

# MINUTES

## LAFAYETTE COUNTY SCHOOL BOARD

### WORKSHOP, JUNE 19, 2018

The Lafayette County School Board met in workshop session on Tuesday, June 19, 2018 beginning at 4:30 p.m. In attendance were Mr. Robert Edwards, Superintendent of Schools; Mrs. Amanda Hickman, Chairperson; Mrs. Marion McCray, Vice-Chair; Mr. Darren Driver, Member; Mr. Jeff Walker, Member; Mr. Taylor McGrew, Member; Ms. Leenette McMillan-Fredriksson, School Board Attorney; and SRO Jacquelyn Knight. Administrators present were Mrs. Tammi Maund, Director of Finance; Mr. Stephen Clark, LES Principal; and Mr. Stewart Hancock, LHS Principal. The following items were discussed:

#### **School Safety and Mental Health Position**

The job description for the proposed district level administrative position, Director of School Safety and Mental Health, was reviewed and discussed by the School Board. Superintendent Edwards explained that he is recommending this position to satisfy the requirements mandated by the state legislature regarding school safety, noting that SB 7026 states that each district school superintendent shall designate a school administrator as a school safety specialist for the district. The job description for this position was closely reviewed with board members asking questions and offering input. It was noted that prior military and/or law enforcement experience may be substituted for years of academic study and that a master's degree is not required for this position. It was agreed that dealing with mental health issues/coordinating with various state and local agencies will be a major part of this job. In addition, the person selected for this position must participate in specified training and will be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures for the school district. Mr. Edwards stated that he would like to see this position paid on the Level II Administrative Salary Schedule.

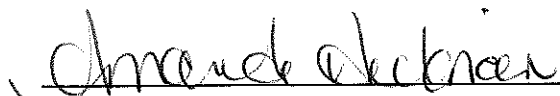
Discussion continued. Some board members continued to express concern regarding the salary for this position. Mrs. Amanda Hickman stated that she continues to feel that it should be a Level I administrative position. Mr. Taylor McGrew asked if a teacher on assignment could act as the district's school safety specialist. Superintendent Edwards responded that he has asked and has been told by several state leaders that the school safety specialist must be an administrative position. The School Board will take action on this matter at their regular meeting following the workshop.

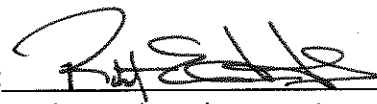
**Department of Children and Families – Child Protective Investigations at Schools**

Ms. Joann Humburg, DCF Assistant General Counsel, along with Mr. Bryan McDuffie, DCF Family Safety Operations Manager, attended the workshop and provided the School Board with information regarding DCF making unannounced visits to the high school and elementary schools. They indicated that those visits are made when DCF receives a complaint regarding the safety and well-being of the child. DCF indicated that all liability falls upon DCF with regard to parent notification, and that when confronted by a parent, school staff should provide the parent with the DCF investigator's business card for further information. The Superintendent and School Board thanked Ms. Humburg and Mr. McDuffie for sharing this information.

**Adjournment**

The workshop was adjourned at 5:55 p.m.

  
Amanda Hickman, Chairperson

ATTEST:   
Robert Edwards, Superintendent  
and Secretary to the School Board

# MINUTES

## LAFAYETTE COUNTY SCHOOL BOARD

### REGULAR MEETING, JUNE 19, 2018

The Lafayette County School Board convened in regular session, Tuesday, June 19, 2018 beginning at 6:00 p.m. Present were Mr. Robert Edwards, Superintendent of Schools; Mrs. Amanda Hickman, Chairperson; Mrs. Marion McCray, Vice-Chair; Mr. Darren Driver, Member; Mr. Jeff Walker, Member; Mr. Taylor McGrew, Member; Ms. Leenette McMillan-Fredriksson, School Board Attorney; and SRO Jacqueline Knight. Administrators present were Mrs. Tammi Maund, Director of Finance; Mrs. Alissa Hingson, Director of Teaching and Learning Services; Mr. Stewart Hancock, LHS Principal; and Mr. Stephen Clark, LES Principal.

#### CALL TO ORDER

Mrs. Amanda Hickman called the meeting to order at 6:00 p.m. Mr. Darren Driver gave the invocation and Superintendent Robert Edwards led the Pledge to the Flag.

