

**AGENDA**  
**BAY DISTRICT SCHOOL BOARD MEETING**  
**January 14, 2020**

**EXPULSION HEARING – 10:30 A.M.**

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

**PUBLIC HEARING – 1:45 P.M. – BOARD ROOM**

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

=====

Call to Order – Steve Moss, Chairman  
Invocation – Robbie Martin, Hiland Park Baptist Church  
Pledge of Allegiance – Jerry Register, School Board Member

**I. APPROVAL OF AGENDA**

- II. APPROVAL OF MINUTES – December 10, 2019 School Board Meeting  
December 17, 2019 School Board Special Call Meeting  
December 17, 2019 Bay Educational Facilities Finance Corporation Special Call Meeting**

**III. RECOGNITIONS/RESOLUTIONS/PRESENTATIONS**

**A. Superintendent’s Student of the Month**

- 1. Rutherford High School – Jacob Bryant - 12<sup>th</sup> Grade & Nurika Frue - 7<sup>th</sup> Grade**
- 2. Lucille Moore Elementary School - Breanna Ephriam**
- 3. Tommy Smith Elementary School - Maya Maldonado**
- 4. Waller Elementary School – Abigail Bliss**
- 5. St. Andrews School - Austin Martinez**

**B. Bay County Historical Society**

**C. Breakfast Point Academy – Junior Beta Club**

**D. Five Star School Award**

- 1. H. Beach Elementary School**
- 2. Parker Elementary School**
- 3. Deer Point Elementary School**
- 4. Surfside Middle School**

**IV. ORGANIZATION REPORTS**

- A. Association of Bay County Educators**
- B. Bay Educational Support Personnel Association**
- C. Bay Education Foundation**
- D. Citizens Oversight Committee**

**V. HEARING FROM THE PUBLIC**

**VI. LEARNING COMMUNITY NEWS**

- A. Board Members & Superintendent**
- B. District Staff**

**VII. CONSENT AGENDA**

**A. Superintendent**

**1. Deputy Superintendent**

- a. Request Approval for Additional Unit Allocations - 15

**2. Assistant Superintendent for Teaching and Learning Services**

- a. Approval of 2019-2020 School Improvement Plans and SAC Assurances - 17
- b. 2020-2021 Department of Juvenile Justice School Calendar - 20

**3. Business Support Services**

- ~~a. Request Approval for Amusement Vendor~~
- b. Inventory Report - 22
- ~~c. Interim/ Final Payment~~
- d. Internal Audit Reports - 33
  - 1. H. Beach Elementary School - 34
  - 2. Merritt Brown Middle School - 43
  - 3. St. Andrews School - 52
  - 4. Deer Point Elementary School - 60
  - 5. West Bay Elementary School - 69
  - 6. Rosenwald High School - 77
  - 7. New Horizons Learning Center - 85
- e. Financial Information - 93

**4. Human Resources & Employee Support Services**

- a. Request to Approve Personnel Recommendations/Out of Field Teachers - 132
- b. Request Revision to the 19-20 Salary Schedule - 141
- c. Request Revision to the 19-20 Organizational Chart - 153
- d. Request Revision to the 19-20 District Approved List - 161

**5. Operational Support Services**

- a. Mercy Chefs MOU - 167
- b. Prequalification of Contractors/Renewal - 170

**VIII. ACTION ITEMS**

**A. School Board Members and Attorney**

**1. School Board Attorney Franklin Harrison**

- a. Interlocal Agreement – Parking at New Beach School - 172
- b. Update – Hale vs BCSB - 180
- c. Update – Beanblossom vs BCSB - 190

**B. Superintendent**

**1. Human Resources & Employee Support Services**

- a. Request to Advertise New/Revised Job Descriptions - 195
  - 1. Chief of Security Management/Network Operations - 196
  - 2. **Director of Student Wellness Programs - 198**
  - 3. **Building Automation Systems/Energy Conservation Systems Manager - 199**

**2. Update on Re-Start Grant**

**C. Operational Support Services**

- 1. Approval of Architectural Fees from DAG for Haney Technical Center - 201
- 2. Approval of Architectural Fees from DAG for Tyndall Elementary – 203
- 3. Bid Approval Clearing and Earthwork New Beach School - 205

**IX. PUBLIC HEARING – 1:45 P.M.**

**A. Bay District School Board Policy**

- 1. 5.103 General Requirements for Employment
- 2. 6.510 Sanitation
- 3. 8.101 Student Progression Plan
- 4. 8.103 Organization for Instruction
- 5. 8.104 Program of Instruction
- 6. 8.106 Adult Education
- 7. 8.201 Grading System
- 8. 8.202 Grade Point Average Grades 9-12
- 9. 8.203 Statewide Assessment Program
- 10. 8.204 Administration of General Education Development (GED) Test
- 11. 8.301 Remediation
- 12. 8.401 Promotion of Students
- 13. 8.402 Retention of Students K-8
- 14. 8.403 Course Requirements
- 15. 8.404 High School Credit
- 16. 8.405 Graduation Requirements
- 17. 8.501 Adoption of Instruction Materials (Definition)
- 18. 8.502 Evaluation of Instructional Materials
- 19. 8.503 Review of Classroom Instruction Materials
- 20. 8.505 Controversial Issues

21. 8.506 Selection of Library Media
22. 8.601 School Advisory Councils
23. 8.602 School Improvement Plans
24. 8.701 Charter Schools
25. 8.1001 Professional Development

**B. Bay District Job Descriptions**

1. Assistant Stadium Manager
2. Safety Assessment and Intervention Coordinator
3. Custodian
4. Employee Benefits Manager
5. Equipment Operator
6. Head Custodian
7. Maid
8. Safety & Security Telecommunicator and Video Specialist
9. Assistant to the Coordinator
10. Student Supportive Care Manager

**C. Approval of the 2020-2021 Geographical Zones**

1. **Tyndall Elementary, Everitt Middle and Rutherford High Schools**

**X. INFORMATIONAL ITEMS (No action required)**

**A. Charter School Financial Statements**

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

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

**MINUTES**  
**BAY DISTRICT SCHOOL BOARD MEETING**  
**December 10, 2019**

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

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

=====

Call to Order – Steve Moss, Chairman  
Invocation – Dr. Steve Taylor, Emerald Coast Fellowship  
Pledge of Allegiance – Ryan Neves, School Board Member

**SCHOOL BOARD MEETING**

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

The meeting was called to order at 1:01 pm. By Chairman Moss, Dr. Steve Taylor of Emerald Coast Fellowship led the Invocation. The Pledge of Alliance was led by Ryan Neves.

**I. APPROVAL OF AGENDA**

Superintendent Husfelt requested the following revisions to the agenda:

Added emergency item from Board Attorney Franklin Harrison: SCHOOL BOARD OF ALACHUA COUNTY FLORIDA vs. CORCORA AS SPEAKER OF FLORIDA HOUSE OF REPRESENTATIVES

**Delete**        **VIII. A. 1. x**    Request to Advertise School Board Policy 8.904  
Virtual Instruction Policy

Motion by Register, seconded by Chapman, to approve. Motion unanimously approved.

**II. APPROVAL OF MINUTES – November 12, 2019 School Board Organizational Meeting**

The minutes were unanimously approved.

**III. RECOGNITIONS/RESOLUTIONS/PRESENTATIONS**

- A. Superintendent’s Spirit of the Community Awards** – Sharon Michalik recognized Olivia Walker and Jacob Pickle from Mosley High School.
- B. Fall Sport Academic Excellence Awards** – Kirk Harrell recognized Rutherford’s Boys Cross Country team, Mosley’s Girls Cross Country team, Bay’s Boys Golf team, Mosley’s Girls Golf team, Bay’s Football team, Bay’s Boys Swim team, Mosley’s Girls Swim team and Arnold’s Volleyball team.
- C. Band Academic Awards** – Kirk Harrell recognized Bay’s Band.

- D. **Bay Education Foundation Presentation** – Janet Kessler presented a \$2500.00 check to Salvage Santa.
- E. **Superintendent’s Student of the Month**
  - 1. **Rosenwald High School** – Principal Chandra Tyson recognized Jamiya Forward
  - 2. **C.C. Washington Middle School** – Principal Chandra Tyson recognized Ava Cortright-Shedd.
  - 3. **H. Beach Elementary School** – Principal Glenda Nouskhajian recognized Kenna Vandel
  - 4. **Parker Elementary School** – Principal Chris Coan recognized McKenzie Henning

The meeting adjourned at 1:38 PM and resumed at 1:45 PM.

#### IV. ORGANIZATION REPORTS

- A. **Association of Bay County Educators**  
Alexis Underwood extended an invitation to everyone to travel to Tallahassee to speak with legislators about the importance of education.
- B. **Bay Educational Support Personnel Association** – There was no update.
- C. **Bay Education Foundation**  
Janet Kessler shared grant updates and new license plate that benefits Bay Educational Foundation and its goals.
- D. **Citizens Oversight Committee** – There was no update.
- E. **Kesia Milner spoke on the importance of the 2020 Census.**

#### V. HEARING FROM THE PUBLIC

No members of the public chose to speak.

#### VI. LEARNING COMMUNITY NEWS

- A. **Board Members & Superintendent**  
Register gave a calendar reminder about Senior Recognition and Graduations coming in April, May and June. Moss gave a reminder that Friday, December 20, is a half day for students which will start the Christmas holidays, students will return to class on Tuesday, January 7. Superintendent Husfelt gave a shout out to the Teacher and Support Person of the Year and complimented Sharon Michalik and Marianne Walker and all who participated. Husfelt reminded that the Millville Children’s Christmas parade will be held on Friday, December 13. Moss acknowledged that December 14 would be the 9<sup>th</sup> anniversary of the school board shooting.
- B. **District Staff**  
No one spoke.

#### VII. CONSENT AGENDA

**A. Superintendent**

**1. 2019-2020 Differentiated Pay for School Administrators – Page 1**

**~~4.~~ 2. Deputy Superintendent**

a. Request Approval for Additional Unit Allocations – Page 4

**2. 3. Assistant Superintendent for Teaching and Learning Services**

a. Contracts/ MOUs/ Agreements 2019

1. Amendment Two between Gaetz Aerospace Institute, Embry-Riddle Aeronautical University and School Board 2019-2020 – Page 7

2. Big Bend Community Based Care Service Agreement – Page 11

**b. Purchase of Advance Placement (AP), Advanced International Certificate of Education (AICE) and International Baccalaureate (IB) Exams for 2019-2020 – Page 27**

**c. Haney Calendar for 2020-2021 – Page 29**

**~~3.~~ 4. Business Support Services**

a. Budget Calendar – Page 31

b. Financial Information – Page 33

c. Interim/ Final Payment – Page 34

d. Internal Audit Reports

1. Cedar Grove Elementary School – Page 36

2. Lucille Moore Elementary School – Page 44

e. Inventory Report – Page 53

f. Purchasing and Contracting – Page 58

**~~4.~~ 5. Human Resources & Employee Support Services**

a. Request to Approve Personnel Recommendations/ Out of Field Teachers – Page 110

**~~5.~~ 6. Operational Support Services**

a. ~~Freezer and Cooler Replacement – Jinks Middle School, Merritt Brown Middle School, and Bay High School~~

~~b.~~ a. Oakland Terrace Reroof Bid Results – Page 118

~~c.~~ b. Prequalification of Contractors/Renewal – Page 122

- ~~d.~~ Tyndall Elementary Bid Results for Asbestos Abatement
- ~~e.~~ c. Tyndall Elementary Reroof Project Bid Results – Page 125
- ~~f.~~ d. 2019-2020 Bay Haven Charter Academy, Inc. FEFP & Extra-Curricular Transportation Agreements – Page 129
- ~~g.~~ e. Panama City Beach Parks Agreement – Page 133
- f. **Capital Projects Update** – Page 145

Register asked if CRA Architects is the same as Clemons, Rutherford and Associates are the same, Lee Walters confirmed that they are the same. Register made a motion to accept the Consent Agenda, Neves seconded, motion passed unanimously.

## VIII. ACTION ITEMS

- A. School Board Members and Attorney  
Emergency item added by Mr. Harrison.  
Attorney Harrison asked to dismiss with prejudice the pending class action lawsuit with Alachua County.** Mrs. Littleton made the motion to dismiss and Mr. Register seconded, motion passed unanimously.
  - 1. Request to Advertise School Board Policy
    - a. 6.510 – Sanitation – Page 149  
Littleton made the motion to advertise the proposed changes, Register seconded, motion passed unanimously.
    - b. 8.101 Student Progression Plan** – Page 150  
Littleton made the motion to advertise the proposed changes, Chapman seconded, motion passed unanimously.
    - c. 8.103 Organization for Instruction** – Page 152  
Littleton made the motion to advertise the proposed changes, Neves seconded, motion passed unanimously.
    - d. 8.104 Program of Instruction** – Page 153  
Neves made the motion to advertise the proposed changes, Littleton seconded, motion passed unanimously.
    - e. 8.106 Adult Education** – Page 160  
Littleton made the motion to advertise the proposed changes, Neves seconded, motion passed unanimously.



**f. 8.201 Grading System – Page 163**

Chapman made the motion to advertise the proposed changes, Register seconded, motion passed unanimously.

**g. 8.202 Grade Point Average Grades 9-12 – Page 167**

Littleton made the motion to advertise the proposed changes, Chapman seconded, motion passed unanimously.

**h. 8.203 Statewide Assessment Program – Page 169**

Littleton made the motion to advertise the proposed changes, Chapman seconded, motion passed unanimously.

**i. 8.204 Administration of General Education Development (GED) Test – Page 170**

Chapman made the motion to advertise the proposed changes, Littleton seconded, motion passed unanimously.

**j. 8.301 Remediation – Page 173**

Littleton made the motion to advertise the proposed changes, Register seconded, motion passed unanimously.

**k. 8.401 Promotion of Students – Page 179**

Chapman made the motion to advertise the proposed changes, Littleton seconded, motion passed unanimously.

**l. 8.402 Retention of Students K-8 – Page 183**

Chapman made the motion to advertise the proposed changes, Littleton seconded, motion passed unanimously.

**m. 8.403 Course Requirements – Page 188**

Littleton made the motion to advertise the proposed changes, Chapman seconded, motion passed unanimously.

**n. 8.404 High School Credit – Page 192**

Littleton made the motion to advertise the proposed changes, Register seconded, motion passed unanimously.

**o. 8.405 Graduation Requirements – Page 194**

Littleton made the motion to advertise the proposed changes, Chapman seconded, motion passed unanimously.

**p. 8.501 Adoption of Instruction Materials (Definition) –  
Page 197**

Littleton made the motion to advertise the proposed changes, Register seconded, motion passed unanimously.

**g. 8.502 Evaluation of Instructional Materials** – Page 201  
Littleton made the motion to advertise the proposed changes,  
Register seconded, motion passed unanimously.

**r. 8.503 Review of Classroom Instruction Materials** –  
Page 210

Chapman made the motion to advertise the proposed changes,  
Littleton seconded, motion passed unanimously.

**s. 8.505 Controversial Issues** – Page 213

Chapman made the motion to advertise the proposed changes,  
Register seconded, motion passed unanimously.

**t. 8.506 Selection of Library Media** – Page 214

Chapman made the motion to advertise the proposed changes,  
Littleton seconded, motion passed unanimously.

**u. 8.601 School Advisory Councils** – Page 217

Littleton made the motion to advertise the proposed changes,  
Register seconded, motion passed unanimously.

**v. 8.602 School Improvement Plans** – Page 219

Chapman made the motion to advertise the proposed changes, Neves  
seconded, motion passed unanimously.

**w. 8.701 Charter Schools** – Page 221

Littleton made the motion to advertise the proposed changes with  
consistency of numbers/words, Chapman seconded, motion passed  
unanimously.

~~**x. 8.904 Virtual Instruction Program** – Page 236~~

~~This item was removed by the Superintendent.~~

**y. 8.1001 Professional Development** – Page 238

Chapman made the motion to advertise the proposed changes,  
Littleton seconded, motion passed unanimously.

## **B. Superintendent**

1. Request for Appointment to Represent Bay County Public Sector  
on the Tri-County Community Council, Inc. Board of Directors 2020  
Term – Page 240

Mrs. Chapman agreed to serve on the Tri-County Community Council,  
Inc. Register made the motion to appoint Mrs. Chapman to the  
council, Neves seconded, motion passed unanimously.

2. Request to Approve Bay County Chamber of Commerce's Appointment to the Citizen's Oversight Committee – Will Cramer – Page 241  
Register made the motion to appoint Will Cramer, Neves seconded, motion passed unanimously.
  
3. Request Approval of the Resolution for District Hazard Mitigation Projects – Page 243  
Register made the motion to approve, Neves seconded, motion passed unanimously.
  
4. **Request Approval of Hagerty Contract Extension** – Page 247  
Chapman made the motion to approve, Register seconded, motion passed unanimously.
  
4. **5. Business Support Services**
  - a. Resolution to Proceed with Financing for New Beach School \$40 Million – Page 250  
Littleton made the motion to approve, Chapman seconded, motion passed unanimously.
  
  - b. Stop Loss Insurance Recommendations 2020 Year – Page 256  
Register made the motion to approve, Neves seconded, motion passed unanimously.
  
5. **6. Human Resources & Employee Support Services**
  - a. Request to Advertise New/Revised Job Descriptions
    1. Assistant to the Coordinator – Page 260  
Littleton made the motion to advertise the proposed changes, Chapman seconded, motion passed unanimously.
  
    2. Student Supportive Care Manager – Page 261  
Littleton made the motion to advertise the proposed changes, Register seconded, motion passed unanimously.

**IX. INFORMATIONAL ITEMS (No action required)**

**A. Charter School Financial Statements**

1. Bay Haven Charter Academy, Inc. – Page 262
2. Central High School – Page 355
3. Chautauqua Learn and<sub>1</sub> Serve Charter School – Page
4. Palm Bay Elementary – Page 359

5. Palm Bay Preparatory Academy – Page 360
6. Rising Leaders Academy, Inc. – Page 362
7. University Academy, Inc. – Page 363

**B. Charter Schools Audit Information 2019 – Bay Haven Charter Academy, Inc. – Page 366**

1. Bay Haven Charter Academy Elementary School
2. Bay Haven Charter Academy Middle School
3. North Bay Haven Charter Elementary School
4. North Bay Haven Charter Middle School
5. North Bay Haven Charter High School
6. Bay Haven Charter Academy, Inc.

**X. ~~EXECUTIVE SESSION – COLLECTIVE BARGAINING~~ - Canceled**  
(Immediately following School Board Meeting)

**MINUTES**  
**BAY DISTRICT SCHOOL BOARD**  
**SPECIAL CALL MEETING**

**December 17, 2019**

**1:00 P.M. – BOARD ROOM**

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Revision #1

Present: School Board Chairman Steve Moss; School Board Vice Chair Pamm Chapman; School Board Members: Ginger Littleton, and Jerry Register; Superintendent Bill Husfelt and Attorney Franklin Harrison. Ryan Neves was absent.

Chairman Moss called the meeting to order at 1:01 PM. Ryan Neves was not in attendance. Superintendent Husfelt gave the invocation. Ginger Littleton lead the Pledge of Allegiance.

**I. APPROVAL OF AGENDA**

Register made the motion to approve, Littleton seconded, motion passed unanimously.

**II. Resolution authorizing necessary action for the School Board to issue the Series 2019 Certificates of Participation to finance Jinks Middle School Gymnasium, Bay High School Classroom Wing, and renovations to certain other educational facilities.**

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

**III. Hearing from the Public.**

No one from the public requested to speak.

## MINUTES

### Bay Education Facilities Finance Corporation Board Meeting December 17, 2019

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Chairman Moss called the meeting to order at 1:15 PM.  
Ryan Neves was not in attendance.

#### **I. APPROVAL OF AGENDA**

Littleton made the motion to approve, Register seconded, motion approved unanimously.

#### **II. Nominate and Vote on Officers: President, Vice President, and Secretary/Treasurer**

Littleton made the motion to nominate Moss as President, Chapman as Vice President and Husfelt as Secretary/Treasurer, Register seconded, motion passed unanimously.

#### **III. Resolution authorizing necessary action for the School Board to issue the Series 2019 Certificates of Participation to finance Jinks Middle School Gymnasium, Bay High School Classroom Wing, and renovations to certain other educational facilities.**

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



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

December 18, 2019

MEMORANDUM

TO: William V. Husfelt, Superintendent

FROM: Sandra D. Davis, Deputy Superintendent

AGENDA ITEM: Request Approval for Additional Unit

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



# M E M O R A N D U M

William V. Husfelt III, Superintendent

To: Sandra Davis, Deputy Superintendent  
From: Denise Kelley, Assistant Superintendent, Teaching & Learning  
Date: January 14, 2020  
Re: Additional Personnel Units for 2019-2020

SCHOOL	PERSONNEL	BUDGET
Rosenwald High School	1 School Psychologist	Grants#6968





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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

January 14, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Denise Kelley, Assistant Superintendent  
Division of Teaching & Learning Services

AGENDA ITEM: Approval of 2019-2020 School Improvement Plans  
And SAC Assurances

**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:   X   Disapproval:            Discussion:           

Signature on file  
\_\_\_\_\_  
Superintendent

Board Action



# MEMORANDUM

William V. Husfelt, III • Superintendent

January 14, 2020

TO: Bay District School Board members and William Husfelt, Superintendent

FROM: Denise Kelley, Assistant Superintendent, Division of Teaching and Learning Services

SUBJECT: Recommendations for 2019-2020 School Improvement Plan Approval and 2019-2020 School Advisory Council Approval

The following is submitted to the School Board for approval:

**School Improvement Plan goals and strategies** were written using data and stakeholder feedback during the writing process of each School Improvement Plan. The Coordinator of Appraisal Systems and School Improvement reviewed all School Improvement Plans. The review included an examination of each school's goals for academics and behavior with commendations and suggestions provided for each school. Each School Improvement Plan has been submitted to the Florida Department of Education.

These plans are available for public review at:  
<https://www.floridacims.org/districts/bay> Hard copies of these plans are available upon request.

### **Review of 2019-2020 School Advisory Councils**

Each school has a School Advisory Council (SAC) which consists of representatives from the school and community. Each school has submitted a report to the Division of Teaching and Learning which includes a membership file and assurances stating they are in compliance with Florida Statute. These SAC Membership Composition Reports have been reviewed and deemed compliant by the Division of Teaching and Learning. SAC Membership Composition Reports and Assurances may be accessed in hard copy by contacting Dawn Capes in the Division of Teaching and Learning.

### **Recommendations from the Division of Teaching and Learning follow:**

- Recommend approval for each Bay District School listed below for 2019-2020.



# MEMORANDUM

William V. Husfelt, III • Superintendent

School	2019-2020 School Improvement Plan
A. Crawford Mosley High School	Recommend approval
Bay High School	Recommend approval
Bay Regional Juvenile Detention Center	Recommend approval
Bay Virtual Franchise	Recommend approval
Breakfast Point Academy	Recommend approval
Callaway Elementary School	Recommend approval
Cedar Grove Elementary School	Recommend approval
Deane Bozeman School	Recommend approval
Deer Point Elementary School	Recommend approval
Hiland Park Elementary School	Recommend approval
Hutchison Beach Elementary School	Recommend approval
J. R. Arnold High School	Recommend approval
Jinks Middle School	Recommend approval
Lucile Moore Elementary School	Recommend approval
Lynn Haven Elementary School	Recommend approval
Margaret K. Lewis School in Millville	Recommend approval
Merriam Cherry Street Elementary School	Recommend approval
Merritt Brown Middle School	Recommend approval
Mowat Middle School	Recommend approval
New Horizons Learning Center	Recommend approval
Northside Elementary School	Recommend approval
Oakland Terrace Elementary School	Recommend approval
Parker Elementary School	Recommend approval
Patronis Elementary School	Recommend approval
Rosenwald High School	Recommend approval
Rutherford High School	Recommend approval
Southport Elementary School	Recommend approval
St. Andrew School	Recommend approval
Surfside Middle School	Recommend approval
Tom P. Haney Technical Center	Recommend approval
Tommy Smith Elementary School	Recommend approval
Tyndall Elementary School	Recommend approval
Waller Elementary School	Recommend approval
West Bay Elementary School	Recommend approval

Should you have any questions, please contact Dawn Capes in the Division of Teaching and Learning at 850-767-5449 or [capesda@bay.k12.fl.us](mailto:capesda@bay.k12.fl.us)



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District 2

Pamm Chapman  
District 3

Ryan Neves  
District 4

Steve Moss  
District 5

January 13, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent  
FROM: Denise Kelley, Assistant Superintendent  
Division of Teaching & Learning Services  
AGENDA ITEM: 2020-2021 Department of Juvenile  
Justice School Calendar

**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 ~ DJJ CALENDAR  
2020-2021 - Draft**

District In-service Day 1.....	Wednesday	July 29
District In-service Day 2.....	Thursday	July 30
In-service (School- Based).....	Monday	August 3
In-service (School-based).....	Tuesday	August 4
Pre-Planning.....	Wednesday	August 5
Pre-Planning.....	Thursday	August 6
Pre-Planning.....	Monday	August 10
First day DJJ Fall Term for Students.....	Wednesday	August 5
Labor Day (Holiday for All).....	Monday	September 7
Teacher PLC Planning day (students in school) .....	Wednesday	September 23
Columbus Day (School out for Teachers and Students).....	Monday	October 12
Teacher PLC Planning day (students in school).....	Wednesday	October 21
Veteran’s Day (school out for Teachers and Students).....	Wednesday	November 11
Thanksgiving (School out for All).....	Wednesday	November 25
Thanksgiving (Holiday for All).....	Thursday	November 26
Thanksgiving (School out for Teachers and Students).....	Friday	November 27
End of first semester ( early release for all students).....	Friday	December 18
Christmas Holiday (School Out for teachers and students).....	Wednesday	December 23
Christmas Holiday (School Out for teachers and students).....	Thursday	December 24
Christmas Holiday (School out for teachers and students) .....	Friday	December 25
Christmas Holiday (School Out for teachers and students) .....	Friday	January 1
Records Workday for Teachers.....	Monday	January 4
Martin Luther King’s Birthday (Holiday for All).....	Monday	January 18
Teacher PLC Planning Day (students in school).....	Wednesday	February 3
President’s Day (School out for teachers and students) .....	Monday	February 15
Good Friday (School out for teachers and students).....	Friday	April 2
Last Day for Students (Early Release students only)....	Wednesday	May 26
Post Planning for Teachers (Students out).....	Thursday	May 27
Post Planning for Teachers (Students out).....	Friday	May 28
First Day of DJJ Summer Term.....	Tuesday	June 1
Fourth of July Holiday (Holiday for All).....	Monday	July 5
Last Day of DJJ Summer Term.....	Tuesday	August 2

**Any modifications necessary to meet this requirement will be met through the use of substitutes.**

**Student Class Days- Total 240**

**August 18 days    September 21 days    October 21 days    November 17 days  
December 20 days    January 18 days    February 19 days    March 23 days  
April 21 days    May 18 days    June 22 days    July 21 days    August 1 days**





# MEMORANDUM

## Business & Finance Services

William V. Husfelt, III, Superintendent - Jim Loyed, Chief Financial Officer

**TO:** Mr. Jim Loyed, Executive Director for Business Support Services (CFO)  
 -and-  
 Mr. William V. Husfelt, III, Superintendent  
 -and-  
 School Board Members

**FROM:** Linda Godber, Property Records Manager

**DATE:** January 14, 2020

**RE:** (A) Request to Remove Damaged Vehicles from Inventory Records and be Declared a Total Loss  
 (B) Request to Remove Items Damaged or Destroyed by Hurricane Michael from Inventory Records  
 (C) Request to Remove Obsolete Items and Items Beyond Economical Repair from Inventory Records

### **(A) Request to Remove Damaged Vehicles from Inventory Records and be Declared a Total Loss**

The vehicles listed below were damaged by Hurricane Michael and should be declared a total loss due to the cost of repairs. The vehicles have been inspected with regard to condition and cost of making repairs to render them serviceable. Upon School Board approval, we request permission to dispose of these vehicles in accordance with Board and State Policy. (The original value of the item is listed after the description.)

#### **Transportation**

9200-030.1-181	Pickup Truck, Ford, 1989, 1FTDF15Y5KLA68431, Purchased 12-22-1988 -----\$ 9,647.00 Total loss from Hurricane Michael
9200-030.1-532	School Bus, Thomas Built, 1995, VIN 1HTBBABN8SH214520, Purchased 10-17-1994 -----\$36,084.00 Total loss from Hurricane Michael
9200-030.1-534	School Bus, Thomas Built, 1995, VIN 1HTBBABN3SH214523, Purchased 10-17-1994 -----\$36,084.00 Total loss from Hurricane Michael

January 14, 2020

**(A) Continued - Request to Remove Damaged Vehicles from Inventory Records and be Declared a Total Loss**

**Transportation**

9200-030.1-599	School Bus, Thomas Built, 2000, VIN 1HVBBAAN5YH316357, Purchased 11-19-1999 -----	\$53,739.00
	Total loss from Hurricane Michael	
9200-030.1-627	School Bus, Thomas Built, 2001, VIN 1HVBBAAN21H402621, Purchased 12-13-2000 -----	\$55,621.00
	Total loss from Hurricane Michael	
9200-030.1-643	School Bus, Blue Bird, 2003, VIN 1BABNBXA94F214972, Purchased 10-17-2002 -----	\$73,916.00
	Total loss from Hurricane Michael	
9200-030.1-646	School Bus, Blue Bird, 2003, VIN 1BABNBXA44F214975, Purchased 10-17-2002 -----	\$73,916.00
	Total loss from Hurricane Michael	
9200-030.1-653	School Bus, Blue Bird, 2003, VIN 1HVBBAAN93H591867, Purchased 10-17-2002 -----	\$64,397.00
	Total loss from Hurricane Michael	
9200-030.1-654	School Bus, Blue Bird, 2004, VIN 1HVBBAAN03H591868, Purchased 10-17-2002 -----	\$64,397.00
	Total loss from Hurricane Michael	
9200-030.1-788	School Bus, International, 2014, VIN 4DRBUAAN2EB486850, Purchased 09-25-2013 -----	\$106,420.00
	Total loss from Hurricane Michael	

**Maintenance**

9230-030.1-170	Truck w/freight body & lift gate, Ford, 1989, VIN 1FDKF37H0KNA85752, Purchased 12-19-1988 -----	\$23,333.72
	Total loss from Hurricane Michael	
9230-030.1-235	Pickup Truck, Ford, 1995, VIN 1FTEF25HXSNA96871, Purchased 01-18-1995 -----	\$16,010.00
	Total loss from Hurricane Michael	
9230-030.1-236	Pickup Truck, Ford, 1995, VIN 1FTEF25H1SNA96872, Purchased 01-18-1995 -----	\$15,956.00
	Total loss from Hurricane Michael	



January 14, 2020

**(A) Continued - Request to Remove Damaged Vehicles from Inventory Records and be Declared a Total Loss**

**Maintenance**

9230-030.1-238 Van, Econoline, Ford 1995, VIN 1FTEE14Y5SHB15615,  
Purchased 01-18-1995 ----- \$12,906.00  
Total loss from Hurricane Michael

9230-030.1-572 Truck, Chevrolet, 1998, VIN 1GCGC24R2WE232735,  
Purchased 03-12-1998 ----- \$19,727.00  
Total loss from Hurricane Michael

**Safety & Security**

9128-030.1-797 Police Car, Ford 2003, VIN 2FAFP71W03X140336,  
Purchased used 06-13-2014----- \$ 1,133.34  
Total loss from Hurricane Michael

9128-030.1-868 Police Car, Ford 2006, VIN 2FAFP71WX6X128201,  
Donated to BDS on 09-14-17----- \$ 1,412.00  
Total loss from Hurricane Michael

9128-030.1-889 Police Car, Ford 2009, VIN 2FAHP71VX9X134519,  
Purchased used 07-11-2018----- \$ 5,769.25  
Total loss from Hurricane Michael

January 14, 2020

**(B) Request to Remove Items Damaged or Destroyed by Hurricane Michael from Inventory Records**

The following items were damaged or destroyed during Hurricane Michael and need to be removed from Inventory Records. The equipment has been inspected with regard to condition and cost of making repairs to render the equipment serviceable. It is requested that the School Board authorize the removal of these items in accordance with Florida Statutes, Chapter 274. (Maintenance personnel and/or commercial services determine repair status of applicable equipment prior to submission of the list for School Board approval.) The original replacement value of each item is listed after the description.

