

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**December 6, 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: Mr. Scott Peden, Chairman, Dr. Diane Scott, Vice-Chairman, Mrs. Carol Boston, Mr. Buddy Hinote, and Mrs. Jennifer Granse. 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 Superintendent Wyrosdick lead us in the Pledge of Allegiance to the Flag and in a moment of silence.*

**C. Approval of Minutes**

**1. Approval of School Board Meeting Minutes of November 17, 2016**

*Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.*

**2. Approval of School Board Reorganization Meeting Minutes of November 22, 2016**

*Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.*

**D. Oral Written Communications**

*Superintendent Wyrosdick shared that since the Half-Cent Sales Tax Resolution was approved by the Board on October 20 he has been out in the community trying to communicate good, solid, accurate information. He shared some of the questions he's received. "Why are we doing the sales tax vote in 2017?" There is a timeliness issue; if the half-cent sales tax is passed, we could bond some of those monies for a new school. Should a new school not be approved by DOEOEF we want a little time to plan; in January 2019 we want to be prepared to maximize the ten-year use of those dollars. Also, asking voters to approve the half-cent sales tax in spring 2017 allows us to budget for 2018-19 with those dollars. Since our fiscal year runs from July 1 through June 30 it would help with our five-year facilities plan; we could begin to see what our capital plan will look like in 2018-19; we would have to begin making adjustments if the tax does not pass. If the tax fails, it would allow us an opportunity to come back to taxpayers,*

*answer questions, and clearly articulate what we have done with the dollars and would like to do with the dollars. We would have time to amend our capital budget and plan accordingly for the absence of seventy million dollars over a ten-year plan.*

*Lastly, the Board has great oversight of the use of those tax dollars; when you look at the past sales tax resolutions that were passed by voters (this is not a new tax) - we want to stay true to that. With the absence of PECO dollars we've had to reorganize some of the dollars to be used in a maintenance fashion but they have all been used in accordance with the approved resolution/referendum. In addition to the Board providing oversight of these dollars, an independent auditor reviews to be sure that the dollars are used in accordance with the referendum.*

*The Superintendent pointed out that he wanted to communicate information to the Board collectively and will now begin to reach out specifically to groups/individuals to answer questions.*

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

*None*

#### **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 Diane Scott, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.*

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

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

##### **a. Administrative Agenda**

##### **b. Leaves and Out of State Temporary Duty**

- c. **Annual Inspections 2016-2017**
- 2. **Curriculum/Instruction Items**
  - a. **Student Transfer Requests**
  - b. **Suspensions**
  - c. **School Volunteers**
  - d. **Business Partners**
- 3. **Financial Items**
  - a. **CRI Audit Agreement for FY ending June 30, 2017**
- 4. **Administrative Operational Items**
  - a. **Field Trip Requests**
  - b. **Facility Use Requests**

### ***Action Agenda***

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

##### **1. RFP 16-06 Building Automation Systems 120616**

*Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.*

*Mr. Jud Crane, Director of Purchasing and Contracts Manager, came forward to review the RFP and request approval. Mr. Crane is recommending two of the vendors; Johnson Controls and Siemens. He explained that long term contracts tend to rise; he feels that having two vendors will help since they will compete among themselves with prices listed as maximum prices.*

##### **2. Surplus 120616**

*Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.*

##### **3. PESG Quarterly Report 120616**

*Ms. Kim Woodson with PESG came forward to present the quarterly report.*

*Ms. Woodson introduced LaTonya Hilson and shared that PESG now has two local service representatives for the Milton office. These two employees have regular posted office hours of 6:00 A.M. through 12:00 P.M. but Ms. Hilson is there two days a week until 5:00 P.M. Ms. Woodson emphasized that no one is sent to a job without a badge.*

*We now have 586 active subs in the pool; with a goal of 600 by the end of December. The presentation showed 65 non-working subs but Ms. Woodson said that number has dropped to 56. There are currently 66 new applicants which shows there is interest in substitute work.*

*PESG has the goal of increasing the number of paraprofessional subs; the paraprofessional vacancies are hard to fill. Ms. Hilson has been encouraging instructional subs to pick up one paraprofessional job per month.*

*It's also very important for subs to participate in continuing professional development. Ms. Woodson has been working with Alexis Cash on professional development for ESE classes including scenarios that substitutes may encounter in these classrooms. ESE vacancies can be hard to fill since people don't know what's expected of them in this type of class. This training has been approved by Debbie Anderson and Conni Carnley.*

