

**THERESA AXFORD**  
*Superintendent of Schools*



**Members of the Board**

*District # 3*  
**MINDY CONN**  
*Chairperson*

*District #4*  
**JOHN DICK**  
*Vice-Chairperson*

*District # 1*  
**BOBBY HIGHSMITH**

*District # 2*  
**ANDY GRIFFITHS**

*District # 5*  
**DR. SUE WOLTANSKI**

**Monroe County School Board Regular Meeting Agenda**

**BOARD MEETING VIA VIDEO CONFERENCE**  
**Host Location: 241 Trumbo Rd, Key West, FL 33040**  
**Tuesday, September 8, 2020**

**ATTENDANCE:**

*Mrs. Mindy Conn*  
*Mr. Kenneth Griffiths*  
*Mr. John Dick*  
*Dr. Sue Woltanski*

*Mrs. Theresa Axford, Superintendent of Schools*  
*Mr. Dirk Smits, Board Attorney – by conference call*

*Good cause to excuse Mr. Highsmith*

**CLOSED EXECUTIVE SESSION – COLLABORATIVE BARGAINING SESSION – TIME CERTAIN 4:30 P.M.**

*Begin 4:30pm*  
*Close 5:03pm*

**REGULAR MEETING AGENDA – TIME APPROXIMATE 5:00 P.M.**  
*Begin 5:09pm*

**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.**

*Recommendation to adopt the agenda was made by the Superintendent*  
*Motioned: Mr. Dick*  
*Seconded: Dr. Woltanski*  
*Vote: PASSED*

**C. APPROVAL OF MINUTES**

*Recommendation for approval was made by the Superintendent*  
*Motioned: Mr. Dick*  
*Seconded: Mr. Griffiths*  
*Vote: PASSED*

**RECESS**

**BUDGET PUBLIC HEARING – TIME APPROXIMATE 5:05 P.M.**

1. *Final Millages*
  - a. *Required Local Effort 1.5640*
  - b. *Basic Discretionary Local 0.7480*
  - c. *Additional Voted Half Mill 0.5000*
  - d. *Additional Voted Safety and Security 0.0400*
  - e. *Capital Outlay 0.500*
- TOTAL MILLAGE: 3.3520

2. *Final 2020-2021 Budget*

*Mrs. Anders, Executive Director of Finance and Performance, discussed the budget adoption timetable, roll back rate and tax increase, millage rates, and presented budget highlights.*

*Increase by 0.0090 to Required Local Effort as required by the state. We propose a total millage rate of 3.3520 for this current fiscal year – an increase by 0.27%. Property tax increases helped therefore we were able to mostly maintain the millage rate. The Operating budget for general fund increased by 3.32 million – 1.5 million in mandated teacher raises; 1 million in mandated retirement increases; includes flat enrollment “set-aside” of \$636,000; and other employee raises are approximately \$550,000. The pie chart in our Budget Book needs correction as it currently shows last year’s overall budget, she presented the correct pie chart showing a total budget of \$228.76 million. Over 73% of the budget goes to instructional salaries. General Administration expenses include Superintendent’s Office, Executive Director of Operations and Planning, and Executive Director of Teaching and Learning – small portion of budget. CARES Act Funding will be coming in and we are spending some of those expected funds on non-budgeted one-time expenses. We anticipate an End of Year budget adjustment, potentially after the election – we have asked departments to cut by 5% in an effort to prepare for this and to avoid possible employee lay-offs. This year our Capital spending is much less with the completion of new school campuses, such as Stanley Switlik Elementary and Gerald Adams Elementary. Operating budget did increase.*

*Questions*

*Dr. Woltanski asked if we have we seen more families taking advantage of the Family Empowerment Scholarships? - The amount to us was increased, although we have not received anything showing the number of scholarships.*

*Mr. Griffiths reminded us that we must ask if there is any public input before School Board discussion.*

*No public input.*

*Mr. Griffiths verified that the additional 3.2 million is mandated expenses, and that 73% of Operating costs go to people. What makes up the remaining 27%? Requested an itemized list of these expense in the future. - Biggest chunk goes to Professional Services such as School Resource Officers, cleaning services, landscaping services. Although we did cut back, cleaning went up due to the Covid-19. Additionally it goes to students services such as Speech Therapy and & Physical Therapy. A minor expense included travel, which was cut. There is not a lot of options for further cuts.*

