



Monroe County School District

Superintendent of Schools
Mark T. Porter

Regular Meeting Agenda

School Board

Tuesday, November 19, 2019

3:00 PM

Marathon High School Media Center
350 Sombrero Beach Road
Marathon, FL 33050

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

WORKSHOP AGENDA - TIME CERTAIN 3:00 P.M.

1. Superintendent Interview, Chairman Highsmith (75 mins)
2. Superintendent Search Discussion, Chairman Highsmith (15 mins)

RECESS

CLOSED EXECUTIVE SESSION: MCSD/UTM CONTRACT - TIME APPROXIMATE 4:30 PM

RECONVENE

ORGANIZATIONAL MEETING - TIME APPROXIMATE 5:00 PM

A. SUPERINTENDENT CALL TO ORDER AND PLEDGE OF ALLEGIANCE

B. ELECT CHAIRMAN OF THE BOARD**

**Superintendent passes the gavel to the Elected Chair

C. ELECT VICE-CHAIRMAN OF THE BOARD

D. APPROVE AGENDA FORMAT

1. Sample Board Agenda

Attachments: [Sample Board Agenda 19 20](#)

E. APPROVE SCHOOL BOARD MEETING SCHEDULE

1. Set Days. Generally the second and fourth Tuesday of the month is the Workshop/Regular Meeting.
2. Set Times. Generally Workshops begin at 3:00 PM, and Regular Business Meetings begin at 5:00 PM.
3. Set Location. Generally locations are rotated between Key West City Hall, the Marathon High School Media Center and the Coral Shores Media Center.
4. Approve November 2019 through November 2020 Board Meeting Schedule.

Attachments: [MCSB Meeting Schedule and Locations Nov 19 - Nov 20](#)

F. SCHOOL BOARD ASSIGNMENTS

1. Selection of School Board Representative on the Small School District Council Consortium (2017, Mr. Griffiths; 2018 Mr. Griffiths).
2. Selection of School Board Representative and Alternate on the Value Adjustment Board (2017, Mr. Dick with Ms. Conn as alternative; 2018 Mr. Dick with Ms. Conn as Alternate).
3. Selection of School Board Representative on the Greater Florida Consortium of School Boards (2017, Mr. Highsmith with Mr. Martin as alternate; 2018 Mr. Griffiths and Dr. Woltanski).
4. Selection of School Board Representative and Alternate for the FSBA's Legislative Committee (2017, Mr. Griffiths with Ms. Conn as alternative; 2018 Mr. Griffiths and Dr. Woltanski).
5. Appointment of Audit and Finance Committee Members.
 - Mr. Highsmith - Peter Horton
 - Mr. Griffiths - Mike Rice
 - Ms. Conn - Henry Hamilton
 - Mr. Dick - Jim Leonard
 - Dr. Woltanski - Margie Smith

RECESS as members of the School Board; convene as the School Board Leasing Corporation

G. AUTHORIZE ANNUAL MEETING OF MONROE SCHOOL BOARD LEASING CORPORATION FOR CERTIFICATES OF PARTICIPATION (COPs) PROGRAM

1. Appoint the following members as outlined in the by-laws of the Corporation: Board of Directors, Chair/Vice Chair of the Board of Directors; President/Vice President/Secretary of the Corporation;
2. Adjourn as members of the School Board Leasing Corporation and reconvene the School Board.

RECONVENE as School Board

REGULAR MEETING AGENDA - TIME APPROXIMATE 5:30 P.M.

A. CALL TO ORDER

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

Approval of October 22, 2019 Board Meeting Minutes

Attachments: [MCSB October 22 2019 Meeting Minutes](#)

D. RECOGNITION OF EXCELLENCE IN THE MONROE COUNTY SCHOOLS

November 19, 2019 GEMS

Stanley Switlik Elementary School:
John (Jack) Loudon

Marathon High School:
Joseph Cabrera
Mary Ryder
Charles Vaughn
Sara Gonzales
Clara Williams
Kayleigh Reed
Ryland Sifford
Patrick Daniher
Rachel Matthis –stage manager
Dante Senmatin – lights
Leo Volchek – sound

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.

