

02 23 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 School Board Comments](#)

Minutes:

Mr. Berryman asked Mike Perrone, Chief Finance Officer, about the finance report for December that was previously slated to be on this agenda. It has been moved to the Work Session Agenda on March 15, 2016. He commented on the Polk Vision Board meeting held last week; there are currently 15 task forces and 288 volunteers. The alignment process is really taking off. He invited Mrs. Byrd to the next meeting which is the first Monday of every month. He discussed the upcoming School Board Retreat and the necessity for the Superintendent search to take priority; however, some of the items that individual Board Members have shown an interest in should be added to the end of the retreat day; such as Strategic Plan, Sales Tax Referendum, and initiatives to increase graduation rates.

Mrs. Fields commented on the importance of preparations to find a candidate to serve as Superintendent and that schools will begin testing soon. The District really needs to regain its focus. Andrea Messina, of the Florida School Boards Association (FSBA), has agreed to attend the retreat to assist in the preparation for the Superintendent Search.

Mr. Mullenax stated increasing graduation rates will be the main topic at the next Central Florida School Boards Coalition (CFSBC) meeting.

Mr. Mullenax discussed the memo from Carol Matthews regarding job requirements.

Carol Matthews, Internal Auditor, stated there are many job descriptions on the agenda, that required a degree, however there was no field of study specified. Several of these indicated experience was preferred but not required. Brian Warren, Acting Senior Director of Human Resource Services, has met with his team and they added a bit of clarity to

these job descriptions.

Mr. Mullenax asked if these job descriptions would be coming back to the Board. Mrs. Matthews confirmed Mr. Warren will bring those back before the Board.

Mrs. Cunningham stated job descriptions should not be ultra specific. Leaving the description open allows for the opportunity to increase candidate participation. Often times, on-the-job training can afford the opportunity to gain the experience needed. She would like to leave it as is, with a 4 year degree requirement but experience preferred but not required.

Mrs. Fields, discussed the upcoming School Board Retreat that will be held at 8:30 am on Monday, February 29, at Jim Miles Professional Development Center (JMPDC).

Mr. Harris asked for an update on the change of agenda building software to BoardDocs. Superintendent Byrd informed him that migration has been put on hold temporarily.

B. Board Agenda Review

2. [12:45-1:00 PM Review the February 23, 2016 School Board Meeting Agenda as REVISED](#)

Minutes:

Item C-68 Renewal of Billboard Lease with Lamar Companies

Mrs. Cunningham asked for clarification as to what percentage of profit the Polk County School District receives from this item. Greg Rivers, Associate Superintendent of Operations, stated it is 17% or \$6,400.

Item R-78 Approve the Interim Contract for Jacqueline M. Byrd, Superintendent

Mr. Berryman stated he would like to have the clause removed from the contract that does not permit Deputy Superintendent Jacqueline Byrd to be considered as a candidate for Superintendent. Mr. Wilson stated that is his wish as well. Mr. Harris stated that is why he opposed the title "Interim" when the discussion was held during the Board Meeting on February 12, 2016. Mrs. Fields stated in the discussion last Friday, the term Interim was the language the Members had preferred. Wes Bridges, Counsel for the Board, stated his Secretary can amend the contract to the preferred language. Mrs. Byrd is currently the "Acting" Superintendent by policy. Today she will be appointed either Interim or Acting Superintendent. Interim typically means the person will hold the position until a permanent replacement is found. The term "acting" is a bit more flexible. Mrs. Fields commented that Mrs. Byrd will need assistance in her previous duties as Deputy Superintendent as she begins taking on the duties of Superintendent. This is something that will be brought back as a future discussion.

Item R-89 Fort Meade Middle/Senior High - Naming of the Agriculture Building

Mrs. Sellers stated there will be family members attending the Board Meeting this evening in recognition of the naming of the Agriculture Building and added she would like to invite them to come to the podium to speak.

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

C. Information

Item 4

4. [DRAFT Application Proposal for 2016 Magnet Schools Assistance Program Grant](#)

Attachment: [G&D Associates Path To Personalization.pdf](#)

Attachment: [Grant overview for MSAP 2016.pdf](#)

Minutes:

Mr. Berryman stated this is a fantastic grant opportunity.

