



**School Board Briefing Meeting**  
**Tuesday, October 24, 2006**  
**3:00 p.m. – 4:46 p.m.**  
**MINUTES (Approved Nov. 21, 2006)**

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**CALLED TO ORDER:** Mrs. Jeanne Dozier, Meeting Chair

**PRESENT:** Mr. Steven Teuber, J.D., Chairman  
Mr. Robert Chilmonik, Board Member  
Mrs. Jeanne Dozier, Board Member  
Dr. James W. Browder, Superintendent  
Mr. Keith Martin, Board Attorney  
Mrs. Julie Nieminski, Board Auditor

**ABSENT:** Dr. Elinor Scricca, Board Member  
Dr. Jane Kuckel, Board Member

**RECORDING SECRETARY:** Ms. Sonia M. Roberts

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Mrs. Dozier called the School Board Briefing Meeting of October 24, 2006 to order at 3:00 p.m. and proceeded to read the agenda.

**Special Areas of Board Involvement / Report**

**Robert Chilmonik**

At this time, Mr. Chilmonik did not have a report to present.

**Steven Teuber**

- Attended Cypress High School All County music performances of our strings & blues' band and it was a great evening.
- Thursday at noon met with Johnson Engineering along with Dr. Browder, Dr. Dinon and Mr. Halberstat on the program "Support our Schools" and Michigan is the first school to be adopted. Mr. Teuber spoke with Gov. Bush who will try to be there to present our first school, or if not present, he will do a video.
- On Friday, Oct 13<sup>th</sup>, attended the Points of Light for Miss Mabel Cox, 82 years old who has worked in our School District as a Teacher Assistant for 17 years and said it was a fantastic presentation. Special note: The Cox family gave an award of a crystal plaque to the teacher who spent those 17 years with Mrs. Cox. Hats off to the Cox family.
- On October 17<sup>th</sup>, Miss Cox and Mr. Teuber went to Tallahassee with Mayor Humphries to join Gov. Jeb Bush at his mansion for the Points of Light Award winner. Also present was Dexter, a student from Teen Trendsetters of Lehigh Senior; and during that ceremony Gov. Bush announced Lee County is the number one mentoring county in the State of Florida and the State of Florida is the number one mentoring State in the Country. Gov. Bush was presented with a t-shirt on mentoring.
- Wednesday October 18th Smart Growth Committee.
- October 20<sup>th</sup> participated in the United Way parking lot races.
- October 21<sup>st</sup> attended the Littleton Elementary School fun day.
- October 23<sup>rd</sup>, participated at a Board Workshop to discuss advisory committee structure and received great input from the Committee Chairs.
- October 24<sup>th</sup>, Rabbi Alan Gray of Temple Beth Shalom of Cape Coral presented books, back-packs, games and supplies to the schools of Tropic Isles.

**Jeanne Dozier**

- Thanked Mr. Teuber for his participation on behalf of the Board. Publicly thanked Mrs. Linda Boyle and Mr. Joe Donzelli for all their work on the Legislative Presentation that we will be having on November 17th [Human Resources Conference Room] at 10 a.m. Save the Date fliers and invitations have been sent. Mrs. Dozier looks forward to a wonderful morning and she will send out instructions, i.e. agenda. Several staff members will do presentations as well as Superintendent Browder.
- Mr. Teuber spoke again in order to acknowledge two student Teen Trendsetters from Lehigh Senior: Dexter and Leticia. Regarding Mr. Teuber's recognition of the Teen Trendsetters from Lehigh, Mrs. Dozier asked Dexter and Leticia to approach the podium and discuss the program. Student Dexter spoke about the program having been sponsored by Gov. Bush in 2001 and Lee County became involved in the program last year and at present all of the schools in the County have a mentoring program. Student Leticia mentioned that the Teen Trendsetters volunteer one hour a week to mentor kids. Mrs. Dozier thanked each of these students for being more than a mentor to students; that they are role models and what they do is greatly appreciated.

