

MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
November 17, 2020-1:00 PM

A. Call to Order and Roll Call

The School Board of Santa Rosa County met in regular session at 1:00 P.M. (immediately following the Reorganization meeting) with the following members present: Mrs. Wei Ueberschaer, Chairperson; Mrs. Linda Sanborn, Vice-Chairperson; Mrs. Carol Boston, Mr. Charles Elliott, and Mrs. Elizabeth Hewey.

Also present was Dr. Karen R. Barber, Superintendent of Schools and Secretary.

B. Pledge of Allegiance

The Chairman called the meeting to order and Liz West, Director of Human Resources, led us in the Pledge of Allegiance to the Flag and in a moment of silence.

Board Chairperson Mrs. Ueberschaer welcomed Mr. Charles Elliott and Mrs. Elizabeth Hewey to the Board and noted the historical significance of Dr. Barber being the first female Superintendent in our county.

C. Approval of Minutes

1. Approval of School Board Meeting Minutes of October 22, 2020

Motion to Approve was moved by Charles Elliott, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.

D. Oral Written Communications

1. Santa Rosa Success Story

For a complete word for word transcript, please see the video. The following presentations to the Board have been condensed.

Superintendent Dr. Barber stated that we will be using this part of the Board meeting to showcase success stories and share some of the great things that are happening in our school district.

Dr. Barber shared a letter from a parent expressing appreciation to her students' remote learning teacher. She also shared a positive letter from a grandparent. The grandmother was nervous to begin remote learning as she has not been in school for many years. She stated that her

granddaughters have had a successful year and she attributes it to their teacher.

Dr. Barber then read an email from Cathy Purdon regarding teacher grant recipients.

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)

For a complete word for word transcript, please see the video. The following presentations to the Board have been condensed.

Board Chairperson Wei Ueberschaer requested Len Cross to come forward and address the Board.

Mr. Cross came forward and shared his concerns regarding the mask mandate. He feels that our rights are under attack; specifically school children being required to wear a mask.

Dr. Barber provided Mr. Cross with documents supporting the mask mandate and quarantine. She explained that our School Board does not have the authority to defy the Department of Health Public Health Advisory.

Mrs. Ueberschaer asked if anyone else would like to address the Board. No one came forward and the public 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

The Board approved all Administrative Agenda items H. 1, 2, 3, and 4 as submitted.

1. Human Resource items

a. Administrative Board Agenda

- b. Leaves and Temporary Duty
 - c. 2020-2021 Annual Inspections
- 2. Curriculum/Instruction Items
 - a. Student Reassignment Requests
 - b. Suspensions
 - c. School Volunteers Level 1
- 3. Financial Items
 - a. Monthly Financial Statement for August 2020
- 4. Administrative Operational Items
 - a. Religious Venue Requests

Action Agenda

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

1. Exceed the Limit 111720

Jud Crane, Director of Purchasing and Contract Administration, came forward to discuss and explain his items. Mr. Crane stated that some of his items will be informational only and some will require Board approval.

Mr. Crane noted that Florida Statute requires that items over \$50,000 must be competitively solicited unless there is an exemption.

Mrs. Sanborn asked if the items are already budgeted; Mr. Crane responded they are.

Mrs. Hewey asked where some of the items purchased will be physically located (wireless access devices). Mr. Crane responded that they will go to the virtual school and offered to provide additional information if needed.

Mrs. Ueberschaer asked if some of the expense will be reimbursable from CARES Act dollars. Mr. Crane responded that he does not think it is covered under the CARES Act but will verify.

This item is informational only.

2. Property Inventory Audit 111720

This audit is required when there is a change of administration at a work site.

3. Unauthorized Purchase Maintenance 111720

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

Jud Crane, Director of Purchasing and Contract Administration, stated that when a purchase above \$5,000 is made without a purchase order, the department which initiated the unauthorized purchase order must write a letter of explanation and Purchasing conducts training for that department.

4. RFP 20-08 Food Service Cafeteria Access Gates 111720

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

Mr. Crane explained the gates are needed to allow access for food service deliveries. He continued that these funds must be spent on food service; they cannot be moved to other parts of the budget.

Mrs. Hewey mentioned that some teachers at her schools have mentioned to her that gates are closed not allowing them access. Mr. Crane responded that the teacher/s will need to request the access code.

Mrs. Hewey also had concerns about the one-year warranty on the gates. Mr. Crane noted that after one year Maintenance will provide repair if needed and/or he will use excess funds to take care of it.

