

Mark T. Porter,
Superintendent of Schools
 Workshop & Special Business Meeting
 A.J. Henriquez Administration Bldg.
 241 Trumbo Road
 Key West

January
28,
2014
4:00 PM

Broadcast Live on Channel 78 and Live Web Stream at <http://mcsd-tv.keysschools.com/mcsd-tv.htm>

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*

AGENDA

WORKSHOP – TIME APPROXIMATE 4:00 P.M.

1. [Ancillary Facilities Study Presentation](#), Fran Pickett (UD 01.28.14)
[Rationale](#)

REGULAR MEETING – TIME APPROXIMATE 5:00 P.M.

A. CALL TO ORDER, AND PLEDGE OF ALLEGIANCE.

B. ADOPT AGENDA AND FORMAT – Superintendent's and/or School Board Members requests to amend the agenda or remove items from the consent agenda.

C. APPROVAL OF MEETING MINUTES

1. Approval of Minutes of [December 10, 2013](#) and [January 14, 2014](#) 1.22.14

D. RECOGNITION OF EXCELLENCE IN THE MONROE COUNTY SCHOOLS

1. Elise Jannes, Sigsbee Charter School
2. GEMS

E. SPECIAL COMMUNICATION REQUEST: John Padgett, Vice-Chairman, Florida State Board of Education 1.22.14/1.28.214

1. [Code powerpoint](#)
2. [State Board of Education Commissioner's Standards](#)

CITIZEN INPUT/REQUEST(S) TO ADDRESS THE SCHOOL BOARD ON CONSENT AGENDA ITEMS ONLY.

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*

F. 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 the Recommendations for Instructional Personnel Employed & Terminated for the 2013-2014 School Year.](#)
2. [Approve the Recommendations for Support Services Personnel Employed & Terminated for the 2013-2014 School Year.](#)
3. [Approve the Recommendations for Administrative Personnel Employed & Terminated for the 2013-2014 School Year.](#)
4. [Approve Request for Leave.](#)
5. [Approve the Recommendations for Substitute Support Services Personnel Employed & Terminated for the 2013-2014 School Year.](#)
6. [Approve District Travel.](#) 1.22.14_UD 01.28.14
7. Approve Legal Services Invoices: [Johnson Anselmo et al](#), [Allen Norton and Blue](#), [Vernis & Bowling](#) and [Vernis & Bowling](#) 1.22.14
8. [Approve Budget Summary Reports.](#)
9. [Approve Pre-Approved Budget Amendments.](#)
10. [Approve Monthly Financial Statements.](#)
11. [Accept Audited Charter Schools Financials.](#) 1.22.14
12. [Approve Memorandum of Understanding Between North East Florida Educational Consortium and Monroe County School District.](#)
13. [Approve Out of Country Travel to China for Key West High School Students.](#) 1.23.14
14. [Approve Extension of the Piggyback State Contract with Office Depot.](#)
15. [Accept Head Start Monthly Update for November 2013.](#)
16. [Approve 2012-2013 Safety and Security Best Practices.](#)
17. [Approve Piggyback Agreement with Board of County Commission with Dion Oil for fuel.](#) 1.22.14

G. REPORTS :**Strategic Objective 2 - Outstanding Student Achievement**

1. [Presentation of Voluntary Pre-K Readiness Rates for 2012-2013](#), Marla Russell
2. [Common Core Update](#), Theresa Axford 1.23.14

Legal:

1. Legal Update, Dirk Smits

Superintendent:

1. Legislative Priorities
2. Executive Leadership Team Retreat
3. Superintendent Evaluation

Board:

- 1.

CITIZEN INPUT/REQUEST(S) TO ADDRESS THE SCHOOL BOARD ~ The School Board cannot take action on input/request(s), but the School Board may place an item on the agenda of a subsequent meeting for action. 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.*

H. ACTION ITEMS

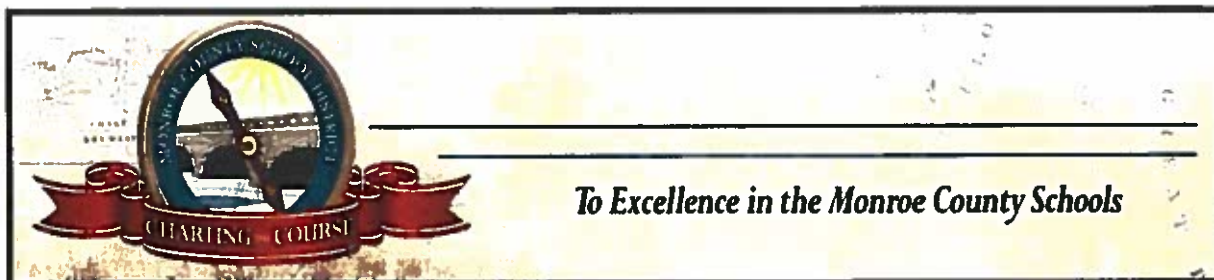
1. Pulled Items
2. [Approve Over-Age Dependent Premium Rate.](#)
3. [Approve the 2013-2014 TRIM Calendar.](#)

