SCHOOL BOARD OF HIGHLANDS COUNTY REGULAR SCHOOL BOARD MEETING MINUTES March 9, 2015 10:00 a.m. GARLAND BOGGUS BOARD ROOM 426 SCHOOL STREET SEBRING, FLORIDA

Dr. Brenda Longshore gave the Invocation and led the Pledge of Allegiance

Agenda Item I: Opening Items

- IAChairperson Bill Brantley called the Regular School Board Meeting to order at 5:30 p.m. in the Garland Boggus Board Room at 426 School Street, Sebring,
Florida. On roll call, those present besides Chairperson Brantley were Mrs. Jan Shoop, Mrs. Donna Howerton, Ms. Jill Compton, Mrs. Charlene Edwards,
Superintendent Wally Cox, School Board Attorney John McClure and Executive Secretary Marlene Welborn.
- **IB** Character Word of the Month: 'Commitment' due to the change in meeting time, Lake Placid Elementary was not able to attend.
- IC Recognitions: None presented
- ID Curriculum Presentation:

Dr. Brenda Longshore shared a PowerPoint of the results from the Insight Survey conducted by The New Teacher Project (TNTP). Ninety-five percent of Highlands County teachers participated in the survey. Dr. Longshore shared the importance of Student Perception Surveys and will update the Board at a later time. Board Members and Mr. Cox thanked Dr. Longshore for her presentation.

IE School Board Member Committee Reports:

Mrs. Shoop will provide the dates for the County Art Show at a later time. Mr. Brantley shared information on the re-pavement of Green Dragon drive and the request for the School Board to donate 8' of the street parking lot to the city of Lake Placid so that the area may be included in the grant. Mr. McClure and Frank Brown will report back to the board on the requirements. Keep Lake Placid Beautiful will supervise a clean-up day at Lake Placid Elementary during Spring Break.

IF Presentation of petitions concerns or reports: None presented

IG Superintendent's Report:

Mr. Cox asked Mrs. Vivianne Waldron to share information on revisions of clerical job descriptions which will be brought to the board to begin APA process on April 7th, 2015. Mrs. Waldron stated the revisions will standardize typing requirements, testing requirements and align job descriptions. Mr. Cox shared that principals have requested these changes.

Mr. Cox asked permission to add an emergency item to tonight's agenda, a request of grant endorsement from Drug Free Highlands.

Mrs. Vivianne Waldron shared information on Community Volunteer program and possible opportunities for our schools. Further discussion on processing fees and final comments by Mr. Cox, Mrs. Waldron and Board Members.

Agenda Item II: Adopt the Agenda

Mrs. Shoop moved to adopt the agenda revising III.A.3.a to be 'Request approval of minutes for the February 17, 2015 board meeting, clarification on IV.C.1.b and adding an emergency item. Mrs. Howerton seconded. On roll call, all members present voted "yes."

Agenda item III: Consent Items

- III.A.2.a Permission to add Leslie Bonini, teachr at MES, to a DES contract effective Monday, February 23, 2015 through April 30, 2015
- III.A.3.a Request approval of minutes for the February 17, 2015 board meeting
- III.B.1 Request approval of out state travel for Kim Fioramanti to attend the 2015 National Migrant Education Conference in Seattle Washington
- **III.E.2.a** Consider approval to donate portable steps and ramps to Highlands County Board of County Commissioners
- III.E.6.a Request approval for out of state travel to attend the 16th National Congress on School Transportation–David Solomon–May 17-20, 2015, Des Moines, IA
- III.E.6.b Request approval for transportation contract with Apple Top Child Care and Learning Center
 - Mrs. Howerton moved to approve the consent agenda items submitted. Mrs. Shoop seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr. Brantley brought it back to the board for further discussion. There being none, on roll call, all members present voted "yes". SMB 030915 P 5-31

