

The News Herald

501 W. 11th Street
P.O. Box 1940, Panama City, FL 32401
Published Daily
Panama City, Bay County, Florida

State of Florida County of Bay

Before the undersigned authority personally appeared Karen Glenn, who on oath says that she is a Legal Advertising Representative of The News Herald, a newspaper published at Panama City in Bay County, Florida; that the attached copy of advertisement, being a Legal Advertisement #26219 in the matter of **NOTICE OF INTENDED ACTION - March 24 meeting** in the Bay County Court, was published in said newspaper in the issue of **February 4, 2020**.

Affiant further says that the said The News Herald is a newspaper published at Panama City, in said Bay County, Florida, is a *direct successor of the Panama City News* and that the said newspaper, *together with its direct predecessor*, has heretofore been continuously published in said Bay County, Florida, each day (except that the predecessor, *Panama City News*, was not published on Sundays) and has been entered as periodicals matter at the post office in Panama City, in said Bay County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that (s)he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

Karen Glenn

State of Florida

County of Bay

Sworn to and subscribed before me this **4th** day of **February**, A.D., **2020**.

By Karen Glenn, Legal Advertising Representative of The News Herald,

who is personally known to me or has produced N/A as identification.

Melissa Elaine Clemmons
Notary Public, State of Florida at Large



26219 NOTICE OF INTENDED ACTION Bay District School Board

The School Board of Bay County, Florida hereby gives notice of intent to revise School Board Rules. These rules, upon adoption, will replace and supersede existing pertinent rules and regulations.

PURPOSE AND EFFECT: To amend Bay District School Board rules.

RULEMAKING AUTHORITY: Florida Statutes 1001.41

JOB DESCRIPTIONS: New and/or Revisions to the following Bay District Schools Job Descriptions: Career and Technical Education Coordinator
Employment Specialist - ESE

POLICY: 7.2095 - Temporary Dress Code

SYNOPSIS OF CHANGE: Revised to bring policy in compliance with state statutes and district policies and procedures.

ESTIMATE OF ECONOMIC IMPACT: Unknown

A PUBLIC HEARING WILL BE HELD AT: 1311 Balboa Avenue, Panama City, Florida 32401

TIME: 1:45 P.M.

DATE: March 24, 2020

PLACE: Bay District School Board Meeting Room


NAME OF PERSON APPROVING PROPOSAL: William V. Husfelt, Superintendent
Pub: February 4, 2020

BAY COUNTY BULLET
PUBLISHED WEEKLY
PANAMA CITY, BAY COUNTY, FLORIDA


STATE OF FLORIDA
COUNTY OF BAY

Before the undersigned authority personally appeared Linda Lucas, who on oath says that she is editor of the Bay County Bullet, a weekly newspaper published at Panama City in Bay County, Florida; that the attached copy of advertisement **200025**, being a **Notice of Intended Action** in the matter of **Job Descriptions: Chief of Security, Dir. Of Student Wellness and Etc.** was published in said newspaper in the issues of January 24, 2020.

Affiant further says that the said Bay County Bullet is a newspaper published at Panama City, in said Bay County, Florida, and that the said newspaper has heretofore been continuously published in said Bay County, Florida, each week and has been entered as periodicals matter at the post office in Panama City, in said Bay County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.


(Linda Lucas)

Sworn to and subscribed before me this **24** day of **January, 2020**, by Linda Lucas, who is personally known to me or who has produced a Florida Driver's License as identification.


(Signature of Notary Public)

(Print, Type, or Stamp Commissioned Name of Notary Public)



(Notary Public)

200025
NOTICE OF INTENDED ACTION

Bay District School Board

The School Board of Bay County, Florida hereby gives notice of intent to revise School Board Rules. These rules, upon adoption, will replace and supersede existing pertinent rules and regulations.

PURPOSE AND EFFECT: To amend Bay District School Board rules.

RULEMAKING AUTHORITY: Florida Statutes 1001.41

JOB DESCRIPTIONS: New and/or Revisions to the following Bay District Schools Job Descriptions: Chief of Security Management/ Network Operations Director of Student Wellness Programs Building Automation Systems/Energy Conservation Systems Manager

POLICY: 8.510 Sanitation
POLICY: 8.901 Home Education Programs

SYNOPSIS OF CHANGE: Revised to bring policy in compliance with state statutes and district policies and procedures.

