

June 28 2016 Work Session 12 30 PM

NEW BUSINESS

1. [12:30 pm - 12:40 pm School Board Member Comments](#)

Minutes:

Board Retreat

Mrs. Cunningham expressed her thanks to the Board Chair, Kay Fields, for the time she invested to facilitate a successful Board Retreat.

Mrs. Sellers expressed her thanks to Joy Myers, Director of Risk Management, for hosting the Board at the Lakeland Employee Health Clinic for the Retreat.

Florida State Board of Education

Mrs. Fields commented on the State Board of Education meeting to be held on July 21, 2016, to discuss the turn around schools. She has been invited to attend this meeting as well.

Superintendent Byrd commented the Chancellor and Commissioner of Education have requested the presence of district personnel as the corrective action plans are presented for high priority schools in Polk County. The five schools being addressed from Polk are all middle schools; Lake Alfred Addair, Denison, Shelley Boone, Kathleen, and Westwood. The Office of School Improvement has worked with Tony Bellamy, Regional Assistant Superintendent, to send this information to the State Board of Education. There will be no implementation until after the plan has been presented. The District is continuing to brainstorm ideas on how to move forward and encourage academic success. As the plan is implemented, there will be additional information provided to the Board.

Mrs. Sellers asked if all of the differentiated accountability schools are Title I schools. The Superintendent confirmed they are all Title I schools. Mrs. Sellers asked how Title I money is being used in this process. The Superintendent explained the Polk Implementing Challenged Schools program was one capacity these funds were used in, as well as additional collaborative methods that are being worked on.

Board Evaluations

Mrs. Fields reminded the Board Members that evaluations are due on Thursday, June 30, and no later than Tuesday, July 5, 2016.

BOARD AGENDA REVIEW

2. [12:40 pm - 12:50 pm Review the Agenda for the June 28, 2016 School Board Meeting as REVISED](#)

Attachment: [06 28 16 School Board Meeting Agenda as REVISED.pdf](#)

Minutes:

Item C-17 The School Board of Seminole County, on behalf of ECTAC, Title I, \$18,000.00

Mr. Harris asked for elaboration on this item. Ms. Bowen, Chief Academic Officer, and Dr. Maria Longa, Senior Director of Federal Programs, stated the East Coast Technical Consortium (ECTAC) is a consortium of school districts that join together for professional learning. It is a collection of 60 districts networking and collaborating on Title I approaches for best practices and is only hosted in Seminole County. It is not a Consultative Services Agreement for Title I. Seminole County is merely a fiscal agent. He commented this may be valuable information to share with the Central Florida School Boards Coalition.

Item C-36 \$250,000 Donation from Bob English to Renovate the George Jenkins High School Track

Mr. Berryman stated special recognition should be given to the English family for their \$250,000 donation.

Mr. Harris commented on the legality of the benefactor's desire to circumvent the bid process.

Wes Bridges, Legal Counsel for the Board, commented there are sometimes provisions to get around this process. Mr. Bridges stated the legal office and purchasing department will work through this process. There have been established methods of accepting generous donations publicly and privately. He stated the donation should be accepted and the work will be done to ensure the intent is carried out without going outside of the law.

Mrs. Sellers commented on what a generous donation this is. She commented there were previous maintenance and safety concerns with the George Jenkins track.

Mrs. Cunningham commented on a similar instance recently occurred at the Davenport School of the Arts for the outdoor classroom.

Item C-61 School Meal Prices and Community Eligibility Provision 2016-2017

Mrs. Cunningham commented in regard to upcoming meal prices, kudos to staff for maintaining the costs year after year to keep the prices consistent.

Item R-78 Fruit Juices

Mr. Berryman commented on the large increase in cost. Lynn Adams, Director of Purchasing, explained this is due to an estimation of volume from the School Nutrition Department and some of the pricing actually went down in this bid cycle. Mr. Perrone, Chief Financial Officer, commented it might be helpful to see what was estimated last year. Mr. Berryman asked if there was a Polk County vendor. Mrs. Adams stated there was not a vendor from Polk that bid on this item.

