



500 East Ocean Blvd • Stuart, Florida 34994 • Telephone (772) 219-1200 Ext: 30200 • Facsimile: (772) 219-1231

**AGENDA
SPECIAL SCHOOL BOARD MEETING**

Monday, January 4, 2010 – 7:00 p.m.
School Board Meeting Room
500 E. Ocean Boulevard
Stuart, FL 34994

Call to Order by the Chairman and Pledge of Allegiance to the Flag of the United States.

1. Adoption of the Agenda
2. Open to the Public/Board
3. Consent Agenda Items
 - 3.01 Contracts - Addendum to Independent Consultant Agreement (P. 3 - 4)
 - 3.02 Schedule of Personnel Recommendations (P. 5 - 12)
 - 3.03 Leaves Authorized by the Superintendent (P. 13 - 15)
 - 3.04 Field Trips (P. 16 - 17)
4. Purchase Orders (P. 18 - 19)
5. Open to the Board

UPCOMING MEETINGS

Unless otherwise noted, Meetings are held in the School Board Meeting Room, 500 East Ocean Boulevard, Stuart

REGULAR SCHOOL BOARD MEETINGS

Tuesday, January 19, 2010 – 7:00 p.m.
Tuesday, February 16, 2010 – 7:00 p.m.

SPECIAL SCHOOL BOARD MEETING

Tuesday, January 4, 2010 – 7:00 p.m.
Tuesday, February 2, 2010 – 4:00 p.m. Tentative

**FORENSIC AUDIT COMMITTEE
MEETING**

Instructional Center Room 7
Thursday, January 7, 2010 – 1:00 p.m.

JOINT MEETINGS

The John F. Armstrong Wing at the Blake Library
Tuesday, January 12, 2010 – 9:00 a.m.
Tuesday, June 15, 2010 – 9:00 a.m.

INSURANCE COMMITTEE MEETINGS

The Instructional Center, Room 6, 3:30 p.m., Unless Otherwise Noted

Monday, January 11, 2010 – *Instructional Center Portable*
Monday, January 25, 2010 Monday, February 22, 2010 Monday, March 22, 2010
Monday, April 26, 2010 Monday, May 24, 2010

0169.1 PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board recognizes the value to school governance of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public participation at those public meetings of the Board during which action may be taken and provide rules to govern such participation in Board meetings. The Chair of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The Chair shall be guided by the following policies:

(1) **Time Limit.** Public discussion, not to exceed one (1) hour, may be scheduled or unscheduled. The Board may, from time to time, waive certain procedural requirements to allow greater public participation in Board meetings. Any waiver, regardless of how frequently made, shall be narrowly construed and not cited or used by other parties seeking to invalidate such procedures or otherwise avoid their impact. Attendees shall register their intention to participate in the public portion of the meeting with the Board clerk.

(2) **Scheduled Appearances.** In scheduled appearances, any person or group shall be allowed fifteen (15) minutes for the purpose, provided such appearance has been placed on the agenda. Hearing procedures for formal argument and presentation are governed by Bylaw 0169.1.

(3) **Unscheduled Appearances.** In unscheduled appearances, any person or group who has not made previous arrangements to be placed on the agenda may be heard for not more than three (3) minutes for an individual or group, provided there is time remaining in the public discussion.

(4) **Remarks Directed to the Board.** When several members of the public or several members of a group share similar opinions on the same issues, a representative, rather than all the members, should address the Board. Persons addressing the Board shall speak into a microphone and direct their remarks to the Board. Staff members shall not be expected to answer questions from the audience unless called upon by the Chair or the Superintendent.

(5) **Board Action.** Board action will not be taken on requests made during unscheduled appearances during the public discussion period until a later meeting unless the Board declares the matter to be an emergency.

NOTICE OF RIGHT TO JUDICIAL REVIEW

A party who is adversely affected by this Final Order is entitled to Judicial Review pursuant to Section 120.68, Florida Statutes. Review proceedings are governed by the Florida Rules of Appellate Procedure. Such proceedings are commenced by filing one copy of a Notice of Appeal with the School Board Clerk and a second copy, accompanied by filing fees prescribed by law, with the District Court, Fourth District. The notice of appeal must be filed within 30 days of rendition of the order to be reviewed. Rendition is defined as the filing of the Final Order with the Clerk of the School Board of Martin County, Florida. The agency shall accurately and completely preserve all testimony in the proceedings, and, on the request of any party, it shall make a full or partial transcript available at no more than actual cost.

Accommodations are available for persons with special needs. Please call 219-1200 X 425 for assistance.



