

MEETING MINUTES
SCHOOL BOARD OF SANTA ROSA COUNTY
April 18, 2017-9:00 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: Mr. Scott Peden, Chairman, Dr. Diane Scott, Vice-Chairman, Mrs. Carol Boston, Mr. Buddy Hinote, and Mrs. Jennifer Granse. 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 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 March 28, 2017

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

D. Oral Written Communications

1. Request Board Meeting Time Change - July 20

*Motion to Approve was moved by Jenny Granse, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0.
The Board approved changing the July 20, 2017 Board meeting time to 9:00 a.m. (Workshop) and 10:00 a.m. (Board Meeting) to allow Superintendent Wyrosdick travel time to a required conference.*

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 of the public forum, please see

the video. The following presentations to the Board have been condensed.

Mr. Bill Vincent with the Santa Rosa Education Association came to the podium to address the Board. Mr. Vincent shared that he had hoped to show a video today but was told that was not within our policy. Mr.

Vincent pointed out that he hopes we will reconsider this policy since showing a video would allow employees to address the Board during a morning meeting. He went on to talk about an event that took place recently in Tallahassee. The Leon County Teachers Association, in conjunction with the American Federation of Teachers, participated in "First Books;" where they received a donation of 40,000 books. Santa Rosa Education Association loaded the leftover books in their cars and brought them to Santa Rosa County where they would like to donate the books to Central School which is K-12.

Next Mr. Kelvin Cannington came forward to talk about agenda item K.7 - High School Proposed Lab Fees 17-18. Mr. Cannington pointed out that the form used varies by school; some are half a page long and others may be several pages long. Also, the School Board policy number cited has been changed. Mr. Cannington had questions regarding the review/validation process.

Mr. Cannington noted that at a previous Board meeting he suggested having a Board meeting at the south end of the county and hasn't heard anything back yet.

Regarding south end meetings Superintendent Wyrosdick responded that our Board meeting schedule/location is set once a year (and submitted to the state); we can look at location when the schedule is reviewed for the upcoming year. The Superintendent is not opposed to having a Board meeting in the south end. Dr. Diane Scott pointed out that we have no portability in our recording system. Mr. Peden suggested that we look into using the facility that the commission uses at the south end.

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 Jenny Granse. Motion Passed by a Vote of 5 - 0.

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

- 1. Human Resource items**
 - a. Administrative Board Agenda**
 - b. Leaves and Out of State Temporary Duty**
- 2. Curriculum/Instruction Items**
 - a. Student Reassignment Requests**
 - b. Suspensions**
 - c. School Volunteers**
- 3. Administrative Operational Items**
 - a. Facility Use Requests**
 - b. Field Trip Requests**
 - c. Religious Venue Request**
 - d. Business Partners**

Action Agenda

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

- 1. RFP 17-05 County Wide Painting 041817**

Motion to Approve was moved by Diane Scott, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0. The Board approved the selection committee's recommendation that RFP 17-05 County Wide Painting be awarded to Harrison Contracting Company Inc. as the primary company and David Tedder Painting Inc. as the secondary. The selection committee consisted of Richard Laing, Supervisor of Building Maintenance, Rufus Phillips, Maintenance Foreman, Richard Grimes, Maintenance Foreman, Gary Hardy, Painter, and Stephen Scott, Maintenance Mechanic.

- 2. RFP 17-02 County Wide Roofing 041817**

Motion to Approve was moved by Diane Scott, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0. The Board approved the selection committee's recommendation that RFP 17-02 County Wide Roofing be awarded to Porter Roofing Company. The selection committee consisted of Richard Laing,

Supervisor of Building Maintenance, Rufus Phillips, Maintenance Foreman, Richard Grimes, Maintenance Foreman, Mark Payne, Carpenter II, Jerry Davis, Maintenance Mechanic II, and Cindy Lambeth, Purchasing Agent.

Dr. Scott asked if this represents a price increase from our previous County Wide Roofing contract; Mr. Harrell responded that it does not.

3. Exceed the Limit 041817

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

4. Surplus 041817

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

5. Visa Rebate 041817

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

The Board was informed that the district received a check in the amount of \$58,008.38 from SunTrust Bank which represents the rebate for the district's VISA Card program for the year of 2016 (January - December).

