

07 30 2013 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.

## New Business

1. [12:30 - 12:45 PM School Board Comments](#)

### Minutes:

- Mrs. Wright asked if the Kindergarten report card (SBAR) will be used this year. Abdu Taguri, Assistant Superintendent of Information Services and Technology, reported that as soon as the draft is approved, it is ready to go forward. The draft will be presented at the August 13th work session.
- She also asked if there will be changes to the Strategic Plan because of the latest school grade data. Superintendent LeRoy reported that the grades were only released this past Friday. The Assessment and Accountability department has been working diligently to gather the data for analyzing and attaching metrics. This information will be the base line for the strategic plan and will be presented to the Board at an upcoming work session.
- Mrs. Wright inquired if the StepUp Academies total annual costs and the number of required student FTE are correct. Mrs. Bridges, Senior Director of Magnet and Choice Schools, reported she will review the data and report back to the board. The FTE funds are to be from new students to the District's public schools to offset the costs. Mrs. LeRoy commented that the academies are now identified under the host school and the students' performance will greatly affect the school grades. Mrs. Fields asked that the students receive everything necessary to be successful.

- Mrs. Sellers reported that Wayne Blanton, (Florida School Boards Association Executive Director) has responded to the Board's request for a legal services review. She asked for Board consensus on going forward with the review; the cost is approximately \$10,000 - \$15,000. Mr. Mullenax asked what was the purpose of the review. Mrs. Sellers stated that it would be to see if our legal services follow best practices of other districts.

Mrs. Fields asked that information on the total amount spent be provided before contracting with FSBA. Mrs. Wright suggested we see if a community member (s) with expertise in the legal area will volunteer their services or offer their services at a reduced rate.

Consensus was to delay a decision until Wes Bridges (School Board attorney) provides information on the total amount spent for legal services.

- Mrs. Sellers announced that a review of the School Board Attorney's and the Director of Internal Audit Services' contracts will be held during an October work session.

## Board Agenda Review

### 2. [12:45 - 1:45 PM Review the July 30, 2013 School Board Meeting Agenda](#)

Attachment: [07 30 13 REVISED School Board Agenda.pdf](#)

Minutes:

#### C-10 School Fee Requests/Career Centers

Mr. Mullenax asked if the numbers were correct; the columns do not add up. Mrs. LeRoy will have the numbers verified before the Board meeting this afternoon.

#### C-29: Agreement with Learning Resource Center, Inc.

Hunt Berryman noted for the record that he volunteers his services on the Learning Resource Advisory Board. Mr. Bridges reported that this does not constitute a Conflict of Interest.

#### R-84: Tentative Budget and Millage Rates

Mr. Harris asked for clarification on a change in the millage rate. Mike Perrone, Financial Consultant, reported that the numbers received from the State were updated but that the notice in the newspaper (TRIM notification) was correct. The difference is .004% which equates to a slight increase for homeowners.

### 3. [1:45 - 1:55 PM BREAK](#)

## Discussion

### Item 1

#### 4. [1:55 - 3:00 PM Update on Curriculum and Instruction](#)

Attachment: [Polk County School Board Briefing-July 11 2013 \(2\).pdf](#)

Minutes:

- Superintendent LeRoy and Abdu Taguri, Assistant Superintendent of Information Services and Technology, reported on an electronic system created to help schools have 'Flawless Openings'. As steps are met to begin the school year (regardless of the areas of need: facilities, materials, staff, etc.), they are marked as complete. The program is accessed by principals and district office staff and will be continuously updated.

Superintendent LeRoy provided an update on the District's Curriculum Aligned Instruction

- Aligns every component of the system
- Crucial to ensure reform efforts move vertically from policy to classroom practice and horizontally across divisions within the district
- Ensures highly effective teaching and learning for every student; and
- Allows for common expectations, common measurement, consistent and aligned district support and predictability of increased achievement.

District Coaching Model: Reading, Mathematics, and Science Coaches (site-based job embedded) One vision, One voice for all schools,

District Turnaround - Many districts are struggling with persistently lower performing schools and are implementing reform-based practices that show promise in increasing student achievement.

