

02 25 2014 Work Session 12 30 PM

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A. New Business

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

Minutes:

Mr. Mullenax distributed a draft agenda for the upcoming retreat. Topics to be covered:

- Superintendent's Evaluation document
- Management review (an overview of each major division)
- Alignment Polk update
- Capital outlay needs
- How to place items on an Agenda
- Communication (between Board and Superintendent)
- Policy

Mr. Mullenax will provide a copy of the Superintendent's evaluation document to Andrea Messina.

Mrs. Wright commented she attended a Task Force meeting in Lakeland where a consensus was reached to request Sheriff Grady Judd, Mrs. LeRoy, and the Interim Lakeland Police Chief to collaborate with the committee on several issues. It was mentioned to the group that Alignment Polk will be addressing several of their concerns. Mrs. Wright stated that the Superintendent should be receiving a letter from the group outlining their concerns and requesting a collaboration of efforts.

Superintendent LeRoy responded that she is meeting with Lakeland's Mayor tomorrow.

## B. Board Agenda Review

### 2. [12:45 -1:00 PM Review the February 25, 2014 School Board Agenda](#)

Attachment: [02 25 2014 School Board Agenda.pdf](#)

Minutes:

Mr. Harris commented on the number of recognitions and asked what happened to the Evenings of Special Recognitions. Mrs. Sellers and Mrs. Phelps responded that it changed last year to avoid conflicts with graduation events but they thought the process was to be reinstated with the new school year.

Board consensus to add this topic to the retreat agenda.

#### C-14: Resolution to Amend District School Budget

Mrs. Sellers asked if there was a change in the Fund balance. Mr. Perrone reported there was a slight increase to 4.89%.

#### C-38: Annual Certification of Facilities (FISH)

Mrs. Sellers commented on the fact that building funds have been given to Charter Schools for the past few years, yet the District has to do the FISH report.

#### C-41: Administrative and Instructional Recommendations

Mr. Mullenax stated he has several concerns but will withhold comments until the FADSS report is available.

Mrs. LeRoy responded that the report should be available by the end of next week.

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

## C. Information

Item 4

### 4. [Lakeland Montessori Schoolhouse Contract Renewal - Charter Review Committee Recommendation to the Superintendent](#)

Attachment: [RenewalLakelandMontessoriSchoolhouse.pdf](#)

Attachment: [lakeland mont com member - Master Response for ws 2.25.14.pdf](#)

Attachment: [WS Summary Lakeland Mont 2.25.14.pdf](#)

Attachment: [Lakeland Montessori Accountability Progress Summary Renewal 07-13 FINAL FOR WS.pdf](#)

Attachment: [Lakeland Montessori Responses to CRC for ws 2.25.14.pdf](#)

Item 5

5. [Polk State College Collegiate High School Contract Renewal - Charter Review Committee Recommendation to the Superintendent](#)

Attachment: [PSC Collegiate Accountability Progress Summary Master 2007-2013.pdf](#)

Attachment: [PSC comm member review form 2014 for ws 2.25.14.pdf](#)

Attachment: [PSC Response to CRC for ws 2.25.14.pdf](#)

Attachment: [WS Summary PSC CHS 2.25.14.pdf](#)

Attachment: [CHSRenewalDocumentFinal11 1 13.pdf](#)

Item 6

6. [6th Contract Modification for Lakeland Montessori Middle School](#)

Attachment: [LMMS email confirming 15 year contract modification.pdf](#)

Attachment: [HighperformingletterDOE Montessori Middle 10.21.13.pdf](#)

Attachment: [LMMS 15yr term WS Summary 2.25.14.pdf](#)

Item 7

7. [December 2013 Financial Statements and Fund Balance Projections](#)

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

D. Discussion

Item 8

8. [1:15 - 1:25 PM Breakfast in the Classroom Video](#)

Minutes:

Superintendent LeRoy reported that through the recent community-wide option allowing all students in identified schools to receive breakfast, it was found that several schools had a capacity issue with the morning meals. For example: one school's cafeteria has a capacity of 132 but through the Breakfast in the Classroom program, over 700 students are provided breakfast. This initiative was placed at Alta Vista Elementary in Haines City as a pilot program but has been expanded to another 7 schools. The District received an additional \$229,000 to provide equipment for the expansion.

