

12 11 2012 Work Session

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

New Business

1. [8:30 - 8:50 AM Board Comments](#)

Minutes:

Mrs. Wright shared an old budget pamphlet she would like to have updated for distribution.

Mr. Berryman asked if the Board would receive proposals in advance of the next meeting on the Superintendent search. He also requested that an item be added to next work session agenda regarding graduation rates. Mrs. Sellers agreed.

Mrs. Cunningham asked where we are in the process of extending Wes' contract. Mrs. Sellers said the contract would automatically renew unless the Board takes action. Mrs. Sellers is bringing forth information regarding the evaluation tool. She does not feel changing the tool is necessary. She and Mr. Murphy agreed and proposed that evaluations for Mr. Bridges and Mrs. Phelps take place in November or December (they both have annual contracts that renew in January). Mrs. Fields requested an open discussion regarding issues identified on Mr. Bridges' evaluation. Mrs. Sellers said it may be necessary for each board member to meet individually with both employees. She said a time will be scheduled to openly discuss the evaluations. Mr. Mullenax reminded the other board members that he expressed his displeasure with verbiage in the contract last year. He is in agreement with a change and an open discussion. He will look through his notes from last year to share the ideas he had. Mr. Harris agreed with the suggestion of "not observable" and prefers the contract renewal be moved to July 1st as it is for all other employees. He feels the evaluation process needs to take place just prior to the start of the new contract period. Mr. Berryman said the contracts do take effect July 1st but must be renewed in January per contract language. Mr. Murphy does not recommend any substantive changes be made without discussion with Mr. Bridges and Mrs. Phelps. Mrs. Wright still wants to know exactly when the evaluations will be

discussed. The Board came to consensus that the evaluation tool is OK with the changes they've already discussed, but the timing is the issue. Mrs. Clanton will schedule time for discussion at the next work session.

Mr. Berryman asked if the Auditor General's Report will be discussed today, Dr. Stewart confirmed it would be.

Mrs. Sellers shared information regarding Board Members serving on Step Up Academy boards. Mr. Murphy shared the written opinion received from the Commission on Ethics. The opinion states it is perfectly acceptable. Mr. Harris asked if the opinion covers Board Members serving on charter school boards not sponsored by the District. Mr. Berryman stated that he is in support of that group of students; however, he is the Board Member that raised this issue with Mr. Murphy. He cited the ruling from about 15 years ago that said it was not the right thing to do. He feels it is a conflict and will respectfully decline to serve. Dr. Stewart pledged complete transparency regarding his actions as our CEO. He said the Step Up Academies have been brought to his attention numerous times. This issue will be receiving his full attention/scrutiny. Mr. Harris also believes there is an issue with District employees serving on charter boards. Mrs. Fields said she does not believe there is a conflict and will continue to serve. Mrs. Cunningham said she will serve but not in a leadership position.

Board Agenda Review

2. [8:50 - 9:10 AM Review the December 12, 2012 School Board Agenda](#)

Attachment: [12 11 12 School Board Agenda.pdf](#)

Minutes:

C-12 Mr. Berryman flagged the financial statements for discussion. He stated he does not believe the Board should be voting on financial statements. He would like to see more in-depth review and discussion at Work Sessions. Mrs. Fields agrees and does not want to see the issue buried, especially in light of the current transparency issues. Dr. Stewart will get with Mr. Grey and have the statements provided for review at each Work Session. The item will be pulled from today's board meeting agenda.

C-19, 21 & 22 Contracts were pulled by Dr. Stewart. He had the items moved from consent to the regular agenda, as he believes contracts in excess of \$100,000 should be voted on via the regular agenda.

C-66 Mr. Harris does not support removing requirements from this job description. Mrs. Woolcock said the position serves babies 6 weeks through 3 years of age and does not need to be a certified teacher. The person currently doing the job has performed the duties and received excellent reviews for the last two years. To provide the Board with some history, Mr. Dunn stated that this same item was brought forth last April but was pulled by Dr. Nickell.

