

DISTRICT ADVISORY COUNCIL

September 12, 2018 School Board Meeting Room 6:00 P.M.

AGENDA

		ITEM	Presenter
1.	6:00	Call to Order/Welcome	Mrs. Cyndee Crosby
2.	6:02	Approval of Minutes from the 5/16/2018 Meeting	Mrs. Cyndee Crosby
3.	6:05	Public Comment* (Non-DAC Members •Agenda Items)	
4.	6:10	Parliamentary Procedure Presentation	Mr. Robert Dodig, School Board Attorney
5.	6:20	Board Update	Ms. Mary Fischer
6.	6:30	Volunteer Presentation	Carol Woelke, Administrator for Parent Communications, Dr. Thomas Millins, Principal, North Fort Myers Academy of the Arts, Edward Mathews, Principal, South Fort Myers High School
7.	7:00	Breakout Group Discussions & Visitation	All
8.	7:45	Breakout Group Reports	Subcommittees
9.	7:55	Public Comment* (Non-DAC Members •Non-Agenda Items)	
10.	7:58	Good of the Order	All
11.	8:00	Adjournment	

^{*3-}minute time limit per speaker

Mission Statement: The District Advisory Council in cooperation with the Lee County School Board will gather information and seek input from the schools and the community at large in an effort to advise the Board and develop recommendations for constant improvement of our educational system.

The next District Advisory Council Meeting is October 17, 2018

Topic: Student Enrollment/Assignment Plan and Academic Update

Pending Approval: 9/12/2018

THE SCHOOL DISTRICT OF LEE COUNTY



District Advisory Council May 16, 2018

Mission Statement: The District Advisory Council, in cooperation with the Lee County School Board, will gather information and seek input from the schools and the community at large in an effort to advise the Board and develop recommendations for constant improvement of our educational system.

Call to Order/Minutes

Mrs. Cyndee Crosby, Chairperson, welcomed the audience and called the meeting to order at 6:00 p.m. Scott Hertz made a motion to accept the April 18, 2018 meeting minutes. The motion was seconded Dante Ciolfi. The motion carried unanimously.

Public Comment (Non-DAC Members - Agenda Items)

None

Board Update

Mary Fischer talked about the Quality Schools for the Future Political Action Committee Reception that was held at the Broadway Palm Dinner Theater on May 15, 2018.

Ms. Fischer also shared information about the Student Advisory Committee, which held their final meeting of the school year on May 9, 2018. The committee discussed their accomplishments and recommendations to the School Board as follows:

Accomplishments:

- Increased student involvement in schools;
- Implemented improved reporting options in schools for mental health, substance abuse and bullying concerns;
- Became involved in school safety improvements;
- Identified gender gap in dress code;
- Identified need for district-wide consistency in enforcing the Code of Conduct.

Recommendations to the School Board:

- Provide district-wide consistency in Code of Conduct (dress code);
- School Safety Conduct mental health surveys; allow access to school counselors; educate students and staff regarding social media usage regarding appropriateness, restrictions; encourage student participation in safety surveys;
- Provide voter registration education during orientation, Civics or U.S. Government classes;
- Provide for teacher evaluations done by students/with parents to allow for better communication:
- Testing standardized tests (FSA, EOC) should not determine passing or failing a class.

- Provide opportunities for students to prepare for testing while addressing individual differences, multiple intelligences and different learning styles;
- Provide high school career education, scholarship information, better access to school counseling;
- ❖ 8th grade education orientation programs for high school;
- * Review school lunch program with regard to dietary accommodations.

Ms. Fischer mentioned that Dr. Pete Bohatch, Director, Student Services shared data on the total number of K-12 students who received out-of-school suspensions (OSS). The following table reflects both the total number of students receiving OSS and the percentage based on the K-12 non-charter school population for each school year.

	Total Number of K-12 Students given OSS	Total K-12 Non-Charter Population	Percentage of Students Given OSS of Total K-12 Population
2012-13	4843	71941	6.73%
2013-14	4516	73294	6.16%
2014-15	4607	74833	6.16%
2015-16	4859	76252	6.37%
2016-17	3640	78008	4.67%
Q1-Q3 2017-18	2470	79522	3.11%

Year End Update

Dr. Gregory Adkins, Superintendent, provided the committee with a year-end update which included highlights in each of the goals of the District's Strategic Plan, *Vision 2020*: Increase Student Achievement, Increase Family and Community Engagement, Increase Retention of Effective and Highly Effective Employees, and Become a Model Continuous Improvement Organization. He also provided the committee with key strategic initiatives for the 2018-19 school year, which are provided below.

Increased Safety and Security

- School safety enhancements
- School Resource Officers
- ❖ Students' mental health

Increased opportunities for student learning

- Aligned instructional and grading practices
- ❖ Additional extended school day and summer enrichment programs
- Innovative school & classroom models
- Continued development of Career and Technical Education programs (including career academies)

Increased community partnerships

- Safety and security
- Students' mental health
- ❖ Workforce development
- Increased volunteer workforce

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Preparing for future growth

- Comprehensive Growth Plan
- ❖ Student Assignment Proximity Plan
- ❖ Integrate sustainability concepts into school construction & renovation projects
- Update, innovative transportation fleet
- Increase sources of revenue

Build a future-ready District team

- Increase employee support at all career phases
- Enhanced Career Ladder
- Succession Plan

Student Assignment Plan Update

Marc Mora, Operations Executive Director, and Soretta Ralph, Academic Services Executive Director, presented a proposal to update the 2018-19 Plan for Student Assignment aimed at reducing student mobility. The proposed change seeks to limit in-zone middle schools student transfers to the end of the semester. Mr. Mora and Ms. Ralph shared that the Plan for Student Assignment was similarly updated three years ago limiting high school student transfers after the second semester of the junior year. They cited a significant drop in mobility at the high school level over the past two years as evidence of a successful change in policy. Ms. Ralph also shared research suggesting student mobility's negative impacts on learning and school success.

They asked the committee to vote on whether or not to proceed with making a recommendation to the School Board with the proposed update. Chairperson Crosby called for a vote. The vote passed with 42 votes in favor, 9 votes against and 1 abstained.

Questions Submitted on Cards After the Presentations/Answers from Administration

Q. How do you define mobility?

A. In K-12 education, student mobility includes any time a student changes schools for reasons other than grade promotion, but in general terms it refers to students changing schools during the school year either voluntarily or involuntarily.

