

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**September 20, 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, Dr. Diane Scott, Mrs. Carol Boston, and Mr. Hugh Winkles. Vice-Chairman Mr. Scott Peden was not present. 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 Mrs. Pam Smith led us in the Pledge of Allegiance to the Flag and in a moment of silence.*

**C. Approval of Minutes**

**1. Approval of September 8, 2016 School Board Meeting Minutes**

*Motion to Approve was moved by Carol Boston, Seconded by Diane Scott. Motion Passed by a Vote of 4 - 0.*

**D. Oral Written Communications**

*None*

**E. Recognitions/Resolutions/Proclamations**

**1. Kids Tag Art Program**

*Mr. Stan Colie Nichols, Santa Rosa County Tax Collector, shared information on the Kids Tag Art Program. Approximately three years ago the tax office met with Superintendent Wyrosdick and Mr. Bill Emerson, Assistant Superintendent for Curriculum and Instruction, to discuss a program that would allow every fifth grader in Santa Rosa County to create art work that would be used for a "vanity" tag to raise money for the arts in Santa Rosa County. The program has been a success and after three years over \$35,000 has been raised to support the arts in Santa Rosa County schools. Mr. Nichols then presented Superintendent Wyrosdick with his own vanity tag and a check to be used in support of every fifth grade art teacher in the school district. Mr. Nichols briefly explained the process - every fifth grade art teacher picks top two submissions; these go to a traveling art display around the county and to the arts festival. Mr. Nichols also noted his staff members Vicky McCool and Brian Hathaway who coordinate this with the teachers and students.*

*Superintendent Wyrosdick thanked Mr. Nichols for being here today and added that this is one of the tremendous partnerships we have in Santa Rosa County.*

**2. Five Star Winners**

*Mrs. April Martin, Director of Elementary Schools, came forward to present the Five Star Awards to the following schools: Gulf Breeze Elementary, Gulf Breeze Middle, Holley Navarre Intermediate, Holley Navarre Primary, Oriole Beach Elementary, Dixon Primary, and West Navarre Primary. Mrs. Martin stated that this is a very tough award to receive due to the extensive criteria; it's a great honor for these schools.*

*Superintendent Wyrosdick expressed appreciation to the volunteers who support our schools and students; this represents thousands of volunteer hours. We have volunteers serving in*

*many different capacities - from reading in the hallway to collecting tickets at athletic events. He also congratulated schools who received the Five Star Award.*

### **3. 2015-16 Golden School Awards**

*Mrs. April Martin, Director of Elementary Education, came forward to present the 2015-16 Golden School Awards. The following schools were given certificates and congratulated.*

*Bagdad Elementary had 90 volunteers with 3,774 volunteer hours  
Berryhill Elementary had 334 volunteers with 4,000 volunteer hours  
Chumuckla Elementary had 15 volunteers with 3,610 volunteer hours  
Dixon Primary had 581 volunteers with 5,594 volunteer hours  
Dixon Intermediate had 570 volunteers with 10,525 volunteer hours  
East Milton Elementary had 211 volunteers with 4,256 volunteer hours  
Gulf Breeze Elementary had 820 volunteers with 20,000 volunteer hours  
Holley Navarre Primary had 546 volunteers with 10,161 volunteer hours  
Holley Navarre Intermediate had 158 volunteers with 8,000 volunteer hours  
T. R. Jackson Pre-K had 230 volunteers with 950 volunteer hours  
Jay Elementary had 25 volunteers with 3,334 volunteer hours  
Oriole Beach Elementary had 535 volunteers with 11,253 volunteer hours  
Pea Ridge Elementary had 631 volunteers with 8,534 volunteer hours  
Rhodes Elementary had 60 volunteers with 6,750 volunteer hours  
Russell Elementary had 367 volunteers with 7,200 volunteer hours  
West Navarre Intermediate had 310 volunteers with 9,600 volunteer hours  
West Navarre Primary had 656 volunteers with 9,384 volunteer hours*

