



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*

**May 9, 2017 Meeting Minutes**

**Workshop: 3:00 pm • Closed Session: 3:01 pm**  
**Regular Meeting: Time Approximate 5:00 pm**  
**A.J. Henriquez Administrative Complex**  
**241 Trumbo Road, Key West**

**In Attendance**

Andy Griffiths  
Mindy Conn  
John Dick  
Bobby Highsmith

Mark Porter, Superintendent  
Dirk Smits, Attorney  
Absent:  
Ron Martin

**WORKSHOP - 3:00 PM**

Call to Order  
Recess for Closed Session - 3:01 pm

**RECONVENED WORKSHOP - TIME APPROXIMATE 3:30 PM**

**1. Alternative Education, M. Henriquez (30 min)**

*Mr. Henriquez provided an overview of the Alternative Education program. There was much discussion about offsite space for the programs.*

**2. Florida Education Finance Program (FEFP) Audit, J. Drake (20 min)**

*Mr. Drake presented an overview of the most recent FTE Audit Findings and provided details of the corrective actions.*

**3. School Start Time, M. Porter (20 min)**

*The Board reviewed school start time options for the Key West area schools only.*

**4. Drug Testing, D. Murphy (20 min) Moved to Regular Meeting (Items moved to Reports)**

- a. Policy 2431.04, Student Drug Testing

**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 requests to amend the agenda or remove items from the Consent Agenda.

*Due to scheduling, Workshop item No. 4, Drug Testing was moved to Reports during the Regular Meeting. There were no other changes recommended to the agenda.*

*Mr. Porter recommended approval.*

*Motioned: Bobby Highsmith*

*Seconded: Mr. Griffiths*

*Vote: Unanimously passed with no discussion*

**C APPROVAL OF MEETING MINUTES**

Approve Meeting Minutes of April 25, 2017

*Mr. Porter recommended approval.*

*Motioned: Mindy Conn*

*Seconded: Bobby Highsmith*

*Vote: Unanimously passed with discussion*

*Mr. Griffiths would like the minutes to reflect that prior to Board meetings, each Board member expends much effort and consideration reviewing each student discipline case prior to a Board meeting.*

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

John Grimesey—HOB Athletic Director

Finn Saunders, HOB

Phillip Baucom, HOB

William Niles, HOB

Daliana Goins, HOB

Nicolas Gonzalez, HOB

Violet Smith-Martin, HOB

Nicholas Henriquez, HOB

Ariadna Ruiz, HOB

Spencer Lannigan, HOB

Jessica Nitti, HOB

Ashley Henriquez, GAE

Ainsley Cunningham, HOB

Tyler Smith, GAE

Katelyn Diaz, HOB

Rebecca Ickstadt, PO

Atia Yasmin, HOB

Alyssa Weech, KWHS

Hunter Nitz, HOB

**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.

*There were no public comments requests.*

## **SPECIAL COMMUNICATION REQUEST (5 min)**

Lead and Seed Leadership Program, Heidi Golightly

*Ms. Golightly and a group of students discussed their desire to spear head a recycling program in schools. Wells Fargo has awarded the group a \$3,000 grant to purchase the recycle bins. A proposal will be sent to Mr. Porter for Board consideration.*

## **E. 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. Approval of Personnel Recommendation for 2016-2017 School Year
2. Approval of District Travel Requests
3. Approval of Budget Summary Report
4. Approval of Monthly Financial Statements
5. Approval of Renewal Contract Renewal 3 of 3 McArthur Dairy, LLC
6. Approval of Award, Contract Renewal 1 of 3 for Advanced Control Corporation RFP2016614 Districtwide Building Controls
7. Approval of Contract Renewal 1 of 3 for Sea Tech, Inc.
8. Approval of Contract Renewal 3 of 3 with Gonzales Brother Landscaping, Inc.
9. Approval of E-Rate Purchase of WAN Equipment with CDWG
10. Approval of Purchase with CDWG under Microsoft Volume License Agreement
11. Approval of Summer Recreation Grant for Key Largo School
12. Approval of Marathon High School Furniture Purchase

*Mr. Porter recommended approval.*

*Motioned: Mr. Highsmith*

*Seconded: Ms. Conn*

*Vote: Approved unanimously with no discussion*

## **F. REPORTS**

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

1. 2017-2018 Budget Analysis, J. Drake

*The State Legislature passed a proposed budget on May 8, 2017. The budget has not been approved by the Governor and is not expected to be completely approved by the Governor.*

