

MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
May 19, 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, Chairman, 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 Mrs. Liz West led us in the Pledge of Allegiance to the Flag and in a moment of silence.

C. Approval of Minutes

1. Minutes from April 21, 2016 School Board Meeting

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

D. Oral Written Communications

1. Learning Academy Facility Expansion

Ray Sansom, Vice-President for Human Resources and Administration of The Rader Group, was unable to attend but will come back to another meeting in the future to share information regarding expansion and facility refurbishment of the Learning Academy.

2. STEAM Update

Superintendent Wyrosdick thanked Board members for attending school activities; he appreciates how busy their schedules are this time of year. Board members' presence means a great deal to students and marks the importance of events.

Mike Thorpe, Director of Inservice and Instructional Technology, talked about STEAM (Science, Technology, Engineering, Art and Math) and how difficult it is to explain - it's like explaining something someone has never seen. Mr. Thorpe then played the video which captures the excitement in our classrooms (students and teachers) as well as the positive feedback received from parents. The video showed students working together; learning to collaborate on projects. Teachers related that students who don't usually enjoy school are finding out what they're capable of; hard to reach students are engaged.

Superintendent Wyrosdick spoke about STEAM and how it is a transformation of the classroom from teacher centered to student centered. Staff has worked very hard on this; our vision is that every classroom in Santa Rosa County be this type of classroom. Next year (year two) we will be challenging middle schools; we are in a five-year partnership with Discovery Education. Parents in the video spoke of the educational level they see their young students working at. The Superintendent encourages visiting these classroom to see what's taking place - it's amazing.

Dr. Scott shared that she attended the STEAM one year anniversary celebration; the energy in the room was amazing from parents and teachers alike; it's a great thing.

Mrs. Granse spoke of the STEAM students at the celebration and how proud they were.

Mrs. Boston shared that she had stopped in at Holley Navarre Primary for a STEAM presentation by a student that was very impressive.

Superintendent Wyrosdick shared that we have many activities over the summer that our students will be participating in; from National Flight Academy to STEAM. Our emphasis is on Science and Math but the Art realm of STEAM is so important. The Superintendent applauds our teachers for taking a risk and changing their classroom.

E. Recognitions/Resolutions/Proclamations

1. Shine Award

Dawn Alt, Director of Pre-K Programs, came forward to recognize two Santa Rosa County teachers who received the Governor's Shine Award. The Shine Award is presented to teachers and administrators in Florida who make significant contributions to the field of education. Only six teachers across the state received the award with two of them being teachers in Santa Rosa County. Mrs. Alt stated that she is proud of the teachers and also that Governor Scott recognizes how important Pre-K and early intervention is to students in our state. The teachers were recognized at a ceremony at the governor's chambers where they were presented medals.

Shine award winner Stephanie Shelton has been a teacher for twenty years and currently teaches Head Start/VPK at T. R. Jackson Pre-Kindergarten Center, where she was named the school's 2016 Teacher of the Year.

Shine award winner Deborah Taylor teaches Head Start/VPK at Central School and incorporates real-life experiences seen in the community to teach her students. Ms. Taylor's site administrator, Mr. Sean Twitty, also came forward to congratulate her.

Superintendent Wyrosdick talked about how vital and important VPK is in Santa Rosa County in preparing our students for their future.

2. State Weightlifting Title

Mr. Jason Weeks, Director of High Schools, came forward to recognize Adrian Acevedo from Pace High School who won the 118 pound class state weight lifting title with a total lift of 460 pounds. Superintendent Wyrosdick and School Board members congratulated Adrian on his impressive athletic accomplishment as well as being a tremendous student.

3. Food Service Recognition of Ciara Steadman

Jud Crane and Leslie Bell came forward to recognize Ciara Steadman, 2016 Future Chef Winner. Ms. Leslie Bell, Nutrition Director of Sodexo, outlined the process. The competition begins with recipe submissions from third, fourth, and fifth grade students and then is narrowed down to six or eight recipes. These finalists then create the culinary item on their recipe submission. This year's theme was "A Healthy Breakfast." Ms. Bell asked Ciara Steadman, 2016 winner, to come forward. Ciara came up and passed out copies of her recipe submission "An Egg Delight," to the Superintendent and School Board members.

