

09 08 2015 Work Session 12 30 PM

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A. New Business

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

Minutes:

Mrs. Cunningham encouraged everyone to vote on the name for the new k-8 school, the final four to be voted on were selected based on history/heritage of the area.

Mr. Berryman discussed Polk Vision updates, specifically committee involvement in regards to:

- the concentration on absenteeism
- an overview of committees and the alignment progress
- the concentration on literacy

Superintendent LeRoy commented that in regards to alignment, technology and participation are progressing and to that end, there are seven Polk County School Board employees that will be going to Nashville in October.

Mr. Wilson shared that he is often addressed in the community by individuals interested in the many mandates that are in place, specifically that there are 45 Federal and State Mandates that must be complied with. He requested a dollar value be approximated to determine what part of these mandates we, as a school district are funding and are they really improving education relative to cost. Mrs. LeRoy commented that this has been looked into multiple times over the last several years and there is actually a template in place to address this financial correlation. Mike Perrone, Chief Financial Officer, will look into addressing this concern with the application of this template.

Mr. Wilson spoke on the subject of students awarded Certificates of Completion being able

to walk the stage with the other graduates. This was also addressed at the work session on August 25. He stated Certificates of Completion may adversely impact graduation because of lack of urgency when they realize they may still participate without fulfilling the requirements; however, taking the option away may increase the drop out rates. He feels that we should lobby legislators to reinstate special diplomas.

Mr. Mullenax discussed the recent ruling on the validity of the FSA Test and the often overlooked consequences associated with this sort of assessment. He commented on a past trip to another state that revealed massive differences demographically in regard to finance and diversity. This has a dramatic effect when validators are trying to compare our very diverse and economically challenged area to those that lack diversity or financial struggles.

Mr. Berryman gave a brief report on the annual Florida School Boards Association (FSBA) board meeting. The following items were addressed:

- Acceptance and approval of a clean audit
- Legislative Platform discussions and determinations
- Seminole County has reached no conclusion or made any recommendations regarding the Sunshine Solution and next steps in response to the validity of the FSA test
- Update and renovation of the Strategic Plan
- Sarasota community involvement and fundraising to implement STEM Smart classrooms
- Reminder, Mr. Harris is the President-elect for FSBA next year

Mr. Harris discussed the impressive advancements in the Parent University concept in Sarasota.

B. Board Agenda Review

2. [12:45 - 1:00 PM Review the September 8, 2015 School Board Agenda](#)

Attachment: [09 08 2015 School Board Agenda.pdf](#)

Minutes:

Mr. Harris commented that he would like access to more detailed biographies/resumes on new administrators in the interest of due diligence. Mrs. LeRoy discussed adding resumes for the Board when their biographies are delivered.

Mrs. Cunningham discussed the addition of time for acknowledgement of new administrators that are brought before the School Board for appropriate recognition.

Debbie Zimmerman, Wellness Coordinator, gave a brief presentation of 3-d mammography and discussed advancements being made in early detection of breast cancer. She discussed the significant increase in early detection of cancer and decrease in false positive results. Some additional benefits associated with this new technology are:

- It saves lives.
- It reduces medical costs.
- It reduces anxiety that is experienced by patients with false positives.

Mrs. Sellers discussed the articulation of courses between locations, for example, South Florida to Polk State. John Small, the Assistant Superintendent of Career, Technical, Adult, and Multiple Pathways, addressed this and confirmed that the credits will transfer between schools.

Mr. Mullenax addressed Item R-47: Nominee for the Sales Tax Oversight Committee and that Mr. Doug Lockwood is the nominee. He stated that the biography has been provided to all parties.

Mr. Mullenax and Greg Rivers, Associate Superintendent of Facilities and Operations, addressed Item R-53: Purchase of Property in Haines City. In regard to the purchase of property in Haines City progress, due diligence is still in process.

Mr. Berryman addressed Item R-48: Bid Recommendation for Fencing, Steel Ornamental, Furnish and Install--Term Contract and Item R-49: Bid Recommendation for Video Production and Audio Visual Equipment. He would like the staff to explain why these items go over the \$250,000 Superintendent's delegated approval authority for contract limitations. Wes Bridges, Legal Counsel for the School Board, explained that the Superintendent may enter into contracts on behalf of the Board in between Board Meetings are not bound by these limitations, provided they will be brought forward at a later time for ratification.

