



Broadcast live on channel 78

*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*

**November 17, 2015 ~ 3:00 PM**

Workshop, Organizational Meeting &  
Regular Meeting

A.J. Henriquez Administration Building  
241 Trumbo Road  
Key West

**Attendees:**

Chairman John R. Dick  
Andy Griffiths  
Bobby Highsmith  
Ed Davidson  
Ron Martin  
Theron Simmons, Esq.

Mark T. Porter  
Superintendent

## MINUTES

**CLOSED ATTORNEY CLIENT SESSION – MCSD v. Rollingshield – TIME APPROXIMATE 3:00 P.M.**

**WORKSHOP – TIME APPROXIMATE 3:00 P.M.**

1. School Improvement Plan Presentations: [Key West High School Presentation](#), [Sugarloaf School Presentation](#), [Gerald Adams Elementary Presentation](#) 11.17.15  
SIPS: [Key West High School](#), [Sugarloaf School](#), [Gerald Adams Elementary](#)
2. [Construction Update](#), Patrick Lefere 11.13.15
  - a. [Plantation Key School Programming](#), Zyscovich Architects 11.17.15 Mr. Jose Merguido with Zyscovich Architects presented to the Board.
  - b. [Construction Management Contract Redline Version](#) 11.13.15
3. [Gerald Adams Reconstruction Process](#) and [Timeline](#), Superintendent Porter 11.17.15  
[Lower Keys School Capacity](#) 11.17.15

**ORGANIZATIONAL MEETING -TIME APPROXIMATE 5:00 P.M.**

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

**B. ELECT CHAIRMAN OF THE BOARD\*\*** John Dick nominated Andy Griffiths. There was no opposition. Mr. Griffiths is the new Chairman.

\*\*Superintendent passes the gavel to the Elected Chair

**C. ELECT VICE-CHAIRMAN OF THE BOARD** Ron Martin nominated John Dick. There was no opposition. Mr. Dick is the new Vice Chairman.

**D. APPROVE AGENDA FORMAT** - There were no changes in the agenda formats.

1. Sample [Workshop & Special Meeting Agenda](#)
2. Sample [Regular Business Meeting Agenda](#) 11.12.15

**E. SCHOOL BOARD MEETING SCHEDULE** – There were no changes in the Board Meeting Schedule.

1. Set Days. Currently the second Tuesday of the month is the Workshop. The fourth Tuesday of the month is the Regular Business Meeting.
2. Set Times. Currently Workshops begin at 3:00 PM, and Regular Business Meetings begin at 5:00 PM
3. Set Places. Currently locations are rotate between the Key West Administration Building, the Marathon High School Media Center and the Coral Shores High School Media Center.

**F. BOARD MEMBER ASSIGNMENTS**

1. Selection of School Board Representative on the Small School District Council Consortium. Ron Martin was selected.
2. Selection of School Board Representative and Alternate on the Value Adjustment Board. John Dick was selected as the representative and Bobby Highsmith is the alternate.
3. Selection of School Board Representative on the District Advisory Council. Ed Davidson was selected.
4. Selection of School Board Representative on the Greater Florida Consortium of School Boards Ed Davidson was selected.
5. Selection of Chair and Vice Chair for the Monroe County Leasing Corp. Andy Griffiths was selected with John Dick as alternate.
6. Selection of School Board Representative and Alternate for the FSBA's Legislative Committee. Ed Davidson was selected with Andy Griffiths as the alternate.

**Upon the Recommendation of the Superintendent**

Ed Davidson moved, and Ron Martin seconded to approve the agenda as amended:

**G. ADOPT AGENDA** ~ Superintendent's and/or School Board Members request to amend the agenda or remove items from the consent agenda.

Action Item #9 – Adopt Resolution 807 – Half Mil was added for Good Cause.  
Consent Item #17 was deleted.

Motion passed without objection.

### **Upon the Recommendation of the Superintendent**

Ed Davidson moved, and John Dick seconded to approve

#### H. APPROVAL OF MEETING MINUTES

1. Approve Meeting Minutes of [October 27, 2015](#). 11.12.15

Motion passed without objection.

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#### I. RECOGNITION OF EXCELLENCE IN THE MONROE COUNTY SCHOOLS

1. **GEMS** Students, parents and teachers from Poinciana Elementary's Odyssey of the Mind Team.

**CITIZEN INPUT** - Dr. Fran Herrin and Rick Gage spoke concerning the Gerald Adams rebuild.

### **Upon the Recommendation of the Superintendent**

Ed Davidson moved, and Ron Martin seconded to approve the consent agenda as amended.

**J. CONSENT ITEMS** - 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 the opportunity to review each of these items and may request that any item be moved to an Action Item for individual consideration.

