

01 28 2014 Work Session 1 00 PM Ridge Community High

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

A. New Business

1. [1:00 - 1:20 PM School Board Comments](#)

Minutes:

Mr. Berryman inquired if any Board Members planned to be in Tallahassee in March for the FSBA Legislative Days. It was noted that Mr. Harris is the only one who has registered so far.

Mr. Mullenax would like to schedule a 2-day planning retreat with the Superintendent. An FSBA Moderator is available Thursday and Friday, March 13-14, 2014.

Consensus was reached to schedule the retreat for March 13 -14, 2014.

Mr. Mullenax stated that he believes the appropriate board member should be present when the Superintendent schedules community meetings or visits schools in your area. Mrs. LeRoy responded that Board Members are welcome to attend any of her school visits or community meetings.

2. [1:20 - 1:50 PM Attorney - Client Session](#)

Minutes:

The Work Session recessed for an Attorney/Client Session at 1:10 PM. Those attending were Dick Mullenax, Board Chair, Hazel Sellers, Kay Fields, Tim Harris, Debra Wright, Hunt Berryman, Superintendent Kathryn LeRoy, Associate Superintendent and Chief Financial Officer Mike Perrone, School Board Attorney Wes Bridges and a Court Reporter.

Board Member Lori Cunningham arrived after the meeting began.

The meeting reconvened at 1:35 PM.

B. Board Agenda Review

3. [1:50 - 2:15 PM Review the January 28, 2014 School Board Agenda](#)

Attachment: [01 28 14 School Board Agenda.pdf](#)

Minutes:

C-32 2013 Equity Update

Mrs. Cunningham noted that several former employees were listed in the document.

Mrs. LeRoy stated that the information may refer to persons assigned those duties during that year. If corrections are needed, they will be made prior to the final submission to the State.

C-33 One Time Carryover of Vacation Days

Mrs. Sellers asked if this action was in lieu of raises. Mrs. LeRoy responded that it was due to waiving the need for staff to use vacation days during the Winter break. Mike Perrone, Associate Superintendent and Chief Financial Officer, reported that it effected 170 individuals that had between 1 hour or 8 vacation days to roll over. The cost to the district in man hours is \$124,000.

C-35 Administrative and Instruction Recommendation

Mr. Harris asked how many of the terminations were out-of-field or temporary teaching positions and how many were certification issues. He would like to see that type of information included in the future. The Superintendent responded that the information would be included going forward.

C-39 Out-of State Field Trips

Mr. Mullenax asked why the Board is asked to approve an out-of-state summer field trip that is paid for and transported by parents.

Mrs. LeRoy responded that she believes it is for liability issues but deferred to Wes Bridges, School Board Attorney. Mr. Bridges stated that if the trip is related to school curriculum and school sponsored then it's appropriate for the Board to approve to allow Worker's Compensation coverage to be available to employees and volunteers. He commented that once students, employees or volunteers cross the state line, the School

Board loses the protection of the sovereign immunity statute.

Mrs. LeRoy stated it is a School Board decision on how you wish to handle these types of trips. She suggested a review of NEOLA's policy.

Mr. Mullenax would like a work session discussion. Mrs. Fields would like Mr. Bridges to see how other school districts handle this type of field trip.

4. [2:15 - 2:30 PM BREAK](#)

Minutes:

1:50 - 2:08 PM

Superintendent reported that 100 school districts across the country (Polk County is one) have been invited to have a random selection of 85 students from five high schools to take the PESA Assessment (an International assessment aligned directly to the Common Core). Students will be tested in reading math and science. The schools will receive results showing where the students are in achievement, learning and pedagogy. The schools would also be a part of a global learning network. The high schools who have voiced interest are Ridge Community High, Lakeland High, Auburndale High, Lake Gibson High, and George Jenkins High. A non-profit foundation, America Achieves, will fund 4 of the 5 schools at a cost of \$8000 each.

Mrs. Cunningham thought it interesting that none of the International Baccalaureate schools were included.