CLOSED ATTORNEY/CLIENT SESSION

- a. MCSB v. Coral Colors
- b. Tetour v. MCSB
- c. Reitzel/Walker v. MCSB

CLOSED EXECUTIVE SESSION CONCERNING NEGOTIATIONS**ADJOURNMENT**

-



Broadcast live on channel 78

October 22, 2013 ~ 3:00 PM

Workshop & Regular Meeting
Marathon High School Media Center
350 Sombrero Beach Road
Marathon

MISSION STATEMENT: CONSTANT IMPROVEMENT

VISION STATEMENT: *Graduates of Monroe County Schools are Responsible and Well Informed Global Citizens who are College and/or Career Ready.*

GOALS:

- 1. Increase Student Achievement**
- 2. Improve Human Capital**
- 3. Improve Public Support & Confidence in Schools**
- 4. Fiscal/Financial Responsibility**
- 5. Begin to Roll-Out Mission Statement: "Constant Improvement"**

WORKSHOP – TIME APPROXIMATE 3:00 P.M.

Mr. Mike Puto with the City of Marathon informed the Board of the collaborative efforts of the City of Marathon and the Monroe County Sheriff's Office conducting a community clean up service in and around Stanley Switlik School.

1. Exceptional Student Education Program Update, Dr. Lesley Salinero could not attend this meeting and therefore, this update will be presented at a future meeting.

2. Health Insurance Design Plan Changes, Wanda Menendez, 20 Min.

Mr. Dick asked that the status of the health insurance adjustments that are being given to certain administrators. He reminded the Board that the reason for the continuance of the adjustments was so that the 18 would not be hit twice with furloughs and the increase. Now that the furloughs are eliminated, Mr. Porter remarked that he will bring to the Board in November a recommendation concerning the health insurance adjustments. Mr. Dick suggested that the savings may potentially be issued to the retirees.

Mr. Griffiths asked the staff reach out to the employees to see which ones may not be able to afford the health insurance that is offered by the district. Mrs. Menendez will do so and will get back to the Board.

3. Superintendent's Evaluation, Superintendent Porter, 20 M in.10 22 13 Mr. Porter provided a statistical summary of the evaluation. The evaluation is being presented as an action for placement in his official personnel file. Mr. Martin remarked that his evaluation was also evaluating the district as well as him. He felt the district is moving forward and is much better shape than it was in a year ago. Mr. Martin has Superintendent Porter's support and will continue to do so. Mr. Dick agreed with Mr. Martin. The instrument is difficult to assign a 4 or a 5 and the mathematics did not work in that favor. Mr. Davidson agreed with Mr. Griffiths comment on the evaluation tool. Mr. Griffiths felt the instrument was unfair. Mr. Porter remarked that he would never ask the Board for a raise. Mr. Smith-Martin remarked that due to the Sunshine prohibited communication on this issue with the other members. This is not an A,B,C scoring system and it ranked him a highly proficient and there is no comparability in the determination the media assigned score of a "C". Mr. Porter remarked he appreciates the feedback. Mr. Smith-Martin and Mr. Martin both concur that the Sunshine Rules does hinder the communication process. Mr. Davidson remarked the form is a work in process.

~~**ADMINISTRATIVE HEARING- MCSB v. AMADOR; CASE NO. 12-0760TTS – TIME APPROXIMATE 4:00 P.M., POSTPONED**~~

The Closed Session was held concerning Collaborative Bargaining began at 3:45 PM.

REGULAR MEETING – TIME APPROXIMATE 5:00 P.M.

CALL TO ORDER, AND PLEDGE OF ALLEGIANCE lead by Harry Russell.

ADOPT AGENDA AND FORMAT

Mr. Davidson moved, and Mr. Martin seconded to adopt the agenda as presented. *Mr. Smith-Martin asked to reopen the agenda by requesting an item on consent be pulled and placed as an Action Item.*

Consent Item # 10 . Approve Charter Schools Reports. Was pulled by Mr. Smith-Martin as the reports are not complete, and comprehensive even after asking for them to be so for the last 3 years. He will not vote to approve these reports until the reports are presented as he has requested.

APPROVAL OF MEETING MINUTES

Upon the Recommendation of the Superintendent,
Mr. Smith-Martin moved, and Mr. Martin seconded to approve

Minutes August 27, 2013; September 3, 2013; September 10, 2013

Copy in SM 53, page 104

RECOGNITION

1. GEMS of Marathon Area staff recognizing their efforts in the Welcome Back Session held in August.

CITIZEN INPUT/REQUEST(S) TO ADDRESS THE SCHOOL BOARD ON CONSENT ITEMS ~ Dr. Larry Murray addressed the Board.

CONSENT AGENDA

At the Recommendation of the Superintendent,

Mr. Martin moved, and Mr. Dick seconded to adopt the Consent Agenda as amended.

