

MEETING MINUTES  
SCHOOL BOARD OF SANTA ROSA COUNTY  
December 12, 2013-9:00 AM

A. Call to Order and Roll Call

*The School Board of Santa Rosa County met in regular session at 9:00 a.m. with the following members present: Mrs. Diane Scott, Chairman, Mr. Hugh Winkles, Vice-Chairman, Mr. Scott Peden, Mrs. Jennifer Granse and Mrs. Diane Coleman. Also present was Timothy S. Wyrosdick, Superintendent of Schools and Secretary and Paul R. Green, Board Attorney.*

B. Pledge of Allegiance

*The Chairman called the meeting to order and Mr. Wyrosdick lead us in the Pledge of Allegiance to the Flag and in a moment of silence.*

C. Approval of Minutes

1. Minutes from Nov. 14th School Board Meeting and Re-Organization Meeting

Motion to Approve was moved by Jenny Granse , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

D. Oral Written Communications

*Mr. Wyrosdick shared with the board that we will have our annual Christmas luncheon in the boardroom next Friday, Dec. 20th and they are invited to join us if their schedule will allow.*

*The Superintendent wanted to give the board a heads up on the status of the Strategic Plan we began to work on back in October. David Johnson has sent out the information we gathered in October for a last review and input. He will gather that information and the Strategic Plan Committee will meet again early next year to finalize the plan.*

*At the last board meeting, Mr. Wyrosdick asked Mr. Emerson to establish a Gifted Program Committee. He has been working on putting together a group, including Dr. Scott to begin reviewing our current program.*

*The Superintendent shared with the board we had a lock-down yesterday at Milton High School. He thanked the faculty and staff at Milton High for their response and stated they did a fantastic job. A debriefing with the staff at the school was held yesterday and senior staff will meet with Mike Thorpe to review the response as well. Mr. Wyrosdick said they will bring the incident to the Security Task Force for them to review as well. Dr. Scott asked if the situation would be discussed at the CEO Roundtable meeting, Mr. Wyrosdick confirmed that it will. Fortunately the problem turned out to be a toy gun that was brought on campus. Sometimes events don't always happen in the timeline other people may expect, but he wanted the board to know that the safety of the students was always everyone's top priority.*

*Graduation rate information has come out and Mr. Wyrosdick asked Mr. Emerson to come forward and share some of the information with the board.*

*Mr. Emerson shared a condensed version of the spreadsheet that was issued by FDOE which listed our high schools and their graduation percentage. He explained that the federal graduation rate does not include students who earn a special diploma or students who earn their GED. All of our high schools are working hard to address and improve their graduation rate. He shared with the board that our "at-risk" students can be identified in the 8th grade based on their FCAT and other testing scores. Once they are identified, they are tracked thru the 12th grade. Mr. Emerson noted that Milton High School*

*had a tremendous increase in their graduation rate. He thanked David Johnson and our Data Processing Department for their help in identifying students early so the high schools can work with them.*

#### E. Recognitions Resolutions Proclamations

##### 1. Academic Top Scholar for Santa Rosa County 2013

*Mr. Emerson, Assistant Superintendent for Curriculum and Instruction came forward and presented Justin Shoemaker a certificate for being named the Santa Rosa County Academic Top Scholar for 2013. He shared with the audience what a great student and great person Justin is. He has known him since he was a child. He also shared that Justin had a 106.8 GPA when he attended Gulf Breeze High School. Justin is currently a student at the University of Florida.*

##### 2. UWF Social Work Student Recognition

*Dr. Barber came forward and mentioned that we are fortunate we have some strong partners working in our community. She wanted to recognize University of West Florida Social Work students, Annie Bush, Margaret Padilla, Rebecca Barrow and Serena Rice for their community project which resulted in donations for the Communities of Learning Homeless Education Program. Miss Bush explained how the students got into the project and thanked her professor at UWF for the original idea. They approached Dr. Barber with their idea and began working in the Navarre area. They worked with business, families, churches, etc. and ended up providing gas cards, gift cards, back packs filled with food and drinks. They collected a total of \$1,173.00.*

##### 3. Recognition Food Service - Charlene Fisher

*Leslie Bell, Sodexo Food Services came forward with Jud Crane, Director of Contract Services and presented an award to Charlene Fisher. Ms. Fisher was recognized during the National School Lunch Week for the FDOA "What Works" award. She came in 3rd place in the State.*