It was requested and approved by the Board that \$2,000 of the rebate be used to fund this year's VISA Incentive Program, which has been established to reward those School Board employees who have the responsibility of purchasing as well as paying and monitoring their School Board VISA program at their site. It was also requested and approved that \$7,500 be set aside for special training on purchasing card administration and program options for the VISA Card Administration.

6. 2017-18 Starting and Dismissal Times 041817

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

Starting and dismissal times for the 2017-18 school year were approved as submitted; no change from the 2016-17 school year.

7. PESG Quarterly Report

Kim Woodson came forward and introduced LaTonya Hilson who will be delivering the PESG quarterly report today. Ms. Hilson works in the local PESG office.

Ms. Hilson shared that we now have two representatives in the local office; she has been promoted to District Specialist and works forty hours per week. Office hours are 6:00 a.m. - 12:00 p.m. Monday through Friday but Ms. Hilson is there from 5:30 a.m. until 2:00 p.m.

PESG currently has 612 active subs (in December that number was 586) with 75 new applicants to be processed. They have enrollment meetings each week at the PESG office in Milton.

PESG has 47 paraprofessionals and 192 teachers who are willing to accept a para professional position. Alexis Cash, Coordinator of ESE Programs, provided two trainings in January for PESG sub employees. This resulted in an increased fill rate for the ESE department (in March it was 100%). They hope to facilitate another ESE training in August.

In summary, the year to date fill rate is 97% with the lowest month being October at 93%.

PESG was a sponsor of the SREY banquet; they appreciate the feedback received on their subs. Two weeks ago PESG began sending out weekly reports to the Principals, Assistant Principals, and campus users on absences for that week. On April 21, PESG will be participating in a job fair at Pensacola State College to recruit subs for the upcoming school year. In addition, they will be contacting participants of the recent Santa Rosa Instructional Job Fair to recruit subs.

Ms. Hilson stated that all issues from the beginning of the school year have been resolved. They have increased the number of phone

lines; increased availability of staff and hours worked; all substitutes have new contractor badges; and they will be recruiting all summer in anticipation of school starting in August. They will also be purging the substitute list starting in June so that employees who don't want to work are removed.

Mrs. Granse asked what the processing time is from the point of application to being placed on the active sub list. Ms. Hilson replied that it takes 7-10 days to complete the process - can depend on the applicant's dedication to completing the process.

Dr. Scott asked what the criteria is to become inactive. Ms. Hilson responded that she goes through the list weekly and contacts subs who haven't worked in three months.

Superintendent Wyrosdick thanked Ms. Woodson and Ms. Hilson for their responsiveness as they continue to work through some issues.

8. DAG Architects Agenda Items

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.
The Board approved the bid tabulation for Chumuckla Elementary School classroom addition to be awarded to Larry Hall Construction.*

The Board reviewed the status of current DAG Architects construction projects. Regarding the Food World Renovation, Mr. Gipson provided a tentative schedule. He anticipates bringing Phase II to the Board in June; Phase III in August; and having it bid in October of this year. Hopefully the completion date will be June of 2018 and we can begin moving in July of 2018.

There are no change orders at this time.

9. Annual Energy & Maintenance/Operations Costs

Mr. Harrell presented the Department of Education's recently released 2015-16 Annual Energy Maintenance and Operations Cost Report for all Florida Schools. He also shared with the Board a simple matrix he created that compared square footage costs with our neighboring counties and the state averages. (For Information Only)

10. Direct Purchasing Change Orders

*Motion to Approve was moved by Clifton Hinote, 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 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.*

**Central School - Agricultural Lab Addition
Larry Hall Construction \$8,333.07*

**Locklin - Automotive Addition
Larry Hall Construction \$57,439.64*

**Sims Middle - Resource Room Addition/Kitchen
Expansion/Renovation Hewes & Company \$41,369.90*

11. Facility Names Committee Recommendation

*Motion to Approve was moved by Jenny Granse, Seconded by Diane Scott. Motion Passed by a Vote of 5 - 0.
Assistant Superintendent Joey Harrell presented the Facility Names Committee's recommendation for the "Food World Building." Mr. Harrell convened the committee on April 10, 2017 to discuss suggested names and the committee unanimously approved the following recommendation, to rename the facility the "Douglas A. Dillon*

