**QUITMAN COUNTY BOARD OF EDUCATION**

**GEORGETOWN, GEORGIA**

**MINUTES OF DECEMBER 4, 2018**

**REGULAR MEETING**

The Quitman County Board of Education met in a regular session on December 4, 2018, at 7:00 p.m. in the Boardroom of the Administrative Office, 215 Kaigler Road. Mr. Willie J. Anderson, Chairman, presided.

**PRESENT:** Mr. Willie J. Anderson, Chairman; Mr. Billy Shirah, Sr., Vice Chairman, Mr. Jimmy Eleby, Mrs. Christi Green, and Mr. Larry Wilborn; Board members; and Mrs. Victoria Harris, School Superintendent.

**ABSENT:** None.

**CALL TO ORDER AND OPENING CEREMONY**

The meeting was called to order by Chairman Anderson with a moment of silence followed by the Pledge.

**AGENDA APPROVAL**

On a motion by Mr. Shirah and a second by Mr. Eleby, the Board voted unanimously (5, 0), to accept the Agenda as printed. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

**APPROVAL OF MINUTES**

The Superintendent recommended approval of November 8, 2018 Regular Board Minutes. On a motion by Mr. Wilborn and a second by Mr. Shirah, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

**SUPERINTENDENT’S REPORTS & UPDATES**

Mr. Jon-Erik Jones, Principal/Asst. Superintendent, gave the Principal’s report by sharing several school updates and activities happening at the school. Some of the items included the following: the first semester has been a success and a lot has been accomplished, the annual Title I Meeting has taken place, the Georgia Milestone Parent Workshop will be held tomorrow, we are in the middle of EOC testing, and a second JJWatt Foundation Grant has been awarded for $7320.78.

Superintendent Harris recognized the student and staff members for the month of November.

Superintendent Harris shared a report with the Board that provided information on our 2017 and 2018 high school graduates. It listed whether they are in college, military, working, or could not be tracked. A majority of the students are doing something positive.

The Superintendent shared the CCRPI newspaper ad with the Board.

**PERSONNEL**

There were no personnel items discussed.

**FINANCE**

The Superintendent recommended approval of the Financial Report for November 2018. On a motion by Mr. Shirah and a second by Mrs. Green, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

The Superintendent recommended approval of the Tax Collections for October 2018. On a motion by Mr. Wilborn and a second by Mr. Eleby, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

The Superintendent asked if there were any questions about the 2017 Audit Report. There were none.

The Superintendent said we need to adopt a procedure to pay bus drivers a flat hourly rate up to a certain number of hours per day for overnight field trips. She recommended that we pay a flat rate of $15.00 per hour up to 16 hours per day totaling $240.00. The weekend rate would be a flat rate of $16.00 per hour up to 16 hours per day totaling $256.00. On a motion by Mr. Wilborn and a second by Mr. Eleby, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

**MAINTENANCE & OPERATIONS**

The Superintendent reviewed the Nutrition Excess Cash Plan with the Board. A van is included in the plan. Ms. Lewis, School Nutrition Director, and Mr. Upshaw, Maintenance Supervisor, will be going to look at some in the surrounding areas. The necessary steps will be taken before it is purchased. Other items included in the plan are a computerized temperature monitoring system, a thermometer, and a bonus for the employees (up to $1,500). The plan is due in to the State on December 14, 2018. The Board will have to also approve the plan.

The Superintendent gave the Board updates on the School Safety Plan. She said the only thing left to do on the Plan is to get signatures for the unification sites.

The Superintendent informed the Board that they are working on a Plan to get all the fire and securities on one system.

The Superintendent reviewed information on the Safety Drills (Fire, Tornado, Active Shooter, and Bomb Threat).

The Superintendent recommended approval of the SRO position. On a motion by Mr. Shirah and a second by Mr. Wilborn, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed. The Superintendent gave an update on the Security Resource Officer’s position. The County has agreed to provide the uniforms, vehicle, and weapon as in-kind. The Board inquired about the training. She said the training was not a part of the discussion between her and the County. She said most school systems work out an agreement and split the cost. The training is normally held in June. She will ask Mr. Lewis, County Commissioner Chairman, about it. The Superintendent said she would work with the Sheriff to hire someone. The Board said to move forward expeditiously. The Superintendent recommended approval to pay the SRO a salary to include benefits of $39,273.35. On a motion by Mr. Wilborn and a second by Mr. Eleby, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed. The Board said they would review the scale at a later date to determine any increases in salary.

The Superintendent said she needed the Board to revisit the School Bus Estimate for repairs approved from last month ($6,150). She said the updated price is $6,796.19. She recommended the approval. On a motion by Mr. Shirah and a second by Mr. Eleby, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

The Superintendent gave the Board an update on the School Nutrition’s freezer. She said the diffuser was replaced. She said the generator’s case need to be replaced and she has a revised quote for it.

**NEW & UNFINISHED BUSINESS**

The Superintendent recommended the approval of selling holiday chocolates for FBLA as a fundraiser. On a motion by Mr. Shirah and a second by Mrs. Green, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

The Superintendent recommended the approval of FBLA students to do Christmas pictures as a fundraiser. On a motion by Mr. Wilborn and a second by Mrs. Green, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

The Superintendent recommended approval of the 2019 Board Meeting Calendar. On a motion by Mr. Shirah and a second by Mr. Eleby, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

The Superintendent recommended approval of the 3-year Strategic Plan. It will be updated periodically. On a motion by Mr. Wilborn and a second by Mr. Eleby, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

The Superintendent recommended approval of the Enrichment Services Collaborative Agreement. On a motion by Mr. Shirah and a second by Mr. Wilborn, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

The Superintendent recommended approval of the following overnight field trips:

\*\* Girls Basketball Team travel to Panama City, Florida to a Christmas Tournament, December 21 – 22, 2018. On a motion by Mr. Shirah and a second by Mrs. Green, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

\*\* FBLA/DECA travel to an Atlanta Hawks Basketball Game on February 22 -

23, 2019 in Atlanta, GA. On a motion by Mr. Wilborn and a second by Mr. Eleby, the Board voted unanimously (5, 0), to accept the Superintendent’s recommendation. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

 **ANNOUNCEMENTS**

The Superintendent informed the Board of all the local upcoming field trips and activities.

The Superintendent supplied the Board with an Athletic Uniform handout with requested information.

The Superintendent shared a thank you letter written by Mr. Richard McCorkle, RESA Director. He said great things are happening in Quitman County and thanked the Board for their support.

The Superintendent shared the survey responses with the Board from the Board Retreat.

The Superintendent informed the Board that we had 100% of our 2018-2019 Immunization Certificate Assessments on file for our students. A big “thank you” goes out to Nurse Massey.

The Superintendent provided the Board with a restaurant’s food menu for their review. They will visit the restaurant when they travel to the GSBA Conference in Atlanta.

The Superintendent provided the Board with the Board & Administrator monthly handout.

The Superintendent provided the Board with the Parent Newsletter for November & December that was composed by the Parent Involvement Specialist.

Board Member Wilborn said he was approached by a parent who inquired about the requirements of athletes getting into the sports events at no charge. Mr. Jones, Principal/Asst. Supt. stated that the procedures were changed for student athletes’ free entry into the games and notices were announced and posted on Facebook, student newsletter, etc.

**ADJOURNMENT**

With there being no other business to discuss, on a motion by Mr. Shirah and a second by Mrs. Green, the Board voted unanimously (5, 0), to adjourn. (Anderson, Eleby, Green, Shirah, and Wilborn voted yes.) The motion passed.

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Chairman Secretary