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CALLED STATE BOARD OF EDUCATION
October 14, 2015

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Appendices

Appendix 1. Executive Session Minutes (attachments posted in Executive Session)

Appendix 2. Motion for Continuance from Hancock County Board of Education

**MINUTES OF THE
CALLED STATE BOARD OF EDUCATION MEETING**

**Atlanta, Georgia
Helen O. Rice, Board Chair**

**October 14, 2015
Richard Woods, Superintendent**

Call to Order

The State Board of Education convened via conference call on Wednesday, October 14, 2015, at 9:00 a.m. in Room 2070 Twin Towers East, State Board Room for a Called State Board Meeting.

Roll Call

| | | |
|------------------------|---------------------|-------------------|
| Helen Rice, Chair | Ms. Lisa Kinnemore | Mr. Larry Winter |
| Mike Royal, Vice Chair | Ms. Barbara Hampton | Mr. Scott Johnson |
| Mr. W.T. Henry | Mr. Brian Burdette | Mr. Kenneth Mason |

Others present: Superintendent Richard Woods, Mr. Ted Beck, Dr. Garry McGiboney, Ms. Jennifer Hackemeyer, Ms. Stacey Suber-Drake, Ms. Meghan Frick, Ms. Denise Peterson and Mr. Rusty Hucks (Court Reporter).

Present via conference call: Ms. Jennifer Colangelo and Mr. Phil Hartley.

ACTION ITEMS

(Please note that the items in their entirety, with backup material and attachments, can be found on the State Board of Education's E-Board website, October 14, 2015 Called State Board Meeting.)

On October 14, 2015, at 9:05 a.m. by motion of Mr. Brian Burdette and a second by Ms. Barbara Hampton, a unanimous affirmative vote was given to enter into Executive Session for the purpose of discussing appeals, legal and personnel matters.

At 9:25 a.m., by motion of Mr. Scott Johnson and a second by Mr. Brian Burdette, a unanimous affirmative vote was given to exit Executive Session.

AGENDA

By motion of Mr. W.T. Henry and a second by Mr. Brian Burdette, a unanimous affirmative vote was given to approve the agenda.

EXECUTIVE SESSION

1. **Personnel.** By motion of Mr. Brian Burdette and a second by Mr. Kenneth Mason, the Board unanimously approved the personnel action in the October 14, 2015, Personnel Report.

OTHER ITEMS

1. Hancock County Board of Education Motion for Continuance. Upon motion from Mr. Larry Winter and a second from Mr. W. T. Henry, the Board approved to grant the Motion for Continuance from the Hancock County Board of Education in reference to the suspension of the Board Members of the Hancock County Board of Education. The motion was unanimously approved by those present. (Appendix 2)

The Board reset the suspension hearing on this matter for December 11, 2015. The Hancock County Board of Education members were ordered to provide a written update to the State Board by November 30, 2015, documenting the steps taken by the Hancock County Board of Education members in response to the AdvancedEd report.

ADJOURNMENT

At 9:45 a.m., by motion of Ms. Lisa Kinnemore and a second by Mr. Kevin Boyd, an affirmative vote was given to adjourn.

NEXT SCHEDULED BOARD MEETING

The next State Board meeting is scheduled for Thursday, November 5, 2015.



**State Board of Education
Executive Session (via conference call) Minutes
October 14, 2015
9:05 a.m.**

Attendees (via conference call)

| | | |
|-----------------------|---------------------|------------------------|
| Ms. Helen Rice, Chair | Mr. Kenneth Mason | Mr. Scott Johnson |
| Ms. Lisa Kinnemore | Mr. Kevin Boyd | Mr. W. T. Henry |
| Mr. Mike Royal | Ms. Barbara Hampton | Mr. Larry Winter |
| Mr. Matt Jones | Mr. Brian Burdette | Ms. Jennifer Colangelo |

Agenda

1. **Personnel**. Ms. Denise Peterson presented two new hires on the October 14, 2014 personnel action report to the Committee for discussion. (Attachment A)

2. **Motion for Continuance from Hancock County Board of Education (Hancock County BOE)**. Ms. Jennifer Colangelo noted that the attorney representing the Hancock County BOE, Mr. Phil Hartley, filed a Motion for Continuance on behalf of the Hancock County BOE in reference to the suspension hearing. Mr. Larry Winter asked if improvements had been made by the Hancock County BOE to enhance the accreditation status since the AdvancedEd report. Ms. Colangelo noted that the Hancock County BOE has engaged Georgia School Boards Association to review current policies as well as to conduct governance training for members of the Board.

