

MINUTES OF THE SCHOOL BOARD OF MANATEE COUNTY  
REGULAR MEETING, TUESDAY, AUGUST 18, 1992

The School Board of Manatee County met in regular session at the School Board Administration Building on Tuesday, August 18, 1992 at 1:35 p.m. Members present: Karen Van Ness, Chairman, Ruby Byrd, Marjorie G. Kinnan, and Elizabeth A. Nevin. Absent: Gilbert W. McNeal.

MINUTES

Mrs. Nevin pointed out an incomplete sentence in the Minutes of August 3, 1992. Mrs. Nevin moved, with a second by Mrs. Kinnan, to approve the Minutes of the Regular Meeting (as corrected) and Public Hearing of August 3, 1992 and Special Meeting of August 5, 1992. Motion carried unanimously.

RECOGNITIONS

Certificates of Recognition were presented to Southeast High students, Leticia Olvera, Guillermo Oretga, Tam Huynh, Loucie Aubin, and Estela Moreno for volunteering as translators in the Manatee Memorial Hospital Emergency Room.

Certificates of Recognition for Exemplary Dropout Prevention Programs in Florida for the 1989-90 school year were presented to the following: AMIGO Center Program at Southeast, Janice C. Norrie, Intensive Learning Alternative Program at Bradenton Middle, A+ Team at Sugg Middle, and Teenage Parenting Program.

PUBLIC COMMENTS

Gloria Raines, representing Manasota 88, appeared before the Board strongly recommending that the Manatee County School Board adopt an intergrated pest management policy using nontoxic methods of pest control in school facilities.

REPORTS AND PRESENTATIONS

A video was shown of two construction projects: new Tara Elementary School and renovated Manatee Elementary School.

SUPERINTENDENT'S REPORT

a) Back to School Report - The Superintendent reported on back to school activities which he attended, such as, New Teacher Orientation and the Food Service Workers Workshop. Mr. Witt commented that although school does not officially start until tomorrow the teachers have been out for the last week and a-half getting classrooms ready which shows the dedicated staff Manatee County has. Dr. Mills remarked that there was a line of teachers outside the Instructional Media Center to make up materials to use in their classes

b) Board Meeting Change - The Superintendent reminded the Board that the next Board meeting has been changed to Tuesday, September 8 at 5:30 p.m. with a Public Hearing on the Final Budget beginning at 7:00 p.m.

c) Missing Children - The Superintendent introduced teacher, Dan Crumpler, who made a presentation on behalf of the PC Users Group of a Special Program from Child Find of America which has listed a national data base of missing children.

d) Emergency - Suspension - The Superintendent stated he would be asking the Chair to declare an emergency regarding a suspension of an employee.

Beverly O'Brien, Personnel Relations Director, advised that Rose Buckingham, a custodian, entered a plea of guilty to possession of drug paraphernalia. Mrs. O'Brien related the incident to the Board advising that Ms. Buckingham was in violation of the School Board policy regarding employees and drugs. She advised that the Superintendent's recommendation is to suspend without pay pending further action.

The Chair declared the matter an emergency.

Mrs. Nevin moved, with a second by Mrs. Byrd, to suspend Rose Buckingham without pay until the filing of a Petition and a hearing. Motion carried unanimously.

e) South Florida Consortium - The Superintendent advised that a meeting has been scheduled on September 10 of the South Florida Consortium of School Boards to develop a preliminary 1992-93 legislative program for the Consortium. Mr. Witt suggested that if any Board Member has a proposal they wish to submit, to work with the Personnel Relations Director. Mr. Witt advised that this is a committee meeting, and the regular meeting of the Consortium is, scheduled for October 2 at which time a Board Member should attend to vote on the legislative program.

f) Disposal of Oil and Filters - The Superintendent remarked that in order to assist employees in conforming to environmental regulations regarding the disposal of used oil and oil filters a program is being initiated at the Matzke Complex as a pilot project to deposit these items.

