



# Special Meeting Agenda

Florida School for the Deaf and the Blind  
Board of Trustees  
Virtual Online Meeting  
St. Augustine, FL  
July 24, 2020, 9:00 a.m.

	<u>Page No.</u>
I. <u>Call to Order</u>	
II. <u>Roll Call</u>	
III. <u>Public Comments</u> Limited to three (3) minutes per person	
IV. <u>Approval of Meeting Minutes</u> Minutes, May 22, 2020, Board of Trustees Virtual Meeting	1-8
V. <u>President's Reports</u> President's Final Board Report - Jeanne G. Prickett, EdD No reports for this meeting	9-11
VI. <u>Action Items</u> No Action Items	
VII. <u>Unfinished Business</u> Review of Presidential Screening Committee recommendations and selection of applicants to interview – Action required Review of Interview Questions – Action required	
VIII. <u>New Business</u> Schedule Interview dates to coincide with current meeting calendar – Action required See attached calendar	12
IX. <u>Department Updates</u> No reports for this meeting.	
X. <u>Board Comments</u>	
XI. <u>Adjournment</u>	



# **Florida School for the Deaf & the Blind**

***Do More. Be More. Achieve More.***

## **Board of Trustees – Meeting Minutes Online Virtual Zoom Meeting May 22, 2020, 10:30 a.m.**

### **Attendance**

Present: Mrs. Christine Chapman, Mr. Terry Hadley, Vice-Chair, Mr. Matthew Kramer, Mr. Owen McCaul, Chair, Mrs. Pam Siguler, Dr. Thomas Zavelson.

### **Call to Order**

Mr. Owen McCaul, Chair, convened the meeting of the Board of Trustees of the Florida School for the Deaf and the Blind at 10:30 a.m.

### **Welcome**

Mr. McCaul welcomed the Board of Trustees, Administration, FSDB Staff Members, Students, Alumni, and the Public to the FSDB Board of Trustees online virtual meeting. Mr. McCaul read a prepared statement regarding the Zoom meeting environment and how the public comment portion of the meeting would be conducted. He explained that the meeting would be closed captioned and interpreted in American Sign Language (ASL) for accessibility for the Deaf Community.

### **Approval of Meeting Minutes**

Mrs. Chapman moved to approve the Board Meeting Minutes of April 20, 2020. The motion was seconded by Dr. Zavelson and was carried unanimously by the Board.

### **Public Comment**

#### **Mr. Christopher Wagner, Rocklin, CA**

Mr. Wagner, former FSDB BOT Chair, opened by thanking his former colleagues on the Board for their work to fill the vacant position he once held on the Board and for assigning a screening committee to help review applicants to fill the President's position. He said, "You have a very difficult task ahead, and I wish you all the best of luck." He then thanked Dr. Prickett for her years of leadership and service to FSDB and the students, staff, and faculty. He said, "I'm really proud of all you have done for the School."

Mr. McCaul thanked Mr. Wagner for his comments and said it was good to see him again, albeit for three minutes.

## **President's Report**

Dr. Prickett reported that she had been busy videotaping segments for Senior Awards celebration and Graduation. She had first to do the videotaping of her signing each segment, and then record her voice so the two could be merged together. She said that everyone is looking forward to the three end of year virtual events. She gave the Board the dates of June 3 for Athletic Awards, June 4 for Senior Awards, and June 5 for Commencement with each event starting at 7:00 p.m. She thanked Michael Johnson for the really difficult task of recording all the segments and editing everything together for all the events.

## **Action Items**

### **Action Item #1—FY 2021-2022 Legislative Budget Request**

Board approval was requested for the Legislative Budget Request for the fiscal year 2021-2022.  
NOTES:

The following issues are recommended for inclusion in the FY 2021-2022 LBR:

1. Cost to Continue for General Revenue and the Trust Funds.
2. Workload increase of \$797,358 in recurring General Revenue funds to provide salary increases for 163 teachers and specialists in alignment with the salary schedule included in the negotiated labor agreement and 448 support staff members who provide services and support to student programs. Funding for all staff members will provide consistency in the implementation of salary increases.
3. Restoration of nonrecurring General Revenue funds of \$189,143 to continue on a recurring basis the current level of funding provided through the Teacher Salary Increase Allocation as described in FY 2020-21 proviso language.
4. Fund shift to redistribute existing trust fund appropriation based on estimated expenditures, resulting in a net-zero effect.

Mr. Hadley moved to accept Action Item #1, as presented. The motion was seconded by Dr. Zavelson and carried unanimously by the Board.

