

10 09 2018 Work Session 9 00 AM

DISCUSSION ITEMS

Item 1

1. [9:00 - 9:10 AM Policy Updates](#)

Attachment: [Staff Policy Docs 10 9 18 Wk Session 3.pdf](#)

Attachment: [Neola policy Docs oct 9 18 wk session 3.pdf](#)

Minutes:

Wendy Dodge presented the policy updates from staff and NEOLA.

NEOLA:

- Policy No. 165.3 Special and Emergency Meetings

Mr. Townsend voiced concern that the Superintendent can choose not to call an emergency meeting even though the Board Chair requests it. Mr. Wilson clarified that the point is the Superintendent sets the agenda; it should flow thru the superintendent.

Ms. Dodge said that this is in line with NEOLA's policy.

Mr. Bridges noted that it conflicts with State Statute 1001.372 which reads ...and shall convene in special sessions when called by the district school superintendent or by the district school superintendent on request of the board chair, or a majority of the school board. Mr. Bridges stated that 'shall' is not optional and 'may' is optional. He recommended replacing 'may' with 'shall' in both the Special and Emergency meetings.

STAFF:

- Policy No. 3120: Employment of Instructional Staff

Mr. Townsend inquired if #3120 changed anything; will we lose staff because of the policy changes.

Teddra Porteous, Associate Superintendent of Human Resources stated the policy is to comply with ESSA (replaces No Child Left Behind Act) We will not lose people due to the definition.

Mr. Harris believes it will mislead the public because it says full certification. Teddra will include the wording "temporary" or "fully" certified teachers. Mr. Townsend suggested defining "eligible".

Mr. Townsend believes communication regarding board policy that went out a few weeks ago was misstated. He feels there is no policy that says all staff communication with a board member has to go through the Superintendent. He would like it corrected or addressed.

Item 2

2. [9:10 - 9:40 AM Kronos Time and Leave Management System](#)

Attachment: [Polk-Kronos ROI slides Branded.pdf](#)

Minutes:

Mike Perrone, CFO, Rob Davis, Assistant Superintendent of Support Services, and Jenna Kaczmarek, Director of School Nutrition, provided information on the Kronos Time and Leave Management system. It is currently being used by Broward (SAP), Orange (SAP), Osceola, Palm Beach, Collier, Lee and Leon Counties.

The ultimate goal is to implement it throughout the district, but staff would like the Food Service Department to use the software as a pilot program. There is a reoccurring cost of \$78,000 through the department's federal fund balance. Staff will report their results to the board in 6-8 months.

Mr. Townsend asked if it has gone through RFP? Mr. Perrone stated it would be purchased through a piggyback to an existing RFP through 2020. It could be scheduled for an RFP if the Board desires.

Mr. Townsend asked if there are other vendors. He prefers an RFP; can it be expedited? School Board Attorney Wes Bridges stated there is no expedited process for an RFP. Any protest will delay the process for months.

Mrs. Cunningham asked if it was more cost effective to go forward now or wait for more information.

Mrs. Sellers would like to see a comparison of what other companies have provided in like services to other districts.

Mrs. Cunningham suggested we ask for a copy of the Mesa, Arizona's RFP to

see what other vendors are doing.

Mr. Wilson suggested looking at the Mesa's RFP first then decide if we need to do our own RFP.

Item 3

3. [9:24 - 9:50 AM Revised Job Descriptions for Accounting Specialist I and Accounting Specialist II](#)

Attachment: [Accounting Spec I and II JD Revisions WS 10.9.18 BM 10.23.18.pdf](#)

Minutes: Teddra Porteous, Associate Superintendent of Human Resources, and Mike Perrone, CFO, provided information on the need to revise job descriptions for Accounting Specialist I and II.

Item 4

4. [9:50 - 10:00 AM New Job Description - Teacher Engagement Coordinator](#)

Attachment: [New Job Description, Teacher Engagement Coordinator, 10-9-18 WS.pdf](#)

Minutes:

Teddra Porteous, Associate Superintendent of Human Resources, provided information on the new job description for Teacher Engagement Coordinator to support teacher recruitment.

The position, funded through Title II, was included in the 2018-2019 Staffing Plan but not a job description.

