

**MEETING MINUTES**  
**SCHOOL BOARD OF SANTA ROSA COUNTY**  
**November 16, 2021-9:00 AM**

**A. Call to Order and Roll Call**

*The School Board of Santa Rosa County met in regular session immediately following the adjournment of 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 were School Board Attorney, Terry Harmon; and Dr. Karen Barber, Superintendent of Schools and Secretary.*

**B. Pledge of Allegiance**

*Chairperson Mrs. Wei Ueberschaer called the meeting to order and Kasie Windfelder led us in a moment of silence and the Pledge of Allegiance to the Flag.*

**C. Approval of Minutes**

**1. Approval of School Board Meeting Minutes of October 21, 2021**

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

**D. Oral Written Communications**

*None*

**E. Recognitions/Resolutions/Proclamations**

**1. Emerald Coast Exceptional Families**

*Angela Nandin of Gulf Coast Exceptional Families came forward to talk about First Responders Day, October 28. Mrs Nandin shared that on behalf of Gulf Coast Exceptional Families each School Resource Officer was presented a cake to express how much our resource officers are appreciated and valued.*

*Dr. Barber stated that Gulf Coast Exceptional Families is a wonderful nonprofit organization that is a great support system and asset to our school district and the community.*

*Mrs. Nandin also spoke of the Trunk or Treat event for exceptional kids*

*and how great it was to have Navarre High School providing support. "It's not easy to trick or treat with special needs kids." She spoke of how special it was to see the high school quarterback club dancing with the kids.*

## **2. Art Students Recognition**

*The following students came forward to be recognized.*

- *Mandy Becker received best in show for middle school*
- *Ellie Diaz received best in show for high school*

## **F. Public Hearing**

*None*

## **G. Public Forum- (Request to address the School Board regarding an item not on the agenda)**

*Board Chairperson Mrs. Wei Ueberschaer asked if anyone would like to address the Board. There was no response 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**

*Mrs. Hewey requested additional information on item H. 4. d. - Non-Competitive Contracts, Motorola.*

*Daniel Hahn, Safety Director, came forward to explain that due to the way some schools are built, specific technology is needed in the radio to support communications. It is not needed in every school.*

*Motion to Approve was moved by Carol Boston, Seconded by Linda Sanborn. 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 and Temporary Duty**

- c. **2021-2022 Annual Inspections**
- 2. **Curriculum/Instruction Items**
  - a. **Student Reassignments**
  - b. **Suspensions**
  - c. **Level 1 Volunteers**
  - d. **Level 2 Volunteers**
- 3. **Financial Items**
  - a. **Budget Amendment #21/01, Bills/Payroll and Monthly Financial Statement for September 2021**
- 4. **Administrative Operational Items**
  - a. **Facility Use Requests**
  - b. **Religious Venue Requests**
  - c. **Field Trips**
  - d. **Non-Competitive Contracts 111621**
  - e. **Property Inventory Audit 111621**

### ***Action Agenda***

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

##### **1. Surplus 111621**

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

##### **2. RFP 21-10 Metal Fabrication HVAC & Other Mechanical Services 111621**

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

##### **3. RFP 21-05 Telephone Maintenance 111621**

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

#### **4. Transportation Quarterly Report 111621**

*Virginia Sutler came forward to present the Transportation Quarterly report.*

*Staffing - 176 (added 2 buses); in dealing with 17-22 drivers out at times they have split routes as needed; also experiencing increased student enrollment*

*Recruiting - Using different incentives such as sign-on bonus, referral bonus, online job postings*

*Safety - Shared a video of safety violations; an average of 4.3 violations daily per bus*

*Mrs. Sanborn asked where the greatest violations are occurring. Mrs. Ueberschaer inquired about the videos being forwarded to law enforcement. The information is not sent to law enforcement since the program is considered a pilot at this time.*

*Dr. Barber stated that she has noticed some schools have a squad car parked in a visible area which seems to deter violations. She requested Mr. Hahn ask our local law enforcement for additional help.*

*Employee Engagement - October was Anti-Bullying Awareness Month and Bus Driver Appreciation Month. Bus drivers were given anti-bullying T-shirts and talked to students to promote bullying awareness. Transportation will be having luncheons this month to show appreciation to drivers as well as purchasing a jacket for each driver.*

*Upcoming Events - Employee Christmas gatherings*

#### **5. DAG Architects 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 the request to reduce retainage to \$175,000 to cover outstanding punch list items at East Bay K8 School.*

