

07 29 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 Board Comments](#)

Minutes: None

B. Board Agenda Review

2. [12:40 - 1:00 PM Review July 29, 2014 School Board Agenda](#)

Attachment: [Amended 07 29 14 SB Agenda.pdf](#)

Minutes:

C-9: School Fee Requests for Adult Schools and Career Centers

Mr. Berryman asked if there were any increases. It was reported that the fee range is provided by the State but there were no increases. Mrs. LeRoy will have a review provided on the process and comparison of surrounding districts.

C-10: Renewal of Student Professional Liability and Accident & Health Insurance

Wes Bridges reported this umbrella policy will provide coverage for students and OJT (On the Job Training) instructors in our career academies; individual coverage up to \$1,000,000.

C-15: Agreement with Sheriff's Office

Mrs. Fields asked for an overview of the success of his contract and responsibilities. Mrs. Wright asked if there was a grant to cover his position. Mrs. LeRoy will provide a report on his duties and responsibilities; it has been very successful. The Sheriff's Office has applied for a grant to fund the position but has not heard if it was approved.

***Mr. Berryman would like to know the total amount of donations the district receives each year. Mrs. LeRoy will provide the last three years.

C-51: New Position and Job Description for Attendance Facilitator

Mrs. Wright asked if these positions were in the district staffing plan. Mrs. LeRoy reported these are optional school-based positions for high schools.

C-52: New and Revised Job Description for ESOL TRST and TRST Translator

Mrs. Wright commented that principals are unclear who these positions will report to and where they will be housed. Mrs. LeRoy responded that if they are District Coaches or TRSTs assigned to schools, they are evaluated by the DO and assigned to a set of schools. They will keep logs while at the schools and assist students assigned to them by the principal.

R-56 - FSBA Board of Directors

Mrs. Cunningham suggested Mr. Berryman replace Debra Wright. Mr. Harris concurred.

R-60: Name Changes due to Implementation of Magnet Grant

Mrs. Wright inquired about the process used when a school changes their program: adding or removing the magnet/choice component. Mrs. LeRoy is reviewing the process with Wendy Dodge and the School Board Policies.

R-61: Lease Agreement for Baily Road Property

Mrs. Fields asked about the long term goal for this site. Mr. Rivers responded that a school would be constructed if funds were available but he doesn't foresee that occurring for at least five (5) years.

R-62 2014-2015 School Staffing Plan

- Mr. Harris asked why the state's title of Work Force Education isn't being used rather than our title of Career, Technical and Adult Education. Mrs. Leroy will make the change if there is not a state mandate.
- Mr. Harris asked why Professional Development is being moved back to Teaching and Learning. Mrs. LeRoy reported that the FADSS recommendation was to move PD back to T&L with a dotted line to HR because they both work with teachers. It can be discussed more in a work session.

3. [1:00 - 1:15 PM BREAK](#)

Minutes:

Mrs. LeRoy commented that the administrator re-appointments were based upon:

- retirements
- differentiated accountability requirements of the state which are tied directly to the administrator of a D or F school (of more than one year). This is out of our hands; it is a requirement of the state. If they show dramatic gains in one year, the state allows us to keep the administrator at that site.
- promotions

After the recent release of school grades, she made the decision to make the changes as a group. The Superintendent commented that there were 74 administrative moves for the 2012-2013 school year; 36 for 2013-2014 (before she arrived); and she is recommending 17 for the 2014-2015 school year. She utilized climate data and feedback from the Regional Assistant Superintendents who observe and monitor the schools.

Assistant Principal positions will be advertised, working with administrators in each building to determine the best APs moving forward. The final list will be released after the work session.

- Principals retiring in December will be transitioned to the Parent Resource Centers.
- Gause Academy - Replacing Principal Mark Thomas will be Terry Christian from Westwood Middle
- Marty Young will replace the retiring principal at Boswell Elementary

Mrs. Fields asked if there will be continuity and accountability in Human Resources with all the staff changes. There are approximately 4 leadership positions in HR that are open due to employees moving out of the area or retiring.