The School District's choice program currently permits students enrolled in kindergarten through the second semester of their junior year to voluntary transfer between schools in their assigned zone over the course of the year. With few controls in place, students in Lee County have the ability to change schools unlike their counterparts in a majority of other Florida school districts. With a significantly high transient population, the most common cause of student mobility are residential moves related to parents' jobs or other financial instability.

School mobility, as measured by the Lee County School District, refers to the frequency of moves among

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students in a school. High churn in schools not only can hurt the students who leave, but also those who remain enrolled.

The School District's mobility calculation recognizes that the current Student Assignment Plan encourages "mobility" in the first 15 days of school through a proactive processing of wait-listed students who did not win a seat at their first choice school during the open enrollment lottery.

Calculation of school mobility rate (%):

X (Net 20 day enrollment) =

Total anticipated student enrollment on Day 1 of school - students that do not show within the first 20 days - students that withdraw on/before Day 20 + student transfers from another District school on/before Day 20 + new student enrollees from outside District on/before Day 20

Y=

Student withdrawals after Day 20 + student transfers into school from another District school after Day 20 + new student enrollees from outside the District after Day 20

Mobility % = Y/X

- Q. How do changes in the Student Assignment Plan moving forward ensure diversity?
- A. The Student Assignment Plan is designed to continue to give every student an equal opportunity to attend a quality school of their choice by providing an educationally equivalent range of programs, curriculum, and instruction in all schools in each zone. In addition, using all facilities at a similar utilization rate and maintaining them equitably, will promote fairness. The District's goal is for its schools to have enrollments that include all racial and ethnic groups enrolled in the District and sets a target that no racial or ethnic group representing at least 5 percent of a zone's enrollment will vary from one school to another by more than 20 percent of the zone average for each level (elementary, middle and high). As the District has learned through its own history of desegregation, students at racially isolated schools not only miss out on the educational benefits of learning in a diverse environment, but also may suffer additional educational harm from such isolation. Answer provided by Soretta Ralph, Executive Director, Academic Services
- Q. How does your proposed plan impact students who do not get their first choice?
- A. Students/Parents are always allowed to submit waivers. There are four recognized grounds for waivers allowing permanent assignments that are not subject to the priorities and guidelines of the Plan. Parents must provide their own transportation if a waiver is approved unless transportation is already set up and there are seats available on the bus.

* Employee Waiver

An employee may request an employee waiver during Batch 1 only when he or she works at a school on a full-time basis and wants their child to attend that school or a sister school.

Hardship Waiver

A waiver may be granted when extenuating circumstances, which can be documented, exist for a family and those circumstances necessitate the placement of a student at a different school than the school assigned. If the student assignment office denies a hardship waiver the first time it is submitted, the parent or guardian has the right to request a second review. If the student assignment office declines the waiver request after a second review, a third review may be requested. The Student Assignment Community Committee conducts the third review. Parents and guardians are encouraged to provide additional documentation to support their hardship as they move to a higher level in the review process. All decisions by the Student Assignment Community Committee shall be reviewed and approved by the Superintendent or his/her designee.

❖ Junior – Senior Waiver

A student who has been in attendance at a high school for four consecutive semesters and moves to a different zone may request a Junior/Senior Waiver in order to stay at that school until graduation. High School Waivers may also be granted for those students who have remained in the International Baccalaureate or Center for the Arts programs for four consecutive semesters and want to leave the program, but remain at the same school.

❖ Moving Waiver

➤ A parent or guardian who moves into a different zone during the school year after the first grading period is eligible for a Moving Waiver so that their child may remain at his or her current school until the end of the year. The parent or guardian is required to complete an application for the next year for the correct zone at the time of filing a Moving Waiver request.

The District may, in the interest of promoting student assignment stability, approve a temporary Student Assignment Waiver. This waiver shall expire at the end of the academic year in which it is requested.

The District may also grant a waiver in the form of a temporary reassignment to a school in another zone if it can be assured, to the satisfaction of the Director of Student Assignment, that the student's residence will change to the new zone in the first semester of the academic year and that it is in the best interest of the child to begin and complete the school year in the new zone of residence. Answer provided by Soretta Ralph, Executive Director, Academic Services

- Q. Can we have an explainable student assignment plan format with bullet points, etc? The current plan is very hard to understand.
- A. This suggestion will be provided to the Student Assignment PLC at their upcoming meeting. Answer provided by Soretta Ralph, Executive Director, Academic Services
- Q. Can a goal be incorporated on the application so someone aiming for proximity over programs offered is clearly stated?
- A. This suggestion will also be provided to the Student Assignment PLC at their upcoming meeting. Answer provided by Soretta Ralph, Executive Director, Academic Services
- Q. Is there a possibility of establishing a district-wide truancy and mobility tracking action plan at all levels, starting with elementary?
- A. The Early Warning System is used district-wide and it tracks absences and changes in the enrollment location of students. We track mobility of students and the schools they attend internally. Truancy is also tracked by Student Welfare and Attendance via School Social Workers. Answer provided by Soretta Ralph, Executive Director, Academic Services
- Q. What is the current School Advisory Council (SAC) meeting minimum per school year?
- A. There is no minimum amount of meetings required. School Advisory Councils need to meet as often as necessary to perform their duties according to state statute. To review both the School Board of Lee County Policy (2.07) and Florida State Statute regarding School Advisory Councils, please follow the links below. Answer provided by Keith Martin, School Board Attorney

http://www.leeschools.net/ cache/files/a/6/a6498eba-5c48-438e-9190e057216d2fa0/63551E236A5691AE6D46DA5DE9E9C26C.207-schooladvisorycouncils.pdf

http://www.leg.state.fl.us/Statutes/index.cfm?App mode=Display Statute&URL=1000-1099/1001/Sections/1001.452.html

- Q. What is the policy for school's calendars and websites to be updated regularly, so they stay current?
- A. There is no School Board policy that states how often schools are to update their website and calendars. The Communications Department is working on new guidelines over the summer that will suggest they are updated 3-4 times a week. Each school has an instructional member who receives a supplement to be the school's Communications Contact Person. Their major function is to coordinate, manage, and update content on the school's public facing website and social media platforms while supporting the goals of the District. Their essential job functions are outlined below. Answer provided by Lauren Stillwell, Director, Communications, Public

