

01 19 2016 Work Session 12 30 PM

For ADA assistance, contact the Office of Equity and Compliance, 534-0781, at least 3 business days before the meeting.

## A. New Business

### 1. [12:30-12:45 PM Board Comments and Discussion](#)

Minutes:

#### End of Year Testing

Mrs. Sellers requested an update on End of Year (EOY) testing. Mrs. Fields explained there will be a presentation on that very subject later in the meeting.

#### Employee Health Clinic

Mr. Berryman asked for an update on the new Employee Health Clinic at Traviss Career Center. Mike Perrone, Chief Financial Officer, explained a tour is being planned for the School Board Members at the new facility. He added there is an area that can accommodate future meetings if needed.

#### School Board Retreat

Mrs. Fields gave an update on the School Board Retreat scheduled for February 29, 2016 at the Jim Miles Professional Development Center. Topics of interest may be submitted until the end of January to allow for proper investigative time.

#### March School Board Meeting--Date Change

Mrs. Fields discussed changing the March 8th School Board Meeting to a different date so there would be school board representation at the Kids Tag Art 2016 Awards of Distinction event on that date. The Board Members decided they would like to change the meeting date to March 15 and keep the currently designated times. Mr. Berryman commented there is a Sales Tax Oversight Committee Meeting on that date. He and Greg

Rivers, Associate Superintendent of Operations, will discuss possibly rescheduling that meeting.

#### Central Florida School Boards Coalition

Mr. Mullenax discussed updates from the Central Florida School Boards Coalition (CFSBC) meeting in Orlando, on Monday, January 18. One important item that was brought forward at the meeting was individual opinions on whether the Commissioner of Education position should be governor appointed or citizen elected. Comments can be forwarded to JoAnne Clanton. Mr. Berryman asked if this position would become a cabinet position. Mrs. Sellers asked if there was any discussion among the members of the coalition as to what was preferred. Mr. Mullenax stated other coalition members appeared to be in favor of returning to previous method. He did not respond at the meeting because he would like to represent the entire group.

Mrs. Fields stated responses should be forwarded to JoAnne Clanton by Tuesday, January 26.

#### 2. [12:45-1:00 PM Review School Board Self Evaluation Document](#)

Minutes:

Mrs. Fields discussed the tool that will be used for the School Board Members' self evaluation. The previous form was used to create this year's template and it has been made available electronically. The Board Members will use this to evaluate themselves separately and as a group.

Mr. Mullenax asked Britt Gross, Director of Multiple Pathways, to come forward for further discussion, since she worked extensively on this tool. The group discussed the individual domain areas and any revisions that should be applied. Mr. Harris commented that ranking was available for reference in any of the blocks and wondered if the boxes calculate automatically. Ms. Gross explained the electronic version has each option available in a drop down menu for each field and they do automatically calculate.

Mr. Wilson commented on the question in Domain # 3 which states, "Individual Board Members refrain from giving the Superintendent instructions." That is a difficult question to answer unless you are the person performing this action. Ms. Gross explained the drop down menu allows for a response of "no information" in this instance.

Mrs. Sellers asked if these are goals for the Board Members to strive for, not the School District. Mr. Mullenax explained this for the evaluation of the School Board and is not strategic plan related. Mr. Berryman commented there are areas for additional comments on the back and if your proposed growth/improvement is outside of the Board, it should be alright to comment that. Mrs. Sellers commented this seems like a good activity to work on as a group at the retreat. Mr. Harris asked if they should do the evaluations separately and then compile them as a group. Mr. Berryman commented that the tool

should include "always" as the highest ranking. The group discussed reversing the order of rankings putting "generally" first and "frequently" second.

Mrs. Fields proposed Friday, February 5th as the deadline to submit all pieces of the evaluations.

