



## **Monroe County School Board Workshop/Regular Meeting Minutes**

**Tuesday, June 25, 2019**

**Key West City Hall • 1300 White Street • Key West, FL 33040**

**Workshop, 4:00 pm / Regular Meeting, 5:00 pm**

### **Attendance:**

*Bobby Highsmith*

*John Dick*

*Andy Griffiths*

*Mindy Conn participated by telephone (Chairman Highsmith stated cause)*

*Absent: Sue Woltanski*

*Mark Porter, Superintendent*

*Gaelan Jones, Attorney*

### **WORKSHOP AGENDA - TIME CERTAIN 4:00 P.M.**

1. Capital Project Planning, James Drake and Patrick Lefere (30 mins)  
*Mr. Drake and Mr. Lefere outlined the District's capital planning process and reviewed the proposed projects and funding for the next five years (2019-2024).*

#### **Board Comments:**

*Mr. Dick asked about FEMA reimbursement (from Hurricane Irma [2017] damages) and the amount of the estimated reimbursement.*

*A: The projects have all been submitted and we are now waiting on FEMA and the State. The estimated amount of reimbursement is between \$2.5 and \$3 million.*

*Mr. Highsmith asked for confirmation that the Key West High School Athletic Fields project included improvements to both the Backyard and Tommy Roberts Memorial Stadium. A: Yes, two phases. We are in the process of releasing requests for qualifications on the Backyard project. School staff has presented their vision which increased the initial scope.*

*Mr. Highsmith asked if there has been consideration/discussion about artificial turf retaining heat. A: Yes. The heat effect has improved over the years and doesn't seem to be as much of a concern. It will be considered however.*

*Mr. Griffiths asked when shovels would go into the ground. A: The school staff was asked what program(s) would be most difficult to relocate to another field for a season and they agreed track events. Therefore, the timeline would be to close the field at the end of the Spring 2020 track and softball seasons, at which time the shovels go into the ground with the goal that the fields will be ready for the Spring 2021 track season.*

*Mr. Highsmith asked when the Tommy Roberts Stadium project would start. A: We will begin working on the scope of work for the Tommy Roberts Stadium before the Backyard project is finished. Mr. Lefere added that the goal is have the Backyard completed so the fields at the Backyard can be used while the Tommy Roberts fields are closed.*

*Ms. Conn questioned if the softball field will be started in the fall. A: It will be planned for timely field take down. We will be working with our project management timelines and funding timelines.*

*Mr. Highsmith asked if there is any advantage to phase the Backyard project for quicker completion. Mr. Lefere will consult with the contractors for the quickest process to complete the Backyard work. Mr. Porter reminded the Board that the Backyard project involves major site drainage work to reduce the issues that occurred during Hurricane Irma.*

*Mr. Griffiths asked who the District's representative is when the stakeholder group meets and does the Band Director weighs in concerning marching band events? A: Ms. Acevedo as being the primary contact. Mr. Lefere does not have a list of the stakeholder members. Mr. Griffiths requested that he be informed every time the Key West High School Athletic Field stakeholders group meets and requested a recap of each meeting. Mr. Lefere will ask Ms. Acevedo to provide that information to the Board.*

*Ms. Conn asked if Mr. Lefere has been provided everything he needs from Ms. Acevedo. A: Yes, and we have a request for proposal prepared which will be scheduled to present at the August 27<sup>th</sup> Board meeting for approval.*

*Mr. Porter recapped the presentation and requested confirmation that the plan aligns with the Board's stated priorities. The Board confirmed that their priorities were accurately reflected in the plan.*

*Mr. Griffiths mentioned separating the Key West High School Backyard project and the Tommy Roberts Memorial Stadium project. However, Mr. Highsmith requested that the projects not be separated. Mr. Dick seconded not separating the projects.*

*Ms. Conn asked if the Sugarloaf Housing Project should be included in the plan. A: No, as the Sugarloaf Housing Project will not involve District resources. The District will not be involved in the financing or management of the project.*

