

02 28 2017 Work Session 12 30 PM

NEW BUSINESS

1. [12:30 - 12:50 PM School Board Comments](#)

Minutes:

Mr. Wilson commended Superintendent Byrd, Deputy Superintendent Small, and Chief Academic Officer Akes for working to identify a solution that is a good fit for Roosevelt Academy. There are still challenges to overcome, but strategies have been put in place thanks to their team effort.

Mr. Townsend commended Superintendent Byrd and the District Leadership Team for the ability to handle critical events over the weekend professionally, including the crisis that effected Lake Gibson Middle School, participation in the Polk Education Symposium, and support of the Winter Haven Girls' Basketball championship.

Mr. Townsend sent a special message to James Gallman, a teacher at Southwest Middle School, for his positive impact on student education while enduring major medical challenges.

Mr. Townsend commented about his concern that Lake Wales is interested in running the Jefferson County Schools. He elaborated that this development changes the equation for him in regard to the McLaughlin Middle School/Bok Academy discussions because of the shift in focus. He also commented on the work that must be done to determine what is best for McLaughlin Middle School as the District considers a possible change from public to charter.

Mrs. Fields asked the Superintendent to have staff members follow up regarding BP funds as soon as possible and provide that information to all School Board Members. She also commented the questions regarding McLaughlin Middle School have been collected and will be compiled and provided to the Superintendent for staff to research.

Mrs. Fields stated that she and the Superintendent met with Dr. Tom Freijo, Consultant, and discussed a process that the School Board used in previous years for Superintendent evaluations. This would entail Dr. Freijo acting as the middleman; speaking with each Board Member individually about their opinion of the Superintendent's performance; then discussing the information with the Superintendent; and finally presenting the information at a work session. Dr. Freijo will draw up a proposal and present it at the next work session. The School Board Members will then determine if they are interested in proceeding any further with that proposal.

2. [12:50 - 1:20 PM ATTORNEY-CLIENT SESSION](#)

Minutes:

Work Session Meeting was recessed while the Attorney-Client Session was facilitated.

The Work Session reconvened at 3:00 pm.

BOARD AGENDA REVIEW

3. [1:20 - 1:35 PM Review the February 28, 2017 School Board Agenda as REVISED](#)

Attachment: [02 28 2017 School Board Meeting Agenda Revised.pdf](#)

Minutes:

Mrs. Fields stated a correction needed to be made to the Work Session minutes to accurately reflect her comment regarding magnet schools.

DISCUSSION ITEMS

Item 4

4. [1:35 - 1:55 PM Proposed Rezoning of Combee Elem & Lake Alfred-Addair Middle Due to Magnet Conversion](#)

Attachment: [Magnet School Overview 2017.pdf](#)

Attachment: [Current Elementary School Zones Combee.pdf](#)

Attachment: [Current Middle School Zones Lake Alfred Addair.pdf](#)

Attachment: [Proposed School Zones for Combee Magnet Rezone.pdf](#)

Attachment: [Proposed School Zones for Lake Alfred Addair Magnet Rezone.pdf](#)

Minutes:

Carolyn Bridges, Senior Director of Acceleration and Innovation, and Pam Luce, Senior Coordinator of Facilities, presented an overview of the planned rezoning of Combee Elementary and Lake Alfred Addair Middle School as part of the magnet school process.

Mr. Townsend asked what was meant by the phrase "do magnet schools and turnaround schools at the same time." Mrs. Bridges explained that rather than choose a magnet school that is minority group isolated but isn't in need of turnaround to try to make sure the needs of low performing schools are met by selecting those as the magnet school sites. When the list of sites that met the minority group isolation requirements was presented to the previous Chief Academic Officer and the previous Superintendent, the decision was made to look at both turnaround schools and new magnet schools to serve both purposes. A list of schools was generated that met the minority group isolation criteria which was cross-referenced with the students at the turnaround program schools. The results were presented and the team discussed which schools they wanted to pursue and why, then recommendations were made to the Superintendent. Once the decision was made, Mrs. Bridges came to the Board and provided a brief overview prior to submitting the grant that identified the schools and why they were selected. Mr. Townsend asked when this occurred. Mrs. Bridges stated it was in February 2016. Mr. Townsend asked when the original decision to do this was made. Mrs. Bridges stated the grant dropped on December 21, 2015 starting a forty-five day cycle to write the grant. Preparations had already been made to do that so the group was quite far along when they returned from the winter break in January which led to the overview in February and the grant submission in March 2016.