Mrs. Phelps asked when the new administrators will be submitted to Board. Mr. Perrone reported it could be August 12th or Sept 9th.

Mrs. Wright asked for a copy of the Differentiated Accountability rules regarding 'D' and 'F' schools.

Mrs. Fields questioned the role of Acting Principals. Mrs. LeRoy reported it is in policy that we can place qualified persons in a probationary period (45 days); they can become the principal if it is determined to be a good fit.

Brigham's principal is not being transferred; instead, Pam Henderson will be going to Dundee Elementary

C. Information

Business Services - General

4. [Monthly Financial Statements for Period Ending May 31, 2014](#)

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

Teaching and Learning - WorkForce - Charter Schools

5. [2014-2015 Charter School Projected Enrollment Change Request for New Beginnings High School](#)

Attachment: [NBHS Enrollment Request.pdf](#)

Attachment: [2014-2015 Projected Enrollment Approved 5.13.14 for NBHS.pdf](#)

Minutes:

Mr. Mullenax asked about the increase in student enrollment. Brian Warren, Director of Charter Schools, reported these students are not in the school system. New Beginnings will not impact our FTE funding or any monetary item of the School Board.

6. [Accountability Plan for PSC Lakeland Gateway to College](#)

Attachment: [Accountability Plan - Lakeland Gateway.pdf](#)

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

Attachment: [PSC Collegiate Appendices 1 thru 7.pdf](#)

Attachment: [PSC Collegiate Appendices 8 thru 20.pdf](#)

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

Attachment: [PSC Renewal Contract FINAL\(with risk sharing language and deletion of additional insured\)BRIAN.pdf](#)

Attachment: [PSC Collegiate HS Summary WS 7.29.14.pdf](#)

8. [Schools of McKeel Contract](#)

Attachment: [Schools of Mckeel Academy Comparison FINAL.pdf](#)

Attachment: [McKeel Appendices 9 thru 19.pdf](#)

Attachment: [Schools of McKeel Summary WS 7 29 14.pdf](#)

Attachment: [FINAL McKeel Schools Contract revision final acceptance.pdf](#)

Attachment: [McKeel Appendices 1 thru 8.pdf](#)

D. Discussion

Item 9

9. [1:15 - 1:30 PM Alignment Polk Update](#)

Minutes:

Sarah Roberts, Polk Vision Executive Director, provided a progress update and the costs involved for PV to act as the Lead in Alignment Polk.

- Polk Vision currently employees one (1) full time and two (2) part time people; her proposed budget will include the addition of a full time manager and a part time marketing/data person.
- \$100,000 over three years for technology portal, including software, staff training, and telephone
- Office technology: add hardware for new staff, printer, networking and phone lines
- Purchase projectors
- Overall budget for Year 1 - \$405,720; Year 2 - \$384,500; and Year 3 - \$396,000
- Office rental (could be In-Kind).

Requesting \$100,000 annually from both the Polk County Commission and the School Board of Polk County. Polk Vision will be soliciting from the Community as well.

Mr. Harris and Mrs. Fields asked if there were in-kind services the District could provide. Discussion followed on possible rental space, moving expenses, furniture, etc. Mrs. LeRoy stated the outstanding amount could be funded through SAI because it does affect Teaching and Learning. Mrs. Fields and Mrs. Wright would like to see more In-Kind services.

- Consensus of the Board is to commit no more than \$100,000, minus any in-kind services, annually for 3 years. Due diligence is needed in locating in-kind services to reduce the cost.

Mr. Berryman would like to see a vote on the August 12th School Board meeting. Mrs. Wright would like to know how the money is funded before a vote. Mrs. LeRoy reported it will have the budget impact and a list of the in-kind services.

