

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**August 21 2014-9:00 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: Dr. Diane Scott, Chairman, Mr. Hugh Winkles, Vice-Chairman, Mrs. Diane Coleman, Mr. Scott Peden and Mrs. Jennifer Granse. 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 Superintendent Wyrosdick asked Mr. Charlie Parker to lead us in the Pledge of Allegiance to the Flag and in a moment of silence.*

**C. Approval of Minutes**

**1. Approval of July 31, 2014 School Board Meeting Minutes**

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

**D. Oral Written Communications**

*Mr. Wyrosdick shared with the board what a fantastic beginning of school we had this year. He wanted to thank everyone for their efforts. It takes all departments working together to make that happen.*

*He also shared the latest numbers in enrollment. On Monday we were showing 385 more students than we anticipated and by Wednesday we had 591 more students. This is a significant amount of growth. It's good news but it creates difficulties in planning. Administrators are beginning to study where the specific pockets of growth are located. They will first make sure the numbers coming in from schools are correct, then make sure classes are full, possibly moving some students and then adding units if needed. It looks as though growth is back and he feels it is because of the quality of education in Santa Rosa County. There may be a need to schedule a workshop with the board to address specific components of dealing with the growth. Mr. Wyrosdick will keep the board informed.*

*The Superintendent shared with the board that we arrived this morning with no internet service. We thought we might have to conduct the board meeting the old fashioned way. He thanked Don Ellis and many others in the Data Processing Department for scrambling around and finding the trouble quickly.*

*Mr. Wyrosdick asked Mr. Lynn, Assistant Superintendent for Human Resources to come forward and bring the board up to date on an issue they*

*discovered with the Florida Retirement System. Our 10 month employees will not be awarded annual service credit unless they receive 10 checks. Our employees have been receiving their last paycheck in May, and their next one in September (9 checks). Mr. Lynn has worked with FRS and our Data Processing Department to issue checks in the amount of \$100.00 at the end of August to insure 10 month employees receive 10 checks and therefore will receive credit for the school year. He explained it doesn't matter the amount of the check, it just has to be 10 checks. It is not a raise or a bonus. The \$100.00 will be deducted from the remainder of their checks.*

#### **1. Instructional Personnel Evaluation System**

*Mr. Wyrosdick shared a letter we received from the Florida Department of Education on August 14, 2014 approving our Personnel Evaluation System for school year 2013-14. Approval for our evaluation system for 2014-15 is pending.*

### **E. Recognitions/Resolutions/Proclamations**

#### **1. Military Family Life Counselor Recognition**

*Sherry Smith, Director of Student Services introduced Chris Hendrix, NASWF School Liaison Officer. Mr. Hendrix said he was pleased to be here and to represent Whiting Field and he expressed his appreciation for the partnership the district has with the base. Mr. Hendrix explained that beginning approximately 4 1/2 years ago the Navy, through the Secretary of Defense, began a program (Military Family Life Counselors) to help military families who are often deployed. Their children, on average attend a different school every 2.9 years. The families and their children have unique challenges to face in light of moving frequently and tragedies we have faced in recent times. Originally they had 5 counselors to help the district work with military families. It has now grown to 16 full time counselors working with all branches of the military, and civilian families. Mr. Hendrix asked Joey DeStanfano, Principal of Holley Navarre Middle School to come forward and explain how the program has helped her school and her students.*

*Mr. Hendrix introduced Jennifer Friedrich, Supervisor of Magellan Health Services. Ms. Friedrich introduced the following counselors currently working with our schools. Elizabeth Shoemaker, HNP, Stephanie Hager, HNI, Jim Bynum, HNMS, Kelly Urban, WNP, Kerry Sise, WNI, Stacey Cregut, WBM, Jennifer Cox, NHS, Leslie Perez, OBE and GBE, Joe Salter, GBH and GBE, Joe Salter, GBH and GBM, Tram Vuong-Meadows, Dixon Prim and Inter, Ashley Walker, PRE, Bagdad, and EME, Lynn McKimm, PHS and Sims, Dale Perkins, KMS, MHS, and HMS, richard Abendan, BRC, & AMS, Karly Shreders, Rhodes & Berryhill, and Nicole Orgeron, Whiting Field Child Development Center, TRJ and WNI.*

*The board thanked everyone for their work with our schools, staff, students and their families.*

