

**FRANKLIN COUNTY SCHOOL BOARD
REGULAR MEETING
WILLIE SPEED BOARD ROOM**

JANUARY 26, 2017

6:00 P.M.

MINUTES

BOARD MEMBERS PRESENT: Stacy Kirvin-Chair, Teresa Ann Martin-Vice Chair, Pam Marshall, George Thompson and Carl Whaley

OTHERS PRESENT: Traci Moses-Superintendent, Barbara Sanders-Board Attorney and Monica Moron-Administrative Assistant

I. CALL TO ORDER/ADOPTION OF AGENDA-Chair Kirvin called the meeting to order at 6:00 pm.

Add the following names under Karen Peddie

XIV-B. S. Ray

XIV-C. A. Banks

XIV-D. C. Rose

XIV-E. S. Freeman

XIV-F. D. McClure

XIV-G. B. Gordon

XIV-H. T. Millender

XIV-I. M. Castillo

XIV-J. J. Spann

Add under Karen Peddie-XIV-R Leave of Absence-E Joyner

Motion by Whaley, seconded by Marshall to adopt agenda with changes; Motion carried 5-0

II. INVOCATION AND PLEDGE OF ALLEGIANCE- Carl Whaley

COMMENTS/DISCUSSION ITEMS

III. TRACI MOSES-SUPERINTENDENT

A. Key Business Award Presentation

Superintendent Moses recognized key community business owners and stakeholders in the community for their partnership and support of District schools. She presented them with plaques showcasing the District's appreciation of their efforts:

Ace Hardware (Jan & Mark Willis)

Franklin County Correctional Institution

Centennial Bank

B. Forestry Service Presentation (C. Davis)

Mr. Clinton Davis, Tate's Hell Forest Operations Administrator read a letter from Adam H. Putnam, Commissioner of Florida's Department of Agriculture and then proceeded to present the Board with a check in the amount of \$220,424.15 which represents the Tate's Hell forestry receipts.

The Board agreed to extend the scholarship deadline until March 1, 2017.

IV. BOARD MEMBERS

Whaley-Thanked Forestry Service for their efforts and recognized Mr. Bud Strange for all his hard work.

Marshall-Had nothing to bring before the Board

Martin-Had nothing to bring before the Board

Thompson-Had nothing to bring before the Board

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Kirvin-Had nothing to bring before the Board.

V. BARBARA SANDERS-BOARD ATTORNEY

Discussed the adding items and suggested adding a Board comments section to the workshop agenda

VI. PUBLIC/VISITOR COMMENTS

The Franklin County School Board welcomes you to this meeting. This is time set aside for the Citizens of Franklin County to address the School Board. Your participation is welcomed and appreciated

BOARD ACTION ITEMS

VII. CONSENT ITEMS

- A. Bills-010617 \$160,494.83
- B. Bills-011717 \$390,324.01
- C. Minutes-12-29-16 Regular Meeting
- D. Minutes-01-10-17 Special Meeting

Motion by Martin, seconded by Thompson to approve items VII-A, B, C and D; Motion carried 5-0

VIII. SENIOR PARENTS

- A. 2017 Project Graduation Request

Chair Kirvin remarked that he was a member of the project graduation committee and talked about seniors using District buses for Project Graduation. The Board and Ms. Buffkin, Transportation Manager discussed the costs associated with the usage of the buses, how it was handled in the past and insurance coverage for the event. Mr. Thompson remarked since there was time before the trip, suggested having Attorney Sanders look matter to insure the District would be covered.

Motion by Marshall, seconded by Martin to postpone decision until the February 20th meeting 5-0.

IX. CHIP CLATTO-FCS PRINCIPAL

- A. Student Travel Request-SE US High School Honor Band

Motion by Martin, seconded by Marshall to approve item IX-A; Motion carried 5-0

- B. Student Travel Request-Girls Weightlifting

Ms. Kassi Malcolm, Girls Weightlifting sponsor addressed the Board and commented on how well the program is doing in the first year.

