

**AGENDA
BAY DISTRICT SCHOOL BOARD MEETING
FEBRUARY 25, 2020**

BOARD MEETING – 1:00 P.M. – BOARD ROOM

PUBLIC HEARING – 1:45 P.M. BOARD ROOM

EXPULSION HEARING – 2:30 P.M.

**EXECUTIVE SESSION – COLLECTIVE BARGAINING
(Immediately following School Board Meeting)**

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Revision 2

Call to Order – Steve Moss, Chair
Invocation – Superintendent Bill Husfelt
Pledge of Allegiance – Ryan Neves, Board Member

- I. APPROVAL OF AGENDA**
- II. APPROVAL OF MINUTES – February 11, 2020**
- III. RECOGNITIONS/RESOLUTIONS/PRESENTATIONS**
 - A. Superintendent’s Certificate of Appreciation – Lifetime Educators Recognition - Sharon Michalik**
 - 1. Ivie Burch
 - 2. Walter Ford
 - 3. Leon Miller
 - 4. Gerard B. Shaw Sr.
 - B. 2020 Sunshine State Scholar Nominees – Alana Simmons**
- IV. HEARING FROM THE PUBLIC**
- V. LEARNING COMMUNITY NEWS**
 - A. Board Members & Superintendent**
 - B. District Staff**

VI. CONSENT AGENDA

A. Deputy Superintendent

1. Request Approval of Student Out of Country Travel – Page 15

B. Assistant Superintendent for Teaching and Learning Services

1. 2020-2021 Capacities of Schools for School Choice – Page 28
2. MOU Between Haney Technical Center and PanCare of Florida, Inc. 2019-2022 – Page 30

C. ~~Business Support Services~~

- ~~4. Purchasing and Contracting~~
1. 2. Interim / Final Payment - Page 35
- ~~3. Financial Information~~

D. Human Resources & Employee Support Services

1. Request to Approve Personnel Recommendations / Out of Field Teachers – Page 37
2. Request Revision to the 19-20 District Approved List – Page 43
3. Request Revision to the 19-20 Salary Schedule – Page 49

E. Operational Support Services

1. Prequalification of Contractors – Page 54

VII. ACTION ITEMS

A. School Board Members and Attorney

1. City of Springfield – Land Deed Correction – Page 56

B. Human Resources & Employee Support Services

1. Request to Advertise New / Revised Job Descriptions – Page 59

C. Operational Support Services

1. Request Approval of Architectural Fees (JRA) for Bozeman School and Deer Point Elementary Shelter Retrofit Project. – Page 61
2. **Change Order for the Merritt Brown Secured Entry Project to the current GAC contract** – Page 64

VIII. PUBLIC HEARING

A. Bay District School Board Policy

1. 6.510 Sanitation
2. 8.901 Home Education Programs

B. Bay District Job Descriptions

1. Chief of Security Management / Network Operations
2. Director of Student Wellness Programs
3. Building Automation Systems / Energy Conservation Systems Manager

C. Recommended Instructional Materials for CTE

1. a. **6-8 Computer Science**
 1. **Sterling Children’s Books. *How to Code***
- b. **Advanced Manufacturing 1 & 2**
 1. **Pearson. 1. *Engineering Design and Graphics with Solidworks 2019***
- c. **Advanced Placement Computer Science A**
 1. **CompuScholar, Inc. 1. *Java Programming (AP)***
- d. **Animal Biotechnology**
 1. **Cengage. *Modern Livestock and Poultry Production***
- e. **Biotechnology 2**
 1. **Cengage. *Introduction to Biotechnology an Agricultural Revolution***

- f. Agriscience Foundations 1**
1. CEV Multimedia. *iCEV Agricultural Sciences Site*
2. Cengage. *Agriscience Fundamentals and Applications*
- g. Building Trades and Construction Design Technology**
1/2/3/4
1. Pearson. *Construction Technology 4e*
2. CEV Multimedia. *iCEV Architecture, Construction, Transportation & Manufacturing Site*
3. Goodheart-Wilcox Publisher. *Modern Carpentry – Online Student Center*
4. Cengage/HBI. *Facilities Maintenance*
5. Cengage. *Electrical Principles*
6. Pearson. *Core Curriculum: Introductory Craft Skills 5e*
7. Cengage. *Basic Principles for Construction*
- h. Building Trades and Construction Design Technology**
1/2/3/9
1. Cengage. *HVAC*
- i. Building Trades and Construction Design Technology**
1/2/3/4
1. Cengage. *Electrical Wiring Residential: Based on the 2017 National Electrical Code*
2. Cengage. *House Wiring and Workbook Lab Manual*
3. Cengage. *Refrigeration and Air Conditioning Technology*
- j. Building Trades and Construction Design Technology**
1/2/3/7
1. Cengage. *Carpentry*
- k. Building Trades and Construction Design Technology**
1/2/3/8
1. Cengage. *Plumbing*
- l. Building Trades and Construction Design Technology**
1/2/3/4
1. Cengage. *Precision Machining Technology*
- m. Building Trades and Construction Design Technology**
1/2/3/4
1. Cengage. *Construction Materials, Methods and Techniques: Building for a Sustainable Future*
2. Cengage. *Engineering Drawing & Design*

- n.** **Business Management & Law**
1. **Labyrinth Learning. QuickBooks Desktop 2019 Comprehensive**
- o.** **Culinary Arts 1/2/3/4**
1. **Pearson. On Cooking: A Textbook of Culinary Fundamentals 6th Edition**
2. **Pearson. On Baking: A Textbook of Baking and Pastry Fundamentals 4th Edition**
3. **NRA. Foundations of Restaurant Management & Culinary Arts ½ and Servsafe Manager**
- p.** **Digital Information Technology/Level 2**
1. **Pearson. Introduction to Computers and Information Technology 3rd Edition**
2. **Goodheart-Wilcox. Television Production & Broadcast Journalism**
3. **Cengage. Technology for Success Microsoft Office 365 & Office 2019**
- q.** **Early Child 1 New 2/3/4**
1. **eDynamic Learning. Early Childhood Education**
- r.** **Exploring Information Technology Careers**
1. **Pearson. Introduction to Computers and Information Technology 3rd Edition**
2. **CEV Multimedia. iCEV Business Marketing, Finance, IT & Media Site**
- s.** **Health Science Anatomy and Physiology/Foundations**
1. **Pearson. Anatomy, Physiology & Disease: An Interactive Journal for Health Professionals**
2. **CEV Multimedia. iCEV Health Science Site**
- t.** **Information and Communications Technology (ICT) – Essentials/1/2**
1. **Pearson. Introduction to Computers and Information Technology 3rd Edition**
- u.** **Information and Communications Technology (ICT) – Essentials/1/2**
1. **Goodheart-Wilcox Publisher. Principals of Digital Information Technology – Online Learning Suite**
2. **Against the Clock. Against the Clock**
- v.** **Introduction to Hospitality and Tourism**
1. **AHLEI. Hospitality and Tourism Management Program Year 1**

- w. **Introduction to Hospitality and Tourism**
 - 1. **NRA. Servsafe Manager Book 7th Edition English with Online Exam Vouc**
 - 2. **eDynamic Learning. Hospitality and Tourism: Traveling the Globe**
 - 3. **Pearson. Introduction to Hospitality 8th Edition**
 - 4. **Wiley. Introduction to Management in the Hospitality Industry**

- x. **Nutrition and Wellness/Level 2**
 - 1. **Pearson. Food & Nutrition for You 2nd**
 - 2. **CEV Multimedia. iCEV Family and Consumer Sciences Site**

- y. **Parenting Skills**
 - 1. **eDynamic Learning. Parenting Skills**
 - 2. **CEV Multimedia. iCEV Family and Consumer Sciences Site**

- z. **Sport Rec Entertainment Essentials 1/2/3/4**
 - 1. **CEV Multimedia. iCEV Business, Marketing, Finance, IT & Media Site**

- aa. **Technology for Hospitality & Tourism**
 - 1. **AHLEI. Hospitality and Tourism Management Program Year 2**

- bb. **UAS Systems: Unmanned Aircraft Systems**
 - 1. **1 USI. Unmanned Aircraft Systems and Safety**

IX. EXECUTIVE SESSION – COLLECTIVE BARGAINING
(Immediately following School Board Meeting)

**MINUTES
BAY DISTRICT SCHOOL BOARD MEETING
FEBRUARY 11, 2020**

EXPULSION HEARINGS – 9:30 A.M. – BOARD ROOM

BOARD MEETING – 1:00 P.M. – BOARD ROOM

~~**EXECUTIVE SESSION – COLLECTIVE BARGAINING**~~ - *Cancelled*
(Immediately following School Board Meeting)

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Expulsion Hearing

Present: School Board Chairman Steve Moss; School Board Vice Chair Pamm Chapman, School Board Member Jerry Register and School Board Member Ryan Neves; William V. Husfelt, III, Superintendent, Sarah Whaler, Coordinator of Student Placement Options and Attorney Franklin Harrison.

Attorney Franklin Harrison called the Expulsion Hearing to order at 9:46 A.M.

1) Rutherford High School student – V.L.

The student's grandmother was present for the hearing which they requested be held in private. The student was charged with possession of a weapon on school property: stun gun. Sworn testimony was given by Coy Pilson, Principal of Rutherford High School, Jennifer Jennings, Instructional Specialist for Curriculum and Instruction, the student's grandmother and the student.

Principal Pilson and Jennifer Jennings both testified that V.L. is a very good student with good grades (GPA 3.4) and is on track to graduate. The student and the student's grandmother both spoke of challenges facing this student who has had to relocate and travel to Rutherford from another town due to Hurricane Michael. The student provided eight signed letters of support from teachers, students and friends. In light of this Register made a motion to allow the student to return to school with time served and Neves seconded. Motion passed unanimously.

2. Mowat Middle School student – C.C.

Attorney Harrison stated that the student's parents had been notified to appear at 9:30 a.m. and that it was now 10:32 a.m. and no one had appeared so the School Board would proceed with the hearing.

Vicki Gillmore, Mowat Middle School Assistant Administrator gave sworn testimony. Motion by Register to suspend the student from the bus for the rest of this school year, Chapman seconded. Motion passed unanimously.

The expulsion hearings concluded at 10:46 A.M.

School Board Meeting

Present: School Board Members Steve Moss, Pamm Chapman, Ryan Neves, Jerry Register, William V. Husfelt, III, Superintendent and Attorney Franklin Harrison.

The meeting was called to order at 1:00 P.M. by Chairman Moss, Dr. Jeremy Pridgeon of First United Methodist Church led the invocation. The Pledge of Allegiance was led by School Board member Jerry Register.

I. APPROVAL OF AGENDA

Superintendent Husfelt requested the following revisions to the agenda:

Delete	III. B.	2020 Sunshine State Scholar Program Nominees
	VII. A. 1.	Approval of Instructional Materials for CTE 2020
	VII. A. 2.	2020-2021 Capacities of Schools for School Choice
Add	VII. B. 5. a.	Half Cent Sales Collections
	VII. B. 5. a.	Project 1010 – Hurricane Michael
	VII. D. 3.	Fuller Center Disaster Rebuilders MOU
	VIII. B. 2.	Appointment of the School Board’s Citizen Member to Serve on the Value Adjustment Board – David Lovett

Motion by Neves, seconded by Register to approve. Motion passed unanimously.

II. APPROVAL OF THE MINUTES – January 28, 2020 School Board Meeting.

The minutes were unanimously approved.

III. RECOGNITIONS / RESOLUTION / PRESENTATIONS

A. Jennifer Jennings recognized Dana Cole, Arnold High School Graduate

B. Superintendent’s Student of the Month:

1. MKL Principal Lori Hast recognized Braden Watkins as High School Student of the Month.
2. MKL Principal Lori Hast recognized Aidyn Gresham at the Middle School Student of the Month.
3. MKL Principal Lori Hast recognized Hope Carithers as Elementary School Student of the Month.
4. Jinks Middle School Principal Blythe Carpenter recognized Jariyah’s Clark as Student of the Month.
5. West Bay Elementary School Principal recognized William Morales as Student of the Month.

