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CALLED STATE BOARD OF EDUCATION
December 2, 2015

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

Atlanta, Georgia
Helen O. Rice, Board Chair

December 2, 2015
Richard Woods, Superintendent

Call to Order

The State Board of Education convened via conference call on Wednesday, December 2, 2015, at 1:00 p.m. in Room 2070 Twin Towers East, State Board Room for a Called State Board Meeting.

Roll Call

Ms. Helen Rice
Mr. Mike Royal
Mr. Mike Long

Ms. Lisa Kinnemore
Mr. Trey Allen
Mr. Brian Burdette

Mr. Larry Winter
Mr. Scott Johnson
Mr. Kenneth Mason

Others present: Dr. Garry McGiboney and Ms. Jennifer Hackemeyer

Present via conference call: Ms. Jennifer Colangelo, Mr. K.P. Reddy 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, December 2, 2015 Called State Board Meeting.)

On December 2, 2015, at 1:00 p.m. by motion of Ms. Lisa Kinnemore and a second by Mr. Brian Burdette, a unanimous affirmative vote was given to enter into Executive Session for the purpose of discussing appeals, legal and personnel matters.

At 1:20 p.m., by motion of Mr. Mike Long and a second by Mr. Trey Allen, a unanimous affirmative vote was given to exit Executive Session.

AGENDA

By motion of Mr. Mike Royal and a second by Mr. Mike Long, a unanimous affirmative vote was given to approve the agenda.

OTHER ITEMS

1. **Hancock County Board of Education Motion for Continuance.** Upon motion from Mr. Larry Winter and a second from Mr. Mike Royal, the Board granted the second 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 concurred that going forward, the Hancock County Board of Education will submit monthly written updates to the State Board of Education documenting steps taken to respond to the AdvancEd report. This written update must be received on or before the last date of each month.

The Hancock County Board of Education was also ordered to provide the State Board of Education copies of any correspondence, reports, or evaluations received from AdvancEd.

The reset of a hearing in this matter shall be continued until a date and time to be determined by the State Board of Education, and all parties shall be given at least a 30 day notice, and all parties will be given deadlines for filing pre-hearing motions, witness lists, and other documents.

ADJOURNMENT

At 1:35 p.m., by motion of Mr. Scott Johnson and a second by Mr. Mike Long, an affirmative vote was given to adjourn.

NEXT SCHEDULED BOARD MEETING

The next State Board meeting is scheduled for Thursday, December 10, 2015.



State Board of Education
Executive Session (via conference call) Minutes
December 2, 2015
1:00 p.m.

Attendees (via conference call)

Ms. Helen Rice, Chair

Ms. Lisa Kinnemore

Mr. Mike Royal

Mr. Kenneth Mason

Mr. Mike Long

Mr. Brian Burdette

Mr. Scott Johnson

Mr. Trey Allen

Mr. Larry Winter

Ms. Jennifer Colangelo

Mr. K.P. Reddy

Agenda

1. **Second Motion for Continuance from Hancock County Board of Education (Hancock County BOE)**. Chair Helen Rice noted that the attorney representing the Hancock County BOE, Mr. Phil Hartley, filed a second Motion for Continuance on behalf of the Hancock County BOE in reference to the suspension hearing. The State Board members considered and discussed the Hancock County BOE's second motion for continuance and will propose a recommendation to approve the motion as submitted.

Adjournment

The Executive Session adjourned at 1:20 p.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 for 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 December 11, 2015 before the State Board of Education related to the Local Board or its Members and, in support thereof, asserts the following.

1.

On October 2, 2015, the School District filed a Motion for Continuance of a hearing originally set in this matter for November 4, 2015 which was granted by the State Board on October 15 and subsequently memorialized in an Order. The School District incorporates herein all of the facts, legal contentions and assertions set forth in its first Motion for Continuance without explicitly restating them or in any way waiving them.

2.

In its previous Motion, the District provided a Plan of Action in Response to Recommendations from AdvancED Review With Focus on the Next Ninety Days which was adopted by the Board on August 17, 2015 and set forth the steps that had been taken in compliance with that Plan up to the date of the filing of the Motion, which included adopting an updated policy manual, providing through the Georgia School Boards Association for the posting

of all policies online, and the contracting with GSBA to join its policy maintenance service to assist in keeping the policies updated and maintained.

3.

In further implementation of this Plan of Action, the Local Board attended a full day of training on October 8, 2015 with multiple members of the professional staff of GSBA that included 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, the recording and approving of minutes of board meetings, a review of the Local Board's Code of Ethics and 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. As a result of that meeting, the Board and Superintendent all agreed upon a set of governance team operating procedures, included in the report described in the next paragraph. Since that training, the Chair of the Board, the Superintendent and the Board's Administrative Assistant have worked closely with GSBA staff to implement changes in the agenda format for board meetings, the conduct of board meetings and the keeping of minutes.

4.

The Local Board provided its first monitoring report to AdvancED on progress toward addressing the priority recommendations from the AdvancED report on October 14, 2015. In conformance with the Order of the State Board of Education, this same "report" was provided to the State Department on October 15, 2015. That report sets forth in substantially greater detail the steps taken by the District as of that date and the plans for moving forward to address the

remaining improvement priorities of the original AdvancED report and it is thus incorporated herein by reference.

5.

The AdvancED monitoring team conducted a follow up visit to the District on October 27-28, 2015. The written report from that visit has not been received by the District and is not likely to be available prior to the December 11 date set for the hearing.

