

**REGULAR SCHOOL BOARD MEETING**  
**Kirby-Smith Center**

**NOVEMBER 18, 2003**  
**Tuesday, 6 p.m., or as soon**  
**thereafter following Board**  
**Organization Mtg.**

*The mission of the Alachua County school district, the vital force in the heart of northern Florida, is to guarantee each student will excel in every chosen arena through an education system characterized by compassion and integrity, an engaging curriculum tailored to meet individual needs and aspirations, application of innovative approaches, and the courage to continuously form and reform to meet every new challenge.*

**AGENDA**

**A. CALL TO ORDER–PLEDGE OF ALLEGIANCE**

**B. APPROVAL OF MINUTES OF BOARD MEETING OF NOVEMBER 4, 2003**

**C. ADOPTION OF AGENDA**

**D. BOARD MEMBER/SUPERINTENDENT ANNOUNCEMENTS**

**E. CITIZEN INPUT** *(Fifteen (15) minutes will be provided for citizens to address the Board prior to the regular business meeting. It is requested that citizens keep their comments to approximately three (3) minutes.)*

**F. SCHEDULED AGENCIES** *(This provides agencies the opportunity to address the Board prior to the regular business meeting. Approximately ten (10) minutes will normally be scheduled for each agency.)*

**G. PRESENTATION(S)/REPORT(S)**

- 1. Budgeting/Financial Update ..... Tougaw
- 2. Zoning Update ..... Tougaw

**H. ACTION ITEMS**

- 1. Appointment of School Board Attorney and Establishment of Fees ..... Chambers
- 2. Adoption of the 2003-2004 Proposed School Board Member Salary (\$31,636), Pursuant to Section 1001.395, Florida Statutes ..... Chambers

**RECOMMENDED ACTION:** It is recommended by the Florida School Boards Association Compensation Commission that the School Board adopt the salary (\$31,636) calculated in accordance with the formula for compensation of elected county constitutional officers established in Chapter 145, Florida Statutes.

- 3. Proposed New Policy 9.13, Family Involvement—Second Reading ..... Robinson/Lewis

The proposed policy provides parents with specific information about their child's progress, comprehensive information about their choices, and opportunities for involvement in compliance with Chapter 1002 of the Florida Statutes. A public hearing was held November 4, 2003.

**RECOMMENDED ACTION:** The administration recommends that the School Board adopt Policy 9.13, Family Involvement, as presented.

- 4. Proposed Amendment to Policy 7.31, Purchasing and Bidding—Second Reading ..... Robinson/Hackett

The amendment provides for consideration of prices available through the state's on-line procurement system. A public hearing was held November 4, 2003.

**RECOMMENDED ACTION:** The administration recommends that the School Board adopt Policy 7.31, Purchasing and Bidding, as amended.

- 5. Bid Award for Project SBAC CC730—Archer Community School, Renovate Existing Space for Classroom ..... Gable

Bids for the construction of this project were received July 8, 2003.

**RECOMMENDED ACTION:** The administration recommends that the School Board accept the low base bid of \$557,000 and Additive Alternates No. 1-4 in the amount of \$358,000 and award a contract for construction totaling \$915,000 to R. Hyden Construction, Inc., Gainesville, Florida. This is in accordance with the voluntary settlement by the parties of the bid protest proceeding previously referred to the Division of Administrative Hearings. Completion of this project shall be within one hundred fifty (150) consecutive calendar days from the date indicated in the "Notice to Proceed."

- 6. Change Order Number Three for Project SBAC CB636—Glen Springs Elementary School Multi-Purpose Facility ..... Gable

This change order adds \$62,332.24 to the contract, revising the contract to \$1,836,818.28, and represents an increase in cost for additional parking spaces. This change order adds no calendar days to the contract time.

**RECOMMENDED ACTION:** The administration recommends that the School Board authorize execution of this change order as presented.

- 7. Schedule/Cancel Board Meeting(s)/Workshop(s) ..... Chambers
  - a. Schedule Team Building/Planning Workshop 9:30 a.m., December 15, 2003
  - b. Schedule Workshop for Legislative Priorities 10 a.m., December 16, 2003
  - c. Cancel the Board Meetings scheduled for December 16, 2003 and January 6, 2004, due to Winter Holidays
  - d. Cancel the April 6, 2004, Board Meeting due to Spring Holidays

**I. CONSENT AGENDA**

RECOMMENDED ACTION: The superintendent recommends that the School Board approve the Consent Agenda as described in items 1-9.

