

06 18 2019 Work Session 12 30 PM

## DISCUSSION ITEMS

### Item 1

1. [12:30 PM - 12:50 PM TSSSA \(Turnaround Schools Supplemental Services Allocation\) Application](#)

Attachment: [TSSSA Draft 6.18.19.pdf](#)

Minutes:

Pat Barnes, Regional Assistant Superintendent, provided information on Senate Bill 7070 addressing Turnaround Schools Supplemental Services Allocation application (TSSSA), formerly the School of HOPE. Governor DeSantis reduced the per student funding from \$2000 to \$500. This application is to be submitted by August 1, 2019. To qualify, a school must

- be implementing a district-managed turnaround plan
- earned below a 'C' for the past 3 consecutive years or could have improved to a C and are no longer in turnaround status

We have 14 schools that qualify but more could be included once school grades are released. This would be approximately \$5 million added to our categorical funds.

Mrs. Miller asked if the plan would be sustainable after the grant ends. Mrs. Barnes explained nothing has been added to the plan that can't be sustained. The funds allow the schools to expand what they are currently providing; there are no personnel costs involved.

Mrs. Fields questioned the recruiting and hiring of staff and how it relates to core teachers deemed unsatisfactory by the state's VAM scores. Mrs. Barnes stated there may be some schools not in turnaround status that have a teacher with an 'unsat vam' and they will be reviewed individually. Schools more directly affected will be those currently with a TOP plan or with an external

operator. Mrs. Byrd added that principals and administration have been working hard to provide extra services to schools with EO. The number one goal is to keep the disruption down to a minimum.

## Item 2

### 2. [12:50 PM - 1:00 PM 2019-2020 Proposed Student Code of Conduct](#)

Attachment: [BOARD VERSION \(Changes in RED\) 2019-20.pdf](#)

Attachment: [Copy of Code 2019-2020 Change Sheet.pdf](#)

Attachment: [Code of Conduct Committee List 2019-2020.pdf](#)

Attachment: [FINAL BOARD VERSION 2019-20.pdf](#)

Minutes:

Brett Butler, Director of Discipline, provided a summary of the proposed changes to the 2019-20 Code of Student Conduct. There was only one change:

- Language change in Section 4.03: Disruptive Behavior and/or Minor Infraction

Mrs. Miller asked if students videoing fights on campus is addressed. Mr. Butler replied it is under Personal Communication Devices.

Ms. Fortney asked how many on the committee are classroom teachers or paraprofessionals. Mr. Butler stated there are 6 classroom teachers.

Mrs. Fields asked how many are community members. Mr. Butler replied 9%.

## Item 3

### 3. [1:00 PM - 1:15 PM School Improvement Grant Cohort 4 - SIG4 Bartow Middle School, \\$750,000.00](#)

Attachment: [Budget-Impact-Analysis SIG4 Y3.pdf](#)

Attachment: [SIG4 CoHort Y3 Board Summary.pdf](#)

Minutes:

Dr. Maria Longa, Senior Director of Federal Programs and Grants Division, stated this is year 3 of the 5-year school improvement grant for Bartow Middle School which will provide resources to build teacher engagement and capacity through cohort tuition reimbursement, collaborative planning time beyond teacher day, onsite coaching, and stipends. It will also provide student wrap-around support through counseling, family engagement, field trips, instructional technology, and small group classroom support.

Currently, four paraprofessionals are in a Bachelors' program and have

successfully completed their first semester at Florida Southern; 16 staff members have completed their Masters program and 16 are currently in the Doctoral program.

Dr. Longa announced that we are starting a new cohort with Florida Southern at McLaughlin Middle and Lake Marion Creek. We also have 2 district wide cohorts with USF: Masters in Ed Leadership and a Masters in Reading.

Item 4

4. [1:15 PM - 1:30 PM New Job Description-Senior Manager, SEDNET](#)

Attachment: [6-18-19 WS-New Job Description-Senior Manager SEDNET.pdf](#)

Minutes:

Teddra Porteous, Associate Superintendent of Human Resources, reported the job description for the SEDNET Senior Manager is being updated to meet state requirements. It is being changed to a 12-month position at no cost to the district.

5. [Revised Job Description - Executive Assistant, Superintendent](#)

Attachment: [6-18-19 WS and Board Mtg Revised Job Description - Executive Assistant t...pdf](#)

Minutes: Mrs. Porteous reported the job description for the Executive Assistant to the Superintendent is also being updated to reflect the duties and responsibilities. There is no cost associated to this change.