**Merritt Brown**

0071-014-036-028315	Smartboard, E70, s/n M102FW36A1322 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028316	Smartboard, E70, s/n M102FW36A1336 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028319	Smartboard, E70, s/n M102FW36A1374 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028320	Smartboard, E70, s/n M102FW36A1422 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028322	Smartboard, E70, s/n M102FW36A1431 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028324	Smartboard, E70, s/n M102FW40A1052 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028326	Smartboard, E70, s/n M102FW42A1036 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028327	Smartboard, E70, s/n M102FW42A1047 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028328	Smartboard, E70, s/n M102FW42A1055 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028329	Smartboard, E70, s/n M102FW42A1062 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028332	Smartboard, E70, s/n M102FW42A1080 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028333	Smartboard, E70, s/n M102FW42A1119 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028334	Smartboard, E70, s/n M102FW42A1121 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028335	Smartboard, E70, s/n M102FW42A1125 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028337	Smartboard, E70, s/n M102FW36A1323 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028338	Smartboard, E70, s/n M102FW36A1353 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028342	Smartboard, E70, s/n M102FW36A1423 Purchased 05-13-2014 -----	\$4,395.75

**(B) Continued - Request to Remove Items Damaged or Destroyed by Hurricane Michael from Inventory Records**

**Merritt Brown**

0071-014-036-028345	Smartboard, E70, s/n M102FW36A1501 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028347	Smartboard, E70, s/n M102FW40A1057 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028348	Smartboard, E70, s/n M102FW42A1034 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028349	Smartboard, E70, s/n M102FW42A1046 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028351	Smartboard, E70, s/n M102FW42A1061 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028352	Smartboard, E70, s/n M102FW42A1063 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028354	Smartboard, E70, s/n M102FW42A1079 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028356	Smartboard, E70, s/n M102FW42A1120 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028357	Smartboard, E70, s/n M102FW42A1124 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028358	Smartboard, E70, s/n M102FW42A1127 Purchased 05-13-2014 -----	\$4,395.75
0071-014-036-028360	Smartboard, E70, s/n M102FW36A1308 Purchased 05-13-2014 -----	\$4,395.75
	Smartboards were damaged by Hurricane Michael. They had water damage and are currently stored at our Warehouse.	
0071-030-002-000231	Enclosed Trailer 7 x 16, s/n 57BTVN760F1515795 Purchased 06-23-2015 -----	\$3,295.00
	Total loss from Hurricane Michael-severely damaged	
0071-020-010-000001	Pitching Machine, ATEC, s/n 59085 Purchased 04-12-2001 -----	\$1,719.60
	Destroyed by Hurricane Michael while in storage building.	
0071-040-004-000003	Storage Building 12 x 20, Atlas, s/n none Purchased 02-27-1996 -----	\$1,775.00
	Storage building was destroyed by Hurricane Michael. It has been demoed and disposed of.	
0071-010-006-000101	Sound System, Peavey Purchased 01-19-2005 -----	\$5,650.00
	Damaged in the Gym by Hurricane Michael.	
0071-008-035-000008	Scoreboard 4' x 8', BSN, s/n 9902 Purchased 10-20-2012 -----	\$3,563.00
0071-008-035-000009	Scoreboard 4' x 8', BSN, s/n 0213-51012 Purchased 01-25-2013 -----	\$2,770.00
	Scoreboards were damaged in the Gym by Hurricane Michael. Contractor removed and disposed of	

**(B) Continued - Request to Remove Items Damaged or Destroyed by Hurricane Michael from Inventory Records**

**Jinks**

0161-007-004-000095	AV Cabinet for PA System, Chatsworth Products, s/n None Purchased 12-06-2017 -----	\$2,110.80
0161-009-001-000024	AV Screen, Dalite, s/n None Purchased 12-06-2017 -----	\$2,407.50
0161-010-006-000132	PA System, Extron, s/n A1PYQYU Purchased 12-06-2017 -----	\$6,754.00
0161-010-019-000424	Projector, Epson, s/n X2KF7Z0006L Purchased 12-06-2017 -----	\$4,011.90
0161-020-001-000194	Volleyball Net System, s/n None Purchased 01-30-2018 -----	\$1,500.00
	The AV Cabinet, AV Screen, PA System, Projector and Volleyball Net System were destroyed in Jinks Gym during Hurricane Michael.	
0161-040-004-000003	Storage Building, Pilcher, s/n None Purchased 1992-05-18 -----	\$1,325.00
	The storage building was destroyed by Hurricane Michael. It has been demoed and disposed of.	
0161-040-004-000004	Storage Building, Pilcher, s/n None Purchased 1992-05-18 -----	\$1,925.00
	The storage building was destroyed by Hurricane Michael. It has been demoed and disposed of.	
0161-014-036-038990	LED Display Board 75", Viewsonic, s/n UZW172000010 Purchased 11-30-2017 -----	\$4,195.00
	Destroyed by Hurricane Michael. It was in a modular that was demoed and disposed of.	
0161-014-036-039008	LED Display Board 75", Viewsonic, s/n UZW173300103 Purchased 11-30-2017 -----	\$4,195.00
	Destroyed by Hurricane Michael. It was in a modular that was demoed and disposed of.	
0161-014-036-907074	Laptop Computer, Dell, s/n CR1RTK1 Purchased 2009-08-19 -----	\$1,168.47
	Destroyed by Hurricane Michael. It was in a modular that was demoed and disposed of.	
0161-014-036-039010	LED Display Board 75", Viewsonic, s/n UZW173300124 Purchased 11-30-2017 -----	\$4,195.00
	Destroyed by Hurricane Michael. It was in a modular that was demoed and disposed of.	

**(B) Continued - Request to Remove Items Damaged or Destroyed by Hurricane Michael from Inventory Records**

**Springfield**

0231-033-016-000003      Digital Exam Scope, Horus, s/n None  
Purchased 08-14-2018 ----- \$4,515.00  
Destroyed by Hurricane Michael. It was in a portable that was  
demoed and disposed of.

**Patterson**

0291-033-016-000008      Digital Exam Scope, Horus, s/n None  
Purchased 08-14-2018 ----- \$4,515.00  
Destroyed by Hurricane Michael.

**New Horizons**

0531-030-002-000190      Trailer, 6 x 10, Pace American, s/n 4FPFB1011YG045349  
Purchased 05-03-2000 ----- \$2,048.00  
Total loss from Hurricane Michael.

0531-040-004-000020      Storage Building, 12 x 12, Atlas  
Purchased 04-11-2003 ----- \$3,995.00  
Destroyed by Hurricane Michael. It has demoed and disposed of.

0531-040-004-000035      Greenhouse, 8 x 10, Atlas  
Purchased 03-01-2012 ----- \$1,995.00  
Destroyed by Hurricane Michael. It has demoed and disposed of.

**(C) Request to Remove Obsolete Items and Items Beyond Economical Repair from Inventory Records**

The following items of equipment are defective and should be declared surplus to the needs of the School Board. The equipment has been inspected with regard to condition and cost of making repairs to render the equipment serviceable. It is requested that the School Board authorize the removal of these items in accordance with Florida Statutes, Chapter 274. (Maintenance personnel and/or commercial services determine repair status of applicable equipment prior to submission of the list for School Board approval.) The original replacement value of each item is listed after the description.  
(Please see attachment)

BAY DISTRICT SCHOOLS  
INACTIVATED ITEM BY CENTER REPORT  
INACTIVATED DATE RANGE: 2020-01-14 THRU 2020-01-14  
CENTER: GRPCD: ITEMCD:  
INACTIVE REASON CODE: 0B

USER CD3: DISTRICT ITEMS

COST CNTR	CENTER NAME	PROPERTY NUMBER-- CNTR GRP ITM SEQNR	USER DESCRIPTION	MAKE	S T	IN CD	PURCHASE DATE	INACTIVE DATE	DI CD	DISPOSAL DATE	SERIAL NUMBER	COMMENT	VALUE
0071	MERRITT BROWN	0071-029-009-000001	UPRIGHT SANDER	POWERMATIC	A	OB	08/29/88	01/14/20	-	-	88307121		\$1,500.00
											TOTAL FOR CENTER 0071:	\$1,500.00	
0161	JINKS MIDDLE S	0161-020-001-0000060	JAM MACHINE	WORLD	A	OB	10/03/00	01/14/20	-	-	NONE	BROKEN-UNSAFE TO USE	\$1,517.04
		0161-020-001-0000064	POWER RACK W/PRO BENCH	WORLD	A	OB	10/03/00	01/14/20	-	-	NONE		\$1,412.07
		0161-020-001-0000065	POWER RACK W/PRO BENCH	WORLD	A	OB	10/03/00	01/14/20	-	-	NONE		\$1,412.07
		0161-020-001-0000066	POWER RACK W/PRO BENCH	WORLD	A	OB	10/03/00	01/14/20	-	-	NONE		\$1,412.07
		0161-020-001-0000067	POWER RACK W/PRO BENCH	WORLD	A	OB	10/03/00	01/14/20	-	-	NONE		\$1,412.07
		0161-020-001-0000068	POWER RACK W/PRO BENCH	WORLD	A	OB	10/03/00	01/14/20	-	-	NONE		\$1,412.07
		0161-020-001-0000070	POWER RACK W/PRO BENCH	WORLD	A	OB	10/03/00	01/14/20	-	-	NONE		\$1,412.07
		0161-020-001-0000072	POWER RACK W/PRO BENCH	WORLD	A	OB	10/03/00	01/14/20	-	-	NONE		\$1,412.07
		0161-024-018-0000085	RIDING MOWER	HUSTLER	A	OB	07/10/03	01/14/20	-	-	02112235	MAINT-USE FOR PARTS	\$8,599.00
		0161-010-016-000128	4 - GANG MONITOR	MARSHALL	A	OB	10/18/07	01/14/20	-	-	8414507187		\$1,174.00
		0161-014-036-907060	COMPUTER, LAPTOP	DELL	A	OB	08/19/09	01/14/20	-	-	3RXPTK1		\$1,168.47
		0161-014-036-907068	COMPUTER, LAPTOP	DELL	A	OB	08/19/09	01/14/20	-	-	DS1RTK1		\$1,168.47
		0161-014-036-907073	COMPUTER, LAPTOP	DELL	A	OB	08/19/09	01/14/20	-	-	3S1RTK1		\$1,168.47
		0161-014-036-907078	COMPUTER, LAPTOP	DELL	A	OB	08/19/09	01/14/20	-	-	JR1RTK1		\$1,168.47
		0161-014-036-907195	COMPUTER	DELL	A	OB	10/09/09	01/14/20	-	-	32ZH0L1		\$1,047.36
											TOTAL FOR CENTER 0161:	\$26,895.77	
0201	SURFSIDE MIDDLE	0201-014-036-904005	COMPUTER	DELL	A	OB	06/05/07	01/14/20	-	-	6DHTC01		\$1,509.16
		0201-014-036-904345	COMPUTER	DELL	A	OB	12/07/07	01/14/20	-	-	29H89F1		\$1,046.64
		0201-014-036-904346	COMPUTER	DELL	A	OB	12/07/07	01/14/20	-	-	F8H89F1		\$1,046.64
		0201-014-036-906033	COMPUTER	DELL	A	OB	03/20/08	01/14/20	-	-	BKZH2F1		\$1,504.36

BAY DISTRICT SCHOOLS  
INACTIVATED ITEM BY CENTER REPORT  
INACTIVATED DATE RANGE: 2020-01-14 THRU 2020-01-14  
CENTER: GRPCD: ITEMCD:  
INACTIVE REASON CODE: 0B

USER CD3: DISTRICT ITEMS

COST CNTR	CENTER NAME	PROPERTY NUMBER-- CNTR GRP ITM SEQNR	USER DESCRIPTION	MAKE	S T	IN CD	PURCHASE DATE	INACTIVE DATE	DI CD	DISPOSAL DATE	SERIAL NUMBER	COMMENT	VALUE
TOTAL FOR CENTER 0201: \$5,106.80													
0211	PARKER ELEMENT	0211-014-036-903815	COMPUTER	DELL	A	OB	05/17/07	01/14/20	-	-	C3X7ZC1		\$1,035.77
		0211-014-036-903817	COMPUTER	DELL	A	OB	05/17/07	01/14/20	-	-	24X7ZC1		\$1,035.77
		0211-014-036-903819	COMPUTER	DELL	A	OB	05/17/07	01/14/20	-	-	84X7ZC1		\$1,035.77
TOTAL FOR CENTER 0211: \$3,107.31													
0231	SPRINGFIELD EL	0231-003-015-000154	WORKSTATION	NONE	A	OB	12/15/00	01/14/20	-	-	NONE		\$2,882.34
		0231-003-015-000155	WORKSTATION	NONE	A	OB	12/15/00	01/14/20	-	-	NONE		\$2,882.34
		0231-003-015-000156	WORKSTATION	NONE	A	OB	12/15/00	01/14/20	-	-	NONE		\$2,882.34
		0231-003-015-000157	WORKSTATION	NONE	A	OB	12/15/00	01/14/20	-	-	NONE		\$2,882.34
		0231-003-015-000158	WORKSTATION	NONE	A	OB	12/15/00	01/14/20	-	-	NONE		\$2,882.34
		0231-003-015-000159	WORKSTATION	NONE	A	OB	12/15/00	01/14/20	-	-	NONE		\$2,882.33
		0231-003-015-000435	WORKSTATION/TABLE	SCHOOLHOUSE PRODUCE	A	OB	12/07/11	01/14/20	-	-	NONE	BROKEN TOP	\$1,458.00
		0231-003-015-000436	WORKSTATION/TABLE	SCHOOLHOUSE PRODUCE	A	OB	12/07/11	01/14/20	-	-	NONE	BROKEN SIDE	\$1,458.00
		0231-003-015-000445	WORKSTATION/TABLE	SCHOOLHOUSE PRODUCE	A	OB	12/07/11	01/14/20	-	-	NONE	BROKEN	\$1,281.50
TOTAL FOR CENTER 0231: \$21,491.53													
0341	RUTHERFORD HIG	0341-014-036-020314	SMARTBOARD 60"	SMART TECHNOLOGIES	A	OB	07/07/04	01/14/20	-	-	S8560-107061		\$1,144.00
		0341-014-036-020487	PRINTER, LASER	DELL	A	OB	09/24/04	01/14/20	-	-	JHXBS21		\$1,063.17
		0341-014-036-020488	PRINTER, LASER	DELL	A	OB	09/24/04	01/14/20	-	-	5KXBS21		\$1,063.17
		0341-014-036-021792	SMARTBOARD	SMART	A	OB	05/19/06	01/14/20	-	-	S8660117346		\$1,209.00
		0341-014-036-903458	COMPUTER	DELL	A	OB	11/17/06	01/14/20	-	-	1TRL4C1		\$1,105.20
		0341-014-036-023007	SMARTBOARD, 64"	SMARTBOARD	A	OB	01/15/08	01/14/20	-	-	S8660-R2-317086		\$1,119.00

BAY DISTRICT SCHOOLS  
INACTIVATED ITEM BY CENTER REPORT  
INACTIVATED DATE RANGE: 2020-01-14 THRU 2020-01-14  
CENTER: GRPCD: ITEMCD:  
INACTIVE REASON CODE: 0B

USER C03: DISTRICT ITEMS

COST CNTR	CENTER NAME	PROPERTY NUMBER-- CNTR GRP ITM SEQNR	USER DESCRIPTION	MAKE	S T	IN CD	PURCHASE DATE	INACTIVE DATE	DI CD	DISPOSAL DATE	SERIAL NUMBER	COMMENT	VALUE
0341	RUTHERFORD HIG	0341-014-036-023197	SMARTBOARD 64"	SMARTBOARD	A	OB	02/06/09	01/14/20	-	-	SB660-R2-660204		\$1,119.00
		0341-014-036-908131	COMPUTER	DELL	A	OB	08/09/10	01/14/20	-	-	CRHVJN1		\$1,193.09
TOTAL FOR CENTER 0341: ----- \$9,015.63													
0481	TOM P HANEY TE	0481-003-015-000096	WORKSTATION	HON	A	OB	03/30/99	01/14/20	-	-	NONE	BEYOND REPAIR	\$3,100.31
		0481-003-015-000097	WORKSTATION	HON	A	OB	03/30/99	01/14/20	-	-	NONE	BEYOND REPAIR	\$3,100.31
		0481-014-036-902775	COMPUTER	DELL	A	OB	11/10/05	01/14/20	-	-	2HDZS81		\$1,028.27
		0481-014-036-902776	COMPUTER	DELL	A	OB	11/10/05	01/14/20	-	-	DGDZS81		\$1,028.27
		0481-014-036-903189	COMPUTER	DELL	A	OB	08/23/06	01/14/20	-	-	900R081		\$1,058.30
		0481-014-036-903882	COMPUTER	DELL	A	OB	05/09/07	01/14/20	-	-	8446001		\$1,076.42
TOTAL FOR CENTER 0481: ----- \$10,391.88													
0531	NEW HORIZONS L	0531-014-036-907337	COMPUTER, LAPTOP	DELL	A	OB	02/09/10	01/14/20	-	-	FR0HZL1		\$1,275.29
		0531-014-036-907497	COMPUTER, LAPTOP	DELL	A	OB	03/29/10	01/14/20	-	-	GWNKGM1		\$1,239.09
TOTAL FOR CENTER 0531: ----- \$2,514.38													
9114	MANAGEMENT INF	9114-014-036-908625	COMPUTER, LAPTOP	DELL	A	OB	11/18/10	01/14/20	-	-	8JSV0N1		\$1,173.06
TOTAL FOR CENTER 9114: ----- \$1,173.06													
TOTAL FOR REPORT: ----- \$81,196.36													








# MEMORANDUM

## Business & Finance Services

William V. Husfelt, III, Superintendent • Jim Loyed Chief Financial Officer

December 12, 2019

**To:** William V. Husfelt, III, Superintendent and  
Bay County School Board Members

**From:** Maryam Stukey, Internal Accounts Auditor 

**Subject:** Internal Accounts Audit  
Hutchison Beach Elementary School  
Period July 1, 2018 through June 30, 2019

**Audit Date:** December 11, 2019

I have reviewed the activities of the Internal Accounts of Hutchison Beach Elementary School in order to assess the school's compliance with state rules and regulations and district policies and procedures relative to the use of school funds and the maintenance of financial records.

During the course of the examination, I (1) reviewed deposits, receipts and records of monies collected, (2) verified purchase orders and invoices to checks, (3) verified sales tax on fund raising purchases, (4) verified donations, (5) verified purchased services, (6) reviewed internal controls, (7) reviewed financial statements and bank reconciliation's, (8) reviewed return checks and re-deposits, (9) reconciled financial records to the bank, and (10) reviewed fund raising activities.

In my opinion, the internal accounts of Hutchison Beach were maintained in accordance with School Board Policy and D.O.E. rules with the following exceptions:

Purchase orders in the sample did not have proper signatures on them and therefore do not appear to have been approved by the principal prior to the purchase, also do not have a signature verifying that goods were actually received. Some deposits in the sample had funds that were clearly held for a month or more before being deposited which is a direct violation of BDS policy. It is noted that the bookkeeper for 18-19 is no longer at the school and this has been discussed fully with the new bookkeeper as well as the principal. They are aware of the importance of following proper procedure and policy with respect to internal account funds.

The financial records were current and in balance as reflected by Exhibit 'A'.

The bank statement was reconciled and in balance as reflected by Exhibit 'B'.

The checks sampled were properly documented with invoices or receipts and the purchases were all approved by the principal. The checks were signed by the principal or designee and the bookkeeper.

The receipts sampled were properly receipted and timely deposited. Receipts were documented with monies collected forms showing the source of funds and were co-signed by the teacher/sponsor turning in the money.

Hutchison Beach Elementary School's checking account is kept in a qualified public depository as required by Florida law.

I discussed this audit with the principal, Glenda Nouskhajian, and bookkeeper.

cc: Glenda Nouskhajian, Principal  
Personnel File, Glenda Nouskhajian  
Jim Loyed, Chief Financial Officer

**The financial statements enclosed are prepared on the basis of cash receipts and disbursements; consequently, certain revenue is recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statements are not intended to present the results of operations in conformity with generally accepted accounting principles.**



## Internal Control Questionnaire

School: Hutchison Beach Elementary School  
Date: December 11, 2019

**1 GENERAL**

- |  |     |
|--|-----|
| (a) Are accounting records kept up to date?  | Yes |
| (b) Are adequate financial reports available?  | Yes |
| (c) Does the principal appear to take a direct and active interest in the financial affairs and reports which should be available? | Yes |

**2 CASH RECEIPTS:**

- |   |     |
|---|-----|
| (a) Are all receipts recorded on numbered receipts?   | Yes |
| (b) Are receipts deposited intact daily?  | Yes |
| (c) Are employees who handle funds bonded?  | Yes |
| (d) Are all monies and forms balanced by the receiving individual?                                | Yes |
| (e) Is a receipt given at the time money is turned in?  | Yes |
| (f) Are any changes made to monies collected forms initialed by the individual making the change. | Yes |

**3 CASH DISBURSEMENTS:**

- |   |     |
|---|-----|
| (a) Are all disbursements made by check?  | Yes |
| (b) Are pre-numbered checks used?   | Yes |
| (c) Is the principal's or a designee's signature required on all checks?  | Yes |
| (d) Does the principal or designee sign checks only after they are properly completed? (checks should never be signed in blank) | Yes |
| (e) Are two signatures required on all checks?  | Yes |
| (f) Are all voided checks retained for audit?   | Yes |
| (g) Are checks issued in numerical order?   | Yes |
| (h) Does the principal review the bank reconciliation?  | Yes |
| (i) Is sales tax paid on fund raising purchases?  | Yes |
| (j) Are Services Rendered and W-9 forms completed and forwarded to the auditor's office for 1099 reporting?                     | Yes |
| (k) Is a list of authorized check signers with sample signatures on file?   | Yes |
| (l) Are invoices signed by the individual receiving material before payment is made?  | No  |
| (m) Is either an invoice or a receipt attached to each payment?   | Yes |

**4 FUND RAISING ACTIVITIES:**

- |  |     |
|--|-----|
| (a) Are all fund raising activities approved by the principal before they begin?     | Yes |
| (b) Are all groups informed that door to door selling is to be avoided?              | Yes |
| (c) Is there a use of the funds specified on fund raising authorization forms?       | Yes |
| (d) Are financial reports filed with the bookkeeper for all fund raising activities? | No  |

**5 OTHER:**

- (a) Are purchases approved in writing by the principal before purchase is made?
- (b) Are the required three bids and superintendent's approval obtained on all purchases of \$2,500.00 or more?
- (c) Is the approval of the superintendent obtained on all donations of cash or assets?
- (d) Are controls in place to ensure compliance with the Jessica Lunsford Act?
- (e) Is a petty cash maintained?
- (f) Are Use of Facility records in order and properly documented?

No
Yes
Yes
Yes
No
Yes

**Current list of individuals authorized to sign checks**

<u>Glenda Nouskajhian</u>	Principal
<u>Lynn Payne</u>	Administrative Secretary
<u>Kathryn Young</u>	Clerk I

General Ledger Report

Financial Report

Exhibit A

From Date: 7/1/2018  
To Date: 6/30/2019

From Acct: 1  
To Account: 999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Dish/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
<b>Account Group 1 General</b>								
015500	GENERAL FUND	\$11.92	\$5,740.89	(\$3,562.55)	(\$179.09)	\$2,011.17	\$0.00	\$2,011.17
015501	SCHOOL PICTURES	\$0.00	\$2,935.80	(\$163.31)	\$0.00	\$2,772.49	\$0.00	\$2,772.49
015515	ACCELERATED READER	\$1,122.28	\$0.00	\$0.00	\$0.00	\$1,122.28	\$0.00	\$1,122.28
015562	LEADER IN ME	\$5,351.48	\$0.00	(\$4,510.14)	\$0.00	\$841.34	\$0.00	\$841.34
015755	USE OF FACILITIES	\$0.00	\$4,428.00	(\$203.77)	\$0.00	\$4,224.23	\$0.00	\$4,224.23
<b>Group Total</b>		<b>\$6,485.68</b>	<b>\$13,104.69</b>	<b>(\$8,439.77)</b>	<b>(\$179.09)</b>	<b>\$10,971.51</b>	<b>\$0.00</b>	<b>\$10,971.51</b>
<b>Account Group Total</b>		<b>\$6,485.68</b>	<b>\$13,104.69</b>	<b>(\$8,439.77)</b>	<b>(\$179.09)</b>	<b>\$10,971.51</b>	<b>\$0.00</b>	<b>\$10,971.51</b>
<b>Account Group 3 Music</b>								
035225	MUSIC DEPARTMENT	\$666.91	\$250.00	\$0.00	\$0.00	\$916.91	\$0.00	\$916.91
<b>Group Total</b>		<b>\$666.91</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$916.91</b>	<b>\$0.00</b>	<b>\$916.91</b>
<b>Account Group Total</b>		<b>\$666.91</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$916.91</b>	<b>\$0.00</b>	<b>\$916.91</b>
<b>Account Group 4 Club/Class</b>								
045603	ART CLUB	\$916.11	\$0.00	\$0.00	\$0.00	\$916.11	\$0.00	\$916.11
045613	BETA CLUB	\$412.00	\$0.00	\$0.00	\$0.00	\$412.00	\$0.00	\$412.00
045616	GARDEN CLUB	\$92.00	\$0.00	\$0.00	\$0.00	\$92.00	\$0.00	\$92.00
045620	DANCE TEAM	\$4.50	\$234.00	(\$239.25)	\$0.75	\$0.00	\$0.00	\$0.00
045646	GIRLS ON THE RUN	\$262.15	\$0.00	\$0.00	\$0.00	\$262.15	\$0.00	\$262.15
046016	K-KIDS	\$107.16	\$0.00	\$0.00	\$0.00	\$107.16	\$0.00	\$107.16
046181	ITV Club	\$1,229.31	\$0.00	\$0.00	\$0.00	\$1,229.31	\$0.00	\$1,229.31
<b>Group Total</b>		<b>\$3,023.23</b>	<b>\$234.00</b>	<b>(\$239.25)</b>	<b>\$0.75</b>	<b>\$3,018.73</b>	<b>\$0.00</b>	<b>\$3,018.73</b>
<b>Account Group Total</b>		<b>\$3,023.23</b>	<b>\$234.00</b>	<b>(\$239.25)</b>	<b>\$0.75</b>	<b>\$3,018.73</b>	<b>\$0.00</b>	<b>\$3,018.73</b>
<b>Account Group 5 Grant</b>								
055303	BEF Teacher Supplies	\$0.00	\$0.00	(\$1,000.00)	\$1,000.00	\$0.00	\$0.00	\$0.00
055304	BEF - Literacy Grant	\$0.00	\$13,500.00	(\$12,499.40)	(\$1,000.60)	\$0.00	\$0.00	\$0.00
055305	Whole Kids Grant	\$181.50	\$0.00	\$0.00	\$0.00	\$181.50	\$0.00	\$181.50
055306	Florida Farm Bureau Grant	\$0.00	\$750.00	(\$129.95)	\$0.00	\$620.05	\$0.00	\$620.05
<b>Group Total</b>		<b>\$181.50</b>	<b>\$14,250.00</b>	<b>(\$13,629.35)</b>	<b>(\$0.60)</b>	<b>\$801.55</b>	<b>\$0.00</b>	<b>\$801.55</b>
<b>Account Group Total</b>		<b>\$181.50</b>	<b>\$14,250.00</b>	<b>(\$13,629.35)</b>	<b>(\$0.60)</b>	<b>\$801.55</b>	<b>\$0.00</b>	<b>\$801.55</b>
<b>Account Group 6 Department</b>								
065305	YEAR BOOK	\$6,937.77	\$4,873.00	(\$5,090.75)	\$0.00	\$6,720.02	\$0.00	\$6,720.02
065306	CLASS T-SHIRTS	\$100.27	\$1,427.40	(\$1,586.61)	\$58.94	\$0.00	\$0.00	\$0.00
065716	5TH GRADE CLASS	\$17.51	\$0.00	\$0.00	\$0.00	\$17.51	\$0.00	\$17.51
065717	1ST GRADE CLASS	\$682.45	\$0.00	\$0.00	\$0.00	\$682.45	\$0.00	\$682.45
065720	4TH GRADE CLASS	\$864.15	\$574.00	(\$166.00)	(\$344.97)	\$927.18	\$0.00	\$927.18

