



**School District of Clay County
Green Cove Springs, Florida**

**Teacher Inservice Center - Fleming Island High School
2233 Village Square Parkway
Time: 4:00 p.m.**

April 9, 2013 - Workshop Meeting

Call to Order

1. Attendance

Minutes:

Present: Janice Kerekes, District 1; Carol Studdard, District 2; Tina Bullock, District 3; Johnna McKinnon, District 4; Lisa Graham, District 5; and Superintendent Charlie Van Zant.

Workshop Items

2. Review Staff Allocations Process

- Attachment: [Clay Virtual.pdf](#)
- Attachment: [Enrollment Projections.pdf](#)
- Attachment: [Enrollment FTE Scratch Sheet.pdf](#)
- Attachment: [ESE.pdf](#)
- Attachment: [HR Allocations.pdf](#)
- Attachment: [Information Services.pdf](#)
- Attachment: [Instruction Division.pdf](#)
- Attachment: [Secondary Enrollment.pdf](#)
- Attachment: [Custodial Staffing.pdf](#)

Minutes:

Denise Adams, Deputy Superintendent, began by thanking the Board for the opportunity to share the process used to develop the total allocation package. She characterized the allocation package as the "backbone" of the budget. Mrs. Adams explained that the district administrative allocation packet was not yet ready as three departments were still analyzing their administrative needs, and that they would elaborate more during their individual presentations. Mrs. Adams explained that key staff members would present their role in the process and the formulas they use to determine allocation requests for their respective divisions and departments. (See *workshop attachments for detail information presented by staff.*)

SCHOOLS

Enrollment Projects/Schools - Mrs. Adams stated the process starts with student enrollment projections and that staff, in their presentations, would explain how these projections translate into FTE, and finally how FTE turns into teachers and other staff allocations. The Class Size Amendment requirement drives the class size caps. Mrs. Adams stated the district constantly has to adjust allocations to meet student enrollments. This year, staff members were told to project as lean as possible within class size requirements. However, Mrs. Adams stated the district is certainly prepared to add teachers if enrollments are higher than expected. Mrs. Adams explained that through retirements and resignations, there should be sufficient positions for surplus employees.

Enrollment/FTE/State Formulas - Carl Hendrick, Director of Information Services, explained the DOE forecasting system and how state statisticians use basic data, such as census data and birth rates, to develop multiple forecasting models. The Department of Education then determines which models are statistically valid and approved for each district to use. Each district is able to choose from the shortlist which model they will use to submit their projections. Clay County uses historical data and trends to determine which model will work best for our district.

Enrollment/FTE=Teachers/Assistants

- PreK - 6 - Diane Kornegay, Assistant Superintendent for Instruction, explained the simple formula of dividing the projected enrollments by class size maximums, to equate to the number of teachers needed.
- Grades 7-12 - Mike Wingate, Director of Secondary Education, explained that high school formulas are much more complicated due to a multitude of variables - from specialized programs (such as IB, AICE, dual enrollment, academies, etc.) to trends with facilities, school zones, and "roll up" numbers. Mr. Wingate stated he also considers students with SPR's (Special Pupil Request), Clay Virtual Academy, and dropout rates. High schools need flexibility in the development and scheduling of specialized programs. Mr. Wingate restated that staff will continue to move slowly in adjusting allocation reductions so the district does not have to re-add allocations if student enrollments are higher than expected.
- Exceptional Student Education - Terry Roth, Director of ESE, explained the difficulty of staffing ESE, stating that historically statewide Clay tends to have a higher number of students with challenges. The ESE enrollment is one-quarter of the total Clay student population. Mrs. Roth stated she considers vouchers, McKay scholarships, and she geographically matches programs to the needs of students in the ESE allocation process. She is recommending an overall 13.4 ESE reduction for 2013-14. Mrs. Roth reminded the Board that many ESE positions are itinerant and they serve all district schools and that Self-Contained programs have smaller class sizes and need specialized curricula and paraprofessional support. In response to a question about emails received on the topic, Mrs. Roth explained that ASD & autism units are being moved from three schools in order to geographically

distribute the programs. Moreover, the decision was made in conjunction with transportation access. Mrs. McCabe added that union contract language dictates any teacher transfers.

- Career/Technical Education - Paul Parker, Director of CTE, reviewed CTE allocations and explained the projections for these teachers are included in the overall school allocations. When new programs are added, the district phases the courses in for one or two periods until the program can justify a full-time allocation.
- Clay Virtual Academy - Dr. Saryn Hatcher, Principal of CVA, described Clay Virtual Academy as a district program that provides a virtual instructional alternative for students, many who are full-time. Dr. Hatcher explained that Clay County has 1100 students who are registered as homeschool, and that currently only 50 of these students are enrolled in CVA. He explained the cost-savings advantage to the district by students taking courses through Clay's virtual program.

Resource/Guidance/Other Allocations - Mrs. Adams discussed resource teachers at the elementary level which are in addition to the regular education teachers. The formula used for resource teachers is for an average of 25 students per period. Smaller schools have at least two resource teachers in order to facilitate the rotational schedule. Mrs. Adams also mentioned that all junior high schools will have two guidance positions during 2013-14.

Custodial Allocations - Jim Connell, Assistant Superintendent for Support Services, reviewed custodial formulas which are staffed by Gross Square Feet (GSF). Mr. Connell explained that the district is now staffing more conservatively than in the past. Covered walkways are no longer factored in the GSF and any areas not daily maintained such as closets. Custodial allocations for all schools are calculated using the same formula for equity purposes, and facility usage is not factored into the calculation.

