

**MINUTES**  
**Monthly Work Session**

**MEETING:** January 17, 2017

**PRESENT:** Board Members: Caroline Zucker, Chair; Bridget Ziegler, Vice Chair; Shirley Brown, Jane Goodwin; Eric Robinson; Superintendent Lori White, Todd Bowden

**CALLED TO ORDER: 8:30 a.m.**

TOPIC	DISCUSSION
Realignment of School Board Members District Maps- Art Hardy	<ul style="list-style-type: none"> <li>• At the request of Mrs. Brown, Mr. Hardy reviewed the current Board Members' residence areas and created a resolution for the Board's consideration to make minor changes</li> <li>• School Board member resident areas are established by using voting precincts to comprise each district</li> <li>• As of January 5, 2017 there are 304,442 registered voters in Sarasota County, thus five equal districts would comprise 60,888 registered voters</li> <li>• Current district precinct numbers were compared to proposed precinct numbers which would have less disparity in population of registered voters</li> <li>• This item will be placed on a School Board agenda for formal vote</li> </ul>
Achievement Gap/Summer Institute Update – Laura Kingsley	<ul style="list-style-type: none"> <li>• Data from the Achievement Gap Task Force was shared/discussed with Board Members</li> <li>• Goals included participation in the Suncoast Campaign for Grade Level Reading, increase parent involvement at all elementary schools, increase attendance at all elementary schools, increase number of student ready for kindergarten instruction, provide opportunities to prevent summer learning loss, increase minority representation in gifted and Advanced Work Classes, improve teacher retention of Effective and Highly Effective teachers at Title 1 schools, and decrease suspensions at all elementary schools.</li> </ul>

	<ul style="list-style-type: none"> <li>• The process for each goal and the outcomes were discussed</li> <li>• Gap reductions between Hispanic, Black, ELL and ESE students were reviewed</li> <li>• Atwater and Wilkinson reduced the gap between white and Hispanic student by 12 and 4 percentage points respectively</li> <li>• Wilkinson reduced the gap by 10 percentage points between white and black student; Atwater and Phillippi Shores made reductions in this area</li> <li>• Toledo Blade reduced the gap by 39 percentage points between ELL and English speakers; Tuttle reduced the gap by 5 percentage points</li> <li>• Englewood Reduced the gap by 7 percentage points between ESE and non ESE students; Garden and Toledo Blade also reduced the gap</li> <li>• Additional workshops will be scheduled to continue this discussion</li> </ul>
Elementary School Site – Scott Lempe, Kathie Ebaugh	<ul style="list-style-type: none"> <li>• As part of the 2016-17 CIP \$2,500,000 was allocated for a new 20 acre elementary school site along the I-75 corridor between Clark Road and Border Road</li> <li>• Site selection process was five steps: 1) identify potential sites; 2) engage site selection committee to evaluate potential sites and make recommendations; 3) conduct appraisals to determine an acceptable price range; 4) work with property owner to determine an agree upon price; and 5) present site recommendation to the School Board for acceptance of the selected site</li> <li>• Information on appraisals, location maps, zoning information were shared with Board Members</li> <li>• The property with McCann Holdings Ltd, a 26.7 acre site located off Honore Blvd and SR 681, is being recommended</li> <li>• After discussion, general consensus was to recommend staff enter into further discussions with McCann Holdings, Ltd</li> </ul>
CIP Priorities- Scott Lempe, Kathie Ebaugh	<ul style="list-style-type: none"> <li>• Board Members reviewed/discussed current goal projects including campus master planning, EE Booker campus master plan, high school science labs, Brentwood stormwater, Booker High VPA upgrades, high school rubberized tracks, Oak Park front office</li> </ul>

	<ul style="list-style-type: none"> <li>• Project proposed changes were discussed including Gocio and Venice High classroom wing, possible future high school land purchase, district wide re=roofing, PE bathrooms and Pine View core</li> <li>• Based on this discussion, a revised draft plan will be presented at a subsequent work session</li> </ul>
Construction/Maintenance Costs- Scott Lempe	<ul style="list-style-type: none"> <li>• This was a continuation of discussions regarding cost of construction and maintenance over time as it relates to impacts of HB 7029</li> <li>• There are three relevant metrics we track at the District level as a matter of normal business; cost per square foot of maintenance, custodial services, and electricity</li> <li>• Graphs depicting average costs of these three items from 2005 to present were shared</li> <li>• Disaggregating maintenance costs by school level is virtually impossible given the way we get work done today</li> <li>• The Board also asked our cost per student station for recently built schools. The costs are as follows: Elementary- \$21,795, Middle- \$23,536, and High School- \$30,470</li> <li>• It was requested that a breakdown of cost per square foot also be provided</li> </ul>
Budget Projections- Al Weidner	<ul style="list-style-type: none"> <li>• The preliminary information being released about the K-12 Education budget for 2017-18 is for flat funding; it appears any increase in funds from the State General Revenue will be directed to Medicaid and the state colleges.</li> <li>• Our revenue increases are being based upon the growth in the number of students being served and a 6% increase in the tax roll</li> <li>• The increase in student FTE is being forecast at 928.96</li> <li>• 2017-18 appropriations for salaries, benefits, purchased services, energy services, materials and supplies, capital outlay and other expenses were discussed</li> <li>• This is a preliminary projection and will change as the legislative process evolves</li> </ul>
School Level Budget Issues- Lori White	<ul style="list-style-type: none"> <li>• A document showing individual school average salary and benefit analysis as of January 20, 2017 was shared/discussed with Board Members, a document</li> </ul>