General Ledger Report

Financial Report

Exhibit A

From Date: 7/1/2018  
To Date: 6/30/2019

From Acct: 1  
To Account: 999999

Activity Accounts

YTD

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payable	Work Bal.
065731	MEDIA CENTER	\$303.83	\$0.00	\$0.00	\$229.31	\$533.14	\$0.00	\$533.14
065746	2ND GRADE CLASS	\$395.50	\$0.00	\$0.00	\$0.00	\$395.50	\$0.00	\$395.50
065755	3RD GRADE CLASS	\$137.61	\$0.00	\$0.00	\$0.00	\$137.61	\$0.00	\$137.61
065756	ART	\$3,326.34	\$990.47	\$0.00	\$0.00	\$4,316.81	\$0.00	\$4,316.81
065762	KINDERGARTEN	\$356.21	\$0.00	(\$295.50)	\$0.00	\$60.71	\$0.00	\$60.71
065961	P.E. DEPARTMENT	\$416.30	\$444.00	(\$786.28)	\$0.00	\$74.02	\$0.00	\$74.02
<b>Group Total</b>		<b>\$13,537.94</b>	<b>\$8,308.87</b>	<b>(\$7,925.14)</b>	<b>(\$56.72)</b>	<b>\$13,864.95</b>	<b>\$0.00</b>	<b>\$13,864.95</b>
<b>Account Group Total</b>		<b>\$13,537.94</b>	<b>\$8,308.87</b>	<b>(\$7,925.14)</b>	<b>(\$56.72)</b>	<b>\$13,864.95</b>	<b>\$0.00</b>	<b>\$13,864.95</b>
<b>Account Group</b>	<b>7 Trust</b>							
075301	EMPLOYEE FUND	\$102.99	\$146.68	(\$18.21)	\$0.00	\$231.46	\$0.00	\$231.46
075303	RELAY FOR LIFE	\$64.90	\$0.00	\$0.00	\$0.00	\$64.90	\$0.00	\$64.90
075304	BACKPACK BLESSINGS	\$490.84	\$0.00	\$0.00	\$0.00	\$490.84	\$0.00	\$490.84
075332	FIELD TRIP TRUST	\$19.03	\$0.00	(\$328.00)	\$308.97	\$0.00	\$0.00	\$0.00
075336	Washington, DC Field Trip	\$2,059.87	\$408.01	(\$700.00)	\$0.00	\$1,767.88	\$0.00	\$1,767.88
075356	LOST/DAMAGED LIBRAR	\$70.30	\$159.01	\$0.00	(\$229.31)	\$0.00	\$0.00	\$0.00
075361	Playground Project	\$0.00	\$22,502.44	(\$22,500.00)	\$0.00	\$2.44	\$0.00	\$2.44
075364	SHIPWRECK FIELD TRIP	\$629.00	\$11,274.00	(\$11,284.00)	\$0.00	\$619.00	\$0.00	\$619.00
075365	HERO'S DINNER	\$283.02	\$252.05	(\$97.85)	\$0.00	\$437.22	\$0.00	\$437.22
075366	Jamison	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
075370	Sea World	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
075371	Rock'it Lanes	\$0.00	\$936.00	(\$1,056.00)	\$120.00	\$0.00	\$0.00	\$0.00
075372	Tallahassee - 4th grade	\$77.50	\$0.00	\$0.00	\$0.00	\$77.50	\$0.00	\$77.50
075373	St. Augustine - 4th & 5th	\$14.00	\$50.00	(\$100.00)	\$36.00	\$0.00	\$0.00	\$0.00
075375	Lucky Puppy	\$0.00	\$511.50	(\$511.50)	\$0.00	\$0.00	\$0.00	\$0.00
075376	Gulf World	\$253.52	\$36.00	\$0.00	\$0.00	\$289.52	\$0.00	\$289.52
075389	Gym Repair Fund	\$969.66	\$0.00	\$0.00	\$0.00	\$969.66	\$0.00	\$969.66
075396	United Way	\$0.00	\$119.05	(\$119.05)	\$0.00	\$0.00	\$0.00	\$0.00
075397	NACLO	\$1,177.09	\$0.00	(\$1,091.82)	\$0.00	\$85.27	\$0.00	\$85.27
075405	WONDER WORKS	\$166.00	\$0.00	\$0.00	\$0.00	\$166.00	\$0.00	\$166.00
075456	The Grand Theatre	\$253.36	\$0.00	(\$175.00)	\$0.00	\$78.36	\$0.00	\$78.36
<b>Group Total</b>		<b>\$7,251.08</b>	<b>\$36,394.74</b>	<b>(\$37,981.43)</b>	<b>\$235.66</b>	<b>\$5,900.05</b>	<b>\$0.00</b>	<b>\$5,900.05</b>
<b>Account Group Total</b>		<b>\$7,251.08</b>	<b>\$36,394.74</b>	<b>(\$37,981.43)</b>	<b>\$235.66</b>	<b>\$5,900.05</b>	<b>\$0.00</b>	<b>\$5,900.05</b>
<b>Grand Total</b>		<b>\$31,146.34</b>	<b>\$72,542.30</b>	<b>(\$68,214.94)</b>	<b>\$0.00</b>	<b>\$35,473.70</b>	<b>\$0.00</b>	<b>\$35,473.70</b>

991	Cash On Hand	\$0.00	\$68,260.11	\$0.00	(\$68,260.11)	\$0.00	\$0.00	\$0.00
993	CHECKING-AMERIS	\$31,146.34	\$4,282.19	(\$68,214.94)	\$68,247.11	\$35,460.70	\$0.00	\$35,460.70



**Hutchinson Beach Elementary  
General Ledger Report  
Financial Report  
Exhibit A**

<b>From Date:</b>	7/1/2018
<b>To Date:</b>	6/30/2019

<b>From Acct:</b>	1
<b>To Account:</b>	999999

**Activity Accounts**

YTD

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payable	Work Bal.
999	NSF Checks	\$0.00	\$0.00	\$0.00	\$13.00	\$13.00	\$0.00	\$13.00
<b>General Ledger Grand Total</b>		<b>\$31,146.34</b>	<b>\$72,542.30</b>	<b>(\$68,214.94)</b>	<b>\$0.00</b>	<b>\$35,473.70</b>	<b>\$0.00</b>	<b>\$35,473.70</b>

**EXHIBIT 'B'**  
**Hutchinson Beach Elementary School**  
**Bank Reconciliation**  
**Fiscal Year Ending June 30, 2019**

	Beginning Balance 7/1/2018	Deposits & Credits	Checks & Debits	Ending Balance 6/30/2019
<b>Transactions Per Bank:</b>				
Checking Account - Ameris	32,140.24	65,065.86	(39,662.38)	57,543.72
Deposit In Transit		7,502.44		
<b>Outstanding Checks</b>				
June 30, 2018	(993.90)	-	993.90	-
June 30, 2019	-	-	(29,585.46)	(29,585.46)
<b>Total Cash Available</b>	<b>31,146.34</b>	<b>72,568.30</b>	<b>(68,253.94)</b>	<b>35,460.70</b>
<b>Transactions per books</b>				
Transactions per books	31,146.34	72,542.30	(68,214.94)	35,473.70
Deposit Corrections	-	-	-	-
Return Checks & Redeposits	-	26.00	(39.00)	(13.00)
<b>Total Cash Available</b>	<b>31,146.34</b>	<b>72,568.30</b>	<b>(68,253.94)</b>	<b>35,460.70</b>

**Outstanding Checks**

6/30/2018		6/30/2019	
1969	19.00	1969	19.00
2013	671.35	2014	107.55
2014	107.55	2060	22,500.00
2015	196.00	2061	203.77
		2063	6,755.14
	<u>993.90</u>		<u>29,585.46</u>




# MEMORANDUM

## Business & Finance Services

William V. Husfelt, III, Superintendent • Jim Loyed, Chief Financial Officer

December 20, 2019

To: William V. Husfelt, III, Superintendent  
Bay County School Board Members

From: Maryam Stukey, Internal Accounts Auditor 

Subject: Interim Internal Accounts Audit  
Merritt Brown Middle School  
Period July 1, 2019 through November 30, 2019

Audit Date: December 19, 2019

I have reviewed the activities of the Internal Accounts of Merritt Brown Middle School in order to assess the school's compliance with state rules and regulations and district policies and procedures relative to the use of school funds and the maintenance of financial records.

To make an assessment of the school's compliance with Bay District Schools' policies and procedures, I (1) reviewed receipts, records of monies collected and deposits (2) verified purchase orders and invoices to checks, (3) verified sales tax on purchases for re-sale, (4) verified donations, (5) reviewed internal controls, (6) reviewed financial statements and bank reconciliations, (7) reviewed return checks and re-deposits, (8) reconciled financial records to the bank, (9) reviewed fund raising activities, and (10) reviewed ticket sales.

In my opinion the internal accounts of Merritt Brown Middle School were maintained in accordance with School Board Policy and D.O.E. rules.

I must note that records from July through October were unavailable for me to audit due to the destruction of the school from Hurricane Michael. The purchase orders, deposit slips, and monies collected forms for these months were destroyed per the principal, Charlotte Marshall. However, the records I was able to audit were in order as exhibited.

The financial records were current and in balance as reflected by Exhibit 'A'.

The bank statement was reconciled and in balance as reflected by Exhibit 'B'.

The checks sampled were properly documented with invoices or receipts and the purchases were all approved by the principal. The checks were signed by the principal or designee and the bookkeeper.

The receipts sampled were properly receipted and timely deposited. Receipts were documented with monies collected forms showing the source of funds and were co-signed by the teacher or sponsor turning in the funds.

Merritt Brown Middle School maintains a checking account and two savings accounts. Each account is kept in a Qualified Public Depository as required by Florida Statute.

I discussed this report with the principal, Gelonda Martin and the bookkeeper.

cc: Charlotte Marshall, Principal for the period audited  
Personnel File, Charlotte Marshall  
Jim Loyed, Chief Financial Officer  
Gelonda Martin, Incoming Principal

**The financial statements enclosed are prepared on the basis of cash receipts and disbursements; consequently, certain revenue is recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statements are not intended to present the results of operations in conformity with generally accepted accounting principles.**



## Internal Control Questionnaire

School: M. Brown Middle School  
Date: December 19, 2019

	<u>Yes</u>	<u>No</u>
<b>1 GENERAL</b>		
(a) Are accounting records kept up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) Are adequate financial reports available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Does the principal appear to take a direct and active interest in the financial affairs and reports which should be available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>2 CASH RECEIPTS:</b>		
(a) Are all receipts recorded on numbered receipts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) Are receipts deposited intact daily?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Are employees who handle funds bonded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) Are all monies and forms balanced by the receiving individual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(e) Is a receipt given at the time money is turned in?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(f) Are any changes made to monies collected forms initialed by the individual making the change.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>3 CASH DISBURSEMENTS:</b>		
(a) Are all disbursements made by check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) Are pre-numbered checks used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Is the principal's or a designee's signature required on all checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) Does the principal or designee sign checks only after they are properly completed? (checks should never be signed in blank)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(e) Are two signatures required on all checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(f) Are all voided checks retained for audit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(g) Are checks issued in numerical order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(h) Does the principal review the bank reconciliation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(i) Is sales tax paid on re-sale items?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(j) Are Services Rendered and W-9 forms completed and forwarded to the auditor's office?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(k) Is a list of authorized check signers with sample signatures on file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(l) Are invoices signed by the individual receiving material before payment is made?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(m) Is either an invoice or a receipt attached to each payment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4 FUND RAISING ACTIVITIES:</b>		
(a) Are all fund raising activities approved by the principal before they begin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) Are all groups informed that door to door selling is to be avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Is there a use of the funds specified on fund raising authorization forms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) Are financial reports filed with the bookkeeper for all fund raising activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

		<u>Yes</u>	<u>No</u>
<b>5</b>	<b>OTHER:</b>		
(a)	Are purchases approved in writing by the principal before an expenditure is made?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b)	Are the required three bids and superintendent approval obtained on all purchases of \$2,500.00 or more?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c)	Is the approval of the superintendent obtained on all donations of cash or assets?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d)	Are controls in place to ensure compliance with the Jessica Lunsford Act?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	<b>PETTY CASH</b>		
(a)	Is a petty cash maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b)	Is the petty cash authorized by the principal?	<input type="checkbox"/> n/a	<input type="checkbox"/>
(c)	Is control of the petty cash adequate?	<input type="checkbox"/> n/a	<input type="checkbox"/>
(d)	Was the petty cash in balance with either cash or vouchers?	<input type="checkbox"/> n/a	<input type="checkbox"/>

\*\*\*Current list of individuals authorized to sign checks

<u>Charlotte Marshall</u>	Principal
<u>Judy Hall</u>	Assistant Principal
<u>Bobbie Gaddis</u>	Administrative Secretary
<u>Janice Moran</u>	Office Clerk I

\*\*\* The new administration has begun the process to update the signatures on the bank accounts

## General Ledger Report

## Financial Report

## Exhibit A

From Date:	7/1/2019
To Date:	11/30/2019

## Activity Accounts

From Acct:	1
To Account:	999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
<b>Account Group 1 GENERAL</b>								
015500	General Fund	\$23,034.92	\$91.90	(\$525.19)	\$0.00	\$22,601.63	\$0.00	\$22,601.63
015505	Fund Raising-General	\$329.74	\$0.00	\$0.00	\$0.00	\$329.74	\$0.00	\$329.74
<b>Group Total</b>		<b>\$23,364.66</b>	<b>\$91.90</b>	<b>(\$525.19)</b>	<b>\$0.00</b>	<b>\$22,931.37</b>	<b>\$0.00</b>	<b>\$22,931.37</b>
<b>Account Group Total</b>		<b>\$23,364.66</b>	<b>\$91.90</b>	<b>(\$525.19)</b>	<b>\$0.00</b>	<b>\$22,931.37</b>	<b>\$0.00</b>	<b>\$22,931.37</b>
<b>Account Group 2 ATHLETICS</b>								
025103	Athletic Dept	\$7,951.71	\$3,258.00	(\$1,474.84)	\$0.00	\$9,734.87	\$0.00	\$9,734.87
025106	Boys Basketball	\$269.64	\$18.00	\$0.00	\$0.00	\$287.64	\$0.00	\$287.64
025110	Girls Soccer	\$114.61	\$336.00	\$0.00	\$0.00	\$450.61	\$0.00	\$450.61
025112	Volleyball	\$67.00	\$0.00	\$0.00	\$0.00	\$67.00	\$0.00	\$67.00
025613	Cheerleaders	\$5,916.81	\$1,082.99	(\$6,191.00)	\$0.00	\$808.80	\$0.00	\$808.80
<b>Group Total</b>		<b>\$14,319.77</b>	<b>\$4,694.99</b>	<b>(\$7,665.84)</b>	<b>\$0.00</b>	<b>\$11,348.92</b>	<b>\$0.00</b>	<b>\$11,348.92</b>
<b>Account Group Total</b>		<b>\$14,319.77</b>	<b>\$4,694.99</b>	<b>(\$7,665.84)</b>	<b>\$0.00</b>	<b>\$11,348.92</b>	<b>\$0.00</b>	<b>\$11,348.92</b>
<b>Account Group 3 MUSIC</b>								
035201	Band	\$2,044.38	\$1,060.60	(\$316.85)	\$0.00	\$2,788.13	\$0.00	\$2,788.13
035215	Chorus	\$1,140.00	\$562.00	\$0.00	\$0.00	\$1,702.00	\$0.00	\$1,702.00
<b>Group Total</b>		<b>\$3,184.38</b>	<b>\$1,622.60</b>	<b>(\$316.85)</b>	<b>\$0.00</b>	<b>\$4,490.13</b>	<b>\$0.00</b>	<b>\$4,490.13</b>
<b>Account Group Total</b>		<b>\$3,184.38</b>	<b>\$1,622.60</b>	<b>(\$316.85)</b>	<b>\$0.00</b>	<b>\$4,490.13</b>	<b>\$0.00</b>	<b>\$4,490.13</b>
<b>Account Group 4 CLUB/CLASS</b>								
045390	Bears Play	\$192.71	\$0.00	(\$78.00)	\$0.00	\$114.71	\$0.00	\$114.71
046636	FCS	\$289.52	\$0.00	\$0.00	\$0.00	\$289.52	\$0.00	\$289.52
045656	Key Club	\$0.00	\$603.47	\$0.00	\$0.00	\$603.47	\$0.00	\$603.47
045664	National Honor Society	\$0.00	\$0.00	(\$152.39)	\$0.00	(\$152.39)	\$0.00	(\$152.39)
045665	Math Team	\$25.35	\$0.00	\$0.00	\$0.00	\$25.35	\$0.00	\$25.35
045667	PEP Club	\$29.00	\$0.00	\$0.00	\$0.00	\$29.00	\$0.00	\$29.00
045754	SGA	\$2,587.15	\$0.00	\$0.00	\$0.00	\$2,587.15	\$0.00	\$2,587.15
045768	Media 1	\$29.60	\$0.00	\$0.00	\$0.00	\$29.60	\$0.00	\$29.60
046184	Bear Twirlers	\$0.00	\$760.00	\$0.00	\$0.00	\$760.00	\$0.00	\$760.00
<b>Group Total</b>		<b>\$3,153.33</b>	<b>\$1,363.47</b>	<b>(\$230.39)</b>	<b>\$0.00</b>	<b>\$4,286.41</b>	<b>\$0.00</b>	<b>\$4,286.41</b>
<b>Account Group Total</b>		<b>\$3,153.33</b>	<b>\$1,363.47</b>	<b>(\$230.39)</b>	<b>\$0.00</b>	<b>\$4,286.41</b>	<b>\$0.00</b>	<b>\$4,286.41</b>
<b>Account Group 5 GRANT</b>								
055306	BEF-GRITS-Girls Read	\$195.95	\$0.00	\$0.00	\$0.00	\$195.95	\$0.00	\$195.95
055307	BEF-Claim A Classroom	\$0.00	\$4,073.07	(\$148.99)	\$0.00	\$3,924.08	\$0.00	\$3,924.08
055309	BEF-Go Next Store to Ex	\$350.61	\$0.00	\$0.00	\$0.00	\$350.61	\$0.00	\$350.61
055310	BEF-Science/HM	\$62.54	\$0.00	\$0.00	\$0.00	\$62.54	\$0.00	\$62.54



General Ledger Report

Financial Report

Exhibit A

**From Date:** 7/1/2019  
**To Date:** 11/30/2019

**From Acct:** 1  
**To Account:** 999999

Activity Accounts

YTD

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payable	Work Bal.
055323	Target Field Trip Grant	\$676.96	\$0.00	\$0.00	\$0.00	\$676.96	\$0.00	\$676.96
055359	Brown Bear Grant - Kiwani	\$152.64	\$1,500.00	\$0.00	\$0.00	\$1,652.64	\$0.00	\$1,652.64
<b>Group Total</b>		<b>\$1,438.70</b>	<b>\$5,573.07</b>	<b>(\$148.99)</b>	<b>\$0.00</b>	<b>\$6,862.78</b>	<b>\$0.00</b>	<b>\$6,862.78</b>
<b>Account Group Total</b>		<b>\$1,438.70</b>	<b>\$5,573.07</b>	<b>(\$148.99)</b>	<b>\$0.00</b>	<b>\$6,862.78</b>	<b>\$0.00</b>	<b>\$6,862.78</b>

**Account Group 6 DEPARTMENT**

065102	Aspire	\$5,404.69	\$1,105.00	\$0.00	\$0.00	\$6,509.69	\$0.00	\$6,509.69
065202	Art Dept	\$1,341.01	\$0.00	\$0.00	\$0.00	\$1,341.01	\$0.00	\$1,341.01
065205	Science Department	\$4,988.22	\$1,694.00	(\$667.75)	\$0.00	\$6,014.47	\$0.00	\$6,014.47
065701	8th Grade	\$2,238.19	\$455.00	(\$200.00)	\$0.00	\$2,493.19	\$0.00	\$2,493.19
065714	English Dept	\$1,310.40	\$0.00	(\$73.16)	\$0.00	\$1,237.24	\$0.00	\$1,237.24
065731	Media Center	\$1,878.21	\$312.00	\$0.00	\$0.00	\$2,190.21	\$0.00	\$2,190.21
065733	Math Dept	\$7,554.80	\$450.00	\$0.00	\$0.00	\$8,104.80	\$0.00	\$8,104.80
065750	6th Grade	\$1,248.75	\$0.00	\$0.00	\$0.00	\$1,248.75	\$0.00	\$1,248.75
065751	Social Studies Dept	\$0.00	\$2,095.79	\$0.00	\$0.00	\$2,095.79	\$0.00	\$2,095.79
065771	7th Grade	\$1,207.47	\$0.00	\$0.00	\$0.00	\$1,207.47	\$0.00	\$1,207.47
065783	Autism	\$666.61	\$0.00	\$0.00	\$0.00	\$666.61	\$0.00	\$666.61
065933	Varying Exceptionalities	\$247.66	\$0.00	\$0.00	\$0.00	\$247.66	\$0.00	\$247.66
065962	P. E. Dept	\$2,290.03	\$0.00	\$0.00	\$0.00	\$2,290.03	\$0.00	\$2,290.03
<b>Group Total</b>		<b>\$30,476.04</b>	<b>\$6,111.79</b>	<b>(\$940.91)</b>	<b>\$0.00</b>	<b>\$35,646.92</b>	<b>\$0.00</b>	<b>\$35,646.92</b>
<b>Account Group Total</b>		<b>\$30,476.04</b>	<b>\$6,111.79</b>	<b>(\$940.91)</b>	<b>\$0.00</b>	<b>\$35,646.92</b>	<b>\$0.00</b>	<b>\$35,646.92</b>

**Account Group 7 TRUST**

075303	Relay for Life	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
075305	Year Book	\$3,917.12	\$1,615.00	\$0.00	\$0.00	\$5,532.12	\$0.00	\$5,532.12
075323	Opportunity Fund	\$113.36	\$700.00	\$0.00	\$0.00	\$813.36	\$0.00	\$813.36
075383	Hurricane Michael Donatio	\$2,201.68	\$0.00	\$0.00	\$0.00	\$2,201.68	\$0.00	\$2,201.68
<b>Group Total</b>		<b>\$6,252.16</b>	<b>\$2,315.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,567.16</b>	<b>\$0.00</b>	<b>\$8,567.16</b>
<b>Account Group Total</b>		<b>\$6,252.16</b>	<b>\$2,315.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,567.16</b>	<b>\$0.00</b>	<b>\$8,567.16</b>

<b>Grand Total</b>		<b>\$82,189.04</b>	<b>\$21,772.82</b>	<b>(\$9,828.17)</b>	<b>\$0.00</b>	<b>\$94,133.69</b>	<b>\$0.00</b>	<b>\$94,133.69</b>
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991	Cash On Hand	\$0.00	\$20,368.92	\$0.00	(\$20,368.92)	\$0.00	\$0.00	\$0.00
992	Savings-Hancock Bank	\$12,266.76	\$30.88	\$0.00	\$0.00	\$12,297.64	\$0.00	\$12,297.64
994	Savings-Ameris	\$20,068.44	\$2.53	\$0.00	\$0.00	\$20,070.97	\$0.00	\$20,070.97
995	Checking-Ameris	\$49,853.84	\$1,370.49	(\$9,828.17)	\$20,368.92	\$61,765.08	\$0.00	\$61,765.08
<b>General Ledger Grand Total</b>		<b>\$82,189.04</b>	<b>\$21,772.82</b>	<b>(\$9,828.17)</b>	<b>\$0.00</b>	<b>\$94,133.69</b>	<b>\$0.00</b>	<b>\$94,133.69</b>

General Ledger Report

Financial Report

Exhibit A

<b>From Date:</b>	7/1/2019
<b>To Date:</b>	11/30/2019

<b>From Acct:</b>	1
<b>To Account:</b>	999999

Activity Accounts

YTD

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payable	Work Bal.
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**Exhibit 'B'**  
**Merritt Brown Middle School**  
**Bank Reconciliation**  
**Interim Audit July 1, 2019 through November 30, 2019**

	Beginning Balance 7/1/2019	Deposits & Credits	Checks & Debits	Ending Balance 11/30/2019
<b>Transactions per Bank</b>				
Hancock -Money Market	12,266.76	30.88	-	12,297.64
Ameris - Savings	20,068.44	2.53	-	20,070.97
Ameris - Checking	51,549.73	21,739.41	(11,210.90)	62,078.24
<b>Outstanding Checks</b>				
June 30, 2018	(1,695.89)	-	1,695.89	-
June 30, 2019	-	-	(313.16)	(313.16)
<b>Total Cash Available</b>	<b>82,189.04</b>	<b>21,772.82</b>	<b>(9,828.17)</b>	<b>94,133.69</b>
<b>Transactions per books</b>	<b>82,189.04</b>	<b>21,772.82</b>	<b>(9,828.17)</b>	<b>94,133.69</b>
<b>Total Cash Available</b>	<b>82,189.04</b>	<b>21,772.82</b>	<b>(9,828.17)</b>	<b>94,133.69</b>

**Outstanding Checks**

	6/30/2019		11/30/2019
2292	200.00	2292	200.00
2318	68.95	2352	40.00
2326	78.00	2356	73.16
2327	1,348.94		
	<u>1,695.89</u>		<u>313.16</u>




# MEMORANDUM

## Business & Finance Services

William V. Husfelt, III, Superintendent ♦ Jim Loyed, Chief Financial Officer

December 19, 2019

**To:** William V. Husfelt, III, Superintendent  
Bay County School Board Members

**From:** Maryam Stukey, Internal Accounts Auditor 

**Subject:** Internal Accounts Audit  
St. Andrew School  
Period July 1, 2018 through June 30, 2019

**Audit Date:** December 19, 2019

I have reviewed the activities of the Internal Accounts of St. Andrew School in order to assess the school's compliance with state rules and regulations and district policies and procedures relative to the use of school funds and the maintenance of financial records.

To make an assessment of the school's compliance with Bay District Schools' policies and procedures, I (1) reviewed deposits, receipts and records of monies collected, (2) verified purchase orders and invoices to checks, (3) verified sales tax on purchases for re-sale, (4) verified donations, (5) verified purchased services, (6) reviewed internal controls, (7) reviewed financial statements and bank reconciliations, (8) reviewed return checks and re-deposits, (9) reconciled financial records to the bank, and (10) reviewed fund raising activities.

In my opinion the internal accounts of St. Andrew School were maintained in accordance with School Board Policy and D.O.E. rules.

The financial records were current and in balance as reflected by Exhibit 'A'.

The bank statement was reconciled and in balance as reflected by Exhibit 'B'.

The checks sampled were properly documented with invoices or receipts and the purchases were all approved by the principal. The checks were signed by the principal or designee and the bookkeeper.

The receipts sampled were properly receipted and timely deposited. Receipts were documented with monies collected forms showing the source of funds and were co-signed by the teacher/sponsor turning in the money.

The checking account is held in a public depository as required by Florida law.

I have discussed this report with the principal and the bookkeeper.

cc: Janie Branstetter, Principal  
Personnel File, Janie Branstetter  
Jim Loyed, Chief Financial Officer



## Internal Control Questionnaire

School: St. Andrew School  
Date: December 19, 2019

**1 GENERAL**

- |  |     |
|--|-----|
| (a) Are accounting records kept up to date?  | Yes |
| (b) Are adequate financial reports available?  | Yes |
| (c) Does the principal appear to take a direct and active interest in the financial affairs and reports which should be available? | Yes |

**2 CASH RECEIPTS:**

- |   |     |
|---|-----|
| (a) Are all receipts recorded on numbered receipts?   | Yes |
| (b) Are receipts deposited intact daily?  | Yes |
| (c) Are employees who handle funds bonded?  | Yes |
| (d) Are all monies and forms balanced by the receiving individual?                                | Yes |
| (e) Is a receipt given at the time money is turned in?  | Yes |
| (f) Are any changes made to monies collected forms initialed by the individual making the change. | Yes |

**3 CASH DISBURSEMENTS:**

- |   |     |
|---|-----|
| (a) Are all disbursements made by check?  | Yes |
| (b) Are pre-numbered checks used?   | Yes |
| (c) Is the principal's or a designee's signature required on all checks?  | Yes |
| (d) Does the principal or designee sign checks only after they are properly completed? (checks should never be signed in blank) | Yes |
| (e) Are two signatures required on all checks?  | Yes |
| (f) Are all voided checks retained for audit?   | Yes |
| (g) Are checks issued in numerical order?   | Yes |
| (h) Does the principal review the bank reconciliation?  | Yes |
| (i) Is sales tax paid on fund raising purchases?  | Yes |
| (j) Are Services Rendered and W-9 forms completed and forwarded to the auditor's office for 1099 reporting?                     | Yes |
| (k) Is a list of authorized check signers with sample signatures on file?   | Yes |
| (l) Are invoices signed by the individual receiving material before payment is made?  | Yes |
| (m) Is either an invoice or a receipt attached to each payment?   | Yes |

**4 FUND RAISING ACTIVITIES:**

- |  |     |
|--|-----|
| (a) Are all fund raising activities approved by the principal before they begin?     | Yes |
| (b) Are all groups informed that door to door selling is to be avoided?              | Yes |
| (c) Is there a use of the funds specified on fund raising authorization forms?       | Yes |
| (d) Are financial reports filed with the bookkeeper for all fund raising activities? | Yes |

**5 OTHER:**

- (a) Are purchases approved in writing by the principal before purchase is made?
- (b) Are the required three bids and superintendent's approval obtained on all purchases of \$2,500.00 or more?
- (c) Is the approval of the superintendent obtained on all donations of cash or assets?
- (d) Are controls in place to ensure compliance with the Jessica Lunsford Act?
- (e) Is a petty cash maintained?
- (f) Are Use of Facility records in order and properly documented?

Yes
N/A - No purchases over \$2,500
Yes
Yes
No
N/A - Facility not used by outside organization

Current list of individuals authorized to sign checks

<u>Janie Branstetter</u>	Principal
<u>Anika Story</u>	Assistant Administrator
<u>Racquel Estrada</u>	Administrative Secretary

The financial statements enclosed are prepared on the basis of cash receipts and disbursements; consequently, certain revenue is recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statements are not intended to present the results of operations in conformity with generally accepted accounting principles.