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Relations and Marketing

- Develop new content for school website and social media platforms with creative, informative and helpful information for parents, students and community members.
- Continuously review and update existing content on all platforms.
- Develop and maintain navigation schemes of a website.
- Create social media and website content to publicize school events.
- Provide updated resources for students, parents and the community.
- Communicate to staff all web and social media updates and new platforms.
- Q. Is there a way parents can import both the district-wide calendar and school calendar to their personal device?
- A. Parents can download both the district and their school's calendars to their mobile device from the School District of Lee County app. Answer provided by Lauren Stillwell, Director, Communications, Public Relations and Marketing
- Q. We have a large JROTC program, but none of the colleges in our area offer a college level JROTC program. Can we approach local colleges and urge them to start one?
- A. For 18 years, we have assisted local universities in trying to establish a Senior Reserve Officer Training Corps (SROTC) program. Budget constraints and the lack of a need to expand programs have caused our universities to be turned down. A SROTC program is authorized by Congress based on the need for military officers. Answer provided by LTC William Zacovic, Operations Officer, JROTC, Academic Services
- Q. When is the district going to get rid of busses with rear or left emergency exits? The rear emergency exit is over the engine and requires negotiation of at least a five foot drop. The left side emergency exits require students to exit in other lanes of traffic. Emergency exits should be located on the middle, right side of the bus.
- A. All bus specifications are determined by the State of Florida. Lee County follows all state requirements for school buses. Districts/Counties cannot change bus exit locations. Furthermore, we have not purchased any Type D buses (rear-end engines) with side exits in over 9 years. Type D buses will be replaced in accordance with the Districts bus replacement policy (12 years or 240,000 miles). Answer provided by Robert Codie, Executive Director, Operations

Good of the Order

None

Adjournment

Chairperson Crosby called for a motion to adjourn. Schott Hertz made the motion to adjourn

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at 7:54 p.m. and it was seconded by Cedric Hall. The motion was carried unanimously.

Thank You to the following schools for having representation at this DAC meeting:

Elementary Schools: Allen Park Elementary School, Bayshore Elementary School, Caloosa Elementary School, Cape Elementary School, Colonial Elementary School, Dr. Carrie D. Robinson Littleton Elementary School, Edgewood Academy Edison Park Creative and Expressive Arts School, Franklin Park Elementary School, Gateway Elementary School, Hancock Creek Elementary School, Harns Marsh Elementary School, Heights Elementary School, James Stephens International Academy, J. Colin English Elementary School, Lehigh Acres Elementary School, Manatee Elementary School, Mirror Lakes Elementary School, Orange River Elementary School, Pine Island Elementary School, Pinewoods Elementary School, Rayma C. Page Elementary School, San Carlos Elementary School, Skyline Elementary School, Spring Creek Elementary School, Sunshine Elementary School, Tanglewood Elementary School, Three Oaks Elementary School, Tice Elementary School, Tortuga Preserve Elementary School, Treeline Elementary School, Tropic Isles Elementary School, Villas Elementary School

<u>Middle Schools</u>: Bonita Spring Middle School, Caloosa Middle School, Challenger Middle School, Cypress Lake Middle School, Gulf Middle School, Harns Marsh Middle School, Lehigh Acres Middle School, North Fort Myers Academy for the Arts, Oak Hammock Middle School, The Alva School, Trafalgar Middle School

<u>High Schools</u>: Bonita Springs High School, Cypress Lake High School, Dunbar High School, Fort Myers High School, Ida S. Baker High School, Island Coast High School, Lehigh Senior High School, Mariner High School, North Fort Myers High School, Riverdale High School

<u>Special Schools</u>: Buckingham Exceptional Center, DJJ Sites, Fort Myers Technical College, Royal Palm Exceptional Center, Lee Virtual School

<u>Principal Liaison</u>: Christine Siebenaler, Elementary School, Kelly Maniscalco, Middle School, and Dr. Ruthie Lohmeyer, High School

School Board Liaison: Mrs. Mary Fischer

Staff Liaison: Dr. Denise Carlin, Director, Strategic Planning and Community Engagement

<u>Presenters</u>: Dr. Gregory Adkins, Superintendent of Schools, Marc Mora, Executive Director, Operations, Soretta Ralph, Executive Director, Academic Services

Guests: N/A

Schools not represented at this DAC meeting:

Elementary Schools: Bonita Springs Elementary School, Diplomat Elementary School, Fort

Myers Beach Elementary School, G. Weaver Hipps Elementary School, Gulf Elementary School, Hector A. Cafferata Jr. Elementary School, Orangewood Elementary School (excused), Patriot Elementary School, Pelican Elementary School, Ray V. Pottorf Elementary School, River Hall Elementary Schools, Trafalgar Elementary School

<u>Middle Schools</u>: Diplomat Middle School, Fort Myers Middle Academy, Lexington Middle School, Mariner Middle School, Paul Laurence Dunbar Middle School, The Sanibel School, Three Oaks Middle School, Varsity Lakes Middle School, Veterans Park Academy of the Arts

<u>High Schools</u>: Cape Coral High School, East Lee County High School, Estero High School, South Fort Myers High School (excused)

Special Schools: Cape Coal Technical College, Dunbar Community School, LAMP, Success Academy

The next meeting of the <u>District Advisory Council</u> is scheduled for September 12, 2018 at 6:00 p.m. in the School Board Meeting Room, 2855 Colonial Blvd. Ft. Myers, Florida.

Presentation: Volunteerism in our Schools

Cassandra Bishop, Recording Secretary

An audio-visual recording of this meeting has been produced to provide a verbatim record of the proceeding and may be viewed on the School District's Website at www.leeschools.net/district-advisory-committee. Members of the public wishing to obtain a copy of the recording of this or any meeting of the District Advisory Council must make a request through the District's Communication Department at (239) 337-8327.

The School Board of Lee County

1.20

Related Entries: (Not identified at this time)

1

24 25 26 27 28 29 30 31 32

33

34

35

36

45

Community Involvement Opportunities

The administrative authority for the operation of schools is vested in the Superintendent and school principals. While the most important kind of parent/guardian involvement is in the home, supporting the learning and development of his/her children, parents/guardians are key stakeholders in the overall program design, goals, and priorities of our schools. Community members are also key stakeholders in various District support services to schools including District-wide initiatives, curriculum, financial, construction, compliance, and equity issues. While the Superintendent and school principals shall always be open to the comments of parents/guardians, community members, and students, the following are formal opportunities to provide input, advice, and support to the mission and goals of the School District of Lee County and to the individual schools. School Board advisory committees shall consist of qualified members from the community or students whose purpose shall be to provide input, advice and support to the School Board on topics identified by the School Board as specific to each committee. In order to enable advisory committee members to share information at the school level including at SAC meetings, informational staff presentations concerning various aspects of the operation of the School District may be provided at Committee meetings.