## **2. Recognition of Charlie Parker**

*Mr. Joey Harrell, Assistant Superintendent for Administrative Services came forward and said this was a bittersweet recognition. He introduced Mr. Charlie Parker, Supervisor of Maintenance who is retiring after 35 years of faithful service to the school district. Mr. Harrell explained that Charlie began his career as a roofer for the district, advanced to working on fire alarms and intercoms, became a Foreman I and then Foreman II and now is currently serving us as Supervisor of Maintenance. Charlie took over when Frank Melvin retired years ago. Charlie has invaluable institutional knowledge of our facilities that is very important and is not going to be easy to replace. Students would not be able to learn effectively without the services of our Maintenance Department. Mr. Harrell presented Charlie and his wife, Lori with a retirement plaque. Mr. Wyrosdick and the School Board thanked Charlie for his friendship over the years and especially his service to the district.*

## **3. Concussion Testing for Athletes**

*Mr. Hinote, Director of High School came forward to present the details of a partnership we have entered into with the Andrews Institute. Andrews Institute provides us with athletic trainers and assists our coaches with drug screening. Last week, the Andrews clinic provided 18 trainers, went to all high schools and tested 650 athletics for a baseline test. Right now, football and soccer athletes have been tested. Next year it will probably include other sports as well.*

*He introduced Jeremy Lowery, Director of Sports Medicine at the Andrews Institute. Mr. Lowery explained this baseline test is state of the art and comprehensive including testing balance, vision, motor function, memory & processing speed, reaction time, Vestibule-Ocular Reflex. The C3Logix Concussion Assessment System test takes approximately 20 minutes per athletic. They can use the baseline test as a reference point anytime any athlete is suspected of having a head trauma. They will not allow them to return to playing until they have been tested and their condition returns to their baseline level.*

*Mrs. Coleman asked if the athletes can be tested during a game. Mr. Lowery said they can, but they have to be taken to a classroom or field house where it is quiet.*

*Dr. Scott asked how often students are given the baseline test. Mr. Lowery explained they will be tested in their freshman year and again in their junior year.*

*The Andrews Clinic is providing this service to the school district free of charge. The board thanked Mr. Lowery and Mr. Hinote for the presentation and for the wonderful way to help keep our students safe.*

## **F. Public Hearing**

### **1. Request to Advertise Public Hearing on School Board Policy 6.101 to be held Sept. 23, 2014 at 9:00 a.m.**

*The board approved advertising for a public hearing on school board policy 6.101 to be held on Sept. 23, 2014 at 9:00 a.m.*

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

*The Chairman opened the floor for the public forum and asked if anyone wanted to address the board regarding any issue not on the agenda. There was no response and the public forum was closed.*

**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 Hugh Winkles, Seconded by Scott Peden. Motion Passed by a Vote of 5 - 0.*

*Board approved all Administrative Agenda items H. 1 through 3 as submitted.*

**1. Human Resource items**

- a. Personnel Board Agenda**
- b. Unpaid Leave and Out of State Temporary Duty**
- c. Substitute Teacher & Ed Support Substitute List**
- d. 2014-2015 Annual Fire and Life Safety Inspections**

**2. Curriculum/Instruction Items**

- a. Student Reassignment Requests**

**3. Administrative Operational Items**

- a. Facility Use Requests**

**Action Agenda**

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

**1. Exceed the Limit 082114**

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

**2. Surplus 082114**

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

**3. Surplus FS Transfers 082114**

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

**4. Property Control Deletions 082114**

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

**5. Property Control Missing-Found Assets 082114**

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

**6. Property Inventory Audits 082114**

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

**7. Unpaid Meal Balance Report 082114**

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

**8. Custodial Quarterly Report 082114**

*Steve Sport, Southern Management presented the quarterly update. He distributed copies of the scores given Southern from the Principals and/or Administrators from each site. He stated that Southern worked hard over the past summer to get the schools into shape and he feels they did a good job.*

*He reviewed a list of new scrubber equipment purchases that were made for the new school year and the installation of 143 new Eco-Lab Dispensers that dispense, disinfectant, peroxide glass and surface cleaner, high performance floor cleaner and Maxx dual action floor cleaner. The board reviewed pictures of the hall at East Milton Elementary, Milton High School, Jay High School cafeteria, and Chumuckla Elementary School cafeteria.*

*Mr. Sport asked Mr. Eddie Andrews to come forward. He presented Mr. Andrews, who works at Berryhill Elementary school with a plaque and gift certificate. Mr. Andrews was named Southern Management's Employee of the Quarter. The board thanked him for his services to the district.*

