular Session this 25th day of June, 2019 at 9:00 a.m. with Board Chairman Brad Etheridge, Paige Brookins, Chris Cowart, Cameron Asbell, Ashley Clemenzi and Board Attorney David Delaney present.

Adoption of Agenda: Board Chairman Brad Etheridge said for Good Cause, he asked that the Agenda be amended as follows: **Delete item “I”, Food and Nutrition Services – Adult Meals, and re-alphabetize the remainder of the Agenda.** Cameron Asbell made the motion to amend and approve the agenda, seconded by Chris Cowart, motion carried.

Welcome Visitors: Board Chairman Brad Etheridge welcomed all the visitors and asked if anyone from the audience would like to address the Board. There were none.

NEFEC Safety and Security Grant Presentation: Kalee Wade introduced Robert Hartley and Kyle Drawdy, Director of Risk Management, both from NEFEC. They said school districts that upgrade and improve safety precautions within the schools are eligible to apply for a grant from the NEFEC insurance carrier. Mr. Drawdy said Levy County School District replaced and/or upgraded some safety devices used within our schools, such as security cameras, entry gates, etc., therefore, we were presented with a \$10,000 check that was refunded from the insurance.

2019-2020 Parent Engagement Family Calendar: Chloe Hunt said the District Advisory Council (DAC) has been working on a new 2019-2020 Parent Calendar for the new school year. She passed around a sample copy, which included pictures and representation from all Levy County Schools and communities. She said the calendar is at the printers now and is paid for from the Title I Grant, parent involvement. The Board members loved the calendar.

Employee Assistance Program (EAP): Kalee Wade updated the Board on the EAP for the fiscal year July 1, 2018 through June 30, 2019. She said \$17,000 was budgeted for the program, but only \$15,800 was spent. She said several employees used the services for assistance with counseling for family issues such as elderly parents, marriage, psychologists or mental counseling. She said employees receive six (6) free sessions. Mrs. Wade said the top three issues were anxiety, stress and depression.

Award of Bids: Brandon Eastman and Breezy Stockman shared the bids for the Petroleum Products, Summer Re-Roofing Projects and the new District Warehouse, for the 2019-2020 school year. After discussion, the Board took the following actions:

- **Petroleum Products:** Paige Brookins said due to conflict of interest, she will not vote on the Petroleum Products and completed Form B, Memo of Voting Conflict. After discussion, Cameron Asbell moved to approve **United Fuels**, second by Chris Cowart, motion carried.
- **Summer Re-Roofing Projects CMHS and CKS:** Brandon said we only received one bid for the re-roofing projects, which is **Gainesville Roofing**. After discussion, Cameron Asbell moved to approve Gainesville Roofing, Inc., for the CMHS re-roofing project, second by Chris Cowart, motion carried.

Breezy Stockman recommended that we don't award the bid to Gainesville Roofing for the CKS Gym re-roofing project and re-advertise to review a new recommend process with a better warranty. Gainesville Roofing will re-bid on the new process. After discussion, Chris Cowart moved to re-advertise for the CKS Gym re-roofing project, second by Paige Brookins, motion carried.

- **District Warehouse:** Brandon said the bid for the new District Warehouse is for the building structure. He said the bid is for delivery of the building only, does not include erection of the building or the concrete. Breezy said the Maintenance Department will do most of the work erecting and installing the new building. After discussion,

Cameron Asbell moved to approve **Reed's Metals** for the building package, second by Paige Brookins, motion carried.

Request Approval to Advertise to Adopt/Amend School Board Policies: Kim Lake reviewed School Board Policy 7.16*: - Authorized Travel Expense with the Board. She said this is a new requirement of documentation for Board Members when they attend conferences or workshops. Julia Oberst reviewed School Board Policy 10.08: School Food and Nutrition Services Personnel with the Board. She said the only changes were updating the titles and language. After discussion, Chris Cowart moved to approve advertising Board Policies 7.16*, Authorized Travel Expense and 10.08, School Food and Nutrition Services Personnel, second by Cameron Asbell, motion carried.

