



## **Workshop, Organizational Meeting and Regular School Board Meeting Agenda**

**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)

*Mr. Dick requested that Chairman Highsmith recommend that Attorney Smits meet with Ms. Axford to work on an employment contract. Chairman Highsmith agreed to add the item for cause to the Action portion of the meeting agenda.*

**RECESS - 4:20 pm**

**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**

*Mr. Griffiths nominated Ms. Conn as Chairperson. There were no other nominations. The nomination was declared by acclamation.*

**C. ELECT VICE-CHAIRMAN OF THE BOARD**

*Mr. Griffiths nominated Mr. Dick as Vice Chairman. There were no other nominations. The nomination was declared by acclamation.*

**D. APPROVE AGENDA FORMAT**

**1. Sample Board Agenda**

*Recommendation for approval was made by the Superintendent*

*Motioned by: Dr. Woltanski*

*Seconded by: Mr. Dick*

*Vote: Unanimously passed.*

**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.

*Recommendation for approval was made by the Superintendent*

*Motioned by: Dr. Woltanski*

*Seconded by: Mr. Dick*

*Vote: Unanimously Approved*

**F. SCHOOL BOARD ASSIGNMENTS**

1. Selection of School Board Representative on the Small School District Council Consortium (2017, Mr. Griffiths; 2018 Mr. Griffiths).

*Dr. Woltanski was selected to serve as Small School District Council Consortium representative.*

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).

*Mr. Dick with serve as the representative for the Value Adjustment Board with Mr. Conn as the 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).

*Dr. Woltanski was selected to be the Greater Florida Consortium of School Boards representative with Mr. Griffiths as the alternate.*

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).

*Dr. Woltanski was selected to be the FSBA's Legislative Committee representative with Mr. Griffiths as an alternate.*

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

*No changes to the Audit and Finance Committee membership were recommended.*

*Recommendation for approval of Board Assignments 1-5 was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Dr. Woltanski*

*Vote: Unanimously Approved*

**RECESS as members of the School Board; convene as the School Board Leasing Corporation – 5:11 pm**

**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; School Board appointments and transfer to leasing Corporation

*Board of Directors:*

*Ms. Conn, President*

*Mr. Dick, Vice President*

*Mr. Griffiths, Secretary*

*Mr. Highsmith, Board member*

*Dr. Woltanski, Board member*

2. Adjourn as members of the School Board Leasing Corporation and reconvene the School Board.

**RECONVENE as School Board – 5:13 pm**

**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.**

*Mr. Porter announced changes to the agenda:*

- *Consent Item 20 was withdrawn*
- *Consent Item 1, a modified the file was emailed to Board members prior to the meeting.*
- *Action Item 3 was withdrawn*

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Mr. Griffiths*

*Vote: Unanimously Passed*

**C. APPROVAL OF MEETING MINUTES**

Approval of October 22, 2019 Board Meeting Minutes

*Recommendation for approval was made by the Superintendent*

*Motioned by: Dr. Woltanski*

*Seconded by: Mr. Griffiths*

*Vote: Approved*

**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.

*Diana Walked, United Teachers of Monroe representative, thanked the Board for working with UTM to reach a contract agreement for teachers of school related personnel.*

*Ella Dunn, Student, spoke in favor of reducing trash, reusable material use, and seeking a solution to pollution.*

## **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.

*Consent Item 1, a modified the file was emailed to Board members prior to the meeting, and will be relinked following the meeting.*

