

Inverness, Florida
September 11, 2018

A Regular Meeting and Public Hearing were held at the District Services Center located at 1007 West Main Street, Inverness, Florida on Tuesday, September 11, 2018. Present: Sandra "Sam" Himmel – Superintendent; Douglas A. Dodd – Chairman, Thomas Kennedy – Vice Chairman, School Board Members: Virginia Bryant, Sandra Counts, Linda B. Powers and R. Wesley Bradshaw, School Board Attorney.

ADMINISTRATIVE HEARING

Cancelled

REGULAR MEETING

Chairman Dodd opened the Regular Meeting at 4:04 p.m. He reviewed protocol for citizens comments and requested a moment of silence in remembrance of the lives lost on 9/11, their families and Law Enforcement Officers. Virginia Bryant had opening exercises and introduced John Edel, Chorus Instructor at Citrus High School. Mr. Edel reflected on a field trip when he took a group of his Chorus students to New York City to perform for the 10-year commemoration of 9/11 and shared the experience they had when they sang the National Anthem at Ground Zero. He then introduced a group of his students who sang the National Anthem followed by the Pledge of Allegiance to the Flag of the United States of America.

ADOPTION OF AGENDA AS RECOMMENDED BY SUPERINTENDENT

Linda Powers moved to adopt the agenda as recommended by Superintendent; seconded by Thomas Kennedy and carried unanimously.

CITIZEN COMMENTS

None

APPROVE CONSENT AGENDA – (Recognition of donations)

Virginia Bryant moved to approve the Consent Agenda; seconded by Linda Powers and carried unanimously. The Executive Secretary to the School Board read the donations into the record.

PRESENTATIONS

- A. Recognition of local Lions Clubs for sponsoring the Citrus County Nurse's memberships to the National Association of School Nurses

Pamela Carnevale, Student Health Specialist, recognized local Lions Clubs for sponsoring school district nurse memberships to the National Association of School Nurses. The memberships allow the nurses to order vouchers that give eligible students free vision exams and glasses. Mrs. Carnevale presented the Kings Bay

Lions Club, Crystal River Lions Club, Inverness Lions Club, and Homosassa Lions Club with certificates.

- B. Recognition of the Homosassa Lions Club for their donations of monetary funds and time to Citrus County students

Pam Carnevale recognized the Homosassa Lions Club for their continued support of the District/State required vision screening where they attended all the scheduled vision rescreens. They provided equipment that quickly and easily detects vision issues. In addition, the Homosassa Lions Club also donated money to Student Services which went towards clothing and hygiene items for disadvantaged students.

EDUCATIONAL SERVICES, SCOTT HEBERT

- A. Approved the 2018-2019 School Health Service Plan (copy in supplemental file)

Dr. Scott Hebert, Chief Academic Officer, asked for approval of the 2018-2019 School Health Service Plan. Thomas Kennedy moved to approve the 2018-2019 School Service Plan, seconded by Virginia Bryant. Linda Powers inquired about the District's access to Epi Pens, and Pam Carnevale, School Health Specialist, explained she had been in contact with the Health Department and together have been working on finding a way to get the Epi Pens in the schools. Discussion ensued. Chairman Dodd asked for information regarding the HPV vaccination and the Meningitis vaccination the Health Department provides to the schools. Ernesto Rubio, Citrus County Health Department, explained that the HPV and Meningitis vaccinations are not required, so there must be parental permission. He shared the process in place for obtaining the permission forms from parents to ensure no errors are made. Sandra Counts wanted to know the number of students that received the two specific vaccinations. Mrs. Carnevale provided an estimated number of students and said she had received positive feedback from the State during an audit stating it was an awesome service provided, one that they don't see in other districts. Chairman Dodd expressed his appreciation for the emails Mrs. Carnevale sends out to the District on the prevention of heat related illnesses. Discussion ensued regarding the different trainings required by the Florida High School Athletic Association in regard to the heat and the processes in place to meet the requirements. After discussion, a vote was taken and carried unanimously.

