

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**January 17, 2017-9:00 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: Mr. Scott Peden, Chairman, Dr. Diane Scott, Vice-Chairman, Mrs. Carol Boston, Mr. Buddy Hinote, and Mrs. Jennifer Granse. 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 Superintendent Wyrosdick lead us in the Pledge of Allegiance to the Flag and in a moment of silence.*

**C. Approval of Minutes**

**1. Approval of School Board Meeting Minutes of December 6, 2016**

*Motion to Approve was moved by Carol Boston, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0. School Board meeting minutes from December 6, 2016 meeting were approved with correction as noted by School Board member Mr. Buddy Hinote.*

**D. Oral Written Communications**

*Superintendent Wyrosdick shared information regarding a bill that State legislators have developed regarding teacher evaluation and assessments with the goal of reducing the number of assessments while increasing the rigor and success for students. The Superintendent has provided some input on the bill through his committee work and requests the School Board to review the bill carefully. It is not everything that we want but it is a step in the right direction. The bill accomplishes some things that we desperately need including reducing the amount of assessments in our schools and empowering local School Boards in regard to teacher evaluations. We can use that as leverage in teacher recruitment/retention issue and teacher shortage in State of Florida. Superintendent Wyrosdick pointed out that there are things within the bill he would like to change and some he would like to hold on to. One point of contention is that the bill provides a paper and pencil option for taking assessments which reduces the amount of time we have for assessments in our schedule; this is a big concern across our district. The Superintendent stated that*

*he would forward a full draft of the bill to the Board this week and asked the School Board to review the bill and make suggestions through FSBA, FADSS and FASA.*

*The Superintendent went on to note that tonight there is a legislative delegation meeting at Santa Rosa Administrative Complex; he will be there to talk about school district needs including addressing growth and growth management flexibility; as well as flexibility for teacher evaluations and reducing the number of assessments. Superintendent Wyrosdick stated that we need to preserve local decision making in taxes; specifically 1.4 capital outlay taxes. This is currently subject to some review but there may be effort to impose further limits including the half-cent sales tax that is collected locally. The Superintendent will be sharing these concerns with our delegation at this meeting.*

## **E. Recognitions/Resolutions/Proclamations**

*Superintendent Wyrosdick introduced Molly Stroud (American Cancer Society Community Manager for Escambia and Santa Rosa Counties) who came forward to present a Certificate of Appreciation to Santa Rosa School District for their effort in Relay for Life. Ms. Stroud spoke of the Superintendent's support over the years and stated that Santa Rosa School District raised over \$48,000 in 2016 for local programs and services.*

*Ms. Stroud noted the top three fundraising schools: S.S. Dixon Intermediate, Gulf Breeze Middle, and Navarre High School, and thanked the School District, School Board Members, and Superintendent for their support.*

*The Superintendent went on to affirm that we have a partnership with the American Cancer Society. This past week Santa Rosa School District renewed its commitment to Relay for Life at the Principals meeting. The Superintendent added that School Board Member Mr. Buddy Hinote is serving in a representative capacity with ACS. Mr. Hinote shared that in the past year he has reflected on ways to give back to the community and decided to give back to the American Cancer Society as they have supported him. He spoke of the fantastic work the ACS does in research as well as providing a facility like the Hope Lodge where he had the privilege of staying after his own bone marrow transplant at UAB. Because of this graciousness Mr. Hinote made a commitment to give back and support American Cancer Society. Mr. Hinote will be serving as event leader at the upcoming Relay for Life on May 19 and encourages anyone who would like to become involved; he would greatly appreciate it and so would the American Cancer Society.*

## **F. Public Hearing**

### **1. Request to Advertise Public Hearing on SB Policy Updates**

*Motion to Approve was moved by Jenny Granse, Seconded by Diane Scott. Motion Passed by a Vote of 5 - 0.  
The Board approved advertising for a public hearing on School Board Policy updates to be held on March 9, 2017.*

## **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, 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 Clifton Hinote. Motion Passed by a Vote of 5 - 0.  
Board approved all Administrative Agenda items H. 1, 2, 3, 4 as submitted below.*

#### **1. Human Resource items**

- a. Administrative Agenda**
- b. Leaves and Out of State Temporary Duty**
- c. 2016-2017 Annual Inspections**

