

08 12 2014 Work Session 8 30 AM

For ADA assistance, contact the Office of Equity and Compliance, 534-0781, at least 3 business days before the meeting.

## A. New Business

### 1. [8:30 - 8:45 AM Board Comments](#)

#### Minutes:

Mr. Berryman announced there is an open community seat (one of three) on the Charter Review Committee. The Board may nominate up to three community members. Consensus is to continue with the two filled seats due to the tight time line necessary for the charter application reviews. Board members are to submit any nominees to Pat McManus, Executive Assistant to the School Board, for the next work session.

Mrs. Wright announced that she serves on the Lakeland Gang Task Force and she has a copy of their parent guide for the Board Members.

## B. Board Agenda Review

### 2. [8:45 - 9:15 AM Review August 12, 2014 School Board Agenda](#)

Attachment: [08 12 14 Revised SB 4Agenda.pdf](#)

#### Minutes:

#### C-13: Alignment Polk Commitment

Superintendent LeRoy reported that approximately \$25,000 in kind services were identified: office space at the Jim Miles Center, moving expenses, phones, printing, IT services; and several others. The investment would be \$75,000 or less as more in kind services are identified.

Mrs. Wright voiced concern on the source for the remaining \$75,000. Superintendent LeRoy commented that Operating and grant funds, such as the Ford Foundation, are being considered.

#### C-14: Quarter Disposition Fiscal Year Ending 2014

Mr. Mullenax voiced concern that we are deposing of over \$1,000,000 of software. Superintendent LeRoy commented that the Compass Odsessy software was purchased in 2005. She made the decision not to renew their contract because it is out-dated and does not align to the rigor of Florida Standards. The FastForward software, purchased in 2009, will be used by specific schools for identified groups of students based on data (ELL, ESE, ESOL, etc.).

Mrs. Fields asked if non-profits could use the programs rather than disposing of them. Technology staff reported they are licensed-based products. Mrs. LeRoy will see if there are CDs that can be used by after school programs.

#### C-18: Project Applications for Title 1 Programs

Mr. Berryman asked if it is certain we will receive the funds. Mrs. LeRoy responded yes, this is a federal entitlement grant.

#### C-26: Agreement with Board of County Commissioners and Lakeland Area Mass Transit

Mr. Berryman noted that Saturday transportation had been eliminated and thought employees were to be included. Mrs. LeRoy reported that K-12 dollars can only fund student educational transportation. As we extend learning opportunities on Saturdays, we will reconsider the option.

#### C-36: Contract with Our Childrens Academy

Mrs. Sellers asked if all costs associated to transportation had been included. Rob Davis reported that Administrative costs (legal, insurance, etc.) have not been included.

\*\*\*Mr. Mullenax voiced concern that several of the contracts did not include the source and amount of program funding in the cost analysis. He asked that this information be included in the future.

#### C-39: Cafeteria Signs

Mrs. Fields asked how the signs were to be utilized. Mr. Rivers reported the signs will be installed in the cafeterias to advertise the options available.

#### C-44: PreQualified Vendor List

Mrs. Fields asked about the number of minority contractors and the amounts awarded to them. Mr. Rivers responded that a WMBE report will be presented in September. Mrs. Fields stated she has heard comments within the community on the lack of local minority

representation. Mr. Rivers reported that PreQualified Vendors automatically receive a notification of bids; it guarantees them access. The lowest bidder receives the work. There are a lot of firms on the list that do not submit a bid. We reach out to them and provide the opportunities; some simply choose not to participate.

#### C-47 and C-50: New Employee Clinic

Several Board Members voiced concern this item was before them for a vote and thought more discussion should have been held at a work session. Mr. Berryman asked for the total cost of the project. Mr. Rivers responded that the clinic will be located at the Travis Career Center with an approximate cost of \$800,000 - \$1,000,000. Mr. Perrone commented that a discussion had been held several months ago during an Executive Session. The new clinic is part of the health plan negotiations with PEA and AFSCME. Funding is through the health plan and, going forward, it will be used to off-set costs of Workers' Comp.

#### C-51 Personnel Recommendations - Administration and Instructional

Mrs. Fields asked if we do a survey to see why teachers are leaving a specific school. Mrs. LeRoy stated that the Regionals monitor transfers but not resignations. Exit interviews should be taking place, but with the reduction in staff that may not have occurred. Mrs. Wright commented that she requested exit interview data four years ago but never received it. She stated that exit interviews should be a part of the process regardless of the shortage of staff.