	showing individual school cost per student FTE, as well as a document showing 2015-16 salary and benefit expenditures showing budget amount for each school and the percent encumbered.
<b>Recessed – 12:12 p.m. Reconvened – 12:41 p.m.</b>	
Board Members Operating Procedures	<ul style="list-style-type: none"> <li>• Current procedures were reviewed/discussed</li> <li>• Minor changes will be made as of this date, January 17, 2017</li> </ul>
Financial Advisory Committee	<ul style="list-style-type: none"> <li>• There are currently three openings on this committee</li> <li>• Two recommendations will be made at this time ( Paula Ippolito and Joe Hinson); a North Port citizen will be sought for the third vacancy</li> </ul>
Communication Protocol	<ul style="list-style-type: none"> <li>• If any Board Member agrees to be interviewed by the media, the Communications Department should be notified</li> </ul>
Master Board Training & FSBA Training	<ul style="list-style-type: none"> <li>• Board Members will review the FSBA Master Board training schedule and try to find dates that will work with everyone’s schedule</li> </ul>
How to Add P.M. Agenda Items	<ul style="list-style-type: none"> <li>• The Chair finalizes the P.M agenda</li> <li>• After discussion, general agreement was to allow each Board Member a maximum of 30 minutes</li> </ul>
Distribution of Attachments and Read Ahead Documents for Agenda Items	<ul style="list-style-type: none"> <li>• Every effort is being made to get work session materials and attachments to Board meeting agenda items posted online well in advance of Board meetings and work sessions</li> <li>• Currently Board Members receive hard copies for review prior to the work sessions via courier; Bridget Ziegler stated she did not need hard copies ahead of time if she can view them electronically</li> </ul>
Procurement of Financial Services	<ul style="list-style-type: none"> <li>• Since RFPs are time intensive, many times we “piggyback” whenever possible unless we have unique needs</li> <li>• Possible evaluation of services provided was discussed</li> </ul>
Roberts Rules of Order	<ul style="list-style-type: none"> <li>• SCF offers a free course in Roberts Rules of Order; additional information will be shared with Board Members for consideration</li> </ul>
Independent Internal Auditor	<ul style="list-style-type: none"> <li>• MGT had recommended an independent internal auditor but the cost was approximately \$250,000 and the Board at that time declined</li> </ul>

	<ul style="list-style-type: none"> <li>• Some organizations contract with an outside service, some hire internally</li> <li>• Before further consideration, Board Members could speak with colleagues throughout the state for feedback/opinions</li> </ul>
Other	<ul style="list-style-type: none"> <li>• The possibility of allowing staff to take classes at SCF, ACE or ESE classes on a space availability basis free of charge as discussed; the problem with ACE classes is that it is fee based and the instructor is paid by how many people are in the class; but the idea will be explored further by Ron DiPillo</li> <li>• The challenge of unfilled vacancies in custodial and bus driver positions was discussed; this seems to be a trend statewide</li> <li>• The process for approval of School Improvement Plans was discussed; rather than concentrate on individual school plans, the Board could be updated as it relates to elementary, middle and high schools.</li> <li>• Tomorrow is the legislative delegation meeting; Jane Goodwin will be presenting and highlighting the need for local control and flexibility in HB 7029.</li> <li>• Jane Goodwin will be going to Charlotte County School Board next week to give a presentation in a workshop on how to plan for a referendum</li> </ul>
Adjourned	<ul style="list-style-type: none"> <li>• The Monthly Work Session adjourned at 2:32 p.m.</li> </ul>

We certify that the foregoing minutes are a true account of the Monthly Work Session held on January 17, 2017 and approved at the regular Board meeting on February 7, 2017.

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Secretary  
Lori White

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Chair  
Caroline Zucker