Mr. Winter proposed that a new date for the Hancock County BOE suspension hearing be reset to December 11, 2015 if the decision to grant the motion is unanimously affirmed. Also, Mr. Brian Burdette suggested that the Hancock County BOE provide all documentation to the State Board by November 30, 2015, if the motion is granted.

Adjournment

The Executive Session adjourned at 9:25 a.m.

STATE BOARD OF EDUCATION
STATE OF GEORGIA

IN RE:

Suspension hearing of the Members
of the Hancock County Board of Education**MOTION FOR CONTINUANCE**

Comes now the undersigned as attorney and on behalf of the Hancock County School District (the "School District") and the Hancock County Board of Education (the "Local Board") and, pursuant to O.C.G.A. § 20-2-73(a), but without waiving any legal positions as set forth below or as may exist under state law, files this motion for a continuance of the hearing noticed for November 4, 2015 before the State Board of Education related to the Local Board or its Members and, in support thereof, asserts the following.

1.

In a letter dated July 28, 2015, the Chief Operations Officer of AdvancED provided to the Interim Superintendent of the School District a copy of a report of a special review team. The report set forth certain findings and observations and notified the School District that the accreditation of its schools had been placed "under review." The letter and report then described certain improvement priorities on which the School District is expected to make progress and a monitoring process that includes progress reports and further monitoring reviews to be conducted by AdvancED.

2.

Through a letter dated August 6, 2015, the undersigned attorney for the School District provided a copy of the report to the State School Superintendent. A copy of the report was also provided to the State School Superintendent by AdvancED through a letter dated August 5, 2015.

6.

In further implementation of this Plan of Action, the Local Board has scheduled a full day of training on October 8, 2015 with multiple members of the professional staff of GSBA to specifically include training in parliamentary procedure, the appropriate application of Robert's Rules of Order to its board meetings, developing a protocol for implementing its policy with regard to the development of an agenda for board meetings, the specific conduct of board meetings, and the recording and approving of minutes of board meetings. This training will also include a review of the Local Board's Code of Ethics, modeled on the requirements of the State Board of Education, its Conflict of Interest policy, and a discussion of procedures to implement if circumstances arise where individual board Members are alleged to be in violation of these policies.

7.

The Local Board has agreed to provide its first monitoring report to AdvancED on progress toward addressing the priority recommendations from the AdvancED report on or before October 14, 2015. The monitoring team has scheduled a follow up visit to the District on October 27-28, 2015.

8.

The Local Board and its individual Members are committed to cooperating with each other, the Superintendent, GSBA, and AdvancED in addressing the improvement priorities set forth in the AdvancED report, in working toward the immediate Plan of Action on the priority improvements listed, and then continuing to address all other improvements suggested in the report until any and all "review" by AdvancED has been satisfactorily completed. The Local Board has agreed to provide AdvancED with copies of minutes of its Board meetings during the period it is on review and with other information that may be sought by AdvancED as part of its

monitoring responsibilities. The Local Board has agreed to provide a copy of all reports and information provided to AdvancED to the State Department of Education.

9.

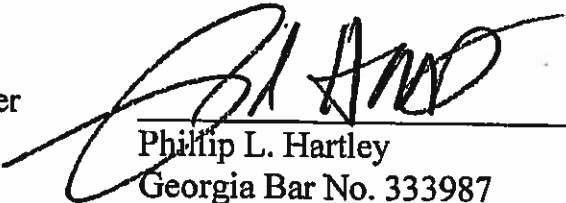
The School District and the Local Board contend that it is in the best interest of the School District and, most importantly, its students, to allow the Superintendent of the School District and the Local Board an opportunity to work with AdvancED to implement the plan adopted by the Local Board.