### **Action Item #2— Board Member Contact – Summer Change Orders**

Designation of a Board Member is requested for communication of change orders associated with the bulkhead project that would exceed the signature authority of the President. Change orders in this category shall be subject to retroactive approval by the Board in August 2020.

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

### **Discussion:**

Mr. McCaul asked Mrs. Chapman if she could once again be the designated Board member responsible for signing any change orders should the need arise. Mrs. Chapman accepted the assignment.

**Action Item #3—2020-2025 NEFEC Reading Endorsement Add-on Program**

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Board approval was requested for the 2020-2025 NEFEC Reading Endorsement Add-on Program.

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

**Action Item #4—Amendments to the 2019-2020 NEFEC Professional Learning Catalog/Master Inservice Plan**

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Board approval was requested for the Amendments to the 2019-2020 NEFEC Professional Learning Catalog/Master Inservice Plan.

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

**Action Item #5—Approval of the NEFEC Membership Contract for 2020-2021**

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Board approval was requested for the 2020-2021 Northeast Florida Educational Consortium (NEFEC) Contract.

Mrs. Chapman moved to accept Action Item #5, as presented. The motion was seconded by Mr. Kramer and carried unanimously by the Board.

**Unfinished Business**

Approval of Amendment to Rule 6D-12.003, Campus Police Department authorizing the issuance of Notice of Proposed Rule in Florida Administrative Register.

Mr. Sid Ansbacher, Board Counsel, explained the process to change Rule 6D-12.003 to an operational policy starting back in December 2018. He said that the Joint Administrative Procedures Committee (JAPC) has agreed that it should be changed to an operational manual. Mr. Ansbacher stated that JAPC reviewed everything in March and requested that we file a notice of correction and a "Statement of Expected Regulatory Costs," which has been done. He said that once this is approved, it will be forwarded to the Office of General Counsel and then on to the Department of Education to be on the first available Board of Education meeting agenda. The process should be completed by the August Board meeting. Mr. McCaul asked if there were any questions or a motion to move this forward.

Mr. Hadley moved to approve the changes to final changes to the Campus Police Department, Operational Manual as presented by Mr. Ansbacher. The motion was seconded by Dr. Zavelson and carried unanimously by the Board.

Mr. McCaul thanked Mr. Ansbacher on behalf of the Board.

## **Presidential Screening Committee**

Mr. McCaul changed the Agenda lineup and asked Ms. Carrie Arnold, Director of Human Resources, for the names of the proposed Presidential Screening Committee. Ms. Arnold listed all the names of those who have been asked to participate on the Committee.

Brent Bechtold, Reading Specialist Deaf Department, Instructional Services, and FSDB EA President

Dan Binder, Psychologist for the Deaf Department

Cynequa Elmore, Apartment Program Supervisor, Boarding Services

Elisha Zauro, Reading Specialist Blind Department, Instructional Services

Michelle Garay, Teacher, Blind Department

Eyvolle Pamphile, Education/Training Specialist, Boarding Services, and the ASCME Local President

Paula Libassi, Administrative Assistant, Facilities/Safety Services and Parent of a child in the Blind Department

Randall Hancock, Teacher, Career Development and Parent of children in the Deaf Department

Keith Young, Teacher, Physical Education, Blind Department

Mel Goodall, Director of Student Life, Deaf Department, Boarding Services, and FSDB Alumna

Patrick Turnage, Assistive Technology Coordinator, Technology Services, and FSDB Alumnus

Dexter Wimberley, Lieutenant, Campus Police Services

Patricia McFadden, Executive Director of Transportation and Committee Co-Chair

Nancy Bloch, Executive Director of Communications and Public Relations and Committee Co-Chair

Mr. McCaul said he had a change of heart since the last meeting and that there should be a screening committee to review all the applicants. He feels it is in the best interest of all stakeholders and would allow for complete transparency. Mrs. Chapman agreed that this would alleviate any questions and minimize potential challenges that the community might have with the selection process. Mr. McCaul asked Mrs. Chapman if she would like to make a motion.

Mrs. Chapman made the motion to accept the Screening Committee as was proposed by Ms. Arnold. The motion was seconded by Dr. Zavelson and carried unanimously by the Board.

## **Discussion:**

Dr. Zavelson thanked Ms. Arnold for her work. However, he still had concerns regarding the criteria, and he didn't want the Committee to dismiss a candidate because they may not meet a hundred percent of the stated criteria. Mr. McCaul reminded Dr. Zavelson that the Committee would report their findings upon completion of their task, but ultimately, the Board would decide who they wanted to interview. Ms. Arnold said that the criteria are strict, but if the Board wants to see all the applicants, then they just need to give the Committee those guidelines. Mr. McCaul

feels that it is ultimately the Board who should decide if a person has met all the criteria, and he would like to see all the applicants. Dr. Zavelson and Mrs. Chapman agreed.

