

04 08 2014 Work Session 8 30 AM

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

A. New Business

1. [8:30 - 9:00 AM School Board Comments](#)

Minutes:

Mrs. Sellers advised the Board Members that she had written a letter to the Legislators voicing concern that the Affordable Care Act will assess employers a \$63 fee for each insured life to help stabilize the new health care program. She reminded the Board that district employees pay for up to two children; all above that number are paid by the plan. The funds should come from federal dollars not local tax dollars targeted for education. She is asking Legislators to exempt school districts from this taxation.

Mrs. Wright asked if the summer school policy regarding absenteeism and late arrivals should be revised before the programs begin. Superintendent LeRoy reported that parents will be informed of the attendance requirements and the number of absentees/tardies allowed when they enroll students for the program. She will also provide the information through the various media outlets (TV/Radio/Newspapers) when promoting the programs. The current policy states that the Superintendent shall be responsible for developing administrative procedures for the operation of the summer program which shall be consistent with Board policy.

Sheila Phelps, Internal Audit Services Director, reported that the Annual Internal Accounts Audit RFP should be completed by May or early June. She hopes to have 100% of the schools included at a cost between \$120,000 - \$125,000.

Mr. Mullenax discussed the second draft of the time line for the Superintendent's Evaluation. He commented that the job description is provided in State Statute and asked if the Board wished to have one drafted or use the one provided in State Statute. Superintendent LeRoy commented that she is held accountable by State Statute.

Consensus reached to reference the State Statute.

Mr. Mullenax suggested the evaluation be finalized before the Christmas break. The Superintendent reported that while the data may not be received from DOE, the Assessment, Accountability, and Evaluation staff can provide an insight on the position of schools.

Consensus reached to have the evaluation completed before the Christmas break.

Mr. Mullenax reported that districts use a variety of evaluation documents; some are very detailed and others are streamlined. The Broward County document provided at the retreat by Mrs. Messina is very similar to our current document. Mrs. LeRoy would like a document that aligns with the same deliberate practices language that her district and administrative staff are held accountable to. She believes the Broward document is well developed and would like to see it cross-walked with the district's current document. Mr. Mullenax would like the document to be finalized by April 22. The Superintendent's self-evaluation should take place during the week of May 5; by May 21, Board Members should have their evaluation comments to Pat McManus, Executive Assistant to School Board. Between May 22 - 30, Board Members should meet with the Superintendent individually to discuss their evaluation of her. By June 10, all individual evaluations should be compiled into one document with a summary.

Superintendent LeRoy stated the Board Members will have the cross-walked document before April 22, 2014.

Mr. Berryman reported that he has received six replies from the Central Florida School Boards Coalition member districts regarding the Pay for Performance inquiry. Those that do not have a pay for performance as part of the evaluation are: Manatee, Brevard, and Marion; those that do are: Volusia (Superintendent only), Osceola (Superintendent only), and Orange (Superintendent and Cabinet). As soon as all have responded, he will provide a summary to the Board Chair and Superintendent. Mr. Mullenax will call Andrea Messina (Florida School Board Association) to see if she has information on other districts.

Mr. Mullenax stated the process for Part B of the evaluation will take place in January and will mirror Part A. Beginning in 2015, both Part A and B will take place in January.

He reported that according to Ms. Messina, no other School Board does a self-evaluation. A discussion followed on the benefits of the self evaluation. Mrs. Sellers commented that if a self-evaluation is done, it should be a learning process using a facilitator. Mr. Mullenax will have Pat McManus research the last time the Board completed one.

B. Board Agenda Review

2. [9:00 - 9:15 AM Review April 8, 2014 School Board Agenda](#)

Attachment: [04 08 14 School Board Agenda.pdf](#)

Minutes:

C-7: Minutes of March 11, 2014 Work Session:

Mr. Berryman noted two areas for correction: He serves on the Board for the Bank of Central Florida not the Bank of America; and, his comment on the millage was that he hoped the Legislature would restore the .50 millage; not .05.

C-11 Bid Recommendations and C-12 Property Insurance

Mr. Berryman voiced concern that million dollar contracts are found within the Bid Recommendation attachment rather than for a vote. He would like to see large dollar items and multi-year contracts submitted as regular agenda items.

Mr. Mullenax will establish a process with the Superintendent and report back to the Board.

C-56 Charter School Improvement Plans for 2013-2014

Mrs. Fields asked for the minority breakdown for All Children's. Brian Warren, Director of Charter Schools, reported that the 'soft' data is being reviewed and will forward to the Board as soon as it has been finalized.