Superintendent Wyrosdick talked about how much he enjoyed being one of the judges and congratulated Ciara on being named 2016 Future Chef.

4. Florida School Nutrition Association Awards

Ms. Leslie Bell asked Tracy Cooper, Dietician with Sodexo, to come forward and assist her with the awards. This year's award submission was different in that it had to be submitted electronically as a Power Point presentation; the biggest change is that we were competing against districts state-wide; it was not based on district size and we competed against some of the larger districts in the state.

Superintendent Wyrosdick and School Board Chairman Jennifer Granse came forward to assist in passing out the following awards. The Presidents Award is submitted by the county or local president to receive either a bronze, silver or gold level recognition. The gold level was awarded to Erin Guy at Pace High School; in order to receive the gold level Ms. Guy completed thirteen or more strategies.

The Innovative Idea Award is awarded to a food service employee or manager for developing a solution to challenges in the food service industry. Erin Guy at Pace High School (submitted while Ms. Guy was employed at Dixon Intermediate) received this award for creating a better way to clean tables with less stress on the back.

Leadership Award recognizes an individual who has applied his/her leadership skills to the successful completion of an association project. This year's Leadership Award winner is Linda Colvin at Woodlawn Beach Middle School.

The Smart Start Award (Elementary Level) recognizes an employee for school promotional activities during National School Breakfast Week. This year's winner is Angel Emerson at West Navarre Primary (for the second year).

The Smart Start Award (Secondary Level) winner is Linda Coleman at Woodlawn Beach Middle School; this is Ms. Colvin's third year winning this award.

The Super School Award recognizes elementary or secondary school centers for outstanding promotional activity during National School Lunch Week. This year's winner is Linda Coleman at Woodlawn Beach Middle School; this is Ms. Coleman's second year winning this award.

The Employee of the Year award recognizes non-managerial school district employees for contributions made throughout their career. This year's Employee of the Year is Kim "Nicole" Woodward at Milton High School.

The Manager of Year Award recognizes school nutrition managers for contributions made throughout their career; this year's winner is Wilma Bonome from West Navarre Intermediate.

Wilma and Nicole will both represent Florida at the National Conference in San Antonio in July.

Superintendent Wyrosdick talked about the great things happening in Santa Rosa County every day and expressed his appreciation to these award winners and the people they represent.

F. Public Hearing

1. 2016-2017 Code of Student Conduct - Updates

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

(Superintendent Wyrosdick noted that the microphone is not working.)

The School Board previously approved a request for public hearing (June 23, 2016 - 6:30 P.M.) on the 2016-17 Code of Student Conduct at the April 21, 2016 meeting. These are updates to the previous submission. The Superintendent explained that as the legislative session ends and we receive technical assistance papers we receive these updates - there may be more to come.

2. Request to advertise a public hearing on the 2016-2017 School Choice Plan

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

Superintendent Wyrosdick requested approval to add these additions to the 2016-2017 School Choice Plan public hearing previously approved for June 23, 2016 at 6:30 P.M.

3. Request to advertise a public hearing on Instructional Materials Adoption – Music

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

The Board approved advertising for a public hearing to be held on June 23, 2016, on the adoption of Instructional Materials for Music. The materials are available for review in digital format or printed format in the lobby of our building.

4. Request to advertise a public hearing for Adoption of Instructional Materials - Health & Physical Education, K-8

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

The Board approved advertising for a public hearing on the Instructional Materials Adoption - Health and Physical Education K-8 to be held on June 23 at 6:30 P.M.

