

School Board Briefing Meeting
 Ms. Mary Fischer, Meeting Chairman
 Tuesday, July 26, 2011
 *2:30 – **4:45 p.m. (**time certain)

(*To begin immediately following Students Hearings and/or Special Board meeting, if scheduled)

A G E N D A

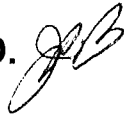
	Division	Presenter	Time
A.	Items with Guests		
B.	Board Members 1. Special Areas of Board Involvement/Report	Board Members	15
C.	Academic Services – Dr. Jones 1. Overview / Grants Department	Dr. Jones/Dr. McCullers	15
D. Ⓞ	Administrative/Support Services – Mr. Moore 1. Change Orders / June 2011	FYI	FYI
E.	Business Services – Mrs. Campbell/Dr. Desamours		
F. Ⓞ✓	Human Resources – Dr. Adkins 1. Direction / District CEO Insurance Policy (Mr. Scott)	Dr. Adkins/Ms. McFarland	10
G. Ⓞ Ⓞ✓	Executive Services – Dr. Burke 1. FY12 Athletic Manual (PH on 8/9/11) 2. Superintendent Search Committee Expenditures 3. Discussion / Reimbursement to Board Members for In-County Travel (Ms. Fischer)	Dr. Burke/Mr. Williams Dr. Burke/Mrs. McDaniel Dr. Burke/Board Members	10 10 15
H.	Public Comment		TBD
I.	Board Attorney/Superintendent's Comments		10

Ⓞ Backup material available

✓ Backup material (memo) previously provided

MEMO FROM...

JOSEPH BURKE, Ed.D.
Superintendent



July 19, 2011

TO: Thomas Scott, Chairman
School Board Members

RE: Key Person Insurance Policy

At a recent meeting, Mr. Scott suggested that the Superintendent and his staff collect information regarding the possibility of purchasing a "key person" insurance policy also known as "key employee" or "key man" policies.

This type of policy is a life insurance and/or disability insurance policy purchased by organizations on senior executives or business owners.

The purpose of the policy is to provide financial protection to the organization in the event the key person dies or becomes disabled. These policies are usually purchased by small to medium sized companies, where the loss of a key person could be detrimental to the future of the organization.

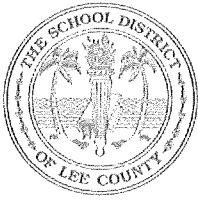
The Insurance and Benefits Department obtained estimates for purchasing key person insurance for a Superintendent. The estimated range for a \$200,000 key man policy was \$9,700 to \$11,400 for a 10 year policy. The estimated range for a \$400,000 policy was \$16,000 to \$19,500 for a 10 year policy. Key person policies require medical underwriting.

This item is on the July 26, 2011 Briefing meeting agenda for discussion and Board direction.

Please contact me if you have any questions.

JPB/mlc

c: Mr. Keith Martin
Dr. Gregory K. Adkins
Dr. Ami Desamours
Mrs. Greta Campbell
Ms. Bonnie McFarland



THE SCHOOL DISTRICT OF LEE COUNTY

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July 22, 2011

MEMORANDUM

TO: Joseph P. Burke, Ed.D., Superintendent

FROM: Donna Lesansky, Administrative Assistant to the Board

SUBJECT: In-county Travel Reimbursement for Board Members

THOMAS SCOTT
CHAIRMAN, DISTRICT 5

MARY FISCHER, M.A.
VICE CHAIRMAN, DISTRICT 1

JEANNE S. DOZIER
DISTRICT 2

JANE E. KUCKEL, PH.D.
DISTRICT 3

DON H. ARMSTRONG
DISTRICT 4

JOSEPH P. BURKE, ED.D.
SUPERINTENDENT

KEITH B. MARTIN, ESQ.
BOARD ATTORNEY

This memorandum is to clarify and provide additional information contained in my June 22, 2011, memorandum to you regarding in-county travel reimbursement for Board Members.

The dollar amounts expended for the three fiscal years prior to the Board's agreement at the November 7, 2008, Board Organizational Planning Meeting to waive reimbursement for their in-county travel are outlined below.

- In FY 2005-2006, \$2033.07 was reimbursed to Board Members. This figure is based on requests for reimbursement from three Board Members. *(According to the budget records I reviewed, this dollar amount is comprised of reimbursement at the mileage rates of 29 cents per mile and 48 cents per mile.)*
- In FY 2006-2007, \$2,334.20 was reimbursed to Board Members. This figure is based on requests for reimbursement from three Board Members. *(According to the budget records I reviewed, this dollar amount is comprised of reimbursement at the mileage rate of 44 cents per mile.)*
- In FY 2007-2008, \$4982.55 was reimbursed to Board Members. This figure is based on requests for reimbursement from four Board Members. *(According to the budget records I reviewed, this dollar amount is comprised of reimbursement at the mileage rates of 44 cents per mile and 48 cents per mile.)*

As a matter of reference, the approved mileage rate for the 2011-2012 fiscal year is 51 cents per mile.

I hope that this information will serve as a starting point for your discussion. If I may provide any additional assistance, please do not hesitate to let me know.

dl

c: Martha Crotty, Coordinator of District Operations

Related Entries: (Not identified at this time)

Authorized Travel Expense Reimbursement

The following procedures shall be used to ensure that laws and regulations of the State of Florida are followed as it relates to reimbursement of travel expenses for officers and employees and other persons acting on behalf of the School Board.