Susan Ehrhart, Director of School Nutrition, hopes to have 15 schools participating in the program next year.

Item 9

9. [1:25 - 1:55 PM Summer Learning](#)

Minutes:

Superintendent LeRoy reported that a Summer Learning program will be available for 3000- 4000 students. Statistics indicate that a middle-income student starts out with a 6 month advantage over a low-income student due to their lack of access to early reading and preschool education. During the school year both learn at the same rate but during the summer between Kindergarten and 1st grade, the middle-income student moves ahead about a month in reading because some type of learning continues during that time. The low-income student falls behind another two months; the gap has widened. The learning progresses equally during the school year but during the summer months, the low-income student has fewer opportunities to re-enforce learning and good study habits. By the end of the 5th grade, the gap is now equal to 2 1/2 - 3 years and it increases through middle school. Without learning occurring over the summer, it is impossible to close the gap.

Turnaround Work in Action

- 1. District-tiered model that clusters lower performing schools
- 2. Additional resources based on needs
- 3. District, cluster, and site-based coaches
- 4. Additional Professional Development
- 5. Early return (teachers are paid to return early to begin working on data, as a team, to support achievement)
- 6. Priority staffing
- 7. Performance and incentive pay
- 8. Extended Learning

Our model will consist of two main programs with 29 full days (7 hour) for students in collaboration with many community based partners.  
(Two programs with two different funding sources: Title I and Categorical funds.)

1. Regular program across the District will include K-3 Reading programs and College Readiness programs. (While K-2 participation is voluntary, it will be strongly encouraged)

2. "AMP (Accelerating Maximum Potential) Academies" will include PreK-5 Academies for Reading, Math, and Science and a Middle School Bridge program for Grades 5 - 6 for all turnaround elementary and middle schools.

- Transportation, breakfast, and lunch will be provided for both programs.

Components of Effective Summer Learning

- Implement research-proven curriculum for learners in need of more time

- with aligned learning schedules
- Select highly effective teachers based on data (Secured an MOU with PEA)
- Provide extensive professional development
- Provide counselor, coaching and data support
- Engage in rigorous curriculum and activities; and
- Engage in theme-based enrichment (Arts, STEM, etc.)

#### Professional Development

- Teachers receive 3 days of face-to-face professional development in content areas
- Assigned district and school-based coaches in reading, math/science, and ELL to provide job-embedded professional development
- Teachers will have opportunities for weekly common planning
- Supports a strategic staffing model for teachers to experience working in challenged schools for the summer

Challenges (build trust in communities that the program will be interesting and beneficial for students). Superintendent and staff will go into the neighborhoods and communities to reach students and inform parents.

- Ensuring students are recruited for the program that best meets their individual needs;
- Continued funding for expanding programs (Nonprofit foundations often offer large funding for summer learning: Walmart, Ford Foundation, Wallace Foundation, etc).
- Appropriate school site selection based on maintenance summer work
- Ensuring a quick turnaround for Operations Department to have schools ready to open in August
- Meeting transportation and food service needs

#### Power Up Polk:

- K-2 Ready to Read: this district-wide summer remediation program is designed for students in K-2 who are demonstrating a low probability of reading success.
- FCAT Grade 3 Reading Recovery: designed to support Grade 3 students who have been retained due to scoring a level 1 on FCAT Reading.

\*\*Both programs to be offered at 10 sites across the district.

- PERT College Readiness to support Grade 3 students who have been retained due to scoring a level 1 on FCAT Reading
- Algebra I EOC/Recovery is a summer remediation program designed for secondary Algebra 1 students who need to pass the EOC or recover a failing grade.
- K-5 AMP Academies is an elementary turnaround program for students being promoted in Grades K-5 to review previous year's learning and

maximize summer learning experiences through fun and engaging instruction by high performing teachers

- K-5 AMP Middle School Bridge program is a turnaround program designed to support increasing proficiency in the required reading and mathematic prerequisite skills while accelerating student learning for a successful transition to middle school.

