

MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
June 20, 2019-6:30 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: Mrs. Carol Boston, Chairman, Mr. Buddy Hinote, Vice-Chairman, Mrs. Jennifer Granse, Mrs. Linda Sanborn, and Mrs. Wei Ueberschaer.

Also present were 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 June 6, 2019

Motion to Approve was moved by Wei Ueberschaer, Seconded by Linda Sanborn. Motion Passed by a Vote of 5 - 0.

D. Oral Written Communications

Superintendent Wyrosdick addressed the recent State Attorney's investigation of athletic supplements at Milton High School. He passed a letter to each Board member and presented it by reading as follows:

"Dear Board Members:

Recently the State Attorney's office issued a review of their investigation concerning matters of coaching supplements and volunteers mainly at Milton High School. I and my staff have worked directly with the State Attorney's office to provide the most thorough and accurate review of these allegations. The review from the State Attorney's office validated our ongoing investigation and assisted in substantiating our work. In our review we have not found intentional actions which would be violations of law. We appreciate greatly the work done by the Office of the State Attorney.

Where the State Attorney's office focused on violations of law our investigation is centered on school board policy, administrative policy and management practice including direct communication of the school

district and staff. The direction I gave my staff over the past 8 weeks is to review actions of employees based on board and administrative policy and communication from and to district staff. This work has been voluminous generating hundreds of pages of written notes, archived information and artifacts. Although our work is not done, I have drafted 4 action steps to make certain we are operating appropriately.

1. Manage this work robustly as if each school site may have gaps in addressing board policy and administrative procedures appropriately. This would include addressing policy and procedure of ensuring board policy is implemented correctly.

2. As of Monday, I am calling for a stand down of all approval of volunteers until we review and re-train administrative personnel.

3. A stand down of all credentialing of volunteer and school board employed coaches until a full status report can be created for each school site. These programs may begin again after each program has been reviewed and validated as operating within school board policy and Florida law. Each school site will be re-trained in administrative policy and process for engaging in this work.

4. A full review of the process of assigning coaching or instructional supplements by each grade level director. After the review, each administrative personnel will be re-trained in this administrative work. Additionally, the process of reviewing assigned supplements prior to board approval will be addressed to ensure supplements will be appropriate to the task and person.

5. A review of all policy and management procedures to eliminate any potential gaps that may exist.

It is important to share with the board although the report by the State Attorney's office has concluded, ours has not. We will continue the review of possible violations of policy (not law as this was the responsibility of the State Attorney) until I am assured we have been thorough. At the end of our review, we will provide a report to the board. As is appropriate, both in timing and by infraction, I may bring to the board recommendations of discipline. These may come before the end of the investigation if appropriate or they may come at the end.

In conclusion, because this investigation is ongoing I will not make additional comments regarding specific items either in the summary or the investigation dialog. I thank the board for their patience and support as we work through this issue. I am confident we will refine our work and it will accurately reflect the direction of the board and the needs of our students.

Sincerely,

*Tim Wyrosdick
Superintendent of Schools"*

School Board Attorney Paul Green asked to speak to an item that

Superintendent Wyrosdick mentioned; that this is an ongoing investigation. Mr. Green noted that the Board may be required to hear evidence as a determiner of disciplinary action. He advised that the Board not comment on specifics at this time since that may prejudice an employee's situation or possibly cause a Board member to be removed from hearing evidence in the situation.

E. Recognitions/Resolutions/Proclamations

None

F. Public Hearing

1. Public Hearing on School Board Policy Updates

*Motion to Approve was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.
The School Board Policy updates were approved as submitted.*

2. Request to Advertise for Public Hearing on the 2019-2020 Code of Student Conduct

*Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.
The request to advertise for public hearing on the 2019-2020 Code of Student Conduct was approved as submitted. The public hearing is scheduled for August 1, 2019, 6:30 P.M. at Woodlawn Beach Middle School.*

3. Request to Advertise for Public Hearing on the 2019-2020 Student Progression Plan

*Motion to Approve was moved by Jenny Granse, Seconded by Linda Sanborn. Motion Passed by a Vote of 5 - 0.
The request to advertise for public hearing on the 2019-2020 Student Progression Plan was approved as submitted. The public hearing is scheduled for August 1, 2019, 6:30 P.M. at Woodlawn Beach Middle School.*

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 Wei Ueberschaer. Motion Passed by a Vote of 5 - 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 & Temporary Duty**
- 2. Curriculum/Instruction Items**
 - a. Student Reassignment Requests**
 - b. Suspensions**
 - c. School Volunteers**
- 3. Financial Items**
 - a. Budget Amendment #18/08, Bills/Payroll, and Monthly Financial Statement for April 2019**
- 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. RFP 19-05 Head Start Mental Health Consultant 062019

Motion to Approve was moved by Jenny Granse, Seconded by Linda Sanborn. Motion Passed by a Vote of 5 - 0.

