

**MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
March 10, 2016-9:00 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, Chairperson, Mr. Scott Peden, Vice-Chairman, Dr. Diane Scott, Mrs. Carol Boston and Mr. Hugh Winkles. Also present was Timothy S. Wyrosdick, Superintendent of Schools and Secretary and Mr. Paul Green, Board Attorney.

B. Pledge of Allegiance

The Chairman called the meeting to order and Mr. Tim Wyrosdick led us in the Pledge of Alliance to the Flag and in a moment of silence.

C. Approval of Minutes

1. Minutes from Feb. 18, 2016 School Board Meeting

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

D. Oral Written Communications

1.2014-15 Annual Maintenance and Operations Report

Mr. Wyrosdick asked Mr. Joey Harrell, Assistant Superintendent for Administration to come forward and review the Annual Plant Maintenance and Annual Energy Cost information.

Mr. Harrell distributed a spreadsheet to the board with the cost information for utilities and maintenance of the buildings in Santa Rosa County and comparing them to the State Average.

Many districts in Florida hire companies to come in and help them with controlling their energy costs. Santa Rosa County does it in house. The 2014/15 Annual Plant Maintenance and Operations cost average for the State is \$3.87 per sq. ft. Santa Rosa County spend \$3.00 per sq. ft. Well under the State average.

Our 2014-15 Annual Energy Cost average for electricity is \$1.31 and for all energy it was \$1.34. Slightly higher than the State average of \$1.20 per sq. ft. for all energy and \$1.18 for electricity. When all things are factored in we are performing well. We were a slightly higher than one adjacent district and about the same as the district on the other side of us. Over 245,000 sq. ft. have been added to the district in classrooms and facilities.

Mr. Harrell explained that we have been about the business of replacing roofs. We have over 4 million sq. ft. under roof. Keeping the roofs in good condition helps a great deal with maintenance costs of the buildings. He also shared that we are operating with a smaller Maintenance Crew than ever. The Maintenance Department has worked to increase it's productivity.

In conclusion, Mr. Harrell stated the schools are being diligent about their utility costs and we continue to see progress.

Mr. Wyrosdick asked Mr. Bill Emerson, Assistant Superintendent for Curriculum and Instruction to come forward and share the information we just received about our 2013-14 FTE Audit.

Mr. Emerson explained that according to the audit we overstated our FTE by 7.5221 students which will result in a penalty of \$3,498.00. We had over 25,000 students, all of which have to be coded correctly involving many different employees and resulted in over \$166 million dollars. Mr. Emerson stated he was proud of his staff and feels this is amazing accountability.

The Superintendent pointed out the Transportation Adjustment from 2013-14 audit resulted in a penalty of \$9,164.00 due to overstating our membership by 8.21 students. Still an amazing feat in light of the amount of students we have riding our buses.

E. Recognitions/Resolutions/Proclamations

1. Sandy Sansing Spelling Bee Winners - Elementary/High School

Mr. Wyrosdick asked April Martin, Director of Elementary Schools and Jason Weeks, Director of High Schools to come forward for the next presentation.

Mrs. Martin presented Jayson Tran and Kristin Archer with certificates for winning the Sandy Sansing Spelling Bee 2016 in the Elementary category. Jayson is a 5th Grader at Dixon Intermediate School and Kristin is a 6th Grader at Jay School.

Mr. Weeks presented Shayla Ides with a certificate for winning the Sandy Sansing Spelling Bee 2016 in the High School category. Shayla is in the 10th Grade at Gulf Breeze High School.

Mr. Wyrosdick and the School Board Members congratulated all three of the winners.

2. 2016 Regional Skills USA Results

Mr. Wyrosdick asked Mrs. Charlin Knight to come forward for the 2016 Regional Skills USA awards. Mrs. Knight called the following students from Locklin Technical Center and their instructors to come forward to be recognized for the awards they won last week at the Regional Skills USA Competition.

