

MEETING MINUTES  
SCHOOL BOARD OF SANTA ROSA COUNTY  
May 24, 2012-9:00 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: Hugh Winkles, Chairman, JoAnn Simpson, Vice-Chairman, Diane Coleman, Scott Peden and Diane Scott. 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. Lewis Lynn led us in the Pledge of Allegiance to the Flag and in a moment of silence.*

C. Approval of Minutes

1. Approval of April 24, 2012 School Board Meeting Minutes

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Scott. Motion Passed by a vote of 5-0.

D. Oral Written Communications

1. Schedule Workshop to discuss "The District 5-year Facility Survey Recommendation"

*The board agreed to schedule a workshop on June 28th at 5:00 p.m. to discuss the District 5-year Facility Survey. The workshop will be prior to the regularly scheduled board meeting which will begin at 6:30 p.m. on June 28th.*

2. FCAT Scores

*Mr. Wyrosdick asked Mr. Emerson to come forward and bring the board up to date on the FCAT scores we received this week. Mr. Emerson stated he was proud of everyone, including students, instructors, parents and the district staff administrators for overcoming many challenges this year with the test. He reviewed the State Ranking and was happy to report that Santa Rosa County came in second place in Grade 3 Reading; third place in Grade 9 Reading; and third place in Grade 10 Reading. Santa Rosa ranked third place in Grade 3 Math, third place in Grade 4 Writing, third place in Grade 8 Writing and first place in Grade 10 writing. He also reported this is the first year we have received End of Course scores in biology and Geometry. Santa Rosa scored fourth place in the state in Biology and third place in Geometry.*

*Mr. Wyrosdick also congratulated our students, teachers, parents, business and community members and our district staff for their hard work in making these scores possible.*

E. Recognitions Resolutions Proclamations

1. Academic Team State Champions

*The FHSAA Academic Team Champion recognition program honors teamwork not only in competition, but in the classroom as well. The program recognizes teams in each of the Association's 22 sanctioned sports and 8 recognized sports, naming an Academic Team Champion in each classification. Santa Rosa is proud to announce that 3 of our high schools are in the top 10 of the overall class winners. GBHS was named #1 overall in the Class 5A Division; Navarre High #3 overall in the Class 6A Division and Jay High School #7 overall in the Class 1A Division. Both Gulf Breeze High and Navarre High were recognized in the top 10 of several individual sports categories with Gulf Breeze finishing 1st place in Class 5A Baseball and Class 3A Boys Track and Field. Navarre finished 2nd in Class 6A Baseball and Softball.*

## 2. Locklin Tech 2012 State SkillsUSA

*Cheryl Smith asked the Principal of Locklin Tech to come forward and help her recognize the following 2012 State SkillsUSA Winners. Jim Sullivan, Welding Instructor at Locklin had a Silver Medalist in Welding Secondary, Alex Rhamstine. Joe Hamel, HVAC Instructor had a HVAC Secondary Gold Medal, John Ragas. Keith Hines, Electricity Instructor won the Region 1 Leader Award and his students, Sidney Catt won a Gold Medal in residential wiring secondary; John Elliff won a Silver Medal in Industrial Motor Controls Secondary; and Dale Blanck, won a Gold Medal in Industrial Motor Controls Post-Secondary. Eric Lewis won a Gold Medal in Masonry Postsecondary and Tom Webster, won the Silver in Masonry Post-secondary. Nicole Pritchett, Pharmacy Tech Instructor had two teams that scored and two students who won Gold and Silver Medals. Emaeth Marshall won the Gold Medal in Medical Math and Catlin Lindsey won the Silver Medal. The team of four, Stephen Leleux, Keith Lisonbee, Shelby Lutz and Schyler Potter won the Bronze Medal in the Health Knowledge Bowl and the team of four, Eric Ainsworth, Brittany Bailey, Rita Jones and Melissa McKinney won the Silver medal in Health Knowledge Bowl.*

