

PENDING BOARD APPROVAL

**THESE MINUTES ARE NOT OFFICIAL
UNTIL APPROVED BY THE BOARD OF
EDUCATION AND SIGNED BY THE
CHAIRMAN AND EXECUTIVE SECRETARY**

**BOARD WORK SESSION
WEDNESDAY, JULY 22, 2015**

The Cobb County Board of Education met in a Board Work Session at 514 Glover Street on Wednesday, July 10, 2015, 8:30 a.m. with the following members present: Messrs. Banks, Chastain, Morgan, Scamihorn, Sweeney, Wheeler, Mrs. Thayer and Chris Ragsdale, Executive Secretary.

All official meetings of the Cobb County Board of Education conform to state law and are open to the public. The minutes of this meeting are available for public review anytime during the regular office hours or on our website: www.cobbk12.org

CALL TO ORDER – Mr. Scamihorn, Board Chair, called the meeting to order at 8:38 a.m. and asked Mr. Morgan to lead the group in the Pledge of Allegiance.

The Board Chair indicated that the Board will consider adjusting the 2015 Board Meeting Schedule by moving the Thursday, September 24 Board Meeting to Thursday, September 17. This item will be placed on the July 30, 2015 Board Meeting agenda as a Board Business item for potential action.

BOARD ACTION

The following Action Agenda Item was acted on by the Board of Education:

ACTION AGENDA ITEM #1 – Recommendation to Adopt Resolution Establishing Millage

A motion was made by Mr. Sweeney, seconded by Mrs. Thayer to authorize the resolution to establish the required net 18.90 millage rate to meet the approved FY2016 Maintenance and Operation Budget.

An amended motion was made by Mr. Banks to change to millage rate from 18.9 to 18.8. The amended motion did not receive a second. Motion failed.

The vote on the original motion carried 7-0.

PUBLIC COMMENT – No speakers address the Board.

APPROVAL OF MINUTES – A motion was made by Mr. Chastain, seconded by Mrs. Thayer and unanimously approved by the Board to approve the minutes of the Thursday, June 25, 2015 Board Meeting and the minutes of the Thursday, July 9, 2015 First and Second Public Hearings for the Tax Digest. Motion carried 7-0.

Without objection, the Board moved to the Superintendent's Report to hear the SPLOST III and SPLOST IV Performance Audit Presentations.

Kristi Griffin, Partner, Bates Carter & Co., LLP, presented the Special Purpose Local Option Sales Tax (SPLOST) III Compliance and Performance Audit for Fiscal Year Ended December 31, 2014 as follows:

- **Objective 1:** To determine that the sales tax proceeds are being disbursed in compliance with the SPLOST III Resolution approved by the Board on June 11, 2008.
 - **Conclusion** – there were no findings and the CCSD SPLOST III proceeds were disbursed in compliance with the SPLOST III Resolution.
- **Objective 2:** To determine that sales tax proceeds are being disbursed in a fiscally responsible manner.
 - **Conclusion** – there were no material findings and the CCSD SPLOST III program is following sound procurement procedures and are being disbursed in a fiscally responsible manner.
- **Objective 3:** To determine if adequate administrative controls have been established to ensure the proper management of the sales tax proceeds received by the District.
 - **Conclusion** – the CCSD SPLOST III administrative controls have been established to ensure the proper management of the sales tax proceeds received by the District.
- **Objective 4:** To determine if the District's construction project expenditures are comparable to other school systems' building construction program expenditures in the metro Atlanta area.
 - **Conclusion** – the CCSD did not complete any new school construction projects in 2014. Therefore, they were not able to make any practical comparison to other school systems' new school construction projects or to the information contained in the 20th Annual School Construction Report.
- **Objective 5:** To determine if the District's technological expenditures are reasonable considering the volatile market environment for these products.
 - **Conclusion** - The SPLOST III technological expenditures made in 2014 are reasonable considering the potentially volatile market environment for these products.
- **Objective 6:** To determine that the investment of the sales tax SPLOST III proceeds received by the District has been conducted in a sound fiscal manner.
 - **Conclusion** - The SPLOST III sales tax proceeds are being invested in a sound fiscal manner. It was noted that the remaining SPLOST III balance in the Georgia Fund I was transferred to the interest bearing bank account in August 2014.
- **Objective 7:** To provide for the issuance of periodic public reports at least annually with respect to the extent to which expenditures are meeting the goal.
 - **Conclusion** – This objective has been met with the issuance of this report to the Cobb County Board of Education. Additionally, the Facilities and Technology Citizens Oversight Committee issued its 2014 Annual Report which is available on the CCSD website.
- **Objective 8:** To provide for the issuance of periodic public recommendations at least annually for improvements meeting the goal.
 - **Conclusion** - This objective has been met with the issuance of this report to the Cobb County Board of Education. The Facilities and Technology Citizens Oversight Committee meets monthly and the public is invited to attend and address the Committee prior to the start of each meeting. Additionally, the Facilities and Technology Citizens Oversight Committee issued its Annual Report which is available on the CCSD website.