**Academic Services****1. District-Wide Accreditations for SACS – Dr. Jones**

Dr. Jones distributed a document entitled *District Accreditation (Board Briefing – October 24, 2006)* which is attached to these minutes. Dr. Jones spoke of the process in order for Lee School District to achieve accreditation. She spoke of the status of our current practices and future considerations. Mr. Teuber noted that this is the best way to go and fully supports it. Mrs. Dozier advised the Board that she serves on the Board of SACS/CASI [Southern Association of Colleges & Schools Council on Accreditation & School Improvement]; and standardization is something that they have been working on and Lee County is already one step ahead as some academic standards are maintained within the schools. The SACS/CASI organization is now called AdvancED. Mrs. Dozier further stated that being an accredited school district moves us in the direction of a world class school system.

**2. School Improvement Plans – Dr. Jones / Dr. Itzen**

Dr. Browder introduced Dr. Itzen and Mrs. Boyle for this presentation. Their PowerPoint presentation (attached to these minutes) is to update the Board on the School Improvement Plans (SIP) 2006-07 and discuss what we have implemented this year to increase efficiency. Dr. Itzen discussed the School Grades and SIP Goals portion of the document with the Board members. The SIP is on the agenda for approval at this evening's Board meeting. Mrs. Boyle hopes the Board will notice that the goals are written in a fashion that board members asked for. Mrs. Dozier complimented the schools on this process. On the question of membership and vote to approve every membership list, Mrs. Dozier raised her concerns that there are too many employees in the SIP and hopes every school has a reflection of their community on their lists. Mr. Chilton stated that while membership does decline the SIP is in compliance. The lists will come to the Board towards the end of November. Dr. Itzen and Mrs. Boyle were thanked for their leadership in this endeavor.

**Administrative / Support Services****1. Internal Audits for 2004-05 – Mr. Brown**

Mr. Bob Brown, Assistant Director of the Internal Auditing Department began his discussion of the document entitled *2004-2005 Internal Funds Audit Report* which is made a part of these minutes. In the next several days the complete document entitled The School District of Lee County Internal Audit Department 2004-2005 Internal Funds will be sent to the Board Office for Board members to review. This item will come before the Board at the November 6<sup>th</sup> Board meeting as an agenda item for approval.

**Executive Services****1. Status/District-Owned Office Building – Dr. Browder**

Dr. Browder began his discussion with the Board related to what the Board might want to do with the buildings that the District will eventually vacate ~ HIPS, Quinn, Adams, R&R. He stated that the District has been approached regarding every building that we own; he has collected appraisals and now Dr. Browder needs direction from the Board as to where we are going to go as we move into the new district offices. Ms. Dozier asked if this item can be moved to another Board Briefing due to the fact that there are two Board members not present at this meeting; and asked that this item be pulled. Mr. Teuber asked Dr. Browder that in the interim he give the Board a report: the appraised values of the aforementioned properties; name of the building and signify some of the people who have

shown interest. Dr. Browder has had two calls from a company regarding the Gwynne Building; but he advised that company that he would need to have a discussion with the Board prior to any discussion. Dr. Browder stated that the purpose of today's discussion is to get the Board's opinion on this and needs to have Board permission to make it public. Beginning in May or June [2007] the process of moving the Adams building will begin and possibly take 9-10 months for completion. Dr. Browder would prefer all five Board members be present for this discussion. He did have a conversation with the News-Press, the Mayor and City Manager; but he is not sure what their interests are at this time. He did share with the City Manager that he would have this discussion with the Board today and he will have a discussion with the City Council. This issue will be brought to the next briefing meeting.

## **2. Rule – Procedures for Shared Decision-Making – Dr. Browder/Dr. Jones/Dr. Karas**

Dr. Karas gave her power point presentation on the document entitled *Head Start/Early Head Start Governance* made a part of these minutes. Dr. Karas introduced Ms. Jeanne LaFountain, Coordinator for Early Childhood Learning Services; Ms. Debbie Swaiko, Policy Council Liaison, Social Worker; Ms. Lucy Shepherd, Policy Council Chairperson and first grader, Louis Roundtree from Orangewood Elementary School who is an alumni of the Head Start program. Dr. Karas advised the Board that the proposed rule before them places the district in compliance with the Head Start regulations that require written procedures for shared decision between the Board and the Head Start Parent Council. After her presentation, the Board members thanked Dr. Karas.

