

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

**December 2, 2003
Tuesday, 6 p.m.**

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 ORGANIZATION MEETING AND BOARD MEETING OF NOVEMBER 18, 2003**
- C. ADOPTION OF AGENDA**
- D. BOARD MEMBER/SUPERINTENDENT ANNOUNCEMENTS**
- E. RECOGNITION(S)**
- F. 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.)*
- G. 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.)*

ACEA Paulson

H. PRESENTATION(S)/REPORT(S)

- 1. Gainesville On the Go Walking Program Tubb
- 2. Budgeting/Financial Update Tougaw

The Regular Board Meeting will be recessed.

PUBLIC INPUT SESSION--A formal presentation of the OPPAGA report is scheduled for 5 p.m., December 2, 2003, in the Boardroom. A public input session is scheduled for 6:30 p.m. to allow the opportunity for the public to have input regarding the OPPAGA Report.

The Public Input Session will be adjourned and the Regular Board Meeting reconvened.

I. ACTION ITEMS

- | | |
|---|----------|
| 1. School Zoning Plan Changes | Tougaw |
| RECOMMENDED ACTION: The administration recommends that the School Board approve the School Zoning Plan changes as presented. | |
| 2. Proposed Revision to Policy 5.11, Student Attendance Zones/Areas—First Reading | Robinson |
| RECOMMENDED ACTION: The administration recommends that the School Board schedule a public hearing January 20, 2004, 6:30 p.m., to consider the proposed revision to Policy 5.11. | |
| 3. School Concurrency Implementation Plan | Robinson |
| RECOMMENDED ACTION: The administration recommends that the School Board adopt the School Concurrency Implementation Plan as presented. | |
| 4. Office of Program Policy Analysis and Government Accountability (OPPAGA)—Seal of Best Practices | Birkett |
| RECOMMENDED ACTION: The administration recommends that the School Board accept the designated best practices standards with action plans to be implemented in accordance with the district Strategic Plan. | |
| 5. Bid Award for Project SBAC CD630—Sidney Lanier Center Classroom Renovations Buildings 2 and 3 | Gable |
| Bids for construction of this project were received on November 20, 2003. | |
| RECOMMENDED ACTION: The administration recommends that the School Board accept the low base bid of \$924,000 and Additive Alternate numbers 3, 5 & 6 in the amount of \$69,800 and award a contract for construction totaling \$993,800 to General Mechanical Corporation, Daytona Beach, Florida. Completion of this project shall be within two hundred eight (208) consecutive calendar days from the date indicated in the “Notice to Proceed.” | |
| 6. NEOLA, Inc., Proposal for Re-Codification and Revision of the Current School Board Policy Manual and Development of Administrative Procedures/Guidelines to Correspond with District Policy | Robinson |

RECOMMENDED ACTION: The administration recommends that the School Board approve the NEOLA, Inc., Proposal and budget of \$ 41,910 as submitted.

- 7. Amendments to Special Programs and Procedures for Exceptional Students Document for 2003-2004—First Reading Perez

The Special Programs and Procedures for Exceptional Students is being amended to reflect required changes in state and district procedures and to extend the document for 2003-2004.

RECOMMENDED ACTION: The administration recommends that the School Board schedule a public hearing 6:30 p.m. January 20, 2004, to consider amendments to the Special Programs and Procedures for Exceptional Students.

- 8. 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.

- 9. 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.

- 10. Student Case No. 03-21-HC Robinson

J. CONSENT AGENDA

RECOMMENDED ACTION: The superintendent recommends that the School Board approve the Consent Agenda as described in items 1-11.

