



Mark T. Porter, Superintendent of Schools

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*The **MISSION** of the Monroe County Schools is to empower all students to become responsible and contributing global citizens.*

**STRATEGIC OBJECTIVES:**

1. *Climate and Culture for Excellence*
2. *Outstanding Student Achievement*
3. *Effective Communication & Community Engagement*
4. *High Performing Workforce*
5. *Leader in Technology and Innovation*
6. *Accountable Resource Management*

**March 21, 2017**

A. J. Henriquez Administrative Complex • 241 Trumbo Road • Key West

**Closed Session – 3:00 pm**

**Workshop – Time Approximate: 3:10 pm**

**School Start Time Public Input – Time Approximate: 4:30 pm**

**Regular Meeting**

Time approximate 5:00 pm or immediately following Public Input Session.

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**CLOSED SESSION - 3:00 PM**

Opened for Closed session

**WORKSHOP - 3:10 PM open at 3:08 pm**

1. Stock Island Property, M. Porter (20 Minutes)  
Mr. Porter briefed the Board on a conditional purchase contract for approximately 1.9 acres on Stock Island. The property purchase would be the first step in relocating the Transportation Department. The Board asked that other property options also be considered.
2. Calendar, T. Axford/D. Murphy (20 Minutes)
  - a. 2017-2018 Draft Calendar
  - b. 2018-2019 Tentative Draft CalendarMs. Axford introduced the Calendar Committee and reviewed both the 17-18 draft calendar and the 18-19 tentative draft calendar.  
Mr. Highsmith expressed concern about not having Columbus Day as a holiday since it is a Federal holiday. There was also discussion about the second week of winter break.

3. Career and Technical Education, G. Caputo (45 minutes)  
Students enrolled in the Following Career and Technical Education programs at Key West High School presented:

- Intro/Applied Information Technology
- Television Production
- Culinary Arts
- Into to Horticulture
- Health Careers
- Intro/Applied Engineering Technologies
- Criminal Justice
- Intro to Firefighting
- Student Internships

### **PUBLIC INPUT – TIME CERTAIN 4:30 PM**

School Start Time

Speakers: Mr. Philip Frank, Mr. Grassi, Cali Roberts,

### **REGULAR MEETING – TIME APPROXIMATE – 5:00 pm**

#### **A. CALL TO ORDER, AND PLEDGE OF ALLEGIANCE**

#### **B. ADOPT AGENDA AND FORMAT**

Superintendent and/or School Board Members request to amend the agenda or remove items from the Consent Agenda.

*Motioned by: Ron Martin*

*Seconded by: Mindy Conn*

*Vote: Approved unanimously*

#### **C APPROVAL OF MEETING MINUTES**

1. Approve Meeting Minutes of February 28, 2017

*Motioned by: Bobby Highsmith*

*Seconded by: Andy Griffiths*

*Action: Approved unanimously*

#### **D. RECOGNITION OF EXCELLENCE IN THE MONROE COUNTY SCHOOL - GEMS**

Theresa Bass, Special Olympics Coordinator

Brian Coward, National Merit Scholar, Key West High School

##### STEM Awardees:

##### KWHS:

Amy Athans

Leila Nolan

Mason Cooper

##### SLS:

Andres Mendieta-Kuhnke

Alexandra Mucci

Chance Palacios

Jenesis Rose Perloff

## **CITIZEN INPUT/REQUEST(S) TO ADDRESS THE SCHOOL BOARD**

Presentations to the Board are limited to three (3) minutes for each individual speaker and five (5) minutes for the representative of a designated group. Transfer of time between individuals and/or groups is not permitted. Letters submitted to each Board Member and/or the Board Secretary prior to a Board Meeting will not additionally be read into the record at the meeting.

Speaker: Tara Wood regarding Student Athletic Drug Testing

## **E. CONSENT AGENDA**

1. Approval of Personnel Recommendations for 2016-2017 School Year
2. Approval of Procurement Card Transaction Report - Statement Ending March 5, 2017
3. Approval of District Temporary Duty Elsewhere
4. Approval of Legal Services Invoices for Vernis and Bowling, Allen, Norton and Blue, PA
5. ~~Approval of Piggyback Contract with Dion Fuels, LLC for Gasoline and Diesel Fuel~~
6. Approval of AP Summer Institute Training Non-NMSI Teachers
7. Approval of Purchase of Data Governance Solution
8. ~~Approval of Renewal of Data Backup/Recovery Suite~~
9. Approval of Purchase of EMC Storage Appliance
10. Approval of Head Start Enrollment/Dashboard, and Semi Annual Fiscal Report
11. Approval of Snap On Tool Purchase for Coral Shores High School Auto Mechanic Program
12. ~~Approval of Contract with Nationwide Interpreter Resource~~
13. ~~Approval of Contract with Lori Rittel, MS, RDN, LDN, for Nutrition Consulting Services~~

*Motioned by: Andy Griffiths*

*Seconded by: Ron Martin*

*Vote: Unanimously Passed*

All items listed as consent agenda items are considered routine and non-controversial by the School Board and will be approved by a single motion. There will be no separate discussion of these items. Prior to this meeting, Board members have had the opportunity to review each of these items and may request that any item be moved to an Action Item for individual consideration.

