

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**November 18 2014-1:00 PM**

**A. Call to Order and Roll Call**

*The School Board of Santa Rosa County met in regular session at 1:00 p.m. with the following members present: Dr. Diane Scott, Chairman, Mr. Hugh Winkles, Vice-Chairman, Mr. Scott Peden, Mrs. Jennifer Granse and Mrs. Carol Boston. 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 asked Mr. David Johnson to lead us in prayer and the Pledge of Allegiance to the Flag. She extended a welcome to Mrs. Boston. Mrs. Boston is our new board member, District 3 and this is her first board meeting.*

*Mr. Wyrosdick shared with the audience that we will be conducting several meetings this afternoon. Our regular board meeting will be followed by the board's annual re-organization meeting, followed by a brief Leasing Corporation meeting. At the conclusion of the Leasing Corporation meeting, the audience will be dismissed and the board members will be asked to stay for a closed "executive session."*

**C. Approval of Minutes**

**1. School Board Minutes October 23, 2014**

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

**D. Oral Written Communications**

*None*

**E. Recognitions/Resolutions/Proclamations**

*Mr. Wyrosdick expressed his appreciation to the planning committee for their work on coordinating the Oath of Office Ceremony earlier this morning.*

**1. American Cancer Society Relay for Life Thank You Presentation**

*This recognition has been postponed until the December School Board Meeting*

**2. Recognition of Santa Rosa Correctional Institution**

*Debbie Anderson and Kelly Allen came forward to recognize the Santa*

*Rosa Correctional Institution. Mrs. Anderson stated that our relationship with them began at S. S. Dixon Primary years ago when the school asked for their help in laying over 5,000 bales of hay to build their first fundraising maze.*

*The Correctional Institution has been instrumental in completing numerous projects throughout our school system. They have completed projects and worked hours at the following schools: Bagdad Elementary, 40 hrs., Oriole Beach Elementary, 16 hrs., Sims Middle School, 202 hrs., Dixon Primary, 45 hrs., Chumuckla Elementary, 108 hrs., Pea Ridge Elementary, 42 hrs., Jay Elementary, 112 hrs., and Locklin Tech Center, 9 hrs. Mrs. Allen showed pictures of many of the projects, such as some amazing murals, painting projects and landscaping. She said it was about much more than just community service, it was about students and how much they cared about making the schools better places.*

*They asked Warden Richard Comerford, the Santa Rosa Correctional Institution CI Work Squads, Lt. R. Marinin, Ofc. J. Priddy, Ofc. R. Cash, Ofc. H. Robinette, Ofc. R. Nelson, Ofc. K. Brantley, Ofc. J. Nidini, and Ofc. C. Myers to come forward. They were presented with a small token of our appreciation. Dr. Scott thanked them for the wonderful role models they were for our students.*

**F. Public Hearing**

*None*

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

*Board approved all Administrative Agenda items H. 1,2,3, and 4 as submitted below.*

**1. Human Resource items**

- a. Unpaid Leave and Out of State Temporary Duty
  - b. Human Resources Administrative Agenda
  - c. Substitute Teacher & Ed Support Substitute Lists
  - d. Annual Fire and Life Safety Inspections 2014-2015
2. Curriculum/Instruction Items
- a. Student Transfer Requests
  - b. Suspensions
  - c. School Volunteers
  - d. Business Partnership
3. Financial Items
- a. Monthly Financial Statement, Bills/Payroll for July 2014
  - b. Monthly Financial Statement, Bills/Payroll for August 2014
  - c. Budget Amendment #15/01, Bills and Payroll, and Monthly Financial Statement for September 2014
4. Administrative Operational Items
- a. Facility Use Requests
  - b. Facility Use of Munson School
  - c. Field Trip Requests

### ***Action Agenda***

- I. Administrative/Operational Recommendations- Joey Harrell, Assistant Superintendent for Administrative Services
  - 1. Southern Management Quarterly Report

*Steve Sport, Southern Management came forward to present the Custodial quarterly update. He began with the average scores for the Pre-K & Elementary Schools, Middle & Intermediate Schools and Vocational & High Schools, which ran from 3.13 to 3.25.*

*In light of the concern about Enterovirus, Mr. Sport reviewed the preventative measures they are using to combat the spread of the virus within our schools. They are wiping down tabletops and desk tops, wiping*

*door knobs and high contact areas; using disinfectant instead of hard surface cleaner and using disinfectant foggers once the virus has been confirmed by a physician.*

*Dr. Scott asked how long before a classroom can be used again after they use a fogger. He responded the classroom can be used the next morning.*

*Mr. Sport reviewed their winter clean-up process of trimming trees, pruning hedges, edging sidewalks, removing leaves and thorough weeding of our facilities. He showed a couple of pictures of fence lines and the trimming and edging they are doing.*

*There was a brief discussion regarding the waxing of gym floors and the use of oil based wax vs. water based wax. Oil based wax requires up to 5 days of drying time which is almost impossible for a gymnasium. Southern is going to use a water based wax and report back to the board on how the floors hold up.*

*The Superintendent and Dr. Scott together with Mr. Sport presented Ms. Celia Lewis, with a certificate of appreciation as Southern's Employee of the Quarter.*

