

12 08 2015 Work Session 12 30 PM

For ADA assistance, contact the Office of Equity and Compliance, 534-0781, at least 3 business days before the meeting.

A. New Business

1. [12:30-12:45 PM Board Comments and Discussion](#)

Minutes:

Employee Uniforms

Mr. Mullenax discussed issues that are being brought to his attention by employees that are required to wear uniforms that may not be necessary for specific job descriptions. American Federation of State, County, and Municipal Employees (AFSCME) union employees have come to him with concerns such as physical limitations, discomfort, etc. that are a direct result of some of the footwear and other clothing items. He stated this should be a situational requirement and the job description should determine the need for specific uniform items.

Mrs. Sellers discussed alternatives to specific uniform items especially in regard to employees with specific orthopedic needs, although safety must be a high priority.

Superintendent LeRoy asked Mr. Perrone to assemble a group to discuss these issues at the February Work Session.

Mr. Bridges cautioned against changing safety requirements and discussed regulatory compliance with Occupational Safety and Health Administration (OSHA) directives.

Mr. Mullenax stated employees have commented to him that they were given a deadline of December 1, 2015 to comply with the designated uniform requirements. After that date they would be written up or terminated.

Mr. Perrone stated accommodations are being made for staff members who have brought specific concerns to his office.

Mrs. Fields reminded everyone there is an appeals process in place for employees who face termination. She added clarification to employees regarding this might alleviate some of the stress they are experiencing.

Sales Tax Referendums

Mr. Berryman discussed the importance of Charter Rule and Tax Renewal. Polk County Charter was changed eight to ten years ago and now requires all tax referendums be placed on the general ballot (including school capital outlay surtax). He has been communicating with Wes Bridges, Counsel for the Board, who has done some research regarding this subject. Mr. Bridges recommended the Board Members come to a consensus as to what direction they would prefer to go with this matter. The Charter Rule should be analyzed and interpreted to determine if the School District must comply because the School District is not part of the County Government. This must be settled before a resolution on the tax renewal referendum is brought before the County Commission. He asked that Mr. Bridges make a ruling.

Mr. Mullenax asked if the School Board should request additional unbiased advisement from separate legal counsel.

Mrs. Sellers stated the Board must work in concert with the Board of County Commissioners since any ruling can be overturned by the County if they are not in agreement.

Mrs. Fields asked for legal clarification and the associated time line regarding this issue.

Mr. Bridges elaborated on the statute that allows a sales tax referendum to list a number of items that the County can bring. The Charter was changed in 2008 and it now states any referendum brought under that statute must be placed on the ballot of the next general election. Once the School Board adopts a resolution subject to being approved by the Electorate it must be placed on the ballot by the County. Based on the rules of statutory clarification, parties involved may wish to pursue legislative clarification. Some other options available to the School District are:

- Consult the Attorney General of the State of Florida on these pacts including the language in Polk County's Charter. This action would not be legally binding.
- Both parties could present the statute to the court and ask for a declaratory ruling on the interpretation. This action would be legally binding.

Mr. Mullenax asked how long these actions might take.

Mr. Bridges stated both authorization by the Attorney General or a declaratory ruling could be pursued very quickly, but the final answer or ruling could take a number of months.

Mrs. Fields asked how much time Mr. Bridges would need to prepare for this undertaking.

Mr. Bridges commented crafting a request for opinion to the Attorney General and associated memorandum of law may take 8-10 hours of preparation. A lawsuit is dependent on how long the proceedings go on from briefing to hearing, which could take

place over a period of months. Research could take approximately 20 hours .

Mr. Berryman stated he thought the Board should pursue both avenues or at least pursue the declaratory action and begin immediately.

Mr. Wilson stated his preference would be to pursue declaratory action in District Court if not both options, and begin immediately given what's at stake with the Sales Tax Referendum.

Mrs. Sellers stated her preference would be to pursue declaratory action since the other option is not legally binding. She asked what the cost would be to the School District and the County.

Mr. Bridges stated there would be a filing fee incurred plus the hours of work invested by counsel including an outside counsel who is primarily a litigator. If it is a friendly declaratory action the School District and County Commission would work cooperatively, otherwise there is no way to determine the cost. The County may opt to use counsel from in-house or from outside.