*Ms. Woodson went on to provide the monthly fill rate as well as the overall fill rate for the year to date - 95%. The number varies some between teachers and paraprofessionals. The goal in January is to send out reports to department heads to see if there is a trend in absences.*

*In closing, Ms. Woodson also shared that PESG is looking forward to participating in the Santa Rosa Substitute Employee of the Year process.*

*School Board Vice-Chair Dr. Diane Scott stated that she appreciates the ESE training for substitutes and asked if the substitutes are compensated for the training. Ms. Woodson responded that they will receive something; possibly a gift card. Historically (in other school districts she has worked in) over fifty percent of substitutes sign up for the training. They want to increase their knowledge and this helps everyone.*

*Dr. Scott was questioning office coverage at the last meeting and she appreciates the effort to have this taken care of.*

#### **4. DAG Architects Agenda Items**

*The Board reviewed the status of current DAG Architects Construction projects presented by Mr. Mike Martin.*

## **5. Schmidt Consulting Agenda Items**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.*

*Mr. William Jones with Schmidt Consulting came forward to request bid rejection for the King Middle School HVAC Renovation Phase A based on the low bidder (A. E. New, Jr., Inc.) being in excess of allowable amount under Florida Statute 287.055. Schmidt Consulting will review the bid packet trying to get it within budget, and resubmit at a later date.*

*School Board Member, Mrs. Jennifer Granse, asked a question regarding the meaning of "statute of limitations."*

*Mr. Jones explained that under Florida Statute the individual contract for construction costs cannot exceed \$2 million. Schmidt's estimated cost was approximately \$1.9 million for the base bid. The low bidder's base bid came in at \$2.65 million - this is why they can't recommend proceeding.*

*School Board Vice-Chair Dr. Diane Scott observed that this is a significant discrepancy. Mr. Jones responded that Schmidt is in the process of reviewing the information and hasn't been able to find a discrepancy from previous bids. While the bidding environment is no different; there is a suspicion that having only two bidders for the project may have affected the bid. In the future there will be an effort to encourage more bidders.*

*Superintendent Wyrosdick observed that it is highly unusual to vote on rejecting a bid.*

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

### **1. Human Resource Action Agenda**

*Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.  
The Board approved the employee administrative reassignment as submitted.*

## **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 Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.*

**3. Cooperative Agreement - East Hill Academy/Title II Part A**

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

**4. Florida Safe Schools Assessment**

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

**5. High School Semester Exam Schedules Dec. 2016**

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

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

*None*

**M. Items from Board Members**

*School Board Member Mrs. Carol Boston thanked TSA Technology Specialist Shelley Mann and Danny Carnley, Principal of Chumuckla Elementary, for the STEAM event she attended at Chumuckla Elementary; Mrs. Boston said it was a nice activity.*

*School Board Chairman Mr. Scott Peden thanked the Board for their support and faith in him as he was just elected School Board Chairman.*

**N. Items from Board Attorney**

*None*

**O. Items from Superintendent**

**1. Resolution (Amendment) - Food World Property**

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

*The Board approved a resolution amending a resolution approving and authorizing execution of an agreement for sale and purchase of real property with Milton, LLC; and providing an effective date; including a post-closing escrow agreement.*

*Superintendent Wyrosdick explained that we will continue to seek a clear deed but if there is a restriction it will not impede our intended use of the building. He also observed that School Board Attorney Mr. Paul Green continues to work diligently on our behalf on this matter.*

## **2. Contract - School Board Attorney**

*Motion to Approve was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.*

*The School Board approved the renewal of Mr. Paul Green's contract as School Board Attorney to run from January 12, 2017 through January 13, 2021.*

## **3. Growth Management**

*Superintendent Wyrosdick provided some introductory comments. Over a year ago a rezoning opportunity was brought to the Board that was not approved; we had limited data at that time to support our proposal. Part of the discussion from that was providing accurate data regarding where our students live and what the impact of rezoning would be. We have a purpose of organizing that data to be used for specific purposes. We need accurate data to demonstrate to the Department of Education that we need to build schools. This is also very timely with the approval of our five-year plan in June and using this data to show where we may need to build schools. DOE and OEF operate with a district wide capacity rule which makes it difficult for us to demonstrate that we need schools when there is capacity in the north end and no capacity at the south end. There has to be a cost effectiveness with rezonings and/or building new schools. We must show specifically that we can build new schools less expensively than we can rezone in some cases. This is all part of dealing with growth in Santa Rosa County; how to build, when to build, and where to build schools. This is a different manner in which to view growth; to attach a child in a brick and mortar home to a brick and mortar school is a different approach; we are entering a new arena of demonstrating capacity. We believe wholeheartedly that we need a new school in the south end; DOE says that we have capacity in the north end "just rezone." We don't think it's wise or economically feasible to move a child from the south end to the north end. We can now show specific data in regard to transportation and rezoning. Most importantly it allows Santa Rosa County to plan appropriately with the approved land management plans from our county commissioners.*