**RECONVENE**

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

1. Great Educational Moments (GEMs)

*Stephanie Lietaert (PKS); Noreen Gazzale, Rochelle Dewar, Renee Ullom, Christina Guieb (Poinciana); Andrea Boggs (Finance); Paul Baldy, Heather Roberts, Elida Cervantes, Carolyn Myers (HOB); Stacy Saunders (KWHs); Marissa Means (Sugarloaf School); Ashleigh Stranely (KLS)*

## **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 Board Secretary prior to a Board Meeting will not additionally be read into the record at the meeting.

PLEASE CALL 305-293-1400, EXT. 53323 TO SPEAK DURING OUR CITIZEN INPUT SEGMENT.

*Felicity Rodriguez – A Coral Shores High School student. She expressed that a student led survey of 83 Coral Shores High School students showed 48% of students do not feel safe returning to school and 43% would choose to stay virtual. Students are concerned and deserve a voice. Hope you take student input into consideration.*

*Gage Cooper – A Coral Shores High School Jr. He expressed his concern that the student led survey of Coral Shores High School students only reached 83 of the more than 500 students due to administration's disinterest in the survey. He believed that the virtual learning had been successful, and he suggested that students have valid concerns and that they should be heard.*

### **A. 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 2020-2021 School Year*
- 2. Approval of Legal Services – Vernis and Bowling Invoices July 2020*
- 3. Approval of Emergency Purchase with Barrett for PPE*
- 4. Approval for District Travel Requests - Approved Travel Rescheduled*
- 5. Approval for Superintendent In-County Travel*

*Recommendation for approval was made by the Superintendent*

*Motioned: Mr. Dick*

*Seconded: Mr. Griffiths*

*VOTE: PASSED*

## **Legal**

### **Design Agreement and Master Development Agreement with Gorman and Company, LLC for Sugarloaf Workforce Housing**

*Board Attorney, Dirk Smits explained that a Notice of Intent has been to award to Gorman and Company, the objection period has expired. We can now transfer units from Marathon Manor to the project site. Project is for teacher housing and are considering targeting income level 100-120% of AMI - School Board discussion is requested. This is a zero dollar project, however Gorman and Company asks that we front design costs of \$65,000 - we will be repaid when we receive the certificate of occupancy. Would the School Board like to schedule a workshop with Gorman and Company?*

*Mrs. Conn would like to add to a workshop. The Superintendent will set it up.*

## **Superintendent**

### **Update on Safely Reopening School and Updates to Guide Book as Necessary**

*VULNERABLE STUDENTS & ORIENTATION: There was great participation by vulnerable students on campus – Key Largo School 143, Plantation Key School 25, Coral Shores High School 15, Stanley Switlik Elementary 64, Marathon High School 20, Sugarloaf School 39, Poinciana School 74, Gerald Adams Elementary 94, Horace O'Bryant School 22, Key West High School 48, grand total of 540 students. All were engaged and safety was good. Orientations began this week and we gave principals autonomy for delivery of orientation. Marathon High School, Key Largo School, Plantation Key School, and Sugarloaf School (grades 2-8) offered virtual orientation; whereas Stanley Switlik Elementary, Poinciana School, Key West High School, Horace O'Bryant School, and Sugarloaf School (K&1<sup>st</sup> grade) participated in person. Excellent work on websites about orientation by Poinciana School – Dr. Schmiegel, Horace O'Bryant – Denise Santaigo, and Stanley Switlik Elementary – Christine Paul.*

*COVID-19 DASHBOARD: Currently working to establish a Covid-19 dashboard established with the support and assistance by Dr. Woltanski, Mr. Harry Russell and Dr. Dave Murphy. The dashboard will give a weekly report of student and staff infection rates - this report will be itemized by building and department. The report will be posted every Friday.*

*Dr. Woltanski asked that we include the number of positive cases and the number of quarantined people because this gives answers to why people are out.*