- F. 2019-20 Calendar Timeline/Process (copy in supplemental file)

Amy Crowell, Director of Research and Accountability, presented a power point (copy in supplemental file) outlining the process and time line for developing the school calendar. She explained that the Calendar Committee is made of representatives from each school level, SAC, PTA, CCEA, a School Board member, Sandra Counts, administrators, and parents. Mrs. Crowell pointed out a list of things that are considered when developing the calendar, such as the Assessment

schedules, half days, the County Fair and the first day of school, which can be no sooner than August 10th. She explained that the committee develops two or three calendar options that the District votes on. The votes are then tallied, and the winning calendar is brought back before the Board for final approval.

SCHOOL SUPPORT SERVICES, JONNY BISHOP

- B. Human Resources, Suzy Swain
Approved Instructional and Support Recommendations (copy in supplemental file)

Virginia Bryant moved to approve the Instructional and Support Recommendations; seconded by Sandra Counts and carried unanimously.

- C. Planning and Growth Management, Chuck Dixon
 - (7) Approved request to advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation (copy in supplemental file)

Chuck Dixon, Director of Planning and Growth Management, asked for approval for the request to advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation. He explained the contents of the policy and the revisions. Chairman Dodd asked for clarification of the verbiage in the policy regarding compensation for overtime. Discussion ensued and Mr. Bradshaw, School Board Attorney, provided information clarifying the revision to the policy.

Thomas Kennedy moved to approve the request to advertise for Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.916 Emergency Compensation; seconded by Linda Powers and carried unanimously.

FINANCE, MIKE MULLEN

- R. Approved Budget Amendment #10 June 2018 (copy in supplemental file)

Tammy Wilson, Director of Finance, provided the Board with the documents which reflected the changes. This was the final budget amendment for the 2017-2018 fiscal school year.

Thomas Kennedy moved to approve Budget Amendment #10 June 2018; seconded by Virginia Bryant and carried unanimously.

- S. Approved the 2017-2018 Annual Financial Report (copy in supplemental file)

Ms. Wilson asked approval for the 2017-2018 Annual Financial Report and gave a quick overview of the report and provided answers to questions from the Board. Chairman Dodd paused the discussion for the time certain Citizen Comments.

CITIZEN COMMENTS – 5:15 pm

Raymond Baumes provided public input regarding notification to parents from the District of any threats to the schools.

Chairman Dodd recessed the Regular Meeting at 5:21 p.m.

Chairman Dodd opened the Public Hearing at 5:35 p.m.

PUBLIC HEARING: 5:30 P.M.

- A. Approved/Adopted the 2018-2019 Millage Rates, the Final Five-Year Work Plan and the Final Budget of the Citrus County School Board (copy in supplemental file)

Chairman Dodd announced the purpose of the meeting was to adopt the Final Millage Rate, the 5 Year Work Plan and the Final Budget of the Citrus County School Board for the 2018-2019 Fiscal Year. The millage rates are 4.838, which includes .011 prior period adjustment for Operating Purposes, and 1.500 for Capital Outlay Purposes or a Total of 6.338 mills. The Final Budget for Fiscal Year 2018-2019 totals \$231,117,537.65.

Chairman Dodd called for public input as to the millage levy, the 5-year work plan or the budget proposed for the 2018-2019 fiscal year. There was no public input.

Chairman Dodd requested a motion to include the supplemental millage rate of .748 mills and the capital outlay millage rate of 1.50 mills in the Resolution determining Revenues and Millages Levied, as required by law.

Virginia Bryant made a motion to include the supplemental millage rate of .748 mills and the Capital Outlay millage rate of 1.50 mills in the Resolution Determining Revenues and Millages Levied, as required by law; seconded by Linda Powers. Chairman Dodd asked if there was any discussion on the motion. Attorney Bradshaw read the Resolution Determining Revenues and Millages Levied, as required by law. (Copy in supplemental file)

Chairman Dodd asked, having heard the Resolution, and a motion on the floor, was there any discussion? There being none, the vote was taken and carried unanimously.

Chairman Dodd requested a motion to adopt the Final Proposed 5-Year Work Plan as the Final Adopted 5-Year Work Plan of the Citrus County School Board for the 2018-2019 Fiscal Year.