3. [1:00 - 1:10 PM BREAK](#)

Minutes:

Superintendent LeRoy discussed upcoming happenings with the Department of Education now that the FSA test has been validated. T-scores were previously received indicating a percentile ranking which ranked students with scores from top to bottom across the state of Florida. Polk County has increased in the standings among districts. Learning gains will not be acknowledged this year which will not indicate the level of growth Polk County Schools are performing at. Proficiency cuts will cause a negative impact in the state of Florida. T-scores are forthcoming at any time. Standard setting has just been completed and only after that is approved, school grades will likely be released December-January time frame. Our assessment team has created a simulation model to indicate the potential outcomes. Because of this change in reporting and the loss of the learning gains component, there could be many "F" schools.

Mr. Berryman commented on considerations being given to norm-referenced testing. Mrs. LeRoy discussed the equitability of using learning gains to view improvement from one grade level to the next where as norm referenced assessments use a bell curve based on a standardized set of children that fall within specific categories.

Superintendent LeRoy discussed the new Department of Education process of delivery of school scores and that all venues receive them at the same time including the media.

Superintendent LeRoy explained that three Board Meeting Items have been pulled from the Work Session Agenda:

- Item C-6--Polk Pre-Collegiate Charter request for a 15 year extension was pulled due to a diversity conflict. More information has been requested.
- Item D-12--Equity Report was pulled because there was not enough substantial content to the strategy pieces and how the data was presented. It also did not provide enough time dedicated in the work session. It will be moved to the work session on September 22.
- Item D-14--New Job Description has been pulled because this position will not be filled at this time.

C. Information

Item 4

4. [Investment Report as of June 30, 2015](#)

Attachment: [Investment Report as of June 30, 2015.pdf](#)

Minutes:

Pennie Zuercher, Director of Accounting, presented the summary of our investment return which was \$513,469 which is 24 points on our investments. The fee is \$60,000.

Mr. Berryman inquired about the Wells Fargo money market statement which shows we are out of compliance. Pennie Zuercher explained that is due to the percentage right after we receive our tax deposits and then possibly move that to a better option or utilizing it. We are cash high in the winter and spring and in the late summer and fall we become cash low but confirmed that this compliance issue is being resolved and this is our tax money.

Mr. Wilson asked for verification regarding investment markets and that we are participating in money market accounts and fixed income investments. Pennie Zuercher explained that two of our investment portfolios are becoming diversified which is contributing to us improving our return resulting in an overall return of .24%.

Jason Pitts, Director of Finance, discussed the revised budget report with a projected fund balance of 4.5% which is approximately \$3 million short of the projected 5%. This includes the money that was pulled from the general fund and moved into capital.

Mr. Berryman discussed the various ways to look at the budget lapse and

requested input or opinions on budgeting before lapse. Jason Pitts responded that this is due to a conservative approach of potentially filling 100% of our positions and therefore we do not want to bank on that lapse. Mike Perrone, Chief Financial Officer, explained that rating agencies look favorably on the way we budget.

Mr. Wilson shared that the budget book was very comprehensive and complimented the staff. Mrs. LeRoy commented that it is a very transparent document that is comprehensive toward public knowledge.

Item 5

5. [District Instructional Leadership and Faculty Development Grant](#)

Attachment: [Budget Impact Instructional Grant.pdf](#)

Attachment: [District Instructional Lead. Board Summary Rev. 8.24.2015.pdf](#)

Minutes:

Mrs. LeRoy explained that this is a non-competitive grant and we are continuing our work with leadership, new principals and aspiring assistant principals to becoming principals. This effort began last fall using this funding.

Item 6

6. ~~Polk Pre-Collegiate Request for Contract Modification (5 Yr Term to 15 Yr Term)~~

Attachment: ~~Charter Modification Request.pdf~~

Attachment: ~~Polk Pre-Collegiate Academy High Performing Letter.pdf~~

Attachment: ~~WS Summary -- PPCA 15 Yr Contract Modification 9.8.15.pdf~~

Item 7

7. [Carl D Perkins Secondary DJJ Grant \\$64,400](#)

Attachment: [Perkins DJJ 2015-16 Board Summary.pdf](#)

Minutes:

Mrs. LeRoy explained that there is rollover money in this grant that will be used.