C. Five Star School Award:

1. Director of Student Services Kara Mulkusky recognized Surfside Middle School.

D. Stuff the Bus Christmas Toy Drive:

1. Skip Bondur recognized West Bay Elementary School as Top Contributing School Award Winner.
2. Skip Bondur recognized Mowat Middle School as Faithful Giver Award Winner.

IV. ORGANIZATIONAL REPORTS

1. No one from Association of Bay County Educators spoke.
2. No one from Bay Educational Support Personnel Association spoke.
3. Janet Kessler from the Bay Education Foundation spoke and announced that the auditions were held for Arts Alive, this is the biggest fund raiser for the organization. Sixteen acts were selected and the event will be held on April 3 at the Edgewater Beach Resort. Tables and seats are available but are going fast. More information is available on the group's website and Facebook page. The Strides for Scholars 5k Run - Walk will be held on February 29. Register by February 14 to ensure that you will receive an event T-shirt. Take Stock in Children is accepting applications from eighth and ninth graders. To be eligible the student must receive free or reduced lunch, have at least a C grade average and have good attendance. Students selected will receive a two-year prepaid scholarship to any post-secondary school in the state of Florida, including Haney. This is also a mentoring program, students selected will receive a one on one mentor that will stay with them through high school. The foundation is also seeking mentors. The foundation launched a web-based portal for graduating senior scholarships ranging from \$500 to two-year prepaid scholarships and as of today 136 students have applied.

V. Hearing from the Public

The following members of the public addressed Superintendent Husfelt and the School Board Members:

Chase Baxter and Tony Bostick.

VI. LEARNING COMMUNITY NEWS

A. BOARD MEMBERS AND SUPERINTENDENT

School Board Member Jerry Register said that he had visited New Horizons School and Northside Elementary School today and is so proud that Northside looks like a new school, it has been well maintained.

He read to students at Lynn Haven Elementary last week and saw Superintendent Husfelt others there. That was fun. Arts Alive is April 3 and he is looking forward to the show and he is proud that his granddaughter, Paige, will be performing. Mr. Register attended the Mosley and Rutherford basketball game for the second time last week at Rutherford and there was a great crowd. The basketball playoffs begin tonight at Rutherford and he is looking forward to that.

School Board Member Pamm Chapman said that she had visited St. Andrews School, MKL School and New Horizons school and was so impressed by the teachers and the students. She gave a shout out to the paraprofessionals, teachers and administrators for loving the kids and making them prosper. She said that she had visited with Tyndall Air Force Base's Commander and staff. The group was also very impressed and know that area schools are doing a great job for students with special needs.

B. DISTRICT STAFF

Director of Communications Sharon Michalik shared news about the four school-based food pantries. Much has been learned about food and the storing of food. Three pallets of frozen food were delivered unexpectedly the day before and there was a mad scramble to get chest freezers donated to accommodate the food. She is hoping to have the food pantry at Bay High School operational this week for Bay High staff and students only at this time. The district has been divided into four groups and will serve students at four different locations times will depend on the number of volunteers to assist.

Weighted blankets were delivered to elementary schools last week that were donated by Save the Children to go to calm corners of each school and some were given directly to students with special needs. There is research that shows the calming effects of weighted blankets.

131 district employees are being assisted by Compass 82 with disaster case management to help find housing, make housing repairs and replace household goods. The service is provided at no

charge through Volunteer Florida who has given priority to district employees in order to help stabilize those employees who in turn help stabilize our students.

The district is working with Mercy Chefs to reclaim the garden at Rosenwald. There was a very active community garden at Rosenwald until the teacher retired. Mercy Chefs is sending staff to resurrect and also to expand the garden to invite the neighborhood in to learn about growing their own food. Mercy Chefs is also looking at a feeding program for Spring Break.

There will be two ground breakings, one for the STEM building at Bay High School on March 3 and another the following week for the new school on the beach.

Lee Walter, Director of Facilities introduced Cason Forehand and Wesley Littleton, tenth grade students from Bay High School. Both are active in Student Government and will be shadowing Lee and learning about the construction process at Bay High as interns.

Stacey Legg from Elevate Bay, the district's mentoring program, gave an update. She has been recruiting mentors for the most at-risk students and is very pleased that the military men and women from Tyndall Air Force Base are back. Some local businesses are also mentoring and including this in their business model by sponsoring entire classrooms.

Before Hurricane Michael Elevate Bay had 586 mentors in their first year. Currently there are 396 mentors matched up as of today. They are working towards Superintendent Husfelt's goal of 1000.

Chair Moss commented that he is a mentor at Northside Elementary and he gets so much in return from that experience.

Chair Moss reminded that the History Fair will be Thursday, February 13, at Gulf Coast State College. This Friday and Saturday will be the Florida High School Athletic Association's State weightlifting competition in the Arnold High School gym. There will be no school on Monday, February 17, in honor of President's Day.

Register asked to move the following items to action:

- VII. B. 5. a. Half Cent Sales Tax Collections
- VII. B. 5. b. Hurricane Michael
- VII. C 2. Request Revision to District Approved List
- VII. D. 3. Fuller Center Disaster Rebuilders MOU

VII. CONSENT AGENDA

A. Assistant Superintendent for Teaching and Learning Services

1. Approval of Instructional Materials for CTE 2020

B. Business Support Services

1. Approval of Amusement Vendor
2. Interim / Final Payment
3. Purchasing and Contracting
4. Inventory Report

C. Human Resources & Employee Support Services

1. Request to Approve Personnel Recommendations / Out of Field Teachers

D. Operational Support Services

1. Prequalification of Contractors
2. Capital Projects Update

Neves made the motion to approve the remaining items on the consent agenda, Register seconded. Motion passed unanimously.

VII. CONSENT ITEMS MOVED TO ACTION

B. Business Support Services

5. Financial Information

a. Half Cent Sales Collections

b. Project 1010 – Hurricane Michael

Register asked for clarification on collections from the half cent sales tax. CEO Loyed explained that collections shown for January 2020 were actually collected in November 2019. There is a two-month delay in reporting and receiving these funds.

Register commented that he appreciates this information being included in the agenda. Register made the motion to approve and Neves seconded. Motion passed unanimously.

C. Human Resources & Employee Support Services

2. Request Revision to the 19-20 District Approved List

Register asked if Transportation is adding another position. Superintendent Husfelt said this is a budget neutral position. This position will assist the bus drivers with the bus referral paperwork.

Register made the motion to accept, Neves seconded. Motion passed unanimously.

D. Operational Support Services

3. Fuller Center Disaster Rebuilders MOU

Register asked for clarification that Fuller Center is not for profit. Doug Lee confirmed that Fuller Center Disaster is a not for profit.

Register made the motion to accept, Chapman seconded. Motion passed unanimously.

VIII. ACTION ITEMS

A. SCHOOL BOARD MEMBERS AND ATTORNEY

1. Appointment to Charter Review Committee – School Board Member Pamm Chapman’s nomination – Terri Gainer.

Neves made the motion to approve, Register seconded. Motion passed unanimously.

2. Approval to Advertise Policy Change – 3.131 – Tax Sheltered Accounts.

Neves made the motion to approve, Chapman seconded. Motion passed unanimously.

B. SUPERINTENDENT

1. Appointment of a School Board Member and Alternate School Board Member to serve on the Value Adjustment Board.

Neves made the motion for Register to serve as School Board Member with Neves as alternate. Register seconded. Motion approved unanimously.

2. Appointment of the School Board’s Citizen Member to serve on the Value Adjustment Board – David Lovett.

Neves made the motion to appoint David Lovett as School Board’s Citizen Member. Register seconded. Motion approved unanimously.

C. OPERATION SUPPORT SERVICES

1. Springfield Elementary School Roof Repair Change Order.

Register made the motion to approve, Neves seconded. Motion passed unanimously.

2. Approval of Bay High STEM Building First Phase Guaranteed Maximum Price (GMP) from GAC.

Chapman made the motion to approve, Register seconded. Motion passed unanimously.

3. Construction Management Selection for Renovations of Cafeteria Serving Lines – Cedar Grove Elementary, Parker Elementary, Deer Point Elementary and Breakfast Point Academy.

Husfelt stated that funds for this project is coming from the Food Service budget. Neves made the motion to approve, Chapman seconded. Motion passed unanimously.

4. Approval of Architectural Fees from Florida Architects for the Bay High School Fine Arts Center.

Register made the motion, Neves seconded. Motion passed unanimously.

IX. INFORMATIONAL ITEMS (No action required)

A. Charter Schools Financial Information

1. Bay Haven Charter Academy, Inc.
2. Chautauqua Learn and Serve Center
3. Central High School
4. Palm Bay Preparatory Academy
5. Rising Leaders Academy, Inc.
6. University Academy, Inc.

X. EXECUTIVE SESSION – COLLECTIVE BARGAINING – *Cancelled.*
(Immediately following School Board Meeting)

The meeting adjourned at 2:52 P.M.

Steve Moss
Chairman

Bill Husfelt
Superintendent



WILLIAM V. HUSFELT III
SUPERINTENDENT

1311 Balboa Avenue
Panama City, Florida
32401

(850) 767-4100
Hearing Impaired Access
(800) 955-8770 Voice
(800) 955-8771 TDD

www.bay.k12.fl.us

Board Members:

Jerry Register
District 1

District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

February 25, 2020

MEMORANDUM

TO: William V. Husfelt, Superintendent

FROM: Sandra D. Davis, Deputy Superintendent

AGENDA ITEM: Request Approval of Student Out of Country Travel

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT:

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:

Fund	Function	Object	Cost Center	Project	Program
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SUPERINTENDENT'S RECOMMENDATION:

Approval: Disapproval: Discussion:


Superintendent

Board Action

rutherford

MEMORANDUM

to: Sandra Davis
Deputy Superintendent

from: L. Coy Pilson 

re: Travel Outside of CONUS, March, 2021

date: January 31, 2020

We request that the annual trip to Europe in March, 2021 for IB Studies be submitted to the Board for Approval. The chaperones will be teachers, Marly Robertson, Rachel Morris, Jennifer Alvis, and the professional tour guide from Explorica, Inc., which meets the one-per-ten student ratio.

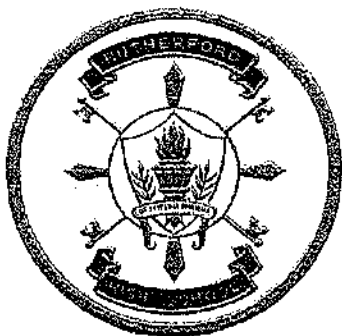
Attached is the Request for Student Out-of-County Travel form; a letter from teacher/trip leader, Marly Robertson, outlining the merits of this trip; and the trip itinerary.

Please be aware that we are willing to fundraise or add to the student travel fee in order to cover the costs of additional insurance for the district.

Your assistance is very much appreciated.

prb

from the desk of...
L. Coy Pilson, Principal
Rutherford High School
1000 School Avenue
Springfield, Florida 32401
(850) 767-4500
Fax: (850) 747-5695



RUTHERFORD HIGH SCHOOL

1000 SCHOOL AVENUE PANAMA CITY, FLORIDA 32401 TELEPHONE 850-767-4500
ADM FAX 850-747-5695

ASSISTANT PRINCIPALS
J. PHILLIP CAMPBELL
ANDREA E. BANKS

ASSISTANT ADMINISTRATORS
JONATHAN MCQUAGGE
L. RONADA RUSHING

L. COY PILSON
PRINCIPAL

January 30, 2020

Mr. William Husfelt, III
Superintendent of Bay District Schools and the
Bay District School Board
1311 Balboa Avenue
Panama City, FL 32401

Dear Mr. Husfelt and Members of the Board:

A group of International Baccalaureate students in excellent academic standing is planning to travel with the IB Program on a trip from March 13 - 22, 2021. It is a trip approved by our school, but not sponsored by it. The trip has been organized by Rutherford's IB Program to provide the opportunity to maximize student growth in many areas.