E. CONSENT AGENDA

All items listed as consent agenda items are considered routine and noncontroversial 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 Recommendations for 2019-2020 School Years

Attachments: [Board Recommendations 11.19.2019.3](#)

2. Approval of School Board and District Travel Requests

Attachments: [MCSD TDE Requests Nov. 19, 2019](#)
 [Board Member Travel Requests November 19, 2019](#)

3. Approval of Monthly Financial Statements September 2019

Attachments: [Monthly Financial Statements Sept.2019](#)

4. Acceptance of Charter School Reports September 2019

Attachments: [Charter School Reports Sept.2019](#)

5. Approval of Procurement Card Transaction Reports for the statement ending November 5, 2019.

Attachments: [20191105 MCSD DISTRICT](#)
 [20191105 MCSD GRANTS](#)
 [20191105 PCard Report](#)

6. Approve Receipt of Capital Donations at KWHS

Attachments: [20191112 KWHS 2002 Nissan Xterra](#)

7. Approval of Legal Services Invoices - Vernis and Bowling

Attachments: [305.70271](#)
 [305.120138](#)
 [305.10849](#)

8. Approval of Renewal with Hayes Technologies with Amendment for offsite DR services

Attachments: [Attachment B](#)
[Quote w/ Existing Attachment A Services](#)
[Quote w/ Attachment B Services Only](#)
[Refusal_contract](#)
[OriginalContract_Sept2018](#)
[Cert of Ins - Monroe County School District](#)

9. Award RFQ 20200004 for Small Project Engineer to Anston-Greenlees, Inc.

Attachments: [SIGNED AGI - MCSD Contract_Standard_Form_04252019.pdf](#)
[RFQ 2020004 Small Project Engineer.pdf](#)
[RFQ 2020004 Anston-Greenlees Response.PDF](#)
[COI.pdf](#)

10. Award RFQ 20200005 for General Architect Middle and Upper Keys to William P. Horn Architect, P.A.

Attachments: [Signed Contract.pdf](#)
[RFQ 2020005 General Architect.pdf](#)
[RFQ 2020005 William P Horn.pdf](#)
[COI.pdf](#)

11. Approval of Contract Renewal 1 of 3 with BrightView Landscaping Services, Inc.

Attachments: [Brightview Renewal 2020](#)
[Brightview Landscaping Contract Award ITB 2019906 12.18.18](#)
[MCSD BrightView Landscaping Insurance cert. 2020](#)

12. Approval of Contract Renewal 1 of 3 with BrightView Landscaping Services, Inc.

Attachments: [monroe contract renewal sugarloaf](#)
[Brightview Landscape_Sugarloaf Athletic Field Maintenance 12.18.2018](#)
[MCSD BrightView Landscaping Insurance cert. 2020](#)

13. Approval of Contract Renewal 2 of 3 with Brightview Landscape Services, Inc.

Attachments: [Signed Renewal.pdf](#)
[COI.pdf](#)
[Original Contract](#)
[Brightview Landscape Service Contract Addendum 10.8.19.pdf](#)

14. Approval of Award of ITB 2020002 Low Voltage Electrical Contractor to Integrated Fire and Security Solutions, Inc. (IFSS)

Attachments: [IFSS Signed Contract.pdf](#)
[ITB 2020002 Low Voltage Electrical Contractor.pdf](#)
[ITB 2020002 IFSS Response.PDF](#)
[ITB 2020002 IFSS E-Mail Response.pdf](#)
[ITB 2020002 IFSS E-Mail Response Attachments.pdf](#)
[ITB 2020002 Site Warranty Authorization Letter - Integrated Fire & Security - Mc
COI.pdf](#)

15. Approval of Head Start Monthly Update (Sept.)

Attachments: [September 2019 dashboard](#)
[monthly report - policy council, board 2019-10](#)
[pcard statement 10052019 Owens](#)

16. Head Start Notice of Grant Award (Extended Hours & 2019-2020)

Attachments: [Notice of grant award - extended hours application GYE 2019](#)
[notice of award - 2019 - 2020 - 1,530,254.00](#)