##### 4. Sterling Agency Award

*Mr. Joey Harrell, Assistant Superintendent for Administration came forward and said he learned when he entered administration that some people do a great job behind the scenes and he wanted to recognize the Purchasing Department for some amazing things they have accomplished.*

*At the National Institute for Governmental Purchasing annual conference this past August, the Santa Rosa County School Board Purchasing Department received the Sterling Agency Award presented by the Universal Public Procurement Certification Council. This award recognized those organizations that have made a concerted effort to achieve procurement excellence by having a fully certified staff.*

*Santa Rosa was one of only two school districts in the nation to receive the Sterling Agency Award in 2013.*

*UPPCC certification include Certified Professional Public Buyer and Certified Public Procurement Officer. These designations are attained through the successful completion of rigorous courses of student and testing involving numerous classes within the field of government procurement as well as the attainment of specific experience within the profession. The district's receipt of the Sterling Award is the direct result of the achievements of the procurement professionals in our purchasing department. Brenda Godwin, CPPB; Sandra King, CPPB and Judson C. Crane, CPPO, CPPB.*

*Mr. Harrell asked Sandy King to stay at the podium. Mr. Crane shared with the audience that Sandy has worked for the school district for a little over 30 years. Ms. King has received her CPPB which he said isn't an easy thing to get. Mrs. King will be retiring soon and is a valuable part of the purchasing department. She is certainly going to be missed.*

F. Public Hearing

*None*

G. Public Forum- (Request to address the School Board regarding an item not on the agenda)

***Ms. Telisa Dixon came forward and asked who she could talk to when she has a question that hasn't been answered by her child's school. Mr. Wyrosdick referred her to Mr. David Gunter, Middle School Director.***

*Administrative Agenda*

H. Approval of Agenda- Items may be pulled from the Administrative Agenda and placed under the respective Action Agenda category by request of the Board member/Superintendent

Motion to Approve was moved by Scott Peden , Seconded by Hugh Winkles. Motion Passed by a vote of 5-0.

*The board approved the Administrative Agenda Items 1, 2, 3, and 4 as follows:*

1. Human Resource Items

- a. Administrative Personnel Board Agenda
- b. Leaves: Without Pay, Illness In Line Of Duty, Military Leave; Out-Of-State Temporary Duty Requests
- c. Annual Fire and Life Safety Inspection Reports
- d. Substitute Teachers & Educational Support Substitute List

2. Curriculum/Instruction Items

- a. Suspensions
- b. Reassignment/Transfer Requests
- c. School Volunteers

3. Financial Items

- a. Monthly Financial Statement, Budget Amendment #14/02, and Bills/Payroll for October 2013

4. Administrative Operational Items

- a. Facility Use Requests
- b. Field Trip requests

*Action Agenda*

I. Administrative/Operational Recommendations- Joey Harrell, Assistant Superintendent for Administrative Services

Motion to Approve was moved by Jenny Granse , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*The board approved items 1., 1.,2., and 3. as follows:*

- 1. RFB 13-12 County Wide Door Replacement 121213
- 2. RFB 13-13 Service Agreement for Emergency Generators

3. RFB 13-14 Print Shop Paper

4. ERATE Rebates 121213

*Mr. Crane informed the board that the district has received two checks which represent the rebates for the district's e-rate program for 2012. One check from Qwest Communications Inc., in the amount of \$1,824.65 and the second check from A T & T in the amount of \$100,232.23. Notification has also been received from the Universal Service Administrative Corporation that E-Rate funding in the amount of \$104,170.70 has been approved for the 2013 Funding Year for local and long distance telephone service.*

5. Transportation Quarterly Report 121213

*Mr. Bagby, Durham School Services came forward to present the transportation quarterly report. He stated that although not perfect, transportation services are healthy and strong.*

*Safety is always paramount and he began with an accident overview comparing 2012 to 2013. He stated he was disappointed in the 4th quarter of 2013 but they will continue the accident reduction process and try to reduce the number in the first quarter of next year. He reviewed a list of improvements they are working on to help reduce accidents: installing mirror grids at Milton, Navarre & Pace; increased backing repetitions during training; senior trainers accomplish final evaluation; enforcement of backing policy (all non-scheduled back-ups are called in); larger buses moved to least confined areas; re-aligned parking configuration at schools; no left turns at fuel pumps.*

