

MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
March 9, 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: Dr. Diane Scott, Vice-Chairman, Mrs. Carol Boston, Mr. Buddy Hinote, and Mrs. Jennifer Granse. Mr. Scott Peden was not able to attend due to a medical emergency. Also present was Timothy S. Wyrosdick, Superintendent of Schools and Secretary and Paul R. Green, Board Attorney.

B. Pledge of Allegiance

The Vice-Chairman called the meeting to order and Mr. Floyd Smith led us in the Pledge of Allegiance to the Flag and in a moment of silence.

C. Approval of Minutes

1. School Board Meeting Minutes - February 16, 2017

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

D. Oral Written Communications

1. Administrative Intern Appointment

Superintendent Wyrosdick welcomed Melissa Baxley. Mrs. Baxley's appointment as Administrative Intern at Central School was approved at the February 16 Board meeting but she was unable to attend. Mrs. Baxley came forward and expressed her appreciation to the Superintendent and School Board for this opportunity; she shared that as a product of Santa Rosa County Schools she is honored to serve in this capacity. She went on to thank individuals who have inspired her along the way and shown her what true servant leadership represents: Mr. Hinote, Mr. Weeks, Mr. Twitty, Mr. Brothers, Mr. White, Mrs. Gough, Mrs. Davis, and Mr. Gray. Mrs. Baxley stated that she looks forward to this journey - it's great to be a Jaguar!

2. Audit Review - AG Financial/Federal Audit - FY Ending FY Ending 063016

Superintendent Wyrosdick called attention to the very strong audit report our district received from the Auditor General (Fiscal Year Ending June 30, 2016) and spoke of how difficult it is to receive this type of accolade. He pointed out that there were no material weaknesses identified under Federal Awards and Santa Rosa School District is qualified as low risk. This shows the School District to be strong in processes; over the last three or four years we made some needed corrections. Mr. Wyrosdick thanked Susan McCole, Assistant Superintendent for Finance, for her leadership.

Teacher Recruitment Update

Conni Carnley, Assistant Superintendent for Human Resources, came forward to provide an update on the Santa Rosa teaching recruitment activity, "Teaching Spots and Flip Flops," to be held this Saturday, March 11. Mrs. Carnley shared that this has turned into a phenomenal event with more response/interest than we could have anticipated. We reached out to a 300 mile radius for our job fair (public and private colleges); we've had respondents from Alabama, North Carolina, Colorado, Puerto Rico, South Korea, New York, Nevada, Mississippi, Arkansas, Virginia, Illinois, Pennsylvania, and Florida.

Mrs. Carnley pointed out some interesting facts. Over the last five years retention rates in our county as compared to other districts in the Panhandle and the state are very high (69.12% - the second highest in the state).

We have approximately 250 scheduled interviews; including 15 Skype interviews (thanks to the assistance of Mike Thorpe, Director of Inservice and Instructional Technology). We have 90 interviews on hold due to logistics and anticipate approximately 350 potential instructional employees attending. There will be COWS (Computers On Wheels) for completing applications; as well as STEAM, Marine Science Station, and technology exhibits. Representatives from Risk Management, ESE, and the grade levels will be available to answer questions.

There has been a good deal of community support for this activity including donations from Panera Bread, Sodexo, Discovery Ed, local realtors, University alternative certification folks, Santa Rosa Federal Credit Union, and Locklin Technical Center.

Superintendent Wyrosdick shared that while we may not be able to interview all candidates we are developing that cadre and building a relationship. Mrs. Granse noted that she had been curious about the retention rate; this is good information. Mrs. Boston said that it has been a pleasure to serve on this committee.

E. Recognitions/Resolutions/Proclamations

1. Kaps 4 Kids Recognition

April Martin, Director of Elementary Education, came forward to recognize special students who won the Ronald McDonald House "Kaps4Kids" design contest this year. Mrs. Martin began by providing background information on the Ronald McDonald House Program, which is based on the idea that nothing else should matter when a family is focused on healing their child - not where they can afford to stay, where they will get their next meal or where they will lay their head at night to rest. Since this requires fundraisers, for twenty years they've been having a casual day when businesses, organizations, government agencies and other groups participate by purchasing caps, T-shirts, visors, and insulated tote bags designed by local elementary students. This year, on April 21, participants will proudly wear their Kaps4Kids gear to show their support for Ronald McDonald House. Mrs. Martin introduced Lauren Stimmell, Events Manager of Ronald McDonald House Charities of Northwest Florida. Ms. Stimmell shared that over thirty schools participated in Northwest Florida (seven in Santa Rosa County) with over 300 pieces of art. The winner is Jaxon Coy, fourth grade student at Jay Elementary. Jaxon came up and showed his T-shirt design which will be featured on over 3,000 shirts. Jay Marcantel, also a fourth grade student at Jay Elementary, came forward to receive the second place award and show his artwork which will be featured on the insulated tote bag. Also included in the top ten winners is Berryhill Elementary student Logan Carmichael.