3. [1:00-1:15 PM BREAK](#)

Minutes:

### **Understanding District End of Year (EOY) Exams**

Jacqueline Bowen, Chief Academic Officer, discussed End of Course testing and the potential impacts on students. FL State Statute 1012.34, which delivers the rationale for implementation of these exams, passed in 2011. Seven to Nine districts came together as a consortium to address these changes.

Educational theory supports the huge benefit of students reviewing course materials frequently and cumulatively. Final exams create an important cumulative review of both course content and practice applying concepts that result in:

- Revisiting concepts, approaches and terminology later in a semester. This often results in a better overall understanding. Students benefit from a perspective containing a "bigger picture" having been exposed to the entire course when going back and reviewing portions covered earlier in the semester.
- Heightening retention so that knowledge gained in a course can be applied later in college or career environments. Separate from the beneficial studying process for a cumulative end of year exam, a student knowing that this cumulative final will take place at the end of the semester or year heightens aggregate retention during the course. Students have the additional motivation to retain knowledge throughout the semester that they may not otherwise.

In the past, course final exams counted at different weights, depending on teacher decision; final exams were weighted as heavily as 50 percent of the course grade in some cases, and as little as 5 percent in others. In order to ensure equity for students and teachers, the decision was made to standardize the EOY weight through a committee approach, using a gradual build-up. In 2014-15, exams counted as 10 percent of the semester grade for grades 7-12, 5 percent of the semester grade for grade 6, and was a school-based decision for grades K-5.

In 2015-16, the exams will count toward student grades as follows:

- Elementary: A Test Grade
- Grades 6-8 Courses: 20% of the final course grade
- Grades 9-12 Courses: 30% of the final course grade in direct alignment with weighting of the state-created End of Course (EOC) Exams.

For students in grades 6-8 taking a high school course, the EOY counts as 30% of the course

grade.

The grade scaling system that the district is using for EOYs, which mirrors the distribution of course grades, the lowest score that a student who attempts an EOY can receive is a 59%.

Using that lowest score, we ran the scenario with borderline A grades, B grades, C grades, and D grades, to see how these averages would be impacted by the lowest possible EOY score.

Mrs. Cunningham asked for elaboration because there is a great deal of discussion from her constituents who are concerned with the variables being assigned to individual grade translation.

Heather Wright, Senior Director of Assessment, Accountability and Evaluation, discussed the state methods of determining this formula for evaluation.

Mrs. Cunningham also asked why the grading scale jumped from 10% in 2014-2015 school year to 30% this year. Ms. Bowen explained 2014-2015 was the year school districts had to use the data to impact teacher evaluations. The increase was not gradual because that was not the recommendation of the committee.

The Superintendent discussed the State mandate that requires the 30% of the teacher total evaluation is tied to performance. For example, if a teacher is in a state assessed course such as geometry or biology, they are required to have this 30% on the test. Therefore, the committee decided for consistency and for equity, that teachers instructing in all fields will be held to the 30% as well.

Ms. Bowen explained the initial 10% in 2014-2015 was introduced for uniformity. The proposal was to provide equity.

Mrs. Sellers stated the application of this bell curve effects students with high grades negatively and is geared more toward lower performing students. Also, what about students who have had multiple substitute teachers over the course of the year. Substitutes are not effected by how many students pass. Ms. Bowen said that is dealt with on a case-by-case basis. Mrs. Sellers would like there to be a policy enacted regarding non-evaluated instructors in courses that require EOY testing, especially for high performing students.

Ms. Bowen also explained that retakes will still be offered to students that did not demonstrate mastery.

Mr. Wilson commented when he attended school, the motivation while taking a test was to avoid the grade dropping and he wondered how Mrs. Sellers theory applied to the grading process in this regard. Mrs. Sellers said she felt that students with high grades were not positively effected by this score unless they really excelled, while lower performing students would be more radically effected. Students taking the EOY are doing so at a time of year that they should be totally locked in to the course and content. Ms. Bowen demonstrated some different examples of how the scores would apply. She also commented that Frequently Asked Questions (FAQ) are being assembled for both parents and students as well as a curriculum guide for parents as well as a video for students, by students so that the information is presented in a way students will understand.