1. Approve the Recommendations for Instructional Personnel Employed & Terminated for the 2013-2014 School Year. Copy in SM 53, page 105
2. Approve the Recommendations for Support Services Personnel Employed & Terminated for the 2013-2014 School Year. Copy in SM 53, page 106
3. Approve the Recommendations for Administrative Personnel Employed & Terminated for the 2013-2014 School Year. Copy in SM 53, page 107
4. Approve the Recommendations for Substitute Support Personnel Employed & Terminated for the 2013-2014 School Year. Copy in SM 53, page 108
5. Approve Request for Leave. Copy in SM 53, page 109
6. Approve District Travel. Copy in SM 53, page 110
7. Approve Legal Services Invoices: Johnson, Anselmo & Burke, and Vernis & Bowling. Copy in SM 53, page 111.
8. Approve of Financial Statements. Copy in SM 53, page 112
9. Approve Budget Amendments for September 2013. Copy in SM 53, page 113
11. Approve Head Start Monthly Update for August 2013. Copy in SM 53, page 114
12. Approve Contract Addendum with Edmentum Holdings, Inc. Copy in SM 53, page 115
13. Approve Contract Renewal with Islamorada Elevator Company, Inc. Copy in SM 53, page 116
14. Approve Contract with North East Educational Consortium, (NEFEC). Copy in SM 53, page 117
15. Approve Interagency Cooperative Agreement with The Monroe County Sheriff's Office Copy in SM 53, page 118.
16. Approve Flood Insurance Renewal for May Sands Property. Copy in SM 53, page 119
17. Approve Contract for Ancillary Facilities Study. Copy in SM 53, page 120
18. Approve Removal of Tangible Personal Property from Asset Records & Disposal of Property. Copy in SM 53, page 121
19. Approve Award of RFP 522 Concrete Repairs. Copy in SM 53, page 122
20. Approve Out of County Travel for Key West High School Students & District Staff to Attend the New Orleans Jazz and Heritage Festival. Copy in SM 53, page 123
21. Approve Student Discipline Case 13-14-1S.
22. Approve District Volunteers Copy in SM 53, page 124

F. REPORTS:

Curriculum:

1. School Improvement Plan Presentations from Key West High School Sugarloaf, and Stanley Switlik.

Finance:

1. Audit & Finance Committee Update, Stuart Kessler recapped the committee's recommendation of the HOB Post Construction Audit. Mr. Dick would like to see the score sheet on these types of bids.

Legal Services:

1. NONE

Operating Services:

1. NONE

Superintendent:

1. Enrollment Data was reported to the Board.
2. National Summit on Education Reform 2013
3. Calendar Update due to Furlough Elimination
4. Complaint with the Office of the Inspector General and the Public Records Issues – Mr. Porter remarked that he will bring to the Board a public records plan for the November meeting.
5. UTM Negotiations – An agreement in principle has been reached with an additional meeting next week to iron out the details for this one year agreement.

Board Members:

1. John Dick – spoke concerning the editorial on public records.
2. Robin Smith-Martin – spoke concerning a community center at Bernstein Park
3. Ed Davidson – gave kudos to Lisa Taylor on the PKS Fish Fry. He spoke also about his attendance at the National Summit on Education Reform 2013. He spoke of the policies concerning the Superintendent's authority and also the public records management.

CITIZEN INPUT

Tony Parkinson – solar energy

PUBLIC HEARING No one from the public addressed the Board.

1. Policies – 2nd Reading

a. Rescind Policies:

- 5335.01 Dietary Modifications
- 2423.01 Career & Professional Education

b. Adoption of Policies

- 2111 Parent & Family Involvement redline line version
- 2421 Career & Technical Education redline line version
- 5500 Student Conduct redline line version
- 5517.01 Bullying and Harassment redline line version
- 6110 Grant Funds redline line version
- 6661 Instructional Materials Allocation ** new policy
- 8462 Student Abuse and Neglect redline line version
- 9160 Public Attendance at School Events redline line version

ACTION ITEMS

Upon the Recommendation of the Superintendent,

Mr. Martin moved, Mr. Smith-Martin seconded to approve

1. Pulled Items

- a. Consent Item # 10 Accept Charter Schools Reports

Mr. Smith Martin voiced concern over the lack of comprehensive and uniformed reports being submitted to the Board. Mr. Drake remarked that the new legislation requires for standardized financial reporting and standardized contacts

Motion Approved without objection.
Copy in SM 53, page 125

Upon the Recommendation of the Superintendent,
Mr. Martin moved, Mr. Dick seconded to approve

2. Adopt & Rescind Policies as indicated below:

a. Rescind Policies:

- 5335.01 Dietary Modifications
- 2423.01 Career & Professional Education

b. Adoption of Policies

- 2111 Parent & Family Involvement redline line version
- 2421 Career & Technical Education redline line version
- 2421 Student Councils redline line version ***NOT APPROVED
- 5517.01 Bullying and Harassment redline line version
- 6110 Grant Funds redline line version
- 6661 Instructional Materials Allocation ** new policy
- 8462 Student Abuse and Neglect redline line version
- 9160 Public Attendance at School Events redline line version

Motion Approved without objection.
Copy in SM 53, page 126

Upon the Recommendation of the Superintendent,
Mr. Martin moved, Mr. Dick seconded to approve

3. Adopt School Improvement Plans

- a. Horace O'Bryant
- b. Key West High School
- c. Gerald Adams Elementary
- d. Sugarloaf School
- e. Stanley Switlik
- f. Marathon Middle/High School
- g. Plantation Key
- h. Coral Shores High School
- i. Key Largo School
- j. Keys Center Academy and Academic Center for Excellence
- k. Poinciana Elementary

Motion Approved without objection.
Copy in SM 53, page 127

Upon the Recommendation of the Superintendent,
Mr. Smith-Martin moved, Mr. Martin seconded to approve

4. Approve Award of RFP 521, Post Construction Auditing of Public School Facility.

Motion Approved without objection.
Copy in SM 53, page 128

Upon the Recommendation of the Superintendent,
Mr. Martin moved, Mr. Smith-Martin seconded to approve