Administrative Center." Mr. Harrell included supporting comments from Penny Dillon as well as former leaders of the Santa Rosa School District, including Jane Allen, former Assistant Superintendent for Human Resources; Sue Benvenuto, former Assistant Superintendent for Human Resources; Lewis Lynn, former Assistant Superintendent for Human Resources; Richard Mancini, former Assistant Superintendent for Instructional Services; Bill Price, former Assistant Superintendent for Instructional Services; and Steve Ratliff, former Assistant Superintendent for Administrative Services.

The committee was comprised of the following: Larry Brewton, Community Representative; Bill Emerson, Assistant Superintendent for Curriculum and Instruction; Joey Harrell, Assistant Superintendent for Administrative Services (Committee Chair); Floyd Smith, Director of Middle Schools; and Lori Ziegler, SRPE Representative.

Superintendent Wyrosdick spoke fondly of Mr. Dillon and the legacy that he leaves for Santa Rosa School District. Dr. Scott recalled when she attended state meetings as a new Board member - Mr. Dillon's financial reputation was highly regarded throughout the state.

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

1. Human Resource 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 employee disciplinary action as presented.

Motion to Approve was moved by Diane Scott, Seconded by Clifton Hinote. Motion Passed by a Vote of 5 - 0. The Board approved the two job descriptions, Academic Intervention Specialist, Tier III, and Homeless Education Teacher/Visiting Teacher/Social Worker as presented.

Motion to Approve was moved by Carol Boston, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0. The Board approved the administrative appointment of Victoria Baker, Assistant Principal, Gulf Breeze High, effective May 1, 2017.

2. RFP 17-03 Insurance Worksite Products

Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0. Pam Smith, Coordinator of Risk Management and Benefits, came forward to discuss and request approval of United Health Care as a single source vendor for Voluntary Group Worksite Products including

Short Term Disability, Accident, Critical Illness/Cancer, and Hospital Indemnity. Moving to a single source vendor will benefit our employees in several ways. It will allow us to provide consistent education and information to our employees; under our benefit administration system these products will be available each year at open enrollment; we will have single company support as well as Risk Management district support for employee product and claim needs; and the district will have a dedicated agent with United Health Care to meet our needs in a timely manner.

Ms. Smith introduced Mike Carraway with Fisher Brown Bottrell, our district insurance broker. Mr. Carraway thanked the committee for serving; it was a daunting task to narrow ten proposals down to one recommendation. The RFP Committee participants were Gwynn Smith, Michelle Ingram, Amanda Makar, Jon Thrush and Pam Smith. Consultants on product analysis were Mike Carraway, Kara Bloomberg, and Kelly Berry with Fisher Brown Bottrell.

Mr. Carraway reviewed the products that will be offered, the reason United Health Care was selected, and the process for disseminating the information out to schools in Santa Rosa County. One reason for selecting United Health Care is this product can be offered to all employees whether they currently have our major medical plan or not. They can be covered under a spouse's medical plan and still be eligible for enrollment for this product. This can supplement a major medical policy as well as the high deductible plan out of pocket expense. Employee communication will be handled in a number of ways including group meetings at school sites, a call center, voluntary one on one meetings, and video links on the enrollment website. This product will be available at open enrollment this fall to be effective January 1, 2018.

Dr. Scott asked if the call center would be available to employees year round or just during open enrollment. Mr. Carraway responded that the call center will be available throughout the year.

Mrs. Granse asked if the representative would be able to advise the employee on what would be the best plan for that individual employee. Mr. Carraway answered that an adviser will be available to help the employee with plan comparison and advise.

Superintendent Wyrosdick reiterated his appreciation to the committee for their hard work on this recommendation.

**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 5 - 0.

The Board approved the list of students being recommended for alternative placement as presented. Board Chairman Scott Peden asked if anyone wanted to address the Board regarding any of the alternative placements; no one came forward.