Mrs. Ueberschaer asked if the access code will be given to vendors. Our regular vendors will have the access code but normal security will be in place.

5. BOCC CARES Act Update

Jud Crane has been working with David Hicks, Assistant Superintendent for Technology, on the Cares Act funding that's been provided by the federal government through the Board of County Commissioners.

Mr. Crane shared the following update.

One of the conditions of receiving the funding is that we must purchase items related to education during the pandemic and then submit for

reimbursement. Since we were unable to do that; the BOCC came back and said we have \$1.6 million - tell us what you want to buy.

During Phase 1 we received funding and used it to purchase laptop computers for students and staff; Verizon bought WiFi devices with monthly service. We have enough funding to go through December to cover the monthly service. The BOCC said they would give us another \$1.9 million but need a list of what we intend to purchase; all funds must be expended by December 30, 2020. The goal is to go as fast as we can while following the law. Mr. Crane stated that since we need to proceed quickly we have placed orders on procurement cards with assurances from the BOCC that reimbursement will follow.

Mrs. Hewey asked how many laptops were purchased in Phase 1, and if in the future, a list can be included of where the equipment/laptops will be going.

Dr. Barber stated that we have an asset management system in Focus. Mr. Crane responded that 2,000 laptops were purchased in Phase 1. Mr. Thorpe came forward and shared that each school site is building a pool of laptops so that when a student changes to remote learning a laptop can be issued immediately.

Mrs. Sanborn asked which teachers are receiving laptops; Mr. Thorpe responded that remote teachers (who may be quarantining) are getting them. They may not have a device at home.

Mrs. Ueberschaer expressed appreciation to the Board of County Commissioners for partnering and helping us with our needs. She also asked for an update on the free lunch program.

Mr. Crane shared that last spring USDA allowed us to switch from the national school lunch program to a summer food service program where any child 18 or under can eat free; they just have to come to our site. This was extended through the summer and now through the end of the school year.

Mr. Crane continued that we are trying to gain reimbursement (from CARES Act) for funds spent when the pandemic first began.

Mrs. Boston also expressed appreciation to the County Commissioners for their help.

Dr. Barber requested assistance from Board members with encouraging families to complete free and reduced lunch applications; our federal funding depends on it.

6. Transportation Quarterly Report 111720

For a complete word for word transcript, please see the video. The following presentation to the Board has been condensed.

Virginia Sutler came forward to provide the Transportation Quarterly Report including the following items.

- *Budget Considerations*
 - *STA agreed to return \$95,000 to the district to assist with other funding needs during the COVID-19 pandemic*
 - *School work was delivered to students during the March - May time period*
- *Community Outreach*
 - *1,061,992 meals were delivered from March to August*
- *Response Plan*
 - *Ms. Sutler served on a state and local task force; safeguards included loading students in a specific order as well as cleaning twice a day and employees self-screening for symptoms*
- *Recruiting Update*
 - *Ongoing online campaigns; hired coordinator to increase applicant and interview flow; continuing \$1,000 recruitment bonus*
- *Staffing Report*
 - *Number of routes is below the normal school year; as students return to brick and mortar this will increase; district reimbursed \$55,835.76 for routes under 193*

Mrs. Ueberschaer asked about traffic flow/conditions since the bridge has been out since this particularly affects her district. Ms. Sutler responded that she has drivers who live in Pensacola and has allowed some to park at Avalon Middle School which simplifies their travel. The drivers are also arriving to work early in order to compensate for traffic conditions.

Mrs. Ueberschaer also publicly acknowledged STA driver/supervisor Alan McLeod at the request of one of her principals who stated that Mr. McLeod has been very knowledgeable and helpful with bus issues.

7. DAG Agenda Items

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

The Board approved Change Order #8 for Jay High School Baseball and Softball Fieldhouse for a seven (7) day extension of time due to adverse weather during September 2020.

The Board reviewed current DAG Architects construction projects.

8. Direct Purchasing Change Orders

Motion to Approve was moved by Charles Elliott, Seconded by Linda Sanborn. 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.

