

**Santa Rosa County
School District**



"A Tradition of Excellence"

Judson C. Crane
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October 23, 2014

Mr. Tim Wyrosdick
Superintendent of Schools
5086 Canal Street
Milton, FL 32570

Dear Mr. Wyrosdick,

In compliance with School Board Policy 7.70, approval is requested for payment in the amount of \$10,512.50 to Playground Music Center. Funds were approved and budgeted for this purpose, however the items were ordered and received prior to issuance of a purchase order, as detailed in the attached letter, and board approval is required for disposition of this matter.

Sincerely,

Judson C. Crane

JCC/bg
Attach: 2

DISTRICT 1
Diane Scott

DISTRICT 2
E. Hugh Winkles

DISTRICT 3
Diane Coleman

DISTRICT 4
Jennifer Granse

DISTRICT 5
Scott Peden



Michael A. Thorpe
Principal

MILTON HIGH SCHOOL

5445 Stewart Street
Milton, Florida 32570
850-983-5600
FAX 850-983-5610
<http://www.santarosa.k12.fl.us/mhs>

Laura Austin
Assistant Principal

Chad Rowell
Assistant Principal

Benjamin West
Assistant Principal

Alexander Timmons
Dean of Students

Kelly Gillis
Dean of Students

October 3, 2014

Dear Mr. Wyrosdick and Honorable School Board Members,

I am writing this letter as an explanation to an event that transpired involving matching instrumental funds and School Board Policy 7.70. On September 24, I had a conversation with Mr. Jud Crane where he explained to me that the manner in which we secured musical instruments using Milton High School Band Parent Association funds and the school district's matching funds was not done in the appropriate order. It was never my intention to break School Board Policy and I have made a strong effort to correct this practice and communicate effectively with the other high school band directors in our school system regarding the appropriate procedure. But I would like to give you an account of the situation where we innocently violated School Board Policy 7.70.

The Milton High School Band Program is very fortunate to have experienced tremendous growth over the past few years. With this incredible growth has come many additional needs, including new instruments. Once our band enrollment was predicted back in mid-May, we realized that we had more students in our tuba section and percussion section than we had instruments to provide. At the June meeting of the Milton High School Band Parent Association (MHSBPA), they decided that they would work to raise much needed funds as opposed to not giving students the opportunity to participate in the marching band. At this point, we began our instrumental funds drive in the community and through the MHSBPA's membership in the Santa Rosa County Chamber of Commerce.

The MHSBPA was in the process of securing a 5-year lease-to-own contract with Playground Music during the month of July as band camp was quickly approaching. They were also checking with local banks about taking out a loan to pay for the instruments. Once Band Camp started, there were 6 students who didn't have school-owned instruments to use. Then on the actual day that we were going to sign the lease and order the instruments, I contacted Mr. Emerson's office to ask if there was anything that the school district could do to help us in this unique situation. Mr. Emerson informed me that the Superintendent understood the growth needs of the high school band programs and had committed to matching the funds raised by the Booster organizations for instruments. I met with the MHSBPA Board members that same evening and we decided to forego the 5-year lease-to-own program since they believed they could reach their goal in a few upcoming weeks (a total of \$21,025). In checking with Mr. Emerson, we believed that since the school district's portion was below the required \$12,500 quote amount, that it shouldn't be a problem. The instruments were ordered and arrived a week later during our 2nd week of Band Camp. On Sept. 9, the Milton HS Band Parent Association wrote a check to Playground Music in the amount of \$10,512.50 to pay for half of the instruments. Upon receipt I sent the receipt/invoice to Mr. Emerson, who then released the matching funds into my 907093 County Funds. I proceeded to get the other half of the bill paid using these matching funds. It was on September 24 (per the conversation with Mr. Crane) that I discovered I had innocently violated School Board Policy 7.70.

Again, it was never my intention to break any school board policy, but only to find a way to get the much needed instruments in the hands of our kids. I honestly believed that we were doing everything the correct way and have since found myself serving to make sure that my colleagues don't find themselves in the same predicament. I believe that through this process, I have been better educated to the role of the purchasing department, purchase orders, and encumbering funds. I also believe that we have

developed a good plan for how to secure these matching funds without violating school board policy in the future. It is my desire that the School Board will release these funds so that we can finish paying for these instruments and move on to our next challenge. If you need any additional information, please don't hesitate to contact me on my cell phone at 850-324-9768. Thank you.

Gray Weaver

Milton HS Director of Bands