

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**December 14, 2017-9:00 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: Dr. Diane Scott, Chairman, Mrs. Carol Boston, Vice-Chairman, Mr. Buddy Hinote, Mrs. Jennifer Granse, and Mr. Scott Peden. 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 led 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 9, 2017**

*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 21, 2017**

*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 at the Board reorganization meeting on November 21 new officers were elected - congratulations to Chairman Dr. Diane Scott and Vice-Chairman Mrs. Carol Boston. They will be leading us through the next year. The Superintendent also expressed appreciation to Mr. Peden for his service as Board Chairman during the last year; serving as Board Chairman provides a Board member with a different perspective.*

**1. Tenant Based Rental Assistance Program (McKinney-Vento)**

*Superintendent Wyrosdick welcomed Dr. Karen Barber, Director of Federal Programs, to provide information on the "Tenant Based Rental Assistance Program" which will be locally referred to as the "One Family,*

*One Year, One Home" Program. As Superintendent Wyrosdick pointed out, taking care of students is a 24/7 job; Santa Rosa is always trying to partner to meet the emotional and physical needs of our students.*

*Dr. Barber stated that the Memorandum of Understanding between the School District, Homeless Coalition, and Milton Housing Authority was approved at the previous Board meeting. This was one of the many pieces required to put this program in place. Ultimately it will allow us to house 20-25 of our families with children enrolled in our schools who are experiencing homelessness, for one year. Dr. Barber reviewed a presentation on the program which showed the history, goals, organizations involved, eligibility and ongoing requirements, as well as much needed community support.*

*The program includes case management which will include assistance in working on whatever issue is getting in the way of their self-sufficiency and stability. The goal is permanent housing and stability at the end of the twelve-month period.*

*Dr. Barber introduced Mr. John Johnson, Executive Director of the Escarosa Coalition on the Homeless. Mr. Johnson came forward and pointed out that this program has been in place in Escambia County for a few years with great success. He also shared that Florida is ranked third in the nation in homeless children.*

*We have three Family Promise social workers who will be working with these families. Shane Nation, Executive Director of Family Promise, talked about the case management role Family Promise will fill with these families over the twelve-month period.*

*We have several local churches who will be donating household items to the families. The University of West Florida will be conducting a study on the housing/employment side as well as academic outcomes so we can measure outcomes.*

*Dr. Barber spoke about the areas of needed community support including employment, moving day assistance, and donation of household items including furniture.*

*Board Chairman Dr. Diane Scott expressed appreciation to Dr. Barber and the agency representatives here today; it's great to see this program and the wrap-around services provided.*

*Superintendent Wyrosdick spoke of how beneficial the wrap-around services can be to these students and to our school system; he applauds these organizations for participating in this program.*

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

## **1. Healthy High School Challenge Winners**

*Leslie Bell, Child Nutrition Director, recognized three schools as winners of the Healthy High School Challenge award. Ms. Bell requested Mr. Bill McMahon to come forward since he works with high schools in the Food Service area, as well as Mr. Jud Crane. The Healthy High School Challenge is designed to reinforce the importance of making healthy food choices. The more meals, healthy snacks and beverages a school serves, the more points it will earn toward winning the challenge.*

*The following three Santa Rosa high schools received awards for the Healthier High School Challenge award.*

- *Central School - won second place in combo meals (\$2,000)*
- *Pace High - won third place in combo meals (\$1,000)*
- *Gulf Breeze High - won 82nd place (\$500)*

*Collectively these three schools earned \$3,500. As a company Sodexo will donate over \$80,000 to school districts in the U.S. in recognition of the Healthy High School Challenge.*

## **2. Transportation Recognition - Dorothy Barrett 121417**

*Jud Crane, Director of Purchasing and Contract Services, and Virginia Sutler, Director of Transportation, came forward to recognize bus driver Dorothy Barrett, for teaching her student riders from Bagdad Elementary how to make blankets out of shopping bags, which are then given to the homeless. This project keeps students occupied on the bus (they enjoy doing it), recycles plastic bags, and provides a blanket to those in need. Mr. Daniel Baxley, Principal, and Ms. Tiphany Sapp, Assistant Principal, came forward with Ms. Barrett and some of her bus students to show a couple of the blankets they have made.*

## **F. Public Hearing**

### **1. Request to Advertise for Public Hearing on SB Policy Updates**

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

*The Board approved the request to advertise a public hearing to be held on February 15, 2018 at 6:30 P.M. on updates to School Board Policy.*

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

*For a complete word for word transcript of the public forum, please see*

the video. The following presentations to the Board have been condensed.