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

Denise Ray came forward and stated that she is representing Aline Ray's Upholstery Works on Stewart Street; she thanked the Superintendent and School Board for their work on the STEAM program. Ms. Ray stated that she is a product of Bridges Out of Poverty and offered a proposal that she would like to refurbish the school buses in Santa Rosa; she has given her contact information to a principal and is hoping that doing this will help her to establish her business in Santa Rosa County. Ms. Ray went on to say that she has accepted the challenge to see what STEAM is about; she would love to see prayer come back to the stadium at graduation. She concluded by thanking the Superintendent and Board for their time.

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 Hugh Winkles. Motion Passed by a Vote of 5 - 0.

The Board approved the Administrative Agenda Items H. 1,2,3, and 4 as submitted.

- 1. Human Resource items**
 - a. Human Resource Administrative Agenda**
 - b. Leaves and Out of State Temporary Duty**
 - c. 2015-2016 Annual Inspections**
 - d. Insurance Plan Update**
- 2. Curriculum/Instruction Items**
 - a. School Volunteers**
 - b. Suspensions**
 - c. Student Reassignment Requests**
- 3. Financial Items**
 - a. Budget Amendment #15/07, Bills and Payroll, and Monthly Financial Statement for March 2016**
- 4. Administrative Operational Items**

- a. **Field Trip Requests**
- b. **Facility Use Requests**
- c. **Business Partners**

Action Agenda

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

1. Exceed the Limit 051916

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

Mr. Jud Crane, Director of Purchasing and Contracts Manager, came forward to request approval and provide information regarding an item on the list. Mr. Crane explained that the process (for determining sole source) is not just a vendor saying they are the only ones who can provide a product but the state has specific requirements for making that determination.

2. 2016 Food Service Management Contract Amendment 051916

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

By federal law we can only have a single year contract but can renew up to four years; we are currently in the third year of this contract.

3. Unauthorized Purchase 051916

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

Mr. Jud Crane stated that this is a training issue; corrective action has been taken. Superintendent Wyrosdick affirmed that training and retraining will take place.

4. Property Inventory Audits 051916

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

Items 4 and 5 taken together.

5. Surplus 051916

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

Superintendent Wyrosdick talked about the extensive process for surplus items. Mr. Jud Crane and his staff do a great job of managing this. Information regarding surplus items is available on our website as well as by calling the surplus office.

6. Food Service Quarterly Report May 2016

Ms. Leslie Bell of Sodexo came forward to present the Food Service Quarterly report.

Ms. Bell stated she is going to review the following items: National School Breakfast Week, Student Well-Being, and Street EatZ.

National School Breakfast Week was March 7-11, 2016. She showed pictures of activities that various schools used during the week to encourage students to eat a healthy breakfast.

The annual Future Chef Culinary Competition was held on March 17, 2016 at Benny Russell Elementary School. She thanked everyone who helped make the event successful including Suzi Godwin, Principal of Benny Russell Elementary, as well as the judges – Superintendent Wyrosdick, School Board member Carol Boston, Assistant Superintendent for Administrative

Services Joey Harrell, Kevin Niemann,, Chef Paula Kendrick and Chairman of the event, Jud Crane. The students got to meet the judges and describe their "culinary delight." Each finalist in the competition received a prize.

Ms. Bell went on to talk about Street EatZ which is a new program that Sodexo envisions for high schools. The pilot will be at Pace High School and will be offered to all students (including those on free and reduced lunch). This is a very unique concept emphasizing fresh ingredients and will mimic the retail experience in that students will choose the ingredients they want. Dr. Diane Scott asked if this would affect serving time and Ms. Bell responded that it will affect serving time but they are tweaking some things including adding signs out in front of the area to give students an idea of what the offerings are. Dr. Scott commented that it will fit well with the new cafeteria design.

7. DAG Architects Agenda Items

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

8. Pinder Martin Agenda Items

The Board reviewed the status of current Pinder Martin construction projects.

