

04 22 2014 Work Session 10 00 AM

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A. New Business

1. [10:00 - 10:15 AM School Board Comments](#)

Minutes:

Mr. Berryman requested an update on the Step Up Academies. Superintendent LeRoy commented the last update did not show learning gains as expected. She hopes to implement a more highly effective 9th Grade Academy in the high schools that, with additional support, would absorb the Step Up students.

Mr. Mullenax announced an Executive Session will be held during the May 13, 2014 Work Session.

2. [10:15 - 11:15 AM Superintendent's Evaluation Document](#)

Attachment: [Super Eval Model 2 v2 4-21-14.pdf](#)

Minutes:

Mr. Mullenax commented that the existing document has been cross walked with Broward County's. The new version incorporates the best of both documents; it has the same rating system and is more condensed and concise.

Conversation followed on the use of scoring boxes; consensus reached to use a grid to allow individual scoring on each item.

- Page 2: Change 'Assistance' Plan 'to Strategic' Plan
- Page 3: Continuous improvement #1; is that currently taking place or a role that the Board expects of whomever is in that role? Mrs. LeRoy commented that it refers

to opportunities such as the Alignment Nashville; she can have it more explicit if needed

- Page 3: Remove 'Makes good hiring decisions and maintains an effective/efficient staffing plan'; duplicated on page 1
- Page 4: Explain 'community life and affairs'
- Page 4: Add 'Communications with Media'

Mr. Berryman distributed a summary of the Pay for Performance survey. He is waiting on reply from Seminole County.

Mrs. Wright stated that given the fact we have employee groups that have not received a salary increase and with our current financial status, she feels we need to continue gathering information on a Pay for Performance plan but not act upon it at this time. Mrs. Sellers concurred and asked that we see if FSBA would consider hosting a best practice seminar. Mrs. Fields agreed with Mrs. Wright and Mrs. Sellers.

Mr. Harris questioned the time frame on the contract renewal if a three year rolling contract is to continue. School Board Attorney Wes Bridges reported he will have the Superintendent's contract proposal ready for the next work session. Mr. Harris suggested that any Pay for Performance plan be tied to salaries of employee groups.

Superintendent LeRoy announced that she will be recommending termination of the teacher recently arrested for inappropriate conduct with a student. She falsified her application and did not include her employment in Orange County. Orange County did not file any concerns with DOE which would have given us a red flag and the possibility of non-employment. Changes are being made in the application process to require three years of final evaluations from former employers.

B. Board Agenda Review

3. [11:15 -11:30 AM School Board Agenda Review](#)

Attachment: [04 22 14 Bd Agenda.pdf](#)

Minutes:

C-10: New Administrators

Mr. Harris asked that more information on the educational credentials be included in the bios. Mrs. LeRoy stated that their resume can be attached with the bio. Mr. Harris reiterated he is looking for the work history.

C-45: Administration and Instructional Personnel Actions

Mr. Harris noted that all three of the terminations did not come from an educational background and were not certified.

E-50: Waiver for Chemistry

Superintendent LeRoy reported that the Chemistry requirement originally came from the State unless students were grandfathered in; however, last spring the district changed the student progression plan requiring all students to take Chemistry. This waiver will address seniors that meet the 3-credit science requirement but not Chemistry.

R-51: Instructional Materials - Textbook adoptions

Mrs. Wright asked if technology is a part of this purchase. Mrs. LeRoy responded that it is embedded in the contract. She informed the Board that if the legislature moves instructional materials over to local control, it will be very expensive for school districts. Currently, the district does not have a person to oversee textbooks but she will bring a recommendation to the Board if the legislation passes.

Mrs. Wright suggested that color codes be used to help the public identify funding source: federal, state, grant, etc.

4. [11:30 - 12:30 PM LUNCH](#)

C. Information

Item 5

5. [February 2014 Financial Statements](#)

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

Item 6

6. [2014-2015 Charter School Projected Enrollment](#)

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

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

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

Minutes:

Mr. Mullenax voiced concern regarding several charter schools' enrollment numbers and their contractual numbers; they didn't reach the capacity requested last year, yet they are requesting a higher enrollment.

Brian Warren, Director of Charter Schools, responded that projected enrollment is negotiated through the contract. Projected enrollment has been

discussed during contract negotiations because of the affect it has on our own projection numbers. Realistic numbers are needed on both sides. High performing schools can, by State Statute, request higher enrollment numbers.