Pharmacy Technician - Nicole Pritchett (Instructor)

Health Knowledge Bowl Team: Gold- Amanda Davey, Samantha Griffith, Mackenzie Martin, Sierra Locke

Health Occupations Professional Portfolio: Gold- Sarah Conley

Nursing Assistant: Gold- Cydney Clark

Pharmacy Technician: Gold- Caitlin Kimmons (PS) Gold- Victoria Magilke (S); Silver- Janell McInnes; Bronze- Kimberly Owen

Prepared Speech: Silver- Paige Bray (PS) Silver- Hope Miller (S)

Jim Sullivan Award: Nicole Pritchett, Advisor

Electrical- Mike Adams (Instructor)

Industrial Motor Controls: Gold- Cody Evans (PS) Gold- Kolton Caraway (S); Silver- Justin Morris (PS) Silver- Jason Chumley (S); Bronze- Anthony Gonzalez

Electrical Construction Wiring: Gold- Alex Hamid (PS) Gold- Coby Cain (S); Silver- Austin Martin (PS) Silver- Jorden Morris (S); Bronze- Alan Mitchem (PS) Bronze- Chris Bethea (S) Welding- Erich Kirchharr

Welding Fabrication: Silver- Eric Ernest, John Sandidge, Nick Tschudy

Welding: Silver- Gage Holland (S)

HVACR- Joe Hamel (Instructor)

HVACR: Gold- Kyle Regan (PS) Gold- Blake Moore (S); Silver- Greg Smith (PS) Silver- Wyatt Albritton (S); Bronze- Brennen Gibson (S)

Culinary Arts- Paulette Martin (Instructor)

Culinary Arts: Gold- Cameron Metz (S); Silver- Daniel Heino (PS); Bronze- Kim Deyo (PS)

Commercial Baking: Gold- Stephen Shepherd (S); Bronze- Joe Hammond (PS)

Automotive- Joe Peirce (Instructor)

Automotive Service Technology: Bronze- Jay Thampi (PS)

Locklin students won a total of 38 medals, 16 of them Gold, 14 Bronze and 8 Silver.

Mr. Wyrosdick and the School Board congratulated all our Champions. They will go on to the State competition this April.

3. Recognition of CPPB for Cindy Lambeth 031016

Mr. Jud Crane. Director of Contract Services came forward to announce that Purchasing Agent Cindy Lambeth has earned the Certified Professional Public Buyer (CPPB) credential by the Universal Public Procurement Certification Council. The CPPB certification recognizes only those professionals who have fulfilled specific prescribed standards of competency. There are 673 purchasing professionals in the state of Florida who hold the CPPB certification, 30 in the panhandle, and 3 of them work in Santa Rosa County - all of them are Santa Rosa School District Purchasing Department employees.

F. Public Hearing

1. Conduct Public Hearing and Approve SB Policy Updates

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Scott. Motion Passed by a Vote of 5 - 0.

The Chairman opened the floor for the public hearing on School Board Policy updates and asked if anyone wanted to address the board. There was no response and the public hearing was closed.

The Board approved the School Board Policy updates as presented.

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 about an item not on the agenda.

Mr. Bill Davidson came forward and asked when a school in our district has a project that needs to be done, does the school pay for it themselves or is it a district level decision and the district pays for the work to be done? Mr. Wyrosdick explains that it depends - the schools

work with Mr. Harrell, Assistant Superintendent for Administration to list any facility related projects they feel is needed on their campus. Mr. Harrell then works with them to decide if and when the project might be completed. Mr. Wyrosdick asked if he has met with the Principal at the school and Mr. Davidson stated that he has.

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 Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.

The board approved the following administrative agenda items, H. 1, 2, 3 and 4.

1. **Human Resource items**
 - a. **Human Resource Administrative Agenda**
 - b. **Leaves and Out of State Temporary Duty**
2. **Curriculum/Instruction Items**
 - a. **Student Reassignment Requests**
 - c. **Suspensions**
 - d. **School Volunteers**
 - e. **Business Partner**
3. **Financial Items**
 - a. **Budget Amendment #15/05, Bills and Payroll, and Monthly Financial Statement for January, 2016**
4. **Administrative Operational Items**
 - a. **Field Trip Requests**
 - b. **Use of Religious Venue**

Action Agenda

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

1. **Surplus 031016**

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

2. Holley Navarre Intermediate Unauthorized Purchase 031016

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

The Superintendent explained that training with our new Principals, Assistant Principals and bookkeepers is being scheduled. We have so many new administrators and they have to work with multiple projects that we feel training is in order and it will help make a big difference in the future so that this doesn't happen.