Mr. Townsend asked if the District is trying to directly contact any of the children that have not been reached through applications by making calls to parents or are people going out to find them. Mrs. Bridges responded a number of parent nights have been hosted in Lake Alfred and Winter Haven, home visits are being done, staff are meeting with the children at school to find out why they do not want to attend. Mr. Townsend asked what the children have stated as a reason. Mrs. Bridges responded the students have commented they are not interested in the science and math components that are being promoted at the schools. She said she has been encouraging students to look at the after school "hands on" program at the schools and also summer learning opportunities.

Mrs. Sellers commented that these are highly mobile areas and asked if students that move into the original Combee Elementary zone will automatically be assigned to Philip O'Brien Elementary or Clarence Boswell Elementary or will they have an opportunity attend the magnet school. Mrs. Bridges said they will have an opportunity to attend the magnet school and that enrollment will be run all the way through October. She stated this will be ongoing into the second year or when the facilities "cap out" although it is anticipated that the enrollment will stabilize over time.

Mr. Townsend asked what the typical Exceptional Student Education (ESE) ratio is for magnet schools. Mrs. Bridges commented that Dundee Elementary, as an example, is slightly over 10%, which is significantly higher than the norm. The percentage is determined by how many students apply to the magnet school and are accepted because of the required random lottery and secondly if those services are available.

Mrs. Sellers asked if the original Combee Elementary zone will always have some weighted priority. Mrs. Bridges commented there is no proximity as a priority component in the process right now but a pilot program of this nature has been approved for Polk County by the United States Department of Education and the United States Department of Justice, Office of Civil Rights. The District must determine which schools they want to apply this to and how broad a pilot they wish pursue. They have a year to make that decision.

Mrs. Sellers asked for clarification that Philip O'Brien Elementary students are eligible to apply to the magnet school but Clarence Boswell Elementary students cannot. Mrs. Bridges confirmed that information is correct because Clarence Boswell Elementary falls into the Winter Haven zone.

Mrs. Cunningham shared her concern that students are being rezoned from one TOP school to a second TOP school, i.e. Lake Alfred Addair to Shelley Boone. Mrs. Luce commented there is no other school in that geographical area that is not a grade D school. Dundee Ridge Middle will be available for applications as well as some seats at Daniel Jenkins Middle.

Mrs. Cunningham asked if this has been approved by the State and all of the people that the District is accountable to for TOP schools performance. She commented this change could result in a drop in the school grade because of the influx in a new environment. Mrs. Bridges commented efforts are being made to minimize unnecessary conflict to accommodate the Horizons students with an open enrollment period.

Mrs. Cunningham asked if the integrity of the straight feeder pattern from elementary to middle school that was promised to parents will be honored. Mrs. Luce commented the only school whose feeder pattern will be affected will be Horizons Elementary.

Mr. Harris commented that both maps identify adjacent zones. He commented that if this information refers to another school, that would not make sense because some of them would be going in the opposite direction. One example is the 1032/Citrus Ridge zone. It that appears the students pass that school to attend Shelley Boone Middle School. Mrs. Luce explained that area is not part of this rezoning. She also elaborated the areas Mr. Harris is discussing reflects students that are already attending Shelley Boone Middle School due to a request for transfer. He also commented on the "spot zone" on the map. Mrs. Luce commented that is the magnet zone in conjunction with a "clean up area".