ESTIMATE OF ECONOMIC IMPACT: Unknown

A PUBLIC HEARING WILL BE HELD AT: 1311 Balboa Avenue, Panama City, Florida 32401

TIME: 1:45 P.M.
DATE: February 25, 2020
PLACE: Bay District School Board Meeting Room
NAME OF PERSON APPROVING PROPOSAL: William V. Husfelt, Superintendent

Publication: January 24, 2020

SANITATION

6.510

The principal shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. The principal or his/her designee shall make a formal inspection of all buildings under his supervision at least once every two (2) months, including all restrooms, storage areas, garbage disposal areas, and student occupied areas. Those findings and the action taken to correct any unsatisfactory condition shall be on file in the principal's office.

~~Custodial Handbook. The Superintendent shall develop and disseminate a Custodial Handbook which shall include, but not be limited to:~~

- ~~1. Duties of custodians in the area of housekeeping and safety to life;~~
- ~~2. Property and procedures; and~~
- ~~3. Responsibilities in the overall school program.~~

Authority: § 1001.41, Fla. Stat.

Law Implemented: §§ 1001.42, 1013.12, Fla. Stat.

History: New, June 12, 1989

8.901 HOME EDUCATION PROGRAMS

Definition. A “home education program” means the sequentially progressive instruction of a student directed by his/her parent in order to satisfy attendance requirements established by Florida law.

Establishing, ~~and~~ Maintaining, and Terminating a Home Education Program. Bay District Schools will accept students from a home education program, provided such program meets the criteria identified in State law. If the parent or guardian fails to meet all requirements for establishing and maintaining a home education program, the student will be considered truant and appropriate procedures will be taken as provided by § 1003.26, Fla. Stat. Requirements to establish and maintain a home education program include:

- a. Notice of Intent. The parent or guardian shall in writing notify the Superintendent of his/her intent to establish and maintain a home education program within 30 days of the establishment of such program or within 30 days of withdrawing the student from a district school. The notice shall be signed by the parent or guardian and shall include the names, addresses, and birth dates of all children to be enrolled as students in the home education program.
- b. Records Portfolio. The parent or guardian shall maintain and preserve for a period of two years a portfolio of records and materials consisting of:
 - i. A log of educational activities which is made contemporaneously with the instruction and designated by title and author any reading materials used (including textbooks and supplementary materials); and
 - ii. Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student; and
 - iii. The parent or guardian shall make available the student’s portfolio for a minimum of the previous two years of home education available to the Superintendent or his/her designee within 15 days of the Superintendent’s request for such materials.
 - iv. The parent or guardian may access Florida Virtual School: Home-school option, independent of Bay District Schools, for access to non-diploma seeking coursework.
- c. Termination. “The parent shall file a written notice of termination upon completion of the home education program with the district school superintendent, along with the annual evaluation required in paragraph (f), within 30 days of termination.” § 1002.41, Fla. Stat.

Students Exhibiting a Pattern of Nonattendance. If a parent or guardian enrolls their student in a home education program due to a pattern of nonattendance as defined in School Board Policy 7.105, the parent or guardian shall meet the requirements of paragraphs 1 and 2, above. The Superintendent shall provide the parent or guardian with a copy of § 1002.41, Fla. Stat. and these rules and shall refer the parent or guardian to a home education review committee organized in accordance with § 1003.26, who shall review the student’s portfolio every 30 days during the regular school term, until such time the committee is satisfied that the home education program is in compliance with this policy. The first review shall occur within 30 calendar days of establishment of the home education program. Adequate progress in 4 core classes in the virtual school curriculum is defined by FLVS and may be used for compliance for attendance/driver’s license requirements (portfolio review). Failure to provide a portfolio to the committee shall result in termination of the home education program and shall require enrollment of the student in a district school within three (3) days. Continued non-enrollment shall result in truancy proceedings as outlined in School Board Policy 7.105. If the home education program is terminated under the provisions of this paragraph, parents or guardians shall not be eligible to enroll their student in home education program for a period of 180 school days.

