

May 10 2016 Work Session 9 00 AM

NEW BUSINESS

1. [9:00 - 9:15 AM School Board Comments](#)

Minutes:

Mr. Mullenax discussed the Coalition meeting held on Monday, May 9, 2016. Some interesting highlights of the meeting were:

- Capital Outlay information was discussed
- Presentations by attorneys on hot legal topics
 - transgender issues
 - legal services and the average number of attorneys each school district has on staff
- Professional development
 - "Principal walks"--a campus visitation program that he feels should be implemented in Polk County

Mrs. Sellers stated she would like to have a work session to discuss the District Staffing Plan.

Mrs. Cunningham commented the agenda today will allow an hour to address this information.

Mr. Berryman also commented there will be a summary of the District Staffing Plan on today's agenda. If necessary, any outstanding questions could be discussed at the next work session and then both staffing plans could possibly be brought for a vote on the same Board Meeting agenda.

Mr. Harris stated he does not remember there ever being a time that the Student Code of Conduct, Collective Bargaining Agreement, and District Staffing Plan all came forward to the Board at the same time.

Mr. Mullenax commented he has not had adequate time to read the documents. He commented on the timeliness that the documents were received and that there have been additional revisions brought forward since then within the last few days.

Mrs. Fields explained although the timeliness was a bit of an issue, everything is being done in decency and in order to ensure items are being thoroughly reviewed and vetted. There will be an hour discussion today surrounding this item, after which the Board can decide if additional discussion or review is necessary.

Mr. Berryman commented Sara Roberts, the Executive Director of Polk Vision, is resigning. Kim Long has been selected to be her successor. Ms. Long has been very involved in Polk Vision for years and served as their Chairperson. She was previously the Executive Director of the Agape Food Bank.

Mr. Mullenax asked for elaboration of what Polk Vision is doing with the money the Board has invested. He would like the Board Chair to invite them to come speak to these items.

Mrs. Fields discussed the proposed dates and content for the next School Board Retreat. One of the items to be discussed at the Retreat will be the updates to the Strategic Plan. Some of the proposed dates were:

- June 23
- June 30

The proposed times for the Retreat are 9 am - 1 pm.

Due to previously scheduled commitments, many of the Board members are not available for those dates. Mrs. Fields proposed doing additional research and returning with alternatives.

The Board consensus is the Retreat should be June 28, 2016, 9 am - 1 pm. The location will be determined at a later date.

Florida School Boards Association (FSBA) requires the School Board to appoint a delegate to serve on its Legislative Committee. This would be effective July 1, 2016. Currently, Mr. Mullenax serves in that capacity and Mrs. Sellers is the alternate. Mrs. Cunningham nominated Mrs. Sellers. Mrs. Cunningham stated she would be willing to be the alternate. Mr. Berryman asked how long the commitment is. It is for two years. It was determined that Mrs. Sellers will serve on the committee as the primary and Mrs. Cunningham will be the alternate.

BOARD AGENDA REVIEW

DISCUSSION ITEMS

Item 2

2. [9:15 - 9:45 AM Collective Bargaining Agreement Changes Reached with the Polk Education Association](#)

Attachment: [Teacher 2of2 Agreements Evaluation Art 15 and Manual 243p.pdf](#)

Attachment: [Teacher 1of2 Tentative Agreements 32p.pdf](#)

Attachment: [Paraeducator Tentative Agreements 19p.pdf](#)

Attachment: [5-10-16 Budget Impact 15-16 PEA Contract Changes.pdf](#)

Attachment: [5-10-16 Exec Summary 15-16 PEA Contract Changes.pdf](#)

Attachment: [Educ Support Personnel Tentative Agreements 16p.pdf](#)

Minutes:

Mike Perrone, Chief Financial Officer, introduced the tentative collective bargaining agreement that is in process for ratification. Brian Warren, Senior Director of Human Resource Services, was joined by Walter Carr, Consultant for Negotiation Services, to discuss the specific changes.

Mr. Harris said he does not feel there is a way to compare the information without current and future salary information being provided. Mr. Warren said that information could be provided by the time Executive Session convenes.

Mr. Warren discussed the changes as they were outlined in the Executive Summary provided to Board Members and attached to the Work Session agenda.