School Board of Martin County
Agenda Item Request Form
Board Meeting: January 4, 2010

Agenda Item # 3.01

1. AGENDA ITEM: Contracts – Addendum to Independent Consultant Agreement
X appropriate box(s): [] New [] Renewal [X] Addenda [] Presentation [] Grant \$ _____

2. BACKGROUND INFO./STAFF RECOMMENDATION:
The Independent Consultant Agreement for Dr. Michael Bookman was approved by the Board at the November 17th meeting amended to reflect the same fee for travel as was in the previous agreement. An additional amendment to the previous agreement was the deletion of the requirement for insurance.

The attached Addendum was crafted by Doug Griffin to reflect what was in the previous agreement for both the travel and insurance.

Staff recommends approval of the addendum.

3. FINANCIAL IMPACT: N/A - Savings
Is there a financial impact (Finance Review Required) [] YES [] NO
Is funding provided in approved budget? N/A [] YES [] NO
What additional funding is required? Indicate Amount \$ _____
Source: _____

4. REQUIRED SIGNATURES: By signing below, you are verifying that you have reviewed the item and it is ready for submittal to the Superintendent and School Board respectively.

Requestor: _____
Type or Print Name

Signature

Director/Principal: _____
Type or Print Name

Signature

Exec. Director or
Asst. Superintendent: Dr. Frank Raffone
Type or Print Name

Signature

Finance Review: N/A
Type or Print Name

Signature

Legal Review: X REQUIRED Doug Griffin
[] NOT REQUIRED

Signature

5. SUPERINTENDENT RECOMMENDS APPROVAL: X YES [] NO

All lines must be filled in or note N/A and initial. Use Times New Roman 12. Form Revised 11/30/09

**ADDENDUM TO
INDEPENDENT CONSULTANT AGREEMENT**

THIS ADDENDUM is entered this ___ day of December, 2009, as to that certain Independent Consultant Agreement dated November 17, 2009, by and between The School Board of Martin County, Florida (“Board”) and Michael K. Bookman (“Consultant”).

WHEREAS, the Board and Consultant desire to alter their arrangement in accordance with the terms of this Addendum.

NOW THEREFORE, it is agreed as follows:

For and in consideration of the mutual terms, conditions, and premises hereinafter set forth, the Board and Consultant agree as follows:

A. Paragraph 5 Compensation of the Agreement is hereby amended to read, in its entirety, as follows (additions indicated by underlining; deletions by strikeout):

The Board shall compensate the Consultant on a time and material basis, in an aggregate amount not to exceed \$20,000. Consultant shall be compensated at the rate of \$85.00 per hour for the services of Consultant’s contract administration. Consultant shall be entitled to compensation for travel time and expenses. Said travel time shall be billed at half the hourly rate.

B. Paragraph 8 Insurance of the Agreement shall be deleted in its entirety

C. Except as otherwise modified in this Addendum, all terms and conditions of the Agreement shall remain in full force and effect.

CONSULTANT

THE SCHOOL BOARD OF MARTIN
COUNTY, FLORIDA

Michael K. Bookman

Lorie Shekailo, Chairperson



School Board of Martin County
Agenda Item Request Form
Board Meeting: January 4, 2010

Agenda Item # 3.02

1. AGENDA ITEM: Personnel Recommendations

X appropriate box(s): [X] New [] Renewal [] Addenda [] Presentation [] Grant \$

2. BACKGROUND INFO./STAFF RECOMMENDATION: All personnel recommendations are presented to the School Board for approval according to established policies. Approval is needed for the successful operation of the District and to maintain proper record keeping and management of employment records and data. Staff recommends approval of Personnel Recommendations.

3. FINANCIAL IMPACT:

Is there a financial impact (Finance Review Required)? [] YES [X] NO
Is funding provided in approved budget? [X] YES [] NO
What additional funding is required? Indicate Amount \$
Source:

4. REQUIRED SIGNATURES: By signing below, you are verifying that you have reviewed the item and it is ready for submittal to the Superintendent and School Board respectively.

Requestor: Gail Williams
Type or Print Name

Gail Williams
Signature

Director/Principal: Pam Lannon
Type or Print Name

Pam Lannon
Signature

Exec. Director or Asst. Superintendent: Dr. Frank Raffone
Assistant Superintendent

Dr. Frank Raffone
Signature

Finance Review:
Type or Print Name

Signature

Legal Review: [] REQUIRED Doug Griffin
[X] NOT REQUIRED

Signature

5. SUPERINTENDENT RECOMMENDS APPROVAL: [X] YES [] NO

All lines must be filled in or note N/A and initial. Use Times New Roman 12.