- (1) All per diem and travel expense reimbursements shall be in accordance with law and state board of education regulations. All travel reimbursements shall be in accordance with the Federal Standard Rate. Effective July 1 of each year, the District's mileage reimbursement rate shall change in accordance with the preceding January change of the Federal Standard Rate. Effective July 1 of each year, the District's meal reimbursement rate shall change in accordance with the preceding January change of the Federal Standard Rate for Fort Myers, Florida.
- (2) The following additional procedures shall apply:
 - (a) All out-of-county travel reimbursement for employees or other authorized persons shall be approved by the Superintendent or designee on the approved form prior to departure and incurring the expense. All pertinent boxes on the leave request form must be checked for employee reimbursement and/or direct vendor payments. Requests for travel reimbursement shall be submitted quarterly for reimbursement.
 - (b) Request for travel reimbursement within Lee County shall be limited to mileage and tolls and must be approved by the employee's principal/department head. When registration fees are paid for in-county travel, an approved leave request is required for employee reimbursement or direct vendor payment of registration fees.
 - (c) Personnel serving one location - Employees may request reimbursement for travel expenses incurred between locations. Reimbursement shall not be approved for travel incurred between home and the first normal duty station each day or between the last normal duty station and home each day. If the first duty station is other than the employee's normal duty station, reimbursement for the difference between the mileage incurred between home and the employee's normal duty station and the first location for that day may be claimed.

Example: Home to normal duty station = 10 miles
Home to destination = 15 miles
Reimbursement = 5 miles x Federal Standard Rate

47 (d) Personnel serving multiple locations that do not go directly from one work
 48 location to the other work location - If for some personal reason the
 49 employee does not go directly from one work location to the other work
 50 location, reimbursement for more than the miles the employee would have
 51 traveled if the employee had gone directly from the first work location to the
 52 second work location may not be claimed.

53
 54 Example: First location to home = 10 miles
 55 Home to second location = 20 miles
 56 First location to second location = 15 miles
 57 Reimbursement = 15 miles x Federal Standard Rate
 58

59 (e) All travelers may be reimbursed for incidental expenses. Such expenses may
 60 include, but are not limited to; taxis, limousines, toll charges, registration
 61 fees, parking and communication. All individual expenses greater than five
 62 dollars (\$5) must be substantiated by a receipt.
 63

64 (f) In-District travel for School Board Members shall be reimbursed at the
 65 Federal Standard Rate. Board members shall be reimbursed the cost of
 66 meals and attendance at any function they attend on behalf of the School
 67 Board.
 68

69
 70 **STATUTORY AUTHORITY:** 112.061, 1001.39, 1001.42, 1001.43, F.S.

71
 72 Adopted: 1/14/03 (Formerly: AR-2.49)
 73 Revised: 10/11/05
 74 Revised: 1/17/06
 75 Revised: 9/23/08

ATHLETIC MANUAL CHANGES

SY 2011-2012

1. Athletic Manual Cover Page change SY 2010-2011 to SY 2011-2012



BY-LAWS CHANGES

1. Page 2- Removed the names of the Co-Chairs
2. Page 3-Removed the section regarding divided divisions
3. Page 3-Added sentence to Football (A) regarding exemptions
4. Page 3-Baseball, Basketball, Soccer, Softball, Volleyball and Tennis-added information regarding conference requirements. Deleted previous wording.
5. Page 4-Cross Country, Golf, Swimming and Diving, Track and Field, Wrestling: Added a minimum of two and deleted at least once in a
6. Page 4-Conferences Champions are determined by: (A) Added Volleyball and Basketball (B) Deleted, Added (D) in reference to Bowling
7. Page 4-Awards-(B) Added Coach of the team (D) Deleted
8. Page 4-Deleted Schools from the title of the section
9. Page 4-Football-Deleted 30 Added 44, Deleted 11 Added 22, Deleted 11 Added 22, Added "and" and deleted 6 utility players, deleted and will be included in the six allowed
10. Page 5-Funding (2 & 3) deleted including and added plus
11. Page 5- Added Bowling to Tennis, Basketball and Volleyball
12. Page 6-Penalties: (A) deleted expectation; added requirement and will. (B) changed FHSAA Bylaw 11.11.2 to FHSAA Policy 30.2. Included language regarding payment, work detail and participation.

MANUAL TABLE OF CONTENTS

The Table of Contents was changed to reflect changes made in the manual and appendix

MANUAL

1. Section 2.03,Page 3-deleted wording referring to SY 10-11
2. Section 2.05, Page 6-deleted number 3 under (E)
3. Section 2.10, Page 11-Added wording in reference to coach paying penalty fines
4. Section 3.3, Page 16-(B) deleted wording regarding FHSAA waiver form
5. Article 10-page 25-Change in admission fees
6. Section 16.2, page 31-Added Bowling under Fall Sports
7. Section 16.3, page 32-Added Bowling 1 coach
8. Section 16.7, page 34-Added charge for parking for playoff event
9. Section 16.8, Page 34-Deleted section

APPENDIX

Replaced the following Appendices with the SY11-12 revisions: B, C, I, T, U, V, FF

Removed Appendix FF and GG (appendices were no longer applicable)