

10 11 2016 Work Session 9 00 AM

## NEW BUSINESS

### 1. [9:00 - 9:20 AM School Board Comments](#)

#### Minutes:

Mr. Mullenax discussed financial losses that schools often experience. He stated it is very disappointing that individuals would steal from students. He commented on methods that could be used to minimize the loss of funds, including credit or background checks to identify areas of concern for financial secretaries or volunteers that handle money, such as booster club members. Wes Bridges, Counsel for the Board, stated this action is feasible for volunteers but it would be easier to impose a bonding requirement. Employees already have a background check and the handling of funds should be monitored closely to determine if it this is part of the individual's official duties. The District is looking at best practices both in the past in our district and currently in other school districts. A possible bonding requirement, where the bonding agency performs their own investigation, would insure the students would have adequate legal coverage because law enforcement could pursue this criminally and the bond company could pursue it civilly. This could be initiated as a policy or an executive action from the Superintendent. Mrs. Sellers commented on the fees associated with the bonding process. Mrs. Fields asked what the timeframe would be for this action. Mr. Bridges stated he could create a narrative of statewide best practices and recommendations could be made promptly.

Mr. Berryman commented on the Community Involvement Conference on Friday, September 30. He praised all of the efforts of those involved in the planning and facilitation of the event. He also commented on the results of the Overtime Report, outlining the money expended for staff overtime pay last year. He would like to know if this amount is trending up or down from previous years. Mike Perrone, Chief Financial Officer, will look into this matter. Carol Matthews, Internal Auditor, stated she is working on another report that will clarify the urgency of supervisory approval of payroll including overtime.

Mrs. Sellers asked for an update on the Full Time Equivalent (FTE) survey that is taking place this week. The Superintendent stated she is working with staff to gather details of this report and will provide an update to all Board Members.

Mrs. Cunningham asked the Board to consider changing the time for the November School Board Reorganization Meeting scheduled on November 22 at 9:00 am, to later in the day at 5:00 pm. She commented this would make it easier for family and friends to attend the swearing in ceremony. Mrs. Sellers suggested changing the time may create a hardship for family and friends that are traveling over the Thanksgiving holiday.

Mr. Berryman asked if there was any preliminary information the Superintendent could share with the Board pertaining to the next meeting of the State Board of Education. The Superintendent stated the meeting will be held in Tallahassee on October 26, at 10:00 am, which is the morning after the School Board's next Work Session and Board Meeting.

Mr. Berryman asked when the new Associate Superintendent of Human Resources will be on board with the District and is there an expected deadline for the search for an Associate Superintendent of Curriculum. The Superintendent commented Teddra Porteous will be the new Associate Superintendent of Human Resources. She will begin the week of October the 17th, and will be recognized by the Board at the October 25th School Board Meeting. The committee has short-listed the applicants for the Associate Superintendent of Curriculum position and will soon begin interviews.

The Superintendent shared safety and weather information following the occurrence of Hurricane Matthew last week. She commended staff members for the excellent job they did getting information out to the community and also assisting in the support of evacuees who came to the shelters. Many staff members left their own families, some of whom stayed for the duration from Wednesday through Friday. She expressed her gratitude to staff members and their families for going above and beyond to prepare and assist in the operation of the five school-based shelters that opened in Polk County. Mrs. Fields asked how staff members who worked during the school closures at the shelters will be compensated for the time they worked. The Superintendent stated a debriefing is scheduled for later in the day to discuss next steps. The appropriate paperwork is being prepared to send to Federal Emergency Management Agency (FEMA) and plans are in the works to adequately recognize the efforts of staff and administrators for their time. Mrs. Sellers ask if the District will need to ask for forgiveness from the Governor for the two days that schools were closed. The Superintendent stated at this time it appears the District has enough "seat time" to satisfy the annual State requirement and if that is the case, the two days would not need to be made up. Mr. Mullenax asked how many people were accommodated by the shelters that were opened in our District. The Superintendent advised over 600 families were accommodated from outside of the local area. Mrs. Cunningham asked if the days must be made up, what are the anticipated dates. The Superintendent stated it would be in November during the week of Thanksgiving break.

Mr. Wilson asked for an update on progress pertaining to the Local Instructional Improvement System (LIIS) system. Mr. Bridges stated there are has not been any additional correspondence.

