

## MINUTES

### REGULAR WORKSHOP OF THE JACKSON COUNTY SCHOOL BOARD Thursday, April 11, 2024 (4:30 PM)

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#### ROLL CALL

UPON THE ROLL BEING CALLED, THE FOLLOWING WERE PRESENT:

**BOARD MEMBERS:** Stacey Goodson  
Chris Johnson  
Tony Pumphrey  
Michael "MJ" Jackson  
ABSENT – Chephus Granberry

**ALSO IN ATTENDANCE:** Steve R. Benton, Sr., Superintendent; H. Matthew Fuqua, Board Attorney; Aaron Day, Deputy Superintendent; District Directors; and Citizens

#### 1.0 CALL TO ORDER

##### 1.1 Call To Order

**The workshop was called to order at 4:30 PM by Tony Pumphrey, Chairman.**

#### 2.0 APPROVAL OF THE AGENDA

##### 2.1 Approval of the AGENDA

**Recommendation:** Approval of the AGENDA

#### 3.0 PRESENTATIONS

##### 3.1 Presentation to the Board on 2023-2028 Accreditation through Cognia- Presented (@ Workshop)

This is the presentation provided to Cognia as part of the Accreditation Process for the District. Over 5000 pages of documentation was submitted in February to support our systems efforts to provide a quality education to our students. Michael Kilts, Director, gave an overview of the presentation.

##### 3.2 Sodexo Quarterly Update Presentation (@ Board Meeting)

Provides updates from Sodexo on the meals served and upcoming items related to School Food Service.

##### 3.3 School of Excellence Recognition for the 2022-2023 SY (@ Board Mtg)

The State Board of Education approved a measure that designated the Schools of Excellence for the 2022-23 academic year. This designation is awarded to schools whose school grade calculation is in the 80th percentile or higher for at least two of the last three school years. Out of the 783 schools recognized, 658 maintained their designation from the previous year, 37 renewed their designation and 88 were newly designated. • The Florida Legislature established the Schools of Excellence program in 2017. Sneads Elementary School has been named as a School of Excellence each year since. Congratulations SES for your 2023 designation.

##### 3.4 Recognition of Tinsley Sims and Archer Lipford for Completing 1000 Books Before Kindergarten Program (@ Board Meeting)

#### 4.0 CITIZEN'S REQUEST

**4.1 Citizens Request:** This time is set aside for the Citizens of Jackson County to address the School Board. This is not a question and answer period, nor a political forum. Personal accusations and/or derogatory remarks will not be tolerated. Comments should be limited to three minutes or less. In the interest of time, the Chairman reserves the right to limit the number of speakers on a single topic to two individuals. Please arrive prior to the meeting to complete a "Request to Speak" card. In order to adhere to CDC social distance guidelines, building and or board room access may be limited to the speaker.

**No one requested to speak to the Board.**

#### 5.0 CONSENT AGENDA

##### 5.1 Approval of the CONSENT AGENDA

##### 5.2 Approval of the Minutes of the March 14, 2024 Regular Board Meeting

#### 6.0 OTHER AGENDA ITEMS - Consent

##### 6.1 Approval of OTHER AGENDA MATTERS - CONSENT

##### 6.2 Chipola College High School Campus Instructor Request

Request form for Chipola's approval of a college course being taught on a high school campus.

##### 6.3 Initiation of Contract Renewal with Sodexo as Food Service Management Company for the 2024-2025 School Year (Year 2).

Decision to continue contract with Sodexo without going out for RFP again. Year 2 of the 2023-2028 contract cycle. Board Members questioned the reason for this item. Mr. Michael Kilts, Food Service Director explained when there is only one (1) competitive bid, each year the district has to approve the initiation of the contract renewal process. There was discussion about looking into proceeding with a new RFP. Mr. Kilts will look into the process and requirements.

##### 6.4 Marianna K-8 School Extended Day Care Program for 2024-2025

This is a continuation of the extended day care program that has been in place for years. All program information is attached.