Mr. Townsend asked if the District is committed to this change. He asked how much money has been invested in these efforts. Mrs. Bridges commented approximately \$1 million of the \$12 million grant

funds. He commented a serious discussion should be scheduled, possibly for eight hours on a weekend. He commented he is probably done with magnet schools until the School Board discusses those that are already established. Mr. Townsend would like to have a discussion regarding the purpose of magnet schools and what are the trade offs.

Ms. Reynolds asked when the School District was notified they had received approval for these schools. Mrs. Bridges approximated the end of September.

Ms. Reynolds commented this information should be made available sooner to the affected communities on the District website so that families can be informed where their students will attend in the fall. Mrs. Bridges commented this information has been made available on an earlier date in prior instances, but an unexpected loss of a key staff member is what led to the delay.

Mrs. Sellers commented she would like the School District to put forth the extra effort to make sure the poorest and neediest children are placed into quality programs. She asked if the area of rezoning around Shelley Boone Middle School is a high poverty area. Mrs. Bridges commented the majority of seventh and eighth graders will return to Lake Alfred-Addair and the sixth graders will have seats available at Dundee Elementary and Daniel Jenkins. She also stated every effort is being made to limit the impact on the turnaround program schools and will try to be as inclusive as possible.

Mr. Townsend commented support needs to be made available to Stambaugh Middle School. He commented that a general policy should be developed that addresses special schools, when they are appropriate, and ways to work together.

Ms. Reynolds commented on the 1.5% growth rate indicated for the middle schools that are affected by the rezoning. Mrs. Luce explained the application process for charter schools and magnet schools are not complete and the lottery has not been drawn; therefore, the predicted five year enrollments are only approximations. Mrs. Bridges explained that more adequate information will be available after March 11th; however, that number will continue to fluctuate until the beginning of the school year.

Item 5

5. [1:55 - 2:15 PM TOP Schools Update](#)

Attachment: [PCSB - TOP Board Presentation 2-28-17.pdf](#)

Attachment: [PCSB - TOP Board Presentation 2-28-17.pdf](#)

Minutes:

Mrs. Cunningham asked what would happen if one of the schools attains the letter grade of "C". Aaron Smith, Senior Director of Differentiated Accountability, explained the school in question would be removed from the Turnaround Option Plan (TOP) list and the process would begin over for them, however there would be a two year differentiated accountability period during which they would continue to be monitored.

Mr. Townsend asked if the equation and all of the inputs that will flow up into it for this year's grading scale have been identified in Tallahassee yet. He also asked if the TOP schools will be judged on what is currently in place. Mr. Smith commented schools will be graded in accordance with current criteria unless the state statute changes.

The Superintendent commented the guidelines are set in an effort to provide two years of consistency.

Mrs. Sellers commented on the practice of score adjustment in order to set parameters for maximum allowable percentages for specific letter grades. Mr. Smith commented an adjustment of this nature would be reflected in the year 2017-2018 based on the number of grades in each category this year.

Mrs. Cunningham commented on the appearance that the state makes changes of this sort at-will after the scores become public. The Superintendent will get clarification on this matter for the School

Board Members.

Shelley Boone Middle School -- Sharon Chipman, Principal

Mr. Wilson inquired about any increases experienced in parent engagement. Mrs. Chipman commented there has been an increase in attendance that she attributes to parent meetings and other initiatives.

Mr. Townsend commented on the decrease in the number of Exceptional Student Education (ESE) Students that attend Shelley Boone Middle and the total student population this year compared to last year. Mrs. Chipman explained the school population is lower this year which is attributed to rezoning in the School District.

Mrs. Sellers asked if there are possible predictors in the mid-term points that show progress being made in regards to school grade. Mrs. Chipman stated the data indicates progress is being made and the school is on track, or above, to score a letter grade of "C", although their goal is to achieve a letter grade of "B".

Mrs. Cunningham commended Mrs. Chipman for the work that has been done to change the culture at the school.