Mr. Berryman stated investing a few thousand dollars as opposed to the \$600 million the District would benefit from over the next fifteen years would be a worthy undertaking.

Mr. Bridges said he would begin drafting an immediate motion for declaratory relief and he will bring it to the Board at the January School Board meeting.

Other comments

Mr. Berryman asked for an update on the Charter Collaborative Agreement we applied for. He also referenced last month's minutes regarding Proposed Policy updates and wondered when those would be coming forward.

Mrs. Fields asked the Superintendent if these two items could please be addressed via email. Superintendent LeRoy will be forwarding this information to the Board via email.

2. [12:45-1:00 PM 2014-15 Internal Funds Annual Audit](#)

Attachment: [06-30-15 Required Communications - Polk CPS Internal Accounts \(2\).pdf](#)

Attachment: [06-30-15 Financial Statement - Polk CPS Internal Accounts \(2\).pdf](#)

Minutes:

A representative from Carr, Riggs, and Ingram presented information regarding the processes and findings of the internal funds annual audit conducted by their firm. One deficiency surfaced that the auditors felt was noteworthy which was Career Center Accounts Receivable practices. It was recommended that someone should be designated to review the aged accounts receivable reports on a regular basis and inquire about the propriety of any old balances. They also recommended any amounts to be written off be presented and approved by the School Board on a regular basis; billing and collection

policies and procedures should be reviewed to determine if the Career Centers are in compliance and the District consider revision of the procedures for reviewing accounts Receivable balances.

Mr. Berryman asked how long accounts should be aged before the uncollected funds are written off.

The auditor explained Career Centers often have a rotating population of students, when these students leave and return they are required to pay the outstanding balance, therefore she recommended one to two years. She also explained all accounts should be monitored regularly throughout the year and accounts that are delinquent should be investigated to determine the story behind the delinquency.

Carol Matthews, Internal Auditor, explained the Career Centers have only followed up on delinquencies if students re-enrolled at some point. Various methods have been suggested including collection agencies, but she was unsure if that had ever been followed up on.

Hazel Sellers asked if a new policy should be drafted to address these accounting issues or if a policy modification was in order.

The auditor explained the Career Centers may not know what the policies are or the policies may be unclear. She added there is a policy in place that addresses receivables, but it does not cover regular monitoring of the accounts.

Carol Matthews, Internal Auditor, explained this is a best-practice recommendation by the auditing firm and was unsure if there was a policy governing these procedures.

Pennie Zuercher, Director of Accounting, stated these issues have been addressed with staff members and she and Jason Pitts, the Director of Budget, are developing and will distribute additional steps and policies regarding Accounts Receivable collections. They have reiterated with the Career Centers that nothing is to be written off without being presented to the School Board first. Among the steps that will be added, district level staff will also be reviewing these accounts.

Mrs. Fields asked that Mrs. Zuercher keep Mrs. Mathews in the loop of communication regarding the progress.

Mr. Harris asked if we have the technological capability for schools to "red flag" a student's financial records to prohibit reenrollment by students who are delinquent on payment. This capability would make the system more efficient.

Mrs. Zuercher explained the District is in the process of implementing a software system that will monitor various aspects of the financial reporting, but was unsure if there was a way to block registration in this manner. She will look into the triggers available as the software is brought on line.

Mr. Mullenax stated he does not understand how Career Centers have come to this point if this has been an ongoing issue for several years. He discussed various methods they may be able to comply with the Auditor's recommendations including retraining if necessary.

Superintendent LeRoy stated recommendations have been discussed with Mrs. Matthews and Mike Perrone, Chief Financial Officer, and procedures are being addressed in an effort to increase efficiency within the Multiple Pathways/Workforce group who report to Jason Pitts, Director of Budget.

Mr. Mullenax asked Mrs. Matthews to bring back an update regarding these efforts to the Board Members.