*Avalon Middle had 39 volunteers with 1,627 volunteer hours  
Gulf Breeze Middle had 110 volunteers with 4,320 volunteer hours  
Hobbs Middle had 56 volunteers with 2,200 volunteer hours  
Holley Navarre Middle had 63 volunteers with 2,075 volunteer hours  
King Middle had 19 volunteers with 1,348 volunteer hours  
Sims Middle had 250 volunteers with 3,550 volunteer hours  
Woodlawn Beach Middle had 150 volunteers with 2,150 volunteer hours*

*Central had 47 volunteers with 1,689 volunteer hours  
Gulf Breeze High had 193 volunteers with 3,451 volunteer hours  
Milton High had 200 volunteers with 20,500 volunteer hours  
Navarre High had 230 volunteers with 4,370 volunteer hours  
Pace High had 231 volunteers with 12,705 volunteer hours*

### **F. Public Hearing**

*None*

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

*Mrs. Patty Cannington came forward to address the Board regarding two items that are listed on today's agenda: the 2016-17 Work Plan (Item I.11) and the Outside Support Organization Manual (Item K.12).*

*Mrs. Cannington stated that her first area of concern is the OSO Manual; she has read it and appreciates the work involved; thinks it's a great document but could use some clarification.*

*She requested clarification on the following paragraph: Directors (Athletic, Band, and Choral) of each school have complete authorization of conduct, supervision, and management of all booster/parent support groups in their respective areas. Ms. Cannington posed the question do the Directors also have authority over what the money is raised for and how the money is spent. Superintendent Wyrosdick responded that this work is the product of a committee led*

by Assistant Superintendent Bill Emerson; the intent is that the school is responsible for the authorization of booster clubs to conduct any activity. Mrs. Cannington asked how it is determined what will be OSO funded or school funded; she gave the example of uniforms, equipment, and banquets; feels this needs to be delineated. Assistant Superintendent Bill Emerson responded that it is the purpose of any booster organization to work with the coach/sponsor of the program to boost the organization. The Principal hires sponsors to head the program; coaches/sponsors make decisions on how funding is used. There are guidelines included in the manual on what's allowed/not allowed. We ask that they submit a plan in August of each year regarding what kind of fundraising they intend to do for the coming year (knowing that things will come up that may change the plan); fundraising activities do have to be approved by the school. Whether the money resides in a booster account or internal account, it is controlled by the coach.

Mrs. Cannington asked if booster organizations would be mandated to supply uniforms for an activity. Assistant Superintendent Bill Emerson responded that the coach has the responsibility to provide funding for equipment and uniforms for the organization; it is the coach's decision whether it is provided through fundraising activities. Somehow the equipment/uniforms have to be funded - either through an internal account or a booster club account.

Superintendent Wyrosdick added that when a director or coach creates a program, they build a budget, seek revenue to provide funding, and may reach out to a booster club to supplement the budget.

Mrs. Cannington stated that she is a big Title IX advocate and wants to know if we are going to bring all programs in schools up to Title IX equity standards before this document is implemented - some organizations are not there yet.

The Superintendent stated that it is the Board's intent to comply with Title IX. The processes will be very thorough and evidentiary as we move to full implementation of the policy. Superintendent Wyrosdick added that he will be making a recommendation to the Board that may help answer this question.

Mrs. Cannington observed that it looks like the package is something that each booster organization may have to submit and asked if a template will be provided. She added that she wants to see this work and doesn't want to make it more difficult for booster organizations who want to help out. Assistant Superintendent Bill Emerson responded that this is a good idea and he will pass it along; they have already begun posting information on the website in an attempt to ensure that all schools are following the same process. School Board member Dr. Diane Scott added that one complaint she has received many times over the years is that when leadership within a booster organization changes the next person is not familiar with processes of the organization.

Mrs. Cannington shared her concern regarding the monthly bank statement going to the school rather than the booster organization; she suggested that it may be better (for audit purposes) for the bank statement to be sent directly to the booster organization and the organization would then provide a copy to the school either quarterly or monthly. Superintendent Wyrosdick stated this was a good suggestion but would require the committee's approval. Assistant Superintendent Bill Emerson added that a 501C3 organization would likely have their bank account outside of the school's internal accounts and they would like to have a monthly statement to review; the principal reviews those who have an internal account at the school.

