



Florida School for the Deaf & the Blind

Do More. Be More. Achieve More.

**Board of Trustees Meeting Minutes
Moore Hall, Center for Learning and Development
September 29, 2023, 10:30 a.m.**

Attendance

Present: Mrs. Christine Chapman, Mr. Terry Hadley, Mr. Matthew Kramer, Mrs. JuneAnn LeFors, and Dr. Thomas Zavelson.

Absent: Mr. Owen McCaul.

Call to Order

Mr. Terry Hadley, Board Vice Chair, called to order the meeting of the Board of Trustees of the Florida School for the Deaf and the Blind at 10:30 a.m. The meeting was held in Moore Hall, Center for Learning and Development (CLD) on the FSDB campus.

Pledge of Allegiance

Deaf High School student Yareliz Colon-Bonilla and Blind High School student Taylore Sherman lead the Board and audience in the Pledge of Allegiance.

Public Comment

Ms. Ali French, FSDB Education Association (EA) President, respects President Snow's leadership, and the EA appreciates the additional funds made available for pay increases across campus. She hoped the Board would vote to approve the EA's tentative agreement.

Executive Session

Mr. Hadley adjourned the Board meeting for the Executive Session at 10:36 a.m.

The Board returned at 10:47 a.m. Mr. Hadley closed the Executive Session and reconvened the Board of Trustees meeting, and he requested a motion to consider the matter discussed during the Executive Session.

Mr. Kramer moved to ratify the terms of the agreement negotiated by the FSDB Education Association discussed by the Board and Administrative Leadership team during the executive session. The motion was seconded by Dr. Zavelson and was carried unanimously by the Board.

Approval of Meeting Minutes

Dr. Zavelson moved to approve the minutes from the Regular Board of Trustees Meeting and the minutes from the Workshop held on August 25, 2023. The motion was seconded by Mr. Kramer and approved unanimously by the Board.

Correction Required: Mrs. Chapman noted that a correction was needed on page 4 under Election of Officers. It was documented that Mrs. Chapman made the second on the motion. However, Mrs. Chapman was not in attendance and, therefore, could not make the motion. The recording secretary, Cindy Brueckner, noted the correction, and the official minutes will be corrected.

President's Report

Ms. Tracie Snow, President, updated the Board with additional information not covered in her written report.

- National Deaf Prep Cross Country Championship 5K will occur Friday, September 29-October 1. The following five schools will be competing.
 - Texas School for the Deaf
 - Indiana School for the Deaf
 - Maryland School for the Deaf
 - Oregon School for the Deaf
 - Florida School for the Deaf/Blind
- Friday, October 13, will be Blind Awareness and White Cane Day.
- The Deaf Department Homecoming and Spirit Week theme will be Barbie and Ken.
- The St. Johns County Legislative Delegation will meet on Friday, October 13. Ms. Patsy Eccles will attend, and President Snow present to the Delegation.

Legislative Update

Ms. Patsy Eccles, Legislative Specialist, explained the Legislature's Long Range Financial Outlook and how that may affect FSDB requesting funds for upcoming projects.

Department Updates

Business Services

Ms. Julia Mintzer, Administrator of Business Services, updated the Board on the Nelmar Neighborhood meeting. Three residents attended, representing the neighborhood. They asked several relevant questions regarding the demolition and rebuilding of Gregg Hall. The Gregg Hall project is due to start demolition on October 16, with a projected completion date in July 2024. The design process is underway for the Kramer Hall project, and once completed, it will go out for bids. It has been established that McClure Hall cannot be rebuilt or renovated on the current footprint, so we have contracted with professional engineering services to find a new location on campus.

Lt. Arline Lagasse, School Safety Officer, provided an update on the School Safety Risk Assessment and an overview of the multi-jurisdictional Reunification and Public Safety meeting that FSDB hosted. There were first responders from the St. Johns County Sheriff's Office, SJC Fire & Rescue, St. Augustine Police, and the SA City Fire Department. The Office of Safe Schools visited campus in April 2023. There were no findings.

Mr. Dave Hanvey, USB Financial Advisor, provided an update on the FSDB Endowment Funds I & II. He took questions and provided answers to the Board regarding the market.

Strategic Plan Updates

Ms. Shelley Ardis, Administrator of Outreach, Technology, and Parent Services; Ms. Randi Mitchell, Executive Director of Curriculum and Professional Development; Lexi Bucca, Executive Director of Human Resources, and President Snow updated the Board on the various ways the Strategic Planning team is working on their specific and combined strategic planning goals.

Action Items

Action Item #1 - Surplus Property

Board approval was requested for the disposal of surplus property. All items had an original purchase value in excess of \$1,000.00.

