



“Student Success,  
Whatever It Takes”

## *SCHOOL BOARD OF MONROE COUNTY* WORKSHOP & SPECIAL MEETING MINUTES

March 08, 2011 at 3:00 pm

A. J. Henriquez, Adm. Bldg.  
241 Trumbo Road  
Key West

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**PRESIDING:** John R. Dick, Chair

**PRESENT:** John Dick; Duncan Mathewson; Robin Smith-Martin; Ron Martin; Dr. Joseph Burke, Superintendent and School Board Attorney Richard Collins

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### **RECOGNITION**

- a. Accomplishment -  
Liz Cisneros, Sugarloaf School Volunteer of the Year

### **WORKSHOP ITEMS – Time Certain 3:00 PM**

1. Presentation on the TIES Program, Ruth Holland and her students presented to the Board the muffins that they bake as part of their program. Marty Jaquette provided a recap of the program housed at Sigsbee base. Ruth Holland spoke about the great things happening in the TIES program. This is the second full group of students that transitioned through the curriculum.
2. Head Start Training for Members of the Board, Angela Whidden and Jeanne Askins provided the Board with the Head Start training which is mandated.
3. Discussion on Selection of Appointed Superintendent and Evaluation of Current Superintendent, (03/08/11) Board, Dr. Burke thanked Attorney Richard Collins and Internal Auditor Ken Gentile for research and draft evaluate model. Mr. Gentile provided a recap of the power point and provided each board member a cd of documents for consideration and offered to continue to be a conduit for the evaluation process. Mr. Griffiths asked about the 2 job descriptions that indicate they can be acting Superintendent. He asked Mr. Collins who makes the decision. Mr. Collins stated that the statute and cases there was no definitive answer until the governor appoints the Superintendent. Additional research will be done to review any changes.
4. Discussion of 2011-2012 Student Calendar, Dr. Jara, Goal Area All, 15 Min. Dr. Jara explained the process in drafting the calendar. The district took into consideration the testing dates, the religious dates and holidays. He pointed out that the ending date is late December 23, 2011 and it needed to be done due to mid-term exam testing occurring before break. He explained the makeup of the committee.
5. Review of Policies as Presented, Dr. Jara/Dick Clapp, Goal Area All, 30 Min.
  - Bylaw 0141.2 Conflict of Interest
  - Bylaw 0141.3 Conflicting Employment or Contractual Relationship
  - Bylaw 0144 Term

Bylaw 0164	Notice of Meetings
Policy 1010	Board-Superintendent Relationship (UD03/07/11)
Policy 3120.04	Substitute Teachers
Policy 1122/3122/4122	Nondiscrimination & Equal Employment Opportunity
Policy 1122.02/3122.02/4122.02	Nondiscrimination Based on the Genetic Information of the Employee
Policy 1122.04/3122.04/4122.04	Nondiscrimination Grievance Procedure
Policy 1124, 3124, 4124	Drug-Free Workplace
Policy 1231, 3231, 4231	Outside Activities of Administrators/Instructional Staff/Support Staff
Policy 1232, 3232, 4232	Political Activities
Policy 3213, 4213	Student Supervision and Welfare
Policy 1430.01, 4330.01, 4430.01	FMLA Leave
Policy 1590/3590/4590	Personnel File
Policy 2260	Nondiscrimination and Equal Educational Opportunity
Policy 2370.01	Virtual Instruction Program
Policy 2416	Student Privacy and Parental Access to Information
Policy 2510	Adoption of Instructional Materials
Policy 5111.02	Educational Opportunity for Military Children
Policy 5120	Assignment within District
Policy 5330.01	Self-Administered Medications
Policy 5335.01	Food Allergies
Policy 5350	Student Suicide
Policy 5410	Student Progression
Policy 5410.01	Promotion, Placement, and Retention
Policy 5451	Student Recognition
Policy 5460	Graduation Requirements
Policy 5780	Student/Parent Rights
Policy 6105	Authorization to Use Facsimile Signatures
Policy 6220	Budget Preparation
Policy 6233	District Budgets
Policy 8400	Environmental Health and Safety Issues
Policy 8431	Preparedness for Toxic Hazards and Asbestos Hazards
Policy 8450	Control of Casual Contact Communicable Diseases
Policy 8453	Direct Contact Communicable Diseases
Policy 8800	Religious/Patriotic Ceremonies and Observances
Policy 9160	Public Attendance at School Events
Policy 9300	Awards, Recognition, and Incentives for Staff, School Volunteers, Advisory Committee Members, and Community Members
Policy _____	Fundraising
Policy 7510	Facility Use

NEOLA will follow up with Dr. Jara on the policies that may need further attention, 0164, 3120.04; 3213/4213, 5460, and 1213 (Social Media).

6. Discussion of Recommendations for Reductions 3/1-6/30/11, Goal Area 8, 45 Min. Dr. Burke stated Mr. Kinneer was tasked with a comparison on the reductions presented last spring v. the actual reductions made, and also an offer of potential reductions through June 30, 2011. He spoke of the Jobs Bill monies that are intended to cover the teacher raises. Mr. Martin thanked the staff for not hitting the school discretionary at this time. Mr. Dick spoke about Mr. Crawford's contract. Dr. Burke stated that School House Consulting and NEOLA have offered to close out their purchase order's freeing available funds. Mr. Dick asked about the payout of the negotiating team's supplements in light of the issue that occurred in budget shortfalls surrounding the teacher raises. He also suggested looking at the supplements.

