



## Monroe County School Board Workshop and Regular Meeting Agenda

Tuesday, January 21, 2020

4:00 PM

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

### Attendance:

Mindy Conn  
Sue Woltanski  
John Dick  
Bobby Highsmith

Andy Griffith – by phone (Chairwoman Conn found good cause for Mr. Griffiths)

Theresa Axford, Acting Superintendent  
Gaelan Jones, Attorney

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

1. Cow Key Bridge Project, P. Lefere (30 mins)  
*In anticipation of traffic flow concerns due to the Cow Key Bridge repair work scheduled to begin in April 2020, Mr. Lefere and Mr. Fabal discussed busing and school start time options to minimize impacts on bus routes and traffic flow. The Superintendent will present the Board will recommendations for their approval at the February 11, 2020 Board meeting.*
2. ByLaws Review, T. Axford (30 mins)  
*In December, Mr. Porter proposed (and set a calendar) for the Board to review all Board ByLaws. Attorney Jones reviewed ByLaws 100-124 with the Board.*

*Due to time – the Board elected to move the Curriculum Team reports to the Workshop Agenda.*

### Curriculum Team Reports:

*English/Language Arts Coordinator Sarah Adams discussed the goals of the English/Language Arts Program. Creative writing is a focus during the 2019-2020 School Year. Ms. Adams also announced that District-wide 205 teachers have completed the “in-house” (and State approved) Reading Endorsement training.*

## **REGULAR MEETING AGENDA - TIME APPROXIMATE 5:00 P.M.**

### **A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

*The meeting was called to order by Chairwoman Conn at 5:00 pm  
Ms. Axford announced that Mr. Griffiths would be absent, but requested that Chairwoman Conn find cause for Mr. Griffiths to participate by telephone. Chairwoman Conn announced good cause allowing Mr. Griffiths to join the meeting via telephone.*

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

*Acting Superintendent Axford announced the following changes to the agenda:  
Consent Items 7 and 10 were pulled and will be placed on the February 11, 2020 agenda.*

*The Speech and Language Assistant Job Description will be placed on the February 11, 2020 Board agenda.*

*Board Member Woltanski requested that Consent Item 6 be moved to the Action Agenda for discussion.*

*Action Item 2 was withdrawn and will be placed on the February 11, 2020 agenda.*

*Acting Superintendent Axford recommended allowing the first hearing of the Lead Electrician Technician Job Description due to its time-sensitive nature.*

*Motioned by: Dr. Woltanski  
Seconded by: Mr. Highsmith  
Vote: Motioned passed.*

*Recommendation for approval of the amended Agenda was made by the Acting Superintendent as amended  
Motioned by: Dr. Woltanski  
Seconded by: Mr. Dick  
Vote: Passed*

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

#### **1. Approval of December 17, 2019 Board Meeting Minutes**

*Recommendation for approval of the amended Agenda was made by the Acting Superintendent as amended  
Motioned by: Dr. Dick  
Seconded by: Dr. Woltanski  
Vote: Passed*

#### **2. Approval of December 20, 2019 Board Meeting Minutes**

*Superintendent as amended  
Motioned by: Dr. Dick  
Seconded by: Dr. Woltanski  
Vote: Passed*

## **D. RECOGNITION OF EXCELLENCE IN THE MONROE COUNTY SCHOOLS**

1. Recognition of Virginia Panico
2. Five Star Schools (Horace O'Bryant, Key West High School, Poinciana and Sigsbee)
3. Horace O'Bryant Sewing Club

## **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.

*A Sugarloaf School parent spoke concerning the effect of Cow Key Bridge transportation Plan.*

## **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
2. Approval of School Board and District Travel Requests
3. USDOL Final Overtime Rule as per Section 13(a)(1) of the FLSA
4. Approval of Procurement Card Transaction Reports for the statement ending December 5, 2019 and January 5, 2020.
5. Approval of Monthly Financial Statements November 2019
6. **Acceptance of Charter School Reports November 2019. *MOVED TO ACTION AGENDA***
7. ~~WITHDRAWN: Acceptance of MCSD Internal Funds Audit Report for the Fiscal Year Ended June 30, 2019~~
8. Approval of purchase with Lakeshore Learning for KG Play Kits
9. Informational: Head Start Annual Report
10. ~~WITHDRAWN: Approval of 2019-2020 School Improvement Plans~~

*Recommendation for approval was made by the Acting Superintendent as amended  
Moted by: Mr. Dick  
Seconded by: Dr. Woltanski  
Vote: Passed.*

## **F. REPORTS**

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

1. Curriculum Team Reports (Science, Language Arts, Career/Technical Education)

*Sibba Mira, Coordinator for the Career and Technical Education announced that she anticipates students will be awarded approximately 1000 industry certifications during the current school year (2019-2020). Additional certification courses the District will be considering are:*

- Science/engineering
- Culinary Arts
- Hospitality and tourism
- Programs for ESE students (Culinary Arts)
- Criminal Justice (911 Operation Training)
- Partnership with Project Lead the Way