Evaluation of Student Progress. The parent or guardian shall submit to the Superintendent or his/her designee an annual educational evaluation which documents the student's demonstration of educational progress at a level commensurate with his/her ability. The method of evaluation shall be selected by the parent or guardian from one of the following options:

1. Review of the student's portfolio and discussion with the student by a certified teacher selected by the parent or guardian;
2. Review of the student's virtual school transcript; Adequate progress in the virtual school curriculum is defined by FLVS and will be used for annual evaluation purposes to determine that a student is working "at a level commensurate with his/her ability".
3. Any nationally normed student achievement test administered by a certified teacher;
4. FL state assessment administered by a certified teacher at a location and under testing conditions approved by the district;
5. Evaluation by a validly licensed psychologist; or
6. Evaluation with any other valid measurement tool agreed upon by both the Superintendent and the parent or guardian.

Failure of the parent or guardian to provide the yearly evaluation will indicate non-compliance with this policy and, upon written notification from the district, the parent or guardian will be required to choose another education option. The Superintendent or his/her designee shall review and accept the results of the annual educational evaluation. If the evaluation does not demonstrate educational progress at a level commensurate with the student's ability, the Superintendent shall notify in writing the parent or guardian. The parent or guardian shall have one (1) year from the date of receipt to such letter to provide remedial education, after which time the student shall be re-evaluated as established above. At the conclusion of the one (1) year period, continuation of the home education program shall be contingent upon student demonstration of educational progress commensurate with his/her ability.

Entering a Public School from a Home Education Program. Students will be accepted from a properly established and maintained home education program upon the parent or guardian's written notice of termination of the program, which shall be filed in the Superintendent's office within 30 days of termination. The parent or guardian shall make available the student's portfolio for the previous two years of home education available to the Superintendent or his/her designee within 15 days of the Superintendent's request for such materials. In addition to the items listed above, the student's portfolio shall include work samples commensurate with enrolling grade level expectation or course description for which the student is seeking credit. Elementary writing samples should include appropriate grade level vocabulary, decoding skills and comprehension through samples of expository and narrative writings. Middle and high school writing samples should include well developed essays which include examples of expository, narrative, and persuasive writing. At least one-half of the writing samples in grades K-12 should be in the student's own handwriting, unless the student has a documented disability that would prevent the student from handwriting. Failure to comply with the above requirements will result in a temporary student placement or award of no credit until further assessment can be accomplished.

Grade Placement and Award of Credit. Grades from home education will not be used in the computation of grade point average. Please note that this portfolio of student work samples for grade placement and award of credit is more comprehensive than that required for annual review purposes. The grade placement guidelines for students entering public schools from home education are as follows:

1. Portfolios submitted for K-5 students and those desiring to enter the sixth grade shall be evaluated by the elementary school for which the student is zoned. Portfolios submitted for students in grades 7-9 shall be evaluated by the middle school for which the student is zoned. All other portfolios are evaluated by the student's zoned school. Portfolios are evaluated by the home zoned school unless the student is re-entering public school into a charter school. If the student has already been granted a lottery slot, the receiving charter school will be responsible for evaluating the incoming student's portfolio.
2. Upon review of the materials provided by the parent, the principal will place the student in the grade deemed most appropriate. The decision for placement shall be based on student

achievement as evidenced by the student's portfolio and student age. Principals/designees may administer end of the year assessments/achievement tests if insufficient portfolio evidence exists. A 60% score demonstrates mastery.

3. In addition to the above, middle and high school principals may administer the semester exam for the courses to determine successful academic performance/ achievement. A score of 60 or better must be earned for award of credit. Failure to comply with all requirements will result in award of no credit.
4. Enrolling 9th grade student's portfolios must reflect the successful completion of the class work required for promotion from middle school to high school.
5. Sufficient evidence of course level work must be provided for the school to award middle school units or high school credit.

Alternatively, home education students may earn credit through Bay/Florida Virtual School. These credits can be accessed by guidance personnel and used to assist in determining grade placement.

Students attending home education programs during grades 11 and 12 must meet the guidelines for a Bright Futures Scholarship established in § 1009.53-1009.539, Fla. Stat. and Bay District School Board Policy 8.801.

Students attending home education programs may participate in extracurricular student activities in accordance with § 1006.15, Fla. Stat.