Mr. Berryman asked about percentage changes in evaluations. Mr. Warren responded the change to the data component is 33.3% as opposed to 50% previously. Mr. Berryman asked how the End of Year (EOY) testing changes is reflected in this or if it is covered elsewhere. Jacqueline Bowen, Chief Academic Officer, explained the changes are in the weighting of the student grade not necessarily the

teacher evaluation. The indicated 33.3% data is coming from the EOY assessment and is the lowest percentage statutorily allowable. Mr. Berryman stated this information needs to be disseminated to the public. He has already received comments from the community about it.

Mr. Harris asked how long would the changes to the performance salary schedules take to implement. Mr. Warren explained this is a one time election. Mr. Carr explained the differentiation between teachers with many years of experience, annual contracts, and new teachers who will only qualify for pay for performance designation. Ultimately, Mr. Carr explained it will take a long time to make the full transition.

Mrs. Sellers stated she was emailed multiple times by a staff member discussing the salary oversight of steps 25 and up. Mr. Warren stated the information was erroneous because of the staff member's failure to take into account there would be a step to the next level. Mr. Harris attributed this confusion to the lack of a comparison table and lines between particular years. Marianne Capozziello, President of Polk Education Association (PEA), commented she has been communicating and responding to the originator of the emails. She explained the leveling of steps is attributed to the large jumps in between. Mr. Wilson asked if the staff member understands what was done and why. Ms. Capozziello explained PEA has developed a set of frequently asked questions as well as a webinar.

Mr. Carr explained base salary information on the new schedule. Performance pay is not applicable during the first year for teachers and the salary is no longer based on year's of experience. Ms. Capozziello explained this is called a fractionalized scale. Every year will need to be negotiated as to how many steps coordinate with the various evaluation scores. She also discussed the implications of legislative salary mandates. Mrs. Sellers asked for clarification on specific levels of the salary schedule. Mr. Carr and Ms. Capozziello explained the need for a specific salary level for network managers because no teachers fall under the grandfathered salary schedule at zero. Teachers must be at level six and up. Mr. Wilson commented the numbering system of levels may be leading to some confusion. Mr. Carr explained there have been multiple attempts at revising the level numbering system and it ultimately boiled down to what was technologically necessary to facilitate personnel and payroll fulfillment. Mr. Perrone explained there is a comparison with the current year available for the Board if they would like to review it.

Mr. Warren then reviewed the proposed collective bargaining changes for educational support personnel and paraprofessionals. These were also provided to the Board Members and were attached to the agenda item.

Mr. Harris asked if there were any changes to longevity pay. Mr. Warren explained there are no changes. An additional \$37.00 is applied every month for employees with completion of 15 years of credible service and on five year increments after that. Ms. Capozziello commented on some confusion employees may experience because they do not understand the percentage of pay increase is applied to their base pay and longevity is supplemental.

Mr. Warren discussed the budget impact of the new salaries and benefits.

Mr. Wilson asked for clarification if the Board is voting on this item today. They are. He wondered if it was typical to vote on these agreements before they have been ratified. It was explained that this is being done because it is the only way for the payroll changes to be made in a timely manner.

Item 3

3. [9:45 - 10:45 AM 2016-2017 District Staffing Plan](#)

Attachment: [District 2016-2017 Staffing Plan Presentation_5 10 16 Work Session.pdf](#)

Minutes:

Mike Perrone, Chief Financial Officer, explained the information being reviewed today is intended to be voted on May 24, 2016; however, he feels that this has been created earlier enough that additional time can be allowed for thorough review by the Board Members. Brian Warren, Senior Director of Human Resource Services, reviewed the summary of changes for the 2016-2017 District Staffing Plan.

Mr. Wilson commented our school district is about ten points higher in non-instructional personnel than many other districts and ten points lower in instructional personnel positions. He asked if that is because our school district calculates or defines them differently. He also asked how much of that is grant funded.

Mrs. Cunningham discussed changes made between the the cost savings worksheet she received previously and the one she just received. She would like to know why there was such a drastic change in the cost savings worksheet that removed and reduced Human Resource and Business Services information and yet the cost measurement is not largely altered. Mr. Perrone commented this was due to restructuring and upgrades to positions that were not necessary at this time.

