

09 09 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:

Mr. Berryman provided a brief report on recent meetings of the Florida School Boards Association and the Central Florida School Boards Coalition.

- FSBA:
 - Indian River School District has initiated a program similar to Alignment Nashville called Learning Alliance. He encouraged board members and Sara Roberts, Executive Director of Polk Vision to visit to see what exciting things are happening there.
 - Lee County's School Board voted to recommend to the Legislature and State that parents have an opt-out for their students from state testing. FSBA is requesting a motion of support or feedback from the remaining school districts.
- CFSBC:
 - Lee County's stand against testing and on how to go about slowing the testing movement. The Coalition would like a meeting with staff from Coalition Members' Public Relations Departments and Superintendents to develop positive communication.
 - Florida Educators Association contesting Senate Bill 850 as unconstitutional

Mr. Mullenax distributed School Board staff's self-evaluations (Wes Bridges/Sheila Phelps/Pat McManus) which mirror the Superintendent's format. If the Board agrees, it can continue to use this form or it can be discussed at a later Work Session. Mrs. Fields suggested input from their staff.

Mr. Mullenax reported there are three Community Member seats on the Charter Review Committee who are appointed by the School Board Members. Currently, one of those seats is vacant. Two highly qualified members of the community were nominated to fill this vacant seat. School Board Member Lori Cunningham's nomination of Mr. Patrick Cain was received first and School Board Member Hunt Berryman nominated Mr. Steve Glover. Consensus of the School Board was to appoint Mr. Cain to fill the vacancy and Mr. Glover as an alternate to serve in the event any of the three community members appointed by the School Board were no longer able to serve on the Committee.

2. [12:40 - 12:50 PM Appointment of Director of Internal Audit](#)

Attachment: [DIRECTOR OF INTERNAL AUDIT INTERVIEW SCHEDULE 8-14-14.pdf](#)

Minutes:

Consensus was to appoint Carol Matthews as Interim Director of Internal Audit October 1 -November 21, 2014. She will assume the role as Director effective November 22, 2014.

3. [12:50 - 1:00 PM School Board Liaison Assignments](#)

Attachment: [2013-14 Liaison Assignments.pdf](#)

Minutes:

Mr. Mullenax reminded the Board that Mrs. Messina (FSBA consultant) informed them at the last retreat that she knew of no other school district that had Board Member representation on a Superintendent's Committee.

Mr. Berryman and Mrs. Fields believe a board liaison is beneficial from an informational standpoint but the final decision should belong to the Superintendent. It was suggested that she discuss the issue with staff before a decision is made; do they feel comfortable or intimidated with a Board Member present during their meetings.

Mrs. Cunningham believes Board Members can question the Superintendent on the process of a particular department or committee. She is not in favor of board members serving as a non-voting member, liaison, or representative on any of the Superintendent's Committees.

Another discussion will be held after the Superintendent has discussed the concerns with the various committees.

B. Board Agenda Review

4. [1:00 - 1:20 PM Review Agenda for the September 9, 2014 School Board Meeting](#)

Attachment: [09 09 14 School Board Agenda Revised.pdf](#)

Minutes:

C-12 Renewal of Self-Insured Group Health Plan Administrative Services Only

Mr. Mullenax stated the intent and total amount is unclear; he would like it pulled for a later discussion.

Joy Myers, Director of Risk Management, reported that the plan decreased because the District moved to the IBC model (Medicare eligible retirees). The cost is 33 cents per month per subscriber which is an increase. The annual premium decreased because of the reduction in the number of participants.

Mrs. Cunningham requested that it remain on the agenda for a vote.

Consensus was to let it remain on Consent agenda.

5. [1:20 - 1:30 PM BREAK](#)

Minutes:

Superintendent requested Rob Davis, Senior Director of Support Services, provide information on the changes to the policy for transporting students.

The use of privately owned vehicles (POV) was placed on hold until more information and direction could be provided. Approved volunteers (screened using the same guidelines as for district employees) with drivers license and insurance on file (checked periodically before each travel) may transport students using state approved vehicles (make and model to be on file).

