

Sumter County Board of Education

SACS – AdvancED Required Action Plans

2012-2013

Required Action 1 - Plan for Unifying the School Board Members

Approved by BOE: May 9, 2013

Goal: To unify the members of the Sumter County Board of Education.

Objectives:

- 1) To improve communication between and among Board members
- 2) To improve communication between the Board and the community.
- 3) To promote understanding of Board members' duties and responsibilities

Activities	Timeline	Persons Responsible	Resources	Evaluation/Monitoring Procedures	Status
1) Periodically review code of ethics policy at meetings of the Board.	Ongoing throughout the year	BOE, Board Chair	Code of Ethics Policy Board Policy BH, BHA, BHB	Adherence to Code of Ethics Policy	Complete
2) Sign off on code of ethics policy agreeing to abide by the code.	6-May-13	BOE	Code of Ethics Policy & Acknowledgement Form	Adherence to Code of Ethics Policy	Complete
3) Continue mediation/conflict resolution sessions with whole Board and the representatives from the Fanning Institute.	Ongoing from Sept. 2012 through Apr. 2013	BOE, Superintendent	Local funds, Archway Partnership funds, Archway e-mail, Fanning Contract and Report	Communication among Board; Cohesiveness of Board; Future ability of Board to resolve conflict	Complete-April 26, 2013
4) Develop procedures for responding to persons who have requested to appear before the Board.	April-May 2013	BOE, Superintendent	Input from Board members and Superintendent regarding Board responses	Board Member input and concensus; draft; official correspondence	Complete
5) Develop a "FAQ" fact sheet and post the information on the system's website.	April-May 2013	BOE, Superintendent	Budget; SACS Report; High School Facilities Presentation/Powerpoint	Feedback from the community, staff and faculty	In Progress
6) Host informational meeting regarding high school facilities that allows the public to ask questions and provide input to the Board	Fall 2012	BOE, Superintendent	Powerpoint Agenda	Review of responses from posted survey	Complete

Activities	Timeline	Persons Responsible	Resources	Evaluation/Monitoring Procedures	Status
7) Host informational meeting regarding the FY'14 system budget that allows the public to ask questions and provide input to the Board.	Jun-13	BOE, Superintendent	FY'14 Budget Information Budget Timeline April 8th Agenda	Community Feedback/Engagement	Not Completed
8) Post surveys on the system's website to gather input from stakeholders on various issues.	Ongoing throughout school year	BOE, Superintendent, Director of Technology	Website, Surveys Survey Results	Review of responses from posted survey	Two Surveys and reviews completed
9) Contract with GSBA Communications Consultant to facilitate community engagement meetings and report on meetings and on-line survey results.	Fall 2012	BOE, Superintendent	Local Funds, Communication Report	Review of survey results and report from consultant	Complete
10) Complete GSBA Self-Assessment and participate in Whole Board training with GSBA Representative	Mar-13	BOE, Superintendent	Self-Assessment survey	Review of Self-Assessment survey and Whole-Board Training related to results of self-assessment	Complete
11) Each Board Member committed to work to unify the Board	Ongoing	BOE, Superintendent	Board Meetings	Board Meeting Agendas, Minutes and related documents, State Board Reports Notes submitted by BOE members	Ongoing

Required Action 2 - Redistricting Plan

SACS – AdvancEd Report

Plan

In an open meeting of the Sumter County Board of Education on January 10, 2013, a motion was properly made, seconded, and voted by a 6/2 majority to approve a nine-district Board of Education for the Sumter County School District.

At the time this report is written, the Sumter County Board of Education has not received any directions from the Federal Court. As soon as instructions are issued, the Board is prepared to interpret and follow all guidelines issued by the Court. Official action will be taken by the Board of Education at that time.

Alternate Plans (one may be chosen, if necessary)

Other plans have been discussed as follows:

- 1) Have maps drawn at the Office of Reapportionment in Atlanta
 - a) Communicate to the public steps to be taken throughout the process via the district's Website and the Legal Organ;
 - b) Form a delegation of citizens and Board members to travel to Atlanta to participate in the drawing of the maps;
 - c) Bring back at least two maps;
 - d) Present the maps to the public via display at the Central Office; Website; Legal Organ; Parent Groups; Religious Organizations and Civic Organizations;
 - e) Hold public hearings to give stakeholders an opportunity to view the maps and voice opinions;
 - f) Board Members decide (by vote) on one map during an open meeting of the Board of Education;
 - g) Present the map to the Legislature for approval by the State and to be submitted to the Department of Justice for pre-clearance;
 - h) Hold elections in accordance with the revised, approved districts.

- 2) Have someone come in and draw a map during an open meeting where stakeholders may be present
 - a) Communicate to the public steps to be taken throughout the process via the district's Website and the Legal Organ;
 - b) Present the map to the public via Website; Legal Organ; Parent Groups; Religious Organizations and Civic Organizations;
 - c) Hold public hearings to give stakeholders an opportunity to view the map and voice opinions;
 - d) Board Members vote on the map during an open meeting of the Board of Education;
 - e) Present the map to the Legislature for approval by the State and to be submitted to the Department of Justice for pre-clearance;
 - f) Hold elections in accordance with the revised, approved districts.

