

**MEETING MINUTES  
SCHOOL BOARD OF SANTA ROSA COUNTY  
October 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, Chairman, Mr. Scott Peden, Vice-Chairman, Mrs. Carol Boston and Mr. Hugh Winkles. Dr. Diane Scott was unable to attend since she was at the Florida School Board Insurance Trust conference. 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. Charlin Knight 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 September 20, 2016**

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

**D. Oral Written Communications**

**1. Request Special School Board Meeting on December 6, 2016 - 11:30 A.M.**

*Motion to Approve was moved by Carol Boston, Seconded by Hugh Winkles. Motion Passed by a Vote of 4 - 0.  
Superintendent Wyrosdick requested a special Board meeting on December 6, 2016, at 11:30 a.m. for the purpose of conducting a grievance hearing.*

**2. Remote Area Medical Event - Dec. 3-4, 2016 - Katrina Snider**

*Superintendent Wyrosdick introduced Remote Area Medical event organizer Katrina Snider came forward to talk about the free, two-day health care clinic at Milton High School on December 3-4, 2016. Ms. Snider introduced Melody Bernard, a lead team member for this event. Ms. Snider shared that flyers will be going home with Santa Rosa school children to let families know about this free health care clinic including vision, dental, and general medical care as well as educational resources and access to free or reduced price follow-up care. There will be no eligibility or insurance requirements and patients will be seen on a first come, first serve basis. Tickets will be handed out beginning at 3:00 a.m. each day of the clinic with doors opening at 6:00 a.m. They expect to serve 800-1200 patients over the two-day period. Volunteers are needed and can visit [www.ramusa.org](http://www.ramusa.org) to register; the more volunteers we have the more patients can be served.*

*Superintendent Wyrosdick asked Ms. Snider to give some background information on the event/organization. Ms. Snider shared that she had worked at one of these events in Tennessee and wanted to have one here. A host group is required; Ms. Snider enlisted friends to volunteer and make it happen.*

*The Superintendent and Board members thanked her for bringing this event to our community.*

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

### **1. Florida Healthy School District Award**

*April Martin, Director of Elementary Education, came forward on behalf of Sherry Smith, Director of Student Services, to talk about the Florida Healthy School District Award.*

*Every two years our district has the opportunity through Florida Safe and Healthy Schools to complete a self-assessment addressing health education, physical education, school health services, family and community involvement, nutrition services, counseling, psychological and social services, healthy school environment, and school site health staff promotion. The self-assessment is completed with input from different departments including: Food Services - Leslie Adams and Tracey Cooper; Federal Programs - Dr. Karen Barber; Florida Department of Health (Santa Rosa) - Leslie Adams; Risk Management - Pam Smith; Middle School Department - Floyd Smith; and Administrative Services - Joey Harrell.*

*Mrs. Martin introduced Rachel Terran, Healthier Challenge Specialist with Action for Healthy Kids, came forward to present the Florida Healthy School District Award. Ms. Terran recalled that she was here two years ago to present the award to our school district; it's significant that the school district is receiving this award at the gold level again. She also stated that as a member of the Coordinated School Health Partnership and the Executive Committee for Florida Action for Healthy Kids, she is honored to present the gold level award flag to Santa Rosa School District.*

*Mrs. Terran presented background information on the award. This is a grass roots partnership including many members from not for profit organizations (American Heart Association, American Cancer Association, Florida Action for Healthy Kids). The primary purpose of the Coordinated Healthy Schools Partnership is to inform advocacy for school health issues and recognize excellence among Florida school districts. The Florida Action for Healthy Kids is the Florida team for the National Action for Healthy Kids. Action for Healthy Kids was created in 2002 as a response to the surgeon general's call to action to lower childhood obesity and poor health.*

*The Florida Coordinated School Partnership, Florida Action for Healthy Kids, Florida Association of District School Superintendents, and Florida Healthy Kids Corporation applaud Santa Rosa School District for establishing a culture/climate in which students and staff can reach their potential. Santa Rosa School District continues to serve as a leader in the state in reducing and eliminating barriers that can result in limited academic achievement.*

*Santa Rosa School District demonstrated high scores in all areas with highest scores related to policies and procedures in the following areas: health services, district infrastructure, strong administrative and community support that leads to sustainability, family and community involvement, counseling - psychological and social services, healthy school environment, and social school environment. Ms.*

*Terran noted that the nutrition services department has been a leader in helping build the healthy district award.*

*Ms. Terran closed by presenting the award flag to our district and thanking Santa Rosa School District for their efforts in supporting Florida Action for Healthy Kids. She noted that Santa Rosa has been a Florida Healthy School District since 2011 and a gold level Florida Healthy School District since 2012.*