## **2. DAG Architects Agenda Items**

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

*The board approved the following change order:*

### *Change Orders*

*1. Existing Structural Steel Column Reinforcement. - \$1,466.00*

*2. Reroute existing sanitary line to connect with new plumbing system - \$646.00*

*Total (Change Order No. 1) \$2,112.00*

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

## **3. Pinder Martin Agenda Items**

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

## **4. Schmidt Consulting Agenda Items**

*The board reviewed the status of Gulf Breeze High School HVAC Renovation Phase I and Phase II.*

**5. Direct Purchasing Change Orders**

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

*The board approved the following Direct Purchasing 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 Phase I*

*\*A. E. New Jr. \$33,618.43*

*>Gulf Breeze High School - Chiller Plant Phase II*

*\*A. E. New Jr. \$2,023.50*

*>Hobbs Middle School - Kitchen/Cafeteria/Bus Ramp/Parking*

*\*A. E. New Jr. \$40,901.28*

*>King Middle School - Kitchen/Cafeteria*

*\*A. E. New Jr. \$958.50*

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

**1. Human Resource Action Agenda**

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

*The board approved the revision in the Human Resource Procedure Manual as recommended by the auditors. This is not a change in procedure. Our current procedure is being stated in policy.*

*C12. Monitoring of Data Changes Within Human Resource System*

*The Human Resource change log identifies changes made within the Human Resource system. A change log report is always available upon request. At the end of each fiscal year the change log report is saved*

electronically and is available as needed. Human Resources receives a monthly report from Payroll of all manual/void/refund checks. Human Resources receives a monthly report from Payroll of all manual changes made to employee leave amounts (via screen #3,10).

**2. TASC Renewal**

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

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

**1. Alternative Placements**

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

*The Chairman asked if there was anyone in attendance who wanted to address the board regarding any of the alternative placements. There was no response.*

*The board approved the alternative placements as presented.*

**2. Title III, Part A: English Language Acquisition 2014-15**

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

**3. Head Start Continuation Grant Synopsis for Mar.2015 - Feb. 2016**

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

*Mr. Wyrosdick explained this is the last one year grant cycle. This grant period begins in March 2015 and goes through Feb. 2016. After February, 2016 we go into 5 year cycles.*

**4. Head Start Transportation Waiver Request for Mar. 2015 - Feb. 2016**

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

**5. Early Head Start/Head Start Monthly Report for October 2014**

*The board reviewed the Early Head Start/Head Start Monthly Report for October, 2015*

**6. Add-on Certification for Athletic Coaching Endorsement**

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

*Mr. Wyrosdick asked Mr. Hinote, Director of High School to come forward and give the board an update on this Add-On Certification for Athletic Coaching Endorsement.*

*Mr. Hinote explained that it has become progressively more difficult to get people to coach at the High School level. Members of the community and some of our Ed. Support staff are willing to get involved, however they must take 9 hours of courses to meet state certification requirements if they don't have a teaching certification. Working with Vickie Beagle, they have put together inservice courses so that potential coaches can get their required courses without it costing them a great deal. The only thing they would have to buy is a textbook.*

**7. Winter Athletic Schedules - High School 2014-15**

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

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

**1. Updates for HR Filing System**

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

*The board approved the request from the Human Resource Department for \$17,000 to update their filing system and make it more accessible to the HR staff.*

**M. Items from Board Members**

*Mr. Peden congratulated and welcomed Mrs. Boston to the board. He also thanked the staff and administrators for their support over the past 4 years and is looking forward to continuing his work on the board for the next 4 years.*

*Mrs. Boston thanked everyone for their support and said it is an honor to be here and she is looking forward to working with the board.*

*Mr. Winkles shared with the other board members he recently attended a meeting with Central School regarding their locker rooms. The monies were budgeted for the badly needed renovations but we failed to get to the project. He asked Joey if he could bring the board up to date at the next meeting in regards to the design and our future plans to take care of this need.*

*Dr. Scott said it was hard to believe that we have made it past Veterans Day already this school year and she enjoyed attending a lot of good events to celebrate our Veterans. She thanked everyone for their support during the past 8 years she has been on the board and is looking forward to the next 4 years. Dr. Scott congratulated Mr. Peden for his re-election on the board.*

**N. Items from Board Attorney**

*None*

**O. Items from Superintendent**

*Mr. Wyrosdick wanted to express his appreciation to Dr. Scott for her service this past year as the Chairman of the Board. He appreciates her flexibility and willingness to work with him and looks forward to 2015. He also wanted to welcome Mrs. Boston aboard as she joins our family of educators, encouraging her to call on them when she needed anything.*

**1. Memorandum of Agreement between 90Works and the Santa Rosa County School District**

*This Memorandum of Agreement between 90Works and Santa Rosa County School District is to continue to work collaboratively to implement the Florida KidCare program, an insurance program for children birth through the age of 18. This agreement has been in place, however due to a recent name change we are revising the agreement to reflect the new name.*

**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 18th day of November, 2014 A. D.*

SCHOOL BOARD OF

SANTA ROSA COUNTY



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*Chairman*

*ATTEST:*

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*Superintendent and Secretary*