##### 6.5 Bid Award to PC Solutions & Integrations Inc., (PCS) for Network Refresh RFP E-Rate Form 470 No.: 240015938

Board approval requested to accept PC Solutions & Integrations Inc., (PCS) as the bid winner for E-Rate Form 470 No.: 240015938. The purpose of this RFP was to solicit bids for network equipment and services for a District-wide network refresh. This approval is for a multi-year agreement and funding has been submitted for approval to USAC as Category 2 E-RATE funding, whereas, the District would be responsible for 15% of the project expended from the remaining ERATE budget. The bid document will reflect 9 qualified bids from 5 different vendors. After considering all selection criteria and bid proposals we would like to award PCS as the bid winner due to the understanding of our current network, resources and compatibility with our current system. The overall pricing is quoted 4th but the overall compatibility and comprehension of what is already in place would prevent from excess, hidden and unknown fees, as well as, eliminate downtime that would be caused in a rip and replace system.

##### 6.6 Bid Award to Albany Air Conditioning and Heating Co., Inc. for HVAC work at Malone School.

Bids were opened 3/28/24 in the Board room of the Jackson County School Board for the Malone HVAC Project. Albany Air Conditioning and Heating Co., Inc. submitted the lowest responsive bid. Recommendation is for the Board to award the Malone HVAC project bid to Albany Air Conditioning and Heating Co., Inc.

Mr. Goodson asked if the federal dollars are available for the completion of this HVAC project. Mrs. Ellen Folsom stated with the change orders being presented this month that are scheduled to be paid from the federal funding, there will still be enough money to complete this project.

**6.7 Approval to Amend Policy 5200 - Attendance**

Policy 5200 - ATTENDANCE update is to correct wording on page 4, to match F.S. 1003.26. This amendment request has been properly advertised with board approval on 3/14/2024.

**7.0 OTHER AGENDA ITEMS - Action**

**8.0 PERSONNEL - Consent**

**8.1 Approval of PERSONNEL - CONSENT**

**8.2 Summary of Personnel**

**8.3 Non-Instructional Recommendations**

**8.4 Instructional Recommendations**

**8.5 Transfers**

**8.6 Retirements**

**8.7 Requests to Enter or Extend DROP**

**8.8 Terminal Leave**

**8.9 Recommendation of Instructional Professional Service Employees for the 2024-2025 School Year**

**8.10 Recommendation of Non-Instructional Continuing Contract Employees for the 2024-2025 School Year**

**8.11 Request for Additional Positions for the 2024-2025 School Year**

Each School is given a staffing plan generated by the staffing formula, following approved procedures. Additional staff is being requested to meet the needs of the schools. The attachment gives information on each school's request.

Superintendent Benton recognized the principals/administrators present at the workshop and notified the board members they will be glad to answer any questions regarding their requests for additional positions for the 24-25 school year. Mr. Pumphrey asked if most of the positions are from the end of ESSRA funding. Mr. Kilts stated some are ESSRA and other positions paid from general fund that were additional positions during the current school year. Mr. Pumphrey asked if this is a complete list of requested positions. Mr. Benton stated there would be more requests from other schools next month. Mr. Goodson asked if all would be paid from General Fund. Mr. Kilts stated General Fund and Title I. Mr. Pumphrey asked Mrs. Jessica Larkin, MK8 Principal for K-4 to address her request. Mrs. Larkin stated the request for additional positions in the K-4 program are for class size needs, increase in enrollment, ESE students requiring additional services. She stated most of the current kindergarten classes have 19 students. Mr. Pumphrey asked Mrs. Larkin how many of the classes in K-4 do not have a certified teacher. Mrs. Larkin stated she has 1 in kindergarten, but she is a sub-till-certified, just waiting on certification to be issued. She stated it has taken all year to get to only 1 position without a certified teacher. Mr. Pumphrey asked how many students are at K-8, Mrs. Larkin stated about 1800 with 1100 in K-4.

**9.0 PERSONNEL - Action**

**10.0 FINANCIAL MATTERS - Consent**

**10.1 Approval of FINANCIAL MATTERS - CONSENT**

**10.2 Approval of Monthly Cash & Investments**

**10.3 Approval of Revenue Summary**

**10.4 Approval of Budget Amendments**

**10.5 Approval of Budget & Expense Summary**

**10.6 Approval of TRIM (Truth in Millage) Timeline**

**10.7 Approval of Amended Finance Procedure Manuals**

**10.8 Approval of Resolution to Continue to Levy One-Half Cent Sales Surtax**

This is the resolution to continue to levy the current one-half cent sales surtax that is due to sunset December 31, 2025. The voting will take place during general election on November 5, 2024.