C. Information

Administration - Superintendent's Office

6. [Flu Vaccine Update](#)

Minutes:

Superintendent LeRoy reported this is a volunteer participation program

available for all students to receive flu mists at no cost to them or the district. Several public announcements will be made informing parents of the free service.

Business Services - General

7. [Women and Minority Business Enterprise Annual report](#)

Attachment: [Annual summary 7-1-13_6-30-14 final \(3\).pdf](#)

Attachment: [Copy of minority worksheet 082614 Facilities Div.pdf](#)

Minutes:

Mrs. Fields asked for clarification on the women minority percentages 31.97% vs 6.34%.

Greg Rivers, Associate Superintendent of Operations, reported the 31.97% is from the pre-qualified vendor program which is by trade and receives automatic notices. A large number of the construction management contracts are specialized projects and there is a low number of qualified WMBE vendors in the specialized areas.

Teaching and Learning - WorkForce - Charter Schools

8. [Accountability Plans for Lakeland Montessori Middle School & Lakeland Montessori Schoolhouse](#)

Attachment: [Lakeland Montessori Middle School Accountability Plan.pdf](#)

Attachment: [Lakeland Montessori Schoolhouse Accountability Plan.pdf](#)

Minutes:

Mrs. Fields noted that charter schools appear to be held more accountable academically than in prior years. Brian Warren, Senior Director of Human Resources, reported the assessment and accountability goals are to ensure that benchmarks are identified if the school is wanting to earn a school grade. It is a collaborative dialog.

Work Force and Career Services

9. [Electrocardiograph Technician Course Addition](#)

Attachment: [Electrocardiograph Technician. Polk Information.pdf](#)

Attachment: [Electrocardiograph Technician Information.pdf](#)

Attachment: [Electrocardiograph Technician curriculum 2014 Draft.pdf](#)

Attachment: [Electrocardiograph Technician Document.pdf](#)

Attachment: [Electrocardiograph Technician New Program Request.pdf](#)

D. Discussion

Item 10

10. [1:30 - 1:55 PM Update on Kelly Services Contract Renewal](#)

Attachment: [Polk SB Work session 090914.pdf](#)

Minutes:

Brian Warren, Senior Director of Human Resources, introduced Debbie Pearson who provided updated information on Kelly Services fill rate that increased from 85.8% to 97.6% for teachers and 44.1% to 87.8% for paraprofessionals.

- Challenging Schools: Sleepy Hill, Doris Sanders, Bill Duncan, Westwood, Jean O'Dell, Anna Woodbury, Palmetto, and Lake Marion Creek.
- Most fills are within one hour.

Mr. Berryman asked for a comparison of our substitute pay and surrounding districts. Ms. Pearson will gather the information and send it to the Board.

Mr. Berryman asked for the cost or cost savings. Superintendent LeRoy reported the cost will be higher because Kelly is able to find substitutes where we were not. Brian will send the information to the Board.

Item 11

11. [1:55 - 2:10 PM Workers' Compensation Pilot Program Outcome](#)

Attachment: [School Nutrition Presentation.pdf](#)

Minutes:

Joy Myers, Director of Risk Management, reported on a pilot program of loss control in the School Nutrition Department. In 2012 there were a total of 159 claims with direct costs of \$606,000 (medical and attorney fees); 106 claims with incurred costs; and 11 indemnity claims totaling \$380,000. This averages to \$5717 per claim (excluding substitute and indirect costs).

In 2013 there were 127 claims (21% reduction over previous year); \$90,500 in direct costs (85% reduction); 80 claims with incurred costs (63%); and no indemnity (lost time) claims. This averaged to \$1,131 per claim - an 80% reduction - resulting in a savings of \$500.00.

The program will be expanded to Support Services: Transportation and Warehousing, Facilities, Grounds, and Custodial.