The first area of growth is in fulfilling the elements of the IB Learner Profile. The primary aims of our program are to create balanced, knowledgeable, open-minded, caring, principled thinkers and communicators who are willing to take risks, inquire into new concepts, and reflect upon their experiences. This sort of travel opportunity allows the students to work on all of these elements of the IB Learner Profile. Traveling and exploring the world opens the students' minds to people, cultures, and experiences that cannot be found locally. Additionally, experiencing a culture's customs, food, celebrations and daily activities creates instant and indelible individual lessons.


The second area of growth is in making connections among the various fields of study in education. Traveling brings into immediate focus the lessons of history, art, music, mathematics, social studies, commerce, religion, etiquette, transportation, sociology, and psychology. Dealing on a daily basis with other people and places that make up the western world puts classroom learning into perspective, and underscores the importance of knowing information and understanding the value of its proper use.

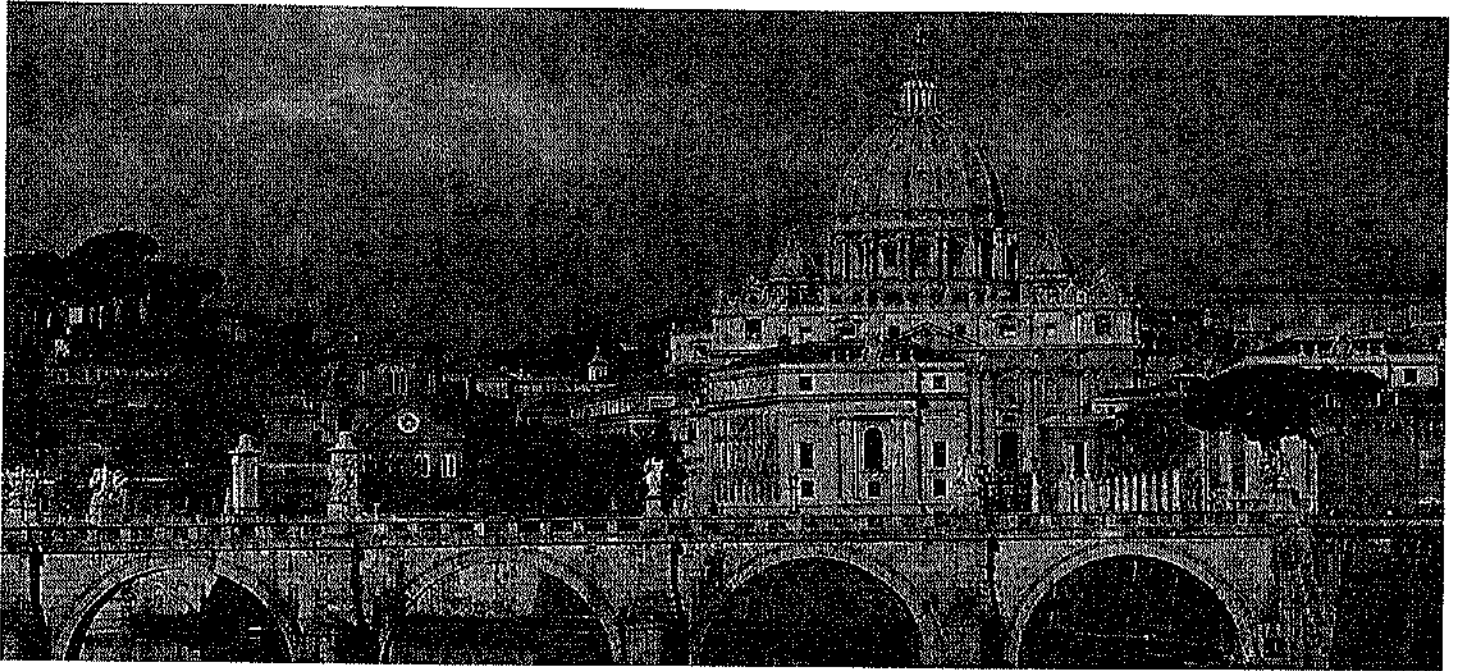
The third area of growth is in understanding the student himself. Stepping into a contrasting culture forces him to notice the most basic elements of his own culture and his own personal likes, dislikes, abilities and needs. Getting along in close quarters with fellow students helps to teach the "give and take" that present-day children of small families have often not experienced. Helping each other navigate in three new cultures causes students to discover new strengths and personal skills that aren't required in classrooms or family settings. Stepping outside the boundaries of the United States puts into focus what it means to be an American and to live in America. The student learns to appreciate who he is and what he can bring to the world community as a citizen.

The model for the trip itinerary is attached. It provides the details of the physical scope of the trip. The learning scope of the trip is unlimited. It is a catalyst for personal growth. As a teacher, it is a thrill to see students discover not only the world, but themselves through educational travel. This group of students has the personal skills, the focus and the background to benefit greatly from the experience. Thank you for extending your approval and being a part of its success for them.

Sincerely,


MARLY ROBERTSON
English Department
Trip Leader/Chaperone


L. COY PILSON
Principal
Rutherford High School



Italy, France & Spain

explorica.com/Robertson-7345

March 13 - March 22, 2021

Day 1 Start tour

Day 2 Ciao Rome

Meet your tour director and check into hotel
Rome city walk: Spanish Steps, Trevi Fountain, Pantheon, Piazza Navona

Day 3 Rome landmarks

Rome guided walking sightseeing tour with Whisper headsets: Vatican Museums & Sistine Chapel visit, St. Peter's Basilica visit, Colosseum visit, Piazza Venezia, Forum Romanum visit
Authentic trattoria dinner

Day 4 Rome--Florence

Travel to Florence
Orvieto visit
Traditional Italian pizza dinner

Day 5 Florence landmarks

Florence guided walking sightseeing tour with Whisper headsets: Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte Vecchio, Duomo visit, Leather Workshop, Gates of Paradise, Giotto's Bell Tower, Dante's House

Optional Siena guided sightseeing tour: Piazza del Campo, Palazzo Pubblico, Duomo, Church of St Catherine, Fortezza Medicea

Day 6 Florence--Côte d'Azur

Travel to Côte d'Azur via Pisa
Baptistry visit & see the Leaning Tower of Pisa
Nice tour director-led sightseeing: Vieux Nice, Promenade des Anglais

Day 7 Côte d'Azur--Provence

Monaco & Èze tour director-led sightseeing: Prince's Palace, Parfumerie visit in Èze
Travel to Provence
Pont du Gard visit

Day 8 Provence--Barcelona

Provence tour director-led sightseeing
Travel to Barcelona
Paella dinner

Day 9 Barcelona landmarks

Barcelona guided sightseeing tour: Gaudí's Sagrada Família, Montjuïc Hill visit, Park Güell visit
Barcelona city walk: Mercat de la Boqueria visit, Las Ramblas, Columbus Monument
Tapas dinner

Day 10 End tour

Reserve your Spot!



Tour Center ID: Robertson-7345
Registration deadline: February 24, 2020

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 8 overnight stays (10 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional tour director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Guided sightseeing tours with high-tech headset as per itinerary
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Tour investment

Students (travelers under the age of 23): \$3,380
Adults (age 23 and over): \$3,865

Price reflects savings of \$150 scholarship. Sign up by 2/27/2020 and enter code 2021earlybird in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$50 upon enrollment and the balance will be divided into equal monthly payments, charged automatically to your credit card or checking account. As of January 30, 2020, your monthly payment would be just \$277.50.

Manual plan also available; learn more on explorica.com/paymentplans.

Travel protection

Most Explorica travelers protect their investment with one of our trusted plans, starting from just \$12 per day. To learn more, visit explorica.com/cfar.

Enroll online
or phone or by mail



explorica.com/robertson-7345



1.888.210.2727



Download and complete
our Pre-Registration Card
explorica.com/resources

EXPLORICA

by WoodStone®

101 Park Street
Boston, MA 02110

[Log Out > \(/my-account.aspx?logout=true&redirect=true\)](#)

Safety and security

Explorica takes every precaution possible to ensure the safety of you and your group. With more than 17 years' experience organizing trips to all seven continents, and an additional 50 years of collective experience provided by our partnership with WorldStrides, we have cultivated the resources that makes us an industry leader in safety.

Your tour director is a safety expert

An expert tour director who's fluent in your tour destinations' languages and customs will be with your group every step of the way, providing constant and immediate guidance. They have been thoroughly trained to handle any safety situations that may arise.

Comprehensive coverage

Explorica's liability insurance is the largest in the industry at \$50 million. This policy extends coverage to the program leader and chaperones, as well as the school and school board. So you and your academic organization can rest assured that you are protected while traveling with Explorica.

24/7 emergency support

For any problems that may arise, our dedicated Emergency Contact Line is always ready to provide assistance. And with offices around the world and representatives in every country we travel to, we're ready to be there when you need us.

Cancel For Any Reason policy

No one wants to think about having to cancel their trip, but sometimes life happens. That's why we give your students the option to protect their investment with their choice of two trusted travel protection plans (</Resources/Travel-Protection-Plan.aspx>) that provide a cash refund—not just credit for a future trip like other companies provide:

- **Explorica Travel Protection Plan**
Our standard plan covers baggage loss, misplaced tickets or passports, and sickness or injury during the tour.
- **Travel Protection Plan PLUS**
Our upgraded plan provides total peace of mind by allowing the traveler to cancel their tour and receive a cash refund for any reason up to 30 days before departure—the only such "cancel for any reason" policy in the industry.

Global presence

Our partnership with WorldStrides means that we are part of a family that gives 400,000 students from more than 5,000 K-12 schools and universities the opportunity, each year, to connect with their education in new and meaningful ways around the globe. We now operate out of 45 operation centers on six continents, meaning wherever you travel, we'll be able to support you.

Above and beyond

Explorica goes above and beyond to ensure our travelers have a safe and enriching experience on our tours. From our rigorous safety checks and detailed site visits to our continual safety trainings, we take every possible precaution to ensure a safe and worry-free tour for all



About Explorica

Founded in 2000, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages and people on educational tours across the globe. Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customized tours in the industry.

Every Explorica tour includes flights or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time tour director dedicated to your group. And with our veteran program consultants, customer care representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us to the minute you shout *bon voyage!*

When it comes to safety, our record is flawless.

Rest assured that when you travel with Explorica, you're in good hands. With decades of combined experience in travel, we know exactly what precautions to take to keep students safe on tour. Protecting our travelers is our first priority, and we are committed to the task of training our staff in rigorous, safety-related procedures and holding our suppliers to the highest standards of quality and integrity. To do so, Explorica recruits talented staff and partners with reputable suppliers, working out every detail meticulously to exceed the expectations of our customers.

Please take some time to read through this guide and familiarize yourself with our company policies regarding safety and security. If you have any further questions or concerns, please call us at 1.888.310.7120.



Associations & partners

Associations

We're proud to be members in good standing with some of the top travel associations in the industry.

- › United States Tour Operators Association (USTOA)
- › Student Youth Travel Association (SYTA)
- › National Tour Association (NTA)
- › European Tour Operators Association (ETOA)
- › The Better Business Bureau (BBB)
- › International Air Transportation Association (IATA)
- › World Youth Student & Educational Travel Confederation (WYSETC)
- › British Educational Travel Association (BETA)
- › Ontario Motor Coach Association (OMCA)

Partners

We work directly with the best suppliers in the business, communicating with them constantly to ensure that the accommodations, activities, transportation and meals for our student groups are second to none. We collaborate with United Airlines, Marriott, Hard Rock Cafe and more to bring you the highest quality meals, transportation and accommodations available.