Mr. Berryman asked who served on the committee.

Ms. Bowen explained the committee was comprised of:

- Regional representation
- Principals
- Curriculum Staff
- Teachers
- Parents
- Assessment, Accountability and Evaluation Staff

Mr. Mullenax discussed the negative effect the EOY can have on high performing students who may not do well and therefore not receive college credit.

Ms. Bowen explained that this is not administered in every course. Classes that were being given by at least five teachers across the district and a minimum of fifty students to generate an exam.

Mrs. Fields asked if the District started working on EOYs during the Race to the Top grant. Ms. Bowen confirmed they did. Mrs. Fields also asked if a press release went out or information to the media when the petitions were received from the students. The Superintendent stated Ms. Bowen did a television interview about it but there was no press release. Mrs. Fields stated when issues that create as much concern as this has surface, the District needs to make sure a press release or some sort of media coverage should occur because the Board Members have been bombarded by emails in the last week about this issue. She also stated the more information that is shared with the community the less likely there will be an overload of petitions due to lack of understanding.

Mrs. Sellers suggested a community meeting be held regarding this topic so concerned parents could attend with their questions.

Mr. Wilson asked if these tests are accurately reflective of material that is being covered. Ms. Bowen stated they are according to the scope and sequence and blue prints as well as the standards of understanding. The Superintendent commented there is no guarantee that every teacher is adhering to the scope and sequence and learning maps. All the courses covered in these areas are based on State requirements and the guidelines for the material that is to be covered are very specific. Mr. Wilson commented that failure to do so could adversely affect teacher evaluations. The Superintendent added that this type of testing ensures accountability around the requirements.

Mr. Harris stated he is concerned with pushback from teachers and students regarding this testing. He commented that the School District has gotten away from across the board final exam implementation. Because of this, the last few generations of students have not been accustomed to high risk high assessment testing and the end of their courses. Historically all classes were required to take final exams and they were not standardized.

## B. Board Agenda Review

4. [1:15-1:30 PM Review the January 19, 2016 School Board Agenda as REVISED](#)

Attachment: [01 19 16 Board Meeting Agenda.pdf](#)

Minutes:

C-65--Recommendations for Administrative and Instructional Personnel:

Mrs. Sellers discussed letters that were written by staff members who took medical leave and never returned and also the lateness of some of the medical leave documentation both in being submitted and in being brought before the School Board. She stated there had been an issue with similar instances in years past. She would like some additional information regarding this issue.

Mr. Warren will review those documents and will respond.

R-72--Bid Recommendation for CCTV and Network Wiring Supplies - Terminate Contract:

Mr. Berryman asked for the justification for rejecting the bids that were received and allowing a new bid to take place.

Lynn Adams, Director of Purchasing, stated a new bidding procedure was put in place and the bids received did not meet the standard qualifications, therefore they were incomplete with the exception of one vendor.

R-73--Request Permission to enter into an Interlocal Agreement to Invest in the Florida Fixed Income Trust Fund (FL FIT):

Mr. Berryman asked if this item required a resolution to be passed. Mr. Perrone explained there was a resolution attached as a document in the agenda item. The document in question did not have any values indicated in the policy. Mr. Perrone will return with additional information to support this item. Mrs. Cunningham stated the Governmental Shareholder Account Application had no information provided in the form for the FL FIT. She would like to know if it is a preferred deposit, a ninety day plus portfolio, etc. It should be outlined before it is voted on. Mr. Perrone stated there is no rush on this item. If there is not enough information provided at this time, the item can be pulled from this agenda and resubmitted at a later date. This would be adding another account that would give the School District another avenue for investment. This item was withdrawn and will be resubmitted at a later Board Meeting, possibly next month. The agenda will be officially revised.

