

THE SCHOOL BOARD OF  
ESCAMBIA COUNTY, FLORIDA

MINUTES, APRIL 15, 2011

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. Gerald W. Boone Vice Chair: Mr. Bill Slayton

Board Members: Mr. Jeff Bergosh  
Mrs. Linda Moultrie  
Mrs. Patricia Hightower

School Board General Counsel: Mrs. Donna Sessions Waters

Superintendent of Schools: Mr. Malcolm Thomas

*Meeting was advertised in the Pensacola News Journal on March 24, 2011 - Legal No. 1516041*

[General discussion took place among Board Members, the Superintendent, and staff throughout this meeting.]

I. CALL TO ORDER

Mr. Boone called the Regular Workshop to order at 9:00 a.m.

II. COMMENTS FROM SUPERINTENDENT

The following item was moved forward on the agenda:

Budget Update (Item VII.1)

Mr. Terry St. Cyr, Assistant Superintendent for Finance and Business Services, gave a brief PowerPoint® presentation entitled *House and Senate Proposed 2011-12 Budget Legislation: An Overview Specific to Escambia District Schools*. In his presentation, Mr. St. Cyr mentioned that the School District had entered into an Energy Star partnership consistent with EPA guidelines to help improve the energy efficiency of its physical plants. In response to questions posed by Mrs. Hightower, the Superintendent said that the School District's Energy Managers would provide a presentation on this initiative at a School Board workshop in either May or June.

III. PROPOSED ADDITIONS OR REVISIONS TO SCHOOL DISTRICT RULES

Notice of Intent to Adopt Amendments to Rules and Procedures of the District School Board: Chapter 3, School Operating Procedures

Staff responded to questions posed by Board Members regarding various aspects of Chapter 3 policy; however, Board Members requested no changes to the policy as presented.

The School Board of Escambia County, Florida Notice of Intent to Advertise to Adopt Amendments to Rules and Procedures of the District School Board: Chapter 5, Business Services

At the request of Mrs. Hightower, staff was to determine the appropriate fee for "insiders" (other district schools) use of facilities which required specialized district employee resources to operate equipment and system. Mr. Terry St. Cyr, Assistant Superintendent for Finance and Business Services,

said he would be submitting an amendment to Section 5.01(12) to delete the following verbiage: “*unless the total value deposited in each banking institution does not exceed the insured limit guaranteed by the Federal Deposit Insurance Corporation (FDIC).*”

The School Board of Escambia County, Florida Notice of Intent to Advertise Amendments to Rules and Procedures of the District School Board: Chapter 6, Student Transportation

(NOTE: *The proposed changes to Section 6.07(5) were previously addressed at the April 14, 2011 Special Workshop. See: Establishing Safe Bus Stops, April 14, 2011 Special Workshop Agenda.*) At the request of Mrs. Hightower, Mr. Robert Doss, Director of Transportation and Mr. Shawn Dennis, Assistant Superintendent for Operations, briefly reviewed the following proposed changes to Chapter 6, Student Transportation:

6.07 School Bus Stop Safety

(5) Registered Sexual Offenders

- A. Upon notification by law enforcement of the existence of a ~~registered~~ sexual offender whose victim was under the age of 18 subject to conditional release supervision as described in Section 947.1405, F.S., the Court Liaison Department shall immediately provide the Director of Transportation with a complete profile of the offender. Transportation staff shall plot the residence of the ~~registered~~ sexual offender on the master routing map and assess all bus stop locations for all routes in the area. Transportation staff shall ~~and~~ initiate bus stop change procedures to relocate any stop that requires students to travel past the identified residence when en route to or from an established stop not in the walk zone. Further, stops shall not be situated within 1,000 feet of a registered offender's residence unless the stop services a student residing at the offender's location. In this event, only the residing student may utilize the stop— is located within 1,000 feet of the existing residence of the supervised offender. If a student resides at the offender's location and Transportation staff determines there are no suitable stops within walking distance of the student's home, a bus stop may be established at the offender's location, but in this event, only the student residing at that location may utilize the stop.
- B. Upon becoming aware that a registered sexual offender or predator resides within 100 feet of a bus stop, Transportation staff shall reposition that bus stop whether the offender or predator is still serving sanctions imposed by law or not.
- C. Transportation staff shall alert schools of any bus stop changes in reaction to a sexual offender's location and shall, as a redundant measure, alert school staff ~~on~~ of any offender notification for ~~an~~ a supervised offender residing within the school walk zone.
- D. In instances where walking distances defined in S.B.R. conflict with Section 947.1405, F.S., statutory mandates regarding the proximity of bus stops to Section 947, F.S. related offenders shall prevail.
- E. Transportation staff shall place a link to the Florida sexual offender registry on the Transportation web site.