Membership (1)

- (a) In forming advisory groups, councils, and committees, the Board shall make every effort to reflect the racial and ethnic composition of the current Lee County community population whenever possible.
- (b) Any individual wishing to assume membership on an advisory committee must provide information to the School Board concerning any business he/she, or any entity he/she has a contractual or employment relationship with, is doing with the School Board in advance of being appointed to membership on an advisory committee. "Doing business" with the School District does not include being employed by the School District. Members of advisory committees will abstain from voting as an advisory committee member on any matter, which may personally benefit the committee member, his or her employer, or any entity he or she presently has a contract with.
- (c) Except as otherwise stated in this policy, each committee's membership shall be selected and appointed by the School Board.
- When vacancies occur in a committee, the Board Office will notify the Board (d) Member who selected that committee member. The Board Member will then select a replacement to be presented to the School Board for appointment. The Superintendent shall prepare an agenda item for this purpose. The Board

will take action to fill the vacancy for the remainder of the term. Members who miss three meetings of the committee during a school year shall be removed from membership.

- (e) Board appointments shall be made in the summer and effective in September for two year terms. Appointment of advisory committee membership is subject to revocation at any time by Board action. Appointment to advisory committee membership shall not constitute grant of a property right to such. SAC representatives serving on the District Advisory Council shall be appointed for one year terms beginning in September of each school year.
- (f) Citizens may be appointed to serve multiple terms on the same committee.
- (g) A School Board Member shall be assigned to each committee as a liaison.
- (h) With each change in Board Chair, one advisory committee member selection from each relevant committee shall be transferred from the former to the present Board Chair. The transfer shall be accomplished so as to maintain a balance in the terms of the former Board Chair's selectees.

(2) Committee Meetings

- (a) All meetings of any advisory group must be open to the public at all times and all minutes of such meetings shall be promptly recorded and open to public inspection. Each committee shall be subject to the Sunshine Law. The agenda for every advisory committee meeting shall include an opportunity for public comment. The committee may, by vote, limit the time allowed for comment and the subject of comment to matters on the meeting agenda. The committee will also decide whether public comment will be at the end or beginning, or both
- (b) With the exception of requirements for a quorum, all advisory committees shall follow Roberts Rules of Order to ensure effective operation of its meetings. Committee meetings may proceed without a quorum of the membership present. Whenever a recommendation or input from a committee is presented to the School Board, the presentation will include the number of members present at the committee meeting at which the recommendation or input was provided.
- (c) Each recommendation presented by an advisory committee to the School Board shall be tracked by the Superintendent. The Superintendent shall present a quarterly report to the School Board providing information on the status of implementation of each such recommendation. An explanation shall be provided for each recommendation the Superintendent chooses not to implement.
- (d) Each advisory committee shall annually, at the first meeting after the September Board appointment of membership, select a chair from among its membership. Each committee shall also select from its membership a vice

chair. The chair will be responsible for directing the work of the committee and guiding the conduct of each committee meeting. The chair will ensure that the committee, at each of its meetings, maintains its focus and completes the work set forth for it upon its agenda. The chair will meet with the School Board Member assigned as liaison to the committee in advance of each committee meeting. The purpose of this meeting will be to set the agenda of the committee for its next meeting. A portion of the agenda of each committee meeting shall be assigned to the Board liaison. During this portion of the meeting, the Board liaison may bring forth issues for discussion, advice and input by the committee. All advisory committee meetings will be conducted with a professional decorum that is supportive of the School Board's mission to provide a quality education in a safe, well-managed environment. All committee members will be expected to conduct themselves at meetings in a manner that contributes to the committee's support of the School Board's accomplishment of its mission. Committee members who fail to meet this responsibility and whose conduct detracts from the accomplishment of the mission of the advisory committee will be removed from membership.

- (e) Each committee shall make a report to the Board during each academic quarter at a Board briefing meeting.
- (f) All committees shall meet at least once during the months of September, October, November, January, February, March, and April.
- (3) Process to establish work of School Board Advisory Committees.

Prior to the beginning of each academic quarter, the Superintendent shall establish and inform the School Board of the quarterly input subject. At the first monthly meeting in the corresponding quarter, each School Board advisory committee shall receive information on that quarterly input subject. In addition to the responsibilities established for each committee in the following paragraphs, each of the committees shall consider, discuss, and provide input to the School Board on the quarterly input subject.

- (4) The following School Board advisory committees are established.
 - (a) District Advisory Council

The School Board shall establish a District Advisory Council (DAC). The Council membership shall consist of one representative from each District school as selected and appointed by the School Advisory Council. There will also be one principal representative from each level, selected and appointed by the principal groups. Individuals will hold only one membership and one vote. Members will not accept membership on the Council in a different capacity. The purpose of the District Advisory Council shall be to disseminate information concerning the operation of the School District to school staff, students and parents, and at meetings of the SAC. The purpose of such information sharing is to improve the understanding of various aspects of the operation of the

School District and assist the SAC in its decision-making. To enable the DAC to accomplish this purpose, the DAC shall regularly receive informational staff presentations concerning various aspects of the operation of the School District, The presentations shall include distribution of documents or other communication tools designed to assist DAC members to share the information presented. The District Advisory Council may divide into Sub-Councils at any of its monthly meetings, as members deem necessary. The Superintendent shall assign no more than three staff members to act as liaisons with the District Advisory Council.

(b) Finance Advisory Committee

The Finance Advisory Committee shall consist of fifteen members. The Board will appoint fifteen members to the Finance Advisory Committee.. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. The Superintendent shall assign no more than three appropriate District staff as liaisons. The purpose of the finance committee shall be to provide input, advice and support in the preparation of the operating and capital budget for the School District of Lee County.