\*\* Both programs to be offered at 4 sites

Mr. Berryman asked how success will be measured; Superintendent LeRoy respond that we will use high quality assessments (pre and post) that may be a part of specific programs already; district benchmark types of assessments and the SAT 10 for 3rd grade promotions.

Mrs. Sellers asked if it would be possible to have a comparison of participating vs non-participating students. Superintendent LeRoy responded that it can be done informally using the turnaround students' initial fall reading data, the spring FAIR data, the summer work, and the fall first test in the content area.

Mr. Harris asked if our lowest 25% targeted students are included in the 3000+ seats. Mrs. LeRoy reported that the 25% is the main target area. We look first to the Level 1, 2, and low 3 students. If empty seats are available at the selected schools, we will recruit from surrounding schools.

The Superintendent stated that the schools have been selected, food service is ready, and curriculum is being reviewed. She would like to begin recruiting in March. A media blitz is planned for every radio station, tv station, and newspaper possible. She and other staff will be walking neighborhoods and communities to inform parents of the programs and recruit students.

The Superintendent will report to the Board after the program begins on the number of students enrolled and again at the end of summer to provide data on the learning results.

## Item 10

### 10. [1:55 - 2:55 PM Local Instructional Improvement System \(LIIS\) Implementation Update](#)

Minutes:

LIIS (Local Instructional Improvement System) is a requirement of Florida Statutes and is a commitment by districts that received Race To The Top (RTTT) grant funds. It is a one-stop shop for all the data that supports teaching and learning and has to be in place by June 30, 2014. It also ties into

our strategic plan.

Allen Burgtorf with Beanstalk Innovations and the program's Lead Developer, David Lamintino provided information on the LIIS program. It is designed to provide resources to students, parents, teachers, and administrators great resources as well as the ability to access data effectively and efficiently. There is a critical need to make the data relevant, displayed in a user friendly content, and personalize to each users' experience. The teacher's student profiles includes a face of the student with their data, student alerts and progress monitoring, instructional considerations, and transcript data to measure individual growth and progress.

Administrators will have teacher profiles for progress monitoring, classroom observations, professional development need, lesson plans, etc.

Beanstalk Innovations will be partnering with Polk County to build a parent portal access.

Mrs. Cunningham inquired about the cost and annual fee. Superintendent LeRoy responded it will be funded through the RTTT grant and is approximately \$700,000 for the next two years (\$3.62 per student). The current assessment system sunsets this year and those dollars can sustain the program in future years. Mr. Burgtorf committed to providing a cost for the next 5-7 years to the Board.

Mr. Harris commented that Florida hasn't seen a standard it didn't love. How will this program adopt and adapt to the changes of DOE? Mr. Burgtorf responded that the program has real-time updates and changes based on the needs of the state and district.

Mr. Harris asked what other districts in Florida use the program. Mr. Burgtorf reported that no other district uses the whole system as Polk County is considering. Mrs. LeRoy stated that Dade and Broward use several componets as well as DeKalb County GA. Nevada, South Dakota, Virgin Islands, and Puerto Rico are several that use the whole program.

#### Item 11

##### 11. [2:55 - 3:05 PM IBC Retiree Health Initiative](#)

Attachment: [Polk Board as Lead 2-25-13.pdf](#)

Minutes:

Joy Myers, Director of Risk Management, provided an update of a November 2012 presentation which involved options to Medicare eligible retirees that would broaden their benefits based on the findings of a state-wide focus group: the Independence Benefits Council.

In November 2012, the School Board supported a request to participate with IBC to see what is available for our Medicare eligible retirees. The recommendation came after a presentation to a group that included about 600 retirees. Duval County had agreed to be the Lead District in the Procurement Process but a change in their Superintendency stopped that option. Polk County has been asked to act as the Lead District.