FOR GOOD CAUSE SHOWN, the Hancock County School District and Hancock County Board of Education, by unanimous action at its meeting on October 1, 2015, respectfully request, within ninety days of the notice described above, that the State Board of Education continue any hearing scheduled or to be scheduled pursuant to O.C.G.A. § 20-2-73(a) until further notice and that at least ten days notice be given if any hearing under such code section is to be scheduled in the future. It is agreed and stipulated to by each individual member of the Board, as set forth below, that all notices of any such hearing or otherwise applicable under state law can be provided to Brandy Hill, Executive Administrative Assistant, Hancock County School System, 11311 Highway 15 North or P. O. Box 488, Sparta, Georgia, 31087; (706) 444-5775 extension 236; bhill@hancock.k12.ga.us. Any such notice shall also be provided to the undersigned as counsel for the School District.

Respectfully submitted this 2nd day of October, 2015.

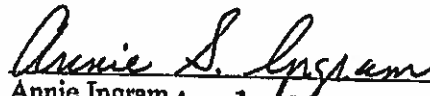
HARBEN, HARTLEY & HAWKINS, LLP

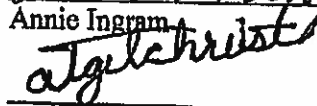
Suite 750, Wells Fargo Center
340 Jesse Jewell Parkway
Gainesville, Georgia 30501
Telephone: (770) 534-7341
Fax: (770) 532-0399
Email: phartley@hhhlawyers.com

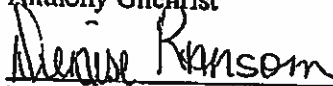

Phillip L. Hartley
Georgia Bar No. 333987
Counsel for Hancock County School District
and Hancock County Board of Education

Consent of individual board members:

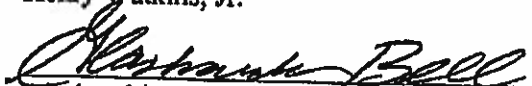
By signature below, I acknowledge that I voted to authorize the motion for continuance attached hereto, that I individually waive any right under the state law to have the State Board make a recommendation to the Governor with regard to removal of the local board in accordance with O.C.G.A. § 20-2-73 within ninety (90) days and that I agree that all notices to the District or to me as an individual board member may be provided to Brandy Hill, Executive Administrative Assistant, Hancock County School System, 11311 Highway 15 North or P. O. Box 488, Sparta, Georgia, 31087; (706) 444-5775 extension 236; bhill@hancock.k12.ga.us with a copy provided to Phillip L. Hartley as attorney for the School District.


Annie Ingram


Anthony Gilchrist


Denise Ransom


Henry Watkins, Jr.


Glashandrian Bell

**Plan of Action in Response to Recommendations from AdvancED Review
With Focus on the Next Ninety Days**

Timeline and Tasks to be Performed

July 28, 2015 – Superintendent Receives Report and Distributes to Board Members

August 7, 2015 – Press Release Regarding Commitment of Governance Team and Availability of Report

August 17, 2015 – Board Meeting and Approval of Initial Plan of Action to include the following elements to be addressed between now and October 14, the date of next report to AdvancED

Policy Manual – The Board authorizes contracting with the Georgia School Boards Association and working with its own legal counsel, Harben, Hartley & Hawkins for a policy manual review. During the next two months, through this review process, the focus will be on passing or updating those policies mandated by state law, policy or regulation, addressing policies specifically related to board governance and eliminating or revising existing board policies that are out of date. Through this process, the Board intends to have its policies placed on line to be available to the Board, staff and all community members and insure that all board policies are consolidated in the online version. The next stage will involve completing the review of any other policies that may be in existence or may appear to be needed and developing a process for reviewing policies on a regular basis to insure they remain updated. In that regard, the Board authorizes joining the GSBA Policy Maintenance Service to receive monthly alerts and quarterly updates related to policy issues and needs. This service also provides an opportunity for a review of proposed policies before adoption.