5. Approve Health Insurance Committee Recommendation for Changes in the Health Insurance Plan Effective January 1, 2014.

Motion Approved without objection.
Copy in SM 53, page 129

Upon the Recommendation of the Superintendent,
Mr. Smith-Martin moved, Mr. Dick seconded to approve

6. Adopt the 2013-2018 Strategic Plan - "Charting the Course".

Motion Approved without objection.
Copy in SM 53, page 130

Upon the Recommendation of the Superintendent,
Mr. Martin moved, Mr. Smith-Martin seconded to approve

7. Approve Superintendent's Summative Evaluation for 2012-2013. 10 22 13

Motion Approved without objection.
Copy in SM 53, page 131

Upon the Recommendation of the Superintendent,
Mr. Martin moved, Mr. Dick seconded to approve

8. Approve Mediation Settlement Agreement in the Andrade-Ward v. School Board Matter.

Motion Approved without objection.
Copy in SM 53, page 132

ADJOURNMENT

Andy Griffiths
Chair

Mark T. Porter
Superintendent

**Gerald Adams
Elementary School**

2013-2014



CURRICULUM AND PROGRAMS

Gerald Adams Elementary has a core curriculum that stresses reading, writing, math, science and social studies. Studies also include character education, health, technology education, career education, music, art, physical education and media sciences. The guidance counselor is available to assist students and parents. There are special programs for Student Assisted Instruction, English as a Second Language Gifted, and Special Education programs and services. Field trips and special guest speakers and programs are provided to support the curriculum. The computer lab is available for students during the day and until 3:45 p.m. after school.

CURRICULUM- Complete information including benchmarks and standards for each subject area can be found on the district website at <http://www.keyschools.com>.

Textbooks- and support materials are provided. The Media Center and classrooms have a print rich environment that contains literature and research materials.

Homework- policies are established by each classroom teacher and are included in the student packet.

Make-up work- will be given by the teacher for excused absences. It should be made up in a timely manner. Parents should prearrange for any absences that are known in advance. Teachers cannot duplicate lessons taught during the day, therefore it is best that children are in school every day. ATTENDANCE IS A FOCUS AREA THIS YEAR.

Special groups- and events take place constantly at GAE as we try to raise awareness for community service and build on the interests of our students.

PARENT NETWORK- is a group of parents interested in fostering the relationship between home and school as well as providing an opportunity for parents to be involved in their child's education. All parents and family members are invited to join and select ways to be involved.

School Advisory Council (SAC)- consists of parents who have input on school operations. All parents are welcome.

PARENT/VISITOR ACCESS

Our district recognizes the value of parent involvement in a child's education. We encourage parents/guardians to participate in their child's education in a variety of ways. There are guidelines to parent/visitors entering the building that are to be followed to ensure the safety of the students and staff. See the front office staff to get started.

ENTERING THE SCHOOL- to ensure safety and avoid class-room disruptions, all parents/visitors entering the school must report directly to the office to sign in and receive a visitor badge to wear while in the building.

PARENTS TO CLASS- Parents/visitors must obtain prior permission from the principal or designee to enter a class-room. Requests for visitation while class is in session must be made in advance. Any individual who threatens to disrupt school operations may be directed to leave the building. A complete outline of school and district policies regarding visitors to the building will be disseminated on a special card and can be located on the school website.

VOLUNTEERS- We greatly appreciate each volunteer, whether they assist in the classroom, cafeteria, library, or for special events. Registration must be completed online prior to volunteer work or extended classroom visits.

MESSAGES- Please do not call the office to leave students messages unless it is an emergency. Please utilize teacher email for messages for your child prior to 1:45.

LOST AND FOUND- is located in the office. Please label all student items for easy identification.

TELEPHONE USE- Students may use the telephone for emergencies only. Be sure your child knows where he/she is to go after school prior to the start of the day.

PERSONAL ITEMS- Personal items, games, electronics and pets should not be brought to school. Any sharp objects may be considered a weapon and should be left at home.

ARRIVAL AND DISMISSAL OF STUDENTS

ARRIVAL- Students should arrive at school between 7:45 and 8:10 a.m. The breakfast program which opens at 7:45 a.m. SUPERVISION AT SCHOOL DOES NOT BEGIN UNTIL 7:45 so please do not drop off students early. Upon arrival to school, students should report directly to their classrooms. Playing on the grounds or wandering in other areas is not permitted. PARENTS ARE ASKED TO ACCOMPANY STUDENTS INTO THE CLASSROOMS OR BUILDING and leave promptly. This is not a time for conferences.

DISMISSAL- Students are dismissed at 3:00 p.m., except on early release days when release time is 12:00. All students are released to the pick up circle, daycare or bus zone. Parents are asked to wait outside of the building for their child and assign a designated spot for the student to meet them. Supervision outside is from 2:50 p.m. until 3:15 p.m. After 3:15 p.m., all students not picked up will be taken to daycare and parents will pay a daycare fee. THIS WILL BE STRICTLY ENFORCED. When adverse weather occurs, students will remain in the building until they are picked up or weather clears. Parking for parents is located in FKCC's parking lot near the pick-up circle. PLEASE DO NOT PARK IN THE BUS ZONE. The circle area is not for parking cars only.