John Robinson of Robinson Bush, a benefit consultant, stated that the IBC was formed in 2001 to help with retiree and benefit initiatives of the sponsoring associations: Florida Association of District School Superintendents; Florida School Boards Association, Florida Education Association, and the School Administrators Association. The group looks for ways to address the costs of employee benefits. The idea was to address the Medicare eligible retirees first then open it up to other retirees. Polk County has approximately 1700 retirees. The idea is to do something collectively as a group than you couldn't do independently as a school district. If you consider the possibility of approximately 10,000+ retirees eligible for Medicare, can IBC collectively provide more choices and better benefits at better pricing? We won't know until an RFP is released and processed and a Lead District is needed to process the RFP.

The IBC established a 9-member consortium to manage the retiree benefits program through by-laws, participation and interlocal agreements with member districts through Florida Statutes 163. Participation agreements establish a Lead Agency to make the decision on the actions of the committee and enter into contracts.

The program would offer a variety of plans: Medicare Advantage Option, Zero Premium Option, Comprehensive Option, Medicare Supplement, and Part D Pharmacy Benefit. Six districts, which represent 10,000+ retirees, have agreed to participate in the RFP Process: Miami-Dade, Duval, Orange, Escambia, Brevard and, hopefully, Polk.

Mrs. Sellers asked if a consensus is needed to move forward for official action. Mrs. Myers responded that if consensus is reached, she will have a request to be the Lead Agency on the March 11th School Board agenda.

Mrs. Wright asked what is the benefit and risk to the Lead Agency? Mrs. Myers replied that the cost would be in staff hours to conduct the RFP; the participation fee of IBC would be waived (\$12,000) for assuming the lead role and risk of bid protests. Mr. Robinson included that the Consortium would help if there is a bid protest.

Mr. Harris is encouraged and stated that being an LEA is not a ground breaking experience for us. Of the 6 districts, Polk is the 3rd largest in the number of retirees. He asked if Hillsborough, Pinellas, and Volusia are considering joining? Mr. Robinson stated the RFP is the first phase; phase 2 would be expanding district membership through Sponsorship conferences.

Mike Perrone stated that he met with IBC staff in Tallahassee and asked if



they were willing to cover the costs of any bid protests. While they didn't say they have a budget item to cover the costs, he feels they would reimburse the district. There's nothing in writing, but they understand the risk of being the Lead agent and are very appreciative.

Mr. Mullenax is willing to be the Lead knowing this is an opportunity to provide more benefits for our retirees and reduce costs.

Consensus given to go forward for a March 11th vote.

## Item 12

### 12. [3:05 - 3:30 PM Model Professional Development & Reorganization](#)

Attachment: [Reorganization of Professional Development Department 2-25-14 WS.pdf](#)

Minutes:

Superintendent LeRoy provided information on what is needed to have effective Professional Development:

- move to institute rather than silo approach
- build the foundation at the elementary level
- comprehensive approach in content, context and design are the critical elements

There is a direct link from student achievement to professional development. We need to have summer offerings for teachers. We have to expand our assessment of staff needs. We have shifted to a job-embedded approach with coaches in the classrooms to meet the individual needs of individual schools.

Through the Differentiated Accountability teams, we learned that our teachers struggle with an understanding of the Standards. One of the nation's leads in moving forward in teaching effective Standards is the University of Texas Dana Center. They, along with the Gates Foundation, worked with Hillsborough County to increase their achievement levels.

We need to build a bench for incoming Assistant Principals that want to be Principals. Extensive work is needed in achievement, leadership, ethics of school leaders, and climate and culture for Assistant Principals and Principals.

Mrs. LeRoy stated there is a need to restructure the Professional Development Department. Teacher and Administrative evaluations are a huge portion of the department as well as a comprehensive professional development plan. She would like to add a Senior Director position to oversee all the professional development within the District, beef up what is being offered, and break

down silos.

Mrs. Wright asked that cursive writing be a part of the summer professional development for teachers.

### Item 13

#### 13. [3:30 - 3:35 PM Head Start Services - VPK Readiness Rate](#)

Attachment: [Preliminary 12-13 SY jan2014.pdf](#)

Attachment: [12-20-2013 BIC.pdf](#)

Attachment: [Board Executive Summary December 2013.pdf](#)

Attachment: [13HSA Budget Report Board Mtg 12-31-2013 Final.pdf](#)

#### Minutes:

Matti Friedt, Director of Pre-K programs, provided a VPK Readiness Report which indicates that students served by the Polk County Public Schools had an average score of 92% on the 2012-2013 state assessment test. The test was administered to the 2013-2014 Kindergarten students. Our rate remained the same as last year for all 57 sites. Our Head Start sites are in the top 10% of the state average rate (92%) as well.