Students attending home education programs may participate in dual enrollment programs in accordance with § 1007.27(4) and § 1007.271(10), Fla. Stat.

Authority: § 1001.41, Fla. Stat.

Law Implemented: § 1002.01, §1002.41, Fla. Stat.; Fla. Admin. Code R. 6-1.099

History: New, June 12, 1989

Revised: July 24, 1997; August 12, 1998; August 8, 2001; December 12, 2001; July 24, 2002; June 25, 2003; September 13, 2006; December 9, 2009; December 7, 2010; November 22, 2011; November 12, 2013; January 15, 2015



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

TITLE: CHIEF OF SECURITY MANAGEMENT/NETWORK OPERATIONS

QUALIFICATIONS:

1. A Bachelor's Degree from an accredited college or university with a major in one of the computer sciences, management information systems or electronic engineering **OR** High school diploma and three (3) years in network management with a primary focus on security.

Notes:

- College education from an accredited institution can substitute at the rate of thirty (30) semester or forty-five (45) quarter hours for each year of the required experience, provided such education includes two (2) courses in one (1) of the areas indicated above.
- Vocational/Technical training in one (1) of the areas described above can substitute at the rate of 720 classroom hours for each year of the required experience.
- Completion of a vendor supplied program of study of four or more weeks in the area indicated can substitute for six months of the required experience.

Knowledge Base:

1. Broad experience in computing, application, and network systems, including information technology security.
2. Ability to design and develop assured, secure data systems for medium to large organizations.
3. Ability to select and/or design and deploy security-related initiatives
4. Experience with implementing Security Incident & Event Management (SIEM) solutions and interpreting security events.
5. Knowledge of common information security management frameworks, such as ISO/IEC 27001, and NIST.
6. Excellent written and verbal communication skills and high level of personal integrity.
7. Innovative thinking and leadership with an ability to lead and motivate cross-functional, interdisciplinary teams.
8. Experience with contract and vendor negotiations and management including managed services.
9. Specific experience in software development or other best in class development practices.
10. Experience with Cloud computing/Elastic computing across virtualized environments.
11. Keeps up to date with the latest risks and solutions out in the real world, as well as in other districts.

PHYSICAL REQUIREMENTS: Medium

- *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. Supervises and trains assigned staff, conducts performance appraisals, makes employment and discipline recommendations, and coordinates work assignments in all Network and Infrastructure Systems.
2. Stays in tune with the technical security world, especially what other schools are seeing in trends to help prepare a more secure computing environment in BDS.
3. Develop, implement and monitor a strategic, comprehensive enterprise information security and IT risk management program.
4. Works directly with the business units to facilitate risk assessment and risk management processes.
5. Develops and enhances an information security management framework that includes security incident reporting to insure the prevention, detection, and correction of security breaches.

6. Advises Director of MIS of changes in technical, legal and regulatory arenas affecting information security and computer crime.
7. Develops a comprehensive program for planning, design, implementation, monitoring, and increasing awareness of security measures.
8. Reviews proposed upgrades and new technology acquisition to assess and limit risk.
9. Advises on company initiatives to evaluate new technology resources for program compliance by effectively testing solutions.
10. Assists in research of new information security technologies and proposes ideas for new security service development.
11. Assists in the development of an information systems security incident reporting program to ensure the prevention, detection, and correction of security breaches.
12. Assists in the development, maintenance, and publishing of all corporate-level information security standards, procedures, and guidelines, including compliance monitoring procedures; assists in resolving security policy issues and implementing security procedures.
13. Manages, organizes, and archives security and audit records.
14. Provides computer forensic investigative services, to include media analysis, evidence seizure and recovery, and evidence presentation in support of both internal and external investigations.
15. Performs other duties as assigned by the Director of MIS.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 2.

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

Reviewed by Dept. of Human Resources

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer



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

TITLE: DIRECTOR OF STUDENT WELLNESS PROGRAMS

QUALIFICATIONS:

1. Master's Degree or higher with certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
2. A minimum of three (3) years of school based and/or district level administrative experience in public education or a minimum of five (5) years of leadership experience in public education, preferred.
3. Hold or have eligibility for Florida Professional Educator Certificate.