Item R-81 Contract Action Home Care, Inc., \$275,000, Student Services

Mr. Berryman commented on the increase in price. Jacqueline Bowen, Chief Academic Officer, explained the increase is due, in part, to the challenge to provide schools in Poinciana with nursing support services.

Item R-85 Quit Claim Deed to Town of Lake Hamilton for Gunter Park

Mrs. Cunningham commented the Quit Claim Deed attachment needs to be corrected to reflect 2016.

Item R-86 and R-87 DSM Technology Consultants, LLC, IST, \$316, 040 and \$113, 371.20

DSM Technology Consultants, is under state contract. Ms. Bowen discussed this company began the work last year to protect the internal infrastructure bidding the work out now could cause problems. Mr. Berryman commented on the importance of disaster recovery and that a failed IT system would be catastrophic. This is critical content and the District would not be able to function. He also commented the Board should become more familiar with the disaster recovery system and he would like additional information brought back about this subject to a future work session.

Mr. Mullenax commented on the past practice of utilizing the Iron Mountain company to back up the system every night at midnight. Mr. Bridges commented that was data backup, electronic and hard copies, and destruction of hard copies. The shift away from this practice occurred when information started being maintained digitally "in the cloud". Mr. Mullenax asked if information is being backed up every day and, if so, how does the service from this vendor enhance that practice. Superintendent Byrd commented all of our systems are backed up daily. Mr. Pitts, Director of Budget, commented if there were a major disaster this would allow recovery from a remote location of financial data and student information.

Ms. Bowen explained that the student information system is antiquated and if it crashed, there would be no way to recover all of that information. She added this service provides more firewall safety for that data. Mr. Mullenax would like to know what sort of disaster this would cover. Ms. Bowen explained all disasters would be covered, from hacking and power related issues to system crash.

Mrs. Fields asked Ms. Bowen to have someone present additional data backup infrastructure information at a future work session.

Mrs. Sellers commented on this vendor's apparent selection from the state adopted list and asked if a staff member would speak to these items at the Board Meeting including the bid process.

Amy Black , Sr. Manager WAN/LAN, will speak about these items at the Board Meeting. Mr. Wilson asked if this is a redundancy. Ms. Black confirmed it is. Mr. Wilson asked if it is being built through fiber optics. Ms. Black commented it is through a variety of ways, one of which is fiber optics. Currently the District Office is on the City of Bartow's fiber network. Ms. Black commented the District owns fiber to 42 locations throughout Lakeland which is nearly 1/3 of the District's sites. The hardware pieces are what is lacking. Mr. Wilson asked why the District didn't do that previously. Ms. Black explained this equipment was originally the CCTV video fiber that was already run to many areas in the district. This would be a cost savings as well as a positive impact on security.

Mrs. Cunningham inquired about the east side of Polk County. Ms. Black stated she and Dr. Tina Barrios, Assistant Superintendent of Information Systems and Technology, have been working with the Polk County Commissioners to tie into their broadband as well as tying into Winter Haven and Haines City infrastructures. Mrs. Cunningham and Ms. Black discussed the havoc that is caused when school connectivity is interrupted during the testing processes.

DISCUSSION ITEMS

Item 3

3. [12:50 pm - 1:20 pm Preliminary Budget Discussion for FY16-17](#)

Attachment: [02 Presentation of General Fd 2016-1706 06 28 for workshop add lapse.pdf](#)

Minutes:

Mike Perrone, CFO, and Jason Pitts, Director of Budget, presented the preliminary budget information. Mr. Pitts commented on the budget items that were edited since the previous work session after receiving more direction from the Board. As the District gets closer to the end of the year, there is more information to be able to make more informed decisions. There was an error

identified regarding the Florida Education Finance Program (FEFP) dollar amounts because the State does not remove McKay scholarships from the projection. The current presentation has removed \$7 million to correct this.

Mr. Mullenax discussed the possibility of funds that can be retained by the School District at the end of the year. Mrs. Sellers asked for clarification that the \$7 million is the amount spent last year as it pertains to these figures. She asked how much these figures typically increase. Mr. Perrone explained the FEFP and Full Time Equivalent (FTE) normally offset each other. The prorated amount per student last year was approximately \$11 per student. Mr. Pitts explained the process by School Districts to try to predict what the enrollment will be annually.