Agenda Item IV: Action Items

- IV.A.2.a Consider approval of contingency 2015-2016 calendar
 Dr. Hollinger provided background of item and stated two calendars will be approved for 2015-2016 pending legislative actions.
 Mrs. Howerton moved to approve the contingency 2015-2016 calendar. Ms. Compton seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr. Brantley brought it back to the board for further discussion. There being none, on roll call, all members present voted "yes". SMB 030915 P 32-36
- IV.A.2.bReview and discuss requirements, qualifications and procedure of substitute processing
Mrs. Jodi Lee shared a PowerPoint of data and the process of substitute processing. Mrs. Lee stated that advertisement is done 5-7 times per year and applications
are screened daily during the two-week application window. Applicants are notified of what is needed as they go through the application process. Sharon Grimes
runs reports to clean up inactive substitutes on a regular basis. Mrs. Lee and Mrs. Grimes shared process of automated calling program. Mrs. Lee shared we are
currently meeting with vendors to out-source substitute hiring. Mr. Brantley questioned the cost of out-sourcing vs. in-house. Mr. Birt stated that as of today, they

have only attended one presentation. Kelly Services cost is 39% above current rate. Mrs. Shoop asked who would be responsible for screening the applicants. Mrs. Lee stated it would be Kelly Services. Mrs. Waldron shared that evaluation and disciplinary actions will remain the districts responsibility. Mrs. Howerton asked requested clarification of inactivation procedure. Mrs. Waldron explained process. Final comments by Board Members and Superintendent Cox. Board thanked Mrs. Lee and Mrs. Waldron for sharing the substitute processing procedures. SMB 030915 P 37

IV.A.5.a Consider approval of the Superintendent's recommendation for personnel

LPM

APM

APM

APM

Mrs. Shoop moved to approve the Superintendent's recommendation for personnel. Mrs. Howerton seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr. Brantley brought it back to the board for further discussion. There being none, on roll call, all members present voted "yes". SMB 030915 P 38-45

- IV.A.7.a Consider approval of expulsions as listed SBHC1415-58 Reasonable suspicion-marijuana SBHC1415-59 Reasonable suspicion-marijuana SBHC1415-63 Reasonable suspicion-marijuana SBHC1415-64 Possession of Marijuana
 - SBHC1415-65 Possession of marijuana APM SBHC1415-66 Possession of marijuana APM APM
 - SBHC1415-67 Possession of marijuana
 - SBHC1415-68 Multiple Discipline Referrals/Battery on SB Employee APH LPM
 - SBHC1415-69 Multiple Discipline Referrals SBHC1415-71 Possession of counterfeit drug HGM

Mrs. Howerton moved to approve the expulsions as listed. Ms. Compton seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr. Brantley brought it back to the board for further discussion. Mrs. Shoop shared her concerns for the increasing number of drug related expulsions. On roll call, all members present voted "yes". SMB 030915 P 46

- IV.C.1.a Consider approval of extra duty detail agreement between Highlands County Sheriff's office and the School Board of Highlands County Mrs. Howerton moved to approve the extra duty agreement between Highlands County Sheriff's office and the School Board of Highlands County. Ms. Compton seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr. Brantley brought it back to the board for further discussion. There being none, on roll call, all members present voted "yes". SMB 030915 P 47-49
- IV.C.1.b Request approval of the agreement between BCBS of Florida, Inc. d/b/a Florida Blue Health Options, Inc. (Proshare) and the School Board of Highlands County Mr. Birt shared background of item. Mrs. Shoop moved to approve the agreement between BCBS of Florida, Inc. d/b/a Florida Blue Health Options, Inc. (Proshare) and the School Board of Highlands County. Mrs. Howerton seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr. Brantley brought it back to the board for further discussion. There being none, on roll call, all members present voted "yes". SMB 030915 P 50-57

IV.E.1.aConsider approval to amend RFBP 1112-06 in which Sunshine Staffing will include a .25 cent per hour surcharge to meet the requirements of Affordable Care Act (ACA)
Mr. McClure clarified that the request for bid is not being amended but rather an amendment to the purchase order awarded by the RFP. Mrs. Howerton moved to
approve. Mrs. Shoop seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr. Brantley brought it back to the board for further
discussion. There being none, on roll call, all members present voted "yes". SMB 030915 P 58