IV. CONSENT AGENDA

A. Curriculum and Instruction

Mrs. Moultrie noted that the backup documentation for several items under this section included an outdated version of the *Escambia School District Risk Management Addendum (Regular)*. Mr. Kevin Windham, Director of Risk Management, was to ensure that each assistant superintendent received a copy of the latest version of this document to be included with backup for future agenda items.

6. A Contract Renewal between Community Action Program Committee, Inc., and the School Board of Escambia County, Florida

Mrs. Moultrie asked that staff confirm the correctness of the dates listed on *Attachment A – Section 1. Instructional and Child Care Services*.

9. User Agreement/Contract Summary Pensacola Civic Center and School District of Escambia County, Florida

Mrs. Carolyn Spooner, Director of High School Education, said that she had requested the same two days for next year’s graduation as was reserved for this year’s graduation. She was to notify Board Members as soon as she received confirmation of her request.

B. Finance

-No items discussed

C. Human Resource Services

1. Instructional/Professional

g. Special Requests

12. Approval of the following job description on the Professional Salary Schedule, effective April 19, 2011: *Security Credentials Technician*

It was noted that the backup documentation for this item would be amended to correct the numbering sequence of the position’s performance responsibilities.

14. Approval of the following job description on the Administrative Salary Schedule, effective July 1, 2011: *Escambia County Public Schools Foundation – Executive Director*

The Superintendent indicated that he would be deleting this item from the April 19, 2011 Regular Meeting agenda.

15. Approve adoption of the 2011-12 Department Personnel Planning Document

It was noted that this item would be amended to reflect the deletion of the *Escambia County Public Schools Foundation – Executive Director* position.

2. Educational Support Personnel

1. Delete the following job descriptions on the Educational Support Salary Schedule effective April 19, 2011:

<u>CLASSIFICATION</u>	<u>PAYGRADE</u>
Accountant I	23
Accountant II	25
Accountant III	27
Accounting Specialist I	12
Accounting Specialist II	15
Accounting Specialist III	17
Accounting Specialist IV	19
Accounting Supervisor	29
Administrative Clerk I	9
Administrative Clerk II	11
Administrative Clerk III	14
Administrative School Secretary I	13
Administrative School Secretary II	15
Administrative School Secretary III	17
Administrative Secretary I	13
Administrative Secretary II	15
Administrative Secretary III	17
Air Conditioning and Refrigeration Mechanic I	16
Air Conditioning and Refrigeration Mechanic II	19
Air Conditioning and Refrigeration Shop Supervisor	26
Assistant Food Service Manager	12
Assistant Garage Supervisor	23
Audiometric Technician	13

Automotive Equipment Mechanic	19
Automotive Service Worker	14
Behavior Technician	14
Benefits Specialist	17
Carpenter I	16
Carpenter II	19
Carpentry Shop Supervisor	26
Central PBX Operator	11
Certified Educational Interpreter I	17
Certified Educational Interpreter II	22
Certified Educational Interpreter III	26
Computer Network Assistant	14
Construction/Maintenance Supervisor I	24
Construction/Maintenance Supervisor II	26
Construction Mechanic I	17
Construction Mechanic II	21
Credentialing Technician	16
Courier	9
Custodial Supervisor	14
Custodial Worker I	7
Custodial Worker II	10
Early Childhood Assistant	10
Educational Interpreter	12
Electrical Shop Supervisor	26
Electrician I	17
Electrician II	20
Electronics Shop Supervisor	26
Electronics Technician	20
Equipment Operator I	13
Equipment Operator II	15
Equipment Operator III	13
Equipment Operator IV	15
Executive Secretary	20
Facilities Resource Manager	22
Fire Suppression Technician I	16
Fire Suppression Technician II	19
Food Service Assistant I	7
Food Service Assistant II	10
Food Service Manager I	15
Food Service Manager II	17
Food Service Manager III	19
Food Service Manager IV	21
Grounds Maintenance Supervisor	26
Heating and Ventilating Mechanic I	16
Heating and Ventilating Mechanic II	19
Heating and Ventilating Shop Supervisor	26
Heavy Equipment Mechanic	21
Human Resources Aide	18
HVAC Controls Technician	24
HVAC Technician	20
Industrial Plant Mechanic I	18
Lead Electronics Technician	22
Locksmith	19
Maintenance Mechanic I	16
Maintenance Mechanic II	19
Maintenance Worker I	10
Maintenance Worker II	13
Media Acquisition Technician	17
Microphotography Technician II	16
Office Machine Mechanic I	20
Office Machine Mechanic II	22
Office Services Assistant	8
Paint and Body Repairer	18
Paint Shop Supervisor	22
Painter I	16
Painter II	19