Sandra Counts made a motion to adopt the Final Proposed 5-Year Work Plan as the Final Adopted 5-Year Work Plan of the Citrus County School Board for the 2018-2019 Fiscal Year; seconded by Thomas Kennedy. Chairman Dodd asked if there was any discussion on the motion. There being none, a vote was taken and carried unanimously.

Chairman Dodd requested a motion to adopt the final proposed budget as the Final Adopted Budget of the Citrus County School Board for the 2018-2019 fiscal year.

Linda Powers made a motion to adopt the final proposed budget as the Final Adopted Budget of the Citrus County School Board for the 2018-2019 fiscal year; seconded by Sandra Counts. Chairman Dodd asked if there was any discussion on the motion. There being none, a vote was taken and carried unanimously.

Attorney Bradshaw read the Resolution Adopting the Final Budget:

A RESOLUTION OF THE CITRUS COUNTY SCHOOL BOARD ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2018-2019.

WHEREAS, the School Board of Citrus County, Florida, did, pursuant to Chapters 200 and 1011, Florida Statutes, approve final millage rates, final 5-year work plan and a final budget for the fiscal year July 1, 2018 to June 30, 2019; and

WHEREAS, the School Board of Citrus County set forth the appropriations and revenue estimates for the budget for fiscal year 2018-2019; and

WHEREAS, at the public hearing and in full compliance with Chapter 200, Florida Statutes, the School Board of Citrus County adopted the final millage rates, final 5-year work plan and the final budget in the amount of \$231,117,537.65 for fiscal year 2018-2019.

NOW THEREFORE, BE IT RESOLVED:

That the attached budget of the School Board of Citrus County, including the millage rates as set forth therein, is hereby adopted by the School Board of Citrus County as the final budget for the categories indicated for the fiscal year July 1, 2018 to June 30, 2019.

Chairman Dodd requested a motion to approve the Resolution Adopting the Final Budget of the Citrus County School Board for the 2018-2019 Fiscal Year.

Thomas Kennedy made a motion to approve the Resolution Adopting the Final Budget of the Citrus County School Board for the 2018-2019 Fiscal Year; seconded by Linda Powers. Chairman Dodd asked, having heard the Resolution, was there any discussion on the motion? There being none, a vote was taken and carried unanimously.

- B. Approved the Addendum to the 2018-2019 Citrus County Code of Student Conduct (copy in supplemental file)

Kit Humbaugh, Director of Student Services, asked for approval of the Addendum to the 2018-2019 Citrus County Code of Student Conduct. Linda Powers had questions about the language in the addendum regarding mental health. Attorney Bradshaw explained that the language regarding mental health now reflects what is written in Florida Statute. Mrs. Powers requested an addition to the addendum. Mr. Bradshaw explained that nothing could be added to the addendum at that time, but after the addendum was approved, Ms. Humbaugh could bring back to the Board an amendment to the addendum. Thomas Kennedy moved to approve the addendum and restatement to the 2018-2019 Citrus County Code of Student Conduct; seconded by Sandra Counts and carried unanimously.

Chairman Dodd adjourned the Public Hearing at 5:54 p.m.

Chairman Dodd reconvened the Regular Meeting at 5:54 p.m.

REGULAR MEETING – (continued)

FINANCE, MIKE MULLEN

- S. Approved the 2017-2018 Annual Financial Report – (continued)

Chairman Dodd invited Ms. Wilson to the podium and she provided answers to questions he had regarding some of the line items on the Annual Financial Report. Discussion ensued regarding a decrease in revenue to the District.

Sandra Counts moved to approve the 2017-2018 Annual Financial Report; seconded by Linda Powers and carried unanimously.

BUDGET UPDATE

Tammy Wilson, Director of Finance, provided an update on the budget and shared that the fund balance at the end of 2018 was 3.62% of undesignated fund balance percent of revenue which kept the District in compliance. She stated the District was moving in the right direction to increase the fund balance. Discussion ensued regarding the property value and low millage rates.

ATTORNEY, LEGAL MATTERS

None

APPROVE MINUTES

Virginia Bryant moved to approve the minutes of the Special Meeting and Workshop of July 31, 2018, the Public Hearing of July 31, 2018, the Special Meeting of August 6, 2018, and the Administrative Hearing and Regular Meeting of August 14, 2018; seconded by Thomas Kennedy and carried unanimously.