Mr. Wilson commented on the District's receipt of funds for McKay scholarships. Mr. Perrone explained the District is a "pass through" of sorts. It is revenue that never materializes from these funds as part of FTE.

Mr. Pitts elaborated on the countywide budget allocations, the holdback fund, and the manner these reserves can be applied to the fund balance if necessary.

Mr. Berryman commented on the difference in balance since the initial budget presentation.

Mr. Pitts stated the projected end of the year fund balance is approximately 6.4%.

Mr. Wilson discussed the proposed \$10 million of lapse. Mr. Perrone explained the lapse was budgeted but not appropriated.

Mrs. Cunningham commented on the minimum required fund balance of 3%, and asked for clarification as to what the projected end of the 2016-2017 fund balance will be. Mr. Perrone explained the proposed budget being presented projects a fund balance of 6.43%, if there are no changes.

Mrs. Sellers commented on the items pending Board direction: the payback mandated by arbitration and Polk Implementation Challenge Schools. She stated that is \$4.5 million of that is mandatory and should therefore be in the primary budget information. She also presented questions about Testing Coordinators due to the District's critical financial need:

- Are they needed 100% of the time?
- Can Paraprofessionals be trained to do this work?
- Can Testing Coordinators be used as substitutes?

Superintendent Byrd commented that testing in Middle Schools and High Schools require this to be a constant position.

Mr. Harris discussed the change in breakdown of the school allocation enhancements. Mr. Pitts explained the differentiation was due to a more detailed estimate than was previously provided. Mr. Harris also commented that the presented budget still indicates it is a draft only. Mr. Perrone explained the constantly shifting nature of this document and it will change before the 7/19 meeting and again before the 7/26 meeting, etc.

Mr. Mullenax discussed the return on investment associated with Testing Coordinators. These positions are beholden to "other duties as assigned" as all staff members are and it is the discretion of the Principal to repurpose that position when there is no active testing in progress.

Mr. Berryman commented on the \$6 million that was previously discussed to be added to the health plan. Mr. Perrone suggested a return to the Board with this information in December with projections and recommendations. He will also seek Board direction at that time as to the amount of money and number of days the Board would like to add to the health plan. Mr. Berryman commented that it appears there is \$8.4 million left in Local Capital Improvements (LCI) that has not been transferred over. Mr. Perrone and Mr. Pitts confirmed that is correct.

Mr. Berryman also discussed investigating cost cutting procedures because this year's financial state is

tight and next year may be even worse. Mr. Perrone discussed the changes in allocation in comparison to what the anticipated allocation was from the State. Next year additional work must be put in place.

Superintendent Byrd discussed beginning next year's budget process early, in January possibly, and one of the scenarios that will be identified is a reduction side and building up from there.

Mrs. Cunningham asked if Mr. Perrone is looking for Board Consensus today on the budget. Mr. Perrone stated if consensus is received today, the template will be built upon for the July 19, Special School Board Meeting. Mrs. Cunningham stated she would like to see the items pending Board direction moved into the primary budget.

Mr. Mullenax asked for clarification on the \$3.5 million advanced degree payback identified in the budget information. Mr. Perrone explained it is a one time pay out at this amount and the amount will be smaller annually as those continue to be brought forward over the next five years.

Mr. Wilson discussed the challenges that are being faced that could be rendered irrelevant with a different approach. The budget should not be discussed periodically throughout the year because of the challenges that arise. Once the budget is established the Board should adhere to it. He commented on opportunities to cut costs and increase revenues. He commented on the importance of placing the priority of teachers at the forefront and including the Polk Education Association (PEA) at the table when the new revenues are established. He commented on the unfairness of going through this process while approximating what the state is going to allocate the District in terms of revenue.

Mrs. Fields stated she would like to see what other Districts are doing in regard to the budgeting process. Also, she would like to see what has been added that is not part of the Budget that the staff is alluding to. Mr. Wilson gave the District Staffing Plan as one such example that is not presented as part of the budget.

