

10 08 2013 Work Session 8 30 AM

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New Business

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

Minutes:

Mr. Mullenax distributed information from the Florida School Boards Association (FSBA) on their Legislative Platform for review and editing. He asked that Board Members provide him ideas on what they would like to see added or deleted.

Mrs. Wright reported she attended a National Urban School Board Educators Conference in San Antonio last week. She stated that the same issues we have in Polk County are occurring across the nation. One issue that continues to resurface is equity in recruitment and hiring. She commented that St. Paul, Minnesota has an equity policy that she would like to see the district adopt.

- She is also sending a letter to the Superintendent declining her salary increase which is established by the State.
- She has several articles to share with the Board and will place them in their mailboxes

Mrs. Sellers announced that Jill Asher, their part time secretary, is resigning effective December 30, 2013. And, Pat McManus, the Board's Executive Assistant, will be out for surgery from January through March. A substitute for Pat has been approached but Jill's position will need to be advertised. She would like to see an employment overlap to allow for training with the new hire prior to Pat and Jill's departure.

Superintendent LeRoy announced that the October 22nd Work Session will begin at 8:30 AM at the Jim Miles Center for the Alignment Nashville presentation and the Strategic Plan. Box lunches will be provided to the Board by Work Force Development.

Board Agenda Review

2. [8:45 - 9:15 AM Review School Board Agenda of October 8, 2013](#)

Attachment: [10 08 13 School Board Agenda.pdf](#)

Minutes:

C-13 - Academic Tournaments Continuation Grant Application

Mr. Berryman asked for clarification on the increase in travel expenses.

R-48 Superintendent's Recommendations on Charter School Applications

Mr. Berryman asked if the Superintendent would be upholding the Committee's recommendations. The Superintendent responded she is and spoke on the areas met, partially met, and not met in the applications.

Mr. Mullenax requested that the terminology be changed to 'met/not met' for the next application period. Mrs. LeRoy asked Brian Warren, Director of Charter Schools, to separate the 'met/not mets' on the Polk Maritime Science Academy. Mr. Warren commented that the district is using the state's evaluation document but the committee will amend the process for the next application time frame.

Mr. Berryman commented he had concerns that the academy is a 'for profit' and did not use a local governing board.

Mrs. Cunningham supported Mr. Berryman's concerns and asked that if the 'partially met' terminology is used next year, please include information on what it would take to become 'met'; such as 'to be resolved in negotiations'.

Mrs. Fields asked how much time and effort will be involved if we deny the application. Mr. Bridges responded that it may not be appealed but if it is, it requires two trips to Tallahassee and about 40 hours of legal services.

Mrs. Wright reiterated that the purpose of charter schools is to offer something that is not being offered currently in the public sector. Mr. Warren reported that might be the case law but it is not part of the application process. Mrs. Wright asked that Budget and Curriculum be included in the met/not met area for the next application process.

Mr. Mullenax asked if the charter vote could be tabled until it can be determined if a denial can be successfully defended. Mr. Warren responded that we are in the 60-day window and does not feel that it could be postponed.

Mrs. Sellers commented that she felt this charter application is more complete than some that we have been called up on appeal. She does not feel that the State would support a denial.

Mr. Harris stated that the Maritime Academy is to be a middle school in the north Lakeland area and unless there is overcrowding or under utilization at our schools, he doesn't see how it could be successful. Especially when we have considered closing or combining schools with less than 500 enrolled to remain financially balanced. In a stand alone option, such as this concept, he doesn't think it would be successful.

Mr. Warren responded that the application is for an K-8 academy.

Mrs. Sellers commented this is a replicate of a high achieving charter in Miami-Dade. Mr. Warren explained that the charter law allows one replicate annually; this application was not submitted as a replicating academy, it was a regular application.

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

Minutes:

In recognition of her 100 days with the District, the School Board presented Superintendent LeRoy with cupcakes in a '100' design.

Superintendent LeRoy announced that she has been asked to present to the Senate Education Committee on the successes of our acceleration program and the bullying monitoring system developed by Nancy Woolcock, Assistant Superintendent of Learning Support and staff. Both Nancy and Deputy Superintendent Jacqueline Byrd are presenting on the superintendent's behalf. The Senate Committee wants to know what's working, what's not working, and what's challenging for districts.

Mrs. LeRoy spoke on the acceleration program that allows Level 4 and 5 elementary students to take middle school virtual classes. She provided graphs depicting the current base line and projected targets for the upcoming year. Over the past two years, approximately 300 elementary students took advantage of the program but, unfortunately, a number of them did not complete the classes. Moving forward we will use a blended approach using teachers with the appropriate certification to assist them.