2. Seminole County Agreement 17-18

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

3. Title IX, Part C 2017-2018--Communities of Learning/Homeless Education Program

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

4. Bagdad Corrected School Supply List

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

5. 2017-2018 Middle School Supply Lists

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

6. In-County Travel Cap Increase Request

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

Superintendent Wyrosdick pointed out that we budget short for this but ask that increase requests be submitted to the Board as needed.

7. High School Proposed Lab Fees 17-18

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

This item was referenced in the public forum earlier in the Board meeting.

Superintendent Wyrosdick called attention to the proposed lab fee lists. They are developed differently at each school site (with input of School Advisory Council and school staff) based on needs at that school as well as the school's budget. Some programs may expand while others diminish. The Superintendent asked Jason Weeks, Director of High Schools, to address this item.

Mr. Weeks came forward and shared that he reviews the proposed lab fees. There is a School Board policy reference that needs correction; he will take care of this (referenced SB policy should be 4.19 instead of

10.21). Mr. Weeks also pointed out that a standard form will be developed and used since this will make the lab fee requests easier to review. He went on to share that if he has a question about a lab fee he contacts the school to find out what's going on; it is usually a benefit to the student but if it's not he does not approve.

Dr. Scott asked about students who may not be able to pay lab fees; Mr. Weeks responded that it's made very clear at the school that inability to pay a lab fee will not infringe on a student's right to participate in a class.

Mr. Peden asked if the lab fee request should be amended since the policy referenced is incorrect; Mr. Weeks offered to resubmit if needed.

Superintendent Wyrosdick recommended approval in accordance with (corrected reference) School Board Policy 4.19.

8. High School Exam Schedules May 2017

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

9. Head Start Monthly Report for March 2017 - Review Only

The Board reviewed the Head Start monthly report for March 2017.

Dr. Scott noted that dental services will now be offered. Dawn Alt, Director of Pre-K, pointed out that dental services have always been available except for a short period of time that services were not provided.

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

None

M. Items from Board Members

1. 2017-18 Florida School Boards Association Annual Dues

*Motion to Approve was moved by Jenny Granse, Seconded by Carol Boston. Motion Passed by a Vote of 5 - 0.
The Board approved payment of annual dues to Florida School Boards Association in the amount of \$18,042 (7/1/2017 - 6/30/2018).
Superintendent Wyrosdick spoke of FSBA and the representation they provide for Santa Rosa School District.*

Mrs. Boston attended the recent SREY banquet and said it was fantastic;

it was a pleasure to honor these employees. Mrs. Boston also reported that she has spoken with Nancy Prescott, the School Liaison Officer at Hurlburt, and Ms. Prescott invited the Board to tour Hurlburt Field. Mrs. Boston continued that this would be a great opportunity for the

Board since we have a huge military population at the south end; it may help us understand what our students and families are experiencing.

Mr. Peden pointed out that this may require public notice if Board members would be attending as a group and Mrs. Boston agreed that it would require notice. Superintendent Wyrosdick suggested that Mrs. Prescott contact Melanie Pattullo to coordinate the tour.

Dr. Scott called attention to the upcoming Florida School Boards Association Annual Summer Conference to be held June 14-16 in Tampa. Dr. Scott will be attending.

N. Items from Board Attorney

None

O. Items from Superintendent

1. Request for Hearing - Appeal for Administrative Withdrawal at LTC

Motion was moved by Jenny Granse, Seconded by Diane Scott. Motion Passed by a Vote of 5 - 0. The School Board voted to affirm the Superintendent's decision to affirm the administrative withdrawal of Nicole Hallman.

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

Superintendent Wyrosdick began by pointing out that we will be conducting two separate hearings; those involved need to stay and those not involved may leave if they choose to. The Superintendent then announced a five-minute break before the first hearing.

Immediately after the break, the Superintendent announced the first hearing (Item O.1) to be held in accordance with our Student Progression Plan, Code of Student Conduct, and School Board Policy. Superintendent Wyrosdick then asked School Board Attorney Paul Green to serve as presiding officer over the two separate hearings.

Mr. Green began by noting that the School Board Chairman will be conducting the hearing/s today.