Mr. Mullenax commented on the Polk County School Board Policy of fund balance of 5% while the state policy is 3%. He suggested the District should identify areas that can be made non-recurring expenses.

Mrs. Sellers would like to know if the District has a teacher in every classroom. She added that pulling quality teachers for testing coordinators and then hiring substitutes would impact the students negatively. She stated paraprofessionals should be considered for this work unless there are enough teachers to serve the students.

The Board Consensus was to move forward with the Proposed Budget.

Item 4

4. [1:20 pm - 1:30 pm Project SEARCH - Amendment To Affiliation Agreement](#)

Attachment: [Amendment to Affiliation Agreement - Project Search 2016.pdf](#)

Attachment: [Agency Agreement for Lakeland Regional and Project SEARCH.pdf](#)

Attachment: [Affiliation Agreement Lakeland Regional and PCSB 2008.pdf](#)

Attachment: [Project SEARCH presentation.pdf](#)

Minutes:

Dr. Kimberly Steinke, Assistant Superintendent of Learning Support, discussed transition services with the assistance of Gregory Kent, Sr. Manager of Exceptional Student Education (ESE), as it relates to helping individuals with disabilities find jobs. Internship program students work at the site for a year with the anticipation of being hired by facilities such as Lakeland Regional Hospital at the end of the year.

Mrs. Cunningham commented on the potential to grow and improve. It is perfect for students with disabilities.

Mrs. Fields asked why Kathleen High School was not one of the indicated schools. Mr. Kent stated it was an oversight because Kathleen is in fact a feeder school for the Central Florida Aerospace Academy (CFAA).

Mr. Berryman asked Dr. Steinke to return with financial data.

Mrs. Fields asked if any partnerships have been established with Southeastern University.

Dr. Steinke stated partnerships are currently being developed with several area programs.

Item 5

5. ~~1:30 PM - 1:40 PM Burlington English Proposal, East and West Area Adult School, \$67,200.00~~

Attachment: ~~2016-2017 Burlington Budget Analysis eAgenda.pdf~~

Attachment: ~~Burlington Signed Sole Source Letter.pdf~~

Attachment: ~~2016 Burlington English Proposal, East and West Area.pdf~~

Item 6

6. [1:40 pm - 1:50 pm Summer School Programs](#)

Minutes:

Michelle Townley, Senior Director of K-12 Reading and Writing, discussed the summer school "Power up" initiatives currently have 3,464 students participating at various sites and virtually. There are ten elementary sites and five secondary sites. This year there have been awarded 843 student good cause exemptions, thanks to the efforts of third grade teachers and the implementation of alternative ways third graders can be promoted to fourth grade. A representative from JustReadFlorida will be visiting the Horizons Elementary site on July 14. Also, a different, geographic approach has been implemented to encourage participation in summer school for the secondary students this year. There are currently 1,425 students participating in face-to-face and blended programs and 623 students attending virtually. Many options have been opened up to families this year. There is a little over 2,000 credits being worked on this year so the District is on track to nearly triple the numbers from last year. Kudos for the collaborative efforts of multiple departments and to Kellie Jarrett, Amy Black, and Pennie Cook. Registration for summer school has been facilitated entirely online this year.

Mrs. Sellers stated she would like to have a follow up discussion to review the success rate. Summer school information should be available at the end of July.

Dr. Maria Longa, Senior Director of Federal Programs, discussed Accelerating Maximum Potential (AMP) programs. She expressed her gratitude to Jacqueline Bowen, Chief Academic Officer, for implementing this concept. Title I Summer Programs currently have nearly 500 students actively participating. Some of the innovative programs are: Robotics, Theatre, Dance, and Art programs. Art was the most popular program with nearly 400 applicants and only 40 slots originally allocated. Staff members were able to work with the Polk Museum of Art to add an additional 10 slots. They are currently looking at ways to increase scholarships next year. The attendance rate is averaging 60-75%.

Mrs. Townley added there will be an August 2 graduation for those students who meet the requirements during summer school.