Mr. Kinneer explained his handout in the comparison of 2010 v. 2011. Dr. Burke spoke concerning the budget shortfalls and explained the ideas and options. He would like to preserve the classroom as much as possible and in doing so began looking at food services options. He emphasized that this is a process and not in any way a determination that we are going down the road of outsourcing food service. When an RFP goes out the only way to determine and quantify if any real savings or maintaining services is to put it out and see what the market returns. He believes as it proceeds data and bids will be determined if they are responsive to our needs. He stated the RFP was to include that the provision for health care for all employees be included. We may find that after all bids are in and reviewed it may be something we do not want to pursue. Developing the RFP is not a decision to out-source but rather a decision to determine if it is a viable option. He did state that there may be other RFPs to be crafted so as to not cut at the classrooms. He felt the need to at least look at the options.

Dr. Mathewson asked how the 7 million dollar shortfall will be addressed. Dr. Burke explained about the gap critical needs millage, the 2.5 million in ARRA funding (not being received), class size, 1 million plus in special education, it may be conservative but needing to be targeted and serious in nature. In April ideas on reductions and options will be presented to the Board to allow prioritizing as the Board deems. Mr. Martin would have liked the RFP to have been a workshop item prior to being released. Mr. Dick commented that everything should be on the table for discussion and finds it unlikely that the 6 million reductions will not reach the classroom. He wants the potential companies to keep the employees benefits or make it even better for them. Dr. Burke wants to be clear that this merely an avenue to obtain clear information for the Board.

Dr. Burke suggested the Board hold the April Workshop for Budgets for 2011-2012.

7. Discussion on the Monroe County School District's Goals & Vision/Mission, Board, Goal Area All, 30 Min. Vision as unanimously agreed upon by the entire Board at the Retreat is: Graduates of Monroe County Schools are Responsible, Well Informed Global Citizens Who are College and/or College Ready. Several suggestions for a Mission statement were presented without 100% consensus. Dr. Burke added four additional objectives. Dr. Burke rechecked with the Board on the vision and mission. Mr. Smith-Martin suggested adding a real estate analysis and the Five Year FISH Plan to the goals. Ms. Romero agrees with Mr. Griffiths' suggestion of "Think Students First" but the Board did not vote on it. Dr. Burke suggested "Think Students; Empower Students to Succeed", but that did not gain momentum either.
8. Mid Year Data Review for Sugarloaf School, Harry Russell, Goal Area 3, 15 Min. (03/04/11) Mr. Russell specifically focused on the math goals and Think Gate data at Sugarloaf School as he reviewed his booklet with the Board. He commended his teachers and recapped the achievements of the school this current year.
9. Discuss Identifying a Communications Person to Communicate the Intent of the Board to Internal and External Stakeholders, Robin Smith-Martin, Goal Area All 15 Min. (03/07/11) Mr. Smith-Martin stated there is a communications challenge district-wide. How do we address this challenge? Mr. Dick did explain the community contact concerning the HOB construction with the former Board. Dr. Burke is personally concerned with the relationship with the City

and historically past communications have been positive. The Board discussed the noise ordinance issue at HOB site; no work on Sundays.

10. Presentation for Review the 2009/2010 OPPAGA Safety & Security Best Practices Self-Evaluation. (03/08/11) Ms. Booker explained the need for the review and the urgency in having it approved. No action is necessary today; but it is time sensitive for the next agenda.

### **CITIZEN INPUT 6:00 pm**

The following addressed the Board:

Leon Fowler – Food Service  
Dawn Tucci Pereira – Food Service  
Georgette Robertson – Food Service  
Barbara Dickerson – Food Service  
Susan Gartenmayer – Food Service  
Tammy Shine – Food Service  
Barbara Dickerson – Food Service  
Catherine Lozano – Food Service  
Capt Ed Davison – Food Service

### **SPECIAL ACTION ITEMS**

#### **Upon the recommendation of the Superintendent;**

Mr. Smith-Martin motioned, and Mr. Griffiths seconded to approve

1. Approve District Travel. Goal Area 4

Motion passed without objection.

(Copy in SMB 49, page 147)

#### **Upon the recommendation of the Superintendent;**

Dr. Mathewson motioned, and Mr. Smith-Martin seconded to approve

2. Approve Bid Award No. 428 for Elevator Maintenance and Approval of Contract with Oracle Elevator Company. Goal Area 5

Motion passed without objection.

(Copy in SMB 49, page 148)

#### **Upon the recommendation of the Superintendent;**

Mr. Smith-Martin motioned, and Mr. Martin seconded to approve

3. Approve Budget Amendments:
  - a. CHARMS

b. Maintenance

Motion passed without objection.  
(Copy in SMB 49, page 149)

**ADJOURNMENT**

There being no further business, the Chair adjourned the meeting.

*John R. Dick*  
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John Dick, Chair

*Joseph P. Burke*  
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Joseph P. Burke, Superintendent