

CORRECTED MINUTES FROM THE OCTOBER 11, 2013 REGULAR WORKSHOP

The minutes from the October 11, 2013 Regular Workshop were originally submitted for School Board approval on the November 19, 2013 Regular Meeting agenda; however approval of the minutes was postponed by the School Board as it was determined that a significant discussion with the School Board's hearing officers was not reflected in the document provided.

THE SCHOOL BOARD OF
ESCAMBIA COUNTY, FLORIDA

MINUTES, OCTOBER 11, 2013

The School Board of Escambia County, Florida, convened in Regular Workshop at 9:00 a.m., in Room 160, at the J.E. Hall Educational Services Center, 30 East Texar Drive, Pensacola, Florida, with the following present:

Chair: Mr. Jeff Bergosh Vice Chair: Mrs. Linda Moultrie

Board Members: Mr. Gerald W. Boone
Mrs. Patricia Hightower
Mr. Bill Slayton

School Board General Counsel: Mrs. Donna Sessions Waters

Superintendent of Schools: Mr. Malcolm Thomas

Meeting was advertised in the *Pensacola News Journal* on September 27, 2013 – Legal No. 1609516

I. CALL TO ORDER/ADOPTION OF AGENDA

Mr. Bergosh called the Regular Workshop to order at 9:00 a.m. He welcomed everyone in attendance to the regular monthly workshop of the Escambia County School Board. There being no objection, the agenda as outlined was followed.

At this time, the following items were addressed:

Inventory Adjustment Reports for seven (7) cost centers [Item V.e.1]

Mr. Bergosh pointed out that Mr. Eric Smith, principal of West Florida High School was present in the audience to answer any questions that the School Board might have regarding the item (gas deep fryer) which was reporting as missing on the school's 2012-2013 Annual Physical Inventory Report. There were no questions for Mr. Smith from any of the School Board Members.

Discussion with District Hearing Officers Regarding Expulsion Hearing Procedure/Policy [Item V.f.1]

Mrs. Waters recalled that several months ago, some of the School Board Members had mentioned that they would like to be formally introduced to the current hearing officers. At the request of Mrs. Waters, each of the School Board's hearing officers, Valarie Prevatte, Greg Farrar, and Ellen Odom, took a moment to introduce themselves. Mr. Joe Hammons, attorney for the Superintendent introduced himself and his associate, Mr. Wes Hammons. It was noted the Mr. Hammons conducted student discipline hearings on behalf of the Superintendent. Each School Board Member expressed their appreciation to the hearing officers for the services that they provide.

Mrs. Moultrie asked the hearing officers to comment on the validity of the public's perception that there were typically more expulsions among minority students. Each of the hearing officers advised that in their experience that was not necessarily the case.

Mr. Bergosh noted that there was essentially a mandatory minimum expulsion of one full year for certain offenses (i.e., drugs, weapons, bomb threats); however, he had noticed that for several drug offenses, the hearing officers had recommended less than the minimum expulsion timeframe. He noted that most students simply accept the punishment recommended by the school administration and the Superintendent, which was typically

the minimum of one full year; whereas, only a few students sought a formal hearing whereby a hearing officer might have recommend a punishment of less than the minimum. His primary concern was the disparate treatment of those students. The hearing officers cited several reasons that their recommendation might be less than the minimum of one full year: timing of the offense (i.e., beginning of school year, end of school year) and mitigating, extenuating, and/or aggravating factors. It was also noted that there was uncertainty as to whether one full year referred to one “calendar” or one “academic” year. The Superintendent reminded School Board Members of a previous discussion in which he addressed the importance of a student returning from an expulsion at a semester break and not in the middle of a grading period. Mr. Bergosh asked his fellow Board Members if they felt that the one year minimum should be removed from policy. During the discussion, there was confusion as to whether a reference to the minimum one year was actually contained in School Board policy or in the Student Rights & Responsibilities Handbook. Mrs. Hightower believed that the School Board’s hearing officers should have discretion to consider the facts of each case and make the best decision on the expulsion timeframe for each individual student; Mr. Slayton agreed. Mr. Slayton also pointed out that the “one full year” was essentially a guideline for school administrators to follow when submitting their recommendation to the Superintendent. The Superintendent suggested that the School Board might want to consider giving the school administrators the latitude to consider each case individually, taking into account, any mitigating factors when making their expulsion recommendation. The hearing officers expressed their desire for latitude in making expulsion recommendations based on the facts of each individual case; Mr. Hammons agreed but suggested that hearing officers might need to indicate in their recommended orders the circumstances that justified a departure from the “one full year” minimum. Following the lengthy discussion, Mrs. Waters said that she would work with the Superintendent and his staff to develop a recommendation that would address the issues discussed during this session.

