



**School Board Briefing Meeting**  
**Tuesday, November 21, 2006**  
**3:00 p.m. – 4:47 p.m.**  
**MINUTES (Approved: Jan. 9, 2007)**

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**CALLED TO ORDER:** Steve Teuber Meeting Chair - until Dr. Kuckel's arrival

**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 Internal Auditor  
Dr. Jane Kuckel, arrived at 3:26

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

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Dr. Browder advised the Board that Dr. Kuckel would be delayed due to a surgical procedure and until her arrival, Mr. Teuber will Chair the November 21, 2006 Briefing Meeting. Mr. Teuber called the meeting to order at 3:04 p.m.; and advised that Dr. Elinor Scricca will not be present at this meeting.

**Board Members**

**1. Special Areas of Board Involvement/Report**

**Mr. Chilmonik**

He spoke of his swearing-in ceremony last Thursday.

**Jeanne Dozier**

Mrs. Dozier expressed to Mr. Chilmonik that she had family business out of town and was unable to be at his swearing-in ceremony. She did, however, view it and congratulated him. At the Construction Advisory Committee meeting, the new members were introduced. At a recent Board workshop there was discussion related to what the assignment/challenges of the advisory committees would be; and the Construction Advisory Committee is busy working on that. Mrs. Dozier spoke of the Edison/Ford Holiday House event and that we have been asked if we would like to host an evening. If anyone is interested in volunteering, please advise Mrs. Roberts (ext. 8303). Regarding the Legislative Day held on November 17, 2006 Mrs. Dozier thanked all the delegation members for their input; thanked Mrs. Crotty Mrs. Boyle and Mr. Donzelli for everything they did to make the day so successful. The Annual Report is receiving accolades. Mrs. Dozier indicated that in the future we might want to consider doing it on the same day of the Horizon Council meeting.

**Steven Teuber**

He spoke of Dr. Scricca's Pride & Patriotism Event held on November 10<sup>th</sup> and that it was a great occasion with great performances. He stated that he was disappointed that the event received no media coverage. Mr. Teuber attended the Mini-Grants for Teachers Awards Program with Mr. Chilmonik to present awards. The Foundation gave almost \$70,000 to the teachers and Mr. Teuber noted that this is a great program. Regarding the IB Accreditation representatives came to review our programs at Cape Coral and Riverdale – they were impressed with both schools. Legislative Day (November 17<sup>th</sup>) was a great success; delegation was attentive and we had strong dialogue.

**Academic Services – 2008 Graduations**

Dr. Browder asked the Board if this issue can be discussed when Dr. Kuckel is also present and suggested moving on to the 2007-08 Instructional Calendar discussion. The Board members agreed.

**Human Resources – Dr. Browder / Dr. Adkins**

**1. 2007-08 Instructional Calendar Discussions**

The proposed calendar reflects the new legislative change to §1001.42(4) (f), F.S. that requires the first day for students be no earlier than 14 days before Labor Day [9/3/06]. The Board had suggested that the Calendar Committee come up with two calendars ~ the group came up with one stating that if they developed two calendars and held on to them until mid-May, family plans couldn't be made for next year based on the two calendars. The committee decided and respectfully submitted one calendar that they believe even if the Legislators change the dates it would be too late to bring it back to the public. The Wednesday before Thanksgiving Day is not a hurricane make-up day; first semester ends after Winter Break. Mr. Chilmonik spoke of how hard working and interesting the work of this Committee is. He will support the recommendation this evening.

In response to a question raised by Mrs. Dozier if the calendar meets the current legislation on the books, Dr. Browder responded that the District is in compliance. He further stated that once this calendar is approved, it will be the final calendar and no alterations will be made in spite of Legislative changes. Mrs. Dozier thanked Mr. Chilmonik for serving on this committee; and thanked Ms. Mutzanard, Dr. Jones and all those who served on this committee. Mrs. Dozier will be supporting this recommendation this evening.

Mr. Teuber thanked Mr. Chilmonik for his leadership on this committee and questioned the 24 holidays on the calendar to which Dr. Browder responded. [*Dr. Kuckel arrived at 3:26 p.m. and took over as Chair of this meeting.*]

**Academic Services – 2008 Graduations**

Dr. Browder asked the Board Members to review the attached document and after the Board studies the proposed schedule, it will be brought back for further discussion. Mrs. Dozier mentioned how she has advocated something like this for several years, and doing ceremonies in one day is ambitious but taxing on staff; but this is proactive approach in lieu of the District's growth and opening of high schools. She will support this, but asked that we have a good campaign to let parents know about what we are considering. Mrs. Dozier would like to have this item as an agenda item at the Town Hall/roundtable discussions. Dr. Kuckel suggested that we should obtain feedback from high school parents through the strategic listening devices.

**Business Services**

**1. Administrative Software Project – Business Software Solution**

A binder entitled *Administrative Software Project – Business Software Solution* is made a part of these minutes. The Board is being briefed on a recommendation for a business software solution and a recommendation will be brought forward today for a business software solution – recommendation specifically addresses the top ranked vendor. Mr. Legutko gave the Board a history of this project and stated that this discussion is only related to the Business Software Solution which would replace a 30-year old system which is long overdue to be replaced in today's technology environment. Ms. Dolores Shelhorse began her Power Point presentation on this topic but before that, she asked the members of the Evaluation Committee present at this meeting to stand and be recognized for all their hard work. A request made by Mrs. Dozier related to surveys is to include the obstacles and situations teachers and parents have encountered and they might have suggestions for improvement. In response to Mr. Chilmonik's question on how much money is being spent, Ms. Shelhorse stated she does not have that information, but the Department of Education requirements impacts every department within the district and can be a substantial cost. Mr. Chilmonik requested that information.