Ground transportation

Explorica's emergency and land departments are available 24/7 and routinely deal with transportation issues. Itineraries can be rescheduled accordingly to make up for any missed activities where possible.

Public transportation

When traveling via public transit, students are organized into sub-groups with chaperones. Our 6:1 student-to-chaperone ratio supports safety when traveling in this fashion. Every group travels with a tour director familiar with cities visited and corresponding public transit systems.

Rail transportation

We only work with the best trains in Europe with the highest safety ratings, including Eurostar, AVE, TGV, and a number of other international rail transit lines.

Coach safety features and equipment

- › All our motor coaches are equipped with standard safety features to protect passengers.
- › Seat belts (when present in the coach) are present for the comfort and safety of passengers. Wearing them is compulsory in most European countries.
- › Fire extinguishers are usually located at the front of the vehicle.
- › Emergency exits include instructions for use in an emergency. Most coaches also have roof hatches that can be used as emergency exits.
- › First aid kits are often located in the overhead compartment above the first row of seats. They should be in a container clearly marked with the Red Cross symbol.
- › Adhere strictly to current driving hours legislation

Flights

Airline partners

We only work with the most reliable airlines to ensure that all of our tours arrive on time and safe in their destination. Our airline partners include most major airlines, such as Alitalia, KLM, Air France, American Airlines, British Airways, JetBlue, Lufthansa, Iberia, Virgin Atlantic and Delta Airlines.

Flight delays and cancellations

Explorica's emergency department is available 24/7. The Explorica Travel Protection Plan also provides generous coverage for any additional costs incurred due to delays and cancellations. Itineraries are often rescheduled accordingly to make up for any missed activities.



Communication on tour

We promise to keep our student travelers as safe as possible, but we understand that most parents want to check in for themselves. To ensure that student travelers can contact their families as much as possible, we make sure that there are a number of communication options available. This way students can share their adventures with those at home, and parents can personally verify that their children are safe and secure while on tour.

Emergency assistance

We believe it's important to be prepared for any emergencies that might arise while traveling. With Explorica's worldwide network, internationally located offices, and 24/7 emergency support, we can help you with any problem, at any time, in any country. If a problem or emergency occurs on your tour, we will respond swiftly and appropriately to minimize any disruption to your trip.

Explorica Customer Care

Our dedicated 24-hour emergency contact line is always staffed and ready to provide rapid response. If you have an emergency any time during your tour, please call 1.617.210.6194.

Worldwide network

While on tour, our international network of offices enables us to react immediately to any situation requiring immediate on-site assistance.

Tour Diaries

Our exclusive online Tour Diaries enable parents to check in on their students' daily activities while on tour, without interrupting any of their adventures. Our tour directors publish photos and journal entries at the end of each day on tour, so that families at home can keep tabs of their travelers from across the country or across the world.

Calling home

While travelers should be careful about flaunting expensive smartphones, it can be a great safety asset to have a working phone while traveling. On international tours, consider using a prepaid international calling card or international cell phone to keep in touch with your group and your family at home. We recommend purchasing international calling cards in destination countries, as locally bought cards are the most effective.



The Explorica safety plan

Explorica's approach to safety and security is to be prepared. We always plan not to have a crisis, but we prepare for everything just in case. Explorica has a very comprehensive internal response plan (including a major incident response plan) regarding the many emergency situations that may occur while on tour. The following major incidents are considered in Explorica's plan:

- › Flight, bus, train, cruise or ferry accident
- › Fire
- › Terrorism
- › Natural disasters
- › Injury or death of a tour participant
- › Overnight hospitalization
- › Criminal charges
- › Lost student or adult
- › Allegations by participants
- › Pandemics

All levels of the company are involved in order to resolve any situation. This includes the direct involvement of the tour director, their communications to the tour director supervisors, the Emergency Department, the Operations Department and our Customer Care Department. There is a corresponding priority and escalation process, with senior executive involvement only a mobile phone call away, 24 hours per day.

Proactive security steps

Explorica's Safety & Security Guide is available to all group leaders before their tour, and we have emergency contingency plans in place on all travel programs. To ensure the highest level of safety for our travelers in every scenario:

- › We have a global presence with over 45 offices around the world to monitor situations and assist in the event that safety issues arise.
- › Our VP of Risk Management, supported by our 24/7 team of dedicated risk management professionals, continually assesses all travel destinations and situations.
- › We partner with iJet, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions, and we actively monitor any security issues with them.
- › Our tour directors live and work in the cities our students visit and are available at all times to support their groups. We are in regular contact with all of our staff on the ground to provide up-to-date information on local conditions.

If a terror event or natural disaster occurs in your city during travel (if group is together without the tour director):

- › The tour director and group leader should determine whether to shelter in place, to return to the hotel, or to move to a safer location.

If a terror event or natural disaster occurs in your city during travel (if group is together with the tour director):

- › If you are at a location/activity determine whether it is best to shelter in place, return to the hotel, or move to a safer location.
- › If you are at a restaurant/other public location, you can consult with locals for their recommendations.
- › Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

If a terror event or natural disaster event occurs in your city during travel (if during free time):

- › During free time, it is likely your group will be fragmented and in multiple locations. Your top priority as group leader is to determine the safety of your students.
- › All group participants (students, chaperones) must understand that if there is an incident in the city at time of travel, they must either immediately return to the hotel for headcount, or contact you indicating they are safe but unable to safely return to the hotel at the time.
- › You may choose to share a secondary meeting location if your hotel is unsafe for return.
- › If participants assess that it is not safe for them to return to the hotel, they can shelter in place. They should then reach out to you via phone/text, email, or through social media posts. Students without phones may need to borrow one from local residents.
- › Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

How to reach Explorica in an emergency:

- › Phone +1.617.210.6194 (24/7 Emergency Contact Line)
- › Please program the above number and your school's number into your phone prior to travel.

Explorica disclaimer: The purpose of this document is to serve as a preparatory guide for group leaders and Explorica team in-country in the event of a terror incident/natural disaster in the city in which a group is traveling. This document is not intended for distribution to students. It is based on the best knowledge and recommendations of the Explorica Risk Management team. Note that situations on the ground may dictate a different course of action, and participants should use their judgment about the safest course of action in an emergency.



Explorica's Code of Conduct

Educate yourself about the culture you're visiting. Before you jet off across the world, do a little research. How do they dress? What do they eat? How do they say "hello"? This will help you adjust to the new environment and keep you from looking like a tourist.

X marks the spot. Be where you need to be when you need to be there. Always come prepared with local maps, essential phone numbers, and a watch, so it's easy for you to get to designated meeting spots on time. Scheduled activities are mandatory. If you need to be excused from an activity for any reason, please ask your group leader for permission in advance.

Pay attention to your surroundings. In a new environment, there's a lot to take in, but you need to stay alert. Be mindful of your safety and belongings at all times, so that you can avoid any mishaps while traveling.

Listen to your group leader and tour director. Your group leader is responsible for your safety, and your Explorica tour director is an expert in every aspect of your destination. It is important that you listen to them and do what they say at all times. This means getting places on time, respecting curfew, and following all rules in place, so everyone can have a fun and safe experience.

Organize your free time responsibly. Throughout your trip you'll have periods of free time. During this time, you should always be with a small group, and never stray too far from your meeting place. Be sure to wear a watch, carry a map, and allot plenty of time to get to your meeting place early, so the rest of your group doesn't have to wait.

Respect the people and the culture. When you travel, think of yourself as a guest in someone else's home. Even if foods, clothes, or behaviors seem strange to you, be understanding and accepting of the culture.

Illegal activities will not be tolerated. The laws abroad may be very different from the laws back home, but no matter how strange they may seem to you, follow them! If not, you are subject to the legal consequences and immediate dismissal from the tour.

Consumption of hard alcohol will not be tolerated. We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of your group leader if you are over 18 and of legal drinking age in the country you are visiting.

Offer help and support to your peers, group leader and tour director. You're all in this together! Whether a friend needs a hand lifting a suitcase, your group leader needs to get everyone quiet to call roll, or your tour director needs help learning someone's name, lend a helping hand to whoever needs it.

Damages are your own personal responsibility. If you break it, you buy it. If you damage anything in your hotel or bus or incur any additional fees (e.g. phone calls, room service, etc.), you will be held responsible and required to pay for it. If you notice any damage upon arrival, notify your tour director immediately.

Experience the world and have fun! These rules are in place to keep your entire group safe, healthy, and happy on tour. Now it's your job to get out there and enjoy the experience of a lifetime. *Bon voyage!*



WILLIAM V. HUSFELT III
SUPERINTENDENT

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Panama City, Florida
32401

(850) 767-4100
Hearing Impaired Access
(800) 955-8770 Voice
(800) 955-8771 TDD

www.bay.k12.fl.us

Board Members:

Jerry Register
District 1

District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

February 25, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent
FROM: Denise Kelley, Assistant Superintendent
Division of Teaching & Learning Services

AGENDA ITEM: 2020-2021 Capacities of Schools for School Choice

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT:

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:
Fund Function Object Cost Center Project Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: _____ Discussion: _____

Signature on file
Superintendent

Board Action

BAY DISTRICT SCHOOLS

2020-2021 CAPACITIES OF SCHOOLS - STUDENT SERVICES

Board Approval Date: 2/25/2020

Elementary Schools	ENROLLMENT COUNT (2/14/2020)	Instructional Capacity	Percent of Board Approved Capacity	Special Programs
D. Bozeman Elementary	389	460	85%	ESE, ESE PreK, VPK, Deaf/Hard of Hearing
Breakfast Point	728	697	104%	ESE, Autism, Aspire, TAG
Callaway Elementary	361	674	54%	ESE, ESE PreK, VPK
Cedar Grove Elementary	592	721	82%	ESE, ESE PreK, VPK, Autism
Deer Point Elementary	578	723	80%	ESE, ESE PreK, VPK, Autism, TAG
Hiland Park Elementary	455	581	78%	ESE, ESE PreK, VPK, Deaf/Hard of Hearing, TAG
Hutchison Beach Elem	646	686	94%	ESE, ESOL Newcomers, TAG
Lucille Moore	436	591	74%	ESE, ESE PreK, VPK, Autism, ESOL Newcomers
Lynn Haven Elementary	535	734	73%	ESE, ESE PreK, VPK, TAG
M. Cherry St.	458	460	100%	ESE, VPK, Functional ESE, TAG
Northside Elementary	520	582	89%	ESE, ESE PreK, VPK, TAG
Parker Elementary	609	669	91%	ESE, ESE PreK, VPK, Visually Impaired, TAG
Patronis Elementary	683	748	91%	ESE, TAG
Southport Elementary	409	495	83%	ESE, VPK, TAG
Tommy Smith Elementary	541	669	81%	ESE, ESE PreK, VPK, TAG
Tyndall Elementary	251	1006	25%	ESE, ESE PreK, VPK, Autism, TAG
Waller Elementary	399	549	73%	ESE, ESE PreK, VPK
West Bay Elementary	364	346	105%	ESE, TAG
Middle Schools	ENROLLMENT COUNT (2/14/2020)	Instructional Capacity	Percent of Board Approved Capacity	Special Programs
D. Bozeman MS	433	344	126%	ESE, ACCESS
Breakfast Point	408	698	58%	ESE, Autism, Aspire
Jinks Middle	413	684	60%	ESE, Aspire, ESOL Newcomers, Pre-AICE
Merritt Brown Middle	635	830	77%	ESE, Autism, Aspire
Mowat Middle	833	1130	74%	ESE, Aspire
Surfside Middle	791	914	87%	ID, Reading, ESE, Pre-Engineering
High Schools	ENROLLMENT COUNT (2/14/2020)	Instructional Capacity	Percent of Board Approved Capacity	Special Programs
Arnold High	1482	1730	86%	ESOL Newcomers, ESE Arnold ESE PreK, VPK
Bay High	1029	1421	72%	ESE, Autism, Visually Impaired, ESOL Newcomers
D. Bozeman HS	507	503	101%	ACCESS, ESE
Mosley High	1765	1800	98%	ESE
Rutherford 6-12	1416	1734	82%	ESE, Hearing Impaired

**MEMORANDUM OF AGREEMENT
BETWEEN
TOM P. HANEY TECHNICAL CENTER
AND
PanCare of Florida, Inc.
2019 - 2022 SCHOOL YEAR**

I. AFFILIATING AGENCIES

The School Board of Bay County, Florida (hereinafter the "School Board"), on behalf of Tom P. Haney Technical Center (hereinafter the "School"), hereby enters into this Memorandum of Understanding with PanCare of Florida, Inc. (hereinafter the "Affiliating Health Care Facility").

