

12 11 2018 Work Session 12 30 PM

DISCUSSION ITEMS

Item 1

1. [12:30 - 1:15 PM Electronic Agenda Presentations](#)

Attachment: [Author's View of Agenda Selection.pdf](#)

Minutes:

The district purchased the current electronic agenda program, eAgenda, in 2006. The program hasn't been updated in the past 10 years and needs to be moved to a new server.

The district purchased BoardDocs Pro in July, 2015 at a cost of \$10,500 with an annual fee of \$9500 but has had problems implementing it, specifically with our pass through agenda for contracts. Andrew Kline, BoardDocs representative, provided information on the process used to create an agenda, submit items, and voting by board members. They provide on site training as well as virtual.

Nengah Mustika, President of Agile Tech, Inc. provided information on Agenda Plus. The Agile Tech team were the developers of our current program, eAgenda, while working with IDEA Systems/Astadia Inc. IDEA/Astadia have discontinued supporting the program. Agile Tech offered to provide their software program at no cost to the district, as savings of \$35,000. Should the district wish to contract for maintenance, there is an annual cost of \$5,000. Initial on site training is provided at a cost of \$1,000 per day. Typically, training is 1-3 days. Currently, two other Florida school districts have contracts with Agile Tech: Lake and Broward.

At the Board's request, Mr. Mustika agreed to add a time certain implementation clause and exit language to the contract.

Ms. Miller asked if the current agendas/minutes will be archived to the new system. Agile Tech will transfer them over to the new system.

Mrs. Byrd will notify the Board of the final selection.

Item 2

2. [1:15 - 1:30 PM Proposed Changes to Transportation and Charter Contracted Services](#)

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

Attachment: [Sample Under Two Mile Letter 1.pdf](#)

Attachment: [Charter School Transportation Elimination Memorandum 11-29-2018.pdf](#)

Minutes:

Rob Davis, Assistant Superintendent of Support Services, and Vaughn Belcher, Director of Transportation, provided information on the proposed changes to charter school transportation as well as courtesy rides offered to families who live within the 2 mile school zone. The district has been experiencing a shortage of bus drivers and attendants which makes it difficult to have students at school on time before affecting their instructional time. We utilize 90 buses to provide transportation to public school students and 12 charter schools and we are short 28 drivers.

Based on statute the district has to provide certain services but charter school transportation is not one of them. A survey of other districts revealed the majority do not provide charter transportation services. To help the current charter schools transition to their own transportation services, the district will make available:

- surplus school buses (64); charter schools have the opportunity to take a bus: if purchased through the govdeals.com site, the cost is usually \$3000 for each bus.
- 24 buses with some type of mechanical issues that may be fixed and returned to the road.
- charter schools would receive the FTE funds for transporting their students

These buses are older but do meet the Florida standards and we can suggest they contact bus vendors for services. Vaughn Belcher stated eliminating charter bus services will free up buses (especially on the east side of the county), as well as reduce time and mileage on bus routes (20-30 minutes or 10-15 miles on some routes), reduce late arrivals and buses will be less crowded. Less students on the bus will reduce discipline issues. Many buses have 3 students to a seat.

Staff also suggests eliminating the courtesy rides for students who live less

than 2 miles from their assigned school. If there was space available, we allowed students to ride as long as they were at a bus stop that was outside the 2 mile limit. We also allowed courtesy rides for students of high school teachers from the parent's school work site to their zoned school as long as the zoned school is outside of the 2 mile limit.

Our objective is to improve efficiency for on-time performance and better the level of service for families who are entitled to bus transportation. The district will work closely with all city, county, and state agencies by identifying potential unsafe pedestrian situations and to help these agencies correct the situations in a timely manner. This could be sidewalks, crossing guards, establishing student crosswalks or increasing law enforcement to enhance the safety of the student. There are programs such as Safe Routes to School and the Walking School Bus (similar to car pooling) that has information to assist parents.

We currently offer transportation to approximately 3400 students who live within the 2 mile limit that do not generate FTE funds: 2574 elementary students, 615 middle, and 171 high school students. The pedestrian routes of the 406 elementary students scheduled to be dropped have been fully vetted through the Safety Department and they are no longer viewed as unsafe. For example, sidewalks have been added to the Wendell Watson neighborhood yet we continue to transport these students.

Mr. Townsend asked for a one page fact sheet. Mrs. Miller would like the sheet to include the names of the charter schools who we will no longer provide transportation. She is concerned about the transition for the most fragile student. How are the parents to learn of the Safe Routes or Walking School Bus programs? Will a list of alternative transportation options be provided to those families receiving courtesy rides? Mr. Davis responded there will be a countywide initiative to inform the public of the proposed 2019-2020 changes.

Mr. Townsend suggested Citrus Connection and Polk Transit be included in the conversation to see how they can assist; such as making their first runs, school runs.

