MEETING MINUTES SCHOOL BOARD OF SANTA ROSA COUNTY October 22, 2015-9:00 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. Jennifer Granse, Vice-Chairman, Dr. Diane Scott, Mr. Scott Peden and Mrs. Carol Boston. Mr. Winkles, Chairman was not able to attend. Mrs. Granse will act as Chairman this moming. 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. Buddy Hinote and Mr. David Johnson led us in the Pledge of Alliance to the Flag and in a moment of silence.

Mr. Wyrosdick shared with the audience this is Mr. Hinote's and Mr. Johnson's last school board meeting as they both are retiring this month. He expressed his appreciation to both of them for their loyalty and hard work for the school district and our students. They will certainly be missed.

C. Approval of Minutes

School Board Meeting Minutes Sept. 22, 2015

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

D. Oral Written Communications

None

E. Recognitions/Resolutions/Proclamations

1. Family and Community Involvement Winner

April Martin, Director of Elementary Schools came forward and introduced Brenda Dwiggins, Assistant Principal of Pea Ridge Elementary School. Mrs. Martin was very proud to recognize Pea Ridge Elementary for being one of the two regional winners of the Florida Department of Education and the Florida Parent/Teacher Organization "Family and Community Involvement Award." Ms. Dwiggins introduced her PTA President, Danyelle Banter and the Vice-President, Yazmin Brammer who accompanied her to the conference where they received their award.

Ms. Dwiggins explained the Science Explorium they had last October which involved all students K-5. It was project based learning using interactive experiments and data from 5th grade Discovery Education. On the night of the event they had 142 parents, 171 students, 23 community partners, such as Anchor, Tameco, BETA, Rotary and 9 staff members in attendance. She feels the activities that were scheduled before and the night of the event was a major part of why their students scored well in science.

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 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 Diane Scott, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

The Board approved the Administrative Agenda Items H. 1, 2, 3 and 4 as submitted.

- 1. Human Resource items
 - a. Human Resource Administrative Agenda
 - b. Leaves and Out of State Temporary Duty
 - c. Annual Comprehensive Fire and Life Safety Inspections 2015-2016
- 2. Curriculum/Instruction Items
 - a. Suspensions
 - b. Student Transfer/Reassignment Requests
 - c. Business Partners
 - d. School Volunteers
- 3. Financial Items
 - a. Monthly Financial Statement for July, 2015
 - b. Monthly Financial Statement for August, 2015
 - c. Bills and Payroll for July and August 2015
- 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
 - 1. Surplus 102215

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

Exceed the Limit 102215

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

3. DAG Architects Agenda Items

Motion to Approve was moved by Carol Boston, Seconded by Diane Scott. Motion Passed by a Vote of 4 - 0.

The board approved Phase 2 of Navarre High School - Football/Baseball Concession Building as submitted.

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

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

The board approved the Phase 2 documents as presented for Santa Rosa Adult Office/Record Storage Addition.

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

The Board approved the following change order:

Central High School -

Gymnasium HVAC Replacement, Covert Existing Weight Room

into new Locker Rooms/Toilet/Shower Room Addition/Relocate

Existing Weight Room (to existing boys and girls locker rooms)

- 1. Fumish and install approximately 100 LF of 30" round spiral duct, additional grills and required painting: \$16,982.00
- 2. Credit for the installation of fabric duct: (\$4,153.00)
- 3. Electrical Changes (remote conduit) per drawing E211: \$4,560.00 Total \$17,389.00

4. Pinder Martin Agenda Items

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

The board approved the Milton High School Energy Upgrades of the Social Studies and Language Arts Wings which included Twenty three classrooms and support areas. They removed and replaced exterior walls, windows, doors, ceilings, insulation, lighting, etcetera in order to bring wings up to acceptable energy standards and replace the existing storm drainage system.

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

5. Schmidt Consulting Agenda Items

Motion to Approve was moved by Diane Scott, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

The board approved the Phase III Construction Documents for Milton High School HVAC Renovation Phase A as submitted.

The board reviewed the status of the current Schmidt Consulting construction projects.

Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

The board approved awarding the bid for Gulf Breeze High School HVAC Renovation Phase III to A. E. New, Jr., Inc. as the lowest and best at \$1,156,000.

