

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**June 22, 2017-6:30 PM**

**A. Call to Order and Roll Call**

*The School Board of Santa Rosa County met in regular session at 6:30 p.m. with the following members present: Dr. Diane Scott, Vice-Chairman, Mrs. Carol Boston, and Mrs. Jennifer Granse. Mr. Scott Peden, Chairman, was unable to attend due to illness; and Mr. Buddy Hinote was absent as he was traveling.*

**B. Pledge of Allegiance**

*The Vice-Chairman called the meeting to order and Assistant Superintendent Bill Emerson 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 June 8, 2017**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**D. Oral Written Communications**

**1. Jim Hamilton, FEFP Financial Forecast for SY17/18-SY18/19**

*For a complete word for word transcript, please see the video. The following presentation has been condensed.*

*Superintendent Wyrosdick introduced Jim Hamilton, a respected financial consultant and lobbyist, who came forward to share information on our financial outlook for 2017-18 and 2018-19. The Superintendent pointed out that he had conversation with Mr. Hamilton at the joint FSBA/FADSS Conference and asked him to join us at this meeting; we can benefit from Mr. Hamilton's expertise and knowledge.*

*Mr. Hamilton began by calling attention to the sterling reputation of Santa Rosa School District which can be attributed to the quality of our educators and voters for electing quality leadership. He continued that "there are fewer positions today with more responsibility and less authority to execute those responsibilities" than School Board members and Superintendents in Florida - which is problematic. Mr. Hamilton stated that he will provide (financial) information on where we have been, where we're at, and where we will be. Time is of the essence; we must*

*align personnel and this can't be done the day before school opens - it really must be done a year in advance. He is looking at the 2018-19 school year which will come early since we have a winter legislative session that will finish in March. This takes a full quarter out of the forecast.*

*The first report Mr. Hamilton reviewed is one that he originally provided to us on September 15, 2016. Included in the report were comments from then House Speaker-designate Richard Corcoran and State Senator Tom Lee forecasting budget cuts. Leadership's position was to further reduce revenue through more tax cuts. None of the current and incoming leaders expressed a priority to fully fund growth in FTE student enrollment or to increase per student FEFP funding significantly.*

*The next sheet provided a quick summary of the 2017 legislative session - we had a budgeted amount in the regular session and a budgeted amount in the special session. The original budget increased per student funding by \$12; the budget that passed in the special session increased per student funding by \$91. This increased our budget by \$7.8 million since our enrollment increased by almost 1,000 students.*

*Mr. Hamilton provided a spreadsheet comparing district FEFP (Florida Education Finance Program) funding among the first and revised third calculations of FY 2007-2008, the first calculation of FY 2011-2012, the fourth calculation of FY 2016-2017, and the first calculation of FY 2017-2018 from HB 3 A. The comparison showed that the district funding history reflects the state funding history although the high level of enrollment growth for our district masks some of the funding shortfalls in major FEFP categorical funds. These funding decreases (on a dollar per student basis comparison of ten years ago) include Safe Schools (-\$4.06), Supplemental Academic Instruction (-\$68.04), Exceptional Student Education (-\$29.70), and instructional materials (-\$18.24). Even though we had a student increase of 2,600 over the last ten years with a funding increase of \$26.1 million; \$24.9 million of this was pre-spent on items required by the State. Since we are often reminded that funding is at an all-time high we need to remember that local school districts can only access a small portion of that funding.*

*Mr. Hamilton noted that General Revenue (one of the main sources of FEFP which is the principal source of K-12 public school operating revenue) is based solely on projections; projected numbers in December of 2017 will be our payroll in June of 2019. Unforseeable events (slow tourist season or hurricane) could impact this negatively. We must have a healthy fund balance in order to be prepared for those contingencies. Mr. Hamilton recalled the 2007-2008 fiscal year when several budget cuts were required including one in the last quarter.*

