

## **SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA**

### **WORKSHOP – June 26, 2012**

The School Board of Pinellas County, Florida, conducted a workshop on Tuesday, June 26, 2012 at 9:00 a.m., in the Cabinet Conference Room, Administration Building, 301 4<sup>th</sup> Street S.W., Largo, Florida.

Present: Mrs. Robin L. Wikle, Chairperson; Mrs. Carol J. Cook, Vice Chairperson; Ms. Janet R. Clark, Mr. Glenton Gilzean, Mrs. Terry Krassner, Mrs. Linda S. Lerner, Mrs. Peggy L. O’Shea, Members; Dr. John A. Stewart, Superintendent, Mr. James F. Madden, Deputy Superintendent; Mr. James A. Robinson, School Board Attorney; and, Mr. David Koperski, Assistant School Board Attorney.

The following topics were discussed:

- **Modified Dress Code Policies** - Dr. Stewart and the Area Superintendents presented an update on the modified dress code requirements that will go into effect for certain schools, clarifying that modifications to the dress code do not require Board action. Discussions will continue between the Area Superintendents and their Principals; and, further details regarding the direction taken by each school will be shared with the Board by mid-July. Board Members requested that the decisions being made by the schools take into consideration the high-mobility rate among these schools; and, that their decisions be made in a timely manner in order that organizations assisting families with school clothes, i.e., Clothes To Kids, be able to have the appropriate items in stock.
- **Budget Update & Unassigned Fund Balances** – Mr. Kevin Smith presented information and clarification regarding the Unassigned Fund Balances; and, provided an update on the 2011/12 budget. The Board Members requested that Mr. Smith and his staff make the budget more transparent for the public, providing it in a more concise and understandable form. Mr. Smith forwarded to the Board the chart that shows the reductions experienced by our district from 2006/07 through 2011/12. A request was also made to provide the Board with a summary of the information presented related to the unassigned fund balance.
- **Finance & Compliance Audit 2010/11** - Ms. Cathy Davidson presented information pertaining to the Financial, Operational, and Federal Single Audit Report 2012. Mr. Andrew Jacobsen provided the Board with an update on the investment compliance portion of the audit. Both Ms. Davidson and Mr. Jacobsen shared their concern that staffing has been reduced due to past budget cuts resulting in some of the audit concerns. The Board Members requested that the staffing concerns be reviewed; and, that a comparison of the last two audits be compiled, specifically as it relates to those areas of weaknesses that are reoccurring, along with any adaptations that have been made to correct the areas.
- **Revised Job Descriptions** – Dr. Ciranna presented to the Board the proposed revisions for the following positions: Director, Planning and Policy; Principal; Planning, Fire, Health and Safety Coordinator; Training Specialist to Journeys in Journalism Program Liaison; Secretary to Chief Financial Officer; Secretary to Deputy Superintendent; and Secretary to Assistant Superintendent. The proposal for Training Specialist to Journeys in Journalism Program Liaison was removed from the discussion for further review by the Superintendent and his staff

and follow-up discussion by the Board on the Journalism program. Mrs. Lerner expressed her concern that someone filling the position of Area Superintendent should have served as a Principal for a few years prior to being assigned to the area office position. Mrs. Krassner expressed her desire that Area Superintendents should be on a higher pay grade than the position of Associate Superintendent for Teaching & Learning. Dr. Stewart explained his intention to move the Area Superintendents into their appropriate pay grade; but, that those holding those positions have been told that there will be no increase in their present salaries until adequate monies are available to address all personnel.

- **HB 7059** – Mr. Bill Lawrence, Ms. Pam Moore, Ms. Kathleen Young and Mr. Octavio Salcedo shared information with the Board through a PowerPoint presentation regarding House Bill 7059 to demonstrate the potential of the far-reaching implications. Board Members requested information pertaining to the potential financial impact to the district as it relates to this bill.
- **Policy 7320.01 – DISPOSAL, SALE OR EXCHANGE OF TANGIBLE PROPERTY** – Ms. Karen Coffee, chair of the committee formed to review the district's existing processes, presented an update on the possible changes in the processes used for the disposal of tangible property. The next step for the committee will be to work with our Purchasing Department. Directions will be sent to the Board to guide them through the website that promotes the re-use of pieces of equipment that would normally have gone to warehouse. The committee formed will continually review the newly implemented processes to ensure that the best use is found for each piece of equipment and/or the most dollars are generated from the resale of the item(s).
- **Public Participation Policy – Review/Evaluation** – Mrs. Cook, on behalf of the subcommittee of the Board, suggested that the new process was working well, especially for those members of the public attending our meetings. Mrs. Lerner suggested that speakers be grouped according to the topic on which they wish to speak. Mrs. Cook and Mrs. O'Shea suggested that the section before and after the meeting need not be televised. Mr. Robinson suggested that the Board have Mr. Koperski check to see if such a change in practice could have any legal implications. Board Members requested that information be acquired from Hillsborough County Schools regarding this concern. Mr. Robinson offered to compose something brief that would better explain to the public the process to be followed by those wishing to address the Board during their meetings. The legal implications and further discussion will be brought to the Board's July 17<sup>th</sup> workshop, as well as additional information regarding what is done in other counties. The Board determined that the explanation to be given during the Board meetings will be accomplished by the Vice Chairperson; and, that another section will be added for speakers to Nonconsent items. Dr. Stewart stated that once a replacement has been determined for Dr. Mortimer who recently retired, a final version of the revised policy will be brought to the Board.
- **Board Subcommittee Report – Self Evaluation Instrument & Process** – Ms. Clark, representing the subcommittee of the Board, presented the Board's proposed standards under the following headings: Vision, Structure, Accountability, Advocacy and Conduct & Ethics. The next steps will be that this information will be incorporated into the Board's Operations Manual; that the information will be sent electronically to Dr. Ahmadi; and, that further discussion will be scheduled for July 17, 2012 workshop. A self-assessment sheet will be designed and provided to each Board Member for their individual and personal use only. Any changes desired by individual Board Members should be forwarded to Ms. Clark. Mrs. Beaty will work with Ms. Clark to correctly format the Assessment instrument.