6. **Direct Purchasing Change Orders**

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

*Central School-Gym/HVAC/Locker Room
A. E. New Jr. \$130,878.59
*Gulf Breeze Middle School - Kitchen/Cafeteria
A. E. New Jr., \$51,048.67
* Holley-Navarre Middle School - Kitchen/Cafeteria
Jack Moore & Company \$23,282.46
*Navarre High School - Technology Lab
A. E. New Jr., \$947.64

7. Growth Management

All slides used in this presentation may be viewed at:

at

http://santarosa.novusagenda.com/agendapublic/CoverSheet.aspx? ItemID=2500&MeetingID=91

This item was addressed later in the meeting since Mr. Boles' flight did not arrive at the expected time. Gene Boles is a Senior Fellow and Project Coordinator for the Center for Building Better Communities at the University of Florida. At the June 11, 2015 meeting the Board approved Phase 2 of the partnership with the University of Florida for the development of a School Facilities Planning "Geodatabase" and assistance in the application of the Geodatabase to school planning decisions.

Superintendent Wyrosdick began by introducing Gene Boles' presentation. Mr. Boles is here to present a growth management "Geodatabase" tool that he has been working on with Assistant Superintendent Joey Harrell to project growth in our district. Mr. Harrell thanked the School Board for allowing Mr. Boles to partner with the District on this huge endeavor.

Mr. Boles shared some of his background. Even though he is associated with the University of Florida he is not a professor; he considers himself a planning director and his approach is from the local government perspective. He has worked with several Florida school districts over the years and has served as advisor to Alachua County which is similar in size (number of students) to Santa Rosa. Mr. Boles has also worked with Walton County which is similar geographically to Santa Rosa (significant south end population) and coastal geography.

In 1985 when the Growth Management Act was adopted schools were intentionally left out; in 1996/97 legislation was enacted that schools had to enter into an inter-local agreement with local governments on how they would site schools. In 2005 school concurrency (having facilities in place before development takes place) became mandatory.

Mr. Boles emphasized that while he will be using a lot of numbers in his presentation today, he is not here to talk about numbers specifically - they change constantly; but they do frame the picture. How do we build a community we can live in? We are talking about linking residential development to school capacity. Schools are a critical part of infrastructure; as a community grows we need brick and mortar schools in the right places. As a community grows it translates to enrollment. We are talking about brick and mortar (schools) to brick and mortar (houses). This is the relationship we need to understand.

School planning and community development are a synergistic concept; should not be antagonistic. Small and mid-sized school districts don't always have a good way to manage data; we will be putting in place a Geographic Information System (GIS). The county has this and will be the repository for most of this data; it is designed for the purposes of school planning and school capacity. GIS is a spreadsheet attached to a map; the slide Mr. Boles used showed layer upon layer of information. GIS is a powerful technology tool that can manage millions of pieces of data.

We have Educational Service Areas (north, central, and south) as well as attendance zones. Mr. Boles shared information on the number of parcels (95,268) and address points (113,084) as well as a breakdown on the number of dwelling units - 53,605 single family, 9,066 mobile homes; 2,303 condominiums; and 4,342 multi-family. This is a lot of data - what is it telling us? Two key pieces of information are the number of parcels held by the property appraiser and address points; the GIS shows a development pattern. Student addresses are "geocoded" to address layers; this includes the type of dwelling by service zone. The number of students per dwelling type may vary by service area. A large database is better; when using the Student Generation Multiplier (projecting student enrollment from proposed residential development) we usually average unless there is a significant difference between areas.

Board member Dr. Diane Scott asked if the August numbers Mr. Boles used, specifically Pre-K, are students actually enrolled or if they are eligible students. Mr. Boles referred the question to Santa Rosa staff who responded that the number represents students who were enrolled on that date. Mr. Boles pointed out that these numbers can be reassessed at any time and are used for projection purposes only but they do remain remarkably consistent.

Mr. Boles went on to share that one of the perplexing elements that came out of 2005 legislation was the requirement that school capacity be matched to school enrollment based on the use of COFTE (Capital Outlay Full Time Equivalent). Mr. Boles presented a chart showing this. The last three years of enrollment become the basis for the next ten years of projections. This is a lagging indicator; we really need to base it on residential development not on enrollment history. He then showed comparison charts of COFTE enrollment projections by grade level. COFTE does not allow for differences in projection numbers within different areas of the district.