II. COMMENTS FROM THE SUPERINTENDENT

Local Capital Outlay Projects from Property Sales (topic postponed from October 10, 2013 Special Workshop)

At the request of the Superintendent, Mr. Shawn Dennis, Assistant Superintendent for Operations, gave a brief update on the status of local capital outlay projects from property sales. Mr. Dennis reviewed a handout that he had provided to School Board Members that included four (4) tables outlining the following information: Actual/In-Progress Project Expenditures; Proposed Project Expenditures; Actual Revenue; and Anticipated Revenue (from pending or anticipated property sales).

The Superintendent noted the following changes that had been made to the October 15, 2013 Regular Meeting agenda since initial publication: Item V.b.2.A.5 AMENDED, Item V.b.2.A.6 AMENDED, and Item V.d.4.B ADDED.

Approval of Minutes (Section II on October 15, 2013 Regular Meeting agenda)

- a. 08/16/13 Regular Workshop
- b. 09/10/13 Special Meeting
- c. 09/12/13 Special Workshop
- d. 09/13/13 Regular Workshop
- e. 09/17/13 Special Meeting
- f. 09/17/13 Regular Meeting

The Superintendent also advised that amendments were forthcoming for each of the items listed (a through f); however, Mrs. Jackie Dwelle, Office Administration Specialist and “acting” Administrative Recording Secretary, had yet to have an opportunity to make those amendments. The Superintendent asked School Board Members to forward any suggested edits that they had for those items by the end of the day. If Mrs. Dwelle was unable to complete the amendments prior to the end of the day, the Superintendent said those minutes may have to be deleted from this month’s agenda and resubmitted the following month. Mrs. Hightower said she had already turned in her suggestions for edits to those minutes. She noted that the minutes as submitted had been prepared by

a temporary employee who had essentially prepared a verbatim transcript of the meetings; as such, those minutes did not look like the School Board's minutes normally do as there was so much verbiage included. Mrs. Waters reminded the School Board the minutes of their workshops and meetings should not be verbatim; rather the minutes should be a concise statement of the business that was transacted. Upon inquiry by Mr. Bergosh, the Superintendent said that the goal was to take the suggestions received from School Board Members, finalize the edits and submit the revised minutes by mid-day on Monday, October 14th (the day prior to the Regular Meeting). He also said that if there were any additional concerns after those changes had been made, then he would probably recommend that those minutes be deleted from this month's agenda and resubmitted the following month simply because at that point, there would not be enough time remaining prior to the October 15, 2013 Regular Meeting for School Board Members to thoroughly review those minutes. Mrs. Hightower wanted to know if other School Board Members thought that the minutes should be revised so that they were more concise and therefore, consistent with the minutes from past workshops and meetings. The Superintendent said he agreed that the minutes should be concise; however, given the short timeframe before the October 15, 2013 Regular Meeting, he was not sure that such a task would be possible given the number of workshop and meeting minutes that would have to be revised. Should Mrs. Dwelle not have ample opportunity to make the necessary changes by mid-day on Monday, October 14th, the Superintendent said the minutes (as listed, items a through f) may have to be deleted from this month's agenda and resubmitted the following month. Mrs. Waters advised that Ms. Sharon Goshorn, Legal Assistant-Paralegal, had offered to assist Mrs. Dwelle with editing the minutes if necessary. The Superintendent said that Mrs. Dwelle, with the assistance offered by Ms. Goshorn, would do her best to make the necessary changes to the minutes and submit them in sufficient time for review by the School Board Members prior to the Regular Meeting; otherwise, the minutes would be deleted and resubmitted the following month.