*Ms. Conn would like an update on the Sugarloaf Housing Project at the next Board meeting. Attorney Jones acknowledged and will be prepared.*

- 2.** 2018-2019 Assessment Results (Tentative), David Murphy (30 mins)  
*The Department of Education had not released the 2018-2019 assessment results by*

*the time of the meeting.*

**3. Food Services Unpaid Meals, Mark Porter**

*Mr. Porter reported that during the past two years, there has been a significant increase in the unpaid school meals balance. The balance from the 2018-2019 school year exceeds \$30,000. At the Board's request, the District does not serve alternative meals for students unable to pay, but the District will begin to seek other alternatives to prevent continued outstanding unpaid meal balances.*

**Board Comments:**

*Mr. Griffiths:*

*Does the \$30,000 come right out of the food program? A: No, it cannot. Food Services is a federally funded program and funds cannot be used to satisfy the debt. We have to use Operational funds or contributions to cover the debt.*

*Mr. Highsmith:*

*What efforts has been made to recover the funds from parents?*

*A: At different schools, different approaches. Administrators have been put in the position of becoming debt collectors. However, parents don't want to talk to administrators about the debt. There was also an increased effort across the District to enroll more students into the free and reduced lunch program. However, some students do not qualify for the program, however, that is solely the answer.*

*Mr. Highsmith also asked for clarification that the unpaid debt is due to students who do not qualify for the free and reduced meals program. A: Yes, however, while there may be some that might qualify, others who would not qualify, have developed a "habit" of not paying for meals at school.*

*Ms. Conn:*

*Has the District gone back to donors that contributed before? A: Yes*

*Mr. Highsmith does not want to ask for contributions, if people are simply just not paying.*

*Ms. Conn expressed concern for the populations that will not fill out the free and reduced lunch application because of their immigration status and feels we may also be missing people because of the online application process.*

*Mr. Highsmith in seeking clarification of the issue asked if the debt occurs more in a certain region or certain school or is the problem evenly spread out through the District?*

*A: It is somewhat concentrated in some areas, but the problem is also districtwide.*

*Mr. Dick does not want contributions from donors to pay for lunch. What other consequences can be imposed, i.e., holding back the report card? A: We will be looking at those type of actions, perhaps escalating consequences. Mr. Highsmith suggested consequences to the student, but also consequences to the parents.*

*Ms. Conn asked if the District could require a credit card be on file which could be used. A: We will take any suggestion into consideration.*

*Mr. Porter summarized that he will present a plan with escalating consequences to the Board. We don't want donors providing resources for people who don't need them.*

*Mr. Lefere added in reference to the free and reduced lunch online application process, we have gone back to offering paper applications to families who don't want to put data online. Paper applications are available in all schools.*

**Safety and Security Report: (moved from Regular Meeting Report section)**

*The Safety and Security Plan draft was been completed and submitted to Law Enforcement partners for input. The District has received the requested input and recommendations will be incorporated into the Plan. School plans are separate and different from the District Plan.*

*Ms. Conn asked if there will be an ability for parents to track their child's school bus.*

*A: That isn't a process associated with Safety and Security.*

*Mr. Highsmith asked if there was anything problematic in law enforcements' response.*

*A: No.*

## **REGULAR MEETING AGENDA - 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.**

*Consent Items 5 and 6 were previously withdrawn (contracts not complete).  
Policy 8810 was withdrawn by request of Board member Woltanski as she would like to be present for the policy discussion.*

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Mr. Griffiths*

*Vote: Approved with modifications noted above*

### **C. APPROVAL OF MEETING MINUTES**

*Approval of June 11, 2019 Board Meeting Minutes*

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Mr. Griffiths*

*Vote: Approved Unanimously*

*Mr. Griffiths acknowledged recognition in minutes of retiring Principal Cathy Hoffman.*