*Superintendent Wyrosdick expressed his appreciation to those involved in this effort and noted that we will continue to strive in those areas where improvement may be needed.*

**F. Public Hearing**

*None*

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

*None*

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

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

**1. Human Resource items**

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

**2. Curriculum/Instruction Items**

- a. Suspensions**
- b. Reassignments**
- c. Business Partners**
- d. School Volunteers**

**3. Financial Items**

- a. Bills and Payroll, Monthly Financial Statements for July and August 2016**
- b. Internal Funds Check Signer Position for SS Dixon School**

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

- a. Field Trips**
- b. Facility Use Requests**
- c. Change of Venue**
- d. Religious Venue Request**

#### **Action Agenda**

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

##### **1. Exceed the Limit 102016**

*Motion to Approve was moved by Carol Boston, Seconded by Scott Peden.  
Motion Passed by a Vote of 4 - 0.  
Jud Crane, Director of Purchasing and Contracts Manager, requested approval of Items 1.1, 2, and 3 as submitted.*

##### **2. RFB 11-08 Filter Change Out Renewal 102016**

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

##### **3. Surplus 102016**

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

##### **4. Custodial Quarterly Report 102016**

*Steve Sport came forward to present the Custodial Quarterly Report.*

*Mr. Sport began by presenting school scores; pre-K and elementary have an overall score of 3.25. Mr. Sport shared that he does have a couple of unfilled positions throughout the District and is in the process of making some personnel changes at Oriole Beach Elementary.*

*The overall score for middle and intermediate schools is 3.25; overall score for vocational and high schools is also 3.25.*

*Mr. Sport went on to show work recently completed at school locations throughout the district including gym floor refinishes at Gulf Breeze and Navarre High Schools, and grounds work at Dixon Intermediate. He stated that the grounds crew plans to do some heavy duty trimming this winter that they don't have time to do in the summer.*

*Several administrator comments were shown praising custodial teams and their hard work over the summer preparing for the students to return.*

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

*Owen Gipson with DAG Architects came forward to review the status of current DAG construction projects.*

*Motion to Approve was moved by Hugh Winkles, Seconded by Scott Peden.*

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

*The Board approved awarding the Sims Middle School kitchen renovation/addition/classroom addition to Hewes and Company, as the lowest and best at \$1,348,000.*

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

*The Board approved awarding the Locklin Technical Center automotive shop addition to Larry Hall Construction as the lowest and best at \$312,000.*

## **6. Pinder Martin Agenda Items**

*Mike Martin with Pinder Martin came forward to review the status of the current Pinder Martin projects.*

*All projects are complete.*

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

*The Board approved the following change order:*

*Milton High School Energy Upgrades  
Demolition and repair of unknown storm sewer  
Add \$3,688*

*Motion to Approve was moved by Scott Peden, Seconded by Hugh Winkles.*

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

*The Board approved the following change order:*

*Gulf Breeze Middle School Kitchen/Cafeteria  
Additional glazing at the cafeteria - add \$1,193.00  
Replace damaged existing 4" sanitary sewer - add \$6,821.00  
Costs to investigate found unknown utilities - add \$3,809.00*

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

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

*The Board approved final payment for the following:*

*Milton High School Energy Upgrades  
A. E. New Jr., Inc. - \$86,705.06  
Pinder-Martin Associates, Inc. - \$2,534.53*

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

*The Board approved final payment for the following:*

*Gulf Breeze Middle School Kitchen/Cafeteria Expansion  
A. E. New Jr., Inc. - \$102,633.87  
Pinder-Martin Associates, Inc. - \$2,808.00*

*Mr. Martin spoke of how much Pinder-Martin has enjoyed working with Santa Rosa School District over the last seven years; "it's been a real joy."*

## **7. Schmidt Consulting Agenda Items**

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

*Mr. Jones with Schmidt Consulting Group reviewed the status of current Schmidt projects.*

*The Board approved the following change order 007B:*

*Milton High School Renovation HVAC Phase A - credit of \$8,101.00*

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

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

*The Board approved final payment for the following:*

*Milton High School HVAC Renovation Phase A*

*A. E. New Final Payment Amount - \$77,062.94*

*Schmidt Consulting Group Final Payment Amount - \$5,927.10*

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

*The Board approved the construction documents for King Middle School HVAC Renovation - Phase III Approval for King Middle School HVAC Renovation Phase A.*

*Mr. Jones added that there would be one modification to the schedule previously submitted for King Middle. That modification is that the bid will be presented to the Board for approval on December 6, 2016.*

## **8. Jay High Softball Restroom Facility - Phase III Approval**

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

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

*Assistant Superintendent Joey Harrell came forward and noted that our design professionals are very competitive; they push each other to be better and this benefits our school system.*