Mr. Mullenax discussed the addition of success coaches at the school level. He asked for clarification to the duties of those positions. He would like to know specifically if this is the same as the College and Career Specialist positions the District previously employed but lost to budgetary constraints. Jacqueline Bowen, Chief Academic Officer, stated the previous job description was pulled because it was vastly outdated based on the amount of time, changes, and expectation in graduation. The new job description was created to align more closely with the directives of the Board to include recruitment, academic coaching, opportunities for scholarships, college applications, career and technical guidance, and early warning indicators for students in danger of not graduating. These were originally school based and some schools still maintain that position through their unit allocation, but in order to avoid a large impact, existing District funds have been reallocated to provide an initial layer at the District level. This is a multi-tiered approach to allow the District to marry funds as opposed to the original anticipated impact of an additional \$1 million to facilitate this position at every school. Some schools have a much greater need and this approach will allow support to be pushed into those schools. A school based job description has been created so that schools can use their unit allocation to fund. What is being presented here is the overarching District level support. There is a need for assistance at the District level because their are currently two individuals facilitating assistance for over 100,000 students. This causes room for discrepancy in statutory compliance and positions at the District level will facilitate a consistent message in all of the schools. Mr. Berryman inquired about the loss of some Science Coach positions. Ms. Bowen commented half of the original positions were vacant because that was a very difficult area to fill, therefore those positions were repurposed to an area better suited, such as the Success Coaches, and the Science support needed at individual schools will be handled differently.

Mr. Harris asked about the reduction in energy savings personnel. He asked how many staff members will remain a part of that department. Rob Davis, Associate Superintendent of Operations, reported there will be three. Mr. Harris's concern is that the District currently employs four individuals in this capacity and the District is spending \$500,000 to save \$10+ million. Mr. Davis stated for nearly two years the program has been accomplished with only three people with equal success. Mr. Harris stated it is important that the cost avoidance be maintained and attention should be paid to the fact the District has added square footage in the last two decades.

Mr. Harris inquired about the loss of the lead custodian equipment repair position in favor of funding a custodial repair position. Mr. Davis stated there was previously a lead repair technician and no supervisor for this area. The small engine repair shop will be moved to a centralized location (Bartow, Support Services) for custodial repair and a service manager will be available to supervise the two technicians working on the equipment. Mr. Harris asked what is going to be done to replace the skillset that is being lost in this position. Mr. Davis replied the current individual is retiring and the District will have to replace them with a quality employee. Until then, the District may need to outsource while they advertise and interview candidates. Money will be saved in removing the "Lead" designation from the position.

Mr. Harris asked for clarification of the unfunding of the Teacher Resource Specialist Trainer (TRST) Homeless 10 month grant position. Ms. Bowen stated this will become an upgraded 12 month position. He also asked about the unfunded positions for the seven Migrant Advocates. Ms. Bowen explained those are being re-appropriated as Student Success Coaches. Mr. Harris stated it appears there will still be a loss of four positions. Dr. Maria Longa, Senior Director of Federal Programs, stated the Migrant program is expecting a decrease in funds because the money is generated from the documented migrant population. The four positions in question will continue under the Migrant program, however, the funding structure may change but the job duties will remain. The difference will be the new positions may not be serving strictly migrant students but may also support other at-risk students. Mr. Harris asked if enrollment of migrant students has gone down. Dr. Longa stated it has and she is working on increasing those numbers through different strategies for recruitment. Mr. Harris asked if these decreases may be attributed to more families becoming permanent residents. Dr. Longa stated it is a combination of things including immigration challenges, economic challenges, and job availability on local farms. Ms. Bowen stated there was a meeting held to discuss the changes with the Migrant Advocacy staff to explain the new structure and to reiterate their position is just being retargeted to continue doing what they have already been doing and the job description is aligned for that. Even though the funding source may change the job expectation and students they serve will be very similar.

Mrs. Sellers asked why employees are on displaced lists. She said she has been contacted by two staff members regarding this. Ms. Bowen stated that should not be the case; however, of the seven positions, there was only one that was working on a temporary basis that may be effected. The other six positions have shifted and the temporary position will be given the opportunity to apply for the seventh position. Mrs. Sellers stated she has been reviewing the numbers of the Hispanic population and sees they have gone up. She feels the migrant population is increasing. Ms. Bowen explained the District's population of English Speakers of Other Languages (ESOL) may be increasing but the number of migrant students has leveled off. She commented this is reflected in the number of students struggling to graduate. The rolls that were previously performed by the Migrant Advocates will remain the same in terms of support to families, etc.

Mr. Wilson asked if the Cost Impact Spreadsheet that was provided to the Board Members in .pdf format could be provided in excel format.