Mr. Bridges said he will have a brief attorneys report to announce the need for an attorney

client session. The session will take during the December 18, 2012 Work Session.

Discussion

Item 3

3. [9:10 - 9:25 AM Review of District's Mission Statement](#)

Minutes:

Dr. Stewart shared his view on the District's Mission Statement. David Lewis has begun working on a more concise mission statement that is 3-5 words. He will be surveying the Extended Cabinet for ideas in the areas of graduation, student achievement and preparing students for their future. At the January 8th Work Session instead of a SWOT review, we will review budget issues, the mission statement and weaving it together with the strategic plan. The Work Session will also be used to begin addressing the upcoming fiscal difficulties. Dr. Stewart reported that Wilma Ferrer is working on the strategic plan and it will be ready for adoption by May. Mr. Harris said this may also be the time to update our logo. He said there are too many versions of the logo and feels it is outdated. He would like to see one updated, official version. He also thinks our current logo is more of a Board logo. Mr. Berryman wants a summary (minutes) from the meeting in late August. Mrs. Clanton will ask Dr. Freijo for a summary.

Item 4

4. [9:25 - 9:50 AM Budget Update](#)

Attachment: [Work Session 121112 Budget Update FINAL.pdf](#)

Minutes:

Audra Curts, Senior Director of Finance, reported the audit identified one significant deficiency. The first part of the finding is regarding a classification change (within fund balance) of a \$5 million entry. The auditors found verbiage saying the entry should have been in unassigned and we had it restricted. She referenced three areas of distinction; restricted, committed, and unassigned. The second part of the finding (which is why the finding rose to the significant deficiency level) was a \$28 million entry (which was the 5% fund balance policy considered as a stabilization arrangement by the Government Accounting Standards Board) that also should have been classified as unassigned and we had it assigned.

Mr. Berryman asked about the operational findings. Mrs. Phelps will meet with each Board Member to discuss. Dr. Stewart said he wants to have a budget

discussion at each Work Session. He said the Board will be given a menu of items they can choose to act upon. He referenced a \$335,000 overpayment to Alternatives Unlimited (DBI).

Ms. Curts went on to discuss a timing gap that impacts financial reporting but does not impact budget amendments. She reviewed a change in the budget methodology from 2011-12 to 2012-13. Highlighted areas of focus included newly hired teachers that are now being budgeted at the starting teacher salary and no longer at the average teacher salary, and health insurance contributions are budgeted for nine months for those same newly hired teachers. Mr. Harris asked about the BPC Phase I project. Ms. Curts estimated completion of Phase I in January. Mrs. Wright asked why the project was taking so long. Mrs. Curts explained that because the updated software was not ready for budgeting process last year, the project was put on hold during the summer so the 2012-13 budget could be developed. The consultants have been working on implementation during this same time but staff have just recently been able to resume work with them to test what was developed. Mrs. Wright asked if we had paid for this and Ms. Curts said no, we have only paid for the work that has been completed so far, which is less than 1/3 of the total cost. Ms. Curts continued with a review of actual cuts made, approximately \$904,000 was cut from departmental budgets. School operational budgets were cut by approximately 15% (\$990,000) based on the trend of unspent funds. Mrs. Wright would like to hear from schools as to why their funds were going unspent. Dr. Stewart also questioned why schools are not spending the money to address classroom needs. He said it is a matter of supervision on our part. We need to see that the funds are spent correctly. Mrs. Wright expressed concern over the cut in IST. Mrs. Curts said fund balance at the beginning of the year was 8% and is projected to decline by 3% this year. She does not feel we are in danger of dropping below 5% but we need to take action to avoid doing so in the future.