Mr. Wilson clarified that the district is offering our surplus buses to the charter schools. The charters will be responsible to hire their own drivers and maintain the equipment.

Mrs. Byrd commented that a letter will be going out to the charters advising them of our plans and the offer of surplus buses.

Mrs. Fields voiced concern on the less than 2 mile students in cases where the parents do not feel the route is safe. Mr. Davis responded that appeals will be reviewed on a case by case basis. Mrs. Byrd added that the review committee will include outside safety personnel such as representatives from the sheriff's office and local transit companies.

Mr. Townsend would like to see a graph of the transportation budget over the past few years.

Ms. Reynolds suggested the parent letter include who to call/contact at the district office if they have any questions.

Item 3

3. [1:30 - 1:45 PM Financial Advisor Service](#)

Attachment: [002-PLA-0718 Summary.pdf](#)

Attachment: [Financial Advisor Services RFO.pdf](#)

Attachment: [RFO for Financial Advisor Services-Summary.pdf](#)

Minutes:

Mike Perrone, Associate Superintendent and CFO, and Angela Usher, Assistant Superintendent of Facilities and Operations, provided an update on several upcoming construction projects.

- Construct new high school on school board property in the east area of the county from Impact Fees. Planned to open in August 2021.
- Complete modernization of Mulberry High School at a cost of \$4 million for the sales tax funds to be complete in August 2022
- Addition and modernization of the old Davenport Elementary School at a cost of \$2 million from sales tax. This will be a full elementary school for 850 plus students. To open in August, 2020.

Mrs. Cunningham asked when the Board will learn more on the arts component at the new high school to be located at the Davenport School Of the Arts site. Mrs. Usher responded it will probably be late January or early 2019.

Mr. Wilson commented on the bonding of sales tax revenue which have hidden costs. The Sales Tax Referendum Committee was very concerned about bonding future sales tax revenue.

Mr. Perrone stated that should the Board decide to seek other financing, the district will need to have a Financial Advisor available. Two vendors bid: Ford and Associates and PFM and Associates. The evaluation committee selected PFM.

Mrs. Cunningham voiced concern that the information was vague: it did not include the community representative, compensation, scope of services, responsibility of the board, limitations of liability, and severability. She would like to see both contracts before making a decision.

Mrs. Miller agreed with Mrs. Cunningham.

Mr. Wilson stated there had been a very comprehensive review. PFM was significantly larger in scope and had specialized staff in the areas of concern. He believes Ford and Associates, while a wonderful group, cost the district a significant amount of dollars in the lapse of a sinking fund option.

Mrs. Byrd stated that when the results were presented to the Board, the committee members were present. She recommends supporting their selection.

Mrs. Fields commented that when it was presented in August of 2017; much of the back up information wasn't provided. Mr. Ford didn't have an opportunity to address Mr. Wilson's concerns in public; the process could have been a lot cleaner and a bit more objective. The scores were very close.

Mr. Wilson stated PFM has been very clear, straight forward, and willing to address any questions. He didn't get that feeling with Ford and Associates.

Item 4

4. [1:45 - 1:55 PM Update On 2018-2019 Graduation Ceremonies](#)

Minutes:

Regional Assistant Superintendent Tami Dawson provided the proposed changes in graduation ceremony planned for this year.

- RP Funding remodeled the arena and reduced the seats from 5000 seats to 4000.
- George Jenkins High School and Ridge Community High School's exceeded the capacity last year creating fire hazards. The number of attendees has to be reduced.
- New security measures will have guests come through metal detectors and wands, tickets and ticket takers.
- Doors will be open 2 hours prior to graduation start time to allow for security
- Tickets are numbered and assigned to students. The back of the tickets will have safety limits: no air horns and size of bags allowed in.

Ticket allocation per student is based on the size of the graduation class and 4000 seats available. However, not all students will use the number allocated; we will hold back tickets for waiting list. The ceremony will be live streamed for family and friends that are not allowed to attend. There will be no delay time.

Mrs. Reynolds asked if there will be a point person rather than the school. Mrs. Dawson stated the front office of each school will have the information.

Mrs. Fields stated there is a perception that students will have to pay for their tickets. Mrs. Byrd responded that a press release will be going out after today's meeting.

Mrs. Miller stated parents are concerned with the ceremony being moved from Denison Stadium in Winter Haven to Lakeland's RP Funding Center. Mrs. Dawson responded that the students and faculty of Winter Haven High School voted on moving the ceremony.

Mrs. Reynolds asked for a list of who to contact at the schools for parents with questions.

Item 5

5. [1:55 - 2:00 PM Revised Job Description - Mental Health Facilitator](#)

Attachment: [Revised Job Description, Mental Health Facilitator.pdf](#)

Minutes:

Mrs. Fields questioned why the job description is being moved from non-union to union. Mrs. Porteous stated that when looking at other like positions such as social workers there would be a loss of pay.

