



THE SCHOOL DISTRICT OF LEE COUNTY

Continuous Systemic Improvement (CSI) Advisory Committee
September 11, 2019

6:00 p.m. – 7:30 p.m. – Training Room D
Meeting Minutes

Committee Members Present: Warren Baucom, Jack Dunigan, Jason Grabowski, Christle Guynard, Morgan Jones, Ryan McLain, David Montrose, Mary Jo Potter, Brian Rasnick, William Ribble, Rachel Rodriguez-Serrat, Jamie VanCleve

Absent: Anide Charles, Sara Richmond, Dr. Michele Stork

School Board Liaison: Cathleen O'Daniel Morgan

Staff Members Present: Cindy McClung, Director, Continuous Improvement

Recording Secretary: Julie Holcomb

Guests: n/a

Welcome

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

Ms. McClung welcomed everyone to the CSI Advisory Committee, and the committee members introduced themselves to the group.

Parliamentary Procedure Training

Mr. Robert Meyers, highlighted several of the important policies and procedures regarding participation on a District Advisory Committee.

General Ethics Rules

- Members may not participate in discussion or vote on a Committee issue if there is a conflict of interest, based on their status as doing business with the District. The member should abstain from the discussion/vote and file a memorandum with the recording secretary.
- Members that own a company should not be doing business directly with the District.

Sunshine Law

- If you sit on a public committee, two or more members may not discuss committee business outside of the committee meetings.
- Public Meetings must have minutes, be advertised, and held in a public place.

Public Records

- Documents/e-mails sent or received related to committee business/content are public record. If items are received outside of the committee meeting, the item(s) should be sent to the District contact to be maintained with the committee records.
- Any committee records may need to be submitted as a part of a public records request and can include e-mail, calendar appointments for committee meetings, etc.

Roberts Rules

- Chair calls meeting to order, controls proceedings.
- Regular attendance by committee members is important, including preparation prior to the meeting to review the agenda, supporting documentation, etc.
- Chair recognizes speaker.
- Member makes a motion, the motion is seconded, and the Chair opens discussion of the topic.
- Respect committee members by allowing speakers to speak.

Board Member Report

Ms. Morgan welcomed all committee members.

Ms. Morgan updated the members on the following topics:

- Committee meetings are now recorded.
- A handout was provided that included District statistics and topics from the document were reviewed (copy attached).
- The 2019-2020 budget was approved on September 10, 2019.
- The District has conducted restructuring to create funding to assist with paying increases to staff.

Mission Statement of Committee

Ms. McClung reviewed the CSI Committee Mission with the committee members, found on the District website below:

https://www.leeschools.net/leadership/school_board/advisory_committee_information/csi_advisory_committee.

The Strategic Plan annual update to the Board is being prepared and will be reviewed next week.

The committee minutes and agenda folders were discussed, and members notified that the documents will be available for download/review.

Ms. McClung noted that according to School Board Policy, advisory committees are not required to have a quorum, but the committee meeting minutes must note how many members are present for a vote.

Meeting Norms

Cindy worked with the group to develop norms for the work of the committee. The committee members agreed to the norms below:

- Begin and end the meeting on time.
- Respect rules of order.
- Respect comments of all committee members and do not make personal attacks.

Attendance Policy

The Board Policy states that a committee member that misses three meetings will be removed from the Committee. Regular participation is required and imperative to the work of the committee.

Committee members may attend through a conference call, but are unable to vote on motions.

Election of Chairperson and Vice Chairperson

Mr. William Ribble nominated Dr. Michele Stork for Chairperson. Mr. Jason Grabowski seconded the motion. Members unanimously voted Dr. Michele Stork as Chairperson for 2019-2020.

Mr. William Ribble nominated Mr. Brian Rasnick for Vice Chairperson. Ms. Jamie VanCleve seconded the motion. Members unanimously voted Mr. Brian Rasnick as Vice Chairperson for 2019-2020.

Review /Approval of Meeting Agenda

Mr. Brian Rasnick reviewed the meeting agenda and asked for a motion to approve the September 11, 2019 meeting agenda. The motion to approve the meeting agenda was unanimous.

Mr. Brian Rasnick asked for a motion to approve the May 20, 2019 meeting minutes. The motion to approve the meeting agenda was unanimous, with the exception of Mr. Jason Grabowski who abstained from the vote, noting he was not in attendance at the May 20, 2019 meeting.

Public Comment

N/A

Establish Priorities

Ms. Cindy McClung noted that we will have the new Director of Communications as a speaker to continue with recommendations and discussion from the 2018-2019 committee work once the position is filled.

Mr. Brian Rasnick – Many teachers have expressed that the pay for performance standards and guidelines seem to be unfair.

Mr. Brian Rasnick – A follow-up on the presentation last year regarding security processes, updates.

Ms. Morgan noted due to recording of the meetings, the security and safety presentations would not include details that may impact the safety and security of the District, schools, and students.

Mr. Warren Baucom – Review of infrastructure of zones and how school assignments are made, including transportation concerns.

The areas of the Strategic Plan include:

- Increasing Student Achievement
- Kindergarten Readiness
- College & Career Readiness
- Workforce Success
- Operational Efficiency & Effectiveness

A rollout of the new Strategic Plan is being planned for a half-day session for the community. The session would include Ted Talk sessions. The tentative date is in March 2020. Ms. Cindy McClung invited the committee members to include this event as a part of the committee priorities for 2019-2020.

Meeting Dates & Times

Ms. Cindy McClung noted that Training Room D has been tentatively reserved for the second Wednesday of the month for the committee meetings during the 2019-2020 school year.

It was discussed that if the second Wednesday of the month schedule is confirmed, the October 9, 2019 and April 8, 2020 sessions would need to be adjusted due to holidays on those dates.

A recommendation was made to change the meeting date to the third Wednesday of the month. This recommendation will be reviewed to see if rooms are available, and committee members will be notified when the schedule is set.

Status of 2018-2019 CSI Advisory Committee Recommendations

Ms. Cindy McClung reviewed the 2018-2019 CSI Advisory Committee Recommendations and the status of each. The information can be found on the District website at https://www.leeschools.net/leadership/school_board/advisory_committee_information.

Good of the Order

N/A

Adjournment

Meeting adjourned at 7:17 p.m.