- **Student Recognition – Review & Direction** - Mrs. Cook shared that what occurred at the Board’s first student recognition event held on May 23<sup>rd</sup> was not quite what the Board originally planned; and, asked for direction from the Board in order to plan the next such event. It was suggested that more adult supervision be placed near the students as they wait to be recognized; that the start time for the next event will be better noticed to all involved; that communication be better to all groups of students who are to be recognized; and, that department heads thoroughly understand the direction of the Board to ensure no students are mistakenly left out of the event. The next steps will be to thoroughly identify when any and all student awards are finalized in order to schedule student recognition evenings; that there will be two such events scheduled within a school year; and, that the events will take place at a centrally located high school.
- **Employment Agreement with David Koperski** – Mrs. Wikle stated that she met with Mr. Robinson first regarding the production of an employment contract with Mr. Koperski as the School Board Attorney and then with Dr. Stewart and Dr. Ciranna. Mr. Robinson reviewed the primary areas of the proposed contract with the Board; i.e., three-year contract, \$152,000 base salary, senior management service, etc. Mrs. Cook expressed concern with the term, “unreasonably” in section D.3., “...which approval will not be unreasonably withheld, ...” Discussion followed by the Board and Mr. Koperski. This language was questioned by additional Board Members. Mrs. Cook expressed her concern that the starting salary was not closer to the beginning of the range of \$140,000. Mrs. Wikle shared that she, too, did not take this lightly and explained the rationale used in bringing forward the proposed starting salary of \$152,000. This agreement will be brought to the Board for their action at their July 24, 2012 meeting.
- **Leadership Discussion:**
  - **Superintendent’s Update** –
    - 1) Shared that, following a presentation on communication during the recent FADSS/FSBA conference, he has asked our Communications Department to develop positive messages to be placed on our bulletin board, etc. Dr. Stewart also shared that he is hoping that the district can have a branding identified for the district during the retreat scheduled for July 16, 2012. Mrs. Krassner requested that the first hour of the cabinet/board member retreat be dedicated to open dialog.
    - 2) Shared that district leadership staff are working on the Head Start initiative; and, that community meetings are being scheduled for the weeks of July 9<sup>th</sup> and July 16<sup>th</sup>. Further information related to these efforts will be shared with the Board through Friday Update.
    - 3) Later in this session, shared that the district goes on a four-day work week with employees off on Fridays during the summer months; that the Fourth of July falls in the middle of the week; and, that, as Superintendent, he would like to maintain the longer work hours for that week, allowing the employees to enjoy the Fourth off, as well as having Friday of that week off. The Superintendent has the authority to move forward with this plan.
  - **Mrs. Cook** – Shared that it has been brought to the Board’s attention that the August Board Meeting is scheduled for August 14, the date of the Primary Election day. Mrs. Cook suggested that the Board agree to move that meeting to the following Tuesday, August 21, 2012. Board Members agreed; and, an agenda item will be prepared for the July 24<sup>th</sup> meeting to change that date.
  - **Mrs. Lerner** – Requested that the Board Members, following their discussion on Superintendent applicants on July 17<sup>th</sup>, review possible interview questions for those applicants. It was decided by the Board that their July 17<sup>th</sup> workshop will begin at 9:00

a.m. with general workshop topics and 10:00 with the discussion of applicants. The questions used in the 2004 and 2008 interviews for Superintendent will be forwarded to the Board.

- **Mrs. Wikle** – Suggested that a committee of the Board be formed to begin the planning of the next breakfast event with Legislators. The Board agreed to have the same subcommittee members, Mrs. Cook, Mrs. O’Shea and Mrs. Wikle, again take on this project and begin the planning for this event.
- **Mrs. Wikle** - Stated that she will call in for the next Board meeting, July 24<sup>th</sup>, and that Mrs. Cook, as Vice Chairperson, will be running the meeting. Mrs. Wikle stated that the Board will need to name someone to call the speaker names: Mrs. Cook will make those arrangements.

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 3:32 p.m.

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Chairperson

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Secretary

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