2019-2020 Budget Workshop: Kim Lake gave a PowerPoint presentation highlighting the 2019-2020 Budget and TRIM appropriations. She said it's showing a decrease in FEFP of \$409,722. She said the McKay Scholarships now include the new Family Empowerment Scholarships and all Levy County parents must be notified by July, 2019. Mrs. Lake said the Best and Brightest Allocation has been added for the 2019-2020 SY. She reviewed the General Fund Revenue Comparison and General Fund Expenditure Comparison by Object Code for fiscal years 2018-2019 vs. 2019-2020.

Approval of Minutes: Paige Brookins moved to approve the minutes of the June 11, 2019 Board meeting, second by Ashley Clemenzi, motion carried.

Consent Agenda: After discussion, Paige Brookins moved to approve the Consent Agenda, second by Cameron Asbell, motion carried.

1. GENERAL ITEMS:

a) Employee Status Changes / Recommendations:

1. Thomas Bennett, District Coordinator of Management Services *transfer* to District Director of Management Services, *effective* June 25, 2019, *vacancy*.
2. Robin Chancey, YTS Media Clerk, *transfer* to WMHS Bookkeeper, *effective* June 24, 2019, 6-hours daily.
3. Bonnie Warren, CES Teacher, 5th Grade, *effective* August 5, 2019, *vacancy*.
4. Angela Heredia, BES Teacher, 3rd Grade, *effective* August 5, 2019, *vacancy*.
5. Tanya Rivenburg, Transportation Bus Driver, *effective* August 12, 2019, *vacancy*.
6. Vanessa Beckett, WES Teacher, 3rd Grade, *resignation*, effective June 3, 2019, and *payment for any unused leave*, original hire date August 11, 2014.
7. Beverly Sanky, Transportation, Bus Aide, *effective* August 12, 2019, *vacancy*.
8. Susan Woolson, JBES Teacher, 1st Grade, *effective* August 5, 2019, *vacancy*.
9. The following are recommendations for re-appointment for the 2019-2020 school year:

School Based Administrators 2019-2020

Principal, B.E.S.
Principal, B.M.H.S
Principal, C.K.S
Principal, C.E.S.
Principal, C.M.H.S

Cheryl S. Beauchamp
Timothy McCarthy
Kathryn Lawrence
Michael Homan
Matthew McLelland

Principal, J.B.E.S.	Melissa S. Lewis
Principal, W.E.S.	Jaime L. Handlin
Principal, W.M.H.S.	Joshua Slemph
Principal, Y.T.S.	Teiko D. Hurst
Assistant Principal, B.E.S.	Holly Willis
Assistant Principal, B.M.H.S	Cheryl L. Allen
Assistant Principal, C.E.S	Salinda M. Wiggins
Assistant Principal, C.E.S.	Kelly N. Gore
Assistant Principal, C.M.H.S	Robert Ebert
Assistant Principal, C.M.H.S	Jennifer Bray
Assistant Principal, J.B.E.S.	Amy Webber
Assistant Principal, W.E.S.	Emily Hancock
Assistant Principal, W.M.H.S.	Dorenda Westfall
Assistant Principal, W.M.H.S.	Hillary Cribbs