#### **2. Curriculum/Instruction Items**

- a. Student Reassignment Requests**
- b. Suspensions**
- c. School Volunteers**

#### **3. Financial Items**

- a. Budget Amendment #16/02, Bills and Payroll, and Monthly Financial Statement for October 2016**

#### **4. Administrative Operational Items**

- a. **Field Trip Requests**
- b. **Facility Use Requests**
- c. **Religious Venue Request**
- d. **Change of Venue**
- e. **Business Partners**

## ***Action Agenda***

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

#### **1. Surplus 011717**

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

#### **2. RFP 16-07 Diagnostic and Progress Monitoring System 011717**

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

*The Board approved entering into contract negotiation with Performance Matters based on RFP 16-07, Diagnostic and Progress Monitoring System. If unable to reach an agreement, we would go to the number two bidder.*

*Mr. Bill Emerson, Assistant Superintendent for Curriculum and Instruction, came forward to discuss the need for changing. Discovery Education Assessment is leaving the assessment business with this being the last year their product is available. Since we had to find a replacement we did an RFP, looked at several companies, and decided on this one for negotiation.*

*Superintendent Wyrosdick expressed appreciation to the selection committee for their work on this item.*

#### **3. RFP 11-11 Metal Fabrication 011717**

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

*The Board approved the renewal of RFP 11-11, Metal Fabrication-HVAC and Other Mechanical Services, to Gulf Coast Industrial Services and Pensacola Metal Fabrication, for an additional five-year term. The pricing from the original award will remain in effect for the new term agreement. The renewal agreement will expire September 21, 2021.*

#### **4. Food Service Quarterly Report 011717**

*Leslie Bell, Child Nutrition Director with Sodexo, came forward to present the Food Service Quarterly Report, including events/activities from the last quarter and future events that are planned.*

*Ms. Bell began by giving an update on the A-Z Fresh Offerings Program. Each week a different fresh fruit or vegetable item is offered to students throughout the district as we work through the alphabet (A-Z). While students may not like every item that is offered, it is meant to introduce new food items to students. Some new products have been successful including whole grain pumpkin bread as well as "sour" grapes.*

*Food Service is also surveying to find if there has been positive impact from this program; Ms. Bell did not have the full data to discuss at this meeting but hopes to present it at the next quarterly presentation.*

*During the last quarter, the Food Service Department has participated in community events including the Nights of Blessings (donating twenty turkeys for community dinner), the Free Community Health Clinic (donating supplies for beverages for guests attending the free health clinic), and Adopt A Family (staff provided food and gifts for family in need within the community).*

*Upcoming events include National School Breakfast Week (March 6-10) (highlighting how student achievement is linked to a healthy breakfast), and the Future Chef Culinary Competition which is set for March 16 at Benny Russell Elementary. Ms. Bell thanked Superintendent Wyrosdick and Assistant Superintendent Joey Harrell for their support of this activity.*

#### **5. DAG Architects Agenda Items**

*Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.  
The Board approved Phase I documents as submitted for the Chumuckla Elementary Classroom Addition.*

*The Board reviewed the status of current DAG Architect construction projects.*

*Food World Renovation: DAG is in the information gathering stage right now working with Assistant Superintendent Bill Emerson and Director of Human Resources Liz West. DAG is working on as built and*

*alternative layouts; updates will be provided at future School Board meetings.*

*Superintendent Wyrosdick spoke of the possibility of the Food World building being renovated to a two-story building. Owen responded that the building is too low for a two-story building but some of the space (limited amount) may be used for storage. Assistant Superintendent Joey Harrell pointed out that there are costs associated with building up and we want to stay within budget.*

## **6. Direct Purchasing Change Orders**

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

*The Board approved the following change order 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 - Agricultural Lab Addition*
  - *Larry Hall Construction*
  - *\$56,494.45*

## **7. Energy Cost Usage and Savings**

*Superintendent Wyrosdick asked Assistant Superintendent Joey Harrell to share information regarding energy cost usage and savings within Santa Rosa School District.*