## 3. Safety Awards

*Karen Retherford came forward and shared with the board that the Safety Incentive program which ended March 31st is celebrating its 10th anniversary. She brought it to the board's attention that in school year 2001-02 we experienced 120 injuries on the job. This year we have experienced 42 injuries. The Safety Incentive program pays for itself over and over each time we reduce the number of injuries and the related expenses that come with them. She asked the following schools to come forward to receive the Safety Awards. Jay High School had 0 accidents in the last 10 years. Central school met their goals during the last 10 years with 0 accidents in 8 of the 10 years. East Milton Elementary met their goals experiencing 0 injuries during 3 of the last 10 years. Gulf Breeze Middle School had no accidents during 7 of the last 10 years, Navarre High had no accidents during 6 of the 10 years, Santa Rosa High School had 0 accidents during 8 of the 10 years, Santa Rosa Community School had 0 accidents 9 of the 10 years and the Canal Street, PDC and D/P combined met their goals and experienced 0 accidents 5 of the last 10 years.*

## 4. Public Service Announcement Contestants

*Dr. Barber explained that we have 1600 students that qualify for "homeless" educational services. She introduced Shauna Bunch, one of three staff members that service these students. She recognized King Middle students, Isabella Lavinder, Ariel Taylor, Alicia King, Chris Carter and L. J. Sinclair for their work on posters. The posters and a DVD have been made as public service announcements to raise awareness of the homeless situation. Pace High School submitted the winning DVD. The DVD was played for the board and Mrs. Barber asked the sponsor Molly Cobb and her students to come forward. She recognized Jacob Breland, Daniel Cheer, Ryan McBride, Jake Trevino and Ian Wolverton for their work and the powerful message illustrated on the DVD. Copies will be made of the DVD and shown to middle school students.*

## 5. SNA Awards 052412

*Leslie Bell and Mary Jane Dunlop, Florida School Nutrition Association President, made the following presentations and recognized the following Food Service employees. Smart Start Award-Secondary level, Woodlawn Beach Middle School, Manager Linda Colvin accepting; Smart Start Award-Elementary level, East Milton Elementary, Manager Laura Pascoe accepting; Super School Award-Secondary Level, Woodlawn Beach Middle School, Manager Linda Colvin accepting; Nutrition Award-Elementary level, Bagdad Elementary School, Manager Pam Sanders accepting; Nutrition Award-Secondary Level, Gulf Breeze High, Manager Wade Hall accepting; Outstanding Manager of the Year went to Joe Barrow (submitted by Principal Sherry Smith) of Chumuckla Elementary. Innovative Idea Award, Sheila McArdie, Jay High; Biggest Loser Award, Gladys Arauz, Rhodes Elementary; Florida Public Policy and Legislative Award went to Jud Crane, submitted by Stacy Bloodworth at Oriole Beach Elementary; Presidents Gold Recognition went to Marcia Sandord of Holley Navarre Middle*

*School; Presidents Award of Excellence went to Marcia Sanford, Holley Navarre Middle School; Heart of the Program went to Maggie Sones, submitted by Karen Quiroz; Milton High School; the Thelma Flanagan Award went to Goldie Hurley, T. R. Jackson Pre-K.*

F. Public Hearing

1. Request to advertise Public Hearing on 2012-2013 School Choice Plan

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

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 w/ Conditions was moved by Diane Coleman , Seconded by JoAnn Simpson. Motion Passed by a vote of 5-0.

*The board asked to move Item H. 6. Financial Items a. Budget Amendment, Monthly Financial Statement, and Bills/Payroll, March 2012 to the Financial Action Agenda, Item L. Mrs. McCole will update and correct the information previously attached to the agenda.*

1. Human Resource Items

Motion to Approve was moved by Diane Coleman , Seconded by JoAnn Simpson. Motion Passed by a vote of 5-0.

- a. Administrative Personnel Board Agenda
- b. Administrative Personnel Board Addendum
- c. Leaves: Without Pay, Illness In Line Of Duty, Military Leave; Out-Of-State Temporary Duty Requests
- d. Fire and Life Safety Inspections

2. Curriculum/Instruction Items

Motion to Approve was moved by Diane Coleman , Seconded by JoAnn Simpson. Motion Passed by a vote of 5-0.

- a. Student Reassignments/Transfers
- b. Elementary, Middle & High School Suspensions
- c. School Volunteers

3. Financial Items

*Item moved to Action Agenda Financial Items for further discussion.*

4. Administrative Operational Items

Motion to Approve was moved by Diane Coleman , Seconded by JoAnn Simpson. Motion Passed by a vote of 5-0.

