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THE SCHOOL BOARD OF LEE COUNTY
School Board Briefing Meeting – M I N U T E S
Tuesday – December 5, 2006 / 3:30 p.m. (Approved 1/23/07)

Attendees: Mrs. Jeanne S. Dozier, Board Chair
Mr. Steven K. Teuber, J.D., Board Member
Dr. James W. Browder, Secretary & District Superintendent
Dr. Jane E. Kuckel, Board Vice Chair
Mr. Keith Martin, Board Attorney
Mrs. Julie Nieminski, Board Auditor
Mrs. Denise Mangus, Recording Secretary

A. BOARD MEMBERS (Dr. Kuckel, meeting Chair, called the Briefing to order at 3:32 p.m.)

1. Board Committee Chairperson Reports – Art Steidl, Construction Advisory Committee (CAC) Chair, noted Reggie Snell (Construction Services) asked re difficulties/things to discuss; HVAC was noted (this is big item for Mr. Steidl's employer, Bonita Bay). The subject is real technical but good maintainable systems are key; the CAC talked about this for two full sessions, with suggestions made (tighten control specs; factory-run testing on all equipment; hiring respective mechanicals-a/c agent as important for all prototypes; explore all components alternatives/look into sole sourcing). Bill Moore responded to Mr. Teuber, re commissioning agents' testing of our systems, that we've started this—testing out workability, system delivery to specs, conditions, etc. Dr. Browder noted systems operate differently than when people are in buildings (load-wise); adjustments are made during the year. Mrs. Dozier noted Mr. Steidl's outstanding job to-date as committee chair, as it's a good/committed group looking to get best for dollar and safe schools. The new East Lee County High School will be toured tomorrow. Dr. Kuckel noted appreciation of leadership and the great job addressing the different areas. Dr. Browder noted committee recommendations will go through staff/him. All agree re standardizing; there's been conversation on controls. Sometimes choosing not to take action will occur but a determination to do so later might. Dr. Kuckel wants a process for how we address as she doesn't want committees frustrated—is it feasible (doesn't have to a yes or no, but communicate to the committee).

Mrs. Donna Butts, District Advisory Committee (DAC) Chair, distributed a one-page report (handout copy on file). DAC has 95 members, DAC Executive has 10 members, and there are four subcommittees—elementary, middle, high, and District/Board-appointed; the business discussed inside the four subs drives DAC in general. Presentations on security (by Richard Shaffer) and the Call Center (Linda Boyle) have been given. The sub-committees' agendas of major concern this year include: **ELEMENTARY** – safety, bullying, curriculum consistency, ESE, and transportation; **MIDDLE**—parent involvement, transportation, overcrowding/FTE, ParentLink, technology on-site, campus use, safety, A++ initiative, and teaching Reading in middle school; **HIGH**—dropout prevention, scheduling, ESE inclusion, academic majors offered, security, athletics/NCAA; and **DISTRICT**—translators' availability, transportation, health/safety issues, ParentLink, and technology. Mrs. Butts happily noted Mr. Martin's training sessions for new members are on the District's website.

Dr. Connie Dennis, Curriculum Chair, noted their committee has 14 members, with division into areas doing research—literacy, comprehensive career and tech ed, dropout, meeting needs of advanced learners; the area of integrating technology and curriculum is being investigated. Research is midstream and as to what's current District practice versus what needs further looking into. The committee will discuss before making recommendations. Dr. Dennis noted Dr. Jones going over the guidelines last meeting (rough summer draft). Dr. Brunick will speak at the next meeting on ESE and advanced learners. Mr. Chilmonik will talk about technology and curriculum. Dr. Browder noted that one thing for integrating into committee discussion is information around brain research (noted at recent FSBA) and reading instruction; another article today (administrative magazine) noted how phonemic research and phonics related; with practice, people can start reading (with talking, far-reaching effects). Dr. Browder will meet tomorrow

with Dr. Tihen. Major research institutions are noting examples—e.g., five areas of reading and the brain, stimulating portions of the brain (helping dyslexics read).

Mr. Teuber read David Hall's report from the Finance Committee. Staff appreciation was noted plus new members welcomed. In review of the final budget package, all questions were answered satisfactorily; work has begun with staff on next year's budget. There's been work with staff to develop standard monthly financial statements to review/monitor District's progress toward financial goals. Also reviewed status was the new software program status as well as discussing ways to increase District earnings on its idle cash. [*Re Compliance Advisory Committee*, Dr. Browder thought Dick Young (for Jack Eikenberg) was to speak. Dr. Kuckel noted the group's work re the Call Center (recommendation in near future).]

