



VISION
To be a world-class school system.

THE SCHOOL BOARD OF LEE COUNTY
School Board Briefing Meeting – M I N U T E S (Approval 10/23/07)
Tuesday – October 9, 2007 / 2:30 p.m.

Attendees: Mrs. Jeanne S. Dozier, Board Chairman
Mr. Robert D. Chilmonik, Board Member
Dr. James W. Browder, Secretary & District Superintendent
Mrs. Julie Nieminski, Board Auditor
Dr. Jane E. Kuckel, Board Vice Chair
Dr. Elinor C. Scricca, Board Member
Mr. Keith Martin, Board Attorney
Mrs. Denise Mangus, Recording Secretary

(Dr. Kuckel called the meeting to order at 2:39 p.m.)

A. ITEMS WITH GUEST(S) – none

B. BOARD MEMBERS

- 1. Special Areas of Board Involvement/Reports –** Mr. Chilmonik noted congratulations on Ford's \$30,000 award and Partners in Education event; he participated in Cape Coral's Columbus Day and Cape High's homecoming parades, noting the latter's logistic difficulties worked out by the Principal and the police department.

Mrs. Dozier toured High Tech's new cosmetology room and requested grand opening flyers. She noted the recent bank-sponsored new teacher social which was well attended with a diverse/enthusiastic group. She met with Susan Waite regarding the Construction Advisory Committee; some things were looked at strategically and to better serve the Board (ideas will be forwarded from a meeting with Dr. Browder and Mr. Moore). Mr. Martin's outstanding job at the 9/26 Board Advisory Committee Orientation was noted. Mrs. Dozier did a tour with Bob Wimbush of Tropic Isles (he champions this school). Pride & Patriotism (P&P) committee for 11/7 event continues to meet (twice last month). Mrs. Dozier expressed thanks for District academics' reception at Edison-Ford Estates and for PIE function where Lt. Gov. Kottkamp spoke and later toured schools (extremely impressed). Mrs. Dozier noted the Leadership Lee event at Franklin Park. She attended a DOE K-12 conference/innovative fair; there were three different breakout sessions, and she gave accolades (noting Jana, Carl, Denise) for Dunbar High technology presentation (utilized the full presentation time; resulting interest and questions). Ida Baker and South Fort Myers High Schools also did outstanding presentations. She noted there's a new DOE Commissioner. District United Way campaign kicked off Thursday. She noted yesterday's meeting of the Florida Education Alliance (Florida associations represented by the state school board, superintendents, administrators, chambers, parent-teacher organization, Florida League of Cities, colleges/universities); purpose was finding common ground to all forward together. There'll probably be a national D.C. conference. Other states have learning alliances; one Florida issue will be tax structure. She noted personal thanks to Mark and Matthew Barrett. She asked the Board if they would like to discuss an ESE Board Advisory Committee at a workshop (has list of some who want to serve--local physicians). Re Dr. Scricca's question, there is an ESE committee (meets quarterly); some want a Board Member liaison, and Mrs. Dozier has thought about rotational. Dr. Browder noted the ESE committee was started about five years ago and went to meeting four times yearly; they do training, bring in speakers, and have opportunities to bring issues and have been very successful in implementing IEP change, with advocacy around this. He noted this could be re-crafted, if it's the Board's pleasure, and he'll look forward to discussion at the retreat. Mrs. Dozier asked the Board to be mindful of the 11/12/07 retreat (1:30 p.m.) at Edison College.

Dr. Scricca gave kudos to Principal Dwayne Courtney for their recent business partners' breakfast; separately, it's hoped to have a P&P visit by Lt. Gov. Kottkamp and/or Gov. Crist. DAC will hold its officer elections at tomorrow's meeting; Dr. Scricca is still suggesting a comprehensive high school tour for this group. She feels the District's continuing receipt of accolades/tributes is largely due to the Superintendent's leadership and staff, with this School Board—for the most part—working as a team for the betterment of the student population.

Dr. Kuckel noted the well-attended Compliance Meeting and outgoing chair/member, Dick Young, who received a certificate; he served on committees 7 years. Dr. Kuckel noted a focus for Compliance, looking at processes in place and doing checks/balances to ensure we're running effectively/efficiently (and regulatory). Mrs. Nieminski shared her role and is doing a wonderful job and will be doing an ESE audit. Bob Brown is also doing a good job re the internal audit process. Many on the committee have a background in auditing, business, finance.

C. ACADEMIC SERVICES

1. **Revisions to the 2007/08 Athletic Manual** – Dr. Browder noted revisions for compliance with the Florida Athletic Association rules; there were no local changes.