- 1. Employment of Personnel--Attachments A & B ..... Wright
- 2. Bid(s) and Requisition(s)--Attachment C ..... Hackett
- 3. District Consultant Services--Attachment D ..... Hackett
- 4. Purchased Products/Services—Attachment E ..... Hackett
- 5. Professional Fees for Project SBAC C0032—Shell Elementary School Multi-Purpose Building ..... Gable

On April 16, 2002, the Board approved Florida Architects, Inc., Orlando, Florida, as the design professional for the above referenced project. It is requested that the Board approve a negotiated fee of 7.5% of the construction cost for professional services on this project.

- 6. Certificate of Final Inspection and Payment for Project SBAC A0234—Lincoln Middle School Locker Room Remodeling ..... Gable

The project architect and the facilities department staff have inspected this project. It is requested that the Board authorize final payment to the contractor upon total acceptance. Final contract amount is \$464,322.09.

- 7. Agreement with Boys and Girls Club of Alachua County ..... Omer

A proposal has been approved by the Florida Department of Education for an after-school project, in partnership with the Boys and Girls Club of Alachua County. A total of \$61,901 is allocated to provide mentoring services to at-risk children in the district. The program will provide after-school homework help, tutoring, mentoring, computer assisted instruction, and other activities that will help members at three sites—North West, South East, and Woodland Park—improve their academic skills.

- 8. Agreement with the Alachua County Commission on Behalf of Healthy Kids ..... Omer

A contract has been prepared for Alachua County government to contribute to the School Board of Alachua County \$40,000 for Healthy Kids insurance premiums. This program provides an affordable comprehensive health insurance package for school-age children who are not covered by private insurance of Medicaid.

9. Enhancing Education Through Technology ..... Omer

A proposal has been prepared for submission to the Florida Department of Education for an Enhancing Education Through Technology grant. If funded, the grant will enable hardware and software to be purchased for use to enhance student academic achievement in reading and mathematics at the Horizon Center. A total of \$172,500 is requested for computers, software, printers, cabling and training.

- J. **DISCUSSION ITEM**—Review/Update Board Member Committee Assignments ..... Chairman

- K. **CITIZEN INPUT (cont'd)** *(This provides citizens the opportunity to address the Board following the regular business meeting. It is requested that citizens keep their comments to approximately three (3) minutes.)*

L. **BOARD MEMBER/SUPERINTENDENT REQUESTS**

M. **ADJOURNMENT**

NOTE: A Public Hearing is scheduled 6 p.m., Thursday, November 13, 2003, Gainesville High School, on proposed new School Attendance Zone Line Changes.

The annual meeting of the Alachua County School Board Leasing Corporation is scheduled for Tuesday, November 18, 2003, Kirby-Smith Boardroom, 7 p.m., or as soon thereafter as the Regular School Board meeting is adjourned.

*Persons with disabilities who require assistance to participate in the meeting are requested to notify the Office of the Superintendent at (352) 955-7527 (Voice) or (800) 955-8771 (TDD) at least 48 hours in advance, so their needs can be accommodated.*