Mr. Mullenax asked where is the \$500,000 savings. Mr. Perrone responded that the cost savings were a reduction in claims from last year. Unspent

funds remained in the General Funds to help reach the 5% goal for Fund Reserve Balance.

Item 12

12. [2:10 - 2:30 PM AFSCME Collective Bargaining Agreement Changes](#)

Attachment: [9-9 WSExec Sum AFSCME 14-15 Collective Bargaining Changes.pdf](#)

Attachment: [AFSCME Custodial Maintenance Tentative Agreements 9-9.pdf](#)

Attachment: [AFSCME Bus Driver Tentative Agreements 9-9.pdf](#)

Attachment: [AFSCME Foodservice Assistant Tentative Agreements 9-9.pdf](#)

Minutes:

Consultant Walter Carr and Senior Director of Human Resources Brian Warren reported on the AFSCME Bargaining Agreement changes totaling \$1,673,000 which include Bus Drivers and Attendants (\$456,000), Custodial/Maintenance/Vehicle Services (\$995,000), and Food Service Assistants (\$222,000):

- Salaries for 2013-2014 and 2014-2015
- Insurance eligibility date, expansion of weight loss programs, and mobile clinics
- Advance one step on salary schedule retroactive to July 2014
- Work Schedules for Paint Crew

Mr. Berryman and Mrs. Fields spoke in support of increasing the hourly starting pay of bus drivers and food service workers in the future when possible.

Mrs. Sellers asked if there were many employees that do not qualify for insurance benefits. Rob Davis, Senior Director of Support Services, responded that the majority were grandfathered in but approximately 18% do not receive the benefits. This would be the newly hired employees.

Superintendent LeRoy stated that she and Rob have been discussing transportation issues to see what can be done to increase the number of drivers; she believes that as the economy shifts, people look for other employment opportunities. It is a problem in the surrounding school districts as well. We need to see if we are competitive and what incentives are possible.

Mr. Mullenax requested an update on the Weight Management Program and the second clinic at an upcoming work session.

Item 13

13. [2:30 - 2:45 PM School Nutrition Managers and School Nutrition Specialists Salary](#)

Conversion

Attachment: [School Nutrition Managers and School Nutrition Specialists Salary Conversion 9-9-14 WS.pdf](#)

Minutes:

School Nutrition Managers and Support Specialists employees were increased to the next step and move to closest salary schedule; average increase was 4.5%.

Item 14

14. ~~2:45 - 3:10 PM 2013-2014 Annual Equity Report~~

Attachment: ~~Florida Educational Equity Act Annual Update 2013-2014 9-9-14 WS.pdf~~

Item 15

15. [3:10 - 3:20 PM Annual Anti-bully Training](#)

Attachment: [School Board Anti-bullying training 14-15.pdf](#)

Minutes:

Nancy Woolcock, Assistant Superintendent of Learning Support, reported the State requires annual anti-bullying training for all students and staff. Last year, a total of 623 cases were reported ; 177 founded; 446 were unfounded; an increase from 2012.

There are three conditions that must be present:

- negative or malicious behavior
- must be repeated
- imbalance of power

Item 16

16. [3:20 - 3:30 PM Create New Position and Job Description for Teacher Resource Specialist Trainer \(TRST-STEM\)](#)

Attachment: [TRST STEM 9-9-14 WS.pdf](#)

Minutes:

Item 17

17. [3:30 - 3:45 PM Create new Job Description for Associate Superintendent- Chief Academic Officer and New Job Description and position for Senior Coordinator-Strategic Partnerships](#)

Attachment: [Create New JD & positions Assoc. Super.-CAO - Senior Coord. Strategic Partnerships.pdf](#)

Item 18

18. [EXECUTIVE SESSION](#)

Minutes:

The Work Session adjourned for an Executive Session.

E. Adjournment

Meeting adjourned at 3:10 PM. Minutes were approved and attested this 23rd day of September, 2014.

Dick Mullenax, Board Chair

Kathryn M. LeRoy, Superintendent