## BOARD AGENDA REVIEW

### DISCUSSION ITEMS

#### Item 2

#### 2. [9:20 - 9:40 AM Magnet Schools Assistance Program Grant w/ Positions](#)

Attachment: [Work Session Summary 10 11 16.pdf](#)

Minutes:

Carolyn Bridges, Senior Director of Acceleration and Innovation, presented the information for the Magnet Schools Assistance Program Grant. She expressed special thanks to staff members in her department who were an integral part of the grant process. Only nine grants of this nature were awarded this year. The five schools affected are:

- Combee Elementary
- Lake Alfred-Addair Middle
- Daniel Jenkins Middle
- Brigham Academy
- Rochelle School of the Arts

Mrs. Bridges explained some of the grant dynamics. Combee Elementary will house a kindergarten through fifth grade Science, Technology, Engineering, and Math (STEM) focused program that will feed into Crystal Lake Middle School. Lake Alfred-Addair Middle will be a fifth through seventh grade that will roll into the eighth grade next year then migrate to a ninth and tenth grade component currently proposed to take place at Auburndale High School. Eleventh and twelfth grades will roll into the Florida Polytechnic program (location to be determined). Mrs. Cunningham

asked for clarification in the grant documentation that referenced the migration of Daniel Jenkins Middle School students to the "new high school". Mrs. Bridges explained executive staff members have discussed housing the high school program in Auburndale High School. This migration would not be mandatory; students would still have other high school alternatives such as Haines City International Baccalaureate (IB).

Mr. Mullenax commented there are many students that apply to attend Brigham Academy, therefore, it does not need an attractor. He suggested Elbert Elementary or Garden Grove Elementary might be a better location for this type of program. Mrs. Bridges explained the intent is to heighten the curriculum at Brigham Academy to create a seamless transition into Jewett School of the Arts which is a Middle Years Program (MYP) International Baccalaureate. Mr. Mullenax asked if Winter Haven High School was considered for a location for the IB program. Mrs. Bridges explained it is no longer possible to house an IB school within a school and therefore the training is very expensive. The benefit of the Cambridge program at Winter Haven High School is it allows students full time or part time options for participation in the program. There is currently no Pre-Cambridge program available, however, there are plans to possibly integrate one at Denison Middle that would be able to feed into the Winter Haven Cambridge model. Mrs. Bridges explained the program must be built up and requires careful consideration. Building configuration may need to be altered, scheduling requisites and components would change, and best practices must be reviewed and applied. A thoughtful approach is important to build a strong, sustained program. It is also a large financial undertaking. Rigor and preparation is occurring at Denison Middle currently but without a pre-Cambridge label. It will be formally rolled out next year. Various grants will be looked at that might be applicable for this program.

Mr. Wilson asked when the grant expires in four years will the positions associated with it go away as well. Mrs. Bridges verified that is the case. She explained recruitment efforts are already planned to target locations that have more teachers than they have teaching positions. Four eighth grade teachers will be brought onboard to begin training and developing units with the existing seventh grade team. This will alleviate other challenges in the school as well such as substitute teaching needs. Through attrition, the teacher positions will be funded by the District in the next year. The lead teacher and grant technician do the primary work of the grant including the financial pieces. These positions are rolled out at the end of the grant which these staff members are aware of at the time they are interviewed. Mr. Wilson commented a portion of the positions appear to be funded by local dollars. Mrs. Bridges explained several positions were moved out of local funding from her department to become grant funded. No new dollars are being added to the operating budget at this time. At the end of the four years if another magnet grant is not awarded, those positions will roll back to local, District funding. If that occurs, it would cost the District approximately \$150,000.