IV.E.1.bRequest approval of the FY 14-15 Salary Schedule
Mrs. Howerton moved to approve the 14-15 Salary Schedule. Mrs. Shoop seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr.
Brantley brought it back to the board for further discussion. There being none, on roll call, all members present voted "yes". SMB 030915 P 59-100

Agenda Item V: Emergency Items

Request approval of agreement between the School Board of Highlands County and Drug Free Highlands Mr. McClure shared background of item and in-kind contribution and support from Mrs. Edwards. Mrs. Shoop moved to approve the agreement between the School Board of Highlands County and Drug Free Highlands. Ms. Compton seconded. Mr. Brantley opened meeting to receive public comments. There being none, Mr. Brantley brought it back to the board for further discussion. There being none, on roll call, Mrs. Howerton, Mrs. Shoop, Ms. Compton and the Chair voted 'yes'. Mrs. Edwards being the one that would be providing the in-kind contribution of time and is a paid employee of the School Board of Highlands Co9unty abstained and filed form 8b. SMB 030915 P 101 (8b 102-103)

Agenda Item VI: Legislative Issues for Discussion and/or Possible Action

None presented

Agenda Item VII: Planning/Zoning Issues for Discussion and/or Possible Action

Mr. Frank Brown shared comments on the request from the city of Lake Placid. Mrs. Howerton asked Mr. McClure to review request. Mr. Brantley shared additional comments as to the request. Mr. Cox asked Mr. Brown to keep Mr. McClure informed of potential legal concerns.

Agenda Item VIII: HCEA/HCESPA Comments

None presented

Agenda Item X: School Board Attorney Comments

Mr. McClure shared he would be attending the Council of School Attorney's conference in Nashville, Tennessee

Agenda Item XI: Board Members' Comments

Mrs. Jan Shoop: Mrs. Shoop thanked Dr. Longshore, Mrs. Lee and Mrs. Waldron for their presentation.

Mrs. Donna Howerton:

Mrs. Howerton thanked Dr. Longshore, Mrs. Lee and Mrs. Waldron for their presentation. Mrs. Howerton shared comments on the upcoming Legislative days in Tallahassee and thanked Mrs. Welborn for setting up appointments with Legislators.

Ms. Jill Compton

Ms. Compton thanked Human Resources and Dr. Longshore for their presentation and hopes that we are able to secure more substitutes. Ms. Compton shared positive comments and appreciation of our dental insurance program. Ms. Compton is looking forward to attending Legislative days in Tallahassee.

Mrs. Charlene Edwards Mrs. Edwards thanked Dr. Longshore, Mrs. Lee and Mrs. Waldron for their presentation and thanked the district staff for allowing her to come in and answer her questions.

Chairperson Brantley: Mr. Brantley thanked presenters.

Agenda Item XII: Adjournment

There being no further business, the meeting was adjourned at 11:50 a.m.

Secretary

Chairperson/Vice Chairperson

SCHOOL BOARD FACILITY WALK THROUGH MINUTES February 2 and February 6, 2015 SEBRING FLORIDA

PURPOSE: School Facilities Walk Through

February 2, 2015

Lake Country Elementary

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Lake Country Elementary Principal Erica Ashley, Assistant Principal Sarah Brooker, Plant Manager Kevin Doud and student representatives.

- Review of equipment facility and MIS requests for 2015-2016
- Tour of school grounds
 - Carpet to be removed from classrooms
 - Safety concerns shared requesting guard rails and electric gates to secure campus and password driven gate for all deliveries Custodial supply shortage was discussed
- Appreciation was shared with staff and students for their hospitality

Lake Placid Elementary

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Lake Placid Elementary Principal Carey Connor Assistant Principal Michael Halpern and Plant Manager Garth Howe and student representatives.

