

09 23 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 - 8:40 AM Board Comments](#)

Minutes:

Mr. Berryman reported that the Florida School Boards Association is to discuss the Legislative Platform on October 24th in Orlando. Mr. Mullenax will attend as the current alternate on the FSBA Legislative Committee.

After a brief discussion, the Board, by consensus, named Mrs. Sellers as the new alternate for the FSBA Board of Directors when Mrs. Wright's term ends on November 17, 2014.

B. Board Agenda Review

2. [8:40 - 9:00 AM School Board Agenda Review](#)

Attachment: [09 23 14 School Board Agenda REVISED.pdf](#)

Minutes:

C-30 - Out of State Field Trips

Mr. Mullenax voiced concern regarding the international trips and the possibility

of significant liability issues. He would like a review of the policy to see if we are held liable (perhaps through NEOLA). Wes Bridges, School Board Attorney, reported any trip, especially international trips, has the potential to become a complex and expensive issue.

Board consensus to have Risk Management review the liability concerns.

Mrs. LeRoy will bring a field trip update to a work session.

### R33 - Contract with New Director of Internal Audit Services

Mr. Berryman asked if there is a clause for termination and voiced concern on the 3 year term. Mr. Bridges responded a termination clause is included; Mrs. Phelps stated that the length of the contract is the same for all of the Board's contracted staff.

Mr. Harris reported the salary doesn't match the set salary of other directors. Mr. Mullenax stated that the amount was advertised after receiving the information from Human Resources. When asked, Mrs. LeRoy reported that she placed her newly-appointed Directors on Step 1 of the Salary Schedule.

Mr. Mullenax reiterated that this is the amount provided by Human Resources and subsequently advertised. It would not be fair to the employee to make changes now. He stated that the Board sets the salary for their contracted employees. Mr. Harris voiced concern that it is not being fair and equitable to other district staff.

Consensus to move forward with the amount listed in the contract.

### 3. [9:00 - 9:10 AM BREAK](#)

Minutes:

Mrs. LeRoy announced that the District received several new grants:

- We were one of two districts to receive a MSP grant for teacher professional development; \$1.5 million annually for the next three years in partnership with Hillsborough County and University of South Florida. Funding will provide collaborative teacher training that includes strategies that will integrate STEM; fund 80-hour summer institute (teachers to be paid); STEM Writers' Academy, provide Math and Science teachers the opportunity to become certified in Secondary Math and Science (Grades 6-12).
- The district will also receive \$3.75 million over the next five years to address school

climate transformation. We were one of three districts to receive the grant. This will be a partnership with USF, the Department of Education, and Peace River Center to provide wrap around services for students with emotional and behavioral issues.

C. Information

D. Discussion

Item 4

4. [9:10 - 9:20 AM Charter School Corrective Action and School Improvement Plans for Janie Howard Wilson & Magnolia Montessori Academy](#)

Attachment: [Janie Howard Wilson Elementary School Grade Letter.pdf](#)

Attachment: [Magnolia Montessori School Grade Letter.pdf](#)

Attachment: [State Board Rule 6A-1 099827.pdf](#)

Attachment: [SIP 2014-15 53-Polk 1401-Janie Howard Wilson School.pdf](#)

Attachment: [SIP 2014-15 53-Polk 8005-Magnolia Montessori Academy.pdf](#)

Minutes:

Brian Warren, Senior Director of Human Resources, commented that charter law requires low performing charter schools to submit School Improvement Plans of Corrective Action. A collaborative meeting was held with each of the charters to discuss strategies for student improvement.

Magnolia Montessori Academy - 44 students in Grades 4-6; 17 students scoring 1s and 2s:

- Purchased additional instructional materials to focus on students identified as low performing
- Extra small group lessons during the school day
- After school tutoring

Janie Howard Wilson - 472 students, 98% Free & Reduced;

- Extended school day
- Extra hour of reading (90 minutes uninterrupted)
- Small group instruction for struggling students
- Direct instruction (30 minutes)
- Focus on low performing AND middle level (level 2) students (120-minutes small group instruction Grades 1-5)
- Kindergarten support unit
- 60 minutes math block (Alcaletics)
- Writing instruction embedded in all courses
- Science boot camp

- Progress monitoring with NWEA

Mrs. LeRoy commented the school is identified as one of the lowest 300 and the strategies need to be specific. She will see if there are funds within the new MSP grant that can be used by the charter school.