- a. High School Field Trip Requests
- b. Facility Use Approval
- c. Use of Religious Venue

### *Action Agenda*

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

##### 1. Exceed the Limit Purchase 052412

Motion to Inform was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*In compliance with School Board Policy 7.70 (2)  
Vantage Learning, P.O. 697582; \$69,950.00*

##### 2. RFP 12-01 Courier Services 05/24/2012

Motion to Award was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*The selection committee for RFP 12-01, Courier Services, ranked the submission by Southeast Courier, St. Augustine, Florida as the top company to be awarded RFP 12-01.*

##### 3. RFP 12-03 Occupational and Physical Therapy Services 5-24-12

Motion to Award was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*The selection committee for RFP 12-03, ranked the submission by Cobb Pediatric, Kennesaw, GA Community Rehab, St. Petersburg FL., Comprehensive Therapy, Marietta, GA and RehabCare, St. Louis, MO as the top companies to be awarded RFP 12-03.*

##### 4. RFB 12-04 Milk 052412

Motion to Award was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*RFB 12-04 Milk was awarded to Butler Foods, Cantonment, Florida as the lowest and best.*

##### 5. RFP 12-05 Multifunction Copiers 05/24/2012

Motion to Award was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*The selection committee for RFP 12-05, Multi Function Copiers, ranked the submission by Berney Office Solutions, Pensacola, FL and Copy Products Company, Pensacola, FL as the top companies to be awarded RFP 12-05.*

##### 6. RFB 12-06 Ice Cream 052412

Motion to Award was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*RFB 12-06 Ice Cream bid awarded to Blue Bell, Mobile, AL as the lowest and best.*

##### 7. Property Inventory Audit 052412

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a

vote of 5-0.

*Due to recent administrative change in the Santa Rosa County School District, a property inventory audit was conducted. As of this date, the following new property custodian has accepted the controlled physical properties at their location:*

*Mr. David Crissey accepted \$322,489.00 of controlled properties located at West Navarre Intermediate School.*

8. Surplus List 05/24/2012

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*Request the School Board declare the property listed to be surplus. No present or future need can be found within the Santa Rosa County School System for these items.*

9. Surplus FS Multiple Transfers 052412

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*Board approved the transfer of surplus materials to the Okaloosa County School District as per their request. 2 Groen Comi Ovens (elec.) and 3 Hobart 6 burner stoves w/oven (elec.)*

10. 2012 FSMC Contract 052412

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*RFP 09-04, Food Service Management Operations, resulted in a one year contract with the option to renew on an annual basis for an additional four years. This is the last year of the contract. Board approved renewing contract for the 2012-13 fiscal year. This amendment has been approved by the Florida Department of Education, Food and Nutrition Department.*

11. Custodial Quarterly Report 052412

*David Howard, Area Manager with Southern Management came forward to present the Custodial Quarterly Update report. He discussed the Quality Control Scores they received from the school and administrative sites reminding everyone that they strive for 3 out of 4 and certainly like the 4's. He mentioned that Southern is gearing up for the summer cleaning. They plan to spend over 34,000 hours in our schools this summer, and will work with each school on their individual summer plan. They have already begun to prepare their equipment and supplies for a smooth transition. He introduced*

*Mike Central who reported he worked with a company that makes finishers, floor care products, and low voc finishes made for the west coast. He explained that Southern will using their X-Coat Nano Floor Finish this summer which has a lower odor , dries faster and is 4x as dense. The board asked how often this finish needs to be applied and he responded they plan on an annual application and maybe a recoat every 6 months for high traffic areas. The product costs a little more, but the extra expense will not be passed on to the school district. Southern recognized their Employee of the Quarter, Mr. Ron Kradel, who has been at Avalon Middle School for over nine years.*

12. Dag Architects

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Scott. Motion Passed by a vote of 5-0.

*Final Construction Payments/Fees  
West Navarre Primary - Kitchen Renovation/Addition  
Larry Hall Construction*

*Approval of DAG's request for release of the remainder of the contractor retainage in the amount of \$56,076.82*

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

13. Pinder Martin Agenda Items

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Scott. Motion Passed by a vote of 5-0.