D. HUMAN RESOURCES – none**E. ADMINISTRATIVE/SUPPORT SERVICES**

1. **Change Orders/September 2007** (no discussion) – see back-up on file with minutes.

F. BUSINESS SERVICES

1. **Digital Divide Program Overview** – Dr. Browder noted Dunbar High changes; students have ability to operate on worldwide stage and certifications received for passing (speaks for program quality). Computers are to be provided for students who can't afford them; he noted personnel inside the program. Students can upgrade/update relic computers in our system (or have been donated). We've collaborating with business partners (they give us computers, software, and items within computers to be reconditioned by students, with the latter receiving awards for performance and support letter of recommendation). There's funding via partners for work with Dunbar High. Mr. Alton's department can provide some support (materials) which would amount to a minimal amount of less than \$5,000/year (though majority to be donated). As soon as the Board gives a nod, we can do this soon. Mr. Chilmonik noted this great idea is beneficial to students. Dr. Kuckel feels it's a great application for students like the automotive program, readying them for the job market with certifications and feels accolades will be received. The in-kind work by students is worth about \$50,000/year.
2. **ERP (Enterprise Resource Planning system) / Business Software Project** – Dr. Browder noted this started almost five years ago and acknowledged Mrs. Shelhorse's methodical binder (see file copy/PowerPoint—Tab 9, 20 slides); sections 1-8 give the history and the work on the student solution when this started and that learned in the process (we're moving along in). Dr. Browder noted it's big and it's been a chunk process to him; it's a daily part of our life/work ethic and what we do, allowing us to grow beyond our expectations and a big portion of what we're doing well. Kevin Ziemba (Executive Director—K-12 public sector, CIBER) went through slides. Whole emphasis really behind ERP is integrating all systems not currently supported by central IT—one place to go for data, for security, etc. Re different pages (notebook Section 9)/page 5, he feels is question of when—not if; page 6—implemented in multiple districts; page 7—systems today not easily changed/maintained (need ability to change, receive vendor updates, provide best practice, business foundation; used in commercial market also). We can improve and reduce individuals' intervention. There may be higher upfront cost but, re modernizing and standardizing, it can be implemented in 3-year period as they've a vendor who builds it already. Re Dr. Kuckel's question, updates are included in the package; there may be an additional cost if new core modules come out. Dr. Browder noted we've room for 27% growth within contract agreement without incurring additional licenses fees; maintenance support is paid annually—we would realize benefit of upgrades, catches, etc. If modules we're licensing are enhanced, we get benefit at no additional cost.

Re page 12, government model starts at Board level and goes down organization; all responsible to manage—from risk to issues to scope—and framework around governments key (document business practices; how to control from cost/resource standpoint). Re page 14, there's timeline (add pieces). Payroll has 18-month implementation; re Dr. Kuckel's electronic deposit question, TALC and administrative new hires required; we're reducing annually (SPALC different). Re page 15, Phase I and II noted (II complete 12/09; we would have contract/paid for by that time but our ownership and use of system goes on forever). Dr. Browder hopes we get 30 years of service (like last system). Mrs. Shelhorse noted ongoing calls for maintenance (in annual fee) which provides support from vendor, patches, system upgrades; there may be times when vendor releases major system upgrade and our staff will apply patches (could be additional consulting fees to help with major upgrade). Whole team's committed to adopt best practice (as quality organization) to re-engineer practices/align with this project; it's intent to not have customizations. Governance model in place was looked to this (governed by a group). Page 18 is a critical/key aspect; risk assessment could be 2-3 or 30-40 but we're trying to identify upfront for remediation. Re page 19, issues may not become risks; change orders is a bad word (won't be back to ask for more capital). Mr. Ziemba noted continual work on \$34 million.

Steering Committee are key process owners—e.g., Mrs. Shelhorse, Dr. Browder, Mr. Legutko—with about 25 people working on project; there's 14-member evaluation committee. Steering Committee's represented by different functional areas; Executive Steering Committee has all executive chiefs. Re Dr. Scricca's question on establishing scorecard criteria, Mr. Ziemba noted it's joint between them and project team; certain components they track will be looked at. District will look at other things re scorecard and is it key to how we operate (scorecard) and ranked/monitored. Per Mrs. Dozier's training question (\$2.4 million), Mrs. Shelhorse noted all in District to be trained (dollar value distributed to all); training piece is training us (SDLC). What happens, as District specific staff assigned and working on project, they'll be gaining knowledge how to configure system (their process as we develop system). We'll be using UPK that Oracle uses (others have used) to develop the training material as system developed; training will be developed at same time as system. Dr. Browder noted good example—Pinnacle; there are updates and other student solution systems. Some things we couldn't do before; we'll be able to collect data. One will get, at their desktop, certain budget components (Dr. Browder noted it could take up to two weeks before); all will be able to collect data.