Food Service Allocations - Susan Glover, Director of School Food & Nutrition, reviewed staffing for school cafeterias. Employee hours are based on the average meals prepared daily. Clay County uses the national restaurant formula for staffing, making minor adjustments to meet the district schools' needs.

DISTRICT ALLOCATIONS

Transportation Department - Robert Waremburg, Director of Transportation, stated there is no magic formula to determine the busing of Clay County's 16,000 riders. While the Transportation Department does try to accommodate some field trips, its main priority is to transport students to and from school. A tiering schedule allows the district to maximize resources. Mr. Waremburg also stated that in the last few years, they have been able to reduce by approximately 25 buses by maximizing routes. The district currently uses a 10-year bus replacement schedule. Field management has been improved using GPS tracking to monitor field performance and in an effort to know where buses are at all times, capture ridership and behavior management.

When asked about cameras, Mr. Waremburg explained that they are very expensive and it takes a lot of work to pull the data in order to isolate incidences. The Transportation Department has recommended an overall net reduction of 7 allocations for 2013-14 with some minor reorganization of staff.

Support Services Division - Mr. Connell, pointed out that he has reduced his Division by 4 positions over the last 2 years through a change in business processes and beauracacy. His allocations for 2013-14 remain unchanged over 2012-13.

Human Resources Division - Toni McCabe, Assistant Superintendent for Human Resources, characterized HR as the smallest of the four Divisions. After cutbacks in 2009-2010, the Human Resources Division continues to function with two less staff members. The HR Division allocations remain at status quo for next year.

Business Affairs Division - Dr. George Copeland, Assistant Superintendent for Business Affairs, began by praising the staff in his Division for the work they do, and he reviewed the number of people in each of the Business Affairs departments. Dr. Copeland's biggest concerns were in the Payroll and Insurance Departments. All three of Payroll's long-time employees will be retiring in two years. These will be critical positions to fill with major training and transition needed. A significant number of federal mandates coming January 1, 2014, with the Health Care Reform Act, cause the Insurance Department to be another critical area of concern. Sheila Gann, Coordinator of Health Benefits, addressed this further, relating that the Insurance Department will not be able to keep up with the additional workload and required monitoring and reporting with the current level of staff. The biggest burden to the school district will be the impact of a requirement to offer medical benefits to every employee, including substitutes who average 30 hours or more per week or 120 hours per month. The department will also be required to oversee taxes to ensure the school district does not overpay premiums. The district will be obligated to pay a minimum of 6 months of premiums for these employees. Dr. Copeland concluded by stating that he is analyzing the Division's administrative needs due to the mandated changes.

Instructional Division - Mrs. Kornegay oversees the Instructional Division which includes nine departments with 13 administrators. She reviewed a list of responsibilities that fall within each of these departments. Also, as the district's Accountability Coordinator, Mrs. Kornegay expressed concern about state mandates that will impact the Instructional Division. Specifically, the Instructional Resources Department will be impacted the most through Florida Statute 1002.321 pertaining to Digital Learning requirements. Mrs. Kornegay stated she has given some thought to restructuring the department, and that she too, is still considering the administrative needs, analyzing how best to be prepared as a district to implement the required mandates.

Information Services Department - Mr. Hendrick commented on how much of the work in Information Services overlaps with the Instructional

Division. Already there is a tighter blending of these two areas. He explained the 4 sectors of his department: business, operations, systems, and support. Many of the factors that drive the department's work are centered around state mandates and changes in the industry. Information Services constantly strives to find the balance between new technology and meeting the needs of staff and students. His department is working closely with the Instructional Division to ensure the district is prepared for all technology-related challenges.

In closing, Mrs. Adams thanked staff for their clear and concise presentations.

Mrs. Bullock asked that Mrs. Adams pay particular attention and make an overall recheck of any allocation areas that jump out. She asked that Mrs. Adams check again on the 9 total allocations that Keystone Heights Elementary School will lose.

Superintendent Van Zant also commended staff for their presentations. He stated that he has asked all staff to "tighten belts" and to focus on the Instructional and Technology areas.

Speakers from Audience:

Fred Gottshalk - Spoke regarding ESE enrollments and the complexity of students. His biggest concern was for these students to get the best possible help and that teachers not incorrectly characterize them as discipline problems.

Stan Pfenning - Used a comparison with veterans who fight for our freedom, to speak about the citizens' freedom of expression in school board meetings.

Tracy Butler - Questioned several areas in the allocations document. She felt the document does not truly reflect what is taking place with regard to allocations.

Steve Richards - Thanked the Board for the workshop which he felt was very beneficial. Much like departments "pled their cases," he stated he was pleading for teachers. He questioned ESE allocations and the CVA presentation with regard to the generation of funds for the district.

Renna Lee Paiva - Thanked the Board and district staff for the additional guidance counselor at Orange Park Junior. She was confused about some of the Adaptive PE cuts.

Superintendent's Requests (None)

School Board's Requests

3. Comments

Minutes:

Mrs. Kerekes asked that the district consider going back to 1:1-month administrators and to consider areas for district level administrative cuts. She thanked staff for their presentations.

Mrs. Studdard thanked everyone for their concern shown through emails, texts, phone calls, and flowers for the loss of her mother last Thursday (April 4).

Adjournment (7:05 p.m.)

Superintendent

Chairman