Payroll Specialist	20
Pest Control Technician I	16
Pest Control Technician II	19
Phototypesetter	17
Plumber I	17
Plumber II	20
Plumbing Shop Supervisor	26
Pre-Press Operator	16
Print Shop Supervisor	22
Printer	14
Property Records Technician	13
Recording Stenographer	18
Risk Management Specialist	17
School Bus Operator	13
School Data Specialist I	14
School Data Specialist II	16
School Finance Specialist	16
Senior Information Systems Technician	18
Senior School Finance Specialist	19
Shop Leader	22
Storekeeper/Warehouse Supervisor	21
Storekeeper/Warehouse Technician I	12
Storekeeper/Warehouse Technician II	15
Storekeeper/Warehouse Technician III	18
Teacher Assistant	9
Teacher Assistant – Bilingual	11
Teacher Assistant – Computer Lab	11
Teacher Assistant Special	11
Television and Video Specialist	19
Upholsterer and Glazier	15
Wastewater Treatment Plant Operator II	20
Welder	19

2. Establish the following job descriptions on the Educational Support Personnel Salary Schedule effective April 19, 2011:

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>
Accountant I	23
Accountant II	25
Accountant III	27
Accounting Specialist I	12
Accounting Specialist II	15
Accounting Specialist III	17
Accounting Specialist IV	19
Accounting Supervisor	29
Administrative Clerk I	9
Administrative Clerk II	11
Administrative Clerk III	14
Administrative School Secretary I	13
Administrative School Secretary II	15
Administrative School Secretary III	17
Administrative Secretary I	13
Administrative Secretary II	15
Administrative Secretary III	17
Air Conditioning and Refrigeration Mechanic II	19
Assistant Garage Supervisor	23
Audiometric Technician	13
Automotive Equipment Mechanic	19
Automotive Service Worker	14
Behavior Technician	14
Benefits Specialist	17
Budget Specialist	19
Carpenter I	16
Carpenter II	19
Certified Educational Interpreter I	17

Certified Educational Interpreter II	22
Certified Educational Interpreter III	26
Computer Lab Specialist	11
Construction/Maintenance Supervisor	26
Construction Mechanic I	17
Construction Mechanic II	21
Custodial Worker I	7
Custodial Worker II	10
Custodial Worker III	14
Diesel Truck and Bus Technician	21
Driver/Equipment Operator	13
Early Childhood Assistant	10
Educational Interpreter	12
Electrician I	17
Electrician II	20
Electronics Technician	20
Equipment Operator I	13
Equipment Operator II	15
Executive Secretary	20
Facilities Resource Manager	22
Fire Suppression Technician I	16
Fire Suppression Technician II	19
Food Service Assistant I	7
Food Service Assistant II	10
Food Service Assistant Manager	12
Food Service Manager I	15
Food Service Manager II	17
Food Service Manager III	19
Food Service Manager IV	21
Heating and Ventilating Mechanic II	19
Heavy Equipment Operator	17
Human Resources Aide	18
HVAC Controls Technician	24
HVAC Technician	20
Industrial Plant Mechanic I	18
Job Facilitator – Special Needs	12
Lead Accounting Specialist	22
Lead Microimaging Technician	19
Library Media Clerk	11
Locksmith	19
Maintenance Mechanic I	16
Maintenance Mechanic II	19
Maintenance Worker I	10
Maintenance Worker II	13
Media Acquisition Specialist	17
Microimaging Technician	16
Office Machine Technician	20
Office Services Assistant	8
Paint and Body Repairer	18
Painter I	16
Painter II	19
Payroll Specialist	20
Pest Control Technician I	16
Pest Control Technician II	19
Plumber I	17
Plumber II	20
Risk Management Specialist	17
School Bus Assistant	11
School Bus Operator	13
School Data Specialist I	14
School Data Specialist II	16
School Finance Specialist	16
Security/Safety Program Specialist	16
Senior Executive Secretary	22
Senior School Finance Specialist	19
Shop Leader – Automotive Equipment Mechanics	22