2. **Special Areas of Board Involvement/Reports**

Mrs. Dozier noted the FSBA conference last week; re the resolution at the Special Board Meeting, it will bring money to the District. FSBA is in the process of filing a lawsuit (the FSBA Executive Committee gave direction) re charter schools and guidelines, boards, denials, etc.; Mr. Teuber noted the critical effects of how we do business. There are a lot of ideas which can come from teachers, superintendents, and the FSBA. Mrs. Dozier noted coming back and talking with Dr. Browder regarding the brain research piece which could be phenomenal to our kids for catching up. Principal Vonnie Bryan's work re brain research was noted. Separately, another item was noted of growth projection discussions; Jason Wermers (News-Press reporter) asked Mrs. Dozier about this yesterday. A reminder was provided about the 12/18 Legislative Delegation meeting at Edison College starting at 1:00 p.m. (Mr. Teuber had no comments.) Dr. Kuckel acknowledged the advisories and other organizations, noting the FSBA is very valuable; everyone wins when sharing/"shamelessly stealing."

B. **ACADEMIC SERVICES** – none

C. **HUMAN RESOURCES**

1. **Special Teachers are Rewarded (STAR) Plan** [Outstanding Teacher Performance Pay Plan] – Dr. Browder complimented Dr. Adkins and Ms. Mutzenard for forethought in putting into contract as portion (we're 1 of 3 in the state for ratification). Dr. Adkins is on top of the subcommittee; there's submission, with awaiting final approval (should come in next month for approval to state board). DOE hadn't got back final revision; Dr. Browder noted we're in the window. Dr. Kuckel noted being ahead of the game. Dr. Adkins invited Ms. Mutzenard to provide an update (agenda backup on file) and thanked her efforts and others'. Dr. Adkins noted the Chancellor has provided feedback (with the plan being further revised). A big pat on the back is to be given to Dr. Browder re talks and school-wide efforts; the old merit pay (1980's) caused morale problems.

Noted was 25% for cooperation of common goals; 50% required be state (individualized learning gains—critical program component). One change is final performance assessment piece—they really had issue re 12 accomplished practices/components. State said if there's more than one satisfactory rating, not eligible for STAR; our plan puts outstanding with three Es (we'd discriminate among those). Hillsborough's method followed; portions of the assessment instrument are selected (and then pulled in—5 specific indicators out of 12). To go to committee are: assessment, planning, human development and learning, communication, and knowledge of subject matter. The final say from the committee on 12/14 will be for moving forward. Basically, the last 25%--the aforementioned five areas: graded and ranked according to how evaluated on those areas. Re two-tiered method, it was figured we have to do from the start. To be compliant with the law, teachers have to be notified of the evaluation method by a certain date.

Ms. Mutzenard noted the collaborative relationship we have had over years; and being up front at negotiations; generic language was brought to work on. Not all is totally happy but there's work on it and they'll get it out to teachers. Lee is 1 of 3 (of 67); compliments were noted to Dr. Adkins, Ms. Mutzenard

and the group for coming up with what's right for students and teachers. Dr. Browder is very proud though others may have angst around him. Mr. Teuber commended both sides of the organization, as with the superintendents' organization (besides FSBA) in what comes down from legislature; we work with cards dealt to us. He commends setting the lead; legislators will listen and look at those trying to make it work. Ms. Mutzenard noted Lee was one of the first counties to have performance pay back in the late 1990's. Mrs. Teuber noted thanks to all for the difficult task but the collaborative relationships; having to educate legislators; and thanks for continuous improvement and tweaking for letter of law.