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. Provides leadership, direction, and supervision for district staff and school-based personnel in the provision of comprehensive school-based wellness programs for Bay District Schools, to include, but not limited to: Mental Health Initiatives, Threat Assessment, Crisis Support and other programs as assigned.
2. Serves as the District contact for assigned programs and initiatives.
3. Oversees the management and implementation of the federal/state program grants, allocations, associated budgets, and program responsibilities.
4. Works with school-based and district-level administrators to determine and establish program priorities based on statute, rule, data analysis and research.
5. Guides and directs activities related to the implementation of statute, rules, policy, research and evidence based best practices.
6. Assists with the development and interpretation of School Board Policy related to the programs, supports and responsibilities.
7. Coordinates the development and implementation of a comprehensive plan that ensures the efficient and effective delivery of school-based and/or community-based resources and services.
8. Serves as the liaison/contact with the Department of Education officials and other state agencies concerned with assigned programs.
9. Participates in the selection, recommendation, and evaluation of assigned personnel.
10. Supervises, assesses, and develops the performance of all staff within assigned programs.
11. Serves as the point of intervention and resolution of issues related to assigned programs and initiatives.
12. Provides leadership, knowledge, and expertise to personnel in other divisions as needed to build support and maintain a positive systemic relationship with an ultimate goal of success for all students.
13. Assists with the preparation of School Board agenda items including associated data, documentation, and recommendations.
14. Performs other incidental tasks consistent with the goal and responsibilities of this position.
15. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve (12) months. Paygrade as established by the School Board in Current Salary Schedule 2.

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

Reviewed by Dept. of Human Resources

Adopted by Bay District School Board



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

TITLE: ~~ENERGY AND CONSERVATION MANAGER~~ BUILDING AUTOMATION SYSTEMS/ENERGY CONSERVATION SYSTEMS MANAGER

QUALIFICATIONS:

1. Bachelor's degree in **Construction Management, Engineering, Business Administration or Computer Science with three (3) years related experience in computer networking management and HVAC/DDC control systems OR high school diploma with seven (7) years' experience in computer networking management and HVAC/DDC control systems** ~~construction, environmental sciences or other related field~~
2. ~~Minimum of three (3) years successful experience in the energy management field~~
3. Certification in one or more of the following **preferred: Certified Energy Manager, Certified Energy Auditor, Certified Commissioning Authority, Certified Building Commissioning Professional, MCSA, A+, COMP TIA, Cloud+** ~~Certified Energy Manager, Certified Energy Auditor, Certified Commissioning Authority, Certified Building Commissioning Professional, MCSA, A+, COMP TIA, Cloud+~~
4. ~~Work experience with DDC control systems and Energy Star Portfolio energy audit systems~~
5. **Knowledge of network design, data cabling, Wireless Access Points (WAPS) design and configuration**
6. Excellent verbal and writing skills
7. **Valid Florida driver's license**

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. ~~Plans, coordinates and monitors a districtwide energy sustainability and resource conservation program.~~
2. ~~Advises, assists and makes recommendations on alternate energy sources, consumption, reduction programs and general energy conservation and sustainability measures.~~
3. ~~Monitors school activities, community activities, and capital projects and makes recommendations regarding the effect of these activities on resource conservation and energy consumption.~~
4. Evaluates existing equipment life expectancy and energy use. Specifies, prioritizes and schedules replacement products and systems to reduce operating costs.
5. Assists with the design and maintenance of the programming for computerized energy management systems (**HVAC/DDS** controls) to **ensure** operating efficiency. Updates programs as necessary. ~~Oversees the daily monitoring of utility use at each facility, as an in-house task, or by administering a consultant contract.~~
6. ~~Prepares utility requirement estimates and budget allocations for all District facilities. Develops procedures for efficient utilization of utility sources.~~
7. ~~Maintains and disseminates all utility consumption records and data.~~
8. ~~Reports regularly to the assigned administrator as to the status of the District's utility consumption and conservation.~~
9. ~~Communicates regularly with principals, administrators, and custodial staff as to the status of their buildings' utility consumption.~~
10. ~~Communicates on a regularly scheduled basis with the School Board as to utility consumption and conservation.~~
11. ~~Conducts regular energy audits of all the District's facilities (Energy Star Portfolio or similar program) to promote operating efficiency, and maintains an appropriate educational environmental in compliance with the District's resource conservation policy.~~
12. ~~Assists in the development of curriculum materials to build awareness of resource conservation. Develops, promotes and manages a district wide material recycling program.~~