Mrs. Cannington asked what would be put in place to ensure equitable distribution of donations to booster clubs. Superintendent Wyrosdick responded that it is the Board's intent to comply with Title IX and as donations/facility enhancements are considered they will be processed through staff to insure that it's not an equity issue. Mrs. Cannington asked for more specific information regarding how the district staff would be made aware of donations or facility enhancements. Assistant Superintendent Joey Harrell will be aware of facility enhancements and request approval. Director of High Schools Jason Weeks added that the high schools will receive an organizational checklist that will document their consideration of Title IX inequities and include how the funds of one booster organization may affect the other booster organizations and their ability to raise money. This is not part of the OSO manual but is being used by high school principals.

Board Member Dr. Diane Scott observed that some groups do not have booster clubs. Mrs. Cannington asked how we would insure that groups with no booster club are provided for in the same manner as other groups. Assistant Superintendent Bill Emerson responded that we are

aware that this is an equity issue. If it's related to facilities, Mr. Harrell is aware; if it's a money issue and someone comes in with a large donation, the question that must be posed to the donor is "can this go to more than one organization?" The form that Mr. Weeks referred to (organizational checklist) must be completed three times per year; this should help.

Mrs. Cannington asked a question regarding equipment being "loaned" rather than donated to a booster organization; it would not have to be included in inventory. Board member Dr. Diane Scott responded that the equipment would still have to be included in school inventory and then reassigned back to the donor. Assistant Superintendent Bill Emerson clarified that most booster organizations own very little equipment with the exception of large trucks and trailers. He went on to say that this is our first attempt at this manual; revisions will be needed in years to come. Mrs. Cannington stated that this manual is a good start; she appreciates the work that went into it.

Mrs. Cannington moved on to the five-year work plan. She has reviewed five-year work plans and annual capital outlay work plans for several years back and has noted there are projects at Navarre High that have been on the plan for several years but have not been addressed. She stated that these are direct to Title IX. Superintendent Wyrosdick asked for clarification - are there projects not included in the plan that should be? Mrs. Cannington responded that there are projects not addressed in an annual outlay plan or five-year work plan; specifically the concession stand and girls' batting cage at Navarre High - why are these projects not on either plan? Assistant Superintendent Joey Harrell stated that in order to meet Title IX they have worked with the school to develop a schedule allowing both baseball and softball teams to utilize the covered batting cage; this is an alternating schedule to comply with Title IX requirements. Mr. Harrell added that they are waiting on the new policy process before addressing some Title IX issues. Another consideration is that the five-year work plan runs in conjunction with the five-year facilities survey. The five-year facilities survey is completed every five years; the five-year work plan is a "snapshot" - it is not what has taken place in the past or what will take place in the future. Items like the concession stand will not be listed on the five-year facilities survey since it is not for the general population. A P. E. locker room may be listed on the five-year facilities survey since it is for the general population and is part of the curriculum. School Board member Mrs. Carol Boston clarified that the five-year facilities survey has to do with academics and serving the entire population. Mr. Harrell reiterated that these are two separate pieces that run in conjunction with one another.

Mrs. Cannington concluded that her questions were not answered. Superintendent Wyrosdick suggested that Mrs. Cannington spend some more time with Assistant Superintendents Joey Harrell and Bill Emerson.

## **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 Hugh Winkles, Seconded by Diane Scott. Motion Passed by a Vote of 4 - 0.*

*The Board approved all Administrative Agenda items H. 1., 2., and 3 as submitted.*

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

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

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

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

### **3. Administrative Operational**

#### **Items a. Field Trip Requests**

#### **Action Agenda**

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

##### **1. Exceed the Limit 092016**

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

*Motion Passed by a Vote of 4 - 0.*

*Mr. Jud Crane, Director of Contracts/Purchasing Manager, came forward to request approval of Items 1, 2, 3, 4, 5 and 6.*

*Mr. Crane specifically mentioned that he was bringing the Telemedicine Contract as an exempt item since the contract was already approved at the September 8, 2016 Board meeting.*