D. ADMINISTRATIVE/SUPPORT SERVICES

1. **Five Year Capital Projects 2006-2011** – Plan is put out of what plant survey puts out; process starts in 3rd year without waiting until 5. Dr. Browder explained if 5 years waited for, we'd be 20,000 students behind; we'll start looking at every 3 years to stay in front of growth. The one-page list today (copy on file in agenda back-up) is of the next 5 years. It was noted that building replacements for Heights ('08) and Lehigh Elementary ('09) will be done; Maintenance spends much time at these two. The remainder in the chart aligns with growth and new properties/projects (18 in next 5 years); there were 26-28 but we're down significantly. Impact fee numbers are down based on what's happened but analyzing will continue as well as looking at growth. Of the 3,600 new students, we had largest numbers (most counties declined). Dr. Browder responded to Mr. Teuber that a prototype will be put at Heights (large parcel) with 1,200-1,300 student stations (instead of 1,000). The goal every time is to add stations. There's extra property at Lehigh. Open concept schools are being looked at (Caloosa replaced). In trying to match Mike Smith's projections, space needed is examined and class size (latter being worked hard on by Lee Legutko and Ami Desamours). First estimating conference is October; Dr. Browder looks at numbers and is inclined to step further back (due to property tax, insurance relief). A boom's occurring in the center of state. Per Mrs. Dozier's question, current Heights capacity is 850-900; it'll be increased to 1,200-1,300 (size of Pelican and Skyline additions). Mr. Moore, with Dr. Browder, noted saving property monies; property's analyzed to see where we can add or not to maximize. There's been a phenomenon of more parent pickup (e.g., Orangewood to stack cars); Dr. Browder noted more individuals picking up students due to further from home, separated families, etc. High school parent pick-up even increased; parents are becoming more involved due to safety and looking at their job site versus school locale. Dr. Kuckel noted keeping an eye on impact fees. Dr. Browder noted representing the Board at the County Commission and thanking the latter for support (who knew our county had most new students in state). Impact fees don't cover the costs of new construction; impact fee studies done two years out (annual vote).

E. BUSINESS SERVICES

1. **Proposed Bell Times for 2007-08** – Dr. Browder noted critical time going into the new Choice season; there are minimal changes. Alva Middle Elementary are same. Re GPS and Zone Directors, there's real effort for efficiency brought to the table in assuring we have most as possible to effectively route. River Hall change will save 10 buses in East zone; \$350,000 in taxpayer monies saved. Dr. Browder noted changing movements allows us to maximum use of what we have; ALC Central, West, LAMP, and Royal Palm will be as high school times (making sure corrections are made on paper, Per Mr. Martin). Dr. Browder noted, per Mrs. Dozier's question, that children arrive within 30-minute window (no kids held on buses) so kids can get breakfast; it's about transportation drop-off and getting them to breakfast. We're proactive in publicizing and notifying parents. SACs and teachers have been spoken with (alternative schools are a matter of change on paper). Mr. Perry stands ready to deal with Royal Palm change.

F. EXECUTIVE SERVICES

1. **Parent Information Center (PIC) /East** – Analyzed data re the Central PIC discovered tremendous East Zone growth, PIC's needed/said to do. Central PIC will be maintained; convenient to Health Department (critical shots/records). Dr. Browder noted we can buy or lease; Operations Committee will look at plenty of property. One perfect location example is 3.90 acres for \$2.5 million or lease \$15,000/monthly—which is 50% more than current market (was model center, on cul de sac, can accommodate 6-7 people, close to

Health Department); we could set up tomorrow. He'll ask staff to keep looking; there's a closed drug store (more space than needed but in shopping center with parking); if bought now, may be able to profit later. Another option is for Robert George to bid on street to put in large portable building on current property (around \$200,000 +/- for temporary site and use structure elsewhere). Mrs. Dozier feels \$15,000/month high ball figure but property values will go back up. Mr. Teuber noted Dr. Scricca would want to weigh in on this conversation; the Lehigh commute can be difficult, and the Board has said it would support. Dr. Browder will review different options and speak with Board Members.

G. PUBLIC COMMENT – none

H. BOARD ATTORNEY & INTERNAL AUDITOR/SUPERINTENDENT'S COMMENTS – Mr. Martin explained that personal notes brought to a Board Meeting (created or brought) are public record if intended to use or communicate/effectuate performance of duties; if notes not related to performance of Board duties or if making notes in course of meeting and later speak from them, it's public record (or taken during course of meeting and letter/memo created in performance of duties—creating knowledge). Notes/documents re performance of duties are to be maintained and left with the recording secretary to put with the agendas (brought to conclusion in 2004). Separately, Ms. Nieminski, re the purchasing audit status update, noted 100% of testing is almost completed at this time (waiting on other documents and reports) to merge into her work papers; she'll summarize into preliminary findings (she has to sit down with management and review summary; then there'll be discussion, with recommendations to come). Some items are manual but conversion to automation is ongoing. Based on audit process, there's 10 days for management to respond (final report forecasted for end of January). Lastly, Dr. Browder mentioned the shading for direct material purchases; re ones at the top, the actual change orders being paid—e.g., Leonard & Leonard (transportation facility); roadway within the City of Cape Coral--\$40,000 (Cape paying \$20,000) received today. Last week's FSBA and superintendents' meetings were very beneficial, and they provide the opportunity to look at best practices throughout the state. The meeting adjourned at 4:57.

/dwm

MINUTES BOOK NO. 41 - FY07

Jane E. Kuckel, Ph.D., Meeting Chair

ATTEST:

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

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