R-77--Addendum to Sublease Agreement between Bartow Municipal Airport Development Authority and the School Board:

Mrs. Sellers asked how much money is being paid per month to lease this area. Greg Rivers, Associate Superintendent of Operations, stated he did not know the amount. He said he would return that information to the Board. Mrs. Sellers stated the lease appears to expire in 2017 and wondered if we have looked at other buildings to satisfy this need.

Mr. Rivers reported back the cost is approximately \$13,000 a month.

R-78--Lease Agreement for Placement of Temporary Fire Station - Lake

Marion Creek AND R-79 Leased EMS sites to be Deeded to the BoCC:

Mrs. Sellers asked for clarification on where the liability rests for these two items. Mr. Rivers explained the Temporary Fire Station is a portable unit whereas the Leased EMS sites are permanent facilities. If it should be determined that this is a permanent facility it will be deeded as well. Mrs. Sellers explained that all the paperwork indicates the School Board is released from all liability for both, but it was her understanding that that is why the properties were deeded in the first place, to release the School Board from the liability. Mr. Rivers will research and return the answer to this question.

Mr. Mullenax asked for clarification of the word "temporary" in item R-78. Mr. Rivers explained this will be a re-locatable facility. Mr. Mullenax asked if this was being done with the intent of it becoming permanent. Mr. Rivers stated he did not know if it would ever become permanent. Mr. Mullenax stated the School Board is always looking for additional property and is unable to find any. He asked if there is room to expand the Lake Marion Creek facility and if there is and Board allows the placement of this temporary facility would this impact the ability to expand that site. Mr. Rivers said this will be occupying a very small area near the street and that the parcel map attached shows the limited area needed that it would not be suitable for the School District needs for a permanent structure. Mr. Mullenax stated he understands the importance of working cooperatively with area governmental agencies but it is just as important to provide for the needs of the School District as well.

Mr. Rivers added additional information that the Fire Station will remain temporary because they intend to build a permanent structure elsewhere.

R-83--Proposed Policy Updates:

Mrs. Cunningham commented on the policy update increasing the Superintendent's authority to sign contracts up to \$250,000. This was something that occurred a while ago and she wondered if this item is just now being caught up in the policies. Wes Bridges, Counsel for the Board, stated this was a previous agenda item that was brought forward with the understanding that it would be brought again as an agenda item. Mrs. Cunningham asked for verification on the North Eastern Ohio Legal Authority (NEOLA) updates that these updates are statutory changes.

## C. Information

### Item 5

#### 5. [Engagement letters for Carr, Riggs & Ingram Construction Projects](#)

Attachment: [Engagment Letter Exhibit A for Polk - Socrum ES Chiller-HVAC.pdf](#)

Attachment: [Engagment Letter Exhibit A for Polk - Wendell Watson Chiller-HVAC.pdf](#)

Attachment: [Engagment Letter Exhibit A for Polk - Horizons ES 22 classroom addition.pdf](#)

Minutes:

Item 6

6. [Financial Statements for Period Ending October 31, 2015](#)

Attachment: [Oct 2015 Financial Package.pdf](#)

Attachment: [Monthly Financial Statements.pdf](#)

Minutes:

Mr. Berryman discussed expenses for facilities construction compared to the prior year and asked in regard to the K-8 when impact fees are transferred and does the total indicated already reflect those numbers. He clarified that his question was regarding the actual revenue that the School District receives from those fees.

Greg Rivers, Associate Superintendent of Operations, explained the school is already under contract therefore the money is already encumbered

Mike Perrone, Chief Financial Officer, will look into that as well as indicating more clearly the areas effected by the impact fees.