Mr. Kramer moved to accept Action Item #1, as presented. The motion was seconded by Mrs. LeFors and carried unanimously by the Board.

Action Item #2 – 2023-2024 Operating Budget Revision #1

Board approval was requested for the fiscal year 2023-2024 Operating Budget, Revision #1.

Notes: Revision #1 reflects the distribution of appropriation adjustments by the Executive Office of the Governor (EOG) for the following reasons:

- Risk Management Casualty Insurance Realignment,
- Pay Increase Distributions,
- State Employee Retirement Adjustments,
- Human Resources Services Appropriation Adjustments and
- Agency Discretionary Pay Increases

Mrs. LeFors moved to accept Action Item #2, as presented. The motion was seconded by Mrs. Chapman and carried unanimously by the Board.

Action Item #3 – OPP 1.43 Monitoring of School Safety

Board approval was for the adoption of OPP 1.43 Monitoring of School Safety.

Dr. Zavelson moved to accept Action Item #3, as presented. The motion was seconded by Mrs. Chapman and carried unanimously by the Board.

Action Item #4 – BOT Administrator Salary Schedule

Board approval was requested for the approval of the updated BOT Administrator Salary Schedule due to the approval of the Discretionary Pay Plan.

Mrs. Chapman moved to accept Action Item #4, as presented. The motion was seconded by Mrs. LeFors and carried unanimously by the Board.

New Business

Enrollment and Outreach Committee

Dr. Zavelson, Chair of the Enrollment and Outreach Committee, stated it was a very successful meeting; there were no action items.

Audit Committee

Mr. Hadley, Chair of the Audit Committee, reported that FSDB received another excellent audit report. The report showed no significant issues or concerns, perceived weaknesses, or inaccuracies in the financial reporting. There was one action item from the committee meeting requiring Board approval.

Audit Committee Action Item - Internal Audit

Board approval was requested to accept and implement the proposed 2023-2024 Internal Audit Plan.

Mr. Hadley, as committee chair, moved to accept the Action Item as approved by the Audit Committee. The Board carried the motion unanimously.

President's Performance Evaluation

Ms. Bucca, Executive Director of Human Resources, explained that the evaluation forms would be sent to each Board member. Board members must add comments for each expectation and include the numerical score. The completed evaluations must be returned to Ms. Bucca by October 23, 2023, in order to process and calculate the scores for the October 27, 2023, Regular Board meeting.

President Snow must complete her self-evaluation form and share it with the Board to aid them with the Performance Evaluation by October 9, 2023.

Unfinished Business

No Unfinished Business.

Board Comments

The Trustees all appreciated all the information and details shared during the Enrollment and Outreach Committee meeting. They all like hearing what is happening with Strategic Planning each month and learning how each goal progresses toward success. They are proud of the clean audit report and feel working with the administration and staff is a privilege.

Adjournment

The meeting adjourned at 11:55 a.m.

I hereby certify that the foregoing minutes are accurate and complete to the best of my knowledge.

Tracie C. Snow
President

Terry Hadley
Vice Board Chair



Florida School for the Deaf & the Blind

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Special Meeting Minutes
Board of Trustees Meeting
Zoom-Virtual Meeting
October 13, 2023, 1:45 p.m.

Attendance

Present: Mr. Owen McCaul, Mrs. Christine Chapman, Mr. Terry Hadley, Mr. Matthew Kramer, Mrs. JuneAnn LeFors, and Dr. Thomas Zavelson.

Call to Order

Mr. Owen McCaul, Board Chair, called to order the special meeting of the Board of Trustees of the Florida School for the Deaf and the Blind at 1:45 p.m. The meeting was held as a virtual meeting through Zoom.

Public Comment

No Public Comments were made at this meeting.

Special Purpose Business

Mr. Sid Ansbacher, Counsel to the Board of Trustees, explained the purpose to the meeting was to decide the matter of Monica Cambron and advise the Board of Trustees as to the two options available to them.

1. The Board can decide to do a quasi-judicial hearing to resolve the matter.
2. Or refer the matter to the Division of Administrative Hearings (DOAH) of the Department of Management Services for further disposition.

After a brief discussion it was set to the Board for a vote on their decision.

Mr. Hadley moved that this matter be forwarded to DOAH, of the Department of Management Services to be addressed by an administrative law judge. The motion was seconded by Mr. Kramer and carried unanimously by the Board.

Adjournment

The meeting adjourned at 2:06 p.m.

I hereby certify that the foregoing minutes are accurate and complete to the best of my knowledge.

Tracie C. Snow
President

Owen McCaul
Board Chair