#### RECOGNITIONS/PRESENTATIONS

**RESOLUTIONS** – The School Board adopted Resolutions honoring the employees named below for their dedicated service to Lafayette School District:

***Lisa Hendrick*** – Retired at the end of the 2017-2018 school year after serving as a teacher in Lafayette County for the past eighteen (18) years. Prior to her teaching career, Mrs. Hendrick was a Food Service Clerk and Teacher Aide at Lafayette Elementary School for eight (8) years.

***Cecelia Kelley*** - Retired effective June 30, 2018 after serving in the school district for twenty-nine (29) years. Mrs. Kelley was initially employed as a Teacher Aide. She later served as Secretary/Migrant Records Clerk and School Bookkeeper before assuming the position of Secretary to the Principal at Lafayette Elementary School. She served in this capacity until her retirement.

(Resolutions will be typed on a separate page of the official Minute Book)

## **1. ADOPTION OF AGENDA**

Mrs. Amanda Hickman noted an addition to the following agenda item: *Action Item 4.01(b) - Instructional Recommendations*. She asked for a motion to adopt the agenda including the addition as noted. The agenda was unanimously adopted after a motion by Mrs. Marion McCray and a second by Mr. Taylor McGrew.

## **2. APPROVAL OF MINUTES**

The Minutes from the May 15, 2018 school board meetings were unanimously approved on a motion by Mr. Jeff Walker and a second by Mrs. Marion McCray. (Minutes to be typed in Official Minute Book)

## **3. CONSENT ITEMS**

The consent agenda, as recommended by Superintendent Edwards, was unanimously approved after a motion by Mrs. Marion McCray and a second by Mr. Darren Driver. These items are listed below:

- 3.01 Approved Memorandum of Agreement Between the Florida Dept. of Health Lafayette County Health Dept. and School Board of Lafayette County. (Agreement on file in district office)
- 3.02 Approved NEFEC Resolution, Main Contract, and Contract Attachments for the 2018-2019 school year. (Agreements on file in district office)
- 3.03 Approved Dual Enrollment Articulation Agreement Between District Board of Trustees of North Florida Community College and Lafayette County School Board. (Agreement on file in district office)
- 3.04 Approved 2018-2019 Adult Education and Family Literacy Adult General Education Project Application. (Project Application on file in district office)
- 3.05 Approved 2018-2019 IDEA Project Application. (Project Application on file in district office)

- 3.06 Approved Carl D. Perkins Secondary, Section 131 Entitlement for Fiscal Year 2018-2019. (Project Application on file in district office)
- 3.07 Approved Carl D. Perkins Rural and Sparsely Populated Entitlement for Fiscal Year 2018-2019. (Project Application on file in district office)
- 3.08 Approved signatures for internal accounts for LES and LHS for the 2018-2019 school year. (On file in district office.)
- 3.09 Approved requests for the following students to participate in the dual enrollment program at NFCC for the 2018-2019 school year: Christina Torres, Richelle McDonald, Kenzie Pearson, Hunter Fain, Harmony Richardson, Haley Shows, Travis Sutley, Blake Adams, Jaxson Beach, Katie Newbern, Madelyn Hannah Murray, Jackson Powers, Amandia Smith, Shelby Walker, Landen Brock, Savannah Lents, Wyatt Liles, Joseph Perry, Skyler Lawson, Yomeida Hernandez, Blanca Vences.

#### **4. ACTION ITEMS**

- 4.01 **SCHOOL BOARD APPROVES PERSONNEL ITEMS** – Mrs. Marion McCray moved to approve the personnel items listed below as presented by Superintendent Edwards. Mr. Darren Driver seconded the motion. The vote for approval was unanimous.

- (a) **Notice of Retirement** - Lisa Hendrick, LES Teacher, to retire effective at the end of the 2017-2018 school year.
- (b) **Personnel Recommendations – Administrative** – Approved Alissa Hingson for the position of Director of Teaching and Learning Services for the 2018-2019 school year. This is a twelve (12) month position.

**Personnel Recommendations – Instructional** – Approved Renee Revels for the Allied Health Instructor position at Lafayette High School for the 2018-2019 school year. This is a ten (10) month position.

Approved Lisa Walker for a teaching position at Lafayette Elementary School for the 2018-2019 school year. This is a ten (10) month position.

**Personnel Recommendations – Non-Instructional** – Approved Danielle Peterson as a Custodian (9 month position) at Lafayette High School for the 2018-2019 school year.