## **F. REPORTS**

### **Strategic Objective #2 - Outstanding Student Achievement**

1. Social Studies Text Book Adoption (T. Axford/J Barrios)

Mrs. Axford and Mrs. Barrios briefed the Board on the District's Textbook Adoption Plan. Mr. Highsmith asked if there was any controversial material on the list. Mrs. Barrios responded that there was one issue that had been removed.

Mrs. Conn asked if a student could elect different courses. The answer was no – there are four required courses.

## **Strategic Objective #6 – Accountable Resource Management**

1. Audit and Finance Committee (AFC)  
Mr. Dombroski was not able to attend, however Mr. Drake provided a recap of the Audit and Finance Committee's March 6 meeting.
2. Construction Update, P. Lefere  
Mr. Lefere provided a briefing on the following:
  - a. HOB Bus Loop - There was a community meeting held on March 20.
  - b. Summer projects for HOB for courtyard
  - c. Switlik Architect/Engineer RFQ Award - the contract linked the Agenda.
  - d. Communications tower - no additional progress since the February 28 meeting
  - e. Upper Keys Administrative Annex – quotes received

## **Legal**

Attorney Black recapped a Resolution expressing opposition to the decertification of any Monroe County Court Judgeships and to any reductions to the local judiciary.

## **Superintendent**

Mr. Porter discussion topics included:

- The next School Start Time Public Input Session will be at Coral Shores High School on April 11.
- Thanks go to the South Florida Symphony for the concerts they recently performed for our students.
- Thanks to United Way, Home Depot and Sarah Morton on a successful classroom makeover project.
- Florida School District Superintendent's Association Conference Update

Prior Business (Not for Discussion or Action)

1. Alternative Education
2. Graduation Rate/Drop-Out Prevention
3. Student Athlete Random Drug Testing
4. Calendar (Winter Break)
5. AFC Recommended Workshop
6. Testing Calendar Workshop
7. Enhanced Daycare Programs
8. Affordable Housing - Marathon Manor/Trumbo Point

## **Board**

### **Ms. Conn:**

Should we consider presenting GEMS later in the meeting?

Have we looked into turning bus driver positions into full time rather than part time?

Appreciates updates with the prior items list.

### **Mr. Highsmith:**

Grateful to HOB Principal and Athletic Director for enhancing athletic program.

HOB football is organized, and first fundraiser scheduled.

### **Mr. Martin:**

Legally can we provide security for highly effective teachers?  
Proposed Bill 926 - bill should cause much concern.

**Mr. Dick:**

Do teachers offer input into Administrative Evaluations?

**Griffiths:**

Next week – Legislative Days in Tallahassee. Andy to be there all week.  
Would like fact sheet on what is possible with school start times.  
School Start time issue - little ones should not be out in the dark.  
Were two more away basketball games cancelled because they couldn't get bus drivers?

## **F. PUBLIC HEARING**

### **1. Policies (1st Reading)**

- a. Policy 4128, Contracts for Confidential Positions
- b. Policy 1129, Conflict of Interest *(Revised Policy) Statutory Revision-No District Changes*
- c. Policy 3129, Conflict of Interest *(Revised Policy) Statutory Revision-No District Changes*
- d. Policy 4129, Conflict of Interest *(Revised Policy) Statutory Revision-No District Changes*
- e. Policy 6110, Grant Funds *(Revised Policy) Statutory Revision-No District Changes*
- f. Policy 6111, Internal Controls *(New Policy) Statutory Revision-No District Changes*
- g. Policy 6112, Cash Management of Grants *(New Policy) Statutory Revision-No District Changes*
- h. Policy 6114, Cost Principles – Spending Federal Funds *(New Policy) Statutory Revision No District Changes*
- i. Policy 6116, Time and Effort Reporting *(New Policy) Statutory Revision-No District Changes*
- j. Policy 7310, Disposition of Surplus Property *(Revised Policy)*
- k. Policy 7450, Property Inventory *(Revised Policy)*
- l. Policy 2520, Selection of Instructional Materials and Equipment *Statutory Revision No District Changes*
- m. Policy 8500, Food Service Program *(Revised Policy)*
- n. Policy 7540.02, District Web Pages Sites Revised Procedure  
Policy not linked properly. Must be reposted for first reading because of improper posting.