**St Andrew School  
General Ledger Report  
Financial Report  
Exhibit A**

<b>From Date:</b>	7/1/2018
<b>To Date:</b>	6/30/2019

<b>From Acct:</b>	1
<b>To Account:</b>	999999

**Activity Accounts**

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
<b>Account Group General</b>								
015500	General Fund	\$2,620.90	\$452.43	(\$804.10)	\$0.00	\$2,269.23	\$0.00	\$2,269.23
015505	Fund Raising General	\$469.96	\$0.00	\$0.00	\$0.00	\$469.96	\$0.00	\$469.96
015560	Incentive Program	\$1.90	\$250.00	(\$562.00)	\$350.00	\$39.90	\$0.00	\$39.90
015755	Use of Facilities	\$5,200.00	\$0.00	(\$3,334.06)	(\$350.00)	\$1,515.94	\$0.00	\$1,515.94
<b>Group Total</b>		<b>\$8,292.76</b>	<b>\$702.43</b>	<b>(\$4,700.16)</b>	<b>\$0.00</b>	<b>\$4,295.03</b>	<b>\$0.00</b>	<b>\$4,295.03</b>
<b>Account Group Total</b>		<b>\$8,292.76</b>	<b>\$702.43</b>	<b>(\$4,700.16)</b>	<b>\$0.00</b>	<b>\$4,295.03</b>	<b>\$0.00</b>	<b>\$4,295.03</b>
<b>Account Group Music</b>								
035220	Chorus	\$342.02	\$0.00	(\$91.40)	\$0.00	\$250.62	\$0.00	\$250.62
<b>Group Total</b>		<b>\$342.02</b>	<b>\$0.00</b>	<b>(\$91.40)</b>	<b>\$0.00</b>	<b>\$250.62</b>	<b>\$0.00</b>	<b>\$250.62</b>
<b>Account Group Total</b>		<b>\$342.02</b>	<b>\$0.00</b>	<b>(\$91.40)</b>	<b>\$0.00</b>	<b>\$250.62</b>	<b>\$0.00</b>	<b>\$250.62</b>
<b>Account Group Grants</b>								
055307	BEF/SJ/Literacy Initialiv	\$0.00	\$10,006.47	(\$9,962.22)	\$0.00	\$44.25	\$0.00	\$44.25
055308	BEF/SJ Student incentive	\$0.00	\$2,500.00	(\$2,500.00)	\$0.00	\$0.00	\$0.00	\$0.00
055310	BEF-HM-teachers supply	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Group Total</b>		<b>\$0.00</b>	<b>\$13,006.47</b>	<b>(\$12,962.22)</b>	<b>\$0.00</b>	<b>\$44.25</b>	<b>\$0.00</b>	<b>\$44.25</b>
<b>Account Group Total</b>		<b>\$0.00</b>	<b>\$13,006.47</b>	<b>(\$12,962.22)</b>	<b>\$0.00</b>	<b>\$44.25</b>	<b>\$0.00</b>	<b>\$44.25</b>
<b>Account Group Departments</b>								
065732	Library Book Fair	\$800.45	\$1,904.92	(\$1,900.47)	\$0.00	\$804.90	\$0.00	\$804.90
<b>Group Total</b>		<b>\$800.45</b>	<b>\$1,904.92</b>	<b>(\$1,900.47)</b>	<b>\$0.00</b>	<b>\$804.90</b>	<b>\$0.00</b>	<b>\$804.90</b>
<b>Account Group Total</b>		<b>\$800.45</b>	<b>\$1,904.92</b>	<b>(\$1,900.47)</b>	<b>\$0.00</b>	<b>\$804.90</b>	<b>\$0.00</b>	<b>\$804.90</b>
<b>Account Group Trust Accounts</b>								
075305	Yearbooks	\$223.76	\$750.00	(\$595.17)	\$0.00	\$378.59	\$0.00	\$378.59
075332	Field Trip Trust	\$2,320.07	\$2,479.00	(\$2,294.00)	\$0.00	\$2,505.07	\$0.00	\$2,505.07
075956	Donation-Teacher Incentiv	\$93.98	\$0.00	\$0.00	\$0.00	\$93.98	\$0.00	\$93.98
<b>Group Total</b>		<b>\$2,637.81</b>	<b>\$3,229.00</b>	<b>(\$2,889.17)</b>	<b>\$0.00</b>	<b>\$2,977.64</b>	<b>\$0.00</b>	<b>\$2,977.64</b>
<b>Account Group Total</b>		<b>\$2,637.81</b>	<b>\$3,229.00</b>	<b>(\$2,889.17)</b>	<b>\$0.00</b>	<b>\$2,977.64</b>	<b>\$0.00</b>	<b>\$2,977.64</b>
<b>Grand Total</b>		<b>\$12,073.04</b>	<b>\$18,842.82</b>	<b>(\$22,543.42)</b>	<b>\$0.00</b>	<b>\$8,372.44</b>	<b>\$0.00</b>	<b>\$8,372.44</b>
<hr/>								
991	Cash On Hand	\$0.00	\$18,741.39	\$0.00	(\$18,741.39)	\$0.00	\$0.00	\$0.00
992	Checking-Hancock	\$12,073.04	\$101.43	(\$22,543.42)	\$18,741.39	\$8,372.44	\$0.00	\$8,372.44
<b>General Ledger Grand Total</b>		<b>\$12,073.04</b>	<b>\$18,842.82</b>	<b>(\$22,543.42)</b>	<b>\$0.00</b>	<b>\$8,372.44</b>	<b>\$0.00</b>	<b>\$8,372.44</b>

St Andrew School  
General Ledger Report  
Financial Report  
Exhibit A

<b>From Date:</b>	7/1/2018
<b>To Date:</b>	6/30/2019

<b>From Acct:</b>	1
<b>To Account:</b>	999999

Activity Accounts

YTD

<u>Acct.</u>	<u>Account Name</u>	<u>Beg. Bal.</u>	<u>Recpt/JV</u>	<u>Disb/JV</u>	<u>Transfer</u>	<u>End. Bal.</u>	<u>Payable</u>	<u>Work Bal.</u>
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**EXHIBIT 'B'**  
**St. Andrew School**  
**Bank Reconciliation**  
**Fiscal Year Ending June 30, 2019**

	Beginning Balance 7/1/2018	Deposits & Credits	Checks & Debits	Ending Balance 6/30/2019
<b>Transactions per Bank</b>				
Checking - Hancock Bank	12,073.04	18,842.82	(21,348.17)	9,567.69
<b>Outstanding Checks</b>				
June 30, 2018	-	-	-	-
June 30, 2019	-	-	(1,195.25)	(1,195.25)
<b>Total</b>	12,073.04	18,842.82	(22,543.42)	8,372.44
<b>Transactions per books</b>				
NSF Checks / Redeposits	-	-	-	-
<b>Total</b>	12,073.04	18,842.82	(22,543.42)	8,372.44

**Outstanding Checks**

6/30/2018		6/30/2019	
Ck No	Amt	Ck No	Amt
None	0.00	1560	66.00
		1583	1,129.25
	<u>0.00</u>		<u>1,195.25</u>



# MEMORANDUM

## Business & Finance Services

William V. Husfelt, III Superintendent • Jim Loyed, Chief Financial Officer

December 5, 2019

**To:** William V. Husfelt, III, Superintendent and  
Bay County School Board Members

**From:** Maryam Stukey, Internal Accounts Auditor

**Subject:** Internal Accounts Audit  
Deer Point Elementary School  
Period July 1, 2018 through June 30, 2019

A handwritten signature in blue ink, appearing to be "MS", located to the right of the "From:" field.

**Audit Date:** December 3, 2019

I have reviewed the activities of the Internal Accounts of Deer Point Elementary School in order to assess the school's compliance with state rules and regulations and district policies and procedures relative to the use of school funds and the maintenance of financial records.

To make an assessment of the school's compliance with Bay District Schools' policies and procedures, I (1) reviewed deposits, receipts and records of monies collected, (2) verified purchase orders and invoices to checks, (3) verified sales tax on purchases for re-sale, (4) verified donations, (5) verified purchased services, (6) reviewed internal controls, (7) reviewed financial statements and bank reconciliations, (8) reviewed return checks and re-deposits, (9) reconciled financial records to the bank, and (10) reviewed fund raising activities.

In my opinion the internal accounts of Deer Point Elementary School were maintained in accordance with School Board Policy and D.O.E. rules.

The financial records are reflected in Exhibit 'A'.

The bank statement was reconciled and in balance as reflected by Exhibit 'B'.

The checks sampled were properly documented with invoices or receipts and the purchases were all approved by the principal. The checks sampled were signed by the principal and bookkeeper or designee.

The receipts sampled were properly receipted and deposited timely. Receipts sampled were documented with monies collected forms showing the source of funds and were co-signed by the teacher or sponsor turning in the funds.

The checking account for Deer Point Elementary School is in a qualified public depository as required by Florida law.

I have discussed this audit with the principal and the bookkeeper.

cc: Rebecca Reeder, Principal  
Personnel File, Rebecca Reeder  
Jim Loyed, Chief Financial Officer



## Internal Control Questionnaire

School: Deer Point Elementary School

Date: December 3, 2019

**1 GENERAL**

- |  |     |
|--|-----|
| (a) Are accounting records kept up to date?  | Yes |
| (b) Are adequate financial reports available?  | Yes |
| (c) Does the principal appear to take a direct and active interest in the financial affairs and reports which should be available? | Yes |

**2 CASH RECEIPTS:**

- |   |     |
|---|-----|
| (a) Are all receipts recorded on numbered receipts?   | Yes |
| (b) Are receipts deposited intact daily?  | Yes |
| (c) Are employees who handle funds bonded?  | Yes |
| (d) Are all monies and forms balanced by the receiving individual?                                | Yes |
| (e) Is a receipt given at the time money is turned in?  | Yes |
| (f) Are any changes made to monies collected forms initialed by the individual making the change. | Yes |

**3 CASH DISBURSEMENTS:**

- |   |     |
|---|-----|
| (a) Are all disbursements made by check?  | Yes |
| (b) Are pre-numbered checks used?   | Yes |
| (c) Is the principal's or a designee's signature required on all checks?  | Yes |
| (d) Does the principal or designee sign checks only after they are properly completed? (checks should never be signed in blank) | Yes |
| (e) Are two signatures required on all checks?  | Yes |
| (f) Are all voided checks retained for audit?   | Yes |
| (g) Are checks issued in numerical order?   | Yes |
| (h) Does the principal review the bank reconciliation?  | Yes |
| (i) Is sales tax paid on items purchased for fund raising?  | Yes |
| (j) Are Services Rendered and W-9 forms completed and forwarded to the auditor's office when required?                          | Yes |
| (k) Is a list of authorized check signers with sample signatures on file?   | Yes |
| (l) Are invoices signed by the individual receiving material before payment is made?  | Yes |
| (m) Is either an invoice or a receipt attached to each payment?   | Yes |

**4 FUND RAISING ACTIVITIES:**

- |  |     |
|--|-----|
| (a) Are all fund raising activities approved by the principal before they begin?     | Yes |
| (b) Are all groups informed that door to door selling is to be avoided?              | Yes |
| (c) Is there a use of the funds specified on fund raising authorization forms?       | Yes |
| (d) Are financial reports filed with the bookkeeper for all fund raising activities? | Yes |

**5 OTHER:**

- (a) Are purchases approved in writing by the principal before purchase is made?
- (b) Are the required three bids and superintendent's approval obtained on all purchases of \$2,500.00 or more?
- (c) Is the approval of the superintendent obtained on all donations of cash or assets?
- (d) Are controls in place to ensure compliance with the Jessica Lunsford Act?
- (e) Is a petty cash maintained?
- (f) Are Use of Facility records in order and properly documented?

Yes
N/A - No purchases over \$2,500
Yes
Yes
No
N/A - Facility not used by outside organizations

**Current list of individuals authorized to sign checks**

<u>Rebecca Reeder</u>	Principal
<u>William Russell Brock</u>	Assistant Principal
<u>Beth Parsons</u>	Administrative Secretary
<u>Jennifer Tucker</u>	Data Clerk

**The financial statements enclosed are prepared on the basis of cash receipts and disbursements; consequently, certain revenue is recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statements are not intended to present the results of operations in conformity with generally accepted accounting principles.**



Deer Point Elementary  
General Ledger Report

Financial Report  
Exhibit A

From Date: 7/1/2018  
To Date: 6/30/2019

From Acct: 1  
To Account: 999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
<b>Account Group General</b>								
015500	General Fund	\$24,601.10	\$4,347.25	(\$9,805.85)	\$501.40	\$19,643.90	\$0.00	\$19,643.90
015506	BOX TOPS FOR EDUCATI	\$194.62	\$466.90	(\$661.52)	\$0.00	\$0.00	\$0.00	\$0.00
015517	Market Day	\$1,148.53	\$0.00	(\$674.76)	\$0.00	\$473.77	\$0.00	\$473.77
015530	Zpass	\$0.00	\$20.07	\$0.00	\$0.00	\$20.07	\$0.00	\$20.07
015540	Public Relations Account	\$0.00	\$500.00	\$0.00	(\$500.00)	\$0.00	\$0.00	\$0.00
015561	PBS/Guidance	\$329.86	\$0.00	\$0.00	\$0.00	\$329.86	\$0.00	\$329.86
015565	Leader in Me	\$6,600.40	\$8,678.00	(\$9,103.76)	\$0.00	\$6,174.64	\$0.00	\$6,174.64
015580	School Uniforms	\$6,282.89	\$9,018.00	(\$12,182.20)	\$0.00	\$3,118.69	\$0.00	\$3,118.69
075373	St. Augustine	\$0.00	\$14,104.00	(\$13,717.00)	\$0.00	\$387.00	\$0.00	\$387.00
<b>Group Total</b>		<b>\$39,157.40</b>	<b>\$37,134.22</b>	<b>(\$46,145.09)</b>	<b>\$1.40</b>	<b>\$30,147.93</b>	<b>\$0.00</b>	<b>\$30,147.93</b>
<b>Account Group Total</b>		<b>\$39,157.40</b>	<b>\$37,134.22</b>	<b>(\$46,145.09)</b>	<b>\$1.40</b>	<b>\$30,147.93</b>	<b>\$0.00</b>	<b>\$30,147.93</b>
<b>Account Group Music</b>								
035225	Music	\$65.86	\$856.00	(\$765.70)	\$0.00	\$156.16	\$0.00	\$156.16
<b>Group Total</b>		<b>\$65.86</b>	<b>\$856.00</b>	<b>(\$765.70)</b>	<b>\$0.00</b>	<b>\$156.16</b>	<b>\$0.00</b>	<b>\$156.16</b>
<b>Account Group Total</b>		<b>\$65.86</b>	<b>\$856.00</b>	<b>(\$765.70)</b>	<b>\$0.00</b>	<b>\$156.16</b>	<b>\$0.00</b>	<b>\$156.16</b>
<b>Account Group Club/Class</b>								
045603	Art Club	\$59.57	\$0.00	(\$31.01)	\$0.00	\$28.56	\$0.00	\$28.56
045613	Beta Club	\$128.10	\$0.00	\$0.00	\$0.00	\$128.10	\$0.00	\$128.10
045615	Chorus Club	\$12.40	\$660.00	(\$258.94)	\$0.00	\$413.46	\$0.00	\$413.46
045623	DRAMA CLUB	\$245.12	\$0.00	(\$33.32)	\$0.00	\$211.80	\$0.00	\$211.80
045636	FCS	\$68.30	\$0.00	\$0.00	\$0.00	\$68.30	\$0.00	\$68.30
045646	Running	\$1,200.58	\$0.00	(\$51.25)	\$0.00	\$1,149.33	\$0.00	\$1,149.33
045753	SGA	\$470.81	\$80.00	(\$296.54)	\$0.00	\$252.27	\$0.00	\$252.27
045754	Gardening Club	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
045755	Sign Language	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$35.00
046011	Chess/Card/Board Games	\$35.11	\$0.00	(\$35.11)	\$0.00	\$0.00	\$0.00	\$0.00
046013	Cheer Leading	\$65.24	\$0.00	(\$20.16)	\$0.00	\$45.08	\$0.00	\$45.08
<b>Group Total</b>		<b>\$2,400.23</b>	<b>\$740.00</b>	<b>(\$728.33)</b>	<b>\$0.00</b>	<b>\$2,411.90</b>	<b>\$0.00</b>	<b>\$2,411.90</b>
<b>Account Group Total</b>		<b>\$2,400.23</b>	<b>\$740.00</b>	<b>(\$728.33)</b>	<b>\$0.00</b>	<b>\$2,411.90</b>	<b>\$0.00</b>	<b>\$2,411.90</b>
<b>Account Group Grants</b>								
055304	BEF-St. Joe Company	\$0.00	\$12,500.00	(\$12,498.84)	(\$1.16)	\$0.00	\$0.00	\$0.00
055505	2019 Teacher Supply Grant	\$0.00	\$1,000.00	(\$999.76)	(\$0.24)	\$0.00	\$0.00	\$0.00
<b>Group Total</b>		<b>\$0.00</b>	<b>\$13,500.00</b>	<b>(\$13,498.60)</b>	<b>(\$1.40)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Account Group Total</b>		<b>\$0.00</b>	<b>\$13,500.00</b>	<b>(\$13,498.60)</b>	<b>(\$1.40)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Deer Point Elementary  
General Ledger Report

Financial Report  
Exhibit A

From Date: 7/1/2018  
To Date: 6/30/2019

From Acct: 1  
To Account: 999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
<b>Account Group Departments</b>								
065201	ART	\$149.32	\$1,035.68	(\$188.68)	\$0.00	\$996.32	\$0.00	\$996.32
065306	CLASS T-SHIRT	\$7,791.76	\$0.00	\$0.00	\$0.00	\$7,791.76	\$0.00	\$7,791.76
065546	Technology	\$852.93	\$1,235.00	(\$1,087.93)	\$0.00	\$1,000.00	\$0.00	\$1,000.00
065663	Special Area	\$81.23	\$0.00	\$0.00	\$0.00	\$81.23	\$0.00	\$81.23
065716	5th Grade	\$0.00	\$2,258.00	(\$2,220.69)	\$0.00	\$37.31	\$0.00	\$37.31
065717	1st Grade	\$0.00	\$2,398.00	(\$2,326.32)	\$0.00	\$71.68	\$0.00	\$71.68
065720	4th Grade	\$0.00	\$2,435.00	(\$2,285.25)	\$0.00	\$149.75	\$0.00	\$149.75
065746	2nd Grade	\$0.00	\$926.00	(\$926.00)	\$0.00	\$0.00	\$0.00	\$0.00
065755	3rd Grade	\$980.70	\$1,879.00	(\$1,725.36)	\$0.00	\$1,134.34	\$0.00	\$1,134.34
065762	Kindergarten	\$194.59	\$2,896.00	(\$3,090.59)	\$0.00	\$0.00	\$0.00	\$0.00
065768	PreK	\$16.32	\$1,272.00	(\$1,030.97)	\$0.00	\$257.35	\$0.00	\$257.35
065783	AUTISM	\$273.96	\$0.00	\$0.00	\$0.00	\$273.96	\$0.00	\$273.96
065960	Media Center	\$3,717.03	\$15,748.91	(\$18,465.22)	\$0.00	\$1,000.72	\$0.00	\$1,000.72
065961	PE	\$551.32	\$6,970.00	(\$6,141.08)	\$0.00	\$1,380.24	\$0.00	\$1,380.24
<b>Group Total</b>		<b>\$14,609.16</b>	<b>\$39,053.59</b>	<b>(\$39,488.09)</b>	<b>\$0.00</b>	<b>\$14,174.66</b>	<b>\$0.00</b>	<b>\$14,174.66</b>
<b>Account Group Total</b>		<b>\$14,609.16</b>	<b>\$39,053.59</b>	<b>(\$39,488.09)</b>	<b>\$0.00</b>	<b>\$14,174.66</b>	<b>\$0.00</b>	<b>\$14,174.66</b>
<b>Account Group Trust</b>								
075303	Relay for Life	\$425.84	\$193.43	\$0.00	\$0.00	\$619.27	\$0.00	\$619.27
075315	YEARBOOKS	\$3,050.37	\$3,500.00	(\$3,202.39)	\$0.00	\$3,347.98	\$0.00	\$3,347.98
075356	Lost/Damaged Library Boo	\$0.00	\$72.56	(\$72.56)	\$0.00	\$0.00	\$0.00	\$0.00
075361	Playground Project	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00
075370	Shipwreck	\$1,404.00	\$9,762.46	(\$11,166.46)	\$0.00	\$0.00	\$0.00	\$0.00
075374	Tallahassee Field Trip	\$679.81	\$7,487.00	(\$7,259.00)	\$0.00	\$887.81	\$0.00	\$887.81
075375	ORLANDO TRIP	\$135.79	\$10,359.00	(\$10,278.46)	\$0.00	\$216.33	\$0.00	\$216.33
<b>Group Total</b>		<b>\$5,815.81</b>	<b>\$31,354.45</b>	<b>(\$31,978.87)</b>	<b>\$0.00</b>	<b>\$5,191.39</b>	<b>\$0.00</b>	<b>\$5,191.39</b>
<b>Account Group Total</b>		<b>\$5,815.81</b>	<b>\$31,354.45</b>	<b>(\$31,978.87)</b>	<b>\$0.00</b>	<b>\$5,191.39</b>	<b>\$0.00</b>	<b>\$5,191.39</b>
<b>Grand Total</b>		<b>\$62,048.46</b>	<b>\$122,638.26</b>	<b>(\$132,604.68)</b>	<b>\$0.00</b>	<b>\$52,082.04</b>	<b>\$0.00</b>	<b>\$52,082.04</b>
<b>General Ledger Grand Total</b>		<b>\$62,048.46</b>	<b>\$122,638.26</b>	<b>(\$132,604.68)</b>	<b>\$0.00</b>	<b>\$52,082.04</b>	<b>\$0.00</b>	<b>\$52,082.04</b>
991	Cash On Hand	\$0.00	\$85,416.75	\$0.00	(\$85,416.75)	\$0.00	\$0.00	\$0.00
993	Ameris	\$62,039.46	\$37,221.51	(\$132,595.68)	\$85,416.75	\$52,082.04	\$0.00	\$52,082.04
999	N.S.F.	\$9.00	\$0.00	(\$9.00)	\$0.00	\$0.00	\$0.00	\$0.00

**Deer Point Elementary  
General Ledger Report  
Financial Report  
Exhibit A**

<b>From Date:</b>	7/1/2018
<b>To Date:</b>	6/30/2019

<b>From Acct:</b>	1
<b>To Account:</b>	999999

**Activity Accounts**

**YTD**

<u>Acct.</u>	<u>Account Name</u>	<u>Beg. Bal.</u>	<u>Recpt/JV</u>	<u>Disb/JV</u>	<u>Transfer</u>	<u>End. Bal.</u>	<u>Payable</u>	<u>Work Bal.</u>
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**EXHIBIT 'B'**  
**Deer Point Elementary School**  
**Bank Reconciliation**  
**Fiscal Year Ending June 30, 2019**

	Beginning Balance 7/1/2018	Deposits & Credits	Checks & Debits	Ending Balance 6/30/2019
<b>Transactions per Bank</b>				
Checking - Ameris	64,734.28	122,677.26	(134,891.13)	52,520.41
<b>Outstanding Checks</b>				
6/30/2018	(2,694.82)		2,694.82	-
6/30/2019	-	-	(438.37)	(438.37)
<b>Total Cash Available</b>	<b>62,039.46</b>	<b>122,677.26</b>	<b>(132,634.68)</b>	<b>52,082.04</b>
<b>Transactions per books</b>				
	62,048.46	122,638.26	(132,604.68)	52,082.04
Returned Checks/Redeposits	(9.00)	58.00	(49.00)	-
Charge off uncollected NSF/Counterfeit Bills in dep		(19.00)	19.00	
<b>Total Cash Available</b>	<b>62,039.46</b>	<b>122,677.26</b>	<b>(132,634.68)</b>	<b>52,082.04</b>

**Outstanding Checks**

June 30, 2018		June 30, 2019	
Ck No	Amount	Ck No	Amount
5157	\$ 29.89	5339	\$ 39.56
5186	6.00	5341	251.25
5190	2,609.50	5342	72.56
5191	7.00	5345	75.00
5194	42.43		
	<u>\$ 2,694.82</u>		<u>\$ 438.37</u>




# MEMORANDUM

## Business & Finance Services

William V. Husfelt, III, Superintendent • Jim Loyed, Chief Financial Officer

December 5, 2019

**To:** William V. Husfelt, III, Superintendent and  
Bay County School Board Members

**From:** Maryam Stukey, Internal Accounts Auditor 

**Subject:** Internal Accounts Audit  
West Bay Elementary School  
Period July 1, 2018 through June 30, 2019

**Audit Date:** December 4, 2019

I have reviewed the activities of the Internal Accounts of West Bay Elementary School in order to assess the school's compliance with state rules and regulations and district policies and procedures relative to the use of school funds and the maintenance of financial records.

During the course of the examination, I (1) reviewed deposits, receipts and records of monies collected, (2) verified purchase orders and invoices to checks, (3) verified sales tax on fund raising purchases, (4) verified donations, (5) verified purchased services, (6) reviewed internal controls, (7) reviewed financial statements and bank reconciliations, (8) reviewed return checks and re-deposits, (9) reconciled financial records to the bank, and (10) reviewed fund raising activities.

In my opinion the internal accounts of West Bay Elementary School were maintained in accordance with School Board Policy and D.O.E. rules.

The financial records were current and in balance as reflected by Exhibit 'A'.

The bank statement was reconciled and in balance as reflected by Exhibit 'B'.

The checks were properly documented with invoices or receipts and the purchases were all approved by the principal. The checks were signed by the principal or designee and the administrative secretary.

The receipts were properly receipted and timely deposited. The receipts were documented with monies collected forms showing the source of funds and was signed by the teacher or sponsor turning in the funds.

**The checking account is maintained in a qualified public depository as required by Florida law.**

**I discussed this report with the principal, Deniece Moss and the bookkeeper.**

**cc: Deniece Moss, Principal  
Personnel File, Deniece Moss  
Jim Loyed, Chief Financial Officer**

**The financial statements enclosed are prepared on the basis of cash receipts and disbursements; consequently, certain revenue is recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statements are not intended to present the results of operations in conformity with generally accepted accounting principles.**



## Internal Control Questionnaire

School: West Bay Elementary School

Date: December 4, 2019

**1 GENERAL**

- |  |     |
|--|-----|
| (a) Are accounting records kept up to date?  | Yes |
| (b) Are adequate financial reports available?  | Yes |
| (c) Does the principal appear to take a direct and active interest in the financial affairs and reports which should be available? | Yes |

**2 CASH RECEIPTS:**

- |   |     |
|---|-----|
| (a) Are all receipts recorded on numbered receipts?   | Yes |
| (b) Are receipts deposited intact daily?  | Yes |
| (c) Are employees who handle funds bonded?  | Yes |
| (d) Are all monies and forms balanced by the receiving individual?                                | Yes |
| (e) Is a receipt given at the time money is turned in?  | Yes |
| (f) Are any changes made to monies collected forms initialed by the individual making the change. | Yes |

**3 CASH DISBURSEMENTS:**

- |   |     |
|---|-----|
| (a) Are all disbursements made by check?  | Yes |
| (b) Are pre-numbered checks used?   | Yes |
| (c) Is the principal's or a designee's signature required on all checks?  | Yes |
| (d) Does the principal or designee sign checks only after they are properly completed? (checks should never be signed in blank) | Yes |
| (e) Are two signatures required on all checks?  | Yes |
| (f) Are all voided checks retained for audit?   | Yes |
| (g) Are checks issued in numerical order?   | Yes |
| (h) Does the principal review the bank reconciliation?  | Yes |
| (i) Is sales tax paid on items purchased for fund raising?  | Yes |
| (j) Are Services Rendered and W-9 forms completed and forwarded to the auditor's office when required?                          | Yes |
| (k) Is a list of authorized check signers with sample signatures on file?   | Yes |
| (l) Are invoices signed by the individual receiving material before payment is made?  | Yes |
| (m) Is either an invoice or a receipt attached to each payment?   | Yes |

**4 FUND RAISING ACTIVITIES:**

- |  |     |
|--|-----|
| (a) Are all fund raising activities approved by the principal before they begin?     | Yes |
| (b) Are all groups informed that door to door selling is to be avoided?              | Yes |
| (c) Is there a use of the funds specified on fund raising authorization forms?       | Yes |
| (d) Are financial reports filed with the bookkeeper for all fund raising activities? | Yes |



**5 OTHER:**

(a) Are purchases approved in writing by the principal before purchase is made?	Yes
(b) Are the required three bids and superintendent's approval obtained on all purchases of \$2,500.00 or more?	N/A - No purchases over \$2,500
(c) Is the approval of the superintendent obtained on all donations of cash or assets?	Yes
(d) Are controls in place to ensure compliance with the Jessica Lunsford Act?	Yes
(e) Is a petty cash maintained?	No
(f) Are Use of Facility records in order and properly documented?	Yes

Current list of individuals authorized to sign checks

<u>Deniece Moss</u>	Principal
<u>Linda Michelle Armistead</u>	Assistant Administrator
<u>Tina Hood</u>	Administrative Secretary

West Bay Elementary  
General Ledger Report

Financial Report

Exhibit A

**From Date:** 7/1/2018  
**To Date:** 6/30/2019

**From Acct:** 1  
**To Account:** 999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Dish/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
<b>Account Group General</b>								
015500	General Fund	\$11,864.34	\$5,650.74	(\$2,798.02)	(\$324.93)	\$14,392.13	\$0.00	\$14,392.13
015509	Friends of West Bay Sch	\$5,388.80	\$0.00	(\$490.00)	\$0.00	\$4,898.80	\$0.00	\$4,898.80
015530	Zpass	\$0.00	\$124.00	\$0.00	\$0.00	\$124.00	\$0.00	\$124.00
015560	Incentives	\$962.99	\$954.00	(\$562.00)	\$0.00	\$1,354.99	\$0.00	\$1,354.99
015563	HOUSE System	\$0.00	\$3,317.90	(\$3,067.20)	\$0.00	\$250.70	\$0.00	\$250.70
015670	T-Shirts - Other	\$1,840.36	\$4,095.15	(\$4,903.14)	\$1,308.91	\$2,341.28	\$0.00	\$2,341.28
<b>Group Total</b>		<b>\$20,066.49</b>	<b>\$14,141.79</b>	<b>(\$11,820.36)</b>	<b>\$983.98</b>	<b>\$23,361.90</b>	<b>\$0.00</b>	<b>\$23,361.90</b>
<b>Account Group Total</b>		<b>\$20,066.49</b>	<b>\$14,141.79</b>	<b>(\$11,820.36)</b>	<b>\$983.98</b>	<b>\$23,361.90</b>	<b>\$0.00</b>	<b>\$23,361.90</b>
<b>Account Group Music</b>								
035225	Music	\$0.00	\$550.00	(\$550.00)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Group Total</b>		<b>\$0.00</b>	<b>\$550.00</b>	<b>(\$550.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Account Group Total</b>		<b>\$0.00</b>	<b>\$550.00</b>	<b>(\$550.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Account Group Club/Class</b>								
045635	FCA Kids Club	\$980.00	\$300.00	(\$710.75)	\$0.00	\$569.25	\$0.00	\$569.25
046055	Chess/Lego Club	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
<b>Group Total</b>		<b>\$980.00</b>	<b>\$450.00</b>	<b>(\$710.75)</b>	<b>\$0.00</b>	<b>\$719.25</b>	<b>\$0.00</b>	<b>\$719.25</b>
<b>Account Group Total</b>		<b>\$980.00</b>	<b>\$450.00</b>	<b>(\$710.75)</b>	<b>\$0.00</b>	<b>\$719.25</b>	<b>\$0.00</b>	<b>\$719.25</b>
<b>Account Group Grant</b>								
055304	BEF/St. Joe Reading Init.	\$0.00	\$12,500.00	(\$12,482.35)	(\$17.65)	\$0.00	\$0.00	\$0.00
055305	FL Forestry Assoc. Grant	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
055306	BEF - HM Teacher Supplie	\$0.00	\$1,000.00	(\$988.93)	(\$11.07)	\$0.00	\$0.00	\$0.00
055307	Lego League Grant	\$0.00	\$500.00	(\$146.30)	\$0.00	\$353.70	\$0.00	\$353.70
055308	FL Farm Bureau PB&J Gra	\$0.00	\$234.00	(\$189.42)	(\$44.58)	\$0.00	\$0.00	\$0.00
<b>Group Total</b>		<b>\$0.00</b>	<b>\$14,534.00</b>	<b>(\$13,807.00)</b>	<b>(\$73.30)</b>	<b>\$653.70</b>	<b>\$0.00</b>	<b>\$653.70</b>
<b>Account Group Total</b>		<b>\$0.00</b>	<b>\$14,534.00</b>	<b>(\$13,807.00)</b>	<b>(\$73.30)</b>	<b>\$653.70</b>	<b>\$0.00</b>	<b>\$653.70</b>
<b>Account Group Department</b>								
065201	Art	\$0.00	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
065305	Year Book	\$896.43	\$0.00	\$0.00	\$0.00	\$896.43	\$0.00	\$896.43
065716	5th Grade	\$0.00	\$462.10	(\$409.07)	\$273.86	\$326.89	\$0.00	\$326.89
065717	1st Grade	\$1.53	\$449.50	(\$495.17)	\$44.14	\$0.00	\$0.00	\$0.00
065720	4th Grade	\$253.86	\$522.00	(\$502.00)	(\$273.86)	\$0.00	\$0.00	\$0.00
065731	Media Center	\$1,932.28	\$0.00	(\$19.04)	\$162.11	\$2,075.35	\$0.00	\$2,075.35
065739	STEAM	\$109.54	\$990.00	(\$1,300.00)	\$300.00	\$99.54	\$0.00	\$99.54
065746	2nd Grade	\$0.00	\$810.00	(\$738.00)	\$0.00	\$72.00	\$0.00	\$72.00

