

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**August 16, 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: 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 Leslie Bell 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 August 2, 2018**

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

**D. Oral Written Communications**

*Superintendent Wyrosdick pointed out that we have "soft" numbers for the first three days of school. Numbers will change over the next weeks as we remove those who are not coming back and add new students.*

**E. Recognitions/Resolutions/Proclamations**

**1. Sodexo Experience Winner**

*Leslie Bell, Child Nutrition Director, came forward to present the "Sodexo Experience Award" to Gisela Phetvorasack, Lunchroom Manager at Dixon Primary School. Jud Crane, Director of Purchasing and Contracts Manager, and Scott Loretan, Senior Vice-President for Sodexo, also joined in the presentation.*

*Ms. Bell explained this award is an opportunity for Sodexo to recognize employees who follow the Sodexo mission of providing quality of life for those they serve. Ms. Phetvorasack continuously puts others ahead of herself. As Ms. Bell read the nomination letter for Ms. Phetvorasack she recounted a tragic accident in the spring when two students were killed in*

*a car accident. Ms. Phetvorasack offered to serve as translator (she is proficient in several languages) to communicate with classmates and parents. She also volunteered to help with the Wellness initiative at the school as well as teaching salsa dancing.*

*Superintendent Wyrosdick and Dr. Scott expressed appreciation to Ms. Phetvorasack for her service to our students. "Taking care of them is an art and she does that very well."*

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

*The Board approved all Administrative Agenda items H. 1, 2, and 3 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**
  - b. School Volunteers**
- 3. Administrative Operational Items**
  - a. Facility Use Requests**

***Action Agenda***

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

**1. RFP 18-17 Supplemental Math-Science-ELA Digital Materials  
and Programs 081618**

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

*The Board approved RFP 18-17 Supplemental Math-Science-ELA Digital Materials and Programs to be awarded to these companies: Achieve 3000, Benchmark Education Company, LLC, Carnegie Learning, Inc., Center for Collaborative Classroom, Curriculum Associates, LLC, Discovery Education, Edgenuity, Inc., Edmentum, Inc., ETAHand2mind, Explore Learning, LLC, Freckle Education, Greenwood Publishing dba Heinemann, Houghton Mifflin Harcourt Publishing Company, Imagine Learning, Inc., McGraw-Hill School Education, LLC, Origo Education, Pearson Education, Inc., Principle Woods, Inc., PV Waggle, LLC, Rally! Education, Renaissance Learning, Inc., The Gale Group, Inc.*

*The following company is recommended for approval for printed materials only: School Specialty, Inc.*

*The selection committee consisted of Bill Emerson, Assistant Superintendent for Instructional Services; Jeff Baugus, Coordinator of Math and Science; Patti McKnight, Coordinator of Literacy; Mike Thorpe, Director of Inservice and Instructional Technology; Dr. Karen Barber, Director of Federal Programs; and Sharon Patrick, Director of Continuous Improvement.*

**2. Exceed the Limit 081618**

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

**3. Surplus 081618**

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

**4. Property Control Deletions 081618**

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

**5. Property Control Missing-Found Items 081618**

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

*Mrs. Boston asked about missing items; do we track the last known*

location of these items? Mr. Crane responded that our policy requires the manager of the department (last known location) to write a letter providing explanation. Sometimes it can be as simple as being borrowed from one classroom to another and may be found later during spring cleaning.

## **6. Property Control Audits 081618**

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

*Superintendent Wyrosdick commended our Property Control employees for their professionalism and attention to detail.*

## **7. PESG Quarterly Report 081618**

*Latonya Hilson, District Specialist, came forward to present the PESG (substitute employee) quarterly report.*

*Ms. Hilson began by summarizing the fill rate for the past year; we have decreased our fill rate by 2%; it is in the area of paraprofessionals that we have the lowest fill rate. PESG is working diligently to improve this.*

*During the first quarter of this year we attributed many absences to the flu epidemic. We have implemented new drop (cancellation) procedures since then and are working with schools on the communication process.*

*We began this school year with a classroom management training and plan to complete more ESE training; dialogue/communication with school administration has also been helpful.*

*During the past year 147 PESG employees have transitioned to full time (either instructional or paraprofessional) employees for Santa Rosa; we currently have 549 active subs. From July 10 through August 9 this year 18 enrollment meetings were held; there will be ongoing weekly meetings throughout the year with a goal of 600 substitutes.*