The Chairman opened the floor for the Public Forum and asked if anyone wanted to address the Board about an item not on the agenda.

Marcia Sheppard of the Jay Historical Society approached the podium to speak on behalf of the Jay Historical Society requesting a signature of permission to place the Jay High School Auditorium on the National Register of Historic Places. The signature of permission on the National Register of Historic Places Preliminary Site Information Questionnaire is the first step in the process of being designated on the National Register of Historic Places. Ms. Sheppard spoke of the historical significance of the Jay High School Auditorium. The Auditorium was built in 1935 using WPA labor with New Deal monies. If awarded the title of historical site, grants could be applied for further improvement and restoration, resulting in funding that would not have to be provided by the School District.

School Board Chairman Dr. Diane Scott pointed out that the Board is unable to take action in this meeting. Dr. Scott requested that Superintendent Wyrosdick research and come back. Mr. Joey Harrell, Assistant Superintendent for Administrative Services, will also need to be involved.

The second request to address the Board came from Bill Vincent, the new bargaining agent for educational support professionals (effective December 6 - PERC notification received). Mr. Vincent shared that the goal of Santa Rosa Education Association is to have a smooth transition. We recently completed a Memorandum of Understanding to achieve that goal. SREA will honor the salary negotiated with the previous educational support union, SRPE.

Mr. Vincent continued that after the first of the year new officer representivess will be elected to represent educational support employees. He also thanked Mr. David Gunter for his assistance in completing the signed MOU. Mr. Vincent stated that this shows we can work together; while we may not always agree, we can work through the process.

### **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 Clifton Hinote. Motion Passed by a Vote of 5 - 0.

The Board approved the following administrative agenda items, H. 1, 2, 3 and 4.

- 1. Human Resource items**
  - a. Administrative Agenda**
  - b. Leaves and Out of State Temporary Duty**
  - c. 2017-2018 Annual Inspections**
- 2. Curriculum/Instruction Items**
  - a. Student Reassignment Requests**
  - b. Suspensions**
  - c. School Volunteers**
  - d. Business Partners**
- 3. Financial Items**
  - a. Budget Amendment #17/01, Bills and Payroll and Monthly Financial Statement for September 2017**
- 4. Administrative Operational Items**
  - a. Field Trip Requests**
  - b. Facility Use Requests**
  - c. Religious Venue**

### ***Action Agenda***

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

##### **1. Surplus 121417**

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

##### **2. Exceed the Limit 121417**

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

##### **3. RFP 17-11 Garbage Removal Award 121417**

*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 discussed the price increase and pointed out that the recommended garbage removal service represents an increase but is significantly lower than the competition. The selection committee for RFP 17-11 Garbage Removal ranked the proposal by Waste Pro of Florida, Inc. as the top company to be awarded.*

#### **4. PESG Quarterly Report 121417**

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

*Ms. Woodson noted that she is proud of the work done by Ms. Hilson and the Milton PESG office. She expressed appreciation to Superintendent Wyrosdick and Assistant Superintendent Joey Harrell for attending the kickoff for substitute employees at the beginning of the school year and thanked Alexis Cash, Coordinator of ESE Programs and Compliance, for the training she conducted with substitutes during the orientation session.*

- Ms. Hilson provided a summary of the fill rate for the 2017-18 school year. She stated that as of today we are at a 95% fill rate (year to date).*
- One area that has been changed is the cancellation time frame; a job can no longer be dropped after 9:00 P.M. once a sub has accepted it.*
- Ms. Hilson is now making calls at night to fill jobs.*
- Weekly reports are being sent out to Principals, Assistant Principals, and Human Resources showing when assignments are posted.*
- As of this morning, we have 572 active substitute employees with a goal of 600 substitutes. Ms. Hilson recently attended an Escarosa job fair to continue working on this.*

*Superintendent Wyrosdick noted that many of these absences are due to temporary duty so that our employees can receive training; he appreciates the partnership with PESG.*

