

10 25 2016 Work Session 12 30 PM

## NEW BUSINESS

### 1. [12:30PM - 1:00 PM School Board Comments](#)

#### Minutes:

Mr. Wilson discussed his support for Superintendent Byrd especially during this very difficult time. He commented the Polk County School District has many things to be proud of such as special schools and special programs including International Baccalaureate Programs, Schools for the Arts, Career Academies, Magnet schools, etc. He stated there is a significant amount of angst for how to move forward in the support of at-risk schools. He also commented it is very special that in a District that has 100,000 students in the schools on any given day there are less than one half dozen incidents. Financially speaking, the District has effectively budgeted the minimum fund balance allowable by law; however, there are many pressures that will require the District to be conscious of the fund balance. He commented that at the recent State Board of Education meetings the deck appeared to be stacked against Polk County. In reviewing school scores, when specialty schools are removed, there are only a few grade A/B schools remaining. He is unsure where the District will find the funding to support the struggling schools. The volume alone would be a challenge to find financial resources to support these schools. The path forward is in finding and integrating innovative and creative solutions. He has heard many great ideas from the community and staff members. He feels the ideas should be brought together and vetted. When he is out in the community, the comments regarding at-risk schools indicate it might be helpful to provide some hope that there are some innovative ideas coming down the road that would create some excitement.

Mrs. Sellers stated she has seen evidence of innovative improvements and progress such as what Mr. Wilson suggested are indeed taking place at Bartow Middle School.

#### New School Board Members Manual

Mrs. Fields commented on the New School Board Members Manual and shared her appreciation for the work that has been done by JoAnne Clanton and Susan Worthington on the compilation.

Mr. Mullenax stated he wished he had this manual when he first became a member of the Board. It is a very well thought out document and this will give the new in-coming Board Members comprehensive information.

Mrs. Cunningham commented the acronym sheet is a necessary and helpful component of the manual. She commended the ladies for their hard work on the manual.

Mr. Wilson stated the document is very helpful. He also commented the Florida School Boards Association (FSBA) also has a meeting that is very helpful for new school board members to attend.

Mr. Berryman commented there are some additional committee appointments that the manual does not reflect;

such as, the Superintendent and a Board Member must participate on the Board of Polk Vision (per their by-laws), also, the Central Florida Regional Congress recommends that a school board member should participate from each of the seven counties.

Mr. Mullenax commented he would like to know how many School Boards have committee participation as part of their by-laws. He suggested Wes Bridges, Counsel for the Board, research this.

## BOARD AGENDA REVIEW

### 2. [1:00 - 1:15 PM Review of the October 25, 2016 School Board Agenda](#)

Attachment: [10 25 2016 School Board Meeting Agenda.pdf](#)

Minutes:

#### C-18 Magnet School Assistant Program Grant with Position

Mr. Berryman stated this item should be highlighted during the Board Meeting.

#### C-60 P-01692 Ridge Community Senior - New Outdoor Cafeteria Pavilion

This item was flagged and moved to the regular agenda by Mr. Berryman due to dollar amounts over \$500,000.

#### C-67 C-00302 Ft Meade Middle/Senior - Upgrade/Replace Chiller & AHU Equipment

This item was flagged and moved to the regular agenda by Mr. Berryman due to dollar amounts over \$500,000.

#### C-77 Approval to Request FLDOE to Add a New Course - MJ Musical Theatre 1, 2, 3

Mrs. Cunningham commended Beth Cummings, Director of Fine Arts, for working to advance the coursework in the arts to include middle/junior musical theatre in all schools.

#### C-79 Item Class Size Flexibility

Mr. Berryman inquired what is being voted on with this item. Ann Tankson, Consultant to the Superintendent, explained this is an annual item the Board votes on that explains the ability to increase the number of students allowable for each teacher for the February calculation of Full Time Equivalent (FTE) as follows:

- Grades K-3 student restriction would become twenty-one
- Grades 4-8 student restriction would become twenty-seven
- Grades 9-12 student restriction would become thirty

Mrs. Tankson commented at this time there is still a bit of maintenance taking place. There are still some vacancies but all of the former guidelines have been followed and hopefully, in the next week, the State will notify the School District of FTE for all students.