Form Revised 11/30/09



THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA

Schedule of Personnel Recommendations

January 4, 2010

ADMINISTRATIVE PERSONNEL

EMPLOYMENT

1 Alvarez, Joe Director of Transportation Transportation 01/05/10 Repl. W. Sauls

Key Skill Summary

Accounting
Financial Planning
Problem Resolution
Risk Management & Safety

Budgeting/Forecasting
Transportation
Maintenance
Purchasing

Construction Projects
Strategic Planning
Training
Warehousing

WORK EXPERIENCE:

Denton ISD
Denton, Texas

Feb 2008 – June 2009
Asst. Dir. Transportation

Responsibilities include but not limited to:

- Budgeting, Employee Evaluations, Fleet Maintenance,
- Logistics, Mechanics Shop, Problem Solving,
- Routing, Mandatory State Reporting, Scheduling
- Safety, Student Management, Alternative Fuels (Propane)

Port Arthur ISD
Port Arthur, Texas

Jan 2006 – Feb 2008
Transportation Coord (Director)

Responsibilities include but not limited to:

- Budgeting, Employee Evaluations, Fleet Maintenance,
- Logistics, Mechanics Shop, Problem Solving,
- Routing, Mandatory State Reporting, Scheduling
- Safety, Transportation

West Orange-Cove CISD (**Chapter 41**)
Orange, Texas

March 2003 – March 05
Business Manager (CFO)

Responsibilities include but not limited to:

- Banking and Investments, Business Office
- Budgeting, Accounts Payables, Food Services, Insurance, Payroll
- Custodial Services, Maintenance, Construction Project,
- Purchasing, Public Relations, Crisis Management,
- Risk Management, Safety, Logistics
- Transportation, Textbooks, Warehousing

JOE L. ALVAREZ, MBA, RTSBA

Page 2

Mathis Independent School District
Mathis, Texas

April 2001 – March 2003
Admin. Business & Operations (CFO)

Responsibilities include but not limited to:

- Banking and Investments, Business Office
- Budgeting, Accounts Payables, Food Services, Insurance
- Custodial Services, Maintenance, Construction Project,
- Purchasing, Crisis Management, Payroll
- Risk Management, Safety, Logistics
- Transportation, Textbooks, Warehousing

College Station Independent School District
College Station, Texas

July 1999 – April 2001
Purchasing & Textbook Coordinator

Responsibilities include but not limited to:

- Purchasing, Warehousing, Logistics
- Textbook Ordering, Maintain Inventory and Distribution
- Storage and Maintenance of Records management
- Inventory and Logistics of Capital Equipment

Harlandale Independent School District
San Antonio, Texas

Sept. 1998 – June 1999
Purchasing Manager

Responsibilities include but not limited to:

- Purchasing, Warehousing, Logistics
- Designed, Ordered and Implemented Warehouse Storage System
- Textbook Ordering, Maintain Inventory and Distribution
- Developed & Implemented Computerized Textbook Inventory System
- Storage and Maintenance of Records Management
- Inventory and Logistics of Capital Equipment
- Assisted in Development and Implementation of Construction Project

Gregg County
Longview, Texas

Oct. 1996 – Sept. 1998
Purchasing Agent

Responsibilities include but not limited to:

- Purchasing, Warehousing, Logistics
- Inventory and Property Control
- Storage and Maintenance of Records Management
- Development and Implementation of Computer Backbone System
- Assisted in Development and Implementation of Construction Project
- Developed and Implemented Computerized Purchase Order System

JOE L. ALVAREZ, MBA, RTSBA

Page 3

Carrollton-Farmers Branch ISD
Carrollton, Texas

Nov. 1993 – Aug. 1996
Director of Purchasing

Responsibilities include but not limited to:

- Purchasing, Warehousing, Logistics
- Inventory and Property Control
- Storage and Maintenance of Records Management
- Textbook Ordering, Maintain Inventory and Distribution
- Developed & Implemented Computerized Textbook Inventory System
- Assisted in Development and Implementation of Construction Project
- Developed and Implemented Computerized Purchase Order System
- Trained Staff in Microsoft Excel, Word, and Access

Corpus Christi Independent School District
Corpus Christi, Texas

Nov. 1986 – Nov. 1993
Administrative Officer for Purchasing

Responsibilities include but not limited to:

- Purchasing – Staff, Warehousing and Receiving Staff, Logistics
- Inventory and Property Management
- Storage and Maintenance of Records Management
- Developed Maintenance and Transportation Catalog Purchasing System
- Designed, Ordered and Implemented Warehouse Storage System
- Assisted in Development and Implementation of Construction Project
- Developed and Implemented Computerized Purchase Order System
- Trained Staff in Microsoft Word and Access and Lotus 123
- Developed and Implemented District Wide (60 sites) Telephone System