## Item 5

### [5. 9:20 - 10:45 AM Charter Review Committee Recommendations to the Superintendent for Charter Applications Received August 1, 2014](#)

Attachment: [CRC Recommendation Summary.pdf](#)

Minutes:

Vickie Mace, Charter Consultant, provided the recommendations of the Charter Review Committee:

Charter applications are to be innovative educational models for students' benefit but are to meet the statutory duties in areas of:

- guiding principles
  - curriculum plan
  - improving student performance
  - reading curriculum
  - financial plan
1. Our Childrens' three charter applications were withdrawn by Sharon McManus.
  
  2. Discovery High School - Recommended to Deny
    - Strengths: college and career readiness (STEM, Articulation Agreement with Polk State College, professional learning communities, smaller high school setting, technology as a learning tool, financial management oversight
    - Weaknesses:
      - Staffing Plan: sharing staff with Discovery Academy of Lake Alfred - full Director allocation not until 2019-20; Core Academic Teachers in 2015-2016 (.25 x 4) - no provision for gifted or related services - guidance was a supplement -and it proposes extensive staff development but no funds are budgeted until 2017-2018 (\$8000)
      - Conflicting data regarding services for students with disabilities - school to serve students with 80% in general education but the Student Application stipulates the school only provides consultative

- services - no ESE teacher allocation until 2017-18 (.25)
- o Governance: Discovery Academy of Lake Alfred's Board to serve as governing Board - Board member composition
- o Application concerns: admission and dismissal criteria - impact on diversity within smaller school - dismissal criteria (excessive tardies and absences, excessive checkouts, and dress code violations -these are not expellable infractions)
- o Budget: inadequate staffing to implement comprehensive program - lack funding to support staff development - food services not budgeted - listed budget capital outlay but are ineligible - no repayment plans provided for DALA loans

Mr. Harris questioned the legality of a conversion charter school renting our buildings to a new start up charter (Page 13). Mr. Bridges responded it would make a good argument. As the property owner, the School Board should have some input. The District is not allowed to charge rent to a conversion charter.

Mr. Mullenax commented that Page 9 identifies a good portion of the planned enrollment: children of board members, staff 's children, siblings, and articulation agreements with outside entities. Diversity was not included in the process.

Mr. Berryman asked if there had been any discussion to add a grade to the existing charter. Mr. Warren reported they could modify their current elementary charter; this application is for a high school. Mr. Bridges reported that it could be for the funding: a new charter receives start up funds.

### 3. Poinciana Community School - Recommended to Deny

- Strengths
  - o Targeted student population, array of curriculum strategies, serving ESE and ELL students
  - o Love and Logic school-wide program, parent involvement activities, students will participate in service learning, school utilizing Marzano's high yield teaching strategies, reading leadership teams and reading coaches
  - o Plans to seek SACS-CASI accreditation
- Concerns
  - o STEAM initiative not evident in curriculum design
  - o References seeking community partnerships but does not provide evidence
  - o Lacks funding to support staffing plan and development of curriculum strategies
  - o Does not differentiate instruction: identical curriculum for elementary and middle school students - unable to determine staffing plan as viable
  - o Governance: organization chart includes Poinciana Community Schools, Inc. Foundation but is unclear regarding their role and

authority; indicates Poinciana Economic Development Alliance will serve as sponsor but does not provide information regarding this entity

- o Lack of measurable objectives to monitor student achievement: referenced FCAT Testing - 'cut and paste' of old application
- o Inappropriate admissions and dismissal criteria: must accept conditions of Parental Involvement Contract to be accepted; students denied re-enrollment privileges for excessive tardies, absences, early dismissals, violation of uniform policy, and outstanding fees (not expellable causes)
- o Facility: does not include price of acquiring property in budget; aggressive schedule to build facility by planned opening date
- o Budget does not include all required components, does not include all assumptions utilized to prepare budget; lacks plan to handle revenue shortfalls; budgets capital outlay but are not eligible; excludes pertinent expenditures for purchased services; budget includes escalated revenue projections

#### 4. Ridgeview Middle Academy - Recommended to Deny

Replication: the proposed charter school's education plan does not substantially replicate that of the applicant or one of the applicant's high performing charter schools. Recent court decision upheld the guidelines of replication.

The application was evaluated utilizing standard valuation form.

Mrs. Sellers asked if the applicant could add a grade level (6th) by March 1st deadline offered to high performing charters. John Small, Assistant Superintendent of Multiple Pathways, stated that they would have to develop a plan to provide housing and work with our Facilities Department because of it being a conversion charter.

Mrs. LeRoy stated that the State has not been approving MSID numbers changing from the original classification (Elementary K-5 to K-8 or Grades 6-8 to Grades 6-12).