Mr. Wilson asked for clarification from the Auditor regarding material weaknesses (zero) and significant deficiencies (zero) and if there was only one control deficiency. He stated for a School District the size of Polk County those are very good results. He also asked Mrs. Zuercher if some of the delinquencies are being sent to collections.

Mrs. Zuercher explained there is not a contract with a collection agency although it has been discussed but not pursued. Mrs. Zuercher, Mr. Perrone, and Mr. Pitts will meet and determine specific issues and make a plan of action. The group would prefer to implement a method of recovering these funds before the need to involve a collection agency. She will update the Board on the recommendations they have.

Mr. Wilson explained that a policy that involves collections must be very clear and state specifically what cases qualify for this action. He also asked if students are being denied school access if they are delinquent.

Mrs. Zuercher explained that only in the post-secondary schools do they deny registration to student who have delinquent accounts.

Mr. Mullenax expressed his appreciation for all the effort that went into this project.

B. Board Agenda Review

3. [1:00 -1:15 PM Review the December 8, 2015 School Board Agenda](#)

Attachment: [Board Meeting Agenda 12 08 15.pdf](#)

Minutes:

Item C-40 \$944.00 Donation from the Polk State College Foundation, Inc. to Fort Meade Middle/Senior High

Mr. Wilson asked counsel for verification that his affiliation with Polk State College was not in conflict with this item. Mr. Bridges stated the standard to determine conflict of interest is whether or not Mr. Wilson or his family stand to incur financial gain or loss from this item. Mr. Wilson stated that is not the case, therefore, Mr. Bridges feels it is not a conflict of interest. Mr. Bridges will do additional research and if this statement is in

error he will bring it to the Board's attention before the Board Meeting.

Item C-46 Non-Cash Donation (Fence and Gates) from Danielle Fence to Medulla Elementary

Mr. Harris asked if a work order was created for this donation to verify it meets the material specifications that the School District's contractor provides. He stated he contacted the school and an unidentified staff member could not answer this question. Greg Rivers, Associate Superintendent of Facilities and Operations, said he did not know if a work order had been created. He will ask for additional information and report back.

Donations (general)

Mr. Berryman recognized some area foundations whose contributions to the School District, such as Duke Energy and Bok Tower, total approximately \$40,000 this time.

Item C-56 Bus Purchase - 2015-2016 SY - \$2, 617,353.00

Mr. Berryman asked for this item to be flagged to a regular item vote so it is brought to the public's attention that efforts are being made to invest in the safety of the children.

Item R-60 Confirmation Approval of Adobe of Adobe Creative Cloud and Acrobat Pro Software, IST, \$363,000

Mr. Mullenax asked for clarification on this item.

Tina Barrios, Director of Information Services, stated this will take the current licensing for workforce software and various certifications and consolidate the individual licenses into one districtwide license in the interest of funds. This will upgrade the product to meet the needs of those students pursuing industry certifications.

Item R-61 Confirmation Approval of Gaggle Safety Management, IST, \$330,000

Mr. Mullenax asked for clarification on this item.

Dr. Barrios explained this is a service that monitors, filters and controls student email and online activities for security 24/7 as part of Student Information Protection Act (SIPA) compliance.

Mr. Mullenax asked where this information goes if a security issue is identified.

Dr. Barrios stated the nature of the incident determines its routing. If it is a minor security threat it may go only to the school administrative level. If it escalates, it is routed to Jacqueline Byrd, Deputy Superintendent, and Captain Rick Wright, Director of Safe Schools.

Superintendent LeRoy added in instances of students threatening suicide or intent to harm themselves or others, this system captures that information and reports it to herself, Mrs. Byrd, and Capt. Wright.

Mr. Bridges provided clarification that these effect only student email accounts on School District servers and has no bearing on student personal emails or social media accounts.

4. [1:15-1:30 PM BREAK](#)

Minutes:

Superintendent LeRoy announced Kathleen High School has received a \$100,000 grant award. Jacqueline Bowen, Chief Academic Officer explained this grant is one of two presented to schools in Florida and one of eleven nationally. The concept was a video to recognize driving safety, "Two Hands, Two Eyes." The school will have a formal announcement on Wednesday, December 9.

