

Board of Education
Work and Executive Session Minutes
April 13, 2020 5:30 P.M.
Gilmer County, Georgia

Gilmer County Board of Education

The meeting was called to order at 5:30 p.m. by Mr. Bramlett.

BOARD MEMBERS PRESENT: Michael Bramlett (Chairman), Ronald Watkins (Vice-Chair)
Jim Parmer, Tom Ocobock and Doug Pritchett

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Dr. Shanna Downs and Emily Plumley

VISITORS PRESENT: Lonnie Adams from FYN, Herman Clark and Robbie Bills

Dr. Downs recommended approval for the Work Session agenda with two minor additions under Fiscal Accountability. Dr. Downs asked that the FY19 Audit Clearance Letter and the Classified Salary Schedule be added to the agenda. Motion by Mr. Watkins and second by Mr. Parmer to approve the Work Session agenda with the additions. Motion Carried. All voted Yes.

The Pledge by Dr. Downs.

Presentations and Recognitions:

- Dr. Downs recognized the local EMA for serving seamless summer meals during spring break. The EMA worked with local organizations to provide food at multiple locations.
- Dr. Downs also recognized several members of the community along with staff and a local church who helped make masks for the bus drivers and paraprofessionals delivering meals to students.
- Dr. Downs thanked the bus drivers, the nutrition workers, the paraprofessionals and the classified staff who have been providing meals to students since the closure.

Consent Items:

Dr. Downs noted to the Board that the following Consent Items will be proposed for approval at the Regular Session on Thursday April 16, 2020:

- Board Minutes:
 - March 16, 2020, Work and Executive Session
 - March 19, 2020, Regular Session
 - March 20, 2020, Board Retreat

Superintendent's Report:**1. Distance Learning Report:**

- a. Dr. Downs gave the Board an update on Distant Learning. Students grades stand as is as of March 13, 2020. Any grades put in after cannot negatively affect a student's overall grade, but students have the opportunity to enhance the grade. Students are being assigned work through email, packets are outside of the schools and distribution of materials are being given during lunch at Tower Rd. and Mulberry Apartments. Clear Creek Middle and Gilmer High students are receiving classwork through Google Classrooms. Students in Pre-K – 8th can return completed classwork to tubs located outside the schools, on meal bus routes or they may electronically send it to their teachers. Dr. Downs also stated that ETC has set up WiFi Hot Spots throughout Gilmer County. This allows students who do not have internet access at home but have been given a Chromebook to connect to the Wifi to turn in classwork.
- b. Graduation: Dr. Downs explained that the district is exploring options for GHS Graduation. At this point, there are talks about graduation being scheduled for a later date, possibly in June. Degree confirmation will be officially on May 22, 2020 for legal and college purposes. The high school leadership team is working on a plan to honor the students on the originally scheduled date.

2. Parent and Community Engagement:

- a. Band Trailer: Dr. Downs spoke to the Board regarding the purchase of a band trailer for Gilmer High requested by Mr. Joe Pflueger, Gilmer High Band Director. Mr. Pflueger prepared a proposal along with a quote for the trailer. The trailer would provide onsite storage of band equipment and a means of transport.
- b. Seamless Feeding Program: Dr. Downs explained that our districts Seamless Feeding Program started back the Monday after spring break. Bus routes have been modified to provide students with lunch and breakfast for the next day. Food delivered at Mulberry Apartments and Tower Rd. locations are available from 11:00 am to 1:00pm to allow parents and students to pick up food.

3. High Performing Culture and Workforce: Personnel: Dr. Downs noted that personnel will be discussed in Executive Session.**4. Operational Effectiveness:**

- a. Calendar: Dr. Downs stated that Vice Chairman Watkins asked that the calendar be placed on the agenda for tonight in light of the current situation. Dr. Downs explained that some systems are considering the last day of school to be May 15, 2020 then five days for teachers post planning May 22, 2020. This will allow teachers to finalize grades, hold virtual conferences with families, host a student material, textbook, equipment return and do initial planning for August. This will help build in additional planning time at the end of the year to help establish SY2020-2021 remediation plans, class room placements, etc.