*Superintendent Wyrosdick asked Mr. Joey Harrell, Assistant Superintendent for Administrative Services, to come forward and introduce our presenter/s. Mr. Harrell began by expressing appreciation to the Board for allowing him to be part of this process; not only to help*

him do his job better but for approving the money to hire these individuals to provide this service. Mr. Harrell shared that he's excited about this process - we get more accurate information and it's a very powerful tool that will help drive decisions. Mr. Harrell introduced Mr. Gene Boles, Senior Fellow for the Program for Resource Efficient Communities, University of Florida, who will be answering some questions from the Northwest Florida Homebuilders Association, about some of our projections, data and numbers. Mr. John Gilreath with DRMP, Inc., an engineering firm, will then provide more information on what this new tool looks like.

Mr. Boles began by making a few clarifying remarks; specifically related to a letter they had received in September from home builders. Mr. Boles stated that he would not try to answer questions related to cost as that would be Mr. Harrell's area but he would try to clarify questions regarding projections. Mr. Boles pointed out that they make projections, not predictions - there is a difference. They look at a set of data and past experience as well as projections from organizations and try to define what that means regarding student enrollment; matching capacity/enrollment to residential development. Typically 100 residential homes will generate 15-18 students. One of the questions that Mr. Boles addressed was regarding some charts in a presentation he made last January showing a total capacity of approximately 30,000. That was not a prediction but only a benchmark to see where we are today and how that would relate to various projections. Another question was related to our potential for future development; the terms "infill (single family lots that could get a permit), single family developable, and multi-family developable" were used. We're interested in what we presently have and also what is possible. There are approximately 10,000 single family lots within the county; they are zoned in such a way that a permit could be issued tomorrow. The densities you find in comprehensive plans will never be realized; these are very soft numbers - we are trying to understand what's possible. We have looked more closely at the south end since it is a confined area and is close to 60-70% build out. We've done some refinement with the county and we're looking at zoning (land use) rather than comprehensive planning; there are some areas that are not developable due to wetlands. The estimates on future developable are based on zoning as well as future land use as applied by the county. There are approximately 6,000 infill lots which is a large number; approximately 25,000 units that could be generated under the single family and 20,000 in multifamily. These should not be added together because a lot of zoning allows both and we don't know what the future land owner/developer may propose. This allows us to look at the number of schools we may potentially need in the future.



*Dr. Diane Scott asked a question regarding the growth rate Mr. Boles used in his presentation last year (1.35 or 1.36) as compared to the growth rate the county has projected of 3.1; "so we have underestimated what happened in that time period." Mr. Boles clarified that the projection he used was the BEBR (local communities must use this number) thirty-year projection that he converted into an annual growth rate. COFTE (Capital Outlay Full Time Equivalent) projections must be used by school districts. Mr. Boles also looked at what actually happened; from 2001-2011 and in the last five years. Building trends showed that the growth rate in the north part of the county was not the same as the south end. Mr. Boles pointed out that these are the projections being used as well as the reality of what actually happened in growth in the last few years. South end numbers are "geographically weighted." In addition, Florida was in a rapid growth posture that would likely not be sustained over a 30-40 year period. He shared that a 2% growth rate would likely mean that the population would double every 35 years; a 5% growth rate would double the population every 14 years.*

*Superintendent Wyrosdick welcomed Mr. John Gilreath to Santa Rosa County. Mr. Gilreath is a GIS Manager with DRMP, an engineering/transportation firm. Mr. Gilreath pointed out that DRMP is providing a central platform for various types of data; including data from the county, municipalities, the School Board, DOT, and Escambia County. All of this data is brought into a central platform for Santa Rosa staff to view, understand, plan for the future, budget, and view current conditions as well as historical trends.*

*Mr. Gilreath provided background information about DRMP. DRMP is a forty-year transportation firm headquartered in Orlando with offices in the Panhandle. They have been in the education field for a while and have continuing contracts with several universities throughout the state as well as Alachua County and Santa Rosa. DRMP is a member and sponsor of Florida Educational Facilities Planners Association.*