(c) Construction Advisory Committee

The Construction Advisory Committee (CAC) shall consist of sixteen members. The Board will appoint fifteen members to the Construction Advisory Committee. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. One member shall be appointed by the head of the Fire Chief's Association to serve for a two-year appointment. The Superintendent shall assign no more than three appropriate District staff as liaisons. The purpose of the construction committee shall be to provide input, advice, and support to the five-year capital plan. This committee shall also review proposed new construction and renovation projects and review plans for compliance with safety-to-life issues.

(d) Curriculum Advisory Committee

The Curriculum Advisory Committee shall consist of fifteen members. The Board will appoint fifteen members to the Curriculum Advisory Committee. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. The Superintendent shall assign no more than three appropriate District staff as liaisons. The Superintendent may also appoint additional members to this committee to ensure that the interests of exceptional students are represented. The purpose of the

curriculum committee shall be to provide input, advice, and support to curriculum content, materials and assessment instruments and to the school improvement process. The committee will also provide input, advice, and support to District-wide technology issues and promote the integration of technology into the home and school learning environments.

(e) Continuous Systemic Improvement Advisory Committee

The Continuous Systemic Improvement (CSI) Advisory Committee shall consist of fifteen members. The Board will appoint fifteen members to the Continuous Systemic Improvement Advisory Committee. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. The Superintendent shall assign no more than three appropriate District staff as liaisons. The mission of the committee shall be to systematically review components of the District's Strategic Plan for the purpose of providing input to the School Board concerning the content and implementation of the Plan. The committee shall determine which component of the plan to review after receiving a recommendation from the Board member liaison and Committee Chair.

(f) Equity and Diversity Advisory Committee

The Equity and Diversity Advisory Committee (EDAC) shall consist of fifteen members. The Board will appoint fifteen members to the Equity and Diversity Advisory Committee. The School Board Chair shall select three members and each of the other six School Board Members shall select two members to be appointed by the Board. Each Board Member will make reasonable efforts to ensure that at least one of his/her appointees is a minority. The Superintendent shall assign no more than three appropriate District staff as liaisons. The mission of the committee shall be to monitor the District's maintenance of a unitary school system and adherence to School Board Policies concerning equity and diversity. The committee shall review and provide input concerning revisions to the student assignment plan and any proposal to acquire a school site, construct or abandon a school facility.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1001.43, 1001.452, F.S.

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228
229
       Adopted: 2/27/07
                          (Formerly: Policy 3.31)
230
       Revised: 7/31/07
231
       Revised: 12/11/07
232
       Revised: 11/3/08
233
       Revised: 4/02/14
234
       Revised: 7/29/14
235
       Revised: 7/28/15
                          (Formerly: Policy 1.18)
236
       Revised: 1/11/17
237
       Revised: 6/27/17
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MEETINGS A MESS? TRY PARLIAMENTARY PROCEDURE

Dr. Chester Gibson, Chair
Department of Mass Communications
and Theatre Arts
State University of West Georgia
And
Parliamentarian
Georgia School Boards Association

Building public support for education involves conducting meetings of the Board of Education in an orderly and professional way which will assure constituencies that EFFICIENCY rather than BEDLAM characterizes board meetings. In the absence of public confidence in the fairness and efficiency of the Board of Education, there will be erosion of support for our schools. The United States Supreme Court described schools as "a most vital civic institution for the preservation of a democratic system of government", and the primary instrument for transmitting the values on which our society rests. Professional, orderly, and responsible behavior in the conduct of public business promotes support.

Public confidence is high when:

- 1. Board Members show familiarity with and adherence to accepted rules of parliamentary procedure.
- 2. The moderator conducts the meeting fairly and efficiently.
- 3. Volatile issues are handled in a controlled way with adherence to the principles of:
 - A. Order
 - B. Equality
 - C. Justice and Fairness
 - D. Rights of the Minority
 - E. Rights of the Majority

Public confidence is low when:

- Meetings are conducted which violate legislative decrees, the bylaws of your organization, and rules of procedure which have been adopted by the Board of Education.
- 2. Board Members stray from discussion of the immediately pending question, make improper and inappropriate motions, use "parliamentary gimmicks" to unnecessarily delay and complicate the discussion.

The purpose of this presentation is to provide guidance on how a School Board Meeting can be transformed from an exercise that discourages both participants

and observers to a meeting that is efficient, organized, fair and reflective of the high standards which should be demanded of educational leaders.

PLANNING THE SCHOOL BOARD MEETING

One of the major challenges facing a School Board is the proper use of time. School Board should keep track of the length of their meetings. It a board consistently has meetings that last three (3) or four (4) hours or even longer, then it needs to take a careful look at ways to get the job done without holding long meetings which almost inevitably result in poor decision-making. If the board meeting goes beyond two hours, there is often a significant decline in problem-solving skills.

PREPARING THE AGENDA

The agenda can be used to streamline the meeting and eliminate many time consuming items that take time away from the most critical issues facing the board. By outlining the items to be covered during the meeting, the School Board can avoid surprises that come when issues are raised that have not been considered. The agenda also helps the board understand the totality of its responsibilities and provides a pattern of organization for the meeting.

The agenda for a meeting is usually prepared by the superintendent in cooperation with the chair of the board. The agenda preparation process should be disseminated to interested individuals. This will help assure that board members, administrators, staff and any concerned citizens or organizations will have an opportunity to place an item on the agenda.

Listed are tips for developing items for the agenda.

- 1. Board members and other concerned individuals should be informed of the date and time that the agenda is prepared. Every effort should be made to keep this time consistent throughout the year. Agenda items should be submitted in writing to the superintendent by a date/time specified in board policy. The deadline for agenda items should be at least a week prior to the meeting.
- 2. A record of unfinished items from previous meetings should be kept. These should be incorporated into the upcoming agenda.
- 3. At the beginning of each meeting, an opportunity should be provided for members to add items to the agenda. This provides the flexibility to include issues that may have arisen since the tentative agenda was prepared. However, the chair should not allow any member to add to the agenda at will. Once a member proposes the adding of an item to the agenda, the chair should ask, "is there any objection to adding this to the agenda?" If there is an objection, it should be put to a vote. If there is no objection, the agenda item can be added by unanimous consent. As a

general rule, additions to the agenda should be limited to emergency situations.

The superintendent should have the responsibility of distributing the agenda and appropriate support items at least three (3) to five (5) days prior to the board meeting. This will provide time to become familiar with the issues. A very poor image of the school board is projected when members open their packets for the first time when the meeting begins. This creates several problems:

- 1. Board members are reading when they should be listening.
- 2. It projects an image that the materials are not important enough to be examined prior to the meeting.
- 3. It is a sign that board members do not take their roles seriously.