Shop Leader – Carpenters	22
Shop Leader – Construction/Maintenance	23
Shop Leader – Electronics	22
Shop Leader – Grounds	22
Shop Leader – HVAC Operations	23
Shop Leader – Locksmiths	22
Shop Leader – Office Machines	22
Shop Leader – Paint and Body Repair	22
Shop Leader – Painters	22
Shop Leader – Plumbers	23
Storekeeper/Warehouse Technician I	12
Storekeeper/Warehouse Technician II	15
Storekeeper/Warehouse Technician III	18
Teacher Assistant – Alternative Education	10
Teacher Assistant – Bilingual	11
Teacher Assistant – Computer Lab	11
Teacher Assistant – Elementary	9
Teacher Assistant – Secondary	10
Teacher Assistant Special	11
Test Scoring and Reporting Coordinator	19
Transportation Dispatcher	13
Upholsterer and Glazier	15
Wastewater Treatment Plant Operator II	20

Board Members requested to know the changes in the qualifications and whether more responsibility/qualification had been added or deleted.

D. Purchasing

18. Change Notice #1 to Purchase Order #307551 – Human Resources

Upon inquiry by Mrs. Hightower, Dr. Alan Scott, Assistant Superintendent for Human Resource Services, explained that this purchase order would provide for fingerprint record retention of all active full-time and part-time employees as required by Florida Statutes. Mr. John Dombroskie, Director of Purchasing, clarified that the original purchase order was “funded very low” (\$34,000.00) and a change notice was now necessary to increase that amount by \$14,000.00, for a new total expenditure of \$48,000.00.

E. Operations

3. Information Technology

A. Miscellaneous

1. Pole Attachment Agreement between Gulf Power Company and School District of Escambia County, Florida

It was noted that the “executive summary” sheet included in the backup documentation for this item would be amended as follows: *BACKGROUND INFORMATION/DESCRIPTION: This agreement is to allow the School District to be a joint use attacher on Gulf Power owned utility pole for a ~~zero-dollar~~ varying attachment fee. These attachments allow the District to provide fiber-optic connectivity to various schools.*

4. Protection Services

A. Miscellaneous

1. Interlocal Agreement between the Board of County Commissioners of Escambia County, Florida and the School Board of Escambia County, Florida - Use of Pensacola Civic Center for Student/Parent Reunification During Emergencies

Upon inquiry by Mrs. Hightower, Mr. Shawn Dennis, Assistant Superintendent for Operations, explained that this agreement would provide access to and use of the

Pensacola Civic Center for student/parent reunification in the event of a major emergency, as declared by the School Board, for which the School District must relocate students and staff in order to ensure their safety and security.

*Mr. Boone returned to the Regular Workshop at 12:08 p.m.*

F. Student Transfers  
-No items discussed

G. Internal Auditing  
-No items discussed

V. UNFINISHED BUSINESS  
-None

VI. NEW BUSINESS

A. Items from the Board  
-No items submitted

B. Items from the Superintendent  
-No items discussed

C. Items from the General Counsel

3. Agreement between the School Board of Escambia County, Florida and Donna Sessions Waters, Esquire

*(NOTE: This item was previously discussed at the March 10, 2011 Special Workshop.)* Mrs. Hightower suggested that this item be deleted from this section (Section VI.C., *Items from the General Counsel*) and submitted under Section VI.A., *Items from the Board*. Mrs. Hightower also said that she would not support the proposed contract only because it reflected a two-year term. She believed that Mrs. Waters' contract should reflect only a one-year term just like all other employees in the School District (other than elected officials).

VII. COMMITTEE/DEPARTMENTAL REPORTS

1. Budget Update

This item was handled earlier in the meeting.

**DELETED** ~~2. High School Proposal for Literacy~~

VIII. PUBLIC FORUM

Mr. Boone called for public hearing; however, there were no speakers.

IX. ADJOURNMENT

There being no further business, the Regular Workshop adjourned at 12:15 p.m.

Attest:

Approved:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chair