The Superintendent presented a draft of the Strategic Plan using a new format and structure. Before going forward she asked for Board input on the new design. Using graphs, she provided current base line data and the projected targets for the upcoming years. She advised moving from the original district targets of 50-68% in five years in Reading, Math, Science, and Writing. Rather than base our district points of 535 using 50% of the achievement on the state assessment and 50% on learning gains, we should use the actual longitudinal formula from learning gains to be more realistic.

Mrs. LeRoy asked for Board comments on the revised format. Mrs. Wright asked if the Superintendent took into consideration that the State is unsure of what assessment will be used and that when you launch a new assessment, the scores will go down. The Superintendent responded that she had. The final document will have an asterisk (*) for the year 2014-15 because that is the year the State says the transition will occur. As we

base line to the new assessment, those numbers will be grayed out because of the one year recalibration period.

Mr. Harris stated it was important that the public does not see our progress as being less than adequate and understands that the State changed the game. He is afraid the public believes the schools are not good enough because they are not an "A" and do not understand the changes made by the State in the grading policies and scale. We need to let them know we are progressing and we do have measurable outcomes. Mrs. Wright stated that the public needs to know there is more out there than the FCAT for measurement.

Superintendent LeRoy informed the Board that the final product will be presented to them on October 22nd.

Discussion

Item 4

4. [9:30 - 9:45 AM Substitute Management System Change](#)

Attachment: [Substitute Management 10-8-13 WS.pdf](#)

Minutes:

Denny Dunn, Associate Superintendent of Human Resources, Marty Young, Director of Capital Management, Lois Schuck, Certification, and Debbie Pearson with Kelly Educational Staffing provided information on the challenges schools face when trying to locate instructional substitutes.

For the past three years, the District has been using an automated calling system, Automated Substitute Placement and Absence Management (ASEOP). After a review this year, it was found that the average fill rate for our schools was approximately 80% and some schools were only realizing a 58% fill rate.

Advantages to using the services of Kelly Educational Staffing (KES)

- Our current costs \$5,926,015 vs Kelly Educational - \$5,684,754 (savings of \$241,260)
- Proactive stance related to the Affordable Care Act (currently approximately 108 substitutes worked over the 30 hour threshold)
- Higher fill rate
- KES will handle all aspects of substitute staff employment: eliminate school-based personnel from posting time into current SAP and eliminate our payroll department's time for processing substitute payroll
- Absences will continue to be processed through AESPO which will assist in the accuracy of terminal leave payouts
- Gain additional substitutes for our geographically challenged schools through contracted services with neighboring counties

- Higher percentage of staffed classrooms will meet the mission of "provide a higher quality education for all students"

Questions from the Board

- Mrs. Cunningham asked for a projection of our fill rate using current data in order to have a more realistic financial view. It may not be a cost savings of \$241,260.
 - Mike Perrone, Associate Superintendent and Chief Financial Officer, explained that the services wouldn't begin until February and a 99% fill rate would not be possible, but it allows time to budget the increase for 2014-15. He will provide the figures to the Board. Superintendent LeRoy noted that it would cost \$712,000 to provide health insurance for the 108 substitutes who worked more than 30 hours.
 - Mr. Harris stated that our neighboring counties are not using Kelly Services: Hillsborough, Lake, and Osceola. He is concerned that when you begin outsourcing it becomes financially impossible to return those services to in-house and gave an example of the Service Master agreement.
- Mr. Harris asked who would handle substitutes for bus drivers and attendants, lunchroom workers, etc.?
 - Mr. Young responded that the Transportation Department (as of a year ago) wanted to handle their own needs and not become a part of AESOP. Food Service currently uses the AESOP and would continue to do so.

Mr. Harris noted that if Kelly Services is able to place more substitutes in classrooms, our Operational costs will increase. Mr. Perrone concurred and stated that with the services to start in February, it allows time to build costs in for the following year.

- Mrs. Wright asked for the base line fill rates on our schools
- She asked how the savings were identified.
 - Mr. Perrone commented that each department (Payroll and HR, etc.) provided a cost factor on the staff time involved in hiring a substitute. KES provided the mathematical formula.

Superintendent LeRoy noted the loss of instructional time in our classrooms and the need to entice teachers to be in classrooms. The bigger issue is not being able to track substitute hours and the negative financial impact those who work over 30 hours will have on our health insurance.

- Mrs. Wright would like to see a list of schools' absentees
- She would like to see someone supervise the system specifically rather have it added to their other duties

Mrs. LeRoy announced that a board briefing with additional information, answers to the questions and data packages will be provided; this was an informational item to provide insight to the problems the district

faces regarding substitutes. The biggest concern is the loss of instructional time for students.