CITIZEN COMMENTS

None

ANY OTHER BUSINESS THAT NEEDS TO COME BEFORE THE SCHOOL BOARD

Discussion and Approval of Guardian Program

Chairman Dodd stated that he didn't believe one School Resource Officer in a school was enough and he believed the Board should continue to look at possible options to make schools safer. He talked about the Guardian Program and the duties of a Guardian. Mr. Dodd explained that Guardians are not sworn officers, they do not have the power to make arrests, take a child into custody on a Baker Act, or write reports. They are solely to protect students should there be an active assailant or an incident of violence. He stated he would like the Board to support the Guardian Program as an option for future school needs and formally request the Sheriff to train and certify school guardians should the option be exercised. Superintendent Himmel clarified a misconception the public had. She stated the Board did not create a Police Department to put 22 officers in the schools as a replacement for SROs, it was to enhance what the District currently had with the SRO program. Discussion ensued regarding writing a Resolution to the Sheriff to start a Guardian Program under the current law as an option to enhance security and a Resolution to the Legislature to change the law so that the District has the option to create its own Guardian Program. Attorney Bradshaw will bring two Resolutions to the September 25th Special meeting for approval.

Linda Powers shared that she attended the International Baccalaureate (IB) ceremony in Lecanto and that there were a tremendous number of Juniors in the IB program along with Seniors. She mentioned what a marvelous job Mr. Buettner does with that program. Mrs. Powers shared that she also attended a meeting regarding mental health.

Sandra Counts mentioned she attended a Rock Crusher Elementary School's SAEC meetings and was very impressed. She also attended the League of Women's Voters meeting and heard their discussion on Amendment 1 and Amendment 8.

Thomas Kennedy congratulated Linda Powers for her win at the primary elections. He shared that he and Ginger Bryant will be attending the Florida School Board Association Leadership Conference. He also thanked Superintendent Himmel for the Parent Counsel she had started and shared that he heard positive feedback regarding that Counsel at a SAEC meeting he attended.

Chairman Dodd asked if any of the Board members would be willing to serve on the Threat Assessment Review. He shared that Kit Humbaugh, Director of Student Services, had a committee together and thought the Board would like to have representation on the Threat Assessment Manual. Linda Powers expressed her desire to be a part of the Threat Assessment Review. Mr. Dodd shared he had heard positive feedback regarding ALICE drills. He mentioned "Dads Take Your

Child to School Day” will be on September 26th and Inverness Primary School’s PTA will doing “Muffins for Moms”

ADJOURNMENT

Chairman Dodd adjourned the Regular Meeting at 6:53 p.m.

Douglas A. Dodd
Chairman

Sandra Himmel
Superintendent

ATTACHMENT – A

Educational Services, Scott Hebert

- B. Approved the 2018-2019 funding for the Federal Title II Program (copy in supplemental file)
- C. Approved the Carl D. Perkins, Career and Technical Education Grant for Cypress Creek, Division of Juvenile Justice (DJJ) (copy in supplemental file)
- D. Approved the Carl D. Perkins Secondary, Section 131 Continuation Grant (copy in supplemental file)
- E. Approved the 2018-19 District Testing Calendar for Citrus County Schools (copy in supplemental file)
- G. Other Sites:
Approved the Carl D. Perkins Post-Secondary Entitlement Grant, 2018-2019 (copy in supplemental file)

School Support Services, Jonny Bishop

- A. Facilities, Construction & Maintenance, Eric Stokes
 - 1) Approved Pre-Qualification of Contractors for Educational Facilities (copy in supplemental file)
 - 2) Approved the Educational Plant Survey (5.18) Recommendation to Remodel/Renovate Building 1, Room 112C of the Technology Resource Center (copy in District Office)
 - 3) Approved the Professional Service Agreement for the Lecanto Middle School Partial Re-Roof, Buildings 1 & 2 (copy in supplemental file)
 - 4) Approved the Professional Service Agreement for the Floral City Elementary School Partial Heating, Ventilating, and Air Conditioning Replacement & Intercom System Upgrade (copy in supplemental file)
 - 5) Approved to Advertise to Bid for the Withlacoochee Technical College Café and Serving Area Renovation & Remodeling Project (copy in supplemental file)
 - 6) Approved the Change Order #2 for Lecanto Middle School Partial HVAC Replacement (copy in supplemental file)
 - 7) Approved acceptance contingent upon the architect’s or engineer’s and building official’s certifications: (copy in supplemental file)