- Review of equipment facility and MIS requests for 2015-2016
- Current enrollment 861

• Tour of school grounds

Ten portables currently on campus Discussed campus signage needs Radio issues to be addressed with EMCI Cafeteria tables will be upgraded by Food Service per Mr. Mike Averyt Custodial supply shortage discussed Discussion on additional items on project list

• Appreciation was shared with staff for their hospitality

Lake Placid Middle School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Assistant Principal Jennifer Sanchez and Shane Ward, ASAP program participant.

- Shane Ward shared Lake Placid Middle School's equipment facility and MIS requests for 2015-2016
- Projected enrollment for 2015-2016 is 624
- Tour of school grounds
 - Reviewed damage resulting from run-off Rusted gutters will be replaced this summer
 - Reviewed areas needing additional surveillance cameras
 - Discussion on additional items on project list
- Appreciation was shared with staff for their hospitality

Lake Placid High School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Lake Placid High School Principal Toni Stivender and Plant Manager Len Moore.

- Principal Toni Stivender shared Lake Placid High's equipment facility and MIS requests for 2015-2016
- Harry Howes shared information regarding priority 1 and priority 2
- Janitorial supplies were discussed. Mr. Moore shared although supply shortage issues were better they could improve. Chemical supplies in hand but garbage bag requests were slow.

- GCA will handle janitorial equipment purchase on project list
- Len Moore shared difficulties of finding janitorial substitutes when needed
- Tour of school grounds
- Appreciation was shared with staff for their hospitality

Cracker Trail Elementary

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Cracker Trail Elementary Principal Jeannie Inagawa, Assistant Principal Willie Hills, Plant Manager Eddie Deloach and student representatives.

- Lunch was provided by the Cracker Trail Staff and enjoyed by all
- Current enrollment 651
- Mr. Deloach shared issues with janitorial supplies from GCA and delay in delivery of such items
- Tour of campus lead by students who shared Cracker Trail Elementary's equipment, facility and MIS requests for 2015-2016
- Appreciation was shared with staff for their hospitality

Kindergarten Learning Center

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA and Kindergarten Learning Center Principal Julia Burnett

- Current enrollment 386
- Mrs. Burnett shared issues with roof leaks. Facility department is currently working repairing roof damage.
- Tour of campus and review of equipment facility and MIS requests for 2015-2016
- Appreciation was shared with staff for their hospitality

Fred Elementary School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda and Keith Budinger from GCA, Fred Wild Elementary Principal Page Green Assistant Principal Kevin Tunning.

- Current enrollment 578
- Tour of campus and review of equipment facility and MIS requests for 2015-2016 with emphasis on campus security and fire alarm connectivity
- Keith Budinger shared the supplies stored in the warehouse will increase by 30% and the system for ordering/delivery of janitorial supplies will be reviewed and results shared with the board
- Appreciation was shared with staff for their hospitality

Sebring High School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Sebring High School Principal Anne Lindsay Assistant Principals Ilene Eshelman, Mike Haley and Plant Manager Hank Smith.

- Current enrollment 1,598
- Mike Haley shared a PowerPoint with an overview of campus and requests for 2015-2016
- Due to weather, a tour of campus was not possible
- Appreciation was shared with staff for their hospitality

February 6, 2015

Mr. Mike Averyt shared he received a memo from Keith Budinger from GCA Services. Mr. Budinger is requesting a two-week order from all of the plant operators. This should include what they need for a two-week period and would serve as an emergency stock only to be used if they have a severe need. This will not affect the normal monthly supply or weekly supply deliveries. All future supply requests will be sent to Mr. Budinger to ensure that the ordering procedures are followed. As requested by Mrs. Edwards, Mr. Brown provided copies of open work orders for all schools.

Hill-Gustat Middle School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Hill-Gustat Principal Jackie Allen and Cheryl Vermilye, Assistant Principal and Andrea Smith.

- Current enrollment 701
- Ms. Vermilye shared a PowerPoint of equipment facility and MIS requests for 2015-2016

- Tour of campus
 - Reviewed areas needing additional surveillance cameras, gutter replacement, paint and irrigation
- Appreciation was shared with staff for the hospitality

Sun 'n Lake Elementary School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Sun 'n Lake Elementary Principal Linda Laye Assistant Principal Isaac Durrance, Cara Dunford and Willie Olds, plant manager.