### 3. [9:15 - 9:30 AM BREAK](#)

## C. Information

### Administration - Superintendent's Office

#### 4. [District/Systems Accreditation Update](#)

Minutes: Mrs. LeRoy updated the Board on the district accreditation process vs a school-based process. There are approximately 47 school districts that have moved to the District Accreditation. More information will be provided at the September 9th Work Session for a more in-depth discussion.

### Business Services - Staffing Plan

#### 5. [District Staffing Plan](#)

Attachment: [District Staffing Plan 1415 WS 8.12.14.pdf](#)

Minutes: Mrs. LeRoy indicated that minor changes were made to the document since the last work session; such as dotted rather than solid lines on the Organizational Charts. Next year, she will have each division do a short presentation on the changes within their areas.

#### Teaching and Learning - WorkForce - Charter Schools

##### 6. [Charter School Readiness to Open for the 2014-2015 School Year](#)

Attachment: [1 Readiness to Open Final Spreadsheet.pdf](#)

Minutes:

#### D. Discussion

##### Item 7

##### 7. [9:30 - 10:00 AM Salary Conversion Process for School Based Administrators](#)

Attachment: [Principal and Assistant Principal Salary Conversion Process 8-12-14 WS.pdf](#)

Minutes:

Mike Perrone, Associate Superintendent and CFO, and FADSS consultants, John Reichert and Steve Bouzianis, provided information on the new salary conversion process for School-Based Administrators.

Step Salary Schedules, unique to the district, were established for Assistant Principals and Principals at each level: Elementary, Middle, and Senior High. They maintained their current salary (including size and/or experience supplement) and were placed in the nearest salary step with no loss; those that were not receiving a size or experience supplement, were given a \$2000/5-Year supplement, if eligible, and placed in the nearest step with no loss. The remaining individuals with no size or experience supplements were placed at the 1st step (entry level); then advanced to the 2nd step.

It is the recommendation of the Consultants that the Advanced Salary Decree (Specialist or Doctorate) supplements be maintained; subtracted from the placement process but added back on. After the conversion process has been implemented, the size and experience supplement and current set salary process will cease to exist. From this point forward, salary adjustments (transfers, promotions or reassignments) will be processed following the approved guidelines: it becomes the Superintendent's decision. In instances of transfers from a smaller to larger school, the individual would be placed on the same step (years of experience) at the new location. Mrs. Sellers questioned the size supplement of a principal of a large school goes to a smaller school. Mr. Bouzianis replied that the Superintendent can adjust the salary in both examples, as necessary.

Item 8

8. [10:00 - 10:15 AM Annual Contracts for School-Based and District Office Administrators](#)

Attachment: [Annual Contracts for School Based and District Office Administrators 8-12-14 WS.pdf](#)

Minutes:

FADSS Consultants, John Reichert and Steve Bouzzier, reported that on June 24th, the Board extended contracts for persons in their current position. This action will authorize the annual contracts for the 2014-2015 school year.

Item 9

9. [10:15 - 10:30 AM New Position and New Job Description for TRST, World Languages](#)

Attachment: [New Position and New Job Description for TRST, World Languages 8-12-14 WS.pdf](#)

Minutes:

Item 10

10. [10:30 - 10:45 AM Revised Job Descriptions for Human Resource Services; New Position and New Job Description for Business Services](#)

Attachment: [New Position and New-Revised Job Descriptions for Human Resource Services and Business Services 8-12-14 WS.pdf](#)

Minutes:

Mr. Harris asked who will be handling the retirement process. Mr. Perrone responded that the position has been moved to the Risk Management department and training will be provided by the Department of Education once the person is in place.

Mrs. Wright questioned the changes in the educational requirements of the Personnel Director (changed to Masters' Degree preferred). Mrs. LeRoy stated that by changing to preferred, it broadens the base of qualified applicants. Mr. Perrone added that the district is trying to make educational requirements of directors the same. Mrs. Wright disagreed with the terminology. Mrs. LeRoy responded that the Interview Committee will make the best decision of the applicants or we will re-advertise.

Mr. Harris commented that the current employees may not meet the investigative law enforcement and interview experience requirements on the new job description for the Analyst-Professional Standards (former Personnel Investigations). Mr. Perrone will check and report back to the Board. Superintendent LeRoy commented those requirements were in the former JD; what was added was the requirement "to participate in provided training for and become certified in forensic computer investigations and operate the equipment necessary to conduct such investigations".