Item 8

8. [IDEA Entitlement Continuation Grant, ESE, \\$19,599,989.00](#)

Attachment: [Chart 16 Learning Support ESE SY16 Original WS 07 28 15 Rev 7 30 15 BM 08 11 15.pdf](#)

Attachment: [LEARNING SUPPORTExecutive Summary.pdf](#)
Attachment: [Budget Impact IDEA 15-16.pdf](#)
Attachment: [Budget Impact IDEA PreK 15-16.pdf](#)
Attachment: [Executive SummaryPositionFundingLocationSupervisor.pdf](#)
Attachment: [IDEAGrant151620150826160628_Part1.pdf](#)
Attachment: [IDEAGrant151620150826160628_Part2.pdf](#)

Minutes:

Mr. Wilson stated that the breakdown of this grant looked to include some psychologists. Superintendent LeRoy responded that these are psychologists that work with the IDEA to support students when they are screened and determined to have learning disabilities. This is not a part of the previously discussed psychologist positions that were part of the general fund. Those three positions were outside of the ESE realm to support the general population and those individuals are currently being contacted with potential work opportunities.

Ms. Bowen, Chief Academic Officer, discussed changes made to the grant in order to get it approved were:

- Psychologists within this grant must support ESE services 100% of the time.
- Added five behavioral counselor positions within the grant to provide additional regional support.

Superintendent LeRoy and Ms. Bowen reiterated that we are making a large cultural shift in that these positions will now be shifting from compliance to direct support of children.

Item 9

9. [Revise Job Description for Analyst, Preventive Health Promotion & Evaluation](#)

Attachment: [Revise JD-Analyst, Preventive Health Promotion & Evaluation 9-8-15WS.pdf](#)

Minutes:

N/A

D. Discussion

Item 10

10. [1:10 - 1:20 PM Legislative Platform](#)

Attachment: [2016 PCPS Platform Outline Draft.pdf](#)

Minutes:

Superintendent LeRoy explained that information and recommendations received on this item at the last work session had been applied and Wendy Dodge, Government Liaison, has put together a draft of this with the intent that it will look similar to the way our past Legislative Agendas have looked. This will also include strike through language and other pieces as well as the financial impacts of each of the changes to go before the Legislature. Items #5 and #6 and Digital Classroom pieces were added to funding. Class size reduction continues to be an issue. Mrs. Sellers inquired as to how many of our schools meet the criteria for school wide average calculation. Superintendent LeRoy responded that every high school and every middle school meet criteria as a choice school and all elementary magnet and some choice programs in elementary also meet that criteria. Currently, more elementary schools are being looked into to determine if they might meet this criteria working toward 100% accommodation for Choice Schools ability. The biggest challenge in that area would be staffing. Some school districts choose to go to school wide class size limitations across their district.

Mr. Berryman discussed 3 items dealing with compression and asked if they overlap. Wendy Dodge explained that the tax based compression and the Unweighted Full Time Equivalent (UFTE) student enrollment are related. However, Required Local Effort (RLE) is not because it is Local Capital Improvement (LCI) versus General Fund. The Federal and Agricultural Land Supplement has to do with tax credits against our property tax values and the last legislative session allowed districts that had large portions of their land taken off for federal or other reasons to receive a supplement. We are looking into the potential opportunity to do that for Polk County since we have a great deal of agricultural land.

Mike Perrone, Chief Financial Officer, will provide a breakdown of the 10 largest districts in state. This will be used in order to contribute to options that are written in.

Mr. Mullenax suggested in the interest of public comprehension, the acronyms should be spelled out.

Mr. Berryman discussed the equalization of 1.5 Mills and asked if this implies that we want to return to 2 Mills. Mike Perrone, Chief Financial Officer, stated that they looked at the average dollar amount per FTE that each district brings in. The State average is \$766 per FTE and Polk's average is \$443 per FTE. Other areas bring up the average by using methodology established in other district's Florida Education Finance Program (FEFP) to determine end number of 2 mills. The formula defers to the average or 2 mills depending on what number is reached first. When applying the formula, this would put us at 2 mills for an additional \$14 million (approximately).

