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SCHOOL BOARD OF SANTA ROSA COUNTY
March 13 2014-6:30 PM

A. Call to Order and Roll Call

The School Board of Santa Rosa County met in regular session at 6:30 p.m. with the following members present: Dr. Diane Scott, Chairman, Mr. Hugh Winkles, Vice-Chairman, and Mrs. Diane Coleman. Mrs. Jennifer Granse and Mr. Scott Peden were not able to attend. 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 Wes Underwood led us in the Pledge of Allegiance to the Flag and in a moment of silence.

C. Approval of Minutes

1. February 20, 2014 School Board Meeting Minutes

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

D. Oral Written Communications

Mr. Wyrosdick introduced Patti Petrie. Ms. Petrie was appointed Coordinator of Literacy during the last board meeting but was out of town and unable to attend the meeting. She thanked the board for the opportunity being given to her and shared with the board how much she enjoyed working with and learning from Kenny McCay over the last few years.

E. Recognitions/Resolutions/Proclamations

1. 2014 West Panhandle Regional Science Fair Winners from Holly-Navarre Middle School

Mr. Wes Underwood, Coordinator of Math and Science recognized the 2014 West Panhandle Regional Science Fair Winners from Holley-Navarre Middle School

2. Regional MathCounts Competition Results for SRCDS

Mr. Wes Underwood recognized Gulf Breeze Middle School and Woodlawn Beach Middle School students and teachers on their success at the MathCounts Regional Competition held on February 15th at the National Flight Academy. The National Flight Academy is located at the Naval Air Station, Pensacola, Florida.

3. 2014 Sandy Sansing Spelling Bee

Mr. Gunter, Director of Middle School recognized Andrew Neble. Andrew came in 2nd place in the middle school 2014 Sandy Sansing Spelling Bee. The 1st place winner, her parents and principal are attending district band competition at Pensacola High School tonight and will be recognized at a later meeting.

F. Public Hearing

1. Conduct Public Hearing and Approve SB Policy Updates

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

The board approved the School Board Policy Revisions and Updates as submitted. Dr. Scott called attention to policy 2.90 Tobacco Use in District Facilities/Tobacco Free Environment and asked Mr. Wyrosdick to make a few comments about it.

Mr. Wyrosdick shared that our campuses have been non smoking for a while, however this policy tightens and elaborates on the definitions of smoking. This is something we will need to communicate with our parents and community.

Mr. Robbie Leggett, Tobacco Prevention Specialist with the Santa Rosa County Health Department came forward and explained our district has two student organizations, SWAT (Students Working Against Tobacco) which is made up of middle and high school students and they now have ENCORE which is made up of college students. Maggie Lynscott (SWAT) thanked the board for passing this more comprehensive tobacco policy. Mr. Wyrosdick thanked Robbie for bringing this education into our schools.

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

Ms. Amanda Combs, International Cultural Exchange Services came forward to ask the board to consider changing the Foreign Exchange Student Policy. Ms. Combs mentioned she currently had two students living with her, one from Belgium and one from Denmark. The International Cultural Exchange Services (ICES) program started in 1949 and is one of our strongest diplomatic relations programs. Each school district has their own policies on how many students will be accepted. She referenced the policy in Escambia County which allows up to 10 students per high school as long as no more than 2 are from the same country. Applications go through their School Choice office. In Santa Rosa County, the Principals make the decision on whether or not they accept up to 2 exchange students per high school.

Ms. Combs feels that exchange students bring rich experiences and a different perspective on history when they join groups such as scouts, playing sports and attending church. The students usually have a positive experience which they share when they return home. She feels we have many families that would like to give this opportunity to students but our restricted policy is holding them back.

Ms. Combs proposed that each high school allow 5 slots for foreign students. The decisions would be based on the High School Director and not on the individual Principals, who may or may not know much about the programs, or have their own opinions on whether ICES students should attend their schools.