*Mr. Harrell shared that Director of Continuous Improvement Sharon Patrick requested information on this as part of the accreditation process. Mr. Harrell pointed out that several years ago when we started looking at utility expenses we could see an increase based on usage although there has been some fluctuation. We wanted to look at how to manage that; several companies have reached out to us and we looked at those processes. The cost associated with this could either be a fixed contract or a percentage of energy cost savings. In order to save this money Mr. Harrell had requested the School Board to entrust the Maintenance Department to look at this; if not happy with those savings could then go out and contract with one of these companies.*

*Mr. Harrell summarized as follows: Back in 2011 the actual usage was 56,018,144 KWh with a cost of \$6.2 million. Average usage from 2012-2016 was 46,382,095 KWh with an average cost of over \$5.2 million. These numbers are based on averages; we did not use weather normalization but did consider rate changes. This represents a cost avoidance of over \$5.4 million dollars from 2012-2016. These are*

*operational dollars saved from a capital outlay expenditure. As we've worked on HVAC systems and thermostats (capital outlay expenses) we are now able to see some of the cost savings.*

*Mr. Harrell went on to say that this has been extremely beneficial to the school district. It's not a Joey Harrell/Maintenance program; it represents our schools buying into the program and the Board allowing us to enact some procedures to get to this number.*

*School Board Vice-Chairman Dr. Diane Scott stated that this is very good to see and noted that this is not money back in our coffers but money that we did not have to spend.*

## **8. Growth Management**

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

*The Board approved the contract with Building Livable Communities, Inc. This is a continuation of what Mr. Gene Boles has been doing with new scopes. We are also using capital dollars instead of operational dollars.*

*School Board Member Dr. Diane Scott noted that the contract calls for an annual meeting; is this similar to the meeting we had last year at Locklin? Mr. Harrell responded that this will be a meeting with the School Board but the School Board may choose to invite other entities to the meeting (such as the joint meeting with Board of County Commissioners held last year at Locklin Technical Center).*

*Superintendent Wyrosdick spoke of how beneficial that work has been for our school district. It has allowed us to leverage our desire to expand our five-year capital outlay plan to include three or four new schools that would have likely been turned down otherwise. Mr. Wyrosdick and Mr. Harrell will be meeting with the Commissioner of Education in a few weeks to present information showing our need for additional schools in a way that links brick and mortar to brick and mortar. We want to be sure they (DOE) understand our growth. This very powerful data allows us to articulate what we need in Santa Rosa County.*

## **J. Human Resource Recommendation- Conni Carnley, Assistant Superintendent for Human Resources**

### **1. Action Agenda**

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

*Best and Brightest memo requesting disbursement of funds for Florida's Best and Brightest Scholarship approved as submitted.*

*Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.*  
*Superintendent Wyrosdick shared information regarding the Human Resource Department's need for a digital archival records management system to provide a more effective system to maintain, search, and provide archival information in a more efficient manner.*  
*Request for Electronic Archival Funds (\$22,000) approved as submitted.*

*Motion to Approve was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.*  
*Superintendent Wyrosdick spoke of the need for an Administrative Intern at Central School (the only K-12 school in Santa Rosa School District). The Administrative Intern would be on an eleven-month contract with need being evaluated each year and would be selected from our Assistant Principal Pool.*

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.*  
*The Board approved the appointment of Ms. Cheree Davis as Assistant Principal at Central School effective January 6, 2017.*

**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 Clifton Hinote. Motion Passed by a Vote of 5 - 0.*

**2. Alternative Placements**

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

**3. Funding Request for Contracted Services**

*Motion to Approve was moved by Diane Scott, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.*  
*The Board approved the funding request for contracted services in the amount of \$700,000.*

**4. Gifted Handbook**

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



*Superintendent Wyrosdick expressed appreciation to the committee for their work on the Gifted Handbook; we are headed in the right direction. Board Vice-Chairman Dr. Diane Scott stated that she appreciates the hard work and is pleased to see universal screening. Dr. Scott asked a question regarding differentiated instruction at the middle and high school levels; it appears that there is a reliance on AP honors and dual enrollment which are not necessarily gifted classes but for talented students across the board. Ashley Flowers, Gifted Program Facilitator, responded that she has met with Assistant Superintendent Bill Emerson and they are working through a plan to provide services (starting next school year) that will be separate of AP, dual enrollment, and honors courses. Hopefully will have something by next Board meeting.*

