

**MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
April 24, 2018-6:30 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, Chairman, Mrs. Carol Boston, Vice Chairman, Mrs. Jennifer Granse, and Mr. Scott Peden. Mr. Buddy Hinote was unable to attend due to surgery. 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 Mrs. Deborah Ray led us in the Pledge of Allegiance to the Flag and in a moment of silence.

C. Approval of Minutes

1. Approval of Board Workshop Minutes - Review New K8 School - April 5, 2018

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

2. Approval of School Board Meeting Minutes of April 5, 2018

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

D. Oral Written Communications

Superintendent Wyrosdick shared that we are continuing work on our mental health and safety plan. We presently have staff at a conference centered on mental health and the Superintendent will be leaving tomorrow to attend the conference. We are waiting on the Department of Education to provide more direction from the office of safe schools and what they need from us as we develop our plans with the school safety round table.

E. Recognitions/Resolutions/Proclamations

1. Volunteers of the Year

Mrs. April Martin, Director of Elementary Education, came forward to present the Volunteers of the Year awards.

She presented certificates recognizing the following people in the Youth Category as Outstanding Volunteers of the Year. First place: Chloa Kriner, Dixon Intermediate; Chloa was also the regional winner for the state. Second place: Berkley Harp who serves Berryhill Elementary; and third place Cory Hodgdon, who serves Rhodes Elementary.

Next she presented certificates recognizing the following people in the Adult Category as Outstanding Volunteers of the Year. First place: Sandy Place, Navarre High; second place Chastity Mitchell, Locklin Technical Center; third place Tracey Glass, who serves Dixon Intermediate.

Last she presented certificates recognizing the following people in the Senior Adult Category.

First place winner Janice Aurand serves Holley Navarre Primary. Ms. Aurand is a veteran teacher who never misses a day (including pre- and post-planning), arrives before the teachers in the morning and leaves after the teachers in the afternoon, usually with a bag of work to complete at home. She is also a regional winner for the state. Second place Outstanding Volunteer is Ron Hendricks, Jay Elementary; and third place Harry Hood, who serves Sims Middle School.

The Superintendent and each Board member expressed appreciation to the volunteers and spoke of the difference they make in students' lives.

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 4 - 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. **17-18 Annual Inspections**
 - d. **Private Instructional Provider Agreements**
2. **Curriculum/Instruction Items**
 - a. **Student Reassignment Requests**
 - b. **Suspensions**
 - c. **School Volunteers**
 - d. **Business Partners**
3. **Financial Items**
 - a. **Budget Amendment #17/06, Bills and Payroll, and Monthly Financial Statement for February 2018**
4. **Administrative Operational Items**
 - a. **Facility Use Requests**
 - b. **Field Trip Requests**
 - c. **Religious Venue Request**

Action Agenda

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

1. Surplus 042418

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

Jud Crane, Director of Purchasing/Contracts Manager, discussed how the process of disbursing surplus goods has changed over the years. Mr. Crane explained that once the items have been approved as surplus by the Board, they can be sold through a site called "govdeals" that specializes in surplus government equipment. Schools may have yard sales, or if an item can no longer be used, we may dispose of it.

Superintendent Wyrosdick pointed out that streamlining the process has allowed us to reduce staff and space.

2. Exceed the Limit 042418

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

3. RFP 18-04 Temporary Staffing Services 042418

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

The Board approved the selection committee's recommendation that RFP 18-04 Temporary Staffing Services be awarded to PESG Educational Staffing Services. The committee consisted of Conni Camley, Assistant Superintendent for Human Resources, Jud Crane, Director of Purchasing and Contract Administration, Cindy Lambeth, Purchasing Manager, Danny Brothers, Principal, Gulf Breeze High School, Britney Burns, Human Resource Clerical Data, and Tom Turman, Management Information Analyst.

Mr. Crane discussed the process. When we first selected PESG it was for a three-year term; this time it is a five-year term with an option to renew.

Dr. Scott praised PESG's responsiveness in working through issues over the last few years.

4. Property Control Audit New Admin 042418

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

Due to recent administrative changes at Hobbs Middle School and Avalon Middle School, a property inventory audit was conducted and the new property custodian at each school has accepted the controlled physical property at the location.

5. DAG Agenda Items

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

The Board approved a change order for Douglas A. Dillon Administrative Center adding a security window for Human Resources (\$5,921.83).

The Board reviewed the status of current DAG construction projects.

6. Jehle-Halstead Agenda Items

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

The Board approved Milton High School track improvements - Phase 2.

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.
The Board approved Pace High School tennis court improvements - Phase 2.*

7. Direct Purchasing Change Orders

*Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.
The Board approved change orders decreasing the projects payable below to the appropriate contractor by the amounts shown below. These decreases are to reflect recent payments made to suppliers and the associated tax savings acquired through direct purchasing. Details are printed on spreadsheets as presented.*

- *Douglas A. Dillon Administrative Center
Hewes & Company - \$380,227.64*
- *Milton High School - Chiller & HVAC Renovation - Phase B
Comfort Systems USA - \$152,877.48*

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 4 - 0.
The Board approved the employee temporary reassignment under "Other Administrative Actions."*

*Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.
The Board approved the job description, "Coordinator of Exceptional Student Education."*

*Motion to Approve was moved by Jenny Granse, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.
The Board approved employee paid administrative leave under "Other Administrative Actions."*

2. Drug Free Workplace Policy

The Board approved the Drug Free Workplace Policy update clarifying federal law precedence regarding use/under the influence of marijuana in the workplace.

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

1. Alternative Placements

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. 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 and no one came forward.*

2. Agreement with University of Idaho

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

3. 2018-2019 Middle School Supply Lists

Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

4. High School Course Fee List 18-19

Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.