*The report included a table summarizing projections/prospects for FY 2017-2018, FY 2018-2019, and FY 2019-2020. By taking the current year's budget (2017-2018) and subtracting non-recurring revenues; then adding back non-recurring revenue that pays for a required expense (FEFP); this becomes the base budget. Added to the base budget are two kinds of expenses - critical needs (legislation requires funding); and new students (the state is required to fund every student but not at any particular level). High priority needs include increasing per student funding; this increase is based on a rolling average - with the last two years' increase of one percent per year this average will get smaller. We need to plan and expect for this per student funding to get smaller. The table shows a budget shortfall in 2018-2019 and 2019-2020. The report stated that necessary levels of reductions in expenditures may require the elimination of personnel units but this may be accomplished without necessarily terminating existing employees. "But for employees to be reassigned and revenues repurposed to impact FY 2017-2018, and FY 2018-2019 the process needs to begin immediately and be sustained in the coming years."*

*The current long term financial outlook does not support an expectation of FEFP funding increases greater than enrollment growth and up to a one percent increase in average dollars per student. It would be prudent to plan and execute a budget for FY 2017-2018 and 2018-2019 that does not assume there will be new revenue beyond that generated by enrollment growth. "...Leadership in the legislature has been more focused on increased tax cuts than increased public school funding..."*

*There will be no relief from lottery funds since that is included in non-recurring revenue. Mr. Hamilton pointed out that the legislature has taken a position that there will not be an increase in RLE (Required Local Effort) so that funding is the same as it was two years ago; he emphasized that the state cannot sustain the growth we're experiencing without accessing some of the growth in local values. If we do not support infrastructure, growth will begin to decline because people will not want to move here. We need to prepare this year's (2017-2018) budget in a manner that does not commit money in 2018-2019 based on the assumption that we will receive more money.*

*Mr. Hamilton referred to the five-year study that will be presented at tonight's meeting and provided information on Capital Outlay. He shared that in 2007-2008 the 2 mils that could be levied at that time generated approximately \$17.9 million; currently (2016-2017) we're generating \$13.6 million. We're generating about \$4.3 million less in Santa Rosa County than we were ten years ago for Capital Outlay costs. State wide the number is proportional; with approximately \$950 million less in Capital Outlay dollars being generated across the state.*

*In conclusion, Mr. Hamilton stated that we need to continue with what we are doing - focusing on student outcome and keeping great employees; we must change how we spend money and look at doing things differently until the economic climate and funding pattern for the FEFP change.*

*Dr. Scott spoke of the streamlining and cuts implemented during and after the recession; also commented that we're very thankful to our citizens for passing the half-cent sales tax. We intend to honor our commitment of not increasing local millage.*

*Superintendent Wyrosdick recounted that the last two or three years have been exactly as Mr. Hamilton predicted; we must be frugal and manage our dollars well. A deficit has been created by cutting taxes. He expressed appreciation to Mr. Hamilton for coming to Santa Rosa County and sharing his expertise.*

**E. Recognitions/Resolutions/Proclamations**

*None*

**F. Public Hearing**

**1. Request to Advertise Public Hearing for 2017-2018 Code of Student Conduct**

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 3 - 0.*

*The Board approved advertising for a public hearing on the 2017-2018 Code of Student Conduct to be held at the School Board meeting on July 27, 2017 at 6:30 P.M.*

**2. Request to Advertise Public Hearing for 2017-2018 Student Progression Plan**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

*The Board approved advertising for a public hearing on the 2017-2018 Student Progression Plan to be held at the School Board meeting on July 27, 2017 at 6:30 P.M.*

**3. Public Hearing on SB Policy Updates**

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 3 - 0.*

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

*Vice-Chairman Dr. Diane Scott opened the floor for the public forum and asked if anyone wanted to address the Board regarding any item not on the agenda. There was no response, the forum was closed.*