Item 11

11. [1:20 - 2:00 PM Policy Updates](#)

Attachment: [po6144 Investments as of 10-2014.pdf](#)
Attachment: [po3430 10 new charter sch leave.pdf](#)
Attachment: [5420 Report Student Progress revised.pdf](#)
Attachment: [po0120 revised wmd board ethics.pdf](#)
Attachment: [po8540 vending machines.pdf](#)
Attachment: [po2271 Postsecondary Access revised.pdf](#)
Attachment: [po5111 01 Homeless Students revised 8-24 ajc.pdf](#)
Attachment: [po2800 NEW DJJ programs.pdf](#)
Attachment: [po0160 revised wmd board email social media .pdf](#)
Attachment: [po2370 revised ed options.pdf](#)
Attachment: [po5780 revised student parent rights.pdf](#)
Attachment: [po2120 revised Sch Improvement.pdf](#)
Attachment: [po5112 amended entrance reqs.pdf](#)
Attachment: [po8510 Wellness revised.pdf](#)
Attachment: [po1430.05 line of duty w changes.pdf](#)
Attachment: [2411 Guidance revised.pdf](#)
Attachment: [po2432 Drivers Ed revised.pdf](#)
Attachment: [po8700 Anti Fraud revised.pdf](#)
Attachment: [po2424 Student Interns Repeal.pdf](#)
Attachment: [po2252 digital classrooms NEW.pdf](#)
Attachment: [po1430.10 Admin Charter School Leave NEW.pdf](#)
Attachment: [po1030 revised wmd superintendent ethics.pdf](#)
Attachment: [Summary of Policies Recommended for Update 9-8-15.pdf](#)
Attachment: [po2370 01 revised virtual instruction.pdf](#)
Attachment: [Executive Summary 8510 Wellness Policy Revisions.pdf](#)

Minutes:

Mr. Harris discussed his concern about bringing 18 policies to a meeting with less than 3 minutes afforded per policy in the schedule. He inquired as to why this is not a part of a continuing process and commented that the Board should have an opportunity to deal with them as they come up as opposed to all at one time. He also expressed his frustration that this is not the first time this issue has arisen.

Superintendent LeRoy explained that in this instance, the 18 policies in question are mostly statutory changes that occurred during this past Legislative Session (end of session) and are mandated. She added that when reviewing these policy updates, she considered the logistical changes that will change as branding changes in terms of documents.

Wendy Dodge, Government Liaison, added that we do not receive updates quarterly from Neola. They typically provided two packets of recommended changes annually based on statutory and regulatory changes. We have waited on Neola Educational Consultants to review and then make recommendations to us. The items in the first packet are those addressed here with the intent of bringing the second packet recommendations to the next Board Meeting and the goal being to stagger the approvals through the final hearing. Neola

must review all policies including our own for legal language but these items could be brought forward on a more regular basis if the Board desires it.

Mr. Harris and Mrs. Sellers agreed that statutory changes must be made but it would be beneficial for there to be some notification that others are impending.

Mrs. Sellers would prefer the statutory "NEOLA only" recommended compliance changes to come as one notification and the others to be separated out. It was commented that the first 13 policy updates brought before the Board today are statutory changes and the last 5 are those recommended by staff.

Mr. Bridges, Legal Council for Polk County Schools, addressed challenges that are faced with the NEOLA organization when it is time to make revisions; however, it is advantageous to stay within the constraints of the template so that when they address updates they are meaningful. He also explained that it is important to customize Polk-specific updates.

Superintendent LeRoy recommended that the Board review those policies. Those that do not contain substantial changes based on State Statute and staff recommended updates will be brought to the next work session.

Mike Perrone, Chief Financial Officer, commented that he has one staff recommended update that needs to be brought before the Board as soon as possible. It is the Debt Investment Policy (DIP) which is not a new policy, but contained errors indicated by the financial advisor.

Mrs. Cunningham commented that she felt the Board should act on those policies sent to us today but from this point forward an attempt should be made to address the changes while in the process and policies should be conversed about on a continuing basis.

Mr. Mullenax expressed his frustration in the lengthy wait to receive information from NEOLA when they are an organization that has been contracted to serve the Board.

Superintendent LeRoy recommended a meeting with staff regarding Neola distribution of recommendations twice a year and develop a delineated plan to address items as needed.

Mr. Harris commented that even in situations where the Board is not a direct part of the creation or recommendation process, they should be aware of it when those conversations are taking place.