Mr. Harris commented that this is the area the District is planning to build a K-8 school to address growth.

Mrs. Wright asked if a replication qualifies for start up funds. Ms. Mace will research and provide a response.

#### 5. Winter Haven Montessori Academy - Recommended to Deny

- Strengths -
  - o Human Resources and employment; financial management and oversight; provides great detail in projecting student enrollment; presents a clear description of responsibilities of the Board of

Directors; plans for a Parent Involvement Group; transportation; curriculum

- Weakness -
  - Preference enrollment: board members' grandchildren, Montessori pre-school, students with Montessori experience
  - Lack of measurable objectives to monitor student achievement; references FCAT testing; does not discuss middle school monitoring or grading; does not explain how data will be used to evaluate and inform instruction
  - Lack of understanding of student progression, students promoted utilizing Montessori benchmarks at the end of grades 3, 6, and 8
  - Serving ESE and ELL: states financial restraints can impede ability of IEP teams to make important decisions about child's educational programming, lack of understanding concerning eligibility requirements required by law for both programs
  - Inadequate staffing plan: unable to determine if staffing plan is viable; does not include ESE or ELL staff
  - Inappropriate admissions and dismissal criteria: student dismissed for unexcused absences, academically unsuccessful
  - Budget appears to be co-mingling funds to arrive at projected revenue estimates: VPK, pre-school tuition, extended day care, includes start-up grant, does not include all required components, inappropriate amount budgeted for contracted services to serve ESE; inappropriate amount budgeted for start up and does not support myriad of referenced planned activities

Ms. Mace reported that the School Board will vote on the recommendations at the October 14th School Board Meeting.

## Item 6

### 6. [10:45 - 11:15 AM Safe Schools Update](#)

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

Minutes:

Captain Loyd Stewart with Safe Schools provide an update:

- security check at 105 sites to date
- unauthorized personnel site visits
- developed a district-wide trespass form
- added two SROs (Kathleen Senior and Lake Marion Creek)
- purchased critical response radios and implemented random tests
- implemented lock down drills with evaluation outcomes at all schools

- collaborated with EOC on assailant incidents and responses - live demonstration at Lake Gibson for principals and assistant principals
- standardized visitor protocols
- created comprehensive safety survey (5 year plan)
- address traffic flow issues at several schools

Goals:

- complete safety survey within 5 years (25% complete this year)
- substitute training (video)
- tracking system of high risk individuals
- electronic visitor entry access
- gang training
- working with EOC on National Incident Management Training
- conflict resolution
- design online training for staff
- place video systems in all schools and buildings

Mrs. Sellers asked if there were any grants available to address school safety and security. Mrs. LeRoy stated that we haven't heard if our joint grant with the Sheriff's office has been awarded.

Mrs. Wright would like a copy of the SRO contract and job description.

Item 7

7. [11:15 - 11:45 AM Refreshed Volunteer and Mentor Program](#)

Attachment: [Executive Summary Template.pdf](#)

Attachment: [PPoint 9.23.14 Work Session.pdf](#)

Attachment: [2014-2015 Volunteer Application.pdf](#)

Minutes:

Senior Director of Public Relations and Strategic Partnerships Leah Lauderdale provided an overview of the volunteer and mentor program.

The goal is to provide an exceptional volunteer and mentor program to support academic achievement in Polk County Public schools while maintaining a safe and secure environment for students.

Findings:

- Inconsistencies with district-issued volunteer badge usage
- Inconsistencies with visitor tracking for volunteers
- Incomplete volunteer hours reported
- Outdated data
  - revise application
  - update volunteer handbook



- o update volunteer coordinator handbook
- o community involvement conference
- o one-on-one phone training with school volunteer coordinators

Improvements:

- volunteer qualifications to mirror employee qualifications
- volunteer background checks - level 1; employees - level 2
- clarify \$25 non-refundable application fee (opportunity for applicant to self-disqualify ahead of time)
- expand qualifications posted online
  - o collaborate with technology staff to identify inactive volunteer records
  - o explore expansion capabilities of Genesis
- district issued volunteer badges must be worn by all volunteers at all times
- coordinate with Pre-Employment Services to streamline badge distribution
- 2 mentor facilitators (two former principals)
- identify the lowest performing schools for priority mentor placement
- connect with volunteer coordinators and principals- program effectiveness and end-of-year online survey

E. Adjournment

Meeting adjourned at 11:55 AM. Minutes were approved and attested this 14th day of October, 2014.

---

Dick Mullenax, Board Chair

---

Kathryn M. LeRoy, Superintendent