

05 27 2014 Work Session 12 30 PM

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

## A. New Business

### 1. [12:30 - 12:40 PM Thirteen Years of Perfect Attendance](#)

#### Minutes:

On behalf of the Superintendent, Jacqueline Byrd, Deputy Superintendent, recognized two students for their 13 years of perfect attendance - Kindergarten through Grade 12.

- Rayon Harris, Lake Gibson High School
- Kent Lambert, Harrison School for the Performing Arts

### 2. [12:40 - 12:55 PM School Board Comments](#)

#### Minutes:

Mr. Mullenax announced that with the upcoming retirement of Sheila Phelps, Director of Internal Audit, he will schedule time at the next work session to discuss a succession plan.

## B. Board Agenda Review

### 3. [12:55 - 1:10 PM Review the May 27, 2014 School Board Agenda](#)

Attachment: [05 27 14 REVISED School Board Agenda.pdf](#)

#### Minutes:

R-61: Renewal of KidGuard

Mr. Berryman asked if charter school students are included. School Board Attorney Wes Bridges responded that, by State Statute, charter schools are held accountable and liable for their students.

R-69: Request for Waiver on Adopted Middle School GPA

Mrs. Sellers asked if there is a plan to follow these students to high school for support. Jackie Speake, Curriculum, reported that each student will have an academic plan in place to track and aid them.

Mr. Harris voiced concern that this action will give the perception that the GPA can be lowered again to assist students in following years. He asked if this is a permanent or temporary change. Mrs. Speake responded that the waiver is for this year; the 2014-2015 Student Progression Plan will be revised to reflect the new 1.8 GPA requirement.

Mrs. Fields asked that strategies and support plans be in place for these students to avoid future failures.

Mr. Berryman asked how many students have been retained in 8th grade because of this same issue in past years. Mrs. Speake did not have that information available.

Mrs. Cunningham asked if other districts have done this? Mrs. Speake will check and report back.

Mrs. Wright stated that it is essential that the support provided to these students is different from what they received in the past.

4. 1:10 - 1:50 PM Attorney/Client Session

Minutes:

The Work Session recessed at 1:05 PM for a Attorney/Client Session and reconvened at 2:05 PM.

C. Information

Item 5

5. Davenport School of the Arts' Garden Stage

Minutes:

Brian Kier, Principal at Davenport School of the Arts, and Michael Howell reported on the planned construction of an outside garden stage for the school. The stage is the outcome of a three-year, community-led building fund drive under the guidance of Mr. Howell.

Item 6

6. [Quarterly Investment Report for Quarter Ending March 2014](#)

Attachment: [POLK PerformanceReport as of 2014-03-31.pdf](#)

Minutes:

Mr. Berryman announced that he no longer serves on the Board of the Bank of Central Florida.

Item 7

7. [Summer Learning Program Assistant Job Description](#)

Attachment: [Summer Learning Program Assistant Job Description 5-27-14 WS.pdf](#)

Item 8

8. [Revise Coordinator, Program Title I Job Description](#)

Attachment: [Coord Program TTI 5-27-14 WS.pdf](#)

Item 9

9. [Revise Paraeducator, ESOL Job Description](#)

Attachment: [Revise Paraeducator, ESOL Job Description 5-27-14 WS.pdf](#)

Minutes:

Mrs. Wright questioned the low educational requirements in the ESOL Para job description. Peg Brenner, Director of Personnel, clarified that the final copy has the highly qualified requirements of a high school diploma and 60 hours or more college credit hours.

Item 10

10. [Name Change for Avon Park Youth Academy to Highlands Youth Academy](#)

Attachment: [AvonParkSchoolsLetter ProgramChange 05062014.pdf](#)

Item 11

11. [Givewell Community Foundation "First Start Fitness Grant"](#)

Attachment: [Givewell Community Foundation Board summary.pdf](#)

Attachment: [Givewell grant recd.pdf](#)

Attachment: [Givewell grant award notice.pdf](#)

Item 12

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

Attachment: [13HSA BUDGET FINAL 3-30-14.pdf](#)

Attachment: [2014 Head Start Financial Report as of 04-30-2014.pdf](#)

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

Item 13

13. [Polk State College Collegiate High School Renewal Contract](#)

Attachment: [Polk State College Collegiate High School Contract Comparison Final.pdf](#)

Attachment: [PSC Collegiate HS Summary WS 5 27 14.pdf](#)