Item 7

7. [1:50 pm - 2:00 pm BREAK](#)

Item 8

8. [2:00 pm - 2:20 pm Student Progression Plan 2016 -17](#)

Attachment: [2016 -2017 SPP PCSB - 6_16_16.pdf](#)

Attachment: [Executive Summary of Changes 2016 -17.pdf](#)

Minutes:

Jacqueline Bowen, Chief Academic Officer, and Laquieria Nottage, Secondary Teacher Resource Specialist Trainer (TRST), will bring the Student Progression Plan back to the Board in August to discuss information regarding recess specifics.

Mr. Mullenax commented the bulk of changes appear to be statutory requirements.

Mrs. Cunningham gave kudos to the many people who served diligently on the Student Progression Plan Committee .

Item 9

9. [2:20 pm - 2:30 pm Addition of Lacrosse as an FHSAA Sanctioned Sport](#)

Attachment: [Budget Impact Analysis 2015-16.pdf](#)

Attachment: [Lacrosse Presentation Summary 2016-2017.pdf](#)

Minutes:

Dan Talbot, Director of Athletics, Stephen Cochran, Principal of Summerlin Academy, and John Small, Deputy Superintendent, discussed the addition of Lacrosse as an Florida High School Athletics Association (FHSAA) Sanctioned Sport in Polk County Schools.

Some supporting information they provided:

- It is one of the fastest growing sports in the nation.
- Summerlin added a Lacrosse team for boys 7 years ago. It was very successful, so, they added a girls team.
- It provides additional opportunities for student scholarships.
- Many surrounding counties are becoming FHSAA sanctioned, since Polk has not, the student participation has dwindled.

Mrs. Cunningham stated it is interesting that lacrosse was compared to soccer.

Mrs. Sellers commented there are already teams in place, but joining FHSAA would afford students additional opportunities, a sense of belonging, and provide a good motivator for students to come to school. It would also give lacrosse the same level of credibility as other school sports in Polk.

Mr. Berryman asked where lacrosse would be played. He also asked how much cost would be incurred. Mr. Talbot explained it would be played on the Lakeland and Bartow football fields. The current projection shows Polk would be a part of the Tampa, Hillsborough region. The budget impact analysis is a part of this agenda item and illustrates cost projections. He also briefly discussed the "first stick" program.

Mr. Harris asked if there are any provisions made for businesses to underwrite/sponsor the cost of sports teams. Mr. Talbot stated there is no prohibition against this.

Mr. Wilson stated he supports this investment, but reminded everyone this is outside of the currently proposed budget.

Item 10

10. [2:30 pm - 2:40 pm NACSA Charter Authorization Evaluation](#)

Attachment: [AE Polk County Final Formative Evaluation Report 5 9 16.pdf](#)

Minutes:

Melissa Brady, Director of Charter Schools, was joined by the evaluation team, Katie Piehl and Beth Seling, of the National Association of Charter School Authorizers (NACSA) to review the Charter Authorization Evaluation. The complete findings are attached to this agenda item.

Mrs. Cunningham asked what areas the District is falling short in. The team explained there is no clear alignment to the rigorous criteria.

Mr. Harris asked if the committee recommendation for evaluation could use a point system as a means to avoid future instances of the discrepancies that are identified in the evaluation. The team confirmed, that is possible.

Mrs. Sellers asked for clarification regarding the statement "every area must be fully met". She added there does not need to be numerical value attached as long as the approval standard is always based on the "fully met" expectation. She stated a policy should be enacted to reinforce this.

Mr. Mullenax stated a numerical system does not need to be added because every item is either met or it is not. There is no need to add another layer.

Mr. Wilson asked if there is a prescribed document or process that has been communicated to School District staff. Each member of the Charter Review Committee (CRC) develops their own recommendation then they come together to reach consensus on each key area of the application.

Mrs. Brady stated there is a model application that comes from the state that contains very specific criteria points. The CRC members read every criteria bullet and anything that is missing is materially deficient and therefore "partially met".

