



Mark T. Porter, Superintendent of Schools

*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*
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**Workshop • Regular Meeting Minutes
February 14, 2017**

Workshop: 3:00 PM • Regular Meeting: 5:00 PM
Coral Shores High School - Media Center, 89901 Overseas Highway, Tavernier, FL

In Attendance

Board Members:

Mindy Conn
Ron Martin
John Dick
Andy Griffiths
Dirk Smiths
Mark Porter

District Staff

Mark Porter, Superintendent

Legal

Dirk Smiths, Vernis and Bowling

WORKSHOP – TIME APPROXIMATE 3:00 PM

1. Property and Casualty Renewal, Wanda Menendez

The renewal documents were reviewed and discussed. Board Action will be requested at the February 28 Board meeting.

(There was an agenda reordering of presentations)

3. Emergency Communications Tower, Pat Lefere

Mr. Lefere reported that County must relocated their Emergency Communications Tower and has approached District staff about the possibility of erecting the tower on a section of the District's 241 Trumbo Road property. At this time Keys Energy has an easement on the site that the County proposed using. The Board will hear from the County regarding the issue and suggested it be placed as a Workshop item on the next Key West meeting.

4. Construction Update, Pat Lefere (10 minutes) 2.13.2017

Mr. Lefere recapped the progress of construction projects at Plantation Key School, Stanley Switlik School and Gerald Adams School.

2. Career and Technical Education (CTE) Month, Gerald Caputo

Governor Rick Scott has declared February as Career and Technical Education Month in Florida. Students enrolled in the following CTE programs at Coral Shore High School presented:

- *Digital Video Production*
- *Culinary Arts*
- *Building Construction*
- *Automotive Maintenance & Light Repair*
- *Commercial Fishing*
- *Marine Service*
- *Introduction to Information Technology & Promotional Design*

Adjourned at 4:45 pm

REGULAR MEETING – TIME APPROXIMATE – 5:00 pm

A. CALL TO ORDER, AND PLEDGE OF ALLEGIANCE ADOPT AGENDA AND FORMAT

Recommended and approved to add a Report from the Audit and Finance Committee

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

Motioned by: Mr. Griffiths

Seconded by: Ms. Conn

Vote: Unanimously approved

C. APPROVAL OF MEETING MINUTES

1. Approve Meeting Minutes of January 24, 2017

Motioned by: Ms. Conn

Seconded by: Mr. Griffiths

Vote: Unanimously approved

C. RECOGNITION OF EXCELLENCE IN THE MONROE COUNTY SCHOOL

Sophie Williams, CSHS

Rachelle Magdaong, CSHS

Matthew Darrow, CSHS

Edie Killpack, KLS

Robert Aleman, KLS

Ethan Arevalo, KLS

Connor Dixon, KLS

Annika Needham, KLS

Amanda Erikson, PKA

Alexis Martin, PKS

Isabel Betancourt, PKS

Alison Woltanski, PKS

Michael Ancheta

Lucas Carballo

Ayden Lane, PKS

Isabella Salvatore, PKS

Naomi Snell, PKS

Ingrid V. Brooks, PKS

Linda Salisbury, PKS

Diane Smith, PKS

Rosanne Grolman, PKS

Jon Dreaver, PKS

Kathleen Denis, PKS

Cris Sandifer, Posthumously

Amanda Erikson, Parapro

Abbie Sargent, TVMS

Kai Gurth, TVMS

Rex Matthews, TVMS

Nicholas Cano, TVMS

Emma Kost, TVMS

Zack Woltanski, OSC

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.

Sue Woltanski -

Topic: Testing and accountability and testing in State of Florida

John Gallant –

Topic: Technical Training

D. CONSENT AGENDA

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.

1. Approve Personnel Recommendation for 2016-2017 School Year
2. Approve District Travel Requests 2.10.2017
3. Approve Legal Services Invoices for Vernis and Bowling and Johnson Anselmo, et. al
4. Approve Purchase of Two New Seven Passenger Vans for ESE Department 2.10.2017
5. Approval of MCSD and CommerceVantage Master Service Agreement Renewal
6. Approval of Contract for Upper and Lower Keys Geotechnical Services
- Concrete Analysis and Testing Laboratories 2.10.2017

Motioned by: Mr. Martin

Seconded by: Ms. Conn

Vote: Unanimously approved

E. REPORTS

Strategic Objective #6 – Accountable Resource Management

AFC Report by Sue Woltanski

- *AFC Meeting was held on Monday, February 13 via video conferencing with the host site at the District Administrative building.*
- *The RFP openings issued for the internal accounts audit is scheduled for March 6.*
- *Concerns of committee, Internal accounts, a lot of little accounts.*
- *Board Policy for AFC being reviewed, specifically transition of new School Board members*

Report on Governor's Proposed Budget, Jim Drake

Jim Drake discussed the Governor's proposed budget and possible increases/decreases.

Tentative Budgeting Calendar, Jim Drake

A tentative budget calendar was discussed with department and school budget meetings beginning in March.

Legal

Mr. Smits reported no major concerns.

Superintendent

School Start Time

The School Start Time Survey results were provided to the Board. The Board discussed hosting public input meetings in Key West, Marathon and Tavernier. The first meeting will be on February 28 at Marathon High School.