**Personnel Recommendations – Non-Instructional** – Approved the following non-instructional personnel for the 2018-2019 school year:

**SECRETARIES, AIDES, AND SWITCHBOARD**

Amanda Byrd – Parapro – 9 month  
Brandee Byrd, Parapro – 9 month  
Amy Garland, Parapro – 9 month  
Kristy Garrard – Secretary/Data Entry Clerk – 10 month  
Lucie Gresham, Receptionist/Switchboard Operator – 9 month  
Jessica Lee, Bookkeeper – 12 month  
Adria King – Parapro – 9 month  
Melissa Massey, Secretary – 12 month  
Amanda Andrews, Bookkeeper – 10 month  
Drew Bell, Parapro – 9 month  
Shatara Blake – Parapro – 9 month  
Donna Clingan, Parapro – 9 month  
Pam Cornell, Parapro – 10 month  
Luis Huerta, Parapro – 9 month  
Deanna Land, Parapro – 9 month  
Lorraine Prine, Parapro – hourly  
Heather Simpson, Parapro – 9 month  
Jenene Starling, Parapro – 9 month  
Amy Sullivan, Secretary/Data Entry Clerk – 10 month  
Janna Walker, Secretary – 12 month  
April Williams, Parapro – 9 month  
Jeannette Williams, Parapro – 10 month  
Maria Wimberley, Parapro – 9 month  
Nikki Wimberly, Parapro – 9 month  
Maria Huerta, Parapro – 9 month

**FOOD SERVICE** (9 month position)

Vivian Taule, Manager  
Dana George  
Tonya Lee  
Michelle Hamlin  
Guadalupe Hernandez  
Gloria Johnson  
Tensy Robinson  
Sandy Walsingham (part-time position)

**CUSTODIANS** (9 month position)

Margarett Castillo  
Suzette DeGross  
Jami Fountain  
Silvia Gonzalez  
Debra Lawson  
Danielle Peterson

**MAINTENANCE** (12 month position)

Wade Ducksworth, Maintenance Technician  
Ehrin Beach  
Timothy McCray  
Ross Wimberley

**TRANSPORTATION DEPARTMENT**

Donald Baker, Asst. Mechanic – 12 month  
Richie Page, Head Mechanic – 12 month

**BUS DRIVERS** (9 month position)

Cheryl Bell	Gary Shook
Larry Bird	Danielle Sims
Sherry Byrd	Danielle Sims
Sara Hill	Andrea Smith
Georgianna O'Steen	Sandy Walsingham
Lorraine Prine	Rick Yeager

**DISTRICT OFFICE STAFF** (12 month position)

Dana Jackson, Accounts Payable/Inventory Clerk  
Kanda Jackson, Bookkeeper  
Sheree Kelly, Secretary to Supt. & School Board  
Debra Riley, Payroll Clerk  
Susanne Ward, Data Entry Clerk  
April Young, Secretary

Approved the individuals named below to work extra hours on an "as needed" basis in maintenance and/or custodial during fall and spring breaks and summer for the 2018-2019 school year: Mike Harris, Jami Fountain, Suzette DeGross, Michelle Hamlin, Debbie Lawson, Guadalupe Hernandez, Margaret Castillo, Mark Beach, Tonya Lee.

- (d) **Request for ILD Leave** – Approved request from Jerod Brock, LES P.E. Coach, for 29 hours of "Illness in the Line of Duty" Leave for April and May 2018.

**4.02 SCHOOL BOARD APPROVES EQUITY REPORT** - The 2017-2018 Lafayette School District

Annual Educational Equity Update was presented for the Board's approval. Following discussion, the Equity Update was unanimously approved on a motion by Mr. Jeff Walker and second by Mrs. Marion McCray. (Equity Update on file in district office)

**4.03 SCHOOL BOARD APPROVES MEDICAID BILLING AGREEMENT** – An agreement between

Lafayette County School Board and Sivic Solutions Group, LLC to provide Medicaid billing services for the school district was presented for review and approval. Following discussion, Mr. Taylor McGrew moved to approve the agreement with Sivic Solutions Group, LLC. Mrs.