Mr. Kiemba noted, from a project standpoint—each major process will have curriculum established for those working with that aspect (30 classes may develop out of financial but one employee may need five). After ongoing training, there may need for additional training; UPK houses that. We'll be able to use the courses and develop additional training. Mrs. Dozier inquired as to how the new system may look; Dr. Browder noted she understands the current and how to maneuver. Mrs. Shelhorse explained, re the Board's training, new system will impact virtually everyone (re November Board presentation); everyone in district will be involved in training—at some point/some level. It's the hope to, re implementation, identify the types of software that are associated with jobs (what you need to know to do your job efficiently); as we start to do employee orientation, depending on job to be done—what skills, what they'll need access to. As part of UPK, we'll be utilizing testing (you can go through yourself or with assistance; if self, will need to pass test to do job). All will retrofit within the District.

Re Mrs. Dozier's question on implementation timing during school year/seamless transition, Mrs. Shelhorse noted we'll go through the plan and re establishing timeline, there'll be working with consultant to identify problems such as this. We won't be doing training all at one time; training will be gradual and at different levels (subject matter experts, bookkeepers, principals, etc.). Dr. Browder noted that like a budget person or the finance person, within a department, this is about the business portion—a personnel specialist may be training, someone in payroll, etc. He noted a Personnel Action Form currently takes about 4 days and 6 people to go through; this is about the business side (not a curriculum person). Dr. Browder noted, per Mrs. Dozier's question on an effect on teachers, it's from a business standpoint—inside out—inside budget and go out to bookkeeper in school (maybe a teacher affected for budget). When APO automated, principals were brought in as a group. It is 2-1/2 years and snippets at a time (will be real important). The direct impact won't be on the teacher level but the business level, per Mrs. Shelhorse.

Phase II will have portal features (we will be able to see benefits, payroll, open enrollment); we do the plan and when plan's developed and timelines looked at, all factors impacting calendar will be considered. A change manager will be brought on to help implement the change and impact to different people instead of just introducing and flipping switch. Mrs. Shelhorse noted they done this as a group and lessons learned; research is garnered to help mitigate risks; in doing such, several things uncovered (we're trying to do to mitigate risks). One area is payroll; we're extending validity period to help mitigate risk; another piece is change itself (our goal—want it to be our practice to be quality organization). Dr. Browder noted it will be rolled out systemically. The change manager assists in getting 11,000 trained. LARS (leave/absence reporting system) has been rolled out and teachers are now doing; this is for business/financials (though some teachers may be impacted to some extent). Dr. Browder noted in the past his pulling of this item as this Board, prior to getting there, wasn't comfortable in how it was laid out. But in the last four years, he credits Mrs. Shelhorse and those in the audience for working on the layout; not all received their way but there was agreement as a group to give this system as much as we can within the project scope to help deliver services. Mrs. Nieminski has said (inside audit) that the present system doesn't tie together well but this will tie it together. Dr. Browder hopes to bring the recommendation forward at the 10/23 meeting for approval.

Dr. Kuckel commented, re an electronic tie-in of the Strategic Plan, though she knows it's our business service operations. It's unsure if the system will bring that document (as an example) together. Mrs. Shelhorse noted the system though will provide more data, quality data, and real-time data to drive data-decision making throughout

the District. Dr. Browder sees system giving us more meaningful information. Dr. Kuckel wants the capability visited of continual updated information for one document, tying together across Strategic Plan; Dr. Browder believes we can show how to utilize the business system and the student system to give that data. Dr. Tihen is working on a tie-in of data (testing); Dr. Kuckel wants capability of an ongoing update in one document. Another aspect she's talked about is customer satisfaction; Dr. Kuckel noted within hours—after personally ordering something, a user-friendly survey gathering her response, etc. It may seem like a great way for us that we have capacity to check back re customer satisfaction (in and out) for ongoing feedback. Dr. Kuckel noted hopes, re paperwork reduction, this has significant impact (versus adding responsibilities) and that there's continuing work with this application to make more efficient (from a conservation and staff member standpoint; it makes sense).