*Mrs. Conn asked that legal check with HIPPA regarding what we can post.*

*Mr. Dirk Smits, Board Attorney said that they have had the dialog.*

*Mrs. Axford shared the “what Parents Need to Know” document that is going out to all parents and includes a list of things to help them understand the safety requirements, daily procedures, and clinic procedures. This will be available in Spanish, Haitian, Creole, and English.*

*Dr. Woltanski requested that we include when they can come back after being tested.*

*Mrs. Conn agreed that it would be good to add/reiterate this.*

## **Board**

*Dr. Woltanski noted that the Florida School Boards Association (FSBA) legislation deadline to submit proposals is October 15. She appreciates the Covid-19 dashboard. She has been through some schools to see the reopening preparation – it was very good. Many school districts have had positive cases & closed schools in first week and thinks we must have good at home virtual option ready in case of closure. Per the metrics, she agrees that we can cautiously reopen. She expressed that the Upper Keys families are concerned because they are near Miami-Dade county where the positive cases numbers are still up, so there is a sense of higher risk for these families. We should remind students and staff to be careful even when they leave schools to keep community spread low.*

*Mr. Griffiths – nothing.*

*Mr. Dick reminded us that we asked businesses to step up and help us, so it's now our turn to support them by reopening safely so that parents can get back to work.*

*Mrs. Conn said that she has spoken with the Department of Health and they believe contact tracing has improved. She reiterated Mr. Dick's comment. She addressed citizen input concerns from the previous School Board meeting about when the decision being made before September 8 – by making the decision at the last School Board meeting allowed the School District time to sanitize schools properly, put protocols*

*in place, and provide training so that we are better off. Returning offers emotional, mental, intellectual/academic support. I would have made the same decision today as was made at the last meeting – we have had teachers and students in school since July 31, so far without incident, it's time to get back in some form -if the Memorandum of Understanding is approved during the Action Agenda we should discuss this further at that time.*

## **RECESS**

## **G. PUBLIC HEARING**

### **1. Second Reading: Job Description 75023: Finance Officer/Comptroller**

*The Superintendent reiterated that this is a reorganization only, not a new hire.*

*No public input*

## **RECONVENE**

## **H. ACTION ITEMS**

### **1. Adopt Resolution 837 – Approval of 2020-2021 Final Millage (each millage by separate vote):**

#### *a. Required Local Effort 1.5640*

*Motioned: Dr. Woltanski*

*Seconded: Mr. Dick*

*VOTE: PASSED*

#### *b. Basic Discretionary Local 0.7480*

*Motioned: Mr. Dick*

*Seconded: Mr. Griffiths*

*VOTE: PASSED*

#### *c. Additional Voted Half Mill 0.5000*

*Motioned: Mr. Dick*

*Seconded: Mr. Griffiths*

*VOTE: PASSED*

#### *d. Additional Voted Safety and Security 0.0400*

*Motioned: Mr. Dick*

*Seconded: Mr. Griffiths*

*VOTE: PASSED*

#### *e. Capital Outlay 0.500*

*Motioned: Mr. Dick*

*Seconded: Mr. Griffiths*

*VOTE: PASSED*

## **TOTAL**

*Motioned: Mr. Dick*

*Seconded: Dr. Woltanski*  
*VOTE: PASSED*

## **2. Approval of Final Budget Summary Reports FY 2019-2020**

*Recommendation for approval was made by the Superintendent*  
*Motioned: Mr. Dick*  
*Seconded: Griffiths*  
*VOTE: PASSED*

*Mr. Griffiths is grateful this is on agenda, and believe that until we get to the proper place for the fund balance this item should continue to be an action item of the School Board agenda.*

## **3. Adopt Resolution 838, Approval of 2020-2021 Final Budget**

*Recommendation for approval was made by the Superintendent*  
*Motioned:*  
*Seconded:*  
*VOTE:*  
*This action item was unintentionally omitted, therefore was not voted on.*

## **4. Approval of 2019-2020 Annual Financial Report**

*Recommendation for approval was made by the Superintendent*  
*Motioned: Mr. Griffiths*  
*Seconded: Mr. Dick*  
*VOTE: PASSED*

