

MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
December 13, 2018-9:00 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. Carol Boston, Chairman, Mr. Buddy Hinote, Vice-Chairman, Mrs. Jennifer Granse, and Mrs. Wei Ueberschaer. Mrs. Linda Sanborn was absent due to travel.

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 Mr. Jeff Baugus, Coordinator of Math and Science, 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 15, 2018

Motion to Approve was moved by Wei Ueberschaer, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.

2. Approval of School Board Reorganizational Meeting Minutes of November 20, 2018

Motion to Approve was moved by Wei Ueberschaer, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.

D. Oral Written Communications

Superintendent Wyrosdick pointed out that even though offices may not be open to the public during the break (due to security reasons) if an employee is needed, he can be contacted to assist with access.

E. Recognitions/Resolutions/Proclamations

1. Golden School Awards

April Martin, Director of Elementary Education, presented the following schools with a certificate as an administrator from each school came forward to receive the Golden School Award. Mrs. Martin explained the

criteria for a school to receive the Award as set forth by the Florida Department of Education. The criteria includes the following: Eighty percent of the staff must participate in training related to volunteerism; the school must have a school volunteer coordinator; and total school volunteer service hours must equal twice the total number of students enrolled in the school.

The following schools received the award for the 2017-2018 school year with a total of 7,794 volunteers and 187,211 volunteer hours.

*Bagdad Elementary had 85 volunteers and 3,148 volunteer hours
Berryhill Elementary had 245 volunteers and 2,500 volunteer hours
Chumuckla Elementary had 37 volunteers and 2,800 volunteer hours
Dixon Primary had 250 volunteers and 5,500 volunteer hours
Dixon Intermediate had 584 volunteers and 11,500 volunteer hours
East Milton Elementary had 100 volunteers and 5,083 volunteer hours
Gulf Breeze Elementary had 719 volunteers and 18,000 volunteer hours
Holley Navarre Primary had 995 volunteers and 15,000 volunteer hours
Holley Navarre Intermediate had 272 volunteers and 8,120 volunteer hours
T. R. Jackson Pre-K had 113 volunteers and 422 volunteer hours
Jay Elementary had 45 volunteers and 6,400 volunteer hours
Oriole Beach Elementary had 580 volunteers and 12,669 volunteer hours
Pea Ridge Elementary had 124 volunteers and 10,433 volunteer hours
Rhodes Elementary had 45 volunteers and 4,500 volunteer hours
Russell Elementary had 387 volunteers and 7,500 volunteer hours
West Navarre Intermediate had 195 volunteers and 7,487 volunteer hours
West Navarre Primary had 974 volunteers and 10,243 volunteer hours
Avalon Middle had 38 volunteers and 2,659 volunteer hours
Gulf Breeze Middle had 84 volunteers and 4,300 volunteer hours
Holley Navarre Middle had 33 volunteers and 1,892 volunteer hours
King Middle had 275 volunteers and 1,350 volunteer hours
Sims Middle had 300 volunteers and 3,555 volunteer hours
Woodlawn Beach Middle had 52 volunteers and 2,326 volunteer hours
Central had 30 volunteers and 1,300 volunteer hours
Gulf Breeze High had 200 volunteers and 5,500 volunteer hours
Milton High had 500 volunteers and 17,000 volunteer hours
Navarre High had 232 volunteers and 4,524 volunteer hours
Pace High had 300 volunteers and 13,500 volunteer hours*

2. Title 1 Exceeding Expectations Award Schools

Dr. Karen Barber, Director of Federal Programs, came forward to present the Exceeding Expectations Award to Jay Elementary and West Navarre Intermediate School.

Dr. Barber began by providing some background information on the Title

1 Exceeding Expectations Award.

In 2012, ECTAC (East Coast Technical Assistance Center) launched the Exceeding Expectations Project to recognize sustained achievement and best practices in Title 1 schools within the state.

Criteria for the award includes meeting the state median on the ELA in math achievement as measured by FSA; ELA and Math learning gains and lowest quartile learning gains; ELA and math achievement in minority subgroups if applicable; science achievement; and school grades. This high level of achievement must be sustained for three years in a row. Out of all the schools in the state 2,000 schools in the state can compete; we had two schools out of thirty-three receive the award (.01%): Jay Elementary and West Navarre Intermediate.

Kelly Short, Principal of Jay Elementary, came forward to accept the award for her school. Mrs. Short shared that teachers are the driving force behind this recognition; the ECTAC Interview Team spoke of the energy and rigor in the halls and classrooms of the school; she is very proud of Jay Elementary.