- Current enrollment 726
- Ms. Durrange shared a Power Point of school needs and school programs
- Mrs. Laye requested additional custodial assistance during parent nights. Mr. Pineda requested an E-mail with schedule so that he can schedule custodians to cover parent night.
- Tour of campus and review of equipment facility and MIS requests for 2015-2016 Concerns about the oak trees' current and potential damage to property Signage needs will be reviewed by Frank Brown for possibly county providing them due to the nature
- Appreciation was shared with Dr. Lindsay and staff for their hospitality

Memorial Elementary School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Memorial Elementary Principal Laura Waldon and Assistant Principal Courtney Floyd.

- Current enrollment 611
- Voice enhancement system issues
- Tour of campus and review of equipment facility and MIS requests for 2015-2016
- Appreciation was shared with staff for their hospitality

Avon Elementary School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox,

Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Avon Elementary Principal Carla Ball, Jon Spencer Assistant Principal, Plant Manager, David Lind and student representatives.

- Current enrollment 580
- Students shared Power Point of upcoming events and school needs
- Bathrooms will be deep cleaned during Spring Break
- Tour of campus and review of equipment facility and MIS requests for 2015-2016
- Appreciation was shared with staff for their hospitality

Park Elementary School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Park Elementary Principal Karen Doty, Rick Kogelschatz and Plant Manager, Jimmy Brown.

- Janitorial equipment needs were shared; wet vacuum, scrubbers and vacuum cleaner. Mr. Pineda stated scrubber and vacuum cleaners will be made available to schools and wet vacuum will be provided.
- Tour of campus and review of equipment facility and MIS requests for 2015-2016 New playground equipment thru partnership between PTO and Bill Jarret Ford Portable P40 needs to be removed
- Appreciation was shared with staff for their hospitality

Avon Park High School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Avon Park High School Principal Tealy Williams and Assistant Principals Candice Dean and Danielle Erwin and Felicita Rivera, plant manager.

- Current enrollment 957
- Mr. Williams shared concerns regarding alternatives for students with discipline issues and the effectiveness of the three-week Youth Academy program. Workshop to be scheduled to discuss program and alternatives to include the Sherriff's office.
- PowerPoint presentation and review of equipment facility and MIS requests for 2015-2016
- Tour of campus
 - Reviewed gym, ESE and culinary class needs

• Appreciation was shared with staff for their hospitality.

Avon Park Middle School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Avon Park Middle Principal Seth Lambert, Assistant Principal Jessica Thayer and Plant Manager, Joshua King.

- Current enrollment 713
- Review of equipment facility and MIS requests for 2015-2016
- Tour of campus
 - Removal of wallpaper and carpets discussed
 - Replacement of stage curtain discussed
- Appreciation was shared with staff and students for their hospitality

Woodlawn Elementary School

Those present were School Board Members Jan Shoop, Bill Brantley, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Woodlawn Principal Melissa Blackman, Assistant Principal Pam Lanier and Plant Manager.

- Martha Brown shared information on replacement of lunch serving line using Food Service funds
- Current enrollment 581
- Review of equipment facility and MIS requests for 2015-2016
- Tour of campus
- Appreciation was shared with staff for their hospitality

Sebring Middle School

Those present were School Board Members Jan Shoop, Donna Howerton, Jill Compton, Charlene Edwards, Superintendent Wally Cox, Executive Secretary Marlene Welborn, Assistant Superintendent Mike Averyt, Facilities Director Frank Brown, MIS Manager Harry Howes, Julio Pineda from GCA, Sebring Middle School Principal Sandy Whidden, Assistant Principal Shawn West, Emilia Turek and plant operator Juan Alvarado

• Current enrollment 769

- PowerPoint presentation of equipment facility and MIS requests for 2015-2016 by Emilia Turek
- Appreciation was shared staff for their hospitality

Secretary

Chairperson/Vice Chairperson