

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**July 24, 2018-10:00 AM**

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

*The School Board of Santa Rosa County met in regular session at 10:10 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.*

*The Superintendent requested that an item be added under Finance (Action agenda) to Request to Advertise for Public Hearing for the 2018-2019 Budget.*

**C. Approval of Minutes**

**1. Approval of School Board Meeting Minutes of June 21, 2018**

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

**2. Approval of School Board Meeting Minutes of July 12, 2018**

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

**D. Oral Written Communications**

**1. Audit Notification**

*Superintendent Wyrosdick shared that we have received notification from the Auditor General's office that our district is scheduled for an examination of the Florida Education Finance Program, Full-Time Student Enrollment and Student Transportation for the fiscal year ended June 30, 2018.*

**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)**

*The Chairman 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 Scott Peden. Motion Passed by a Vote of 5 - 0.*

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

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

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

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

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

##### **a. Student Reassignment Requests**

## **Action Agenda**

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

#### **1. Exceed the Limit 072418**

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

*Jud Crane, Director of Purchasing/Contracts Manager, shared that Travis Fulton, Purchasing Agent II, recently received the professional certification of Certified Professional Public Buyer (CPPB). Mr. Fulton passed the certification exam on the first attempt which is not typical. The Superintendent and Board congratulated Mr. Fulton on this accomplishment.*

#### **2. Transportation Quarterly Report 072418**

*Denis Gallagher with Student Transportation of America (STA) came forward to present the Transportation Quarterly Report.*

*Mr. Gallagher began by commending all drivers and other employees of Santa Rosa School District; he stated that trainers from across the country have been impressed with the quality of our employees.*

*Driver staffing is as follows: 155 have completed all training; and 12 are incomplete (mostly due to summer scheduling). We need to hire 28 additional drivers to have 12% spare bench. We're planning 202 routes.*

*STA won't stop recruiting with less than a 20% bench; on July 9 they started a recruiting campaign with Career Builder. The advantage of using Career Builder is that candidates come to you qualified and you can start moving them through the training process.*

*On Monday, July 16, STA began a CDL Prep class. An STA trainer came over from Jacksonville and taught drivers as well as local employees who can now hold the CDL class themselves.*

*During July STA has held social events at both Milton and Navarre to get employees together. Mr. Gallagher shared that he's been sending out weekly emails to all employees as a way to stay in touch and answer questions regarding the transition.*

*Staffing is complete with 100% of staff hired from within; some being promotions. An additional safety person has been hired and one position has been modified to be a road supervisor. The "Road Supervisor" will be out on the road supervising drivers and going to problem areas.*

*Classroom training began on May 14 and behind-the-wheel training began on June 4. Mr. Gallagher expressed appreciation to STA employees from around the country (40+) who came to assist with the training. He reported that all employees who shared an e-mail address will be enrolled in ST University which includes online training for CDL prep and re-trains.*

*CDL safety meetings will be held once a month with mandatory attendance; employees will be paid for attending and the hours will be applied to re-certification. Specific meetings will be held for ESE drivers and regular ed drivers with smaller numbers in each meeting. The goal of these meetings is to encourage safe behaviors, engagement, and accountability.*

*Mr. Gallagher received confirmation today that all buses have been delivered with half of the regular buses being 77 passenger and half*

*being 71 passenger. All ESE buses (except for two) will be full size wheelchair buses. Each bus is equipped with a GPS system and four cameras. Every bus will be linked to a school bus tracking app which is paid for by the district and is no additional expense to parents. There will be a staff member dedicated to this app.*

*Upcoming events - we are less than three weeks away from the first day of school. Monday, August 6, open routes will be placed for bid. Tuesday and Wednesday that week drivers will be doing dry runs across the district. Kickoff meeting will take place on Thursday, August 9 - Board members are invited.*

*Dr. Scott noted that bus drivers may be the first line of communication with parents and inquired about training on professional interaction. Mr. Gallagher responded that this is covered in safety training and he believes in drivers building relationships with parents.*

*Dr. Scott pointed out that in years past parents have expressed concern that they are unable to reach Transportation. Mr. Gallagher responded that STA has a facilitator coming in (within the next few days) to train staff on professionally handling phone calls.*

