



THE SCHOOL DISTRICT OF LEE COUNTY

Continuous Systemic Improvement Advisory Committee Meeting Minutes

Wednesday, September 16, 2020

6:00 p.m. – 7:30 p.m.

Online

Committee Members Present: Warren Baucom, Lucinda Defreitas, Ryan McLain, David Montrose, William Ribble, Denis Ryan, Dr. Michele Stork

Absent: N/A

School Board Liaison: Gwynetta Gittens

Staff Members Present: Cindy McClung, Director, Continuous Improvement

Recording Secretary: Julie Holcomb

Guests: John Miller, Kathy Dupuy-Bruno

Welcome

The meeting was called to order by Cindy McClung at 6:03 p.m.

All committee members introduced themselves to the group.

Cindy reminded committee members that the meetings are recorded, and the recording will be posted the day after the meeting on the CSI Board Advisory Committee website.

Parliamentary Procedures Training

Kathy Dupuy-Bruno, Esq., the District Board Attorney, reviewed the policies and procedures for the advisory committees.

The documents reviewed were provided to the Committee Members prior to the meeting, and are also available on the CSI Board Advisory Committee website.

Board Member Report

Ms. Gittens noted that the Strategic Plan touches all areas of the District, and that the work of this committee is charged with providing ideas, thoughts, and ways to make the district better through our Strategic Plan.

This is our second week of school, and there have been a lot of wins and a lot of curves. Parents were given the opportunity to make any changes they wanted to make on their selection of how their student will participate in

school. There was some confusion between Lee Virtual and Lee Home Connect for parents, and there were quite a few things to work out with that situation and leveling off the numbers.

We are working through the COVID items. Children and staff are required to wear masks. If parents are concerned about how positive reports are being handled, there is a process in place for notifying all of the parents at that school.

The District website has a link available to provide details on positive COVID cases within the schools/district.

The Grab and Go program is still available, and open to students in Lee Virtual and Lee Home Connect. Ms. Gittens asked that committee members share this information with parents, and that details about dates and locations are on the District website.

The District YouTube channel provides a way to view Board meetings and is a great way to be kept up-to-date about the District and what is happening and being discussed.

Mission Statement of Committee, Meeting Norms, Attendance Policy

The focus of this committee is to provide input to the Board on the Strategic Plan.

Meeting Norms:

- Begin on Time
- End on Time
- Be respectful of other members
- Online Meeting – Mute
- Online Meeting - Professional as possible

Committee Membership – Mr. Ribble asked if the current participants on the Zoom call are the entire Committee for this year. Cindy noted that the CSI Committee is currently short committee members, and asked that if any committee members have colleagues that would be interested in participating on the CSI Committee, or another Board Advisory Committee, to please provide them with the information about how to apply.

Ms. Gittens asked members to mention the Board Advisory Committees to friends, parents, etc. and to let them know how important it is to be involved and have a voice in the District.

Election of Chairperson & Vice Chairperson

Mr. Ribble nominated Dr. Stork as the Committee Chairperson.

Dr. Michelle Stork accepted the nomination.

Dr. Stork was unanimously approved as the Chairperson.

Ms. Gittens nominated Mr. Ryan McLain as the Committee Vice Chairperson.

Mr. Ryan McLain accepted the nomination.

Mr. Ryan McLain was unanimously approved as the Vice Chairperson.

Review and Approval of Agenda and Previous Month's Meeting Minutes

The September 16, 2020 meeting agenda was unanimously approved.

The July 17, 2020 meeting minutes were unanimously approved.

Public Comment

N/A

Establish Priorities, Meeting Dates & Venue

Meeting Dates

The committee members discussed the tentative future meeting dates for the 2020-2021 school year, which are tentatively scheduled on the third Wednesday of each month:

- October 21, 2020
- November 18, 2020
- January 20, 2021
- February 17, 2021
- March 17, 2021
- April 21, 2021

Cindy noted that our committee is the first to meet, so the committee does have options to adjust the meeting date schedule if needed.

The members discussed moving from the third Wednesday of the month to the second Wednesday of the month to accommodate schedules of committee members.

Cindy confirmed that committee members may choose to call/phone in if they are unable to be in front of a camera, and the phone number for the monthly Zoom session is posted on the meeting invitation.

The committee members unanimously approved the motion to change the meeting schedule for 2020-2021 to the second Wednesday of the month.

