

SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA
WORKSHOP – February 17, 2015

The School Board of Pinellas County, Florida, conducted a workshop on Tuesday, February 17, 2015 at 9:00 a.m., in the Cabinet Conference Room, Administration Building, 301 4th Street SW, Largo, Florida.

Present: Mrs. Linda S. Lerner, Chairperson; Mrs. Peggy L. O'Shea, Vice-Chairperson; Ms. Janet R. Clark, Mrs. Carol J. Cook; Ms. Rene Flowers, Mrs. Terry Krassner, Dr. Ken Peluso, Members; Dr. Michael Grego, Superintendent; Dr. William Corbett, Deputy Superintendent; and Mr. David Koperski, School Board Attorney.

The following topics were discussed:

- **Budget Update-** Mr. Kevin Smith, Associate Superintendent, Finance and Business Services, assisted by Ms. Karen Coffey, Executive Director, Budget and Resource Allocations, and Ms. LouAnn Jourdan, Budget Specialist presented an update on the budget. The materials reviewed were divided into the following sections: Pinellas Expenditure Matrix (2013-14 Annual Financial Report); Three Year District History by Function (Function indicates the purpose or objective of an expenditure); Function Comparison for 2013-14 (compared to 12 Florida districts); Three Year History by Object (Object indicates the type of good/service); and Object Comparison for 2013-14 (compared to 12 Florida districts). The districts used for comparison are Brevard, Broward, Duval, Hillsborough, Lee, Miami-Dade, Orange, Palm Beach, Pasco, Polk, Sarasota and Seminole counties. Mr. Smith reviewed the documents and answered questions. Dr. Peluso asked about our budget timetable. Mr. Smith shared that the 60 day legislative session begins March 3, 2015 and the House and Senate will propose budgets. In June, Mr. Smith will bring the Board a comprehensive report. At the end of July will be our first public hearing on our budget and early September will be the second public hearing. Districts will be receiving increased funding, but we are still not at the levels of funding awarded back in 2007-2008. Mr. Clint Herbic, Associate Superintendent, Operational Services, spoke about school bus expenditures. He shared that we utilize a lease purchase program for buses as it is more cost effective; based on the interest rate, the finance department calculates the number of years to lease. The state average for a school bus is 12.3 years; our district average is 12.1 years. Older vehicles may have diminished safety features and school bus safety is a priority.
- **Health Plan Update –** Mr. Ted Pafundi, Director, Risk Management and Insurance, and AON representative, Ann Gebhard, presented the Board with more information as the district considers the option of self-funded insurance. It was explained that Humana purchases stop loss insurance and the self-funded districts do the same. This provides coverage for high dollar claims; typically greater than \$500,000. Employers are encouraged to keep the same insurance provider when transitioning into self-funding so the effect of making the change can be better analyzed. Employees will experience very little impact by making this change. In April 2015 the district will receive their contract for renewal from Humana. At that time, risk management will do an analysis and Mr. Pafundi will bring a recommendation to the Board. Dr. Grego requested a list of self-funded districts.
- **Accreditation Process-Update-** Dr. Mary Beth Corace, Director, Strategic Planning and Policy, thanked everyone for their participation in the District Accreditation process. One hundred percent of our Board members were interviewed by the review team. Dr. Corace intends to recognize district personnel who contributed to the success of our site visit.

However, we must wait for official confirmation. As we move forward, the district must remain committed to continuous quality improvement. Our district has many powerful practices including community partnerships (i.e., Pinellas Education Foundation); long range planning; leadership capacity; funding tied to district strategic plan initiatives; and support to schools and students. One opportunity for improvement that was suggested by the AdvancED review team is the pairing of each student with an advocate/mentor. Upon discussion it was concluded that we have many student supports in place including our mentoring program, 5000 Role Models, Take Stock in Children and Future Plans to name a few. We can expand on those and develop a system for tracking student advocates.