EDUCATION:

1986-1991 Corpus Christi State University, C.C., TX; Bachelors
Business Administration, May 1991, GPA 2.93

1997-1998 LeTourneau University, Longview, TX; Masters Business
Administration, Nov. 1998, GPA 3.77

THE SCHOOL BOARD OF MARTIN COUNTY

DIRECTOR OF TRANSPORTATION

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Major course of study in management, public administration, allied field preferred.
- (3) Five (5) years experience in transportation, management, planning or associated functions that include supervision of people, processes and budgets.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of transportation operations, including county, state and federal transportation regulations. Knowledge of computer systems in relation to transportation services. Knowledge of current industry trends. Ability to communicate orally and in writing. Skill in personnel supervision. Leadership and management skills. Ability to conduct accident investigations. Ability to manage departmental budget and finances. Knowledge of geography of the area.

REPORTS TO:

Executive Director of Operations Services

JOB GOAL

To provide the safest, most efficient and professional transportation services for Martin County students.

SUPERVISES:

Operations Supervisor
 Safety Manager
 Safety Specialist
 Secretary V
 Bookkeeper IV
 Data Entry Clerk III

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Plan, organize and direct pupil transportation, vehicle maintenance and inspection for Martin County School District.
- * (2) Maintain cost records on all vehicles, including gasoline, parts, labor, and inspections.
- * (3) Maintain a drivers' training program for all employees driving school vehicles and other training programs to enhance the level of transportation services.
- * (4) Administer the department in accordance with all relevant statutes, state regulations, applicable School Board policy and administrative directives.
- * (5) Conduct accident investigations.
- * (6) Ensure bus operators maintain all required qualifications.
- * (7) Verify and authorize department payrolls.
- * (8) Develop student transportation schedule and driver assignments.

DIRECTOR OF TRANSPORTATION (Continued)

- * (9) Oversee the acquisition, use and accounting of equipment, parts, supplies, and fuel used in the transportation department.
- *(10) Oversee transportation FTE reporting to ensure accuracy and timeliness.
- *(11) Oversee the acquisition and disposal of buses and other vehicles.
- *(12) **Direct routing and scheduling of buses and review bus stop locations for safety and efficiency.**
- *(13) Provide continuous programs to recruit and train bus operators and assistants.

Inter/Intra-Agency Communication and Delivery

- *(14) Serve as the management representative in union-related matters impacting transportation services personnel.
- *(15) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(16) Respond to inquiries and concerns in a timely manner.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Serve on district, state or community councils or committees as assigned or appropriate.
- *(19) Provide oversight and direction for cooperative planning with other agencies.
- *(20) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

Professional Growth and Improvement

- *(21) Maintain a network of peer contacts through professional organizations.
- *(22) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- *(23) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(24) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(25) Participate in state training programs and courses to increase the level of transportation services.

Systemic Functions

- *(26) Represent the district in a positive and professional manner.
- *(27) Prepare the annual transportation budget and monitor its implementation as required.
- *(28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(29) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- *(30) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(31) Must be available/present during all emergency situations.
- (32) Perform other duties as assigned.

Leadership and Strategic Orientation

- *(33) Provide leadership and direction for assigned areas of responsibility.
- *(34) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(35) Assist in implementing the district's goals and strategic commitment.
- *(36) Exercise proactive leadership in promoting the vision and mission of the district.
- *(37) Set high standards and expectations and promote professional growth for self and others.
- *(38) Utilize appropriate strategies and problem-solving tools to make decisions regarding

DIRECTOR OF TRANSPORTATION (Continued)

- planning, utilization of funds, delivery of services and evaluation of services provided.
- *(39) Collaborate with executive director, other departments and agencies, and contribute to the planning and operation of the district.
- *(40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(41) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally - frequently - constantly	D-I, K-O A, B, C, P, T, U, V
Working Conditions	C, E-H, J, M
Materials, Tools and Equipment	A-H, O, P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

*Essential Performance Responsibilities



School Board of Martin County
Agenda Item Request Form
Board Meeting: January 4, 2010

Agenda Item # 3.03

1. AGENDA ITEM: Leave Recommended for Board Approval

X appropriate box(s): [X] New [] Renewal [] Addenda [] Presentation [] Grant \$ _____

2. BACKGROUND INFO./STAFF RECOMMENDATION: Leaves involving travel outside the State of Florida must be approved by the principal or supervisor, recommended to the Superintendent/designee, and approved by the Board according to policy. Staff recommends approval of this leave.