g) North River Full Service School Project - The Superintendent advised that a proposal has been submitted for a Full Service School North of the River. Mr. Witt advised that this proposal was previously submitted but was not funded, therefore, revisions to the application are underway and will be submitted by September 2. Mr. Witt stated that the amount requested is \$191,000.00. Mrs. Kinnan commented that she felt the proposal was rejected previously because the Children's Services Board thought the full service school is a requirement; therefore, it should be mentioned that it is not required.

h) Administrative Recommendations - The Superintendent introduced personnel being recommended for Administrative positions: Barbara DeSue as Grade Level Administrator/Intern at Braden River Middle School, Sue Lance as Grade Level Administrator/Intern at Lincoln Middle School, and Mary Bidwell as Assistant Principal/Intern at Bayshore Elementary.

(The Chair left the meeting at 2:25 p.m. and turned the gavel over to Mrs. Kinnan based on seniority.)

#### PALM VIEW ELEMENTARY HISTORIC PRESERVATION GRANT

Walter Miller, Assistant Superintendent for Noninstructional Services, advised that the State Bureau of Historic Preservation allows annual historic preservation grants to governmental entities for up to \$20,000.00. Mr. Miller stated that at the July 1 Board meeting remodeling, refurbishing and additions at Palm View Elementary were approved. He remarked that the specifications include refurbishing the school's existing media center which dates back to 1926; therefore, staff plans to apply for the grant for \$20,000.00 to be put toward the \$282,600.00 estimated to refurbish the media center.

Mrs. Nevin moved, with a second by Mrs. Byrd, to accept the Superintendent's recommendation and approve the submittal of the Palm View historical grant request to the State Bureau of Historic Preservation. Motion carried unanimously.

#### MANATEE ELEMENTARY ADDITIONS AND RENOVATIONS - CHANGE ORDER #1

Mr. Miller presented Change Order #1 for additional work to Manatee Elementary Additions and Renovations which will increase the contract by \$27,296.54.

Mrs. Byrd expressed concern regarding the number of changes listed in the Change Order as to why items, such as window blinds and chain link fence, were not seen when the contract was first written.

Mr. Miller responded that there was originally a \$500,000.00 overrun on the cost of the project. He stated that it was originally planned that the School Board's Maintenance Department would replace the windows; however, it was felt that the contractor could do it more efficiently and effectively. He added that there are things which are missed and become more noticeable as the project moves along.

Mrs. Kinnan commented that at one time the Board was concerned that if the figures keep getting added together, they may be larger than the next lowest bid, but she remembered that the School Board Attorney advised that it would not make any difference. Mr. O'Brien stated that the Florida School Code specifically recognizes the fact that in construction projects there may be unknown conditions that arise after the contract is awarded so there is a statutory procedure regarding change orders. He added that the Board is relying on certification of the architect that this is a necessary change.

Mrs. Byrd moved, with a second by Mrs. Nevin, to approve Change Order #1 for the Manatee Elementary School Additions and Renovations Project for an increase to the cost of construction in the amount of \$27,296.54. Motion carried unanimously.

#### ANNA MARIA ELEMENTARY - DONATION - COVERED PHYSICAL EDUCATION AREA

The Superintendent advised that Mrs. Billie Martini, a former teacher's aide and school volunteer, has made a generous gesture by offering to provide a covered physical education area for Anna Maria Elementary.

James Kronus, principal at Anna Maria, introduced Mrs. Martini who was commended by the Board for her generous gift.

The Superintendent commented that he would like an acknowledgement placed in the area of what Mrs. Martini would like to have inscribed on it.

Mrs. Nevin moved, with a second by Mrs. Byrd, to accept the Superintendent's recommendation and approve the \$32,000.00 donation by Mrs. Billie Martini for the purpose of constructing a covered physical education area at Anna Maria Elementary School and return any unused funds to Mrs. Martini. Motion carried unanimously.