Mr. Berryman asked when it would come before the Board. The Superintendent thought it would be in November or December.

Principals Sue Bizerra and Luis Alvarez provided examples of the problems and issues they have with recruiting and accessing substitutes in their isolated areas.

Item 5

5. ~~9:50 – 10:10 AM Realignment of the Public Relations and Strategic Partnerships Department and New Job Descriptions~~

Attachment: ~~Realignment and New Job Descriptions for PR.pdf~~

Item 6

6. [9:45 - 10:10 AM Assessment Review for District Reading and Math](#)

Minutes:

Superintendent LeRoy and Jacqueline Bowen, Senior Director of K-12 Curriculum, provided information on our assessments for reading and math.

District FAIR Data:

Since about 2008-09, Florida has had an program in place with the Florida Center for Reading Research at the Florida State University (Just Read Florida) that has continually upgraded and developed an assessment system that is around 97-99% predictable on the probability of reading success in our students and determining if they are on grade level.

When using the FAIR Assessment we look at three zones: Red/Green/Yellow

- Green Zone - scores of 85% or above probability of reading success;
- Yellow Zone (a broad area to allow reliability and validity of the collected assessed data) 16-84% - if a student is in the 60+%, they need more work but are likely to be on target at the end of the year to be on grade level; if they are 50% or below, the likelihood of them being successful begins to diminish in terms of being on grade level by the end of the year.
- Red Zone - Lowest 15% of probability of reading success for children. They are far behind in grade level but if we can catch them early enough (Pre-K - Grade 3), they have an opportunity to accelerate and get on grade level. It may not be at the end of the year but, with more time and intensive strategies, they can succeed.

District-wide in K-2,

In Kindergarten, 8% of our students (604) are in the Red Zone; 48% are in the Yellow Zone. We need to determine where they are in the Yellow Zone. More attention is needed if they are closer to the Red Zone. They are tested for listening skills.

In First Grade, we dropped to 4% Red; a larger Yellow area (again, we need to determine which end of the scale are they located in the Yellow Zone), but there are 2800 students still in listening comprehension and not in reading comprehension.

In Second Grade, a large number of students are in the Yellow Zone; 13% are sitting in the Red Zone.

In grades 3-5;

- 21% of 3rd Graders are (Red Zone) reading below grade level and are in the lowest 15%; 63% are in Yellow Zone
- 14% of Grade 4 are in the Red Zone
- 20% of Grade 5 are below grade level

Middle School (Grades 6-8)

- 28%; 33%, and 34% are not on grade level

High School (Grades 9-10)

- 10th Grade, 50% are in the lowest 15% of reading

The Superintendent informed the Board that all students are tested in grades K-5; in Grades 6-10, only Level 1, 2, and 3s are tested; Grades 11 and 12 are retakes.

Mr. Berryman asked where we are compared to the State. Mrs. Bowen stated this is percentile ranking of where we are across the State.

We will provide professional development for our teachers: what is small group instruction, face-to-face instruction; for grades 3-5, focus on reading for understanding, word patterns and fluency; grades 6-8, reading analysis, words and context; grades 9-12, multiple meanings, compare and contrast.

Math (Using Discovery Assessment)

We are within 3% of the prediction rate in Math by grade and where our students actually performed. Superintendent LeRoy has instructed all schools to get students fluid in multiplication facts whether it is on-line, flash cards, or something else. We need to continue to embed estimation and rounding strategies in grades 4-8. A new challenge for students in grades 5-8 is moving

to computer-based testing. Algebra and Geometry need to be uniform with the same level of rigor whether it is middle school or high school.

Item 7

7. [10:10 - 10:25 AM Implementation of Board Member Requests Project](#)

Minutes:

Superintendent LeRoy requested the technology division to create a tracking program that would ensure that no Board Member's or constituent's request went unanswered.

Abdu Taguri, Assistant Superintendent of Information Services and Technology, stated that the program is about efficiency, accountability, and the capability to share the information. Ramez Shebl, Lead Software Developer, and Diane Rivera, Senior Manager, Software Developer, provided a quick walk through of the new system.

Mrs. Cunningham questioned how she would know a parent's concern had been addressed. Mr. Taguri stated that if she sends a parent concern through the Board Member Request system (IRIS) and provides the parent's email address, JoAnne Clanton (Executive Secretary to Superintendent LeRoy), the custodian of the program, will include the parent in the response email to all board members.