*The Board reviewed current DAG Architects construction projects.*

#### **6. McKim & Creed Agenda Items**

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

*The Board approved the request for final payment to Panhandle Grading & Paving of \$55,277.74.*

*The Board reviewed current McKim & Creed construction projects.*

## **7. Sam Marshall Architects Agenda Items**

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

*The Board approved Change Order #5 for Hobbs Middle School upgrades relocating existing conduit (\$1,157.65); final payment for Larry Hall Construction (\$87,879); and final payment for Sam Marshall Architects (\$3,390.95).*

## **8. Request to Convene Facilities Name Committee**

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

*The Board approved the request to convene the Facilities Name Committee for the purpose of naming the gyms at Jay High School after one of its longtime coaches, Coach John Clarence Smith.*

*Principal Benji West read a letter written to support the request. Coach Smith is a beloved community member who attended Jay High School where he excelled as a basketball and football player. Upon his graduation he entered the military where he served in World War II. At the conclusion of World War II, he enrolled at the University of Florida graduating as an education major. Upon his retirement from coaching, he was the "winningest" boys basketball coach in the state of Florida. "Coach Smith left an enduring mark on Jay High School touching countless lives while serving his community and Santa Rosa County."*

## **9. 2021-2022 Five Year Work Plan**

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

*The Board approved the 2021-2022 five year work plan as recommended.*

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

*Joey Harrell, Assistant Superintendent for Finance, provided some background information. Florida Statute requires that the work plan is updated every year. The Board must review, approve, and forward this information to the Department of Education.*

*Mr. Harrell pointed out that the five year work plan is not the five year survey. The state requires each district to open up a five year survey every five years to determine what the capital outlay needs are and to meet the law. The work plan is a "subset" of the survey; the survey is a*

*snapshot of a particular time.*

*He explained some related budget items and why they are not available since they are already allocated.*

*Our capital outlay dollars from the state is determined by COFTE. Mrs. Ueberschaer asked if the temporary decline in enrollment last year affected our COFTE. It did but as Dr. Barber pointed out, our enrollment has increased this year above pre-COVID numbers.*

## **10. District School Board Members Residence Areas**

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

*Joey Harrell talked about the proposed Santa Rosa School Board member districts for 2022-2031. Mr. Harrell pointed out that this is late due to Covid and also the census data being provided to the county.*

*"Why redistrict?" Statute requires this review/apportionment every ten years to keep the Board member areas as equal as practicable. It must be done in an odd-numbered year.*

*This is not meant to match existing school attendance zone and is not based on the geographical size of the zone. It is based on population; to create as equal as possible five Board member areas (one residing in each area) using the most current census data.*

*Board Attorney Terry Harmon provided some clarification. Redistricting cannot disqualify any current Board member due to residence requirement. Redistricting can only take place in an odd numbered year (not in an election year).*

*Dr. Barber asked about counties where voting is not at large; since Santa Rosa County is at large citizens may vote in all the School Board member elections.*

*Mrs. Sanborn asked why the Board of County Commissioners' districts don't match ours. Mr. Harrell responded that is a question for the BOCC.*

*Using the county population in 2020 of 188,000, if the proposed districts are approved using the 37,600 target number:*

*District 1 population = 37,287 or 19.8%*

*District 2 population = 37,111 or 19.7%*

*District 3 population = 38,169 or 20.3%*  
*District 4 population = 37,085 or 19.7%*  
*District 5 population = 38,348 or 20.4%*

*Mr. Harrell stated that maps of proposed changes will be made available for review on the District homepage and at the Dillon Center. Suggested changes may be submitted via email to Joey Harrell on or before December 1.*

*Board Attorney Terry Harmon noted the impact is that even though you're elected at large you can only have one Board member from each district; this may change the candidate pool.*

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

*Motion to Approve was moved by Charles Elliott, Seconded by Carol Boston. 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 K8 Covered PE Building*  
*A. E. New, Jr., Inc.*  
*\$3,028.71*
- *Hobbs Middle HVAC & Energy Upgrades*  
*Larry Hall Construction*  
*\$19,966.75*
- *2021 Paving Projects*  
*Panhandle Paving & Grading*  
*\$17,540.00*
- *Wallace Lake K8 School*  
*Culpepper Construction*  
*\$111,148.55*

