

DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, FLORIDA

TUESDAY, OCTOBER 6, 2009

LOCATION OF MEETING: *SCHOOL BOARD MEETING ROOM, CAMPBELL ADMINISTRATION BUILDING*
ADDRESS: *200 SOUTH SEVENTH STREET, PALATKA, FLORIDA 32177*

REGULAR MEETING

AGENDA

3:30 P.M.

A. OPENING

1. Pledge of Allegiance to the Flag

B. PUBLIC HEARING ON THE FOLLOWING SCHOOL BOARD POLICY CHANGES:

1. Amendment of PCDSB Policy: Designation Number 6Gx54, **4.031 - Special Programs and Procedures for Exceptional Students.**
2. Adoption of the Following School Board Forms: Designation Number 6Gx54,
 - a. **E-50, Student/Teacher Intervention;**
 - b. **E-51, Student Discipline Report,**
 - c. **E-52, Bullying or Harassment Reporting Form (Elementary);**
 - d. **E-53, Bullying or Harassment Reporting Form (Middle & High School and Employee);**
 - e. **E-54, Bullying Witness Statement Form;**
 - f. **E-55, Bullying or Harassment Investigation Process Flow Chart;**
 - g. **E-56, Investigation Steps for Reported Incidents of Bullying and/or Harassment;**
 - h. **E-57, Bullying and Harassment Final Report (From Incident Investigation)**

C. PRESENTATIONS

1. Dr. Grace Thomas, Assistant Superintendent for Instruction and Curriculum: Positive Behavior Support and Power Teacher and Reading, an overview of Accomplishments and Next Steps.

D. PUBLIC COMMENTS

E. CONSENT AGENDA

1. School Board - Superintendent Thomas D. Townsend
 - a. Approval of Listing of School Volunteers (as submitted by Communities in Schools).
 - b. Approval of Ten School Trips (Interlachen High School-2; Palatka High School-4; Jenkins Middle School-2; Q.I. Roberts Middle School-1; Melrose Elementary School-1).
 - c. After-the-Fact Approval of a School Trip for Crescent City Jr./Sr. High School's JROTC Cadets.
 - d. Approval to Release Interlachen High School students at Noon on FCAT Testing Days, March 9th and 10th, 20`0.
 - e. Approval for Interlachen High School Eleventh and Twelfth Graders who have previously passed the FCAT to be permitted to Job Shadow on FCAT Testing Days, March 9th and 10th, 2010.
 - f. Approval of Thirteen Consultants for Palatka High School.
 - g. Approval for Board Members to travel to Tampa, Florida for the Florida School Boards Association (FSBA) Legislative Committee Day, October 29, 2009.
 - h. Approval to Pay Two Invoices from James L. Padgett, P.A.
 - i. Approval to Pay Putnam County Chamber of Commerce Invoice.
 - j. Approval of School Board Minutes.
2. Support Services - Mr. Samuel Foerster

DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, FLORIDA, AGENDA, OCTOBER 6, 2009, Page 2.

- a. Approval of the following for the Purchasing Department - (Mrs. Sandy Scranton)
 - (1) Award of Contract for the Development of Web Enhanced Applications to Apply Networks Corporation and Pragmatim Consulting Services, Inc. as joint contractors. RFP540091015
3. Human Resources - Mr. Werner Holloway
 - a. Approval of Personnel Matters.
 - b. Approval of the Following Job Descriptions:
 - (1) New: Administrative Assistant, Community Liaison
 - (2) New: Coordinator, Food Service
 - (3) Amended: Supervisor, Food Service
 - (4) Amended: Director, Food Service
 - (5) Amended: Food Service Manager
4. Finance - Mrs. Rhonda Odom
 - a. Approval of 2009 - 2010 Personnel Allocations, Change Number 18
5. Instructional/Curriculum Services - Dr. Grace Thomas
 - a. Approval for Kinder Corner Training and Support Days (for Dr. Grace Thomas).
 - b. After the Fact Approval of Stipend to be paid to a CRT for Additional Hours during the summer (Dr. Grace Thomas).
 - c. Approval of the following projects: Title I Part A: Education of Disadvantaged Children & Youth and (ARRA), Title I Part A: NCLB Public School Choice Options (SES, CWT), Title I Part C: Migrant Education Program, Title I Part D, Subpart 2: Local Delinquent Program (Local N&D) and (ARRA), Title III Part A: English Language Acquisition, Title X Part C: Homeless Children & Youth - Year 3 and (ARRA), Adult Education and Family Literacy, English Literacy, Civics Education, and Farmworker Jobs and Education Programs. (Ms. Mary Beth Hedstrom).
 - d. Approval to pay teachers at Melrose Elementary School, a stipend of \$25/hour plus benefits for additional hours beginning October 12, 2009 - February 23, 2010 for providing eighteen weeks of after-school tutoring to 5th grade students in Science. (Ms. Mary Beth Hedstrom).
 - e. After-the-Fact Approval to pay Jenkins Middle School instructional personnel a stipend of \$100/day including benefits for additional hours worked on August 13, 2009 collaborating on instructional expectations for the school year. (Ms. Mary Beth Hedstrom).
 - f. Approval of Letter of Agreement with Accelify, LLC d/b/a Educational Services & Products, LLC to provide services necessary for the school district to be able to submit appropriate claims to the State of Florida's Title XIX/Medicaid program and, if/as applicable, its Title XXI/Medicaid Program, and, if/as applicable, its XXI/State Children's Health Insurance Program (SCHIP). (Ms. Evelyn Langston).
6. Student Services - Ms. Constance Schneider
 - a. Approval of transfer requests, including recommendations concerning transfers to or from the alternative classes housed at home schools.
 - b. Approval of request for students to attend school in another county for the 2009-2010 school year.
7. Instructional Media and Information Services/MIS - Mr. George Williams
 - a. Approval of Aptiris, Inc. as an External Contractor for the First Class Email System.
 - b. Approval of Software Maintenance Agreement with Apply Networks Corporation for July 1, 2009 - June 30, 2010.

DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, FLORIDA, AGENDA, OCTOBER 6, 2009, Page 3.

c. Approval of Service Order Agreement with Comcast Business Class for data line at Kelley Smith Elementary School.

8. North East Florida Educational Consortium - Dr. Jim Surrency
[Items Affecting Putnam County are identified with (P)]

- a. Approval of consultants as listed.
- b. After-the-Fact approval for Steven Jones, inadvertently omitted from the list of an out of the country to the Dominican Republic, September 25-27, 2009, approved at the September 15th meeting, to include reimbursement of all travel-related expenses before and after those dates.
- c. Approval of Letter of Agreement #757-10-648 with Lisa Worthy, an independent contractor who will provide services for the Early Reading First REACH II project.
- d. Approval of Letter of Agreement #762-10-001 with Colvin Carter, an independent contractor who will facilitate the training of Competency 6 for Reading Endorsement.
- e. Approval of Letter of Agreement #758-10-003 with Wahi Media, Inc., an independent contractor who will assist in implementation of the Alcohol Reduction Grant project.
- f. Approval of Letter of Agreement #733-10-202 with Alissa Hingson, an independent contractor who will provide coaching support to Central Hamilton Elementary.
- g. Approval of a Contractual Agreement with Mark Fiedelholtz, Esquire of Effective Communications, Inc., an independent contractor who will provide an on-site e-mail liabilities seminar and services.
- h. Approval of Letters of Agreement with the following independent contractors who will provide technical assistance to selected Florida Reading Initiative schools: #762-10-002-Chris Morris and #762-10-003-Lulu Gail Parish.
- i. Approval of Letters of Agreement with the following independent contractors who will revise SUMS manuals: #733-10-73-0021-Sandra Dean; #733-10-73-002-Julie Bradsher; #733-10-73-003-Melissa Waechter; and #733-10-73-004-Phyllis Stoneman.
- j. Approval of an Amendment to the Subscriber Agreement with Discovery Education.
- k. Approval of Research Agreement #0909-002 with the University of North Florida, an independent contractor, to provide assistance with the Working on Gifted Issues Grant.

F. WHEN NECESSARY, THE BOARD WILL GO INTO EMERGENCY SESSION TO TAKE ACTION ON ANY ITEMS WHICH REQUIRE IMMEDIATE ATTENTION AND HAVE NOT BEEN LISTED ON THE AGENDA.

G. DISCUSSION AGENDA

1. Old Business

2. New Business

- a. Discussion, Input and Approval to Advertise the following DSBPC Policy Change:
 - (1) Adoption of the Following School Board Form: Designation Number 6Gx54,
E-58 Student/Bus Driver Intervention Form
 - (2) Amendment of the Following School Board Policies: Designation Number 6Gx54:
 - (a) **7.25 - Responsibilities**
 - (b) **7.26 - General Policies**

H. REPORTS

- 1. School Board Members
- 2. Board Attorney
- 3. Superintendent

I. ADJOURNMENT

DISTRICT SCHOOL BOARD OF PUTNAM COUNTY, FLORIDA, AGENDA, OCTOBER 6, 2009, Page 4.

(NOTICE: BOARD PACKET DOCUMENTS MAY BE REVIEWED IN THE SUPERINTENDENT'S OFFICE AT THE DISTRICT SCHOOL BOARD AT 200 SOUTH SEVENTH STREET, PALATKA, FLORIDA, MONDAY THROUGH THURSDAY, BETWEEN THE HOURS OF 7:00 A.M. AND 5:00 P.M., AND/OR COPIES OF ANY DOCUMENTS CONTAINED IN THE PACKET CAN BE OBTAINED BY CALLING THE SUPERINTENDENT'S OFFICE AT [386]329-0602)

(NOTICE: THE DISTRICT SCHOOL BOARD OF PUTNAM COUNTY WILL PROVIDE, UPON REQUEST, AUXILIARY AIDS AND SERVICES TO THOSE DISABLED PERSONS DESIRING TO ATTEND ITS SCHEDULED MEETINGS. PERSONS NEEDING ASSISTANCE ARE REQUESTED TO NOTIFY THE SUPERINTENDENT'S OFFICE OF THEIR NEED AT LEAST TWO WORKING DAYS PRIOR TO THE DATE OF THE MEETING.)

(NOTICE: ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE SAID PERSON MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FLORIDA STATUTES 286.0105)

(NOTICE: PLEASE BE ADVISED THAT ALL REGULAR, SPECIAL AND WORKSHOP MEETINGS OF THE PUTNAM COUNTY SCHOOL BOARD ARE VIDEOTAPED AND TELEVISED BY THE PUTNAM COUNTY SCHOOL BOARD AND MAY BE VIDEOTAPED AND TELEVISED BY OTHERS. PRESENCE AND/OR PARTICIPATION AT ANY SCHOOL BOARD MEETING CONSTITUTES ACKNOWLEDGEMENT OF SAID VIDEOTAPING AND TELEVISING AND FURTHER CONSTITUTES CONSENT TO BEING VIDEOTAPED AND TELEVISED IN CONJUNCTION THEREWITH.)