Mr. Winkles stated that he remembers when the policy was changed years ago, our Principals called the program a nightmare. It was hard to keep up with each student and they were bombarded with requests. He feels that any decisions made should involve the Principals because of their responsibility. It was also brought up that with the current class size policy, 5 additional students could cause a school to have to hire an additional teacher.

It was agreed that the board, including the high school principals, would look at our current policy.

The board thanked Ms. Combs for her presentation.

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 Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

The board approved agenda items H. 1,2,3, and 4 as submitted.

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 Reports**
- d. Substitute Teachers & Ed Support Substitute list**

2. Curriculum/Instruction Items

- a. Student Reassignment Requests**
- b. Suspensions**

- c. **School Volunteers**
- 3. **Financial Items**
 - a. **Budget Amendment #14/05, Bills and Payroll, and Monthly Financial Statement for January 2014**
- 4. **Administrative Operational Items**
 - a. **Field Trip Requests**
 - b. **Facility Use Requests**
 - c. **Religious Venue Request**
 - d. **School business partnerships**

Action Agenda

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

1. RFP 14-01 Food Service Management Operations letter 031314

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

The board approved entering into negotiations with Sodexo.

2. Visa Rebate 031314

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

Mr. Crane informed the board that the district recently received a check in the amount of \$57,892.23 from Sun Trust Bank which represents the rebate for the district's VISA Card program for the 2013 year, (January thru December).

The board approved the request that \$2,000 be used to fund this years VISA Incentive Program, which has been established to reward those School Board Personnel who have the responsibility of purchasing, paying and monitoring their School Board VISA Program at their site.

The board also approved the request that \$5,000 be set aside for special training on P-Card administration and program options for the VISA Card Administrators for the 2014-2015 school year.

3. Surplus 031314

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

4. Surplus FS Transfer 031314

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

5. Transportation Quarterly Report 031314

Mr. Jim Bagby, Durham School Services came forward to present the quarterly review. He began by addressing Transportation Safety issues. Durham received requests from parents to change bus stops after the winter storm we had earlier this year. They evaluated the requests for bus stops or changes to bus stops by checking the following items: Making sure there is a clear line of site, free from obstructions; Recognition time, no curves, no hills; and Controllable traffic, minimum stops on highways. If all the criteria is met, the bus stop is approved. During rainy or inclement weather the transportation department faces safety concerns when asked to make door to door pick up and drop-off. Bus stop changes have to be limited. Student safety is compromised when the bus is asked to stop around corners (line of site) and over hills (distance recognition).

During inclement weather buses move slower and the on-time rate is negatively effected. They encourage parents to dress their children appropriately by providing over garments, umbrellas and Wellies. Questions are asked if early departure is an option and that also brings up questions of safety, how do we notify every student and parent, what is the criteria for early departure and who makes the final determination?

Mr. Bagby discussed transportation upgrades which is a continuous process. All buses are equipped with cameras, 35 district owned buses and 2 Durham buses. Their new phone system is scheduled to be installed March 20, 2014 which will provide them with new phones and lines to make them more accessible. The Studer Group District Services Survey pointed out a problem with accessibility and they hope the phone system will solve the problem.

He asked the board if they had any questions for him. There were no questions, but Dr. Scott commented on how she enjoyed seeing a bus decorated for St. Patrick's Day.

The board thanked Mr. Bagby for his presentation.

6. DAG Architects Agenda Items

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

7. Pinder Martin Agenda Items

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

The board approved the following change orders:

- 1. Dixon Intermediate Kitchen Expansion: 6 (six) day extension of time due to inclement weather.*
- 2. Jay High School Kitchen/Cafeteria Band and Music: 13 (thirteen) day extension of time due to inclement weather.*

The board reviewed the status of Pinder Martin's 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 3 - 0.

Board approved change orders decreasing the projects payable below to the appropriate contractor by the amounts show. These decreases are to reflect recent payments made to suppliers and the associated tax savings acquired through direct purchasing.

