

01 08 2019 Work Session 10 00 AM

## DISCUSSION ITEMS

### Item 1

1. [10:00 - 10:20 AM 2017-2018 Internal Funds Audit](#)

Attachment: [06-30-18 Required Communications - Polk CPS-Internal Accts.pdf](#)

Attachment: [06-30-18 Financial Statements - Polk CPS-Internal Accts.pdf](#)

#### Minutes:

Jennifer Christians with Carlton, Riggs and Ingram provided information on the state required internal audits. The district received a clean audit report and there were no material weaknesses or fraud found. Internal control rules and procedures were also audited and the schools received a recommendation to correct the procedures; 80% of the schools had no findings. \$12.6 million was processed through Internal Accounts with \$12.3 disbursed during the same year.

In year one with the implementation of FOCUS, the district made adjustments in phases to the tuition receivables of the technical colleges. Mrs. Fields inquired about the time line to write off receivables. Mr. Perrone will provide the response. Mrs. Miller asked if we have succession planning to continue the knowledge of the various programs implemented in the district. Mrs. Porteous, Associate Superintendent of Human Resources, stated that she and Superintendent Byrd have been working on a succession plan for all departments.

### Item 2

2. [10:20 - 10:30 AM Revised Bus Attendant and Bus Attendant Substitute Job Description](#)

Attachment: [Revised Job Description, Bus Attendant and Bus Attendant Substitute.pdf](#)

#### Minutes:

Teddra Porteous, Associate Superintendent of Human Resources, stated that if applicants don't have a GED or diploma, we will direct and assist them to obtain one.

Mrs. Fields asked how many attendant vacancies are there. Mrs. Porteous responded there are about 10 at a maximum hourly rate of \$12.68.

Mrs. Miller asked what is the majority with GED and what are the demographics now?

Mrs. Porteous responded that there are 12 that don't have their GED and we are encouraging and mentoring them to get a GED.

### Item 3

3. [10:30 - 10:40 AM 2019 Head Start Program Governance Training](#)

Attachment: [Head Start Board Training PP 2019.pdf](#)

Minutes:

Director Mattie Friedt, Director of Preschool Services, and Carrie Barkley, Coordinator of Head Start, provided the Head Start Governance Training. The District serves as the governing board for the Head Start Federal Grant which is in its 10th year of implementation. The focus is on Education, Health and Family Engagement.

The School Board is the governing body of the Head Start Project and provides oversight for the program operations and holds the legal and fiduciary responsibility and authority for the \$10 million funds. The Board Liaison this year is Kay Fields. The program serves 942 children at 23 locations, 55 classrooms, and 184 employees.

Mrs. Miller asked how students are identified as needing ESE services. Mrs. Freidt stated that there is a child study team that identifies the student's deficiency working closely with ESE PreK. Mrs. Miller believes the district should provide information, on the website, where parents can go for support when the program is not able to meet the child's needs.

## INFORMATION ITEMS

### Item 4

4. [New Honors HOPE Variation Course](#)

Attachment: [Form-CCD01 Polk HOPE V Honors Final Draft.pdf](#)  
Attachment: [Honors HOPE Variation Description Final Draft.pdf](#)

Minutes:

Dr. Michael Akes, Associate Superintendent and Chief Academic Officer, and Kathleen Wright, Curriculum Specialist, presented a request for an accelerated, weighted or honors course. The traditional HOPE course is not weighted but we would add rigor to Language Arts, Math and Science courses to meet this requirement. Our district will make the request and get letters of support from other districts.

Item 5

5. [Head Start Services Report](#)

Attachment: [Jan 8 Board Executive Summary Report.pdf](#)  
Attachment: [18HSA - Head Start Financial report as of 11-30-2018.pdf](#)

BOARD AGENDA REVIEW

OLD BUSINESS

6. [10:40 AM Continue Discussion on 2-Mile Transportation Services](#)

Minutes:

Mrs. Miller commented that she hasn't received a response to her December 19, 2018 request. Are we in a deficit with FTE money received from charters for transportation? Charter transportation is that in the deficit? Orange County and other districts use public transportation; can Citrus Connection meet our needs?

Mr. Townsend asked if we are losing money on charter bus transportation.

Jason Pitts, Senior Director of Finance, reported that the district is in a deficit of \$13 million. Each additional student we transport costs more and the money is taken from classroom funds.

The State provides us \$25 million but it costs us about \$35 million.

Rob Davis, Assistant Superintendent of Support Services, stated the District is at the top of the State's efficiency ratings compared to other districts; however, we are not delivering our students on time to school, with enough time to have breakfast, get in the classroom and begin learning. We need to improve services to our schools and students. We are

doing them a disservice to do otherwise. You cannot put a figure on the service portion.

Ms. Fortney voiced an issue with the safety of students within 2 mile radius.

Mr. Davis responded that we have 18,000 students who are less than 2 miles. We are not saying they have to walk to school but it's the parents' responsibility to get them there. We look at it from a safety aspect.

Mrs. Fields said the big issue is education. She asked if material is available to help the public understand. Mr. Davis reported there are resources available on how to help get students to school safely. The public needs to understand we will look at each situation on a case by case basis. Mr. Davis commented we are currently working with Board of County Commissioners' Sidewalk Committee and the School Crossing Guard Committee, which are looking at all aspects to determine safe routes for students.

Ms. Reynolds commented she could support eliminating transportation to the charter schools and maintain the courtesy rides for less than 2 miles.