#### R-80 Contract with HealthStat Inc., Addendum, Risk Management, \$358,296

Mr. Berryman asked if the cost indicated is charged to the Health plan or out of operating budget. Joy Myers, Director of Risk Management, commented it is charged to the healthplan. A portion of the cost will come from Workers Compensation and a portion will come from the health clinics. Mr. Berryman asked if there is a way to calculate the return on investment (ROI). Mrs. Myers commented the District medical trend and insurance costs

are well below industry standards in the single digits. Mrs. Cunningham commented on previous statistics that were provided that showed the significance of the health clinic services. She commented on some success stories that have not only saved staff members money but also added to their quality of life. Mrs. Sellers commented on the deduction in insurance costs that has been experienced by the other counties who have integrated health clinics in their District. Even though there is no definitive ROI the initiative saves employees money which in turn saves the District money. Mr. Mullenax asked how many days are being held in reserve. Mrs. Myers stated the data that is available is only up to date through the end of September and a full year of information must be accumulated in order to adequately assess the days in reserve. Mr. Mullenax stated the District should publicize to staff members the amount of money that has been saved by employees by utilizing the health clinics and pharmaceuticals at WellDyne. Mrs. Myers stated Wellness Wednesday bulletins and the current Open Enrollment packets address savings being experienced by employees. She also stated the Lakeland clinic is currently operating at capacity and discussions are already happening about adding or expanding locations. The addition of Workers Compensation services has alleviated time off of work as well as cost.

R-86 Casualty Claims Program Administration Services (WC & AL/GL) - \$650,000 -- Mr. Berryman asked if the \$650,000 is a flat fee. Joy Myers, Director of Risk Management, commented these are services associated with Workers Compensation, Auto Liability and General Liability. It is a flat fee and there has been no change in the cost since it was adopted.

## DISCUSSION ITEMS

### Item 3

#### 3. [1:15 - 1:40 PM Turnaround Update and Process](#)

##### Minutes:

Tony Bellamy, Regional Assistant Superintendent, and Pat Barnes, Principal on Assignment, discussed the Turnaround update, including differentiated accountability schools, deliverables, focus schools, priority schools, the planning phases, and the implementation phases.

Mrs. Fields asked for the definition of MTSS. Mr. Bellamy commented it stands for Multi-Tiered System of Support

Mr. Wilson asked if there is a system in place to measure the effectiveness of paraprofessionals. Mr. Bellamy explained that is done through the evaluations that are performed by the school principal.

Mrs. Cunningham asked for clarification that Lake Marion Creek Middle was very close to receiving a passing grade. Mr. Bellamy confirmed that information and explained schools are shown no leniency regardless of how close

Mrs. Barnes explained there are currently eleven vacancies in the five TOP schools. The breakdown of vacancies follows:

- Shelley Boone Middle has two instructional vacancies and one support personnel vacancy.
- Denison Middle School has two instructional vacancies and one support personnel vacancy.
- Kathleen Middle School has one support personnel vacancy.
- Lake Alfred-Addair Middle School has three instructional and two support vacancies.
- Westwood Middle School has four instructional vacancies and two support vacancies.

Mrs. Barnes commended the local media for recent efforts to gain support for these schools. She also explained all schools have data rooms so students and faculty are aware of the work that needs to be done in specific areas, support has increased, student coaches have been realigned to fit the mission, and a great amount of effort is being directed to intentional instructional focus. Mrs. Barnes also commended Annissa Wilfalk, the Director of Recruitment and Educator Quality, for efforts in recruiting to try to alleviate the vacancies and get the much needed instructional personnel in place.

Mr. Bellamy stated the Academic Management Organization (AMO) personnel have been in the schools for approximately a month and the Principals are thrilled that they are there. Mr. Bellamy commended Brett Butler, Director of Discipline, for the dramatic decrease in disciplinary action that has occurred by analyzing data and putting a stop to negative behaviors before they escalate. Using this information, staff members are also working hard to be more a more active presence in high percentile situations that can result in questionable student behavior. Mr. Bellamy also commended the local media outlets for the positive publicity. He commented the recent State of the School Address at Crystal Lake Middle was a great success and very well attended.