- ~~13. Serves as District representative at management level meetings, seminars, and conferences relating to energy use and conservation.~~
- ~~14. Implements weekday, weeknight, weekend, holiday, and summer shutdown and setback protocol.~~
15. Maintains checklist of buildings in the District **(FISH inventory) including locations of water meters, sewer clean outs, gas meter locations, electrical meters and fire alarm panels.**
- ~~16. Monitors the District's utility rate schedule and billings for accuracy.~~
- ~~17. Researches available energy rebate programs and make application where appropriate.~~
- ~~18. Promotes energy sustainability and conservation through feedback to all levels of the District and involves all personnel in the success of the program.~~
- ~~19. Adheres to applicable safety standards.~~
- ~~20. Adheres to and is knowledgeable of School Board policies and departmental procedures.~~
- ~~21. Communicates effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgement.~~
- ~~22. Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action. Keeps supervisor informed of potential problems or unusual events.~~
- ~~23. Prepares all required reports and maintains updated and accurate records.~~
24. **Provides consultation to control specialists, technicians and management.**
25. **Integrates, optimizes and expands heating, ventilation and air conditioning controls, security controls, fire alarms, access controls and lighting control systems.**
26. **Reads and interprets blue prints, flow charts, schematics and ladder diagrams, and control sequences which may also involve various software languages and formats.**
27. **Develops long range (3-5 year) goals, objectives and priorities for a school, department, program or the District.**
28. **Ensures District participation in any relevant rebate programs.**
29. **Assists in the screening and recommendation of outside contractors to perform certain repairs and improvements.**
30. **Assists to develop education and conformity measures for the American Disabilities Act (ADA) for building projects.**
31. **Assists in the preparation of the Florida Inventory of School Houses (FISH).**
32. **Assists in the supervision and inspection of improvement and renovation work completed by outside contractors.**
33. **Adheres to applicable safety standards.**
34. **Adheres to, and is knowledgeable of, School Board policies and department procedures.**
35. **Communicates effectively with the public, staff members, students, parents, administrators and other contacts using tact and good judgement.**
36. **Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action. Keeps supervisor informed of potential problems or unusual events.**
37. **Prepares all required reports and maintains updated and accurate records.**
38. **Oversees specification development and installation of DX locking systems on Facilities projects.**
39. **Gathers and organizes photo documentation of Facilities construction projects.**
40. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Twelve **(12)** months. Paygrade as established by the School Board in Current Salary Schedule **6 2**.
- ~~3. Valid Florida Driver's License.~~