*DRMP began working for Santa Rosa School District in August 2016 building on some of the work done by Mr. Gene Boles. DRMP will be doing some special analysis but also wants to facilitate more access for the Board, staff, and for citizens to make better choices and educate for future planning. Some of the existing data sets include school locations, parcels and streets, zoning and future land use, as well as information from Escambia County.*

*The first task was to update student addresses. Mr. Boles had previously shared that he was at about 90% accuracy. One reason for this is that we had to get data from Escambia County; under an MOU*

*between Santa Rosa and Escambia Counties we have approximately 200-300 students who live on Pensacola Beach. We needed the data from Escambia County to accurately map those addresses. Every address has a unique "geocode" or X-Y coordinate. We matched the student addresses from the school district database to the parcel/house where that student lives also using 911/emergency dispatch database. Names and unique IDs are confidential but grade level and assigned zone are used although some students may attend school in a different zone. Using this snapshot (in September) we had 28,205 total students with greater than 99% accuracy. We have 233 students who reside in Escambia County but attend school in Santa Rosa; 172 addresses are not mapped (for a number of reasons).*

*Mr. Gilreath showed an example of a Sims Middle School map with the number of students attending including those attending from out of zone and those who are in zone but not attending. They have this information for every school zone and every student; this can be a building block for future analysis.*

*The second task was a network analysis which includes Santa Rosa street layer, address range, miles per hour, distance, material the road is made of (paved, dirt), and maintaining agency. Using this data, based on travel distances and street location, gives a true view of travel time. Superintendent Wyrosdick asked if the network can be adjusted if a new road is built. Mr. Gilreath responded that you would recreate that particular layer; this is a snapshot in time. Student data could also be updated.*

*The next slide showed a true picture of the distance from a school based on a real road network. This data was applied to the following slide showing student address distance from school site in increments (would student walk to school or be transported). Another part of this analysis categorized students based on their travel distance to school (the majority live within five miles) but 8,064 students travel farther than five miles to school with the average trip being approximately eleven miles.*

*Mr. Gilreath presented information on land use projections based on collected zoning and future land use data; the maximum allowable density for the acreage was calculated based on county and/or municipality codes. This is a generalized view since site suitability must also be considered (wetlands, easements).*

*Superintendent Wyrosdick asked if this data from the property appraiser shows the property being coded as being able to be built on. Mr. Gilreath responded that they use zoning, future land use, and county ordinances that specify the maximum number of units based on current*

*zoning and future land use. Superintendent Wyrosdick asked if the land use was reclassified would we need to make adjustments. Mr. Gilreath agreed that we would and pointed out that another district uses GIS to track online development petitions and the status of development reviews. This could also be used to track land use petitions and building permits; anything that has a physical address can be brought into GIS. Mr. Boles added that the link to the county in real time data is something we need to work on. Superintendent Wyrosdick agreed that we need to eliminate inaccurate data; don't need to include wetlands if it's an area that can't be used to build on.*

*School Board Vice-Chair Dr. Diane Scott asked if we have a school district representative serving on the county zoning board. Assistant Superintendent Joey Harrell stated that he has served on that committee in the past but we do not currently have an active seat on that committee. Mr. Harrell added that we are working through Mr. Gene Boles to stress the importance of having a seat on that committee.*

*Mr. Gilreath went on to discuss a slide showing highest possible build out from a school zoning perspective (by grade level - elementary, middle, and high). This does not include specific numbers but does include areas of greatest potential development.*

*Bus routes were also analyzed in relation to the data presented; this is a way to quantify how much it costs to run a bus route. This is a base line but has much potential. Census data will also be reviewed - traffic analysis zones will be studied looking at population density, population growth, and commuter patterns (travel from one traffic analysis zone to another).*

*The final step will be to take all the data and perform the analysis that the school district would like and give it back in ArcGIS Online for accessibility. ArcGIS Online is a low cost cloud subscription based data service. It can be used to store data for downloads, publish maps to our website or for internal use if it contains sensitive information. This is a powerful new tool for sharing data. Mr. Gilreath showed a couple of different examples that were created for Santa Rosa County with school locations, student addresses, and attendance zones. Different filters can be used to pull a specific group of students (for every school). This can be used on different operating systems. It is a central platform; projections can be brought in as well as historical data.*