1. [Approve the Personnel Recommendations for the 2015-2016 School Year](#).
2. [Approve District Travel](#). 11.12.15 upd 11.13.15
3. Approve Legal Services Invoices: [Vernis & Bowling](#).11.12.15 and [Johnson Anselmo](#) 11.13.15
4. [Approve Monthly Financial Statements](#).
5. [Approve Budget Summary Reports](#).
6. [Accept Charter School Reports](#).
7. [Approve the Renewal of Flood Insurance Policies](#).
8. [Approve the Petroleum Storage Tank 3<sup>rd</sup> Party Liability Insurance Renewal](#).
9. [Accept Head Start Monthly Update for August and September](#).
10. [Approve Piggyback Purchase of Vans & Trucks for Transportation, ESE, and Maintenance](#).
11. [Approve Contract Renewal with Synovia Systems, LLC](#).
12. [Approve the Instructional Leadership Faculty Development Grant](#).
13. [Approve Participation in FCR-STEM Professional Development for Teachers](#).
14. [Approve Memorandum of Understanding with NEFEC for Virtual Instruction](#).
15. [Approve Change in Contract with Islamorada Elevator](#).
16. [Approve 2015-2016 Dues for the Greater Florida Consortium of School Boards](#). 11.12.15
17. ~~Approve the Contract with Hanover Research~~. 11.12.15
18. [Approve Key West High School Roofing Contract per ITB 2016604](#). 11.12.15
19. [Approve P-Card Transaction Report](#). 11.13.15
20. Approve School Improvement Plans
  - a. [Horace O'Bryant School](#)
  - b. [Key West High School](#)
  - c. [Poinciana School](#)
  - d. [Gerald Adams Elementary](#)
  - e. [Sugarloaf School](#)
  - f. [Stanley Switlik School](#) upd 11.17.15
  - g. [Marathon Middle/High School](#) upd 11.16.15
  - h. [Plantation Key School](#)
  - i. [Coral Shores High School](#) upd11.12.15

j. [Key Largo School](#)

**Motion passed without objection.**

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**K. REPORTS**

**Strategic Objective 2 – Outstanding Student Achievement**

1. [Initial Florida Standards Assessment Results](#), Dave Murphy

**Strategic Objective 6 – Accountable Resource Management**

1. [Annual Financial Report Presentation](#), Jim Drake 11.13.15
  - a. [Annual Financial Report](#), pd11.13.15

**Legal:**

1. [Draft Bill “Communications Media Technology”](#) as Proposed by Monroe County. The Board endorsed the pursuit of this endeavor.

**Superintendent:**

1. Strategic Plan, Year 2, Annual Review
2. Future Physicist Program, EIL Essay Initiative and the NMSI Kickoff.
3. School Improvement Plans
4. Take 20
5. Parent University Thanksgiving Program at HOB.

**School Board Members:**

1. Ron Martin provided positive feedback on the NSMI Training, and the STEM workshop was not as impressive.
2. Ed Davidson spoke on his attendance at FSBA Conference.

**L. PUBLIC HEARING** No one from the public addressed the Board.

1. [Job Descriptions as Presented, First Reading](#). upd 11.13.15
2. [Job Descriptions as Presented, Second Reading](#). \*First Reading Held 10.13.15
3. Policies, First Reading

a. Finance & Performance, Jim Drake \* All recommended changes are the result of statutory or administrative rule changes.

[6320 Purchasing and Contracting for Commodities & Contractual Services](#)

[6324 Code of Silence New](#)

[6326 Bid Protests New](#)

[6334 Prequalification of Contractors for Educational Facilities Construction](#)

[6440 Cooperative Purchasing](#)

[6450 Local Purchasing](#)

[7455 Accounting System for Fixed Assets](#)

b. Human Resources, Ramon Dawkins \* All recommended changes are the result of statutory or administrative rule changes.

[1220 Evaluation of Administration Personnel](#) (revised) 11.13.15

[3220 Evaluation of Instructional Staff](#) (revised) 11.13.15

## M. ACTION ITEMS

### Upon the Recommendation of the Superintendent

Ed Davidson moved, and John Dick seconded to approve

1. [Approve Annual Financial Report \(ESE 145\) for the 2014-2015 FY.](#) upd 11.13.15

### Motion passed without objection.

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### Upon the Recommendation of the Superintendent

Ron Martin moved, and Bobby Highsmith seconded to approve

2. [Approve Contract with Arthur J. Gallagher.](#) (Tabled from 10.27.15)

### Motion passed.

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### Upon the Recommendation of the Superintendent

Ron Martin moved, and Bobby Highsmith seconded to approve with language as presented:

Mr. Davidson question the wording in Section 5C1 and C2. After consulting with Carr, Riggs and Ingraham it was recommended that the language remain as presented in the contract.

3. [Approve Contract with Biltmore Construction.](#) 11.13.15

Mr. Davidson No

Mr. Dick Yes

Mr. Highsmith Yes

Mr. Martin Yes

Mr. Griffiths Yes

### Motion passed 4 to 1

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### Upon the Recommendation of the Superintendent

Bobby Highsmith moved, and Ron Martin seconded to approve

4. [Approve Job Descriptions for Human Resource Assistant and Buyer.](#) \*First Reading Held 10.13.15
5. [Approve Out of State Travel for Key West High School.](#)
6. [Approve Out of State Travel for Key West High School.](#) 11.16.15
7. [Approve Out of State Travel for Marathon High School.](#)
8. [Approve the Digital Classroom Plan](#) upd 11.13.15

### Motion passed without objection.

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### Upon the Recommendation of the Superintendent

Bobby Highsmith moved, and Ron Martin seconded to approve

9. Adopt Resolution 807, Half Mil **ADDED for Cause.**

**Motion passed without objection.**

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**ADJOURNMENT**

Andy Griffiths  
Chair

Mark T. Porter  
Superintendent