- 1. Employment of Personnel--Attachments A & B Wright
- 2. Change Order(s) Approved under Policy 8.53(1)--Attachment C Gable
- 3. Bid(s) and Requisition(s)--Attachment D Hackett
- 4. Purchased Projects/Services--Attachment E Hackett

5. Donations Birkett
- Sam Parker ASD.COM, Inc.
 Diarmud, Inc., Ken & Diana Campbell Daniel VanRoy, M.D.
 Glenn & Wendy Carver Talbot PTA
 Dr. & Mrs. Richard Kerensky Alachua County Public Foundation, Inc.
 Mang Tia Richard Gordon
 Johanna Pronker-Coron Harcourt Educational Measurement
 Target GRU
6. Design Development/Construction Documents for Project SBAC A0034—Howard Bishop Middle School Science Laboratory Building Gable
- Hunter McKellips Associates, Architects, Gainesville, Florida has prepared Design Development/Construction Documents for the construction of this project. It is requested that these plans be approved as presented.
7. District Plan for Add-On Program for Reading Endorsement Wagner
- By July 2006, teacher certification for reading courses at the secondary level must include either a K-12 reading endorsement or K-12 reading certification. Each district is required to submit an Add-On Program for Reading Endorsement to the Department of Education’s Bureau of Educator Recruitment and Professional Development.
8. Renewal of Agreement with the University of Florida for Orthopaedic Physician Services Wise
- University of Florida College of Medicine has provided resident orthopaedic physician coverage for all home varsity football games since 1991. Schools pay the university \$125 per game from their athletic budget.
9. Supplemental Academic Instruction (SAI) Plan Hall
- The SAI plan outlines and describes supplemental academic instruction being provided to students in kindergarten through grade 12. Supplemental instruction may be provided to students in any manner and any time during or beyond the regular 180-day school year.
10. School Bus Use Agreement Shelton
- a. Agreement with the University of Florida Public Research Center to transport students on January 14, 21, and 23, 2003.
- b. Agreement with University of Florida Dean of Students Office to transport students on January 16-18, 2003.
11. Inventory Droppage Report, September 27,2003 -- November 21, 2003 McNeal
- A list of equipment submitted for droppage from property records due to fair wear and tear, vandalism, theft, trade-ins sales, etc. The report is submitted by property number, school, and classification summary.

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: The following meetings have been scheduled:

12/02/03, 10 a.m., Informal Board Meeting, Kirby-Smith Center

12/15/03, 9:30 a.m., Team Building/Planning Workshop, Matheson Center

12/15/03, 11 a.m., Legislative Priorities Workshop, Kirby-Smith Center

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**

December 2, 2003

Appointments

Appointee	Location	Assignment	Effective Date	Explanation
Hebebrand, Amanda G.	Idylwild Elem.	Kindergarten	10/27/03	Appointment
Rolle, Jacquatte L.	Duval Elem.	Title I Teacher Tutor	11/03/03	Appointment

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

December 2, 2003

Other Personnel Changes

Appointee	From	To	Effective Date	Explanation
Taylor, Sandra J.	Lake Forest Elem.	Sidney Lanier Center	10/20/03	Transfer
Turner, Lenora B.	Horizon Center	Halfway House	11/03/03	Transfer
Vinson, Christin N.	Rawlings Elem.	Exceptional Student Education	11/03/03	Transfer

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

December 2, 2003

Resignations, Terminations, and Leaves

Appointee	Location	Assignment	Effective Date	Explanation
Clark, Kimberline G.	Norton Elem.	Speech/Language Therapist	10/21/03	Leave Maternity/Family Medical 10/14/03-01/14/04
Wallace, Jeanne C.	Mebane Middle	Math	10/22/03	Leave Maternity/Family Medical 11/17/03-12/19/03
Riddell, Jonathan A.	Hawthorne High	Guidance	10/29/03	Resignation
Cleveland, Barbara S.	Student Services	School Psychology	10/13/03	Retirement