- 1) Lecanto Middle School Partial HVAC Replacement
- 2) Inverness Primary School Partial Re-roof of Buildings 1A, 3, & 5
- 3) Hernando Elementary School Kitchen Renovation/Remodel

C. Planning and Growth Management, Chuck Dixon

- 1) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 6.22 Teaching Out of Field (copy in supplemental file)
- 2) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.804 Authenticator Management (copy in supplemental file)
- 3) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.806 Disposal of Physical Media (copy in supplemental file)
- 4) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.816 Remote Access (copy in supplemental file)
- 5) Approved request to Advertise for a Public Hearing at the November 13, 2018 School Board Meeting to approve the revision of Policy 8.817 Wireless Restrictions and Review of Wi-Fi Logs (copy in supplemental file)
- 6) Approved the Agreement with the Citrus County Property Appraiser for the use of property tax collections to fund exemption audit services (copy in supplemental file)

D. Risk Management, Cheri Cernich

Approved Renewal of self-funded health insurance rates for the plan year 2019. Total premium cost per month to increase by 4.5% (copy in supplemental file)

Finance, Mike Mullen

- A. Approved Out-of-State Travel for approximately 50 Crystal River High School, Naval Junior Reserve Officers Training Corps (NJROTC) cadets, 2 instructors and 3 approved chaperones to Marine Corps Recruit Depot, Parris Island, South Carolina, October 15, 2018 – October 18, 2018 (copy in supplemental file)
- B. Approved the \$5,000 donation to Citrus High School from Varnadore Financial LLC (copy in supplemental file)
- C. Approved the \$500 donation to the Academy of Environmental Science (AES) from Kings Bay Rotary Club (copy in supplemental file)
- D. Approved the \$500 donation to the Academy of Environmental Science (AES) from Crystal Chevrolet (copy in supplemental file)
- E. Approved the \$1,000 donation to the Academy of Environmental Science (AES) from Howard and Maureen Russ (copy in supplemental file)

- F. Approved the \$675 donation to Academy of Environmental Science (AES) from Suncoast Dermatology and Skin Surgery Center (copy in supplemental file)
- G. Approved the \$1,350 donation to the Marine Science Station from the University of Florida (copy in supplemental file)
- H. Approved the \$30,000 donation to Inverness Middle School from the U.S. Family Foundation (copy in supplemental file)
- I. Approved the \$1,000 donation to Homosassa Elementary from the Homosassa Game Fish Club (copy in supplemental file)
- J. Approved the \$6,478.64 Grant to Lecanto Primary School from Sugar Mill Woods Rotary Club (copy in supplemental file)
- K. Approved the donation of miscellaneous tools and equipment valued at \$2,000 to Withlacoochee Technical College (WTC) from a private owner (copy in supplemental file)
- L. Approved the \$625 donation to Withlacoochee Technical College (WTC) from the Horatio Alger Association of Distinguished Americans, Inc. (copy in supplemental file)
- M. Approved the \$2,000 donation to Withlacoochee Technical College (WTC) from the Citrus Hills Women's Club, Inc. (copy in supplemental file)
- N. Approved the two donations of \$1,000 each to Withlacoochee Technical College (WTC) from the King's Bay Rotary Charitable Foundation, Inc. (copy in supplemental file)
- O. Approved Award of BID 2019-04P Piggyback of Manatee Schools 18-0002-CC Banking Services: Treasury – Epayables – Credit – Procurement Card to JP Morgan (copy in supplemental file)
- P. Approved the Disposal of Citrus Springs Middle School Active Surplus Property (copy in supplemental file)
- Q. Approved Disposal of Active Surplus Property (copy in supplemental file)

Informational Items

- A. July 2018 Cash and Investment Report (copy in supplemental file)