F. Public Hearing

None

G. Public Forum- (Request to address the School Board regarding an item not on the agenda)

For a complete word for word transcript of the public forum, please see the video. The following presentations to the Board have been condensed.

Mr. Kelvin Cannington came forward to request consideration for having Board meetings in the south end of the county possibly once a

quarter or once every six months. Mr. Cannington stated that there are parents who would like to voice their opinion but can't get to Milton. Mr. Cannington also wanted information on the process for changing School Board Policy.

Superintendent Wyrosdick responded that having a Board meeting at the south end is certainly doable. We have traditionally held the Board meetings here since it is centrally located for all our citizens. There would need to be planning for holding a meeting at the south end; advertisement is required; it is doable.

Mr. Wyrosdick continued that School Board Policy is policy; it can emanate from the School Board, from staff recognizing and addressing a need, or from a change in law. School Board Policy is reviewed periodically and we contract with individuals who do that for a living with purpose and provide updates to us; it is a constantly changing process.

Mr. Cannington inquired what would an individual do if they have concern regarding a policy; how would it be addressed. Dr. Scott responded that just as Mr. Cannington is addressing the Board now that would also be an appropriate way to bring attention to a Board policy that might need review. Mr. Cannington shared that he is trying to learn the process for Board policy; revisions/updates are advertised for a period of time and then voted on by the School Board.

Mr. Tony Gentile and Mr. Bill Vincent with Santa Rosa Education Association came forward to introduce themselves. Mr. Gentile stated that he is the Central Panhandle Service Unit Director for the Florida Education Association, and is working toward Santa Rosa Education Association becoming the bargaining unit for all education professionals in Santa Rosa School District. SREA has already registered with the Public Employee Relations Commission and will be turning in the petition to file for an election to gain bargaining rights for all employees in this district. Mr. Gentile shared that he started out as a middle school English teacher in Volusia County and went on to work for the National Education Association in New York. He has worked for the Central Panhandle Unit for about 2.5 years and represents a number of small units. Mr. Gentile stated that they have already worked with Mrs. Carnley and Mr. Gunter on a number of issues and they've been very good to work with. FEA is providing professional development to employees over spring break and they are currently working on engaging our local legislative delegation; "we are all in it for the kids at the end of the day." He stated that he looks forward to working with the Superintendent and School Board. Dr. Diane Scott asked when the

election will be; Mr. Gentile responded that they must petition for it but this will likely happen within the next month.

Mr. Bill Vincent then stepped up and stated that as a resident of Santa Rosa County he would like to echo that meetings in the south end of the county would be nice. Mr. Vincent noted that he was employed in Escambia County for 32 years as a teacher and for the last seven years he has been Executive Director of the Escambia Education Association. He is now serving FEA as a Regional Specialist and his area includes the Panhandle. Mr. Vincent stated that he will be working with Mr. Gentile in Santa Rosa and shared that his philosophy is to work with the District to solve as many issues as possible; understanding that occasionally they will not agree but it's not personal. "There are processes you go through and then you go on to the next trying to make the school district the best it can be." Dr. Scott thanked them for being here.

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 Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0. Board approved all Administrative Agenda items H. 1, 2, 3, 4 as submitted below.

1. Human Resource items

- a. Human Resource Board Agenda**
- b. Leaves and Out of State Temporary Duty**

2. Curriculum/Instruction Items

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

3. Financial Items

- a. Florida Audit Report FY ended June 30, 2016**

4. Administrative Operational Items

a. Field Trip Requests

b. Religious Venue Request

Action Agenda

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

1. Surplus 030917

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

2. RFP 16-08 Auditing Services 030917

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

The selection committee for RFP 16-08 Auditing Services ranked the proposals by CRI Carr Riggs & Ingram as the top company to be awarded. The selection committee consisted of Marilyn Brown, Accounting Supervisor, Lynn Green, Accounting Analyst, and Kathy Strickland, Accountant III.

3. RFP 17-01 Document Storage and Workflow System 030917

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

Jud Crane, Director of Purchasing and Contracts Manager, discussed RFP 17-01 Document Storage and Workflow System. The selection committee for RFP 17-01 Document Storage and Workflow System ranked the proposal by PeopleAdmin as the top company to be awarded. The selection committee consisted of the following: Bill Emerson, Assistant Superintendent for Curriculum, Instruction, and Assessment, Mike Thorpe, Director of Inservice & Instructional Technology, Don Ellis, Data Processing Manager, David Gunter, Director of Compliance and Labor Relations, and Eric Englert, Instructional Technology Specialist/District Webmaster.

Mr. Crane pointed out that when receiving proposals the vendor is given a broad scope of work and the vendor will submit a proposal based on how they think they can best meet our needs. The committee will then review the proposals looking for certain things; in this case user interface was important and we had three different departments looking through the proposals. Dr. Scott commented that she appreciates Mr. Crane's explanation since the recommendation is not the lowest bid. Mr. Crane added that price is very important but it's not the only factor; a vendor could submit a proposal that

won't meet our needs. Mrs. Boston also expressed appreciation to Mr. Crane for taking time to explain the process to her when she called.