Item 5

6. [BREAK 1:30 PM - 1:45 PM](#)

Item 6

7. [1:45 PM - 2:00 PM Potential Land Acquisition \(±37 acres for a future middle school site\)](#)

Attachment: [37 Acres - West of US Hwy 27.pdf](#)

Attachment: [US Hwy 27 - Potential School Sites.pdf](#)

Attachment: [Masse Road Site - General Location Map .pdf](#)

Minutes:

Angela Usher, Assistant Superintendent of Facilities and Operations, and Jerry Rodriguez, Senior Coordinator of Planning and Development, presented purchase options for several potential school sites in the northeast area of the county. Due to the rapid growth in that area, the district needs to build another elementary (2020), middle (2026), and high school (2028).

Mrs. Fields questioned why we were considering the 70 acre site rather than the 95 acres. Mrs. Ushers stated that 70 acres was an appropriate size for a high school. Mrs. Usher stated she hopes to use impact fees for the purchases.

Ms. Reynolds would like a copy of the power point to share with the public while redistricting is being discussed.

Ms. Fortney asked why not purchase the larger site while it's available and knowing that land prices in that area will only increase. Mrs. Cunningham strongly suggested we consider the larger 95 acre site.

Mrs. Fields suggested we look at priority capital needs first to avoid delaying a planned project in order to purchase the 95 acre site.

The Board gave consensus to move forward with negotiations to purchase.

8. [Potential Land Acquisition \(±25 acres for a future elementary school site\)](#)

Attachment: [Holly Hill Tank Road & Park Place Blvd Site - General Location Map.pdf](#)

Attachment: [US Hwy 27 - Potential School Sites.pdf](#)

Attachment: [Holly Hill Tank Rd & Park Place Blvd Site.pdf](#)

9. [Potential Land Acquisition \(±95 acres for a future high school site\)](#)

Attachment: [Sand Mine Road & Student Drive Site \(95 acres\) - General Location Map.pdf](#)

Attachment: [Sand Mine Road & Student Drive Site.pdf](#)

Item 7

10. [2:00 PM - 2:15 PM 2019 Legislative Session Update](#)

Attachment: [2019 Legislative Session Review.pdf](#)

Minutes:

Wendy Dodge, Director of Legislative Affairs, reviewed legislation that will impact the district:

- Bill 7030 which covers the Margery Stoneman Douglas Act.
  - Charter can request SO to provide guardians if school district has not voted by majority to implement the program.
  - Instructional personnel can go through guardian training but can only be appointed to a position by the Superintendent.
  - Review, oversee, and maximize compliance of the School Hardening and Harm Mitigation Work group to recommend sanctions for noncompliance, including withholding of funds.
  - Office of Safe Schools to offer more annual training; provide data

support to mental health and technical support; required Board to withhold Superintendent's salary if notified by DOE of noncompliance with SESIR reporting (school environment safety incident report).

- o Charter schools are not exempt from safe schools officers, threat assessment teams, SESIR reporting, Florida Safe School Assessment Tool, Active Assailant response plan, mobile suspicious activity reporting tool, youth mental health awareness and assistance training.
- o We are required to assign an SRO to the school if we deny a charter access to any safe-school officer options.
- o School Safety Specialist's duties include ensuring timely and accurate SESIR data. School security risk assessments for each school must be conducted annually by October 1 using FSSAT. Recommendations to address findings are to be submitted to the Superintendent and Board.
- o Threat Assessment Teams
- o School Environment Safety Incident Reporting
- o Safe School Officers
- o Zero Tolerance Policies
- o Florida Safe School Assessment Tool
- o Safe School Funding: modifies allocation formula to be 1/3 based on Florida crime index and 2/3 based on FTE effective July 1, 2019.
- o Mental Health Assistance Allocation
- o Voucher Program
- o Hope and Tax Credit Scholarship
- o Best and Brightest Teachers / Principal Program
- o Teacher Training and Assessment
- o Facilities
- o Certification of Adjunct Educators
- o Career and Technical Education Graduation Pathway Option
- o Standard High School Diploma
- o Modification to Sunshine State Standards
- o Middle Grades Standards
- o Computer Science and Technology Instruction

Mrs. Byrd shared that with Sheriff Judd serves on the Safety Commission. She meets with him frequently and he keeps her abreast of what's coming, how fast we have to get there, and where we are in the process.

Item 8

11. [Policy Updates](#)

Attachment: [Docs Neola Policy Recs wk session 6 18 19.pdf](#)

Attachment: [Docs Staff Policy Recs wk session 6 18 19.pdf](#)

Minutes:

Based on conversations today, the Board reached a consensus to continue paying \$15 toward the \$40 fee for each applicant.

By-Law 147.1 - Out Of County Travel - As of July 1, 2019, board members are to submit for board approval at a public hearing any out-of-county travel over \$500.