District Administrative staff

Assistant Superintendent of Curriculum	John R. Lott Jr.
Director, Exceptional Student Education	Dr. Rosalind A. Hall
Director, Finance	Kimberly Lake
Director, Maintenance	William T. Stockman
Director, Accountability	Barbara A. Rivers
Director, Personnel	Marla K. Hiers
Director, Transportation	Gary Masters
Director, MIS	Thomas M. Bennett
Finance Officer	Pamela D. Whitney
Coordinator, Benefits & Risk Management	Kalee L. Wade
Coordinator, Career Pathways/Literacy	Carol Jones Dubois
Coordinator, Ex St Ed & Section 504	Marcy D. Young
Coordinator, ESOL	Valerie E. Boughanem
Coordinator, Food Service	Julia M. Oberst
Coordinator, MIS/Technology	Ronald T. Perez
Coordinator, Pre-K & Student Services	Laura B. Klock
Coordinator, Purchasing	Brandon Eastman
Coordinator, School Safety	Dennis Webber
Coordinator, Title Programs	Chloe Gabriel Hunt
Coordinator, Transportation	Joseph Wain

10. Mathew Brown, WMHS Teacher, Language Arts, S/H, *dismissal during probationary period*, effective June 11, 2019, original hire date January 7, 2019.
11. Gordon Kingston, WMHS Teacher, *re-hire*, Social Studies, M/J, *effective* August 5, 2019.
12. Ethel Willey, ESE/SS SEDNET Secretary, *change in funding source*, effective July 1, 2019 through June 30, 2020, as follows:

From:	4210E 6300 0160 9001 40233 F2019	100%
To:	4210E 6300 0160 9001 40233 F2020	50%
	4210E 6300 0160 9001 40234 F2020	50%

13. Constance Ward, ESE/SS SEDNET Project Manager, ***change in funding source***, effective July 1, 2019 through June 30, 2020, as follows:
- | | | |
|--------------|----------------------------------|------|
| From: | 4210E 6300 0130 9001 40233 F2019 | 100% |
| To: | 4210E 6300 0130 9001 40233 F2020 | 60% |
| | 4210E 6300 0130 9001 40234 F2020 | 30% |
| | 1000E 6300 0130 9001 13902 | 10% |
14. Rose Fant, WMHS Teacher Aide, Title I, ***transfer*** to Media Clerk, ***effective*** August 7, 2019, and ***change in funding source***, as follows:
- | | | |
|--------------|----------------------------------|------|
| From: | 4210E 5100 0150 0091 40241 F2019 | 100% |
| To: | 1000E 6200 0160 0091 11030 | 100% |
15. Julie Haire, CMHS Teacher, ESE/SS, ***change in funding source***, effective August 5, 2019, as follows:
- | | | |
|--------------|----------------------------------|-----|
| From: | 1000E 5200 0120 0051 11020 | 57% |
| | 4210E 5100 0120 0051 40241 F2019 | 43% |
| To: | 1000E 5200 0120 0051 11020 | 57% |
| | 1000E 5100 0120 0051 11030 | 43% |
16. Randi Beauchamp, CES Teacher, 1st Grade, ***transfer*** to Reading Coach, ***effective*** August 5, 2019, and ***change in funding source***, as follows:
- | | | |
|--------------|----------------------------------|------|
| From: | 1000e 5100 0120 0241 11030 | 100% |
| To: | 4210E 6400 0130 0241 40241 F2020 | 43% |
| | 4210E 6400 0130 0241 40220 F2020 | 57% |
17. Heather Rawlins, CES Reading Coach, ***change in funding source***, effective August 5, 2019, as follows:
- | | | |
|--------------|----------------------------------|-----|
| From: | 1000E 6400 0130 0241 11332 | 65% |
| | 4210E 6400 0130 0241 40241 F2019 | 35% |
| To: | 1000E 6400 0130 0241 11332 | 66% |
| | 4210E 6400 0130 0241 40241 F2020 | 34% |
18. ***Request*** approval of the job description for Maintenance Generalist I.
19. ***Request*** approval to move the current carpenter vacancy to Maintenance Generalist I.
20. ***Request*** approval of the job description for Maintenance Generalist II.
21. ***Request*** approval to ***change*** the current title of all ***Carpenters*** to Maintenance Generalist II.
22. Dian Dudeck, JBES Teacher, ESE/SS, ***resignation*** from employment to ***participate in DROP***, effective July 1, 2019 and ending June 30, 2024.
23. Jesse Thomas, BMHS Head Custodian, ***resignation*** from employment to ***participate in DROP***, effective July 1, 2019 and ending June 30, 2024.
24. Nancy Pelham, CKS Food Service Manager, ***resignation for retirement***, effective June 4, 2019, original hire date August 7, 2007.