The Board approved the selection committee's recommendation that RFP 19-05 Head Start Mental Health Consultant be awarded to Invo Healthcare as the top company to be awarded. The selection committee consisted of Dawn Alt, Director of the Head Start Program, Lee Bott, Head Start Student and Family Services Specialist, Sherry Smith, Director of Student Services, April Thurman, Family Advocate, and B.J. Price, Principal of West Navarre Primary.

2. Exceed the Limit 062019

Motion to Approve was moved by Jenny Granse, Seconded by Linda Sanborn. Motion Passed by a Vote of 5 - 0.

3. Surplus 062019

Motion to Approve was moved by Jenny Granse, Seconded by Linda Sanborn. Motion Passed by a Vote of 5 - 0.

4. Custodial Quarterly Report 062019

Steve Sport, District Manager with ABM, came forward to present the quarterly report on custodial services.

The first slide listed custodial activities for the past quarter including:

- Preparation for summer cleaning*
- Pod training*
- Walk behind and rider battery replacement*
- Navarre High Gym refinish scheduled*
- Gulf Breeze High gym refinish scheduled*
- Summer schedules and supplies*

Mr. Sport continued with the Pod training for summer explaining what is involved - dusting, cleaning light fixtures, walls, doors, window sills, baseboards, desks, chairs, and tables.

All hard floors (except wood floors) will be stripped or shower scrubbed and finished. Carpets will be cleaned and rooms will be inspected. Rest rooms will be thoroughly cleaned.

Certificates of appreciation were recently awarded to custodial employees reaching milestones in years of service. Mr. Sport recognized Shop Mechanic Danny Gordon who recently completed 25 years of service. He stated that Danny has been a real team member; we appreciate his work.

The grounds maintenance crew will be cutting grass, edging, weed eating, hedge trimming and applying weed killer. They will continue to work on holding ponds and trim low hanging limbs as time permits.

5. Safety Presentation to the Board

For a complete word for word transcript, please see the video @ <http://santarosacountysdfl.swagit.com/play/06202019-1030>

Superintendent Wyrosdick introduced the Safety Presentation, and noted that with safety reporting there will be some items that are not specific since too much detailed information could compromise our security. Daniel Hahn, Director of School Safety, helps lead the activity of our School Safety Team.

Mr. Hahn began by noting that this annual school safety report is required by law. He explained the actions taken:

- Threat assessment teams are in every school. We are waiting on guidance from the state on training (as required by statute).*
- Mental Health Awareness training - trainers are in place and will continue training others.*
- Each public school has a Safe School Officer but will have a School Resource Officer by the beginning of the 2019-20 school year.*
- Training for active shooters has been conducted in all schools by law enforcement.*
- Single Point of Entry access control has been implemented at all schools.*
- We have installed security cameras at many school sites and are working toward installation at all schools.*
- Mr. Hahn began student listening sessions at the start of the second semester (2018-19 school year).*
- 3M laminate testing has been conducted at a school site; the laminate will be installed in some glass areas.*
- An emergency notification system has been procured after much research.*
- Stop the Bleed training has been offered to all faculty and will be offered again next year. Trauma kits have been provided to each school.*
- Common terminology is being used for better understanding district wide.*
- The School Safety Committee is in place and meets regularly.*
- The Speak Out and Fortify Florida apps are being promoted and we have received "hits" from them. The Fortify Florida app is required by law.*
- We are in the process of creating an Incident Management Team.*
- Single sign in/reunification software has been procured for schools.*
- Safety Standard Operating Procedures have been shared with staff and faculty; it addresses issues listed above and some that are not discussed publicly.*

Recommendations moving forward include:

- Continue to add closed circuit cameras and refine drills by age group.*

- *Implement summer training for staff in YMHA and active shooter.*
- *Conduct more student listening sessions.*
- *Continue to implement procedures in Safety Standard Operating Procedures and refine them where possible.*
- *Utilize FSSAT information as guide for future security projects.*
- *First responder site visits*
- *Conduct training on Emergency Notification System.*
- *Conduct more active assailant training next school year.*
- *Train and exercise IMT on reunification.*
- *Investigate options for increasing the number of guidance counselors.*
- *Continue to work with law enforcement on streamlining procedures for sharing information.*

6. DAG Agenda Items

The Board reviewed the status of current DAG Architects construction projects including the Pace High softball fieldhouse, Jay Elementary classroom addition, and Elkhart K8 school.