Lloyd Williamson, Partner, Williamson & Co., CPA's presented the SPLOST IV Performance Audit for Fiscal Year Ended December 31, 2014 as follows:

- **Objective 1 Projects and Purchases** - to determine if construction projects and equipment purchases were executed in accordance with the SPLOST IV resolution approved by the Cobb County Board of Education.
 - **Conclusion** – Within the 36 transactions examined, no transactions were identified that were not permitted by the SPLOST IV resolution under audit or that were recorded in the incorrect period.
- **Objective 2 Policies and Procedures** – to verify that the School Board has established and adhered to specific policies regarding the requisitions and approvals and the selection of contractors for its construction projects and vendors for significant equipment purchases.
 - **Conclusion** - Based on the procedures performed on the SPLOST IV disbursement sample, and the bid file examination for the Wheeler HS and Walton HS projects, the school district appears to be following its policies and procedures in regards to purchases, disbursements, quotes, and projects requiring the submission of formal proposals.
- **Objective 3 Monitoring** – to verify that management is monitoring the progress of construction projects through routine status checks on site in addition to budget versus actual comparisons
 - **Conclusion** – the school district has sound procedures in place for the continual monitoring of construction projects from the beginning to the end of the project.
- **Objective 4 – Communications** – to verify there is effective communication to the Board of Education on the status of SPLOST IV projects and on any issues that may arise during the course of a SPLOST cycle such as lower than projected collections and major construction project change orders.
 - **Conclusion** – through the use of the Facilities and Technology Citizen's Oversight Committee and status reports that flow from the job site to the Senior Executive Director, and then to the Board, it is the auditor's belief that the communication function of the SPLOST IV program is operating effectively and efficiently.
- **Objective 5 Cash and Investment Accounts** – to determine that SPLOST IV funds are being deposited in accordance with Official Code of Georgia Annotated guidelines and that the disbursements made from the SPLOST IV accounts during 2014 were approved SPLOST IV expenditures or transfers. Also, to determine if accumulated unspent SPLOST IV proceeds are invested in a manner that yields a competitive investment return for the school district while remaining compliant with the deposit and investment guidelines set forth by the State of Georgia.
 - **Conclusion** – Based on discussions with management and examination of SPLOST IV bank records, deposits, disbursements, and transfers, the SPLOST IV program is operating within the compliance requirements of the State of Georgia and the policies and procedure established by the school district for SPLOST administration. Accumulated SPLOST IV funds are held in accounts that are offering competitive yields with financial institutions currently doing business in Georgia until being disbursed for goods and services.

BOARD BUSINESS

- **Proposed Changes to JBCD-R Transfers (Mr. Morgan)**
 - Mr. Morgan would like the Board to consider revisions to this administrative rule as it relates to sibling consideration, feeder pattern and wait list. Mr. Morgan would like

- the clause “if there is space still available” eliminated and would like customers notified as to what number they are on the wait list.
- Discussion ensued.
- Mr. Ragsdale indicated that administration will do an analysis of the new process and bring a report back to the Board at the September Work Session.