Students at Compass Middle Charter, located on Bartow Middle School's campus, are not making gains; they enter at Level 1 and advance to high school as Level 1's. Superintendent LeRoy reported that 85% of their students enrolled are zoned for Bartow Middle. Brian will meet with the Charter's Director for a number more closely aligned with the current enrollment and address the test data. Mrs. Wright stated that academic accountability is a part of the contract; it should be renegotiated.

Mr. Mullenax commented that several Lake Wales Charter schools enrolled more than contracted and are requesting an additional 160 students. He asked if there were Lake Wales students that were denied enrollment due to capacity that are enrolled in our schools. Mr. Warren responded that if our schools notify him of the out-of-zone student, he follows through with each charter principal and he tries to hold them to the contract. Mr. Mullenax would like to see their projected requests reduced.

Mr. Harris mentioned that their charter was created on the desire to serve the students of Lake Wales. He asked if they were actively recruiting from outside their zone. Mr. Warren respond that could be happening. He will discuss the projected enrollments with the charter principals. When asked by Mr. Berryman if the district could deny their increase number, Mr. Warren reminded the Board that the Legislature is looking at a state-wide standardized contract.

As to Magnolia Montessori Academy, Mr. Mullenax felt they should request an increase as it becomes necessary. Consensus was to approve the 87.

Polk Collegiate Academy is not reflective of the county-wide community it contracted to serve. The majority of their students come directly from Berkley Middle. During the application process, the applicants stated they only wanted 100 students: 50 for 9th grade and 50 for 10th grade. Current enrollment is 81 and they are requesting 110. Mr. Warren reported it could be due to their scheduling model.

Polk State Lakeland Gateway was designed as an 'at risk' student credit recovery. Last year they projected 100, their current enrollment is 89 yet they are asking for 150. Mr. Warren responded that the request is in line with their start-up proposal to serve 120-160 students in year two. Mrs. Sellers asked if the students are succeeding. If they, like Compass, are not improving and moving upward, we may want to limit their enrollment. Mr. Warren will provide the achievement data as soon as it is determined.

Mike Perrone, Associate Superintendent and Chief Financial Officer, reported that the district pays out at the beginning of the school year on the charters' projected numbers; then makes adjustments throughout the year for the actual

number.

Mrs. Fields inquired about the difference between Polk State Gateway and New Beginnings. Mrs. Wright responded that Polk State recruits students that have college potential, helps them to catch up to transfer into college. New Beginnings is a credit recovery for high school students.

Mr. Harris noted that the charter enrollment requests reduce our base student allocation in excess of \$2 million because of their desire to increase their population. He favors maintaining their current enrollment because of the cost to the district. The funding is for 226 high performing seats at a cost of 1,410,692.00 and 66 non-high performing at a cost \$411,792.

Wes Bridges, School Board Attorney, reminded the Board that high performing charter schools have special preferences through state statute.

Mrs. Sellers confirmed that the district pays out the funds each year in the beginning based on the charters' projected numbers. If, in March, they do not have the numbers, we reduce the funds that have been expended to recoup the overages.

Item 7

7. [Bid Recommendation Process](#)

Attachment: [Bids over \\$250000.pdf](#)

Minutes:

Superintendent LeRoy stated that at the last work session there were questions on bid recommendation amounts. She asked Mike Perrone, Associate Superintendent and Chief Financial Officer, and Scott Clanton, Director of Purchasing to explain the process. They reported that there are often awards that include multiple bids or multiple items that, when combined, would exceed the \$250,000 suggested at the last work session. Mr. Perrone suggested that the language be changed to require bid recommendations for a single item or service awarded to one vendor with an estimated cost of \$250,000.

Mr. Berryman asked when are RFPs required and what is the process for large single or multi-year contracts? Mr. Clanton responded that by State Board of Education Rule if we determine we are going to spend in excess of \$50,000 in a given year, we are required to place it out for bid. We look at it categorically; combining schools' requests for the same item together to get a better price. Most of the bids brought to the Board are annual awards.

Any single item/single award over \$250,000 will be placed on the agenda for presentation to the Board. Mr. Bridges clarified that the process is not changing only the way acquisitions are presented to the School Board for approval.