Caroline Bridges, Senior Director of Acceleration and Innovation, acknowledged Alice Hunt of Florida Polytechnic. Under this proposal, Lake Alfred-Addair Middle would open as a 5th - 7th grade with the addition of roll up grades until grades 5-10 are on their campus. Eleventh and Twelfth grades would attend Florida Polytechnic which will provide not only classes but space for the students. There is a possibility that an additional building will be constructed and operational measures are being investigated to that end. In addition, Daniel Jenkins Middle Academy is also included in the grant so that when those students reach eighth grade, they will be able to attend the center as well.

Mrs. Sellers asked if students will be getting college credit. Mrs. Bridges stated they will receive up to 18 credit hours annually which would make them a junior in college when they graduate. This program can be opened up for other schools as well.

Mr. Mullenax commented he is thrilled at this opportunity for our staff, board and community to be able to provide opportunities for Polk County students.

Mrs. Bridges commented the Grant deadline has been changed to April. There are 8-10 grants being administered nationwide, but there will be another window of opportunity in 2017.

Jacqueline Bowen, Chief Academic Officer, stated this opportunity is not the

same as dual enrollment.

D. Discussion

Item 5

5. [1:15-1:45 PM Superintendent Search](#)

Minutes:

Andrea Messina, Executive Director of the Florida School Boards Association (FSBA), will be assisting in the search for a Superintendent. Her team just completed the search in Osceola County. That Superintendent will be starting next week. She commented most Board Members are probably familiar with Dr. Wayne Blanton, the previous Executive Director. He still assists as a consultant because of his great deal of knowledge of personnel in Florida School Districts. Ms. Messina stated the amount of work that will need to be done is dependent on how much work the School Board would like to do on their own as opposed to how much work must be done by FSBA. FSBA's only goal is student achievement in Florida and they do this by ensuring the governance of administration for the schools. They also provide transition services and are available to Board Members as well as candidates at any time. The team is comprised of Dr. Bill Vogel (Superintendent specialty), Mr. John Reichert (Human Resources specialty), and Andrea Messina (former School Board Member). She discussed the steps that would be involved as the district moves forward. It must be determined how the Board wants to select a Superintendent. In prioritizing, one option is to utilize a Community Advisory Committee as a filter. Town hall meetings are one means of allowing community involvement in the selection process. Regardless of what the Board decides it must be discussed early on and must be transparent and properly advertised. Recruitment materials and venues must be determined as well as the media that applications will be accepted in. When the time comes to interview the candidates, it must be decided whether or not the community will be involved in that process as well. She added the timeline involved is typically composed of a 30 day advertisement period with a minimum of 6 months to selection, although 8 months to selection is more realistic. Mrs. Byrd's proposed contract currently states the time frame for her to occupy this position as Interim Superintendent is 6 months but that can be amended or extended. Ms. Messina explained to the School Board that currently her organization has been contacted by Sarasota and St. Johns County for potential assistance with their Superintendent searches as well. They have not committed to this as of yet but are having conversations. She stated this could cause some issues in candidate choices if that county opts to advertise their opening first. She also commented that the most important thing Board Members will do is select a Superintendent because that individual sets the tone for the community.

Mrs. Cunningham asked what the application process is for someone who is

currently serving in a Superintendent's position who may be interested in this job. Ms. Messina explained that once the resume is added to the collection, it becomes public information as do any written documents, emails etc. they are open to the public. They can interact by phone as inquiry only and that is not public record unless notes are taken.

Mrs. Sellers asked if the documents become public record as soon as they reach FSBA. Ms. Messina commented that phone calls regarding general information questions are not, but any correspondence such as emails are subject to public records laws.

Mr. Bridges confirmed Sunshine Laws regarding the public information regulations are directly applied in this instance since FSBA would be authorized to act as the agent of the Polk County School District. Also, this can work to the benefit of anyone who may apply for this position because it is important for them to become familiar with the Sunshine Laws that are observed in Florida.

Mrs. Fields asked if a brief synopsis of the procedures that were used last time FSBA assisted Polk County with a Superintendent search could be shared for the benefit of new members who may not have been involved previously.

Ms. Messina commented that FSBA did a very minimal Superintendent Search last time and the School District did a great deal of the leg work. FSBA distributed some of the advertising and accumulated the resumes then returned with recommendations. When a consultant is selected to perform this task, the Board must decide if they want the consultant to come back with their recommendations and if so, do they want the recommendations to be ranked.