#### **5. WF Regional Medical Center Affiliation Agreement**

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

#### **6. Pensacola Bay Center Contract and Estimate 2016-2017 SY**

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

#### **7. Head Start Monthly Report for November and December 2016 - Review Only**

*The Board reviewed the November and December 2016 Head Start Monthly Report.*

#### **8. Class Size Compliance Plan**

*Motion to Approve was moved by Clifton Hinote, Seconded by Diane Scott. Motion Passed by a Vote of 5 - 0.  
The Class Size Compliance Plan was approved as submitted.*

*Superintendent Wyrosdick spoke of the unexpected growth in Santa Rosa School District. Assistant Superintendent for Curriculum and Instruction Bill Emerson shared that between Thanksgiving break and the first week back from Christmas break we gained 110 students; we grew 275 students from the first week of school to Thanksgiving.*

*Superintendent Wyrosdick pointed out that this is a double-edged sword; it generates additional revenue (that this year hasn't been prorated) but it hasn't slowed down; this is unprecedented. There are only a few districts across the state experiencing this kind of growth. We believe we are entering into that seven-year growth cycle that we experienced in the late nineties. We have been posturing in preparation for this but when you get to class size compliance it's very difficult to*

*manage. This class size compliance plan (if accepted) will hopefully reduce our penalty. Last year at this time we requested to project more growth and were turned down.*

*Assistant Superintendent Bill Emerson shared that when we came back from break he had to submit FTE for next year; he worked closely with FTE personnel to do that. From last December to this December we grew approximately 950 FTE (in one year's time). This was not predicted by any model; we've grown 300-400 in one year but never 900. We picked a model that would forecast 700 FTE growth; can't recall ever forecasting this kind of growth. Mr. Emerson said it's scary to project this kind of growth; if you come up short you have to pay it back. He's had conversation with Mr. Wyrosdick and Ms. McCole about holding some of that funding until October.*

*Dr. Scott pointed out that the report shows widespread growth; it's not all focused at one school.*

*Mr. Emerson noted that when you get several weeks into the school year it's not always an advantage to create new classes.*

*Superintendent Wyrosdick stated that there are different models; we choose a model that spreads growth appropriately; this should not be a burden on one class.*

*School Board Member Mrs. Carol Boston expressed appreciation for the plan and all that goes into it given the complexity of the situation.*

*Superintendent Wyrosdick mentioned that in next year's budget he would request to set aside some FTE money in case projected enrollment is not met.*

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

**1. Seven Period Day Resolution**

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

*The Board approved Superintendent Wyrosdick's recommendation for a resolution for \$3,000,000 to be reclassified as "committed" in the General Fund. The resolution states that the funds are strictly to be used for the Seven Period Day and adding thirty additional minutes to the Elementary and High schools to be used for instructional time.*

*The Superintendent went on to say that this will not be just added back but will be very prescriptive; we want to up the rigor for our students. If the Board approves, this is the first step pending positive outcome in the*

*legislature this year - specifically local control of the half-cent sales tax, continued local control of capital dollars, and the ability to calculate class size compliance at the school level (rather than classroom level). Some of this would directly affect decision to return to a seven-period day. It's important to use these dollars instructionally.*

*The Superintendent added that the Board can bring the resolution back as unresolved.*

*Dr. Scott commented that it was tough when we experienced bad financial times and had to move to the six-period day; this is a great effort to put it back and restore what we were doing in a strong way.*

*School Board Chairman Scott Peden asked if this would be consistent with all high schools and Superintendent Wyrosdick responded that it's important to be consistent from school to school.*

*Superintendent Wyrosdick went on to say that moving from a seven-period day to six-period day changed many things; in moving back to a seven-period day those things will need to be readdressed (cafeteria and transportation schedules). We can return some things that were taken away (add four credits), technology changes (additional COWS); this is an opportunity to redo and do better.*

*Board Member Mrs. Granse added that she thinks it's exciting that students will be able to take advantage of different offerings with additional time in the day.*

## **M. Items from Board Members**

*School Board Vice-Chairman Dr. Scott asked if other Board members might be planning to attend the Florida School Boards Association Legislative Day and if reservations are needed. Superintendent Wyrosdick responded that his office can reach out for information. He emphasized that Board members' voices in front of the legislature is so important, especially this legislative session.*