9. Schmidt Consulting Agenda Items

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

10. Direct Purchasing Change Orders

Motion to Approve was moved by Scott Peden, Seconded by Hugh Winkles. 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 Renovation, A. E. New Jr., \$12,516.80

Gulf Breeze High School - Chiller Phase III, A. E. New Jr., \$41,120.78

Gulf Breeze Middle School - Kitchen/Cafeteria, A. E. New Jr., \$9,155.83

Holley Navarre Middle School - Kitchen/Cafeteria, Jack Moore & Company, \$18,589.59

Milton High School - Chiller/HVAC Renovation & Building 35 Energy Upgrades, A. E. New Jr., \$210,088.99 Chiller/HVAC, \$106,031.02 Building 35 Upgrades

11. Gulf Power Easement

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

This easement strictly addresses the need for tree trimming/removal.

12. Capital Outlay Budget 2016-17

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

Superintendent Wyrosdick began by summarizing the capital outlay budget for 2016-17. Mr. Joey Harrell, Assistant Superintendent for Administrative Services and his staff sit down with each Principal at each school site and review recommendations for the school facility. Mr. Harrell then rolls it into the budget. This is important to us and Mr. Harrell and staff have done an amazing job repairing buildings over the years.

Mr. Harrell talked about the major projects listed on the budget title page (these projects are also in the five-year facility plan approved by DOE). He specifically called attention to the Dixon Primary plan; the positive impact is they need space and will be able to have it; the

negative is that building will be done in playground areas. This is preliminary and may be bumped up another .5 million dollars.

Mr. Harrell also talked about line items 95 and 96; this is for technical support to be used for infrastructure as well as computer upgrades. This number has increased from previous years due to the need to upgrade our computers that are going out of date. The Superintendent and Board have made a commitment to upgrade computers; this brings that total to \$2,000,000. Mr. Harrell emphasized that this is a big part of the budget and he can't say enough for Chuck Welch and staff.

The Superintendent expressed appreciation to Mr. Harrell and his staff for using those dollars for technical upgrades and also mentioned that space is precious at Dixon Primary; we will have to use some playground area to meet curricular and facility needs. There is a playground across Highway 90 (with a tunnel crossing) that may be used if needed.

Dr. Diane Scott asked about Dixon Primary and the possibility of uncovering something when construction begins. Mr. Harrell stated that to the best of his knowledge (he was a student at Dixon Primary) there is nothing to be uncovered and it was used as a playground as far back as he can remember. The only thing that he and Superintendent Wyrosdick (also a former student) remember being at the location is tall pine trees.

13. Property Appraisals

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

The Superintendent brought property appraisals to the Board that will not be made public until the conclusion of business relative to the appraisals. Two appraisals have been provided to the Board for the property at the base of Avalon Boulevard known as the Food World property.

Joey Harrell and his staff have done due diligence to look at the building; everything has come back as appropriate.

There are impending issues (previously discussed) with the Berryhill Administrative Complex facility.

School Board member Carol Boston asked if this (the Food World property) is our best option since it is an existing old building; you never know what you're going to find.

Mr. Harrell stated that right now it's a shell of a building; what goes on in that shell will be determined by us. There is nothing at this time that indicates we won't be able to utilize it for an administrative office area. We need to keep in mind the purchase price vs. what we convert it into - there will be additional dollars depending on the number of restrooms, the cost of breaking up floors, all that has to take place. Mr. Harrell stills feel that would be less expensive than starting from the ground up - purchasing a piece of property that would satisfy the office space we need and constructing a brand new building with storm water ponds, parking areas and access to parking locations from Highway 90. Looking at the total picture (with no unforeseen issues) it's a "no brainer."

Mr. Harrell stated that the Food World building will need a new roof; he offered to discuss dollar figures with each of the Board members individually. Also the air conditioner will have to be replaced based on it's age and the configuration of the building once it's remodeled.

Mr. Peden asked about the parking lot; if it would be jointly owned and if we have looked at the work and cost of what needs to be done in this area. Mr. Harrell responded that we would own part of the parking lot; it would be delineated and for the most part is in very good condition.

Dr. Scott asked if we would have any control on what might go in next door to us (if the current retail store should close or move)?

Mr. Paul Green, School Board Attorney, said that we wouldn't have any impact on that. If we become an adjoining owner we would be entitled to notice but wouldn't have specific rights.