She believes that we will continue to see changes in the Florida Kindergarten Readiness System (FLKRS) scores of the children that we touch, which is approximately 25% of the students entering Kindergarten. To open additional sites the cost is \$185,000 per unit, plus the cost of playground equipment.

Federal Head Start auditors will be here March 13-17 to review the financial and human resource records, and do a physical site audit. They will visit 85%-90% of the classrooms to see if we are meeting the 5286 performance standards.

Mrs. Sellers would like to know how previous VPK and Head Start students perform on the 3rd grade FCAT. Mrs. Friedt commented that lots of 'stuff' happens between K and 3rd grade. She is looking to see if FLKRS is a good assessment tool; preliminary reports shows that it's fair but not the best.

Mr. Harris asked if we have the ability to provide feedback to the non-district run sites to let them know if their students are prepared for Kindergarten. Superintendent LeRoy responded that it would be hard to accomplish without an enrollment identification number for tracking. Individual schools may be able to gather the information from parents during enrollment and work with the private providers in their area.

Mrs. Wright voiced concern for students that do not receive any services. Mrs.

Friedt stated there are approximately 1000 that not receive any formal pre-k services; however, some may be receiving excellent home instruction, so the number is not accurate. Mrs. Wright reiterated she wants to know the number of students that don't receive any instruction. Mrs. LeRoy thought perhaps the Early Learning Coalition could help but she believes the number is fluid because of Polk's transient population. She commented that PBS (the public broadcasting system) television channel has excellent educational programs throughout the day.

Item 14

14. [3:35 - 3:40 PM New Positions and New Job Descriptions for Family Involvement Liaison and Constituent Advocate](#)

Attachment: [New Positions and Job Descriptions for Family Involvement Liaison and Constituent Advocate 2-25-14 WS.pdf](#)

Minutes:

Superintendent LeRoy reported a site was located in each of the 4 regions to establish a family resource center. The costs will be funded through Title 1.

Rhonda Ashley, Director of Title 1, reported there are two part-time positions for each site: a Parent Liaison and a Constituent Advocate. The Liaison will operate the center and develop and hold parent workshops. Parents will be able to participate in professional development courses through Parent Universities or Academies.

The Advocate will also be housed at the center and will filter and help resolve the concerns of parents.

Mr. Harris asked for the difference between these positions and the Parent Advocates of the Diversity Division. Mrs. LeRoy reported they will work collaboratively with the Diversity Advocates. Mrs. Ashley stated the Diversity Parent Advocates are student specific for a set number of families.

Mr. Harris felt they should be under the same umbrella. The Superintendent commented that a lot of school districts have a Parent line item within the Title 1 budget; Polk did not. She will review the Diversity Office placement, which is funded through Title 1 and is under Human Resources. Professional Development is currently listed under Human Resources and perhaps that should be under the direction of Curriculum and Instruction.

Mrs. LeRoy stated that the hours of these positions and centers will be staggered to offer the maximum opportunities for parents.

Mrs. Wright would like to see the advocates assist students with college and career opportunities since those positions were eliminated several years ago.

Mrs. LeRoy reported that could be part of their role. There are a lot of resources available but it is a resource center for parents funded by Title 1.

Item 15

15. [3:40 - 3:45 PM New Position and Job Description for Social Worker, Bullying Prevention](#)

Attachment: [New Position and Job Description for Social Worker, Bullying Prevention 2-25-14 WS.pdf](#)

Minutes:

Superintendent LeRoy reported that principals needed additional support due to the number of bullying reports being filed (founded or unfounded). It was felt that each region should be provided a social worker to assist administrators and families to reduce bullying.

E. Adjournment

Meeting adjourned at 3:50 PM. Minutes were approved and attested this 11th day of March, 2014.

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Dick Mullenax, Board Chair

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Kathryn M. LeRoy, Superintendent