4. DAG Architects Agenda Items

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

The Board approved Sims Middle School Kitchen Renovation/Addition Resource Rooms Addition - Change Order #2 extension of 41 calendar days.

Motion to Approve was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.

The Board approved Central School Agricultural Lab/Classroom Addition - Change Order #3 extension of 14 calendar days.

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

The Board approved DAG Architects Final Construction Payment for Navarre High Concession Building in the amount of \$645.50.

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

The Board approved Phase 3 - Chumuckla Elementary Classroom Addition.

The Board reviewed the status of current DAG Architect construction projects, including the Food World Renovation.

5. Direct Purchasing Change Orders

Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 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.

Central School - Agricultural Lab Addition

- *Larry Hall Constructon*
- *\$41,802.35*

Locklin - Automotive Addition

- *Larry Hall Construction*
- *\$3,613.95*

Sims Middle - Resource Room Addition/Kitchen Expansion/Renovation

- *Hewes & Company*
\$7,528.30

6. Annual Certification of Facilities Data

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

Section 1013.31(1)(d), Florida Statutes, states in part, "...School districts shall periodically update their inventory of educational facilities..." Section 6.1(5)(c), State Requirements for Educational Facilities, requires that, "Prior to April 1 of each year, each district shall review the Florida Inventory of School Houses (FISH) and shall certify to the Office that the inventory is current and accurate."

Assistant Superintendent Joey Harrell stated that we are required to do this every year; we reach out to our schools for this information and after Board approval we will send it on to DOE.

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

1. Human Resource Action Agenda

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

The Board approved the new job description Guidance Assessment Assistant. Superintendent Wyrosdick pointed out that this has been much needed for a while. Mrs. Granse asked if this position would be staffed in each school; it will be. Dr. Scott asked if this position would be part of the recruitment fair on March 11; it will not be since it's an Ed Support position.

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

The Board approved the new job description - Teacher on Special Assignment for Assessment Coordination. Superintendent Wyrosdick explained that Santa Rosa Blended Academy continues to grow and the assessment for these students (home school, virtual; every grade/level) is very complex. At present it's being pushed back to school sites but that is not the correct process. This new job description will provide some assistance in that area. Mrs. Granse shared that the public may not be aware of what all the Blended Academy includes. Superintendent Wyrosdick pointed out that this is our fastest growing student population; there is a possibility that we may have to add to this in the future.

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

The Board approved the new job description for Pre-Kindergarten Family Advocate.

**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 4 - 0.

2. Alternative Placements

Motion to Approve was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.

3. LASR Referral Billing

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

4. SRC Chamber of Commerce Affiliation Agreement

*Motion to Approve was moved by Carol Boston, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.
Superintendent Wyrosdick pointed out that this is an awesome opportunity for our students.*

5. Summer Session for High Schools 2017

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

6. School Supply Lists

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

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

None

M. Items from Board Members

Mrs. Granse announced that she attended the Frank Lay Invitational Track Meet last week and it was huge with teams from Santa Rosa and Escambia counties participating. She went on to say that she's not certain how feasible it is but our middle schools could benefit from having a track team. Another activity Mrs. Granse attended was the Milton Arts & Crafts Fair; a lot of work goes into this event but she doesn't think these art teachers receive a supplement. As an advocate of the arts it bothers her that there are schools in Santa Rosa County that do not have an arts program.

Dr. Scott thanked everyone involved for the Teacher of the Year banquet last week; the fellowship and student testimonies were amazing.

N. Items from Board Attorney

None

O. Items from Superintendent

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

Superintendent Wyrosdick spoke of the number of applicants expected to attend the teacher recruitment fair this Saturday and requested the maximum number of pre-binder contracts allowed be increased by fifty.

Superintendent Wyrosdick discussed the postponement of the seven-period day decision. There have been many questions; he feels that it's best to step back and move deliberately. Surveys have been pushed out to teachers, parents, community members, and students. We're not ready to make that decision so we will remain on a six-period day for the 2017-18 school year.

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

Superintendent Wyrosdick asked that the Board convene the naming committee for the "Food World Building." The Superintendent recommended to the Board that they charge he and Mr. Harrell with pulling the naming committee together.

When the committee meets, Mr. Wyrosdick requests that the naming committee consider his recommendation that the building be named the Douglas A. Dillon Education Center. Discussion followed regarding the membership of the committee and Mr. Harrell stated that he would bring the committee names to the next Board meeting on March 28 for approval.

Superintendent Wyrosdick asked the Board members to stay after the regular Board meeting for an executive session.

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 9th day of March, 2017.*

**SCHOOL BOARD OF
SANTA ROSA COUNTY**

Chairman

ATTEST:

Superintendent and Secretary

