

06 24 2014 Work Session 12 30 PM

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## A. New Business

### 1. [12:30 - 12:40 PM School Board Comments](#)

#### Minutes:

Mrs. Sellers asked for clarification on the 8th grade math scores. The Superintendent commented that at the beginning of the school year, the State determined that districts could give only one assessment during the school year. But in December, School Districts were given the flexibility to double test middle school students one last time. We chose not to do so and used the EOCs (End of Course Exam). Since we weren't able to take the higher of the two scores as did those districts who tested twice, our results show the dramatic gap between low performing students (level 1 and 2) and advanced students (level 3 and 4).

Mr. Berryman reported he met with the employee recommended by Mrs. Phelps as her replacement. While he feels that going out for advertisement is best, he will support the majority. Mrs. Cunningham stated that she has heard from her constituents regarding her decision. She believes it would be best to advertise rather than accept the recommendation of Mrs. Phelps.

Mr. Berryman and Mrs. Cunningham requested the item be presented for a formal vote at the next meeting. Mr. Mullenax advised the Board that an outside applicant will need to cross train for several months with Mrs. Phelps. This will increase the expense. It was decided that the Interview committee will consist of: Sheila Phelps, the Board Chair (or the Board Liaison to the Audit Committee), a member of the Audit Committee (preferably a long-standing member), a Human Resource Services representative, and the board attorney.

Mrs. Cunningham would like to see the resumes.

2. [12:40 -1:00 PM Superintendent's Evaluation](#)

Attachment: [Superintendent LeRoy's Evaluation 2013-14.pdf](#)

Minutes:

Mr. Mullenax announced that the Superintendent was rated as highly effective on her first evaluation earning 14.50 points out of 16.

Mrs. Cunningham suggested the same process and forms be utilized for their remaining staff members (Wes Bridges, Sheila Phelps, and Pat McManus). Mrs. McManus, Executive Assistant to the Board, reported that the Human Resources Department will be working on that over the next year.

The Board voiced their appreciation of Superintendent LeRoy's hard work and her continued support of the students and staff. For a first year superintendent, and in a new district, she is leading us toward improving the quality of education for all students.

Mrs. LeRoy stated that as a novice superintendent she has grown over the past year. She has been moving the district from a decentralized school-based approach to a more centralized approach creating a system of schools. It could not happen without the support of principals and teachers; we are the support mechanism for the schools. The next step will be to build the capacity of our leaders, teachers, and district staff. The next several years will be tough for Florida because we have not had any direction from the Department of Education on the new assessment.

B. Board Agenda Review

3. [1:00 - 1:15 PM Review June 24, 2014 School Board Agenda](#)

Attachment: [06 24 14 School Board Agenda.pdf](#)

Minutes:

R-51: Authorize Prepayment COPs Series 2003B Maturity Scheduled 1/1/2015

Pennie Zuercher, Director of Accounting, reported that approximately \$28,000 will be saved through this transaction.

R-54: Lakeland Montessori Schoolhouse Renewal Contract

Mr. Mullenax voiced concern with granting 15 year charter contracts. Assistant School Board Attorney John Murphy reported that high performing charters may request up to 15 years by State Statute; this request is for 7 years. Brian Warren, Director of Charter Schools, reported that the elementary charter school is not a high performing school.

4. [1:15 - 1:25 PM BREAK](#)

C. Information

Item 5

5. [Monthly Financial Statements for April 2014](#)

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

Item 6

6. [Charter School Accountability Plans](#)

Attachment: [Ridgeview Global Accountability Plan 2014.2019.pdf](#)

Attachment: [McKeel Central Accountability Plan 2014.2019.pdf](#)

Attachment: [PSC Chain of Lakes Accountability Plan 2014.2019.pdf](#)

Attachment: [Discovery Academy Accountability Plan 2014.2019.pdf](#)

Attachment: [South McKeel Accountability Plan 2014.2019.pdf](#)

Attachment: [PSC Collegiate High Accountability Plan 2014.2019.pdf](#)

Attachment: [McKeel Academy Accountability Plan 2014.2019.pdf](#)

Item 7

7. [School Name Changes Due to Implementation of Magnet Grant](#)

Minutes:

Mrs. Wright asked if the name changes would affect the schools' logos and colors? Mrs. LeRoy responded that changes of that nature would be through the schools' PTOs to allow community and parent input. Mrs. Cunningham noted that Winston Elementary's new title, Winston Academy of Engineering, does not include their grade configuration; it reads almost like a high school program. Mrs. LeRoy will look into that and report back.

Mrs. Fields asked how staffing would be determined. Mrs. LeRoy reported there will be some shifting of staff because of the IB component and attractor requirements at each site. But current staff will have the opportunity to stay if they meet the educational requirements.