Superintendent Wyrosdick pointed out that using the GIS tool enrollment projections could be amalgamated to differentiate between the type of dwelling (single family, multi-family) as well as the location of the dwelling.

Mr. Harrell stated that it's important to keep in mind that the capacity number shown on these charts is a district wide number, you don't get to pick and choose where those empty spaces are - they may be in an area of the district that cannot be utilized. Empty space at the north end of the county will not help us in the south end - we have to keep a "district mentality."

Mr. Boles reiterated that COFTE is a lagging indicator, if things go along smoothly you may be able to use COFTE enrollment projections but looking at our comparisons it did not work well for us – particularly during the recession.

The next chart showed a projection of student population over the next 25 years based on residential development (annual increase of 1%). This shows a high growth rate but gives us a sense of what we see happening. The county and the city of Milton have to use the 1% annualized growth curve for the comprehensive plan. He then reviewed a bar chart showing increases by year in the last 15 years (2000-2013) of residential units built district wide; data is not complete at this time for 2014. The years 2000-2007 showed an annualized growth rate of 4.8%; when the recession came in 2008-2013 our annualized growth rate decreased to 1.1%. He went on to compare the COFTE projection with a 1.1% growth trend and a 1.6% growth trend.

The question is - will Santa Rosa return to the growth rate we had prior to the recession? Mr. Boles clarified that a projection is not a prediction but a set of assumptions that will show a result. When we get out to 2030 or 2040; these are simply projections based on assumptions. We want to become more knowledgeable about development activity that is taking place. By working with local government (building permits, etc.) we should be able to make a very good five-year projection.

Mr. Boles talked about student projection based on enrollment history as well as building activity; using COFTE the student projection is actually under estimated. He also noted that the projection varies from one area of the district to another (north, central, south). Board member Jennifer Granse asked if the total capacity given is actual student seats. Mr. Harrell responded that you can't go precisely by the number of seats; it depends on what programs are in place at that specific school site. For example, an elementary school may have reading or math intervention programs that would normally house eighteen to twenty-two students but are being used for a lower number of students. Mr. Harrell stated that he is working closely with Bill Emerson to find out how many classrooms are being used for those types of programs. He

emphasized that it's not that the schools are misusing space; these are required programs. Superintendent Wyrosdick added that this is an example of an instructional delivery program surpassing what the building was designed for and it's intended use. He also mentioned that each area of the district is unique (north, central, and south) but Mr. Emerson has worked to ensure that the programs are generally consistent district wide with the same instructional delivery/design to see how the programs are playing out and how it relates to COFTE. Mr. Boles stated that the take away from this should be that if we grow at a 1.6% rate, in ten years we will be at capacity at all grade levels.

Mr. Boles then shared twenty-year student enrollment projection charts by grade level which compared the 2015 COFTE, 1% growth prediction, 1.6% growth prediction, and actual enrollment, with total capacity.

Mr. Boles' next slide addressed numbers in each service area of the district based on August 2015 enrollment as well as the five-year facilities plan in terms of capacity. The north end (ESA1) of the district is at low capacity with low anticipated growth; the central area (ESA2) is at 84% capacity; and the south end (ESA3) is at 93% utilization. Superintendent Wyrosdick pointed out that each of these service areas span all the way from east to west; so while we may have low capacity in the eastern section, we may be at full capacity in the western section of a service area. Mr. Boles added that the value of this tool is that it can be used in many ways based on geographic data.

Mr. Boles presented slides showing the residential/student data for the south end of the district (ESA South) which is the service area that is closest to capacity at this time and is considered a "contained" area. Since students don't typically travel from the north end to the south end to attend school he feels it's important to look at the max build out for that specific area. In addition to the 30,000 existing residential units, there is a potential for 6,800 single family lots which would only require a building permit. If developable land is built out, there could be an additional 14,824 single-family units OR 14,022 multi-family units; note these are soft numbers but could result in an additional 20,000 students in that service area. Joey Harrell is working with Beckie Cato on a more accurate projection of developable land (removing wetlands, etc.). We are trying to project where these needed schools will need to be and where they can be built in a confined area.