Development of and Training in Board Operational Procedures Related to Meetings and Minutes – The entire Board and Superintendent will engage in specific training related to parliamentary procedure and the appropriate application of Robert's Rules of Order to governmental board meetings. The Board authorizes contacting GSBA to provide this service as they have a staff member with specific training and expertise in parliamentary procedure. Either as a part of this training or separately, the Board and Superintendent will work to develop a protocol for implementing its policy with regard to the development of an agenda for board meetings, the specific conduct of board meetings and the recording and approving of minutes of board meetings.

Development and Initiation of Board Member Training – Either as part of meetings in connection with the accomplishment of the tasks described above or separately, the Board will meet to review as a body its Code of Ethics and Conflict of Interest Policy. After such review, each member of the Board will independently and in writing verify their understanding of and agreement to abide by these policies. The Board will also discuss a protocol as to how specific concerns with regard to potential violations of

these policies will be addressed prior to initiating and in an effort to avoid the formal sanction process set forth in state law and in those policies.

October 14, 2015 – Report from School District to AdvanceED on progress toward addressing priority recommendations above and setting forth plan for addressing remaining recommendations

October 28, 2015 or as soon thereafter as scheduled – visit by Monitoring Team

**Board Policy Manual Revision
Letter of Agreement**

August 21, 2015

Hancock County Board of Education
P. O. Box 488
Sparta, Georgia 31087

Dear Members of the Board of Education:

GSBA is pleased to offer a complete and thorough review and revision of your current board policy manual. This review will provide suggestions concerning revisions of present policies, deletion of policies no longer needed or useful, and the addition of new policies either required by law, rule or regulation or good board practice. This Letter of Agreement deals only with policies adopted by the board of education and does not relate to Administrative Regulations or Exhibits. Any review of matters other than policies will be subject to a separate agreement or arrangement with GSBA.

The procedures for this review include meeting with a policy manual review team to be selected by your board. This team may include your superintendent, general counsel and such other staff members as you or your superintendent may designate to analyze your present policy manual and discuss in general the revisions that are both needed and desired. If a member or members of your board desire to be present, this certainly is agreeable as well. However, you will need to consider whether or not the presence of board members may require meetings with your policy manual review team to be in compliance with the Open Meetings Act.

The timeline for the review and revision of your manual will be agreed upon at the initial meeting of your policy manual review team. The intent of our review is to provide to you a revised board policy manual indexed to the GSBA codification system.

The total cost of the project will be \$12,500. The payment schedule is as follows:

- \$6,250 (50% of the contractual cost) will be invoiced and is due upon execution of this letter of agreement;
- \$3,125 (25% of the contractual cost) upon completion of the first stage of the review (defined as the meeting with the policy manual review team).
- \$3,125 (25% of the contractual cost) plus the cost of any additional finished manuals to be billed six months after the completion of the first stage or upon adoption of all policy manual sections, whichever comes first. The District will be responsible for completing the policy manual revision to the extent it is not adopted within six months of the completion of the first stage and will be responsible for any additional costs or legal fees incurred.

The District will be responsible for any travel related expenses associated with meetings with the District Board and/or staff.

FOR HARD-COPY CUSTOMERS ONLY: We will provide one (1) CD and two (2) complete bound copies of the manual. Additional bound copies of the manual, complete with binder, tabs, indices and all pages, are available at an additional cost of \$150 per manual.

For six months from the date of the completion of the first stage, GSBA will provide policy maintenance services as a part of the cost of this project (see separate maintenance agreement detailing services provided). This agreement does not include maintaining the policy manual online through eBOARD or providing policy maintenance after the initial six months. A policy maintenance contract and eBOARD subscription order form for those services are available upon your request.

If this arrangement is satisfactory with your board, we request the board approve the same and submit the following items to GSBA to begin the process.

- Signed copy of letter of agreement
- A copy of your current board policy manual (in electronic format if available)
- Name and contact information for primary policy contact person
- Check for \$6,250 to cover initial payment

Upon your execution of this letter of agreement, a member of the GSBA policy team will follow-up to review the process. Thank you very much for your consideration of our policy review services.

Sincerely,

Valarie D. Wilson
Executive Director

Approved:

Charles F. Culver
Superintendent

9/17/2015
Date