Superintendent LeRoy announced the Federal Government offers a few grants of this nature every year called I-3 (Investing in Innovation). Polk County has been selected as an I-3 (Investing in Innovation) Scale-up Grant Award recipient. Polk along with five other large school districts received \$19.9 million. This will serve nearly 117,000 students in six high needs districts across the country. This is an extremely competitive grant and to receive one is a huge honor. The United States Department of Education announced this will be given to the New Teacher Center. It was awarded as one of thirteen highest rated I-3 applicants of 2015. The districts Polk will have an opportunity to collaborate with over the next five years are: Broward Public Schools, Denver Public Schools, Fresno Unified Schools in California, New York City Department of Education and San Francisco. The intent of the grant is to build a network of high quality best practice mentors for new teachers. New teachers will be linked to a mentor who will provide them support to help them become highly effective. There will be approximately 1,800 teachers involved. The New Teacher Center is nationally renowned for their work in new teacher induction programs. Kudos go to Cheryl Joe, Senior Director of Professional Development, and the Professional Development Department which was instrumental in working to receive this grant.

C. Information

Item 5

5. [Hearth Program Information](#)

Attachment: [Homeless Definition with 14-15 Numbers.pdf](#)

Attachment: [Who Is Homeless.pdf](#)

Minutes:

Dee Dee Wright, Homeless Liaison, discussed the definition of the term "homeless" as it pertains to the students of Polk County. She referred everyone

to the documentation she provided that is attached to the Agenda.

Mr. Berryman offered his thanks to the Hearth Staff for the work they do to assist the homeless students in Polk County. He asked if the indicated 3,568 students was a cumulative number for the year.

Mrs. Wright confirmed this total was cumulative as of the end of last year.

Mr. Bridges discussed instances that are not poverty related such as domestic relations and criminal situations that contribute to the need for the Hearth Program.

Item 6

6. [Polk Education Foundation's Board Slate](#)

Attachment: [Board members and Occupations 201415.pdf](#)

Item 7

7. [Polk Education Foundation 2014-15 Audit](#)

Attachment: [2014-15 PEF End of Year Rpt.pdf](#)

Attachment: [Polk Ed Foundation - governance letter.pdf](#)

Attachment: [Polk Ed Foundation FS.pdf](#)

Item 8

8. [Polk Pre-Collegiate Academy Corrective Action for Racial Balance](#)

Attachment: [CAP Evaluations.pdf](#)

Attachment: [WS-PPCA CAP 11.17.15 Summary.pdf](#)

Attachment: [PPCA CAP Oct 17 2015.pdf](#)

Minutes:

Mr. Mullenax asked what the processes are for the proposed corrective actions. He asked if the school has been notified of the plan and will the Board be notified in the end if they have met the District's level of expectation.

John Small, Director of Multiple Pathways, stated steps have been taken to implement the recommended corrections with positive results and the situation will continue to be monitored yearly. They have one year to make corrections and have already nearly met all of the goals.

Superintendent LeRoy commented the school was lacking diversity.

Mrs. Fields asked that this issue be readdressed in more detail at a future work session as a discussion item. The Superintendent suggested this item as well as the additional corrective action plans be brought back to the Work Session

right after the beginning of 2016.

Item 9

9. [The Schools of McKeel Academy Admission Policy Change for 2016-2017 School Year](#)

Attachment: [WS-TSMA Admissions Changes 11.17.15 Summary.pdf](#)

Attachment: [Admission Policy 7 2015 TSMA.pdf](#)

D. Discussion

Item 10

10. [1:45-2:30 PM Recess Committee Recommendations](#)

Attachment: [Agenda Item Details - Recess Recommendations.pdf](#)

Attachment: [November 12th and 17th Recess Meeting Minutes.pdf](#)

Attachment: [Recess Committee Recommendations.pdf](#)

Attachment: [12 8 board workshop recess presentation.pdf](#)

Minutes:

Michelle Townley, Senior Director of K-12 Reading and Writing, and Debbie Henderson, Regional Assistant Superintendent, discussed the statutory requirements for student instruction as it relates to opportunities for students to engage in recess time. They referenced the attached documents provided, which include recess committee meeting minutes, sign in sheets, and recommendations. They explained a soft rollout of this program would allow for trouble shooting and problem solving as best practices are identified, since schools are at the mid-year point. This will aid in the complete integration of this program at the beginning of next school year. Challenges will be identified and corrected early and there will not be a need to re-build master schedules.