One reform practice is to cluster similar lower performing schools with additional resources and support into a Turnaround Model. The history of accomplishing and sustaining successful "school turnaround" is becoming a required infrastructure component for many urban districts and more recently any district with persistently lower performing schools (i.e. Houston and Miami-Dade).

Put into place for Polk County Public Schools:

- Organized clusters of schools based on specific student needs and provided comprehensive services focused on turnaround work
- Change conditions through creating a protected space free of bureaucratic restrictions, increased direct district support and providing

- incentives to challenge and motivate people to do their best work
- Increase capacity internally for school leadership and school staff with a clear focus on increased student achievement

Basically for Polk, it's about People/Time/Money/Program.

- Highly effective turnaround work must include
  - - schools with effective leadership
    - principals and teachers that possess the attitudes and beliefs for student achievement for every student
    - increased effective instructional time in the core areas
    - a rigorous standards-based curriculum, system of assessments to inform practice and quick and intensive support for struggling students
    - Instructional interventions or strategy choices chosen to match the students being served and the school's organization and mission
- Turnaround Schools are schools assigned a grade of "F" classified in priority and/or Focus status based on the Florida Department of Education's Differentiated Accountability Model or have an FCAT total point score of 435 or below
- Targeted Schools are schools assigned a FCAT total point score range of 435-494
- Sustained Schools are schools assigned an FCAT total point score greater than 495
- Superintendent's Designation are schools that may be added or removed as a Turnaround School at the discretion of the Superintendent, based on unique circumstances (i.e. academic, feeder patterns of highest needs schools, etc.)

#### NEXT STEPS

- continue to build strong community and business partnerships
- finalize the Strategic Plan based on the recent 2013 data
- develop a system-wide design of aligned career academies and acceleration programs across high schools
- begin the district- and community-wide campaign for literacy (roll out in January)
- implement the monthly Financial and Functional Review Task Force

Mr. Berryman asked what are the state requirements for repeating 'D' and 'F' schools. Mrs. LeRoy reported that one requirement is the replacement of administrative staff but there are caveats that can be used. Mrs. Wright asked for a copy of the legislative requirements.

Budget Update:

Mike Perrone, Financial Consultant, provided an updated fund balance.

As of July 30, 2013 there was an increase in the committed/assigned/unassigned of \$4 million raising the Required Fund Balance to 3.72%. To reach the Board's policy of 5%, we will continue to maintain class size, eliminate classes with low student enrollment, implement a Vacancy Review Board (reviews vacant district positions to determine need and temporary vs new hire), begin a functional financial review, and review usage of Title I, SAI, and other funding. The amount needed to reach the 5% is \$8,450,611.

Mr. Mullenax questioned the cost of meeting class size vs the penalty imposed by the State. Mr. Perrone offered an example of Duval County; they were facing a \$15 million expense to meet class size at the school level vs a \$2 million penalty.

## Item 2

### 5. [3:00 - 3:15 PM Job Description Revisions](#)

Attachment: [Job Description Revisions 7-30-13 WS.pdf](#)

Minutes:

Denny Dunn, Assistant Superintendent of Human Resources, and Peg Brenner, Director of Personnel, provided information on new or revised job descriptions. Those presented today have no salary increases involved.

The final 2013-14 Staffing Plan and Organizational Charts reflects a cost savings of \$1,001,908 thru:

- remove Title I funding from Regional Assistant Superintendent positions
- move 9 coaches originally budgeted in Local to Title I
- upgrade Assistant Superintendents of Business Services and Human Resources to Associate Superintendents
- upgrade Director of Teaching and Learning to Senior Director, Science
- upgrade a Secretary III and add a Secretary III position for Senior Directors of Math, Language Arts, and Science
- restore the Director of Government Affairs position
- upgrade Administrative Secretary SG15 to Superintendent's Executive Assistant SG18
- split funding between Title I and local funds for the 10 Curriculum Specialists (this is a one time savings to the fund balance)