Item 8

8. [Attendance Facilitator - New Position, New Job Description](#)

Attachment: [Attendance Facilitator JD 6-24-14 WS.pdf](#)

Minutes:

Mrs. Wright noted the positions are for high schools and asked if they would address the truancy feeder patterns coming from the middle and elementary schools. Mrs. LeRoy stated the option allows high schools to use a discretionary unit for a truancy officer. It may be possible, in the future, to address the feeder patterns or expand the opportunity to the elementary and middle schools.

Item 9

9. [ESOL Teacher Resource Special Trainer \(TRST\) - New and Revised Job Description](#)

Attachment: [New and Revised JD ESOL TRST ESOL Services 6-24-14 WS.pdf](#)

D. Discussion

Item 10

10. [1:25 - 2:00 PM School Staffing Plan](#)

Attachment: [Staffing Plan SY15 WorkSession 6.24.14.pdf](#)

Minutes:

Mike Perrone, Associate Superintendent and CFO, along with Paula Dull, Staffing Specialist, provided information on the 2014 School Staffing Plan. They stated that school participation was encouraged by Superintendent LeRoy to help identify needs and the best approach to meet those needs:

- elementary principals' secretaries moved from 11 months to 12 months
- secondary schools requested a 12 month Assistant Principal to help with curriculum and master scheduling
  - this was made possible because we were able to reduce the number of units by meeting school-wide class size requirements rather than by class. We were able to use school-wide because all the secondary schools are considered 'Choice' schools (for class size purposes only) because of their academies and transfer students.

Mrs. Wright voiced concern that the Athletic Director and the College and Career positions are discretionary units. Mrs. LeRoy reported that the district is currently revamping the 9th grade academies to include intensified algebra, reading, and perhaps a college/career coach that will roll upward with the students to ensure they are on track for graduation.

Item 11

11. [2:00 - 2:30 PM 2014-2015 Student Progression Plan](#)

Attachment: [2014-2015 SPP Draft.pdf](#)  
Attachment: [Executive Summary of Changes.pdf](#)

Minutes:

Superintendent LeRoy announced that the plan will be brought back to the Board at a work session on July 22nd before the final document is submitted for a public hearing.

Jacqueline Bowen, Senior Director of K-12 Reading and Writing, provided information on the major changes:

- One of the priorities was to ensure it was a readable document based on State Statutes. This is a 'go to' document for guidance counselors and parents.
- Most of the changes were needed to bring the document in line with State Statutes.
- Student Progression is one of the areas that needs to be accessible by school staff to make their class assignments/staffing
- Entrance and Grade Placement
- Acceleration mechanisms
- Promotion and Retention policies
- Educational programs (elementary, middle, and high)
- Special programs' policies and procedures
- Interscholastic extracurricular student activities

Community forums will be held before the final vote to inform parents on the changes.

Item 12

12. [2:30 - 3:00 PM Revised Salary Policy and Salary Schedule for Non-union Staff](#)

Attachment: [Exec Summ FADSS Recommendations for New Salary Policy.pdf](#)  
Attachment: [FINAL SALARY SCHEDULE GUIDELINES.pdf](#)  
Attachment: [FINAL SALARY CONVERSION PROCESS- FOR NON BARGAINING \(2\).pdf](#)

Minutes:

FADSS Consultants John Reichert and Steve Bouzianis presented a salary conversion process and salary schedule guidelines for the Non-union, non bargaining employees. The Florida Association of District School Superintendents' study earlier in the year recommended disbanding the current salary committee process and establish new procedures.

Salary Conversion Process for non-bargaining, non-union employees:

1. Salary schedules were developed for each existing salary grade. Each schedule used the existing salary grade minimum and maximums to create equal percentage steps of 1% increments; stopping at the maximum salary amount.
2. Current non-union professional technical employees were placed in the closest step after their salary was increased by 2.75%, except for those individual who were at or exceeded the maximum salary for their salary grade. The process resulted in total salary adjustments ranging from 2.75 - 3.5%.
3. District administrators were placed on the closest salary schedule after they received a 2% increase. The conversion resulted in total salary adjustments ranging from 2.25% - 3%.
4. These changes mean that any future pay increases will be equitable on a percentage basis. When a step increase or salary schedule is granted in the future, based upon available funds, every employee in the non-union group would receive the same percentage increase or an equal percentage amount if the salary schedule was adjusted across the entire schedule.

Mr. Harris requested compensatory time be defined as it was for overtime hours.

Mr. Bouzianis commented that the final document will include the definition for hourly rate as well.

Mrs. Wright questioned the involuntary transfer supplements for employees going to a larger school. Mr. Bouzianis stated that could happen. This document was designed for the non-union, non-professional technical employees; more salary schedules will be coming to address administrators and one for principals and assistant principals.

New Hire Process

- advertise vacancy
- identify candidate
- hiring manager goes to HR designee for evaluation of all people in the position to determine level of education, advanced degrees, levels of experience in district and outside agencies; additional certifications in house or outside to develop a matrix
- agree to set salary and offer to applicant

Mr. Harris asked how this works with recruiting. Mr. Reichert responded that during the interview the matrix helps establish additional increases based on levels of experience, education, and certification.

