



DRAFT

NOTES

Meeting of Advisory Committee Chairpersons
Monday, November 13, 2006
3:40 P.M. to 4:30 P.M.

CALLED TO ORDER: BY KEITH B. MARTIN **TIME:** 3:35 P.M.

Present: Mr. Art Steidel, Construction Advisory Committee
Mr. David Hall, Finance Advisory Committee
Dr. Constance Dennis, Curriculum Advisory Committee
Ms. Donna Butts, District Advisory Council
Mr. Dick Young, Compliance Advisory Committee
Dr. James W. Browder, Superintendent

Recording Secretary: Mrs. Claire McMasters

1. Superintendent's Comments

Dr. Browder welcomed the group. Participants introduced themselves. Dr. Browder asked Mr. Martin to explain draft policy 3.31 which was discussed at a board workshop three weeks earlier.

Mr. Martin handed out copies of Draft Policy 3.31, Community Involvement Opportunities, and pointed out two proposed changes: Page 3, Paragraph (1) added, Process to establish work of School Board advisory committees. The purpose of this change is to give the committees better direction on subjects the Board would like them to address. Before each quarter, the Superintendent will recommend to the Board a quarterly subject that each of the advisory committees would focus on. This policy change will go to the Board for approval on December 5th. The other change is on Page 4, to make it clear that the District Advisory Council is authorized to divide into sub-councils at its monthly meetings. One other item that needs to be addressed in the policy is to delete the Board-appointed positions to the District Advisory Council. That will be done close to the time for making appointments for the next year.

Dr. Browder said Martha Crotty is putting together a list of topics the Board has started to submit. He has asked staff to submit topics also. One timely topic to address is safety.

2. Approval of June 5, 2006 Minutes

The minutes were accepted as submitted.

3. Reminder of Committee Reports

Mr. Martin reminded the chairs that the next quarterly reports are due to be presented to the School Board at the briefing meeting on December 5th at 3:30. The reports will be first on the meeting agenda.

VISION – To prepare every student for success
MISSION: To provide a quality education in a safe and well-managed environment

Dr. Browder added that board meeting times were discussed at the Board Retreat and proposed changes are: Briefing meetings, 3:30 to 5:30; break from 5:30 to 6:00; and Action meetings to start at 6:00 p.m. These changes will be voted on at the organizational meeting on November 21st.

Ms. Butts asked what the committee reports consist of. Dr. Browder replied that they are a brief (5 minutes) summary of what their committee is working on. Mr. Hall commented that it helps to bring an extra copy of a written report to give to the secretary who is taking minutes.

4. Discussion of Individual Committee Initiatives

A. Mr. Art Steidel of the Construction Advisory Committee reported that his committee picked their own topic of air conditioning, because some of the construction staff identified it as their single largest problem. They made five or six specific recommendations.

Dr. Browder added that the District is analyzing work orders and has found that training is critical. If a simple checklist was followed, i.e., check the breakers, some work orders could be avoided. The District has put together a training document for building supervisors. One of the components of the training is air conditioning.

B. Ms. Donna Butts of the District Advisory Council reported that her committee is broken down into four subcommittees: elementary, middle, high and district. Elementary, middle and high subcommittees all had the same topics: security and curriculum consistency. At the informational meeting on security, the question came up about security when substitute teachers are present – training, etc. Mr. Short, the trainer for the substitutes, has given them a report on what is done at the training.

Elementary is working on ESE, transportation, and bullying.

Middle is working on on-site technology, Parent Link, campus use outside of school times, reading, and 9th grade credit.

High is addressing scheduling concerns. Rumors are circulating about changing to block scheduling. Dr. Browder said that is not an issue; they looked at data and are not considering a movement to block scheduling.

District is discussing the use of translators, first of all at the DAC meeting for guests, for example, and also in general for parents who come into the community and need a translator.

C. Dr. Constance Dennis of the Curriculum Advisory Committee had a question about obtaining the minutes of the three subcommittees in advance of the meeting so she could prepare the agenda. Mr. Hall suggested having a meeting with her subcommittee chairs.

One issue her committee is working on is advanced learners. She asked Dr. Itzen to trace back the 10th grade gifted students and see what their progress was

through the years. The gifted students actually did better in high school. Academically the gifted program is working.

Another issue is assessment; the committee wants to identify students at a young age.

They had a question about FTE money for ESE students – where does that money go? Dr. Browder answered the services follow the child and so do the dollars. All of the FTE dollars generated by ESE are used by ESE, plus the district puts money into ESE from general fund dollars. He suggested that Dr. Carl Brunick talk to the Curriculum Committee about ESE funding.

Ms. Butts asked if the Life Skills School is part of the Lee County School District. Mr. Martin replied it is a charter school. We do not assign students there, but parents can choose the school. It serves ESE students from age 16 to 22 and also is a dropout prevention school.

D. Mr. David Hall of the Finance Advisory Committee reported that his committee has been looking at:

- Last year's numbers – budget books, etc.
- Budget process – next year's schedule, including construction and staffing levels through the different schools
- Things that could enhance earnings and cash flow
- Sample financial statements, working with Lee Legutko, the new Chief Business Officer. He has some ideas for standardized reports.

E. Mr. Dick Young, Vice Chairman of the Compliance Advisory Committee, reported that his committee has been working on:

- Reorganizing committees so their titles are more related to what their functions are, in order to avoid overlapping
- Call Center. They've spent a lot of time and effort on it, and staff time, and they should reach a conclusion at the next meeting.
- Working with the Board Auditor, Julie Nieminski. Staff don't necessarily like nosy people. Dr. Browder added she is an integral part of what the District does; and she reports directly to the School Board. She has made positive suggestions and the District has implemented some of them. Mr. Young said the first two projects she completed have hit the nail on the head several times.

Mr. Martin asked if anyone had further questions.

Ms. Butts brought up Linda Boyle's report to the District Advisory Council about the Call Center. DAC members were very unhappy with the information presented. 145 calls have been received since its implementation at a cost of \$9,000 for one year. They made suggestions for advertising.

Dr. Browder said the Call Center was brought forward by one of the Board Members to obtain community input. Lee Memorial Hospital's call center is designed

for their 3,000 employees only. Ours was never meant for employees only. It's another vehicle for community input.

5. Discussion of Future Meetings

A discussion was held about a date for the next meeting. It was scheduled for Monday, February 5, 2007 at 3:30 p.m.

6. Adjourn

The meeting was adjourned at 4:30 p.m.