### **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 Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 3 - 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**
- 2. Curriculum/Instruction Items**
  - a. Student Transfer Requests**
  - b. Suspensions May 29-June 2, 2017**
- 3. Financial Items**
  - a. Budget Amendment #16/08, Bills and Payroll, and Monthly Financial Statement for April 2017**
- 4. Administrative Operational Items**
  - a. Facility Use Requests**
  - b. Field Trip Requests**

### **Action Agenda**

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

- 1. RFP 17-04 Multifunction Copiers 062217**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

*Jud Crane, Director of Purchasing/Contracts Manager, submitted RFP 17-04 Multifunction Copiers requesting approval of CPC Office*

*Technologies (formerly Copy Products) and American Business Center as the top two companies to be awarded. The selection committee consisted of Amanda Makar, Assistant Principal of Hobbs Middle, Christy Baggett, Assistant Principal of Chumuckla Elementary, and Cindy Lambeth, Purchasing Manager.*

**2. RFB 17-06A Food Service Freezer Truck 062217**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

*Mr. Crane made the recommendation to award Pro Maintenance Inc.(low bidder) for RFB 17-06A Food Service Freezer Truck.*

**3. Surplus 062217**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**4. Exceed the Limit 062217**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**5. Custodial Quarterly Report 062217**

*Steve Sport with ABM came forward to present the custodial quarterly report.*

*Mr. Sport began by presenting the QC scores as follows: The elementary/primary school average score is 3.10; the middle school/intermediate average score is 3.25; and the high/vocational school average score is 3.25.*

*He also gave kudos to the school district maintenance department for their work during the recent rainy season; we did not have a lot of issues - some wet carpet here and there. Mr. Sport noted that we are 4-5 days behind on our grass/lawn maintenance due to the rain but they will be working overtime to catch up.*

*As part of regular summer maintenance they will be doing some gym floor refinishing and other deep cleaning as well as employee training. Mr. Sport called attention to the process of bulb replacement and disposal that takes place every year (9,764 in 2016); since the bulbs contain mercury they must be picked up and documented by an environmental company.*

*Mr. Sport concluded that ABM will continue to focus on employee training, recruiting quality employees, and maintaining relationships with Santa Rosa Schools.*

## **6. DAG Architects Agenda Items**

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 3 - 0.*

*Mike Martin with DAG Architects requested payment of final A/E fees to DAG Architects (\$2,043.43) and final construction payment to Larry Hall Construction (\$26,633.33) for Locklin Tech Automotive Shop addition (subject to receipt of proper closeout documents).*

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

*The Board approved Phase 2 documents of the Douglas A. Dillon Administrative Center as recommended.*

*The Board reviewed the status of DAG Architects current construction projects.*

## **7. Jehle-Halstead Agenda Items**

*The Board reviewed the status of Jehle-Halstead construction projects. Patrick Jehle introduced his colleague, John Greene, who will be representing Jehle-Halstead at some future Board meetings.*

## **8. Direct Purchasing Change Orders**

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 3 - 0.*

*The Board approved 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.*

*Locklin Technical Center - Automotive Addition  
Larry Hall Construction; \$17,913.12*

*Sims Middle - Resource Room Addition/Kitchen Expansion/Renovation  
Hewes & Company; \$20,718.88*

## **9. Five Year Educational Plant Survey**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

*Assistant Superintendent Joey Harrell expressed appreciation to his staff who were instrumental in putting the five-year facility plan together. Richard Laing, Rufus Phiillips, and Ricky Grimes have an intimate knowledge of our schools and facilities. Stephanie Collins and Jennifer Northrop provide and review the needed financial information. Mr.*

*Harrell's secretary, Cathy Ward, is phenomenal; she sits in on meetings with Mr. Harrell and works with a special system that produces all this documentation. Mr. Harrell pointed out that the five-year facility plan has a direct impact on students and learning in Santa Rosa School District; we must have adequate facilities to educate our students.*