II. AFFILIATING AGREEMENT

This is a mutual agreement between the administration of the Affiliating Health Care Facility and the School that the Affiliating Health Care Facility will permit the use of the institution for Health Science students for supervised experience in the clinical facility, the school health program, and concurrent related instruction under the terms set forth in this agreement. In entering into this agreement, the Affiliating Health Care Facility seeks an opportunity to meet its civic responsibility by cooperating with the School and supporting a program that will provide the community with a continuing source of well-prepared practitioners, so that the ever increasing health service needs in the community may be more adequately met. It is understood that the students who enter this program do so on a voluntary basis with the primary purpose of furthering their own educational advancement.

III. THE SCHOOL AGREES TO

- A. Establish admission standards in line with those recommended by the Florida State Board of Nursing, when applicable, as Minimum Educational Standards for Schools of Nursing and by the State Department of Education set forth in the State Plan for the Extension and Improvement of Vocational Education. These will include evidence of physical examination comparable with the affiliating agency which shall include PPD-TB screening. This is at the student's expense prior to entering the program.
- B. Employ a well-qualified, registered professional nursing instructor with a BS in Nursing or a related field to teach the Health Science Programs. The instructor will arrange with the Affiliating Health Care Facility for the student to obtain clinical practice during the program. During the clinical period, the instructor will devote his/her full time to the teaching and supervision of the students in the Health Care Facility. His/her responsibilities will include the following:
 - 1. To give close supervision, guidance, and counseling to Health Science students
 - 2. To establish student-patient load assignment on each service in cooperation with the head nurse – the determination in each instance to be made in keeping with the best interest of the patient care, the student's need for the learning experience, and the scope of the occupation.
 - 3. To maintain individual records of class and clinical instruction, evaluation of student competency, health, and attendance.
 - 4. To provide the Affiliating Health Care Facility with written notification of the date and number of students expected.
- C. The school is responsible for assuring that students:
 - 1. Understand that PanCare is a drug free/tobacco free workplace
 - 2. Have current immunizations
 - 3. Have had training on Standard Precautions
 - 4. Have had training on Bloodborne Pathogens
 - 5. Have had HIPAA training
 - 6. Are covered with liability insurance

IV. THE AFFILIATING HEALTH CARE FACILITY AGREES TO

- A. Provide experiences for each student in the services indicated as available in existing facility:
 - 1. Medical
 - 2. Surgical
 - 3. Obstetrical
 - 4. Pediatrics
 - 5. Mental Health Unit (optional)
 - 6. Geriatrics
 - 7. OR, RR, ICU (optional and for observation only)
- B. When available, provide suitable classroom and office space in the Health Care Facility for clinical instructor to use. Classroom to be provided with table, arm chairs, chalkboard or substitute, desk and chair for instructor, adequate lighting and ventilation. Telephone to be conveniently located for instructor's use.
- C. Observe the following Student Personnel Policies:
 - 1. Students to be regularly scheduled in cooperation with other Health Science programs
 - 2. Students may be assigned at the discretion of the instructor during the clinical experience period.
 - 3. Students are to be allowed the same holidays during the year as provided for in the Health Science calendar, and are to take them at the time the holiday occurs.
 - 4. Students will be required to wear the uniform adopted by the School whenever on duty in the Health Care Facility.
- D. Permit the instructor free access to the Health Care Facility for the purpose of supervising the training program.
- E. Permit students to have supervised experience in all competencies taught in the program.
- F. Include member of the faculty of the School in Health Care Facility staff meetings when policies to be discussed will affect or are related to the Health Science Program.
- G. The Affiliating Health Care Facility will not be liable for any injury received by a student of the School either in or on the property of the Affiliating Health Care Facility if the injury is due to personal negligence on the part of the injured. The Affiliating Health Care Facility will not be obligated to give emergency care, hospitalization, diagnostic procedures, and/or any other medical or surgical services to students enrolled in the School without fee.
- H. The Affiliating Health Care Facility is responsible for the patient while under the student nurse care.

V. REQUEST FOR WITHDRAWAL OF STUDENT

The Affiliating Health Care Facility may request the School to withdraw any student whose work or conduct, in its opinion, may have a detrimental effect on patients or personnel; and/or reserves the right not to accept a student who has previously been dismissed by said Health Care Facility for reasons which would make acceptance as an affiliate inadvisable. The School may withdraw any student when progress, conduct, or adjustment does not meet the standards of the School for continuation in the program. Final action on the student is the responsibility of the School.

VI. DISCONTINUANCE OF AGREEMENT

If either party to this agreement wishes to withdraw, it is understood that at least thirty (30) days shall be given by either participating agency, provided that students enrolled in the present class shall be given an opportunity to complete the program.

VII. MODIFICATION OF THE AGREEMENT

Modification of the agreement shall be made only by mutual consent of both parties. A memorandum noting the modification(s) shall be attached to this agreement and shall include the date and signatures of parties agreeing to it.

VIII. TERM AND TERMINATION

This agreement shall commence upon signature of both parties and remain in effect for 3 years from the date of signatures. This Agreement may be terminated as follows: (i) by either party without cause upon delivery of written notice of such intent to terminate this Agreement not less than 30 days prior to the effective date of such termination; (ii) by written agreement executed by both Affiliating Health Care Facility fails to perform Affiliating Health Care Facility's duties hereunder or breaches any of Affiliating Health Care Facility's covenants contained herein.

IX. COPIES OF THIS AGREEMENT

Signed copies of the agreement shall be placed on file and be available to the following:

1. The Florida State Board of Nursing
2. The State Department of Education
3. The Administrator to the Affiliating Health Care Facility
4. The Director of Tom P. Haney Technical Center
5. The Bay County School Board
6. The Superintendent of Bay District Schools

**BOARD OF TRUSTEES OF THE
HEALTH CARE FACILITY**



PanCare of Florida, Inc.
(Signature of Designee authorized to make contracts)

THE SCHOOL BOARD OF BAY COUNTY, FLORIDA

William V. Husfelt, III
Superintendent

TOM P. HANEY TECHNICAL CENTER

Ann Leonard
Director

Dated this _____ day of _____, 2019



MEMORANDUM

Business & Finance Services

William V. Husfelt, III Superintendent – Jim Loyed, Executive Director Business Support Services

TO: William V. Husfelt, III
Bay District School Board

FROM: Jim Loyed, Executive Director Business Support Services ✓✓

DATE: February 25, 2020

RE: Interim/Final Payment

Board Members,

We are seeking Board approval to make an interim payment to ServPro. They are one of the companies that worked with our facilities department to get our schools back online and ready for students.

I have also included a brief summary of available funds and how we have allocated those funds at this point.

	EMS	Total	Previous Interim Payment	Recommended Interim Payment	Total Interim Payment	Negotiated Discount	Recommended Final Payment	%
BMS CAT	12,101,870.46	12,101,870.46	7,627,650.73	-	7,627,650.73	(1,200,000.00)	3,274,219.73	90.08%
Cotton	5,347,897.88	9,694,126.64	6,289,979.23	-	6,289,979.23			64.88%
Northstar	16,667,610.02	16,740,849.55	12,923,539.21	-	12,923,539.21			77.20%
Servpro	6,586,836.01	6,586,836.01	4,284,508.66	500,000.00	4,784,508.66			72.64%
Southern C	7,734,711.08	7,734,711.08	4,269,206.57	-	4,269,206.57			55.20%
GAC	3,275,417.06	3,275,417.06	3,275,417.06		3,275,417.06			100.00%
Total	51,714,342.51	56,133,810.80	38,670,301.46	500,000.00	39,170,301.46	(1,200,000.00)	3,274,219.73	69.78%



WILLIAM V. HUSFELT III
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Board Members:

Jerry Register
District 1

Ginger Littleton
District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

February 25, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Shirley Baker, Executive Director
Human Resources & Employee Support Services

AGENDA ITEM: Request to Approve Personnel Recommendations/Out
of Field Teachers

CONSENT OR ACTION (Please circle one)

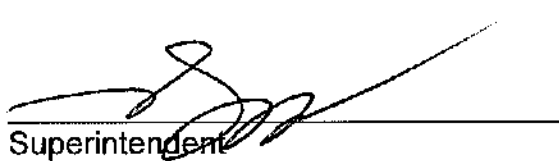
BUDGET AMOUNT:

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:
Fund Function Object Cost Center Project Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: Disapproval: Discussion:



Superintendent

Board Action

**BAY DISTRICT SCHOOL BOARD
FEBRUARY 25, 2020 BOARD MEETING
SUPPORT PERSONNEL RECOMMENDATIONS**

REQUEST TO ENTER INTO AN SUPPORT CONTRACT WITH THE FOLLOWING PERSONNEL

<u>NAME</u>	<u>COST CENTER</u>	<u>ASSIGNMENT</u>	<u>F-TIME</u>	<u>P-TIME</u>	<u>TEMP</u>	<u>BEG DATE</u>	<u>END DATE</u>
Sanchez, Tani	Bay	Paraprofessional		X		02-13-2020	05-27-2020
Creamer, Angela	Merritt Brown	Paraprofessional	X			02-03-2020	05-27-2020
Brown, Sandra	Cedar Grove	Behavior Paraprofessional		X		02-12-2020	05-27-2020
Fratlicelli Galarza, Brenda	Cedar Grove	ESOL Paraprofessional		X		02-18-2020	05-27-2020
Armon, Madison	Callaway	Paraprofessional		X		02-11-2020	05-27-2020
Walker, Shirley	Callaway	Maid		X		02-19-2020	05-27-2020
Taylor, Alexis	Cherry Street	Paraprofessional		X		02-13-2020	05-27-2020
Martell, Alitza	Jinks	ESOL Paraprofessional		X		02-12-2020	05-27-2020
Hendrix, Kathleen	Surfside	Paraprofessional		X		02-19-2020	05-27-2020
Weatherly, William	West Bay	Custodian III		X		02-10-2020	05-27-2020
Holley, Jarvis	M.K. Lewis	Paraprofessional	X			02-18-2020	02-27-2020
Kalkofen, Isabel	M.K. Lewis	Parent Liaison		X		02-18-2020	05-27-2020
Atkinson, Tracy	Mowat	Parent Liaison	X			02-19-2020	05-27-2020
Williams, Christina	Northside	Paraprofessional		X		02-11-2020	05-27-2020
Beltran, Cassandra	Arnold	Custodian III		X		02-18-2020	05-27-2020
Butzke, Teresa	Breakfast Point	Paraprofessional	X			02-13-2020	05-27-2020
Allen, Diana	Finance	Bookkeeper I	X			02-18-2020	06-30-2020
White, Andrew	Bay Base	Community Aide		X		02-10-2020	05-27-2020
Harrell, Deborah	Transportation	Bus Driver	X			02-07-2020	05-27-2020
Nettles, Catrina	Transportation	Bus Paraprofessional	X			02-11-2020	05-27-2020
Clayton, Megan	Operations Support Services	Safety & Security Tele-Communicator/Video Spec.	X			02-12-2020	05-27-2020
Parker, Sheila	Operations Support Services	District Police Office			X	02-19-2020	05-27-2020