Mr. Berryman asked if there are personnel from the State in the schools intermittently or continuously in the five schools. Mr. Bellamy explained the State involvement is minimal because their staff numbers have been decreased. There is currently one such staff member who attends meetings, visits classrooms, meets with Principals and AMO personnel, and attends instructional reviews and then reports back to the Regional Executive Director for the State regarding the results of these reviews. Mr. Berryman asked if this is interfering with daily progress. Mr. Bellamy commented they are very supportive and are causing no interference; in fact, schools actually look forward to it.

Mrs. Sellers asked if Exceptional Student Education (ESE) services are being provided to these schools in a timely manner. Mr. Bellamy commented these services are being provided and commended Dr. Kimberly Steinke, Assistant Superintendent of Learning Support, for being so resourceful.

Mrs. Fields asked if the personnel from the District Office have been released to resume their normal work activity. Mr. Bellamy stated they have returned to their previous positions. Mrs. Fields commended those staff members for their assistance in the time of need. She also asked how the data rooms work. Mrs. Barnes explained there is a weekly data meeting with their staff and then assigning them data chats with the students. Staff members are familiarizing themselves and the students with their mastery on the last state assessment compared to their current mastery rate to show the progress that is being made and additional ways they can increase their grade. Mrs. Fields suggested for future presentations it would be helpful if there were definition for each area such as the individual phases. Mr. Bellamy already has access to that information and will email it.

Mr. Small asked Mr. Bellamy and Mrs. Barnes to explain how the MTSS looks in practice at a school, the teachers, the students, and the administrators. Mrs. Barnes explained it identifies barriers that are keeping a student from grasping the concepts and then bringing in various degrees of support as well as behavior modification.

Mrs. Fields would like to see the statistical data associated with the decrease in discipline as compared to last year's data.

Mr. Wilson asked if the leadership that is taking place in the TOP schools can be taught or shared with other principals/schools. Mr. Bellamy stated they are trying to promote the qualities of good leadership in schools that may be experiencing challenges by encouraging them to visit campuses that can model exemplary leadership skills and allow them to see first-hand the structures and systems that are in place then providing support to develop those skills.

Mr. Small commented there will be a future update on the Leadership for Achievement and Development (LEAD) Plan for administrator experiential learning.

Item 4

4. [1:40 - 1:55 PM Superintendent's Recommendation for Our Children's Prep School Charter Application](#)

Minutes:

John Small, Deputy Superintendent, shared the recommendation on behalf of Superintendent Jacqueline Byrd. The recommendation is to deny the Charter Application submitted by Our Children's Prep School.

Mr. Wilson inquired about the legal process that occurs once a charter application is approved. Wes Bridges, Counsel for the Board, stated the School Board Meeting is not a rule making public hearing. It is merely a statutory public hearing. There are actually two votes one to approve the application and another to approve the charter.

Mrs. Cunningham commented she continues to be very disappointed in the unprofessional quality of the charter application. It makes her very sad for the children that will be impacted.

Mr. Berryman asked for clarification that the students are currently being served through the existing Our Children's private school and he would like to know if those services are going to continue. Melissa Brady, Director of Charter Schools, commented she did not have definitive information, but it is her understanding that the current school will continue to serve those students.

Mrs. Fields commented this is a needed service in the community. She encouraged the charter applicant to seek guidance in properly completing and presenting their charter application and return next year.

Mr. Mullenax commented this applicant should consider hiring someone with professional credentials to complete the application and submit again next year.

Item 5

5. [1:55 - 2:05 PM BREAK](#)

Item 6

6. [2:05 - 2:25 PM Policy Updates](#)

Attachment: [Neola Policy Updates Oct 25 wk session Docs.pdf](#)

Minutes:

Wendy Dodge, Government Affairs Liaison, presented the policy updates. The changes or additions are regarding: accountability for expenditure of federal grant money, changes to chronic health policies, and school safety changes that add language regarding threat assessments.

Mr. Berryman commented on various areas of the policies that reference the School Board when it may be more appropriate for it to be a reference to the School District. He also asked which positions in the School District are considered to be confidential positions. Brian Warren, Senior Director of Human Resource Services, explained the differentiation of the administrative positions that interact with supervisors on matters that are of a sensitive, confidential nature. Senior Directors Secretaries and Executive Secretaries are some examples of these positions which is a very finite group. Wes Bridges, Counsel for the Board, commented the School Board already approves individual contracts for administrative and instructional employees and this is just an additional category.