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

December 2, 2003

Appointments

Appointee	Location	Position	Effective Date	Explanation
Brown, Bobbie	Metcalf Elementary	Aide I	10/17/03	Additional Unit
Escudero, Adriana	Finley Elementary	Aide I – ESOL	11/03/03	Additional Unit
Aspinwall, Lashonda	Metcalf Elementary	Aide I	11/03/03	Reappointment
Banks, Quinlinn	Eastside High	ESE Aide	10/31/03	Reappointment
Fields, Cindy	Norton Elementary	Food Service Assistant I	10/28/03	Replacement
Huggins, Lamar	Maintenance/Operations	Stores Clerk	11/03/03	Replacement
Johnson, Reginald	Horizon Center	ESE Aide	11/03/03	Replacement
Nonejad, Masoumeh	Glen Springs Elementary	Media Aide	10/21/03	Replacement
Peterkin, Nancy	Glen Springs Elementary	Media Aide	10/17/03	Replacement
Scott-Tyson, Lakeenya	Buchholz High	Custodian	10/16/03	Replacement
Simmons, Latasha	Littlewood Elementary	ESE Aide	11/04/03	Replacement
Stucker, Jeri	Lake Forest Elementary	Licensed Practical Nurse	10/27/03	Replacement
Taylor, Zachary	Idylwild Elementary	EDEP Activity Leader	10/28/03	Replacement
Wronske, Devi	Prairie View Elementary	Licensed Practical Nurse	10/27/03	Replacement
Yang, Yanming	Information Resources	Systems Programmer	11/03/03	Replacement
McCloud, Beverly	A.Q. Jones Center	Job Coach	11/03/03	Replacement
Johnson, Eunice	Gainesville High	ESE Aide	10/27/03	Unfilled Vacancy

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

December 2, 2003

Other Personnel Changes

Appointee	From	To	Effective Date	Explanation
Aubut, Amanda	EDEP ESE Aide/Metcalf Elem.	EDEP Activity Leader/Metcalf Elem.	10/20/03	Promotion
Ludwig, Jesse	Food Service Mgr Intern/Hidden Oak	Food Service Assist Mgr/Hidden Oak	10/27/03	Promotion
Swilley, Beryl	Trades Helper II/Facilities	Carpenter/Facilities	10/27/03	Promotion
Jackson, Angela	Aide I/Anchor Center	ESE Aide/Lanier Center	10/07/03	Promotion/Relocation
Smylie, Marcella	ESE Aide-Clerical Asst/Buchholz	Secretary/Facilities	10/20/03	Promotion/Relocation
Calsam, Sheila	ESE Aide-Job Coach/Buchholz High	Clerical Assistant/Buchholz High	9/02/03	Reclassification
Dougherty, Virgil	Electronic Tech/Facilities	Electrician/Facilities	11/01/03	Reclassification
Hardy, Demetra	Food Service Assistant I/Norton	Food Service Assistant/Glen Springs	10/09/03	Relocation
Ward, Teresa	Data Base Clerk/Finley Elementary	Data Base Clerk/Irby Elementary	10/27/03	Relocation
Gunter, Nancy	Head Start Assistant/Fearnside Ctr	ESE Aide/A. Quinn Jones Ctr	10/27/03	Relocation/Reclassification
Valencia, Yasmin	Head Start Assistant/Rawlins Elem.	ESE Aide/Norton Elementary	10/20/03	Relocation/Reclassification

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

December 2, 2003

Resignations, Terminations, and Leaves

Appointee	Location	Position	Effective Date	Explanation
Tate, Allen	Wiles Elementary	Custodian	11/21/03	Admin. Leave with pay through 12/02/03
Larkin, Irene	Newberry Elementary	Head Start Instructor	12/31/03	DROP
Hecht, Carmen	Curriculum Department	Executive Assistant	10/15/03	DROP—10/15/03
Ivey, Clifford	Maintenance/Operations	Painter	11/01/03	DROP—10/31/08
Jackson, Chewane	Fearnside Center	Secretary	10/16/03	FMLA—10/16/03-11/30/03
Legree, Sylvia	Newberry High	Custodian	10/01/03	FMLA—10/1/03-1/7/04
Ferguson, Diane	Lanier Center	ESE Aide	12/01/03	Leave—12/1/03-1/2/04
Gay, Charity	Lanier Center	Center Permanent Substitute	8/19/03	Leave—8/19/03-8/29/03
Thomas, Ray	Lincoln Middle	Food Service Assistant I	8/14/03	Leave—8/14/03-6/3/04
Winchel, Tammy	Transportation Department	Bus Driver	10/21/03	Leave—10/21/03-12/5/03
Bennett, Kimberly	Fearnside Center	Registered Nurse Specialist	10/22/03	Resignation
Black, Jennifer	Duval Elementary	Head Start Instructor	10/23/03	Resignation
Gregoire, Marly	Prairie View Elementary	EDEP Aide I	6/02/03	Resignation
Hutchinson, Katrina	Horizon Center	ESE Aide	9/24/03	Resignation
Jackson, Sherika	Transportation Department	Bus Driver	10/16/03	Resignation
Jones, Allen	Lanier Center	Food Service Assistant I	10/17/03	Resignation
McConkey, Pamela	Loften High	ESE Aide	10/31/03	Resignation
Allen, Chester	Santa Fe High	Head Custodian	11/26/03	Retirement
Colon, Jonathan	Transportation Department	Bus Driver	10/31/03	Retirement
Gray, Betty	Alachua Elementary	Aide I	8/29/03	Retirement
Tate, Allen	Wiles Elementary	Custodian	12/03/03	Suspension without pay through 12/19/03