- *East Bay K-8 School
Culpepper Construction
\$876,927.66*
- *Jay High - Baseball/Softball Fieldhouse
A. E. New Jr.
\$72,118.29*

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

1. Action Agenda

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

The Board approved the following administrative appointment:

- *Kimberly Rankin, Assistant Principal at Woodlawn Beach Middle School, effective December 1, 2020*

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

The Board approved the following administrative appointment:

- *Liz West, Assistant Superintendent for Human Resources, effective December 1, 2020*

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

The Board approved the following administrative appointment:

- *Brian Noack, Director of High Schools, effective December 1, 2020*

Motion to Approve was moved by Charles Elliott, Seconded by Carol

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

The Board approved the following administrative appointment:

- *Brad Marcilliat, Administrative Intern, Central School, effective November 5, 2020*

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

1. Alternative Placements

The Chairman asked if anyone wanted to address the Board regarding any of the alternative placements. No one came forward.

Motion to Approve was moved by Charles Elliott, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.

The Board approved alternative placement no. A21-0021-006 as recommended.

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

The Board approved alternative placement no. A21-0151-007 as recommended.

2. Mooneyham Heating & Air Conditioning, Inc. Affiliation Agreement

Motion to Approve was moved by Charles Elliott, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.

3. Perkins V Postsecondary Grant Synopsis 2020-2021

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

4. Perkins V Rural Innovation Grant Synopsis 2020-2021

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

5. Adult ED & Family Literacy Grant Synopsis 2020-2021

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

6. Adult ED & Family Literacy Corrections Grant Synopsis 2020-2021

Motion to Approve was moved by Elizabeth Hewey, Seconded by Linda

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

7. Adult ED & Family Literacy/EL Civics Grant Synopsis 2020-2021

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

8. Uniform Assessment Calendar and Testing Schedule

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

9. High School Athletic/NJROTC Schedules

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

10. Head Start Program Grant Synopsis 2021-22

Motion to Approve was moved by Carol Boston, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

11. Head Start Transportation Waiver Request 2021-22

Motion to Approve was moved by Charles Elliott, Seconded by Elizabeth Hewey. Motion Passed by a Vote of 5 - 0.

12. Head Start Monthly Report for October 2020 - Review Only

This item is presented for review only.

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

1. Monthly Financial Statement for September 2020

For a complete word for word transcript, please see the video. The following presentations to the Board have been condensed.

Assistant Superintendent for Finance Susan McCole reviewed the monthly financial statement for September 2020 including budget amendment #20/01 and our projected Financial Condition Ratio for June 2021 which is 3.13%.

The report included invoices paid for the month of September and budget balances for the general fund and all funds by function and object.

Ms. McCole pointed out that property tax deposits will begin in November. Our district is fortunate that we have not experienced a decrease in sales tax revenue.

Ms. McCole asked the Board to let her know if there is additional information the Board would like to see in the monthly report.

Mrs. Hewey asked if it might be possible to see variances between the same quarter from one year to the next. Ms. McCole stated that she can prepare a report showing last year's information compared to this year's.

She also noted that in our upcoming Financial Workshop she will show more detailed information including where our FCR (Financial Condition Ratio) has decreased and what might have caused it. Mrs. Hewey added that trend analysis will be very helpful.

M. Information Technology Services Recommendations – David Hicks, Assistant Superintendent for Information Technology Services

N. Items from Board Members

Mrs. Boston welcomed the new Board members and Superintendent. She also mentioned the Florida School Boards Association Academy which will be held the first week of December; this workshop has sessions specifically for new Board members.

Mrs. Hewey shared that she attended the zoning committee meeting on November 12; she's been watching the growth on Chumuckla Highway and how it impacts schools. She stated that there is a significant acreage parcel as well as farm property on Chumuckla Highway for sale.

1. School Board Attorney Contract

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

The Board approved the agreement as written selecting Terry J. Harmon with Sniffen & Spellman, P.A. to serve in the capacity of School Board Attorney.

O. Items from Board Attorney

Mr. Harmon stated that he appreciates the opportunity to serve the district.

P. Items from Superintendent

Superintendent Dr. Karen Barber pointed out that December 10 will be a very busy day starting with a Board meeting at 9:00 A.M. including a

"shade" meeting addressing current litigation. There will also be a School Board workshop at 1:00 P.M.

Mr. Harmon came forward and provided explanation of a "shade" meeting. This is a time that Board members can meet as a group with counsel to discuss litigation. Once this discussion concludes the regular Board meeting will reconvene.

Q. Adjournment

Motion to Approve was moved by Linda Sanborn, Seconded by Elizabeth Hewey. 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 the 17th day of November, 2020.

SCHOOL BOARD OF
SANTA ROSA COUNTY

Chairman

ATTEST:

Superintendent and Secretary