*Melissa Alsobrooks, Science Coordinator, announced that the Science Fair will be held at Plantation Key School on February 8, 2020. Ms. Alsobrooks discussed the 2019-2020 Science programs at each level, K-5, 6-8 and 9-12, and explained professional development opportunities offered by the District for science teachers at each level.*

## **2. Chronic Absences Report, M. Henriquez**

*Mr. Henriquez updated the Board concerning chronic absenteeism, which in Florida is considered absences of 21 days or more. The District started tracking chronic absenteeism four years ago. Monroe County School District joined 12 other school districts in Florida to ask why students are missing school. Reasons revealed were:*

- Health related
- Transportation
- Personal Stress

## **3. 2019 Graduation Rate Report**

*Dr. Murphy provided an analyst of the recently announced 2018-2019 Graduation Rates. The District ranks 40<sup>th</sup> highest in graduation rate (down 3 slots from last year).*

## **Legal**

*No report*

## **Superintendent**

*Acting Superintendent Axford announced that Mr. Jacob Poeima, Science Teacher at Coral Shores High School, has been selected as the 2019-2020 District-wide Teacher of the Year.*

*The Academic Challenge competition was held the week of January 16, 2020.*

*The Symphony in the School performances have begun.*

## **Board**

*Dr. Woltanski was in Tallahassee for the "Rally on Tally" which was attended by 10,000 educational supporters. She will return to Tallahassee for Legislative Days.*

*Mr. Dick – no report.*

*Mr. Highsmith – no report.*

*Ms. Conn congratulated Mr. Poeima and all of the Academic Challenge winners.*

*Mr. Griffiths is looking forward to Legislative Days which he and Dr. Woltanski will attend.*

## **RECESS**

### **G. PUBLIC HEARING**

#### Policies, 1st Reading

1. PO 5111.01 Homeless
2. PO 7440.03 - Small Unmanned Aircraft Systems (NEW)
3. PO 7530.01 - Board-Owned Wireless Communication Devices (REVISED)
4. PO 7530.02 - Staff and School Officials Use of Wireless Communication Devices (REVISED)
5. PO 7540.03 – Student Technology Acceptable Use and Safety (REPLACEMENT)
6. PO 8600.04 - Bus Operator Qualifications, Certifications, Discipline, and Termination (REVISED)
7. PO 8625 - Ban on Texting While Driving (REVISED)
8. PO 8660 - Transporting Students by Private Vehicles (REVISED)

*Dr. Woltanski asked for clarification concerning Item 4, Policy 7530.02 - Staff and School Officials Use of Wireless Communication Devices (REVISED). She would like clarification regarding taking pictures at school events with a cell phone. Attorney Jones advised that the Superintendent can authorize the use in advance. The practice needs to be approved, not each event.*

#### Job Descriptions, 1st Reading

1. Accounts Payable Specialist - 75091
2. Accounts Receivable & Daycare Specialist - 75090
3. ERP System Specialist - 77010
4. Head Start Fiscal-Budget Analyst - 75030
5. Lead Electronic Technician – 81037
6. ~~WITHDRAWN: Speech and Language Pathologist—52032~~

*NOTE concerning Item 5. The employee in the position gave two weeks notice. It is a key position that needs to be filled as soon as possible. Therefore, time is of the essence in order to get the position advertised.*

*Mr. Dick questioned if any of the job descriptions are for new positions and if any raises will occur resulting from the job descriptions. Mr. Dick questioned the number of 12-month District Office positions. Ms. Axford will provide the number of 12 positions.*

## **RECONVENE**

### **H. ACTION ITEMS**

1. Approval of Budget Summary Reports November 2019  
*Recommendation for approval was made by the Acting Superintendent*  
*Motioned by: Dr. Woltanski*  
*Seconded by: Mr. Dick*  
*Vote: Passed*

2. **WITHDRAWN:** Approval of Ocean Studies Charter School Enrollment Increase
3. Approve GMP Deduct Change Order #7 to Biltmore Construction for the Plantation Key School Project  
*Recommendation for approval was made by the Acting Superintendent*  
*Motioned by: Dr. Woltanski*  
*Seconded by: Mr. Dick*  
*Vote: Passed*

Comments:

*Ms. Conn – likes deductive change orders.*

*Dr. Woltanski, the original GMP was \$34 million and the projected ended at \$28 million.*

4. Approval of FY 2020-2021 Truth in Millage (TRIM) Calendar  
*Recommendation for approval was made by the Acting Superintendent*  
*Motioned by: Dr. Woltanski*  
*Seconded by: Mr. Dick*  
*Vote: Passed*
5. Acceptance of Charter School Reports November 2019  
*Recommendation for approval was made by the Acting Superintendent*  
*Motioned by: Dr. Woltanski*  
*Seconded by: Mr. Dick*  
*Vote: Passed*

*Discussion:*

*The item was moved because Somerset Island Prep was submitted as Key West Collegiate Academy. Report needs to be accurate to approve.*

**ADJOURNMENT – 6:50 pm**