



THE SCHOOL DISTRICT OF LEE COUNTY

Continuous Systemic Improvement (CSI) Advisory Committee
September 17, 2018
6:00 p.m. – 7:30 p.m. – Training Room D
Meeting Minutes

Committee Members Present: Andrea Edmunds, Andrew Evans, Jason Grabowski, Dr. Guido Minaya, Kindra Pinnace, Mary Jo Potter, Brian Rasnick, Dr. Michele Stork, Jamie VanCleve, Joshua Winn

Absent: Terri Fyock, Michael Kain, Lydia Lowell-Sherman, Matthew Steig, Amanda Voelkers

School Board Liaison: Ms. Pamela LaRiviere

Staff Members Present: Cindy McClung, Coordinator, Continuous Improvement

Recording Secretary: Julie Holcomb

Guests: Mr. Robert Dodig, School Board Attorney

Welcome

The meeting was called to order by Cindy McClung, at 6:00 p.m.

Parliamentary Procedure Training

Mr. Robert Dodig, School Board Attorney, highlighted several of the important policies and procedures regarding participation on a District Advisory Committee.

- Members will serve a two-year term.
- Members may not miss more than three meetings, excluding any summer meetings scheduled.
- Members may be removed by the Board from the Committee due on absences, or disruption to the committee sessions.
- Members conducting business with the District are required to complete the appropriate paperwork to notify the Board.
- Members may not vote on a Committee issue if there is a conflict of interest, based on their status as doing business with the District.
- A Quarterly Report must be submitted by the Committee Chair to the Board.
- *Roberts Rules* are used with the exception of a Board Policy that states Committees do not require a majority to do business/conduct voting during a meeting.
- Members cannot abstain from a vote, unless there is a conflict, based on Florida Law.
- All meetings are public, and are advertised 48 hours in advance. Additional meetings may be scheduled, and requires the Superintendent's Office to be notified at least 48 hours in advance for advertisement.
- There must be a time for Public Comment, and each speaker allowed three minutes to speak, unless more than 20 people wish to speak. Time will then decrease to two minutes per speaker.

- Members may not discuss privately any items with another Committee Member that may come to vote of the Committee.
- Members cannot communicate via e-mail regarding issues that may come to vote of the Committee.
- Public Records Act – Any business of the Committee is public information, and can be requested through a public records request.
- All meetings are open to the public.
- All meetings are required to be advertised with an agenda.
- Meeting minutes are taken, approved by the Committee, and posted to the District website.

Board Member Report & Sales Tax Initiative Presentation

Ms. LaRiviere noted that all schools have had a great start to the 2018-2019 school year!

Ms. LaRiviere reviewed the data in the *Change for Change* packet that all Committee Members received.

Ms. LaRiviere will bring in the plans for the updates at Lehigh Senior High School for the Members to review at the next meeting.

The District is working smarter, and making adjustments whenever and wherever possible to be fiscally responsible.

There is an oversight committee that will meet at least four times per years, for the next ten years, to ensure the money raised is being used as intended.

When we invest in our schools, we invest in our community!

Additional details are available on the District website at:

https://www.leeschools.net/news/september_2018/cents_of_urgency.

Anyone interested in learning more may complete the form in the packet, and everyone is encouraged to participate.

Mission Statement of Committee

Cindy asked that all Members review the Mission Statement of the Committee, and all were in agreement with the current Mission Statement.

Meeting Norms

Cindy asked Members to review the Meeting Norms that were developed last year, and recommend any changes.

Mr. Rasnick noted that adding additional time to a meeting to complete a discussion or task is important to complete. Cindy noted that last year the Committee voted to begin the meeting 30 minutes earlier to provide additional time rather than extend time beyond the scheduled meeting end time, which may conflict with personal schedules. Cindy proposed that if discussions beyond the meeting end time and

it becomes a habit to extend the meetings, we may need to reconsider the start time in order to honor scheduled time for all Members.

All Members agreed to current Meeting Norms.

Attendance Policy

Cindy reminded the Members that anyone missing three meetings will be removed from the Committee.

Election

Dr. Minaya nominated Dr. Stork for Chairperson, the motion was seconded, and members voted unanimously to approve.

Dr. Stork nominated Mr. Rasnick as Vice Chairperson, the motion was seconded, and members voted unanimously to approve.

Chair Person responsibilities include attending meetings, review agenda prior to meetings, run the meetings, prepare and present a Quarterly Report to the Board, which includes a meeting at 7:30 a.m. the week before the Board presentation, and the Board presentation.

Public Comment

N/A

Vision 2020 Goals Updates

Cindy reviewed the Vision 2020 Goal updates and status, and a document will be shared with all Members with the information for their detailed review. (Attached)

Mrs. LaRiviere requested the committee consider extending the meeting to complete the agenda. The committee agreed by consensus.

CSI Advisory Committee Recommendations Submitted 2017-2018

Cindy reviewed the list of recommendations put forward by the CSI Advisory Committee in 2017-2018, and the status of each submission. (Attached)

Establish Priorities for 2018-2019

- Review of new evaluation instrument being used with Administrators
- Envision 2030 Review – more explanation/clarification on specific goals
- Data review – graduation
- Dashboard Data Review
- Nutrition Component & Lunch Periods – data availability and proper committee for review
- School Messenger Feedback
- Plan Changes Throughout the Year
- Addressing Monolinguals in the Classroom

Meeting Dates for 2018-2019

The Committee voted and unanimously agreed to the meeting schedule for the 2018-2019 school year:

September 17, 2018

October 15, 2018

November 26, 2018

January 14, 2019

February 25, 2019

March 25, 2019

April 15, 2019

May 20, 2019

Adjournment

Meeting adjourned at 7:49 p.m.

DRAFT