25. Jennifer Sapp, WES Data Entry Clerk, *effective* July 15, 2019, *vacancy*.
26. *Request* approval to delete two Bus Driver positions.
27. *Request* approval to delete the Coordinator of Information Technology Systems position.
28. *Request* approval to *amend* the job description for Coordinator, Food Services and *increase* the Salary Index *from* .7103 *to* .9401 on the Administrative Salary Schedule, *effective* July 1, 2019.
29. *Request* approval to *amend* the job description for Program Specialist – Training & Development, Food and Nutrition Services.
30. *Request* approval to *amend* the job description for Secretary, Food & Nutrition Services.
31. *Request* approval to *amend* the job description for Substitute Worker, Food and Nutrition Services.
32. *Request* approval to *amend* the job description for Assistant Manager, Food and Nutrition Services.
33. *Request* approval to *amend* the job description for Manager, Food and Nutrition Services.
34. *Request* approval to *amend* the job description for Worker, Food and Nutrition Services.
35. Mark Steinke, YTS Teacher, Math, M/J, *effective* August 5, 2019, *vacancy*.
36. Nancy Hatcher, YTS Teacher, Lang Arts, M/J, *effective* August 5, 2019, *vacancy*, *out-of-field* in Language Arts, M/J.
37. Lindsay Legler, JBES Assistant Principal, *resignation* effective June 30, 2019, and *payment for any unused leave*, original hire date August 2, 2004.
38. Carolyn Hart, CMHS Teacher Aide/Lab Manager, *resignation for retirement*, effective June 3, 2019, original hire date October 1, 1987.
39. McSween Huber, District A/C Mechanic, *transfer* to Maintenance Foreman, *effective* July 1, 2019.
40. Deborah Nash, CES Teacher, 3rd Grade, *effective* August 5, 2019, *vacancy*.
41. Heather Hamblen, YTS Teacher, Vocational AG, M/J, *effective* August 5, 2019, *vacancy*.
42. Aimee Champagne, CKS Health Assistant, *effective* August 7, 2019, *vacancy*.
43. Amy Webber, CES, Guidance Counselor *transfer* to JBES, Assistant Principal, *effective* July 8, 2019.
44. Kyle Quincey, BMHS Teacher, ESE, *transfer* to District ESE, Transition Specialist, *effective* June 25, 2019, and funding change as follows:

From:	1000E 5200 0120 0021 11020	100%
To:	1000E 5200 0120 1011 11020	10%
	4210E 5200 0120 1011 40230 F2020	10%
	1000E 5200 0120 0021 11020	10%
	4210E 5200 0120 0021 40230 F2020	10%
	1000E 5200 0120 0041 11020	10%
	4210E 5200 0120 0041 40230 F2020	10%
	1000E 5200 0120 0051 11020	10%

4210E 5200 0120 0051 40230 F2020 10%
1000E 5200 0120 0091 11020 10%
4210E 5200 0120 0091 40230 F2020 10%

b) Professional Leave Requests:

