

The Indian River County District School Board met on Tuesday, December 13, 2011, at 9:00 a.m. The workshop was held in the Teacher Education Center located at the Central Administrative Offices, 1990 25th Street, Vero Beach, Florida. School Board Members attending were: Chairman Jeff Pegler, Vice Chairman Carol Johnson, and Board Members: Matthew McCain, Karen Disney-Brombach, and Claudia Jiménez. Dr. Frances J. Adams, Superintendent of Schools, and School Board Attorney Suzanne D'Agresta were also present.

NEOLA Workshop
Re: Policy/Procedures/Forms Management

- I. Called Workshop to Order – Chairman Pegler
- II. Purpose of the Workshop – Dr. Adams
Dr. Adams said that the purpose of the workshop was to provide valuable information to the Board.
- III. Presentation by Tom Young, Esq., NEOLA – Mrs. Lannon
Mrs. Lannon introduced Mr. Young. She said that he would present what NEOLA could provide for the District. Mrs. Lannon said that she worked with NEOLA while she was in Martin County. NEOLA worked all over the nation with many School Districts in Florida.

Mr. Young stated that reviewing, updating, and providing rules for School Districts was all that they do. He said that they had several retired Superintendents and attorneys on staff. Mr. Young said that he had over 40 years experience in Florida as an attorney representing both sides of school law issues. He said that, if approved, he would be the lead person for Indian River County School District. Mr. Young explained that the first concern was to review all current rules, make recommendations for those that were not in compliance, and recommend deletions of conflicting rules. The system they have to offer included links directly from the rules to District Procedures, and to appropriate forms. Mr. Young said that they were the only company that stated that they would represent the District if a rule was challenged in a court of law.

He also stated that they would be here, when you ask us to show up. Mr. Young said that the process in Miami-Dade took seven months. He said that they estimated a year to put into place because the timeline would depend upon the commitment from the Board, Superintendent, and Staff. Mr. Young stated that to expedite the process, it was important for Staff to have already met and reviewed the rules prior to their arrival. He stated that NEOLA would review our rules prior to their arrival. Mr. Young said that the numbering system was not negotiable. He said that they use the same numbering system for all 1,100 School Districts that they have throughout the nation. Mr. Young said that each School District was unique and the rules should reflect its individual character.

Mr. Young said that the involvement of the Board Attorney depended upon the Board's preference and the Attorney's availability. He said that the first workshop would be with the District School Board to go over the Bylaws. The following workshops would be Finance; then, Property/Operations. Mr. Young said that they would be done, when the Board said they were done. However, Mr. Young stated that it was never over because the laws changed all the time. He suggested that all of the changes be adopted at one time, along with the rescissions.

Mr. Young stated that the rules would be maintained on their server. He said that NEOLA would sign off on all rules. Twice a year they would provide the District with an update on State and Federal laws, with revisions to rules done annually. The cost was based on the number of students in the District. Based on the number of students, the cost would be \$35,995.00, with an extension to pay over three years. The cost includes 70 consult hours. If four of their Staff attended a workshop, they charged for one person attending. Travel expenses would be an additional charge. After the initial 70 consult hours, the District would be charged \$175.00 per hour. Annual updates: After the first year, the next three updates would be included. After that, the cost would be \$1,500 per update. Mr. Young said that the District would discontinue at any time.

IV. Questions – Chairman Pegler

Dr. Adams said that the uniformity, access, and ease of use were very attractive. Mrs. Lannon stated that it would be very hard work but would be in place for many years in the future. Board Members indicated that they were interested in the services.

V. ADJOURNMENT – Chairman Pegler

With no further discuss, the workshop adjourned at approximately 10:04 a.m.