Jan Speed and Emily Noise came forward to accept the award on behalf of West Navarre Intermediate. They spoke of the PBS program at West Navarre Intermediate and how it keeps students anchored for life and contributes to character development.

Superintendent Wyrosdick congratulated both schools on this accomplishment and stated that this is symbolic of what's going on in our schools; it's amazing what happens when a faculty and community own what they do.

3. FSNA Nutrition Awards

Leslie Bell, Child Nutrition Director, came forward to recognize the winners of the Florida School Nutrition Association Awards. Mrs. Bell asked Jud Crane, Director of Purchasing and Contracts Manager, to assist her with the presentations, as well as Tracy Cooper, Dietician.

Mrs. Bell shared that each year during the fall FSNA Conference, awards are given to recognize individuals and districts that highlight the school nutrition program in multiple ways.

Linda Colvin, Woodlawn Beach Middle School Cafeteria Manager, received the "Super School Award" middle school level, based on outstanding promotional activities during National School Lunch Week. Sara Rios, Holley Navarre Primary, received the "Super School Award" elementary level. Kim Cole, Manager, received the Leadership Award.

Child Nutrition Director Leslie Bell received the Florida Director of the Year award.

F. Public Hearing

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

Motion to Approve was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.

The Board approved the request to advertise for public hearing on School Board Policy updates at the meeting anticipated to be held on February 7 at 6:30 P.M.

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 would like to address the Board about an 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 Clifton Hinote. 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 Agenda**
- b. Leave and TD's**
- c. 2018-2019 Annual Inspections**

2. Curriculum/Instruction Items

- a. Student Reassignment Requests**
- b. Suspensions**
- c. School Volunteers**
- d. Business Partners**

3. Financial Items

- a. **Budget Amendment #18/02, Bills and Payroll and Monthly Financial Statement October 2018**

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. Surplus 121318

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

2. Exceed the Limit 121318

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

3. PESG Quarterly Report 121318

Kim Woodson and Latonya Hilson with PESG came forward to present the quarterly report.

Mrs. Woodson pointed out that PESG values the partnership with Santa Rosa School District and works diligently to meet our needs. They provide professional development to our substitute employees to strengthen their skills.

Latonya Hilson provided the following information.

- *Our fill rate for the 2018-19 school year is down slightly from the 2017-18 school year*
- *Absences have increased mostly due to personal/family illness*
- *No jobs can be dropped after 9:00 P.M. by subs; they must contact PESG staff to cancel*
- *PESG has extended call times and e-mails to fill jobs*
- *PESG continues to provide weekly reports to Principals and Assistant Principals as well as Human Resources*
- *The number of active substitutes in the pool: 585; SRCSD hired 155 in 2017-18; and 33 so far in 2018-19*

- *Currently have 93 new applicants; 7 are waiting for a badge*
- *74 Enrollment meetings held thru December; 74 enrollment meetings scheduled from January to May*
- *The goal is 600 substitutes*
- *PESG/SRCSD hosted two sessions for three grade levels covering classroom management and safety protocol*
- *Two ESE trainings are planned for the north and south end of the county*

PESG hosted the Principal breakfast in September and the Assistant Principal breakfast in October. They also helped to sponsor the farewell and oath of office ceremonies for School Board members. As an added incentive PESG offers gift cards to subs who work every Monday and Friday within a qualifying month.

4. DAG Agenda Items

Motion to Approve was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.

The Board approved the following change orders:

- *Navarre High Concession - One day extension of time due to weather*
- *Jay Elementary 6 Classroom - One day extension of time due to delay for patriotic event during Memorial day*

Sandra Taunton with DAG Architects stated that the Phase 3 approval/opinion of cost for the Pace High School Softball Fieldhouse is not ready for Board review. Superintendent Wyrosdick stated that it will be tabled and submitted at the next Board meeting.

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

5. Jehle-Halstead Agenda Items

Motion to Approve was moved by Wei Ueberschaer, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

The Board approved Change Order #2 for Milton High School Track Replacement - 25 additional days requested due to inclement weather.

Change Order #2 included credit for unused portion of the contract allowance for the removal and replacement of unsuitable materials (\$2,880 deduction with a revised contract sum of \$358,545).

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

The Board approved Pay Request #5/Final Payment (Milton High School Track Replacement) in the amount of \$35,854.50 to Gulf Atlantic

Constructors.