Mrs. Fields asked who will be responsible for ensuring the demographic diversity of the students in that area. Mrs. Bridges explained the prioritization of the enrollment system. It targets a group of students, however, race cannot be taken into consideration when looking at the applicant pool. She suggested creating a pilot program separate from the regular enrollment system with priority zones near the school. Mrs. Sellers asked if it is possible to allow students that live in close proximity to automatically be placed in the lottery then allow the parents to determine if the student will attend that school. She stated families are often disenfranchised because they are demographically challenged and may not have technological access. Mrs. Bridges explained that caution must be exercised because if a school strays from a true lottery program, they would no longer qualify for magnet school funding. The Superintendent discussed efforts that may be introduced such as assisting with application completion on site. Mrs. Bridges commented students at Combee Elementary and Lake Alfred-Addair Middle will be provided a paper application as well. A recruitment fair has also been discussed. This has been done successful in the past. Mrs. Fields commented the City of Lakeland has plans to assist families with this by offering application assistance at the Coleman-Bush building to target students in the Lincoln Avenue neighborhood. Mrs. Bridges commented the Lincoln Avenue staff has teams of teachers that are going into the community to recruit families as well.

Mr. Berryman commented on seat capacity issues. Mrs. Bridges explained there are no known issues being experienced at this time. She commented this may be a future concern, but it will take time to build up the program.

Mrs. Fields referenced the narrative discussing Rochelle School of the Arts students receiving assistance to prepare them for any future aspirations they may have to attend Harrison School of the Arts. Mrs. Bridges explained the intent is to allow students to build portfolios, etc. to become more comfortable in an audition setting in order to maximize their potential. These programs will all be represented at the WE3 Expo.

Item 3

3. [9:40 - 10:00 AM Charter Review Team's Recommendation to the Superintendent for Charter Applications Received August 1, 2016](#)

Attachment: [WS Summary CRT Recommendation to Superintendent for 8-1-16 Charter Applications.pdf](#)

Attachment: [Attachment 1-AFLC Capacity Interview.pdf](#)

Attachment: [Attachment 1-Navigator Academy Capacity Interview.pdf](#)

Attachment: [Attachment 1-Our Children's Capacity Interview.pdf](#)

Attachment: [Attachment 2-Our Children's Prep 5 Year Budget Comparison.pdf](#)

Attachment: [Navigator POLK Evaluation Document FINAL.pdf](#)

Attachment: [Our Children's Evaluation Document 8-1-16 FINAL.pdf](#)

Attachment: [Academy of Learning POLK Evaluation Document FINAL.pdf](#)

Minutes:

Melissa Brady, Director of Charter Schools, stated Navigator Academy and Academy for Language and Learning have both withdrawn their charter applications.

Vicki Mace, Charter Consultant, commented the major area of concern associated with the Our Children's Academy application is the budget presented is not solvent.

Mr. Wilson commented that there are occasionally schools that have programs that would benefit Polk County that simply exhibit challenges with the application process. He also discussed the misunderstanding by some applicants that it is merely an application; however, it is actually a contract. Mrs. Brady commented the process is very collaborative between the applicants and with her staff. Applicants are encouraged to call or visit her office for feedback or assistance.

Mr. Mullenax commented the information must be entered into a template and this year the template was altered. He stated the applicant is responsible for fulfilling this obligation and they should be adequately prepared without relying on the Charter Office to do the work for them.

Mrs. Fields stated this program is needed in the community. She asked what kind of support and efforts have been provided to the applicant to ensure the concerns that have been brought forward are being addressed. She also asked what can be done to make sure the group understands the urgency associated with the changes that must be made. Ms. Mace explained there has been a great deal of interaction with the applicants and the repeated concerns are documented in the application evaluation feedback documents. She commented that it is imperative that the charter applicants read the comments and apply them to the application to fulfill statutory guidelines.

Mrs. Sellers asked if the budget concerns today were the same concerns that were identified in June. Mrs. Brady explained there have been some changes, unfortunately the errors have shifted.

Mr. Mullenax commented there is no question these children are in need of services. He stated the questions he had last time about this application have still not been addressed. His questions were:

- Is this school going to be on the same campus as the private school?
- Is the same board of directors going to serve both school?

Mrs. Brady commented the schools will be on the same property but will not share any equipment or space. Ms. Mace commented it is her understanding that there are two separate Boards of Directors. Mrs. Sellers commented on the responsibility to provide services for the students but the budget is crucial. If the finances are not there, that is the first area that should be rectified because the parents

and School District are left scrambling if the school closes due to insolvency. She also commented her concern that there is no reserve funds available in the budget in year one and a \$15,000 deficit. There are letters of support indicating money has been pledged, \$140,000, some of which is being used for the startup, but it is unclear if this is already allocated in the budget.