Dr. Scricca asked—re Strategic Plan, consumer satisfaction, etc.—if we will be able to introduce other types of strategies for introduction into the system (at now cost—that may not have been thought of; Dr. Browder responded affirmatively if it's inside of our ability—e.g., 27% growth rate. If additional functionality identified some years ago, there could be implementation cost (like today with new function). Mrs. Shelhorse explained that what is brought today is the business software solution—for human resources and financials; when contracts negotiated, needs and environments were identified, and the contract will satisfy requirements identified. When Mr. Ziemba spoke about not being back for money, it's related to this project; what was attempted to do in a discovery and needs assessment is to look to everyone on kinds of needs—implement other ways to do evaluations (available through this sweep). Student data is a separate chunk from this human resources product that will provide data. Reports can be developed (e.g., Strategic Plan) to bring data in automatically (piece will provide easy capturing); it's something we'll develop and initiate within system there. Dr. Kuckel thanked staff members, noting to Mr. Ziemba and Mrs. Shelhorse that this is very professional and logical.

G. EXECUTIVE SERVICES

1. Parking of Driver Ed Vehicles – Dr. Browder seeks agreement on this District procedure (current process for 10 years). Ms. Nunez collected other districts' data; some do through outside vendors and some like us—have drivers ed cars on campus or they're driven home. Dr. Browder wants thinking to start about a logical way for these vehicles, to talk with each Board Member individually (best thinking), to work Mr. Martin, and come back to the Board (consensus reached). In looking at other districts, it appears most leave vehicles on campus since fairly secure, with cameras.

H. PUBLIC COMMENT – Sue Jacobse stated she wasn't planning on speaking and noted the question—re ERP—is not implementing, mentioning the return on investment. She explained by asking what will it cost the District to “bubblegum” and not move forward. Ms. Jacobse noted those who speak at Action Meetings' public comment and then walk out right after; she asked what the reality would've been of not moving here (this building) versus those with descriptions of the facility and where would we be 3-5 years down the road and the impact as we go forward. She hopes to not see headlines tomorrow of a \$34 million system; she knows the District is trying to be data-driven and finding positive solutions to different aspects, with one area being information technology.

I. BOARD ATTORNEY / BOARD INTERNAL AUDITOR (none) / SUPERINTENDENT'S COMMENTS – Mr. Martin did a School Law Minute on the new state physical education (PE) requirements. Statute language for elementary previously encouraged but now dictates (e.g., 150 minutes K-5); portion of developing knowledge/skills of PE may be accomplished via other settings.

Dr. Browder distributed an ESE parent survey for mailing soon to collect data; he hopes to do this to formulate thinking around areas/looking at it for support. He asked the Board to call him. He noted a legislative priorities' document (copy on file also) of the Greater Florida Consortium of School Boards' 2008 Legislative Program and his attendance (and Mr. Teuber's) at a recent meeting. He's sharing this today and requests action at the 10/23/07 Board Meeting or as a Good Cause item tonight. Mrs. Dozier asked for it tonight as the FSBA is in-process of finalizing its platform and in order for it to have impact, this has to be approved/sent out; she mean to get this on today's agenda and apologized. Dr. Browder doesn't feel the Board would have issues but if so and by majority vote, any can be taken off; he looks forward to tonight's discussion. Dr. Kuckel noted there's time between this meeting and tonight to study; Dr. Browder noted he'll be in his office should there be any questions but believes all will be acceptable.

Separately, in response to Dr. Kuckel's about an electronic ESE survey (for those having e-mail), Dr. Browder noted ScanTron makes it easier to score/tabulate and he wants every applicable student's parent(s) to receive. Dr. Scricca

mentioned comprehensiveness but she'll talk with him later. Mrs. Dozier mentioned telephone surveying. Dr. Browder noted we're at a crossroads in parent communications; many have technology and many don't and he wants them to feel their voice is being heard. Many numbers in our system may not be accurate and the addresses are better. We want to give every ESE parent a chance to give input; we'll know the data, percentage of response, and have a solid understanding of who felt it important enough to respond. Dr. Browder wants to do everything we can without any excuses and every family with an ESE child to have an opportunity to respond. In response to Mrs. Dozier, Dr. Browder noted sending this out within the next week; she suggested including all ESE—e.g., Gifted (agreement to do so), and this answered Dr. Scricca's question on comprehensiveness. A mixed bag of surveying (electronic, phone, hard copy) can cause more staff time versus sending all one way and collecting the information. Mr. Chilmonik noted his thought about volunteers going in the community to survey those without a telephone or computer. Dr. Kuckel suggested when an IEP is done to have a follow-up (verify e-mail at time of IEP) for questions about the process, as a parent; it could be done at year's end or different stages. Dr. Browder noted we're hopeful for Zoomerang electronics-based; this is being tried on School Improvement Plans. Mrs. Dozier mentioned again, re talking business partners, about computers being put in different neighborhoods/public places (besides here) for access. Today's meeting was adjourned at 4:29 p.m.

/dwm

 MINUTES BOOK NO. 44 - FY08

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

ATTEST:

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.