Mr. Wilson asked about the investment consultants looking into the derivatives. Mr. Perrone provide documentation that addressed that topic. A PFM representative spoke to the Board at a previous workshop with a proposal to reduce some of the School District's variable debt. There were some questions asked by Board Members during that meeting and this information is their follow up response. Also, there were conversations between the current bond counsel, PFM, and the finance staff that resulted in the bond counsel's concurrence that this is a viable option. If the Board so chooses, the Superintendent can engage them for a one time transaction of this variable debt to change it to regular. What is needed now is a consensus to move forward. There will be future Board action at some point but not until proposals and transactions are occurring. Once a consensus has been reached, Mr. Perrone will contact Ford and Associates. He explained we are currently not under contract with any financial advisor because that ended in July.

D. Discussion

Item 7

7. [1:40-2:00 PM School Grades Review](#)

Attachment: [School Grades Presentation Final.pdf](#)

Minutes:

Superintendent LeRoy discussed the recent State Board of Education's ruling regarding achievement cut scores for levels one through five. A determination



was made on January 6th to accept the cut scores that were brought forward by the Commissioner of Education and agreement to the percentage cuts for school grades (determination of what constituted A, B, C, D, or F letter grades). A conference call with the Commissioner of Education stated the simulation data will be used as the final grade results with two small adjustments that might occur on or about February 9. When the simulated data was originally released, it had 2013-2014 school year graduation dates instead of those for the 2014-2015 school year and they did not have the most current acceleration data (required in high schools). The Assessment, Accountability, and Evaluation team applied the formula to the appropriate school year as it relates to the graduation rate but it did not change the grades, including those of Tenoroc (largest drop in graduation rate).

Some concerns that surfaced early on included:

- the validity of the test (despite technological issues, it has been determined to be valid)
- learning gains (because this is a baseline year, learning gains were not applicable only proficiency)

One high school received an "1" grade because of an inadequate number of testers but an appeal has been made because there were 200+ data corrections for that high school and these corrections will support the appeal so that school should receive its grade.

The Superintendent discussed some things that have transpired over the last two years that have been components in the performance the schools made this year. In 2013, reading proficiency was at 50% and it was imperative that this should be improved.

To achieve this, the following methods were implemented:

- launched a new comprehensive reading program
- placed high quality reading coaches in many of the schools to work directly with teachers
- extended learning into summer and targeted students in primary grades that were two or more years behind grade level in reading
- doubled the Pre-Kindergarten program
- multiple pathways in order to accelerate. This could mean students are two or more years behind or they could be two or more years beyond the grade level they are currently assigned to. This affords multiple avenues for students in grades kindergarten through twelve to allow expansion and acceleration of their learning ability.
- launched the concept of career academies
- analyzed what resources were available in all schools and integrated a comprehensive aligned instructional system
- increased professional development. (Last year, the Superintendent committed to spend \$4.8 million for Professional Development for teachers and administrators.)

- increased the fund balance from 3.09 in 2013 to 6.5 currently, which provides availability to supply additional resources for classrooms

The Superintendent then presented specific grade information as provided in the attached PowerPoint presentation. Ultimately this year's school grades reflect there may be historic gains in terms of improved schools. Fifty-one of our schools, schools that improved are 43, which was only surpassed by Lake County and Pasco County.

The grades in comparison to last year are:

- A=6 more
- B= stayed the same
- C= increased
- D=15 less
- F=2 less

The Superintendent commented she has been visiting schools and will continue to do so to try to keep them focused on the prize.

Mrs. Fields commented that this is momentous and worthy of celebrating. She stated that all too often there is no pause to reflect on these positive occurrences before something new diverts attention away from the mission to provide a quality education for Polk County students.

Mrs. Sellers commented that teachers are working harder than they have ever worked in their life. She hopes there is a way to acknowledge all of their hard work.

Mrs. Cunningham asked the Superintendent to present the Grade Review PowerPoint at a Board Meeting either tonight or at the next appropriate opportunity.

The Superintendent stated she would feel more comfortable waiting until there are more solid results from the state.