Mr. Mullenax asked Ms. Messina to elaborate more on the timeline involved with this process. Ms. Messina explained 8 months is a very solid timeline to work through the process. She also pointed out there are some mission critical times that are not best suited for advertising and selecting a Superintendent. Some of those times are during budget preparations and during testing periods such as the Florida Standards Assessment test. Ms. Messina explained there are specific time frames that she suggested are the least effective when performing a Superintendent search, (1) is during large scale testing periods (such as Florida Standards Assessment [FSA], (2) in the middle of budget preparations and (3) in the middle of a grading cycle.

Mr. Harris asked if there are any Board Members in the other counties that are facing replacement in the upcoming elections.

Mr. Berryman asked if it makes more sense to expedite the process in order to have a better candidate pool (since there are other counties that will also be vying for quality applicants) or to slow down the process and wait until the Summer or Fall to advertise the vacancy respective of upcoming elections.

Mrs. Sellers would like to take some time to allow schools time to refocus and possibly wait until August or September and then work on selecting a

Superintendent to be appointed six months after that. She stated drawing this process out over the summer is not a good idea because of graduations and some Board Members must contend with election priorities. This might also hinder community involvement due to vacations and other summer activities which could cause a conflict for those who might normally take an active roll.

Mrs. Cunningham is not opposed to waiting, but she feels the review of applications should be done by August 15 or September 1, and possibly have the job posted over the summer. She stated beginning the application process week one of the school year is not optimum.

Mrs. Fields commented many of these questions will be addressed on Monday, February 29, at the School Board Retreat. Ms. Messina commented it is important to review any of the hiring policies that are in place as well including contract language and evaluation instruments.

Mr. Harris asked the Board to consider that based on the sample timeline 45 weeks would put the new Superintendent in place on January 1, 2017.

Mr. Wilson stated he would like there to be ample time in order to fully engage the community, the School Board and employees in the process. He also asked what differentiates a national from a statewide search. Mrs. Messina explained the difference is only in the groups that are being targeted.

Mr. Berryman stated the re-election cycle should have no bearing on this process. Some items that need to be addressed are whether or not FSBA will be the consulting firm to assist with this search. He advocates FSBA used for consultative services and perform a national search.

Mrs. Cunningham stated performing a national search will allow the cream to rise to the top. She has heard from constituents that the School Board should focus on hiring from within Polk County. She added that she hopes any staff member that is interested would feel comfortable applying for the Superintendent's position.

Mrs. Sellers stated FSBA's knowledge of Florida standards as well as district size makes her confident in using them as the consultant. She is in favor of a national search, however, she understands a national search may be more difficult and she encourages local candidates to apply as well.

Mr. Harris asked when hiring a consulting agency for the Superintendent search, is the Board obligated to put this contract out to bid. Mr. Bridges answered there is a particular exception under the Florida Administrative Code that allows for professional services, therefore, it can be advertised but it is not mandatory.

Mr. Mullenax would like the district to use the services of FSBA for the Superintendent Search. He said he is impartial as to whether the search should be national or only statewide; however, he stated a national search is a waste

of time in his opinion. He reflected on the two national candidates that applied last time, New York and Missouri, and that Florida's district sizes and complexity are often difficult for national candidates to fathom.

Mr. Wilson is not opposed to a national search but stated the local applicant pool should be thoroughly investigated to give opportunity to the talent we have locally. He also asked the Board to give consideration to the financial aspects of waiting 6 months in regards to ensuring Jacqueline Byrd's contract is comprehensive and will cover the extended time frame with more flexible language.

Mrs. Fields is very impressed with all of the assistance that has already been provided by FSBA and is in favor of using their services for the Superintendent Search. She asked that the Board Members give some careful consideration to the staffing that will be required for the search. The last time this endeavor was undertaken, the School District took on a great deal of the workload, but staff members have retired since then which would leave the brunt of the burden on JoAnne Clanton.

Mrs. Fields commented to Ms. Messina that it was her understanding that someone from FSBA would be directing the meeting for the entire day of the retreat on Monday.