Total General Fund savings through the 2013-14 Staffing Plan is \$2,947,112

Superintendent Leroy stated that her intent is to create a structure of accountability with clean lines of reporting from the Superintendent to the Deputy. One of the two former Associate Superintendent positions (School-Based Operations) did not have job responsibilities that aligned with the

function. Mrs. Tankson will assume the Associate Superintendent of Teaching and Learning position and the former School-Based Operations position will be changed to Operations and advertised in a few days. The responsibilities will now include all the operating functions of the district: custodial, facilities, maintenance, food service, transportation, etc. The other two huge divisions that have major responsibilities and reporting lines needed to be brought up to the Associate Superintendent level as well: Human Resource Services and Business Services. Surrounding districts were surveyed to determine competitive salaries and the salaries proposed are within the range already established by the Salary Committee.

Mrs. Fields asked why a Senior Director of Visual Arts was not included with the creation of Senior Directors of Math and Science. Mrs. LeRoy commented that former Associate Superintendent David Lewis had recommended a position be established before he left and we are in the process to make that transition. It will be a Director of Fine Arts.

## Information

### Item 3

#### 6. [Proposed Audit Committee Members](#)

Attachment: [Proposed Audit Committee Members.pdf](#)

Attachment: [AUDIT COM CHARTER 5-8-07.pdf](#)

### Item 4

#### 7. [Revised Internal Audit Charter](#)

Attachment: [Proposed I A Charter-changes.pdf](#)

Attachment: [Proposed I A Charter- org.pdf](#)

Attachment: [Proposed I A Charter- final draft.pdf](#)

### Item 5

#### 8. [Monthly Financial Statements - May 2013](#)

Attachment: [May 2013 Financial Package.pdf](#)

### Item 6

#### 9. [2012-2013 Annual Equity Update](#)

Attachment: [2012-2013 Annual Equity Update 7-30-13 WS.pdf](#)

### Item 7

#### 10. [Head Start Services Summary](#)

Attachment: [13HSA Budget Report Board Mtg 05-31-2013.pdf](#)  
Attachment: [April May Board Executive Summary.pdf](#)

Item 8

11. [Project P.R.I.D.E. Update](#)

Attachment: [Project PRIDE Update 7-30-13 WS.pdf](#)

Item 9

12. [Charter School Readiness to Open for the 2013-2014 School Year](#)

Attachment: [WS Readiness to Open 7.30.13.pdf](#)

Item 10

13. [Achievement Academy Charter Contract Modification](#)

Attachment: [WS Achievement Modification 7.30.13.pdf](#)

Item 11

14. [Babson Park Elementary Charter Contract Modification](#)

Attachment: [1 WS BPE Modification 7.30.13.pdf](#)

Item 12

15. [Edward W. Bok Academy Charter Contract Modification](#)

Attachment: [1 WS Bok Modification 7.30.13.pdf](#)

Item 13

16. [Hillcrest Elementary Charter Contract Modification](#)

Attachment: [1 WS Hillcrest Modification 7.30.13.pdf](#)

Item 14

17. [Janie Howard Wilson Elementary Charter Contract Modification](#)

Attachment: [1 WS JHW Modification 7.30.13.pdf](#)

Item 15

18. [Lake Wales High School Charter Contract Modification](#)

Attachment: [1 WS LWHS Modification 7.30.13.pdf](#)

Item 16

19. [Magnolia Montessori Academy Charter Contract Modification](#)

Attachment: [1 WS MMA Modification 7.30.13.pdf](#)

Item 17

20. [Polk Avenue Elementary Charter Contract Modification](#)

Attachment: [1 WS PAE Modification 7.30.13.pdf](#)

Item 18

21. [Polk State Lakeland Gateway to College Charter High School Charter Contract Modification](#)

Attachment: [1 WS Gateway Modification 7.30.13.pdf](#)

Attachment: Appendix 15-PSC Lakeland Gateway Emergency Preparedness Plan Jan 2011.pdf (Confidential Item)

Adjournment

Meeting adjourned at 3:32 PM. Minutes were approved and attested this 13th day of August, 2013.

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Hazel Sellers, Board Chair

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Kathryn M. LeRoy, Superintendent