West Bay Elementary  
General Ledger Report

Financial Report

Exhibit A

From Date: 7/1/2018  
To Date: 6/30/2019

From Acct: 1  
To Account: 999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
065755	3rd Grade	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00	\$0.00	\$6.00
065762	Kindergarten	\$101.02	\$342.00	(\$345.00)	\$0.00	\$98.02	\$0.00	\$98.02
<b>Group Total</b>		<b>\$3,300.66</b>	<b>\$3,650.60</b>	<b>(\$3,808.28)</b>	<b>\$506.25</b>	<b>\$3,649.23</b>	<b>\$0.00</b>	<b>\$3,649.23</b>
<b>Account Group Total</b>		<b>\$3,300.66</b>	<b>\$3,650.60</b>	<b>(\$3,808.28)</b>	<b>\$506.25</b>	<b>\$3,649.23</b>	<b>\$0.00</b>	<b>\$3,649.23</b>
<b>Account Group Trust</b>								
075323	Operation Kindness	\$15.84	\$1,313.55	(\$922.80)	\$0.00	\$406.59	\$0.00	\$406.59
075356	Lost/Damaged Library Bks	\$0.00	\$162.11	\$0.00	(\$162.11)	\$0.00	\$0.00	\$0.00
075361	Playground Project	\$6,961.40	\$0.00	(\$2,099.68)	\$0.00	\$4,861.72	\$0.00	\$4,861.72
075364	Orlando/St Augustine Trip	\$1,009.10	\$4,480.00	(\$2,840.00)	\$0.00	\$2,649.10	\$0.00	\$2,649.10
075383	Hurricane Michael Donatio	\$0.00	\$1,254.82	\$0.00	(\$1,254.82)	\$0.00	\$0.00	\$0.00
<b>Group Total</b>		<b>\$7,966.34</b>	<b>\$7,210.48</b>	<b>(\$5,862.48)</b>	<b>(\$1,416.93)</b>	<b>\$7,917.41</b>	<b>\$0.00</b>	<b>\$7,917.41</b>
<b>Account Group Total</b>		<b>\$7,966.34</b>	<b>\$7,210.48</b>	<b>(\$5,862.48)</b>	<b>(\$1,416.93)</b>	<b>\$7,917.41</b>	<b>\$0.00</b>	<b>\$7,917.41</b>
<b>Grand Total</b>		<b>\$32,323.49</b>	<b>\$40,536.87</b>	<b>(\$36,558.87)</b>	<b>\$0.00</b>	<b>\$36,301.49</b>	<b>\$0.00</b>	<b>\$36,301.49</b>
991	Cash On Hand	\$0.00	\$34,743.15	\$0.00	(\$34,743.15)	\$0.00	\$0.00	\$0.00
992	Ameris Bank - Checking	\$32,323.49	\$5,793.72	(\$36,558.87)	\$34,743.15	\$36,301.49	\$0.00	\$36,301.49
<b>General Ledger Grand Total</b>		<b>\$32,323.49</b>	<b>\$40,536.87</b>	<b>(\$36,558.87)</b>	<b>\$0.00</b>	<b>\$36,301.49</b>	<b>\$0.00</b>	<b>\$36,301.49</b>

**EXHIBIT 'B'**  
**West Bay Elementary School**  
**Bank Reconciliation**  
**Fiscal Year Ending June 30, 2019**

	Beginning Balance 6/30/2018	Deposits & Credits	Checks & Debits	Ending Balance 6/30/2019
<b>Transactions per Bank</b>				
Ameris-Checking	32,896.08	38,736.37	(35,152.82)	36,479.63
<b>Outstanding Checks</b>				
June 30, 2018	(572.59)	-	572.59	-
June 30, 2019	-	-	(178.14)	(178.14)
<b>Total Cash Available</b>	<b>32,323.49</b>	<b>38,736.37</b>	<b>(34,758.37)</b>	<b>36,301.49</b>
<b>Transactions per books</b>				
Online Refunds (due to hurricane)	-	(1,800.00)	1,800.00	-
NSF checks and redeposits	-	-	-	-
Correct Ck#1192	-	(0.50)	0.50	-
<b>Total Cash Available</b>	<b>32,323.49</b>	<b>38,736.37</b>	<b>(34,758.37)</b>	<b>36,301.49</b>

**Outstanding Checks**

	6/30/2018		6/30/2019
1147	110.00	1207	136.00
1156	138.00	1208	42.14
1157	262.42		
1158	46.17		
1159	16.00		
	<u>572.59</u>		<u>178.14</u>




# MEMORANDUM

## Business & Finance Services

William V. Husfelt, Superintendent • Jim Loyed, Chief Financial Officer

December 17, 2019

**To:** William V. Husfelt, Superintendent and  
Bay County School Board Members

**From:** Maryam Stukey, Internal Accounts Auditor 

**Subject:** Internal Accounts Audit  
Rosenwald High School  
Audit Period July 1, 2018 through June 30, 2019

**Audit Date:** December 17, 2019

I have reviewed the activities of the Internal Accounts of Rosenwald High School in order to assess the school's compliance with state rules and regulations and district policies and procedures relative to the use of school funds and the maintenance of financial records.

To make an assessment of the school's compliance with Bay District Schools' policies and procedures, I (1) reviewed deposits, receipts and records of monies collected, (2) verified purchase orders and invoices to checks, (3) verified donations, (4) verified purchased services, (5) reviewed internal controls, (6) reviewed financial statements and bank reconciliations, (7) reviewed return checks and re-deposits, (8) reconciled financial records to the bank and (9) reviewed fund raising activities.

In my opinion, the internal accounts of Rosenwald High School were maintained in accordance with School Board Policy and D.O.E. rules.

The financial records were current and in balance as reflected by Exhibit 'A'.

The bank statement was reconciled and balanced to the internal accounts totals as reflected by Exhibit 'B'.

The checks sampled were properly documented with invoices or receipts and the purchases were all approved by the principal. The checks were signed by the principal and assistant principal or other designee.

The receipts sampled were properly receipted and timely deposited. Receipts were documented with monies collected forms showing the source of funds and were signed by the teacher/sponsor turning in the money.

Rosenwald's checking account is maintained in a qualified public depository as required by Florida law.

I have reviewed this report with the principal.

cc: Chandra Tyson, Principal  
Personnel File, Chandra Tyson  
Jim Loyed, Chief Financial Officer



# Internal Control Questionnaire

School: Rosenwald High School

Date: December 17, 2019

**1 GENERAL**

- |  |     |
|--|-----|
| (a) Are accounting records kept up to date?  | Yes |
| (b) Are adequate financial reports available?  | Yes |
| (c) Does the principal appear to take a direct and active interest in the financial affairs and reports which should be available? | Yes |

**2 CASH RECEIPTS:**

- |   |     |
|---|-----|
| (a) Are all receipts recorded on numbered receipts?   | Yes |
| (b) Are receipts deposited intact daily?  | Yes |
| (c) Are employees who handle funds bonded?  | Yes |
| (d) Are all monies and forms balanced by the receiving individual?                                | Yes |
| (e) Is a receipt given at the time money is turned in?  | Yes |
| (f) Are any changes made to monies collected forms initialed by the individual making the change. | Yes |

**3 CASH DISBURSEMENTS:**

- |   |     |
|---|-----|
| (a) Are all disbursements made by check?  | Yes |
| (b) Are pre-numbered checks used?   | Yes |
| (c) Is the principal's or a designee's signature required on all checks?  | Yes |
| (d) Does the principal or designee sign checks only after they are properly completed? (checks should never be signed in blank) | Yes |
| (e) Are two signatures required on all checks?  | Yes |
| (f) Are all voided checks retained for audit?   | Yes |
| (g) Are checks issued in numerical order?   | Yes |
| (h) Does the principal review the bank reconciliation?  | Yes |
| (i) Is sales tax paid on items purchased for fund raising?  | Yes |
| (j) Are Services Rendered and W-9 forms completed and forwarded to the auditor's office when required?                          | Yes |
| (k) Is a list of authorized check signers with sample signatures on file?   | Yes |
| (l) Are invoices signed by the individual receiving material before payment is made?  | Yes |
| (m) Is either an invoice or a receipt attached to each payment?   | Yes |

**4 FUND RAISING ACTIVITIES:**

- |  |     |
|--|-----|
| (a) Are all fund raising activities approved by the principal before they begin?     | Yes |
| (b) Are all groups informed that door to door selling is to be avoided?              | Yes |
| (c) Is there a use of the funds specified on fund raising authorization forms?       | Yes |
| (d) Are financial reports filed with the bookkeeper for all fund raising activities? | Yes |

Yes

**5 OTHER:**

- (a) Are purchases approved in writing by the principal before purchase is made?
- (b) Are the required three bids and superintendent's approval obtained on all purchases of \$2,500.00 or more?
- (c) Is the approval of the superintendent obtained on all donations of cash or assets?
- (d) Are controls in place to ensure compliance with the Jessica Lunsford Act?
- (e) Is a petty cash maintained?
- (f) Are Use of Facility records in order and properly documented?

Yes
N/A - No purchases over \$2,500
Yes
Yes
No
Yes

Current list of individuals authorized to sign checks for Rosenwald High School

<u>Chandra Tyson</u>	Principal
<u>Ray Stanquist</u>	Assistant Principal
<u>Deneika Roulhac</u>	Clerk



The financial statements enclosed are prepared on the basis of cash receipts and disbursements; consequently, certain revenue is recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statements are not intended to present the results of operations in conformity with generally accepted accounting principles.

**Rosenwald High School  
General Ledger Report  
Financial Report  
Exhibit A**

<b>From Date:</b>	7/1/2018
<b>To Date:</b>	6/30/2019

<b>From Acct:</b>	1
<b>To Account:</b>	999999

**Activity Accounts**

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
<b>Account Group 1 General</b>								
015500	GENERAL FUND	\$843.51	\$283.39	\$353.43	\$0.00	\$1,480.33	\$0.00	\$1,480.33
015501	CCWA-Gen Fund	\$0.00	\$882.89	(\$882.89)	\$0.00	\$0.00	\$0.00	\$0.00
015502	T-SHIRT SALES	\$575.00	\$420.00	(\$571.59)	\$0.00	\$423.41	\$0.00	\$423.41
015503	Sr Breakfast	\$460.00	\$0.00	(\$460.00)	\$0.00	\$0.00	\$0.00	\$0.00
015504	Sr Trip	\$450.00	\$0.00	(\$450.00)	\$0.00	\$0.00	\$0.00	\$0.00
015505	Principal's Discretion	\$240.00	\$5,236.50	(\$1,024.88)	\$0.00	\$4,451.62	\$0.00	\$4,451.62
015512	PARENT CENTER	\$141.47	\$0.00	(\$141.47)	\$0.00	\$0.00	\$0.00	\$0.00
015541	American Cancer Society	\$15.00	\$0.00	(\$15.00)	\$0.00	\$0.00	\$0.00	\$0.00
015550	CCWA; Guidance	\$0.00	\$45.32	(\$45.32)	\$0.00	\$0.00	\$0.00	\$0.00
015722	Sr Class/Sr Dues	\$4,181.94	\$5,493.97	(\$5,511.47)	\$0.00	\$4,164.44	\$0.00	\$4,164.44
015723	Black History Fund	\$100.00	\$0.00	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00
015724	Safety & Security	\$0.00	\$1,200.00	(\$272.88)	\$0.00	\$927.12	\$0.00	\$927.12
<b>Group Total</b>		<b>\$7,006.92</b>	<b>\$13,582.07</b>	<b>(\$9,122.07)</b>	<b>\$0.00</b>	<b>\$11,446.92</b>	<b>\$0.00</b>	<b>\$11,446.92</b>
<b>Account Group Total</b>		<b>\$7,006.92</b>	<b>\$13,582.07</b>	<b>(\$9,122.07)</b>	<b>\$0.00</b>	<b>\$11,446.92</b>	<b>\$0.00</b>	<b>\$11,446.92</b>
<b>Account Group 4 Club/Class</b>								
045638	FFA	\$247.25	\$96.00	(\$98.00)	\$0.00	\$245.25	\$0.00	\$245.25
045704	ADVISORY COMMITTEE	\$43.70	\$0.00	\$0.00	\$0.00	\$43.70	\$0.00	\$43.70
<b>Group Total</b>		<b>\$290.95</b>	<b>\$96.00</b>	<b>(\$98.00)</b>	<b>\$0.00</b>	<b>\$288.95</b>	<b>\$0.00</b>	<b>\$288.95</b>
<b>Account Group Total</b>		<b>\$290.95</b>	<b>\$96.00</b>	<b>(\$98.00)</b>	<b>\$0.00</b>	<b>\$288.95</b>	<b>\$0.00</b>	<b>\$288.95</b>
<b>Account Group 5 Grant</b>								
055306	CCWA;BEF;HM-Teacher S	\$0.00	\$1.12	(\$1.12)	\$0.00	\$0.00	\$0.00	\$0.00
055311	Bay Farm Bureau	\$0.00	\$1,000.00	(\$234.96)	\$0.00	\$765.04	\$0.00	\$765.04
055315	BEF- Cap & Gown Grant	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
055316	BEF: Project Graduation	\$0.00	\$1,050.00	(\$1,050.00)	\$0.00	\$0.00	\$0.00	\$0.00
055317	High School Yearbook	\$0.00	\$1,000.00	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
055318	Teacher Supply Grant	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Group Total</b>		<b>\$0.00</b>	<b>\$4,551.12</b>	<b>(\$3,786.08)</b>	<b>\$0.00</b>	<b>\$765.04</b>	<b>\$0.00</b>	<b>\$765.04</b>
<b>Account Group Total</b>		<b>\$0.00</b>	<b>\$4,551.12</b>	<b>(\$3,786.08)</b>	<b>\$0.00</b>	<b>\$765.04</b>	<b>\$0.00</b>	<b>\$765.04</b>
<b>Account Group 6 Department</b>								
065204	AG SCIENCE CLASS	\$299.71	\$0.00	(\$299.71)	\$0.00	\$0.00	\$0.00	\$0.00
065205	CCWA Science Dept	\$0.00	\$1.56	(\$1.56)	\$0.00	\$0.00	\$0.00	\$0.00
065779	POSITIVE BEHAVIOR SU	\$107.06	\$1,704.00	(\$441.40)	\$0.00	\$1,369.66	\$0.00	\$1,369.66
068200	TEEN PARENT/PREGNAN	\$750.00	\$0.00	(\$25.00)	\$0.00	\$725.00	\$0.00	\$725.00
<b>Group Total</b>		<b>\$1,156.77</b>	<b>\$1,705.56</b>	<b>(\$767.67)</b>	<b>\$0.00</b>	<b>\$2,094.66</b>	<b>\$0.00</b>	<b>\$2,094.66</b>

**Rosenwald High School  
General Ledger Report  
Financial Report  
Exhibit A**

<b>From Date:</b>	7/1/2018
<b>To Date:</b>	6/30/2019

<b>From Acct:</b>	1
<b>To Account:</b>	999999

**Activity Accounts**

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	YTD Work Bal.
<b>Account Group Total</b>		<b>\$1,158.77</b>	<b>\$1,705.56</b>	<b>(\$767.67)</b>	<b>\$0.00</b>	<b>\$2,094.66</b>	<b>\$0.00</b>	<b>\$2,094.66</b>
<b>Account Group 7 Trust</b>								
075302	CCWA: Princ Discretion	\$0.00	\$342.76	\$0.00	\$0.00	\$342.76	\$0.00	\$342.76
075321	CCWA/Christmas Fund	\$0.00	\$3.08	(\$3.08)	\$0.00	\$0.00	\$0.00	\$0.00
075322	CCWA;Field Trip Trust	\$0.00	\$957.07	(\$352.00)	\$0.00	\$605.07	\$0.00	\$605.07
075332	FIELD TRIP TRUST	\$145.98	\$0.00	(\$145.98)	\$0.00	\$0.00	\$0.00	\$0.00
075363	PROJECT GRADUATION	\$28.26	\$2,625.00	(\$1,580.53)	\$0.00	\$1,072.73	\$0.00	\$1,072.73
<b>Group Total</b>		<b>\$174.24</b>	<b>\$3,927.91</b>	<b>(\$2,081.59)</b>	<b>\$0.00</b>	<b>\$2,020.56</b>	<b>\$0.00</b>	<b>\$2,020.56</b>
<b>Account Group Total</b>		<b>\$174.24</b>	<b>\$3,927.91</b>	<b>(\$2,081.59)</b>	<b>\$0.00</b>	<b>\$2,020.56</b>	<b>\$0.00</b>	<b>\$2,020.56</b>
<b>Grand Total</b>		<b>\$8,628.88</b>	<b>\$23,842.66</b>	<b>(\$15,855.41)</b>	<b>\$0.00</b>	<b>\$16,616.13</b>	<b>\$0.00</b>	<b>\$16,616.13</b>
<hr/>								
991	Cash On Hand	\$0.00	\$23,780.12	\$0.00	(\$23,780.12)	\$0.00	\$0.00	\$0.00
993	CHECKING HANCOCK BA	\$8,628.88	\$82.54	(\$15,855.41)	\$23,760.12	\$16,616.13	\$0.00	\$16,616.13
<b>General Ledger Grand Total</b>		<b>\$8,628.88</b>	<b>\$23,842.66</b>	<b>(\$15,855.41)</b>	<b>\$0.00</b>	<b>\$16,616.13</b>	<b>\$0.00</b>	<b>\$16,616.13</b>

**EXHIBIT 'B'**  
**Rosenwald High School**  
**Bank Reconciliation**  
**Fiscal Year Ending June 30, 2019**

	Beginning Balance 7/1/2018	Deposits & Credits	Checks & Debits	Ending Balance 6/30/2019
<b>Transactions Per Bank</b>				
Checking - Hancock	8,628.88	23,842.66	(15,855.41)	16,616.13
<b>Outstanding Checks</b>				
June 30, 2018	-	-	-	-
June 30, 2019	-	-	-	-
<b>Total Cash Available</b>	<b>8,628.88</b>	<b>23,842.66</b>	<b>(15,855.41)</b>	<b>16,616.13</b>
<b>Transactions per books</b>				
Returned checks & redeposits	-	-	-	-
<b>Total Cash Available</b>	<b>8,628.88</b>	<b>23,842.66</b>	<b>(15,855.41)</b>	<b>16,616.13</b>

**Checks Outstanding**

June 30, 2018	June 30, 2019
-	-



# MEMORANDUM

## Business & Finance Services

William V. Husfelt, Superintendent • Jim Loyed, Chief Financial Officer

December 13, 2019

To: William V. Husfelt, Superintendent and  
Bay County School Board Members

From: Maryam Stukey, Internal Accounts Auditor

Subject: Internal Accounts Audit  
New Horizons Learning Center  
Period July 1, 2018 through June 30, 2019

A handwritten signature in blue ink, appearing to be "MS", is written over the "From:" line of the memorandum.

Audit Date: December 13, 2019

I have reviewed the activities of the Internal Accounts of New Horizons Learning Center in order to assess the school's compliance with state rules and regulations and district policies and procedures relative to the use of school funds and the maintenance of financial records.

To make an assessment of the school's compliance with Bay District Schools' policies and procedures, I (1) reviewed deposits, receipts and records of monies collected, (2) verified purchase orders and invoices to checks, (3) verified sales tax on purchases for re-sale, (4) verified donations, (5) verified purchased services, (6) reviewed internal controls, (7) reviewed financial statements and bank reconciliations, (8) reviewed return checks and re-deposits, (9) reconciled financial records to the bank, and (10) reviewed fund raising activities.

In my opinion the internal accounts of New Horizons Learning Center were maintained in accordance with School Board Policy and D.O.E. rules.

The financial records were current and in balance as reflected by Exhibit 'A'.

The bank statement was reconciled and in balance as reflected by Exhibit 'B'.

The checks sampled were properly documented with invoices or receipts and the purchases were all approved by the principal. The checks were signed by the principal and the bookkeeper.

All receipts sampled were properly receipted and timely deposited. Receipts were documented with monies collected forms showing the source of funds and were signed by the teacher/sponsor turning in the money.

New Horizon's checking account is maintained in a qualified public depository as required by Florida law.

I have discussed this audit with the bookkeeper and the principal.

cc: Gordon Pongratz, Principal  
Personnel File, Gordon Pongratz  
Jim Loyed, Chief Financial Officer



## Internal Control Questionnaire

School: New Horizons Learning Center

Date: December 13, 2019

**1 GENERAL**

- |  |     |
|--|-----|
| (a) Are accounting records kept up to date?  | Yes |
| (b) Are adequate financial reports available?  | Yes |
| (c) Does the principal appear to take a direct and active interest in the financial affairs and reports which should be available? | Yes |

**2 CASH RECEIPTS:**

- |   |     |
|---|-----|
| (a) Are all receipts recorded on numbered receipts?   | Yes |
| (b) Are receipts deposited intact daily?  | Yes |
| (c) Are employees who handle funds bonded?  | Yes |
| (d) Are all monies and forms balanced by the receiving individual?                                | Yes |
| (e) Is a receipt given at the time money is turned in?  | Yes |
| (f) Are any changes made to monies collected forms initialed by the individual making the change. | Yes |

**3 CASH DISBURSEMENTS:**

- |   |     |
|---|-----|
| (a) Are all disbursements made by check?  | Yes |
| (b) Are pre-numbered checks used?   | Yes |
| (c) Is the principal's or a designee's signature required on all checks?  | Yes |
| (d) Does the principal or designee sign checks only after they are properly completed? (checks should never be signed in blank) | Yes |
| (e) Are two signatures required on all checks?  | Yes |
| (f) Are all voided checks retained for audit?   | Yes |
| (g) Are checks issued in numerical order?   | Yes |
| (h) Does the principal review the bank reconciliation?  | Yes |
| (i) Is sales tax paid on fund raising items?  | Yes |
| (j) Are Services Rendered and W-9 forms completed and forwarded to the auditor's office?  | Yes |
| (k) Is a list of authorized check signers with sample signatures on file?   | Yes |
| (l) Are invoices signed by the individual receiving material before payment is made?  | Yes |
| (m) Is either an invoice or a receipt attached to each payment?   | Yes |

**4 FUND RAISING ACTIVITIES:**

- |  |     |
|--|-----|
| (a) Are all fund raising activates approved by the principal before they begin?      | Yes |
| (b) Are all groups informed that door to door selling is to be avoided?              | Yes |
| (c) Is there a use of the funds specified on fund raising authorization forms?       | Yes |
| (d) Are financial reports filed with the bookkeeper for all fund raising activities? | Yes |

**5 OTHER:**

- (a) Are purchases approved in writing by the principal before purchase is made?
- (b) Are the required three bids and superintendent's approval obtained on all purchases of \$2,500.00 or more?
- (c) Is the approval of the superintendent obtained on all donations of cash or assets?
- (d) Are controls in place to ensure compliance with the Jessica Lunsford Act?
- (e) Is a petty cash maintained?
- (f) Are Use of Facility records in order and properly documented?

Yes
N/A - No purchases over \$2,500
Yes
Yes
No
N/A - Facility not used by outside organization

Current list of individuals authorized to sign checks

<u>Gordon Pongratz</u>	Principal
<u>Helen Mitchell</u>	Assistant Principal
<u>Cynthia Norris</u>	Administrative Secretary



The financial statements enclosed are prepared on the basis of cash receipts and disbursements; consequently, certain revenue is recognized when received rather than when earned and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statements are not intended to present the results of operations in conformity with generally accepted accounting principles.

General Ledger Report

Financial Report

Exhibit A

From Date: 7/1/2018  
To Date: 6/30/2019

From Acct: 1  
To Account: 999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
<b>Account Group General</b>								
015384	MENTORING PROGRAM	\$9,120.94	\$10,281.68	(\$9,259.39)	(\$40.00)	\$10,103.23	\$0.00	\$10,103.23
015500	GENERAL FUND	\$2,144.83	\$238.77	(\$887.38)	\$0.00	\$1,496.22	\$0.00	\$1,496.22
015505	FUND RAISING - GENERA	\$288.76	\$2,950.00	(\$1,574.70)	\$0.00	\$1,664.06	\$0.00	\$1,664.06
015560	INCENTIVE PROGRAM	\$0.00	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
<b>Group Total</b>		<b>\$11,554.53</b>	<b>\$13,545.45</b>	<b>(\$11,721.47)</b>	<b>(\$40.00)</b>	<b>\$13,338.51</b>	<b>\$0.00</b>	<b>\$13,338.51</b>
<b>Account Group Total</b>		<b>\$11,554.53</b>	<b>\$13,545.45</b>	<b>(\$11,721.47)</b>	<b>(\$40.00)</b>	<b>\$13,338.51</b>	<b>\$0.00</b>	<b>\$13,338.51</b>
<b>Account Group Club/Class</b>								
045694	VOC	\$0.00	\$157.00	\$0.00	\$0.00	\$157.00	\$0.00	\$157.00
<b>Group Total</b>		<b>\$0.00</b>	<b>\$157.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$157.00</b>	<b>\$0.00</b>	<b>\$157.00</b>
<b>Account Group Total</b>		<b>\$0.00</b>	<b>\$157.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$157.00</b>	<b>\$0.00</b>	<b>\$157.00</b>
<b>Account Group Grants</b>								
055301	BEF-HM-TEACHER SUPP	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
055302	BEF-HM-2019 CAP N GO	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
055303	BEF-HM-PROJECT GRAD	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
055304	BEF-HM-YEARBOOK	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Group Total</b>		<b>\$0.00</b>	<b>\$2,000.00</b>	<b>(\$2,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Account Group Total</b>		<b>\$0.00</b>	<b>\$2,000.00</b>	<b>(\$2,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Account Group Departments</b>								
065305	YEAR BOOK	\$1,459.03	\$240.00	(\$81.43)	\$40.00	\$1,657.60	\$0.00	\$1,657.60
066200	LEARN & SERVE	\$540.25	\$67.88	(\$588.81)	\$0.00	\$19.32	\$0.00	\$19.32
<b>Group Total</b>		<b>\$1,999.28</b>	<b>\$307.88</b>	<b>(\$670.24)</b>	<b>\$40.00</b>	<b>\$1,676.92</b>	<b>\$0.00</b>	<b>\$1,676.92</b>
<b>Account Group Total</b>		<b>\$1,999.28</b>	<b>\$307.88</b>	<b>(\$670.24)</b>	<b>\$40.00</b>	<b>\$1,676.92</b>	<b>\$0.00</b>	<b>\$1,676.92</b>
<b>Account Group Trust</b>								
075302	PRINCIPAL'S DISCRETIO	\$0.00	\$2,065.00	(\$431.60)	\$0.00	\$1,633.40	\$0.00	\$1,633.40
075364	SENIOR ACTIVITIES	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00
075955	HOSPITALITY FUND	\$3.02	\$245.83	(\$75.00)	\$0.00	\$173.85	\$0.00	\$173.85
<b>Group Total</b>		<b>\$3.02</b>	<b>\$2,660.83</b>	<b>(\$506.60)</b>	<b>\$0.00</b>	<b>\$2,157.25</b>	<b>\$0.00</b>	<b>\$2,157.25</b>
<b>Account Group Total</b>		<b>\$3.02</b>	<b>\$2,660.83</b>	<b>(\$506.60)</b>	<b>\$0.00</b>	<b>\$2,157.25</b>	<b>\$0.00</b>	<b>\$2,157.25</b>
<b>Grand Total</b>		<b>\$13,556.83</b>	<b>\$18,671.16</b>	<b>(\$14,898.31)</b>	<b>\$0.00</b>	<b>\$17,329.68</b>	<b>\$0.00</b>	<b>\$17,329.68</b>
992	Checking-Hancock	\$13,556.83	\$18,671.16	(\$14,898.31)	\$0.00	\$17,329.68	\$0.00	\$17,329.68

General Ledger Report

Financial Report

Exhibit A

<b>From Date:</b>	7/1/2018
<b>To Date:</b>	6/30/2019

<b>From Acct:</b>	I
<b>To Account:</b>	999999

Activity Accounts

YTD

Acct.	Account Name	Beg. Bal.	Recpt/JV	Dish/JV	Transfer	End. Bal.	Payable	Work Bal.
	<b>General Ledger Grand Total</b>	\$13,556.83	\$18,671.16	(\$14,898.31)	\$0.00	\$17,329.68	\$0.00	\$17,329.68

**Exhibit 'B'**  
**New Horizons Learning Center**  
**Bank Reconciliation**  
**Fiscal Year Ending June 30, 2019**

	Beginning Balance 7/1/2018	Deposits & Credits	Checks & Debits	Ending Balance 6/30/2019
<b>Transactions per bank statements</b>				
Hancock Bank-Checking	13,556.83	18,671.16	(14,898.31)	17,329.68
				-
<b>Total</b>	<b>13,556.83</b>	<b>18,671.16</b>	<b>(14,898.31)</b>	<b>17,329.68</b>
<b>Transactions per books</b>				
General Ledger Transfer	-	-	-	-
<b>Total</b>	<b>13,556.83</b>	<b>18,671.16</b>	<b>(14,898.31)</b>	<b>17,329.68</b>

**Outstanding Checks**

June 30, 2018		June 30, 2019	
Ck No	Amount	Ck No	Amount
None	\$ -	None	\$ -
	<u>\$ -</u>		<u>\$ -</u>



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

January 14, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent  
FROM: Jim Loyed, Executive Director of Business Support Services

AGENDA ITEM: Financial Information

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



WILLIAM V. HUSFELT, III  
SUPERINTENDENT

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Ryan Neves  
District 4

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District 5

January 14, 2020

TO: William V. Husfelt, III, District Superintendent  
FROM: Melissa South, Manager of Financial Services *MSA*  
RE: Monthly Financial Statements – November 2019  
Budget Amendments – November 2019

**Amendment #14**

General Fund

This amendment is to increase and decrease revenue and appropriations as noted below. The changes to the unappropriated fund balance are itemized on the page following the amendments. Other adjustments are increases and decreases by function and object within the fund.