Item 5

5. [10:00 - 10:15 AM Navigator Academy of Leadership New Charter Contract](#)

Attachment: [WS Summary - Initial Charter Contract for Navigator Academy of Leadership.pdf](#)

Attachment: [Navigator Academy Contract Draft 2019-2024 IEPC-SC \(v6\).pdf](#)

Minutes:

Dr. Michael Akes, Associate Superintendent and CAO, and Senior Director of Acceleration and Innovation, Carolyn Bridges, provided an update on the Navigator Charter contract negotiations. In February, 2017, an application was approved for the Navigator Academy to be located in the northeast area of the County (Davenport area). Their application was stalled when they changed

the location from Davenport to the Lakeland Highlands area. After considerable conversations, the group has located property in the Davenport area and would like to move forward with their contract.

The charter will open July 1, 2019 as a K-6 with 660 students. By June 30, 2024, with a 5-year contract, the school plans to increase to 1000 students within K-8.

Mr. Harris asked how close their site is to Citrus Ridge Academy. Mrs. Bridges is not sure but will provide that information to the Board.

Item 6

6. [10:15 - 10:25 AM 2018 School Improvement Plan Review](#)

Attachment: [District 2.pdf](#)

Attachment: [District 4.pdf](#)

Attachment: [District 6.pdf](#)

Attachment: [District 3.pdf](#)

Attachment: [District 5.pdf](#)

Attachment: [District 7.pdf](#)

Attachment: [District 1.pdf](#)

Minutes:

Dr. Michael Akes, Associate Superintendent and CAO, provided information on the school improvement plans - a living document that will be updated and revised as needed.

Mr. Wilson noted that Winter Haven High School has an Incomplete. Dr. Akes will have them updated.

Item 7

7. [10:25 - 10:30 AM Name Change for Gibbons Street Elementary](#)

Attachment: [Gibbons Street EFNC Minutes 9.17.18.pdf](#)

Attachment: [Gibbons Street EFNC sign-in sheet.pdf](#)

Attachment: [GibbonsStNamingCommNotice180821.pdf](#)

Minutes:

Michelle Townley, Regional Assistant Superintendent, provided information on the renaming of Gibbons Street Elementary to the Gibbons Street Pre-School Center.

Mr. Townsend asked if access and security have been addressed. Mrs. Townley reported there is a Guardian on site and the drop off for the center is

in front of the school with a gate straight to their building.

Mr. Townsend commented it was the Learning Support staff that voiced a concern.

INFORMATION ITEMS

BOARD AGENDA REVIEW

OLD BUSINESS

8. [10:30 - 10:45 AM Volunteer Application Fee](#)

Attachment: [Board Policy 9200-Volunteers.pdf](#)

Attachment: [PCPS Volunteer Flyer.pdf](#)

Attachment: [Volunteer Application Fees.pdf](#)

Minutes:

Rachel Pleasant, Senior Director of Public Relations, presented information on the concerns and questions that were gathered on the volunteer eligibility policy which includes cost to volunteers, requirements of State and Federal law, background checks, etc. By law, volunteers have to undergo a national background screening to detect for sexual offenders and sexual predators. There is no redundancy between national and state background checks. Mrs. Pleasant stated that Title 1 funds may be able to cover part of the cost. Over the past 5 years, there have been 9,186 volunteers processed through FDLE at a cost of \$25 each (\$229,650). \$1 of each \$25 fee covers most of the cost for their ID badge and handbook; the remaining \$24 pays for the required level 1 background check.

Board Policy 9200 addresses the requirement for a Level 1 FDLE background check and references State Statute 1012.315 which says you can't have committed a criminal act in another state or under federal law. In addition, volunteers are required by law to have a national background screening for sexual offenders / predators.

Ms. Reynolds would like to see a portion of the volunteer cost absorbed and stated that some schools reimburse volunteers the \$25 if they volunteer a certain amount of hours. Ms. Reynolds also mentioned that the policy states that volunteer cost cannot be subsidized. She would like to see that removed from the policy. School Board Attorney Wes Bridges commented that the policy could be revised to state that district budgeted funds can not be used.

Staff is researching to see if Title 1 funds can be used to offset the increase in volunteers' cost (\$15). Mr. Townsend stated this is a security issue; why can't the fee be charged as a capital expense. Jason Pitts, Senior Director of Finance, responded that it wouldn't be an allowable item under the state guidelines. Mr. Townsend suggested creating a line item and taking the \$70,000 from the fund balance.