Attachment: [PSC Renewal FINAL Contract.pdf](#)

Attachment: [Appendices 1-10.pdf](#)

Attachment: [Appendices 11-20.pdf](#)

Item 14

14. [Lakeland Montessori Schoolhouse Renewal Contract](#)

Attachment: [Lakeland Montessori Schoolhouse Renewal FINAL Contract.pdf](#)

Attachment: [Lakeland Montessori Schoolhouse Summary WS 5 27 14.pdf](#)

Attachment: [Appendices 1-10.pdf](#)

Attachment: [Appendices 11-19.pdf](#)

Attachment: [lakleland montessori contract comparison.pdf](#)

Item 15

15. [Third Contract Modification for Polk State Lakeland Gateway to College](#)

Attachment: [Polk State Lakeland Gateway Enrollment PlanREVISED.pdf](#)

Attachment: [Third Modification Appendix 6 School Enrollment Plan.pdf](#)

D. Discussion

Item 16

16. [1:50 - 2:15 PM School Nutrition Department Update](#)

Attachment: [School Nutrition Strategic Plan 2014 - 2020.pdf](#)  
Attachment: [Community Eligibility Worksheet 2014-2015.pdf](#)  
Attachment: [Charge Meals Policy 2014-2015.pdf](#)  
Attachment: [Executive Summary School Nutrition Program State of the Plate Report.pdf](#)  
Attachment: [Paid Lunch Equity and Meal Prices 2014-2015 Memo.pdf](#)  
Attachment: [Research Florida School Breakfast Report SY 2012-2013.pdf](#)  
Attachment: [Research Community eligibility report 2013 FRAC.pdf](#)  
Attachment: [USDA Smart Snacks Brochure.pdf](#)

Minutes:

Susan Ehrhart, Director of Food Service, reported on the

- Bright Start Breakfast program
- Breakfast in the Classroom
- Community Eligibility in 48 schools (expanding to 77 in 2014-15)
- School-based assistance in each of the 4 regions
- On-line and mobile application for NutriSlice menus for each school
- School Nutrition Safety Committee
- Child Care Feeding Program for Head Start students
- Expanding summer meals programs through alternative delivery methods

Mr. Harris inquired about the benefits of the Community Eligibility provision. Mrs. Ehrhart reported the program is based on direct certification information in the community such as families using SNAP, Medicaid, HEARTH, Foster Care, Migrant Education, Food Stamps, and Headstart. It means all students, regardless of parent income, receive free breakfast and lunch and no application is needed. There will be 77 schools participating in 2014-2015.

A requirement of the Federal Assistance Program is to decrease the gap between the free lunch reimbursement and the cost (\$2.00) of a paid meal. Currently, we receive a supplement of \$3.10 for each free meal and 32 cents for each paid meal. Mrs. Ehrhart recommended Elementary and Middle meal prices remain the same but increase high school lunches by 30 cents because their meal portions are larger.

Mr. Harris asked if an increase of 10 cents at the Elementary/Middle level would help in shortening the gap. Mrs. Ehrhart responded that increasing the Community Eligibility schools to 77 in 2014 will greatly decrease the price gap.

Mrs. Fields requested the participation rate of our high school students. Mrs. Ehrhart will have the information provided to all board members.

Item 17

17. [2:15 - 2:30 PM Request for Proposal \(RFP\) #039-PSC-0414 for Group Medicare Medical and Pharmacy Plans](#)

Attachment: [Recommended bid awards.pdf](#)

Attachment: [IBC RETIREE HEALTH INITIATIVE RFP.pdf](#)

Attachment: [Carrier Proposals by County.pdf](#)

Minutes:

Joy Myers, Director of Risk Management, and John Robinson of RobinsonBush, provided the results of the RFP for the Retired Employee Medicare Medical and Pharmacy Consortium Plan and our next step as the Lead Agency.

Several months ago, the District was approached to be the lead agency in a proposal to provide Medicare eligible, fully insured health plans for our employees. The six districts that initiated the Consortium were: Brevard, Duval, Escambia, Miami-Dade, Orange, and Polk with a combined over-65 retiree population of 10,000. The Consortium (not the Lead Agency) will be responsible for the management and administration of the program. The remaining 61 school districts will be able to join and select a plan that best fits the needs of their retirees. Eligible Retirees Over 65, and Dependents, will get their district-sponsored health plan benefits through the Consortium Retiree Program ( no longer a participant of an active employee plan.)