Mrs. Fields expressed her hope that the applicant authors take heed of the changes that have been recommended and will follow through in making the required adjustments as needed. This is a viable school that offers services that Polk County students need.

Mrs. Cunningham expressed her disappointment in the application's drawbacks on behalf of the students. She advised the Charter applicants to go back with sharpened pencils ready to make the appropriate, recommended changes.

Mr. Berryman commented he would like to see the budget for the existing private school so that it can be determined if there is any financial overlap between the schools. He stated this might provide some understanding as to how the money flows through.

Mr. Small, Deputy Superintendent, suggested at the request of the applicants, that the Board grant the charter applicants an extension of one week to allow them the opportunity to clarify discrepancies that were identified. This action would delay the Superintendent's charter recommendation until the Work Session on October 25, with the subsequent vote at the October 25 School Board Meeting. Mrs. Fields shared her concern that this action would set a precedent and would need to be granted for future applicants.

Wes Bridges, Counsel for the Board, explained the application cannot be changed, but if there is room for clarification, that is allowable. There would be no recommendation brought to the Board by the Superintendent until October 25.

Mrs. Cunningham asked what the deadline for feedback on the application was. Ms. Mace stated no response was solicited. Mrs. Brady explained that before the charter review team recommendation is presented at a Work Session, the information is provided to the applicant. The concern from the applicant is that multiple drafts of the application were submitted and it may be possible that an earlier version was reviewed erroneously by the Charter Review Team.

Board Consensus is to allow an additional week to review the application to verify the information that was provided by the applicant was the most recent version vetted by the Charter Review Team.

#### Item 4

##### 4. [10:00 - 10:20 AM Update on Changes to Teacher Lead Program](#)

Attachment: [Florida Teachers Classroom Supply Assistance Program Overview.pdf](#)

Minutes:

Mike Perrone, Chief Financial Officer, presented information about the changes to the Teacher Lead Program. He gave a brief synopsis of how the ClassWallet program works and commented it has encountered some challenges this year. He suggested one solution that might avoid future challenges of this nature might be if the money became a categorical part of the budget paid to teachers as a stipend. Mr. Wilson asked if it was paid as a stipend would the District still have increased tax obligations. He stated he understands the importance the U.S. Department of Treasury and the Internal Revenue Service and that this information and the associated implications should be clarified with the teachers. Mrs. Cunningham commented there have been constraints put on items that teachers feel are needed in the classroom. This has disenfranchised teachers and caused them to believe the District does not trust them. Mr. Berryman suggested the money could be added to the school supplies fund and the school could purchase the supplies for the teachers. Mr. Wilson

suggested meeting with the teachers and the Polk Education Association (PEA) to identify concerns that might alleviate the alienation of the teachers.

Item 5

5. [10:20 - 10:40 AM NEOLA Policy Updates](#)

Attachment: [Neola Policy Docs Oct 11 wk session.pdf](#)

Attachment: [Staff Policy Docs Oct 11 wk session.pdf](#)

Minutes:

Wendy Dodge, Government Affairs Liaison, presented policy updates.

Mr. Berryman asked if there were any significant changes made to the purchasing process or procedures. Wes Bridges, Counsel for the Board, explained the competitive bid threshold purchases over \$50,000 for goods or services requires a bid unless an exception is made. Mr. Berryman commented on the use of local vendors. Mr. Bridges explained the current language in the State states in the instance of a substantive tie, the bid goes to the local vendor. Outside of this particular situation, location cannot be taken into consideration.

Item 6

6. [10:40 - 10:50 AM Revise Job Description-Sr. Coord., Early Warning & Response System](#)

Attachment: [Sr. Coord. Early Warning Revise JD 10-11-16WS.pdf](#)

Minutes:

Brian Warren, Senior Director of Human Resource Services, stated there is no budget impact associated with this position. It is merely a change in title and in basic language.

INFORMATION ITEMS

Item 7

7. [Head Start Grant Monthly Services Report](#)

Attachment: [16HSA - Head Start Financial Report as of 06-30-2016.pdf](#)

Attachment: [September Board Executive Summary 2016.pdf](#)

Minutes:

Meeting adjourned at 11:53 AM. Minutes were approved and attested this 25th day of October, 2016.

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Kay Fields, Board Chair

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Jacqueline M. Byrd, Superintendent