*PESG will be holding two job fairs - one at each end of the county; and will participate in the Escarosa Spring Job Fair.*

*Ms. Hilson shared that the back to school kickoff/training was a big success. The participation of the Board members and Superintendent means a lot to these employees. PESG will be hosting a Principal and Assistant Principal breakfast this year. Both Ms. Hilson and Angela volunteer at different school sites during the year.*

## **8. DAG Agenda Items**

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

*The Board approved Phase III Six-Classroom Addition at Jay Elementary School including classroom addition cost of \$1,996,890; demolition of Building 4 and associated canopies cost of \$112,660; site work cost of \$380,000; A/E fees of \$183,902 for a total project cost of \$2,673,452.*

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

*Mrs. Boston asked if there will be more than one point of ingress/egress for the new K8 school; Owen (Gipson) responded that there will be two.*

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

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

*The Board approved Pace High School Tennis Courts replacement contract to be awarded to Larry Hall Construction, Inc. at a base bid of \$455,000.*

*The Board reviewed current Jehle-Halstead construction projects.*

#### **10. Schmidt Consulting Group Agenda Items**

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

#### **11. Direct Purchasing Change Orders**

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

*Assistant Superintendent Joey Harrell explained the process by which Santa Rosa is able to decrease expenses by paying suppliers directly and acquiring tax savings. 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.*

- Doug Dillon Administrative Center  
Hewes & Company  
\$83,853.23*
- King Middle School - Energy Upgrades  
Joy Gordon Construction  
\$9,565.09*
- Milton High School - Energy Upgrades Phase B  
A. E. New Jr., Inc.  
\$92,279.74*

- *Navarre High School - North Concession  
Larry Hall Construction  
\$22,476.29*

**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 5 - 0.*

*The Board approved the following job description as submitted:*

- 1. Pre-Kindergarten Family, Health, and Disabilities Management Specialist (revised)*

*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 Candace Hendricks as Assistant Principal of Dixon Intermediate, effective August 17, 2018.*

*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 job descriptions as submitted:*

- Paraprofessional I (revised)*
- Paraprofessional II (revised)*
- Paraprofessional IW (revised)*
- Paraprofessional IIW (revised)*
- Paraprofessional I for ESOL (revised)*
- Paraprofessional II for ESOL (revised)*

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

**1. UWF Articulation Agreement 18-19**

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

*Dr. Scott abstained from voting on this item due to her employment with the University of West Florida.*

**2. University of West Florida Tutor Mentor Program Agreement**

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

*Dr. Scott abstained from voting on this item due to her employment with*

*the University of West Florida.*

**3. Memorandum of Understanding Between The School Board of Santa Rosa County, FL and The Council on Aging of West Florida, Inc.**

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

*Dr. Diane Scott abstained from voting on the Memorandum of Understanding between the School Board of Santa Rosa County and The Council on Aging of West Florida, Inc. due to her service on the Board of Directors of the Council on Aging of West Florida, Inc.*

**4. Assessment Calendar**

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

**5. High School Athletic Schedules -Fall 2018**

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

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

*None*

**M. Items from Board Members**

*Mr. Hinote stated that he's spoken with a lot of people; over all we've had a great start to the school year with the exception of a few transportation issues.*

*Mrs. Boston welcomed everyone back and expressed appreciation to the whole team for making it come together.*

*Dr. Scott affirmed this; we're excited to start the new school year - it's going to be a great one!*

**N. Items from Board Attorney**

*Mr. Green discussed the Bright Scholar litigation initiated by FEA (Florida Educators Association) against school districts and the Department of Education claiming that the legislation imposed Best & Brightest was discriminatory. Two school districts have been dismissed from the lawsuit - Santa Rosa and Sarasota. The reason is because their bargaining units are not part of Florida Educators Association.*

**O. Items from Superintendent**

*Superintendent Wyrosdick reported that we did have a great school start. We are perfectionists and want everything to be perfect - it isn't. Transportation is always difficult but we appreciate those who have given due diligence; especially those at our schools for taking care of our students.*

*Mr. Wyrosdick also recognized the Board and shared that we have been asked to participate in the National STEAM Symposium again. Whether or not we can will depend largely on timing; it will be this fall. He pointed out that STEAM is about changing the way we teach; our teachers are doing this every day in amazing ways.*

**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 16th day of August, 2018 A.D.*

SCHOOL BOARD OF  
SANTA ROSA COUNTY

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Superintendent of Schools