*Consent Item 20 was withdrawn*

1. Approval of Personnel Recommendations for 2019-2020 School Years
2. Approval of School Board and District Travel Requests
3. Approval of Monthly Financial Statements September 2019
4. Acceptance of Charter School Reports September 2019
5. Approval of Procurement Card Transaction Reports for the statement ending November 5, 2019.
6. Approve Receipt of Capital Donations at KWHS
7. Approval of Legal Services Invoices - Vernis and Bowling
8. Approval of Renewal with Hayes Technologies with Amendment for offsite DR services
9. Award RFQ 20200004 for Small Project Engineer to Anston-Greenlees, Inc.
10. Award RFQ 20200005 for General Architect Middle and Upper Keys to William P. Horn Architect, P.A.
11. Approval of Contract Renewal 1 of 3 with BrightView Landscaping Services, Inc.
12. Approval of Contract Renewal 1 of 3 with BrightView Landscaping Services, Inc.
13. Approval of Contract Renewal 2 of 3 with Brightview Landscape Services, Inc.
14. Approval of Award of ITB 2020002 Low Voltage Electrical Contractor to Integrated Fire and Security Solutions, Inc. (IFSS)
15. Approval of Head Start Monthly Update (Sept.)
16. Head Start Notice of Grant Award (Extended Hours & 2019-2020)
17. Head Start Administrative Costs
18. Head Start Annual & Final Federal Financial Report
19. Head Start SF428 Tangible Property & SF429 Real Property
20. ~~Approval of Arder Health Solutions Contract For Speech Language Pathologist~~
21. Approval to purchase the identification badge printing technology with Intergrated Fire & Security Solutions.
22. Approve Revised Five Year Educational Plant Survey v5.6

*Recommendation for approval was made by the Superintendent*

*Motioned by: Dr. Woltanski*

*Seconded by: Mr. Griffiths*

*Vote: Approved as modified*

## **F. REPORTS**

### **Strategic Objective 2 - Outstanding Student Achievement**

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

##### *Board Discussion:*

- *Impact of implementation of Option I*
- *Effect on Senior class at each high school*
- *Survey responses*
- *Keep it, but fix it*
- *Don't go down too far to award students*
- *Upper Keys feel different than Key West.*
- *Ranking not going away*
- *Teachers and school administration keep bring up the issue*
- *Use Bright Futures calculation*
- *Calculation issue: Courses that are weighted vs. courses that are not weighted*
- *Factoring AP and Dual Enrollment credits*
- *Middle School course disadvantage*
- *Dr. Murphy was asked to run a model of 5 weighted courses plus with weights that don't impact GPA.*
- *There may be ties.*
- *Keep weighting – or eliminate weighting, keep it core subjects.*
- *If excluding middle school, start in 9<sup>th</sup> grade. If including middle school, start in 6<sup>th</sup>*
- *The Board with like a new option.*

### **Strategic Objective 4 - High Performing Workforce**

#### **1. Hourly Wage Adjustment, M. Porter**

*Mr. Porter introduced a recommendation, which he will present to the Board in December, to increase the non-represented hourly employees wage by 15 cents per hour. This will equalize the represented and non-represented employees (approximately 220 employees). The goal is to have a minimum hourly wage of \$15.00 per hour.*

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

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

*The discussion continued concerning the growing balance of unpaid meals. Mr. Lefere advised the Board that Board Policy does allow legal action. The school(s) are asking permission to use alternative meals.*

##### *Board Comments*

##### *Dr. Woltanski:*

- *What is considered an alternative meal? A: Cheese sandwich.*
- *What is the unpaid limit that would trigger an alternative meal? A: \$50.00*
- *Is a large percentage in just one school, or is the problem district-wide? A: one school at the middle school level.*
- *Would like more information about the families not paying. A: We are*

- restricted legally concerning family information disclosure.*
- What is the impact of the SNAP program on the District?*

Mr. Highsmith:

- Do the parents have the means to pay and just aren't paying? A: There is team (social worker, guidance counselor, school administrators, Cafeteria manager) at the school working to determine the family's ability to pay. Families with a balance get three telephone calls a week.*
- If alternative meals were effective in the past, he would approve alternative meals.*

Mr. Griffiths:

- How many are have more than a \$50 balance? A: 62*
- Could you go name by name to figure out their reason? A: If they are willing to respond.*
- Agrees with legal action.*

Ms. Conn:

