

04 13 2010 Work Session

New Business

1. [8:30 - 8:45 AM School Board Member Comments and Discussion](#)

Minutes:

Mr. Harris asked about the plans for the SpellRead Program. Dr. McKinize reported that, as a cost savings measure, the program is being replaced by FastForward which is for all grade levels. As many of the 78 teaching positions as possible will be reassigned to classrooms.

Mark Grey, Assistant Superintendent of Business Services, provided a brief update on the 2010 budget. He stated that the House and Senate FEFP calculations are down:

- Senate: \$5.5 million / House: \$3.3 million Down per student \$62 (S) \$38 (H)
- Senate calculations include gambling revenues and the .25 critical needs millage. It also includes a proposal that the millage does not have to go before the voters but can be levied by a super majority vote of the School Board.
- House budget has a decrease in school taxable property values of 9.38% for Polk County. According to Marsha Faux, Polk County's Property Appraiser, our school property taxes are down 12.5%.; a loss of \$4,000,000 - \$6,000,000.
- The House increased the percentage of local property taxes that can be budgeted from 95% to 96%. This is not a real number because there are areas within the state that are not collecting the current 95% because of the decline in property values.
- Our student enrollment numbers are 500 higher than projected for last year. We have refiled and resubmitted for next year.

It is estimated that our budget revenue will be short approximately \$9 - 9.5 million.

Even with eliminating the SpellRead program and repositioning staff, there will be a shortage of \$4 - 4.5 million.

Proposed changes to FRS are possibly a non-event; it will depend on whether the state will receive \$1,000,000,000 Medicaid funds. If the billion dollars does not come in, the FRS discussion is back on the table. It would be either an increase in the contribution rate or could become a contributory plan.

Dr. McKinzie commented that the .25 is critical in what we use it for - recurring or non-recurring needs, operational.

Board Agenda Review

2. [8:45 - 9:00 AM Review Agenda of April 13, 2010 School Board Meeting](#)

Attachment: [04 13 10 School Board Agenda.pdf](#)

Minutes:

Item 16 - Bid recommendations

Mrs. Cunningham questioned the new terms on the negotiated equipment lease. Mr. Grey said it is a new 5 year contract.

Item 22 - Dale Hickman Excellent Teaching Program Grant Application (National School Board Certified Teachers)

Mrs. Fields asked how the amount of each teacher was determined.

Based on the number of teachers eligible, divided by the total amount set aside by state. Because of recent budget cuts the set aside amount has been reduced from 10% to 8%.

3. [9:00 - 9:15 AM BREAK](#)

Discussion

Item 4

4. [9:15 - 9:30 AM Internal Accounts Annual Report for the Year Ended June 30, 2009](#)

Attachment: [Compliance Report to Management - final 2009.pdf](#)

Minutes:

McGladrey & Pullen presented their summary and findings on the statement of fiduciary net assets of the District's Internal Accounts as of June 30, 2009. The purpose of the report is to describe the scope and results of the testing procedures performed in 25 selected schools: Auburndale Elementary, Bartow Academy Elementary, Boswell Elementary, Caldwell Elementary, Churchwell Elementary, Griffin Elementary, Horizons Elementary, Kathleen Elementary, Lake Alfred Elementary, Lewis/Anna Woodbury Elementary, Medulla Elementary, Oscar J. Pope Elementary, Palmetto Elementary, Polk City Elementary, Purcell Elementary, Sandhill Elementary, Crystal Lake Middle, Mulberry Middle, Southwest Middle, Union Academy Middle, Bartow IB, George Jenkins Senior, Lakeland Senior, Tenoroc Senior, and Polk Life and Learning Center.

PRIOR Audit Finding

- no safe for safeguarding funds and other valuables
- reports of monies collected forms log not maintained
- deposit documentation often prepared incorrectly
- procurement card - order splitting, sales taxes paid on exempt purchases
- fundraisers - Approval form not completed, financial report not completed

FY 09 Findings - consistent with prior years'

- District Wide Issues
 - access to certain investment accounts was limited to a single employee
 - several bank reconciliations were not performed or reviewed timely
 - logs of official pre-numbered documents (receipts and Reports on Monies Collected forms) contained undocumented items with no evidence of follow-up.
 - travel expense support was provided, but could be improved upon.
 - sales taxes were paid in error on some purchases
- General Findings
 - no safe for safeguarding funds or other valuables
 - contracts were signed by staff other than the principal
 - yearbook contract at one elementary school
 - protrait contract at one middle school
 - documents not handled appropriately
 - one school did not submit all copies of voided receipts to Internal Accounts as required
 - one school did not submit ticket inventory to district office
 - collections by teachers not turned into school office daily or deposits not remitted to bank timely
 - missing documentation
 - improper segregation of duties
 - same person signed as teacher/sponsor and principal/secretary

- Common Findings
 - Fundraisers
 - approval form not completed prior to start of activity or not completed at all
 - Financial Report was not completed or submitted within 10 days of activity close
 - one high school did not retain fundraising forms as documentation for audit purposes
- Expenditures
 - one invoice for organization dues dated 10/2007 was paid September/2008.
- Procurement Card
 - supporting information was not available or did not agree to other documentation
 - missing information such as user name, dates, or discription of purchase.