**SCHOOL BOARD OF ALACHUA COUNTY  
PERSONNEL SERVICES DEPARTMENT  
EMPLOYMENT OF INSTRUCTIONAL PERSONNEL**

November 18, 2003

**Appointments**

| <b>Appointee</b>      | <b>Location</b>    | <b>Assignment</b>        | <b>Effective Date</b> | <b>Explanation</b>  |
|-----------------------|--------------------|--------------------------|-----------------------|---|
| Carusone, Nicole M.   | Norton Elem.       | Third Grade (.50)        | 10/08/03              | Appointment   |
| Moody, Brian C.       | High Springs Elem. | Gifted (.50) *           | 10/16/03              | Appointment<br>*Special Permit, Out-of-Field                      |
| Scarborough, Danny R. | Eastside High      | ROTC Sr Naval Instructor | 09/08/03              | Appointment   |
| Smith, Susan N.       | Duval Elem.        | Fifth Grade              | 08/25/03              | Appointment   |
| Vallery, Madelyn H.   | Westwood Middle    | Teacher Specialist       | 10/07/03              | Appointment   |
| Wallace, Jeanne C.    | Mebane Middle      | Math                     | 08/11/03              | Appointment<br>*Special Permit, Out-of-Field                      |
| Watkins, Carol H.     | High Springs Elem. | Kindergarten             | 10/06/03              | Appointment   |
| Wilkins, Dorothy      | Metcalf Elem.      | Kindergarten             | 09/15/03              | Appointment   |
| Williams, Erinn       | Alachua Elem.      | Fifth Grade              | 09/29/03              | Appointment   |
| Otradovec, Cynthia    | Westwood Middle    | Math<br>Science          | 09/12/03              | Reappointment<br>Recommended for Professional<br>Service Contract |
| Anding, Diane         | Kanapaha Middle    | Science                  | 10/02/03              | *Special Permit, Out-of-Field                                     |
| Coppola, Stacie L.    | Archer Comm.       | VE                       | 08/11/03              | *Special Permit, Out-of-Field                                     |
| Cox, Cynthia D.       | Santa Fe High      | LMS                      | 08/11/03              | *Special Permit, Out-of-Field                                     |
| Prue, Melissa         | Eastside High      | Language Arts            | 08/11/03              | *Special Permit, Out-of-Field                                     |
| Rubert, Donald E.     | Mebane Middle      | ESOL *                   | 08/18/03              | *Special Permit, Out-of-Field                                     |
| Ziecheck, Leandra A.  | Kanapaha Middle    | Social Studies           | 10/02/03              | *Special Permit, Out-of-Field                                     |

**SCHOOL BOARD OF ALACHUA COUNTY  
PERSONNEL SERVICES DEPARTMENT  
EMPLOYMENT OF INSTRUCTIONAL PERSONNEL**

November 18, 2003

**Other Personnel Changes**

| <b>Appointee</b> | <b>From</b>      | <b>To</b>      | <b>Effective Date</b> | <b>Explanation</b>    |
|------------------|------------------|----------------|-----------------------|-----------------------|
| Jennings, Rachel | Teacher on Leave | Hawthorne High | 10/20/03              | Return to Active Duty |

**SCHOOL BOARD OF ALACHUA COUNTY  
PERSONNEL SERVICES DEPARTMENT  
EMPLOYMENT OF INSTRUCTIONAL PERSONNEL**

November 18, 2003

**Resignations, Terminations, and Leaves**

| <b>Appointee</b>         | <b>Location</b>    | <b>Assignment</b>   | <b>Effective Date</b> | <b>Explanation</b>                     |
|--------------------------|--------------------|---------------------|-----------------------|--|
| Dixon, Patricia W.       | High Springs Elem. | Kindergarten        | 10/01/03              | DROP                                   |
| Thomas, Charles E.       | Mebane Middle      | Social Studies      | 11/01/03              | DROP                                   |
| Billingsley, Patricia G. | Hawthorne High     | Drop Out Prevention | 10/10/03              | Leave<br>Illness<br>10/10/03-11/21/03  |
| Boucias, Judith H.       | Eastside High      | Language Arts       | 10/16/03              | Leave<br>Personal<br>01/22/04-06/04/04 |
| Brandt, Kenneth C.       | Buchholz High      | Science             | 11/06/03              | Resignation                            |
| Collins, Jennifer        | Hidden Oak Elem.   | Media Specialist    | 10/31/03              | Resignation                            |
| Renfroe, Laura           | Duval Elem.        | Reading Coach       | 10/31/03              | Resignation                            |
| Wise, Harold L.          | Rawlings Elem.     | Fourth Grade        | 10/31/03              | Resignation                            |
| Ridaught, Patricia C.    | Norton Elem.       | Third Grade         | 01/30/03              | Retirement                             |

**SCHOOL BOARD OF ALACHUA COUNTY  
DEPARTMENT OF PERSONNEL SERVICES  
EMPLOYMENT OF NON-INSTRUCTIONAL/ADMINISTRATIVE PERSONNEL**