HELP US TO ENSURE THE SAFETY OF OUR CHILDREN BY FOLLOWING SAFE TRAFFIC PATTERNS AND RULES.

EARLY PICK UP OF STUDENTS

We ask parents to use early pick up only when necessary. Please report to the office to pick up your child early. No child will be called out of class from 2:45-3:00. Students will not be released to a person not listed on the student information card unless a parent contacts the office.

HONOR ROLL

Several honor roll programs exist to celebrate the success of students. They include All A's; All A's and B's; and All A's, B's and 1 C.

ATTENDANCE

The importance of regular school attendance can not be overemphasized. A card containing the Rights and Responsibilities of Parents regarding school attendance will be distributed on a special card and can be viewed on the website. IT IS IMPORTANT THAT STUDENTS ARE AT SCHOOL EVERY DAY AND ON TIME! If a student is absent, a written note, call or email is required giving the dates and reason for the absence. All absences are unexcused unless an excuse is received. After five absences, regardless of the reason, parents will receive a letter. After five absences, a conference with the principal will be required. A doctor's admittance slip is required for students returning to school after a contagious disease. We appreciate your cooperation in the development of patterns of regular school attendance for your child.

TARDINESS

Students who arrive at school after 8:15 a.m. are considered tardy. After that time, students must report to the office for a tardy slip. We encourage parents to have their child at school prior to the 8:10 a.m. bell so they start the day off well. If a student is tardy ten times, a conference will be required with the principal.

GERALD ADAMS ELEMENTARY SCHOOL 5855 COLLEGE ROAD Key West, FL 33040

Office Phone: 305-293-1609

Office Fax: 305-293-1608

ADMINISTRATION

Dr. Fran Herrin, Principal

Carol Schmidlin, Academic Coach

Rob Taylor, Academic Coach

Alex Sorrentino, Counselor

SCHOOL MISSION and VISION

"Creating the LEADERS of Tomorrow!"

Learners, Example-setters, Achievers and Dreamers The School vision supports the mission statement: We are committed to working together to develop each student's readiness and capacity to learn and to promote and encourage a high level of performance that will lead to maximum student achievement.

STUDENT CONDUCT-RESPECT AND RESPONSIBILITY- BE A LEADER! Our motto for student conduct is "Stop, think, act responsibly!"

The student code is:

- Be respectful.
- Be responsible.

STUDENT INFORMATION

The purpose of info cards are to help us locate a parent or guardian in the event of illness, emergency, academic discipline or good news involving your child. Be sure that the information on record is accurate and up to date. This card also contains the information of any designee that can be contacted if you cannot be reached and that has your permission to pick up a child. Also, please list any allergies, medications, or other conditions that the school should be aware of. This card also contains phone numbers that will be used with the phone connect system that allows the school and district to contact parents with emergency information, about special events and attendance issues. PLEASE BE SURE ALL PHONE NUMBERS AND ADDRESS CHANGES ARE REPORTED SO THAT THE STUDENT INFORMATION CARD IS KEPT ACCURATE.

A complete copy of the school discipline policy and district policies including the Student Rights and Responsibilities are available on

DRESS CODE

Students are asked to adhere to the following dress code.

No flip flops. Shoes must have a back strap for safety. NO SHOE SKATES ARE ALLOWED.

- No pants shorts skirts must be worn at the waist.
 - No obscene pictures or offensive wording may be visible on the outside of clothing
 - No tank tops, thin spaghetti straps, strapless or show a bare midriff
- The full dress code is available in the handbook

AWARDS

Recognition occurs daily in many forms at Gerald Adams Elementary Formal awards are listed in the handbook.

PARENT COMMUNICATION AND INVOLVEMENT

Tuesday folders are sent home each Tuesday. They contain timely information, school news and student work. They are also a form of communication for academics and conduct. Please take the time to look at them and return them on Wed. Parent communication also comes in the form of phone calls, emails and scheduled appointments. The door to the principal is always open for concerns or good news. Please take the opportunities available. **Student success will take place with constant communication between school and home.**

WEBSITE- Gerald Adams' website has a variety of information. At <http://www.monroe.k12.louisiana.gov>/ Parents, students and visitors can find the complete versions of the discipline plan, pupil progression plan, school and district policies, up-to-date information about school happenings, school and student activities and spotlights.

GRADES- Student grades can also be viewed on the web through Parent Viewer located on the school website, with a special password that will be given to parents at the beginning of the year. These grades are a snapshot and are not time exact, meaning that teachers update them on a regular basis, but they are not real time grades. Parent Viewer is a way to monitor student progress and should be utilized by parents as another means to keep abreast of their child's academic progress.

INTERIM REPORTS- will be used to report student progress during the mid-point of the grading period. They will contain academic, work habit and conduct information. These reports will be sent to all students and a parent signature is requested on all mid-term progress reports.

REPORT CARDS- are disseminated four times, after nine week grading periods. Kindergarten receives a developmental re-port card with a scale of S=Successful P=Progressing N=Not evident First through fifth grade receive a standard academic report card with a scale of A=100-90 B=89-80 C=79-70 D=69-60 F=59-0 I=Incomplete

PUPIL PROGRESSION PLAN AND DISTRICT CRITERIA FOR PROMOTION- are available in hard copy in the office or on the website. Written notification will be given if there is a possibility of retention and parents will be kept informed of progress through mid-term progress reports, report cards, Parent Viewer, work sent home and teacher communication. Students in the third grade must score at level 2 or higher to be promoted to the fourth grade. At all grade levels, the final decision on pupil promotion and retention will be made by the principal after teacher recommendation, parent input, data analysis and a recommendation by the retention committee.