## **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.

### **D. 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 2018-2019 School Years
2. Approval of District Travel Requests
3. Approval of Procurement Card Transaction Reports for the statement ending May and June 5, 2019.
4. Approval of Monthly Legal Services Invoices from Vernis and Bowling
5. ~~WITHDRAWN: Approval of Award to Optum Rx for Prescription Benefit Management Services~~
6. ~~WITHDRAWN: Approval of Award – RFP 2019018 to Blue Cross Blue Shield of Florida, Inc. DBA Florida Blue for Medical Administrative Services Only~~
7. Approval of the Renewal of Renaissance Learning for 2019-2020
8. Approval of Memorandum of Understanding with City of Key West Fire Department.
9. Renewal of CATC Agreement with Certiport, a business of NCS Pearson, INC
10. Approval of Contract Renewal 3 of 3 with Diana Perry, Occupational Therapist
11. Approval of Contract with Miami Lighthouse for the Blind and Visually Impaired Inc. for ESE Related Services for SY 2019-2020
12. Adult Education MOU with WIOA Core Partners/Career Source
13. Approval of College Board SAT School Day/PSAT NMSQT Assessments Purchase
14. Approval of Contract with Early Learning Coalition of Miami Dade/Monroe to provide Teen Parent Program for 2019-2020.
15. Acceptance of Head Start Monthly Update (Mar. and Apr. 2019)
16. Approve Renewal with BlackBoard, Inc. for Community Engagement Solution
17. Award ITB 2019920 for Painting Service Contract to Quick Painting Group, Corp.
18. Award Contract to Orkin LLC for Pest Control Services
19. Approval of Upper Keys Maintenance/Transportation Annex Deductive Change Order #1 to Burke Construction Group, Inc.
20. Approval of 2019-2020 May Sands Montessori Lease Addendum

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Griffiths*

*Seconded by: Mr. Dick*

*Vote: Approved Unanimously*

### **E. REPORTS**

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

1. School Safety and Security Plan Update, Patrick Lefere  
*Moved to Workshop.*

## Legal

*No report.*

## Superintendent

*Mr. Porter reported that he received official notification from AdvancED that the District was awarded accreditation resulting from the February 2019 review process. He acknowledged the effort of School Administrators and District staff.*

*The July 23 Board Meeting start time was discussed and will be communicated once finalized.*

## Board

*Ms. Conn – no report.*

*Mr. Dick – no report.*

*Mr. Griffiths reported (with the Board's June 25<sup>th</sup> approval) he contacted the FSBA requesting their guidance in determining qualifications for the next superintendent. Ms. Messina is available to meet with the Board prior to the Board meeting on August 13. Board members pointed out that August 13<sup>th</sup> is the day before school and they can't commit to meeting at that time (Mr. Porter added that Dr. Woltanski commented about Board Meeting on the Board before school. Ms. Conn is also unavailable on Friday, August 16. Mr. Griffiths will ask Ms. Messina if she is available to meet with the Board on August 27<sup>th</sup> in Marathon.*

*Mr. Griffiths also announced that he has been elected as President of the Greater Florida Consortium of School Boards (membership of 10 counties) and he will be hosting the group in Key West for a business meeting on August 15 with follow-up and wrap-up on August 16. He invited the Board members to join the group for evening events on August 15<sup>th</sup>.*

Prior Business (Not for Discussion or Action)

1. Safety and Security Updates
2. Graduation Rate/Drop-Out Prevention
3. Enhanced Daycare Programs
4. Affordable Housing - Trumbo Point
5. Grading

## CONVENE

### F. PUBLIC HEARING

Policies, 2nd Reading

Human Resources

1. Policy 1130 - Appointment, Assignment, Transfer, and Promotion of Administrators (REVISED)
2. Policy 3130 - Appointment, Assignment, Transfer, and Promotion of Instructional Staff (REVISED)

3. Policy 4130 - Appointment, Assignment, Transfer, and Promotion of Support Staff (REVISED)
4. Policy 1242 - Professional Development (REVISED)
5. Policy 3242 - Professional Development (REVISED)
6. Policy 4242 - Staff Development (REVISED)
7. Policy 3120 - Employment of Instructional Staff (REVISED)
8. Policy 3220 - Evaluation of Instructional Personnel (REVISED)
9. Policy 4162 - Drug and Alcohol Testing of CDL License Holders and Other Employees who Perform Safety-Sensitive Functions (REV)