**November 18, 2003**

**Appointments**

| <b>Appointee</b>      | <b>Location</b>           | <b>Position</b>                      | <b>Effective Date</b> | <b>Explanation</b> |
|-----------------------|---------------------------|--------------------------------------|-----------------------|--------------------|
| Barrand, Teresa       | Kanapaha Middle           | Aide I                               | 10/20/03              | Additional Unit    |
| Ryan, Patricia        | Buchholz High             | ESE Aide                             | 10/20/03              | Additional Unit    |
| Wheeler, Chattie      | Norton Elementary         | ESE Aide                             | 10/14/03              | Additional Unit    |
| Worlds, Benitha       | Kanapaha Middle           | ESE Aide                             | 10/13/03              | Additional Unit    |
| Smith, Crystal        | Finley Elementary         | Aide I/Computer Lab Proctor          | 10/09/03              | Reappointment      |
| Altizer, Christina    | Newberry Elementary       | Food Service Assistant I             | 10/13/03              | Replacement        |
| Bicks, Erica          | Rawlings Elementary       | Head Start Instructor                | 10/13/03              | Replacement        |
| Bohlen, Jeanne        | Fearnside Center          | Social Services Worker               | 9/30/03               | Replacement        |
| Boursiquot, DeAnna    | Wiles Elementary          | EDEP Activity Leader                 | 10/13/03              | Replacement        |
| Bradley, Kristen      | Chiles Elementary         | Head Start Assistant                 | 10/20/03              | Replacement        |
| Chandler, Natasha     | Norton Elementary         | Food Service Assistant I             | 10/13/03              | Replacement        |
| Colbert, Royal        | Rawlings Elementary       | Computer Lab Proctor                 | 10/14/03              | Replacement        |
| DeProspero, Matthew   | Irby Elementary           | EDEP Activity Leader                 | 10/06/03              | Replacement        |
| Gaines, Diania        | Terwilliger Elementary    | Licensed Practical Nurse Specialist  | 10/20/03              | Replacement        |
| Howard, Martha        | Irby Elementary           | Head Start Assistant                 | 10/03/03              | Replacement        |
| Jacobi, Michael       | Personnel Services        | Personnel Specialist – Instructional | 10/31/03              | Replacement        |
| Markantonis, Kathleen | Transportation Department | Bus Driver                           | 10/06/03              | Replacement        |
| Mitchell, Navaras     | Gainesville High          | Custodian                            | 10/17/03              | Replacement        |
| Persad, Chandrabally  | Transportation Department | Bus Driver                           | 10/06/03              | Replacement        |
| Ricks, Erica          | Rawlings Elementary       | Head Start Assistant                 | 10/13/03              | Replacement        |
| Siler, Lori           | Littlewood Elementary     | EDEP Activity Leader                 | 10/15/03              | Replacement        |
| Thompson, Caroly      | Lake Forest Elementary    | Head Start Instructor                | 10/15/03              | Replacement        |
| Wright, Omeshia       | Alachua Elementary        | Food Service Assistant I             | 10/01/03              | Replacement        |
| Fridman, Lin          | Gainesville High          | Aide I                               | 10/13/03              | Unfilled Unit      |

**SCHOOL BOARD OF ALACHUA COUNTY  
DEPARTMENT OF PERSONNEL SERVICES  
EMPLOYMENT OF NON-INSTRUCTIONAL/ADMINISTRATIVE PERSONNEL**

**November 18, 2003  
Other Personnel Changes**

| <b>Appointee</b>  | <b>From</b>                      | <b>To</b>                         | <b>Effective Date</b> | <b>Explanation</b> |
|-------------------|----------------------------------|-----------------------------------|-----------------------|--------------------|
| Suttles, Barbara  | Food Service Assistant I—Metcalf | Food Service Assistant II—Metcalf | 10/07/03              | Promotion          |
| Brown, Bobbie     | Aide I—Metcalf Elementary        | Tutor/Title I—Metcalf Elementary  | 10/17/03              | Reclassification   |
| Dodge, Jacqueline | ESE Aide—Littlewood Elementary   | Head Start Asst—Littlewood Elem.  | 10/15/03              | Reclassification   |
| Tillman, Margaret | Home School Liaison—Alachua Elem | Aide I/Title I—Alachua Elementary | 10/20/03              | Reclassification   |