Mrs. Cunningham stated for clarification if the application meets the consensus of the CRC and each area is defined is the vote portion where the District is falling short. The team stated there may be areas that are not met and yet the Committee voted to recommend the application. The vote does not always align with the standards to process applications as fully met. The process is not the problem, but the subjective piece at the end is where the shortfall is.

Mrs. Fields commented on the policy being referenced that implies the Board, or the Committee, should only approve the applications which have received the "fully met" rating. She asked for additional clarification as to whom this is referring to.

Mr. Bridges explained the role of the Superintendent in the CRC. The committee belongs to the Superintendent and she makes an independent recommendation to the School Board based on the final ratings and recommendations of the CRC.

Ms. Seling, stated that after deliberation, a group consensus must be reached to determine whether or not the application meets the expectations. The CRC structure has been laid out in a very detailed manner and only requires minimal tweaking.

Mrs. Sellers asked if a policy of this nature will be brought before the Board for approval. Mrs. Brady stated that is part of the expectation. NACSA is working with the Charter Schools department to develop a policy.

Mr. Berryman asked if this is a policy enactment or a procedural change. Ms. Brady stated it is procedural.

Mr. Mullenax commented the Polk County School District has 105,000 students. Few school districts have as many students or as many charter schools as Polk does, and as such, he would like to know why the District is being ranked in comparison to others. Mrs. Brady explained her reference was to a procedural tool to determine if she is highly efficient (i.e. all safeguards are in place, the charter schools are being monitored properly and the schools are being run appropriately). Ms. Piehl

stated this is an evaluation based on established exterior areas.

Mr. Harris commented on the need to implement a report card reflecting the performance of charter schools. He added some Board Members are against the concept of Charter schools as are many legislators. Ms. Piehl stated doing so would allow sponsors to be more transparent to the community.

Mr. Wilson asked if the Department of Education requires charters to be graded and what districts in the state are doing this.

Mrs. Fields referred to something similar that used to be done annually that covered academic performance, fund balances, etc. Mrs. Brady stated there has not been such a tool used since she began, but it will be re-implemented if so.

Item 11

11. [2:40 pm - 2:50 pm Charter School Applicant Presentation](#)

Attachment: [WS Summary Applicant Presentation 06.28.16.pdf](#)

Attachment: [Our Children's Prep Executive Summary.pdf](#)

Minutes:

Sharon Comkowycz presented the supporting information to accompany the Charter School Application for Our Children's Prep.

INFORMATION ITEMS

Business Services - General

12. [Dual Enrollment - 2016-17 Polk State College Articulation Agreement and Addendum](#)

Attachment: [Polk State College Dual Enrollment Articulation Agreement 2016-17.pdf](#)

Attachment: [Polk State College - PCSB Dual Enrollment Addendum 2016-17.pdf](#)

Attachment: [Changes from 2015-16-Dual Enrollment Articulation from Polk State College.pdf](#)

Business Services - Risk Management

13. [2017 Pharmacy Benefit Manager \(PBM\) Renewal - WellDyneRx](#)

Attachment: [WellDyne Amendment to The School Board of Polk County 6 20 16.pdf](#)

Teaching and Learning - PreSchool - Grants

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

Attachment: [16HSA - Head Start Financial Report as of 03-31-2016.pdf](#)

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

Attachment: [HS Cumulative Enrollment Status Report-5-27-2016.pdf](#)

Teaching and Learning - PreSchool - Grants w/Positions

15. [ELC-Polk School Readiness Quality Initiative agreement closure - \\$428,000](#)

Attachment: [June Executive Board Summary ELC SR QI CLOSURE.pdf](#)

Minutes:

The Early Learning Coalition (ELC) determines the children that are eligible for state funding and for receipt of state subsidized vouchers. Matti Friedt, Director of Pre-School Programs, discussed the greatly diminished population of students who have chosen the District pre-school services. The ELC has elected to make certain these dollars are directly linked to subsidized childcare dollars and private providers around the district. This loss of support will likely result in the inability to maintain the same level of service.

Meeting adjourned at 4:15 pm. Minutes were approved and attested this 26th day of July, 2016.

Kay Fields, Board Chair

Jacqueline M. Byrd, Superintendent