Mr. Mullenax asked for clarification of the graduation rates progress. Superintendent LeRoy discussed the programs that are being implemented in an effort to increase the graduation rate. This includes transportation for ACT testing. The Superintendent also plans on making a recommendation to reestablish graduation coaches or college and career specialists. The Polk County graduation rate increased by 0.4 %. Lake Wales and Kathleen High Schools had the largest graduation increase in the District. At that location, AmeriCorps mentors that work through Polk Education Foundation that interact directly with the students. The Superintendent is also researching this option. She added the statistics need to be reviewed that reflect the students that are lost in the cohort between 9th and 12th grades.

Mrs. Sellers asked if someone is tracking students that drop out midway through the year. If so, could someone reach out to them to make them

aware of the Polk County School District programs that might be able to help them. The Superintendent stated Britt Gross, Multiple Pathways, is targeting individual student data. She also stated the students need to be reengaged before they drop out. Some of those programs are Fresh Start, Penn Foster, Acceleration Academies.

## Item 8

### 8. [2:00-2:20 PM Proposed 2016-2017 and 2017-2018 School Year Calendars](#)

Attachment: [EXECUTIVE SUMMARY - 16-17 and 17-18 Proposed School Calendars - WORK SESSION 1-19-16 - FINAL.pdf](#)

#### Minutes:

Brian Warren, Acting Senior Director of Human Resources, presented the proposed school year calendars for 2016-2017 and 2017-2018. These were developed by the calendar committee.

Mrs. Sellers discussed negative feedback that has happened in previous years when they return date is January 2. In 2017, this would be the Monday following New Year's Day which is traditionally observed as a holiday.

Mrs. Cunningham discussed the early start date for next year. She will not approve the early start date for 2016-2017. She feels it is more appropriate to wait until the following school to impose the earlier date. Parents have already begun to make long term plans for vacations for next summer.

Mrs. Fields also does not support Monday, January 2, 2017 being the return date from the Holiday Break in 2017.

The Superintendent discussed the lack of flexibility in the State Statute for the School District to make the shift to an earlier start in previous years.

Mrs. Sellers commented students are missing two weeks of instruction if we start two weeks later than other surrounding districts then we are putting our students at a disadvantage. She does not advocate waiting until 2017-2018. The early school year has been widely publicized and parents should have had this on their radar. Many school districts have adopted a calendar that begins two weeks early in an effort to ensure the semester ends before Winter Break. It also allows for additional planning before the beginning of assessments. Two weeks early was considered to be a drastic change, therefore, the committee has opted to transition one week next school year and another the following year.

Mrs. Cunningham suggested the School District make no change until school year 2017-2018 and then adopt a calendar start date of two weeks early. That would give families an 18 month period to make necessary arrangements.

Mrs. Sellers stated the surrounding counties are beginning on August 10, and that would afford them two additional weeks more than our district when assessments begin which puts our students at a disadvantage. She also asked if this would effect payroll negatively. Mr. Perrone will research this.

Mr. Mullenax is an advocate to accept the proposed start date for school year 2016-2017; however, he does not agree with the return from Holiday Break being January 2.

Mr. Harris discussed professional development dates being married to holidays in an effort to ease family preparations including child care arrangements.

Mrs. Sellers stated marrying the two would cause a great deal of physical absenteeism.

Mrs. Fields commented the number of concerns shared indicates this item is not ready for a vote and should go back to the committee for additional revisions.

Mrs. Cunningham asked if the proposed calendars reflect Good Friday being a holiday. Mr. Warren explained that in school year 2017-2018 Spring Break Holiday includes Good Friday; however, Good Friday has not been proposed as a day off for the school year 2016-2017. Instead, that has been designated as a Staff Development day without student attendance. Mrs. Cunningham asked if altering the start date would allow for this day to be a holiday.

Mr. Harris asked if there is School Board policy in place that mandates Spring Break being 12 weeks after the Winter Break. Mr. Warren will review the policies, but he believes that has just been a guideline or an established practice.

Mr. Berryman commented he is not opposed to the early start date; however, he is opposed to returning from Winter Break on January 2.