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

Also related to the Milton High School Track Replacement, the Board approved Pay Request #4 in the amount of \$3,500 to Jehle-Halstead.

The Board reviewed current Jehle-Halstead construction projects.

6. Schmidt Consulting Group Agenda Items

Motion to Approve was moved by Clifton Hinote, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

The Board approved final payment for King Middle School Renovation Phase A.

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

The Board approved King Middle School HVAC Renovation Phase B - Phase II.

William Jones with Schmidt Consulting pointed out that the opinion of cost includes a 20% bid environment contingency due to recent storm event work impacting the local construction market. The estimated Total Project Cost is \$2,062,977.

Superintendent Wyrosdick and Mrs. Boston expressed appreciation for the review provided; it is important to understand why costs have increased.

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

7. Lease Agreement with Capstone Adaptive Learning & Therapy Center

Motion to Approve was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 4 - 0.

8. Spot Survey-SAIL Program

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

The Board approved Spot Survey 5.3 to relocate the SAIL Program to Administrative Support Services Complex (to the building formerly used as the Professional Development Center) as well as relocation of the Tutoring Center for Homeless Students to King Middle School. In order to count these students (FTE) they must be in classrooms that meet FISH requirements.

Assistant Superintendent Joey Harrell reviewed the spot survey and noted that the new construction cost is not the cost we will incur since this will not be new construction; our costs will be much less.

9. Elkhart K8 School

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

The Board approved the Superintendent's recommendation of Option #1 as the best path forward on the Elkhart K-8 School.

Superintendent Wyrosdick introduced this item; two options will be presented on possible cost reduction measures. The cost must not exceed the cost per student station as allowed by DOE while maintaining the amenities that we are used to having at our school sites. Option 1 provides the most cost savings under the cost per student station law; it gives us the best opportunity to come in under the allowed cost (when we bid out the project). He added that we have one chance to get the cost under the allowed amount; if we have to start over it will take much longer. The Superintendent asked Assistant Superintendent Joey Harrell to come forward and present the two different options.

Mr. Harrell began by sharing the maximum allowed cost per student station per DOE (\$25,572 or a total of \$30,226,104.00). He reminded us that before we got to these cuts we already had reduced square footage by approximately 40,000 square feet. He continued that there are some items that cannot be changed in the future if they are removed now including changing chiller from water cooled to air cooled; cutting 8' out of classroom wings width; and deleting classroom storage cabinets (Option 1). Mr. Harrell explained that once we receive a base bid below the allowed cost, the "add/alternates" may be added back in at the Board's direction (if there is a gap between the bid and the allowed cost). He then reviewed each add/alternate listed on Option #1. The revised total building/FF&E cost calculated in cost per student station is \$27,215,344.50 which does not include the \$2M contingency.

Superintendent Wyrosdick pointed out that the difference in Options 1 and 2 is the purpose of the Media Center and the 8' reduction in each classroom. Option #1 calls for an 8' reduction in classroom wing width while Option #2 shows a 4' reduction in classroom wing width. He reiterated that this is all driven by our concern of what costs may be when the project is bid out; we want to bring as much savings to the table as possible. Mr. Harrell pointed out that any change orders must be included in the cost per student station. For example, if (unforeseen) weather affects our schedule and we must hire more contractors at additional cost this will affect our cost per student station and may push us over the amount allowed by DOE.

Mr. Hinote asked Mr. Harrell how the size of the proposed classrooms compare to the most recent classrooms that have been built. Mr. Harrell responded that these classrooms would be smaller than those built within the last 20-25 years. When we built Benny Russell Elementary we exceeded the cost per student station; at that time the District wrote a letter of explanation to DOE and they accepted that explanation. Mr. Harrell referred to the workshop held on October 30, 2018 in which an attorney advised us of the potential consequences if we exceed the cost per student station.

Superintendent Wyrosdick stated that he does not want to rush this but we need the school now; we don't have much room to rezone in the south end; our options are limited. He shared that he would not anticipate leniency (if we should go over the allowed cost per student station).

Mr. Harrell continued with discussion of items outside of cost per student calculation (security hardening, generator, hurricane hardening, etc.). Mrs. Ueberschaer asked if the "add/alt" options would be considered a change order. Mr. Harrell responded that once we receive the certificate of occupancy it becomes a separate project (the add/alts would not be considered change orders).

The Superintendent and several Board members expressed frustration with the unrealistic cost limitation imposed by DOE; it does not allow for current market conditions for cost of labor or materials.