*Awarded the Holley-Navarre Intermediate - Four Classroom Addition to R. D. Ward Construction in the amount of \$975,000 (with \$5,000 alternate, electrical) total of \$980,000.*

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

14. Direct Purchasing Change Orders

Motion to Approve was moved by Scott Peden , Seconded by JoAnn Simpson. Motion Passed by a vote of 5-0.

*Board approved change orders decreasing the projects payable below due to associated tax savings acquired through direct purchasing.*

*Bennett Russell Elem. - 6 Clsrm Addtn, A. E. New Construction, \$61,779.27*

*Berryhill Elem - 4 Clsrm Addtn, R. D. Ward Construction, \$50,157.55*

*Chumuckla Elem - 4 Clsrm Addtn, Larry Hall Construction, \$100,761.00*

*Gulf Breeze Elem - 6 Clsrm Addtn, R. D. Ward Construction, \$41,546.04*

*Holley Navarre Intermed - Kitchen/Cafeteria, R. D. Ward Construction, \$194,484.48*

*Milton High School - Kitchen/Cafeteria Expansion, Larry Hall Const., \$69,202.61*

*West Navarre Intermed - 5 Clsrm Addtn, Hewes & Company, LLC, \$74,555.68*

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

1. Human Resource Action Agenda - 05/24/2012

Motion to Approve was moved by Diane Scott , Seconded by JoAnn Simpson. Motion Passed by a vote of 5-0.

*Dorsey, Shana, from Assistant Principal, Dixon Intermediate, to Assistant Principal, West Navarre Intermediate, effective June 13, 2012.*

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

*Job Descriptions:*

*Instructional Television Specialist (Revision)*

*Teacher on Special Assignment for Literacy (New)*

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

*Human Resource Procedures Manual (HRPM) Revisions*

2. Wellness Program Review

*Mrs. Retherford reviewed a powerpoint presentation from both Virgin Healthmiles and BlueCross BlueShield of Florida in regards to the status of our Wellness Program. She reviewed graphs showing the increase in participation in the program among our employees and the positive steps that have occurred. The Wellness Initiatives consist of, Virgin Health Miles Program, Site Physical Activity*

*Programs, Site Wellness Educational Programs, BCBS On-Line Wellness Educational Presentations, BCBS Bio-metric Screenings, BCBS Personal Health Assessments. The BCBS presentation reviewed the percentage of employees who are at-risk in areas such as (Healthy Lifestyles - Drinking/Driving, Alcohol Consumption, Tobacco Use); (Mental Wellness - Stress, Depression); (Nutrition & Physical Activity); (Diabetes and Cholesterol); and (BMI and Blood Pressure). Mrs. Retherford reviewed the Risk Reduction Plan consisting of: Annual Bio-metric screenings, annual personal health assessments, Virgin Health Miles Program, on-line learning programs on topics such as weight management, nutrition, exercise, heart disease, diabetes, etc., on-line lifestyle improvement programs on topics such as exercise, nutrition, weight management, smoking cessation, emotional health, on-site walking programs, on-site or area weight loss programs, on-site wellness education workshops, monthly BCBS Better You from Blue Health and Wellness Newsletter, and promotion of BCBS programs and resources (Health Dialog, Next Steps, and WebMD).*

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

1. Student Alternative Placements -Early Terminations

Motion to Approve was moved by JoAnn Simpson , Seconded by Scott Peden. Motion Passed by a vote of 5-0.

2. Student Alternative Placements/Expulsions

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Scott. Motion Passed by a vote of 5-0.

3. Contract with K12, Virtual Instruction Program provider

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

*Annual contract between the Santa Rosa County School Board and K12, Inc., the virtual provider for our district's Virtual Instruction Program.*

4. Workforce Escarosa, Inc. Youth Services/Wia 2012/13

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

5. DVE 768 Career and Adult Education Program/Facility Needs

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

6. CDAC, Inc. Contract Services for Crisis Prevention Services at High Schools 12/13

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Scott. Motion Passed by a vote of 5-0.

7. Children's Home Society, Inc. Contract Services for Family Intervention Resource Services 12/13

Motion to Approve was moved by JoAnn Simpson , Seconded by Scott Peden. Motion Passed by a vote of 5-0.