Mr. Berryman asked about the move of School Technology Services under the Associate Superintendent of Learning. Superintendent Byrd stated that the Information Services division was previously under the Superintendent. EERS will move under facilities. ITV is moving under teaching and learning because it is a component of the learning process.

Mrs. Fields asked who is in the Secondary TRST position. Laqueria Nottage is the TRST for grades 6-12. Ms. Bowen stated there are only two staff members (who are resource teachers) at the District level. They are overwhelmed supporting over 300 guidance counselors. The position being requested is for a Senior Coordinator in addition to the existing TRSTs. Mr. Mullenax discussed this is something that is needed and the students are not being adequately served. Instead of adding a position at a District level the Secondary TRST should assume those duties. Mrs. Fields commented the guidance counselors are also overwhelmed by 11th and 12th grade services causing challenges to be able to work with 9th and 10th grades.

Item 4

4. [10:45 - 11:00 AM BREAK](#)

Item 5

5. [11:00 - 11:15 AM 2016-2017 Student Code of Conduct](#)

Attachment: [COMMITTEE LIST.pdf](#)

Attachment: [2016-17 ENGLISH CODE OF CONDUCT - BOARD MEETING.pdf](#)

Attachment: [FINAL VERSION.pdf](#)

Attachment: [Copy of Itemized List of Changes.pdf](#)

Minutes:

Brett Butler, Director of Discipline, reviewed the changes to the 2016-2017 Student Code of Conduct.

Mr. Mullenax and Mrs. Sellers commented most of these changes were statutory changes.

Mr. Butler explained one of the changes that was generated Code of Conduct Committee was the section which explains the repercussions of disciplinary action limiting the ability to participate in proms, graduation commencement ceremonies, athletic activities, etc. Beginning this year, parents will have to sign an acknowledgement form.

Mrs. Fields asked for an update on what is being done to assist students who used to be attend the B.E.S.T. Academy. She said it is her understanding that the District is deterring students from going there and she thinks some of them need specialized care that may not be taken care of in a traditional classroom environment. She would like to know why the District has begun deviating from sending students to the B.E.S.T. Academy. Jacqueline Bowen, Chief Academic Officer, commented she would like to ask the Superintendent to add this to a future Work Session for discussion. She stated this program is still in place and has not changed, however, there are ongoing planning sessions with principals around the county regarding this program because there are serious behavior concerns. District and School Administration personnel are trying to problem solve as a collective group to determine the best way to support those students. Mr. Butler added this program was initially created for students that were charged with expellable offenses. At this time, there is limited space available for students and Ms. Bowen, Dr. Kimberly Steinke, Assistant Superintendent of Learning Support, and Mr. Butler are working to propose additional sites where the program may be implemented. There are school sites that have agreed to accommodate the program.

Superintendent Byrd explained the Association of School Board Administrators (ASBA) group graciously agreed to have a group of principals begin looking at this and problem solve to accommodate the needs of the students.

Mr. Harris commented on the summary of changes, in particular, the changes referencing the agreement with the United States Department of Education (USDOE). Ms. Bowen commented these instances were part of the agreement that was brought before the Board at the last Work Session with changes to School Board policies. The changes that have been made to Board policies clarify the reporting structure for students who feel they have experienced discriminatory practices. These changes in School Board policies needed to be reflected in the Student Code of Conduct which was also a part of the agreement with the Department of Education. Mr. Harris asked what brought these changes about. Ms. Bowen explained it was a situation that occurred about a year ago at one of our schools. Mr. Harris asked if someone had determined that we needed to change how we define the terms discriminate and harass. Ms. Bowen confirmed the United States Department of Education did. Mr. Harris asked why this is incumbent on the Polk County School Board to make these changes. Ms. Bowen explained all of the pertinent and sensitive information was shared with the Board Members at the last Work Session. Mr. Harris agrees with Mr. Mullenax's earlier statement that we should wait and let other organizations take the lead on this issue. Ms. Bowen stated the Department of Education was withholding funding until the appropriate changes were made.

John Murphy, Counsel for the Board, explained this issue was presented to and discussed with the Board Members at the last Work Session. The specifics are very sensitive with a high degree of confidentiality. From a policy standpoint, this issue has already been addressed. This is merely the School District's implementation of the contractual arrangements that were made with the USDOE. He explained the issue discussed by Mr. Mullenax during the Coalition Meeting was a completely different issue.