Recommended for Award:

- Medicare Supplements (A, F, and N): Cigna Health and Life Insurance Company and United Healthcare: \$126 - \$200 monthly premium
- Medicare Care Part D - United Healthcare (UHC): \$86-\$159 monthly premium
- Medicare Advantage: UHC, Health First and Aetna (Medicare Advantage Plan - Individual district driven): \$0 or low premium options

The Florida Retired School Employee Benefit Program Consortium supports the recommendations and requests that it be moved forward. Districts deadline for acceptance and school board approval of Consortium plan and agreements would take place in August, 2014. As the host district (Lead Agency), Polk will not pay the enrollment fee of \$1 for each active employee (\$12,000). A soft opening is planned for September, 2014 for individuals retiring June 30th. Open enrollment will take place in October and November for a January, 2015 enrollment.

Mrs. Myers reported that there are approximately 800 over 65 retirees currently using the District's Active Plan, mainly because they are not comfortable with making a change.

Mr. Harris commented that Miami-Dade had the largest pool of retirees; how does their withdrawal from the plan impact the cost? Mr. Robinson clarified that Miami-Dade did not withdraw from the Consortium; they remain a participant in the Medicare Supplement and Part D Plan which are driven by volume. They are reviewing local options for the Medicare Advantage Plan.

Item 18

18. [2:30 - 3:30 PM Code of Student Conduct 2014-2015](#)

Attachment: [Code of Student Conduct Committee Members 2014.pdf](#)

Attachment: [2014-2015 Code of Student Conduct without crossouts.pdf](#)

Attachment: [2014-2015 Code of Conduct draft.pdf](#)

Attachment: [Code of Student Conduct 14-15 Summary of Changes.pdf](#)

Minutes:

Nancy Woolcock, Assistant Superintendent of Learning, summarized the changes to the Code of Conduct and stated the biggest task was incorporating Bring Your Own Device, Personal Communication devices, and updating our telephone and wireless policies.

- Renamed and updated Strategies or Interventions for Students to Demonstrate Model Student Behavior; now called Schools, Students, and Parents Working together. It gives strategies to teachers, parents and students on how we can build relationships, work collaboratively, and interventions for students if they have difficulty.
- Clarified language that adult students may view their own records;
- Added language that allows schools to share educational records in the dependency system with case workers and other officials in the child welfare system without consent;
- Added new Nondiscrimination policy to match NEOLA board policy;
- Replaced 'Acceptable Technology Policy' with 'Communication Devices' to match NEOLA Policy - all new language. It defines acceptable use at school and consequences for misuse. It clearly states the care and security of the device is student's responsibility.
- Dress code was revised to include that dress code cannot be used as a barrier to education nor be a violation due to financial hardship. Reasonable time lines were established for financial hardship and new students to the district. Bandanas were included as unacceptable attire and removed 'hoodless' from outer garment sweatshirt;
- Added consequences for false accusations against staff - dependent upon level and severity of the accusations. Also included language about group of students and conspiracy to make false accusations.
- Included NEOLA's textbook and library obligations policy;
- Added language about parent's responsibility to keep contact information current and how to make those changes either at school or on Parent Portal;
- Included short-term alternative education and consideration of the proximity of the grading periods when return to regular school;

- Added language that the district will not tolerate abusive/profane language at any age or level
- Added language that infractions at a bus stop have to be witnessed by bus driver or bus attendant;
- Included new state language to guns about simulating a firearm or weapon while play or wearing certain clothing is not grounds for disciplinary action or referral to the criminal justice or juvenile justice system;
- Added alternative education to fighting without injury;
- Changed 'mooning' to indecent exposure;
- Included staff to definition of sexual harassment;
- Added 'instigate' to the words 'violence' and 'incitement';
- Included new opt out and student directory forms.

Mr. Harris asked why hats were not included under Dress Code. Mrs. Woolcock responded that the District establishing a general dress code and schools can add to it to meet the needs of their site.

#### Item 19

19. [3:30 - 3:45 PM Monthly Financial Statements for March 2014](#)

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

Minutes: Penny Zuercher, Director of Finance, reported that the end of the year fund balance projection is 5.25%.

#### E. Adjournment

Meeting adjourned at 3:33 pm. Minutes were approved and attested this 10th day of June, 2014.

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Dick Mullenax, Board Chair

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Kathryn M. LeRoy, Superintendent