Superintendent LeRoy discussed some procedures that other counties have that provide policy updates in "chunks". This revolves around a Board/Staff model that includes School Board representation as a part of the policy process to increase insight. She also recommended quarterly policy updates as a regular part of future work sessions.

Mrs. Fields voiced her concern with the amount of money invested in NEOLA and requested that Wendy Dodge, Government Liaison, inform the Board when policy items are on the radar.

Mr. Wilson commented on the verbose investment policy and asked for further clarification from Mike Perrone, Chief Financial Officer. It was explained that the debt policy in question is a statutory correction to accompany our previous existing investment policy. It is part of the Frank Dodd Act requiring compliance regarding financial advisement and reporting procedures.

Superintendent LeRoy addressed some of the recommended policy highlights:

- Debt Investment Policy
- Wellness Policy
- Student Progression Policy--addressing at-risk students, early warning, and grading
- Guidance Counselors/Guidance Work Policy
- School Entrance Requirements Policy--clarity for issues such as custodial parent concerns
- Children and Youth in Transition Homeless Students

Greg Rivers, Associate Superintendent of Facilities and Operations, discussed upcoming policy changes regarding the Superintendent's authority to sign contracts over \$250,000 that will be brought to a future work session.

Superintendent LeRoy commented that another item that will be brought before the Board at a future work session will be Theories of Action, including criteria and representations of such from other districts, as discussed at the Master Board Training. She will provide examples as we begin the process to develop our own model.

Mr. Berryman requested a more in depth discussion of the Fund Balance Policy at a future meeting.

Item 12

12. ~~2:00 -- 2:10 PM Florida Educational Equity Act Annual Update 2014-2015~~

Attachment: ~~Equity Update 9-8-15WS.pdf~~

Item 13

13. [2:10 - 2:15 PM Create new Job Description Analyst, Charter Office](#)

Attachment: [Analyst, Charter Office 9-8-15 WS.pdf](#)

Minutes:

N/A

Item 14

14. ~~2:15 - 2:20 PM Create new position and Job Description for Teacher Resource Specialist Trainer, Full-Release Mentor~~

Attachment: ~~TRST Full-Release Mentor 9-8-15 WS.pdf~~

Item 15

15. [2:20 - 2:25 PM Create Job Description-Sr Coord School Nutrition Program](#)

Attachment: [Senior Coordinator, School Nutrition Program 9-8-15WS.pdf](#)

Item 16

16. [2:25 - 2:30 PM Revise Title, Salary Grade and Job Description-Technician - Take Stock in Children](#)

Attachment: [Take Stock in Children JD, Title, Salary Revision 9-8-15WS.pdf](#)

Minutes:

Mrs. LeRoy discussed the revisions to the title, salary grade and job description for the Take Stock in Children technician position in order to be competitive with other districts. It is a grant funded position and includes a great deal of work. As we continue to expand, this has created the need to upgrade this job description.

Mr. Mullenax asked for verification that this will allow for a broader salary range and added that as this program grows exponentially other organizations around the state are paying their staff more. Mrs. LeRoy verified that this is being upgraded to a more competitive salary range.

Item 17

17. [2:30 - 2:40 PM Follow Up Job Descriptions from District Staffing Plan](#)

Attachment: [Information Services New JD, Revised JD 9-8-15WS.pdf](#)

Minutes:

N/A

Item 18

18. [2:45 - 2:50 PM 21st Century Community Learning Centers Grant \\$212,520](#)

Attachment: [21st CCLC LAW and Garner School Board Summary 15-16.pdf](#)

Attachment: [21st CCLC LAW and Garner Budget Impact 2015-2016.pdf](#)

Minutes:

Mrs. Fields requested a progress report for the 21st Century Community Learning Centers Grant.

Jacqueline Bowen, Chief Academic Officer, commented that we have been awarded the Grant, however, the discussion of the technician position originally intended to be addressed in this work session was pulled. This was done in order to resolve some incongruence between the expectation of the job and the actual position. This Grant is for three years and will add two additional schools. More will be hopefully be added in the future every time the Grant is opened.

Mrs. LeRoy asked that the requested update be added to a future work session.

E. Adjournment

Meeting adjourned at 3:00 PM. Minutes were approved and attested this 6th day of October 2015.

Dick Mullenax, Board Chair

Kathryn M. LeRoy, Superintendent