##### **2. Surplus 092016**

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

*Motion Passed by a Vote of 4 - 0.*

##### **3. Surplus Transfer Liza Jackson Preparatory School 092016**

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

*Motion Passed by a Vote of 4 - 0.*

##### **4. Property Control Annual Deletions 092016**

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

*Motion Passed by a Vote of 4 - 0.*

##### **5. Property Control Missing-Found Assets 092016**

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

*Motion Passed by a Vote of 4 - 0.*

*Director of Purchasing/Contracts Manager Mr. Jud Crane stated that there are very few items on the property control missing audit; these items will likely be found and accounted for by the next audit.*

##### **6. Property Inventory Audits 092016**

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

*Motion Passed by a Vote of 4 - 0.*

*Mr. Jud Crane, Director of Purchasing/Contracts Manager, gave kudos to his staff for the excellent property inventory audits.*

##### **7. Food Service Quarterly Report 092016**

*Ms. Leslie Bell, Child Nutrition Director with Sodexo, came forward to present the Food Service quarterly report.*

*Ms. Bell began by providing information on the summer program which offers free meals to all children through the National School Lunch Program; a USDA non-profit food program. The summer food program provided 33,860 breakfasts and 48,930 lunches to children in Santa Rosa County. Using excess funds from the 2015 summer program, they sent funds back to the program and prepared a unitized meal this year (similar to a Lunchable). When delivering meals to a mobile site, they were able to hand out a container including all meal items as well as milk product. The summer food program was very successful over all.*

*Principal surveys are conducted at the end of the school year and are used to recognize Food Service staff and to improve services to the school district in the coming year. This year 16 schools received the five-star (gold) award and 13 schools received the four-star (silver) award.*

*One commitment this past year was to improve the safety program. We experienced fewer serious accidents (requiring medical treatment) than the previous year.*

*There is an exciting new program starting this year called "A-Z Fresh Offerings." A fresh fruit or vegetable will be offered for lunch each day in every school district wide. For example, the first week will be "A for apple" - each day that week will include an apple item in the menu. The following week will move on to a fresh vegetable or fruit starting with the letter "B". An educational nutrition piece will be incorporated in the program.*

*Board member Dr. Diane Scott asked if Ms. Bell could report back next year on this program.*

*Another program being offered this year is an after school dinner program (3-Square). This will be piloted at three schools that already have an after-school snack program: Rhodes Elementary, Benny Russell Elementary, and Bagdad Elementary. Board member Dr. Diane Scott spoke of talking with parents who shared that without these kinds of programs their children may not have food; it really helps them stretch their budget.*

## **8. Pinder Martin Agenda Items**

*Motion to Approve was moved by Carol Boston, Seconded by Hugh Winkles. Motion Passed by a Vote of 4 - 0.*

*Mr. Martin requested final payment for Holley Navarre Middle School cafeteria renovation; the punch list has been completed and close out documents have been submitted to Assistant Superintendent Joey Harrell's office.*

*The Board reviewed the status of current Pinder-Martin construction projects. Mr. Mike Martin stated that there are no change orders or construction bids at this time.*

## **9. Schmidt Consulting Agenda Items**

*Motion to Approve was moved by Diane Scott, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.*

*Mr. Joe Schmidt requested approval of one change order for \$20,962 at Gulf Breeze High - Phase III change order 009.*

*Motion to Approve was moved by Hugh Winkles, Seconded by Diane Scott. Motion Passed by a Vote of 4 - 0.*

*Mr. Joe Schmidt requested approval of final payment for Gulf Breeze High School; all punch list items have been completed for Phase III.*

*Final Payment to A.E. New - \$97,216.01*

*Final Payment to Schmidt Consulting Group - \$17,289.02*

*Motion to Approve was moved by Diane Scott, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.*

*Mr. Schmidt requested approval for King Middle Phase II design and opinion of cost.*

*The Board reviewed the status of projects for Gulf Breeze High and Milton High.*

## **10. Direct Purchasing Change Orders**

*Motion to Approve was moved by Carol Boston, Seconded by Hugh Winkles. Motion Passed by*

**a Vote of 4 - 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.*

**Gulf Breeze High School - Chiller Plant Phase III, A. E. New, Jr., -\$5,062.66**  
**Milton High School - Chiller/HVAC Revnovation & Building 35 Energy Upgrades, A. E. New, Jr., -\$4,987.73 Chiller/HVAC; \$2,323.48 Bldg. Upgrades (Note: This is an increase.)** Assistant Superintendent Joey Harrell explained that the increase listed above was actually an accounting issue; had to be moved to the correct funding line; money was not actually lost.