Early distribution will also allow board members to organize the materials to conform to the order on the agenda. Some type of labeling or organized system should be devised to allow the board members to match support materials with agenda items. Some boards use color coding to accomplish this. A good image is not projected when one or more members finally locate pertinent materials after discussion has concluded.

TAKING ACTION IN THE BOARD MEETING

When the board reaches that portion of the agenda which calls for motions from the board, members need to be familiar with proper procedures for the handling of a motion. Many school boards may feel that they do not have to be so formal with their procedures. Such informality may work with a highly cohesive board that seldom has conflict. However, when new members come along who are accustomed to more formal procedures when motions or amendments are made that generate conflict, or when various strategies are used to defeat the motion, formal rules become a great asset to the board.

The typical practice of school boards is to use Roberts Rules of Order, Newly Revised, to govern the parliamentary procedures at meetings of the board, except as modified by local bylaws.

There are both reasons of legality and fairness which compel a school board to define procedures clearly. The first area of concern deals with the handling of a motion.

1. A Member Makes a Motion

It is helpful to have the motion in writing so that there will be no confusion over the wording. A board member should write the motion, introduce it, and pass it to the chair and then the secretary for recording in the minutes. There are times when a board member introduces a poorly worded motion. The chair then has the option, before the motion is seconded, to

assist in clarifying the wording. Once the motion is made and seconded, it can be altered only by amendment. It is important to understand that the chair has the same privilege to make motions as any other board member, unless your bylaws specify otherwise.

2. A Member Seconds the Motion

A second merely implies that the board member wishes to hear the motion discussed. It does not necessarily imply support for the motion. If no one seconds the motion, the chair states that "the motion fails for lack of a second." Some items that do not require a second include nominations, a call for a division of the assembly, a parliamentary inquiry, a point of information, a point of order, and a recommendation of a committee comprised of two or more board members.

3. The Chair States the Question

The chair is responsible for formally placing a motion before the members by stating the motion. It is especially important that the chair state the precise wording of the motion before debate begins and again before the vote is taken. When a motion has been amended, the chair can help clarify for the member the intent of the motion by stating the wording as amended. There are times during the course of debate when the chair should remind the board members of the motion to keep them from drifting off the subject.

4. The Members Debate

The person who makes the motion is entitled to speak first if he/she so desires. The chair should encourage members to confine their remarks to the immediately pending question. During the course of debate, some amendments to the main motion may be introduced.

If a member of the board proposes an amendment to the main motion, the amendment becomes the immediately pending question and must be resolved prior to continuing debate on the main motion. Amendments come in a variety of forms:

- A. Striking a portion of the main motion,
- B. Adding to the main motion, and
- C. Substituting for a portion of the main motion.

Listed below are some tips for handling amendments:

- A. Consider only one amendment at a time.
- B. After an amendment has been adopted, the chair should repeat the main motion as amended.

- C. While it is possible to amend an amendment, such a practice often leads to confusion and this should be used only when necessary.
- D. An amendment must be germane or in some way involved in the question that is under discussion.

Following debate and the vote on the amendment, the chair returns to discussion on the main motion.

The presiding officer cannot close debate as long as any member desires to speak on the motion. The proper way to close debate is either:

- A. To ask "Is there any objection to calling the previous question?"
- B. To have a member of the board make a motion to call the PREVIOUS QUESTION. This is a nondebatable motion requiring a two-thirds vote. It is important that the chair give everyone who wants to speak the opportunity to do so. It is also a good idea for the chair to participate in debate, as he/she represents a group of constituents.

5. The Members Vote

The bylaws of the school board should specify voting procedures. Before calling for the vote, the chair should repeat the motion so that everyone understands the issue that is being decided. The chair should always call for the negative vote even if it appears that the motion gained nearly unanimous consent. Under no circumstances should a secret ballot be allowed. The chair should announce the vote totals when giving the results and those totals should be recorded in the official minutes. The chair has the same voting rights as other members.

6. Announcing the Vote

The chair should always announce the outcome of the vote, giving the number who voted for and against the motion. Once this step is completed, the board is ready to move to consideration of other issues.

Even though many school boards utilize a formal procedure such as the one just described, some boards prefer to have a general discussion of the problem before formulating a motion. Since school boards have considerable flexibility in their adherence to formal procedures, it is possible that discussion prior to the motion might give the group wide latitude if they do not want to be restricted to being for or against the motion that is introduced. The disadvantage of proceeding with discussion prior to a motion is that members may have a difficult time limiting the scope of the debate.

RECONSIDERING OR RESCINDING A MOTION

Sometimes a board discovers information which may result in the need to reconsider or rescind an action previously taken. The purpose of a motion to reconsider is to "permit correction if hasty, ill advised or erroneous action, or to take into account added information or a changed situation that has developed since the taking of a vote." A motion to reconsider allows a board, anytime prior to adjournment of the meeting, to correct action which the board realizes should not have been taken during the meeting.

Some important things to remember about the motion to reconsider are:

- 1) The motion can be made only by a member who voted with the prevailing side,
- 2) The motion can be seconded by anyone in the group, and
- 3) The motion requires a majority vote.

According to accepted parliamentary procedure, if the school board desires to rescind an action taken at a previous meeting, it can do so by making a motion to rescind. This motion requires a two-thirds vote for adoption if no notice of intent to introduce the motion is given, but requires a simple majority if notice is given. Unlike the motion to reconsider, any member may make a motion to rescind. When this motion is introduced, it is possible to rescind the entire action or to strike out or change certain parts of the motion. Of course, local policies may not require strict adherence to these formal procedures.

DELAYING CONSIDERATION OF A MOTION

Items which are placed on the agenda may be discussed to a point where members realize that there is insufficient time to fully consider the matter. Also, matters of greater urgency may arise which make it necessary to temporarily dispose of a pending question. Thus, a member may introduce a motion to LAY ON THE TABLE which:

- 1) Can be applied to any main motion,
- 2) Is not debatable,
- 3) Cannot be amended, and
- 4) Requires a majority vote

Since the motion to table cannot be debated nor amended, the chair calls for a vote immediately after identifying the motion. Once a motion has been laid on the table, it can be taken up again at any time a majority of the members desire to consider the issue again. Any member of the board has the right to make a motion to take an issue from the table.