Mrs. Sellers asked if the frequency of errors was less than in the past. Sheila Phelps thought so and three school had no findings - which was excellent. The Purchasing and Maintenance Departments have assisted the two schools that did not have appropriate safes.

Mr. Harris commented that it was good to hear that the dollar amount is decreasing, but he is concerned with the frequency.

Mrs. Fields asked about the deficits of several schools. Mrs. Phelps reported that schools are limited how they can move money around to cover shortages. Yearbooks created several of the deficits and schools are learning to take orders and deposits and ordering less books.

Mrs. Sellers stated that the schools that had discepancies should be audited the following year; if same mistakes are being made, there should be some type of disciplinary action taken.

Dr. McKinzie commented that the audit findings are part of the Senior Director's evaluation of the principal.

Item 5

5. [9:30 - 9:50 AM Magnet Schools Assistance Program Grant for Budget and Positions](#)

Attachment: [WS-Summary MSAP Grant 4.13.10.pdf](#)

Minutes:

This is a Federal competitive grant; only 40 will be awarded nationwide. Approximately 100 districts have submitted a proposal. Winners will be announced by early July.

Carolyn Bridges, Senior Director of Magnet, Choice and Charter, reported the grant will contain positions for the three year period. Mr. Harris asked when the grant expires, will the positions go away?

Carolyn reported that one position is being filled by someone in her department who will be transferred back into his current position after the three year period. It will be a cost savings for the District over the next three years. TRST positions will go away after the three year period.

Mr. O'Reilly commented that should the district be awarded the grant, the district needs to provide an enhancement to attract students to Crystal Lake Middle. Perception is that it is a low-performing school due to the demographics; which it is not.

Dr. McKinzie reported that Crystal Lake Elementary is one of the feeder schools and it has been designated this past year as a SMART School. Combee Elementary has been remodeled and two new wings added. It also feeds to Crystal Lake Middle.

Mr. Harris asked if there are future plans to do a remodel for Crystal Lake Elementary. Mr. Murphy reported not at this time, there are several middle schools higher up on the 5-year plan.

Item 6

[6. 9:50 - 10:10 AM Plan to Enhance the District's New Applicant Ranking and Hiring System](#)

Attachment: [Ranking and Hiring System.pdf](#)

Minutes:

Kelly Horner, Gallop Consulting, presented a teacher insight program that will assist the Human Resource Services Department in their Project Quality Counts (on-line applicant ranking system) and the best placement of Highly Qualified and talented teachers. Human Resources increased the number of Highly Qualified Teachers from 82% to 94% since July 2007. The focus will shift from Highly Qualified to 'Value add' (teacher effectiveness). This sole source program, funded through Title IIA, will address the recruitment and retention of highly qualified principals and teachers. The amount budgeted this year will cover their services for one year, as well as training for Human Resources staff, Senior Directors, and principals. Future years funding will be determined by Title II funding.

Gallop Consulting assists companies and corporations to better themselves. The program will look at teachers and principals with natural talents to excel and match teachers to the right schools and principals.

- Train principals (APs or Department Chairs), Senior Directors
- Data Report on applicant pool by October
- Hire Data
- Engagement
- Hope
- Well being

Mr. Harris asked if data can be provided on the successful talent data recruitment areas. If we are not recruiting talented teachers from certain cities/colleges, we need to focus on other areas - Improve recruitment strategies.

Donna Wingard stated that information will be collected in the new on-line application process.

Item 7

7. [10:10 - 10:20 AM New Job Description for Student Intake Specialist in Workforce Education](#)

Attachment: [New Job Description for Student Intake Specialist 4-13-10 WS.pdf](#)

Item 8

8. [10:20 - 10:40 AM New Job Description for Non-union Positions Within the District](#)

Attachment: [New Job Descriptions for Non-union Positions 4-13-10 WS.pdf](#)

Minutes:

Item 9

9. [10:40 - 10:50 AM Ratification of Collective Bargaining Agreement with AFSCME](#)

Attachment: [Foodservice Agreement 4-13-10 WS-BD.pdf](#)

Attachment: [Exec Summary - Ratification of Collective Bargaining Agreement with AFSCME 4-13-10 WS-BD.pdf](#)

Attachment: [BUS TAs - April 13 2010 bd.pdf](#)

Attachment: [CUST-MAINT-VEHICLE SVC TAS - APRIL 13 BD #2.pdf](#)

Minutes:

Information

Item 10

10. [SunSmart E-Shelter Program Grant Application](#)

Attachment: [School Board Summary E-shelter Grant Rev .pdf](#)

Attachment: [BUDGET IMPACT ANALYSIS E-Shelter Grant.pdf](#)

Minutes: The grant's intent is to allow for the state to test the viability of solar powered generators in times of emergency or longer periods of time before they go for a larger scale.

Item 11

11. [Polk County Schools' Newsletter](#)

Item 12

12. [Kindergarten Swim Program](#)

Attachment: [Aquatics Proposal k.pdf](#)

Item 13

13. [Dale Hickam Excellent Teaching Program Grant Application](#)

Attachment: [April 13th School Board Summary Form \(DHETP\).pdf](#)

Attachment: [BUDGET IMPACT ANALYSIS 09-10a.pdf](#)

Adjournment

Meeting adjourned at 11:35 AM. Minutes were approved and attested this 27th day of April, 2010.

Kay Fields, Board Chair

Gail F. McKinzie, Ph. D., Superintendent