Things that we need to look at include reciprocal agreements between people who own Food World and responsibility. Mr. Green stated that he understood the reciprocal agreements were extinguished due to some legal process that Food World went through (bankruptcy). This would have to be verified specifically before closing; title insurance would have to insure over that. Those things will have to be looked at - cost of occupancy - what will it cost to get this structure in the state we could use it for the purpose we want? Right now what we have is an option to purchase. That means you have a right to purchase within a specified period of time at that price; you are not obligated. Some of these things could have an impact on whether that would be feasible. It's important that we don't talk about particulars because that's our negotiation.

Superintendent Wyrosdick stated that he is requesting approval that he and Joey Harrell enter into a negotiation phase; this doesn't mean that we are agreeing to purchase. During the negotiation they will determine occupancy cost and any mitigating factors that would affect price. They would negotiate price based on that information. This is one option; it may come to fruition and it may not. The Superintendent believes it's our best option at present. To purchase land and build a brand new facility comes with great cost; this is the option that best meets our needs and we want to be good stewards of tax payer dollars.

Superintendent Wyrosdick asked that the Board approve his request that he and Mr. Harrell begin negotiations on purchase of the property.

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

1. Human Resource Action Agenda

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

The Board approved the Instructional Evaluation System Memorandum of Understanding between Santa Rosa School District and Santa Rosa Professional Educators regarding how teacher evaluations are calculated.

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

The Board approved Fingerprinting Requirements/Procedures as submitted.

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

The Board approved the administrative appointment of Peter Della Ratta as Assistant Principal, Holley Navarre Middle School, effective July 1, 2016.

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

The board approved the administrative appointment of Melissa Floyd as Assistant Principal, Holley Navarre Primary, effective May 20, 2016.

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

The board approved the administrative appointment of Joe Trujillo as Assistant Principal, Navarre High, effective May 20, 2016.

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 Diane Scott. Motion Passed by a Vote of 5 - 0.

2. Alternative Placements

Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. 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.

3. Request to continue services Black Board Connect

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

4. Early Head Start/Head Start Monthly Report for April 2016- Review Only

The board reviewed the Early Head Start/Head Start Monthly Report for April 2016.

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

None

M. Items from Board Members

Board Member Mr. Hugh Winkles talked about the information in the report in the Human Resource Administrative Agenda (provided by Mrs. Pam Smith, Coordinator of Risk Management and Benefits) and how valuable this information can be in helping us to cut claims costs. Superintendent Wyrosdick added that to affect health care costs is a personal responsibility and this data is useful in bringing attention to that. Mrs. Smith came forward to answer any questions regarding the information provided. She stated that this report provides a snapshot/overview of where we are: last year's costs reflected an increase in volume of high use individuals; we are back on track this year and hopefully the renewal process will be a little easier. We are in the RFP process for a Wellness Program; trying to be diligent about finding a product that is in the best interest of our employees. We have to be careful; the Affordable Care Act has a lot of regulations.

Board members Carol Boston and Dr. Scott talked about the excitement and graduation activities during this season and how they look forward to it.

School Board member Mr. Scott Peden attended the Medieval Fest at Gulf Breeze Elementary and spoke about how successful it was. Mr. Peden recognized the parents as well as Lisa Robertson (who ran the Festival), and the Society for Creative Anachronism who set up and bring the medieval activities to the school. Mrs. Boston agreed that it was a great event.

1. 2016 Value Adjustment Board

Superintendent Wyrosdick stated that Mr. Ed Carson is willing to serve again as the Board appointed business owner in Santa Rosa County if it is the Board's wish. Mrs. Granse served on the Value Adjustment Board last year and stated that she would serve again if the Board wanted her to. It was agreed that Mr. Carson and Mrs. Granse would continue to serve on the Value Adjustment Board.

N. Items from Board Attorney

None

O. Items from Superintendent

None

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 19th day of May, 2016 A.D.

*School Board of
Santa Rosa County*

Chairman

ATTEST:

Superintendent and Secretary