

07 31 2012 Work Session

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:

Lori Cunningham announced that she will only be able to serve on one Step Out Academy Board. Carolyn Bridges, Senior Director of Magnet, Choice and Charter, clarified that the academies were modeled after an Osceola Charter school; there is no requirement for Board Members to serve on any of the Academy boards. Mrs. Wright, Mrs. Sellers, Mrs. Fields, and Mr. O'Reilly will continue on their two assigned schools. Mr. Harris requested one assignment.

Mrs. Bridges reported that the latest concern of DOE regarding school numbers for the academies is proof of parent interest. Each academy will provide the requested data to DOE.

Mrs. Fields requested an update on the Harrison/Lakeland High School mediation. Dr. Nickell reported that all mediations failed. Another meeting is scheduled later in August. The Harrison group is continuing for charter status.

Mrs. Fields voiced concern on the recent Assistant Principal and Principal assignments. She felt that the decision was made too late in the year and asked what tools are in place to ensure that the assignments are a win/win for students, parents, staff and leadership at those schools?

Dr. Nickell reported that the late arrival of school grades caused many of the late reassignments. In researching earlier years, there were 27 reassignment/appointments two years ago along the same time frame. All department heads, Directors, and Senior Directors have been told to support the new Principals and Assistant Principals. Title I, Title II, Title III and other areas will assist as well.

Mrs. Wright stated that she has not received the Catapult results previously requested. She also voiced displeasure at the length of recent presentations. She requested that the strategic plan correlation be a part of agenda items with large dollars amounts. . If the goal is to become an "A" district, there should be a success record attached.

Dr. Nickell reported that the summer school Catapult data will be presented at the August 21st or September 4th Work Session.

2. [12:45 - 1:00 PM School Board Staff Evaluations](#)

Minutes:

Mrs. Fields commented that for several years, the same areas of concern have been listed in specific employee evaluations. Mrs. Sellers responded that the new numbering system was not appropriate for the evaluation. While some board members provided a low numerical value, they added glowing comments as well; the numbers didn't match the comments. It was a difficult evaluation process. She suggested a discussion on revamping the documents at a future retreat.

Mrs. Cunningham agreed with Mrs. Fields; her comments specifically addressed and supported the numerical value. Mr. Mullenax believes an instrument redesign is necessary.

Mrs. Sellers will seek examples from other districts for a future workshop.

Board Agenda Review

3. [1:00 - 1:15 PM Review Agenda of July 31, 2012 School Board Meeting](#)

Attachment: [07 31 12 REVISED School Board agenda.pdf](#)

Minutes:

C-11 Financial Report Year-End Adjustments

Mrs. Fields asked why there are employees listed in the write offs. Can't we require a payroll deduction? Mr. Grey reported an employee has to give permission for payroll deduction. He stated in some cases it may not be our employee but someone with the same name.

Mrs. Sellers asked if there are any laws preventing us from collecting these outstanding debts - perhaps develop a new policy through NEOLA. Mr. Grey stated that is a consideration. The effort to collect the debt is separate from salary deduction; but it is worth investigating.

Mr. Harris asked why departments are listed multiple times; for example, Polk Education Foundation. Mr. Grey stated that it is possible that invoices were submitted and recorded twice. Credits could have been entered under revenue and not under accounts receivable. The process has been corrected but more enhancements are needed. Now a monthly reconciliation is in place and we contact the person after 60 days.

C-16 Continuation of Project Pride

Mrs. Wright provided a breakdown of the ethnic makeup. They are not achieving what was promised. There have been 6 Hispanic, 5 Caucasians, but no Blacks. Marcia Ford, Grants Director, reported that the grant was to reach 'males and minorities'.

C-35 School Improvement Network Contract for PD360 & Common Core 360

Mrs. Wright questioned the cost (\$600,000) for registered users and the number of viewers is not a good indicator of using the money wisely. We need to ensure optimum results.

Kerryn Bowden reported that many of the viewers (schools that did not use the product) were DJJ, Charter, and Private schools that, due to low enrollment numbers, perhaps did not judiciously use the product as district schools. It was noted that the \$600,947 is Title II federal funds. The amount of the contract is less than the cost of substitutes for one day of training for 7000 teachers.

Dr. Nickell stated that this is an excellent tool for our teachers to access professional development at their convenience. She reported that Kerryn will monitor the usage monthly.

C-10 Bid Recommendations

Mrs. Wright announced she pulled the item for discussion because she will not support the Armored Car service included in the bid recommendations.

Mrs. Cunningham reported that in 2007 the estimated cost was in excess of \$124,000. Actual costs as of June 30th was \$83,039.92. Secretaries are not away from their duty day for the trips to and from the bank; liability and workers compensation issues are eliminated for the road trip; plus, the secretaries are reimbursed for their mileage.

R78 Code of Conduct

Mrs. Fields voiced concern with the change on early re-entry. Mr. Corbett reported that the decision for early return to the school remains with the Superintendent and School Board.

Discussion

Item 4

4. [1:15 - 1:30 PM BREAK](#)

Item 5

5. [1:30 - 1:50 PM Attorney/ Client Session \(Time Certain\)](#)

Minutes:

School Board Attorney Wes Bridges announced that during a previous meeting of the School Board he requested an Attorney/Client Session to discuss potential litigation to be scheduled during today's work session.