- What about the people from last year trying to pay this year. A. Last year's balance has been paid off by the school and accounts have been closed for last school year. The balances presented are for the School Year 2019-2020.*
- Take legal action if they can't pay. Once we start legal action, that will help correct the problem. Not comfortable with alternative meals and won't agree to alternative meals.*

Mr. Dick:

- Take the parents to court.*
- Principals/staff know who is strapped and not able to pay.*

*Board Members Dick, Griffiths and Highsmith agreed to:*

- alternative meals when the unpaid balance reaches the \$50 level, however, not at the register.*
- Legal action when the balance reaches \$100, with the proper notice of legal action.*
- Update Connect Ed calls and letters to advice of alternative meals and legal action.*

## **Legal**

- Sugarloaf RFP sent to all Board members. Please provide feedback by the December meeting.*
- The RFP results will be discussed at the February 25<sup>th</sup> Board meeting.*
- The Local Bill (cost per student station) was sent to Representative Raschein, and final language should be approved during the December Board meeting.*

## **Superintendent**

- Schools begin Fall Break next week. District offices will be staffed Monday through Wednesday, and closed Thursday and Friday.*

## **Board**

Mr. Dick:

- Attended Drama Club events – fantastic work by the students and crew.*

Dr. Woltanski:

- *Participated in being a SRO for the Day which was a good learning experience.*
- *Toured Switlik.*
- *This week at Coral Shores High School at 7 pm in the PACE, there will be one act plays.*
- *Education Support Professional Day this week. In Tallahassee teacher salary and bonuses will be discussed.*

Ms. Conn:

- *Thanked Mr. Porter and the UTM for negotiating the contract in time for the raises to be paid for the holidays.*
- *A lot of exciting things going on in District. Students being offered athletic scholarships. She hopes to see more of that information released from the District.*
- *Marathon cross country team did well in State met. Congratulations.*

## **RECESS 7:02**

### **G. PUBLIC HEARING**

#### **Job Descriptions, 2nd Reading**

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

*No public comments. No Board comment.*

#### **Policies, 1st Reading**

1. Medical Marijuana Policy

*Mr. Porter advised the Board that there is a December 31 deadline to submit the Board approved Policy to DOE.*

#### **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

*No public comment.*

## **RECONVENE**

### **H. ACTION ITEMS**

*Action Item 3 was withdrawn prior to the meeting.*

1. Approval of Budget Summary Reports September 2019

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Mr. Griffiths*

*Vote: Approved*

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

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Dr. Woltanski*

*Vote: Approved*

*Dr. Woltanski commented that it is nice to get money back.*

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

4. Approval of District Educational Facilities Five Year Work Plan

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Mr. Griffiths*

*Vote: Approved*

5. Approve Policies are presented.

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

*Recommendation for approval was made by the Superintendent*

*Motioned by: Dr. Woltanski*

*Seconded by: Mr. Dick*

*Vote: Approved*

**6. Approve Job Descriptions as Presented:**

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

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Dick*

*Seconded by: Dr. Woltanski*

*Vote: Approved*

*Ms. Conn commented that she was happy to see the job descriptions on agenda.*

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

*Recommendation for approval was made by the Superintendent*

*Motioned by: Dr. Woltanski*

*Seconded by: Mr. Dick*

*Vote: Approved*

**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**

*Recommendation for approval was made by the Superintendent*

*Motioned by: Mr. Griffiths*

*Seconded by: Mr. Dick*

*Vote: Approved*

9. *Added for Cause:*

*Recommendation to approve the selection of Mrs. Theresa Axford as Superintendent of the Monroe County School District effective August 1, 2020 and authorizing legal counsel to negotiate an employment contract with Mrs. Axford.*

*Roll Call Vote:*

*Mr. Griffiths: Yes*

*Mr. Dick: Yes*

*Mr. Highsmith: Yes*

*Dr. Woltanski: Yes.*

*Ms. Conn: Yes*

**ADJOURNMENT - 7:13 pm**