REQUEST FOR REASSIGNMENT

Broome, Kelly	K-12 & Adult Instr. Svcs.	From: Bookkeeper I to: Records Clerk I	X			02-17-2020	06-30-2020
Lawrence, Deborah	k-12 & Adult Instr. Svcs.	From: Records Clerk I To: Bookkeeper I	X			02-17-2020	06-30-2020

REQUEST TO TRANSFER							
NAME	COST CENTER	ASSIGNMENT	F-TIME	P-TIME	TEMP	BEG DATE	END DATE
Mitchell, Kelly	From: Breakfsast Point To: Rosenwald	From: Paraprofessional To: Paraprofessional	X			02-13-2020	05-27-2020
Blackerby, Lisa	From: Transportation To: Arnold	From: Bookkeeper I To: Admin. Secretary	X			02-26-2020	06-30-2020
RESIGNATION							
Creamer, Angela	Merritt Brown	Paraprofessional		X			01-31-2020
Brown, Sandra	Cedar Grove	Paraprofessional		X			02-11-2020
Fincher, Mikayla	Callaway	Paraprofessional		X			02-14-2020
Padlila, Andrew	Hiland Park	Paraprofessional		X			01-31-2020
Hall, James	Lynn Haven	Head Custodian III	X				02-21-2020
Capps, Sarah	St. Andrew	Paraprofessional		X			02-07-2020
Reed, Rodney	St. Andrew	Paraprofessional		X			02-14-2020
Atkinson, Tracy	Mowat	Paraprofessional		X			02-18-2020
Duncan, Constance	Deer Point	Paraprofessional		X			02-18-2020
Mashburn, Renee	Northside	Paraprofessional		X			01-27-2020
Butzke, Teresa	Breakfast Point	Paraprofessional		X			02-12-2020
Larke, Donna	Breakfast Point	Paraprofessional		X			02-21-2020
Motts, Melissa	Breakfast Point	Paraprofessional		X			02-11-2020
Everhart, Kaylea	Bay Base	Activity Leader		X			02-07-2020
Nettles, Catrina	Bay Base	Activity Leader		X			02-10-2020
Raspberry-Smith, Rashonda	Bay Base	Community Aide		X			02-14-2020
Stull, John	Maintenance	Locksmith	X				02-21-2020
TERMINATION							
Holeyfield, Taylor	St. Andrew	Paraprofessional		X			02-25-2020
REQUEST TO ENTER DROP							
Swafford, Pamela	Inst. Tech & Media Services	Asst. to Suprv. of Instr. Tech & Media Svcs	X			07-01-2020	06-30-2025
DROP TERMINATION							
Miller, Tammy	Maintenance	Work Control Tech.	X				06-30-2020

LEAVE REINSTATEMENT							
NAME	COST CENTER	ASIGNMENT	F-TIME	P-TIME	HOURS	BEG DATE	END DATE
Johnson, Debra	Operations Services	Asst. to Exec. Director	X		02.00 SK	01-22-2020	01-22-2020
Johnson, Debra	Operations Services	Asst. to Exec. Director	X		03.00 SK	02-04-2020	02-13-2020
Marshall, Derrick	Maintenance	Carpenter Helper	X		03.00 SK	01-14-2020	01-30-2020
Woodford, Steven	Maintenance	HVAC Helper	X		02.00 SK	01-21-2020	01-23-2020.
Woodford, Steven	Maintenance	HVAC Helper	X		01.00 SK	02-04-2020	02-04-2020
WILLIAM V. HUSFELT, SECRETARY AND SUPERINTENDENT							
BAY COUNTY SCHOOL DISTRICT							
STEVEN T. MOSS, CHAIRMAN							
BAY COUNTY SCHOOL DISTRICT							

**BAY COUNTY SCHOOL BOARD
FEBRUARY 25, 2020 BOARD MEETING
INSTRUCTIONAL PERSONNEL RECOMMENDATIONS**

REQUEST TO ENTER INTO AN INSTRUCTIONAL CONTRACT WITH THE FOLLOWING PERSONNEL

<u>NAME</u>	<u>COST CENTER</u>	<u>DEG</u>	<u>CERTIFICATION</u>	<u>ASSIGNMENT</u>	<u>BEG DATE</u>	<u>END DATE</u>
Hill, Amanda	Bay	BA	English	Drama	01-31-2020	05-29-2020
Mlinek, Joshua	Beach	BA	Elem Ed	1st Grade	01-28-2020	05-29-2020
Wilson, Jennifer	Lucille Moore	BA	Elem Ed	2nd Grade	02-04-2020	05-29-2020
Kasztelan, Dale	Jinks	BA	Math	Math	02-14-2020	05-29-2020
Cortez, Rhonda	Surfside	BA	English	English	02-05-2020	05-29-2020
Cryderman, Lisa	Breakfast Point	BA	English/Reading/Spanish	Aspire	02-10-2020	05-29-2020
Wheless, Lisa	Breakfast Point	SP	Elem Ed/PE/ESE	Intervention	02-04-2020	05-29-2020
Chafin, Nicole	VPK	BA	PreK/Primary Ed	ESE PreK	01-24-2020	05-29-2020

REQUEST FOR FAMILY MEDICAL LEAVE

Carter, Amberlyn	Waller	MA	Speech Therapist	Speech Therapist	03-27-2020	05-15-2020
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REQUEST FOR EXTENDED LEAVE OF ABSENCE

Swedlund, Elizabeth	Rosenwald	MA	Ed Lead/Guid & Coun/Sch Princ/ESE	Intervention Specialist	02-07-2020	03-06-2020
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RESIGNATION

Blessing, Lexie	Beach	BA	Elem Ed/ESOL/Reading	3rd Grade		02-04-2020
Bridges, Rhonda	Mosley	BA	English/ESOL	ELA		02-28-2020
Colemere, Alison	Bozeman	MA	Elem Ed/English/ESOL/Reading	5th Grade		03-13-2020
Lowe, Lance	Transportation	NA	NA	Fleet Manager		04-02-2020

TERMINATION

Kay, Jason	Cedar Grove	BA	Athletic Coach/PE	PE		02-19-2020
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REQUEST TO ENTER DROP

Reynolds, Adrea	Tommy Smith	BA	Elem Ed	2nd Grade	07-01-2020	06-30-2025
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DROP TERMINATION

<u>NAME</u>	<u>COST CENTER</u>	<u>DEG</u>	<u>CERTIFICATION</u>	<u>ASSIGNMENT</u>	<u>BEG DATE</u>	<u>END DATE</u>
Guerry, Cindy	Waller	MA	Art	Art		05-29-2020
Turbeville, Patty	Arnold	MA	Early Childhood/Elem Ed/Business Ed	Technology		06-30-2020

RETIREMENT

Hall, Nathalie	Bay	BA	English/ESOL/Reading/Soc Sci	Reading		06-30-2020
Mann, Sandra	Cedar Grove	BA	Elem Ed	1st Grade		05-31-2020

REINSTATEMENT OF LEAVE

<u>NAME</u>	<u>COST CENTER</u>	<u>DEG</u>	<u>CERTIFICATION</u>	<u>HOURS</u>	<u>BEG DATE</u>	<u>END DATE</u>
Meyer-Pemble, Andrea	Bay Base	NA	NA	4.00 VAC	12-12-2019	12-12-2019



WILLIAM V. HUSFELT III
SUPERINTENDENT

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Board Members:

Jerry Register
District 1

Ginger Littleton
District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

February 25, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Shirley Baker, Executive Director
Human Resources & Employee Support Services

AGENDA ITEM: Request Revision to the 19-20 District Approved List

CONSENT OR ACTION (Please circle one)


BUDGET AMOUNT:

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:
Fund Function Object Cost Center Project Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: Disapproval: Discussion:



Superintendent

Board Action

2019-2020 DISTRICT APPROVED LIST

Revision for Approval – Feb. 25, 2020

Cost Center	Position	Number	Operational	Other
9101	SUPERINTENDENT OF SCHOOLS			
	Administrative Assistant to the Superintendent	1	100%	
	Assistant to the Director	2	100%	
	Assistant to the School Board Members	1	100%	
	Assistant to the Superintendent	1	100%	
	Director of Communications	1	100%	
	Director of Recovery and FEMA Liaison	1	100%	
	Instructional Specialist Assistant (Mentoring)	1	100%	
9105	DEPUTY SUPERINTENDENT			
	Deputy Superintendent	1	100%	
	Assistant to the Deputy Superintendent	1	100%	
9102	PROPERTY RECORDS			
	Property Records Manager	1	100%	
	Inventory Clerk I	1	100%	
	Inventory Audit Clerk I	1	100%	
9113	HUMAN RESOURCES & EMPLOYEE SUPPORT SERVICES			
	Executive Director of Human Resources & Employee Support Services	1	100%	
	Assistant to Executive Director of Human Resources & Employee Support Services	1	100%	
	Certification/Compliance Human Resource Administrator	1	100%	
	Substitute Teacher Registrar	1	100%	
	Instructional Staffing Specialist I (curr. emp. only)	1	100%	
	Human Resources Specialist	4	100%	
	District Receptionist	1	100%	
	Title IX Coordinator	1	50%	
	Clerk I	1	100%	
9114	MANAGEMENT INFORMATION SYSTEMS			
	Director of Management Information Systems	1	100%	
	Assistant to the Information Services Director	1	100%	
	Computer Operator I	1	100%	
	Chief of Security Management/Network Operations	1	100%	
	Deputy Director of Information Services	1	100%	
	Instructional Network Specialist	5	100%	
	Instructional Network Technician	13	100%	
	Project Manager/IT Support Services	1	100%	
	Project Manager/Network Operations	1	100%	
	Project Manager/Programming Systems	2	100%	
	Senior Systems Administrator	1	100%	
	Supervisor of Security Management/Network Operations	1	100%	
	System Consultant I	2	100%	
	System Consultant II	3	100%	
	Systems Support Specialist	1	100%	
	User Support Analyst	1	100%	
	Web Database Manager	1	100%	
	Webmaster	1	100%	

9116	FACILITIES			
	Director of Facilities	1	100%	
	Assistant to the Director of Facilities	1	100%	
	Capital Projects Contracts Manager	2	100%	
	Project Manager/Building Code Inspector/Plans Examiner	3	100%	
	Project Manager/Building Official	1	100%	
	Energy & Conservation Manager Building Automation Systems/Energy Conservation Systems Manager	1	100%	
9117	PROCUREMENT, CONTRACTING & MATERIALS MGMT			
	General Manager of Purchasing, Contracting, & Materials Management	1	100%	
	Assistant to Manager of Purchasing, Contracting, & Materials Management	1	100%	
	Purchasing Agent	1	100%	
	Contracts Manager/Inspector	1	100%	
	Purchasing Clerk	1	100%	
	Courier II	1	100%	
	Courier III	1	100%	
	Title IX Coordinator	1	50%	
	Head Custodian IV	1	100%	
9118	FINANCE			
	Manager of Financial Services	1	100%	
	Finance Officer	1	100%	
	Assistant Finance Officer	1	100%	
	Bookkeeper I	4	100%	
	Clerk	1	100%	
9119	PAYROLL			
	Payroll Officer	1	100%	
	Assistant Payroll Officer	1	100%	
	Payroll Specialist I	4	100%	
	Employee Benefits Manager	Fund 710		100%
	Benefits Specialist	Fund 710		100%
9125	STUDENT SERVICES			
	Director of Student Services	1	100%	
	Assistant to the Director	1	100%	
	Supervisor of Title I & District Assistance	1		100%
	Assistant to the Title I Supervisor	1		100%
	Coordinator of Bay BASE (Self-funded)	1	100%	
	Assistant to the Coordinator of Bay BASE (Self-funded)	1	100%	
	Coordinator of Student Placement Options	1	100%	
	Clerk II Bay BASE (Self-funded)	1	100%	
	Instructional Specialist for Student Services	4	100%	
	Instructional Specialist Assistant	3	100%	
	Secretary I	1	100%	
	Records Clerk II (Title I)	1		100%
	Office Clerk I (Title I)	1		100%
	Clerk I (PT)	1	100%	
	Administrator on Special Assignment	1		100%
	Safety Assessment and Intervention Coordinator	1		100%
	Coordinator of Mental Health Initiative	1	100%	
	Instructional Specialist Assistant (Title IV)	1	50%	50%
9126	INSURANCE & RISK MANAGEMENT	Fund 710		
	Insurance and Risk Manager	1		100%
	Claims Investigator	1		100%
	District Safety Officer	1		100%
	Records Clerk I	2		100%