She went on to explain that expenditures started to exceed revenue last year and are expected to do the same next fiscal year. The Board has approved \$16.25 million in raises exclusive of AFSCME and non-union district employees. This amount was not budgeted. It was assumed that lapse would cover this. \$3.6 million will be returned to the fund balance in December due to actual enrollment in charter schools and contracted programs below original budget projections and Step Up Academies which are scheduled to open January rather than last July. On July 1, 2013 we need to come up with approximately \$12 million to start out even and not continue to decline fund balance. She reviewed unknowns and issues to keep in mind (future state funding, the fiscal cliff, charter school enrollment caps, the FRS lawsuit, etc.). She said level per student funding is expected and property values continue to decline in Polk County.

Dr. Stewart again referred to a menu of choices for possible areas of reduction.

Item 5

5. [9:50 - 10:00 AM Break](#)

Item 6

6. [10:00 - 10:25 AM 2013 PCSB Legislative Priorities](#)

Attachment: [2013 PCSB Leg Platform -draft 3.pdf](#)

Minutes:

Wendy Dodge, Legislative Liaison, was asked to clarify the PreK statement included in the proposal. She said that was the only change from what was originally posted. Mr. Harris asked how comfortable she feels that any of these requests will be approved. She said she thinks the legislators were receptive. She believes our delegation will do as much as they can for our District.

Mr. Berryman complimented Dr. Stewart on a good job with the review, but feels one-on-one meetings are needed. He thinks there are too many generalities. Mrs. Sellers said we do need to be general and go back to them with specifics.

Item 7

7. ~~10:25 - 10:40 AM Positive Benefit Solutions – The Purchasing Power Program~~

~~Attachment: Employer Agreement - 2012.pdf~~

~~Attachment: Employer Presentation Purchasing Power PP 2-2012-2.pdf~~

~~Attachment: purchasing power presentation.pdf~~

~~Attachment: Purchasing Power.pdf~~

Item 8

8. [10:40 - 10:50 AM Proposal for Improvement of the Job Description Revision Process](#)

Attachment: [Exec Summary Proposal for Improvement to Job Description Revision Process 12-11-12 WS.pdf](#)

Minutes: Mr. Dunn expanded his discussion regarding the level of Board approval needed for job description changes. The Board will continue to receive changes pertaining to funding, educational requirements and essential function changes. Otherwise, changes will be approved at the Assistant Superintendent level with final approval in Human Resources.

Information

Item 9

9. [Head Start Monthly Report October 2012](#)

Attachment: [Board Executive Summary October 2012.pdf](#)

Attachment: [12HSA BUDGET REPORT BOARD MEETING 10-31-12.pdf](#)

Minutes: Mrs. Friedt addressed the Board regarding VPK being mandatory. She reminded everyone that at this time Kindergarten is not mandatory. She said we are up to 67% of our PreK population being served by actual DOE certified teachers. Potential cuts to the Head Start budget will adversely affect our goal of 100% of the VPK population being served by DOE certified teachers.

Item 10

10. [Modification for Step Up Academy Schedules](#)

Attachment: [WS SUA Schedule Modification 12.11.12.pdf](#)

Minutes: Carolyn Bridges, Senior Director of Magnet, Choice and Charter, presented modifications to the Step Up Academy schedules. Mrs. Wright expressed concern with how we are paying for this venture based on the lack of students (some have 40 students - budgeted for 150). Mrs. Bridges said if they do not fill the seats we will not open the Academy. Mrs. Wright feels that Tenoroc and Lake Region are not prepared to open at this point. Mrs. Sellers agrees that some are not as ready as others. Dr. Stewart was in agreement with Mrs. Wright, he feels the project was done too quickly and is not working well in all areas. He said this needs to be looked at more carefully so the academies can be successful from day one. Mr. Berryman asked if we received start up funds. Mrs. Bridges said we applied but the funds were not awarded.

Item 11

11. [Step Up Academy Readiness to Open](#)

Attachment: [WS SUA Readiness to Open 12.11.12.pdf](#)

Adjournment

Meeting adjourned at 11:35am. Minutes were approved and attested this 22nd Day of January, 2013.

Hazel Sellers, Board Chair

John A. Stewart, Ed.D., Superintendent