Mrs. Fields questioned the \$24,459 salary. Mrs. Porteous responded that this is the additional cost to move to the positions to the union pay scale.

Mrs. Miller asked how many positions are involved. Mrs. Porteous stated 25.

Item 6

6. [2:00 - 2:05 PM New Job Description, Senior Manager Risk Management & Benefits](#)

Attachment: [New Job Description, Senior Manager, Risk Management & Benefits.pdf](#)

Minutes:

Mr. Townsend questioned the Senior Manager for Risk Management & Benefits. Mrs. Porteous stated this is a hybrid of Joy's and Tiffney's positions.

Item 7

7. [2:05 - 2:10 PM New Job Description - Part Time Manager, Scholarships, PEF](#)

Attachment: [New Job Description, Part Time Manager, Scholarships, PEF.pdf](#)

Item 8

8. [2:10 - 2:15 PM New Job Description, Technician, Systems Assistant](#)

Attachment: [New Job Description, Technician, Systems Assistant.pdf](#)

Item 9

9. [2:15 - 2:25 PM Revised School Calendar for 2019-2020 and Proposed Calendar for 2020-2021](#)

Attachment: [12-11-18 Work Session-Proposed Revisions to 2019-20 School Calendar.pdf](#)

Attachment: [12-11-18 Work Session-Proposed 2020-2021 School Calendar.pdf](#)

Attachment: [12-11-18 Executive Summary- School Calendars 2019-20 and 2020-21.pdf](#)

Minutes:

Mrs. Fields asked why graduations are almost a month early. Mrs. Porteous responded it is based on the RP Funding Center's availability dates.

Ms. Fortney inquired how would someone get on the calendar committee. Mrs. Porteous stated it is the Superintendent's Calendar Committee and you can submit names to serve.

Ms. Fortney asked if she could nominate herself? School Board Attorney Wes Bridges read from the Board's policy where the Superintendent shall annually appoint a calendar committee to develop a school calendar to be presented to the School Board no later than March 1st of each year.

Mrs. Fields asked why the last day of school is an early dismissal day. Superintendent Byrd stated that in the past we have early release on the last day, but it was not on the calendar. Parents requested it be noted on the calendar.

Item 10

10. [2:25 - 2:35 PM Policy Updates](#)

Attachment: [Neola policy updates Docs Dec 2018 wk session.pdf](#)

Minutes:

Wendy Dodge, Director of Legislative Affairs, provided policy updates.

Mrs. Miller voiced concern with Policy No. 172: Visitation of Schools by School Board Members. Is this how the statute reads or is it an interpretation of the statute? Are we changing the by-law? Ms. Dodge responded that it depends; some are NEOLA's paraphrasing of the statute. By-law No. 172 is almost word by word of the Statute.

Following a visit to a school, a Board member may have suggestions and feedback regarding the visit. Recognizing that the Superintendent directs the

work of staff, pursuant to F.S. 1001.51 and 1012.27(7), the Board member's feedback should be directed to the Superintendent, who will share it with staff, as appropriate. (See Bylaw 0149.3 Board-Staff Communication)

Mrs. Miller stated that as a new board member visiting schools, the first thing a principal wants her to do is follow the chain of command. She wants to establish an open relationship with principals and prefers to follow the 'see something, say something' point of view by providing her comments to the principal rather than the Superintendent. She does not want to feed the fear culture and will not support the way the by-law currently reads.

Mr. Townsend suggested striking the last paragraph; feedback and suggestions are two different things.

Ms. Reynolds also suggested the last paragraph be deleted if it is not required by statute.

School Board Attorney Wes Bridges cautioned the Board that sometimes suggestions from Board Members may be taken as direction to Superintendent's staff.

Mrs. Fields believes it is the approach taken by the Board Member. Mrs. Cunningham concurred, you walk in with a servant leadership attitude. You try to be helpful and not hurtful.

Mr. Wilson summarized that the Board has given consensus to remove the 2nd paragraph. Wes clarified that it is consistent with current policy and practice but there is no law that says the Board has to have it in policy.

Mr. Townsend stated he would like another discussion later regarding the larger issue of interaction of board and staff.

Ms. Dodge will make the change.