Dr. Browder will bring this to the Board for recommendation at the December 5, 2006 Board meeting and complimented the hard work and millions of dollars saved by the hard work of Mrs. Shelhorse as well as the staff.

**Executive Services – Dr. Browder / Will bring to the Board at the next Action meeting [December 5, 2006].**

1. Rules/Policies/ARs (Public Hearing on 12/5)

Mr. Martin gave a brief overview of the revisions of most of the Administrative Regulations and Policies for the Board's consideration at the December 5, 2006 Public Hearing. These AR's and Policies are made a part of these minutes.

**AR-1.23, Distribution of Handouts by Students (new)**

The Adoption of AR-1.23 is being recommended to establish a process for students to request permission to distribute handouts on a school campus.

**AR-3.15, Advertising**

These revisions are being recommended to clarify the standards for review of advertisements in school publications.

**AR-2.49, Authorized Travel Expense Reimbursement.** *There was a consensus to PULL AR-2.49 and not bring it forward for official action at the December 5, 2006 Board Meeting. The item will be brought forward for further discussion at the Board Workshop on December 6.* These revisions are being recommended to limit reimbursement for travel to and from Board Member's residences to just that required to attend meetings of the School Board. The reason for further discussion is to develop the AR to cover the required meetings Board Members must attend, such as the Value Adjustment Board where reimbursement should be allowed. The Board will give clear direction to Mr. Keith Martin, Board Attorney to cover those issues. **Pulled from the December 5, 2006 Regular Board Meeting.**

**AR-3.61, Transportation of Students in Vehicles Other than School Buses** - These revisions are being recommended to clarify the students to which the Administrative Regulation applies. Dr. Browder was asked to discuss this AR further with Dr. Karas for the inclusion of Pre-K students. **Pulled from the December 5, 2006 Regular Board Meeting.**

**Policy 3.31, Community Involvement Opportunities**

These revisions are being recommended to establish a process to assign tasks to Board Advisory Committees. Discussion focused on the need for language for volunteers; if policy is enacted for volunteers what about the violation of it? Dr. Kuckel suggested that this should not be stated in language. Dr. Browder will try it without the language/policy and the first topic for all 5 Advisory Committees will be Safety.

**Policy 1.51, School Board Internal Audit Function**

These revisions are being recommended to clarify that the policy addresses the "School Board" Internal Auditor and correct a statutory reference.

**AR-2.46, Managerial Discipline Guidelines for Transportation Employees**

These revisions are being recommended to provide a common understanding of the expectations and penalties for specific offenses and update the common basis for the application of an equitable progressive discipline system. *Mrs. Dozier will support this but suggested the District have a plan in place on how our new employees will get this information.*

**Policy 3.11, Parent Family Support – Pulled from the December 5, 2006 Regular Board Meeting.**

These revisions are being recommended to include language regarding training of school personnel, notification and policy evaluation. *Discussion focused on the need for an explanation on why original language in this Policy had been removed. Dr. Browder will have this item pulled and will have Dr. Karas and Dr. Clarke bring back to the Board an explanation of the changes in this Policy.*

**Student Assignment Plan for 2007-08 – Browder presented this.**

Adoption of this plan - There are a number of miscellaneous grammatical and clarification changes as well as changes that reflect new department names.

**Dr. Kuckel – Board Involvement Report**

Dr. Kuckel apologized for being late and went on to give her report. Dr. Kuckel attended the S.O.S. (Support our Schools) meeting at Michigan Elementary a mentoring program hosted by Johnson Engineering, where businesses adopt a school in Counties where Johnson Engineering has an office; and employee contributions are made to the particular school adopted. Gov. Bush has urged the business community to emulate Johnson Engineering and adopt a school. Dr. Kuckel acknowledged Dr. Marie Dinon for this venture. Dr. Kuckel attended the Uncommon Friends ceremony recognizing five teachers. Dr. Kuckel thanked Mrs. Dozier for a great legislative breakfast on November 17<sup>th</sup>. Dr. Kuckel attended Mr. Chilmonik's swearing-in ceremony; and attended and spoke at the Dillard's ribbon-cutting ceremony – Dillard's has contributed money to the beautification project at Estero High School. She participated in the ribbon-cutting ceremony for the new Estero Park located behind the high school – a wonderful example of collaboration between county and school district.

**Public Comment** – Mr. Martin addressed the public comment guidelines.

No one approached the podium.

**Board Attorney – Mr. Keith Martin**

Mr. Martin spoke on another portion of House Bill #7087 related to termination of school enrollment by a student and the added duties to staff related to that student's termination. These include a formal, signed declaration of intent to terminate; an exit interview; informing student of options to continuing education.

**Board Internal Auditor - Mrs. Julie Nieminski**

No report at this time.

**Superintendent's Comments** - Dr. James Browder

No report at this time.

Dr. Kuckel adjourned the School Board Briefing meeting of November 21, 2006 at 4:47 p.m.

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Jane E. Kuckel, Ph.D., 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.*