*Mr. Drake did provide an overview of the tentative budget.*

2. Joint Legislative Audit Committee (JLAC) Response, J. Drake

*The District's response was discussed. Payroll processing and time records should be improved with the implementation of the online time keeping system, Frontline.*

3. Construction Update, P. Lefere

*Mr. Lefere's report included a quick update on several projects.*

### **Moved from Workshop: Drug Testing Policy**

*A revised policy was discussed, however the revised policy was not linked to the agenda for prior Board review. There is on-going discussion regarding drug testing.*

## Legal

*Mr. Smits requested a Closed Session for May 23 regarding the Rick Smith case.*

## Superintendent

### 1. 2017-2018 School Board Meeting Schedule

*Mr. Porter presented a proposed Board meeting schedule for the 2017-2018 school year.*

*The Board requested two changes:*

- a. Combine the September 7<sup>th</sup> and September 12<sup>th</sup> meetings. The Board will meet on September 7<sup>th</sup> due Finance reporting deadlines.*
- b. March 20, 2018 will be the only meeting in March 2018.*

### 2. Sugarloaf Summer Recreation Program

*The Key West Boys and Girls Club has requested permission to operate a summer program at Sugarloaf School. Mr. Porter will request that a lease be prepared and presented to the Boys and Girls Club.*

### 3. Legislative Update

*Good news is that in the short term the cost per student stations for projects in motion prior to 2017 will be held harmless.*

*Prior Business (Not for Discussion or Action)*

- 1. ~~Graduation Rate/Drop-Out Prevention~~*
- 2. Calendar (Winter Break)*
- 3. Testing Calendar Workshop*
- 4. Enhanced Daycare Programs*
- 5. Affordable Housing - Marathon Manor/Trumbo Point*

## Board

### Ms. Conn:

- Would like the Board to revisit affordable housing to include information on Marathon Manor.*
- On Job Descriptions – please indicate if it is submitted for updating/rewording or as a new position.*
- FOCUS mobile app is not working.*

### Mr. Griffiths:

- Would like projected dates on Prior Business list.*

## F. PUBLIC HEARING

### Policies (2nd Reading - 1st Reading April 11, 2017)

1. Policy 7540.02, District Web Pages Sites Revised
2. Policy 8500, Food Services Program

### Job Descriptions (1st Reading)

1. Human Resource Specialist

### Job Descriptions (2nd Reading, First Reading April 11, 2017)

2. Building Inspector within Monroe County School District, #74023 **new position**

## **G. ACTION ITEMS**

1. Approval of Second Reading Policy
  - a. Policy 7540.02, District Web Page Sites Revised  
*Motioned: Ms. Conn*  
*Seconded: Mr. Highsmith*  
*Vote: Unanimously passed with no discussion*
  - b. Policy 8500, Food Services Program  
*Motioned: Ms. Conn*  
*Seconded: Mr. Griffiths*  
*Vote: Passed unanimously with no discussion*
2. Approval of Second Reading Job Description (2<sup>nd</sup> Reading, First Reading, April 11, 2017)
  - a. Building Inspection within Monroe County School District, #74023  
*Motioned: Mr. Griffiths*  
*Seconded: Ms. Conn*  
*Vote: Passed unanimously with no discussion.*
3. Approval of GMP Amendment Number 1 to Ajax Building Corporation for the Early Site Work Package of the Gerald Adams Elementary School Project  
*Motioned: Mr. Highsmith*  
*Seconded: Ms. Conn*  
*Vote: Unanimously passed with no discussion*
4. Approval of Deductive Change Order No. 2 to the GMP Amendment Numbers 2 and 3 to Biltmore Construction Co, Inc. of the Plantation Key School Project  
*Motioned: Mr. Highsmith*  
*Seconded: Mr. Griffiths*  
*Vote: Unanimously passed with no discussion*
5. Approval of Award, RFQ 2017713 for Marathon High School Athletic Complex Architect to BSSW/Rowe Architects  
*Motioned: Mr. Highsmith*  
*Seconded: Mr. Griffiths*  
*Vote: Unanimously passed with no discussion*

**ADJOURNMENT: 6:53 pm**