Mr. Goodson thanked Mrs. Ellen Folsom, Finance Director, for her efforts with the ½ cent sales tax effort. He stated we all must promote this initiative for the district.

**11.0 FINANCIAL MATTERS - Action**

**12.0 CONTRACTS/RESOLUTIONS/AGREEMENTS - Action**

**12.1 Contract between Nicole Hite and Jackson County School Board for Part Time Speech/Language Therapy Services (4/17/24 - 5/24/24)**

Agreement for Services between Nicole Hite and the Jackson County School District for Part Time Speech/Language Therapy Services for the time period of April 17, 2024 through May 24, 2024. Mrs. Hite will provide services for times mutually agreed upon by Provider and the School.

**12.2 Service Agreement with MinkeySoft LLC for continuation of Help Desk Software (effective 4/15/24-4/14/27 with annual renewal)**

This Three-Year Service Agreement allows for the continuation of Help Desk software that is currently being used within the School District.

**12.3 Florida Virtual School Franchise Participation Agreement for 2024-2025 School Year**

Florida Virtual School Franchise Participation Agreement for 2024-2025 School Year

**12.4 Marianna K-8 School Extended Day Care Instructional Contracts for 2024-2025**

This is a continuation of the extended day care program that has been in place for years. All instructional contracts are attached.

**12.5 2024-2025 K12 FuelEducation Contract for Virtual Instruction Program**

Attached is the proposed Virtual Instruction Provider services Contract with K12 FuelEducation for the 2024-2025 school year.

**12.6 Agreements with Uniti Fiber for statements of work for the one-time construction of fiber to the football fields at CHS and MHS**

The attached agreements are statements of work for the one-time construction of the fiber to the football fields at CHS and MHS.

**12.7 2024-2025 Dual Enrollment Articulation Agreement with Baptist University of Florida**

Attached is the Dual Enrollment Articulation Agreement with Baptist University of Florida for the 2024-25 School Year. It outlines the guidelines for both entities to follow as well as payment requirements

**12.8 Contract with Albany Air Conditioning & Heating Co., Inc. for Malone School HVAC Project**

This Contract is for the Change Out of the HVAC system units in the South West Classroom Building of Malone School. Albany Air Conditioning & Heating Co., Inc. presented the lowest responsive bid during recent bidding.

#### **12.9 Agreement for Contract between ProCare Therapy Teleservices and Jackson County School District for Speech/Language Therapy Teleservices (4/17/24-5/21/24)**

ProCare Therapy will provide Teleservices through an SLP for Jackson County School District starting on April 17, 2024 through May 21, 2024.

#### **13.0 PROJECTS/PROGRAMS/GRANTS/PLANS - Action**

##### **13.1 Revision to the 2023-2024 Jackson County School District's Discipline Plan**

Per F. S. 553.865(9)(a), the student code of conduct must be updated to reflect that it is a criminal offense of trespass to willfully enter a restroom or changing facility designated for the opposite sex on the premises of an educational institution for a purpose other than the authorized uses listed in the bill, and refuses to depart when asked to do so by an authorized person. Certain employees, staff and other authorized to be on the premises of a covered entity are not subject to this provision.

##### **13.2 Employee Procedure: Safety in Private Spaces Act**

Approval of this Personnel Procedure is requested in order to comply with Section 553.865 of the Florida Statutes.

##### **13.3 School Based Mental Health Services Grant Request**

##### **13.4 Mental Health Service Professionals Grant Request**

#### **14.0 FACILITIES AND CONSTRUCTION - Action**

##### **14.1 Architectural Drawings and Specifications for the Malone School Window Replacement and HVAC Project**

The attached Drawings and Specifications rendered by Donofro Architects were originally for the Malone School Energy Project. This project consisted of Window and HVAC upgrades for Malone School. Approval is being sought for the complete set of Drawings and Specifications. However, due to limited funding, only the portions of the Drawings & Specifications for the HVAC replacement of Building 14 is presently being pursued. As funds become available, the remaining portions of the plans will be pursued pending Board approval.