**11. 2016-2017 Work Plan**

*Motion to Approve was moved by Hugh Winkles, Seconded by Carol Boston.  
Motion Passed by a Vote of 4 - 0.*

*Assistant Superintendent Joey Harrell stated that this is the last year of this plan; there will be a new survey at the end of this year and will begin a new five-year work plan.*

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

**1. Human Resource Action Agenda**

*There were no items on the Human Resource Action Agenda.*

**2. 2017 Health Insurance Renewal**

*Motion to Approve was moved by Hugh Winkles, Seconded by Diane Scott.  
Motion Passed by a Vote of 4 - 0.*

*Mrs. Pam Smith, Coordinator of Risk Management and Benefits, came forward to provide information on the 2017 Santa Rosa School District insurance renewal and to introduce Mike Caraway with Fisher-Brown Insurance and Kevin Godfrey with Godfrey Downs Consulting. Mrs. Smith shared that the insurance committee and subcommittee began meeting in June and have met every month to review the process and monitor numbers. So far this year 2016 looks to be a much better plan year than 2015. Most products will remain unchanged for 2017 although a few will increase.*

*Mike Caraway began by acknowledging his appreciation to the insurance committee and subcommittee. Mr. Caraway went on to provide information about the renewal process. In 2015 we had an extremely difficult claims year; it was our first year to go self-funded. We received a fairly good renewal rate for our stop loss premium from Highmark.*

*This year we are doing fairly well; our large claims are under control but our utilization is high. Last year we had a 1% increase on our stop loss premium; this year Highmark came back with a 24% stop loss rate increase (a year when they made a handsome profit considering the premium we paid in). We went back to Blue Cross Blue Shield and Highmark and requested a lower renewal premium without success. They refused to negotiate at all; we informed them that we would be taking this to market and if we found a carrier that is a good fit for the school district they would not get "last look." When we took the contract out for bids, we received an extremely competitive proposal from HCC; the largest stop loss carrier in the world. We expect that we will continue to improve; we are rolling out a new product October 1 that we hope will help control claim costs - Healthiest You. Mr. Caraway added that all of our plans have a rate hold except for vision which is in it's fourth year of a four-year rate guarantee. The last two years of claims experience on the vision plan has been 141% and 164%; it hasn't been running well. We were given a 40% rate increase that we negotiated down to 30% (\$1.46 added to the single plan premium); this will still be a lower premium than our previous vision carrier. Kevin Godfrey came forward to guide us through the renewal process - Mr. Godfrey first spent a few minutes updating us on performance which dictates insurance renewal. He called attention to the second column showing a stop loss premium of \$856,000; this is the amount we have to pay to have stop loss protection of \$150,000 for large claims and aggregate claims numbers exceeding approximately \$14 million. Mr. Godfrey stated that the reason for bringing up stop loss is it dictates the premium and variable claims costs. We have already paid \$856,000 in premium dollars; if this is annualized it comes out to about \$1.4 million dollars that we will end up paying Highmark for this protection. He pointed out the column showing specific claims - those that exceeded the \$150,000 threshold. Through July Highmark has reimbursed us \$37,000 but we have paid in \$856,000. Our net paid claims are \$7.1 million and total cost is*