The next graph showed a 1%, 1.6%, and 2% growth rate over a 25-year projection for the south end. We will be at total capacity by the fifth or sixth year; middle schools are already at capacity. Mr. Boles then shared graphs/maps showing projected enrollment/capacity at south end schools by grade level and individual school. He stated that the growth rates shown could very easily occur in this area; projecting growth rates 15-20 years out is difficult but a 5-year plan should be fairly reliable based on development plans known at this time. What you take from this is that we have capacity problems at all levels especially middle and high using any of these trend lines in the south end (or service area). We will continue to work on improving this data by working with the county. Note: Mr. Harrell pointed out a needed correction on Navarre High enrollment which results in 96% capacity for that school.

The central area (ESA2) contains 27,019 existing dwelling units and a total of 14,928 students. The development potential is an additional 47,783 single family homes and 12,524 multi-family homes for an additional 39,000 students. This is not as critical since there is not a shortage of land and so Mr. Boles does not use the "build out" method for this area. He did share

capacity/enrollment figures (by grade level) with capacity percentage which is approximately 90% for this area. Using the same growth trend lines (1, 1.6, and 2%) projection graphs show capacity concerns in the second five-year time frame for the central area.

Mr. Harrell pointed out that developers are starting to come in to the area north of Pace as well as Chumuckla and if that development continues growth may increase sharply. Mr. Boles added that due to the availability of land in that area growth is certainly possible. Geographic Information System will allow us to evaluate choices and modify as we move forward by changing boundaries as needed, revising growth rates, etc. GIS will be a great help to us in decision making in the future since it can manage huge amounts of complex, changing data.

Board member Dr. Diane Scott asked Mr. Boles if he had been able to, in his consultation work with other counties, use this data/map to challenge that we have existing capacity to build schools where needed. Mr. Boles responded that it has not been used in this way yet but he is working with a DOE employee on this. DOE has contracted with him to supply a template using this tool. State law used to mandate that COFTE be used for projections; it no longer does but DOE mandates the use of COFTE. Dr. Scott stated that this tool gives us concrete data to support what we already knew.

Assistant Superintendent Joey Harrell came forward and stated that this gives us data to support our position with DOE when we are requesting additional facilities. We first have to look at rezoning; we have done this successfully in the south end in the past. We currently have one piece of property at the south end but need to be looking for another.

Board member Scott Peden asked if this tool could be used to focus on one specific school area (projected lots, student enrollment). Mr. Harrell confirmed the tool could be used in this way and thanked the Board again for allowing this.

Dr. Diane Scott asked if concurrency would be used in the joint meeting with the County Commissioners to identify/negotiate for needed land for school sites. The Superintendent responded that concurrency is very softly defined but he thinks the data we are bringing to the County Commissioners will allow us to develop some common goals in common areas. Access to this kind of good, solid data is new; we will have to look at how we plan to use the data as well as COFTE. He spoke of how desirable and complimentary growth is for our school district—we want growth; we just have to manage and plan appropriately together with the County Commissioners. This can be a win/win for everyone; it benefits all of us and we can be a catalyst for planning good growth. Superintendent Wyrosdick expressed his appreciation to Mr. Boles and Mr. Harrell for their work on this presentation.

J. Human Resource Recommendation-Conni Camley, Assistant Superintendent for Human Resources

1. Human Resource Action Agenda

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

The board approved the administrative appointment of Sean Tomey, Assistant Principal of Gulf Breeze High School, effective October 26, 2015.

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

The board approved the administrative appointment of Colleen Star as Assistant Principal, Pace High School, effective October 26, 2015.

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

The board approved the administrative transfer of Tonya Leeks-Shepherd from Assistant Principal, Gulf Breeze Middle, to Assistant Principal, Avalon Middle School, effective October 26, 2015.

Motion to Approve was moved by Carol Boston, Seconded by Diane Scott. Motion Passed by a Vote of 4 - 0.

The board approved the Administrative Appointment of Alexis Cash as the Coordinator of ESE Programs and Compliance, effective October 26, 2015.

Motion to Approve was moved by Diane Scott, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

The board approved the Director for Labor Relations and Compliance (new) job description as presented.

Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

The board approved the employee disciplinary action as submitted. Suspension without pay effective October 23,26,27,28 and 29, 2015.

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

1. Early Terminations

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

2. Alternative Placements

Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

The board approved the Alternative Placements/Expulsions as presented.

3. Troy Community Spirit Program

Motion to Approve was moved by Carol Boston, Seconded by Diane Scott. Motion Passed by a Vote of 4 - 0.