##### **14.2 Fleet Maintenance Facility Change Order 12**

The original contract amount for the construction of the New Fleet Maintenance Facility included a Contingency Amount of \$50,000.00. When the project was completed, the balance of this amount was \$3,082.04. Approval of this Change Order will result in the reduction of the contract sum by this amount.

##### **14.3 Final Acceptance of New Fleet Maintenance Facility Construction**

Based on statement of the Architect, and inspections of both the Architect and Owner Representation, the New Fleet Maintenance Facility Project is completed. The Florida Department of Education's Office of Educational Facilities requires Board Declaration of Final Acceptance of the Project.

##### **14.4 Hope School HVAC and Renovations Change Order #9**

This change order request is to grant approval of items not included in the original plans for the Hope School Project Construction being carried out by CGM Solutions, LLC. A list of these four additional items is attached as well as their expense which totals \$79,092.60. Item number five on the list is a request to extend the original contract completion date for the project by an additional sixty days from March 27, 2024 to May 26, 2024.

Paul Donofro, Jr. and David Watford were present at the workshop to answer questions about the change orders. Mr. Watford stated there have been delays with receiving materials such as windows, and electrical panels. Mr. Watford stated the contractor has tried to stay of schedule, but they are still waiting on some materials. Mr. Donofro stated he feels the time request is justified. Mr. Johnson stated he understands the problem with receiving materials, however, change orders should be brought to the board for approval ahead of the work being completed. Mr. Watford stated there were problems discovered when a cabinet was removed and no window plan. Mr. Donofro state no exploration work was allowed before the bidding process. Mr. Johnson asked about the chalkboard removal. Mr. Donofro stated this is the first time they have worked with removal of this type of adhesive and had this problem been know at the time of bidding the costs would have been included. Mr. Johnson asked why the change order not brought to the board prior to the work. Mr. Watford stated it was his mistake, he thought it was included with the items last month. Mr. Fuqua stated this is something you did not expect, but you are not paying for something you did not receive. Mr. Donofro state this was extensive work and he feels the charge is a reasonable price. Mr. Johnson stated the change order could be offset by the penalty for extra days on the contract. Mr. Pumphrey asked if anything could have been done differently with the chalkboards. Mr. Donofro stated if the problem had been known we could have done it differently and that change would have costs more. Mr. Watford stated when the problem was found, the contractor looked at different options. He stated this option was the best and most const effective. Mr. Benton stated he met with the group and stated the price should be included in the original price. Mr. Pumphrey asked Mr. Watford waiting for board approval would have stopped the contractor from working. Mr. Watford stated, yes. Mr. Goodson asked Mr. Fuqua what if we don't approve this request. Mr. Fuqua stated there is wording in the contract and he will review the full contract. Mr. Johnson stated this board di not have an opportunity to approve the change order in advance. Mr. Goodson asked if the work will be finished by summer. Mr. Watford stated the majority of the work remaining is to building #5. Mr. Johnson stated the work that has been completed looks great. Mr. Donofro stated old buildings are challenging and in his 40 years in business this has been a challenging project. He stated most contracts have contingency funds that could have covered this expense. Mr. Donofro also stated the contractor has held changes to the project to a minimum. Mr. Johnson stated he would recommend a contingency on contracts. Mr. Goodson stated a walk through is needed for the consideration of combining Hope and Jackson Alternative and he understands the need to wait until the contract is finished.

##### **14.5 Hope School HVAC and Renovations Change Order #10**

Change Order #10 reflects a tax savings from owner direct purchasing with the Hope HVAC and Renovations project. The tax savings will revert back to owner discretion.

#### **15.0 P-CARD/PURCHASE ORDERS OVER \$10,000.00 - Action**

##### **15.1 Purchase Order to Contractors Enterprises, Inc for Kitchen Deep Cleaning**

Provides deep cleaning services of floors and equipment in cafeteria kitchens.

##### **15.2 Purchase Orders (2) to TriMark for School Cafeteria Kitchen Equipment**

Provides equipment replacements and new dishwashers to improve school cafeteria kitchens.