**SCHOOL BOARD OF ALACHUA COUNTY  
DEPARTMENT OF PERSONNEL SERVICES  
EMPLOYMENT OF NON-INSTRUCTIONAL/ADMINISTRATIVE PERSONNEL**

**November 18, 2003**

**Resignations, Terminations, and Leaves**

| <b>Appointee</b>     | <b>Location</b>           | <b>Position</b>              | <b>Effective Date</b> | <b>Explanation</b>                          |
|----------------------|---------------------------|------------------------------|-----------------------|---|
| Horne, Theodosia     | Superintendent's Office   | Word Processing Receptionist | 11/01/03              | DROP (10/31/08)                             |
| Tate, Allen          | Wiles Elementary          | Custodian                    | 10/29/03              | Leave (Administrative)<br>10/29/03-11/20/03 |
| Williams, Dora       | Chiles Elementary         | Food Service Assistant I     | 11/01/03              | Leave (Illness)<br>11/1/03 – 12/3/03        |
| Bohlen, Jeanne       | Irby Elementary           | EDEP Activity Leader         | 10/10/03              | Resignation                                 |
| Chan, Chak           | Gainesville High          | Tutor                        | 5/30/03               | Resignation                                 |
| Martinez, Silvia     | A. Quinn Jones Center     | Job Coach                    | 10/30/03              | Resignation                                 |
| Ramayya, Sunita      | Rawlings Elementary       | Aide I                       | 10/17/03              | Resignation                                 |
| Thompson, Deborah    | Transportation Department | Bus Driver                   | 10/08/03              | Resignation                                 |
| Wetherington, Daniel | District Food Service     | Food Service Assistant I     | 9/26/03               | Resignation                                 |
| Bulko, Myrna         | Newberry Elementary       | ESE Aide/Aide I              | 10/31/03              | Retirement                                  |
| Daniels, Angela      | Metcalfe Elementary       | ESE Aide                     | 10/13/03              | Return to Active Duty                       |

**BID OPENED 3:00 PM, OCTOBER 31, 2003**

**A. ELECTRICAL SERVICES – ANNUAL CONTRACT**

**(BID#04-19)  
Facilities Department  
(Various Funds)**

Bid establishes fixed hourly labor rates for electrical crews (2-Man Crew, Journeyman Electrician, Apprentice Electrician, and Electrician's Helper) to install, repair, alter, and add to electrical wiring, fixtures, appliances, raceways, and conduit, including electrical plants and substations. Services shall also include electrical work related to the installation, maintenance, and repair of fire alarm and communication systems. Services shall be provided on an as-needed basis as ordered by the Facilities Department. Recommend award to a Primary Contractor – to be contacted first whenever services are required and to a Secondary Contractor – to be used if the Primary Contractor cannot perform the services within the necessary timeframe. The contract performance period is January 1, 2004, through December 31<sup>st</sup>, 2004.

20 Bids Solicited  
4 Bids Received

Recommend award be made to **Bill Wells Corporation (Primary Contractor)** and **Carr Electrical Technology, Inc. (Secondary Contractor)**, the low responsive and responsible bidders meeting the specifications. The estimated annual contract amount is \$130,000.00.

**BID OPENED 3:00 PM, OCTOBER 31, 2003**

**B. CUSTODIAL SUPPLIES – ANNUAL CONTRACT**

**(BID#04-19)  
Physical Distribution  
(General Fund)**

Bid establishes fixed unit prices for various custodial supplies, including restroom paper supplies, floor and carpet care products, and general purpose cleaning products, to be stored in the Physical Distribution Warehouse and delivered to all schools and departments as needed. The contract performance period is November 21, 2003 through October 31, 2004.