Mr. Harris referenced the break down of the minutes in the school day data. He asked if the sixty minute block that identified small group interventions/enrichment includes recess.

Mrs. Townley stated this time could include recess as long as the school is not ranked as one in the bottom 300. If they are not in this category, recess would be carved from this block since that is the only area of flexibility at this time.

Mrs. Henderson explained the schools that are currently implementing recess time are doing it in a variety of ways such as ten minutes right after lunch supervised by staff on lunch duty.

Superintendent LeRoy explained there is a Bill going before the Legislature in

Tallahassee mandating a specific number of minutes allocated for recess. This was generated in Orlando. The Superintendent recently met with Senator Stargel and discussed topics such as recess, "brain breaks", and language that might address these issues in a Bill in order to insure we are implementing best-practices to allow students some down time from strictly instructional activity all day.

Mr. Harris commented it appears we have come full circle in that the Physical Education (PE) concept was born out of recess and required the implementation of structured play time. He compared/contrasted the two programs..

Mr. Wilson asked if there was any discussion about rolling back the current mandates in order to accommodate the implementation of recess when the Bill is passed, or will schools have to add hours to the day. If hours are added, where will the additional compensation come from.

The Superintendent explained if the recess mandate passes, it will likely be an "unfunded" mandate. Therefore, there has not been any publicized discussion about additional minutes, rollback of current mandates, or funding.

Mrs. Townley explained another new Bill that has been introduced deals with the identification of Level 1 through Level 2 students in terms of the mandated sixty minute block as opposed to the original mandate imposed on the bottom 300 schools. Currently there are 24 schools impacted by the mandated sixty minutes, but passage of this Bill would effect all Polk County elementary schools. This could pose an additional challenge if schools did not have that time flexibility in regard to implementing recess time.

Mrs. Fields asked what the next steps are for the School Board.

Superintendent LeRoy stated at this point she would like to request a recommendation from the Board based on the information that was presented. She asked that they determine if they are in favor of the implementation and if so, do they feel a policy should be enacted and a vote or a resolution proposed on this item.

Mrs. Fields stated there must be adequate documentation in place so everyone follows the same set of guidelines and asked if there are schools that already implementing recess that could be used as best-practice models.

The Superintendent explained there are some schools that could be used as models to develop a list of best practices for recess implementation.

Mr. Berryman asked if this would take time away from music and art and asked for clarity as to how this would effect those schools that fall in the low performing category.

Mrs. Henderson explained the proposed times for recess will not take away from music and art instructional time.

Superintendent LeRoy explained it might require a few minutes be carved out of the entire schedule for the school day to accommodate recess.

Mrs. Sellers stated this is a positive move and the Board should move forward. She explained this has never been voted on as a Board and the Board was not responsible for recess ever being removed from the schedule. It has always been left up to the discretion of the individual school's administration. She commented the development of a list of best practices was a good idea and recommended this item be addressed. She suggested that schools that experience great difficulties implementing this time should consult their Regional Assistant Superintendent.

Superintendent LeRoy explained one way this item could be indirectly voted on would be to add it as part of the Student Progression Plan (SPP). This item is voted on and comes forward every year for public comment and adjustments are made to the SPP based on state mandates. Using this method would allow for the item to be included in the daily schedule and recommendations and expectations around this program would come forward to be addressed.

Mr. Mullenax asked that the phrase "supervised by adults" be modified to be more specific and identify that it is the teacher that must supervise students instead of parent volunteers, paraprofessionals, etc..

Mrs. Sellers commented on the maximum number of students that could be monitored by one teacher at a time.

Superintendent LeRoy stated research has been done by several states, including Wisconsin and Minnesota, around the benefits of recess.

Mr. Berryman stated this does not need to be voted on today and added the Superintendent's recommendation should be accepted to add the implementation of recess to the SPP.