1. Dr. Rosalind Hall, Director, ESE/SS, National Council of Exceptional Children Special Education Legislative Summit, July 7-10, 2019, Washington, D.C., all expenses paid by National Council of Exceptional Children, no cost to Board.
2. Denise Dillon, YTS Teacher, Combination Elementary, Train the Trainer for Mental First Aid, June 24-27, 2019, Starke, FL., travel expense paid from Project #13907.
3. Sarah Freeman, WES Teacher, 3rd Grade, AVID Summer Institute, June 24-27, 2019, Tampa, FL., travel expenses paid from Project #40241 F2019.
4. NEFEC Summer Leadership Conference, July 8-10, 2019, Ponte Verde, FL., miles and meals paid from Project #14890 and hotel paid by NEFECT Direct, for the following:
 - Cheryl S. Beauchamp, BES Principal
 - Jaime Handlin, WES Principal
 - Melissa Lewis, JBES Principal
 - Kathryn M. Lawrence, CKS Principal
5. **(Board approved 5/14/19)** - ISRD Principals' Summer Institute 2019, June 18-19, 2019, Orlando, FL., travel expense paid from Project #14939, ***amend to add:***

BES: Cheryl S. Beauchamp, Principal and Holly Willis, Assistant Principal
6. **(Board approved 5/28/19)** - 2019 Summer Leadership Conference, July 8-10, 2019, Ponte Vedra Beach, FL., mileage paid from Project #10030, meals and hotel paid from Project #14890 INTRN, for the following, ***amend funding*** to Project #14890 for mileage and meals, and hotel paid by Direct NEFEC for the following:
 - **CES:** Michael Homan, Principal
7. Just Read, Florida! Summer Institute, June 10-13, 2019, Lake Buena Vista, FL., travel expenses paid from Project #40220 F2019, for the following:
 - Carol DuBois, Coordinator, Career Pathways/Literacy
 - Jennifer Dola, WMHS Teacher, Reading Coach
8. NEFEC Summer Leadership Conference, July 8-10, 2019, Ponte Verde, FL., mileage, meals and registration paid from Project #14890INTRN, no hotel expense for the following:
 - Amy Webber, JBES Assistant Principal
 - Emily Hancock, WES Assistant Principal
9. Jeffery R. Edison, Superintendent, NEFEC Summer Leadership Conference, July 8-10, 2019, Ponte Verde, FL., travel expenses paid from Project #10071.
10. Julia Oberst, District Coordinator, Food and Nutrition Service, Meeting with Directors from St. Johns and Putnam Counties to view equipment, procurement procedures and purchasing options, July 1-3, 2019, St. Augustine and Palatka, FL., travel expenses paid from Project #41000.

c) Administrative Services:

1. Contracts and/or Agreements:

- i. 2019-2020 SY Agreements for School Resource Deputies between School Board of Levy County and Levy County Sheriff's Department for deputies within the public schools of Levy County, including Whispering Winds Charter School Project and Nature Coast Middle Charter School. (3 Attachments)
- ii. 2019-2020 Agreement between the School Board of Levy County and Dell Graham, P.A., Attorneys at Law.
- iii. 2019-2020 School Guardian Agreement between the School Board of Levy County and Robert B. McCallum, Jr., as Sheriff of Levy County, Florida, for the purposes of establishing a Coach Aaron Feis School Guardian program for certain schools within Levy County.
- iv. 2019-2020 Contract between NEFEC District School Board of Putnam County and School Board of Levy County for the following agreements:
 - a. #731-20-025: NEFEC Membership Resolution Main Contract
 - b. #20-025-A1: Instructional Services Program
 - c. #20-025-A6: Educational Technology Services
 - d. #20-025-A10: Risk Management
 - e. #20-025-A18: Information Technology
 - f. #20-025-A27: Building Code Administrator
 - g. #20-025-A43: Human Resource Management Network
 - h. #20-025-A45: Document Archiving Program
 - i. #20-025-A47: Virtual Instruction Program
- v. 2019-2020 Memorandum of Understanding (MOU) between the School Board of Levy County and the Levy County Prevention Coalition, Inc.
- vi. 2019-2020 Agreement between Princeton Staffing Solutions Agreement and the School Board of Levy County for the business of recruiting, employing, and providing on a supplemental staffing basis; and recruiting and placing on a direct hire basis "Healthcare Professionals" to provide healthcare services, as needed, paid from Project #11022.
- vii. 2019-2020 Agreement between the School Board of Levy County and the following to provide Mental Health Services, paid from Project #11023:
 - a. Jennifer K. Seyer, M.S., L.M.H.C.
 - b. Meridian Behavioral Healthcare, Inc.
 - c. Village Counseling Center of Gainesville, Inc.
- viii. 2019-2020 Agreement between the School Board of Levy County and the Florida Center for the Blind, to provide services as needed, paid from Project #40230 F2020.
- ix. Agreement between Mike Meechin Consulting and the School Board of Levy County to be the guest speaker for the ESE/SS Back to School Student Engagement Institute on Wednesday, July 31, 2019, at WMHS, paid from Project #40230 F2020 (50%) and #14936 (50%).
- x. 2019-2020 Agreement between the School Board of Levy County and the Imagine Learning, Inc., to provide Professional Development for on-site teacher training for Imagine Math/Language & Literacy, paid from Title III, part A, Project #40293 F2020.