December 2, 2003
AGENDA ATTACHMENT

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.

STATE BOARD RULE AUTHORIZED BID (6A-1.012(5))

- A. Request consent to utilize the unit prices, terms, and conditions contained in the Duval County Public Schools Bid No. ITB-008-03/DB with Kleen Air Research to implement scheduled replacement of air conditioning filters in all District schools and departments six times per year. Kleen Air Research has agreed to offer the same unit prices and terms and conditions contained in this contract to the School Board of Alachua County from January 1, 2004 through December 31, 2004. The annual estimated value of this contract is \$128,000.

BID OPENED 3:00 PM, SEPTEMBER 15, 2003

- B. BANKING SERVICES – (#04-01)**
ANNUAL CONTRACT **Finance and Food Service Departments**
(General and Food Service Funds)

Bid establishes fees for basic banking services, including payroll, accounts payable, and food service account maintenance, on-line banking, cash handling, deposits, wire transfers, and account reconciliation, to be utilized by the District Finance and Food Service Departments on a daily basis. Service fees are fixed for the duration of the contract. The contract performance period begins December 3, 2003 and ends June 30, 2008. Recommend award be made to SouthTrust Bank, the low responsive and responsible bidder receiving the highest number of points from the proposal evaluation committee.

BID OPENED 3:00 PM, NOVEMBER 04, 2003

- C. PAINTING SERVICES – ANNUAL CONTRACT (BID#04-21)**
Facilities Department
(Various Funds)

Bid establishes fixed hourly labor rates for painting crews (2-Man Crew, Journeyman Painter, and Journeymen Painter's Helper) to perform various interior/exterior painting projects. Services include surface preparation (power-washing, manual cleaning, minor repairs, priming) and application of one or more coats of paint necessary to complete the assigned project. 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 31st, 2004.

22 Bids Solicited
5 Bids Received

Recommend award be made to **K.C. Painting (Primary Contractor)** and **Shivers Paint and Waterproofing (Secondary Contractor)**, the low responsive and responsible bidders meeting the specifications. The estimated annual contract amount is \$19,500.00.

BID OPENED 3:00 PM, NOVEMBER 18, 2003

**D. SHEET METAL/DUCTWORK
SERVICES – ANNUAL CONTRACT**

**(BID#04-20)
Facilities Department
(Various Funds)**

Bid establishes fixed hourly labor rates for sheet metal personnel (Journeyman Sheet Metal Mechanic, Apprentice Sheet Metal Mechanic, Sheet Metal Mechanic's Helper, and Working Supervisor) to perform various sheet metal fabrication services to include manufacture, fabrication, assembly, handling, erection, installation, dismantling, conditioning, adjustment, insulation, alteration, repair, and design of ferrous and nonferrous metal work. 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 31st, 2004.

7 Bids Solicited
2 Bids Received

Recommend award be made to **Thompson Sheet Metal, Inc. (Primary Contractor)** and **Comfort Temp. Co. (Secondary Contractor)**, the low responsive and responsible bidders meeting the specifications. The estimated annual contract amount is \$35,00.00.