*Mr. Harrell reviewed the student membership summary report table and talked about COFTE (Capital Outlay Full Time Equivalent) and how the numbers at some schools have been reduced since COFTE had to be moved to the proposed new south end K-8 school.*

*Mr. Harrell pointed out that we won't be able to complete all items on the survey but will work through the survey and prioritize; renovation may take the place of new construction (other than the new K-8 school).*

*Dr. Scott commented that this is similar to the "wish list" that each school submits. Mr. Harrell noted that this is a snapshot of today's needs; there is a process for revisiting priorities as we move forward.*

*Superintendent Wyrosdick thanked Mr. Harrell and all Assistant Superintendents for their hard work. We have a (much needed) new school; this required taking COFTE from existing schools and moving it to the new school. This means we may have to use some portables and do some rezoning to accommodate growth that we know will be taking place. The Superintendent commended Mr. Harrell for his efforts in working with Gene Boles (growth planner) and meeting with the Commissioner of Education to discuss our need for the new K-8 school.*

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

**1. Action Agenda**

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 3 - 0.  
The Board approved the job description revisions as submitted.*

**2. FSBIT Insurance Renewal**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.  
Pam Smith, Coordinator of Risk Management and Benefits, came forward to review the 2017-2018 annual renewal for FSBIT cost. There is an increase of approximately \$21,000 and a total of \$2,074,269 for all lines of coverage including flood insurance and storage tank insurance.*

**3. Web Benefits Design - Review Only**



*Pam Smith, Coordinator of Risk Management and Benefits, provided information for review regarding a change in our benefits administration provider. We will be transitioning to using Web Benefits Design in September 2017 (open enrollment) which will allow us to add several services and features to our on-line platform.*

*Mike Carraway, our agent with Fisher Brown Bottrell, attended the Board meeting to answer questions and provide further information on this change. Mr. Carraway shared that just ten years ago we implemented on-line benefits enrollment; this has been a transition that we are now accustomed to, but if you don't remain current with technology, you will begin to lag. After looking at a variety of carriers, we decided on Web Benefits Design. WBD has been working with Okaloosa School District and helped them through some recent difficulties. WBD matched the price/contract that we had with Benefit Help through the remainder of 2017 and added some features that we did not have access to through Benefit Help such as COBRA administration, an employee call center, dependent eligibility documentation, and ACA tracking. We will begin a three-year contract in January 2018 and do not anticipate a price increase; we will also receive \$75,000 from United Health Care as an incentive for selecting Web Benefit Design. Ms. Smith confirmed that with the credit from United Health Care this will remain cost neutral through the three-year contract.*

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

**1. Annual Equity Report**

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 3 - 0.*

**2. Learning Academy of Santa Rosa Referral Billing**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.  
The Vice-Chairman requested to take items 2-11 together; they are all renewals.*

**3. Discovery Education Streaming 2017-2018**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**4. 2017-18 Funds Request for Gifted**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**5. 2017-18 Funds Request for PBS**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**6. CareerSource Escarosa Annual Contract 2017-18**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**7. Capstone Agreement 2017-18**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**8. CDAC 2017-2018 Contract**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**9. PSA 2017-2018 Contract**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**10. FAD - Flight Adventure Deck Budget for 2016-2017**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**11. COLA Grant Synopsis 2017/2018**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 0.*

**12. Head Start Monthly Report for May and June 2017- Review Only**

*The Board reviewed the Early Head Start/Head Start Monthly Report for May and June 2017.*

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

*None*

**M. Items from Board Members**

*None*

**N. Items from Board Attorney**

*None*

**O. Items from Superintendent**

*None*

**P. Adjournment**

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 3 - 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 22nd Day of June, 2017 A.D.*

SCHOOL BOARD OF  
SANTA ROSA COUNTY

---

*Chairman*

**ATTEST:**

---

*Superintendent of Schools*