- October 14, 2020
- November 11, 2020
- January 13, 2021
- February 10, 2021
- March 10, 2021
- April 14, 2021

Venue

Discussion took place on whether members prefer to continue meeting online through Zoom, or return to in-person meetings at the District office.

Ms. Gittens proposed meeting in-person one time during the 2020-2021 school year, if possible.

Mr. Ryan made a motion that the committee meet in-person at the District office for the January 2021 meeting, and that the remainder of the meetings be held virtually via Zoom.

Ms. Defreitas seconded the motion.

The committee members unanimously approved the motion to meet via Zoom for the meetings during the 2020-2021 school year, with the exception of January 13, 2021, which will be an in-person meeting at the District office.

Mr. McLain made a motion to amend the venue motion to include attending the meeting via Zoom is an acceptable form of attendance for the January 2021 meeting.

Mr. Baucom seconded the motion.

The committee members unanimously approved the amended motion that Zoom will be an acceptable form of attendance for the January 2021 meeting.

Priorities

Cindy provided an overview of the District Strategic Plan, including updates on some areas that have evolved due to the COVID situation.

Ms. Gittens discussed items in the list of initiatives that cover all parts of the plan, and are very timely during the unusual times we are in, including increasing focus on meeting the needs of the whole students, expanding key technological innovations, and deployment of systemic processes.

Mr. Ribble asked that the link to the slides Cindy reviewed be sent to the committee members. Here is the link to the *EnVision 2030* page on the District website:

https://www.leeschools.net/leadership/superintendent/strategic_plan

Dr. Stork noted that reviewing specific pieces of each area would help the committee to be more granular on these larger topics.

Ms. Gittens commented that current discussions regarding communication is an over-reaching theme throughout all three areas and is an important factor as well.

Mr. Ryan noted that providing a common form of communication to all interested parties is important.

Cindy suggested sending out a survey regarding the topics discussed at the meeting tonight, and committee members will then rank the topics, and Cindy will use that data to schedule presentations by key stakeholders in each area.

Good of the Order

Ms. Gittens asked if there is anything that committee members would like her to take back to the Board at this time. Mr. Baucom commented that there will be a lot of information coming after the discussions of the committee take place.

Adjournment

Meeting adjourned at 7:27 p.m.

2020-2021 Meeting Schedule

September 16, 2020 (Online via Zoom)

October 14, 2020 (Online via Zoom)

November 11, 2020 (Online via Zoom)

January 13, 2021 (Location: Lee County Public Education Center – Room TBA)

February 10, 2021(Online via Zoom)

March 10, 2021 (Online via Zoom)

April 14, 2021(Online via Zoom)

All meetings are scheduled for 6:00 p.m. to 7:30 p.m.

CSI Advisory Committee Website

The CSI Advisory Committee website provides meeting dates, meeting agendas, and meeting minutes.

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

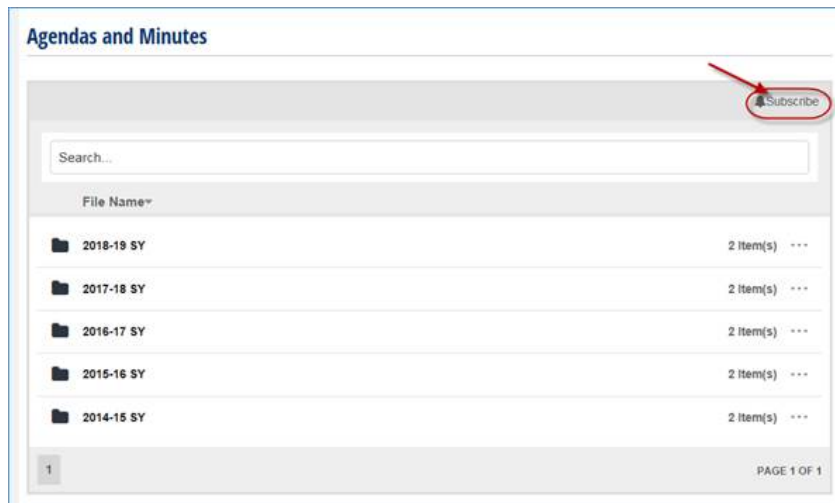
Instructions for Subscribing to CSI Advisory Committee Website

In order to receive automated alerts as new documents are posted to the CSI Advisory Committee website, you can subscribe to the site following the steps below.

- Access the website at:

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

- Select the *Subscribe* link.



- Complete the requested information under Add Subscription.
- Select the **Add Alert** button.