Mr. Berryman asked when the policy will be voted on. It is scheduled to be on May 24, 2016.

Item 6

6. [11:15 - 11:20 AM FDLRS Grant, \\$1,154,555](#)

Attachment: [Hardee Contractual Agreement \(eAgenda\)04262016174500.pdf](#)
Attachment: [Budget Impact Analysis Forms \(eAgenda\)04262016174410.pdf](#)
Attachment: [Chart 16 Learning Support ESE SY16 WS 05.10.16 BM 05.24.6.pdf](#)
Attachment: [Allocation Summary \(eAgenda\)04262016174730.pdf](#)
Attachment: [Assurances \(eAgenda\)04262016174624.pdf](#)
Attachment: [Statement of Work \(eAgenda\)04262016174545.pdf](#)

Minutes:

Jacqueline Bowen, Chief Academic Officer, explained this is a continuation grant which also supports Hardee County because we are their fiscal agent. This year the grant has increased. A technician position is being added and paid for 100% through the grant because of the larger scope of work. This addition was the only change to the grant. This grant provides many resources to the School District. The four components of the grant are:

- Child Find
- Parent Services for training and support for students with disabilities
- Human Resources/Professional Development for teachers and administrators supporting students with disabilities
- Technology (Assistive and Instructional) for students with disabilities

Item 7

7. [11:20 - 11:30 AM BP Funds Update](#)

Attachment: [BP Oil Settlement.pdf](#)

Minutes:

Mike Perrone, Chief Financial Officer, explained this information was provided to the Board Members at an earlier date but there has been no opportunity to discuss it. Three of the options being proposed as a recipient of the BP funds are:

- Scholarship program
- Severance package
- Legal fees

Mr. Wilson stated he would like the money to be given to the Polk Education Foundation (PEF) and allow them to endow it.

Mr. Mullenax concurs with this option but this is taxpayer money intended to be spent on students already existing in our School District. He commented the money should be spent on those students.

Mrs. Sellers commented the schools in Polk County are very limited in the technology devices in the schools. The money would be well invested there especially with the current state mandated school testing that requires the additional technology.

Mr. Berryman asked about the proposed criteria for scholarships. He asked what the staff priorities are for spending this money, i.e. technology, professional development, etc.

Mr. Perrone explained this money is a one time payment and he has tried to propose alternatives that would best facilitate and extend the funds.

Superintendent Byrd commented that in discussions with high schools it was indicated that those in pursuit of post secondary were lacking funding. She explained this is just a suggestion for the use of the funds.

Mr. Berryman commented that another option might be to endow half of the amount to PEF then split the remainder in dollars per student

Mr. Mullenax explained endowing the money would cost \$40,000 to endow a \$2,000 scholarship.

Mr. Wilson commented the money should be given to PEF, not to a school, in order for them to award more scholarships.

Mrs. Fields stated key representation of staff is needed to determine appropriate criteria and ensure the disbursement is equitable and target students that might not otherwise have an opportunity to attend a post secondary educational facility.

Mrs. Cunningham stated an equal split between scholarships and schools is her preference.

The consensus of the Board was for Mr. Perrone to return with additional information and scholarship criteria. Mr. Mullenax commented it is very important to establish defined parameters.

Mrs. Sellers commented adding technical schools would go a long way and would impact the neediest of the students.

Mrs. Fields commented the Florida School Boards Association (FSBA) Superintendent Search invoice was also discussed previously to be paid from this fund.

Item 8

8. [11:30 AM Executive Session](#)

INFORMATION ITEMS

Item 9

9. [Citrus Ridge Seal Crest](#)

Attachment: [Citrus Ridge Seal Crest Gradient Color.pdf](#)

Item 10

10. [2016-17 Career and Technical Instructional Materials Adoption](#)

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

Attachment: [CTE.Secondary.TextbookSchoolCount.pdf](#)

Attachment: [Adopted Texts by Vendor 4.28.16.pdf](#)

Attachment: [AdoptionLetter.pdf](#)

Attachment: [POLK CTE Textbook Adoption Committee 2016.pdf](#)

Attachment: [agenda item details 5.10.16.pdf](#)

Meeting adjourned at 11:45 am. Minutes were approved and attested this 24th day of May, 2016.

Kay Fields, Board Chair

Jacqueline M. Byrd, Superintendent