Mr. Mullenax announced that Tim Harris has been nominated for the Vice Presidency of Florida School Boards Association. The selection will be announced at the June conference.

3. [9:15 - 9:20 AM BREAK](#)

Minutes: Mrs. LeRoy announced that the State of Florida submitted two of our marching bands to participate in the 2015 National Memorial Day Parade in Washington DC: Bartow High School and Mulberry High School.

C. Information

Item 4

4. [January 2014 Financial Statements](#)

Attachment: [Jan 2014 Financial Package.pdf](#)

Item 5

5. [Head Start Grant Services Summary](#)

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

Attachment: [2013 HS Grant close.pdf](#)

Attachment: [2014 HS Grant Feb2014.pdf](#)

Minutes:

Matti Friedt, Director of PreSchool Programs, announced that she has been notified that sequestration funds are being returned along with small cost of living adjustment (COLA).

Superintendent LeRoy reported that the district will open 10 preschool classrooms at 10 Title 1 schools that did not have a VPK, Head Start or Title 1 program. \$1.28 million has been set aside to fund the new classrooms. An additional \$580,000 - \$612,000 will be provided by the State to assist in the funding. This will allow approximately 180 new students to be served.

Item 6

6. [Juvenile Justice Education Program CTE Course Enrollment](#)

Attachment: [Juvenile Justice Education Program.pdf](#)

D. Discussion

Item 7

7. [9:20 - 10:20 AM Review of FADSS Focus Study on Human Resource Services](#)

Attachment: [Focus Study - Renae.pdf](#)

Minutes:

Superintendent reported that after the retirement of Denny Dunn, Associate Superintendent of Human Resource Services, she asked for an efficiency review of the department by the Florida Association of District School Superintendents.

Dr. Bill Vogel, along with FADSS representatives John Reichert and Steve Bouzianis, provided an overview of their findings and recommendations. This focus study is intended to assist the Superintendent in identifying administrative qualities required of a top-level HR administrator.

- Perception that the District Office functions are understaffed, stretched to the limit and staff personnel are poorly compensated for services

compared to nearby schools districts.

- Salary schedule changes is dependent upon funds available to district
- Improve hiring process and payroll accuracy
- Improve collaboration/communication between Personnel and Payroll departments
 - Turnover at schools makes training critical
- Improve internal and external customer relations (school staff/applicants)
 - Improve RHS (online application), add help line technical assistance
- Employee investigations are taking excessive amount of time
 - Utilize services of school board attorney more
 - Review by technology staff in most cases; provide forensic training to investigators
- Decision-making process of Human Resource Services has lessened with the retirement of Associate Superintendent
- Belief that the employment contract hinders decision-making process
 - Conversation with unions and HR staff
- Statutory requirements for new teacher evaluation system is imperfect; the teacher evaluation committee is in place to identify effective and non-effective teachers to meet the compliance of the law. District has to meet the compliance of the law but not be overly unfair to teachers
- Diversity is valued by the district; submit qualified nominations to the Board as soon as possible
- Move Professional Development back to Teaching and Learning
 - HR could do the mechanical work
- Work flow improvement
 - Establish a consistent process to submit job descriptions/revisions (eliminate practice of embedding in staffing plan)
 - Streamline Position Control System (ePafs, eliminate duplicate follow-up actions (i.e. years of service; level of education)
 - Allow flexibility in staffing formula for schools
- Establish a new Salary Schedule for Professional Technical (Non-Union)
 - Consolidate current pay grades
 - Establish guidelines for placement of new employees, existing employees, and transfers
- Eliminate Salary Committee process

Restructuring of Human Resource Services

- Retitle Human Capital Management to 'Recruitment and Educator Quality'
- To establish equality and consistency in qualifications and compensations
 - Senior Coordinator for Learning Interventions (10 Months) retitled to Senior Coordinator of Evaluation Systems (12 Months)
 - Current TRST (Tittle 1 funds) position in that same area be converted to a Specialist for Certification; and create an additional Specialist for Certification position (creating a 4-person team)
 - With existing vacant and temporary positions, it should be cost neutral
 - Change degree requirement (Bachelor's) for Senior Coordinator of

Teacher Certification and Substitute Teachers at future staffing to mirror other HR Senior Coordinator positions (Masters)

- Employee Relations Department
 - Primary function is contract negotiations
 - Move Analyst of Equity and Compliance to Department of Diversity Management
 - Retirement functions be transferred to Senior Coordinator of Personnel Department
 - Analysts (3) for investigations should be direct report to Deputy Superintendent. One should receive the forensic training (technology investigations)
- Address inequity and consistency issues, at future staffing:
 - Change educational requirement from high school diploma to a Bachelor's Degree for Specialist, Employee Relations
 - Change Senior Director of Diversity Management to Director of Equity and place in pay grade 21
 - Change educational requirement for Senior Coordinator for Professional Development from Master's to a Bachelor's
- To promote a collaborative and effective team approach between Payroll and HR, move the Payroll staff to the HR building but supervision would remain under Business Services

Mr. Harris commented that the multiple uses of ePaf might have been created to reduce or eliminate the practice of placing an out-of-field person in a position. Multiple ePaf entries forces attention on each action. Mr. Bouzianis said that might have been the purpose but it may be possible to streamline the process and maintain the integrity of the system.