## **3. Discussion/Proposed Board Policy Format – Dr. Browder**

Dr. Browder is proposing to the Board that the Policy and Administrative Regulations be combined into one document. He pointed the Board to the DRAFT of the New Table of Contents (TOC) attachment and how it is broken down into the areas that most Board Policy books have in them. (The attachments are made a part of these minutes.) Dr. Browder also spoke of combining all the Administrative Regulations and Policies into the same chapters and asked for direction from the Board members on which format they would prefer from the two DRAFTS located in their documentation. Dr. Browder's recommendation is DRAFT #1. Dr. Browder will go through the old policy book and find all the policies that were taken out and review those policies to see if they need to be included. He plans on realigning the Policy and AR into a document that is easier to deal with and reference to the Statutes will also be made a part of the book so that when a Board member reviews a policy the Statute related to that policy will be mentioned. Mr. Chilmonik was given clarification that that there is no policy change; but only format change. Mrs. Dozier asked for a user-friendly Index that references different terms and asked if we will do this. Dr. Browder said that is the plan. Mrs. Dozier asked for the Board's opinion and Mr. Chilmonik prefers to have all Board members present for this decision; and Mr. Teuber and Mrs. Dozier both chose format DRAFT #1. Dr. Browder will start the process now and keep the Board apprised of this progression.

## **Public Comment**

Mr. Martin read the policy on public comment. Mr. Bob Rushlow, President of SPALC stated he was glad the internal audit was presented at this Briefing. He stated that as an Association he does not see any formalized training of bookkeepers – what type of standardized training does the District provide to the bookkeepers; and he as President is requesting that if the district does not have formalized training for bookkeepers, that some type of standardized training be established. Mrs. Dozier directed Dr. Browder to ask the board a question on the comment.

## **Board Attorney Comments - School Law Minute – Mr. Keith Martin**

Mr. Martin discussed new legislation to a part of HB 7087 which amends §1012.22 of Florida Statutes changing the time frame within which school boards are to act on nominations for re-appointments of staff members each year. The new language gives the school board more flexibility with respect to those nominations. Reappointments can now occur within 3 weeks after the FCAT scores are in, or June 30<sup>th</sup> – whichever is later.

## **Board Internal Auditor Comments**

Mrs. Julie Nieminski, Board Auditor did not have comments at this time.

## **Superintendent's Comments**

- Dr. Browder commented that Mr. Rushlow will meet with Mr. Brown on the issue Mr. Rushlow raised. He stated that the District (through Mr. Brown) trained 9 new bookkeepers; the District does have a manual and more importantly we have an annual refresher for bookkeepers to go over any major changes. Mr.

Brown goes out to meet one-to-one with the new bookkeepers. Dr. Browder will share with the Board a copy of the training that is used.

- Regarding a document that will come before the Board for approval at this evening's Board meeting, Dr. Browder mentioned that the educational facility plant survey document has a mistake in terms of the amount put into the document for refurbishing a school vs building a new school.
- United Way Race – he would like to say Mr. Teuber did very well and can't believe Dwayne [Alton] didn't let Mr. Teuber win. He spoke of racing with retired Chief Hart.
- Dr. Browder spoke of a parent who called him last week about an inappropriate web site that her son was able to go into at one of our elementary schools. We discovered that there are inappropriate cites and by just typing in a name, the user can be brought to an inappropriate cite. He stated that Dwayne Alton, (ITF) is testing every name by typing in the name to see if the inappropriate cite pops up. Dr. Browder further stated that this parent took it upon herself to help us and he thanked her publicly.
- Dr. Browder pointed out that in speaking about the move, he called the new building "Central Services" and advised the Board that the District will stop using the name Metro.
- Dr. Browder advised the Board that Mrs. Charlotte Rafferty is in Washington, DC. receiving the National Elementary Principal Recognition Award and Dr. Browder hopes that the media will take the opportunity to do something positive on this story.

Meeting adjourned at 4:46 p.m.

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Jeanne S. Dozier, Briefing Meeting Chair

ATTEST:

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James W. Browder, Ed.D., Secretary and District Superintendent

*An audio/visual tape of this meeting has been produced to provide a verbatim record of the proceedings. Members of the public may obtain a copy of the tape of any meeting by making a request for such through the Communications Department and paying the actual cost of copying the tape. Members of the public may view any Board meeting tape at the Communications Department at no cost. Anyone wishing to view a Board meeting tape should contact the Communications Department at 337-8327 to make such a request.*