Mr. Wilson stated starting earlier would allow the students to be better prepared for testing. He asked why the school year did not begin earlier this year if that is the case. The Superintendent explained it could not be done because the State did not allow flexibility to start, it was mandated based on when Labor Day occurred on the calendar.

Mike Perrone, Chief Academic Officer, explained that the current mandates did not come out until May 2015 which was another reason the School District did not adopt an earlier start date.

Superintendent LeRoy and Mrs. Fields, School Board Chair, agreed to withdraw the proposed calendars from the Board Meeting Agenda for a vote. The calendar committee should reconvene and address the questions and concerns of Board Members and bring the item back before the Board at the February 9 Work Session.

Item 9

9. [2:20-2:50 PM Summer Learning Plans](#)

Minutes:

Jacqueline Bowen, Chief Academic Officer, discussed Summer Learning Plans and the adaptations that have been made due to a potential early start date next school year. The program was six weeks long last year and was held four days per week. This was very well accepted and many high quality teachers responded because of the schedule. This year's program will be four weeks in length to allow calendar flexibility.

Two changes are being proposed. The most challenged schools have been working very hard, so consideration is being given to offering the Superintendent's AMP Academy because it was targeted to turnaround Title I schools. This will target the learning gap that occurs with students that don't need mediation. A program design is being looked at that has been utilized for many years in Pittsburgh, Pennsylvania where a Request for Proposal (RFP) process is used. A miniaturized version of this was offered last year through Polk State College. Scholarships and transportation was offered to those who needed it and middle school students participated in a ten day robotics course. The RFP has been released and every effort is being made to aggressively advertise the program. PowerUp reading academies are still ongoing, the time frame has just been shortened.

Superintendent LeRoy discussed the achievement gap that economically disadvantaged children have which often means there is an opportunity gap. Pittsburgh has a terrific model where they blend academics with a camp atmosphere with outdoor recreation such as golf, canoeing, equestrian, etc. This provides an opportunity for exposure to activities that these children may not have otherwise. Students in need of academics will be in the PowerUp Academies as well as high school and middle school credit recovery as well as ACT Prep and PERT Prep. The secondary school areas are being expanded to focus on graduation preparation. As the School District moves forward with Summer Learning this may lead to opportunities to build relationships with non-profit organizations that may want partner in future endeavors. Summer Learning will combine academics and enrichment pieces.

Mrs. Cunningham asked what the RFP will be funding. Ms. Bowen stated it will be funding the enrichment pieces of the summer learning program. Mrs. LeRoy explained one of the challenges will be "bucketing" students into the correct programs. Ms. Bowen commented once the RFP is put in place a brochure will be created and distributed to eligible students who will then pick their first, second and third choice of activity then they will be offered a scholarship. This will be lottery based and if a scholarship is declined it will be offered to the next eligible student. The camps will be between five and twenty-four days, with the total cost per student of \$250-\$500.

Last year 150 students received scholarships to attend Polk State College in the Talon Robotics program from Title One middle schools.

Mr. Mullenax asked Mr. Berryman if Chambers of Commerce might be an avenue for funding for this program.

Item 10

10. [2:50-3:00 PM Finance Committee Proposed Charter](#)

Attachment: [Finance Committee Charter.pdf](#)

Attachment: [Finance Committee Charter.pdf](#)

Minutes:

Pennie Zuercher, Director of Accounting, stated a few years ago there was some discussion around having an outside entity review the School District's quarterly investments as well as the monthly and annual financial results. The Audit Committee members have agreed to facilitate this as well. They would provide advisement to the School Board on investments and audits. There would be seven voting community members on the committee that have solid financial backgrounds and would be nominated by the School Board. There would also be five non-voting ex-officio members representing the Board and the District. They should all be residents of Polk County and would serve in a voluntary capacity. They would be renewed at the end of the first quarter following the new calendar (April) or at the end of the fiscal year (October). Any departing committee members in mid year would result in a request before the Board for a replacement. Chairperson and Vice-Chairperson would be elected at the first meeting from the seven community members. Any community members missing three meetings would be removed from the committee. The committee would be held to Roberts rules of order and would prohibit direct financial business conducted with the district and would be subject to open meetings and public disclosure.