3. Transportation Quarterly Report 031016

Mr. Jim Bagby, Durham School Services, came forward to present the quarterly transportation update. His presentation will include Startup, Staffing, Safety, Community Involvement, Going Forward, and an open session for questions.

At school startup Durham had 117% Drivers/Monitors; 100% Maintenance and 100% Staff. Currently drivers/monitors are staffed at 109%, Maintenance at 91% and Staff 100%. Training took place Feb. 26 and 28th with 15 Drivers and 3 aides. This will bring their Driver/Monitor numbers back up from 109% to 117%. Right now, they have 215 Drivers for 196 routes. Maintenance personnel was light by one person, however after interviewing three candidates, they have decided on one and he will begin work on Monday.

Mr. Bagby was excited to report to the board that during 2015-16, they are projecting only 17 minor accidents. This is considerably down from the previous years. In 2012-13, they reported 54 accidents, 2013-14, they had 45, 2014-15 32 were reported. Each year since 2012-13 they have steadily gone down due to extensive training.

Community Involvement is very important to Durham. Being a member of the community means being there during the good times and the bad times. During times of tragedy the community turns to them for help. Recent events have caused them to reflect upon this. Their Customer Service Centers in San Bernardino, CA, Roseburg, OR, Charleston, SC and Lake Villa, Ill. have been called upon recently by their communities to provide transportation during a times of great need. We always have team members who volunteer to help, sacrificing their own time and perhaps their own safety to aid others. Durham services their communities during challenging times, but also during cheerful times. Numerous CSCs participated in food, toy and clothing drives. Their generous coordination and donations helped many families and children avoid hunger and cold. Mr. David Duke, CEO recently send out a letter stating "These activities that go above and beyond showcase a commitment to community and to excellence. I am proud to work with a team that not only serves their communities, but take care of the people within their community. While we are part of a global transport company, we live, work and serve locally." Locally, Durham has participated in many Federal Programs, the Warrior Ride, Bridge to Bridge Run, Navarre Fun Fest, Stuff the Bus and provided charity transportation.

Going forward Durham plans to replace 2 buses during 2016 and 4 (possibly more) in 2017. They are increasing their AV surveillance with 3-4 camera systems.

Mr. Bagby asked if the board had any questions regarding his presentation. Dr. Scott asked with the weather warming up, how we are coming along on air conditioners. Mr. Bagby responded that right now we have 8 or 9 systems totally down and a number of small issues with other buses. They plan to have all working before the Spring Break. Mrs. Granse asked if parents seem to be using the new "Bus Tracker" program. He confirmed the program is used extensively.

The board thanked Mr. Bagby for his presentation.

4. DAG Architects Agenda Items

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

5. Pinder Martin Agenda Items

The board reviewed the status of the current Pinder Martin Associates construction projects.

6. Schmidt Consulting Agenda Items

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

7. Direct Purchasing Change Orders

Motion to Approve was moved by Scott Peden, Seconded by Carol Boston.
Motion Passed by a Vote of 5 - 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. \$37,127.64

**Gulf Breeze High School - Chiller Ph. III*

>A. E. New, Jr. \$23,882.32

**Gulf Breeze Middle School - Kitchen/Cafeteria*

>A. E. New, Jr., \$2,518.56

**Milton High School - Chiller/HVAC Renov. & Bldg. 35 Energy Upgrades*

>A. E. New, Jr., \$49,935.92 Chiller/HVAC; \$91,680.85 Bldg. 35 Upgrades

**Holley Navarre Middle School - Kitchen/Cafeteria*

>Jack Moore & Company \$48,068.24

8. Annual Certification of Facilities Data

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

The board approved the Florida Inventory of School Houses (Certification of Facilities Data).

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 5 - 0.