Motion by Whaley, seconded by Marshall to approve item IX-B; Motion carried 5-0

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X. SONJA BUFFKIN-TRANSPORTATION MANAGER

A. Director's Report (Non-Action)

Ms. Buffkin and the Board discussed actions taken when students misbehave on buses. Mr. Whaley and Ms. Buffkin discussed filling the full time bus driver position.

XI. TERRY HILTON-FOOD SERVICE DIRECTOR

A. Director's Report (Non-Action)

Mrs. Hilton explained to the Board that in December with 16 operating days we served 13,730 breakfasts, 17,543 lunches, 4,235 afterschool snacks, 500 Suppers (FCS only) and she praised her staff on all their hard work.

Superintendent Moses announced that she would be having lunch at the school and invited Board members to join the staff and students at any time. The Board commended Mrs. Hilton on a job well done.

XII. BUD STRANGE-FACILITIES, MAINTENANCE & OPERATIONS MANAGER

Mr. Strange updated the Board with the ongoing process of bus barn repairs and radios for bus drivers. Mr. Strange announced the new buses will be delivered in February or March

XIII. NICK O'GRADY-CURRICULUM & FEDERAL GRANTS DIRECTOR

A. Director's Report (Non-Action)

Mr. O'Grady updated the adult education participation numbers with the Board, his efforts with re-vamping the adult education program and his idea of creating a day program for out of school students. Mr. O'Grady discussed the current CTE programs and efforts to increase those programs. He explained that the District grants maybe reduced by 10% next year, however we may receive grants from other unanticipated areas.

XIV. KAREN PEDDIE-HUMAN RESOURCES DIRECTOR

A. Director's Report (Non-Action)

Ms. Allison Chipman, HR Specialist addressed the Board and gave an overview of the report on behalf of Mrs. Peddie who was not in attendance. The Board and Mrs. Chipman discussed the number, types and placement areas of the volunteers.

B. Request to Hire-Custodian-**S. Ray**

C. Request to Hire-Food Service-**A. Banks**

D. Request to Hire-Food Service- **C. Rose**

E. Request to Hire-Food Service-**S. Freeman**

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- F. Request to Hire-Food Service-**D. McClure**
- G. Request to Hire-Food Service-**B. Gordon**
- H. Request to Hire-Food Service-**T. Millender**
- I. Request to Hire-Food Service-**M. Castillo**
- J. Request to Hire-Food Service-**J. Spann**

***Motion by Whaley, seconded by Thompson to approve items XIV B, C, D, E, F, G, H, I, and J;
Motion carried 5-0***

K. Administrative Assistant to the Superintendent Job Description-Draft
Superintendent Moses remarked that all District job descriptions were being reviewed and would possibly be restructured to meet the needs of the District. Superintendent Moses explained that from the administrative side it was being changed to better meet her needs. Attorney Sanders and Superintendent Moses discussed increasing the numbers of days worked from 260 to 261 in order to cover leap year.

***Motion by Thompson, seconded by Marshall that the superintendent's administrative job description draft giving the superintendent the right to change that to take care of the leap year problem;
Motion carried 5-0.***

L. Attendance & Transportation FTE Specialist Job Description
Superintendent Moses explained that since the attendance, FTE and transportation surveys go out at the same time, the manager of transportation position will be eliminated and instead of having an attendance officer, this position will be classified as a specialist position to take on some of the duties of FTE and attendance adding the transportation manager position would not be eliminated until next year. Superintendent Moses reminded the Board they had already approved the attendance officer position but instead of an officer position she was requesting the position be changed to a specialist. The Board and Superintendent Moses discussed this a length. Superintendent Moses and Attorney Sanders discussed the number of positions on the position control document and possible expansion on those positions. Ms. Marshall expressed concern that "transportation" was listed on this job description and how that would affect the current transportation manager position. Superintendent Moses explained this position was being expanded however the transportation manager position would not be on next position control document.