Mr. Wilson commented on instruction that is geared toward teaching the state standards as opposed to the skills needed in order to be competitive.

Denison Middle School -- Terri Christian, Principal

Mrs. Cunningham asked how many students are voluntarily participating in the after school intervention programs. Mrs. Christian commented approximately thirty students.

Mr. Townsend asked for the differentiation between a math interventionist, math coach, and math teacher. Mrs. Christian explained the progression is teacher, interventionist, then coach and is dependent on the level of student attention that is needed. Interventionists are part of a District-wide pool.

Mrs. Sellers asked what the confidence level is that the school is on track based on the data provided. Mrs. Christian commented based on graphical data predictors, she is very confident in the progress being made in comparison to last year's data.

Mrs. Fields commented on the decrease in discipline referrals between November and December. Mrs. Christian attributed this decrease to the change in hallway traffic pattern and the winter break.

Mrs. Fields asked if the traditional schools are what is used for the comparison when referring to the District average. Mr. Bellamy commented it is a combination between all of the schools' data against the TOP Schools.

Mr. Harris recommended that attendance information be presented with a raw number rather than a percentage, because that would increase the relevance of the data.

Kathleen Middle School -- Sheila Gregory, Principal

Mr. Townsend asked if the Florida Assessments for Instruction in Reading (FAIR) data is based on the same information. Mrs. Gregory explained the data grows in complexity. Mr. Townsend commented on the increase in the algebra population used for acceleration. Mrs. Gregory commented that the increased participation has proven to be successful this year.

Mrs. Sellers commented it would have been helpful to see the school's data from last year in order to assist in the interpretation.

Lake Alfred-Addair Middle School -- Julie Grice, Principal

Mr. Wilson asked for some of the strategies that have been implemented to increase parental involvement. Ms. Grice commented on awards assemblies and activities tied to them such as science night, a band performance, and an art show.

Westwood Middle School -- Todd Bennett, Principal

Mr. Bennett commented on programs that have been implemented this year such as: the Bridge Program, tardy round-ups, and the elimination of student traffic in the hallways. Parents have been very helpful in reducing discipline and tardiness.

Mrs. Fields commended the leadership at all of the schools during this challenging time. She commented on seeing the teachers and group interaction and the sharing of best practices and encouraged them to continue doing what they are doing.

Mrs. Cunningham commended everyone for the hard work and dedication and commented on the value of the data presentation. She added one area that is consistent throughout is the data associated with pre-algebra and commented some attention may be needed to target this area moving forward.

Mr. Townsend commended the groups and also commended Westwood's Band Director who had a record number of students that were selected for the all-county band and implementation of a jazz band during a very difficult year.

Item 6

6. [2:15 - 2:30 PM 2017 Summer Extended Learning Programs](#)

Attachment: [Summer Programs Structure SalaryBudget 02.16.2017.pdf](#)

Item 7

7. [2:30 - 2:45 PM Replacing Student Information System, IST](#)

Attachment: [6 - SIS_bd_sum.pdf](#)

Attachment: [6 - SIS-eval.pdf](#)

Minutes:

Mr. Wilson asked of the two companies that are identified, which is the recommended selection. Dr. Tina Barrios, Assistant Superintendent of Information Systems and Technology, stated she and the committee would recommend the Focus system. Some factors that support the benefits of this selection are: the price point, the system is already being implemented so staff members are already familiar with the data structures, and several staff members have joined her staff that used the system in other counties.

Mrs. Cunningham asked which School Districts are using Focus for the Student Information Systems (SIS). Dr. Barrios commented that most larger districts are using the Focus system.

Mr. Harris asked if the School District has reduced staff in Information Systems and Technology to the point that it has critically hurt the District. Dr. Barrios responded that that many of the systems the School District is using are homegrown, disparate systems. She explained the staff members with experience that developed these systems reach a certain level and the School District is unable to pay them a higher salary so they leave to join other corporations which creates challenges. She added that dedicated staff are trying to optimize the systems with the resources that are available and in the next eight years the current installations in place will not exist. Mr. Harris commented that without sufficient staff you cannot produce updated operations and procedures manuals if there is an unexpected loss of staff members with that knowledge.