*Dixon Intermediate - Kitchen Expansion/Cafeteria Renovation
Larry Hall Construction \$55,005.01*

*Jay High - Kitchen/Cafeteria/Band/Chorus/Demo Bldg 1
R. D. Ward Construction \$79,319.81*

*Milton High School - Science Labs
A. E. New, Jr. \$15,042.67*

9. Certification of Facilities Data

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

Section 1013.31(1)(d), Florida Statutes, state in part, "School districts shall periodically update their inventory of educational facilities.."Section 6.1(5)(c), State Requirements for Educational Facilities (SREF), requires that, "Prior to April 1 of each year, each district shall review the Florida Inventory of School Houses (FISH) and shall certify to the Office that the inventory is current and accurate."

Correct facilities data is essential for our analyzes of the need for class size reduction and the determination of Public Education Capital Outlay (PECO) maintenance requirements, which ultimately result in legislative funding. Any FISH errors can significantly influence funds the district will receive and will distort all analyzes made from FISH data.

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

1. Human Resource Action Agenda

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

a. Board approved the employee suspension without pay as submitted.

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

b. Board approved administrative, educational support and instructional job descriptions as submitted. Mr. Lynn explained our job descriptions haven't been rewritten since the late 1990's. The new descriptions use the same format as the previous descriptions and ties them into the current evaluation system.

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

c. Board approved the intend to terminate employee as submitted.

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

d. Board approved the 2013-14 Staffing Plan (Revision).

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

e. Board approved the Human Resource Procedures Manual (Revision) as submitted.

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 2 - 0.

f. Board approved the Evaluation Partnership Agreement between the University of West Florida and the Santa Rosa School District for the "Instructional Evaluation Application Project" (IEA).

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

g. Board approved the HRPB Revision regarding the process for renewal of a professional certificate. This adds the 20 hour ESE in-service requirement to employees with district vocational certification.

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

1. Alternative Placements-Expulsions

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

2. 2014-2015 Early Head Start and Head Start Supplemental Grant Synopsis

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

3. Student Affiliation Agreements for RX Express and Pruitthealth

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Coleman. Motion Passed by a Vote of 3 - 0.

4. Bike Trailer Agreement

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

5. Pensacola Bay Center Graduation Contract & Estimate

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

6. New ESE Components

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

7. Delayed Entry Request - High School

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

8. Elementary School Supply lists

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

**9. Early Head Start/Head Start Monthly Report for February 2014
(Review Only)**

The board reviewed the February, 2014 Early Head Start/Head Start Monthly Report.

**L. Financial Recommendations – Susan McCole, Assistant Superintendent
for Finance**

None

M. Items from Board Members

Dr. Scott mentioned that it was good to finally close on the community center tennis courts and attend the grand opening. It was a long time coming and she said it was good to see both elementary and high school students there. She feels it will be a well used facility.

N. Items from Board Attorney

None

O. Items from Superintendent

a. The Superintendent informed the board that we've had a minor fuel spill at Pace High School from a leaking tank. It has been cleaned up and taken care of and we are sending a letter home to parents informing them of the incident.

Motion to Approve was moved by Diane Coleman, Seconded by Hugh Winkles. Motion Passed by a Vote of 3 - 0.

b. The board approved the request from the 1st Apostolic Church of Milton/Outreach Services for the use of the Stewart Street Complex (parking lot) for the following weekends: March 14-15, 21-22, 28-29 and April 4-5.

c. Mr. Wyrosdick asked the board to consider changing the April 24th board meeting start time to 5:00 p.m. instead of the usual 6:30 p.m. Starting the meeting earlier than usual will allow ample time for a student Alternative Placement Hearing scheduled before the board at the conclusion of the regular board meeting. The board agreed to change the April 24, 2014 meeting to start at 5:00 p.m.

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 13th day of March, 2014.

SCHOOL BOARD OF
SANTA ROSA COUNTY

Chairman

ATTEST:

Superintendent and Secretary