CONFERENCES- are scheduled with all parents twice a year and as needed throughout the year. Parents are always welcome to make an appointment with the teacher to discuss any concerns. This can be done by calling the school or through email. (Personal student information will not be sent via email).

EMERGENCY NOTIFICATIONS- will be made by the school by district via the Connect-Ed phone system, public radio or Channel 38. Please be sure all phone numbers on the student information card are correct.

STUDENT RECORDS- All student records maintained by the office are open to review by a parent/guardian upon request. These may not be released to anyone outside of the building without a written request of parent/guardian handbook.

SCHOOL LUNCH/CAFETERIA

NO LUNCH DROP OFFS OR FOOD DELIVERIES WILL BE ALLOWED PLEASE RESPECT THIS POLICY The cafeteria offers both a healthy breakfast and lunch to students. Students are encouraged to participate as meals are well balanced. The monthly menus are sent home via the Tuesday envelopes and are posted on our news bulletin board and website. If a parent wishes to have lunch with their child they should sign in at the desk in the cafeteria and wear a badge. **THIS IS A REQUIREMENT AND WILL BE ENFORCED.** Students will not be allowed to call at lunch time for lunch arrangements. An IOU will be issued and the child will receive a school lunch if they have nothing to eat when their class moves through the lunch line. IOUs will be enforced. A child accruing \$10.50 in IOUs will be given a lunch of cheese sandwich and milk until IOU is paid. Cafeteria rules for all are:

- Walk in the cafeteria.
 - Talk quietly and respectfully.
 - Use good manners.
 - Stay in your seat.
 - Sharing of food is not allowed.
 - Clean your area before you are dismissed.
 - Raise your hand if you need assistance.
- Prices: Breakfast-\$1.75 Lunch-\$2.35 Milk-.75
Extra items are often sold a la carte
Adults prices: Breakfast-\$2.25 Lunch-\$3.50

FREE OR REDUCED LUNCH application will be sent home with each child in the student packet. Parents are urged to complete these forms and return them to school within the first complete week. **There is a change in district policy- each family needs to complete only one application for all of their children to qualify.**

STUDENT REGISTRATION/WITHDRAWAL

REGISTRATION- Student registration can be done in the office. Requirements are birth certificate, immunization record, physical, proof of address. Specific requirements can be obtained from the office or on the website.
WITHDRAWAL- Please notify the office in writing a week prior to withdrawal to provide an opportunity for completion of school records and a check that all textbooks and library books have been returned.

CLINIC/MEDICATION/HEALTH ISSUES

The clinic is staffed by a nurse and a technician that takes care of administering medication, health screenings and minor cuts and bruises. If a child is not feeling well or appears to need medical attention a parent is contacted.

ILL STUDENTS should be kept home if a child misses school due to illness. Be sure to send in a written note upon return.

MEDICATION- Children are not permitted to carry any type of medication while in school. Prescription medication can be administered by the nurse following a specific procedure. Parents should see the nurse in the clinic to complete the appropriate forms.

Any child running a low-grade fever, has loss of energy, or complains of not feeling well or shows outward signs of illness should be kept home or isolated until the child is back to a healthy condition. See the nurse for protocols regarding **Jose Ringworm, Scabies, Scarlet Fever, Chicken Pox and Measles.**

DISTRICT SCHOOL CALENDAR

Aug. 19- Students Report
Sept. 2- Holiday/Labor Day

Oct. 18- End 1st 9-weeks
Oct. 21-No School/Professional Day
Nov. 11- Holiday/Veteran's Day
Nov. 25- No School-
Nov. 26- No School-
Nov. 27-29-Holiday/Thanksgiving
Dec. 23-Jan.5-Holiday Break
Jan. 6-School Reconvenes
Jan. 16- 2nd 9-weeks ends
Jan. 17- No School/Professional Day
Jan. 20-Holiday—MLK Day
Feb. 17-Holiday/Presidents' Day
Mar. 21—3rd 9-weeks Ends
Mar. 24-29-Spring Break
March 31 -No School/Professional Day
April 1- Classes Reconvene
April 18-No School Hurricane Make up Day
April 26-No School/Professional Day

SCHOOL DAY TIMES

First bell rings-8:00 a.m., Tardy after 8:15 a.m.
School ends-3:00 p.m.
Media Center Open-3:00-3:45 p.m. EXCEPT Tuesdays
Early Release Days-School ends at 12:00 pm

TESTING DATES

Aug. 20-Oct 1 Kindergarten FLKRS
Feb. 25-27 FCAT Writing, Grade 4
April 22-30 -FCAT Grades 3-5 Reading, Math, Science Gr 5
Grades K-5: Progress Monitoring Testing administered throughout the year.

GRADING PERIODS END

Oct. 18-First nine weeks ends
Jan. 16-Second nine weeks ends
March 21-Third nine weeks ends
June 6-Fourth nine weeks ends

SAC MEETINGS

During Monthly PAKER Nights-see school calendar
SAC 6:00 p.m.