D. Discussion

Item 8

8. [12:30 - 2:15 PM Budget](#)

Attachment: [Copy of Compare 4th Calc 14-15 FEFP Gov Recomm Budget.pdf](#)

Attachment: [Copy of LCI Allocation as of 2014-04-15.pdf](#)

Attachment: [PowerPoint.pdf](#)

Minutes:

Superintendent LeRoy, Mike Perrone, and Greg Rivers, Associate Superintendent of Operations, provided 2014-2015 budget estimates. Roll forward funds (this year's encumbered but unspent funds) are included in the estimates.

Estimated 2014-2015 revenue - \$23-25 million

Staffing Plan increased costs:

- Elementary Principal's Secretary moving from 11 to 12 months
- 1 Assistant Principal / Secondary will move from 11 to 12 months
- Building lab in high schools for virtual program and staff

Savings:

- Art/Music/PE
- Reduction in high school units per class-size based on school choice. (Will see more savings (\$1.5-\$2 million) if we consider the same option for elementary and middle schools. Historically, we reserve 50-60 units to address class-size.)

Departments Budgets

- Met with every department head to review budget and budget request; resulted in a 3% increase in requests. Several departments' operating budgets (Curriculum, ESE, Technology, WorkForce) have funds that are used specifically on students or for the schools.

Mr. Berryman spoke on the compression adjustment and the formula used to determine the DCD. It is based on declining property values and the percentage differs from district to district. Polk County is due to receive about \$200 per student. He asked if we are going to meet the 5% fund balance. Mr. Perrone responded that it will be close.

Superintendent LeRoy discussed the Federal and State Categorical dollars - \$89-90 million Operating fund with some flexibility.

- Title 1 is to improve achievement of students in high poverty schools through quality instruction, professional development of staff, and effective parental engagement. There are very stringent requirements on how the funds can be used. Over the past several years, there has been a Federal and State shift around accountability to ensure the dollars are spent on student needs. They are very clear about the expectations on student achievement and implementation of Pre-K and parental engagement.

Title 1 - Projected \$32,000,000 (includes approximately \$5,000,000 in roll forward). Majority goes to school programs (school-wide and targeted support) through:

- Supplemental personnel in the core curriculum areas: teachers, paraprofessionals, coaches, interventionists, supplemental technology, professional development and parental involvement. (coaches work with adults/interventionists work with students.) Consolidating consultant contracts through district, Parent Involvement, Parent Resource Centers, and Parent Universities.
- District-Level support: Reading, Math, and Science Coaches, curriculum specialist, professional development, homeless and neglected program, parental engagement, summer learning AMP Academies, Pre-K (currently have 4 classrooms; adding 10 more this coming year), and assistance to eligible students in private schools.

Title II - Approximately \$3,500,000: Part A assists with the implementation of Florida's Common Core State Standards and the Next Generation Sunshine State Standards. Activities revolve around Professional Development.

IDEA - Individuals with Disabilities Education Act to provide supplemental services and related services to students with disabilities. Restricted use by State Statute.

Projected allocation - \$18,300,000.00 (decrease from last year)

K-12 Reading: Projected allocation \$4,615,000.00 - Annual Comprehensive Reading K-12 Plan submitted to DOE for the specific use of the research-based reading instruction allocation; must accurately depict and detail the role of administration (both district and school level), professional development, assessment, curriculum, and instruction in the improvement of student learning. Charter Schools may opt out.

- Funds must ensure reading/literacy salaries and benefits for schools, professional development, research-based comprehensive core reading program materials and resources, reading assessments and summer reading camps.
 - All of last year's allocation (\$4,337,995) was used for secondary intensive reading teachers and two elementary resource teachers. No funds were allocated for professional development, reading coaches, resources or materials, or summer reading camps.
- With this year's proposed allocation - \$4,615,000.00 (increased \$300,000), 50% will fund reading/literacy coaches; 15% for professional development; 10% resources and materials; 10% for summer reading camp, and 15% for lowest 100 elementary schools.

SAI: Supplemental Academic Instruction - to fund dropout prevention and academic intervention programs after available funds support an extended hour for the lowest 100 or 300 performing schools in reading. Funds are to help students gain at least a year's worth of knowledge for each year in school and prevent students being left behind.

2013 allocation was used for 100% of salaries and benefits of every grade 3,4, and 5 reading teachers and 31% of all elementary grade 3, 4, and 5 not designated reading teachers (400 teaching units). There is flexibility on the use of SAI and it goes into the Operating fund.