17. Head Start Administrative Costs

18. Head Start Annual & Final Federal Financial Report

Attachments: [SF 425 Annual - July 2019](#)
[SF 425 Final - October 2019](#)

19. Head Start SF428 Tangible Property & SF429 Real Property

Attachments: [SF 428 Final - October 2019 - signed](#)
[SF 429 Final - October 2019 - signed](#)

20. WITHDRAWN: Approval of Ardor Health Solutions Contract For Speech Language Pathologist

21. Approval to purchase the identification badge printing technology with Intergrated Fire & Security Solutions.

Attachments: [ifs contract](#)
[COI ifs](#)

22. Approve Revised Five Year Educational Plant Survey v5.6

Attachments: [Survey Recommendations Sugarloaf](#)
[Survey 5.1 Recommendations](#)
[DOE Sugarloaf Building Replacement Castaldi Approval 11.1.19](#)
[Castaldi Report for Sugarloaf School Aug. 27 2019](#)

F. REPORTS**Strategic Objective 2 - Outstanding Student Achievement**

1. Graduation Honors - Valedictorian-Salutatorian, D. Murphy

Attachments: [Val-Sal Data](#)

Strategic Objective 4 - High Performing Workforce

1. Hourly Wage Adjustment, M. Porter

Attachments: [Hourly Wage Adjustments 11.19.2019](#)

Strategic Objective 6 - Accountable Resource Management

1. Food Services - Unpaid Meals Report, P. Lefere

Attachments: [Presentation](#)

Legal**Superintendent****Board****RECESS****G. PUBLIC HEARING**

Job Descriptions, 2nd Reading

1. #78029 Bus Driver II
2. #78028 Bus Driver III

Attachments: [78029 Bus Driver I I](#)
 [78028 Bus Driver III \(includes Summer School\)](#)

Policies, 1st Reading

1. Medical Marijuana Policy

Attachments: [P5330.02 - Medical Marijuana \(Final Proposed\)](#)
 [Update 5330 \(Final Proposed\)](#)

Policies, 2nd Reading

October 8, 2019 First Readings

1. 1120, Employment of Administrators
2. 3120, Employment of Instructional Staff
3. 4120, Employment of Support Staff
4. 1122, Nondiscrimination and Equal Employment Opportunity
5. 3122, Nondiscrimination and Equal Employment Opportunity
6. 4122, Nondiscrimination and Equal Employment Opportunity
7. 1362, Anti-Harassment
8. 3362, Anti-Harassment
9. 4362, Anti-Harassment
10. 5610.02, In-School Discipline
11. 5121, Controlled Open Enrollment
12. 5410.01, Promotion, Acceleration, Placement and Retention
13. 5460, Graduation Requirements

October 22, 2019 First Readings:

1. 6100, Uniform Records and Accounts
2. 6320, Purchasing and Contracting for Commodities and Contractual Services
3. 6480, Expenditures
4. 6605, Crowdfunding
5. 6840, Audit and Finance Committee Charter
6. 7310, Disposition of Surplus Property
7. 5410.01, Promotion, Acceleration, Placement and Retention

Attachments: [PO 1120 Employment of Administrators](#)
 [PO 3120 Employment of Instructional Staff](#)
 [PO 4120 Employment of Support Staff](#)
 [PO 1122 Nondiscriminatin of Equal Employment Opportunity](#)
 [PO 3122 Nondiscrimination of Equal Employee Opportunity](#)
 [PO 4122 Nondiscrimination of Equal Employment Opportunity](#)
 [PO 1362 Anti Harassment](#)
 [PO 3362 Anti Harassment](#)
 [PO 4362 Anti Harassment](#)
 [PO 5610.02](#)
 [PO 5121 Controlled Open Enrollment](#)
 [PO 5410.01 Promotion, Acceleration, Placement and Retention](#)
 [Policy 5460 - Graduation Requirements](#)
 [Policy 6100 Uniform Records and Accounts](#)
 [Policy 6320 Purchasing and Contracting for Commodities and Contractual Servi](#)
 [Policy 6480 Expenditures](#)
 [Policy 6605 Crowdfunding](#)
 [Policy 6835 Internal Audits Office](#)
 [Policy 6840 Audit and Finance Committee Charter](#)
 [Policy 7310 Disposition of Surplus Property](#)