BID RENEWAL

**E. FURNISH/INSTALL CARPET AND TILE -
ANNUAL CONTRACT**

**(BID#03-28)
Facilities Department
(Various Funds)**

Bid establishes fixed square foot and linear foot unit prices to furnish and install various types of carpet, vinyl tile, sheet vinyl, and cove base, as well as other miscellaneous materials and installation labor, to be ordered on an as-needed basis by the Facilities Department for use in all District schools and departments. Award will be made to a Primary Contractor - who will be contacted first whenever carpet/tile installation services are required, and to a Secondary Contractor - who will be utilized in the event the Primary Contractor is unable to respond to and/or complete a project within the necessary timeframe.

Recommend bids with **Florida Business Interiors, Inc. (Primary Contractor)** and **Acousti Engineering Co. of Florida (Secondary Contractor)** be renewed for the period beginning February 1, 2004 and ending January 31, 2005. The total estimated annual value of these services is \$243,700.

BID RENEWAL

**F. CURRENCY TRANSPORT
SERVICES – ANNUAL CONTRACT**

**(Bid #02-10)
Food Service Department
(Food Service Funds)**

Bid establishes fixed unit price for pickup of food service and school activity monies for delivery to a financial institution specified by the District. This service will be provided to all District schools.

Recommend bid with **Certified Armored Services, Inc.** be renewed for the period beginning February 1, 2004 and ending January 31, 2005. The estimated annual value of these services is in excess of \$73,000.

BID RENEWAL

**G. DISTRICT FINANCIAL ADVISOR
– ANNUAL CONTRACT**

**(Bid #01-25)
Planning and Budget Department**

Renew Ford & Associates contract with the District to provide as-needed financial consultation services regarding the sale of bonds, for the period beginning January 16, 2004 and ending January 15, 2005. Consultant's fees are paid for out of the proceeds of the bond(s) sale.

BID RENEWAL

**H. ELEVATOR AND WHEEL CHAIR
SERVICE AND MAINTENANCE
ANNUAL CONTRACT**

**(BID#00-06)
Facilities & Maintenance
(Maintenance and Operation Fund)**

Bid establishes annual fixed-price for service and maintenance of elevators and wheel chair lifts located in Gainesville High School, Kirby Smith Administration Building, Lincoln Middle School, Metcalfe Elementary School, Lake Forest Elementary School, Eastside High School, Ft. Clarke Middle School, Westwood Middle School, Buchholz High School, A. Quinn Jones Center, and Archer Community School.

Recommend bid with **Thyssen Miami Elevator Company, Inc.** be renewed for the period beginning January 1, 2004 and ending December 31, 2004. The annual contract value is estimated to be \$14,280.

1. **TO:** **CONTRAX FURNISHINGS, INC.**
FOR: Chairs, bookcases, locking storage cabinets, mobile cabinets and carts, stacking chairs, mobile folding tables, desks, and mobile lecterns for the Glen Springs Multipurpose Building
AMOUNT: **\$37,978.36 (SBAC Bid #02-08)**
FUNDS: 0394-0331; Glen Springs E.S. Additions and Renovations
REQUESTED BY: **Facilities Department**

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

P. O. #	FUND	AMOUNT	VENDOR NAME	PRODUCTS/ SERVICES PURCHASED	DEPARTMENT	STATUS
P072450	0100 (General Fund)	\$13,923.00	Arthur J. Gallagher Co.	Flood Insurance Renewal for Lofton H.S.	Risk Management	Contract Renewal
P072625	TEC Funds	\$14,995.00	Master Solution	3-Day ALT-DS Deployment Solution Software Training for 24 departmental and school-based staff.	Instructional Technology	Professional Services
P072627	TEC and ADV funds	\$21,656.70	Dell Computer	26 Dell Optiplex GX270 microcomputers for Newberry H.S. classrooms	Newberry High	State Contract
P072662	Food Service Funds	\$21,000	Certified Armored Service, Inc	Cafeteria and school activities currency transport and deposit	Food Service Department	Bid #02-10