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

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

The Board approved the Best and Brightest Scholarship Program for 2018-19 as submitted.

Motion to Approve was moved by Clifton Hinote, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

The Board approved the ratification of the Blue Collar Contract (Carpenters Industrial Council) for 2018-19.

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

1. Alternative Placements

Motion to Approve was moved by Clifton Hinote, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

The Chairman asked if anyone wanted to address the Board regarding any of the expulsions/alternative placements; no one came forward.

2. School Related Employees - Additional Hours

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

3. Santa Rosa Housing Partnership Year One Update

Dr. Karen Barber, Director of Federal Programs, came forward to provide a one-year update on Santa Rosa County Housing Partnerships tenant-based rental assistance program (One Family, One Year, One Home). Mr. John Johnson, Executive Director of Opening Doors of Northwest Florida along with Case Manager Sophia Crittenden; Social Workers Belen Parsley, Shanna Schneider, and Joann Raught also joined the group to talk about the partnership between Santa Rosa School District and the Homeless Coalition (Opening Doors).

Dr. Barber began by recognizing our partners: Florida Housing Finance Corporation, Opening Doors of Northwest Florida, Milton Housing Authority, Family Promise, The Dawn Church, The Hope Church, St. Rose of Lima Catholic Church, University of West Florida, Santa Rosa Bridges Out of Poverty, Alyssa's Antique Depot, and Sportsmen Giving Back.

In 2016, the Florida Housing Finance Corporation approved funding for a Small Counties Demonstration Project to house homeless families who have children in school. Opening Doors of Northwest Florida became aware of the program and facilitated a meeting between the Housing Finance Agency, Santa Rosa School District, and Milton Housing Authority.

We are the only public school district in the state to receive this funding - \$250,000 for three years equals \$750,000. Our goal is to provide housing stability for twelve months hoping to improve family engagement in schools, increase family income, and provide housing stability for the first year.

Students who are eligible for McKinney-Vento Services and enrolled in Santa Rosa County School District are eligible to participate. We currently have 19 families in housing (families who would be homeless; including 52 students Pre-K - 12th grade) with 100% of students in the program for school year 2017-18 being promoted to the next grade. Grades as well as attendance have improved; adult family members are gaining better employment with increased income which is helping families stay together. Families are participating in "Getting Ahead in a Getting By World."

In closing Dr. Barber shared success stories from the program. She spoke of the true community effort that is required for this to be

successful.

4. Cognitively Guided Instruction PD Grant

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.

5. Pensacola Bay Center Graduation 2019 Contract

Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.

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

1. Action Agenda

None

M. Items from Board Members

Mrs. Ueberschaer expressed appreciation to district staff and others for answering her questions; she stated that she's looking forward to working with everyone.

Mrs. Granse shared how much she enjoyed attending the Pace High School Christmas Choral activity.

Mr. Hinote spoke of attending the Milton High Christmas Band concert - "outstanding."

Mrs. Boston recently attended the Fine Dining Event at Holley Navarre Intermediate which she enjoyed very much. She also attended a Christmas concert and said this is one of her favorite duties as a Board member.

N. Items from Board Attorney

Mr. Green explained to the Board that there will likely be a disciplinary (administrative) hearing at the next meeting. He will be sending them information regarding the process before the January 22 meeting.

O. Items from Superintendent

1. FASA PD/Membership Contract

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 0.
Superintendent Wyrosdick spoke of the value of FASA membership for our administrators including professional development.

2. Request to Re-Schedule February 7, 2019 Meeting

Motion to Approve was moved by Wei Ueberschaer, Seconded by Clifton Hinote. Motion Passed by a Vote of 4 - 0.
The Board approved the request to re-schedule the February 7, 2019 (6:30 P.M.) School Board meeting to February 5 (6:30 P.M.). This includes rescheduling the public hearing that was to be held on February 7.

The request to re-schedule is due to a professional development opportunity for new School Board members that will take place on February 7-8.

Superintendent Wyrosdick announced that his office will be moving to the Dillon Center effective December 14. He expressed appreciation to all those who have helped with this move including Maintenance, Technical Support, and the Board. He continued that the Canal Street offices will be repurposed to accommodate Finance offices and eliminate the portable building in back. Canal Street will be a closed facility with entrance by appointment only.

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 13th day of December, 2018.

SCHOOL BOARD OF
SANTA ROSA COUNTY

Chairman

ATTEST:

Superintendent and Secretary