### **Summer Meeting Date**

The Board agreed to a virtual meeting on Friday, July 24, 2020, at 9:00 a.m. to review all applicants and decide which applicants they will interview. If possible, the Board would like to do the interviews at the September meeting. Mr. Kitchen feels that the July 24 meeting should have a limited agenda since there will be "a lot of information for the Board to digest." Dr. Zavelson asked that the Board receive all the applications in hardcopy rather than just electronically. Mr. McCaul and the rest of the Board agreed. Mr. Kitchen reminded the Board that their notes could become public record and to be careful what they write.

Mr. Kramer would like the candidates they plan to interview to do a 10-minute presentation. Mr. McCaul liked the idea. Mr. Kitchen added that the presentation could be sent to the Board ahead of time to allow the Board time to review the presentation at their leisure. Mr. Kitchen again reminded the Board not to have any discussion outside of a public meeting. After additional discussion, Mr. McCaul asked for a motion on the presentations.

Mr. Kramer made the motion to ask the final candidates/applicants to do a 10-minute video presentation on what value they will bring to FSDB. The motion was seconded by Mr. Hadley and carried unanimously by the Board.

At 11:35 a.m. Mr. McCaul called for a five-minute break. The Board reconvened at 11:45 a.m.

### **New Business**

#### **Enrollment and Outreach Committee**

Dr. Zavelson, Chair of the Enrollment and Outreach Committee, said they had a brief, but good meeting earlier. They were given an overview of what has happened during the campus pandemic closure and how the Admissions team will be processing intakes during the summer. There were no action items voted on during the meeting.

#### **Endowment Investment Committee**

Mr. Hadley, Chair of the Endowment Investment Committee, stated that the Committee had a productive meeting and proceeded to the action items that require the full Board's vote.

#### **Endowment Investment Committee Action Item #1**

##### **Approval of the UBS Client Services Agreement**

Board approval was requested to continue the UBS Client Services Agreement for the 2020-2021 fiscal year, as recommended by the Endowment Investment Committee.

Mr. Hadley moved to accept Action Item #1, as presented. The motion was carried unanimously by the Board.

**Endowment Investment Committee Action Item #2****Approval of the BB&T Banking Services Agreement**

Board approval was requested to continue the BB&T Banking Services Agreement for the 2020-2021 fiscal year, as recommended by the Endowment Investment Committee.

Mr. Hadley moved to accept Action Item #2, as presented. The motion was carried unanimously by the Board.

**Endowment Investment Committee Action Item #3****Approval of the Endowment Project Budget**

Board approval was requested for the proposed Endowment Project Budget for the 2020-2021 fiscal year, as recommended by the Endowment Investment Committee. All projects are within the budgetary guidelines established by the Board of Trustees.

Mr. Hadley moved to accept Action Item #3, as presented. The motion was carried unanimously by the Board.

**Endowment Investment Committee Action Item #4****Approval of the Endowment Investment and Expenditure Procedures Policy**

Board approval was requested for approval to accept recommended changes to the existing Endowment Investment and Expenditure Procedures Policy, as noted during the meeting.

Mr. Hadley moved to accept Action Item #4, as presented. The motion was carried unanimously by the Board.

**Department Updates****Allied Health Services**

Dr. Stanley Gustetic, Administrator of Allied Health Services, was asked by Dr. Zavelson about COVID 19 testing for students returning in the fall. Dr. Gustetic said that he is going to sit in on a virtual meeting of all 12 state universities to see what their plans are and how they will handle the return of students. He knows of one university in discussions to partner with one of the more extensive medical facilities to test all students and staff before their return. He will include this in his recommendations for the reopening of the campus.

Dr. Zavelson wanted to make sure that the School is stocking up on personal protective equipment (PPEs) before the start of school. Dr. Gustetic assured him that they were working on that even though it has been a complicated and involved process.

**Business Services**

Ms. Julia Mintzer, Administrator of Business Services, said that a group of employees, along with Mr. Hadley, recently participated in the Operational Audit exit interview. The final report should be available in July or August; at that time, the School will have 30-days to respond to any findings. When the School receives the report, she will share it with the Board.