RECONVENE

H. ACTION ITEMS

1. Approval of Budget Summary Reports September 2019

 Attachments: [Budget Summary Reports Sept.2019](#)

2. Approval of Marathon High School Athletic Complex Deduct Change Order No. #4 to
 GMP Amendment No. #1

 Attachments: [CO #04 Final Reconciliation](#)
 [Final CO#04 breakdown dated 11.06.19](#)
 [MHS Athletic Complex CO003 Board Approved](#)

3. WITHDRAWN: Approval of Classroom Audio Enhancement Upgrade and SAFE solution

Attachments:

[Proposal Audio Enhancement](#)
[Audio Enhancement Monroe County Contract 2019](#)
[Quote.Audio.SAFE](#)
[PEPPM Pricing Guide - October 2019](#)
[COI](#)
[QTE044387 Coral Shores HS Monroe County \(006\)](#)
[QTE044388 Key Largo Monroe](#)
[QTE044723 Key West HS Monroe County](#)
[QTE044724 Marathon MS-HS Monroe](#)
[QTE044725 Horace O'Bryant Monroe County](#)
[QTE044727 Poinciana ES Monroe](#)
[QTE044728 Sugarloaf K-8 Monroe County](#)

4. Approval of District Educational Facilities Five Year Work Plan

Attachments:

[Work Plan District Report for Board Approval 19_20](#)

5. Approve Policies are presented.

October 8, 2019 First Readings

1. 1120, Employment of Administrators
2. 3120, Employment of Instructional Staff
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5. 3122, Nondiscrimination and Equal Employment Opportunity
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9. 4362, Anti-Harassment
10. 5610.02, In-School Discipline
11. 5121, Controlled Open Enrollment
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13. 5460, Graduation Requirements

October 22, 2019 First Readings:

1. 6100, Uniform Records and Accounts
2. 6320, Purchasing and Contracting for Commodities and Contractual Services
3. 6480, Expenditures
4. 6605, Crowdfunding
5. 6840, Audit and Finance Committee Charter
6. 7310, Disposition of Surplus Property
7. 5410.01, Promotion, Acceleration, Placement and Retention

Attachments: [PO 1120 Employment of Administrators](#)
[PO 3120 Employment of Instructional Staff](#)
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[PO 1122 Nondiscrimination of Equal Employment Opportunity](#)
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[PO 5610.02](#)
[PO 5121 Controlled Open Enrollment](#)
[PO 5410.01 Promotion, Acceleration, Placement and Retention](#)
[Policy 5460 - Graduation Requirements](#)
[Policy 6100 Uniform Records and Accounts](#)
[Policy 6320 Purchasing and Contracting for Commodities and Contractual Services](#)
[Policy 6480 Expenditures](#)
[Policy 6605 Crowdfunding](#)
[Policy 6835 Internal Audits Office](#)
[Policy 6840 Audit and Finance Committee Charter](#)
[Policy 7310 Disposition of Surplus Property](#)

6. Approve Job Descriptions as Presented:

1. #78029 Bus Driver II
2. #78028 Bus Driver III

Attachments: [78029 Bus Driver II](#)
[78028 Bus Driver III \(includes Summer School\)](#)

7. Approve 2019-2020 Teacher Contract between the District School Board of Monroe County and the United Teachers of Monroe County School District

Attachments: [Rationale 2019-2020 Teacher Contract 11.19.19](#)
[BOE Teacher TA's 10 11 2019](#)

8. Approve 2019-2020 School Related Personnel Contract between the District School Board of Monroe County and the United Teachers of Monroe County School District

Attachments: [Rationale 2019-2020 SRP Contract 11.19.19](#)
[BOE SRP TA's 10.14.2019](#)

ADJOURNMENT