Mr. Harris commented that administratively this should be corrected on a large scale. A habit has developed collectively that incorrectly references the School Board when the accurate reference should be to the Polk County School District or to Polk County Public Schools.

Mr. Wilson commented this was an area identified for eradication when the School District was previously working on the rebranding campaign.

Mr. Berryman asked for clarification of the policy reference to the Disaster Preparedness Plan that the Board receives annually. Major Loyd Stewart, Polk County Sheriff's Office, commented this is the required annual Office of Program Policy Analysis and Government Accountability Report.

Item 7

7. [2:25 - 2:30 PM Revise Job Description for Senior Coordinator, Demographic & Statistical Planning](#)

Attachment: [Sr. Coord, Demographic & Statistical Planning 10-25-16WS.pdf](#)

Minutes: Mr. Harris stated an applicant should not be able to apply for a position for which they do not meet the minimum requirements. He believes the hiring system needs a complete overhaul. Mrs. Sellers asked why there are not more qualified applicants applying. Brian Warren, Senior Director of Human Resource Services, commented it is his opinion that it is the six years of experience requirement combined with the advanced degree that has resulted in fewer qualified applicants. Mrs. Fields asked how the applicants that previously applied will know the job description has been modified. Mr. Warren explained the position will be reposted and if necessary applicants will be notified personally.

## INFORMATION ITEMS

### Item 8

#### 8. [Bartow Senior High School Master Plan](#)

Minutes: Mrs. Sellers commented on the patience that has been exercised by Bartow High School and the Bartow Community while waiting for the development of a master plan. Bartow High School and Mulberry High School are the last two high schools that have not been renovated.

### Item 9

#### 9. [Charter School Parent Contract Modifications](#)

Attachment: [WS Summary Charter School Parent Contract Modifications.pdf](#)

Attachment: [Berkley Charter School Parent Contract.pdf](#)

Attachment: [Discovery Academy of Lake Alfred Family Contract 16-17.pdf](#)

Attachment: [Ridgeview Global Studies Parent Contract Revised 7-18-16.pdf](#)

Attachment: [Polk Pre-Collegiate Academy Parent Contract.pdf](#)

Attachment: [The Schools of McKeel Academy Parent-Guardian- Student Contract.pdf](#)

Attachment: [BAMS Parent Contract Board Approved August2016.pdf](#)

### Item 10

#### 10. [District ELL Plan](#)

Attachment: [Assurance Letter.pdf](#)

Attachment: [ELL Plan Blank.pdf](#)

Attachment: [District ELL Plan 2016-2019.pdf](#)

### Item 11

#### 11. [Quarterly Report-Bid Recommendations](#)

Attachment: [Bid Recommendations with Superintendents Approval 10-12-2016.pdf](#)

Minutes:

Mr. Berryman commented that \$223,000 seems like an extravagant amount for locksmith materials. Interim Associate Superintendent of Operations, Rob Davis, stated that this is an annual projection with the anticipation and hope that it will not reach this amount. John Small, Deputy Superintendent, asked if Mr. Davis can provide data that would show what has been spent annually for this item.

Mike Perrone, Chief Financial Officer, commented on former Consultative Service Agreements (CSA) that are now Requests for Proposal (RFP) for these services. Mrs. Sellers commented the District does not normally pay for field trips and, this being the case, she would like to know if the schools are reimbursing the District. Mr. Perrone and Mr. Davis commented they are sometimes

reimbursed. Mr. Mullenax would like to know why the Charter Buses entry is on the spreadsheet twice. Lynn Adams, Director of Purchasing, explained it is because there is more than one awardee and that is the reason for the multiple entries. The total expenditure is \$160,000 based on previous year's usage. Even though the item is on the spreadsheet twice it is not calculated twice.

Item 12

12. [Head Start Grant Services Report](#)

Attachment: [Head Start Board Summary 9-15-16.pdf](#)

Attachment: [16HSA - Head Start Financial Report as of 08-31-2016.pdf](#)

Minutes:

Meeting adjourned at 2:20 PM. Minutes were approved and attested this 15th day of November, 2016.

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Kay Fields, Board Chair

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Jacqueline M. Byrd, Superintendent