5. Head Start Monthly Report for March 2018- Review Only

Review only

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

1. Financial Report for FY Ending June 30, 2017

*Motion to Approve was moved by Scott Peden, Seconded by Carol Boston. Motion Passed by a Vote of 4 - 0.
Superintendent Wyrosdick introduced Assistant Superintendent Susan McCole and the Financial Report for Fiscal Year Ending June 30, 2017. This report is provided by Carr Riggs and Ingram, an independent CPA firm. The Superintendent noted that he is very proud of the work done by Ms. McCole and staff.*

Ms. McCole came forward and referred to the 2016-17 audit conducted by Carr Riggs and Ingram. There were no findings in the audit of District financial statements or major federal award programs. The audit did not identify any deficiencies in internal control over compliance that would be a material weakness - this was an outstanding audit! This year's audit, along with past years of no findings, makes us a low risk auditee. Ms. McCole praised Accountant Kathy Strickland; this was Ms. Strickland's first year handling the entire financial statement and she did a great job; she also thanked the different departments who helped in this audit.

Ms. McCole noted that the fund balance did increase for 2016-17 in the areas of Restricted and Committed. (Restricted funds are made up of State grants, State categoricals, and local grants that can only be used for

specific purposes. Committed funds are made up of school based budgets; schools use funds where they need it; and the 7-period day funds.) The total assigned and unassigned decreased and the FCR (Financial Condition Ratio) decreased by 1% to 8.6%.

Superintendent Wyrosdick pointed out that when the State increases the dollar amount for a specific categorical those dollars can only be used for that specific purpose; they are not unassigned. Ms. McCole added that DOE audits the District to be sure we are spending funds only as specified. The U.S. Department of Education also comes in to ensure that we are spending federal impact dollars as required.

Another area of confusion is the Budget to Actual Comparison Schedule for the General Fund. This shows large variances due to the inclusion of restricted and committed funds; the restricted and committed balances roll forward if not spent in the prior year but are budgeted back out at the start of the new year. Ms. McCole noted that this is not a case of over budgeting; our neighboring districts have these variances also.

Dr. Scott added that this is an area of confusion; she appreciates Ms. McCole explaining that these funds are restricted and can't just be moved around where we want to spend it. She also pointed out that we don't always receive what we need from the State and have to figure out how to cover costs. She shared that this is an exhaustive process (being audited) but it keeps us on our toes and makes us better.

Ms. McCole asked if anyone had questions regarding the information presented.

Mrs. Boston stated that she thought Carr Riggs and Ingram did a great job of explaining the audit and it was a good one.

Superintendent Wyrosdick spoke of the hundreds of records examined with no findings; this should be celebrated.

M. Items from Board Members

Mr. Peden expressed appreciation to Mr. Crane for the Employee of the Year Banquet; "it was incredible."

Mrs. Granse shared that she was in charge of the silent auction for the "Grillin' in the Breeze" Santa Rosa Ed Foundation fundraiser on April 21; the silent auction made \$3,600.

Mrs. Boston expressed get well wishes to Mr. Hinote (who recently had surgery) and spoke of the Employee of the Year Banquet. It's always surprising to see how many employees we have and how talented they

are.

Dr. Scott reported that she and Mrs. (Pam) Smith were at the FSBIT conference last week which was very beneficial as they had dialogue with other districts regarding safe schools. Dr. Scott also thanked Leslie Bell for supporting the Milton High archaeology activity (by providing refreshments) on the same day as the SREY Banquet.

N. Items from Board Attorney

1. Gulf Power Easement

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

Mr. Green talked about the language in this easement agreement and that it's a little different from previous easement agreements. He spoke of the liability issues with guy wires and anchors; this agreement will better protect the School District than easements written in the past.

O. Items from Superintendent

1. Re-Schedule November 8 School Board Meeting

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

The Board approved rescheduling the November 8 meeting to November 15 at 9:00 a.m. The request was made due to the date of the general election.

2. Retrofit Woodlawn Beach Middle School to Accommodate Board Meetings

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 4 - 0.

The Board approved the Superintendent's request to continue and work up to \$35,000 to retrofit Woodlawn Beach Middle School to accommodate Board meetings.

Superintendent Wyrosdick discussed his request to retrofit Woodlawn Beach Middle School to accommodate Board meetings. We had planned to incorporate this into the new South End K8 School but that is two years away. Mr. Wyrosdick feels that is too long to wait; he requested the Board's thoughts on the subject as well as questions they may have.

Mrs. Boston asked if the facility could be used for other purposes as well.

The Superintendent responded that it could. This will require videography and technology equipment in place; we should have the same capability at that location that we currently have in the Board

Room.

Mr. Peden stated that he feels it's time for us to do this; perhaps we could look at the possibility of moving the equipment to the new school once it's built.

Dr. Scott asked if this could be used to hold joint meetings (north and south end). Superintendent Wyrosdick responded that we can currently do that using Skype and this technology may not be conducive to that use. The live streaming is proprietary to Santa Rosa School District (as we are paying the fee for it. Our contract includes a specific number of meetings per year that will be live streamed).

3. Navarre Teacher Career Academy

Motion to Approve was moved by Carol Boston, Seconded by Scott Peden. Motion Passed by a Vote of 3 - 0.

The Board approved the Navarre Teacher Career Academy/Specialized Institute Program Agreement between the University of West Florida and the School Board (pending Mr. Green's review).

Dr. Diane Scott recused herself from voting due to her employment with the University of West Florida.

P. Adjournment

DONE AND ORDERED IN LEGAL SESSION by the School Board of Santa Rosa County this 24th Day of April, 2018.

SCHOOL BOARD OF
SANTA ROSA COUNTY

Chairman

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ATTEST:

Superintendent and Secretary