Those attending the session would be the School Board, the Superintendent, several of her key staff, and legal council. The session will convene at 2:00 in the Legal Conference Room.

The session concluded at 2:35 PM; the Work Session reconvened at 2:41 PM.

Item 6

6. [1:50 - 2:10 PM 2012-2013 Code of Student Conduct](#)

Attachment: [Summary - Code Changes for 2012-2013.pdf](#)

Attachment: [2012-2013 CoC strikethrough 0613.pdf](#)

Attachment: [BUDGET IMPACT ANALYSIS 2012-2013.pdf](#)

Attachment: [2012-2013 CoC-0613.pdf](#)

Minutes:

Jerome Corbett, Senior Director of Specialized Services, reported that during the revision study for the Code of Conduct, discussions were held to address professional development. Work on a matrix of services and changes to student assignment to alternative education programs continued to be reviewed. The document has been submitted to NEOLA for alignment to policy and procedures and thoroughly vetted.

Mrs. Fields asked if there were 'teeth' to address disciplinary issues. Jerome responded that the 'teeth' is there, the issue will be to ensure conformity at all schools. Accurate tracking of data is also very important. Mrs. Wright commented that parents needs to know what the law says regarding attendance. Jerome will work with Linda Troupe to include attendance requirements in the document. Parents are notified in cases of excessive absences; a social worker makes visits to the home, and in some cases parents are taken to court for enforcement.

Item 7

7. [2:10 - 2:20 PM Charter School Readiness to Open for the 2012-2013 School Year](#)

Attachment: [PreOpening12-13 WS 7.31.12.pdf](#)

Minutes:

Item 8

8. [2:20 - 2:35 PM Revised Employment and Certification Procedures Manual](#)

Attachment: [Revised Employment and Certification Manual 7-31-12 WS.pdf](#)

Minutes:

Denny Dunn, Assistant Superintendent of Human Resources, and Marty Young, Director of Personnel, provided an update on a manual for Career Centers and adult schools. It will require full time and part time career technical support.

Item 9

9. ~~2:35 - 2:45 PM AMI Contract~~

Attachment: ~~AMI-BI.pdf~~

Attachment: ~~AMI-Contract.pdf~~

Attachment: ~~AMI-Summary.pdf~~

Item 10

10. [2:45 - 3:00 PM Revised Job Descriptions for Principal and Assistant Principal](#)

Attachment: [Revised Job Descriptions for Principal and Assistant Principal 7-31-12 WS.pdf](#)

Minutes:

Denny Dunn, Assistant Superintendent of Human Resources, Cheryl Joe, Director of Professional Development, and Ellen Thielen of Human Resources provided information on the revised job descriptions for principals and assistant principals.

The job description was last updated in 2004; the paradigm has shifted to more of an instructional leader. The new descriptions align with the evaluation requirements. There will only be one AP job description rather than a separate description for Assistant Principal of Administration and Assistant Principal of Curriculum.

Item 11

11. [3:00 - 3:10 PM Self-Funded Health Plan Financial Summary](#)

Attachment: [201203_Financial Summary Board Revised 6-7-2012.pdf](#)

Minutes:

Joy Myers, Jessica Jones and Jan Bush (Robinson Bush) provided a quarterly update.

Item 12

12. [3:10 - 3:25 PM 2012 District Determination of IDEA, State Performance Plan](#)

Attachment: [DOEInfo.pdf](#)

Minutes: Nancy Woolcock, Assistant Superintendent of Learning Support, reported that for 4 consecutive years Polk County has met the 28 indicators to meet reauthorization of IDEA funds.

Information

Item 13

13. [Internal Audit Plan for 2012-13](#)

Attachment: [AUDIT PLAN 2012-13.pdf](#)

Minutes: Mrs. Fields asked if the construction audit budget funding had been located. Dr. Nickell responded that she has discussed the issue with Sheila and is waiting for a cost.

Item 14

14. [Name Change for John Snively Elementary](#)

Attachment: [WS Snively Name Clarification 7.31.12.pdf](#)

Item 15

15. [Florida Educational Equity Act Annual Update 2011-2012](#)

Attachment: [Florida Educational Equity Act Annual Update 2011-2012 7-31-12 WS.pdf](#)

Minutes: Carol Wynn-Green, analyst for Compliance and Equity

Item 16

16. [Fifth Modification for Achievement Academy](#)

Attachment: [Achievement Modification WS 7.31.12.pdf](#)

Item 17

17. [Revised Job Description for Specialist, Assessment, Accountability and Evaluation in the Learning Division](#)

Attachment: [Revised Job Description - Specialist, Assessment, Accountability and Evaluation 7-31-12 WS.pdf](#)

Item 18

18. [Revised Job Description for Paraeducator, LPN-8 in the Learning Support Division](#)

Attachment: [Revised Job Description - LPN-8 7-31-12 WS.pdf](#)

Item 19

19. [USBG LEED Existing Building Project Grant Application](#)

Attachment: [Polk School Board Summary USGBC Grant.pdf](#)

Attachment: [BUDGET IMPACT ANALYSIS 2012-13 for LEED EBOM Grant.pdf](#)

Adjournment

Meeting adjourned at 3:37 PM. Minutes were attested and approved this 21st day of August, 2012.

Hazel Sellers, Board Chair

Sherrie B. Nickell, Ed. D, Superintendent