- **Climate Survey Options-** Dr. Mary Beth Corace, Director, Strategic Planning and Policy, shared a sample school staff survey with the Board. The survey offers six levels of choice (strongly agree, agree, neutral, disagree, strongly disagree, and not applicable). There are four survey types: students, parents, teachers, and district administration. The survey takes approximately 20 minutes to complete. This survey is conducted through the ASSIST website which is part of the AdvancED package and is completely confidential. Also, it does not have to be completed electronically; paper and pencil surveys are available and may then be mailed to AdvancED for tabulation.
- **Substitute Teacher Report –** Dr. Seymour Brown, Director, Human Resources, and Melissa Hill, Senior Human Resources Specialist, shared an overview of the substitute hiring and retention process in our district. In November 2013 they set five goals: 1) to increase the fill rate of classrooms 2) increase recruitment 3) increase retention 4) increase promotional opportunities and 5) analyze efficiency of subfinder system. Since that time their department has recruited and hired 1,300 substitutes to assist in increasing the fill rate. The fill rate for substitutes in the classrooms has improved 10.62% since last school year. To increase retention, they now offer a more comprehensive orientation and workshop for substitutes as well as a newsletter and incentive program. To increase promotional opportunities, the department communicates certification information, emails long-term, full-time and Summer Bridge substitute opportunities and sent lists to principals of certified/highly qualified substitutes. During the 2013-14 school year, 44% of long-term co-teach substitutes were hired. The subfinder system was replaced with Aesop system in August 2014. In January 2015 substitutes were surveyed and 91.4% reported being comfortable with the new system. Mrs. Lerner requested additional information on substitute pay. Dr. Ciranna will send that information to the Board. He also noted that our current budget allocates \$6 million for substitutes. Mrs. Cook asked if substitutes are being instructed on school emergency procedures. Ms. Hill stated that she will be certain it is part of the training and will instruct substitutes to request specifics at the schools where they work.
- **Review Human Resource Timeline/Unit Allocation Process and Job Descriptions-** Dr. Ron Ciranna, Assistant Superintendent, Human Resource Services, reviewed the Instructional Personnel Reappointment Timeline for the 2015-16 School Year. At the February 5 Leadership meeting, Dr. Ciranna shared the timeline with district administrators, along with the Timeline for Reappointment of Supporting Services Personnel. Also there are two job descriptions that have been updated. The Student Information Specialist-Pinellas Technical College and the Secretary/Bookkeeper-Referendum. These will come be on the February 24, 2015 Board Agenda.
- **New Residential Development-** Mr. Bill Lawrence, Director, Student Assignment, and Mr. Marshall Touchton, Demographic Specialist, reviewed future new residential development in Pinellas County and how it may impact district schools. Upon review of the impending new residential construction, it has been determined that at this time there will be minimal impact on schools and there is no need to rezone. The calculation used is 0.31 students per residential unit which has proven accurate. Mr. Lawrence also shared that the district

will accept late Special Attendance Requests (SAR) until two weeks prior to the start of school. This will assist families that move into Pinellas County as we approach the start of a new school year.

- **Instructional Materials-** Ms. Pam Moore, Associate Superintendent, Teaching and Learning, assisted by Ms. Heather Wallace, Assistant School Board Attorney, Ms. Pat Lusher, Director, Library Technology and Ms. Dana Schaefer, Program Coordinator, Instructional Materials, presented information on the process to adopt instructional materials. Ms. Moore stated that the state of Florida provides districts with a list of approved companies. Ms. Moore spoke of the five year cycle of textbook adoption with secondary education adoptions occurring in our current cycle. The District Policy 2510-INSTRUCTIONAL MATERIALS, INCLUDING TEXTBOOKS will come before the Board at the February 24, 2015 meeting for a first reading. Our policy is being amended to comply with new legislation that has added some steps to the textbook adoption process. This new law allows parents to write a formal objection to the School Board's adoption of a specific instructional material within 30 days of the adoption. If any objections are filed, the Board must conduct one open public hearing on all objections received. Following said hearing, the decision of the School Board will be final. If this were to occur, a special meeting may be called to hear objections.
- **Leadership Training/Development Pipeline-** Mr. Lou Cerreta, Director, Professional Development presented the Leadership Development Pipeline. The objectives of this plan are to build leadership capacity for the district and provide increased opportunities for leadership and growth. Additionally, in September the district will launch True North Logic, a new professional development software program.
- **CAPE Funding/Industry Certification-** Mr. Mark Hunt, Executive Director, Career, Technical and Adult Education, presented an update on CAPE (Career and Professional Education) funding and industry certifications. In the 2013-14 school year, 3,993 individual student certifications were earned. These certification tests can be difficult for they are the industry standard to be considered a professional in the field. Students may take the test more than once, not to exceed three times in a school year and spaced at least 30 days in between tests. Many of the industry certifications offered carry a college credit value toward degree programs.
- **Leadership Discussion:**
 - **Superintendent's Update:**
 - Dr. Grego mentioned that he will be attending the reception this evening for the Ford Next Generation Learning Leadership Council at the Achieva Credit Union building in Dunedin.
 - He stated that Monday, February 16, was a professional development/non student day and he spent time with 150 teachers at Innisbrook celebrating effective teachers.
 - Dr. Grego said tomorrow, Wed., February 18, he will be travelling to Tallahassee to meet with Senator Montford and Senator Legg regarding legislative issues.
 - He also informed the Board of a very early discussion with USF/St. Pete of the potential development of a lab school for teaching.
 - **Ms. Terry Krassner-** Ms. Krassner shared a draft thank you letter that would be sent to student members of Student Rights and Responsibilities Committee who present at Board meetings. Board Members agreed that this is a good idea.
 - **Mrs. Linda Lerner -**Mrs. Lerner discussed the School Board Retreat and reviewed some topics that have been suggested. She wants to schedule it in April and finalize the agenda at the March workshop.

No official actions were taken by the Board at this workshop. An audio recording of this workshop is filed in the Board Office archives. This workshop adjourned at 2:37 p.m.

Chairperson

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Secretary