## Item 9

### 12. [2:15 PM - 2:30 PM Volunteer Program Fundraising/Background Check Update](#)

Attachment: [volunteerprocessingcostsREVISED.pdf](#)

Attachment: [PCPSVolunteerSpnsrFlyerENG181107\\_ADA.pdf](#)

Minutes:

Rachel Pleasant, Senior Director of Public Relations, and Jeanette Crowley, Senior Coordinator, reported this year 5,994 volunteers contributed 235,857 hours in our schools.

Mrs. Pleasant reminded the Board that when the district transitioned to the volunteer management program, RAPTOR, we instituted a more extensive background check which is more expense. The cost increased from \$25 to \$40 per person. Last fall, the Board requested the volunteer cost remain at \$25 and the district absorb the \$15 difference. Since January, 2019, the district's subsidized portion is \$23,437.64.

Also last fall, the Board requested staff to look for sponsors to offset the fees. Since that time Mrs. Crowley has met with community organizations seeking support and input on how we can garner support for the program. A multi-level volunteer sponsorship was created. The Polk Education Foundation received a \$50,000 one-time grant from the George Jenkins Foundation and a \$1,000.00 donation from the Winter Haven Chamber Foundation.

In the four-month period from January to April, the district processed 1552 background screens at a cost of \$62,080. The district's absorbed \$23,280 of that amount. Mrs. Pleasant stated that they will continue to look for ways to fund the program.

Mr. Wilson feels the volunteers should be told of the cost and it is for a five year period. He supports continuing with supplementing the additional \$15.

Ms. Fortney asked how many applicants don't actually volunteer. Mrs. Pleasant responded there is a good number of people who donate a low number of hours.

Mrs. Miller suggested discounted fees: parents that volunteer only to go on field trips vs those that donate time at the school.

Mrs. Fields suggested there be an option for the applicant to pay the total cost or indicate a hardship where the district absorbs the entire amount.

Ms. Reynolds stated the cost of \$40 every 5 years for some of our parents is unobtainable. She suggested the fee be based on the number of hours they volunteer. If they volunteer 20 hours or more every year, they are eligible for a discount.

## INFORMATION ITEMS

### Item 10

13. [AJ Gallagher Insurance Coverage -Workplace Violence](#)

Attachment: [Active Shooter Information Item.pdf](#)

Minutes:

Linda King, Director of Risk Management, stated this addresses a change in procuring insurance by removing the terrorism act portion. This is an evolving policy due to the different types of weapons and activities. The previous policy mainly covered public relations, counseling and only 3 fatalities. If something were to happen at a school, there is no coverage for minor injuries.

This year we recommend purchasing a work place violence and active shooter policy. It would cover any type of weapon (even a vehicle), a third party situation, additional security and liability.

### Item 11

14. [Head Start Services Report](#)

Attachment: [19HSA - Head Start Financial report as of 03-31-2019.pdf](#)

Attachment: [19HSA - Head Start Financial report as of 04-30-2019.pdf](#)

Attachment: [Board Summary April 2019.pdf](#)

Attachment: [Board Summary March 2019.pdf](#)

### Item 12

15. [Share Our Strength Breakfast Expansion Grant \(\\$77,600\)](#)

Attachment: [Breakfast Expansion Grant.pdf](#)

### Item 13

16. [Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\), CTE \\$227,484](#)

Attachment: [Position for Traviss.pdf](#)

Attachment: [Postsecondary perkins Budget-Impact-Analysis-2019-20 grant.pdf](#)

Attachment: [Perkins Post-Secondary continuation grant 19-20 Executive Summary.pdf](#)

Attachment: [Postsecondary perkins DOE101 BUDGET .pdf](#)

Attachment: [Org chart.pdf](#)

Item 14

17. [Florida Educational Equity Act Annual Update](#)

Attachment: [Executive Summary \(Annual Equity Update\) 6-18-19.pdf](#)

Attachment: [2018-19 WS Annual Equity Report DRAFT 6-18-19.pdf](#)

BOARD AGENDA REVIEW

18. [Review the June 18, 2019 School Board Agenda](#)

Minutes:

C-10: Accounts Receivable Write-Offs

Mr. Denbow, Director of Finance, stated this removes old receivables dating back to 2011. The department will be implementing software to address the issue.

C-36 and R-111 and R-112: Contacts with INVO Health Care.

Mr. Wilson asked why there were three separate contracts. Dr. Kimberly Steinke, Associate Superintendent of Learning Support, responded C-36 is for ESE speech language pathologists; R-111 will provide behavioral units at elementary and middle schools; and R-113 will provide occupational therapists.

C- 91: Purchase of Freckle

Mrs. Miller asked how often do we change this type of support program. Mrs. Byrd responded it doesn't happen often. After piloting the program at several sites, we are moving from I-Station to Freckle for the K-5 math portion. Freckle better aligns with what is going on in the classrooms.