III. COMMITTEE/DEPARTMENTAL REPORTS

-No items submitted

IV. UNFINISHED BUSINESS

-No items submitted

V. NEW BUSINESS

a. PROPOSED ADDITIONS OR REVISIONS TO SCHOOL DISTRICT RULES

1. Rule(s) Adoption

- a. Notice of Intent to Adopt Amendments to the School District of Escambia County, Florida, Student Progression Plan

Mr. Bergosh once again discussed his concern with the proposed Student Progression Plan as it related to Section 3.12 *Promotion and Retention*, subsection 3.12.3 *Promotion*. His concern was that many eighth grade students with poor performance in middle school were being advanced to ninth grade even though they were unprepared to succeed in high school. Mr. Bergosh believed that the School District should consider increasing the promotion requirements in an effort to ensure that middle school students would be ready for high school. He noted that other school districts in Florida had more rigorous advancement requirements for eighth graders than did the Escambia County School District. Mr. Bergosh said he would not support the adoption of the proposed Student Progression Plan until such time as the promotion requirements for eighth graders were increased. In response to the concern expressed by Mr. Bergosh, the Superintendent reminded the School Board that when the Student Progression Plan was submitted for advertisement in August, he had said that staff would be looking for a way to begin to calculate grade point average (GPA) at the middle school level; he said district staff had recently met with middle school principals and they were working in earnest to see what their recommendations would be for such an approach in the future. The Superintendent said he anticipated that next year when staff submitted their Student Progression

Plan recommendations, that there would be some type of GPA expectation for middle school students that would be used for determining eligibility for promotion to high school.

2. Permission to Advertise

- a. Approval to Advertise Notice of Intent to Adopt Rules and Procedures of the District School Board: Chapter 2, Human Resource Services

Mrs. Hightower explained that she and the Superintendent had discussed the numerous issues with the accuracy of Chapter 2 several months ago with regard to the version that had been approved by the School Board as opposed to the version that appeared online under the School Board policy section. Mrs. Hightower said it was her understanding that the version of Chapter 2 included in this month's backup documentation reflected all updates that had been approved by the School Board since 2009. Mrs. Waters pointed out that the "notice of intent" page of the backup documentation indicated that the purpose of this proposed advertisement and adoption was to update and ratify Chapter 2.

b. CONSENT AGENDA

1. Curriculum and Instruction

B. Continuous Improvement

2. 2013-2014 School Advisory Council (SAC) Memberships

Mrs. Hightower wanted to know where she could locate a list of the 2013-2014 School Advisory Council (SAC) memberships as the backup documentation for this item did not include that information. Ms. Sandra Edwards, Director-Continuous Improvement, advised that the information was not available electronically; rather the list of school advisory council memberships for each school year was on file in the Office of Continuous Improvement and School Choice. Mrs. Hightower wanted to know why the names of a school's School Advisory Council members would not at least be published on the school's website; she felt that the list would be very beneficial for parents as they would know who was representing them on the SAC. Ms. Edwards advised that the list of school advisory council memberships included various personal information (i.e., address, email address, home address, home phone number, ethnicity) and therefore, it had never been submitted for public review. Mrs. Hightower said her primary concern was that as a School Board Member it was her responsibility to ensure that those school advisory councils accurately reflected the populations of their schools. At the request of Mrs. Hightower, the Superintendent indicated that staff from the Continuous Improvement department would provide a copy of the lists to the School Board office for School Board Members to review at their leisure.

The Regular Workshop recessed at 11:12 a.m. and reconvened at 11:23 a.m. with all School Board Members, the Superintendent, and Mrs. Waters present.

H. Professional Learning

1. Master Inservice Plan (MIP)

Upon inquiry by Mrs. Hightower, Mr. Steve Marcanio, Assistant Superintendent for Curriculum & Instruction, explained that the Department of Education (DOE) required that Professional Learning Departments to submit a new Master Inservice Plan (MIP) for each five-year period. Mr. Marcanio said that the School District's subject area specialists had gone through the entire MIP to ensure that each component was aligned to Common Core.

2. Finance and Business Affairs

A. Finance

3. 2013-2014 Base Instructional Salary Schedule, 2013-2014 Performance Instructional Salary Schedule, and 2013-2014 Instructional Supplements Schedule
4. 2013-2014 Educational Support Personnel Salary Schedule
5. 2013-2014 Professional Salary Schedule and Classification Guide
6. 2013-2014 Administrative Salary Schedule - District Level, 2013-2014 Administrative Salary Schedule—School Level Base, 2013-2014 Administrative Salary Schedule—School Level Performance, 2013-14 Classification Guide, 2013-14

Upon inquiry by Mr. Slayton, Mr. Terry St. Cyr, Assistant Superintendent for Finance & Business Services, said that pending the School Board's approval of the proposed salary schedules, it was the Payroll Department's goal to have employee's retro pay (effective July 1, 2013) included in their December paycheck.