Mrs. Miller asked if there will be a discussion with public transit to help parents. Orange County does it. It is her understanding that there have not been any discussions held.

Mr. Townsend would like a date certain for regular meetings with Polk Transit/Citrus Connection; they are public transit experts.

Mr. Wilson stated the appearance is that there hasn't been a serious discussion.

Mrs. Fields asked what can Citrus Connection do for us? Historically, Girls Inc, used Citrus Connection, legally, they cannot go to door-to-door as our busing does.

Mrs. Cunningham commented high school students may be able to use public transit; however, that may not be appropriate for elementary students. Mrs. Cunningham suggested looking at the high school component first.

Ms. Fortney stated one parent has been emailing her transportation concerns since October; she would like them addressed.

Mr. Davis will contact Mr. Phillips this afternoon. Mr. Wilson asked that the Board be updated periodically.

Mr. Wilson agrees with Ms. Reynolds to eliminate all charter school transportation.

Ms. Fields had a response from Tom Phillips in reference to legal requirements. He said they cannot do routes for students only, they have to open to the public. Routes can be made to accommodate getting students to school by the first bell.

Ms. Reynolds asked if there is a fact sheet that can be placed on the website to help parents of both charters and less than 2 miles transportation issues. Mr. Davis has a FAQ with some information. He will comply with the Board consensus to notify charters. Any action regarding the under 2 miles will be postponed until a meeting with Polk Transit takes place.

Mr. Townsend stated the public needs to know of the financial gap between receiving \$25 million and the cost of \$35 million.

Mr. Townsend and Mrs. Miller requested consideration for specialty schools: Achievement Academy and Victory Ridge. Mr. Davis reported these are the challenging routes and a lot of the problems. Mrs. Miller suggested they be invited to the Polk Transit meeting to see how they can help.

## NEW BUSINESS

### 7. [School Board Comments](#)

Minutes:

Kay Fields spoke on the need of Master Board training and distributed information for further discussion at the next work session.

Mrs. Miller spoke on a Ledger article based on ESE services and the issues parents have navigating the system. She suggested a discussion at the next work session about hiring a consultant to review policies and procedures as well as the implementation of support services.

Dr. Akes commented that prior to the holidays, Superintendent Byrd had tasked Dr. Kimberly Steinke, Assistant Superintendent of Learning Support, and himself, to research consulting firms and fees. Dr. Steinke stated that its a routine practice for large districts to do these kinds of reviews every 10 to 15 years.

Ms. Fortney would like every school to have a social worker and a mental health professional. She is also concerned by the shortage of qualified instructors. The lack of communication is another of her concerns. She referenced the recent decision of identifying hard corners. She nominated Patrice Bonner and herself to be on the Calendar Committee. She has invited people to attend tonight's Round Table meeting; will they be allowed to speak? She would also like to see a student/teacher advisory board established.

Mr. Hill stated that he sent out an email to school based leadership letting them know how the implementation of hard corners was to be rolled out. He strongly feels that a better job of communicating could have been done.

Mrs. Miller asked if the Board is given updates of what's going to happen "safety" wise. Mr. Hill stated they need to be diligent in communicating on a timely basis and in depth.

Mrs. Reynolds stated that some safety meetings regarding security plans are discussed in an Executive Session or through individual meetings like the one held at Bill Duncan because you don't want the safety plans to be in the media.

Mrs. Miller asked if she has questions on contracts less than \$250,000 that do not go to the Board, who should she send them to. Mr. Hill stated he will ask Mrs. Byrd upon her return. Mr. Wilson suggested that if it were a general question, it could probably go to the department head; if it is to change something, it should go to the Superintendent.

Mr. Wilson clarified the expectations for the first round table discussion to be held later in the evening. The current policy limits public comments to 3 minutes.

Mrs. Cunningham commented the round table idea was first presented as relationship builder and assumed it would follow today's work session. She suggested moving future 9:00 AM work sessions to later in the evening to accommodate the public.

Ms. Reynolds stated the concern is that staff would have to stay later for evening work sessions. Mrs. Fields voiced the same concerns as Mrs. Cunningham. She suggested there be a future work session discussion to see how this would affect staff and the expenses involved. Ms. Reynolds voiced concern that evening work sessions would mean that staff would have to be readily available to answer potential questions.

Mr. Wilson stated there will be no policy decisions made tonight; anything relevant from tonight's meeting will come to a work session for further discussion. He believed board members wanted an opportunity expand communication on school issues.

Mrs. Miller stated that after hearing all the comments, the round table meeting has now turned into a community meeting. She suggested meeting 30-60 minutes ahead of the normal work session for board comments.

Mr. Bridges stated the original informal meeting was noticed to allow board members to speak on items of interest. The work session format has items vetted and are traditionally, not open to public comments. The public is allowed to speak at board meeting. The round table meeting is morphing into something different and thought needs to be given on how that is to go. Mr. Wilson suggested 3 minutes to allow the public to share their thoughts. Mr. Bridges said it can be handled at the Board's discretion.

Mrs. Fields commented that the Hernando County School Board has begun this type of discussions but the public is not present.

Mr. Wilson said that for this evening, Board Members will have discussions first, then allow public to share their thoughts (3 minutes).

Meeting adjourned at 12:44 PM. Minutes were approved and attested this 22nd day of January, 2019.

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Lynn Wilson, Board Chair

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Jacqueline M. Byrd, Superintendent