Item 6

6. [1:45-2:00 PM 2014-15 Comprehensive Annual Financial Review \(CAFR\)](#)

Attachment: [Agenda Item Form - CAFR Work Session.pdf](#)

Attachment: [2014-2015 Audited CAFR.pdf](#)

Minutes:

Carol Matthews, Internal Auditor, explained there are two types of audits that the State performs, financial and operational. The financial audit received and unmodified or "clean" audit. The federal single audit that is normally issued with the financial audit was scoped out for additional testing so an additional report will be issued for it. The operational audit identified some instances of noncompliance and inefficiencies. She stated it is not uncommon to have findings in operational audits. The good news is this year's audit only resulted in 9 findings which is fewer than 17 findings in the last operational audit.

Pennie Zuercher, Director of Accounting, was joined by David Blanton, Auditing Supervisor with the Auditor General-Lakeland section, and Greg Lemieux the team leader for the audit project. He stated many people think of audits as negative but they also provide positive reassurance in the areas that are tested.

This year there was a national standard developed, Governmental Accounting Standards Board (GASB) 68 mandates that all entities that participate in the Florida Retirement System to recognize their proportionate share of the

pension liability. Polk County recorded an adjustment in this area of \$292 million to adopt that standard on the Government wide statement. The governmental fund /general operating fund increased \$46.2 million available for spending which equates to 6.2% which is considered healthy.

Operational Audit Findings:

1. Compensation and salary schedules must consider 4 elements in Salary Schedule.
2. Background screenings
3. Payroll processing procedures
4. Conflicts of interest in purchasing procedures
5. Contract administration -- outsourced legal fees
6. District health insurance plans
7. Provider contracts
8. Risk assessment
9. Security Awareness

Mr. Mullenax commented that of all database employees, there were only five instances identified of ineligible claims in 11,000 employees.

Mrs. Sellers asked how did that happen that former employees were extended benefits without authority. Mr. Blanton commented these were typically individuals who went on an extended leave of absence and their coverage expired during that time. Mrs. Sellers stated she would like Carol Matthews to oversee the process of correcting these findings. Mrs. Zuercher and Mrs. Matthews will work together on this project.

Mr. Harris asked if there is any consideration given to the money that is collected from individuals that never benefit from it do to death or discontinuation of employment.

Mrs. Zuercher commented the Florida Retirement System (FRS) Actuarial report includes this information. The information in the CAFR is projected, however, what is projected today may not be correct tomorrow.

Mr. Wilson asked for clarification in regard to GASB 68 whether the indicated amount/ estimated cost is from the School District or is it the State's portion. FRS falls under the Department of Management Services, the Auditor General performs the audit and the proportionally based percent of the whole policy is the prorated share of their liability based on our portion of the total salaries.

The single audit has be completed. The finding will probably be delivered this afternoon and the Board will have thirty days to respond to the finding. The report should be out by March 31.

Three programs were looked at: the Child Nutrition Cluster, Magnet Schools Assistance Program, Race to the Top (RTTT). Major program compliance was clean, however, one matter of significant deficiency/noncompliance is the procurement of software for student improvement, Local Instructional

Improvement System (LIIS) which does not comply with parallel laws set by state or local government. Two methods can be applied, the district can receive bids and get a hard price or they can negotiate a price. Must document efforts in apply the same method to all vendors. Four vendors were considered and there was no supporting documentation to back up the reason this vendor was selected or the cost. Federal regulations mandate a provision for termination due to cause and convenience. this was missing. Also, there was one payment for \$175,000 even though the deliverables/benchmarks were not met. Also, ultimately, the system is not functional. The Auditor will report this to DOE who is the grantor. The District would have to demonstrate these costs were allowable and necessary in the administration of the grant. The District is working with the vendor.

Mrs. Zuercher stated the next step is the Department of Education (DOE) will contact the Polk County School District (PCSD), however the annual process may not resolve the issue.

Mrs. Cunningham, shared a special thanks to Mr. Blanton and Mr. Lemieux for their professionalism and for the presentation they gave to the Audit and Finance Committee as well as the community at large. Mr. Wilson echoed these sentiments and thanked the team for their hard work.

Mr. Mullenax discussed the "Improve" program was intended to merge four or five software programs that were being run by the District to create an all inclusive ability for all stakeholders to access data and information in a single place. He also commented some of the major issues have been eradicated.

Mrs. Sellers asked if there is a potential timeline for program functionality.

Jacqueline Bowen, Chief Academic Officer, stated this was intended to be a comprehensive system. There are three areas remaining that are struggling with some production challenges.