30 Bids Solicited  
10 Bids Received

Recommend award be made to the following low responsive and responsible bidders:

| <u>Vendor</u>             | <u>Lot #'s</u> | <u>Amount</u> |
|---------------------------|----------------|---------------|
| Colonial Paper Co., Inc.  | E,F,H,I,M      | \$57,480.32   |
| Jerry's Vacuum and Supply | A,B            | \$10,901.80   |
| Meade Products            | D              | \$15,611.60   |
| Unisource                 | G              | \$15,003.12   |
| Heritage Paper Co.        | C, J,K,L       | \$15,551.93   |

TOTAL ESTIMATED CONTRACT AMOUNT: \$114,548.77

- 1. TO: OASIS ENRICHMENT ACADEMY**  
**FOR:** Title I instructional personnel, including salary and benefits.  
**AMOUNT:** **\$29,000.00**  
**FUNDS:** 0420-0959; Title I Grant  
**REQUESTED BY:** **Title I Department**
  
- 2. TO: CONTRACT SOLUTIONS**  
**FOR:** Furnish and install 649 auditorium seats in the Gainesville High School auditorium.  
Installation services also include removal of existing seating.  
**AMOUNT:** **\$100,161.62 (SBAC Bid #02-08)**  
**FUNDS:** 037C-0151; '01-02 2 Mill  
**REQUESTED BY:** **Facilities Department**

**DISTRICT CONSULTANT SERVICES** [School Board of Alachua County Policies, Ch. 7, Section 7.31(3)(d)]

| <b>CONSULTANT</b>                  | <b>DESCRIPTION<br/>OF SERVICES</b>  | <b>TERM</b>           | <b>DEPARTMENT</b> | <b>PURCHASE<br/>ORDER AMOUNT</b> |
|------------------------------------|---|-----------------------|-------------------|----------------------------------|
| Performance Learning Systems, Inc. | Consultant Services for Coaching Training   | 03/16/04-<br>03/18/04 | Staff Development | \$12,250.00                      |
| Lisa Ann Moseley                   | Consultant programming services to include<br>break-out of reading and language scores,<br>installing Harcourt Curriculum and<br>Teacher/student data | 10/30/03-<br>06/30/04 | Curriculum        | \$3,667.50<br>(\$45/hr)          |

**PURCHASED PRODUCTS/SERVICES; \$12,500 TO \$24,999**

| <b>P.O. #</b> | <b>FUND</b>  | <b>AMOUNT</b> | <b>VENDOR NAME</b>                       | <b>PRODUCTS/SERVICES PURCHASED</b>           | <b>DEPARTMENT</b>     | <b>STATUS</b> |
|---------------|--|---------------|--|--|-----------------------|---------------|
| P071984       | 037J<br>(District-<br>Wide Plumb-<br>ing Services) | \$14,625.00   | W. W. Gay Mechanical<br>Contractor, Inc. | Plumbing Repairs at Various District Schools | Facilities Department | Bid #03-25    |
| P072214       | 037J<br>(HVAC<br>Preventive<br>Maintenance)        | \$12,948.00   | W. W. Gay Mechanical<br>Contractor, Inc. | Boiler Control Repairs at Lake Forest Elem.  | Facilities Department | Bid #01-10    |

## APPROVED CONSTRUCTION CONTRACT CHANGE ORDERS

- (1) Change Order Number One for Project SBAC CD809—Littlewood Elementary School Roof Replacement

On November 13, 2003, the Superintendent authorized execution of Change Order Number One to the construction contract. This change order adds \$9,819 to the contract, revising the contract total to \$179,819, and represents costs for: infill of skylights; installation of a preliminary roof; and additional lightweight concrete and metal decking. This change order adds 47 consecutive calendar days to the contract time. This is the final change order on this contract.

- (2) Change Order Number One for Project SBAC B0209—Metcalf Elementary School Roof Replacement

On November 13, 2003, the Superintendent authorized execution of Change Order Number One to the construction contract. This change order adds \$7,681 to the contract, revising the contract total to \$449,681, and represents costs for: additional gutters and downspouts; metal fascia; and stormwater lines. This change order adds 51 consecutive calendar days to the contract time.

- (3) Change Order Number Two for Project SBAC B0046—Hawthorne / Newberry High Schools Gymnasium Air Conditioning

On November 13, 2003, the Superintendent authorized execution of Change Order Number Two to the construction contract. This change order adds \$6,093 to the contract, revising the contract total to \$289,841.06, and represents costs for: installation of a mechanical louver system; additional mechanical controls system; and additional electrical requirements. This change order adds 30 consecutive calendar days to the contract time.