

NEWTON COUNTY BOARD OF EDUCATION

MINUTES OF COMBINED WORK SESSION/MONTHLY MEETING

Covington, GA

JULY 19, 2011

The combined July work session and regular monthly meeting of the Newton County Board of Education was held on Tuesday, July 19, 2011. Due to the absence of Board Chair Mr. Almond Turner, the meeting was called to order by Vice Chair Eddie Johnson and the following Board members were present: Mr. Jeff Meadors, Ms. Abigail Coggin and Ms. Shakila Henderson - Baker. At 6:00 p.m., the Board went into Executive Session on a motion by Mr. Meadors and second by Ms. Coggin, to discuss the appointment, employment and compensation of employees.

On a motion by Mr. Meadors and second by Ms. Henderson, the Board voted 4 -0 to return to open session.

WELCOME, INVOCATION, AND PLEDGE OF ALLEGIANCE

Following the welcome by Mr. Johnson, the invocation and the Pledge of Allegiance were also given by Ms. Coggin.

PUBLIC PARTICIPATION

There were no requests for public participation.

AGENDA AND MINUTES

Board Vice Chair Mr. Johnson called for a motion to approve the agenda of the July 2011 meeting as presented. Mr. Meadors made a motion for approval, Ms. Henderson-Baker seconded, and all voted in favor.

Board Vice Chair Mr. Johnson called for a motion to approve the minutes in the July 2011 meeting as presented. Mr. Meadors made a motion for approval, Ms. Coggin seconded, and all voted in favor.

SUPERINTENDENT'S REPORTS

Operations Report Dr. Dennis Carpenter, Deputy Superintendent of Operations, presented the Operations Report. The financial report for June 30, 2011, is not available as data entry is continuing on FY 2011 invoices. Standard operating procedure is to close out all open purchase orders prior to closing out the fiscal year. The financial report as of July 31, 2011, will reflect the ending fund balance of FY 11 as the beginning fund balance of FY 12. At this time, we do not expect the final ending fund balance to be any less than the budgeted \$11,394,127.

Newton County School System's May SPLOST III distribution is \$812,158 – a decrease of \$9,799 from the April collection. Total SPLOST III received for the first seventeen months is approximately \$14,174,839 – averaging \$883,814 per month. This is the third month in a row that collections have declined. In comparison, SPLOST II averaged \$830,490 per month for the sixty months of those collections.

Maintenance received 513 work requests in June, with 452 having been completed. There are 61 remaining work orders in progress.

FY11 Work Orders: requests – 6487; work orders completed – 6171; work order in progress – 316. The work orders that are still in progress are for summer work and projects that contractors have not completed/closed.

A project meeting for Flint Hill elementary was held on June 9, 2011. Representatives from Ricks Contractors, Inc. are in the process of finishing punch out times in the building. Furniture is being installed and teachers are

beginning to occupy parts of the building. The technology department is in the process of installing technology infrastructure and equipment. The state fire marshal has visited the site and we should be receiving a letter of occupancy in the next few weeks. The project will be completed on schedule.

A project meeting for the Newton College and Career Academy (NCCA) was held on July 7, 2011. MEJA Construction, Inc. reported that the structural steel continues to be erected and the bottom and first floors have been formed and poured. Plumbing and electrical work continues on the bottom floor moving upwards as the steel framing and decking is raised. The parking lot and final retention wall is scheduled to be formed and poured in the next 30 days. The project is about 34% complete. The project schedule has been modified and changes made in planning to insure that the project will be completed by the January completion date. The next project meeting is scheduled for August 4, 2011 at 1:30 p.m.

During the 2011-2012 school year, the School Nutrition Program served 93,635 school snacks and 1,190,305 school breakfasts and 2,642,943 school lunches.

In June, the GaDOE awarded the following grants to the Newton County School Nutrition Program: an equipment grant of \$13,600 for the purchase of a new steamer at West Newton Elementary; a Fresh Fruits and Vegetables Grant of \$28,123.71 to Middle Ridge Elementary for the second time; a Fresh Fruits and Vegetables grant of \$25,311.34 to Heard Mixon Elementary. The Fresh Fruit and Vegetables Grant funds are used to provide snacks to the students every day for the school year and also requires a nutrition education lesson on one fruit or vegetable that is served during the month. All three grants are funded by the U. S. Department of Agriculture.

Curriculum/Instruction/Technology Report
following CIT items.

Executive Director Dr. Ken Proctor presented the

On June 6, 2011 and June 7, 2011, the *Learning-Focused Schools* (LFS) Teacher Leaders (one from each school) participated in a workshop to sharpen their skills on research-based instructional practice. At the conclusion of the workshop, the teachers were officially recertified as LFS trainers.

The Special Education Department has numerous events going on this summer. A beginning *American Sign Language Class* was offered during the month of June. Also, Holly Ward and Tina Anderson will train all co-teaching teams, both special education and regular education teachers, on effective research-based instructional strategies and models that can be implemented in the co-teaching classroom.