Another frequently used method of delaying action is to REFER TO A COMMITTEE. If the majority of board members believe that further investigation is necessary on an issue, the board may refer the issue to a committee. This motion:

- 1) Requires a second.
- 2) Is debatable, and
- 3) Can be amended.

If an appropriate committee does not exist, the chair may appoint a committee to consider the matter. The chair should seek consent from the board on the appointment of the committee.

In addition to the motion to LAY ON THE TABLE and the motion to REFER TO A COMMITTEE, the group may choose to POSTPONE consideration of a motion. A motion to POSTPONE INDEFINITELY has the effect of killing a motion for the duration of the board meeting, without forcing members to take a stand on the merits of the pending question. It is, in effect, an indirect way of rejecting a motion.

A motion to POSTPONE INDEFINITELY:

- 1) Requires a second.
- 2) Is debatable, and
- 3) Requires a majority vote for adoption.

Another alternative is to POSTPONE TO A DEFINITE TIME. This motion allows the group to dispose of the issue and move to additional business, but it allows the group to take the matter up again at the specified time. This motion:

- 1) Requires a second,
- 2) Is debatable, and
- 3) Requires a majority vote for adoption.

Thus, a school board has a number of options available to postpone consideration of the matter. These strategies should not used to delay without good cause. If used properly, these motions allow the group to use the additional time provided to conduct further study on the matter.

Board member training should include the basic principles of parliamentary procedure. Mastery of all the rules is unnecessary for small board meetings. However, a knowledge of the basics will guide you through the chaos. Henry Robert wrote *Robert's Rules of Order* after being asked to preside over a meeting, and he did not know how. "My embarrassment was supreme," he wrote. "I plunged in, trusting to providence that the assembly would behave itself. But with the plunge went the determination that I would never attend

another meeting until I knew something of parliamentary law." Perhaps we can learn from this experience.

CHART OF PARLIAMENTARY MOTIONS

MOTION	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE REQUIRED
14. Fix time to which to adjourn	Yes	No	Yes	Majority
13. Adjourn	Yes	No	No	Majority
12. Recess	Yes	No	Yes	Majority
11. Raise a Question of Privilege	No	No	No	None
10. Call for the Orders of the Day SUBSIDARY	No	No	No	None
MOTIONS	<u> </u>			•
9. Lay on the Table	Yes	No	No	Majority
8. Call for the Previous Question	Yes	No	No	2/3
7. Limit or Extend Limits of Debate	Yes	No	Yes	2/3
6. Postpone Definitely	Yes	Yes	Yes	Majority
5. Refer to Committee	Yes	Yes	Yes	Majority
4. Amend the Amendment	Yes	Yes	No	Majority
3. Amend or Substitute	Yes	Yes	Yes	Majority
2. Postpone Indefinitely	Yes	Yes	No	Majority
MAIN MOTIONS				
1. Original Main Motion (Resolution)	Yes	Yes	Yes	Majority
Bring Question Again/Reconsider		Yes	No	Majority

MOTION	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE REQUIRED
Take from the Table	Yes	No	No	Majority
Rescind	Yes	Yes	Yes	Majority, with notice
INCIDENTAL MOTIONS No order of precedence				-
Parliamentary Inquiry	No	No	No	None
Point of Information	No	No	No	None
Point of Order	No	No	No	None
Division of the Assembly	No	No	No	None
Appeal from Decision Chair	Yes	Yes	No	Majority
Modify or Withdraw a Motion	No	No	No	Majority
Divide a Motion	Yes	No	Yes	Majority
Create a Blank	Yes	No	No	Majority
Suspend the Rules	Yes	No	No	2/3
Object to Consideration	No	No	No	2/3

SIMPLIFIED CHART OF PARLIAMENTARY MOTIONS

Move it, amend it, and refer it or postpone it or vote on it

MOTION	DEBATABLE	AMENDABLE	VOTE REQUIRED
8. Adjourn	No	No	Majority
7. Recess	No	Yes	Majority
6. Close Debate	No	No	2/3
5. Postpone Definitely	Yes	Yes	Majority
4. Refer to Committee	Yes	Yes	Majority
3. Amend the Amendment	Yes	No	Majority
2. Amend or Substitute	Yes	Yes	Majority
Main Motion (Resolution)	Yes	Yes	Majority
Reconsider	Yes	No	Majority
Rescind	Yes	Yes	Majority, with Notice

MOTIONS DEALING WITH THE GENERAL CONDUCT OF THE MEETING NO ORDER OF PRECEDENCE

	1		7
Parliamentary Inquiry	No	No	None
Point of Order	No	No	None
Division of the Assembly	No	No	None
Appeal from Decision of Chair	Yes	No	Majority
Withdraw or Modify a Motion	No	No	Majority
Divide the Motion	No	Yes	Majority
Suspend the Rules	No	No	2/3

See Jon Ericson, Notes and Comments on Robert's Rules

ROBERTS RULES OF ORDER WEBSITE

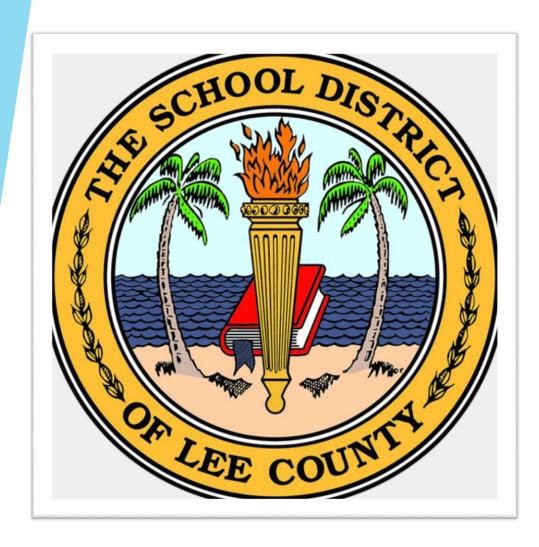
http://www.robertsrules.com

The website includes:

- Information about Robert's Rules of Order and its current, up-to-date edition.
- Information about the authors who have created this leading manual of parliamentary procedure.
- How you can use Robert's Rules of Order to help your organization run more smoothly.
- Links that allow you to purchase copies of the book for yourself or your organization. Caution: Robert's Rules of Order are revised periodically, so be sure you are purchasing the edition that your board has agreed to use.
- Reference Information
- Access to questions and answers that others have provided. If you want to see the answers given by the experts to selected questions of general interest, you can browse our Ask the Authors feature.
- Ability to ask any question of the experts. If you have a question about what Robert's Rules of Order Newly Revised prescribes for a particular situation, or want to provide an answer to a question someone else has posted, you can participate in the Question and Answer Forum.