\$8.6 million. Our expected liability vs. max liability is running slightly higher this year by about \$129,000; the maximum liability is under by \$1.2 million. We are having a dramatically different year this year than we did in 2015 when we finished the year at 109% loss ratio. In 2015 we had almost \$1.3 million in claims that were over \$150,000. Highmark lost money on us last year and so we had a tough renewal process but we weathered the storm. Our loss ratio this year (even through summer months) is 84.86%. We need to focus on claims liability for the next twelve months during the renewal process and Mr. Godfrey shared that he likes to break the renewal up into three parts. The first part is how much we pay Florida Blue every year for administrative costs (processing paperwork and everything they do to manage our health care plan) which is approximately \$1,081,000 per year. The next part is how much we pay to have stop loss protection - \$1.474 million; these are fixed cost fees. The last component is the money we set aside to pay claims. The current amount is \$14.429 million; numbers included show a worst case scenario of \$17.146 million. Our initial renewal from Florida Blue/Highmark shows an increase of 4.1% which was already negotiated as part of the contract. The next section shows an increase from \$1.474 to \$1.830 million which is a \$430,000 increase (24%) on rates when we're having a good year; they only paid out \$37,000. That's a difference of more than \$800,000; they may be trying to make up some losses from 2015. The next section shows figures of what we set aside to pay claims. This is a true historical representation of where they think claims will run looking forward to 2017. The stop loss carrier (Highmark) is predicting claims will run from \$14.2 million (expected) to \$17.1 million (max). Their renewal was going up 18.4%. This would be an increase in hard dollar claims as well as the amount we must set aside for claims. We felt that we needed to go out to market and when we did, within 48 hours were contacted by HCC (Houston Casualty Corporation) - one of the largest reinsurers in the world. Our true increase will be the money we set aside to pay future claims, which we may not pay. Florida Blue will work with HCC even though they are not a partner of Florida Blue but they have placed an additional \$1 PMPM administrative fee in their quote to coordinate this process. We will discuss this further with Florida Blue.

Superintendent Wyrosdick spoke of the frustration in this; if we don't use who Florida Blue wants they charge a fee.

Mr. Godfrey went on to say that he is pleased with the .97% number since that is \$430,000 in reinsurance cost that we avoided. He also noted that the trending claims report shows that we are a high utilizing district; we use our benefits. The bottom line shows that we went from 18.04% to 9.56% as our overall renewal rate increase. This falls within what we've been budgeting and working on all year. Board member Dr. Diane Scott expressed appreciation to Mr. Godfrey for not accepting the first number quoted.

Mrs. Pam Smith summarized by stating that the insurance committee and self-funded subcommittee are recommending the \$18,786,761 renewal which is approximately a \$1.6 million increase including a recommendation for \$1 million in reoccurring premium dollars be added to the self-insured fund which will have us funded at about 93% of max. We're not quite funded fully in reoccurring premium dollars but in working with Godfrey Downs, they felt that this would be appropriate funding and an acceptable percentage. We also feel comfortable with state approval of our plan for 2017 and we will be working with our actuary on the approval process. The Board has information regarding premium increases; the Board will be covering 64% of the increase with employees cost sharing the other 36% (for a total \$1 million in increases).

Superintendent Wyrosdick thanked Mike Caraway with Fisher Brown for his hard work as well as Mrs. Smith and the insurance committees. He added that he knows this is tedious and also appreciates that we are trying to build up the self insurance fund. We will continue to manage this and educate employees.

## **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 4 - 0.

### **2. Alternative Placements/Expulsions/Continuance**

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

### **3. Santa Rosa District ELL Plan**

*Motion to Approve was moved by Hugh Winkles, Seconded by Carol Boston.  
Motion Passed by a Vote of 4 - 0.*

**4. School Site End Of Year Reports 2015-16**

*Motion to Approve was moved by Hugh Winkles, Seconded by Carol Boston.  
Motion Passed by a Vote of 4 - 0.*

**5. 2016-2017 Santa Rosa Digital Classroom Plan Proposed**

*Motion to Approve was moved by Diane Scott, Seconded by Carol Boston.  
Motion Passed by a Vote of 4 - 0.*

**6. Burklow Pharmacy Affiliation Agreement**

*Motion to Approve was moved by Carol Boston, Seconded by Diane Scott.  
Motion Passed by a Vote of 4 - 0.  
Items K.6 - K.10 were taken together; Board member Mr. Hugh Winkles recused himself from Item K.10 since he is employed by Walgreen's Pharmacy.*

**7. Century Pharmacy Affiliation Agreement**

*Motion to Approve was moved by Carol Boston, Seconded by Diane Scott.  
Motion Passed by a Vote of 4 - 0.*