*Mr. Griffiths is grateful to have this done in-house.*

*Mrs. Conn acknowledge Mrs. Beverly Anders work on this.*

## **5. Approval of Frontline Education Contract Renewal Addendum for Financial Year 2020-2021**

*Recommendation for approval was made by the Superintendent*  
*Motioned: Mr. Dick*  
*Seconded: Dr. Woltanski*  
*VOTE: PASSED*

*Dirk Smits, Board Attorney asked if we passed Resolution 838, Approval of 2020-2021 Final Budget.*  
*Mrs. Conn said yes we did. Confirm with Heather.*  
*Heather Linn noted we skipped Action Item 4.*  
*Mrs. Conn and the Superintendent said that we did that, and requested that minutes be updated.*

## **6. Memorandum of Understanding between with City of Marathon Fire Department**

*Recommendation for approval was made by the Superintendent*  
*Motioned: Dr. Woltanski*  
*Seconded: Mr. Dick*  
*VOTE: PASSED*

## **7. Re-Award ITB2020015 Waste Water Lift Station Maintenance to U.S Water Services Corporation**

*Recommendation for approval was made by the Superintendent*  
*Motioned: Mr. Dick*  
*Seconded: Dr. Woltanski*  
*VOTE: PASSED*

#### **8. Approval of the Memorandum of Understanding between Monroe County School District and the United Teachers of Monroe for the Phased Reopening Schedule 2020-2021**

*Recommendation for approval was made by the Superintendent*  
*Motioned: Mr. Dick*  
*Seconded: Dr. Woltanski*  
*VOTE: PASSED*

#### **DISCUSSION**

*Mrs. Conn requested discussion regarding the terms of delivery of instruction.*

*The Superintendent explained that teachers may select from any of the three different instructional delivery methods that were agreed upon. The Memorandum of Understanding states, "Teachers may provide Synchronous Instruction on both A and B days at their sole discretion."*

*1.) Synchronous delivery of instruction means that teachers work with students in their classroom and deliver instruction to students that are online at the same time. One of the draw-backs is that live classroom interaction is not seen by virtual students. 2.) Flip Classroom is when the teacher makes a video of content delivery for both in person and virtual students. The teacher is available to assist all students. 3.) A/B Flip is when students work with the teacher one day, the next day the teacher assigns learning projects to do by themselves.*

*Mrs. Conn asked if this allows teacher to meet their pacing guides? – Yes.*

*Mr. Griffiths asked why Flip Classroom never took hold in regular/traditional days? - It has been increasingly used, Math class is an example.*

*Mr. Dick reiterated this is a teacher's decision and we need to support them.*

*Mr. Griffith addressed the two student speakers, he felt that there is a disconnect because student in-person attendance is voluntary.*

*Mrs. Conn reiterated that virtual learning is an option, however this Memorandum of Understanding is for teachers not students.*

*Dr. Woltanski expressed that it was her understanding that students who do not want to return after September 30 will not be allowed to continue virtual learning through the high school. If they are required to switch to Monroe virtual, it is not the same as school's virtual. She expressed that students are concerned that their current classes are not available with Monroe virtual, that their transcripts will show Monroe Virtual - not MCSD/CSHS.*

*Mr. Griffiths, Mr. Dick, and Mrs. Conn each expressed that due to Covid-19 everyone is making difficult decisions We cannot burden teachers to do double duty – teaching both virtual and in-person, that even colleges are making changes due to the pandemic, and commend the School District for their efforts to make students and employees safe.*

**9. Approval of Job Description 75023 Finance Officer/Comptroller**

*Recommendation for approval was made by the Superintendent*

*Motioned: Mr. Dick*

*Seconded: Dr. Woltanski*

*VOTE: PASSED*

**10. Approval for Capital Outlay Purchase – Computer Hardware for Developing, Implementing and/or Improving Multi-Course CTE Programs – September 2020**

*Recommendation for approval was made by the Superintendent*

*Motioned: Mr. Dick*

*Seconded: Dr. Woltanski*

*VOTE: PASSED*

**DISCUSSION**

*Dr. Woltanski asked what is Multi-Course CTE? – Updating and adding hardware for Computer sciences.*

**ADJOURMENT 6:41pm**