Mr. Wilson asked if items the committee would be voting on would come to the Board Members via recommendation. Mrs. Zuercher stated they will. Mr. Wilson stated that reviewing investments and financial results as well as performing audit duties is a daunting task. He asked if someone had verified the Audit Committee members know how much work lies ahead. Carol Matthews, Internal Auditing, stated she had verified the willingness to participate with each nominee and she has received affirmation from each and every one of them that they are interested in serving in both capacities. Mr. Wilson suggested someone monitor this situation so that the committee members (who are volunteers) are not overwhelmed.

Mrs. Fields asked what the terms of agreement are. Mrs. Zuercher stated they will be the same as the audit committee but the document has omitted it. Her Department will amend the document so that it is included when it comes to the Board for approval.

Item 11

11. ~~2:10-2:50 PM District Branding Campaign~~

Item 12

12. [3:00-3:10 PM 2014-2015 Comprehensive Annual Financial Report and Audit](#)

Attachment: [Memo - Audit Update.pdf](#)

Minutes:

Pennie Zuercher, Director of Accounting, explained that her Department expected to have the 2015-2016 Comprehensive Annual Financial Review (CAFR) to present to the Board, however, they have been informed by the Auditor General's Office that the audit report is not ready at this time. Mrs. Cunningham referred back to the initial audit findings. Pension liability documentation that was needed from the Florida Retirement System was delayed in preparation. This caused additional delays with the Government-wide Activity System and other pertinent pieces of the book. All documents that were readily available were turned over to the Auditor General's Office and the remaining items were provided just prior to Thanksgiving. The final report should be ready is any day now. The book must be published by January 31st in order to qualify for the Governmental Finance Officer's Association Certificate in Excellence in Financial Reporting Program. Polk County has won this award for the last four years. She stated the most recent communication revealed no audit findings. There will be some exit conference observations.

Item 13

13. [3:10-3:15 PM Revise Job Descriptions Sr. Coord, Athletics and Curriculum Spec Health/PE](#)

Attachment: [Sr. Coord & Curr Spec JD Rev Athletics 1-19-16 WS.pdf](#)

Minutes:

Brian Warren, Acting Senior Director of Human Resources, summarized the position revisions.

The following have been deleted from the position of Senior Coordinator, Athletics:

- Physical Education (PE) from the title
- PE curriculum tasks (already included in Curriculum Spec for Health/PE)
- Specifics to driver education that no longer apply due to virtual course

"Teen Challenge" has also been revised. It falls under "other duties as

assigned" and is more inclusive of all programs.

The following duties have been deleted from the position Curriculum Spec, Health/PE:

- Reference to Common Core (Updated to Florida Standards)
- STEAM education (already included in Curriculum Specialist Mathematics and Science)

There was also clarification added in specific duties for physical education.

Item 14

14. [3:15-3:20 PM Revise Job Description, Sr. Coord. Media Services](#)

Attachment: [Sr Coord-Media Svc-1-19-16WS.pdf](#)

Minutes:

Brian Warren, Acting Senior Director of Human Resources, summarized the revisions to the position, Sr. Coordinator for Media Services. The changes include, addition of instructional materials and textbook adoption processes. This increases the effectiveness of the position and will enable the Sr. Coordinator to engage from the initiation to inventory as well as transferring books between facilities.

Item 15

15. [3:20 PM Executive Session](#)

E. Adjournment

Meeting adjourned at 3:40 PM. Minutes were approved and attested this 23rd day of February, 2016.

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Kay Fields, Board Chair

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Jacqueline M. Byrd, Superintendent