#### 1991-92 EVALUATION OF SCHOOL ADVISORY COUNCILS

B. J. Fawley, representing the District Advisory Councils, presented a 1991-92 Evaluation of School Advisory Councils.

Mrs. Byrd moved, with a second by Mrs. Nevin, to accept the summary report of the 1992-93 School Advisory Councils. Motion carried unanimously.

#### 1992-97 FIVE YEAR COMPREHENSIVE EDUCATIONAL PLAN

Charles Johnston, Director of Federal Planning and Reports, presented a draft of the 1992-97 Five Year Comprehensive Education Plan. Dr. Johnston stated that the School Board of Manatee County maintains a continuing system of planning and budgeting which is designed to aid in identifying and meeting the educational needs of students and the public and to meet the specific management needs of the district. He advised that the Five Year Comprehensive Educational Plan for 1992-97 constitutes a program adopted by the School Board as a basis to operate the schools with one phase being a five year program and the other an annual program. Dr. Johnston noted that this is in compliance with Florida Statutes.

The Superintendent recommended that the Board review the 1992-97 Five Year Comprehensive Plan document as it would be placed on the Agenda for the Board's approval on September 15.

#### INTERNAL ACCOUNTS AUDIT FINDINGS FOR JULY 1, 1989 - JULY 31, 1992

Donald MacMichael, Internal Auditor, advised that State Board of Education Rule 6A-1.087 requires that a written audit report of the district's internal funds be presented annually to the Board in public session. Mr. MacMichael stated that the report should note any failure to comply with Florida Statutes, State Board Rules, and policies of the School Board. He commented that it must also include commentary as to financial management and irregularities. Mr. MacMichael pointed out that each school has its own internal funds which may be termed internal accounts or

student activity fund. He stated that the internal funds appear on the district's annual financial report as the major component of Expendable Trust Funds. He advised that these are the only district funds not subject to examination by the State Auditor General. He stated that it is for this reason that the district's internal audit office conducts the audits and prepares the annual report. Mr. MacMichael stated that during the fiscal year 1991-92 the internal funds recorded receipts of nearly \$3.4 million and disbursements of nearly \$3.2 million. He reported that the ending balance at June 30, 1992 was over \$1,150,000.00. Mr. MacMichael explained that these transactions were generated largely by and on behalf of the district's students and their sponsors, coaches, or faculties in such activities as athletics, music, classes, clubs, and academic departments. He advised that additional revenue was generated through fund raisers and school photography commissions, spent for the general welfare of the student body at each school, and recorded in the schools' general accounts. He further advised that sources of funding at the Vocational Center were largely tuition and fees, book sales, and customer service operations. Mr. MacMichael queried whether the Board Members had any questions.

Mrs. Nevin inquired about the athletics deficit at Bayshore High, and Mr. MacMichael informed the Board that the deficit has decreased over the last several years. Mr. MacMichael stated that the Athletic Director and the Principal have been working on various fund raisers to reduce the deficit. He pointed out that the deficit does not indicate in any way missing funds. He commented that it represents an excess of expenditures over receipts. The Superintendent remarked that the overall financial health of the school is there. Mr. Witt commented that that sub account is deficient but some of the other clubs are financing it until it gets going. Mr. Witt reassured the Board that the school is solvent.

Mrs. Nevin commented that the Vocational Center has a deficit and she noticed on the School Board Agenda that the Board is paying the Vocational Center for portables. She queried whether there was a connection. The Superintendent pointed out that the School Board contracts with MAVTC to build a portable or portables each year which helps the carpentry class to learn how to build. Mr. Witt stated that it is a good deal for the school system.

Mrs. Byrd's inquired about the vending machine collections, and Mr. MacMichael explained that the school elected to use only one staff member to pull money from the machines and count. Mr. MacMichael informed the Board that he suggested that two people should be doing this simultaneously.

Mrs. Kinnan inquired whether the school system offered in-service instruction on all the various problems and how to deal with safes, and Mr. MacMichael answered affirmatively. Mr. MacMichael stated that there are two to three in-services a year.