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

Reviewed by Dept. of Human Resources

Revision Approved: _____
Adopted by Bay District School Board: January 14, 2014

Bay District Schools is an Equal Opportunity Employer

Recommended Instructional Materials for CTE 2020

Course	Course ID	Vendor	Product Title
6-8 Computer Science	200000	1 Sterling Children's Books	1. How To Code
Advanced Manufacturing 1 & 2	9200210	1 Pearson	1. Engineering Design and Graphics with Solidworks 2019
Advanced Placement Computer Science A	200320	1 CompuScholar, Inc.	1. Java Programming (AP)
Animal Biotechnology	8106120	Cengage	Modern Livestock and Poultry Production
Biotechnology 2	8106850	Cengage	Introduction to Biotechnology an Agricultural Revolution
Agriscience Foundations 1	8106810	1 CEV Multimedia 2 Cengage	1. iCEV Agricultural Sciences Site 2. Agriscience Fundamentals and Applications
Building Trades and Construction Design Technology 1 / 2 / 3 / 4	8722010-40	1 Pearson 2 CEV Multimedia 3 Goodheart-Willcox Publisher 4 Cengage/HBI 5 Cengage 6 Pearson 7 Cengage	1. Construction Technology 4e 2. iCEV Architecture, Construction, Transportation & Manufacturing Site 3. Modern Carpentry - Online Student Center 4. Facilities Maintenance 5. Electrical Principles 6. Core Curriculum: Introductory Craft Skills 5e 7. Basic Principles for Construction
Building Trades and Construction Design Technology 1 / 2 / 3 / 9	8722010	1 Cengage	1. HVAC
Building Trades and Construction Design Technology 1 / 2 / 3 / 4	8722020	1 Cengage 2 Cengage 3 Cengage	1. Electrical Wiring Residential:Based on the 2017 National Electrical Code 2. House Wiring & Wkbk lab manual 3. Refrigeration and Air Conditioning Technology
Building Trades and Construction Design Technology 1 / 2 / 3 / 7	8722030	1 Cengage	1. Carpentry
Building Trades and Construction Design Technology 1 / 2 / 3 / 8	8722040	1 Cengage	1. Plumbing
Building Trades and Construction Design Technology 1 / 2 / 3 / 4	9200220	1 Cengage	1. Precision Machining Technology
Building Trades and Construction Design Technology 1 / 2 / 3 / 4	9200230	1 Cengage 2 Cengage	1. Construction materials, methods, and Techniques:Building for a sustainable future 2. Engineering Drawing & Design
Business Management & Law	8812120	1 Labyrinth Learning	1. Quickbooks Desktop 2019 Comprehensive

Culinary Arts I / 1 / 2 / 3 / 4	8800500-30 /	1 Pearson 2 Pearson 3 NRA	1. On Cooking: A Textbook of Culinary Fundamentals 6th Edition 2. On Baking: A Textbook of Baking and Pastry Fundamentals 4th Edition 3. Foundations of Restaurant Management & Culinary Arts 1/2 and Servsafe Manager
Digital Information Technology/Level 2	8207310	1 Pearson 2 Goodheart-Wilcox 3 Cengage	1. Introduction to Computers and Information Technology 3rd Edition 2. Television Production & Broadcast Journalism 3. Technology for Success Microsoft Office 365 & Office 2019
EARLY CHILD 1 NEW 2 / 3 / 4	8405110-40	1 eDynamic Learning	1. Early Childhood Education
Exploring Information Technology Careers	9009350	1 Pearson 2 CEV Multimedia	1. Introduction to Computers and Information Technology 3rd Edition 2. iCEV Business, Marketing, Finance, IT & Media Site
Health Science Anatomy and Physiology / Foundations	8417100-10	1 Pearson 2 CEV Multimedia	1. Anatomy, Physiology, & Disease: An Interactive Journey for Health Professionals 2. iCEV Health Science Site
Information and Communications Technology (ICT) - Essentials / 1 / 2	9009100-20	1 Pearson	1. Introduction to Computers and Information Technology 3rd Edition
Information and Communications Technology (ICT) - Essentials / 1 / 2	8207310	1 Goodheart-Willcox Publisher 2 Against the Clock	1. Principles of Digital Information Technology - Online Learning Suite 2. Against the Clock
Intro. to Hospitality & Tourism	8812120	1 AHLEI	1. Hospitality and Tourism Management Program Year 1
Intro. to Hospitality & Tourism	8850110	1 NRA 2 eDynamic Learning 3 Pearson 4 Wiley	1. SERVSAFE MANAGER BOOK 7TH ED, ENGLISH, WITH ONLINE EXAM VOUC 2. Hospitality and Tourism: Traveling the Globe 3. Introduction to Hospitality 8th Edition 4. Introduction to Management in the Hospitality Industry
Nutrition and Wellness/Level 2	8500355	1 Pearson 2 CEV Multimedia	1. Food & Nutrition For You 2nd 2. iCEV Family and Consumer Sciences Site
Parenting Skills	8500300	1 eDynamic Learning 2 CEV Multimedia	1. Parenting Skills 2. iCEV Family and Consumer Sciences Site
SPORT REC ENTERTAINMENT ESSEN 1 / 2 / 3 / 4	8827410 - 40	1 CEV Multimedia	1. iCEV Business, Marketing, Finance, IT & Media Site
Technology for Hospitality & Tourism	8703110	1 AHLEI	1. Hospitality and Tourism Management Program Year 2
UAS Systems: Unmanned Aircraft Systems	9505100	1 USI (Unmanned Safety Institute)	1. Unmanned Aircraft Systems and Safety