## **N. Items from Board Attorney**

*School Board Attorney Mr. Paul Green discussed the closing of the Food World property purchase. We own that property now; will continue to monitor the lawsuit that the sellers' attorneys bring to clear the one exception from the title insurance policy. Mr. Green will continue to monitor this.*

*School Board Member Mrs. Granse asked if anything had been heard about K-Mart closing. Mr. Green responded that he did not know but heard that this particular K-Mart is one of the most*

*profitable store locations. Mr. Green thinks that the K-Mart lease will go to fall of 2017.*

## **O. Items from Superintendent**

*Superintendent Wyrosdick discussed the National STEM Showcase coming up on January 30, 31, and February 1 and encouraged Board members to come to any of these activities they are able to attend. The Superintendent pointed out that we have seventeen states and two countries participating at this time. This will be an exciting opportunity to show how talented our teachers are.*

### **1. Permission to Negotiate for Property at Lyons Drive**

*Motion to Approve was moved by Diane Scott, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.*

*The Board approved Superintendent Wyrosdick's request for permission to negotiate for property at Lyons Drive. This property is adjacent to the administrative services complex and we believe the property would be beneficial in serving our needs.*

### **2. Appraisals for Gulf Breeze Chamber of Commerce Property**

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

*Superintendent Wyrosdick asked School Board Attorney Paul Green to discuss this item.*

*Mr. Green stated that the transaction is different when you sell property rather than purchase property. The requirement to sell is a resolution of nonuse; that the property has no educational use and none is contemplated. There are more steps in the purchase of property as prescribed by law than when you sell property. When purchasing property you are required to have a certain number of appraisals with confidentiality provisions (including negotiations) until you enter into a contract. When you sell property the law says you must do so in a manner that's in the best interest of the district; does not have various provisions concerning documents and confidentiality, the process is different. In some respects it may be a little disadvantageous to the School Board to have inner workings of sale subject to disclosure. It may be best not to show your hand to buyers. But that's the way that it is; we have to comply with the law and disclose what is necessary when requested. We should proceed in a fashion that is in the best interest of the district; do not discuss or disclose if you are not required to. We do not have all the protections in selling that we do in buying.*

*School Board Member Jennifer Granse noted that on Sunday the property adjacent to our property (Chamber) was for sale; we may want to check and find out what they're asking.*

*Superintendent Wyrosdick made a recommendation (taking into consideration that the same protections are not in place as when purchasing property) seeking approval to publicly advertise solicitation of bids for the Gulf Breeze Chamber property from parties who may be interested in paying cash, in kind/like kind contributions or any combination thereof. Once the bids are received in a legal, formal fashion we will bring a recommendation to the Board to pursue, not to pursue, or pursue one direction over the other. This gives us some flexibility; there are individuals who believe property is worth a lot of money; three that I know of - may be more. The Board needs to capture as much value for this property as possible, if the Board chooses to sell. This gives us some advantages/flexibility when it comes to seeking types of proposals we may see; our effort will be to look at proposals in what is best for our school system.*

*The Superintendent stated that he is formally asking the Board to allow advertisement for the sale of the Gulf Breeze property.*

*Board Vice-Chair Dr. Diane Scott asked for clarification; in the way that you're talking it is not in our best interest to require a minimum bid?*

*School Board Attorney Paul Green responded that in the past number of years when we have sold property the procedure that Mr. Wyrosdick described has been followed. It is not required by law that you advertise for proposals to purchase but the feeling of past School Boards has been that it would minimize questions after a sale; "why would you sell it for that price when I would have paid twice that..." Mr. Green did not recall that we set a minimum bid amount in the past.*

*Superintendent Wyrosdick asked the Board to stay for a brief executive session at the conclusion of the Board meeting.*

## **P. Adjournment**

*Motion to Approve was moved by Carol Boston, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.  
There being no further business the meeting was adjourned.*

*DONE AND ORDERED IN LEGAL SESSION by the School Board  
of Santa Rosa County this 17th day of January, 2017 A. D.*

*SCHOOL BOARD OF  
SANTA ROSA COUNTY*

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*CHAIRMAN*

*ATTEST:*

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*Superintendent of Schools*