#### **J. Human Resource Recommendation- Liz West, 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 action.*

- *Case #10012552, termination of employment*

*Motion to Approve was moved by Linda Sanborn, Seconded by Charles*

*Elliott. Motion Passed by a Vote of 5 - 0.*

*The Board approved the following administrative appointment.*

- *Rachelle Wood, Administrative Intern, ESE Services, effective November 1, 2021*

*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.*

- *Nancy Haupt, Director of Pre-K Programs, T. R. Jackson Pre-K, effective March 7, 2022*

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

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

*The Board approved the following administrative appointment.*

- *Laura Looze, Assistant Principal, Chumuckla Elementary, effective January 4, 2022*

**K. Curricular and Instructions Recommendation – Michael Thorpe,  
Assistant Superintendent for Curriculum and Instruction**

**1. Alternative Placements**

*The father of Student A22-0361-023 requested that his student be allowed to complete his alternative placement before moving to another area due to military reassignment.*

*The grandfather of Student A22-0152-022 requested that his grandchild not be alternatively placed since it will be a hardship on the family.*

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

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

*The Board approved alternative placement of Student A22-0071-027 for one calendar year with educational services provided at High Road Academy.*

*Motion to Approve was moved by Carol Boston, Seconded by Charles*

*Elliott. Motion Passed by a Vote of 5 - 0.*

*The Board approved alternative placement of Student A22-0361-023 for one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

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

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

*The Board approved alternative placement of Student A22-0332-020 for*



*no less than one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

*Motion to Approve was moved by Carol Boston, Seconded by Wei Ueberschaer. Motion Passed by a Vote of 4 - 1.*

*The Board approved alternative placement of Student A22-0361-026 for one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

*Mrs. Sanborn voted against the recommendation.*

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

*The Board approved alternative placement of Student A22-0361-024 for one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

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

*The Board approved alternative placement of Student A22-0361-025 for one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

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

*The Board approved alternative placement of Student A22-0351-021 for one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

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

*The Board approved alternative placement of Student A22-0351-030 for no less than one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

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

*The Board approved alternative placement of Student A22-0351-029 for one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

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

*The Board approved alternative placement of Student A22-0152-022 for no less than one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

*Motion to Approve was moved by Elizabeth Hewey, Seconded by Charles Elliott. Motion Passed by a Vote of 5 - 0.*  
*The Board approved alternative placement of Student A22-0351-031 for no less than one calendar year with educational services provided at the Learning Academy of Santa Rosa.*

**2. School Calendars for 2022-23 and 2023-24**

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

**3. Revised Winter Sports Schedule**

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

**4. Head Start Grant Synopsis 2022-2023 - Non-Competing Continuation Grant**

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

**5. Head Start Transportation Waiver Request 2022-2023**

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

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

*None*

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

*None*

**N. Items from Board Members**

*Mrs. Boston spoke of how nice it was to enjoy Veteran's Day celebrations in the schools this year; they did a great job.*

*Mrs. Hewey shared that Central's celebration breakfast for Veteran's Day included students and their veteran parent/grandparent.*

*Mrs. Sanborn reiterated that the Veteran's Day celebrations were wonderful.*

*Mrs. Ueberschaer expressed appreciation to Dr. Barber and staff for the Town Hall meetings; for presenting the Strategic Plan and helping citizens understand how to be part of the process.*

**O. Items from Board Attorney**

*Board Attorney Terry Harmon shared that there is currently a special session in progress for the legislature to address Covid 19 related issues. If there is any legislation that immediately impacts the School Board Mr. Harmon will notify us.*

**P. Items from Superintendent**

**1. Approve SRSO Grant Application for Coach Aaron Feis Guardian Program**

*This item is for review only - not approval.*

*Dr. Barber explained that if the Santa Rosa Sheriff's Office receives the award we will work with them to determine the value in using those funds to implement some form of guardian program. It would not include teachers or School Board employees who have supervisory positions and would be supplemental only.*

*Dr. Barber read a couple of letters recently received from parents.*

*One of the letters referenced the food service program and how cafeteria staff takes extra measures to be sure that a student with special dietary needs receives similar food items as the other students.*

*Another parent letter expressed appreciation to the administration and teachers at Holley Navarre Middle School for the recent Civics Extravaganza activity which was well attended and enjoyed by students.*

**Q. Adjournment**

*Motion to Approve was moved by Linda Sanborn, Seconded by Carol Boston. 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 16th day of November, 2021.*

**SCHOOL BOARD OF  
SANTA ROSA COUNTY**

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*Chairman*

*ATTEST:*

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*Superintendent and Secretary*