



## THE SCHOOL BOARD OF LEE COUNTY

### WORKSHOP – MINUTES (APPROVED 3/13/07)

**Tuesday, February 6, 2007 - 5:00 p.m.**  
**Human Resources Conference Room**

#### **Present:**

Mrs. Jeanne S. Dozier, Chairman  
Mr. Robert D. Chilmonik, Board Member  
Dr. Elinor C. Scricca, Board Member  
Mr. Keith Martin, Board Attorney  
Dr. Constance Jones, Chief Academic Officer  
Dr. Richard Itzen, Director, Continuous Improvement  
Mrs. Martha Crotty, Coordinator, District Operations  
Mr. Legutko, Chief Financial Officer  
Ms. Sonia M. Roberts, Recorder

Dr. Jane E. Kuckel, Ph.D., Vice Chairman  
Mr. Steven K. Teuber, J. D., Board Member  
Dr. James W. Browder, Ed.D., Superintendent  
Mrs. Julie Nieminski, Board Auditor  
Mrs. Linda Boyle, Coordinator, School Improvement  
Dr. Greg Adkins, Executive Director, Human Resources  
Mr. Michael McNerney, Chief Administrative Officer  
Mr. Armando DeLeon, Director, Trans. South  
Mr. Larry Tihen, Executive Director, Curriculum & Staff Development

#### **Order of Business**

**I. Call to Order** - Mrs. Dozier, Board Chairman, called the workshop to order at 6:00 p.m. Mrs. Dozier suggested changing the order for discussion of the agenda and to begin with Process for Substitutes and then Board Goals/Strategic Planning.

#### **II. Discussion - Process for Substitutes**

Dr. Browder spoke about the documents given to the Board Members: *AR-2.17 Substitute Teachers* and *Process Documentation – Do Not Use Substitute Process* (attached and made a part of these minutes) and stated the processes have been followed for 15 years by the district. He gave assurance that all substitute teachers are treated in a reasonable and fair manner and there have been no changes made to the process. Dr. Browder clarified item #4 of the Process Documentation and discussed the process and the departments involved in the process. Dr. Kuckel spoke in support of the process and stated that substitutes are not full-time employees and the principals should have complete authority over the people who go into the classrooms. Mrs. Dozier stated that after reviewing the process, she agrees with Dr. Kuckel but indicated we have an obligation to the substitute teachers for the service they provide and asked about other districts' processes and suggested that we send this back to staff for review to see if there are some things in the process that can be improved upon. Mr. Teuber is not in support and stated that the principal should have the autonomy to run his/her school. Dr. Adkins commented on the steps taken by his staff to meet the process.

Dr. Browder stated that he does not want to limit a school's ability to put someone on the list. Mr. McNerney spoke of the process schools have in place; Dr. Browder suggested putting a box in the process that the schools will coordinate with subs as appropriate. Dr. Kuckel commented that a feedback process would benefit the substitutes but hesitates to move beyond a feedback process as this could cause principals to do a lot more paperwork and possibly open the district to litigation. Mrs. Dozier spoke of standardizing the process for subs in every building with the exception of some high schools and elementary schools. This will be studied. Dr. Scricca suggested surveying the principals and obtaining input from them to develop a process if indeed one is required. Mrs. Dozier suggested we will come back to this and make certain that it meets the needs of schools and employees to assure that subs are treated with a fair and consistent process.

**III. Board Goals & Strategic Planning** (Policy 1.11 Board Goals and 1.20 Strategic Planning is made a part of these minutes.)

Dr. Scricca suggested taking all of the goals for review to condense some of them and insert into the strategic plan. Dr. Kuckel suggests taking on one or two topics that can be data driven and measured and develop a plan of action. Dr. Browder discussed a document he prepared and distributed entitled *Example Board Goals FY08 – FY12* which shows specific goals and the measurable for each of them. Mr. Chilmonik spoke of the issues being discussed at his meetings with the state. Mr. Teuber would like to see science and math components in every

class taught in the District and mentioned such components can become another District trend-set that the state could follow. Dr. Scricca suggested identifying three or four broad general goals through the strategic plan. Dr. Browder indicated that he is presently giving the Board six month status reports and said he can update the Board on the progress of the strategic plan in measurable terms. Dr. Itzen stated that his staff is putting in place a process to see exactly which division is working on each of the goals in the current strategic plan. Mrs. Dozier summarized and suggested there be six (6) Board Goals to take back and ask staff to put together in measurable form:

- Teacher retention
- Graduation rates
- Drop-out rates
- Reading levels – students will be reading at grade level
- Math & Science Component at each grade level
- Every graduate from high school will speak and write English

Dr. Scricca suggests revisiting the strategic plan to improve some things. Dr. Browder is developing an update on the class size amendment so that our schools can review this data daily. Dr. Tihen discussed an international language program that includes a grammar and reading component that can be integrated very well into some of the reading and writing components. Dr. Kuckel suggested a review and re-organization of the strategic plan. The Board members agree with this. Dr. Browder will get back to the Board on this in three weeks – at a Briefing of 2/27.

#### IV. Good of the Order:

Mr. Martin. On the issue regarding the process for substitutes, Mr. Martin raised a concern he has when steps are added to the process for substitutes. He indicated that there is the possibility of defending those added step in litigation. Dr. Browder will go back and work with staff to see how this can be refined. The Board gave consensus for Dr. Browder to review the process with staff and share his findings with the Board. Also, Dr. Browder will speak with the principals and will advise the Board of those discussions. Dr. Browder handed out a copy of the new policy manuals which will be on the agenda for this Tuesday's meeting. Mr. Chilmonik discussed the Cuthill & Eddy report that he reviewed; he stated an idea of the state to place a reading teacher in each classroom. Mrs. Dozier asked Mr. Chilmonik if he would discuss the following with State Administration: to get our teachers' salaries in line; what about tax reform and sales tax exemption conversations with the State. Dr. Scricca spoke of the Education Center tour and wrote an article in *Lee in the Loop* about the Center. Mr. Teuber took this opportunity to thank all staff present at this workshop. Mrs. Dozier asked the Board to take this time to select one of three possible dates for the March workshop: March 1, 5, 6. The Board Members selected Tuesday, March 6 from 2:00 – 4:00 p.m. for the next workshop. The date for the Master Board Training is August 16, 17 and Mrs. Dozier will be out of town at the President's Retreat. Consensus was given for this item to be put on the shelf and present it back for next year. Mrs. Dozier mentioned that while in Washington recently, someone spoke highly to her about Mr. Keith Martin's expertise.

**V. Adjournment** - Mrs. Dozier adjourned the Board Workshop of February 6, 2007 at 7:40 p.m.

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*MINUTES BOOK NO .41 FY07*

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**Jeanne S. Dozier**, Chairman

ATTEST:

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

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