Mr. Porter praised the success and hard work of everyone involved in the All County Band Concert held at Marathon High School.

Board

Mr. Martin

Charter School funding continues to be concern.

Ms. Conn

Ms. Conn supports the idea of internship programs in our schools. Mr. Porter will work with Dr. Caputo to research if it is possible to develop an internship program.

Mr. Dick

Mr. Dick reported that he participated in the interview process at the American Legion – and several students were interviewed. He was very impressed with the students.

Prior Business (Not intended 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*

F. PUBLIC HEARING - 6:07 pm recessed meeting

1. Policies (1st. Reading)

~~a. Selection of Instructional Material and Equipment, 2520-2.9.2017~~

2. Policies (2nd Reading) (First Reading December 13 and January 10)

[Anti-Harassment, 1362*](#) (designee change)

[Anti-Harassment, 3362*](#) (designee change)

[Anti-Harassment, 4362*](#) (designee change)

[Complaint Procedures Related to Alleged Discrimination in Employment, 1122.04*](#) (designee change)

[Complaint Procedures Related to Alleged Discrimination in Employment, 3122.04*](#) (designee change)

[Complaint Procedures Related to Alleged Discrimination in Employment, 4122.04*](#) (designee change)

[Nondiscrimination and Equal Employment Opportunity, 1122*](#) (designee change)

[Nondiscrimination and Equal Employment Opportunity, 3122*](#) (designee change)

[Nondiscrimination and Equal Employment Opportunity, 4122*](#) (designee change)

[Prohibition Against Disability Discrimination in Employment, 1122.01*](#) (designee change)

[Prohibition Against Disability Discrimination in Employment, 3122.01](#)* (designee change)
[Prohibition Against Disability Discrimination in Employment, 4122.01](#)* (designee change)

[Standards of Ethical Conduct, 1210](#) (legislative updates only)
[Standards of Ethical Conduct, 3210](#) (legislative updates only)
[Standards of Ethical Conduct, 4210](#) (legislative updates only)

[Appointment, Assignment, Transfer and Promotion of Instructional Staff, 3130](#) (legislative updates only)
[Evaluation of Instructional Personnel, 3220](#) (legislative updates only)
[Employment Contract, 1128](#) (legislative updates only)
[Compensation, 4410](#)* (change in language, allowable days for employment verification [MCSD])

[Bullying and Harassment Policy, 5517.01](#) (Second Reading, January 10; discussion, January 24, 2017)

There was no comment.

Job Descriptions (1st. Reading)

[Student Information System \(SIS\) Coordinator, 63008](#) (new position)

Clarified that this is because we did not fill an old position. Focus requires a difference type of position

[Employee Benefits & Risk Manager, 77332](#) (amended educational requirements)

[Payroll Manager, 75021](#) (amended educational requirements and title change)

[Director, Internal Services, 77605](#) (title change to merge areas of responsibility, department name change)

[Clerk, Internal Services, 77695](#) (updated job responsibilities)

[Messenger, Internal Services, 77698](#) (new job description)

[Property Control Specialist, 77625](#) (updated job responsibilities)

[Purchasing Agent/Buyer, 77637](#) (updated job responsibilities)

[Records Management Specialist, 77641](#) (updated job responsibilities)

[Receptionist, Internal Services, 77695](#) (new job description)

There was no public comment.

Job Description (2nd Reading) (First Reading December 13, 2017)

a. Food Services Worker, 76025

There was no public comment.

G. ACTION ITEMS: - reconvene the regular meeting at 6:16

1. Policies: (2nd Reading) (First Reading December 13 and January 10)

a) Anti-Harassment, 1362

b) Anti-Harassment, 3362

c) Anti-Harassment, 4362

d) Complaint Procedures Related to Alleged Discrimination in Employment, 1122.04

e) Complaint Procedures Related to Alleged Discrimination in Employment, 3122.04

f) Complaint Procedures Related to Alleged Discrimination in Employment, 4122.04

g) Nondiscrimination and Equal Employment Opportunity, 1122

h) Nondiscrimination and Equal Employment Opportunity, 3122

i) Nondiscrimination and Equal Employment Opportunity, 4122

- j) Prohibition Against Disability Discrimination in Employment 1122.01
- k) Prohibition Against Disability Discrimination in Employment 3122.01
- l) Prohibition Against Disability Discrimination in Employment 4122.01

- m) Standards of Ethical Conduct, 1210 (legislative updates only)
- n) Standards of Ethical Conduct, 3210 (legislative updates only)
- o) Standards of Ethical Conduct, 4210 (legislative updates only)
- p) Appointment, Assignment, Transfer and Promotion of Instructional Staff, 3130
- q) Evaluation of Instructional Personnel, 3220
- r) Employment Contract, 1128
- s) Compensation, 4410
- t) Bullying and Harassment Policy, 5517.01 (Second Reading, January 10, discussion, January 24, 2017)

Motioned by (for a-t): Mr. Martin

Seconded by: Ms. Conn

Vote: Unanimously approved

2. Approval of Job Description, Food Services Worker, 76025

Motioned by: Mr. Martin

Seconded by: Ms. Conn

Vote: Unanimously approved

3. Approval of Student Discipline Case 16170008

Motioned by: Mr. Martin

Second by: Mr. Griffiths

Vote: Unanimously approved

ADJOURNMENT: 6:15 pm