Item 11

11. [2:30-3:15 PM District Branding Campaign](#)

Minutes:

Leah Lauderdale, Public Relations and Strategic Communications, was joined by representatives from the CNP firm who presented a booklet of data collection, findings, design concept, and community interaction, to discuss the district branding campaign results.

The representatives explained the project was done in five phases; internal research, external research, review and assessment of the data, development of a brand platform and creative development. Brand assessment included individual meetings, multiple discovery sessions and broad external surveys.

Brand Platform Development consisted of processes such as review of the research, the drafting of a brand platform, and the design of the brand concept. Some specific areas of interest they expounded on were the new color concept and logo design with a pathway shape which consists of a blue and yellow palette with bold font to communicate strength and innovation.

Mr. Mullenax referenced the percentage totals of findings and pointed out there could be overlapping answers which could skew the results.

Mr. Harris asked for clarification in the comment regarding the School District, "All part of one system?"

The representative commented this was stated dozens of times and his interpretation is survey respondents would like to be known as a school system, not a system of schools.

Mr. Berryman asked about the distinction in the brand model "Polk County Public Schools" as opposed to "Polk County School Board". In polling employees of the School District and researching other models around the state, the firm felt that the differentiation of our Schools being "Public" set Polk County apart and also, ultimately the Polk County School Board only employees four people. Therefore the new brand model allows for a more broad interpretation and gives clarification.

Mr. Mullenax pointed out the logo contains yellow which is a very light color and may be difficult to see on our white vehicles. He asked how this could be worked around.

The representative explained there are multiple applications of the model that include a black and white version, a monochrome version, and a line art version of the logo to accommodate issues such as this.

Superintendent LeRoy explained she has experienced similar rebranding projects during her career and it may take six months for individuals to really come on board with the concept and it soon will become second nature. She discussed how the implementation of the new logo and tagline should be universal to reinforce the "one system" philosophy and added individual departments have been very creative with their own letterheads, etc. but this will encourage all departments and schools to be on the same page.

Mrs. Lauderdale explained a style guide will be developed as a means to avoid individual interpretation. Also, this will be monitored to ensure all possible instances are covered and there will be no gray area as to what is expected. She will also be working with the legal department to ensure the use of "Polk County Public Schools" is appropriate within legal parameters.

Mr. Harris asked if the firm investigated other school districts named "Polk County" across America to avoid an occurrence of duplicity with this logo.

The representative explained they researched the tag line "Every Child, Every

Possibility" with few internet occurrences. They researched school district names in other counties but it was limited to Florida, it was not across the country.

Mr. Wilson asked if the School Board will vote on the name, the tagline and the logo as the next steps.

Mr. Bridges explained this would be brought to the Board for approval.

Leah Lauderdale will bring this item to the next School Board Meeting on January 19, 2016, and the plan for implementation, logo, and taglines will be voted on.

Mrs. Fields asked how the other two suggested logos fared in comparison. Also, as the new concept is implemented, she would like to ensure everyone is properly educated and follows the guidelines in the style guide especially in individual schools.

The representative commented this was the clear winner, although the other options did have several number one votes among Board Members.

Mr. Wilson stated he would like to see this brought before the Board at another work session since it is so extensive. His opinion is it should be discussed at length at another Work Session.

Mrs. Lauderdale stated her suggestion would be the Board would vote on the new brand as a package, colors, tagline, concept, proper usage guidelines, etc.

Superintendent LeRoy asked that a draft be put together and sent out as a Board Run right after we return from the Holiday, for discussion at the January 19 Work Session and a vote at the January 19 Board Meeting.

Mr. Berryman added the Board should vote on the item as a package and would like some discussion of implementation guidelines.

Item 12

12. [3:15-3:20 PM FTE and Enrollment Information](#)

Attachment: [Finance FTE October 2015.pdf](#)

Attachment: [Finance FTE 2014-2015.pdf](#)

Minutes:

Mr. Perrone, Chief Financial Officer, discussed last year's Full Time Equivalent (FTE) of 98,545.96. He also presented this year's FTE as of October which was 49,902.32. This figure must be doubled in order to see where we are in comparison which is 99,804, or an approximate increase of 1,300 in FTE. These numbers are from year to year. The School District is in a growth period and the State was already made aware of our projected increase.