D. Payroll and Benefits Accounting

1. Financial Status Report: Employee Benefit Trust Fund

Mr. Bergosh said he was somewhat concerned that medical claims were still up for the first two months of this fiscal year given the fact that the School District's employee health clinic was now online. Mr. Terry St. Cyr, Assistant Superintendent for Finance & Business Services, said it appeared that it was a "fairly bad summer" though it may not have been that bad compared to other years; however, the good news was that September claims (which would be included on the Financial Status Report to be submitted in November) were significantly lower and therefore, the School District should recapture all losses from July and August. Mr. Bergosh said it was his understanding that September, October, and November were typically lower claim months. Mr. St. Cyr said he believed that to be correct; however, he would have to look back at the historical data to confirm. He noted that there were typically more claims during the summer months. Mr. Kevin Windham, Director of Risk Management, briefly explained that October was typically a lower claim month; however, for October 2013 there had already been a significant claim made at the beginning of the month in the amount of approximately \$250,000.

E. Purchasing

7. Agreement Renewal/Amendment: Common Core (CC) 360 for Professional Services

Description of Purchase: *Renewal of year two (2) of a three (3) year agreement to enhance the PD 360 program the District currently utilizes. CC 360 is developed in conjunction with PD 360 to help districts, schools, and individual teachers understand the vision and begin implementation of the Common Core State Standards. CC 360 products include the Common Core video library, the Common Core Learning Progression, and the Common Core LiveBook authored by Heidi Hayes-Jacobs to help align an individual teacher's current curriculum to common core standards. In order to provide consistency, the agreement is also being amended. The "Contract Year" period will change this year to an eight (8) month renewal. This change will align the Common Core 360 contract to the same ending date as the PD 360 program.*

Mr. Bergosh noted that this was year two (2) of a three (3) year agreement; he wanted to know how the first year of service had gone. The Superintendent said that the PD 360 program had received a lot of use by teachers throughout the School District; in fact, videos from the PD

360 program were even used at a recent principal's meeting as part of an exercise for principals to view teachers and rate student engagement. Mr. Steve Marcanio, Assistant Superintendent for Curriculum & Instruction, added that representatives of the PD 360 company had been impressed with the School District's high usage in the very first year of implementation. Mr. Bergosh wanted to know if all teachers in all schools throughout the School District were using the PD 360 program. Mr. Marcanio said that all teachers in all schools had access to the PD 360 program.

9. Educational Services Agreement: Learning for Life Character Education Program

Mr. Bergosh commented that he was glad to see that the School District was partnering with the Boy Scouts of America (Gulf Coast Council #773) for the "Learning for Life" program.

17. Change Notice #2 to Purchase Order #5421300261 – Ferry Pass Elementary, Pensacola High and C.A. Weis Elementary Schools Minor Projects

Description of Purchase: *Request authorization to issue Change Notice #2 (CO#2) to Purchase Order #5421300261 to increase the contract amount to install acoustical ceiling in Room 13C (Pensacola HS), \$233.01 (Owner's request); electrical revisions to add power for DDC and UV light (Pensacola HS), \$910.99 (Owner's request); additional sod in courtyard (Ferry Pass ES), \$1,145.00 (Owner's request); replace door louver (Pensacola HS), \$251.00 (Owner's request). This Change Notice also increases the contract time by eleven (11) calendar days for Substantial Completion.*

Mrs. Hightower pointed out that the agenda listing for this item referred to minor projects for C.A. Weis Elementary School, yet the "description of purchase" mentioned in the backup documentation did not include any information on the minor projects at C.A. Weis Elementary School. Mr. Shawn Dennis, Assistant Superintendent for Operations, said that he did not have the details at that time, but would provide Mrs. Hightower specifically with the projects that this item was referring to immediately following this session.

3. Human Resource Services

A. Instructional/Professional

1. Appointments

Mr. Bergosh advised that he would abstain from voting on this item at the October 15, 2013 Regular Meeting. He noted that he would submit the appropriate paperwork prior to that session.