2014 SAI projection: \$22,886,171.00 - must be adjusted to meet statute and expectations for funds.

Mrs. Wright asked, referencing the Federal Title II funding, who oversees the Local Educational Agencies (LEAs). Mrs. LeRoy replied that they are monitored by the Federal Government and held accountable as other school districts.

Mr. Harris asked if there are plans to use Title II funds again for Certification Specialists. Mrs. LeRoy reported there are personnel paid through Title II and one the Human Resources report recommendations was to increase staff within the department.

Capital Improvement - Revenue

- Certified tax roll increased by \$1 billion x 1.5 mills = \$39,605,906.00
- Estimated carryover \$9,200,000.00
- New Revenue = \$46,895,955
- Debt services reduced by \$2,000,000

Capital Improvement - Expenses

- Support Services, School Bus Purchases, Maintenance Vehicle Purchases and Safety Equipment = \$4,931,000 (decrease from last year's \$5,250,000)

- School Furnishing, Equipment Upgrades/Replacement = \$500,000 (decrease of \$450,000)
- Career Education = \$350,000 (decrease from \$393,700)
- Band equipment, Drivers Education and Athletic Equipment = \$160,000 (increase from \$76,300.00) (band equipment replacement has not taken place for several years)
- Technology = \$3,675,000 (increase from \$3,274,000)

LCI's budget \$46,895,955.00 is very similar to last year's (\$45,427,095.00).

Mr. Berryman suggested a future discussion to establish a long-term plan for our capital dollars. Do we close schools? What is the return investment if we upgrade a school to increase capacity, etc. Superintendent reported the process to close a school takes a long time (months and months); it involves community input. She can bring information forward if the Board wishes. Mrs. Fields responded that she would agree to discuss long term plans but she isn't ready to discuss closing any schools.

Mrs. Sellers commented when the legislature reduced the 2.0 mills to 1.5 it reduced our funds by about \$13,000,000 each year. We are looking at needs, not wants.

Item 9

9. [2:15 - 3:00 PM New School Proposal](#)

Minutes:

Greg Rivers reported that the Capital Plan presentation several weeks ago included two proposed schools out of the Educational System Impact fees because that is the only source of funds we have available for new schools. The northeast area has the most new subdivisions and building permits and is experiencing the most overcrowding. We currently have capacity issues at Loughman Oaks, Eastside, and Alta Vista Elementary.

First choice is a new K-8 elementary in the Four Corners area at a cost of \$39,000,000. Second choice is a new elementary in the Davenport area at a cost of \$20,000,000. We have money banked to build the K-8 and it will take approximately 4 years to fund the second school.

Next formal step would be

- present a project request to the Board;
- send a letter to the County Manager requesting to use impact fees for

- that project
- for the Site Selection Committee (process per Interlocal Agreement ranks sites)
- submit to Board for final selection

Mr. Harris asked if we considered removing students from Loughman Oaks to Davenport School of the Arts. Mr. Rivers responded that Davenport is a Choice/Magnet school; enrollment is an application process. Davenport's base units can be increased but the applications are not from one specific school.

Mrs. Wright commented that we have had new schools open at or above capacity. Mr. Rivers agreed; it takes three years to build a new school. Unfortunately, we will always be behind our needs; we cannot keep up with growth with the delay in funding that we have. We needed both of the proposed schools 4-5 years ago. Mrs. Wright asked that the record reflect that the new school will be overcrowded when it is opened.

Superintendent LeRoy stated that she is increasing Davenport's units by 4 primary grade teachers; one at each grade level K-3.

Mr. Mullenax asked why a new elementary cannot share the Davenport campus; it is 100 acres. Brenda Taguri, Senior Coordinator, Demographics, stated that when a choice school shares a campus with a traditional school, it typically causes competition and other issues.

Mr. Harris reminded the School Board that the Board of County Commissions wants the District to zero out impact fees. We currently collect 1/10th of what we used to collect.

Mr. Berryman asked for the time line. Mr. Rivers stated that once the project is approved (May 13), things can begin.

Item 10

10. [3:00 - 3:10 PM Remove Acting Status from Three District-Based Administrators](#)

Attachment: [Exec Summary DBA Remove Acting Status 4 22 14 WS.pdf](#)

E. Adjournment

Meeting adjourned at 3:10 PM. Minutes were approved and attested this 13th day of May, 2014.

Dick Mullenax, Board Chair

Kathryn M. LeRoy, Superintendent