*Mr. Harrell requested Phase III approval of the Jay High Softball Restroom Facility. We will be using A. E. New, Jr., Inc. for this project since Santa Rosa School District has a continuing contract with them. This is a day-labor project with an estimated cost between \$35,000 - \$40,000. This is a much-needed addition for Jay High School since they have no restrooms in that area.*

## **9. Architectural Selection-Food World Property**

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

*Assistant Superintendent for Administrative Services Joey Harrell shared that once the Food World property is finalized we will need an architectural firm for design services for the facility so it can be used for administrative purposes. One architectural firm (DAG Architects) responded to our legal advertisement soliciting proposals for architectural professional design services for the Food World project. Mr. Harrell stated that while he is disappointed that only one firm submitted a bid he feels confident that DAG Architects can do the job.*

*School Board member Hugh Winkles stated that he served on the selection committee and though there was only one bid submitted, Mr. Harrell felt that we*

*needed to follow the process. Mr. Winkles stated that he was impressed with DAG Architects; the remodeling and reconstruction DAG has done throughout the state is really amazing.*

*Mr. Harrell added that we've had a good working relationship with DAG over the years and they have shown they have expertise in this area through other similar projects they have worked on.*

*Superintendent Wyrosdick agreed that this is outside of the norm of a school facility and requires general as well as specific expertise.*

## **10. Half Cent Sales Tax Resolution**

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

*Assistant Superintendent for Administrative Services Joey Harrell came forward to provide information on the Half-Cent Sales Tax Resolution. School Board Attorney Paul Green has reviewed the Resolution as it's been in process for the last couple of months. This is the first step; to get the approval of the School Board and then submit to the Board of County Commissioners to seek their approval (in a timely manner) before putting the resolution out for a referendum vote.*

*Superintendent Wyrosdick stated that the current half-cent sales tax expires December 31, 2018. The citizens of Santa Rosa County have twice said this is a great idea to add some dollars to our schools both in construction and technology. He added that he feels confident we've used these dollars in every school in every way. Our commitment to the citizens of Santa Rosa County is to bring this to them in the spring and ask them to allow us to continue the half-cent sales tax.*

*School Board member Hugh Winkles added that even though we've done this in the past we can't take for granted that it will be passed again. We must be diligent with voters and with the county; we need this - it's very important.*

*Superintendent Wyrosdick went on to say that he has had contact with multiple community leaders who are supportive of this; he feels confident that we can communicate accurately what we've done with these dollars - that we have done what we said we would do. These dollars have affected every classroom, every school room, in every community. The Superintendent agrees that we don't need to take this for granted. He expressed appreciation for the faith the citizenry has placed in us for eighteen years; we need to communicate wisely and accurately over the next few months that the half-cent sales tax is essential to continue the excellence that we have in education. If you don't believe facilities and construction can change the dynamic of a school the Superintendent recently visited Holley Navarre Middle School where the reading program has been expanded (more than triple the number of students) due to expansion in the cafeteria getting them in and out in a timely manner. These are focus dollars that allow us to increase the expectations in our classroom - from a COW (computer on wheels) in a classroom to cafeteria expansion - this is a very powerful tool for us.*

*Mr. Winkles added that we need to maintain that we'll keep our capital outlay millage at what it is and not increase it if the half-cent sales tax is passed.*

*The Superintendent closed by sharing that Boards in the past have done that and he would look to the Board to provide direction.*

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

**1. Human Resource Action Agenda**

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

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

**1. Alternative Placements**

*Motion to Approve was moved by Scott Peden, Seconded by Hugh Winkles.  
Motion Passed by a Vote of 4 - 0.  
Ricky Shelby came forward to address the School Board on behalf of student A170182-15.*

*This student is a very respectful young man - he has confessed to what he was accused of and what was brought to the committee. He has reconciled and taken ownership of his wrongdoing. This is his first offense; he is suffering from family issues (loss of his father) and he is seeking peer approval. Mr. Shelby stated that he is a graduate of Pace High himself and has respect for the School Board and the expectations at the school. Mr. Shelby will provide guidance for this student; he is asking the Board to be lenient on the alternative placement since this is the student's first offense. This could make or break him. If he is alternatively placed Mr. Shelby is not sure what effect this will have on the student. He could leave school; Mr. Shelby is seeking to get him back at Pace High where he's comfortable. Mr. Shelby added that he does not condone what the student did.*

*Superintendent Wyrosdick stated that he would make his recommendation and then come back to make comments. (The Superintendent reviewed alternative placements for Board approval.)*