9130	CHIEF FINANCIAL OFFICER BUSINESS SUPPORT SVCS			
	Executive Director for Business Support Services (CFO)	1	100%	
	Assistant to the Executive Director for Business Support Services	1	100%	
9131	BEACON LEARNING CENTER Self-funded			
	Project Director of Beacon Learning Center	1		100%
	Content Development Leader for Beacon	1		100%
	Enterprise Office Manager	1		100%
	Web Database Manager	1		100%
	Web Technician	2		100%
	Instructional Specialist for Inservice	2		100%
	<u>Lead Program Manager for Online Learning</u>	<u>6</u>		<u>100%</u>
	Program Manager for Online Learning	1		100%
	System Support Specialist	3		100%
	System Analyst	1		100%
	Clerk I	1		100%
	Clerk I (P-T)	1		100%
9132	ESE			
	Director of ESE & Pre-Kindergarten Services	1	100%	
	Assistant to the Director	1	100%	
	VPK & ESE Pre-K Coordinator (9002)	1	50%	50%
	Assistant to the Coordinator of Pre-K (VPK & ESE) Education (9002)	1	75%	25%
	Instructional Specialist for ESE	4		100%
	Instructional Specialist for ESE	1	50%	50%
	Audiologist	1	100%	
	Records Clerk I	2	100%	
	Records Clerk II	1	20%	80%
	Head Custodian IV (SSC) (9002)	1	100%	
9132	TEACHING AND LEARNING SERVICES			
	Assistant Superintendent for Teaching and Learning Services	1	100%	
	Assistant to the Assistant Superintendent for Teaching and Learning Services	1	100%	
	<u>Bookkeeper I (1 retiring 1/31/20)</u>	<u>2</u>	<u>1</u>	<u>20%</u>
	Bookkeeper II	1	100%	
	<u>Bookkeeper II (Student Wellness) Restart Grant</u>	<u>1</u>		<u>100%</u>
9133	CURRICULUM & INSTRUCTIONAL SERVICES			
	Director of Secondary & Adult Instructional Services	1	100%	
	Director of Elementary Instructional Services	1	100%	
	Assistant to the Directors	1	100%	
	Coordinator of Staff Development and Title II	1	50%	50%
	Assistant to Coordinator of Staff Development & Title II	1	50%	50%
	Coordinator of Assessment & Accountability	1	100%	
	Coordinator of Teacher & Administrator Appraisal Systems	1	100%	
	Data Specialist	1	100%	
	Testing Clerk	2	100%	
	Instructional Specialist for K-12 & Adult Instructional Services	4	100%	
	Instructional Specialist Assistant	2	100%	
	Project Supervisor/Technology and eLearning	1	100%	
	Bookkeeper II	1	50%	50%
	Supervisor of Career and Technical Education	1	100%	
	Program Specialist	1	100%	
9138	BUSINESS OFFICE			
	Budget & Business Services Manager	1	100%	
	Assistant to the Business Office	1	100%	
	Budget Analyst	1	100%	
	Internal Accounts Auditor	1	100%	
	Bookkeeper I	1	100%	

9140	MENTAL HEALTH/STUDENT WELLNESS PROGRAMS			
	Director of Student Wellness Programs	1		100%
	Assistant to the Director	1		100%
	Safety Assessment and Intervention Coordinator	1		100%
	Coordinator of Mental Health Initiative	1	100%	
	Bookkeeper II	1		100%
9200	R.L. YOUNG TRANSPORTATION			
	Director of Transportation	1	100%	
	Assistant to Director of Transportation	1	100%	
	Bookkeeper I	1	100%	
	Office Clerk I	1	100%	
	Certified Mechanic	8	100%	
	Computer Operator I	1	100%	
	Fleet Manager	1	100%	
	Mechanic II	1	100%	
	Route Manager	4	100%	
	Safety Officer/Trainer	2	100%	
	School Bus Driver	135	100%	
	School Bus Paraprofessional	35	100%	
	Service Attendant	1	100%	
	Service Dispatcher	1	100%	
	Transportation Operations Dispatcher	1	100%	
	Transportation Specialist	2	100%	
	Transportation Van Driver	6	100%	
	Vehicle Electronic Technician	1	100%	
9205	EXTRA-CURRICULAR ACTIVITIES AND TITLE IX			
	Assistant to Coordinator of Extra-Curricular Activities and Title IX Compliance	1	100%	
9205	DISTRICT SAFETY AND SECURITY			
	District Safety, Security, and Police Chief	1	100%	
	Background Check Specialist	2	100%	
	District Police Officer	23	100%	
	District Safety, Security, and Assistant Police Chief	1	100%	
	Installation and Maintenance Manager	1	100%	
	Safety & Security Operational Specialist	1	100%	
	Safety & Security Tele-Communicator and Video Specialist	4-2	100%	
9205	OPERATIONAL SERVICES			
	Executive Director for Operational Support Services	1	100%	
	Assistant to the Executive Director for Operational Support Services	1	100%	
	Head Custodian IV (Nelson Building)	1	100%	
	Custodian II (Wellness Center)	1	100%	
9220	INSTRUCTIONAL TECHNOLOGY AND MEDIA SERVICES			
	Supervisor of Instructional Technology and Media Services	1	100%	
	Assistant to Supervisor of Instructional Media Services	1	100%	
	Administrator on Special Assignment	1	100%	
	District Media Services Multimedia Technician	1	100%	
	District Media Specialist – Instructional Media Services	1	100%	
	Instructional Specialist for K-12 & Adult Instructional Services	1	100%	
	ITV Specialist – Media Services	1	100%	
	ITV Technician – Media Services	1	100%	
	ITV Technology Manager – Media Services	1	100%	
	Records Clerk II	3	100%	

9230	MAINTENANCE - REDMON WAREHOUSE			
	Supervisor of Maintenance	1	100%	
	Assistant to Supervisor of Maintenance	1	100%	
	Administrator on Special Assignment	1	100%	
	Automotive Mechanic	1	100%	
	Boilerman	2	100%	
	Brick/Block Mason	1	100%	
	Carpenter	5	100%	
	Carpenter Helper	4	100%	
	Carpenter Shop Supervisor	2	100%	
	Clerk I	1	100%	
	Electrical Helper	4	100%	
	Electrical Shop Supervisor	1	100%	
	Electrician	4	100%	
	Equipment Mechanic	1	100%	
	Equipment Operator	2	100%	
	HVAC Controls Mechanic	1	100%	
	HVAC Helper	5	100%	
	HVAC Helper	1		100%
	HVAC Refrigeration Mechanic	9	100%	
	HVAC Shop Supervisor	1	100%	
	Kitchen Equipment Technician	1		100%
	Locksmith	2	100%	
	Locksmith Helper	1	100%	
	Logistics Supply Clerk	1	100%	
	Logistics Support Supervisor	1	100%	
	Material Controller/Fleet Manager (Maintenance)	1	100%	
	Painter	3	100%	
	Plumber	5	100%	
	Plumber Helper	4	100%	
	Plumbing/Heating Shop Supervisor	1	100%	
	Semi-Skilled Craftsman (1-Stadium)	10	100%	
	Stadium Custodian II	1	100%	
	Stadium Manager	1	100%	
	Assistant Stadium Manager	1	100%	
	Treatment Plant Operator/Exterminator	1	100%	
	Turf & Irrigation Specialist (Stadium)	1	100%	
	Warehouseman II	1	100%	
	Welding/Sheet Metal Mechanic	1	100%	
	Work Control Technology Specialist	3	100%	
9240	WAREHOUSE (Young Center/Kilbourn)			
	Warehouseman I (Warehouse)	1	100%	
	Warehouseman II (Warehouse)	2	100%	
9250	FOOD SERVICE	Self-funded: Fund 410		
	Food Service Program Specialist	1		100%
	Food Service Specialist II	2		100%
	Food Service System Support Specialist	1		100%

Board Approved: June 25, 2019
Revised/Approved: July 16, 2019, August 13, 2019, August 27, 2019, October 8, 2019, November 12, 2019, January 14, 2020, February 11, 2020



WILLIAM V. HUSFELT III
SUPERINTENDENT

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Board Members:

Jerry Register
District 1

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Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

February 25, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Shirley Baker, Executive Director
Human Resources & Employee Support Services

AGENDA ITEM: Request Revision to the 19-20 Salary Schedule

CONSENT OR ACTION (Please circle one)


BUDGET AMOUNT:

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:
Fund Function Object Cost Center Project Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: ✓ Disapproval: _____ Discussion: _____



Superintendent

Board Action



BAY DISTRICT SCHOOLS SALARY PLACEMENT SCHEDULE 2019-2020

William V. Husfelt, III, Superintendent
1311 Balboa Avenue, Panama City, Florida 32401-2080
850.767.4100

Board Approved: June 25, 2019
Revision Approved: July 16, 2019
Revision Approved: August 13, 2019
Revision Approved: October 8, 2019
Revision Approved: January 14, 2020
Revision for Approval: February 25, 2020

**2019-2020 CLASSIFICATION AND PAYGRADES
FOR ADMINISTRATIVE/SUPERVISORY PERSONNEL**

(Refer to Placement Schedule 2)

CERTIFICATED PERSONNEL **PAYGRADE**

Deputy Superintendent.....	48
Assistant Superintendent for Teaching and Learning Services	45
Executive Director.....	43
Director	39
Project Director, Beacon Learning Center	37
Supervisor	37
Coordinator.....	35
Content Development Leader for Beacon	35
Projects Coordinator for Beacon.....	35
Program Specialist	28
Administrator on Special Assignment	TBD*
Title IX Coordinator – Lateral Transfer	TBD*
Instructional Specialist	A/6-7
Instructional Specialist with a Bachelor’s Degree	A6
Instructional Specialist with a Master’s Degree	A7

NON-CERTIFICATED PERSONNEL

Executive Director for Business Support Services (CFO).....	43
General Manager of Purchasing, Contracting and Materials Management....	42
Director of Management Information Systems	39
Director of Facilities.....	39
Director of Transportation	39
Director of Communications	39
Manager of Financial Services	29
Insurance & Risk Manager.....	39
Supervisor of Maintenance	37
Deputy Director of Information Services.....	39
Chief of Security Management/Network Operations	39
Chief Community Relations Officer for Tom P. Haney Technical Center. . . .	36
Budget & Business Services Manager.....	29
Food Service Program Specialist	28
Payroll Officer.....	25
Purchasing Agent	22
Transportation Operations Supervisor.....	20
District Safety, Security, and Police Chief.....	19
Stadium Manager.....	19
Finance Officer	18
Fleet Manager (Transportation).....	15
Public Relations Specialist	15
Assistant Stadium Manager	14
Logistics Support Supervisor	11
Internal Accounts Auditor.....	11
District Safety, Security, and Assistant Police Chief	11
Assistant Finance Officer.....	9
Assistant Payroll Officer	9
Property Records Manager	9

NON-CERTIFICATED PERSONNEL (Continued)**PAYGRADE**

Assistant Purchasing Agent	9
Warehouse Manager.....	9
Carpenter Shop Supervisor	7
HVAC Shop Supervisor	7
Plumbing/Heating Shop Supervisor	7
Electrical Shop Supervisor.....	7
Route Manager	5
Material Controller/Fleet Manager (Maintenance)	5
Bay Base Site Manager	00