- b. ABM: Dr. Downs explained that the Board had asked her to look into reduced custodial cost considering students were not in the building and custodial staffing is reduced. ABM agreed to reduce the districts billing to only hours they are currently staffing, this is a 30% reduction in hours and fees. The district is currently negotiating decreasing or crediting for paper products use for the months of April and May. The district is still purchasing some chemicals and floor finishes to begin summer cleaning.
- c. Compliance/Policy (First Reading): The following policies were presented for first reading in order to comply with recent changes in the law and/or GSBA recommendations to update the current wording:
 - Policy DFC Federal Funds
 - Policy FGAD Architects Responsibilities in Facilities Projects
 - Policy GCRH Classified Personnel Vacations

Dr. Downs explained that these policies will be posted on the GCSS Website for public review and comment before a second reading at the Board of Education Work Session on May 18, 2020. Subject to feedback and public deliberations, these will be voted upon at the Regular Session on May 21, 2020.

- d. Compliance/Policy (Second Reading): Policies presented for first readings in June and have been posted on the GCSS website for public comment and also sent to GSBA for legal counsel review. Dr. Downs noted that feedback from administrative and legal counsel on Policy EBBF Safety Inspections
 - Policy JAA Equal Educational Opportunities
 - Policy JB Student Attendance
 - Policy JBC(1) Homeless Students
 - Policy JBC(3) Social Security Number (rescind)
 - Policy EBBF Safety Inspections
 - Policy DIE Fraud Prevention

The policies have been on the district website since the meeting in March and have been submitted to GSBA legal counsel for review. The policies received no public comment. Dr. Downs noted that policies are set for approval at the Regular Session April 16, 2020.

5. **Fiscal Accountability:**

- a. Purchasing Policy Expenditures and Approvals – April 2020: Expenditures and Approvals were presented for informational purposes only and exempt from Board approval.
- b. Nutrition:
School Nutrition Report – February 2020: Dr. Downs presented the February 2020 School Nutrition Report. Dr. Downs also noted that the district was awarded an equipment grant for \$36,114 for a new walk-in cooler at EES.

c. Budget Update:

- i. FY2020 Financial Summary – February 2020: Dr. Downs presented the FY 2020 Financial Summary- February 2020 to the Board.
- ii. 2015 ESPLOST Expenditures – April 2020: Dr. Downs also presented the Board the 2015 ESPLOST Expenditures for April 2020.
- iii. FY19 Audit Clearance Letter: Dr. Downs presented the Board with the FY19 Audit Clearance letter with no findings. Dr. Downs also noted that a recommendation for approval of the clearance letter will be made at the Regular Session on Thursday April 16, 2020.
- iv. FY2021 Classified Salary Schedules: Dr. Downs presented the FY2021 Classified Salary Schedules to the Board.

Superintendent's Announcements/Comments:

- Dr. Downs announced that the district is currently receiving bids on propane, natural gas and dumpster service for the 2020-2021 school year. They are listed on the districts website, the Times Courier and the State Procurement Site. All bids are due by May 6, 2020.
- Dr. Downs also announced that Pre-K-8th is tentatively planning on having a “Welcome Back” open house in June with possibly food and activities. This will allow students to retrieve personal belongings from classrooms and lockers, see teachers and classmates.

Public Participation: None

Executive Session:

Motion by Mr. Pritchett and second by Mr. Ocobock to enter Executive Session for Real Estate, Personnel, School Safety Plans and Litigation. Motion carried. All voted Yes. Attorney Herman Clark also attended the Executive Session.

Motion by Mr. Ocobock and second by Mr. Pritchett to exit Executive Session. Motion Carried. All voted Yes.

Adjourn:

Motion by Mr. Pritchett and second by Mr. Parmer all voted Yes. The meeting was adjourned at 7:00 p.m.

Shanna Downs, Ed.D., Superintendent

Mr. Bramlett, Chairman

Submitted by: _____
Emily Plumley, Board Clerk