Mrs. Shannon Venable, Financial Services Director addressed the Board and explained that based on her meeting with Karen Peddie, HR Director, item-L would be added to the position control document for the remainder of this year and the beginning salary would approximately \$12,000 with benefits for the remainder of this year, however for a full year the beginning salary would be \$23,000

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plus benefits. Mrs. Venable explained that the position listed under item-M was filled and this was reclassifying the duties being performed by the individual so there were no monetary or position adjustments. Mr. Thompson clarified that the Board would be approving job descriptions only. Superintendent Moses told the Board in planning for next year's budget she was reworking all job descriptions. She then proceeded to explain her plan for revising the facilities and transportation manager positions for next year and how the changes would better serve the needs of the District. The Board and Superintendent Moses discussed this matter further. The Board expressed concern in approving the job descriptions without additional information.

Motion by Thompson, seconded by Whaley to postpone item XIV-L for discussion until the 02/20/17 workshop; Motion carried 5-0

M. Attendance Assistant-Receptionist Job Description

Motion Thompson, seconded by Marshall to postpone item XIV-M for discussion until the 02/20/17 workshop; Motion carried 5-0

N. Certification Specialist & Secretary for District Instructional Services Job Description-Revised

Motion Whaley, seconded by Marshall to postpone item XIV-N for discussion until the 02/20/17 workshop; Motion carried 5-0

O. Spring Coaching Supplement Recommendation-Head Track

Motion by Whaley, seconded by Marshall to approve item XIV-O; Motion carried 4-1 (Thompson opposed)

P. After School Tutors

Motion by Whaley, seconded by Martin to approve item XIV-P; Motion carried 5-0

Q. Resignation-K Siprell

Motion by Marshall, seconded by Martin to approve item XIV-Q; Motion carried 5-0

R. Leave of Absence-E-Joyner-ADDED AT MEETING

Chip Clatto, FCS Principal and Mrs. Marshall discussed filling the vacant position.

Motion by Martin, seconded by Marshall to approve item XIV-R; Motion carried 5-0

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XV. SUE SUMMERS-SPECIAL PROGRAMS DIRECTOR

A. Director's Report (Non-Action)

Mr. Kirvin remarked on the improvements in the District's graduation rate and expressed his appreciation for all the hard work in making the improvements.

B. 2016-17 List of Teachers Teaching out of Field

The Board and Dr. Summers discussed the list and what they are doing to rectify the problem.

Motion by Marshall, seconded by Martin to approve item XV-B; Motion carried 5-0

C. Yeoman's' Certification Recommendation

Dr. Summers explained that he would receive his District certification and that this was not an academy just a CTE course

Motion by Whaley, seconded by Marshall to approve item XV-C; Motion carried 5-0

XVI. SHANNON VENABLE-FINANCIAL SERVICES DIRECTOR

A. Superintendent's Monthly Report-Dec & Budget Amendment #4

Mrs. Marshall and Mrs. Venable discussed tracking of substitute teachers.

GENERAL FUND ANALYSIS	December 2016	December 2015
REVENUES COLLECTED TO DATE:	7,457,928	7,266,311
% REVENUES COLLECTED TO DATE:	65%	65%
EXPENDITURES TO DATE:	5,760,351	5,136,953
% EXPENDITURES TO DATE:	45%	42%
% of year complete		50%
ENDING FUND BALANCE	Projected 6/30/2017	Ended 6/30/2016
UNRESTRICTED FUND BALANCE	972,835	1,591,273
RESTRICTED FUND BALANCE	311,779	371,463
ASSIGNED FUND BALANCE	22,191	24,987
TOTAL FUND BALANCE	1,306,805	1,987,723
FUND BALANCE %	8.51%	13.81%

Motion by Martin, seconded by Marshall to accept item XVI-A; Motion carried 5-0

XVII. ADJOURNMENT

Prior to adjournment, Mrs. Hilton announced that Muffins for Moms would be held tomorrow morning at FCS.

Motion by Martin, seconded by Whaley to adjourn; Motion carried 5-0

Chair Kirvin adjourned the meeting at 6:53 p.m.