*Superintendent Wyrosdick requested additional information on the bus tracking app. Mr. Gallagher responded that the bus tracking app, "Safe Stop," sits on top of the GPS system and gives an estimated time of arrival. Parents can view only their student's route.*

*Mr. Peden asked if a student has a bus change will the system notify the parent? Safe Stop does not have capability to notify individually but if an entire bus is being replaced it does have "swap out" capability. Mr. Gallagher continued that this is where having a dedicated employee for this service will be beneficial; they can send out alerts in real time.*

*Mrs. Boston asked when Safe Stop will be operational; Mr. Gallagher responded that it will be operational by the time school starts and hopefully by the dates they're doing dry runs. Superintendent Wyrosdick added that schools have been briefed on this.*

### **3. DAG Agenda Items**

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

*The Board reviewed the status of current DAG Architect construction projects and approved Phase II review and opinion of costs for Jay Elementary School six-classroom addition. The total project cost approved for the classroom addition is \$2,587,965.*

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

*The Board reviewed the status of current Jehle-Halstead projects.*

**5. Schmidt Consulting Group Agenda Items**

*The Board reviewed the status of current Schmidt Consulting Group projects.*

**6. Direct Purchasing Change Orders**

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

*The Board approved the following change orders decreasing the projects payable below to the appropriate contractor by the amounts shown.*

*These decreases are to reflect recent payments made to suppliers and the associated tax savings acquired through direct purchasing.*

- *Doug Dillon Admin. Center  
Hewes & Company  
\$128,711.77*
- *King Middle School - Energy Upgrades  
Joy Gordon Construction  
\$31,960.42*
- *King Middle School - HVAC Renovation  
Elite Mechanical Systems  
\$35,572.93*
- *Milton High School - Chiller Ph. B  
Comfort Systems  
\$17,066.66*
- *Milton High School - Energy Upgrades Ph. B  
A.E. New Jr., Inc.  
\$70,807.30*

**7. Prequalified Contractors**

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

*The Board approved Wharton-Smith, Inc. as a Certified Educational Facility Contractor.*

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

**1. Action Agenda**

*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 Autumn Wright as Coordinator of Mental Health Services, effective July 25, 2018.*

**2. Property and Casualty Insurance Renewal**

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

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

**1. Early Termination**

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

**2. STEAM Subcontract for Services Agreement Non-Title I Schools**

*Motion to Approve was moved by Scott Peden, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.*  
*Dr. Scott recused herself from voting on this item due to employment with the University of West Florida.*

**3. STEAM Subcontract for Services Agreement Title I Schools**

*Motion to Approve was moved by Scott Peden, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.*  
*Dr. Scott recused herself from voting on this item due to employment with the University of West Florida.*

**4. Discovery Education Streaming 2018-2019**

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

**5. Mental Health Plan**

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

**6. Articulation Agreement - NWFSC 18-19**

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

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

*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 for Public Hearing for the tentative 2018-2019 Budget; the first public hearing to be held on August 2 and the final public hearing to be held on September 10 - both meetings will begin at 6:30 p.m.*

**M. Items from Board Members**

*None*

**N. Items from Board Attorney**

*None*

**O. Items from Superintendent**

*Superintendent Wyrosdick noted that we are almost ready to start school. Hiring has been going on at full speed; he expressed appreciation to administrators and Human Resources for their hard work.*

*He noted that the Douglas A. Dillon Administrative Center is experiencing a "soft" opening at this time; we are moving in phases to the new administrative center. We would like to have a dedication ceremony in honor of Mr. Dillon when everybody is moved in.*

*The Superintendent talked about staff travel this summer; we not only go and receive but also go and contribute; this makes a difference and he appreciates employees are willing to take the time away from their family to do this.*

*The Administrative Conference concluded last week; it was a good two days. He commented that the next few years will be about how we embrace change; he's asking that we all join in this effort; ask ourselves if we can do things differently.*

*Superintendent Wyrosdick stated that if anyone has questions, please let us know; we're here (to answer them).*

**P. Adjournment**

*Motion to Approve was moved by Clifton Hinote, Seconded by Carol Boston. 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 24th day of July, 2018*

SCHOOL BOARD OF  
SANTA ROSA COUNTY

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*Chairman*

*ATTEST:*

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*Superintendent and Secretary*