FORM TO REVEAL BUSINESS RELATIONSHIP WITH LEE COUNTY SCHOOL BOARD

l,	, nave been
appointed by the Lee County Scho	ool Board to serve on the
	Advisory
Committee.	
(PLEASE COMPLETE ALL S	ECTIONS BELOW THAT APPLY TO YOU)
1. I am presently doing busine	ess with the Lee County School Board in the
following manner:	
	·
2. I have an employment related	tionship with:
which is presently doing business	with the Lee County School Board.
3. I have a contractual relation	nship with
which is presently doing business	with the Lee County School Board. The nature
of that contractual relationship is:	
	any matter of committee business that may
	er or the entity with which I have a contractual
relationship.	
	(Signature)
	(Oignatalo)
	(Date)



Volunteerism

District Advisory Council September 12, 2018

How Do I Volunteer

- Visit or contact the school you are interested in volunteering at
- Complete a Volunteer Application, located at the school
- A criminal history and background check will be completed
- After the application is reviewed, the Volunteer Contact will schedule a time for you to begin.

School Volunteer Opportunities

Instruction

- Preparing instructional materials cutouts, flash cards, charts, transparencies, etc.
- Collecting and arranging displays for teaching purposes.
- Re-teaching a small class group for understanding or appreciation of a simple concept or skill.
- Tutoring individual children.
- Listening to student's oral reading.

Clerical

- Keeping records of books children have read.
- Keeping inventory of classroom stock-equipment, books, and instructional supplies.
- Keeping and maintaining a folder of representative work for each pupil.
- Filing resource materials for various teaching units.

School Volunteer Opportunities

Technical and Media Assistance

- Assisting students with computers
- Book check out
- Book restocking

Facilitating

- Gathering supplementary books and materials
- Distributing books and supplies
- Displaying student work
- Setting up special classroom exhibits

District Volunteer Opportunities

Committees and Councils

- School Board Advisory Committees*
 - Construction Advisory Committee
 - Continuous Systemic Improvement Advisory Committee
 - Curriculum Advisory Committee
 - District Advisory Council
 - Equity and Diversity Advisory Committee
 - Finance Advisory Committee
 - Student Advisory Committee
- ESE Advisory Council
- Textbook Adoption*
- Legislative Advocacy
- SDLC Insiders

"<u>Life's most persistent and urgent question is, What are you doing for others?</u>" — Martin Luther King, Jr.

"Only a life lived for others is worth living." — Albert Einstein

"Volunteers do not necessarily have the time; they just have the heart." — Elizabeth Andrew

<u>"Volunteers don't get paid, not because they're worthless, but because they're priceless."</u> – Sherry Anderson

Questions?

DAC PRESENTATION — SEPTEMBER 12TH

INCREASING VOLUNTEERISM AT NORTH FT. MYERS ACADEMY FOR THE ARTS (NFMAA)

North Ft. Myers Academy of the Arts

Dr. Thomas C. Millins — Principal

Julee Duttko — Assistant Principal

Heidi Bungard — Parent Coordinator

THE IMPORTANCE OF VOLUNTEERS AT NEMAA

K-8 ELEMENTARY, MIDDLE AND THE ARTS

Many facets to volunteering at schools....

- l. Parents schedules are very complex, work schedules, etc.
- 2. Volunteer in classrooms one day a week, two days a week, etc.
- 3. Specials events Ex: Field Day, Veterans Day, etc.
- 4. PTO, Events, Fundraisers.
- 5. Booster Clubs
- 6. Foundations
- 7. It is critical to have a large pool of volunteers to help with the day to day operations of a school.

NFMAA-HOW WE REACH OUT TO PARENTS?

- 1. Newsletters
- 2. Parent Letters
- 3. Principal Focus Group
- 4. PTO Events
- 5. Arts Foundation Events
- 6. Website Link Volunteer link
- 7. Parent Handouts

SCHOOL=VOLUNTEER COORDINATOR

- 1. Mentors
- 2. Classroom volunteers
- 3. PTO committees
- 4. Arts Foundations Volunteers
- 5. Special Events such as Veterans Day, K-3 Parade, Field Day.
- 6. New student packet volunteer forms included in packet.
- 7. Volunteer Breakfast December and May
- B. 5 STAR Book

MAKING IT EASY FOR PARENTS TO VOLUNTEER THEIR TIME.

- 1. On-line scheduler for events.
- 2. Parent call backs from the parent volunteer coordinator.
- 3. Increased communication between parents and school.
- 4. Communication a Month in Advance
- 5. Thank you Letters

VOLUNTEER POSSIBILITIES

- 1. Foster Grand-parent program
- 2. Retired School retired district personnel, staff, educators.
- 3. Community Leaders
- 4. Family Members
- 5. Grandparents
- 6. Retired Professionals
- 7. Teacher Volunteers
- 8. End of the year Surveys

FINAL THOUGHTS

- 1. Be involved
- 2. Be pro-active
- 3. Ask Questions
- 4. Be Active with your school
- 5. Participate in PTO, SAC, DAC, Foundations, etc.

SOUTH FORT WYTRS HS





PARENT INVOLVENT

- School Advisory Council
- PACK Dads
 - Male influencers
- Athletic Night
- All About Academies
 - Agriscience/Vet
 - Manufacturing/Engineering
 - Computer Science
 - Public Service/Leadership
 - AP/AVID

- Athletic Support/Boosters
- Band Boosters
- Open House(s)
- Senior Parent Night
- FAFSA/Scholarship Assistance
- Parent Volunteers
 - sports, testing, tutoring
- High School 101
 - Freshmen Parent Night



STUDENT INVOIVEMENT

- Academics
 - Academy courses
 - AVID
 - AP Capstone
- Athletics
- Clubs/Activities
- Leadership
 - Pi Chi Alpha Phi
 - Epsilon Chi Alpha Phi
 - JROTC

- Executive Student Leadership Council
- ALL IN Rally Team
- Visual Arts
- School Advisory Committee
- Student Government
- South's Got Talent
- Wolfpack 2020
 - Extended Day