Without objection, the Board continued Superintendent’s Report

- **Review of newly-defined Business Services departments**
 - Mr. James Wilson, Education Planners, LLC presented the findings of the Business Services Procedural Audit which includes the following departments: Procurement Services, Food and Nutrition Services, Records Management and Warehouse.
 - Recommendations include transitioning to automation and digital environments to decrease the current excessive paper-driven department and protect the department from fire/water damage.
 - Recommendations also included placing all food service managers on a salary schedule that is consistent with the size of the school program, not necessarily how many meals are served each day.
- **Cobb Schools Foundation Annual Report, Greg Talsky, President**
 - Mr. Talsky presented the Foundation’s Annual Report
 - Fiscal year to date revenues as of May 31, 2015 - \$1,055,750
 - Mr. Talsky shared how the Foundations supports the District with multiple programs and projects impacting schools, students and staff.

BOARD BUSINESS CONTINUED

- **Communications Ideas (Mr. Morgan)**
 - Mr. Morgan discussed the importance of interaction with internal and external customers
 - Mr. Morgan’s ideas included having schools/offices send a customer satisfaction survey to those external customers that have interacted with district staff to continually improve customer service
 - Mr. Ragsdale indicated that administration and staff are actively engaging in the ideas presented by Mr. Morgan through a district-wide shift in culture to a higher level of customer service to both internal and external customers functioning as ONE TEAM.

EXECUTIVE SESSION

A motion was made by Mr. Chastain, seconded by Mr. Wheeler, and unanimously approved by the Board to convene to Executive Session at 11:27 a.m. for Personnel and Legal issues. Motion carried 7-0.

RECONVENE FROM EXECUTIVE SESSION

A motion was made by Mr. Sweeney, seconded by Mr. Banks, and unanimously approved by the Board to reconvene from Executive Session at 1:03 p.m. Motion carried 7-0.

ITEMS REQUIRING ACTION FOLLOWING EXECUTIVE SESSION PERSONNEL REPORT

Administration recommended approval of the Personnel Report and as amended in the Addendum, and listed in Section I, II as presented in Executive Session including:

- Personnel Matters:
 - i. Section I – Principal Level and Higher Positions –
 1. William D. Griggers, recommended for rehire as .49 Director, Athletics, Leadership and Learning Division effective July 23, 2015
 2. Dr. Patrice L. Jones, recommended for appointment to Principal, Powers Ferry Elementary from Assistant Principal, Kincaid Elementary School effective July 23, 2015
 3. Cristin H. Kennedy, recommended for appointment to Director, Instructional Technology, Technology Services Division from Technology Training Integration Specialist, Technology Services Division effective July 23, 2015
 4. Dr. Jasmine Kuller, recommended for employment as Principal, Pine Mountain Middle School from Principal, Northwestern Middle School, Alpharetta, GA effective date to be determined
 5. Connie A. Morningstar, Director, Purchasing Business Services Department, Operations Division resignation effective July 17, 2015
 - ii. Section II – Below Principal Level Positions
 - iii. Section III – Position Evaluation Recommendations – None

A motion was made by Mr. Chastain, seconded by Mr. Sweeney and unanimously approved by the Board to accept the Personnel Action Report, Addendum, and Section I and II as presented in Executive Session. Motion carried 7-0.

BOARD AGENDA ITEMS

The Board discussed the following Agenda Items. These items will be brought forth for a vote at the Thursday, July 30, 2015 Board Meeting.

AGENDA ITEM #1 - Recommendation for Authorization to Dispose of School District Generated Surplus Furnishings and Equipment

Without objection, this item was placed on the Consent Agenda for the Thursday, July 30, 2015 Board meeting.

AGENDA ITEM #2 – Recommendation for Adoption of a new Board Policy IAB in Section I, Instructional Program of the Policy Manual of the Cobb County Board of Education, Dealing with Student Achievement

Without objection, Agenda Item #2 was placed on the Discussion Agenda for the Thursday, July 30, 2015 Board meeting.

