

THE SCHOOL BOARD OF  
ESCAMBIA COUNTY, FLORIDA

MINUTES, SEPTEMBER 30, 2010

The School Board of Escambia County, Florida, convened in Special Meeting at 5:15 p.m., in the Superintendent's Conference Room, at the Dr. Vernon McDaniel Building, 75 North Pace Boulevard, Pensacola, Florida, with the following present:

Chair: Mr. Gerald W. Boone Vice Chair: Mr. Jeff Bergosh

Board Members: Mrs. Linda Moultrie  
Mrs. Patricia Hightower  
Mr. Bill Slayton

School Board General Counsel: Mrs. Donna Sessions Waters

Superintendent of Schools: Mr. Malcolm Thomas

Staff members present during this meeting included: Mr. Paul Fetsko, Assistant Superintendent for Curriculum & Instruction, Mr. Terry St. Cyr, Assistant Superintendent for Finance and Business Services, Dr. Alan Scott, Assistant Superintendent for Human Resource Services, Mr. Shawn Dennis, Assistant Superintendent for Operations, Ms. Sharon Goshorn, Paralegal, Mrs. Linda West, Coordinator of Board Affairs, Mrs. Linda English, Executive Assistant to the Superintendent, Mrs. Jackie Dwelle, Office Administration Specialist, and Mrs. Holley DeWees, Administrative Recording Secretary.

*Meeting was advertised in the Pensacola News Journal on September 28, 2010 – Legal 1489058*

[General discussion among Board Members, the Superintendent, and staff occurred throughout this meeting.]

I. CALL TO ORDER/ADOPTION OF AGENDA

Mr. Boone called the Special Meeting to order at 5:15 p.m. Motion by Mrs. Hightower, seconded by Mr. Bergosh, to adopt the agenda, carried unanimously.

II. DISCUSSION: PROCESS FOR SCHOOL BOARD AGENDA ITEMS

The Superintendent initiated a discussion regarding the process for School Board agenda items. The following issues were addressed during this discussion:

1. *Parameters of legal review*
2. *Quality to become priority*
3. *Creation of processes to promote accountability*
  - *Create a process for item review prior to submission for final review (legal and form)*
  - *Each division to document the process for item review including names of individuals responsible*
  - *Evaluate all district initiated contract renewals for migration to standard contract template*
  - *Insert Coordinator of Board Affairs earlier in the review process*
  - *Final review team (legal and form) to work items in the order received*
  - *Feedback from final review of items to be copied to Superintendent and Deputy Superintendent*

Discussion throughout the meeting focused on the Superintendent's need to create a process that would promote accountability among the various departments with regard to the quality of documents that were submitted for the School Board agenda. There was much discussion related to the Superintendent's request to have the Coordinator of Board Affairs included earlier in the School Board agenda review process. The Superintendent pointed out that the Coordinator of Board Affairs was already reviewing School Board agenda documents and upon finding errors, was noticing staff about the need for corrections. He noted however, that the Coordinator's current review was occurring *after* the School Board agenda had been published. His suggestion was to have the Coordinator review agenda documents *prior* to the agenda being published so that staff would have an opportunity to correct any errors *prior* to publication. There was question as to why the School Board's assistant was being asked to assume this task rather than a member of the Superintendent's own staff. However, the Board eventually agreed to allow the Coordinator of Board Affairs to assist the Superintendent and his staff, for a limited three-month period beginning with the November 2010 agenda, with the understanding that the Coordinator's duties on behalf of the Board would continue to be given first priority. The Superintendent was to direct his staff to submit one (1) copy of their Board agenda documents, in *final form*, to the Coordinator of Board Affairs at the same time that one (1) copy was provided to the General Counsel's office for legal review. The Coordinator of Board Affairs would then review the documents, identify any errors, and report those errors directly to the Superintendent, Deputy Superintendent, and School Board Members. The Superintendent noted that the feedback from the Coordinator of Board Affairs would not only be helpful in correcting errors *prior* to publication, but would also help identify the departments and more specifically, the individuals responsible for the majority of the errors.

At the end of the three-month period, the Superintendent and Deputy Superintendent would determine if the process had helped the situation and if an additional meeting with the School Board would be necessary.

### III. PUBLIC FORUM

Mr. Boone called for public forum; however, there were no speakers.

### IV. ADJOURNMENT

There being no further business, the Special Meeting adjourned 7:13 p.m.

Attest:

Approved:

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Superintendent

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Chair