4. Summer STEAM Camps for 5th and 8th Grade Students

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

The STEAM camps would serve 150 students each and take place in Gulf Breeze, Navarre, Pace and Milton. The camp would last for one week with attendance from 8 am to 12 noon each day. The camp will pose a dynamic problem for students to solve in teams and would allow them to make a hypothesis, conduct scientific testing, record and analyze data, and then draw and summarize their conclusions each day. The camps would utilize kits of small demo satellites that provide students with the opportunity to test a variety of environmental characteristics, such as acceleration, luminosity, and temperature with real time analysis of feedback data. The kits also include the opportunity to use a real satellite in space to conduct research similar to what they do with the demo satellites.

The board was presented with two options. Option One provided for 4 camps at each grade level at a cost of \$175,000.00, while Option two provides for 2 camps at each grade level at a cost of \$131,500.00.

The board approved Option One.

Dr. Scott asked if all students who attend have to be in the gifted program. Mr. Emerson told her they do not. Some are just going to be really interested in Science.

5. 2015-2016 Title I LEA Parent Involvement Plan

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

6. School Improvement Initiative 1003(a) 2015-2016

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

7. Pensacola Bay Center Graduation Contract and Expense Estimate

Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

8. Florida Safe Schools Assessment (Formerly OPPAGA)

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

9. 2015-16 School Improvement Plans and School Advisory Council Rosters

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

Early Head Start/Head Start Monthly Report for August and September 2015 -Review Only

The board reviewed the Early Head Start/Head Start Monthly Report for August and September, 2015.

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

None

M. Items from Board Members

Mrs. Boston appreciates the presentation about growth management. The information is really valuable and she feels we are off to good start on learning how to manage the district's growth.

Dr. Scott requested a status meeting from the Gifted Task Force Committee. Mr. Wyrosdick will ask the committee to bring a report back to the board.

Mrs. Granse enjoyed attending Locklin Tech Center's open house yesterday. She also enjoyed

the bands playing at Milton High School. She said it was awesome. She plans to attend the Science Fair tonight and is looking forward to taking pictures.

N. Items from Board Attorney

1. Private Attorney - Client Session - Discuss Pending Litigation Pursuant to Section 286.011(8), 2014 Florida Statutes

Mr. Green, Board Attorney explained the board needs to enter into a private attorney/client session to discuss pending litigation. The regular board meeting was temporarily adjourned while the Board and Superintendent entered into a shade meeting with Paul Green (general counsel) and a representative of Sniffen & Spellman, P.A., Tallahassee, Florida (special counsel).

The shade meeting was adjourned and the regular board meeting was called back into session.

O. Items from Superintendent

Motion to Approve was moved by Diane Scott, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

The Superintendent mentioned that we heard Mr. Boles earlier in the meeting bringing some valuable information to the table about our county's growth patterns. There are many other detailed tasks and operations he can do for us with this information. However, we are limited by our current contract. Mr. Wyrosdick is seeking approval/permission to allow Mr. Harrell to negotiate expanding our contract with Mr. Boles.

The board approved the request.

Mr. Wyrosdick announced we are tentatively planning a meeting with the County Commissioners immediately after the Board Meeting on January 21, 2016. The board meeting is scheduled to begin at 9:00 a.m. and we are hoping to schedule the meeting/workshop with the Commissioners at 12:00 noon. This is just a heads up and we will share more details as we finalize the plans.

Mr. Wyrosdick mentioned that we are in the process of completing the employee salary adjustments for the 2014-15 and 2015-16 school years in accordance with the We have received the State's school board members salary recommendations for both 2014-15 and 2015-16. The recommendations from the State are based on the county's population and they are below the starting salary for a beginning teacher.

Mr. Wyrosdick asked the board how they wanted us to set their salaries.

The board discussed the issue, stating they haven't taken the State's recommended salary in years. Mr. Peden made the motion not to take the State's recommendation and leave their salaries at the current rate. The board was in agreement with not taking the State's recommended salary.

P. Adjournment

DONE AND ORDERED IN LEGAL SESSION BY THE School Board of Santa Rosa Counthis 22nd day of October, 2015 A.D.
There being no further business the meeting was adjourned.

	SCHOOL BOARD OF SANTA ROSA COUNTY
	Chairman
ATTEST:	
Superintendent of Schools	