Item 7

7. [2:00-2:15 PM 2014-15 State of Florida Auditor General Operational Audit Report No. 2016-081](#)

Attachment: [Agenda Item Form - Operational Audit Work Session.pdf](#)

Attachment: [2016-081.pdf](#)

Minutes: Pennie Zuercher, Director of Accounting, explained to the Board that the content for this item was addressed as a joint presentation with Item 6: 2014-15 Comprehensive Annual Financial Review (CAFR).

Item 8

8. [2:15-2:30 PM Standard Student Attire Incentive Fund Grant Application](#)

Attachment: [Chart 9b Teaching and Learning K-12 Literacy SY16 WS 02 9](#)

[16 BM 02 23 16.pdf](#)

Attachment: [Standard Student Attire Executive Summary.pdf](#)

Attachment: [7-1-14to6-30-15PolkTeacherSalary4-28-15Bd.pdf](#)

Attachment: [Guidance Counselor Other.pdf](#)

Attachment: [Standard Student Attire Incentive FundBudget Impact Analysis 2015-16.pdf](#)

Attachment: [Paraeducator Books Bridge.pdf](#)

Attachment: [7-1-14to6-30-15PolkParaSalaries4-28-15Bd.pdf](#)

Attachment: [Teacher Media Specialist.pdf](#)

Attachment: [Chart 12 Teaching and Learning Multiple Pathways SY16 WS 2 9 16 BM 2 23 16.pdf](#)

Minutes:

Jacqueline Bowen, Chief Academic Officer, stated this is an update to the application that was discussed last summer when the State put out proposals to school districts that had K-8 policies regarding students wearing uniforms. Polk County is one of the districts that met the criteria therefore, when the grant was applied for it was done so with the assumption that there were no parameters. When the acknowledgment arrived, there were numerous pages of indicators and deliverables including student safety initiatives, reading intervention, and Science Technology Engineering and Math (STEM) programs as well as the State's Strategic Plan. It also required documentation indicating how the funds would be used to address those components with the Grant. A team was then convened from Discipline, Safety, Science and Title I to develop a proposed implementation plan to support the \$680,000. It is a non-reoccurring grant. A proposed budget analysis was created and the application was submitted that was aligned with the State's Strategic Plan goals as well as that of the Polk County School District.

One of the major initiatives being brought forward to satisfy the reading component is an additional Book Bridge Bus for middle schools since our current program is so successful as well as a media specialist position to facilitate this.

A second initiative being brought forward was a safety and security tool called Theft Lock. This project was initiated by Rob Davis, Senior Director of Support Services and Capt. Rick Wright, the Director of Safe Schools. It would be an entry deterrent for elementary schools with exterior building access. This has hit a road block because of potential fire safety concerns at the State level.

The third component is Foundations training by Safe and Civil Schools which is district level approach to behavior management which is also called Champs. This would be implemented in K-8 schools and would allow schools to develop a building specific approach to discipline that would decrease the number of out of school suspensions. This item would allow schools to train a ten-member staff.

While trying to create a comprehensive grants document it was determined that there are 2 additional grants already existing in the Polk County School

District that support CHAMPS, therefore, an amendment will be proposed to reroute funds to the Hearth program to support homeless students. One anticipated area of relief will be the alleviation of the burden of purchasing uniforms for economically challenged families in that program.

Amendments will have to be made to the original application that was submitted because of information that has been received since then. The two staff positions being proposed would be absorbed by Title I if the Legislation does not fund this grant next year.

Mr. Mullenax asked about the Guidance Counselor position that was attached. He wondered if that is one counselor per district or one per school. Ms. Bowen stated it is one counselor for the district. Ms. Bowen explained this position would be additional support for the existing counselor in the REAL program. Mr. Mullenax discussed the position should be more narrowed in order to make a difference and therefore make them more effective.

Mrs. Fields commented the title of the grant is misleading. In looking at the Budget Impact Analysis, she wondered where in the budget the School District has money for uniforms. Ms. Bowen explained that it is in the supply line item and also in the amendment that is being constructed. Ms. Fields also enquired about what is encompassed in Special Activity Pay. Ms. Bowen explained the Special Activity Pay is for training for teachers performing any activities after hours.