Item 10

10. [1:30 - 2:00 PM District Staffing Plan](#)

Attachment: [Revised District Staffing Plan 7 29 14 Work Session Pkg Revised 7 28 \(2\).pdf](#)

Minutes:

Mr. Harris questioned the rationale of moving Professional Development again. It was moved to Human Resources because of the training requirements; now it's being moved back to Teaching and Learning. Superintendent LeRoy commented that the content experts are in Teaching & Learning and Professional Development is about human capacity around leadership and teachers. She will see where other districts are placing it.

Mr. Harris asked if moving the teen parent program to PreK Programs had been considered. Superintendent LeRoy responded that we have career academies on pre-school/child care programs. She would like the students to leave Polk County schools with a career pathway.

Mrs. Fields suggested that next year there be several work session discussions by individual departments on their changes.

Mrs. Wright suggested Title 1's information be color-coded as are other grant funds. Mrs. Dull reported that the final document will have color codes and names included.

Mrs. LeRoy will meet with the Board Members individually to answer any questions. This item does not require a Board vote.

Item 11

11. [2:00 - 2:10 PM Fund Balance Reporting](#)

Minutes:

Mike Perrone, Associate Superintendent and CFO, reported that the ending fund balance for 2013-14 was 7% and the starting fund balance for the 2014-15 tentative budget is 4.70%. One item that does not appear on the revenue side of the budget is a line item for the prior year's late or partial tax collections. After researching the past three to five year history, he adjusted the revenue amount by the average, \$1.2 million. On the appropriations side, we carried 20 vacant positions in reserve. With class size and school choice, the hope is that not all of the positions will be needed, thus lowering the budget by that amount. There is also another 20 positions that we did budget for that may not be needed due to projections. The funding for those not used could also be included in the fund balance; placing us at the required 5% fund balance.

Item 12

12. [2:10 - 2:20 PM Review of Site Selection Process and Finalization of Board Member Selection for Committee](#)

Attachment: [Steps for Site Selection.pdf](#)

Minutes:

Greg Rivers, Associate Superintendent of Facilities and Operations, requested names of two board members to serve on the Site Selection Process committee as non-voting members.

Consensus for Tim Harris and Lori Cunningham to serve as it is their areas that are affected.

Item 13

13. ~~2:20 - 2:50 PM District/Systems Accreditation~~

Item 14

14. [2:50 - 3:20 PM Federal Programs Update](#)

Attachment: [Revised Federal Programs Grant Update 7 29 14.pdf](#)

Minutes:

Rhonda Ashley, Director of Title I, reported the district received a 1003A noncompetitive grant in the amount of \$1,500,000 to be used within Teaching and Learning for direct support of schools.

Mr. Harris stated that the coaches mentioned in the first bullet on slide 11 should be identified as academic coaches not PE coaches.

Item 15

15. [3:20 - 3:25 PM New Position and New Job Description for Senior Director, Human Resource Services](#)

Attachment: [New Position and New Job Description for Sr. Director, HR Services 7-29-14 WS.pdf](#)

Minutes:

Superintendent LeRoy announced that the Associate Superintendent of Human Resources position will remain vacant for this year. She has changed the level to a Senior Director.

Mrs. Fields feels the department will need a lot of support with all the vacancies and new hires.

Item 16

16. ~~3:25-3:30 PM New Position and New Job Description for Supervisor, Transportation Operations in the Support Services Division~~

Attachment: ~~New Position and New Job Description for Supervisor, Transportation Operations 7-29-14 WS.pdf~~

Item 17

17. [3:30 - 3:35 PM New Position and New Job Description for TRST, District Coach, K-12 Music](#)

Attachment: [New Position and New Job Description for TRST, District Coach, K-12 Music 7-29-14 WS.pdf](#)

Minutes: Superintendent LeRoy reported that the Fine Arts Department currently has one TRST on staff. In order to assist with McLaughlin Fine Arts, another position was needed along with a job description.

E. Adjournment

Meeting adjourned at 3:25 PM. Minutes were approved and attested this 9th day of September, 2014.

Dick Mullenax, Board Chair

Kathryn M. LeRoy, Superintendent