**9. DAG Architects Agenda Items**

*The board approved awarding the King Middle School - Kitchen Expansion to A. E. New, Jr., Inc. as the lowest and best at \$1,360,000.00.*

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

#### **10. Pinder Martin Agenda Items**

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

*The board approved the following change order:*

*Jay High School Kitchen/Cafeteria Band and Music  
Deduct \$18,500.00*

*37 day extension of time - 37 days of liquidated damages at \$500.00 per day. Thirty-seven days are from previous substantial completion date of May 17, 2014 and actual substantial completion date of June 23, 2014.*

#### **11. Schmidt Agenda Items**

*Motion to Approve was moved by Hugh Winkles, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.*

*The board approved the construction documents for Gulf Breeze High School HVAC Renovation (Phase III of Phase II).*

*The board reviewed the status of the Gulf Breeze High School HVAC Renovation.*

#### **12. Direct Purchasing Change Orders**

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

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

*\* Gulf Breeze High School-Chiller Plant*

*A. E. New Jr.*

*\$47,310.51*

*\* Jay High - Kitchen/Cafeteria/Band/Chorus/Demo Bldg 1*

*R. D. Ward Construction*

*\$3,909.28*

*\* Milton High - Science Labs*

*A. E. New, Jr.*

*\$1,079.88*

**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 Jenny Granse. Motion Passed by a Vote of 5 - 0.*

*The board approved the administrative appointment of William Price III as Principal of West Navarre Primary, effective Nov. 3, 2014.*

*Motion to Approve was moved by Jenny Granse, Seconded by Hugh Winkles. Motion Passed by a Vote of 5 - 0.*

*The board approved the "Exempt List of Educational Support Employees" as submitted.*

*Motion to Approve was moved by Hugh Winkles, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.*

*The board approved the Staffing Plan Revisions as submitted. Dr. Scott called attention to the example sheet of the Title I Academic Intervention Specialist and that the figure had not been updated from 125 students to 149. Mr. Lynn will have the example sheet updated.*

**2. Renewal of Group Benefits**

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

*Mrs. Karen Retherford, Coordinator of Risk management and Benefits, reminded the board that during the July 24, 2014 board meeting, the transition from fully insured to partially self-funded for medical insurance was approved effective January 1, 2015. On Monday, August 4, 2014, the first year operating plan projection, actuarial certification and other required documents were filed with the Florida Department of Insurance Regulation and we are waiting for their approval.*

*The Self-Funded Sub-Committee of the District Insurance Committee developed a School Board policy that establishes guidelines for the protection of the self-funded health insurance funds. The policy stipulates how the funds can be used. In addition, the policy designates the carrier, Florida Blue, as the representative to review and make a determination for all claim appeals. The District Insurance Committee adopted the policy proposed by the sub-committee and would like to make a recommendation to the School Board to approve the proposed Health Insurance Funds School Board Policy.*

*The District Insurance Committee makes the following recommendations for 2015 medical insurance:*

- \*Maintain the current two commercial medical plans with Florida Blue, PPO 05773 and HDHP/HSA 05192/93, with no plan changes*
- \*Maintain the current premiums for the PPO 05773 and HDHP/HSA 05192/93*
- \*Maintain the current School Board HSA annual contribution level (\$1,000 single and \$2,000 family)*
- \*Renew the Medicare Advantage plan proposed by Florida Blue with a \$63.11 per month reduction in the premium (from \$313.88 to \$250.77)*
- \*Adopt Florida Blue's eligible dependent definition for married spouse*
- \*Provide a \$20.00 per month wellness insurance premium credit to employees enrolled in the medical plan who complete the Florida Blue on-line PHA and earn 300 Blue Reward points by October 31, 2014*

*Mrs. Retherford also recommends renewal of the following group benefit products:*

- \*Dental - renew with Florida Combined Life with no plan changes and no premium changes*
- \*Vision - renew with Davis Vision/Florida Combined Life with no plan changes and no premium changes*
- \*Basic and Supplemental Life - renew with ING/Voya with no plan changes and no premium changes*
- \*Long Term Disability - renew with Florida Combined Life with no plan changes and no premium changes*

*The board approved all recommendations as submitted including the approval of the Santa Rosa Board policy that provides guidelines for the use and protection of the self-funded health insurance funds effective as of August 21, 2014.*