<u>REVENUE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3317	Workforce Ed Class Size	\$ 41,414.00
3399	Misc State Revenue - Other	\$ 28,500.25
3425	Rent School Facilities	\$ 1,837.00
3440	Donations	\$ 993.00
3461	Adult General Education	\$ 405.00
3462	Post- Secondary Voc Course	\$ 88,058.07
3464	Capital Improvement Fees	\$ 4,330.24
3465	Post-Secondary Lab Fees	\$ 11,945.65
3468	Financial Aid Fees	\$ 8,665.64
3469	Other Student Fees	\$ 4,330.24
3490	Misc Local Sources	\$ 69,668.06
3630	Transfer from Capital Project	\$215,422.00
<b>TOTAL REVENUE INCREASE</b>		<b><u>\$475,569.15</u></b>
<b>UNAPPROPRIATED FUND BALANCE DECREASE</b>		<b><u>\$ 0.00</u></b>
<b>TOTAL</b>		<b><u>\$475,569.15</u></b>
<b>TOTAL APPROPRIATIONS INCREASE</b>		<b><u>\$475,569.15</u></b>

**Amendment #15**

Special Revenue/Food Service

This amendment represents an increase and decrease to revenue and appropriations within the fund.

Other adjustments are increases and decreases by function and object within the fund.

**Amendment #16**Special Revenue/Other

This amendment represents an increase and decrease to revenue and appropriations within the fund.  
Other adjustments are increases and decreases by function and object within the fund.

<u>REVENUE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3199	Miscellaneous Federal Direct	\$ 47,537.18
<b>TOTAL REVENUE INCREASE</b>		<b><u>\$ 47,537.18</u></b>
<b>UNAPPROPRIATED FUND BALANCE INCREASE</b>		<b><u>\$ 0.00</u></b>
<b>TOTAL</b>		<b><u>\$ 47,537.18</u></b>
<b>TOTAL APPROPRIATIONS INCREASE</b>		<b><u>\$ 47,537.18</u></b>

**Amendment #17**Capital Projects

This amendment represents an increase to revenue and appropriations within the fund.  
Other adjustments are increases and decreases by function and object within the fund.

<u>REVENUE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3397	Charter School Capital Outlay	\$215,984.00
3490	Miscellaneous Local	\$ 86,460.00
<b>TOTAL REVENUE INCREASE</b>		<b><u>\$302,444.00</u></b>
<b>UNAPPROPRIATED FUND BALANCE INCREASE</b>		<b><u>\$0.00</u></b>
<b>TOTAL</b>		<b><u>\$302,444.00</u></b>
<b>TOTAL APPROPRIATIONS INCREASE</b>		<b><u>\$302,444.00</u></b>

**Amendment #18**Self Insurance

This amendment represents an increase to revenue and appropriations within the fund.  
Other adjustments are increases and decreases by function and object within the fund.

<u>REVENUE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
3490	Miscellaneous Local Sources	\$ 26.50
<b>TOTAL REVENUE INCREASE</b>		<b><u>\$ 26.50</u></b>
<b>UNAPPROPRIATED FUND BALANCE INCREASE</b>		<b><u>\$ 0.00</u></b>
<b>TOTAL</b>		<b><u>\$ 26.50</u></b>
<b>TOTAL APPROPRIATIONS INCREASE</b>		<b><u>\$ 26.50</u></b>

**BOARD APPROVED AND REQUESTED CHANGES TO THE UNAPPROPRIATED FUND BALANCE**

Beginning Unappropriated Fund Balance November 01, 2019	\$ 13,045,466.00
Unappropriated Fund Balance as of November 30, 2019	\$ 13,045,466.00

Shaded amounts have been applied to the financial records as of November 30, 2019

<b>Current Budgeted Revenue</b>	<b>\$</b>	<b>214,528,700.63</b>
<b>Financial Condition Ratio</b>		<b>6.08%</b>



FLORIDA DEPARTMENT OF EDUCATION  
 FINANCIAL MANAGEMENT SECTION  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET

X  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

GENERAL FUND  
 SPEC REV/FS  
 SPEC REV/OTHER  
 RACE TO THE TOP  
 DEBT SERVICE  
 CAPITAL PROJECTS  
 SELF INSURANCE  
 BEACON  
 HEALTH INSURANCE

SCHOOL BOARD OF BAY COUNTY  
 RESOLUTION NUMBER: #14

ESTIMATED REVENUE				
REV.	TOTAL REVENUE	PRESENT BUDGET	INC - DEC	REVISED BUDGET
	TRANSF. & BALANCES	305,369,872.10		<b>305,845,441.25</b>
3121	FEDERAL IMPACT CURRENT OP	200,000.00		200,000.00
3191	JROTC	324,000.00		324,000.00
3299	FEDERAL THROUGH STATE	123,865.00		123,865.00
3310	STATE F.E.F.P	85,870,533.00		85,870,533.00
3315	WORKFORCE DEVELOPMENT	2,825,894.00		2,825,894.00
3317	WORKFORCE ED CLASS SIZE	0.00	41,414.00	41,414.00
3323	CO & DS ADMN EXP	14,724.00		14,724.00
3341	SALES TAX DISTRIBUTION	211,000.00		211,000.00
3343	STATE LICENSE TAX	45,000.00		45,000.00
3344	DISCRETIONARY LOTTERY	88,124.00		88,124.00
3355	CLASS SIZE REDUCTION	28,385,275.00		28,385,275.00
3361	SCH RECOGNITION/MERIT SCH	1,385,719.00		1,385,719.00
3371	VOL PREKINDERGARTEN	1,844,473.00		1,844,473.00
3399	MISC STATE REVENUE - OTHER	12,556,158.21	28,500.25	12,584,658.46
3411	DISTRICT SCHOOL TAXES	76,040,319.00		76,040,319.00
3425	RENT SCHOOL FACILITIES	20,433.30	1,837.00	22,270.30
3430	INTEREST, INCLUDE PROF INVEST	350,000.00		350,000.00
3440	DONATIONS	2,000.00	993.00	2,993.00
3461	ADULT GENERAL EDUCATION	4,095.00	405.00	4,500.00
3462	POST SECONDARY VOC COURSE	236,378.13	88,058.07	324,436.20
3464	CAPITAL IMPROVEMENT FEES	11,624.82	4,330.24	15,955.06
3465	POST SECONDARY LAB FEES	54,884.65	11,945.65	66,830.30
3468	FINANCIAL AID FEES	23,253.01	8,665.64	31,918.65
3469	OTHER STUDENT FEES	11,624.82	4,330.24	15,955.06
3471	PRESCHOOL PROGRAM FEES	0.00		0.00
3473	SCHOOL AGE CHILD CARE FEES	1,859,199.00		1,859,199.00
3490	MISC LOCAL SOURCES	1,254,223.01	69,668.06	1,323,891.07
3495	MISC INDIRECT COST	25,000.00		25,000.00
3498	LOST/DAMAGED TEXTBOOKS	753.15		753.15
3630	TRANSFER FROM CAPITAL PROJ	2,393,724.00	215,422.00	2,609,146.00
3741	LOSS RECOVERY	0.00		0.00
3742	LOSS RECOVERY-GRANT	0.00		0.00
	INCREASES & DECREASES WITHIN THE BUDGET		<b>475,569.15</b>	
2700	FUND BALANCE	88,707,595.00		

APPROPRIATIONS				
FUNC	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
5100	128,083,757.77	269,050.95		128,352,808.72
5200	23,103,207.81	1,078.00		23,104,285.81
5300	4,900,233.92	152,303.45		5,052,537.37
5400	687,099.14	605.00		687,704.14
5500	1,806,969.89		2,000.00	1,804,969.89
5900	9,505.00			9,505.00
6100	7,873,838.65		1,853.63	7,871,985.02
6200	2,539,143.44	1,425.00		2,540,568.44
6300	3,429,836.89		283.19	3,429,553.70
6400	2,120,617.40	13,337.71		2,133,955.11
6500	1,820.00			1,820.00
7100	959,106.00			959,106.00
7200	3,315,382.35	1,484.05		3,316,866.40
7300	12,945,078.55	19,343.63		12,964,422.18
7400	60,650,579.93		3,375.97	60,647,203.96
7500	1,743,720.66			1,743,720.66
7700	1,989,518.92	5,865.00		1,995,383.92
7800	8,235,939.17	1,173.80		8,237,112.97
7900	17,722,020.18	7,767.92		17,729,788.10
8100	5,008,132.08	981.79		5,009,113.87
8200	3,303,517.34			3,303,517.34
9100	1,895,381.01	8,665.64		1,904,046.65
2700	13,045,466.00			13,045,466.00
Total				<b>305,845,441.25</b>
	TOTAL REVISIONS	483,081.94	7,512.79	TOTAL REVISIONS

ADOPTED BY BOARD: January 14, 2020

CERTIFIED CORRECT: 97  
  
 DISTRICT SUPERINTENDENT'S SIGNATURE

FLORIDA DEPARTMENT OF EDUCATION  
 FINANCIAL MANAGEMENT SECTION  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET

X

GENERAL FUND  
 SPEC REV/FS  
 SPEC REV/OTHER  
 RACE TO THE TOP  
 DEBT SERVICE  
 CAPITAL PROJECTS  
 SELF INSURANCE  
 BEACON  
 HEALTH INSURANCE

SCHOOL BOARD OF BAY COUNTY

RESOLUTION NUMBER: #15

ESTIMATED REVENUE				
REV.	TOTAL REVENUE	PRESENT BUDGET	INC - DEC	REVISED BUDGET
	TRANSF. & BALANCES	11,604,560.00	0.00	<b>11,604,560.00</b>
3260	NAT'L SCHOOL LUNCH	7,025,200.00		
3265	USDA DONATED COMMODITIES	700,000.00		
3337	SCHOOL BREAKFAST	44,000.00		
3338	SCHOOL LUNCH	65,000.00		
3430	INVESTMENTS	40,000.00		
3450	FOOD SERVICE	630,500.00		
	INCREASES & DECREASES WITHIN THE BUDGET		0.00	

APPROPRIATIONS				
FUNC	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7600				
100	211,008.58			211,008.58
200	88,565.42			88,565.42
300	7,371,299.00			7,371,299.00
400	407,840.00			407,840.00
500	836,545.00			836,545.00
600	474,635.20			474,635.20
700	302,400.00			302,400.00
2700	1,912,266.80			1,912,266.80
Total				<b>11,604,560.00</b>
	TOTAL REVISIONS	0.00	0.00	TOTAL REVISIONS

ADOPTED BY BOARD: January 14, 2020

CERTIFIED CORRECT:   
 DISTRICT SUPERINTENDENT'S SIGNATURE

FLORIDA DEPARTMENT OF EDUCATION  
 FINANCIAL MANAGEMENT SECTION  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET

X

GENERAL FUND  
 SPEC REV/FS  
 SPEC REV/OTHER  
 RACE TO THE TOP  
 DEBT SERVICE  
 CAPITAL PROJECTS  
 SELF INSURANCE  
 BEACON  
 HEALTH INSURANCE

SCHOOL BOARD OF BAY COUNTY

RESOLUTION NUMBER: #16

ESTIMATED REVENUE				
REV.	TOTAL REVENUE	PRESENT BUDGET	INC - DEC	REVISED BUDGET
	TRANSF. & BALANCES	23,001,593.81		<b>23,049,130.99</b>
3199	MISC FEDERAL DIRECT	1,748,380.21	47,537.18	1,795,917.39
3201	VOCATIONAL EDUC ACTS	463,077.51		463,077.51
3221	ADULT GENERAL EDUC	330,336.00		330,336.00
3226	MATH / SCIENCE PARTNER	1,419,421.06		1,419,421.06
3230	IDEA	8,348,241.56		8,348,241.56
3240	ELEM & SEC EDUC ACT	9,219,633.53		9,219,633.53
3290	MISC FED THROUGH STATE	1,472,503.94		1,472,503.94
	INCREASES & DECREASES WITHIN THE BUDGET		47,537.18	

APPROPRIATIONS				
FUNC	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
5100	5,085,978.18		10.00	5,085,968.18
5200	6,106,611.48		522.31	6,106,089.17
5300	492,706.00			492,706.00
5400	322,981.00			322,981.00
6100	5,091,699.00	532.31		5,092,231.31
6200	63,545.00			63,545.00
6300	2,201,231.44			2,201,231.44
6400	2,348,539.55			2,348,539.55
6500	118,781.00			118,781.00
7100	0.00			0.00
7200	490,741.24			490,741.24
7300	0.00			0.00
7700	27,759.76			27,759.76
7800	159,213.95			159,213.95
9100	491,806.21	47,537.18		539,343.39
Total	23,001,593.81			<b>23,049,130.99</b>
	TOTAL REVISIONS	48,069.49	532.31	TOTAL REVISIONS

ADOPTED BY BOARD: January 14, 2020

CERTIFIED CORRECT:   
 DISTRICT SUPERINTENDENT'S SIGNATURE

FLORIDA DEPARTMENT OF EDUCATION  
 FINANCIAL MANAGEMENT SECTION  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET

GENERAL FUND  
 SPEC REV/FS  
 SPEC REV/OTHER  
 RACE TO THE TOP  
 DEBT SERVICE  
 CAPITAL PROJECTS  
 SELF INSURANCE  
 BEACON  
 HEALTH INSURANCE

SCHOOL BOARD OF BAY COUNTY

RESOLUTION NUMBER: #17

ESTIMATED REVENUE				
REV.	TOTAL REVENUE	PRESENT BUDGET	INC - DEC	REVISED BUDGET
	TRANSF. & BALANCES	67,309,905.00	302,444.00	67,612,349.00
3321	CO & DS DISTRIBUTED	218,006.00		218,006.00
3325	CO & DS INTEREST	7,825.00		7,825.00
3354	TRANSPORTATION	0.00		0.00
3391	PUBLIC EDUCATION CAPITAL OUTLA	0.00		0.00
3397	CHARTER SCHOOL CAPITAL OUTLA	848,902.00	215,984.00	1,064,886.00
3399	MISC STATE SOURCES	0.00		0.00
3413	DISTRICT LCI TAX	22,063,239.00		22,063,239.00
3419	DISTRICT LOCAL SALES TAX	21,000,000.00		21,000,000.00
3440	GIFTS, GRANTS & BEQUEST	0.00		0.00
3490	MISC LOCAL	0.00	86,460.00	86,460.00
	INCREASES & DECREASES WITHIN THE BUDGET			

TOTAL BUDGET & SUMMARY					
FUNC	OBJ	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7400		48,072,154.00			48,072,154.00
9200		0.00			0.00
9700		19,237,751.00	302,444.00		19,540,195.00
2760		0.00			0.00
TOTAL		67,094,483.00			67,612,349.00

PECO FUNDS					
FUNC	OBJ	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7400	630	231,500.00			231,500.00
	640	13,047.00			13,047.00
	680	58,801.00			58,801.00
	910	0.00			0.00
9700	910	848,902.00	215,984.00		1,064,886.00
2760		0.00			0.00
TOTAL		936,828.00	215,984.00	0.00	1,368,234.00

CAPITAL IMPROVEMENTS					
FUNC	OBJ	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7400	630	852,853.25			852,853.25
	640	1,386,322.64		34,718.93	1,351,603.71
	650	678,533.00	725.12		679,258.12
	660	0.00			0.00
	670	1,478,316.32	7,676.00		1,485,992.32
	680	8,171,776.41		7,027.27	8,164,749.14
	690	68,925.38	33,345.08		102,270.46
9700	910	1,760,244.00			1,760,244.00
	920	8,648,220.00			8,648,220.00
	970	2,831,417.00			2,831,417.00
		0.00			0.00
2760		0.00			0.00
TOTAL		25,876,608.00	41,746.20	41,746.20	25,876,608.00

CO & DS FUNDS					
FUNC	OBJ	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7400	630	1,582,606.00			1,582,606.00
2760					0.00
TOTAL		1,582,606.00	0.00	0.00	1,582,606.00

OTHER CAPITAL PROJECTS					
FUNC	OBJ	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7400					
	630	18,080,602.32		6,659,809.00	11,420,793.32
	640	2,345,134.93		520,720.80	1,824,414.13
	660	895,791.00	86,460.00		982,251.00
	670	12,000.00			12,000.00
	680	10,301,744.34	6,667,639.30		16,969,383.64
	690	1,914,200.41	512,890.50		2,427,090.91
9700	920	5,148,968.00			5,148,968.00
2760		0.00			0.00
TOTAL		38,698,441.00	7,266,989.80	7,180,529.80	38,784,901.00

TOTAL		67,094,483.00	7,524,720.00	7,222,276.00	67,612,349.00
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ADOPTED BY BOARD: January 14, 2020

CERTIFIED CORRECT:   
 DISTRICT SUPERINTENDENT'S SIGNATURE



FLORIDA DEPARTMENT OF EDUCATION  
 FINANCIAL MANAGEMENT SECTION  
 RESOLUTION TO AMEND DISTRICT SCHOOL BUDGET

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- GENERAL FUND
- SPEC REV/FS
- SPEC REV/OTHER
- RACE TO THE TOP
- DEBT SERVICE
- CAPITAL PROJECTS
- SELF INSURANCE
- BEACON
- HEALTH INSURANCE

SCHOOL BOARD OF BAY COUNTY

RESOLUTION NUMBER: #18

ESTIMATED REVENUE				
REV.	TOTAL REVENUE	PRESENT BUDGET	INC - DEC	REVISED BUDGET
	TRANSF. & BALANCES	15,505,122.00	26.50	15,505,148.50
3430	INTEREST	300,000.00		300,000.00
3481	CHARGES FOR OTHER SERVICES	5,296,559.00		5,296,559.00
3490	MISCELLANEOUS LOCAL SOURCES	0.00	26.50	26.50
3630	TRANSFERS FROM CAPITAL	2,831,417.00		2,831,417.00
	INCREASES & DECREASES WITHIN THE BUDGET			

APPROPRIATIONS				
FUNC	PRESENT BUDGET	INCREASE	DECREASE	REVISED BUDGET
7700.1	321,912.00			321,912.00
7700.2	115,495.00			115,495.00
7700.3	4,444,220.00			4,444,220.00
7700.5	8,100.00			8,100.00
7700.6	27,100.00			27,100.00
7700.7	3,282,100.00	26.50		3,282,126.50
2700	7,306,195.00			7,306,195.00
Total	15,505,122.00			15,505,148.50
		26.50	0.00	TOTAL REVISIONS

ADOPTED BY BOARD: January 14, 2020

CERTIFIED CORRECT:   
 DISTRICT SUPERINTENDENT'S SIGNATURE

TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS ALL FUNDS -November 30, 2019

	ACCT NO.	OPERATING FUNDS	INTERNAL SERVICE SELF INSUR.	SELF INSUR. GROUP HEALTH	INTERNAL SERVICE BEACON LEARNING CTRN	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	SPEC REV. FUNDS OTHER	SPEC REV. FOOD SERVICE FUNDS	MEMORANDUM TOTAL
<b>DEBIT BALANCE:</b>										
1 CASH DEMAND DEP.	1111	\$23,156,654.96	\$817,355.36	\$4,479,442.85	\$873,617.35	\$15,581.26	\$12,600,079.44	\$460,728.85	\$973,857.76	\$43,377,317.83
2 CASH-PETTY CASH	1112									\$0.00
3 CASH-CHANGE FUNDS	1113									\$0.00
4 CASH-STATE BOARD	1164	\$4,319,233.90	\$1,877,145.64	\$7,882,900.18	\$70,641.31		\$9,893,936.08		\$11,221.12	\$24,055,078.23
5 ACCTS RECEIVABLE	1130	\$114.86			\$23,207.00					\$23,321.86
6 DUE FM OTHER FUNDS	1140	\$1,469,651.94	\$0.00							\$1,469,651.94
7 INVENTORY	1150	\$1,048,387.74								\$1,048,387.74
8 INVESTMENTS	1116	\$44,703,629.17	\$14,939,474.79	\$1,500,000.00	\$2,640,763.37		\$5,366,423.78		\$2,131,693.86	\$71,281,984.97
9 DUE FM AGENCIES	1220	\$66,997,533.79	\$7,721.88					\$1,128,394.77	\$4,003,022.22	\$72,136,672.66
10 PREPAID EXPENSE	1230		\$2,474,581.89							\$2,474,581.89
11 ESTIMATED REV.	1510	\$217,137,846.25	\$8,428,002.50	\$22,159,800.00	\$1,850,000.00	\$13,879,808.00	\$44,440,416.00	\$23,049,130.99	\$8,504,700.00	\$339,449,703.74
12 ENCUMBRANCES	1520	\$29,377,421.33	\$15,579.73		\$20,455.35		\$22,458,681.72	\$217,363.36	\$262,147.32	\$52,351,648.81
13 EXPENDITURES	1530	\$99,000,936.40	\$1,955,917.75	\$3,990,002.43	\$702,152.62	\$1,286,550.25	\$10,185,744.30	\$6,485,971.95	\$3,068,070.48	\$126,675,346.18
<b>TOTAL</b>		<b>\$487,211,410.34</b>	<b>\$30,515,779.54</b>	<b>\$40,012,145.46</b>	<b>\$6,180,837.00</b>	<b>\$15,181,939.51</b>	<b>\$104,945,281.32</b>	<b>\$31,341,589.92</b>	<b>\$18,954,712.76</b>	<b>\$734,343,695.85</b>
<b>CREDIT BALANCE:</b>										
14 VOUCHERS PAYABLE	2110									
15 ACCTS PAYABLE	2120	\$13,354,721.32	\$2,012.63		\$6,622.76			\$78,077.71	\$2,050.89	\$13,443,485.31
16 CONTRACTS PAYABLE	2150	\$615,004.69					\$587,060.09			\$1,202,064.78
17 DUE TO OTHER FUNDS	2160	\$1,809,153.86						\$1,469,651.94		\$3,278,805.80
18 PAYROLLS PAYABLE	2170	\$337,623.16	\$566.83		\$1,273.36			\$26,774.42	\$697.74	\$366,935.51
19 MATURED INT/BOND. PAYAB	2190									\$0.00
20 ACCR. INT SALE OF BONDS	2210									\$0.00
21 DEPOSITS PAYABLE	2220	\$215,984.00								\$215,984.00
22 DUE TO STATE	2230							\$14,619.55		\$14,619.55
23 NOTES PAYABLE - LOANS	2250									\$0.00
24 EST. UNPAID CLAIMS	2271		\$13,822,209.00							\$13,822,209.00
25 DEFERRED REVENUE	2410	\$57,817.00			\$259,303.50					\$317,120.50
26 APPROPRIATIONS	2510	\$292,799,975.25	\$8,198,953.50	\$22,077,500.00	\$1,717,122.00	\$13,879,808.00	\$67,612,349.00	\$23,049,130.99	\$9,692,293.20	\$439,027,131.94
27 REVENUE	2520	\$135,598,243.35	\$1,170,263.39	\$10,225,911.11	\$1,169,125.09	\$1,294,782.63	\$14,287,190.30	\$6,485,971.95	\$7,085,256.99	\$177,316,744.81
28 DEFERRED REVENUE - UNAVAILBL	2632									\$0.00
28 RESERV.-ENCUMBRANCES	2720	\$29,377,421.33	\$15,579.73		\$20,455.35		\$22,458,681.72	\$217,363.36	\$262,147.32	\$52,351,648.81
29 UNAPPRO. FUND BAL.	2760	\$13,045,466.38	\$7,306,194.46	\$7,708,734.35	\$3,006,934.94	\$7,348.88	\$0.21		\$1,912,266.62	\$32,986,945.84
<b>TOTAL</b>		<b>\$487,211,410.34</b>	<b>\$30,515,779.54</b>	<b>\$40,012,145.46</b>	<b>\$6,180,837.00</b>	<b>\$15,181,939.51</b>	<b>\$104,945,281.32</b>	<b>\$31,341,589.92</b>	<b>\$18,954,712.76</b>	<b>\$734,343,695.85</b>

DISTRICT SCHOOL BOARD OF

BAY  

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COUNTY

FINANCIAL STATEMENT

FOR PERIOD

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July 1, 2019

November 30, 2019  

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I certify that all accounts have been properly entered and summarized: that this is a true and correct report of the financial status of the Board at the end of the period for which this report is made.

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SUPERINTENDENT OF SCHOOLS

**Statement of Revenues  
General Fund  
Month Ending November 30, 2019**

	Budget as of November 1, 2019	Proposed Amendments	Estimated Budget	Revenues	Actual Receipts	Due From Agencies
<b>Total Federal Direct</b>	\$524,000.00	\$0.00	\$524,000.00	\$91,237.47	\$91,237.47	
<b>Total Federal Through State</b>	623,865.00	0.00	623,865.00	618,112.98	618,112.98	
<b>Total State Sources</b>	133,226,900.21	69,914.25	133,296,814.46	118,788,026.31	52,372,529.31	66,415,497.00
<b>Total Local Sources</b>	79,893,787.89	190,232.90	80,084,020.79	13,978,650.86	13,978,650.86	0.00
<b>Total Revenues</b>	214,268,553.10	260,147.15	214,528,700.25	133,476,027.62	67,060,530.62	66,415,497.00
<b>Total Incoming Transfers and Non-Revenue Sources</b>	2,393,724.00	215,422.00	2,609,146.00	2,122,215.73	2,122,215.73	
<b>Total Estimated Revenues, Transfers, and Non-Revenue Sources</b>	216,662,277.10	475,569.15	217,137,846.25	135,598,243.35	69,182,746.35	66,415,497.00
<b>Fund Balance July 1, 2019</b>	88,707,595.00	0.00	88,707,595.00	88,707,595.38		0.00
<b>Total Estimated Revenue, Transfers, Receipts &amp; Balances</b>	\$305,369,872.10	\$475,569.15	\$305,845,441.25	\$224,305,838.73	\$69,182,746.35	\$66,415,497.00



**Statement of Revenues  
Internal Service  
Self Insurance Fund  
Month Ending November 30, 2019**

	Budget as of November 1, 2019	Proposed Amendments	Estimated Budget	Revenues	Actual Receipts	Due From Agencies
<b>Total Federal Direct</b>	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total State Sources</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Local Sources</b>	5,596,559.00	26.50	5,596,585.50	1,170,263.39	1,170,263.39	0.00
	5,596,559.00	26.50	5,596,585.50	1,170,263.39	1,170,263.39	0.00
<b>Total Remittances From Others</b>	2,831,417.00	0.00	2,831,417.00	0.00	0.00	0.00
<b>Total Estimated Revenues, Transfers, and Non-Revenue Sources</b>	8,427,976.00	26.50	8,428,002.50	1,170,263.39	1,170,263.39	0.00
<b>Fund Balance July 1, 2019</b>	7,077,146.00	0.00	7,077,146.00	7,077,145.46		0.00
<b>Total Estimated Revenue, Transfers, Receipts &amp; Balances</b>	\$15,505,122.00	\$26.50	\$15,505,148.50	\$8,247,408.85	\$1,170,263.39	\$0.00

**Statement of Revenues  
Internal Service  
Self Insurance - Group Health Fund  
Month Ending November 30, 2019**

	Budget as of November 1, 2019	Proposed Amendments	Estimated Budget	Revenues	Actual Receipts	Due From Agencies
<b>Total Federal Direct</b>	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total State Sources</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Local Sources</b>	22,159,800.00	0.00	22,159,800.00	10,225,911.11	10,225,911.11	0.00
	22,159,800.00	0.00	22,159,800.00	10,225,911.11	10,225,911.11	0.00
<b>Total Remittances From Others</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Estimated Revenues, Transfers, and Non-Revenue Sources</b>	22,159,800.00	0.00	22,159,800.00	10,225,911.11	10,225,911.11	0.00
<b>Fund Balance July 1, 2019</b>	7,626,434.00	0.00	7,626,434.00	7,626,434.35		0.00
<b>Total Estimated Revenue, Transfers, Receipts &amp; Balances</b>	<b>\$29,786,234.00</b>	<b>\$0.00</b>	<b>\$29,786,234.00</b>	<b>\$17,852,345.46</b>	<b>\$10,225,911.11</b>	<b>\$0.00</b>

**Statement of Revenues  
Internal Service  
Beacon Learning Center  
Month Ending November 30, 2019**

	Budget as of November 1, 2019	Proposed Amendments	Estimated Budget	Revenues	Actual Receipts	Due From Agencies
<b>Total Federal Direct</b>	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total State Sources</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Local Sources</b>	1,850,000.00	0.00	1,850,000.00	1,169,125.09	1,169,125.09	0.00
	1,850,000.00	0.00	1,850,000.00	1,169,125.09	1,169,125.09	0.00
<b>Total Remittances From Others</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Estimated Revenues, Transfers, and Non-Revenue Sources</b>	1,850,000.00	0.00	1,850,000.00	1,169,125.09	1,169,125.09	0.00
<b>Fund Balance July 1, 2019</b>	2,874,057.00	0.00	2,874,057.00	2,874,056.94	2,874,056.94	0.00
<b>Total Estimated Revenue, Transfers, Receipts &amp; Balances</b>	\$4,724,057.00	\$0.00	\$4,724,057.00	\$4,043,182.03	\$4,043,182.03	\$0.00

**Statement of Revenues  
Debt Service Funds  
Month Ending November 30, 2019**

	Budget as of November 1, 2019	Proposed Amendments	Estimated Budget	Revenues	Actual Receipts	Due From Agencies
<b>Total Federal Direct</b>		0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total State Sources</b>	82,620.00	0.00	82,620.00	0.00	0.00	0.00
<b>Total Local Sources</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	82,620.00	0.00	82,620.00	0.00	0.00	0.00
<b>Total Other Financing Sources</b>	13,797,188.00	0.00	13,797,188.00	1,294,782.63	1,294,782.63	0.00
<b>Total Estimated Revenues, Transfers, and Non-Revenue Sources</b>	13,879,808.00	0.00	13,879,808.00	1,294,782.63	1,294,782.63	0.00
<b>Fund Balance July 1, 2019</b>	7,349.00	0.00	7,349.00	7,348.88		0.00
<b>Total Estimated Revenue, Transfers, Receipts &amp; Balances</b>	\$13,887,157.00	\$0.00	\$13,887,157.00	\$1,302,131.51	\$1,294,782.63	\$0.00