4. Operations

A. Facilities Planning

2. Miscellaneous

a. Renewal of Pre-Qualified Contractors

Mr. Bergosh said he noticed on that on the renewal list for pre-qualified contractors, that several of the contractors had changed names; he wanted to know if the Superintendent and/or his staff were aware of the reason(s) why those contractors had changed names. Mr. Shawn Dennis, Assistant Superintendent for Operations, responded that typically that information was not disclosed to the School District; he did however, note that the School District had history with those particular contracting firms.

- c. ITEMS FROM THE BOARD
-No items submitted
- d. ITEMS FROM THE SUPERINTENDENT
-No items discussed
- e. INTERNAL AUDITING
 - 1. Inventory Adjustment Reports for seven (7) cost centers

Mr. Bergosh pointed out that he had reviewed the inventory adjustment reports for the seven (7) cost centers and had noticed that all of the departments had very nice response letters which he appreciated.

- f. ITEMS FROM GENERAL COUNSEL
 - 1. Discussion with District Hearing Officers Regarding Expulsion Hearing Procedure/Policy - (Time Certain - 9:00 a.m.)

This item was handled earlier in the session.

At this time, Mrs. Hightower addressed the following matter:

Follow-up to Discussion from July 2, 2013 Special Workshop

Mrs. Hightower recalled that at the July 2, 2013 Special Workshop, the School Board agreed (by consensus) to the following recommendation from the Audit Committee: *Option 2 - In addition to all the actions included in Option 1*, we recommend the Internal Audit staff independently verify the status of all the concerns, and provide an opinion of the perceived effectiveness of proposed corrective actions. The IA staff should monitor the outcomes of said actions and provide to the Board with updates as individual concerns are alleviated. The IA staff should conduct exit interview with all employees who have exited and/or transferred internally within the Finance area within the last 18 months. Further, the Board should work in cooperation with the Superintendent to form a committee to review the organizational structure and personnel of the Finance area, with the goal of increasing productivity and determining efficiencies and best practices.* Mrs. Hightower pointed out that per Option 2, the Board had agreed “to work in cooperation with the Superintendent to form a committee to review the organizational structure and personnel of the Finance area, with the goal of increasing productivity and determining efficiencies and best practices.” Mrs. Hightower wanted to make sure that the Superintendent remembered that he had said that the formation of an “oversight committee” would occur probably sometime in October. The Superintendent said the formation of the committee was just about to happen; he would be using the Florida Association of District School Superintendents (FADSS) to bring in finance and human resource experts from school districts across the state with an emphasis on school districts that use the Skyward school administration software program. He said the team from FADSS would be on location for the last week of October to really take a close look at the organization, staffing and the efficiencies of those departments and then offer recommendations. Mrs. Hightower wanted to know if the FADSS team would be meeting with individual School Board Members or only staff from the Finance and Human Resources departments. The Superintendent said he did not know the team’s specific plan but noted that he did not have an objection to them speaking with individual School Board Members and that he would make sure the team was aware that they could do so. At the suggestion of Mrs. Hightower, the Superintendent said he would also mention to the FADSS team that they might want to speak with Mr. David Bryant, Director of Internal Auditing for additional background information.

**Option 1 – We recommend the Board request from the Superintendent, or his staff, a status of the concerns included in the memo, along with the status of reconciliations of the District’s bank accounts, and the status of Accounting Operations’ ongoing audits/reviews of purchasing card transactions. In addition, we recommend the Board be updated on the status of the current financial audit by the independent CPA firm, including but not limited to, any anticipated audit adjustments and/or anticipated findings related to internal controls over financial reporting. The Board should require corrective actions and additional updates by staff as required. Furthermore, a strict timeline should be developed, by which all concerns would be addressed.*

VI. PUBLIC FORUM

Mr. Bergosh asked if there were members of the audience who wished to address the School Board during Public Forum; however, there were none.

VII. ADJOURNMENT

There being no further business, the Regular Workshop adjourned at 11:38 a.m.