Mr. Wilson asked what the difference is between weighted and un-weighted.

Mr. Perrone explained weighted is indicative of a student's exceptionalities. The population of exceptional students create additional funding. The State funds the School Districts based on the weighted total.

Mrs. Sellers asked if we would be pro-rated again this year since we are over the 700 the State predicted. She also asked if the entire state is increasing in this area.

Mr. Perrone explained the District gained \$5 million in FTE last year because of the increase and but lost \$6 million because of the pro-ration. He also confirmed the state is increasing.

Item 13

13. [3:20-3:30 PM Investment and Debt Update](#)

Attachment: [Polk Schools - December 2015 \(draft\).pdf](#)

Attachment: [Swap Termination Proposal - November 2015 \(2\).pdf](#)

Minutes:

Mike Perrone, Chief Financial Officer, and Brent Wilder, Managing Director of PFM, presented information on variable rate debt. This discussion was due to the desire to attempt to bring down some of our incurred debt by changing to traditional. They referenced the attached proposal of this action.

Mr. Wilder explained there is a limited amount of information regarding the School District finances without working with staff members and bond counsel. If the Board has an interest in pursuing a strategy such as what is being proposed, they would need to authorize the School District staff, bond counsel and Citigroup to further vet their analysis and do further research to ensure they understand all aspects and report back findings. At that point, if the Board was still interested in proceeding, PFM would represent the School Board in the transaction. They would set parameters, monitor the markets and execute on behalf of the District.

Mr. Wilson commented now is probably not the best time to participate in variable rates since it looks as though interest rates are going to go up. He asked if some of this hedged.

Mr. Wilder commented 100% of the variable rate debt is hedged.

Superintendent LeRoy asked based on the 56% indication, if the change was made to a fixed rate, what would the total drop to.

Mr. Wilder answered the swap would drop the total percentage from 56% to 36%.

Mr. Berryman asked what happens over the life of the SWAP if we do not do this? What could it cost the District financially?

Mr. Wilder explained the debt would continue to be managed as it has been previously, it will need to be determined in 2019 whether or not to extend the debt. Financially the District will have to pay an extension fee the funding rate notice is tied to the SWAP.

Mr. Harris asked for verification the \$213 million dollars does not include the debt obligations incurred that are offset by sales tax. He also asked when the District will be out of debt and will refinancing shorten the term.

Mr. Perrone stated the District would pay this debt off in 2028 without extending or refinancing. Working with the PFM group would be for the same term.

Mr. Wilson stated there could be benefits to this. There could be a positive cash flow. The derivatives are volatile, and difficult market conditions could create a situation that could perhaps be untenable. He asked if the ultimate goal is to limit the volatility?

Mr. Wilder answered the goal is to limit risk profile of your debt portfolio. You would issue a fixed rate debt to pay off the variable rate bonds as well as a termination payment. This offers more certainty on the debt payment although there is generally a cost associated.

Mr. Wilson and Superintendent LeRoy asked if this would increase the bond rating.

Mr. Wilder stated one variable factor does not typically do that. They have seen clients go from negative outlook to positive by doing something like this.

Mr. Harris asked if taking this route would still allow pay off in 2028.

Mr. Wilder explained this particular occurrence goes out to 2023 and they would not advise extending it. Extending would typically only be for cash flow relief.

Superintendent LeRoy ask the Board what they would like to do with the BP money. She asked if they would like to invest a small portion of that to this cause instead of taking money from the operations budget.

Mr. Perrone stated another option is to roll the cost into your fixed rate debt.

Mrs. Fields what is needed from the Board today.

The Board recommendation is to continue looking at this.

Mr. Mullenax asked if this move will pay off the debt quicker or will it pay off a smaller amount.

Mr. Wilder explained this would be a risk reduction move and will avoid a rollover that must be dealt with in 2019 or sooner and will get rid of counter party risks.