6.

On November 16, 2015, the Board of Education unanimously adopted a Plan of Action through January 31, 2016 designed to address all of the remaining improvement priorities and continue to move forward with the progress made thus far. A copy of that Plan is attached to this Motion. At this same meeting, the Board again authorized a request for a continuance of any hearing set before the State Board as long as the Board continued to make progress toward meeting the improvement priorities of AdvancED.

7.

In addition to the important work on the priorities in the AdvancED report, the Board has also been involved in completed it application to become a Strategic Waivers System consistent with state law and State Department procedures. The Board of Education is also initiating a superintendent search and meeting with GSBA on November 29, 2015 in order establish that process and timeline.

8.

The Local Board, its individual Members and the Superintendent, in response to sentiments expressed by State Board members of a desire to see action and not just paper, believe that the action described above, in the previous motion, and in the Report filed with both

AdvancED and the State Department, demonstrates substantial action. They all remain committed to cooperating with each other, GSBA, and AdvancED in addressing the improvement priorities set forth in the AdvancED report, in continuing to address all improvements suggested in the report until any and all "review" by AdvancED has been satisfactorily completed. The Local Board will continue 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 continue to implement the plan adopted by the Local Board.

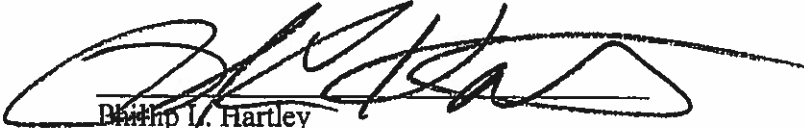
FOR GOOD CAUSE SHOWN, the Hancock County School District and Hancock County Board of Education, by unanimous action at its meetings on October 1, 2015 and November 16, 2015, respectfully request that the State Board of Education continue any hearing scheduled or to be scheduled pursuant to O.C.G.A. § 20-2-73(a) until further notice and as long as the District continues to make progress toward completing the improvement priorities established by AdvancED as reflected in reports filed by the District with the State Department including monitoring reports prepared by AdvancED. It is further requested that at least thirty 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 in the consent form attached to the first request for continuance, 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 24th day of November, 2015.

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**PLAN OF ACTION IN RESPONSE TO RECOMMENDATIONS
FROM ADVANCED REVIEW TEAM FOR NEXT 90 DAYS
THROUGH JANUARY 31, 2016**

October 27-28, 2015 **Monitoring Team Visit**

November 16, 2015 **Board meeting and approval of Plan to include the following elements to be addressed between now and January 31, 2016:**

Priority 1 – Policy Manual – Make sure that appropriate staff has been trained in maintenance of the Policy Manual online. Meeting of Policy Review Committee of administrators to discuss coordination of new policy manual implementation throughout schools and make recommendations for any additional policies to be presented to the Board of Education. Board will then consider any policies recommended for adoption.

Priority 2 – Policy Review – Superintendent will designate an administrative staff member to review monthly alerts and quarterly updates from GSBA policy update service, as well as monitor other sources as to policies that have to be adopted or modified due to changes in legislation or regulations. Board will continue to implement Policy BD on policy development, including acting on policies that are identified through this process. As a part of its professional learning plan, the Board will agree upon a regular, and at least annual, process to review the policy manual.

Priority 3 – Professional Learning Plan for Board - By the end of the calendar year, the Board will adopt a professional learning plan for board members that provides for each board member meeting the requirements of state law. The plan will focus on the improvement priorities set forth in the AdvancED report and the development of a strategic plan. Attendance by board members at professional development activities will be documented and the documentation maintained by the Superintendent.

Priority 4 – Board Procedures – Continue to implement Guidelines developed by the members of the leadership team at GSBA training. If appropriate, discuss modifications or additions that may come up as Guidelines are put into practice. Also continue to implement the policies adopted by the Board dealing with governance (the B section) including the policy on developing an agenda for board meetings. Implement the training provided by GSBA with regard to the keeping and adopting of board minutes and make minutes available on the Board's website, once approved. Direct Superintendent to insure that Human Resources Department maintains employment contracts and evaluations as required for all personnel, including the Superintendent.

Priority 5 – Training on Code of Ethics – After receiving training on the Code of Ethics from GSBA at the meeting on October 8, the Board committed as part of its Guidelines to annually sign a copy of the Code of Ethics. This will be done by

each board member at the next meeting of the Board and annually thereafter. Guidelines also include procedures for enforcing Code if needed.

Priority 6 – Robert’s Rules of Order – Policy readopted and training provided at GSBA. Specific Guidelines for Board meetings agreed to by each member of the Board and the Superintendent.

Priority 7 – System-wide strategic plan – Board and Superintendent will discuss options for the development of a strategic plan and initiate a process using an outside facilitator. Whether or not plan is completed within this timeframe will depend upon various schedules and the development of the process, but substantial progress will be made.

Priority 8 – Superintendent Evaluation – The Board and Superintendent will take the evaluation instrument discussed and reviewed at the GSBA training and determine whether any additional elements need to be added. They will also agree upon a time frame in which the current interim Superintendent’s evaluation will be completed. The Superintendent will be directed to insure that all staff are be evaluated in accordance with state law. The Board will receive training in the provisions of Georgia law that relate to the hiring and dismissal of personnel, including the Standards of the State Board of Education related to personnel. As a part of the training, the board members will commit to avoiding interference in the administrative process and fulfilling the Board’s role under Georgia law in acting on recommendations from the Superintendent.