Attest:

Approved:

Superintendent

Chair

PENDING BOARD APPROVAL

**MINUTES FROM THE
OCTOBER 11, 2013 REGULAR WORKSHOP
AS ORIGINALLY SUBMITTED ON THE
NOVEMBER 19, 2013 REGULAR MEETING AGENDA**

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III. COMMITTEE/DEPARTMENTAL REPORTS

-No items submitted

IV. UNFINISHED BUSINESS

-No items submitted

V. NEW BUSINESS

a. PROPOSED ADDITIONS OR REVISIONS TO SCHOOL DISTRICT RULES

1. Rule(s) Adoption

- a. Notice of Intent to Adopt Amendments to the School District of Escambia County, Florida, Student Progression Plan

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B. Continuous Improvement

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H. Professional Learning

1. Master Inservice Plan (MIP)

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A. Finance

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4. 2013-2014 Educational Support Personnel Salary Schedule
5. 2013-2014 Professional Salary Schedule and Classification Guide
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D. Payroll and Benefits Accounting

1. Financial Status Report: Employee Benefit Trust Fund

Mr. Bergosh said he was somewhat concerned that medical claims were still up for the first two months of this fiscal year given the fact that the School District's employee health clinic was now online. Mr. Terry St. Cyr, Assistant Superintendent for Finance & Business Services, said it appeared that it was a "fairly bad summer" though it may not have been that bad compared to other years; however, the good news was that September claims (which would be included on the Financial Status Report to be submitted in November) were significantly lower and therefore, the School District should recapture all losses from July and August. Mr. Bergosh said it was his understanding that September, October, and November were typically lower claim months. Mr. St. Cyr said he believed that to be correct; however, he would have to look back at the historical data to confirm. He noted that there were typically more claims during the summer months. Mr. Kevin Windham, Director of Risk Management, briefly explained that October was typically a lower claim month; however, for October 2013 there had already been a significant claim made at the beginning of the month in the amount of approximately \$250,000.

E. Purchasing

7. Agreement Renewal/Amendment: Common Core (CC) 360 for Professional Services

Description of Purchase: *Renewal of year two (2) of a three (3) year agreement to enhance the PD 360 program the District currently utilizes. CC 360 is developed in conjunction with PD 360 to help districts, schools, and individual teachers understand the vision and begin implementation of the Common Core State Standards. CC 360 products include the Common Core video library, the Common Core Learning Progression, and the Common Core LiveBook authored by Heidi Hayes-Jacobs to help align an individual teacher's current curriculum to common core standards. In order to provide consistency, the agreement is also being amended. The "Contract Year" period will change this year to an eight (8) month renewal. This change will align the Common Core 360 contract to the same ending date as the PD 360 program.*

Mr. Bergosh noted that this was year two (2) of a three (3) year agreement; he wanted to know how the first year of service had gone. The Superintendent said that the PD 360 program had received a lot of use by teachers throughout the School District; in fact, videos from the PD 360 program were even used at a recent principal's meeting as part of an exercise for principals to view teachers and rate student engagement. Mr. Steve Marcanio, Assistant Superintendent for Curriculum & Instruction, added that representatives of the PD 360 company had been impressed with the School District's high usage in the very first year of implementation. Mr. Bergosh wanted to know if all teachers in all schools throughout the School District were using the PD 360 program. Mr. Marcanio said that all teachers in all schools had access to the PD 360 program.

9. Educational Services Agreement: Learning for Life Character Education Program

Mr. Bergosh commented that he was glad to see that the School District was partnering with the Boy Scouts of America (Gulf Coast Council #773) for the "Learning for Life" program.

17. Change Notice #2 to Purchase Order #5421300261 – Ferry Pass Elementary, Pensacola High and C.A. Weis Elementary Schools Minor Projects

Description of Purchase: *Request authorization to issue Change Notice #2 (CO#2) to Purchase Order #5421300261 to increase the contract amount to install acoustical ceiling in Room 13C (Pensacola HS), \$233.01 (Owner's request); electrical revisions to add power for DDC and UV light (Pensacola HS), \$910.99 (Owner's request); additional sod in courtyard (Ferry Pass ES), \$1,145.00 (Owner's request); replace door louver (Pensacola HS), \$251.00 (Owner's request). This Change Notice also increases the contract time by eleven (11) calendar days for Substantial Completion.*

Mrs. Hightower pointed out that the agenda listing for this item referred to minor projects for C.A. Weis Elementary School, yet the "description of purchase" mentioned in the backup documentation did not include any information on the minor projects at C.A. Weis Elementary School. Mr. Shawn Dennis, Assistant Superintendent for Operations, said that he did not have the details at that time, but would provide Mrs. Hightower specifically with the projects that this item was referring to immediately following this session.