Item 9

9. [2:30-2:40 PM USF Internship program](#)

Attachment: [USF INTERN PARTNERSHIP.pdf](#)

Minutes:

Jacqueline Bowen, Chief Academic Officer and Brian Warren, Acting Senior Director of Human Resource Services, were joined by Dr. Stacey Hahn from the University of South Florida (USF) College of Education to discuss the USF Internship Program. This is a part time pathway- to-teacher certification with the focus on elementary and special education. The program would roll out Summer 2016. There would be two satellite campuses identified.

The guiding force behind this initiative is to avoid the loss of students to other districts due to internships available in other districts that have distance restrictions. The Memorandum of Understanding (MOU) will reflect the collaborative effort of both agencies and will be paid 1/2 by the Polk County School District and 1/2 by USF and would teach the courses here in Polk County via hybrid delivery online and face to face. Today's information is intended to find out if the Board is interested in proceeding.

Mrs. Sellers stated this is a wonderful program and she is very supportive.

Mrs. Fields asked why a budget analysis was not provided. Ms. Bowen stated today's information was intended to determine the pleasure of the Board in regard to moving forward with this initiative. It was not intended to usurp the authority of the Board and the group will be bringing the job description forward once the MOU and financial obligations have been defined.

Mrs. Cunningham stated this sounds like a good opportunity but she would like to have additional financial information. She also would like to know if the 2 sites have been investigated for the program. Dr. Hahn stated the sites have not been determined yet but they will likely be based on the convenience of those who are recruited to participate. She also explained that the cost of the Professional Resource Teacher (PRT), would be \$25,000 a piece for a total of \$50,000 from PCSD, and \$50,000 from USF.

Mr. Mullenax stated he fully supports this program. He commented that there are obvious details that must be worked out financially, and reflected on a similar program in the 1970's.

Mr. Berryman asked how many teachers this program might produce. Dr. Hahn commented the minimum would be 20 per cohort, equally 40 in total. This would be a 3 year program for a total of 60 hours.

Item 10

10. [2:40-2:50 PM Troops to Teachers \(TTT\)](#)

Attachment: [TTT Proposal Update- 1-24-2016.pdf](#)

Minutes:

Brian Warren, Acting Senior Director of Human Resource Services, was joined by Ron Burton, Regional Director for the Troops to Teachers national program. Mr. Warren explained this program is intended as an additional means to continue to recruit teachers coming from the military. There are two applicant pools:

1. Troop Candidate Placement Pool
2. Troop Applicant Referral Pool

Troops to Teachers originally started in the 1990's as a way for Department of Defense to help transition troops back into the civilian work force after the reduction in forces. Military instructors possess unique skill sets and teaching skills to facilitate communication with at risk students or students struggling academically because many of them have been through it themselves. This brings important background as well as life experiences to the classroom and is very successful in fulfilling teaching areas of critical needs. Student performance is often higher with these teachers. Troops to Teachers can assist current active duty members in becoming certified so that they are fully prepared to leave the military and begin teaching. There are also additional incentives for military members, including a bonus if they agree to

work in specific areas such as Title I schools.

Mr. Warren commented this would come at no cost to the School District.

Mr. Harris discussed his concerns that the timeline indicates needs assessment should be done in April-May, however that is something that should be available daily. He also stated he is opposed to placing first year teachers in differentiated accountability schools. The District should be incentivizing the more experienced teachers to go to those schools.

Mr. Burton explained that these individuals are not the typical first year teachers. He also stated these would not be forced placement positions, the principal would have the opportunity to interview.

Mrs. Fields researched this project and has found that participants in this program are focused on measurable student achievement, they teach critical subjects, use research based classroom management skill and plan to stay in the field longer than non participant teachers with the same years of teaching experience. She said the Board would like to have a bit more information.

Mr. Burton commented he has both a brief synopsis or a complete compilation of studies performed on this program that he could send the Board electronically.

Mrs. Cunningham stated the opportunity to have someone with a military background with the level of discipline they possess conduct the classes with proper classroom management would be a feather in anyone's cap. She said she thinks students would look up to and respect such an individual immediately coming in and would be able to develop a relationship ship which is important for both the teacher and the student. She would like more information but she thinks it is a great idea.

Mr. Berryman stated he would like to see the additional information as well, and asked how many teachers could possibly be placed. Mr. Burton explained there is no way to determine that number but our geographical location is close to military bases which is optimum for who may be retiring from the military so that they can continue to take advantage of their military benefits. He stated there are already some Troops to Teachers participants working in Polk County.