### Superintendent's Authority

This is an effort on clearly documented evidence of similar positions and equally qualified candidates not receiving same salary increases; for the superintendent has one time authority to fix the inequities. This should have a sunset deadline.

Mrs. Fields asked how many people are involved. Mrs. LeRoy reported we know there are 5 people that are above their range. This will address circumstances when two people are in comparable positions. The request to correct the inequities, after reviewed by the division heads, will be based on documentation. She is not sure how many individuals are affected. Mr. Perrone commented that the requests would be presented to the Superintendent's Cabinet and provided to the Board.

Mrs. Fields asked if there is an appeal process for the employee. Mr. Reichert reported that there is not. Mrs. Fields would like the process to be transparent.

Mrs. Phelps asked about TRST positions. Mr. Reichert reported they would be lateral transfers at the same salary.

Mrs. Cunningham suggested there not be a sunset for the Superintendent for at least a year. Mrs. LeRoy clarified this process is to address district non-union positions.

### Administrative Staff Salary Placement

- district administrative positions - Directors and above (Salary Grade 21.1), Principals, and Assistant Principals - initial salary placement to be determined by the Superintendent
- annual salary (step) for Directors and above to be determined by the Superintendent
- promotion of Director or above to a higher salary grade resulting in a salary increase determined by the Superintendent
- administrator staff member transferred to lower salary grade to be determined by the Superintendent
- initial salary of Principals and Assistant Principals will be determined by the Superintendent
- annual progression will be determined by the Superintendent based upon the District's Performance Based Salary Adjustments for Principals and Assistant Principals.
- promotion of a Principal or Assistant Principal to a high salary grade will be a the beginning step or a step placement resulting in a salary increase determined by the Superintendent
- principal moved to a lower salary grade to be determined by the Superintendent
- assistant principals transferred to a lower salary grade will be the same salary step on the new salary grade held in the previous salary grade.

Performance Based Salary Adjustments for Administrative Staff, Principals, and Assistant Principals

- contingent upon available funding, annual salary adjustments will be based in part of their performance as assessed by immediate supervisor as well as other district- determined factors
- annual progression on the salary schedule is determined by the Superintendent within a range of 0 - 4 increments (steps)
- annual salary adjustments may be by one or more of the following:
  - frozen - no salary increase
  - up to 4 steps and/or up to 4 one-time bonuses (\$500/\$1000/\$1500/\$2000)
  - adjustment to the base salary of the salary grades

Item 13

13. [3:00 - 3:10 PM Summer Learning Update](#)

Minutes:

Superintendent LeRoy reported that the divisions are working together to get the summer sites up and running. We had a very successful opening yesterday and have 821 students in K-3 Reading today. She noted this is a district-wide initiative with 112 seats being used by charter students of Lake Wales and McKeel with transportation provided.

There are seats still available in K-2, Middle School Bridge, and Algebra 1.

Item 14

14. [3:10 - 3:20 PM Alignment Polk Update](#)

Minutes:

Mrs. Leroy commented she received a request from Polk Vision for a \$100,000 investment from us and the County Commission to begin the Alignment Polk program similar to Alignment Nashville. She is researching to see if categorical funds can be used. Polk Vision will also look for private funding opportunities. She will bring the official request to the Board.

Mrs. Cunningham asked for the Superintendent's thoughts and vision. Mrs. LeRoy commented it would be a support system for the strategic plan which would drive the process.

Mrs. Fields asked for the operating budget of the group to see how the funds would be utilized. Mrs. Wright asked if this is a one time contribution. Mrs.



LeRoy responded that she would need to have conversations with Polk Vision and the County Commission. She would like to see if the District could provide in-kind support such as office space and technology and technology support. She will request the operating budget and report back to the Board.

Mr. Berryman, as the Board's liaison to Polk Vision, reported that Sarah Roberts, Executive Director presented the operating plan and preliminary budget was presented to their board. It included rent, staffing, utilities, and signing up with Alignment Nashville for technology. They are requesting \$100,000 from the County Commission, \$100,000 from the school district and \$100,000 from the community; most of the funds will be spent the first year. He supports their request.

Mr. Harris asked if the municipalities were going to be asked to assist with the funding. If they're not, we are leaving a large part of the support Nashville used out of the equation. When he visited the Nashville program, the community buy-in was what impressed him the most; it is absolutely critical. Mrs. LeRoy will find out if they are approaching the cities, everyone needs to be involved. Mr. Harris asked if the Gates Foundation would support this type of endeavor. Mrs. LeRoy will look into the possibility.

Item 15

15. [3:20 - 3:50 PM Executive Session](#)

Minutes: The work session adjourned at 3:47 PM for an Executive Session.

E. Adjournment

The Work Session adjourned for the Executive Session at 3:47 PM. Minutes were approved and attested this 29th day of July, 2014.

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Dick Mullenax, Board Chair

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Kathryn M. LeRoy, Superintendent