#### Operations

1. Bylaw 0100 – Definitions
2. Bylaw 0124 - Standards of Ethical Conduct
3. Bylaw 0165.3 - Special and Emergency Meetings
  
1. Policy 8141 - Mandatory Reporting of Misconduct
2. Policy 8420 - Emergency Management, Emergency Preparedness, and Emergency Response Agencies
3. Policy 8462 - Student Abuse, Abandonment, and Neglect
4. Policy 8805 - Model Policy on Religious Express in Public Schools
5. ~~WITHDRAWN: Policy 8810 – The American Flag and Official Motto of the State of Florida~~
6. Policy 7440.01 - Video Surveillance and Electronic Monitoring
7. Policy 8141 - Mandatory Reporting of Misconduct
8. Policy 8431 - Preparedness for Toxic Hazard and Asbestos Hazard

*There was no public comment. However prior to the meeting Dr. Woltanski asked to pull Policy 8810.*

#### Job Descriptions, 1st Reading

1. Auditorium Manager Job Description, Revised

*There was no public comment.*

### **RECONVENE**

#### **G. ACTION ITEMS**

1. 2019-2020 Compensation Adjustments for Non-Bargaining Unit Hourly (Pay Grades 104-130) and Professional/Salaried and Administrative Employees (Pay Grades 131 to 141) effective July 1, 2019

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Mr. Griffiths*

*Vote: Unanimously Approved*

*Mr. Porter noted that the compensation adjustments are modest. All administrative/professional adjustments are done in increments and the hourly adjustment is \$0.60 per hour.*

2. Approval of Instructional Materials Budget 2019-2020

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Griffiths*

*Seconded by: Mr. Dick*

*Vote: Unanimously Approved*

3. Approval of Contract with Florida Keys Area Health Education Center (AHEC) to Provide Primary Care Medical Services for School Year 2019-2020

*Recommendation for approval was made by the Superintendent*

*Motioned by: Ms. Conn*

*Seconded by: Mr. Griffiths*

*Vote: Approved Unanimously*

4. Policies:

Human Resources

1. Policy 1130 - Appointment, Assignment, Transfer, and Promotion of Administrators (REVISED)
2. Policy 3130 - Appointment, Assignment, Transfer, and Promotion of Instructional Staff (REVISED)
3. Policy 4130 - Appointment, Assignment, Transfer, and Promotion of Support Staff (REVISED)
4. Policy 1242 - Professional Development (REVISED)
5. Policy 3242 - Professional Development (REVISED)
6. Policy 4242 - Staff Development (REVISED)
7. Policy 3120 - Employment of Instructional Staff (REVISED)
8. Policy 3220 - Evaluation of Instructional Personnel (REVISED)
9. Policy 4162 - Drug and Alcohol Testing of CDL License Holders and Other Employees who Perform Safety-Sensitive Functions (REV)

Operations

1. Bylaw 0100 – Definitions
2. Bylaw 0124 - Standards of Ethical Conduct
3. Bylaw 0165.3 - Special and Emergency Meetings
1. Policy 8141 - Mandatory Reporting of Misconduct
2. Policy 8420 - Emergency Management, Emergency Preparedness, and Emergency Response Agencies
3. Policy 8462 - Student Abuse, Abandonment, and Neglect
4. Policy 8805 - Model Policy on Religious Express in Public Schools
5. ~~WITHDRAWN: Policy 8810 – The American Flag and Official Motto of the State of Florida~~
6. Policy 7440.01 - Video Surveillance and Electronic Monitoring
7. Policy 8141 - Mandatory Reporting of Misconduct
8. Policy 8431 - Preparedness for Toxic Hazard and Asbestos Hazard

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Griffiths*

*Seconded by: Mr. Dick*

*Vote: Approved Unanimously*

**ADJOURNMENT – 5:25 pm.**