Item 14

14. [3:30-3:35 PM Reclassify Salary Grade and Job Descriptions/Foreman and Manager, Vehicle Services](#)

Attachment: [JD Vehicle Services 12-8-15WS.pdf](#)

Minutes: Brian Warren, Acting Senior Director of Human Resources, discussed the purpose of reclassifying the Salary Grade and Job Descriptions for the Foreman, Vehicle Services and for the Manager, Vehicle Services positions. Both revisions are being done to more accurately reflect the role and responsibility of the positions and also to align the two positions with other department foremen and manager positions within the district. The Foreman, Vehicle Services position exists to perform responsible supervisory work in directing and assisting in the operation of a Vehicle Services Facility providing repair and maintenance services for automobiles, buses, trucks and other related equipment. The Manager, Vehicle Services position exists to provide leadership and perform responsible supervisory work in directing the operation of the service centers providing safety inspections, maintenance service and repairs for automobiles, buses, trucks, tractors and other equipment. There are 3 Manager Positions and 1 Foreman Position. All positions are 12 month, 8 hours and will be paid on the Non-Union Salary Schedule. Salary Grade 17 has a range of \$37,635 - \$60,678. Salary Grade 18 has a range of \$42,431 - \$68,410. Manager positions have less than \$100 annual cost to move from 17 to 18. Budget costs are only for increase from Salary Grade 16 to Salary Grade 17, and include benefits and insurance. This will be an incurrence of \$1, 859 to complete this fiscal year and \$4,202 per year.

Item 15

15. [3:35-3:40 PM Reclassify the Salary Grade and Job Description for IST-Senior Manager, Web Applications](#)

Attachment: [IST SR MGR 12-8-15WS.pdf](#)

Minutes: Brian Warren, Acting Senior Director of Human Resources, discussed the purpose of reclassifying the Salary Grade and Job Description for the IST – Senior Manager, Web Applications. Revisions are being done to more accurately reflect the role and responsibility of the position. This position exists to direct the software development activities of the Web Application team, including systems analysis, systems design, and programming related to web applications. Also furnishes planning, consultation, and advisory service on web applications to using departments. Additionally, oversees large-scale projects for development or major modification of web applications, from concept to full operation. Consults with the department of curriculum and assessment in the development of specific

web applications to support the division of teaching and learning. Position programs for multiple elements of staff evaluations in preparation for submission to DOE. This single position is 12 month, 8 hours and will be paid on the Non-Union Salary Schedule, Salary Grade 20.1 CS with a range of \$71,981 - \$87,830. Budget costs are only for increase from Salary Grade 21, Level 7 to Salary Grade 20.1 CS, Level 1 and include benefits and insurance. This will be an incurrence of \$2,435 for the completion of the fiscal year and a residual cost of \$5,513 annually.

Item 16

16. ~~3:40-3:45 PM Create new positions and Job Description for Senior Technician, Payroll~~

Item 17

17. [3:40-3:45 PM Create new position and Job Description for Specialist, Office of Charter Schools](#)

Attachment: [Specialist, Office of Charter Schools 12-8-15WS.pdf](#)

Minutes: Brian Warren, Acting Senior Director of Human Resources, discussed the purpose of a new position and Job Description for the Specialist, Office of Charter Schools. This position exists to perform advanced and responsible technical work in the Office of Charter Schools as related to the reporting and monitoring of student enrollment. Effective communication and personal relationship skills to promote good will with the public and school personnel. Coordinates and refines technological and monitoring systems for the charter schools. Supervises reporting and technical data collection processes for conversion and start up charters within the district. The single position is 12 months, 8 hours and will be paid on the Non-union Salary Schedule, Salary Grade 16 with a range of \$32,725 - \$52,757. Funding for this position will come from the Analyst, Charter Office position that will not be filled. This change does not represent an additional cost to the district, therefore no Budget Impact Analysis is provided. This will be a savings of \$4,910 annually.

Item 18

18. [3:45 PM Executive Session](#)

E. Adjournment

Meeting adjourned at 3:50 PM. Minutes were approved and attested this 19th day of January, 2016,

Kay Fields, Board Chair

Kathryn M. LeRoy, Superintendent