Mrs. Fields asked for the total cost and where the money will be coming from. Dr. Barrios commented the estimated five year cost is \$3.6 million which will be paid from the Local Capital

Improvement (LCI) funds and the estimated rollout date would take place in August 2018.

Mr. Wilson asked if the District has a strong data-governance team that reports directly to the Superintendent. Dr. Barrios stated there is not a strong data-governance team and this can be attributed to efforts to manage the workload. Mr. Wilson commented it is important to have independent community members on this committee, such as Chief Information Officers (CIO) from other organizations, to be involved in purchasing decisions such as this.

Mr. Townsend asked if there are any established relationships with this vendor. Dr. Barrios commented this presentation is data driven only.

The Board Members reached a consensus that an Agenda Item should be submitted by Dr. Barrios at the next Board Meeting for the Focus system in order to move forward.

Item 8

8. [2:45 - 3:00 PM Proposed Agreement Florida Polytechnic University](#)

Attachment: [17 02 28 8216 MOU Board and Florida Poly - Clean Copy.pdf](#)

Minutes:

Captain Mike Wiggins, Director of Safe Schools, discussed the proposed Memorandum of Understanding (MOU) with Florida Polytechnic University. This disaster preparedness plan is an agreement to assist each other in the event of an emergency. Wes Bridges, Counsel for the Board, commented this is the first of its nature with a post secondary institution in the Polk County School District. He elaborated this is an initiative amongst public colleges to make sure they have information such as this covered in their disaster preparedness plans.

Mr. Harris asked to what extent is this MOU reciprocal. Captain Wiggins commented school disaster preparedness reunification plans have alternate sites already laid out. The District is not asking Florida Polytechnic for a reunification site but covers any data they may have access to for emergency management planning. Many schools are located in close proximity to the campus which facilitate a faster response. A mutual aid agreement is already in place with area municipalities.

Item 9

9. [3:00 - 3:30 PM Policy Updates](#)

Attachment: [Neola Updates Docsd 2-28-16 wk ssn.pdf](#)

Minutes: Mr. Wilson asked for clarification on the policy update regarding character development programs. Wendy Dodge, Government Affairs Liaison, commented this change is a statutory requirement and the District has programs already established that comply with this statute.

INFORMATION ITEMS

Item 10

10. [Quarterly Report-Bid Recommendations approved by the Superintendent](#)

Attachment: [Quarterly Report-Bid Recommendations approved by the Superintendent.pdf](#)

Item 11

11. [Title I Programs 2016 - 17 School Improvement Grant, 1003 \(a\), \\$1,865,707.00](#)

Attachment: [Positions-Sch Imp Init Grant 1003\(a\).pdf](#)
Attachment: [Mentor Job Description - POLK.pdf](#)
Attachment: [Job Desc-School based Coach #10152.pdf](#)
Attachment: [PUBLIC RECORDS.pdf](#)
Attachment: [Title I 2016-17 Board Summary 1.pdf](#)
Attachment: [BIA-School Improvement Grant 2016 - 2017.pdf](#)

Item 12

12. [Head Start Grant Monthly Services Report](#)

Attachment: [February Board Executive Summary.pdf](#)
Attachment: [Head Start Fed Rule part 1301 Program Governance.pdf](#)
Attachment: [Head Start Perform Standard Compliance Time Table.pdf](#)
Attachment: [District Summary Report Mid-year 16-17.pdf](#)
Attachment: [17HSA - Head Start Financial Report as of 01-31-2017.pdf](#)

Meeting adjourned at 4:45 pm. Minutes were approved and attested this 14th day of March, 2017.

Kay Fields, Board Chair

Jacqueline M. Byrd, Superintendent