8. Lakeview Center, Inc. Contract Services for School-Based Mental Health 12/13

Motion to Approve was moved by Diane Coleman , Seconded by JoAnn Simpson. Motion Passed by a vote of 0-0.

*School Board funds requested in the amount of \$393,641.00*

9. SEDNET Project Annual Grant Application for Department of Education Funds 12/13

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

10. Invoice for Learning Academy First Semester 2011-12

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*Invoice for students referred to the Learning Academy after the October 2011 FTE count in the amount of \$35,461.68 in accordance with the contract between Santa Rosa County School Board and The Learning Academy.*

11. Rate change for Early Learning Coalition

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Scott. Motion Passed by a vote of 5-0.

12. 2012-2013 School Year Calendar revision

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

13. Exam Schedule 2011-2012 (High School)

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

14. Fees- student fees for 2012-2013 (High School)

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

15. PE/HOPE waiver

Motion to Approve was moved by JoAnn Simpson , Seconded by Scott Peden. Motion Passed by a vote of 5-0.

*Navarre High School incoming 9th grader PE/HOPE waiver granted due to student's current medical condition and diagnosis.*

16. Pre-approval trip request - JHS

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

17. Project Graduation

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

*Approval of request for Project Graduation Buses:*

*GBHS \$1,050.00*

*JHS \$ 237.50*

*MHS \$ 600.00*

*NHS \$1,200.00*

*PHS \$ 900.00*

*Total \$3,987.50*

18. Travel increase Request

Motion to Approve was moved by Scott Peden , Seconded by JoAnn Simpson. Motion Passed by a vote of 5-0.

*Wende Brewer, School Psychologist, - current cap is \$1,450 - increase \$300.00 due to an extensive amount of required travel.*

19. PreK Program

*The board reviewed the Early Head Start/Head Start Monthly Report for April 2012*

L. Financial Recommendations – Susan McCole, Assistant Superintendent for Administrative Services

1. Budget Amendment, Monthly Financial Stmt., and Bills/Payroll March 2012

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a vote of 5-0.

*This item was moved from earlier in the agenda (Item H. 6. a.) to give Ms. Susan McCole the opportunity to bring the board up to date on the latest figures in fund balance and explain a correction in the Monthly Financial Statement for March, 2012. Ms. McCole asked the board members to change the total figure on their Financial Statement Page 4. Average Monthly Expenditures to \$3,301,551.87. The original formula on the Monthly Financial Statement for the month of March 2012 was in error. The corrected figure has been posted on the website.*

*She also used this opportunity to bring the board up to date on the current fund balance. The figure \$7.9 million was as of March, 2012. As of this morning, we have a 5.39% fund balance which is approximately \$8.7 million.*

M. Items from Board Members

1. 2012 Value Adjustment Board

*The Santa Rosa County School Board is required by Florida Statute 194.015 to appoint two members to serve on the Value Adjustment Board annually. One has to be a school board member and the other a citizen of Santa Rosa County who also is a commercial business owner in the county. Mrs. Coleman volunteered to serve this year as a board member. Mrs. Scott nominated Mr. Rob Williamson, to serve as the business owner. Mr. Williamson served last year and has agreed to do so again this year.*

N. Items from Board Attorney

*None*

O. Items from Superintendent

1. House Bill 1205, Drug-Free Workplaces

Motion to Approve was moved by JoAnn Simpson , Seconded by Scott Peden. Motion Passed by a vote of 5-0.

*House Bill 1205, Drug-Free Workplaces takes effect July 1, 2012. The bill amends drug free workplace provisions in Florida Statute 112.0455 concerning state agency employees and Florida Statute 440.102 concerning employers and employees covered under the Workers Compensation Law. Recommendation was approved that we continue the types of testing currently specified in the districts Drug Free Workplace policy and not expand our policy to include random drug screens.*

2. Request for Funding to continue Call out service

Motion to Approve was moved by JoAnn Simpson , Seconded by Diane Coleman. Motion Passed by a

vote of 5-0.

*Funds requested to continue Blackboard Connect call out service at a cost of \$73,386.50.*

P. Adjournment

Motion to Approve was moved by JoAnn Simpson , Seconded by Scott Peden. Motion Passed by a vote of 5-0.