*When DRMP looked at bus route data they realized there was a need to classify different types of bus routes. Mr. Gilreath talked about the number of different types of bus routes at one school. Mr. Harrell*

*explained that sometimes depends on the program requirements for a particular student; the needed program may not be offered within the student's attendance zone.*

*Dr. Diane Scott expressed appreciation for the level of detailed data that can be provided but wonders about the sensitivity of the data; can some of the access be limited? Mr. Gilreath responded that the overall cloud subscription is maintained by ESRI (Environmental Systems Research Institute); this cloud is certified and is used by the CIA and the National Geospace Agency. This cloud has been certified by some of the heaviest hitters in the country for security. Santa Rosa will have the ability to determine what we want to display; it can be configured to our specifications. DRMP (Mr. Gilreath) can guide us through the best management practices.*

*Mr. Gilreath asked if additional discussion was needed; Superintendent Wyrosdick asked if anyone had additional questions. The Superintendent reiterated that the security of the data can be locked down; but at what point. Mr. Gilreath assured him that the data is secure; users must have a secure log in to access the information in the cloud; the level of access will be determined by the user login ID.*

*School Board Attorney Paul Green asked Mr. Gilreath if he is providing for Alachua the same product that he is presenting to us today. Mr. Gilreath said that it is in process. Mr. Green went on to say that there may be some public records request concerns; we need to be particular about that.*

*Superintendent Wyrosdick acknowledged that this can be a very powerful tool. We are looking to convince the Department of Education that we need to build a school in a specific arena; we have rezoned many times through the years; we will now be able to calculate the costs of that transportation over the period of years a student will attend a school. That is the strength of the data; we've not had that data in this format. In closing, Superintendent Wyrosdick said that this is not a finished product; there are some pieces of property that we need to go back and eliminate. There is some refinement needed but the Superintendent wanted us to hear the direction we're traveling; wanted to give a glimpse of what that piece looks like. We can bring Gene Boles and John Gilreath back as needed. He asked if Mr. Harrelson or Mr. Gilreath had anything to add. Mr. Gilreath reiterated that these are the building blocks for a central platform for disparate sets of data. There is also the ability to view different scenarios by moving zoning lines.*

*Superintendent Wyrosdick added that our most important purpose in entering into this is to convince the Department of Education and OEF that we have areas where we need to build schools. Rezoning/busing is*

*not a good option in these areas. We need to make sure that we prepare for growth so we can build schools accordingly. We can build a platform for Superintendents/Board Members many years down the road to have a picture of what that looks like. The data is not perfect; there are parcels that need to be pulled out and areas that need to be readdressed. We will continue to work on accuracy.*

*Mr. Edwin Henry with the Homebuilders Association had questions/concerns regarding the accuracy of the slide showing potential home development and density. Mr. Henry pointed out that homes will not be built on Eglin Air Force Base land or within Blackwater River State Forest. Superintendent Wyrosdick stated that he had already spoken to the need for some parcels to be pulled out and there may be some which need to be added; this is not a finished product. It is the Board and Superintendent's job to provide oversight. Mr. Henry went on to say that he wants to support the building of new schools in Santa Rosa County; he is just concerned about the impression that some of this data may give. Mr. Gene Boles clarified that in the projections he has provided Eglin Air Force Base has no density at all. Superintendent Wyrosdick again pointed out that this map needs to be refined. Mr. Gilreath explained that this information is taken from data provided by the school district and Mr. Boles then applied to attendance zone only.*

*Superintendent Wyrosdick thanked Mr. Henry and Mr. Gilreath and asked if there were further questions. Assistant Superintendent Joey Harrell concluded by thanking Mr. Gilreath for his presentation and reiterating that this data will help us by demonstrating our need for additional schools. Mr. Harrell emphasized that in order to get DOE approval to build additional schools we must prove our case to them. How do we establish a case that this is the most efficient way to spend taxpayer dollars? DOE must follow the formulas, statutes, and guidelines that they have in place. Using this data we can show additional transportation costs and the impact if we have a bridge outage that affects student transportation. We must have a convincing argument moving forward.*

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

## **P. Adjournment**

*Motion to Approve was moved by Carol Boston, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.  
There being no further business the meeting was adjourned.*

*DONE AND ORDERED IN LEGAL SESSION by the School Board of Santa Rosa County this 6th day of December, 2016 A. D.*

SCHOOL BOARD OF  
SANTA ROSA COUNTY

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*Chairman*

ATTEST:

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*Superintendent of Schools*