C-102: Administrative Contract Reappointments

Ms. Fortney would like salary schedules be provided in the future.

C-103: ESE Student Policy and Procedures

Mrs. Miller noted the absence of a summary. Superintendent Byrd and Dr. Akes responded this is a DOE on-line template so it couldn't be modified. However, Dr. Akes distributed a summary with the highlighted changes. Mrs. Miller requested that, for future submissions, the minutes of the work session where changes were requested be



attached to the board item.

C-112: Florida Virtual Franchise Agreement

Dr. Akes responded that we are paying to allow our teachers to use their curriculum pieces. Mr. Williams has worked hard to increase the number of students using Polk Virtual. Dr. Akes stated we have to have a franchise agreement with someone and we try to ensure FTE dollars stay in Polk with Polk teachers.

C-37: Polk State College Agreement

Mr. Wilson announced he will be abstaining from voting due to his relationship with Polk State College.

Ms. Fortney asked how much do we pay Polk State for dual enrollment. Dr. Akes stated that the cost is set by state statute.

R-116: Old Mulberry Community Center Site

Mrs. Usher explained that the district gave the property to the city years ago for community center use. Mulberry is requesting to modify the agreement so the Boys and Girls Club can use the property.

R-122: Instructional/Non-Instructional Contract Reappointments

Mrs. Cunningham asked for an alphabetized copy.

OLD BUSINESS

19. [Zoned Districts for Charter Schools](#)

Minutes:

Mr. Townsend would like to see if DOE will commit to language creating a home zone for families around McKeel Academy. Mrs. Byrd will have Carolyn Bridges contact DOE in reference to his request.

20. [IRIS Request Program](#)

Minutes:

Mrs. Byrd stated the system will be user tested by the Cabinet several weeks before making it available to the Board Members. Mrs. Miller asked if this will require a new position or will it be assigned to an existing staff member. Dr. Barrios responded it will

be someone on staff.

Mr. Townsend suggested that if the facilitator has a question, they call the board member.

## NEW BUSINESS

### 21. [FSBA Legislative Committee](#)

Attachment: [FSBA Legislative Committee Memo.pdf](#)

Minutes:

Mr. Wilson announced two members are needed for the FSBA Committee. Ms. Reynolds volunteered to serve again and Mrs. Miller volunteered to be the Alternate.

Ms. Reynolds commented that the Executive Committee restructured and approved for the Legislative Committee to also serve as the Advocacy Committee.

### 22. [Employee Repayment Plans](#)

Minutes:

Mr. Wilson stated this could create a tax revenue issue for the employee.

Ms. Fortney asked if this is a habitual problem. Most staff use direct deposit and may not realize they have been over/under paid for sometime.

Mrs. Porteous reminded the Board we are a very large corporation and this isn't a global issue. The process flows through three departments in Human Resources. When a person is hired that doesn't meet certification requirements, their salary is reduced. It may be 90 days before DOE notifies us of the issue which creates the overpayment. That person is then placed as a provisional sub until they obtain their certification. To reduce these occurrences, we have begun routine audits in certification.

Another example of over/under pay is when a teacher returns from an extended leave and the school hasn't submitted the paperwork reinstating him/her.

Mrs. Fields commented that the district had a serious problem years ago and she would like to see a trend report of the past five years.

Ms. Reynolds feels the employee should be contacted personally before a letter is sent. Mrs. Porteous stated that the employee is contacted by phone and through the mail. The suggested repayment schedule is 3% per pay check.

Mrs. Cunningham feels that teachers shouldn't be required to pay back the money. It is our mistake. She would like to know how many are affected and at what cost.

Mr. Townsend asked if we could here anything offer a lower salary at the beginning, hold it in escrow, until their certification has been confirmed. Mrs. Porteous commented most new hires won't take the job at a lower rate. She also informed the Board that new teachers sign a document that they have been informed of the reduction in salary or repayment process should there be a certification issue.

Mrs. Fields and Ms. Reynolds believe it should be handled on a case by case basis.

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Ms. Reynolds announced that submissions to FSBA's legislative platform are due by July 26th.

Mr. Wilson asked there be a item on the July 30th work session to set a date for a School Board Retreat.

Ms. Fortney attended a FSBA session on the upcoming census and volunteered to work with our local officials.

Mrs. Miller stated that seven days was not enough time for her to review the information for the three meetings scheduled for today: work session, discipline and the school board meeting. She believes board members should have earlier access. Mr. Wilson commented this can be discussed at a future meeting.

Meeting adjourned at 4:00 PM. Minutes were approved and attested this 30th day of July, 2019.

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Lynn Wilson, Board Chair

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Jacqueline M. Byrd, Superintendent