REQUIRED NOTICES

STUDENT RECORDS-FEDERAL PRIVACY ACT

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and Federal Laws relating to Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment - U.S. Codes (20 USC 1232g), Code of Federal Regulations (CFR) for Title 34 CFR 99. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records.

Administrative rules on student records, and interpreting rules on student records to the school staff, students, and the community.

Procedures on student records shall be approved by the School Board and contained in the Student Records Handbook.

Recording of information in any student data base shall comply with these safeguards:

- 1. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
- 2. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes and
- 3. Data shall be protected from unauthorized use at all times.

Title VI - Limited English Proficiency

For students and parents not fluent in English, the school provides certain services. Official notices, including report cards, can be provided in many native languages. Specific instructional methods are provided for Limited English Students as needed.

Title IX - Discrimination Federal regulation prohibits school districts from discriminating in programs offered on the basis of race, color, national origin, sex, or handicap. This includes curriculum, sports activities, and awards for students, as well as personnel assignments and pay scales for employees. For anyone feeling he/she has been discriminated against according to sex, a formal grievance procedure has been adopted. The first step in the grievance procedure is to notify the principal, who is the Title IX Coordinator for the school.

SEXUAL HARASSMENT AND DISCRIMINATION POLICY

STATE POLICY AGAINST Sexual Harassment, DISCRIMINATION AND Harassment Based Upon race, color, SEX, age, religion, marital status, disability, national origin, socio-economic status, sexual harassment and violence.

Everyone in the Monroe County School District has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment/discrimination and harassment because of race, color, gender, age, religion, marital status, disability, national origin, socio-economic status or sexual orientation.

Harasser may be a student or school personnel. Harassment/Discrimination may include the following when related to unwanted sexual overtures, race, gender, age, marital status, disability, national origin, socio-economic status or sexual orientation:

- Name calling
- Offensive graffiti
- Offensive notes or cartoon
- Unwelcome touching of a person or their clothing
- Offensive graphic posters or book covers; or
- Violent acts

If these words make you feel uncomfortable or fearful, you need to tell a teacher, supervisor, the principal or Director of Human Resources.

You must make a written report. There is a form available in the school office, or you may request one from the Human Resource Department (305-293-1400 x53331).

The form will be given to your teacher, principal, supervisor, or Director of Human Resources. If there is anything that makes it difficult for you to complete the form alone.

You should get assistance from one of the above named school personnel.

Your right to privacy will be respected as much as possible.

We take seriously all reports of harassment, discrimination and violence and will take all appropriate action to investigate such claims in order to eliminate that harassment/discrimination, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is only a summary of this District's policy against the forms of harassment and discrimination listed herein. A complete copy of the policy is available in the Human Resources Department and is available upon request.

SEXUAL HARASSMENT, DISCRIMINATION AND HARASSMENT BASED ON RACE, COLOR, GENDER, AGE, RELIGION, MARITAL STATUS, DISABILITY, NATIONAL ORIGIN, SOCIO-ECONOMIC STATUS OR SEXUAL ORIENTATION ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

Contact: Director of Human Resources
241 Trumbo Road, Key West, FL 33040
305-293-1400 ext. 53331

I have read and understand the policy summary described in this document, and have been informed that a full copy of this policy is available both within the School District's book as well as in the Office of Human Resources, 241 Trumbo Road, Key west, Florida 33040.

PRINT NAME

SIGN NAME

DATE

Frannie Herrin

From: Mark Porter
Sent: Monday, January 27, 2014 11:13 AM
To: District Leadership Team
Subject: DLT Update - 1/24/2014



To Excellence in the Monroe County Schools

DLT Members:

1. **School Board Workshop/Meeting, 1/28/14, 4:00 PM, Key West:** Note, the earlier start time due to time needed for workshop discussion on Ancillary Facilities.
 - A. **Workshop – 4:00 PM**
 - 1) **Ancillary Facilities Study Presentation** – A second workshop discussion on this topic with Ms. Fran Pickett. Materials are linked to the agenda. Focus will be on three general alternative locations for centralized administrative services; Key West, Sugarloaf, Marathon. Additional details, including specific square footage and cost estimates for each alternative are included in the presentation.
 - B. **Regular Meeting – 5:00 PM**
 - 1) **Recognition of Excellence in the Monroe County Schools**
 - i. Ms. Elise Jannes, Sigsbee Charter School
 - ii. GEMS
 - 2) **Special Communication Request** – Mr. John Padget, Vice-Chairman, Florida State Board of Education. An update on recent decisions and issues to be addressed in the upcoming legislative session.
 - 3) **Consent Agenda**
 - 4) **Reports**
 - i. **Strategic Objective 2 – Outstanding Student Achievement**
 - a. **Presentation of Voluntary Pre-K Readiness Rates for 2012-2013** – As we prepare for the allocation of additional resources into this critical stage of student development in furtherance of our Strategic Plan it is important that we keep our eye on the intended results – School Readiness. It is my expectation that our pre-K programs will have the highest readiness rates when compared to other providers.
 - b. **Common Core Update** – As of last week the State Board of Education renamed these standards “The Florida Standards”. Comments from the State Board of Education vice-chair should provide some clarification as well.
 - ii. **Legal Update** – A standing agenda item. No specifics at this time (see also, Item #5 below).
 - iii. **Superintendent**
 - a. **Legislative Priorities** – An outline of specific issues to be refined into a brief position paper for the Monroe County Schools with regard to the upcoming legislative session.
 - b. **ELT Leadership Retreat** – See item #3 below.