Mrs. Fields questioned who would have final say in resolving payroll and HR issues. Mr. Reichert explained that, should there be conflict, they work together to address employee issues at their assigned schools to provide the best services. HR should be responsible for all data related to personnel actions including compensation and classification. Payroll would be responsible for the data related to the writing, distribution, costing and reporting of payroll. To avoid audit issues, Human Resources and Payroll cannot be under the same umbrella.

Mr. Mullenax asked if this team-work approach would eliminate or reduce overpaid and underpaid issues. Mr. Reichert stated that training for all personnel who handle payroll is critical; making them aware of the cut off cycles for data entries. School contact personnel are the first step in the process to ensure proper placement and data entry.

Mr. Reichert stated that all their recommendations are cost neutral except the area of Salary Schedule. There are 96 employees affected at a cost of \$36,000 (minimum).

Mr. Berryman inquired about any plans to hire an Associate Superintendent of Human Resource Services.

Superintendent LeRoy commented she was pleased with the report and from her first day with the district she knew there were areas of concern such as the investigative area and the functions of the Salary Committee. Moving forward she plans to implement as many of the recommendations as possible. John and Steve have offered to work with us in specific areas: such as addressing pending investigations and ensuring salary schedules are in place if the committee is dissolved. Mr. Reichert will assist us in the advertisement, recruitment, and hiring an Associate Superintendent of Human Resource Services.

Mrs. Wright compared this report with the 2012 FADSS report and stated it is essential that the recommendations are implemented with fidelity and that procedures are in place to address the concerns.

Superintendent LeRoy commented that the past practice of embedding job descriptions in the annual staffing plan will no longer take place. Any adjustments to job descriptions will come to the Board as a separate item.

Item 8

8. [10:20 -10:30 AM Group Health Plan – Annual Financial Report](#)

Attachment: [self funded health plan April 8.pdf](#)

Attachment: [self funded financial Draft Exhibits 3 24 2014 2.pdf](#)

Minutes:

Joy Myers, Director of Risk Management, Jan Bush with RobinsonBush, Inc., and Alison Pool with Wakely Consulting Group provided a brief summary on the condition and projections of the group health plan.

Projected revenue is based on the number of employees, tiers, and the contributions by the Board and employees. Projected expenses are the incurred claims, administrative expenses, and the Affordable Care Act.

For the year 2014, a \$2.2 million gain to surplus is projected using the 2013 claims data.

For the years 2015 and 2016, using 2013 starting data, consistent trend projections, no contribution changes, and with the Affordable Care Act fees (\$44 per member for next two years), the projections for 2015 are <\$3,159,000> and <\$10,490,000> in 2016.

Mrs. Bush suggested the district maintain the 60 days of anticipated claims in reserve to be deemed actuarially sound then try to have revenue meet expenses each year.

Mr. Harris does not want to continue the habit of not increasing premiums and falling below the 60-day surplus. Our history of premium adjustments has not matched expenditures and it is not in the best interest of the district; we are always playing catch up.

Mrs. Cunningham confirmed the next discussion would include recommendations for premium adjustments or plan design changes in order to maintain the 60 days.

***The work session recessed at 11:25 AM for an Executive Session.

Item 9

9. [10:30 - 11:00 AM Executive Session](#)

Item 10

10. [11:00 - 11:15 AM Transportation Cost Savings Measures](#)

Attachment: [Transportation Savings Update 3-20-14.pdf](#)

Item 11

11. [11:15 - 11:30 AM 2014-2015 Charter School Projected Enrollment](#)

Attachment: [2014-2015 Enrollment Capacity final.pdf](#)

Attachment: [Projected Enrollment Summary WS 4.8.14.pdf](#)

Attachment: [High Performing School letters for McKeel, Hartridge, Montessori Middle.pdf](#)

E. Adjournment

The Work Session recessed at 11:25 for an Executive Session. Minutes were approved and attested this 22nd day of April, 2014.

Dick Mullenax, Board Chair

Kathryn M. LeRoy, Superintendent