Item 11

11. [10:45 AM - 12:00 PM 2014 Charter School Applicant Presentations](#)

Attachment: [Our Childrens Charter Middle Winter Haven Executive Summary and Needs Assessment.pdf](#)

Attachment: [Discovery High School Executive Summary and Needs Assessment.pdf](#)

Attachment: [Poinciana Community Schools, Inc. Executive Summary.pdf](#)

Attachment: [Ridgeview Middle Academy Executive Summary and Needs Assessment.pdf](#)

Attachment: [Our Childrens Charter School Winter Haven Executive Summary and Needs Assessment.pdf](#)

Attachment: [Our Childrens Charter School Lakeland Executive Summary and Needs Assessment.pdf](#)

Attachment: [Winter Haven Montessori Academy Executive Summary and Needs Assessment.pdf](#)

Attachment: [1 WS-Summary Presentations 8.12.14.pdf](#)

Attachment: [2014 Charter Applicant Spreadsheet.pdf](#)

Minutes:

Brian Warren, Director of Charter School, provided the time line of the Charter Application process.

- August 1, 2014 - Charter proposals must be delivered to the Office of Charter Schools no later than 5:00 PM.
- August 5, 2014 - Charter proposals provided to external evaluators, charter review committee members, School Board members, and Diversity Council in care of the Office of Equity and Compliance.
- August 7, 2014 - Diversity Council members meet to review charter proposals and prepare recommendations to the Superintendent.
- August 12, 2014 - Representatives from each charter proposal presents to the School Board at the Work Session.
- August 21-22, 2014 - Individual Applicant Interviews
- August 4-29, 2014 - Individual Charter Review Committee members review each charter application.
- September 11, 2014 - Review Committee members will meet to review committee evaluation and make a recommendation to the Superintendent on each charter application.

- September 12, 2014 - Review Committee recommendations and evaluations will be sent to each charter applicant. Each applicant may respond in writing to any questions asked for clarification.
- September 18, 2014 - Responses to the Superintendent from charter applicants are due to the Office of Charter Schools no later than 9:00 AM. All responses must be submitted electronically to [brian.warren@polk-fl.net](mailto:brian.warren@polk-fl.net).
- September 23, 2014 - Recommendations to the Superintendent from the Charter Review Committee for each proposal will be presented at the School Board Work Session.
- October 14, 2014 - Final presentation of Superintendent's recommendations to accept or deny applications will be presented at School Board meeting.

#### Discovery High School

- Will continue the high rigor of Discovery Academy using 21st Century global skills and a STEM-focused curriculum; will serve as a path to the Chain of Lakes Collegiate High in the 11th grade or be Career and College ready; requesting 50 students for 9th grade in 2015; add 75 more the next year, and in year 3 (at the new location) the goal is 500 - 600 students.

#### Our Childrens Charter Lakeland and Winter Haven - Elementary (PreK -6) and Middle (6-8) (Three applications)

- Winter Haven Elementary and Middle Charters to be housed at the old Grace Lutheran Center in Winter Haven.
- Continue the work to help students become productive, working members of society.
- Middle School enrollment (Grades 6-8) will be 100 - 133.
- PreK-6 enrollment projection is 243 students.
- Governing Board - Our Childrens Rehab Center.
- Curriculum-based assessments; 9-week data chats; STEM to Literacy Curriculum (Middle); Progress Monitoring.
- Collaborative model: educational and therapeutic.

#### Our Childrens Elementary Charter - Lakeland

- Grade PreK-6
- Accept the overflow from Achievement Academy and provide continuing services for those transitioning out of the Academy.

#### Poinciana Community School, Inc.

- Kindergarten thru 8th
- Partnered with Lake Wales Charter Schools

- Projected enrollment 900 students (100 per grade level)(serve all types of students).
- Create vibrant learning community where the minds of students are nurtured and developed.
- Curriculum to be innovative and rigorous rooted in STEAM with extra emphasis on Culyer Reading Strategies;
- Middle school students will explore career paths rather than academic paths
- Highly qualified teachers

Ridgeview Global Middle Academy

- Grades 5-8
- Proposing a start-up charter leasing existing land from the District.
- Replicating Ridgeview Global Academy's culture awareness focus with projected enrollment of 650 students.

Winter Haven Montessori Academy

- Grades K-8
- Projected enrollment of Year 1: 148 students: 48- 3 year olds- KG; 48 - Gr 1-3; 52 - Gr 4-6; Year 2 - add grades 7 and 8 with 25 students and adding additional 15 students for Year 3. Total of 188 students.
- Two possible sites in Winter Haven.

Item 14

12. [Head Start Grant Services Report](#)

Attachment: [Board Executive Summary close 2014 - corrective action plan.pdf](#)

Attachment: [HS School Board of Polk County Corrective Action Plan - 8-27-14.pdf](#)

E. Adjournment

Meeting adjourned at 11:40 AM. Minutes were approved and attested this 9th day of September, 2014.

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Dick Mullenax, Board Chair

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Kathryn M. LeRoy, Superintendent