INFORMATION ITEMS

Item 11

11. [Educational Facilities Security Grant \\$3,629,787](#)

Attachment: [Educational Facilities Board Summary 2018-19.pdf](#)

Attachment: [Educational Facilities Security Grant Budget-Impact-Analysis-2018-9.pdf](#)

Item 12

12. [Head Start Services Report](#)

Attachment: [HS Narrative 2019 final revised.pdf](#)

Attachment: [2018 Board Executive Summary Report.pdf](#)

Attachment: [18HSA - Head Start Financial report as of 10-31-2018.pdf](#)

Item 13

13. [Financial Statements for the period ending October 31, 2018.](#)

Attachment: [October 2018 Board Financial Packet.pdf](#)

BOARD AGENDA REVIEW

14. [2:35 - 2:50 PM Review the December 11, 2018 School Board Agenda](#)

Attachment: [12 11 2018 School Board Agenda.pdf](#)

Minutes:

Item C-12 Stop Loss Insurance

Mrs. Cunningham asked what is the purpose? Mr. Perrone stated the review committee revised past incidents to project costs and added a new prescription based on information from our consultant, Jan Bush.

OLD BUSINESS

NEW BUSINESS

15. [2:50 - 3:00 PM School Board Committee Assignments](#)

Minutes:

Mr. Wilson provided the Committee Assignments:

- Audit and Finance - Lisa Miller
- Central Florida Public School Boards Coalition - Sarah Fortney
- Polk County Head Start - Kay Fields
- Polk County Value Adjustment Board - Billy Townsend / Lynn Wilson
- Polk Education Foundation Board of Directors - Lori Cunningham
- Polk Vision Education Committee - Sara Beth Reynolds
- Polk Vision Board of Directors - Lynn Wilson
- Sales Tax Oversight - Billy Townsend
- Florida School Board Association Legislative - Sara Beth Reynolds/Billy Townsend
- Florida School Board Association Board of Directors - Lori Cunningham / Sara Beth

Reynolds

16. [3:00 - 3:10 PM Strategic Planning Retreat March 2019](#)

Attachment: [PCSB FY 2018-19 Strategic Planning Proposal.pdf](#)

Minutes:

Mr. Wilson requested consensus for a date. Options are: March 5th, 12th, 14th or 21st, 2019.

Date selected: March 5, 2019. Susan will inform Dr. Tom Freijo, the consultant.

17. [3:10 PM School Board Comments](#)

Minutes:

Mr. Wilson welcomed the new board members and provided a quick overview of the work session proceedings. The agenda has three parts: Discussion Items; Information Items, and Board Review. Discussion/Information Items are conducted by the Superintendent and her staff for the Board to review. The Board may have comments or ask questions. Information Items are intended to be informational but it doesn't preclude the board members from asking questions. The Board Agenda Review allows an opportunity for school board members to comment or ask questions on any of the items. The Board also has a section for comments or agenda items. As a Board Member, if you'd like to have an item on the agenda, please contact Mrs. Worthington who will confer with Mr. Wilson (as Board Chair). If it is possible to get the item on the agenda, we will. Mr. Wilson would prefer that the board member first bring up the idea during the Comments portion of the Work Session. This will allow the Board to determine or come to a consensus that this is something they would like to pursue further. However, it is not necessary if this is something important to you and you want it on the agenda, please let Mrs. Worthington know.

Mr. Wilson also explained the Consent and Regular Items on the Board agenda. Items listed under Consent are voted on with one vote. However, if there is an item you wished to vote on separately, it can be moved to the Regular category for a separate vote.

School Board Attorney Wes Bridges explained that the importance of items doesn't determine whether they are listed under Consent or Regular. The important thing is that they are acted upon by the school board.

Mr. Townsend asked what is the best way to get an item on the agenda. Mr. Wilson prefers it comes through the comment section during the work session. This gives the board an opportunity to explore the request.

Mr. Wilson spoke on a previous request of Mr. Townsend to have additional meetings to

allow board members time for more in-depth conversations. These could be added the work session on the days without board meetings. Ms. Fortney would rather have them later in the day to accommodate those that can attend after work. Mr. Townsend stated he preferred they be held on off hours such as Sunday afternoons or evenings.

Wes Bridges, School Board Attorney, stated the legal requirements would be that they are noticed and open to the public. It is not required they be recorded but they will require a nominal agenda and minutes.

Mr. Townsend suggested recording the meeting and have staff do minutes later. Wes stated that if it is important enough to hold a meeting, it is important to have someone, a designated secretary, take minutes. Any meeting of the board has to be noticed, there has to be minutes, and it is open to the public.

Mr. Wilson asked the Board's Executive Assistance to set a January date for an evening meeting (6-8 PM) to be held in the Superintendent's Large Conference Room. The agenda would be a round table discussion by the Board.

Mr. Wilson informed the new members that during the 'Speakers' section, board members to do not respond. This is their opportunity to speak. The Chair directs the individuals to meet with the superintendent and her staff.

Mr. Townsend and Mr. Wilson would like to speak more on this practice at a later date.

The meeting adjourned at 4:35 PM. Minutes were approved and attested this 22nd day of January, 2019.

Lynn Wilson, Board Chair

Jacqueline M. Byrd, Superintendent