**TBD - To Be Determined*

**2019-2020 CLASSIFICATION AND PAYGRADES
SALARIED ADMINISTRATIVE, NON-SUPERVISORY
& TECHNICAL PERSONNEL
(See Placement Schedule 2)**

	PAYGRADE
Project Supervisor/Technology and eLearning.....	39
Project Manager/Programming Systems.....	32
Project Manager/Building Code Inspector/Plans Examiner	30
Project Manager/Building Official.....	30
Property Manager	30
Supervisor of Security Management/Network Operations	30
Project Manager.....	28
Senior Systems Administrator	28
Web Database Manager	28
System Consultant I.....	28
System Consultant II.....	26
System Consultant III	18
Certification/Compliance HR Administrator	20
Installation and Maintenance Manager	18
Project Manager/IT Support Services.....	18
Project Manager/Network Operations (current employee only).....	18
Energy & Conservation Manager-Building Automation Systems/Energy	
Conservation Systems Manager.	17
Budget Analyst	15
Webmaster	14
Lead Program Manager for Online Learning	13
System Analyst.....	12
Data Specialist	12
Instructional Network Specialist.....	11
Claims Investigator	10
Capital Projects Contracts Manager	9
Contracts Manager/Inspector.....	9
Program Manager for Online Learning	9
Instructional Network Technician	6
System Support Specialist.....	6
Food Service System Support Specialist.....	6
User Support Analyst.....	6
Sales and Marketing Assistant for Beacon Learning Center	2
Employee Benefits Manager	2
Enterprise Office Manager for Beacon Learning Center.....	1
Web Technician	1
Safety Officer/Trainer	1
 10 Month Employees on Placement Schedule 2	
ITV Technology Manager.....	A6
 Part Time Employees on Placement Schedule 2	
Fine Arts Operations Coordinator.....	22
(Position will always be paid at level zero in regards to experience.)	
Live Events Technical Operations Coordinator.....	22
(Position will always be paid at level zero in regards to experience.)	



WILLIAM V. HUSFELT III
SUPERINTENDENT

1311 Balboa Avenue
Panama City, Florida
32401

(850) 767-4100
Hearing Impaired Access
(800) 955-8770 Voice
(800) 955-8771 TDD

www.bay.k12.fl.us

Board Members:

Jerry Register
District 1

Ginger Littleton
District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

February 17, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent
FROM: Doug Lee, Executive Director for Operational Services

AGENDA ITEM: Prequalification of Contractors

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT: N/A

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:

Fund	Function	Object	Cost Center	Project	Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: _____ Discussion: _____

Signature on file
Superintendent

Board Action



MEMORANDUM

Bill Husfelt, Superintendent

Doug Lee, Executive Director of Operational Support Services

February 18, 2020

TO: Doug Lee, Executive Director of Operational Support Services

FROM: Leon Walters, Director of Facilities

RE: Facilities Agenda Item – February 25, 2020

CONSENT ITEM: Prequalification of Contractors for 2020: One additional packet from a contractor expressing a desire to renew their pre-qualification status to bid work for Bay District Schools has been received. It is recommended that the contractors listed below be pre-qualified for the period extending through December 31, 2020 in the type of work listed and the bonding amount listed for single and aggregate amounts.

<u>CONTRACTOR:</u>	<u>TYPE OF WORK:</u>	<u>SINGLE PROJECT:</u>	<u>AGGREGATE PROJECTS:</u>
Horsley Construction Group Inc.	General Contractor Plumbing	\$1,000,000	\$2,000,000

/sas



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February 25, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Franklin Harrison, Board Attorney

AGENDA ITEM: Land Deed Correction – School Board Donation of former Shaw Complex located at 162 Detroit Avenue April 23, 2013

CONSENT OR **ACTION** (Please circle one)

BUDGET AMOUNT:

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:
Fund Function Object Cost Center Project Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: Discussion:

Signature on file

Superintendent

Board Action

CITY OF SPRINGFIELD

Ralph Hammond, Mayor

408 School Ave
Springfield, Florida 32401
(850) 872-7570 * (850) 872-7663 fax



COMMISSIONERS:

Carl Curti
Phillip Dykes
Jack Kennington
Topeka Humphries

February 07, 2020

Superintendent William Husfelt III
C/O Bay District Schools
1311 Balboa Ave.
Panama City, Fl. 32401

We would like to request Bay District Schools consider parcel #24356-000-000 (159 Transmitter Road) be sold or donated to the City of Springfield.

On April 4, 23, 2013, the School Board sold parcel #24356-000-000 (162 Detroit Ave. Shaw Complex) to the City of Springfield. Hurricane Michael destroyed the complex, and the city is looking at options to develop the parcel into a Park/Playground area and dedicating a monument for the community.

While researching this parcel, we found parcel 24356-000-000 located on the east side of the complex belonged to Bay District Schools. The parcel is only 0.829 acres and provides the east side access point to the complex.

We would like to combine this parcel with the Shaw parcel to provide Transmitter Road parking and an entrance into the new park.

Thank you for your consideration and assistance with this matter

Ralph Hammond
Mayor
City of Springfield



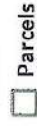
Bay County Property Appraiser - Dan Sowell, CFA
 Main Office | 860 W. 11th St, Panama City, FL 32401 | 850-248-8401
 Beach Office | 301 Richard Jackson Blvd, Panama City Beach, FL 32407 | 850-248-8470



Overview



Legend



Parcel ID	24356-000-000	Owner	BAY COUNTY SCHOOL BOARD	Last 2 Sales
Class Code	PUBLIC SCHOOLS		PROPERTY RECORDS DEPARTMENT	Date Price Reason Qual
Taxing District	20		1130 W.17TH STREET	n/a 0 n/a n/a
Acres	0.829	Physical Address	PANAMA CITY, FL 32405-3794	n/a 0 n/a n/a
		Just Value	159 TRANSMITTER RD	MLS
			Value \$50342	

(Note: Not to be used on legal documents)

Date created: 2/7/2020

Last Data Upload: 2/7/2020 6:04:12 AM



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February 25, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Shirley Baker, Executive Director
Human Resources & Employee Support Services

AGENDA ITEM: Request to Advertise New/Revised Job Descriptions

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT:

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:

Fund Function Object Cost Center Project Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: ✓ Disapproval: Discussion:



Superintendent

Board Action



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: PARENT LIAISON (PHDS)

QUALIFICATIONS:

1. Standard High School diploma, G.E.D. or equivalent

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Contacts other parents via telephone or home visits.
2. Prepares notices, tabulates surveys and monitors feedback.
3. Assists with workshops and meetings.
4. Helps staff with volunteer coordination.
5. Provides additional remedial and enrichment activities for students.
6. Assists with incentive programs (Math, Super Stars, etc.)
7. Develops and maintains school based parent centers.
8. Assists with materials inventory.
9. Operates school based machines.
10. Recruits as needed for Pre-K students.
11. Constructs ~~and~~ make-and-take instructional games for home study.
12. Coordinates the Take-Home Computer program at site.
13. Arranges transportation for parents to come to school for meetings/conferences.
14. Develops cooperative relationship between parent, school, and community.
15. Performs related work as requested for the efficient functions of the school site.
16. Performs other related duties as assigned by a supervisor or designee.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Ten (10) or twelve (12) months. Pay grade as established by the School Board in current Salary Schedule 3.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Reviewed by Dept. of Human Resources

Revision Approved: _____
Adopted by Bay District School Board: July 14, 1994

Bay District Schools is an Equal Opportunity Employer



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February 17, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Doug Lee, Executive Director for Operational Services

AGENDA ITEM: Request Approval of Architectural Fees (JRA) for Bozeman School and Deer Point Elementary Shelter Retrofit Project

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT: N/A

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE (Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:
Fund Function Object Cost Center Project Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: Discussion:

Signature on file
Superintendent

Board Action



MEMORANDUM

Bill Husfelt, Superintendent
Lee Walters, Director of Facilities

February 18, 2020

TO: Doug Lee, Executive Director of Operational Support Services

FROM: Leon Walters, Director of Facilities

RE: Facilities Agenda Item – February 25, 2020

ACTION ITEM: Architectural Fee Proposal for Shelter Retrofit Projects at Deane Bozeman School and Deer Point Elementary: School Board approval is requested of the fee proposal of \$64,046.00 submitted by JRA Architects for the architectural services for the shelter retrofit projects at Deane Bozeman School and Deer Point Elementary School. The expenses for this project will be reimbursed by a Department of Energy Management Grant that was approved by the School Board in July, 2019. A copy of the proposal from David Vincent, President of JRA Architects is included for your review.

/sas



JRA Architects, Inc.

January 27, 2020

Mr. Leon Walters
Director of Facilities
Bay School District
1311 Balboa Avenue
Panama City, FL 32401-2080

**RE: FEE PROPOSAL FOR SHELTER RETROFIT AT BOZEMAN AND DEER
POINT JRA # 19787 C/AC**

Mr. Walters,

Per our conversation, JRA is submitting our fee proposal for the above referenced project. We appreciate the opportunity and look forward to working with you and the entire School District.

Project Scope and Budget:

It is our understanding that the project entails professional services for the design, bidding (by a CM at Risk) and construction administration for the Shelter Retrofit project at Dean Bozeman School and Deer Point Elementary School. Our understanding is as follows:

Deer Point Construction Budget	\$ 409,500
<u>Bozeman Construction Budget</u>	<u>\$ 244,965</u>
Total Construction cost	\$ 654,465

Our Cost for the Design Work:

DMS fee curve- Group "A" Less Than Average Difficulty	
\$654,465 x 9.79%=	\$ 64,046

If you agree with our proposal, please provide written authorization in the amount of \$64,046. If you have any questions or concerns, please call our office at your earliest convenience.

Sincerely,

JRA Architects, Inc.

David Vincent, AIA
President

Cc: File
Jim Roberson

OK
✓
2-3-20





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February 20, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Doug Lee, Executive Director for Operational Services

AGENDA ITEM: Change Order for the Merritt Brown Secured Entry Project to the current GAC contract

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT: N/A

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please circle one)

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:
Fund Function Object Cost Center Project Program

SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: Discussion:

Signature on file

Superintendent

Board Action



MEMORANDUM

Bill Husfelt, Superintendent
Doug Lee, Executive Director of Operational Support Services

February 20, 2020

TO: Doug Lee, Executive Director of Operational Support Services

FROM:  Lee Walters, Director of Facilities

RE: Facilities Agenda Item – February 25, 2020

ACTION AGENDA ITEM: Change Order for the Merritt Brown Secured Entry Project to the current GAC contract

GAC Contractors has requested a change order to the current Secured Entry Project contract. The request is to add Merritt Brown Middle to the Secured Entry Project. The total cost for the change order is \$76,718.47. This includes a 6% contractors fee and a 5% contingency fee. A summary of the costs are included.

/crp

Merritt Brown Security Upgrades GMP



<u>Description</u>	<u>Cost Estimate</u>	<u>10%</u>	<u>Total</u>
Total General Conditions	↓		\$6,812.93
Total Demolition	↓		\$3,640.00
Total Concrete	↓		\$0.00
Total Masonry	↓		\$0.00
Total Metals	↓		\$0.00
Total Woods And Plastics	↓		\$3,220.00
Total Doors And Windows	↓		\$16,563.28
Total Finishes	↓		\$6,691.06
Total Specialties	↓		\$0.00
Total Mechanical	↓		\$1,865.00
Total Electrical	↓		\$29,337.00
Total Estimated Hard Costs			\$68,129.27
	6.00%	Fixed Contractor's Fee	\$4,603.11
	0.85%	Insurance & Taxes	\$579.10
	5.0%	Budget Contingency	\$3,407.00
		Total Budget	\$76,718.47