Item 11

11. [2:50-3:10 PM Safety Program Initiative update](#)

Attachment: [SAFETY INITIATIVE UPDATE 2 23 16.pdf](#)

Attachment: [PPE Requirements 2 23 16.pdf](#)

Minutes:

Joy Myers Director of Risk Management, and Nicole Hill, Analyst Risk

Management, addressed some of the areas of improvement that are associated with the safety uniform initiatives. They also discussed the various methods that this program has implemented to save the district money in medical and legal costs. They have made significant decreases in the number of employees who have suffered injuries by limiting the occurrences, and severity. They have also been able to repurpose some of the funds saved by investing in the protective footwear for employees.

Mr. Harris, asked if risk management has taken any initiatives to improve employee receptivity. He suggested someone from the Risk Management Department should visit all the shops that these uniform requirements are being mandated. He asked if these initiatives are job specific or departmental. Mrs. Myers commented these changes were made based on information provided by department managers.

Mr. Mullenax stated he sees no empirical data that proves that it is the safety equipment that has contributed to the cost savings. He stated this program was piloted by food service, but it has been mandated with a heavy hand to the maintenance and custodial departments. He stated the methods of enforcement are disrespectful and School District employees deserve better treatment than that. He also added these requirements are being placed on the lowest paid employees and the uniform items are often very expensive. He added he agrees the School District should continue to try to save money but this is a common sense issue. He stated this initiative needs to be reconsidered.

Mr. Berryman congratulated Risk Management for saving the district \$1.5 million and elaborated on communicating with supervisors and union heads to try to work through these issues.

Mrs. Fields asked if a survey has been done of the employees that are required to wear these uniform items. Mrs. Myers said there has not, but she will create and distribute one if it is the pleasure of the Board.

Mrs. Sellers is pleased with the ability of the Risk Management Department to be proactive in trying to avoid workplace injuries.

Mrs. Cunningham stated it should not take a trip to a physician to determine that a shoe is not functional because it is hurting your feet.

Larry Milhorn, President of the Association of Federal, State, County and Municipal Employees Union (AFSCME), commented the employees he represents are certainly exhibiting issues of concern with some of the safety items that are mandated as part of their uniform. Alternatives could be discussed and he shared his appreciation for all the efforts that are being made to increase employee safety.

Item 12

12. [3:10-3:20 PM Proposed 2016-2017 School Calendar](#)

Attachment: [2016-17 Proposed School Calendar 2.23.16WS.pdf](#)

Item 13

13. ~~3:20-3:30 PM Proposed 2017-2018 School Calendar~~

Attachment: ~~2-23-16 Work Session 17-18 Calendar Attachments.pdf~~

Item 14

14. [3:30-3:35 PM Create New Position and Job Description Sr. Coord PBIS](#)

Attachment: [Sr Coord PBIS 2-23-16WS.pdf](#)

Item 15

15. [3:35-3:40 PM Create New Position and Job Description, Specialist Pre-Employment Services](#)

Attachment: [Specialist, Pre-Employment JD 2-9-16WS.pdf](#)

Minutes:

Mr. Harris stated he is opposed to the location as well as other aspects of this position. He commented something as critical and private as fingerprinting should not be done at a remote site. He commented having this position located elsewhere is not customer friendly and should be reconsidered, but for that matter the layout of Human Resources is currently not a streamlined process.

Brian Warren, Acting Senior Director of Human Resource Services, stated he understands the Board's concerns, but the location of this position was very thoroughly discussed in regard to fluidity and flow of the new hire process. New employees are already required to undergo physicals and pre-employment drug screening at the clinic, this would just add another required element to the service in the same location.

Item 16

16. [3:40-3:45 PM Create New Job Description-FDLRS](#)

Attachment: [FDLRS New Position & Job Description 2-23-16WS.pdf](#)

Item 17

17. [3:45-3:50 PM Update Job Descriptions for various FDLRS Position](#)

Attachment: [FDLRS Various updated positions 2 23 16 WS v2.pdf](#)

Item 18

18. [3:50 PM Executive Session](#)

E. Adjournment

Meeting was adjourned at 3:50 pm. Minutes were approved and attested this 15th day of March, 2016.

Kay Fields, Board Chair

Jacqueline M. Byrd, Superintendent