Board Chairman Scott Peden noted that Mrs. Hallman will be given

fifteen minutes for each hearing.

Nicole Hallman, adult student at Locklin Technical Center (with a 504 Plan), came forward to present her appeal of the administrative withdrawal by Locklin Technical Center's Student Intervention Team. Sherri Myers, Advocacy/Outreach Coordinator/Peer Mentor with the Center for Independent Living, also presented on behalf of Mrs. Hallman. Ms. Myers pointed out that a complaint has been filed against Santa Rosa School District with the U.S. Justice Department based on violations of the ADA and gender discrimination.

Attorney Terry Harmon, representing Superintendent Wyrosdick, then presented a response to the appeal.

Mr. Green advised the Board that they may have discussion among themselves if needed; the Board is to vote to affirm Superintendent Wyrosdick's affirmation of the administrative withdrawal of Mrs. Hallman or to reverse it.

Mrs. Hallman and her advocate, Ms. Myers, stated that they did not receive a copy of the records supplied to the Board. Dr. Scott asked if the copies had been sent to them and Mr. Harmon responded that he had sent all these documents to Mrs. Hallman and Ms. Myers as e-mail attachments.

The School Board voted to affirm the Superintendent's decision to affirm the administrative withdrawal of Nicole Hallman.

2. Request for Hearing - Appeal for ADA Compliance

Motion was moved by Clifton Hinote, Seconded by Jenny Granse. Motion Passed by a Vote of 5 - 0. The School Board voted that discrimination did not take place (appeal denied).

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

School Board Attorney Paul Green introduced the second hearing (Item O.2) by explaining that Locklin Technical Center provides that a complaint can be filed if any person feels that they have been discriminated against. Mrs. Hallman has filed a complaint under ADA and gender discrimination allegations that she was discriminated against at Locklin Technical Center. The guidelines also provide that if a complaint is filed a hearing before the Board can be requested, which she has requested, and that is the purpose of today's hearing. Mrs. Hallman will present why she feels she has been discriminated against and the Superintendent will respond with his position through his

representative. The action by the Board is less clear than in the previous hearing since the remedy that could be provided is not indicated. Mr. Green suggested that at the end of this hearing the Board have a vote so that there is something on record that Mrs. Hallman would be able to utilize if she wishes to. The vote would be whether or not, based on these presentations, you believe that she was discriminated against as she asserts in her complaints; or that she was not. This action would be "yes" - discrimination took place; or "no" - discrimination did not take place. Mr. Green reminded the Board that there is a parallel action going on now with a complaint filed with the Department of Justice on these matters. That is not pertinent to the Board's decision today but the Board needs to be aware there is another body that is better equipped to hear this matter; there will be further investigation and determination by them.

Nicole Hallman presented her appeal for ADA compliance (appeal of a determination of no discrimination). Sherri Myers, Advocacy/Outreach Coordinator/Peer Mentor with the Center for Independent Living (Mrs. Hallman's advocate), stated that she felt Mrs. Hallman had adequately stated the facts for her case.

Terry Harmon, representing Superintendent Wyrosdick, presented his case for a denial of the appeal.

At the end of Mr. Harmon's presentation, Sherri Myers came forward to address the Board on behalf of Mrs. Hallman.

Mr. Green closed this part of the hearing and addressed the Board. He instructed the Board that they will hear the complaint and the response, and so that there will be some finality to the hearing, based on what they have heard, indicate by their vote if they feel there was discrimination in this matter. If the Board does not think that discrimination has occurred, the vote should be "no." Mr. Green reiterated that this matter is before another tribunal. For today's purpose the Board should indicate that they feel discrimination has been shown or that it has not.

Board Chairman Scott Peden asked if anyone needed clarification.

Board Attorney Paul Green pointed out that when an appeal is brought to the Board it requires Board action.

The School Board voted that discrimination did not take place.

P. Adjournment

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

DONE AND ORDERED IN LEGAL SESSION by the School Board of Santa Rosa County this 18th day of April, 2017.

SCHOOL BOARD OF
SANTA ROSA COUNTY

Chairman

ATTEST:

Superintendent and Secretary