Ms. Mintzer added to Dr. Gustetic's comments regarding the School's plans for COVID 19, and that there will be a "very robust" after-action report concerning our COVID 19 response. There have been dedicated workgroups focusing on the Boarding programs, cafeterias, classrooms, afterschool recreation, the Health Care Center, and our lockdown drills. The School is waiting for recommendations from the Office of Safe Schools to furnish guidance. Monthly Lockdown drills require that we put students together in "hard" corners. Ms. Mintzer said they had asked the Department of Education (DOE) to keep us in the loop on what they are doing with dormitory programs in the University system. She hopes to have plans in place for reopening by the end of June or early July. She explained some of the CDC guidelines that may be very difficult for district schools to accomplish. She assured the Board she would have significant updates regarding the School's plans at the August Workshop.

Mr. Hadley complimented Ms. Mintzer and Mr. John Wester, Comptroller, for their work with the Operational Audit. He said, "FSDB is in a constant tug-of-war due to the rules that apply to the School. We are audited as though we are a district school on one side, and part of DOE's University system on the other. The Auditor-General even acknowledges it is an awkward and difficult position for the School."

#### Instructional Services

Ms. Tracie Snow, Administrator of Instructional Services, had the information that Mrs. Siguler had asked during the earlier Enrollment Committee meeting regarding how COVID 19 has impacted our admissions process this year. Ms. Snow reported that we currently have 41 applications on hold, which is a lot higher than last year at 25. This is a somewhat inflated number because things were put on hold for two-months during the shutdown. Ms. Snow broke down the numbers from mid-March last year and this year to current and explained that the numbers have improved over previous years.

Ms. Angela Saunders, Deaf Department Principal, Ms. Tracie Snow, and Ms. Shelley Ardis, Administrator of Technology and Outreach Services, each had personal comments. They thanked Dr. Prickett for her leadership, and they each wished her well on her journey into retirement.

#### Board Comments

The Board gave their closing comments thanking the staff and administration for their response to the COVID 19 Pandemic. Additionally, each member thanked Dr. Prickett for her eight years of service to FSDB, and for all the many accomplishments she has had during her tenure. They each thanked her with very personal comments of gratitude and well wishes. Dr. Prickett thanked each of them.



**Adjournment**

Meeting adjourned at 12:39 p.m.

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

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Jeanne Glidden Prickett, EdD, President

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Owen B. McCaul, Board Chair



## **Special Meeting of the Board of Trustees**

This report has been prepared for the Special Meeting of the Board of Trustees as the final update of my term as President of the Florida School for the Deaf and the Blind. It is a summary of the activities staff members and the leadership team have been doing to close out the last school year and prepare for the re-opening in the fall term. We are anticipating re-opening with the strong commitment of ensuring that our staff members and students continue to move forward with the highest quality learning opportunities in the safe, healthy and nurturing environment FSDB affords them. More complete reports from all FSDB areas will be prepared for the future meeting(s) of the Board of Trustees.

## **Closing out the 2019-2020 School Year**

A wonderful closing event for the unusual past school year was the virtual commencement with the accompanying virtual senior awards event and athletics awards event that gave us a week of celebrating our students' accomplishments. All who worked on the filming and production of the virtual broadcasts are to be commended for an amazing and delightful end of the year that assured our graduating seniors and student-athletes of how much we treasure them and were missing the opportunity to have the events with them in person. Michael Johnson especially worked tirelessly to put those three extraordinary programs in place.

## **Summer Activities of the FSDB Staff**

With our school year concluded in late May and early June, many teachers and other staff members worked to "bring back" students' equipment and materials. Meanwhile, online meetings abounded via Zoom or Microsoft Office 365 Teams application. Department teams have continued to meet with those two major platforms through the summer, rather than pushing forward to get into rooms together when we have found that our meeting experience is quite good with the MS Teams video/audio conferences.

In fact, the application platform allows us to have an integration of documents we are using, notetaking capabilities during the meeting, and group editing of documents. We have learned how to use a side chat mode to add comments while others are speaking, how to "raise our hands" to keep the meetings orderly and ensure everyone can understand. We can follow up after a live meeting with additional chat comments or group document editing as needed. The applications of the MS Office 365 are what mathematicians like to call "elegant" (simple yet effective formula or method to complete an operation) and we as a leadership team feel that our work has been enhanced through using them, especially under the stay-home or stay-in-office conditions of the pandemic.

## **Re-opening of School**

One of the most vital summer activities has been to develop the FSDB plan for re-opening of school on campus. The leadership team writing the re-opening plan has worked tirelessly and collaboratively, including myriad details and is commended for such an extraordinary effort. The plan is in a fluid document format, to reflect the ever-changing factors in the pandemic situation we all face.