Draft Submitted to BOE: February 14, 2013

Discussion of Plan and Feedback Provided: March 4, 2013 and March 11, 2013

Plan Adopted by BOE: March 14, 2013

Addendum (Approved on April 11,2013):

On March 28, 2013, The Honorable W. Louis Sands issued an Order from the United States District Court regarding the matter of redistricting. According to the order, the Court will seek the assistance of an independent technical advisor and develop a remedial plan. Once the plan is made public by the Court, the Sumter County Board of Education will make the plan public. Any objections to the plan shall be filed within five days of the publication of the plan. The parties shall also submit a joint proposed scheduling order within five days of the publication of the Court's proposed remedial plan that sets forth a timeline for holding the enjoined elections. The Court will then hold a hearing on the proposed remedial plan and joint proposed scheduling order. Following any changes to the Court's proposed remedial plan, should they be necessary, the Court will issue an Order setting forth the timeline for the enjoined elections to occur.

Required Action 3 - PR/Communications Plan

Approved by BOE: March 14, 2013

Plan completed by: D. Smith, C. Fletcher, C. Gonzalez, J. Cochran, A. Kirby, K. Whittle, J. Arrington, C. Waddell

Goal:

To improve the public image of the Sumter County School District

Objectives:

- 1) To increase community awareness of school and system activities
- 2) To promote public relations within each individual school
- 3) To facilitate communication between schools and the community

Activities	Timeline	Persons Responsible	Resources	Evaluation/Monitoring Procedures	Status
1) Submit 2-3 newsworthy events to media from each school	Ongoing Weekly Begin - Sept. 2012	PR/Communications Team	Digital Cameras, System E-mail	Frequency of Articles, Events, Stories in local newspapers/copies of articles, Perception Survey	In Progress
2) Redesign the system and each individual school's website for appearance and to enhance user-friendliness	Mar. 13, 2013	PR/Communications Team School Webmasters System Technology Director	System E-mail	Website-user perception survey	School updates - Completed System update - In Progress
3) Creation and distribution of school and system newsletter/brochure	Monthly Bi-monthly Quarterly	PR/Communications Team	Digital Cameras, System E-mail Public Relations Funds	Copies of newsletters	Ongoing
4) Hold monthly PR/Communication meeting to discuss related issues and provide support/information/tutorials on various PR topics	Ongoing Monthly Begin - Sept. 2012	Superintendent	Meeting facilities, Internet	Agendas and sign-in sheets	Completed
5) Revitalize "Kids Under Construction" local television program to highlight schools/system activities/programs	Ongoing Monthly Oct. 2012 through Jun-13	PR/Communications Team School Administrators	Georgia Southwestern State University Television Facilities	Copies of Shows, Perception Survey	Ongoing during school year
6) Explore other communication avenues such as social media including Facebook and Twitter	Apr. 2013	PR/Communications Team Superintendent	Internet	Number of subscribers to social media Number of twitter followers	In Progress

Required Action 4

SACS – AdvancEd Report

The Board of Education must immediately ensure that all actions and decisions of the Board are consistent with approved policies and procedures and all applicable laws, regulations, and standards.

Directives:

Receive extensive training in proper Board procedure, as provided in Robert’s Rules of Order, and in crafting motions for Board consideration.

Action:

GSBA Representative Zenda Bowie met with the Board on March 7, 2013, for Whole Board Training. The training was related to the self-assessment recently completed by all Board members. It included discussion concerning Board governance, strategic planning, Board and community relations, policy development, Board meetings, personnel, financial governance, and Board ethics. The training also included a discussion related to parliamentary procedure.

On March 21, 2013, Zenda Bowie conducted a workshop on Parliamentary Procedure. Particular attention was paid to the difference between a motion and common consent, and which actions require a motion. The workshop also involved discussion regarding Open Meetings and Executive Sessions of the Board. The Board had an opportunity to participate in a conference call with Ms. Bowie on April 8 for follow-up questions.

At a retreat on April 1, 2013, the Board agreed to take intentional action at Board meetings when faced with legal matters such as lawsuits, injunctions, and legal responses by properly adopting motions to file such legal actions rather than deferring such decisions to the school board attorneys. Ms. Bowie had confirmed the importance of this at the workshop.

Approved by BOE: April 11, 2013

Required Action 5

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Action:

SACS required Action #5 – (The implementation of a comprehensive review of all board policies.)

The policy Committee of the Board met on September 7th, and discussed a full policy review by an outside agency. On September 13th, the Board voted to contract with the Georgia School Board's Association (GSBA) for a full policy review. The policies of the Board have been reviewed by representatives from GSBA. A follow-up meeting with school district personnel was held on December 3rd. During this day-long session, all Board policies were discussed and reviewed. The Board and the Superintendent held a retreat on January 16th at which the recommendations of GSBA were discussed. The Board reviewed and discussed each policy and decided on whether or not to revise, retain or eliminate each. The policy revisions were placed on the system's website for review and comment. At the regular meeting on March 14th, the Board voted unanimously to table the policy revisions. The Board is expected to vote on the policy revisions at the April 2013 Board meeting.