The board approved the employee disciplinary action as submitted at the March 10, 2016 school board meeting.

Motion to Approve was moved by Hugh Winkles, Seconded by Scott Peden. Motion Passed by a Vote of 5 - 0.

The board approved the following two new job descriptions.

- 1. Data-Communication Cabling Support Technician*
- 2. Behavior Coach*

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

1. Alternative Placements

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

The Chairman asked if there was anyone here who wanted to address the board regarding any of the Alternative Placements/Expulsions. There was no response and the Superintendent presented the student number, the reason for the disciplinary action and the recommendation of the Disciplinary Committee. The board approved the student alternative placements/expulsion as presented.

2. LASR Referral Billing

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

3. In County Travel Budget Increase

Motion to Approve was moved by Hugh Winkles, Seconded by Diane Scott. Motion Passed by a Vote of 5 - 0.

The board approved the In County Travel Budget Increase for the following employees:

Debbie Anderson - Increase \$800
Janine Lockman - increase \$1,500
Anna Medina - increase \$1,500
Jackie Jones - increase \$1,000
Desi Lee - increase \$1,000
Gary Mitchell - increase \$1,000
Celeste Rivenbark - increase \$1,000
C. Michelle Seal - increase \$1,500
Nancy Virgilio - increase \$500

4. School Supply Lists for 2016-2017 (Elem. & Middle School)

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

The board approved the 2016-17 Elementary and Middle School supply lists as presented.

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

None

M. Items from Board Members

Mrs. Boston mentioned how much she enjoyed attending the FFA land judging competition this week and the Pace Patriots Invitational Track Meet. Mrs. Granse mentioned she learned what the FFA Land Judging was about and enjoyed attending as well.

N. Items from Board Attorney

Mr. Green shared with the board that we are likely going to have a full due process administrative hearing for a student expulsion at the next school board meeting. He also shared with the board it will be conducted during the school board meeting, however we will temporarily call a closed session during the actual hearing. He will keep the board informed. Mr. Wyrosdick expressed his appreciation to Mr. Green for working on this.

O. Items from Superintendent

The Legislative Session closed this week and the budget is being finalized. Susan McCole will be reviewing the information as it comes in. It looks like school districts will be receiving 1 - 1-1/2% increase in their budgets. We are disappointed but will continue to provide our students with an excellent education.

1. Discuss April 21, 2016 Board Meeting Date/Time

Motion to Approve was moved by Scott Peden, Seconded by Hugh Winkles. Motion Passed by a Vote of 5 - 0.

Mr. Wyrosdick shared with the board that although he has not heard anything from the Florida Department of Education on the Berryhill Administrative Center building we need to begin working on providing a place for the remaining offices in the center to be relocated. Mr. Harrell and Mr. Wyrosdick have toured several pieces of property. He distributed copies of the details on one of the pieces of property that seems promising.

Mr. Green stressed the importance of confidentiality when it comes to negotiating. A government or public agency operates on a different set of rules because they would at a disadvantage if the party they are negotiating with has access to such documents as appraisals. Only after an option is signed would the details become public.

Based on a new asking price for the property, Mr. Harrell requests board approval to begin looking into the particulars and the following guidelines on such things as zoning, storm water retention, parking, electrical, and sewer. This particular property will hold much more than just the Berryhill Administrative Complex offices and may provide space for offices from the Administrative Complex and/or the Support Complex.

Mr. Green suggested the board consider putting an option to buy together so that while we are negotiating and/or reviewing the details of a purchase no one else can come in and purchase the property.

Mr. Harrell explained that before we can purchase any property, we will have to amend the notice of Tax for School Capital Outlay projects by advertising for a public hearing.

The Superintendent asked for board approval to begin the process of looking into property and possibly beginning the negotiation process and approval to advertise a public hearing on the revision of the Tax for School Capital Outlay to be held at a special school board meeting, April 14, 2016 at 5:00 p.m.

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 10TH DAY OF MARCH, 2016 A.D.

SCHOOL BOARD OF
SANTA ROSA COUNTY

Chairman

ATTEST:

Superintendent of Schools