C. Information

Item 5

5. [District Bandwidth Support Grant for Polk County Public Schools, Centers and Non-District Provided Services Sites](#)

Attachment: [Polk DBSG BrdSum\(1\).pdf](#)

Attachment: [Polk DBSG BIA \(1\).pdf](#)

Minutes: Mrs. Wright asked if these funds will place us where we need to be. Abdu Taguri, Assistant Superintendent of Information Services, responded that it a small step upward.

Item 6

6. [2012-2013 Annual Report for Charter Schools](#)

- Attachment: [3.Berkley Accelerated Middle School.pdf](#)
- Attachment: [6.Chain of Lakes Collegiate High School.pdf](#)
- Attachment: [22.Polk State College Collegiate High.pdf](#)
- Attachment: [8.Discovery Academy.pdf](#)
- Attachment: [13.Lakeland Montessori Schoolhouse.pdf](#)
- Attachment: [15.McKeel Elementary Academy.pdf](#)
- Attachment: [23.Ridgeview Global Studies.pdf](#)
- Attachment: [24.South McKeel Academy.pdf](#)
- Attachment: [4.Berkley Elementary.pdf](#)
- Attachment: [10.Hillcrest Elementary.pdf](#)
- Attachment: [18.Our Children's Academy.pdf](#)
- Attachment: [9.Hartridge Academy.pdf](#)
- Attachment: [12.Lake Wales Senior High.pdf](#)
- Attachment: [19.Our Children's Middle Academy.pdf](#)
- Attachment: [2.Babson Park Elementary.pdf](#)
- Attachment: [5.Bok Academy.pdf](#)
- Attachment: [1.Achievement Academy.pdf](#)
- Attachment: [7.Compass Charter School.pdf](#)
- Attachment: [16.Montessori Middle School.pdf](#)
- Attachment: [17.New Beginnings High School.pdf](#)
- Attachment: [14.McKeel Academy of Technology.pdf](#)
- Attachment: [11.Janie Howard Wilson Elementary.pdf](#)
- Attachment: [20.Polk Avenue Elementary.pdf](#)
- Attachment: [21.Polk Pre-Collegiate Academy.pdf](#)

Item 7

7. [Monthly Financial Statements for Period Ending November 30, 2013](#)

Attachment: [Nov 2013 Financial Statement Package.pdf](#)

Minutes:

Penny Zuercher, Director of Financial Reporting, provided a brief update:

- General fund is up due to retroactive raises of Instructional , ESP, and School Administration.
- Reserve Fund (assigned and unassigned) is up to 4.62%. (Goal is to reach 5% over the next seven months).

Mrs. Fields questioned the insurance fund balance. Mr. Perrone responded that the health insurance plan is doing well; the number of days in reserved is up to 54. Mrs. Fields has heard that the plan has a net loss of \$8 million.

Mr. Perrone will have Joy Myers, Director of Risk Management, provide an update at a later work session.

D. Discussion

Item 8

8. [2:30 - 3:00 PM Districtwide Accreditation](#)

Attachment: [District AccreditationJan 2014.pdf](#)

Attachment: [District System Accreditation Final.pdf](#)

Minutes:

Superintendent LeRoy would like to shift from individual school-site accreditation format to a district-wide process. It would behoove us, based on the strategic plan and continuous improvement, this is the best time to make a change in the format. System accreditation is pivotal to leveraging improvement across an entire school system. Increasing school achievement involves more than improving instruction. It is a result of how well all the parts of the education system (school system, school, and classroom) work together to meet the needs of the students. The result is the system itself along with all its schools moving in one direction, together.

- Currently, site accreditation requires a lot of work by school staff
- All schools would be accredited: elementary, middle and high -
- 41 districts in Florida have already moved to district accreditation. (Along the I-4 corridor, Hillsborough, Seminole, and Polk are the only three not District-Wide Accredited).
- With District-wide accreditation, the work load is shifted to district staff
- Standards for Quality School Systems
 - Standard 1: Purpose and Direction
 - Standard 2: Governance and Leadership
 - Standard 3: Teaching and Assessing for Learning
 - Standard 4: Resources and Support Systems
 - Standard 5: Using Results for Continuous Improvement (align to the strategic plan)

The process takes a few years to achieve and there is an increase in costs; however, the benefits outweighs the difference in cost. Approximately \$90,000 annually for the next five years.