Mrs. Sellers suggested we approach Polk Education Foundation for funding. Mr. Wilson suggested waiting to see if Title 1 funds can pay for the increase; then, if necessary,

approach PEF.

Mr. Pitts stated that several years ago the district began charging fees to the volunteers when we were facing a huge shortfall in our budget. At that time, we were also considering employee furloughs as a cost saving measure.

Mrs. Crowley stated several business partners pay the fee for their employees to volunteer at our schools. As well as several churches pay the fee for their members to volunteer. Mrs. Pleasant reported she will also be initiating a naming campaign to chambers of commerce and other businesses promoting an advertising opportunity.

Mrs. Cunningham stated there is a lot of angst in the community and requested the Board Members be notified of any changes going forward.

Mr. Wilson asked staff to devise a plan to fund the full volunteer fee and report back to the Board. The \$15 fee increase will be absorbed by the district as we seek alternative funding or through January 2019.

Mrs. Sellers stated the Board will need to set aside policy until the language as been revised. Wendy Dodge, Director of Governmental Affairs, will submit a change to the next work session for approval at the December 13th School Board meeting.

NEW BUSINESS

9. [10:45 - 11:00 AM Board Policy 9200 -Volunteer Requirements](#)

Attachment: [Board Policy 9200-Volunteers.pdf](#)

Minutes:

Mrs. Fields referenced a parent, who had been a community coach, cannot volunteer at his child's school because of unpaid traffic fines.

Wes Bridges, School Board Attorney, reported that, statutorily, volunteers have to go through a sexual offender background check. Our policy includes same background checks for employees which is tougher than most in the state. NEOLA's language gives you options on the different categories and offenses. It is possible to have a less stringent stance than our current policy.

Board Policy 9200 addresses the requirement for a Level 1 FDLE background check and references State Statute 1012.315 which says you can't have committed a criminal act in another state or under federal law. In addition, volunteers are required by law to have a national background screening for sexual offenders / predators.

Mr. Townsend suggested aligning with the state's requirement.

Mrs. Sellers suggested adding an exception for specific offenses with a time limit of past three to five years; whether it be as a volunteer or for employment.

Lt. Seymour read from Orange County's exception and Hillsborough. She can combine their lists and submit to board.

Consensus: Keep the current policy - 4 yes

Townsend would like to see room for human judgment, if possible.

10. [11:00 - 11:15 AM SCHOOL BOARD COMMENTS](#)

Minutes:

Mr. Townsend raised concern with schools with a/c kitchens: Southwest and Eastside. Mrs. Usher responded that units are being placed at seven schools. There are several timing issues: coordinating with the schools to shut down the cafeteria while the work is being done.

Mr. Townsend would like to discuss the Aramark contract as it relates to the custodians' responsibility for square footage requirements. Currently some are responsible for a larger area than the state recommends.

Mr. Townsend would also like to see the inaccurate email communication regarding policy be corrected. He recommends that the actual policy be provided.

Mrs. Cunningham has an issue receiving junk school board mail at her home that has nothing to do with education. She wants her name off the marketing lists.

She has an issue with the 360 program, she hopes it is going away soon. She doesn't use a school board computer, only her phone. Each email comes with a warning if they are from outside of the district; yet, she continues to receive marketing at her home address.

Ms. Reynolds also voiced a concern with the new quarantine mail in the 360 program.

There were two presentations at the Central Florida Public School Boards Coalition: VOLO - a new security app and Leadership Orange which is similar to our Leadership Polk but it focuses on education. It's 9 sessions once a month from 8:30 - 2:00 and it provides an overview of the school district's offerings, school calendar, transportation, food services, etc.

Mr. Harris commented on the new web page; the calendar doesn't list school board meetings.

Mr. Townsend complimented the website and the broadcast links.

Mr. Wilson inquired about a policy regarding former employees doing business with us through an outside company - lobbying. We will see if other districts have one and bring it forward.

He provided an update on the sales tax initiative. Spectrum cannot run the advertisement because we are addressing an item on the ballot. It would require a disclaimer and the district cannot do that. We are looking at other approaches such as the PAC to do robo calls, etc.

Mrs. Byrd announced that the approved paid holiday email will be going out this week.

Meeting adjourned at 12:05. Minutes were approved and attested this 23rd day of October, 2018.

Lynn Wilson, Board Chair

Jacqueline M. Byrd, Superintendent