That plan began as a framework with sections for each area of student and staff activities and work, for example, transportation, boarding, classes and passing between classes or from school to the dormitories. As a group, the team discussed and added many questions under each section that would need answers before the document would be finalized.

The Presidential Advisory Team (PAT leadership group) and additional personnel contributed information to resolve questions and daily refinement of the re-opening plan occurred, with multiple meetings that sometimes were lengthy but imperative and highly productive. A number of us participated in webinars with Florida DOE for information on re-opening to help in our decision-making, although the FLDOE Commissioner and Chancellors continue to assert the districts' autonomy to keep decision-making local, and some overall principles have been shared among districts and schools.

The document will have been released by the time the Board meeting occurs. The team has been represented from every department of campus and has included and addressed every possible detail and topic that will make the re-opening successful for a safe and healthy work, school and boarding environment for all on campus.

The PAT determined it would be necessary to delay school re-opening for attendance on campus by one week to ensure that teachers and staff members would have the time to work on classroom and dormitory set-ups with effective social distancing in every possible location where students and staff members are. That message was sent to families, students and instructional and boarding personnel, with the understanding that some aspects will necessarily be subject to modification as noted above, because the effects of the pandemic clearly are unpredictable.

Additionally, the Instructional Continuity Plan (ICP) will continue to be refined as needed and updated for all constituent groups to be used if needed in the event of a campus closure. Every school and district in the country is facing these issues, and all are working within the same unprecedented circumstances.

### **In Closing**

With deep gratitude, I thank the Board of Trustees for the opportunity to serve as the seventeenth FSDB President. I commend and thank the parents and families of FSDB students who have had the foresight and courage to make the decision to allow their children to attend FSDB, although in so many cases it is far from home, because they have seen the truly remarkable growth their children can accomplish by having a high quality, comprehensive instructional program. Finally, I thank the

FSDB teachers, staff members and students for their commitment to FSDB, which has made this the extraordinary school and program that it is. They are the heart and soul of the school, where everyone can *Do More, Be More, and Achieve More*.

Jeanne Glidden Prickett, EdD



# Florida School for the Deaf & the Blind

## 2020-2021 Approved Dates for the Board of Trustees Meetings

<b>August 14, 2020</b> <ul style="list-style-type: none"><li>8:00 a.m. Board Workshop</li><li>12:30* p.m. Luncheon</li><li>2:00 p.m. Regular Board Meeting</li></ul> *Start time is subject to change.	<b>September 25, 2020</b> <ul style="list-style-type: none"><li>8:00 a.m. Enrollment Committee Meeting</li><li>9:30 a.m. Audit Committee Meeting</li><li>10:30 a.m. Regular Board Meeting</li></ul>
<b>October 30, 2020</b> <ul style="list-style-type: none"><li>8:00 a.m. Enrollment Committee Meeting</li><li>9:30 a.m. Endowment Committee Meeting</li><li>10:30 a.m. Regular Board Meeting</li></ul>	<b>November 2020</b> <ul style="list-style-type: none"><li>No Meeting.</li></ul>
<b>December 11, 2020</b> <ul style="list-style-type: none"><li>8:00 a.m. Enrollment Committee Meeting</li><li>9:30 a.m. Regular Board Meeting</li></ul> <p>Annual Holiday Celebration will be held on Thursday, December 10, 2020, 6-8 p.m.</p>	<b>January 22, 2021</b> <ul style="list-style-type: none"><li>8:00 a.m. Enrollment Committee Meeting</li><li>9:30 a.m. Regular Board Meeting</li></ul>
<b>February 26, 2021</b> <ul style="list-style-type: none"><li>8:00 a.m. Enrollment Committee Meeting</li><li>9:30 a.m. Audit Committee Meeting</li><li>10:30 a.m. Regular Board Meeting</li></ul>	<b>March 2021</b> <ul style="list-style-type: none"><li>No Meeting.</li></ul>
<b>April 9, 2021</b> <ul style="list-style-type: none"><li>8:00 a.m. Enrollment Committee Meeting</li><li>9:30 a.m. Endowment Committee Meeting</li><li>10:30 a.m. Regular Board Meeting</li></ul>	<b>May 21, 2021 – Graduation &amp; BOT Meeting</b> <ul style="list-style-type: none"><li>9:00 a.m. Regular Board Meeting</li><li>11:45 a.m. 12:45 p.m. Board Luncheon</li><li>1:00 p.m. Senior Awards Ceremony</li><li>3:00 p.m. Pre-Commencement Reception</li><li>4:00 p.m. Commencement Ceremony for the Class of 2021</li></ul>

All BOT Meeting start times are subject to change.

Audit and Endowment Committee meeting dates are subject to change.