Elementary content specialist and leaders have completed the task of identifying the critical vocabulary for all subject areas. Teachers will begin focusing on this vocabulary upon returning for the 2011-2012 school year. They will utilize the six-step research-based process for teaching vocabulary outlined by Marzano and others.

Brain-Pop training was provided for one representative from each school on June 22, 2011. Brain Pop is another tool that teachers will be able to use to integrate technology into instruction.

It is anticipated that approximately 90 high school students and 20 middle school students will begin the school year at the new Ombudsman program. Transportation pick-up and drop-off sites will be determined for both the East and West sides of the county.

The services that were provided to students at Sharp Learning Center by the *System of Care Grant* will continue to be offered to Ombudsman students. Juvenile Court and Juvenile Justice staff are working with Student Services to coordinate after-school programs for Ombudsman students. These programs will include tutoring, counseling, and mentoring. The program will be housed in four trailers at Palmer Stone School.

Based on preliminary AYP data, Indian Creek Middle School is projected to make AYP resulting in NCSS not being required to offer Public School Choice for the 2011-2012 school year nor transportation from Indian Creek Middle to middle schools previously chosen. Students can remain at the choice school if parents are willing to provide transportation. Letters will be sent to all Indian Creek parents stating this information.

The bi-monthly meeting of the Newton College and Career Academy board of directors was conducted on June 1, 2011. As a result of parent and business input, policies relative to student evaluation and continuous improvement cycle were approved. These policies were created to provide direction to better prepare students to become 21st Century Learners. The policies were a result of the Ford PAS Next Generation Learning Community Grant.

The installation of all the computers, printers and other computer-based equipment at Flint Hill Elementary commenced on July 5, 2011. The Technology Department expects to complete this work by Jul7 20, 2011.

New teacher orientation will be held on July 22, 2011 and July 28, 2011. New teachers will be attending the Mulligan professional learning sessions on July 22, 2011 and they will attend the traditional orientation sessions at Eastside High School on July 28, 2011.

On a motion by Mr. Meadors and a second by Ms. Coggin, the Superintendent's Reports were approved, and all voted in favor.

OLD BUSINESS

There was one item, Item A, of Old Business and it was presented by Dr. Carpenter and approved on a motion by Ms. Coggin, with a second by Mr. Meadors and all voting in favor:

- **Requested Board Action Relative to Revisions of Policy DIB of the NCBOE Policy Manual** Approval recommended for the revisions/updates to Policy DIB – Capitalization of Fixed Assets - as presented. This policy has been on the table for a month for review as required.

NEW BUSINESS

The following items, Item A – Item D and Item F and Item G, of New Business was presented by Dr. Carpenter and approved on a motion by Mr. Meadors, with a second by Ms. Henderson-Baker, and all voting in favor:

- **Requested Board Action Relative to Setting of Millage Rate for FY 2012** Approval recommended of the adoption of the FY 12 millage rate. The millage rate for M & O is less than the rollback rate of 21.517. The M&O millage rate may not exceed 20.00 mils by law. Because of the decrease in the digest, the millage rate for Debt Service must be increased to the rollback rate of 1.073. This increase is necessary in order to meet our debt service obligations (principal and interest payments on bonds originally issued in 1996 and 1997). It may also be necessary to contribute \$200,000 in SPLOST funds to meet these obligations.
- **Requested Board Action Relative to Contract for Membership in Griffin RESA** Approval of the recommendation to adopt the Contract for Membership in the Griffin Regional Educational Service Agency. The membership contract is for \$164,669.10, which is a total increase of \$14,144.07. This contract provides basic membership in the sixteen Regional Educational Service Agencies, repair services on equipment in the NCSS, audiology services, orientation and mobility specialist services. The increase cost is due to the increased caseload of Newton County students.
- **Requested Board Action Relative to School Resource Officer (SRO) Contract** Approval recommended for the contract given the expiration of the previous SRO contact between the Newton County Board of Commissioners and the NCBOE. After meetings with the NCSS staff and the Newton County Sheriff's Department, the contract will call for 13.5 SROs to be paid for by the NCSS and the other .5 will be funded by Newton County. This individual will serve as a roaming officer, as recommended by the Sheriff, given several single officer assignments in the district. This contract reflects a reduction in the SRO program, as discussed previously during the budget process. The contract will be valid for three years. Total cost of this contract should not exceed \$734,340.

- **Requested Board Action Relative to Awarding Contract for HVAC Services** Approval of the recommendation of the annual renewable contract for the HVAC contract services to be awarded to Beam Enterprises, LLC of Newborn, Georgia. The contract will provide for heating, ventilating, and air conditioning (HVAC) contractor services and be renewed for an additional contract period. The estimated annual value of the contract is \$370,000. The effective date of the renewal will be July 21, 2011 and the expiration date will be July 20, 2012.