Mrs. LeRoy clarified that there will be two parallel systems: one for board member requests which is internal for district information and one for outside constituents and their concerns. Abdu stated it is designed to keep track of what board members are requesting. There will be a separate system for constituent questions. If it comes from a board member for specific data, it will be processed through the IRIS system; if it comes from a board member for a parent, it will flow through the other system. However, all board members will receive a copy of the responses of both systems.

Mr. Mullenax stated if Board Members began asking questions on agenda items earlier, the answers could be provided to them all before the work session. Mrs. LeRoy clarified that it is not about eliminating questions in the work sessions or board meetings but to make sure that we are gathering your information on other topics as well.

Mrs. Cunningham noted that a number needs to be established on a reasonable amount of time staff should spend in gathering the information before seeking consensus from the Board. Abdu stated that Superintendent LeRoy will provide a time limit.

Item 8

8. [10:25 - 10:45 AM School Improvement Plans for 2013-14](#)

Minutes:

Item 9

9. [10:45 - 11:00 AM School Advisory Council Membership for 2013-14](#)

Attachment: [SAC Forms SY 2013-14 all schools.pdf](#)

Minutes:

Mr. Harris asked what happens if a school does not meet the minimum requirement in their School Advisory Committee?

Wilma Ferrer, Senior Director of Assessment and Accountability, stated that schools are given two additional weeks to seek representatives to serve on the committee. There are two schools who have been notified they are not in compliance. Schools are given a 5% point cushion to be within the percentage requirements.

Mr. Harris commented on the confusion caused by the two separate templates developed by DOE.

Information

Item 10

10. [Grant Update](#)

Minutes:

Superintendent Leroy provided information on recently received grant funds.

- 21st Century Community Learning Center Grant
 - Polk County is one of a handful of districts in the state to be awarded this five year grant. The district will receive \$352,000 this year to assist Polk City Elementary and Loughman Oaks Elementary with afterschool programs. The district will receive \$1,549,000 over the next five years.
- Magnet Schools Assistance Program Grant
 - Polk County was one of 27 district nationwide to receive this three year science grant. The grant funds will support our IB and STEM/STEAM programs at Jewett School of the Arts, Winston Elementary, Lincoln Academy, Dundee Elementary, Dundee Ridge Middle, and Lawton Chiles. The newly established IB programs

at Dundee Elementary and Dundee Ridge Middle will feed directly to the Haines City IB program. The district will receive \$3,997,000 this school year and \$11,928,000 over the next three years.

- Polk County made the front cover of ASCD's September 30th publication. The article provided information on the good things happening district-wide through the magnet grant. ASCD is the nation's leading curriculum organization.
- STEMScopes
 - A major math and science partnership grant awarded to the Florida Center for Research in STEM housed at the Florida State University. Through this grant we will provide extensive professional development to K-12 Math teachers and 6-12 Science teachers in content on math, science, integrating STEM, resource kits, model lessons, and a huge conference in May, 2014. The grant will pay our teachers to attend professional development and adds to our ability to resource our teachers and build their content knowledge.
- RTTT
 - The district has submitted an application for a nationally competitive grant in the amount of \$10,000,000. Only 15 will be awarded. We are very hopeful to receive the grant that would provide a dedicated full service feeder pattern and wrap around services for schools in Frostproof. It would address the academic, emotional, social, health and other benefits through United Way, Peace River, and area hospitals. The schools would have an extended day, extensive Pre-K services (birth to 5), year round schools (two-week break during summer). Our partners are the DANACenter (University of Texas, Agile Mind), United Way, and RAND Education (the premier research group in the country). We should know if we received the grant in January or February.

Mrs. LeRoy reminded the Board that tonight is the focus meeting with teachers to discuss their workload as a result of the recent survey. The meeting will be held at the PEA office between 6:30 - 7:30 PM. When the process is complete, she would like to bring a policy to the board to make it an ongoing effort.

Mr. Berryman asked if we had any cutbacks due to the governmental shutdown. Mrs. Leroy responded that we have but was unsure of the amount. Head Start is the only program that has been directly affected.

Item 11

11. [Approval Master Inservice Plan](#)

Attachment: [SAMPLE Action Research-MIP Template 2013.pdf](#)

Attachment: [School Board Summary Approval MIP 2013-2014.pdf](#)

Attachment: [Master Inservice Plan 2013-2014 9.26.13.pdf](#)

Attachment: [Master Inservice Plan and All Components 2013.pdf](#)

Minutes:

This annual report data drives our professional development.

Adjournment

Meeting adjourned at 12:00 pm. Minutes were approved and attested this 22nd day of October, 2013.

Hazel Sellers, Board Chair

Kathryn M. LeRoy, Superintendent