3. Human Resource Services
 - A. Instructional/Professional
 1. Appointments

Mr. Bergosh advised that he would abstain from voting on this item at the October 15, 2013 Regular Meeting. He noted that he would submit the appropriate paperwork prior to that session.

4. Operations
 - A. Facilities Planning
 2. Miscellaneous
 - a. Renewal of Pre-Qualified Contractors

Mr. Bergosh said he noticed on that on the renewal list for pre-qualified contractors, that several of the contractors had changed names; he wanted to know if the Superintendent and/or his staff were aware of the reason(s) why those contractors had changed names. Mr. Shawn Dennis, Assistant Superintendent for Operations, responded that typically that information was not disclosed to the School District; he did however, note that the School District had history with those particular contracting firms.

- c. ITEMS FROM THE BOARD
-No items submitted
- d. ITEMS FROM THE SUPERINTENDENT
-No items discussed
- e. INTERNAL AUDITING
 1. Inventory Adjustment Reports for seven (7) cost centers

Mr. Bergosh pointed out that he had reviewed the inventory adjustment reports for the seven (7) cost centers and had noticed that all of the departments had very nice response letters which he appreciated.

- f. ITEMS FROM GENERAL COUNSEL
 1. Discussion with District Hearing Officers Regarding Expulsion Hearing Procedure/Policy - (Time Certain - 9:00 a.m.)

This item was handled earlier in the session.

At this time, Mrs. Hightower addressed the following matter:

Follow-up to Discussion from July 2, 2013 Special Workshop

Mrs. Hightower recalled that at the July 2, 2013 Special Workshop, the School Board agreed (by consensus) to the following recommendation from the Audit Committee: *Option 2 - In addition to all the actions included in Option 1*, we recommend the Internal Audit staff independently verify the status of all the concerns, and provide an opinion of the perceived effectiveness of proposed corrective actions. The IA staff should monitor the outcomes of said actions and provide to the Board with updates as individual concerns are alleviated. The IA staff should conduct exit interview with all employees who have exited and/or transferred internally within the Finance area within the last 18 months. Further, the Board should work in cooperation with the Superintendent to form a committee to review the organizational structure*

and personnel of the Finance area, with the goal of increasing productivity and determining efficiencies and best practices. Mrs. Hightower pointed out that per Option 2, the Board had agreed “to work in cooperation with the Superintendent to form a committee to review the organizational structure and personnel of the Finance area, with the goal of increasing productivity and determining efficiencies and best practices.” Mrs. Hightower wanted to make sure that the Superintendent remembered that he had said that the formation of an “oversight committee” would occur probably sometime in October. The Superintendent said the formation of the committee was just about to happen; he would be using the Florida Association of District School Superintendents (FADSS) to bring in finance and human resource experts from school districts across the state with an emphasis on school districts that use the Skyward school administration software program. He said the team from FADSS would be on location for the last week of October to really take a close look at the organization, staffing and the efficiencies of those departments and then offer recommendations. Mrs. Hightower wanted to know if the FADSS team would be meeting with individual School Board Members or only staff from the Finance and Human Resources departments. The Superintendent said he did not know the team’s specific plan but noted that he did not have an objection to them speaking with individual School Board Members and that he would make sure the team was aware that they could do so. At the suggestion of Mrs. Hightower, the Superintendent said he would also mention to the FADSS team that they might want to speak with Mr. David Bryant, Director of Internal Auditing for additional background information.

**Option 1 – We recommend the Board request from the Superintendent, or his staff, a status of the concerns included in the memo, along with the status of reconciliations of the District’s bank accounts, and the status of Accounting Operations’ ongoing audits/reviews of purchasing card transactions. In addition, we recommend the Board be updated on the status of the current financial audit by the independent CPA firm, including but not limited to, any anticipated audit adjustments and/or anticipated findings related to internal controls over financial reporting. The Board should require corrective actions and additional updates by staff as required. Furthermore, a strict timeline should be developed, by which all concerns would be addressed.*

VI. PUBLIC FORUM

Mr. Bergosh asked if there were members of the audience who wished to address the School Board during Public Forum; however, there were none.

VII. ADJOURNMENT

There being no further business, the Regular Workshop adjourned at 11:38 a.m.

Attest:

Approved:

Superintendent

Chair