- xi. 2019-2020 Agreement between the School Board of Levy County and the School Board of Seminole County, FL., agent for East Coast Technical Assistance Center (ECTAC), to provide support and technical assistance to Title I and other specified Elementary and Secondary Act (ESEA) programs in the State of Florida, paid from Title I, part A, Project #42413 F2020.
- xii. Agreement between the School Board of Levy County and Nature Coast Middle Charter School for Levy County School Board Food and Nutrition Services Department to provide breakfast, lunch, and snacks for the 2019-2020 SY.
- xiii. 2019-2020 Contract between the Florida Learning Alliance, Inc. (FLA., INC.) and the School Board of Levy County to provide a Staff Development Management System, herein referred to as the Track Application and Related Support Services.

2. **FINANCE:**

- a. General Fund Budget Summary Info and Financial Statements for May, 2019.
- b. Budget Amendment 18B #18-00030.
- c. Bid Requests:
 - i. Request permission to accept the piggyback agreements and extend the annual bids through the 2019-2020 fiscal year at the same rates and conditions as originally bid for the 2017/2018 SY for the following:
 - Gilchrist bid #FS18-01 with Bassett's Dairy Products, Inc for M&B juice products
 - Suwannee bid #18-201-Milk with Bassett's Dairy Products, Inc for dairy products
 - Citrus bid #2017-35 with DeConna Ice Cream for frozen treat products

Superintendent's Comments/Recommendations: Superintendent Jeffery Edison said flowers were sent to Mrs. DeWees, District Bus Driver, on behalf of the Superintendent and the Board for the loss of her husband. He said he's working on revising the District Organizational Chart.

Board Comments: Ashley Clemenzi congratulated YTS for their 3rd Grade scores. She said they were the highest number of level 5 scores to date. She said YTS will begin 1st grade summer reading camp and YTS is getting a new playground. Cameron Asbell commended Sheriff McCallum, our SROs, deputies and Dennis Webber for keeping our Levy County children safe. Chris Cowart said he is proud of CKS graduates returning to CKS to teach. He congratulated CKS' recognition for receiving the Sportsmanship Award and Trophy. He said CKS has received this award approximately eight (8) times. Mr. Cowart said the Safety Patrol group is in Washington, D.C. and having a great time. He said the Levy County School Board was recognized again at the FSBA conference for successful completion of the Master Board training. Paige Brookins said she appreciates everyone working so hard during the summer getting ready for the new school year. She said she wants an update and presentation on the Sub Pilot Program at one of the July Board meetings, before school begins. Brad Etheridge said he has noticed the hardening occurring at the schools. He said it's not as easy to enter schools and school activities as it has been in the past. He said he appreciates the Sheriff and Mr. Webber for everything they do to help keep students safe.

There being no further business to come before the Board, the meeting was adjourned for the Board to go into Executive Session.

ATTEST:

APPROVED:

Jeffery R. Edison, Secretary

Bradley Etheridge, Board Vice Chairman