3. FINANCIAL IMPACT:

Is there a financial impact (Finance Review Required)? [] YES [X] NO

Is funding provided in approved budget? [X] YES [] NO

What additional funding is required? Indicate Amount \$ _____
Source: _____

4. REQUIRED SIGNATURES: By signing below, you are verifying that you have reviewed the item and it is ready for submittal to the Superintendent and School Board, respectively.

Requestor: Pam Lannon
Type or Print Name

Signature

Director/Principal: Pam Lannon
Type or Print Name

Signature

Exec. Director or Asst. Superintendent:
Type or Print Name

Signature

Finance Review:
Type or Print Name

Signature

Legal Review: [] REQUIRED Doug Griffin
[X] NOT REQUIRED

Signature

5. SUPERINTENDENT RECOMMENDS APPROVAL: [X] YES [] NO

All lines must be filled in or note N/A and initial. Use Times New Roman 12.

Form Revised 11/30/09

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA

500 East Ocean Blvd • Stuart, Florida 34994 • Telephone (772) 219-1200 Ext: 30242 • Facsimile: (772) 219-1230



PAM SAYLOR LANNON, Esq.
Director of Human Resource Services & Staff Development
GAIL WILLIAMS, Director of Personnel
KIM SABOL, Esq.
Labor/Employment Representative

MEMO

TO: School Board Members
FROM: Nancy Kline, Superintendent
DATE: December 17, 2009
RE: Approval of Out of State Leave

The request for leave involving travel outside the state of Florida for Judith Walters, ESE Program Specialist, was not approved prior to her attending the 2009 ASHA Convention in New Orleans.

Pursuant to School Board Policy 3162, the Superintendent shall report, in writing, the fact of and reason for the delayed approval at the next meeting. A clerical oversight resulted in this omission.

Nancy Kline, Superintendent

School Board Members: Dr. David L. Anderson • Maura Barry-Sorenson • Laune Gaylord • Susan J. Hershey • Lorie Shekailo
"An Equal Opportunity Agency"

LEAVES RECOMMENDED FOR BOARD APPROVAL

January 5, 2010

Professional Leave/Travel/Per Diem

Name	Site	Reason	Date(s)	City
Judith Walters	ESE	ASHA Convention	11/18/09 – 11/20/09 IDEA PART B Entitlement	New Orleans

Professional Leave Only

Name	Site	Reason	Date(s)	City
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Field Trips

November 17, 2009

School	Class	Sponsor	Transportation	Departing	Returning	Destination	Purpose
MMS	Drama	Carlson-Wood	School or Charter Bus	2-12-10	2-13-10	Plantation	Performance

Backup available for review in the Superintendent's Office



School Board of Martin County
Agenda Item Request Form
Board Meeting: 01/04/10

Agenda Item # 4

1. AGENDA ITEM: Request Board's Approval for Purchase Orders:
X appropriate box(s): [] New [] Renewal [] Addenda [] Presentation [] Grant \$ _____
2. BACKGROUND INFO./STAFF RECOMMENDATION:
Requisitions greater than \$10,000.00 for Board approval per SB policy # 6320
3. FINANCIAL IMPACT:
Is there a financial impact (Finance Review Required)? [] YES [x] NO
Is funding provided in approved budget? [x] YES [] NO
What additional funding is required? Indicate Amount \$ _____
Source: _____

4. REQUIRED SIGNATURES: By signing below, you are verifying that you have reviewed the item and it is ready for submittal to the Superintendent and School Board respectively.

Requestor: _____ Type or Print Name Signature
Director/Principal: Jeff Carver, Director of Purchasing Type or Print Name Signature
Exec. Director or Asst. Superintendent: _____ Type or Print Name Signature
Finance Review: _____ Type or Print Name Signature
Legal Review: [] REQUIRED Doug Griffin [x] NOT REQUIRED Signature

5. SUPERINTENDENT RECOMMENDS APPROVAL: [x] YES [] NO

All lines must be filled in or note N/A and initial. Use Times New Roman 12. Form Revised 11/30/09

Requisitions to be approved for purchases over \$10,000.00 for Board Agenda date - 01/04/10

<u>Cost Ctr</u>	<u>Req No.</u>	<u>Sch/Dept.</u>	<u>Authority for Issuance of Purchase Order</u>	<u>Vendor</u>	<u>\$ Amount</u>	<u>Description</u>
9524	00366	MAINT.	Lowest of three quotes	C C Calhoun, Inc.	\$15,600.00	Clay/Sand for ball fields

Educational Technology Requisitions to be approved for purchases over \$10,000.00 for Board Agenda date -01/04/10

NONE