Benefits of AdvancEd School System Accreditation:

- Distinctive mark of quality and integrity recognized as the standard for education excellence
- Standards based on research and best practice
- A proven, clear, and powerful protocol for school and school system improvement that provides a more comprehensive analysis to drive continuous improvement and inform needed actions to improve student learning
- Opportunity to gain valuable input, validation, and support from peers

- A state-of-the-art improvement management system integrates the continuous improvement and accreditation processes

Mr. Berryman asked if the accreditation helps when we apply for grants. Mrs. LeRoy responded that it does.

Each school will have to do a self-assessment but the majority of heavy work will be by district office; not school staff. Career Centers are included in the process.

Consensus to go forward; Mrs. Fields is interested in a time line since we have a lot going on already. Several Board members would like more information. Mrs. LeRoy will provide more details (time line, costs, and benefits) before she brings the item for approval.

Kenneth Reddick, Regional Assistant Superintendent, commented that it is a two year process: one to one and half years on the planning and half a year for evaluation and visits.

Mrs. Fields asked if additional staff is needed. Mrs. LeRoy reported she has staff in place; it might require additional duties, but no new staff is necessary.

Mrs. Wright voiced concern about the terminology used in the draft. How will it be marketed to those students who have left public schools for other organizations? Mrs. LeRoy stated that accreditation is necessary for diplomas; should a school lose their accreditation, it affects the college applications.

Item 9

9. [3:00 - 3:30 PM Kelly Services Update](#)

Attachment: [Kelly Sub Feedback Email.pdf](#)

Attachment: [KES Card Dee.pdf](#)

Attachment: [KES Card Shayla.pdf](#)

Attachment: [KES Card Celia.pdf](#)

Attachment: [Kelly Svs Work Session 1 24 14.pdf](#)

Minutes:

Celia Archambault and Jessica Cornell of Kelly Services provided information on their progress to enroll the District's current substitutes to their organization:

- Have held 24 transition meetings (sessions) to give opportunities for the 1400 current substitutes to apply to Kelly
- Currently, 899 substitutes have transitioned

- Concerns are addressed within 24 hours

Mrs. Fields asked if pilot subs will be discontinued. Ms. Archambault responded that they will continue to transition the subs until the District has made a decision on whether or not they will continue to fund the pilot positions for the remainder of the year.

Mrs. Fields also asked how Kelly handles schools' requests on substitutes they feel comfortable contacting. Mrs. Archambault responded that the process will remain the same but the school has to make sure there is a job code in the AESOP system.

Mrs. Cunningham asked when the process will go live. Ms. Archambault responded that it will not happen until after March 3rd.

Mrs. Wright asked if the requirements have changed. Ms. Archambault stated that we are transitioning the district's current substitutes. Once new hires through Kelly Services begin, there is a standard and each employee will have a behavioral interview; if they do not improve, exit plans are initiated.

Mrs. Wright questioned who covers a classroom when a teacher doesn't notify administration in sufficient time to have a sub in place before the school day begins.

Mrs. Archambault responded that one criteria for employment is a commitment to report to the school within one hour after being notified and to be available for more than one school. Recruiting plans are in place for outlining schools such as Palmetto and Lake Marion Creek.

Marty Young, Director of Human Capital Management, reported that the school's administration will have to work through the time issue.

Mr. Mullenax inquired about long-term substitutes for specialized areas such as math and science. He stated that high schools are afraid their long-term subs will be placed in other areas. Mrs. LeRoy responded that she has requested that long-term subs not be affected; preferred subs and pilot subs will continue as they are assigned, only it will be through Kelly.

E. Adjournment

Meeting adjourned at 3:25 PM Minutes were approved and attested this 11th day of February, 2014.

Dick Mullenax, Board Chair

Kathryn M. LeRoy, Superintendent