

**Santa Rosa County
School District**



"A Tradition of Excellence"

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November 9, 2015

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

RE: PHASE III APPROVAL BY RUFUS PHILLIPS

Dear Superintendent Wyrosdick,

When completing annual Cost of Construction documents, the Department of Education requires an approval date for Phase III construction plans and associated documents. Currently, this is achieved when board approved design professionals submit an item under the Administrative Services section of the School Board Agenda.

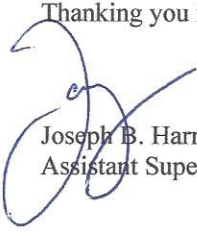
Please note that for major projects, this is never an issue. However, at times this can lead to delays in projects that need to be addressed in a timely fashion and that may not coincide with regularly scheduled board meetings. Florida Statute 1013.38 2(b) allows school districts to perform such duties provided they have a Licensed Building Code Administrator on staff.

Based on the aforementioned statute, I am requesting that the Board approve Rufus Phillips, Building Code Administrator (PBC349), to be permitted to grant Phase III approvals on projects of \$200,000.00 or less.

If approval of this request is granted, I will begin to develop a list of projects that fall under this category and present them to the board on a quarterly basis for their review. I feel that this will help to serve as way of keeping the board informed, while also allowing the department to move forward to meet the needs of our schools in a more efficient and timely manner.

Please feel free to contact me if you should have any questions or concerns.

Thanking you in advance,


Joseph B. Harrell
Assistant Superintendent for Administrative Services

DISTRICT 1
Diane Scott

DISTRICT 2
Hugh Winkles

DISTRICT 3
Carol Boston

DISTRICT 4
Jennifer Granse

DISTRICT 5
Scott Peden