*Superintendent Wyrosdick expressed his appreciation to Mr. Shelby for being here. Until a few years ago, the School Board did not have an alternative placement program; this was developed to maintain contact with students. The School Board's desire is to get the student back to their school as soon as possible; alternative placement offers the opportunity for students to return early. The Superintendent stated that Mr. Shelby's attendance at the Board meeting means a lot to the Board and the student; working together we can get the student back sooner. That is the purpose of alternative placement. We will not disconnect from the student.*

*Mr. Shelby asked if part of the alternative placement includes monitoring for early termination of alternative placement. The Superintendent responded that it does include monitoring for early termination and the Board often takes the opportunity of early termination of alternative placement. Mr. Shelby asked if they would receive updates from the Learning Academy and Superintendent Wyrosdick responded that they will receive updates; they will be in constant communication.*

*Superintendent Wyrosdick and Board members thanked Mr. Shelby for being at the meeting on behalf of this student.*

**2. Universal Assessment Schedule**



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

*Superintendent Wyrosdick expressed appreciation to Rick Hardcastle, Coordinator of Assessment, for putting this schedule together. The Superintendent pointed out that he will serve on a committee through the FADSS and FSBA to give input during the legislative session and help develop policies regarding assessments. We are not against assessments but not all of the mandatory assessments need to take place. We will work with other school districts and address this yet again. This is not a subject that will go away but our teachers deserve protection of their instructional time; we will continue to fight for that. We are cognizant of the assessments we need to give and continue to narrow that down.*

*The Superintendent noted that this is a very difficult schedule to put together; he applauds Mr. Hardcastle and his staff for the amazing job they've done.*

**3. Title I, Part A, 2016-2017 School Improvement Initiative 1003(a)**

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

**4. Crestview Pharmacy Affiliation Agreement**

*Motion to Approve was moved by Hugh Winkles, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.  
The Board approved the Crestview Pharmacy Affiliation Agreement as submitted.*

**5. Sacred Heart Health System Affiliation Agreement**

*Motion to Approve was moved by Hugh Winkles, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.  
The Board approved the Sacred Heart Health System Affiliation Agreement as submitted.*

**6. Request a Half Day for Homecoming-Jay El**

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

**7. Early Release Request for Homecoming**

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

**8. High School Athletic Schedules 16-17**

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

**9. Strategic Improvement Plan for 2016-17**

*Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.  
Superintendent Wyrosdick shared that this is our view of how we will guide the School District in moving forward through the next year. The Strategic Improvement Plan is reviewed and refreshed every year by senior staff.*

**10. 2016-17 School Improvement Plans and School Advisory Council Rosters**

*Motion to Approve was moved by Hugh Winkles, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.  
Superintendent Wyrosdick commented on the quality of these School Improvement Plans; they are taken seriously by school leaders. He added that he applauds our School Advisory Councils for the work they do.*

**11. Early Head Start/Head Start Monthly Report for August and September 2016 (Review Only)**

*The Board reviewed the September 2016 Head Start/Early Head Start Monthly Report.*

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

*None*

**M. Items from Board Members**

*School Board member Carol Boston thanked Woodlawn Beach Middle School for including her in their School Lunch Week activities; Mrs. Boston spoke of what a great job they did of honoring veterans and first responders. Mrs. Boston also helped serve lunch at Holley Navarre Intermediate and expressed appreciation to Leslie Bell and the Sodexo staff for the work they do.*

*School Board Chairman Jennifer Granse shared that she attended a STEAM field trip at the Mess Hall; it was excellent.*

**N. Items from Board Attorney**

*Paul Green, School Board Attorney, stated that he had no new items. Mr. Green pointed out that he has provided information to Board members (regarding Food World property purchase) - questions can be addressed at this meeting or they can call him later. Mrs. Granse responded that the information Mr. Green provided was clear and concise; Mr. Winkles added that a phone call to Mr. Green might be valuable.*

**O. Items from Superintendent**

*1. Superintendent Wyrosdick stated that the School District continues to have discussion with United Way and the Bridges organization regarding their need and intent for the Munson Elementary property. The next step is to sit down with them and Assistant Superintendent for Administrative Services Joey Harrell to develop a usage plan. This information would then be communicated to the community; this is an opportunity to bring some jobs to that area. It is an unusual request that involves only part of the building; we do need to clarify some things before moving forward. This is a highly supported program; we have two federal judges who are interested in foregoing incarceration for particular individuals and using this program as an entry back into society. We have no recommendation at this time but wanted to let you know that we will continue to work on this - will probably be putting together numbers and moving forward if appropriate. Before any action is taken this will be brought back to the Board for approval.*

*2. 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 October, 2016 A. D.*

SCHOOL BOARD OF  
SANTA ROSA COUNTY

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*Chairman*

*ATTEST:*

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*Superintendent of Schools*