### **3. Life Ins. Co. of the Southwest Vendor Request**

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

*The board approved the addition of Life Insurance Company of the Southwest to the list of voluntary product vendors. Products offered include 403(b) and 457.*

### **4. Walgreens Community Off-Site Agreement**

*Motion to Approve was moved by Scott Peden, Seconded by Diane Coleman. Motion Passed by a Vote of 4 - 0.*

*Walgreens will provide flu, pneumonia and shingle vaccines to employees during the on-site bio-metric screenings.*

*Mr. Winkles abstained from voting due to his employment with Walgreens.*

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

### **1. Santa Rosa County Title I Student Mentoring and Tutoring**



*Motion to Approve was moved by Scott Peden, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.*

*Dr. Scott abstained from voting due to her employment with the University of West Florida.*

**2. Title I School Improvement Fund [1003(a)]**

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

**3. Big Brother/Big Sister of NWFL MOU**

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

**4. SRO Agreement with GB Police Dept.**

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

**5. SRO Agreement with SRC Sheriff's Dept.**

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

**6. Affiliation Agreement - Bay Breeze Nursing & Retirement**

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

**7. MOU FDOE MSP Program**

*Motion to Approve was moved by Jenny Granse, Seconded by Diane Coleman. Motion Passed by a Vote of 4 - 0.*

*Dr. Scott abstained from voting due to her employment with the University of West Florida.*

**8. ESE: SB1108 - PDA: Teaching Students with Disabilities (Online)**

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

**9. Guidelines for Local Assessments**

*Mr. Emerson, Assistant Superintendent for Curriculum and Instruction came forward and explained that as required by law, each district must develop assessments for each course that is being taught and they are*

*to be used to evaluate our teachers. He thanked the board for the two TSA's mentioning they are in place at Russell Elementary School and waiting for their furniture to arrive so they can begin developing the End of Course exams. He also mentioned that we want and will be using teacher groups to help us develop these exams. The assessments will be used for student's grades as well as teacher's evaluations, so we want to make sure teachers feel the assessments are adequate and fair. These exams will require changes in our Pupil Progression Plan.*

*Dr. Scott said she appreciated the e-mail that Mr. Emerson sent out to the teachers explaining what was going to be happening as it pertains to developing these assessments.*

#### **10. Local Assessment Schedule**

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

*The board approved the Local Assessment Schedule 2014-15 as submitted.*

#### **11. Science Lab Waiver for Adult Students**

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

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

*None*

#### **M. Items from Board Members**

*Mrs. Coleman commented on how fantastic the start of school was in the south end of the district. Dr. Scott also commented on how well things went and she thanked our contract services for all they did to get things ready for school, and for getting the students to and from school safely.*

#### **N. Items from Board Attorney**

*Mr. Green notified the board that they will be receiving a report from him which will bring them up to date on the status of current litigation. He reminded them the report will be confidential until the litigation has been settled.*

#### **O. Items from Superintendent**

*The Superintendent mentioned that Mr. Lynn will be putting together a district team to begin looking at the Conflict of Interest requirement and what it means to our employees. This is all over the board, from the classrooms to the athletic fields. We would like the board to appoint a board member to serve on the team and asked if anyone would be interested in serving. Mr.*

*Scott Peden volunteered to work with the team. Mr. Lynn will be in contact with Mr. Peden about the first meeting.*

*Mr. Wyrosdick wanted to publically say that he appreciates keeping communication with the board open. Although the board meets for only a couple of hours a month, it shouldn't discount that they have read and studied every item on the agenda. He appreciates them calling district administrators and him when they have questions about something and holding us accountable. Dr. Scott said she appreciates the staff and the Superintendent answering their questions and being open to discussion about anything on the agenda.*

*The Superintendent called attention to a newspaper interview printed this week where he was asked about school board meeting location and that what was printed was a small part of the total interview and not quite accurate. Certainly, if the board had their meetings in the South end of the district, the North end would be at a disadvantage and consequently, if we had meetings in the North end of the district, the South end would be at a disadvantage. Moving the meetings to a different location has never been brought up to him and it would require some re-tooling (cameras/audio/webcast) and adjustment but if the board is interested in moving meetings to other locations, he will be glad to discuss.*

**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 21st day of August, 2014 A.D.*

SCHOOL BOARD OF  
SANTA ROSA COUNTY

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*Chairman of the Board*

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*Superintendent and Secretary*