7. McKim & Creed Agenda Items

The Board reviewed the status of current McKim & Creed construction projects including the Elkhart K8 School, Woodlawn Beach Middle School basketball court and drainage repairs, and Hobbs Middle School track and basketball rehab.

8. Schmidt Consulting Group Agenda Items

The Board reviewed the status of the Schmidt Consulting Group project - King Middle School HVAC renovation Phase B.

9. Direct Purchasing Change Orders

Motion to Approve was moved by Wei Ueberschaer, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.

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.

- *Jay Elementary School - 6 Classroom Addition*
A. E. New Jr.
\$12,063.08
- *King Middle School - HVAC Renovation Phase B*
A. E. New Jr.

\$217,635.07

- *Pace High School - Softball Fieldhouse
Larry Hall Construction
\$42,426.60*

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 disciplinary action for Megan Holland of unpaid suspension, effective August 5 - 9, 2019. This was a correction from a previous agenda that listed a one-day suspension.

Motion to Approve was moved by Linda Sanborn, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.

The Board approved the submitted revised job descriptions listed below:

*Academic Intervention Specialist (requested by Federal Programs)
ESOL Resource Teacher (requested by Literacy Department)*

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

The Board approved revisions to the Human Resources Procedures Manual and summary of changes as submitted.

Motion to Approve was moved by Linda Sanborn, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.

On the Human Resource action addendum, the Board approved the administrative appointment of Alexandra Timmons as Principal of Holley Navarre Primary effective July 1, 2019.

Motion to Approve was moved by Linda Sanborn, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.

On the Human Resource action addendum, the Board approved the administrative reappointment of Tim Short as submitted.

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

1. Early Terminations

Motion to Approve was moved by Wei Ueberschaer, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.

2. Alternative Placements

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.

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

3. Family Empowerment Scholarship

Motion to Approve was moved by Clifton Hinote, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.

4. Learning Academy of Santa Rosa Referral Billing

Motion to Approve was moved by Wei Ueberschaer, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0.

5. Contract: Evaluation of STEAM Initiative - Title I 2019-2020

Motion to Approve was moved by Linda Sanborn, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.

6. Contract: Evaluation of STEAM Initiative - Non-Title I 2019-2020

Motion to Approve was moved by Linda Sanborn, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.

7. District-Wide Progress Monitoring Tools for 2019-2020

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

Superintendent Wyrosdick stated that these tools enable teachers and administrators to see how and where progress is taking place.

Mrs. Ueberschaer asked if we are moving away from using Unify. Mr. Emerson responded that Unify provides science and social studies - Renaissance does not offer that portion and that is why it is split.

8. CareerSource Escarosa Annual Contract 2019-2020

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.

9. Lakeview Affiliation Agreement

Motion to Approve was moved by Clifton Hinote, Seconded by Wei

Ueberschaer. Motion Passed by a Vote of 5 - 0.

10. 2019-2020 Title II, Part A - Grant Synopsis

Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.

11. 2019-2020 Calendar Revision

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

The calendar revision was approved as submitted (report card dates).

12. Head Start Monthly Report for May 2019 (Review Only)

This item was submitted for review only.

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

None

M. Items from Board Members

Mrs. Sanborn shared that she attended the STEAM Camp and was so impressed.

1. FSBA Legislative Committee Representative (Alternate)

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

Mrs. Granse recommended Mrs. Ueberschaer as the FSBA Legislative Committee representative (alternate).

N. Items from Board Attorney

None

O. Items from Superintendent

Superintendent Wyrosdick recognized Jennifer Northrop (Administrative Services) and Kathy Strickland (Finance) for their invaluable work on the COPS series documents. He continued that this is voluminous, tedious work. Mr. Harrell shared that the bond attorney commented that he has never seen a packet prepared with such detail and accuracy.

1. Rutledge-Ecenia Contract Renewal

*Motion to Approve was moved by Jenny Granse, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 5 - 0.
The Board approved the Rutledge-Ecenia contract renewal as submitted to provide lobbying services for 2019-2020.*

Superintendent Wyrosdick spoke of how valuable this service is to our district.

P. Adjournment

*Motion to Approve was moved by Clifton Hinote, 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 20th day of June, 2019.

SCHOOL BOARD OF
SANTA ROSA COUNTY

Chairman

ATTEST:

Superintendent and Secretary