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

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

*The Board approved Phase III documents for Milton High and King Middle energy updates.*

*Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.*  
*The Board approved Navarre High North Concession Stand Phase 1 documents.*

*The Board reviewed the status of current DAG Architects Construction Projects presented by Mr. Owen Gipson.*

## **6. Schmidt Consulting Agenda Items**

*Motion to Approve was moved by Clifton Hinote, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.*  
*The Board approved King Middle HVAC Renovation Phase A bid from Elite Mechanical (the lowest bid at \$1,188,100). Mr. Jones noted that the total renovation cost for the HVAC at King Middle is \$2,562,100; this is a rebid of the same scope of work submitted last year with a savings of approximately \$400,000 (due to a change in delivery and methodology).*

*The Board reviewed the status of current Schmidt Consulting Group projects presented by Mr. William Jones.*

## **7. Architectural Selection for New Southend K-8 School**

*Motion to Approve was moved by Jenny Granse, Seconded by Scott Peden. Motion Passed by a Vote of 5 - 0.*  
*Mr. Harrell reported that two architectural firms responded to our legal advertisement soliciting proposals for architectural services for the new south end K-8 school. The review committee consisted of Victor Lowrimore, Rufus Phillips, Richard Laing, Jud Crane, and Joey Harrell reviewed the qualifications of the proposers and placed them in order as follows: DAG Architects, Sam Marshall Architects.*

*The Board approved DAG Architects as architectural design for the new south end K-8 school.*

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

*Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.*  
*The Board approved the following direct purchasing change orders decreasing the projects payable below to the appropriate contractor by the amount shown. These decreases are to reflect recent payments made to suppliers and the associated tax savings acquired through direct purchasing.*

- *Chumuckla Elementary - Classroom/Lab/Resource Room Addition*  
*Larry Hall Construction - \$107,806.40*

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

## **Superintendent for Human Resources**

### **1. 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 administrative appointment of Mr. Brandon Koger, Principal of Hobbs Middle School, effective December 15, 2017.*

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

*The Board approved the administrative appointment of Mrs. Tonya Leeks-Shepherd, Principal of Avalon Middle School, effective December 15, 2017.*

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

*The Board approved the administrative reassignment of Ms. Amanda Makar, Assistant Principal, to Woodlawn Beach Middle, effective December 15, 2017.*

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

*The Board approved the Memorandum of Understanding between Santa Rosa Education Association and Santa Rosa County District Schools pending ratification of the contract.*

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

*The Board approved the ratification of the 2017-18 Santa Rosa Professional Educators Master Contract.*

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

*The Board approved ratification of the 2017-18 Carpenters Local Union 1032 CBA (Blue Collar Contract) as presented.*

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

*The Board approved the administrative reassignment of Mr. Wesley Underwood to Assistant Principal, Jay High, effective December 15, 2017.*

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

*The Board approved the employee disciplinary action as recommended.*

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

*The Board approved the following job descriptions as presented.*

- 1. Paraprofessional I for ESOL (Revised)*
- 2. Paraprofessional II for ESOL (New)*



*Mrs. Liz West, Director of Human Resources, reported on the upcoming Job Fair to be held on March 10, 2018, at Holley Navarre Intermediate School. The plan this year is to offer 125 contracts; last year the goal was 100 contracts. While unable to fill the entire 100 last year, the administrative feedback on the majority of these new employees has been very positive.*

*Registration will be handled through Event Brite (as last year) with registration slots increasing to 300. Last year we had many more potential employees show up who did not register and anticipate that will be the same this year. We will be increasing interview time throughout the day and currently have 55 administrators and 20 educational support employees who have volunteered to help at this event. We will have PESG representatives helping candidates sign up to become substitute teachers and alternative certification information will be provided. There will be a STEAM table and other curriculum areas will be represented as well. ABM will assist with clean up and Sodexo will be providing refreshments. This year's event is coming together faster and more smoothly since this is our second year.*

*Dr. Scott asked if most candidates show up at the beginning of the event or if they trickle in through the day. Mrs. West responded that many people show up at the beginning of the event so we need informational tables to occupy them through the process.*

**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 Clifton Hinote. 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.*