*They also conduct a team safety competition: 10 teams are created, made up of all employees throughout Santa Rosa County; they practice good safety garners points; they schedule a Road-eo (Rodeo) which has obstacle courses, there is no retribution for infractions, it adds competitive spirit and increases morale and camaraderie, leverage available assets and taps into experience and injects new views and end of the year awards are issued.*

*The next item Mr. Bagby discussed was Viral Change and he reviewed 10 things they do at Durham. 1. Show Recognition, 2. Pay it Forward (or start investing), 3. Be punctual, 4. Talk straight to others, 5. Confront negative talk, 6. Stop and help (see number 2), 7. Look for solutions, 8. Talk Safety, 9. Be a role model for kids, 10. Show the value we provide.*

*Durham owns 212 of the 247 buses, while the district owns 35. In addition to the buses, we have 120 white fleet of trunks and vans which the maintenance mechanics keep on the road. The average down rate is 3% or 8 buses at one time.*

*Mr. Bagby asked if the board had any questions, there were none. Mr. Wyrosdick thanked him for his presentation.*

6. DAG Architects Agenda Items

*The board reviewed the status of DAG Architects current construction projects.*

7. Pinder Martin Agenda Items

*The board reviewed the status of Pinder-Martin Architect current construction projects.*

8. Direct Purchasing Change Orders

Motion to Approve was moved by Diane Coleman , Seconded by Hugh Winkles. Motion Passed by a vote of 5-0.

J. Human Resource Recommendation- Lewis Lynn Assistant Superintendent for Human Resources

1. Human Resource Action Agenda

Motion to Approve was moved by Jenny Granse , Seconded by Scott Peden. Motion Passed by a vote of 5-0.

*The board approved the contract with Santa Rosa Professional Educators Association for 2013-2014.*

Motion to Approve was moved by Diane Coleman , Seconded by Hugh Winkles. Motion Passed by a vote of 5-0.

*The board approved the Administrator Salary Placement Schedule 2013-14 as presented.*

Motion to Approve was moved by Jenny Granse , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*The board approved Kelly Allen from Interim Principal to Principal of Jay Elementary School, effective Dec. 13, 2013.*

2. Renewal of FSA Third Party Administrator Agreement

Motion to Approve was moved by Hugh Winkles , Seconded by Scott Peden. Motion Passed by a vote of 5-0.

K. Curricular and Instructions Recommendation – Bill Emerson, Assistant Superintendent for Curriculum and Instruction

1. Termination of Alternative Placement

Motion to Approve was moved by Jenny Granse , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

2. Compilation of Alternative Placements/Expulsions

Motion to Approve was moved by Jenny Granse , Seconded by Scott Peden. Motion Passed by a vote of 5-0.

3. Learning Academy Contract

Motion to Approve was moved by Diane Coleman , Seconded by Hugh Winkles. Motion Passed by a vote of 5-0.

4. Good Cause Exemption

Motion to Approve was moved by Jenny Granse , Seconded by Scott Peden. Motion Passed by a vote of 5-0.

5. Transportation Waiver Request

Motion to Approve was moved by Scott Peden , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

6. Early Head Start/Head Start Monthly Report for November 2013-Review Only

*The board reviewed the Early Head Start/Head Start Monthly Report for November, 2013 .*

L. Financial Recommendations – Susan McCole, Assistant Superintendent for Administrative Services

*None*

M. Items from Board Members

*Mr. Winkles shared with the board that the insurance committee has began to meet and decided to make their focus researching self-funding insurance and clinics. Because the start up costs are so much, clinics will probably have to come later. The committee is getting a jump start this year. In years past we have waited until the end of the year before we started checking into self-funding and we didn't have the time nor were we prepared for such a change. He praised the committee and the hard work they are doing.*

*Mr. Wyrosdick mentioned he sent out health insurance enrollment figures earlier to the board and was amazed at how close Karen Retherford, Mike Carraway and the Health Insurance Committee came to the projections.*

N. Items from Board Attorney

*None*

O. Items from Superintendent

*None*

P. Adjournment

*There being no further business the meeting was adjourned.*

*DONE AND ORDERED IN LEGAL SESSION by the School Board of Santa Rosa County this 12th day of December, 2013.*

*SCHOOL BOARD OF  
SANTA ROSA COUNTY*

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*Chairman*

*ATTEST:*

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*Superintendent and Secretary*