**Statement of Revenues  
Capital Projects Funds  
Month Ending November 30, 2019**

	Budget as of November 1, 2019	Proposed Amendments	Estimated Budget	Revenues	Actual Receipts	Due From Agencies
Total CO&DS	\$225,831.00	\$0.00	\$225,831.00	\$0.00	\$0.00	\$0.00
Total PECO	0.00	0.00	0.00	0.00	0.00	0.00
Total LC/State Grants	22,063,239.00	0.00	22,063,239.00	3,059,814.27	3,059,814.27	
Miscellaneous Revenue	848,902.00	302,444.00	1,151,346.00	1,306,034.51	1,306,034.51	0.00
1/2 Cent Sales Tax	21,000,000.00	0.00	21,000,000.00	9,921,341.52	9,921,341.52	
<b>Total Revenues</b>	<b>44,137,972.00</b>	<b>302,444.00</b>	<b>44,440,416.00</b>	<b>14,287,190.30</b>	<b>14,287,190.30</b>	<b>0.00</b>
Total Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Estimated Revenues, Transfers, and Non-Revenue Sources</b>	<b>44,137,972.00</b>	<b>302,444.00</b>	<b>44,440,416.00</b>	<b>14,287,190.30</b>	<b>14,287,190.30</b>	<b>0.00</b>
Fund Balance July 1, 2019	23,171,933.00	0.00	23,171,933.00	23,171,933.21		0.00
<b>Total Estimated Revenue, Transfers, Receipts &amp; Balances</b>	<b>\$67,309,905.00</b>	<b>\$302,444.00</b>	<b>\$67,612,349.00</b>	<b>\$37,459,123.51</b>	<b>\$14,287,190.30</b>	<b>\$0.00</b>

**Statement of Revenues  
Special Revenue Funds - Other  
Month Ending November 30, 2019**

	Budget as of November 1, 2019	Proposed Amendments	Estimated Budget	Revenues
<b>Total Federal Direct</b>	\$1,748,380.21	\$47,537.18	\$1,795,917.39	\$763,472.63
<b>Total Federal Through State</b>	21,253,213.60	0.00	21,253,213.60	5,722,499.32
<b>Total Local Sources</b>	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	23,001,593.81	47,537.18	23,049,130.99	6,485,971.95
<b>Total Other Financing Sources</b>	0.00	0.00	0.00	0.00
<b>Total Estimated Revenues, Transfers, and Non-Revenue Sources</b>	23,001,593.81	47,537.18	23,049,130.99	6,485,971.95
<b>Fund Balance July 1, 2019</b>	0.00	0.00	0.00	0.00
<b>Total Estimated Revenue, Transfers, Receipts &amp; Balances</b>	<b>\$23,001,593.81</b>	<b>\$47,537.18</b>	<b>\$23,049,130.99</b>	<b>\$6,485,971.95</b>

**Statement of Revenues  
Special Revenue Funds - Food Service  
Month Ending November 30, 2019**

	Budget as of November 1, 2019	Proposed Amendments	Estimated Budget	Revenues	Actual Receipts	Due From Agencies
<b>Total Federal Direct</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Federal Through State</b>	7,725,200.00	0.00	7,725,200.00	6,835,114.32	2,832,092.10	4,003,022.22
<b>Total State Sources</b>	109,000.00	0.00	109,000.00	0.00	0.00	0.00
<b>Total Local Sources</b>	670,500.00	0.00	670,500.00	250,142.67	250,142.67	0.00
<b>Total Revenues</b>	8,504,700.00	0.00	8,504,700.00	7,085,256.99	3,082,234.77	4,003,022.22
<b>Total Other Financing Sources</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Estimated Revenues, Transfers, and Non-Revenue Sources</b>	8,504,700.00	0.00	8,504,700.00	7,085,256.99	3,082,234.77	4,003,022.22
<b>Fund Balance July 1, 2019</b>	3,099,860.00	0.00	3,099,860.00	3,099,859.82		0.00
<b>Total Estimated Revenue, Transfers, Receipts &amp; Balances</b>	\$11,604,560.00	\$0.00	\$11,604,560.00	\$10,185,116.81	\$3,082,234.77	\$4,003,022.22

FUND - 110 GENERAL FUND		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
5100 BASIC (FEFP K-12)								
B	1XXX	53,559,268.59	0.00	0.00	17,096,779.16	36,462,489.43	68.08	
B	2XXX	16,880,105.93	0.00	0.00	6,051,559.60	10,828,546.33	64.15	
B	3XXX	38,498,806.44	0.00	24,289.98	16,430,271.64	22,044,244.82	57.26	
B	4XXX	4,960.06	0.00	1,600.00	585.06	2,775.00	55.95	
B	5XXX	8,978,603.58	0.00	245,387.67	2,288,159.37	6,445,056.54	71.78	
B	6XXX	691,303.49	0.00	20,680.26	267,424.03	403,199.20	58.32	
B	7XXX	9,739,760.63	0.00	0.00	303,696.97	9,436,063.66	96.88	
	*	128,352,808.72	0.00	291,957.91	42,438,475.83	85,622,374.98	66.71	
5200 EXCEPTIONAL								
B	1XXX	17,244,248.68	0.00	0.00	6,192,744.73	11,051,503.95	64.09	
B	2XXX	4,989,136.80	0.00	0.00	2,206,153.17	2,782,983.63	55.78	
B	3XXX	206,884.67	0.00	8,926.68	53,390.37	144,567.62	69.88	
B	4XXX	825.00	0.00	0.00	54.83	770.17	93.35	
B	5XXX	423,386.07	0.00	859.66	32,274.69	390,251.72	92.17	
B	6XXX	23,847.73	0.00	769.80	11,736.20	11,341.73	47.56	
B	7XXX	215,956.86	0.00	0.00	65,851.19	150,105.67	69.51	
	*	23,104,285.81	0.00	10,556.14	8,562,205.18	14,531,524.49	62.90	
5300 VOCATIONAL-TECHNICAL								
B	1XXX	1,855,310.75	0.00	0.00	556,117.65	1,299,193.10	70.03	
B	2XXX	473,040.21	0.00	0.00	206,650.53	266,389.68	56.31	
B	3XXX	140,488.71	0.00	0.00	23,140.82	117,347.89	83.53	
B	4XXX	265.00	0.00	0.00	0.00	265.00	100.00	
B	5XXX	2,011,635.39	0.00	7,730.93	43,598.03	1,960,306.43	97.45	
B	6XXX	518,558.01	0.00	0.00	46,109.42	472,448.59	91.11	
B	7XXX	53,239.30	0.00	6,049.38	42,337.87	4,852.05	9.11	
	*	5,052,537.37	0.00	13,780.31	917,954.32	4,120,802.74	81.56	
5400 ADULT GENERAL								
B	1XXX	338,954.17	0.00	0.00	31,640.90	307,313.27	90.67	
B	2XXX	213,504.81	0.00	0.00	7,733.06	205,771.75	96.38	
B	3XXX	21,098.34	0.00	0.00	711.86	20,386.48	96.63	
B	5XXX	67,015.82	0.00	0.00	6,054.28	60,961.54	90.97	
B	6XXX	5,242.00	0.00	0.00	0.00	5,242.00	100.00	
B	7XXX	41,889.00	0.00	0.00	126.00	41,763.00	99.70	
	*	687,704.14	0.00	0.00	46,266.10	641,438.04	93.27	
5500 PREKINDERGARTEN								
B	1XXX	1,205,610.37	0.00	0.00	443,845.52	761,764.85	63.18	
B	2XXX	410,073.52	0.00	0.00	171,938.01	238,135.51	58.07	
B	3XXX	7,021.59	0.00	96.21	491.76	6,433.62	91.63	
B	5XXX	46,420.41	0.00	0.00	5,812.77	40,607.64	87.48	
B	6XXX	6,000.00	0.00	0.00	2,277.16	3,722.84	62.05	
B	7XXX	129,844.00	0.00	0.00	10,132.29	119,711.71	92.20	
	*	1,804,969.89	0.00	96.21	634,497.51	1,170,376.17	64.84	
5900 OTHER INSTRUCTION								
B	1XXX	4,597.00	0.00	0.00	0.00	4,597.00	100.00	



BUDGET STATUS SUMMARY  
 FB156- Budget Status Summary FINANCIALS

FUND - 110 GENERAL FUND		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
B	2XXX	530.00	0.00	0.00	0.00	530.00	100.00	
B	5XXX	4,378.00	0.00	0.00	0.00	4,378.00	100.00	
	*	9,505.00	0.00	0.00	0.00	9,505.00	100.00	
	6100 PUPIL PERSONNEL SERVICES							
B	1XXX	4,959,236.32	0.00	0.00	1,765,688.20	3,193,548.12	64.40	
B	2XXX	1,631,547.91	0.00	0.00	656,743.21	974,804.70	59.75	
B	3XXX	517,345.06	0.00	0.00	171,684.29	345,660.77	66.81	
B	5XXX	35,560.52	0.00	1,351.03	6,717.26	27,492.23	77.31	
B	6XXX	9,628.50	0.00	0.00	2,235.50	7,393.00	76.78	
B	7XXX	48,501.00	0.00	0.00	40,950.16	7,550.84	15.57	
	*	7,201,819.31	0.00	1,351.03	2,644,018.62	4,556,449.66	63.27	
	6110 Attendance and Social Wo							
B	3XXX	145,258.17	0.00	0.00	51,675.00	93,583.17	64.43	
	*	145,258.17	0.00	0.00	51,675.00	93,583.17	64.43	
	6120 GUIDANCE SERVICES							
B	1XXX	33,473.98	0.00	0.00	33,473.98	0.00	.00	
B	2XXX	6,189.39	0.00	0.00	6,189.39	0.00	.00	
B	5XXX	26,766.47	0.00	0.00	397.35	26,369.12	98.52	
B	6XXX	299.65	0.00	0.00	299.65	0.00	.00	
	*	66,729.49	0.00	0.00	40,360.37	26,369.12	39.52	
	6130 HEALTH SERVICES							
B	1XXX	126,229.00	0.00	0.00	44,866.23	81,362.77	64.46	
B	2XXX	46,551.00	0.00	0.00	18,309.50	28,241.50	60.67	
B	3XXX	20,567.23	0.00	0.00	11,860.11	8,707.12	42.33	
B	5XXX	5,060.00	0.00	0.00	3,002.06	2,057.94	40.67	
B	6XXX	33,779.47	0.00	6,698.97	0.00	27,080.50	80.17	
	*	232,186.70	0.00	6,698.97	78,037.90	147,449.83	63.50	
	6140 PSYCHOLOGICAL SERVICES							
B	3XXX	132,982.51	0.00	0.00	24,557.10	108,425.41	81.53	
B	5XXX	70.74	0.00	0.00	27.50	43.24	61.13	
B	6XXX	411.60	0.00	0.00	0.00	411.60	100.00	
	*	133,464.85	0.00	0.00	24,584.60	108,880.25	81.58	
	6150 PARENTAL INVOLVEMENT							
B	1XXX	27,118.00	0.00	0.00	3,898.20	23,219.80	85.63	
B	2XXX	16,873.00	0.00	0.00	452.27	16,420.73	97.32	
B	3XXX	2,859.50	0.00	0.00	522.50	2,337.00	81.73	
B	5XXX	85.00	0.00	0.00	0.00	85.00	100.00	
B	6XXX	29.00	0.00	0.00	0.00	29.00	100.00	
B	7XXX	1.00	0.00	0.00	0.00	1.00	100.00	
	*	46,965.50	0.00	0.00	4,872.97	42,092.53	89.62	
	6190 OTHER PUPIL PERSONNEL SE							

FUND - 110 GENERAL FUND		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
B	1XXX	37,069.00	0.00	0.00	0.00	37,069.00	100.00	
B	2XXX	6,792.00	0.00	0.00	0.00	6,792.00	100.00	
B	3XXX	1,300.00	0.00	0.00	0.00	1,300.00	100.00	
B	5XXX	400.00	0.00	0.00	0.00	400.00	100.00	
	*	45,561.00	0.00	0.00	0.00	45,561.00	100.00	
	6200 INSTRUCTIONAL MEDIA SERV							
B	1XXX	1,632,445.42	0.00	0.00	502,035.69	1,130,409.73	69.25	
B	2XXX	528,677.55	0.00	0.00	178,013.80	350,663.75	66.33	
B	3XXX	53,769.49	0.00	150.00	28,645.17	24,974.32	46.45	
B	5XXX	31,111.04	0.00	872.22	4,389.24	25,849.58	83.09	
B	6XXX	272,654.52	0.00	31,131.61	15,425.58	226,097.33	82.92	
B	7XXX	21,910.42	0.00	0.00	12,451.92	9,458.50	43.17	
	*	2,540,568.44	0.00	32,153.83	740,961.40	1,767,453.21	69.57	
	6300 INSTRUCTION&CURRICULUM D							
B	1XXX	2,445,583.10	0.00	0.00	988,856.81	1,456,726.29	59.57	
B	2XXX	753,426.43	0.00	0.00	311,555.59	441,870.84	58.65	
B	3XXX	82,525.21	0.00	282.39	27,914.57	54,328.25	65.83	
B	5XXX	108,274.19	0.00	1,774.80	19,043.51	87,455.88	80.77	
B	6XXX	32,676.77	0.00	2,655.21	23,144.27	6,877.29	21.05	
B	7XXX	7,068.00	0.00	0.00	699.35	6,368.65	90.11	
	*	3,429,553.70	0.00	4,712.40	1,371,214.10	2,053,627.20	59.88	
	6400 INSTRUCTION STAFF TRAINI							
B	1XXX	818,702.82	0.00	0.00	340,923.74	477,779.08	58.36	
B	2XXX	229,821.56	0.00	0.00	96,373.53	133,448.03	58.07	
B	3XXX	192,515.97	0.00	3,508.42	71,204.19	117,803.36	61.19	
B	5XXX	781,996.00	0.00	381,476.00	389,441.50	11,078.50	1.42	
B	6XXX	558.76	0.00	0.00	558.76	0.00	.00	
B	7XXX	110,360.00	0.00	0.00	20,176.89	90,183.11	81.72	
	*	2,133,955.11	0.00	384,984.42	918,678.61	830,292.08	38.91	
	6500 INSTRUCTION RELATED TO T							
B	3XXX	31.00	0.00	0.00	0.00	31.00	100.00	
B	5XXX	1,693.00	0.00	0.00	0.00	1,693.00	100.00	
B	6XXX	96.00	0.00	0.00	0.00	96.00	100.00	
	*	1,820.00	0.00	0.00	0.00	1,820.00	100.00	
	7100 BOARD							
B	1XXX	222,585.00	0.00	0.00	88,263.52	134,321.48	60.35	
B	2XXX	230,646.00	0.00	0.00	85,257.45	145,388.55	63.04	
B	3XXX	476,375.00	0.00	1,315.02	127,306.98	347,753.00	73.00	
B	5XXX	5,800.00	0.00	0.00	1,965.91	3,834.09	66.11	
B	6XXX	1,200.00	0.00	0.00	0.00	1,200.00	100.00	
B	7XXX	22,500.00	0.00	0.00	11,450.11	11,049.89	49.11	
	*	959,106.00	0.00	1,315.02	314,243.97	643,547.01	67.10	
	7200 GENERAL ADMINISTRATION(S							

FUND - 110 GENERAL FUND		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
B	1XXX	564,193.35	0.00	0.00	251,130.86	313,062.49	55.49	
B	2XXX	156,195.00	0.00	0.00	71,234.74	84,960.26	54.39	
B	3XXX	2,552,177.33	0.00	443,337.11	6,256.65	2,102,583.57	82.38	
B	4XXX	36.73	0.00	0.00	36.73	0.00	.00	
B	5XXX	15,388.99	0.00	47.44	1,697.44	13,644.11	88.66	
B	6XXX	3,360.00	0.00	0.00	961.08	2,398.92	71.40	
B	7XXX	25,515.00	0.00	0.00	20,353.28	5,161.72	20.23	
	*	3,316,866.40	0.00	443,384.55	351,670.78	2,521,811.07	76.03	
	7300 SCHOOL ADM (OFFICE OF TH							
B	1XXX	9,578,037.39	0.00	0.00	4,232,333.74	5,345,703.65	55.81	
B	2XXX	3,002,972.00	0.00	0.00	1,342,496.40	1,660,475.60	55.29	
B	3XXX	151,011.36	0.00	3,826.80	38,684.17	108,500.39	71.85	
B	5XXX	156,437.14	0.00	348.44	14,816.18	141,272.52	90.31	
B	6XXX	49,160.44	0.00	5,966.14	7,333.16	35,861.14	72.95	
B	7XXX	26,803.85	0.00	0.00	3,196.76	23,607.09	88.07	
	*	12,964,422.18	0.00	10,141.38	5,638,860.41	7,315,420.39	56.43	
	7400 FACILITIES ACQUISITION/C							
B	1XXX	586,795.00	0.00	0.00	218,958.97	367,836.03	62.69	
B	2XXX	207,472.00	0.00	0.00	81,556.26	125,915.74	60.69	
B	3XXX	3,510,557.73	0.00	4.29	3,282,015.50	228,537.94	6.51	
B	5XXX	4,856.00	0.00	22.00	313.30	4,520.70	93.10	
B	6XXX	56,336,744.23	0.00	27,656,649.45	15,282,542.89	13,397,551.89	23.78	
B	7XXX	779.00	0.00	0.00	629.00	150.00	19.26	
	*	60,647,203.96	0.00	27,656,675.74	18,866,015.92	14,124,512.30	23.29	
	7500 FISCAL SERVICES							
B	1XXX	1,143,711.58	0.00	0.00	495,967.23	647,744.35	56.64	
B	2XXX	423,332.00	0.00	0.00	182,409.88	240,922.12	56.91	
B	3XXX	124,233.08	0.00	1,993.95	30,798.36	91,440.77	73.60	
B	4XXX	7,850.00	0.00	0.00	2,907.26	4,942.74	62.96	
B	5XXX	25,137.72	0.00	1,442.13	6,809.24	16,886.35	67.18	
B	6XXX	1,993.28	0.00	413.29	179.99	1,400.00	70.24	
B	7XXX	17,463.00	0.00	0.00	13,336.93	4,126.07	23.63	
	*	1,743,720.66	0.00	3,849.37	732,408.89	1,007,462.40	57.78	
	7700 CENTRAL SERVICES							
B	1XXX	1,072,251.00	0.00	0.00	481,916.45	590,334.55	55.06	
B	2XXX	367,758.00	0.00	0.00	168,444.20	199,313.80	54.20	
B	3XXX	488,807.70	0.00	8,971.02	138,524.01	341,312.67	69.83	
B	4XXX	6,000.00	0.00	0.00	524.43	5,475.57	91.26	
B	5XXX	30,425.00	0.00	0.00	7,611.01	22,813.99	74.98	
B	6XXX	3,980.00	0.00	0.00	955.05	3,024.95	76.00	
B	7XXX	25,980.00	0.00	0.00	5,550.01	20,429.99	78.64	
	*	1,995,201.70	0.00	8,971.02	803,525.16	1,182,705.52	59.28	
	7730 STAFF SERVICES							
B	1XXX	0.00	0.00	0.00	1,382.38-	1,382.38	.00	
B	2XXX	132.22	0.00	0.00	196.95	64.73-	48.96-	

FUND - 110 GENERAL FUND		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
B	5XXX	50.00	0.00	0.00	0.00	50.00	100.00	
	*	182.22	0.00	0.00	1,185.43-	1,367.65	750.55	
	7800 PUPIL TRANSPORTATION SER							
B	1XXX	3,492,654.04	0.00	0.00	1,497,478.67	1,995,175.37	57.12	
B	2XXX	2,062,073.00	0.00	0.00	925,644.43	1,136,428.57	55.11	
B	3XXX	1,242,752.93	175.00	29,834.51	133,145.01	1,079,598.41	86.87	
B	4XXX	593,500.00	0.00	0.00	231,070.41	362,429.59	61.07	
B	5XXX	444,798.00	0.00	47,504.79	184,277.57	213,015.64	47.89	
B	6XXX	32,360.00	0.00	0.00	2,116.35	30,243.65	93.46	
B	7XXX	368,975.00	0.00	119.55	15,113.50	353,741.95	95.87	
	*	8,237,112.97	175.00	77,458.85	2,988,845.94	5,170,633.18	62.77	
	7900 OPERATION OF PLANT							
B	1XXX	3,322,005.42	0.00	0.00	1,486,561.04	1,835,444.38	55.25	
B	2XXX	2,111,922.99	0.00	0.00	659,888.36	1,452,034.63	68.75	
B	3XXX	4,176,310.98	0.00	99,210.43	912,801.17	3,164,299.38	75.77	
B	4XXX	7,367,895.87	0.00	0.00	3,399,453.49	3,968,442.38	53.86	
B	5XXX	620,888.18	0.00	11,944.96	173,167.80	435,775.42	70.19	
B	6XXX	85,385.91	0.00	3,222.29	53,254.08	28,909.54	33.86	
B	7XXX	45,378.75	0.00	0.00	14,764.81	30,613.94	67.46	
	*	17,729,788.10	0.00	114,377.68	6,699,890.75	10,915,519.67	61.57	
	8100 MAINTENANCE OF PLANT							
B	1XXX	2,369,625.42	0.00	0.00	1,064,514.11	1,305,111.31	55.08	
B	2XXX	1,299,710.66	0.00	0.00	526,301.10	773,409.56	59.51	
B	3XXX	240,035.00	0.00	5,869.45	103,886.19	130,279.36	54.28	
B	4XXX	176,779.00	0.00	1,600.00	45,780.33	129,398.67	73.20	
B	5XXX	760,938.79	0.00	69,146.95	319,236.57	372,555.27	48.96	
B	6XXX	155,125.00	0.00	885.07	63,177.15	91,062.78	58.70	
B	7XXX	6,900.00	0.00	570.00	618.65	5,711.35	82.77	
	*	5,009,113.87	0.00	78,071.47	2,123,514.10	2,807,528.30	56.05	
	8200 ADMINISTRATIVE TECHNOLOG							
B	1XXX	1,860,964.34	0.00	0.00	803,909.46	1,057,054.88	56.80	
B	2XXX	563,527.00	0.00	0.00	246,890.46	316,636.54	56.19	
B	3XXX	848,184.54	0.00	144,553.36	197,915.23	505,715.95	59.62	
B	4XXX	1,000.00	0.00	0.00	0.00	1,000.00	100.00	
B	5XXX	18,394.00	0.00	170.04	2,521.33	15,702.63	85.37	
B	6XXX	9,947.46	0.00	600.00	4,445.50	4,901.96	49.28	
B	7XXX	1,500.00	0.00	0.00	59.00	1,441.00	96.07	
	*	3,303,517.34	0.00	145,323.40	1,255,740.98	1,902,452.96	57.59	
	9100 COMMUNITY SERVICES							
B	1XXX	1,108,751.00	0.00	0.00	468,106.40	640,644.60	57.78	
B	2XXX	356,815.00	0.00	0.00	165,778.77	191,036.23	53.54	
B	3XXX	43,915.00	0.00	193.58	19,865.03	23,856.39	54.32	
B	5XXX	70,511.00	0.00	525.50	9,445.38	60,540.12	85.86	
B	6XXX	61,579.00	0.00	0.00	4,051.39	57,527.61	93.42	
B	7XXX	262,475.65	0.00	700.00	86,300.88	175,474.77	66.85	

BUDGET STATUS SUMMARY  
FB156- Budget Status Summary FINANCIALS

FUND - 110 GENERAL FUND		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
	*	1,904,046.65	0.00	1,419.08	753,547.85	1,149,079.72	60.35	
	9700 TRANSFER OF FUNDS							
B	9XXX	0.00	0.00	90,142.55	0.00	90,142.55-	.00	
	*	0.00	0.00	90,142.55	0.00	90,142.55-	.00	
	* *	292,799,975.25	175.00	29,377,421.33	99,000,881.83	164,421,497.09	56.15	

BUDGET STATUS SUMMARY  
FB156- Budget Status Summary FINANCIALS

FUND - 210 SBE & COBI BONDS

TY	FUNC.	OBRV	PRD-00 BEGINNING			PRD-05 NOVEMBER 2019		
			BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
	9200	DEBT SERVICES						
B	7XXX		82,620.00	0.00	0.00	0.00	82,620.00	100.00
		*	82,620.00	0.00	0.00	0.00	82,620.00	100.00
		* *	82,620.00	0.00	0.00	0.00	82,620.00	100.00

BUDGET STATUS SUMMARY  
FB156- Budget Status Summary FINANCIALS

FUND - 290 OTHER DEBT SERVICE

		PRD-00 BEGINNING			PRD-05 NOVEMBER 2019		
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
	9200 DEBT SERVICES						
B	7XXX	13,797,188.00	0.00	0.00	1,286,550.25	12,510,637.75	90.68
	*	13,797,188.00	0.00	0.00	1,286,550.25	12,510,637.75	90.68
	* *	13,797,188.00	0.00	0.00	1,286,550.25	12,510,637.75	90.68

BUDGET STATUS SUMMARY  
 FB156- Budget Status Summary FINANCIALS

FUND - 340 PUBLIC EDUC CAPITAL OUTLAY		PRD-00 BEGINNING			PRD-05 NOVEMBER 2019		
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
B	7400 FACILITIES ACQUISITION/C 6XXX	303,348.00	0.00	13,875.00	19,441.59	270,031.41	89.02
	*	303,348.00	0.00	13,875.00	19,441.59	270,031.41	89.02
B	9700 TRANSFER OF FUNDS 9XXX	1,064,886.00	0.00	0.00	1,064,886.00	0.00	.00
	*	1,064,886.00	0.00	0.00	1,064,886.00	0.00	.00
	* *	1,368,234.00	0.00	13,875.00	1,084,327.59	270,031.41	19.74



BUDGET STATUS SUMMARY  
FB156- Budget Status Summary FINANCIALS

FUND - 360 CAPITAL OUTL DEBT SVC (CO&DS)		PRD-00 BEGINNING			PRD-05 NOVEMBER 2019		
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
B	7400 FACILITIES ACQUISITION/C 6XXX	1,582,606.00	0.00	261,191.61	161,561.32	1,159,853.07	73.29
	*	1,582,606.00	0.00	261,191.61	161,561.32	1,159,853.07	73.29
	* *	1,582,606.00	0.00	261,191.61	161,561.32	1,159,853.07	73.29

BUDGET STATUS SUMMARY  
 FB156- Budget Status Summary FINANCIALS

FUND - 370 CAPITAL IMPROVEMENT - TAX LEVI		PRD-00 BEGINNING			PRD-05 NOVEMBER 2019		
TY FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM	
B 7400 6XXX FACILITIES ACQUISITION/C	12,636,727.00	0.00	2,906,323.41	3,176,012.17	6,554,391.42	51.87	
	*	12,636,727.00	0.00	2,906,323.41	3,176,012.17	6,554,391.42	51.87
B 9700 9XXX TRANSFER OF FUNDS	13,239,881.00	0.00	0.00	0.00	13,239,881.00	100.00	
	*	13,239,881.00	0.00	0.00	13,239,881.00	100.00	
	* *	25,876,608.00	0.00	2,906,323.41	3,176,012.17	19,794,272.42	76.49

FUND - 390 OTHER CAPITAL PROJECTS

		PRD-00 BEGINNING			PRD-05 NOVEMBER 2019		
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
B	7400 FACILITIES ACQUISITION/C 6XXX	33,635,933.00	0.00	19,277,291.70	4,477,292.97	9,881,348.33	29.38
	*	33,635,933.00	0.00	19,277,291.70	4,477,292.97	9,881,348.33	29.38
B	9700 TRANSFER OF FUNDS 9XXX	5,148,968.00	0.00	0.00	1,286,550.25	3,862,417.75	75.01
	*	5,148,968.00	0.00	0.00	1,286,550.25	3,862,417.75	75.01
	* *	38,784,901.00	0.00	19,277,291.70	5,763,843.22	13,743,766.08	35.44

FUND - 410 SPECIAL REVENUE/FOOD SERVICE		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
	7600	FOOD SERVICES						
B	1XXX	211,008.58	0.00	0.00	118,623.55	92,385.03	43.78	
B	2XXX	88,565.42	0.00	0.00	48,736.11	39,829.31	44.97	
B	3XXX	7,371,299.00	0.00	118,808.20	2,285,086.57	4,967,404.23	67.39	
B	4XXX	407,840.00	0.00	0.00	7,406.29	400,433.71	98.18	
B	5XXX	836,545.00	0.00	0.00	344,902.36	491,642.64	58.77	
B	6XXX	474,635.20	0.00	108,926.60	262,384.61	103,323.99	21.77	
B	7XXX	302,400.00	0.00	0.00	677.07	301,722.93	99.78	
	*	9,692,293.20	0.00	227,734.80	3,067,816.56	6,396,741.84	66.00	
	7900	OPERATION OF PLANT						
B	1XXX	0.00	0.00	0.00	199.46	199.46-	.00	
B	2XXX	0.00	0.00	0.00	54.46	54.46-	.00	
	*	0.00	0.00	0.00	253.92	253.92-	.00	
	9700	TRANSFER OF FUNDS						
B	9XXX	0.00	0.00	34,412.52	0.00	34,412.52-	.00	
	*	0.00	0.00	34,412.52	0.00	34,412.52-	.00	
	* *	9,692,293.20	0.00	262,147.32	3,068,070.48	6,362,075.40	65.64	

FUND - 420 SPECIAL REVENUE/OTHER		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
	5100 BASIC (FEPP K-12)							
B	1XXX	3,079,200.00	0.00	0.00	962,471.13	2,116,728.87	68.74	
B	2XXX	839,169.85	0.00	0.00	244,830.61	594,339.24	70.82	
B	3XXX	547,127.49	0.00	5,257.56	115,126.93	426,743.00	78.00	
B	5XXX	437,285.03	0.00	4,436.04	231,162.88	201,686.11	46.12	
B	6XXX	165,914.81	0.00	20,226.34	68,704.80	76,983.67	46.40	
B	7XXX	17,271.00	0.00	0.00	7,064.64	10,206.36	59.10	
	*	5,085,968.18	0.00	29,919.94	1,629,360.99	3,426,687.25	67.38	
	5200 EXCEPTIONAL							
B	1XXX	3,468,911.86	0.00	0.00	906,463.54	2,562,448.32	73.87	
B	2XXX	1,294,060.52	0.00	0.00	354,231.11	939,829.41	72.63	
B	3XXX	487,614.37	0.00	447.32	104,855.95	382,311.10	78.40	
B	5XXX	415,078.92	0.00	1,618.26	28,868.26	384,592.40	92.66	
B	6XXX	194,141.00	0.00	4,180.70	23,028.57	166,931.73	85.98	
B	7XXX	246,282.50	0.00	0.00	36,987.45	209,295.05	84.98	
	*	6,106,089.17	0.00	6,246.28	1,454,434.88	4,645,408.01	76.08	
	5300 VOCATIONAL-TECHNICAL							
B	1XXX	47,815.00	0.00	0.00	12,333.36	35,481.64	74.21	
B	2XXX	14,358.00	0.00	0.00	5,399.98	8,958.02	62.39	
B	3XXX	151,100.00	0.00	40,613.00	60,977.00	49,510.00	32.77	
B	5XXX	55,565.00	0.00	0.00	0.00	55,565.00	100.00	
B	6XXX	223,043.00	0.00	85,839.62	0.00	137,203.38	61.51	
B	7XXX	825.00	0.00	0.00	440.00	385.00	46.67	
	*	492,706.00	0.00	126,452.62	79,150.34	287,103.04	58.27	
	5400 ADULT GENERAL							
B	1XXX	176,000.00	0.00	0.00	44,196.40	131,803.60	74.89	
B	2XXX	57,005.00	0.00	0.00	20,188.09	36,816.91	64.59	
B	5XXX	63,750.00	0.00	0.00	0.00	63,750.00	100.00	
B	6XXX	25,226.00	0.00	0.00	0.00	25,226.00	100.00	
B	7XXX	1,000.00	0.00	0.00	211.68	788.32	78.83	
	*	322,981.00	0.00	0.00	64,596.17	258,384.83	80.00	
	6100 PUPIL PERSONNEL SERVICES							
B	1XXX	79,883.00	0.00	0.00	25,688.72	54,194.28	67.84	
B	2XXX	29,709.00	0.00	0.00	10,751.99	18,957.01	63.81	
B	3XXX	199,125.00	0.00	2,715.00	53,322.14	143,087.86	71.86	
	*	308,717.00	0.00	2,715.00	89,762.85	216,239.15	70.04	
	6110 Attendance and Social Wo							
B	1XXX	570,054.94	0.00	0.00	144,830.67	425,224.27	74.59	
B	2XXX	200,477.19	0.00	0.00	53,171.55	147,305.64	73.48	
B	3XXX	7,980.00	0.00	0.00	384.50	7,595.50	95.18	
B	5XXX	200.00	0.00	0.00	0.00	200.00	100.00	
B	6XXX	960.00	0.00	0.00	960.00	0.00	.00	
	*	779,672.13	0.00	0.00	199,346.72	580,325.41	74.43	
	6120 GUIDANCE SERVICES							