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

*Board Chairman Dr. Diane Scott asked if anyone was here to address the Board regarding alternative placement. Two family members came forward to address the Board; Dr. Scott requested that the student be referred to only by number.*

*The family member felt that since their student did not bring the substance to school, sell the substance or consume it, the punishment*

*was not equitable. The family member also shared that their student has been a victim of bullying and the drug named in the paperwork is not actually what the student was in possession of. She feels that more should be done to help a student who has experienced much loss in his life; she is asking for fairness, reconsideration, and help.*

*Superintendent Wyrosdick pointed out to the Board that we haven't received notification of contesting facts; the hearing committee listened to testimony on both sides and made the recommendation.*

*The Superintendent continued that there is the possibility of a student being returned from alternative placement early (based on behavior) as occurred earlier in this meeting.*

*Dr. Scott asked if the disputing of facts from the family members had already been addressed (during the committee hearing). Mr. Floyd Smith, Director of Middle Schools, stated that (during the hearing) when a school reads the narrative a student is given the opportunity to provide different information; at that point the student did not provide further information. Dr. Scott requested that supportive services be explored for this student.*

*After Superintendent Wyrosdick read the recommendations from the hearing committee Board Member Mr. Scott Peden asked if one of the recommendations related to a weapon possession offense should read "alternative placement for no less than one calendar year" instead of "alternative placement for one calendar year." Mr. Bill Emerson, Assistant Superintendent for Curriculum and Instruction, responded that the recommendation for weapon possession is related to whether a threat is involved or not.*

### **3. Florida Safe Schools Assessment**

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

### **4. SRO Agreement with GBPD 2017-18**

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

*Superintendent Wyrosdick reported that as officers change for this duty prices may fluctuate. Board Member Mrs. Carol Boston expressed appreciation to Mr. Jason Weeks, Director of High Schools, for discussing this with her.*

### **5. High School Exam Schedule Dec. 2017**

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

**6. GBHS Soccer Schedule**

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

**7. Central Homecoming Early Release Request**

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

**8. Head Start Monthly Report for October 2017 - Review Only**

*This item was presented for review only.*

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

*None*

**M. Items from Board Members**

**1. FSBA - Annual Day in the Legislature**

*Superintendent Wyrosdick pointed out that the Legislative Session is coming soon. The School Board needs to give direction on whether they want to follow the legislative platform presented by the Florida School Boards Association or develop their own legislative platform. Mr. Peden stated that he feels this School Board should develop their own platform and should be disseminated to the public. Dr. Scott pointed out that our legislative items may be similar to FSBA but the priority may be different. Superintendent Wyrosdick noted that there are some items of local interest emanating from the Constitutional Review Committee. The Superintendent feels that we are seeing the intentional degradation of local control and need to be proactive to retain it. We need to continue to have communication with our local legislative delegation. Parents of students in Santa Rosa County need to understand that much of our local success is due to ownership and much of that is being taken away. All Board members indicated they would like to attend the Day in the Legislature in Tallahassee. If the School Board visits the legislators as a group, public notice is required.*

*School Board Attorney Paul Green pointed out that the formulation of the legislative platform is technically School Board business and will need to be conducted during a Board meeting. Due to the time frame, it was suggested that the staff develop an outline working with the Board Chairman, and submit it to the Board for discussion at the next Board meeting on January 16.*

*Other Board Member items: Mrs. Jennifer Granse is looking forward to the choral activity at Immanuel Baptist Church this evening; Mrs. Carol Boston enjoyed the FSBA/FADSS Joint Conference - it was very informative.*

**N. Items from Board Attorney**

*None*

**O. Items from Superintendent**

**1. Joint Meeting Request - BOCC**

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

*The Board approved the request from the Board of County Commissioners to schedule a joint meeting to address growth issues and specifically how we can work together to address growth management. The approved meeting date is February 15, 2018, at 1:30 P.M.*

*Superintendent Wyrosdick called attention to the closing of our school offices during Christmas break; appropriate signage and notice has been posted.*

**P. Adjournment**

*Motion to Approve was moved by Scott Peden, Seconded by Jenny Granse. 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 14th day of December, 2017.*

SCHOOL BOARD OF  
SANTA ROSA COUNTY

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Superintendent and Secretary