Mrs. Nevin moved, with a second by Mrs. Byrd, to approve the Internal Accounts Audit findings for the period July 1, 1989 through July 31, 1992. Motion carried unanimously.

#### CONSENT ITEMS

Mrs. Byrd moved, with a second by Mrs. Nevin, to approve the Consent Items with the exception of Item D-2, "Land Dedication/Exchange with Schroeder-Manatee, Inc. and the Living Lord Lutheran Church" which had been withdrawn. Motion carried unanimously.

WAIVER OF BID REQUIREMENTS FOR MAINTENANCE SERVICE - IBM PERIPHERAL COMPUTER EQUIPMENT

Authorized the renewal of contract with IBM for the 1992-93 fiscal year. (Original five year maintenance contract approved by the School Board on February 2, 1988.)

WAIVER OF BID REQUIREMENTS FOR 72" MOWERS

Waived bidding procedures and authorized the purchase of two mowers from Wesco Turf, Inc. in the total amount of \$19,988.00 by utilizing the bid of the City of St. Petersburg.

SURPLUS

Approved items on list of Tangible Personal Property to be removed from accountability and surplus items disposed of in accordance with Florida Statute 274. (Copy of said list can be found in Supplemental Minute Book.)

CONTRACTS AND GRANTS

1. Approved renewal of agreement with University of South Florida College of Nursing for placement of interns.
2. Approved Safe Schools Program Application, 1992-93 in the amount of \$145,960.00.
3. Approved contract with the Sheriff of Manatee County from October 1, 1992 to September 30, 1993 for ten assigned school resource officers at an estimated sum of \$149,007.50.
4. Approved contract with the City of Bradenton from August 19, 1992 to June 11, 1993 for two assigned school resource officers at an estimated sum of \$29,802.50.
5. Approved renewal of contract with Manatee Hearing and Speech Center, Inc. to provide audiological evaluations of preschool and school age children for the 1992-93 school year.
6. Approved renewal of contract with HCA L.W. Blake Hospital for Speech/Language Services to preschool pupils for the 1992-93 school year.

7. Approved renewal of contract with Dr. Michael Gurucharri to provide ENT evaluations for the 1992-93 school year at the rate of \$45.00 per evaluation.
8. Approved renewal of contract with Mediplex Rehab-Bradenton to provide Speech/Language services for the 1992-93 school year at the rate of \$40.00 per therapy hour.
9. Approved contractual agreement with Dr. Thomas N. Morrish to provide ENT at the rate of \$30.00 per evaluation and Tympanograms of Impedance evaluations at the rate of \$45.00 per evaluation.

### FACILITIES

1. Approved purchase of north half of Block 48 in Myakka City for an amount not to exceed \$49,900.00.
2. Approved substantial completion of the Pelot Building, Building 6 and Building 7 of the Manatee Elementary School Additions and Renovations subject to punch list items and request inspection by the Department of Education.
3. Approved reimbursing \$34,511.54 out of Capital Outlay Funds to the Manatee Area Vocational Technical Center for the construction of two portable classrooms to be used by the school system.

### DRIVER'S LICENSE REQUESTS

Approved Hearing Officer's recommendation that Case #92-033 and #92-034 be approved and Case #92-032 be denied.

### TRANSPORTATION

Approved 1992-93 School Bus Routes and direct the School Bus Operations Department to amend the routes as needed.

### PERSONNEL

Approved Personnel List and Addendum as presented, copies of which can be found in the Supplemental Minute Book.

### INFORMATION

The following was presented to the Board for its information: a listing of Leaves, revised Job Description for Senior Payroll Assistant, Student Activity Financial Reports for the months of January, February, March, April, May, and June, 1992 and Student Activity Funds Financial Report for FYE June, 1992, and Change Order #1 for Prine and Daughtrey Elementary Kitchen Air Conditioning in the amount of \$4,040.00.

There being no further business to come before the Board, Mrs. Nevin moved, with a second by Mrs. Byrd, to adjourn the meeting at 3:12 p.m. Motion carried unanimously.

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Secretary

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Chairman