There was no public comments

### **2. Job Descriptions (2nd. Reading, 1st Reading February 14 and 28)**

- a. 63008, Student Information System (SIS) Coordinator (new position) 12 month position
- b. 77332 Employee Benefits & Risk Manager (amended educational requirements)
- c. 75021, Payroll Manager (amended educational requirements)
- d. 77605, Director, Internal Services (title change to merge areas of responsibility, department name change)
- e. 77693, Clerk, Internal Services (updated job responsibilities)
- f. 77698, Messenger, Internal Services (new job description)
- g. 77695, Receptionist, Internal Services (new job description)
- h. 77625, Property Control Specialist (updated job responsibilities)
- i. 77637, Purchasing Agent/Buyer (updated job responsibilities)

- j. 77641, Records Management Specialist (updated job responsibilities)

There were no public comments.

## **G. ACTION ITEMS**

1. Approval of Job Descriptions (2nd Reading) (First Reading February 14 and 28)
  - a. 63008, Student Information System (SIS) Coordinator (new position)
  - b. 77332, Employee Benefits & Risk Manager (amended educational requirements)
  - c. 75021, Payroll Manager (amended educational requirements)
  - d. 77605, Director, Internal Services (title change to merge areas of responsibility, department name change)
  - e. 77693, Clerk, Internal Services (updated job responsibilities)
  - f. 77698, Messenger, Internal Services (new job description)
  - g. 77695, Receptionist, Internal Services (new job description)
  - h. 77625, Property Control Specialist (updated job responsibilities)
  - i. 77637, Purchasing Agent/Buyer (updated job responsibilities)
  - j. 77641, Records Management Specialist (updated job responsibilities)

*Motioned by: Ron Martin*

*Seconded by: Mindy Conn*

*Vote: Unanimously Passed*

2. Adopt Resolution 813 Expressing Opposition to the Decertification of any Monroe County Court Judgeships and to any Reductions to the Local Judiciary.

*Motioned by: Andy Griffiths*

*Seconded by: Ron Martin*

*Vote: Unanimously Passed*

*Roll Call:*

*Ms. Conn, yes*

*Mr. Griffiths, yes*

*Mr. Highsmith, yes*

*Mr. Martin, yes*

*Mr. Dick, yes*

3. Award RFQ 2017708 Architect/Engineer-Stanley Switlik Elementary School to Harvard Jolly, Inc.

*Motioned by: Bobby Highsmith*

*Seconded by: Ron Martin*

*Vote: Unanimously Passed*

4. Adopt Calendars as final for 2017-2018 and 2018-2019 Tentative as Proposed

- a. 2017-2018 Draft

*Motioned by: Ron Martin*

*Seconded by: Andy Griffiths*

*Vote: Passed four to one*

*Roll Call:*

*Ms. Conn, yes*

*Mr. Highsmith, No*

*Mr. Martin Yes*

*Mr. Griff: yes*

*Mr. Dick, yes*

- b. 2018-2019 Tentative Draft  
*Motioned by: Ron Martin*  
*Seconded by: No Seconded – revisit.*
  
5. Approval of Social Studies Instructional Materials Adoption  
*Motioned by: Mindy Conn*  
*Seconded by: Bobby Highsmith*  
*Vote: Passed Unanimously*
  
6. Approval of Agreement for the Conveyance of Real Property at Gerald Adams Elementary School  
*Motioned by: Mindy Conn*  
*Seconded by: Bobby Highsmith*  
*Action: Unanimously Passed*
  
7. Approval of Lease Agreement with City of Key West  
*Motioned by: Mindy Conn*  
*Seconded by: Ron Martin*  
*Vote: Unanimously Passed*
  
8. Approval of Contingent Commercial Purchase Contract for 1.75 Acres Parcel on Stock Island  
*Motion by: Ron Martin*  
*Seconded by: Mindy Conn (but in 75 days look at other options, and look at value of current property.)*  
*Action: Unanimously passed*
  
9. Adopt Resolution Agreement with U.S. Department of Education's Office of Civil Rights.  
*Motioned by: Bobby Highsmith*  
*Seconded by: Mindy Conn*  
*Vote: Unanimously Passed*
  
10. Approval of Student Discipline Case 16170009  
*Motioned by: Ron Martin*  
*Seconded by: Andy Griffiths*  
*Vote: Unanimously Passed*

**ADJOURNMENT: 6:36 pm**