**8. Gulf Medical Services Affiliation Agreement**

*Motion to Approve was moved by Carol Boston, Seconded by Diane Scott.  
Motion Passed by a Vote of 4 - 0.*

**9. SR Medical Center Affiliation Agreement**

*Motion to Approve was moved by Carol Boston, Seconded by Diane Scott.  
Motion Passed by a Vote of 4 - 0.*

**10. Walgreens Experiential Learning Program Agreement**

*Motion to Approve was moved by Carol Boston, Seconded by Diane Scott.  
Motion Passed by a Vote of 3 - 0.  
Board member Mr. Hugh Winkles recused himself from Item K.10 since he is employed by Walgreen's Pharmacy.*

**11. REVISED SRO agreement with GBPD 2016-2017**

*Motion to Approve was moved by Diane Scott, Seconded by Carol Boston.  
Motion Passed by a Vote of 4 - 0.*

**12. Outside Support Organization Manual**

*Motion to Approve was moved by Diane Scott, Seconded by Carol Boston.  
Motion Passed by a Vote of 4 - 0.  
Superintendent Wyrosdick recommended approval of the Outside Support Organization Manual with an effective date of July 1, 2017. This will give us time to address some issues that were brought up earlier and reconvene the committee if necessary. It will also allow time for educating our booster organizations. This is going to be tough and may be awkward at times to refuse a donation but we want to be in full compliance. This doesn't preclude that we are in the process of and will continue to work on this.*

**13. Early Release Request for Homecoming**

*Motion to Approve was moved by Diane Scott, Seconded by Hugh Winkles.  
Motion Passed by a Vote of 4 - 0.*

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

None

**M. Items from Board Members**

*Board member Mr. Hugh Winkles stated that we need a Board member to volunteer or be selected as the Santa Rosa School District FSBIT trustee (since Mr. Winkles will be leaving office in November). The trustee needs to accompany Mrs. Pam Smith to the FSBIT meeting in October if possible. Dr. Diane Scott volunteered to serve as the FSBIT trustee; Dr. Scott will serve until she leaves office or another representative is selected. Mr. Winkles expressed appreciation for Dr. Scott stepping in.*

*Board member Mrs. Carol Boston talked about her participation in Patriot Week activities and how much she enjoyed it; our schools are doing some wonderful things.*

*Dr. Diane Scott noted how much Santa Rosa School District will miss Board member Hugh Winkles and his vast knowledge of many subjects. Mr. Winkles will definitely be missed.*

**N. Items from Board Attorney**

*School Board attorney Mr. Paul Green shared that the Food World property closing scheduled for September 21 has been pushed back. When the Board approved the resolution allowing the Superintendent to complete the closing a provision was included allowing Superintendent Wyrosdick to authorize up to 120 additional days to address title issues; we have used thirty days expecting we would have the closing tomorrow. There have been some issues but we have been told they can be met if more time is granted. Mr. Green's recommendation is to grant an additional 30 days; this is no reason for alarm. Mr. Green said that he will keep the Board posted if anything comes up that needs to be addressed; the terms of the agreement can't be changed except by Board action.*

*Mr. Green also spoke to the Board about a step 3 grievance hearing scheduled for next Thursday, September 29, at 5:00 P.M. Mr. Green has already sent out format information to Board members to make them aware what processes would be available. Sometimes the organization wishes to stand up and tell you why the master contract hasn't been met and relief sought; the other side (Superintendent) will tell you why it has been met and relief not granted. Other times a hearing may be more formal (including witnesses). Due process is a part of this; each side has the right to question witnesses. Mr. Green has spoken with one of the attorneys; he suggested to them that a reasonable time to address the issues would be thirty minutes for each side. Hopefully this will not be a long hearing.*

*NOTE: Since this meeting the step 3 grievance hearing scheduled for September 29 has been canceled at the request of the grievant. The step 3 grievance hearing will be rescheduled at a later date.*

**O. Items from Superintendent**

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

**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 20th day of September, 2016 A. D.*

SCHOOL BOARD OF  
SANTA ROSA COUNTY

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Chairman

**ATTEST:**

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*Superintendent of Schools*