##### **15.3 Purchase Order to Big Bend Restaurant Supply for condenser Replacements at Marianna High School Cafeteria Cooler and Freezer**

Provides replacement of the condensers to the coolers and freezers in Marianna High Schools' kitchen.

##### **15.4 Purchase Order to Identity Automation LP (2024-2025)**

Purchase Order to Identity Automation for Cloud Hosting and support of the District Single Sign on portal and auto provisioning solution.

##### **15.5 Purchase Order to SHI for 2024-25 District-Wide Microsoft License**

2024-25 District-Wide Microsoft License that includes software for all district servers and Microsoft Office for district office

**15.6 Purchase Order to Barnes & Noble College Bookstore – Spring 2024**

Barnes & Noble Bookstore Purchase Order – Spring 2024 Dual Enrollment and Early Admission students - Chipola College

**15.7 Purchase Order to Scholastic for 2024 Summer Reading Camp Curriculum**

**15.8 Purchase Order to BorderLAN Security for Linewise Community Package (Year 2 of 3 renewal)**

This is Year 2 of 3 renewal to BorderLAN Security for Linewise. This product replaced iBoss and provides classroom management and filtering services for the district with added tools for teachers.

**15.9 Purchase Order to Starshine Inc, dba Tommy's Glass for the Front Door Hardening at Malone School**

Final Completion of Hardening Project at Malone School.

Mr. Benton encouraged the board members to go visit Malone School and see the new front door hardening competition.

**15.10 Purchase Order to Hughes Flooring Designs for Gym Floor Maintenance**

This Purchase Order request, pending board approval, will be to obtain the services of Hughes Flooring Designs, Prattville, AL to provide the screening and refinishing of the District's Middle and High School gymnasium floors and the complete sand and refinishing of Cottondale High's gymnasium floor.

**15.11 Purchase Order to Andrew Webb LLC for Gym Wall Renovation at Graceville School**

The Graceville School's gymnasium was originally constructed with carpet as a wall covering for some of the inside walls. The old carpet needs to be removed and replaced. Approval of this purchase order will result in removing and disposing of the old carpet and replacing it with 5/8" gypsum boards which will be painted. Andrew Webb LLC submitted the lowest quote. Quotes attached.

**15.12 Purchase Order to Albany Air Conditioning & Heating Co., Inc for Malone School HVAC Project**

For the change out of the HVAC system units in the south west classroom building of Malone School. Bid award and contract can be found in previous board items.

**16.0 EXPULSIONS**

**16.1 School Expulsions**

**17.0 JUST CAUSE ITEMS**

**18.0 INFORMATION ITEMS**

**18.1 JCEA Announcements/Update/Input**

In accordance with the approved JCEA Master Contract, Item #2.12

**18.2 JESPA Announcements/Update/Input**

In accordance with the approved JESPA Master Contract, Item #6.8

**18.3 Out of State Travel**

**18.4 PK-12 Student Enrollment as of April 8, 2024 was 5995**

**18.5 Resignations**

**18.6 Suspension Reports for the Month of March 2024**

**18.7 Head Start Monthly Financials**

**18.8 Preschool and Early Head Start March 2024 Monthly Report**

**18.9 Historic Marianna High School Centennial Campaign**

Provides for the community efforts to assist with the renovation of the Historic Marianna High School site. The auditorium and the northern half of the main hall will be renovated into a community center, museum, and performing arts hall.

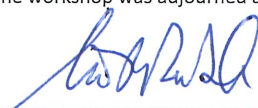
Mr. Benton asked Mr. Kilts to give the board an overview of the campaign. He stated this initiative and continuing to research and apply for grant funding will hopefully bring life to this facility. Rhonda Dykes spoke to the board as a MHS graduate of 1976 and she stated there is public interest in the building and she believes there are citizens who would like to help with the project. Mr. Donofro also stated he believes the building should be preserved and utilized for the community. Mr. Kilts stated the Chamber of Commerce and the Tourist Development Council are supportive of the campaign.

**19.0 SCHOOL BOARD MEMBER/SUPERINTENDENT ANNOUNCEMENTS**

**19.1 Dates to Remember**

**20.0 ADJOURN**

The workshop was adjourned at approximately 6:01 PM.



Steve R. Benton, Sr., Superintendent of Schools



Tony Pumphrey, Chairman of the Board