Mr. Ragsdale stated that should the Board choose to approve Agenda Item #2 at the Thursday, July 30, 2015 Board Meeting, there will need to be two votes for this item. One vote would be for the approval of the policy and assuming the policy is approved, a second vote would be taken for adoption of the resolution. Mr. Doyle indicated he is currently working with administration to see what requirements the statute may have to approve a resolution and that it may be possible that a hearing may have to take place prior to the July 30, 2015 Board Meeting to be sure the District is meeting all the requirements.

AGENDA ITEM #3 – Recommendation for Adoption of revisions to Policy IH in Section I, Instructional Program, of the Policy Manual of the Cobb County Board of Education, dealing with Student Achievement

Mr. Banks referred to lines 29-38 in Section C. National Standards and asked if this section could be re-written for clarification.

Without objection, Agenda Item #3 was placed on the Discussion Agenda for the Thursday, July 30, 2015 Board meeting.

AGENDA ITEM #4 - Recommendation for Approval of Right-of-Way, Permanent Construction Easement, Temporary Construction Easement, and Temporary Driveway Easement for Cobb Department of Transportation at Bells Ferry Elementary School

Mr. Scamihorn asked for clarification as shown on Exhibit A regarding the right-hand turn lane on Piedmont Road and if the DOT plans to extend the turn lane down to make it a complete turn lane down from the corner of Piedmont and Bells Ferry Road to the school. Administration will get clarification from the DOT and report back to the Board.

Without objection, Agenda Item #4 was placed on the Discussion Agenda for the Thursday, July 30, 2015 Board meeting.

AGENDA ITEM #5 – Recommendation for Approval to Award a Contract for Pitts Transportation Center Bus Shop Addition

Without objection, Agenda Item #5 was placed on the Discussion Agenda for the Thursday, July 30, 2015 Board meeting.

AGENDA ITEM #6 – Recommendation for Authorization to Award RFP 22-15, Construction Manager at Risk for Pope High School Addition and Renovation

Without objection, this item was placed on the Consent Agenda for the Thursday, July 30, 2015 Board meeting.

AGENDA ITEM #7 – Recommendation to Request Assistance from the State Department of Education to Prepare a Five-Year Local Facilities Plan

Without objection, this item was placed on the Consent Agenda for the Thursday, July 30, 2015 Board meeting.

AGENDA ITEM #8 – Recommendation for Approval of Architect Appointment for East Cobb Middle School – Replacement

Without objection, Agenda Item #8 was placed on the Discussion Agenda for the Thursday, July 30, 2015 Board meeting.

AGENDA ITEM #9 - Recommendation for Authorization to Award IFB 15-32, Support Vehicles

Without objection, Agenda Item #9 was placed on the Discussion Agenda for the Thursday, July 30, 2015 Board meeting.

APPROVAL OF AGENDA

A motion was made by Mr. Sweeney, seconded by Mr. Wheeler and unanimously approved by the Board to approve the agenda as amended. Motion carried 7-0.

ADMINISTRATIVE RULE MODIFICATIONS – Previously Submitted to the Board for Review - Without objection, the Board approved revisions to Administrative Rules:

INDEX	ADMINISTRATIVE RULE TITLE
EE-R	Food Service Management
EEE-R	Wellness Program
FGC-R	Construction Contractor Prequalification
IEJ-R	Above-Grade Acceleration
IHAA-R	Final Examinations

BOARD MEMBER REMARKS

Board Members commented on various events happening throughout the district, county, state, and nation. Mr. Chastain shared his thoughts on the memorial service for former Sprayberry High School student, Marine Reservist Lance Cpl. Skip Wells, held at Sprayberry High School on Tuesday, July 21, 2015. A video clip of the service was shown and all saluted the service of this fallen marine and offered their thoughts and prayers to his family.

ADJOURN – Without objection, the Board adjourned the meeting at 2:02 p.m.

CHAIRMAN

EXECUTIVE SECRETARY