Marion McCray seconded the motion which was unanimously approved. (Agreement on file in district office)

4.04 **PUBLIC HEARING – SCHOOL BOARD POLICIES** – At 6:30 p.m., Mrs. Amanda Hickman announced that the School Board would hold a public hearing in order to consider approval of the following school board policy as advertised: *SB Policy No. 5.02 - Homeless Students*. It was noted that this replaces the current policy. The public hearing was conducted with no public comment. Following discussion, Mrs. Marion McCray moved to approve *SB Policy No. 5.02 - Homeless Students*, as advertised. Mr. Jeff Walker seconded the motion which was unanimously approved. (School Board Policies on file in district office and district website)

4.05 **2017-2018 ANNUAL SCHOOL HEALTH REPORT** – Mrs. Melissa Pearson, Dept. of Health County Office School Health Coordinator, presented the 2017-2018 Annual School Health Report. Mrs. Pearson reviewed the report while giving board members the opportunity to ask questions. Following discussion, Mrs. Marion McCray moved to approve the 2017-2018 Annual School Health Report. Mr. Jeff Walker gave the second. The vote for approval was unanimous. (Annual School Health Report on file in district office)

4.06 **2018-2020 SCHOOL HEALTH SERVICES PLAN** – The 2018-2020 School Health Services Plan was presented and reviewed by Melissa Pearson, Dept. of Health County Office School Health Coordinator. Board members were giving the opportunity to ask questions and/or offer input. Following discussion, the 2018-2020 School Health Services Plan was unanimously approved on a motion by Mr. Jeff Walker and a second by Mr. Darren Driver. (School Health Services Plan on file in district office)



**4.07 SCHOOL BOARD APPROVES TRIP REQUESTS SUBMITTED BY FFA PROGRAM** – Following

discussion, Mr. Jeff Walker moved to approve the trip requests listed below:

*(1) FFA Officer Retreat in Gainesville, FL, June 29-30, 2018*

*(2) Oklahoma State University Livestock Evaluation "Big 3" Camp, July 15-20, 2018  
(Four students to attend)*

Mr. Taylor McGrew seconded the motion. The vote for approval was unanimous.

**4.08 LES & LHS FUNDRAISER REQUESTS APPROVED FOR 2018-2019** – A list of fundraiser

requests submitted by LES and LHS for the 2018-2019 school year was presented for the School Board's approval. The fundraiser requests were unanimously approved on a motion by Mr. Darren Driver and a second by Mrs. Marion McCray. (List of fundraising activities on file in district office)

**4.09 LES & LHS STUDENT HANDBOOKS APPROVED FOR 2018-2019** – Following review and

discussion, Mr. Jeff Walker moved to approve the 2018-2019 LES and LHS Student Handbooks as presented. Mrs. Marion McCray gave the second. The vote for approval was unanimous. (Student Handbooks on file at LES, LHS, and district office)

**4.10 SCHOOL SAFETY SPECIALIST/MENTAL HEALTH POSITION** – As discussed in the workshop

held prior to the meeting, Superintendent Edwards recommended approval of the Director of School Safety and Mental Health position and job description as a Level II administrative position. Mr. Jeff Walker moved to approve the Superintendent's recommendation. Mr. Walker's motion died for lack of a second.

Mr. Taylor McGrew then moved to approve the Director of School Safety and Mental Health position and job description as a Level I administrative position. Mr. Jeff Walker seconded the motion. The vote for approval was unanimous.

4.11 **SCHOOL BOARD APPROVES BILLS FOR PAYMENT** - The bill list, as presented ready for payment, was unanimously approved on a motion by Mr. Taylor McGrew and a second by Mrs. Marion McCray. (Bill list on file with Supplemental Minutes)

4.12 **BUDGET AMENDMENTS** – There were no budget amendments today.

**5. ITEMS FOR INFORMATION**

5.01 Principal's Monthly Financial Report on Internal Funds.

5.02 Adult Education Graduation – June 26, 2018 at 7:00 p.m. at the Mayo Community Center.

5.03 Purchase Orders.

5.04 Financial Statement.

5.05 Budget Time Line. On Tuesday, July 31, 2018 at 6:00 p.m., the School Board will hold a public hearing to adopt the tentative millage and budget for the 2018-2019 school year. The public hearing to adopt the final millage and budget will be on Thursday, September 6, 2018 at 6:00 p.m.

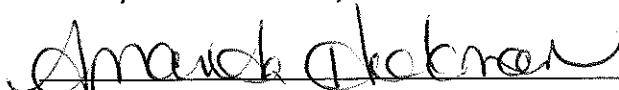
**6. CITIZEN INPUT**

There was no citizen input today.


**ADJOURNMENT**

With business complete, the meeting was adjourned at 6:45 p.m. following a motion by Mrs. Marion

McCray and a second by Mr. Jeff Walker.

  
Amanda Hickman, Chairperson

ATTEST:

  
Robert Edwards, Superintendent  
and Secretary to the School Board