- c. **Superintendent Evaluation** – A review of draft measurable outcomes to include mid-year leading indicators.
 - iv. **Board Member Reports**
 - 5) **Action Items**
 - i. **Pulled Items** – No requests received yet.
 - ii. **Approve Over-Age Dependent Premium Rate** – While this item could have been included as a Consent Agenda item I wanted to be sure that the School Board understands the process used to determine an actuarially sound premium rate for over-age dependents to be covered under our employee health plans.
 - iii. **Approve the 2013-2014 TRIM Calendar** – Approval of this calendar directly impacts many of our School Board meeting dates and other significant event dates.
 - 6) **Closed Sessions**
 - i. **Attorney/Client** – Quick update on three pending legal matters; MCSB v. Coral Colors, Tetour v. MCSB, Reitzel/Walker v. MCSB.
 - ii. **Negotiations** – Quick update and discussion with the Board on strategies for the next steps in the impasse process.
2. **Monroe County Regional Science Fair:** Wow! An outstanding first-time effort. Kudos to the leadership of Camilla Burton and members of the Teaching & Learning Department for putting on this event. It was well attended and well received by students, parents and the community. In addition to the opportunity to challenge and recognize students for their outstanding efforts in a project based learning environment, the community partnership with organizations and individuals (many of whom served as judges) was outstanding. A great starting point from which to build in the future. Thank you to board members Ed Davidson, John Dick and Andy Griffiths for your attendance and participation in the awards ceremony.
 3. **ELT Leadership Retreat:** In an effort to, at least for a moment, to separate from the day to day issues and demands I met with the Executive Leadership Team in an off-site all day retreat setting. Thank you to Captain Steve McAlearney and Trice Denny, Public Affairs Officer, for allowing us to use one of their conference rooms and for providing a great briefing about NAS-Key West following our working agenda. A enjoyable and productive day.
 4. **UTM Negotiations Update:** We have submitted an expedited request for a list of special magistrates from which we and UTM can select. We will continue to make every effort during the impasse process to move timelines along quickly and in an expedited manner where possible. More detailed discussion to take place during the closed session noted above.
 5. **Representative Raschein Visit:** Late last week I was contacted by Representative Holly Raschein’s staff regarding a visit by Representative Raschein and Representative Eric Fresen, Chairman of the Education Appropriations Committee. This visit will take place on Wednesday, January 29th and I am still working with Representative Raschein’s staff with regard to details. Tentatively we have visits to Sugarloaf, Marathon High School and Coral Shores High School on the agenda. More times and details to come.
 6. **KLS Student Incident:** I met last week with building principal Julia Hoar and members of her staff. This incident has been blown out of proportion mainly through inaccurate and inappropriate social media communications and postings by parents. Julia and her staff have put together a very detailed 3-day transition plan for the return of the student involved following his suspension. This plan will address the interests of the returning student as well as the safety and concerns of all students. To be honest, exactly the way every re-entry plan works. We continue to support Julia and her staff with resources as needed and will continue to work together to address this situation.
 7. **Principal Mentors:** I met with four mentors whom Terri Axford has identified to begin working with and meeting with our newest building principals. These individuals will meet with their assigned principal at least once a month. They have been provided a potential list of topics and issues to discuss, but will also be granted the freedom to work on specific issues and concerns unique to their assigned mentee. I believe this is an important part of our on-going effort to better invest in our employees and is reflective of my belief (supported by a great deal of current research) as to the importance of developing outstanding principal leaders.
 8. **MCEF/TSIC Donor Forums:** Two events, one completed and one still to come. The MCEF Donors Forum and Annual Meeting was held at the Tennessee Williams Theater last Monday, January 21st. It was a well attended

event and school board members John Dick, Andy Griffiths and Robin Smith-Martin were able to attend. An Upper Keys event will be held at the Murray Government Center in Key Largo on Saturday, February 8th at 6:00 PM. More details to come regarding this event.

9. **Post-Season Success:** Hard to keep up with all of the post-season winter athletic events now taking place, but I know several of our teams are moving on. The MHS Girls Soccer Team has advanced and will be hosting Palmer Trinity (the same team they beat in overtime just a week ago) in a Regional Semi-Final event on Tuesday night at 7:00 PM. The CSHS and KWHS Boys Soccer Teams have also advanced to the Regional Quarterfinals and will be playing at Ransom Everglades in Miami on Thursday night. Other winter activities are also progressing toward post-season play.
10. **Just In!:** From a 11:00 AM FDOE press release. Details to follow.

Governor Rick Scott Announces Historic Funding for Public Schools, State Colleges and State Universities in “It’s Your Money Tax Cut Budget”

West Palm Beach, Fla –Governor Rick Scott today announced historic funding for K-12, state colleges and universities as part of his “It’s Your Money Tax Cut Budget.” This funding includes record total operating funds of \$18.84 billion for K-12 public schools, \$2 billion for state colleges and \$3.59 billion for Florida’s public universities- all of which are the largest total investments in Florida history.

A second visit from the “Polar Vortex” in Minnesota has us receiving many inquiries as to a possible visit from family and friends.

Mark T. Porter

Superintendent of Schools

Monroe County School District

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