The following item, Item E, will remain on the table for one month for review and will be voted on at the next regular monthly meeting on August 9, 2011:

- **Requested Board Action Relative to Board Policy DCL - Fund Balance of the NCSS Policy Manual**

The following items, Item F and Item G, of New Business were presented by Dr. Carpenter and approved along with Item A – Item E:

- **Requested Board Action Relative to Surplus Items** Approval recommended for declaring items as presented as surplus as they are no longer serviceable to the school system. The motion also authorized the appropriate disposal of these items through a salvage company or other proper disposal method.
- **Requested Board Action Relative to Giving Superintendent Authority to Employ/Transfer Staff to Meet Enrollment Demands During First Month of School** Approval of the recommendation that the Superintendent be authorized to employ or transfer staff during the first month of school as enrollment and class size equity within the district demands. Although the State BOE has waived all regular education class size rules for the upcoming school year, the district is committed to maintaining K-12 class sizes as follows; Kindergarten – 21; grades 1-3: 25; grades 4-5: 30; grades 6-8: 30; and grades 9-12: 32. In addition to following these class size numbers, accommodations for growth have been made to a limited extent. However, the growth in the county school age population may not always occur within those limits. If class sizes exceed the maximums outlined above, teachers may need to be added. If more teachers are employed than needed at one school, then classes are collapsed and teachers are transferred. Further paraprofessionals may need to be added or transferred as those positions are used in determining class sizes for kindergarten and special education. Daily review of the enrollment numbers occurs in order to add or collapse classes early in the school year. Since the enactment of school choice with No Child Left Behind, there may be a need to add bus drivers and/or monitors based on the number of students who participate in the choice option as those schools required offering choice. The FY 2012 budget contains \$200,000 in contingency funds to offset any additions to personnel. The costs for salaries and benefits of additional personnel needed will be reported in the mid-term adjustment. The county may receive additional funds from the state to help offset the costs incurred due to increased enrollment.

The following item, Item H, of New Business was presented by Dr. Sarah West, Director of Special Education, and approved on a motion by Mr. Meadors with a second by Ms. Coggin, and all voting in favor:

- **Requested Board Action Relative to Contractual Agreements with Physical Therapists, Occupational Therapists, and Speech/Language Pathologists** Approval of the recommendation to accept agreements between the NCSS and the following individuals to provide physical therapy and/or occupational therapy to students with disabilities in accordance with the Individualized Education Programs (IEPs). Funding is from FY12 Federal IDEA Flow-through funds. OT/PT employees work eight hours per day and are on payroll status with employee benefits.

Physical Therapy:

Lynda Reagan	\$57.50 hour	111 days (3 days/wk and 3 workdays)
Carla Duncan	\$55.00 hour	111 days (3 days/wk and 3 workdays)

Occupational Therapy:

Crystal Hutcheson	\$48.50 hour	184 days
Laverne Shelton	\$52.50 hour	184 days
Jennifer Sorrow	\$52.50 hour	147 days (4 days/wk/3workdays)
LaVern Roper-Ramkisson	\$52.50 hour	184 days

Anna Silver	\$50.00 hour	184 days
Jessica Crutchfield	\$53.00 hour	147 days (4days/wk and 3 workdays)
Stephanie O'Neal Rutledge	\$55.00 hour	184 days

Speech therapy services are contracted on an hourly basis through agency contracts. They do not receive employee benefits and work at an hourly rate based on the number of actual hours worked (not to exceed 40 hours per week).

Speech Therapy – Contracted through *Providastaff*:

Kim Guilmet	\$65.00 hour	184 days
Kelly Scott	\$65.00 hour	184 days
Laura Branan	\$65.00 hour	184 days

Speech Therapy – Contracted through *Soliant Health*:

Rona Butler	\$68.24 hour	184 days
Felicia Spaulding	\$68.24 hour	184 days

The following item, Item I, of New Business was presented by Dr. Gary Shattuck and approved on a motion by Ms. Coggin, with a second by Mr. Meadors, and all voting in favor:

- Requested Board Action Relative to Approval of Annual Renewal of Maintenance and Service Agreement for all Networking Equipment** Approval recommended that a service and maintenance agreement for all the HP LAN, HP WLAN, and HP Telephone equipment by Infinity Network Solutions be approved. This agreement provides warranty for equipment, as well as telephone support if that becomes necessary. The provide 24/7 4 hour response time for all equipment located at the BOE office, and 8 to 5 next business day response time for equipment located at the schools and the Service Center. The estimated costs if \$76,684.91.

Executive Session Dr. Carpenter presented for Board action the Superintendent's personnel recommendations. Mr. Meadors made a motion to approve the list of recommendations, Ms. Coggin seconded the motion and all voted in favor. A copy of the personnel report is attached.

Ms. Henderson-Baker reminded those in attendance of the Back 2 School event being sponsored by Main Street Covington on July 23, 2011 on Newton Drive from 3:00 p.m. until 5:30 p.m.

With there being no other matters for discussion, the meeting was adjourned at 7:40 p.m. on a motion by Mr. Meadors, second by Ms. Henderson-Baker, with all voting in favor.

Superintendent, Newton County Schools

Chair, Newton County Board of Education