FUND - 420 SPECIAL REVENUE/OTHER		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
B	1XXX	775,294.14	0.00	0.00	238,073.96	537,220.18	69.29	
B	2XXX	223,256.48	0.00	0.00	72,055.49	151,200.99	67.73	
B	3XXX	34,040.00	0.00	0.00	1,374.18	32,665.82	95.96	
B	5XXX	200.00	0.00	0.00	0.00	200.00	100.00	
	*	1,032,790.62	0.00	0.00	311,503.63	721,286.99	69.84	
	6130 HEALTH SERVICES							
B	1XXX	1,364,664.17	0.00	0.00	291,831.29	1,072,832.88	78.62	
B	2XXX	318,829.74	0.00	0.00	75,726.88	243,102.86	76.25	
B	3XXX	167,416.70	0.00	302.70	2,612.20	164,501.80	98.26	
B	5XXX	700.00	0.00	0.00	0.00	700.00	100.00	
B	6XXX	2,980.00	0.00	0.00	2,880.00	100.00	3.36	
B	7XXX	1,057.39	0.00	0.00	57.39	1,000.00	94.57	
	*	1,855,648.00	0.00	302.70	373,107.76	1,482,237.54	79.88	
	6150 PARENTAL INVOLVEMENT							
B	1XXX	296,310.74	0.00	0.00	102,781.47	193,529.27	65.31	
B	2XXX	82,803.37	0.00	0.00	26,571.20	56,232.17	67.91	
B	3XXX	58,571.14	0.00	2,202.13	12,253.01	44,116.00	75.32	
B	4XXX	600.00	0.00	0.00	111.54	488.46	81.41	
B	5XXX	102,507.56	0.00	0.00	14,085.30	88,422.26	86.26	
B	6XXX	4,883.00	0.00	0.00	2,482.90	2,400.10	49.15	
B	7XXX	14,060.00	0.00	0.00	3,235.75	10,824.25	76.99	
	*	559,735.81	0.00	2,202.13	161,521.17	396,012.51	70.75	
	6190 OTHER PUPIL PERSONNEL SE							
B	1XXX	407,804.87	0.00	0.00	126,999.07	280,805.80	68.86	
B	2XXX	142,613.88	0.00	0.00	47,631.02	94,982.86	66.60	
B	3XXX	1,500.00	0.00	0.00	0.00	1,500.00	100.00	
B	5XXX	1,829.00	0.00	0.00	0.00	1,829.00	100.00	
B	6XXX	1,920.00	0.00	0.00	960.00	960.00	50.00	
	*	555,667.75	0.00	0.00	175,590.09	380,077.66	68.40	
	6200 INSTRUCTIONAL MEDIA SERV							
B	1XXX	45,320.00	0.00	0.00	13,880.21	31,439.79	69.37	
B	2XXX	16,225.00	0.00	0.00	5,005.29	11,219.71	69.15	
B	6XXX	2,000.00	0.00	0.00	0.00	2,000.00	100.00	
	*	63,545.00	0.00	0.00	18,885.50	44,659.50	70.28	
	6300 INSTRUCTION&CURRICULUM D							
B	1XXX	1,468,853.50	0.00	0.00	451,327.92	1,017,525.58	69.27	
B	2XXX	488,376.62	0.00	0.00	169,775.04	318,601.58	65.24	
B	3XXX	180,240.00	0.00	509.75	49,110.54	130,619.71	72.47	
B	5XXX	36,561.32	0.00	0.00	4,183.10	32,378.22	88.56	
B	6XXX	27,200.00	0.00	885.07	1,062.95	25,251.98	92.84	
	*	2,201,231.44	0.00	1,394.82	675,459.55	1,524,377.07	69.25	
	6400 INSTRUCTION STAFF TRAINI							
B	1XXX	772,643.20	0.00	0.00	216,957.22	555,685.98	71.92	

FUND - 420 SPECIAL REVENUE/OTHER		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
B	2XXX	164,003.87	0.00	0.00	52,741.01	111,262.86	67.84	
B	3XXX	1,172,080.93	0.00	47,059.37	225,619.87	899,401.69	76.74	
B	5XXX	85,396.13	0.00	50.00	20,762.66	64,583.47	75.63	
B	6XXX	12,340.00	0.00	0.00	3,840.00	8,500.00	68.88	
B	7XXX	142,075.42	0.00	750.00	45,587.17	95,738.25	67.39	
	*	2,348,539.55	0.00	47,859.37	565,507.93	1,735,172.25	73.88	
	6500 INSTRUCTION RELATED TO T							
B	1XXX	93,529.00	0.00	0.00	33,356.69	60,172.31	64.34	
B	2XXX	24,972.00	0.00	0.00	8,556.42	16,415.58	65.74	
B	3XXX	200.00	0.00	0.00	200.00	0.00	.00	
B	7XXX	80.00	0.00	0.00	0.00	80.00	100.00	
	*	118,781.00	0.00	0.00	42,113.11	76,667.89	64.55	
	7200 GENERAL ADMINISTRATION(S							
B	7XXX	490,741.24	0.00	0.00	97,449.12	393,292.12	80.14	
	*	490,741.24	0.00	0.00	97,449.12	393,292.12	80.14	
	7730 STAFF SERVICES							
B	1XXX	20,000.00	0.00	0.00	8,160.00	11,840.00	59.20	
B	2XXX	2,759.76	0.00	0.00	747.59	2,012.17	72.91	
B	3XXX	800.00	0.00	0.00	0.00	800.00	100.00	
B	5XXX	200.00	0.00	0.00	405.07	205.07	102.54	
B	7XXX	4,000.00	0.00	0.00	309.96	3,690.04	92.25	
	*	27,759.76	0.00	0.00	9,622.62	18,137.14	65.34	
	7800 PUPIL TRANSPORTATION SER							
B	3XXX	53,531.05	1,472.95	0.00	0.00	52,058.10	97.25	
B	4XXX	750.00	0.00	0.00	66.80	683.20	91.09	
B	5XXX	600.00	0.00	0.00	0.00	600.00	100.00	
B	7XXX	104,332.90	0.00	270.50	913.90	103,148.50	98.86	
	*	159,213.95	1,472.95	270.50	980.70	156,489.80	98.29	
	9100 COMMUNITY SERVICES							
B	5XXX	1,710.00	0.00	0.00	0.00	1,710.00	100.00	
B	7XXX	537,633.39	0.00	0.00	537,633.39	0.00	.00	
	*	539,343.39	0.00	0.00	537,633.39	1,710.00	.32	
	**	23,049,130.99	1,472.95	217,363.36	6,486,026.52	16,344,268.16	70.91	

FUND - 710 INTRNL SVC SELF INSURANCE		PRD-00 BEGINNING			PRD-05 NOVEMBER 2019		
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
	7700 CENTRAL SERVICES						
B	1XXX	321,912.00	0.00	0.00	126,442.33	195,469.67	60.72
B	2XXX	115,495.00	0.00	0.00	48,884.20	66,610.80	57.67
B	3XXX	4,444,220.00	0.00	15,579.73	651,126.08	3,777,514.19	85.00
B	5XXX	8,100.00	0.00	0.00	445.39	7,654.61	94.50
B	6XXX	27,100.00	0.00	0.00	0.00	27,100.00	100.00
B	7XXX	3,282,126.50	0.00	0.00	1,129,019.75	2,153,106.75	65.60
	*	8,198,953.50	0.00	15,579.73	1,955,917.75	6,227,456.02	75.95
	* *	8,198,953.50	0.00	15,579.73	1,955,917.75	6,227,456.02	75.95



BUDGET STATUS SUMMARY  
 FB156- Budget Status Summary FINANCIALS

FUND - 712 SELF INS-GROUP HEALTH

		PRD-00 BEGINNING			PRD-05 NOVEMBER 2019		
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
	7700 CENTRAL SERVICES						
B	3XXX	4,051,000.00	0.00	0.00	1,469,024.73	2,581,975.27	63.74
B	5XXX	500.00	0.00	0.00	228.49	271.51	54.30
B	7XXX	18,026,000.00	0.00	0.00	2,520,749.21	15,505,250.79	86.02
	*	22,077,500.00	0.00	0.00	3,990,002.43	18,087,497.57	81.93
	* *	22,077,500.00	0.00	0.00	3,990,002.43	18,087,497.57	81.93

FUND - 910 BEACON LEARNING CENTER		PRD-00 BEGINNING			PRD-05	NOVEMBER	2019	
TY	FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	%	REM
-	6400	INSTRUCTION STAFF TRAINI						
B	1XXX	42,000.00	0.00	0.00	46,238.00	4,238.00-	10.09-	
B	2XXX	7,400.00	0.00	0.00	8,347.39	947.39-	12.80-	
B	3XXX	499,601.00	0.00	19,598.00	176,079.23	303,923.77	60.83	
B	5XXX	18,700.00	0.00	800.36	6,151.70	11,747.94	62.82	
B	6XXX	13,893.00	0.00	56.99	718.50	13,117.51	94.42	
B	7XXX	70,000.00	0.00	0.00	14,044.91	55,955.09	79.94	
	*	651,594.00	0.00	20,455.35	251,579.73	379,558.92	58.25	
	7700	CENTRAL SERVICES						
B	1XXX	826,438.00	0.00	0.00	352,662.03	473,775.97	57.33	
B	2XXX	239,090.00	0.00	0.00	97,910.86	141,179.14	59.05	
	*	1,065,528.00	0.00	0.00	450,572.89	614,955.11	57.71	
	* *	1,717,122.00	0.00	20,455.35	702,152.62	994,514.03	57.92	

TY FUNC.OBRV	BUDGET	COMMITTED	ENCUMBERED	EXPENDED	AVAILABLE	% REM
REQUEST 006 TOTAL	439,027,131.94	1,647.95	52,351,648.81	126,675,346.18	259,998,489.00	59.22



WILLIAM V. HUSFELT III  
SUPERINTENDENT

1311 Balboa Avenue  
Panama City, Florida  
32401

(850) 767-4100  
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(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

January 14, 2020

**MEMORANDUM**

**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:   X      Disapproval:           Discussion:       

**Signature on file**  
\_\_\_\_\_  
Superintendent

Board Action

January 14, 2020

ESOL Out of Field  
Amendment to the December 10, 2019 Report

Board Members:

On December 10, 2019, Jennifer Brown, a teacher at Central High School, was reported as Out of Field for ESOL; however, Ms. Brown holds an ESOL endorsement. A corrected letter has been sent home to inform the parents of this error.

Respectfully Submitted,

Sally Gentili  
Instructional Specialist for  
ESOL, Title III, Immigrant, Migrant,  
Foreign Exchange & World Languages

**BAY COUNTY SCHOOL BOARD  
JANUARY 14, 2020 BOARD MEETING  
INSTRUCTIONAL PERSONNEL RECOMMENDATIONS**

**REQUEST TO ENTER INTO AN INSTRUCTIONAL CONTRACT WITH THE FOLLOWING PERSONNEL**

<b>NAME</b>	<b>COST CENTER</b>	<b>DEG</b>	<b>CERTIFICATION</b>	<b>ASSIGNMENT</b>	<b>BEG DATE</b>	<b>END DATE</b>
Schott, Samantha	Beach	BA	Elem Ed	2nd Grade	01-06-2020	05-29-2020
Caldwell, Sharon	Cedar Grove	BA	Business Ed	ESE	12-02-2019	05-29-2020
Corley, Jerry	Cedar Grove	BA	MG Soc Sci/Soc Sci	5th Grade	12-02-2019	05-29-2020
Felts, Amanda	Cedar Grove	BA	Soc Sci	Kindergarten	12-02-2019	05-29-2020
Hiser, Deepika	Cedar Grove	BA	Computer Sci	4th Grade	11-18-2019	05-29-2020
Jones, Cheryl	Cedar Grove	MA	School Social Worker	2nd grade	12-02-2019	05-29-2020
Pearish, Emma	Cedar Grove	BA	Elem Ed	Kindergarten	12-02-2019	05-29-2020
Ducker, Kimberly	Cherry Street	BA	Elem Ed	1st Grade	12-02-2019	05-29-2020
Portas, Lindsay	Cherry Street	BA	Business Ed	2nd Grade	12-02-2019	05-29-2020
Beard IV, Arthur	Surfside	MA	Elem Ed/PE/Sch Princ	Science	01-06-2020	05-29-2020
Holzman, April	Parker	BA	Soc Sci	5th Grade	12-02-2019	05-29-2020
McMahon, Lucile	Parker	BA	Elem Ed/Gifted	1st Grade	12-12-2019	05-29-2020
Tavares, Dolly	Waller	BA	ESE	ESE	12-16-2019	05-29-2020
Wester, Carla	Waller	BA	Elem Ed	Intervention	12-02-2019	05-29-2020
Burnett, Juliette	Mowat	BA	Ed Media Spec	Intervention	01-21-2020	05-29-2020
Pittman, David	New Horizons	BA	Soc Sci	ESE	01-06-2020	05-29-2020
Lawson, Angela	Bozeman	BA	Soc Sci	Intervention	12-16-2019	05-29-2020
Wibberley, Jana	Therapy & Diagnostic	MA	Speech Therapist	Speech Therapist P/T	12-03-2019	05-29-2020

**REQUEST TO ENTER INTO AN ADMINISTRATIVE CONTRACT**

Allison, Julie	Jinks	MA	Elem Ed/MG Gen Sci/ESE	Assistant Administrator	01-15-2020	05-29-2020
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**REQUEST FOR ADMINISTRATIVE TRANSFER**

Solots, Lisa	From: Jinks To: Jinks	MA	Ed Lead/Elem Ed/ESOL/MGIC/Reading/Gifted	From: Assistant Administrator To: Acting Assistant Principal	01-15-2020	06-30-2020
Stanquist, Raymond	From: Rosenwald To: Maintenance	MA	Biology/Ed Lead	From: Assistant Principal To: Admin on Special Asgmt	01-06-2020	06-30-2020
Capes, Dawn	From: Curriculum&Inst. To: Mental Health	MA	Ed Lead/MG English/English/Gifted	From: Coord of Appraisal System To: Admin on Special Asgmt	01-21-2020	06-30-2020

**REQUEST FOR FAMILY MEDICAL LEAVE**

<b>NAME</b>	<b>COST CENTER</b>	<b>DEG</b>	<b>CERTIFICATION</b>	<b>ASSIGNMENT</b>	<b>BEG DATE</b>	<b>END DATE</b>
Fowler, Nicole	Merritt Brown	BA	MG Math/Math	Math	01-07-2020	03-30-2020
Hamm, Eleni	Merritt Brown	BA	Elem Ed/ESE	Autism	01-24-2020	04-20-2020
Campos, Tiffany	Margaret K. Lewis	MA	Spch-Lang Imp	Speech Therapist	01-22-2020	04-15-2020

**REQUEST FOR EXTENDED LEAVE OF ABSENCE**

Kent, Carolyn	Lucille Moore	BA	Elem Ed/ESOL/ESE	2nd Grade	01-01-2020	05-29-2020
Griffin, Rachel	Tommy Smith	MA	Elem Ed/ESOL/Reading/ESE	Intervention	01-06-2020	05-29-2020

**RESIGNATION**

Treadway, Matthew	Merritt Brown	BA	English/ESE	ESE		01-13-2020
Giagnocavo, Janeen	Lucille Moore	BA	Elem Ed	3rd Grade		12-20-2019
Allison, Julie	Jinks	MA	Elem Ed/MG Gen Sci/ESE	Science		01-14-2020
Viljoen, Norma	West Bay	BA	Elem Ed	Science		12-20-2019
Roberts, Derrick	Rutherford	MA	CTE	ROTC		01-17-2020
Petty, Michael	Deer Point	MA	Ed Lead/MGIC/Reading/ESE	Assistant Administrator		01-06-2020
Metzler, Allie	Mosley	BA	Soc Sci	Social Studies		12-20-2019
Woodyard, Caroline	Arnold	MA	Art/Soc Sci	Social Studies		01-06-2020
Burch, Misty	Student Services	PhD	Ed Lead/Elem Ed/Preschool Ed/ESE	Intervention		12-20-2019

**TERMINATION**

Tavares, Dolly	Waller	BA	ESE	ESE		12-18-2019
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**REINSTATEMENT OF LEAVE**

<b>NAME</b>	<b>COST CENTER</b>	<b>DEG</b>	<b>CERTIFICATION</b>	<b>HOURS</b>	<b>BEG DATE</b>	<b>END DATE</b>
Ramey, Merritt	Beach	BA	PreK/Prim Ed	30.00 SCK	11-13-2019	11-18-2019
Lewis, Taylor	Southport	BA	Elem Ed/ESOL/Reading	07.50 SCK	12-02-2019	12-02-2019

Johnson, Eric	Haney	NA	CTE	07.50 SKD	10-22-2019	10-22-2019
Johnson, Eric	Haney	NA	CTE	07.50 SKD	11-18-2019	11-18-2019
Devine, Therese	New Horizons	PhD	Elem Ed/ESOL/MGIC/Reading/VE/Gifted	15.00 UNP	11-18-2019	11-19-2019

**BAY DISTRICT SCHOOL BOARD  
JANUARY 14, 2020 BOARD MEETING  
SUPPORT PERSONNEL RECOMMENDATIONS**

**REQUEST TO ENTER INTO AN SUPPORT CONTRACT WITH THE FOLLOWING PERSONNEL**

<b><u>NAME</u></b>	<b><u>COST CENTER</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>F-TIME</u></b>	<b><u>P-TIME</u></b>	<b><u>TEMP</u></b>	<b><u>BEG DATE</u></b>	<b><u>END DATE</u></b>
Floyd, David	Beach	Paraprofessional		X		12-10-2019	05-27-2020
Hawes, Brittany	Beach	Paraprofessional		X		12-16-2019	05-27-2020
Mancia, Julie	Cedar Grove	Behavior Paraprofessional		X		01-07-2020	05-27-2020
May, Shelby	Cedar Grove	Behavior Paraprofessional		X		01-08-2020	05-27-2020
Vosseller, Kristen	Cedar Grove	Paraprofessional		X		12-05-2019	05-27-2020
McLain, Heather	Hiland Park	Paraprofessional		X		01-08-2020	05-27-2020
Huffman, Madalee	Cherry Street	Paraprofessional		X		12-16-2019	05-27-2020
Moore, Charmer	Hiland Park	Behavior Paraprofessional		X		01-09-2020	05-27-2020
Price, Kristina	Hiland Park	Paraprofessional		X		01-13-2020	05-27-2020
Holland, Kendra	Parker	Maid		X		12-11-2019	05-27-2020
Lundt, Amber	Parker	Paraprofessional		X		12-12-2019	05-27-2020
Stansberry, Karin	Parker	Paraprofessional		X		01-07-2020	05-27-2020
Branch, LaRonda	Waller	Paraprofessional		X		01-07-2020	05-27-2020
Collier, Charita	M.K. Lewis	Paraprofessional		X		01-08-2020	05-27-2020
Mitchum, Megan	M.K. Lewis	Paraprofessional	X			01-06-2020	05-27-2020
Richardson, Karen	M.K. Lewis	Paraprofessional	X			12-17-2019	05-27-2020
Rudd, Zachary	M.K. Lewis	Paraprofessional		X		12-09-2019	05-27-2020
Stage, Adrienne	M.K. Lewis	Paraprofessional		X		01-17-2020	05-27-2020
Davey, Jaszmyrn	Mowat	Paraprofessional		X		12-18-2019	05-27-2020
Payne, Vicky	Mowat	Paraprofessional		X		12-18-2019	05-27-2020
Duncan, Constance	Deer Point	Paraprofessional		X		12-16-2019	05-27-2020
Rafuse, Keri	New Horizons	Paraprofessional		X		12-17-2019	05-27-2020
Hogberg, Jeffry	Bozeman	Head Custodian IV	X			12-16-2019	06-30-2020
Stanford, Charity	Bozeman	Paraprofessional		X		12-10-2019	05-27-2020
Frobish, Melaine	Breakfast Point	Paraprofessional		X		01-07-2020	05-27-2020
Miller, Patricia	Breakfast Point	Behavior Paraprofessional	X			12-16-2019	05-27-2020
Roy, Christina	Breakfast Point	Paraprofessional		X		12-10-2019	05-27-2020
Lightsey, Kelly	Bay Virutal	Clerk I		X		01-10-2020	05-27-2020
Laney, Stacy	Transportaion	Bus Driver	X			12-17-2019	05-27-2020
Lewis, Joyce	Transportation	Bus Driver	X			01-07-2020	05-27-2020
Mordecai, Katheryn	Transportation	Bus Driver	X			12-11-2019	05-27-2020
Bowes, Nancy	Operational Services	Custodian II		X		12-16-2019	05-27-2020



**REQUEST FOR REASSIGNMENT**

<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>
Richardson, Michael	Haney	From: Purchasing Clerk To: Bookkeeper II	X			12-16-2019	06-30-2020

**REQUEST FOR FAMILY MEDICAL LEAVE**

Smith, Trenisa	Transportation	Bus Driver	X			12-17-2019	03-30-2020
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**RESIGNATION**

Wyatt, Patricia	Bay	Maid	X				12-05-2019
Mancia, Julie	Cedar Grove	Paraprofessional		X			12-20-2019
Ehrichs, Monica	Cherry Street	Paraprofessional		X			12-20-2019
Price, Kristina	Hiland Park	Paraprofessional		X			01-10-2020
Mettille, Savannah	Lynn Haven	Paraprofessional		X			12-02-2019
Cox, Angela	Parker	Paraprofessional		X			11-04-2019
Sailors, Sue	St. Andrew	Behavior Paraprofessional		X			01-01-2020
Branch, LaRonda	Waller	Parent Liaison		X			12-20-2019
Weatherly, William	West Bay	Custodian III		X			12-16-2019
Collier, Charita	M.K. Lewis	Parent Liaison		X			01-07-2020
Hatcher, Karen	M.K. Lewis	LPN	X				12-20-2019
Hitly, Amanda	M.K. Lewis	Paraprofessional	X				12-06-2019
Richardson, Karen	M.K. Lewis	Paraprofessional		X			12-16-2019
Weil, Dayna	M.K. Lewis	Paraprofessional		X			11-22-2019
Cyrus, Stacey	Rutherford	Guidance Paraprofessional		X			12-20-2019
Spires, Phaidra	Rutherford	Clerk I		X			12-17-2019
Stukey, Johnathan	Rutherford	Paraprofessional		X			12-17-2019
Scalf, Joseph	Northside	Paraprofessional		X			12-20-2019
Mitchum, Megan	Tommy Smith	Paraprofessional		X			01-01-2020
Cushman, Carissa	Bozeman	Paraprofessional		X			12-20-2019
Keith, Brenda	Breakfast Point	Paraprofessional		X			12-20-2020
Felix, Tiffany	Bay Base	Activity Leader		X			12-04-2019
Jorgensen, Fatima	Transportation	Bus Driver	X				12-20-2019
Mason, Cody	Transportation	Bus Driver	X				12-20-2019
Callaway, Christian	Maintenance	Plumber Helper	X				01-23-2020

**TERMINATION**

<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>
Johnson, Zebulun	Rutherford	Maid		X			01-14-2020
Blackwell, Mary	Deer Point	Paraprofessional		X			01-14-2020

**DROP TERMINATION**

<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>
Theus, Linda	Human Resources	Inst. Staffing Specialist	X				06-30-2020
Richardson, Katherine	Bay Base	Paraprofessional	X				02-29-2020
Johnson, Susan	ESE Services	Bookkeeper I	X				04-30-2020

**RETIREMENT**

<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>
Scott, Barbara	Transportation	Bus Paraprofessional	X				02-18-2020

**LEAVE REINSTATEMENT**

<u>NAME</u>	<u>COST CENTER</u>	<u>ASSIGNMENT</u>	<u>F-TIME</u>	<u>P-TIME</u>	<u>HOURS</u>	<u>BEG DATE</u>	<u>END DATE</u>
Barker, Debra	Cherry Street	Paraprofessional	X		06.00 SK	12-18-2019	12-18-2019
Koppelman, Susan	Tyndall	Behavior Paraprofessional		X	05.75 SK	12-04-2019	12-04-2019
Meyer-Pemle, Andrea	Bay Base	Site Manager	X		04.00 SK	12-12-2019	12-12-2019
Brown, Joshua	Maintenance	Auto Mechanic	X		01.00 SK	11-22-2019	11-22-2019
Brown, Joshua	Maintenance	Auto Mechanic	X		01.00 SK	12-10-2019	12-10-2019
Marshall, Derrik	Maintenance	Carpenter Helper	X		01.00 SK	12-05-2019	12-05-2019
Woodford, Steven	Maintenance	HVAC Helper	X		03.00 SK	11-19-2019	11-26-2019
Woodford, Steven	Maintenance	HVAC Helper	X		05.00 SK	12/03/2019	12-12-2019

WILLIAM V. HUSFELT, SECRETARY AND SUPERINTENDENT  
BAY COUNTY SCHOOL DISTRICT

STEVEN T. MOSS, CHAIRMAN  
BAY COUNTY SCHOOL DISTRICT

OOF - FTE Survey 3 - 2019/2020 SPRING - (For Board Approval 01/14/2019)		
School	Teacher	Out of Field Course CodeTitle
0061 Bay High School	Burris, Sierra	AICE English Literature 2 A Level
0061 Bay High School	Deaton, Lisa	ACCESS 2D Studio Art
0061 Bay High School	Floyd, Albert	Individual and Dual Sports 2;Pre-AICE Physical Education IGCSE;Softball;Team Sports 2;Weight Training 3
0061 Bay High School	Sawyer, Shepard	Introduction to Engineering Design/Level
0061 Bay High School	Tindler, Robert	Journalism 1;Journalism 2;Journalism 4 Honors
0061 Bay High School	Walden, Sally	ACCESS 2D Studio Art;Access Biology 1;Career Education: 9-12;Preparation for Postschool Adult
0061 Bay High School	Wiggins, Pamela	Pre-AICE Physics IGCSE Level
0071 Merritt Brown Middle School	Nettles, Lolita	M/J Critical Thinking, Problem Solving;M/J Intensive Mathematics (MC)
0091 Cedar Grove Elementary	Caldwell, Sharon	Language Arts-Grade 3,4,5;Mathematics - Grade3,4,5; Science - Grade 3,4,5;Social Studies Grade 3,4,5
0091 Cedar Grove Elementary	Corley, Jerry	Language Arts-Grade Five;Social Studies Grade 5
0091 Cedar Grove Elementary	Felts, Amanda	Language Arts, Mathematics,Science, Social Studies -Grade K
0091 Cedar Grove Elementary	Hiser, Deepika	Language Arts, Mathematics,Science, Social Studies -Grade K
0091 Cedar Grove Elementary	Rivers, Jessica	Language Arts, Mathematics,Science, Social Studies -Grade 3
0091 Cedar Grove Elementary	Weeks, Jason	Access Language Arts; Access Mathematics ;Access Science ;Access Social Studies - Grade 4,5
0131 Lucille Moore Elementary	Davis, Jennifer	Language Arts;Mathematics ;Science ;Social Studies - Grade K
0131 Lucille Moore Elementary	Judah, Erin	Access Language Arts; Access Mathematics ;Access Science ;Access Social Studies - Grade 2,3
0161 Jinks Middle School	Hosey, Jessica	M/J Intensive Reading (MC) Access M/J Comprehensive Science 1-Earth;Access M/J Comprehensive Science 3;Access M/J Language Arts 1;Access M/J Language Arts 3;Access M/J Mathematics 1;Access M/J Mathematics 3
0161 Jinks Middle School	Moore, Kennon	M/J Intensive Reading (MC)
0161 Jinks Middle School	Odom, Margaret	M/J Pre-Algebra
0161 Jinks Middle School	Rowell, Theresa	M/J Physical Science
0161 Jinks Middle School	Santana, Scharia	M/J Developmental LA Through ESOL; M/J English Language Development;M/J Language Arts 1Through ESOL
0201 Surfside Middle School	Beard IV, Chris	M/J Earth/Space Science M/J Life Science
0201 Surfside Middle School	Marino, Erica	M/J Language Arts 3, Advanced
0201 Surfside Middle School	Standifer, Tanya	M/J Earth/Space Science
0221 Southport Elem	Lewis, Brenda	Language Arts-Grade K,1;Mathematics - Grade K,1;Science - Grade K,1;Social Studies Grade K,1
0221 Southport Elem	Myers, Lyndsey	Mathematics - Grade Five
0221 Southport Elem	Stopka, Rhonda	Mathematics - Grade One;Science - Grade One;Science - Grade One;;Social Studies Grade 1
0241 St. Andrew School	Jennings, Holly	Prekindergarten Disabilities: Age 3-5
0281 Margaret K. Lewis School	Armstrong, Keri	Access Language Arts;Access Mathematics;Access Science;Access Social Studies - Grade 1;Prek Disabilities: Age 3-5; Social Personal: K-5;Unique Skills: PK-5
0331 Mowat Middle School	Guthrie, Michael	Introduction to Arts, A/V Technology and
0341 Rutherford Middle	Gautier, Brian	M/J Intensive Reading (MC)
0341 Rutherford Middle	Nienow, Brian	M/J Earth/Space Science,M/J Earth/Space Science, Advanced
0341 Rutherford High School	Banton, Monica	Inter Bac Spanish Ab 1;Spanish 1-Florida's Preinter Bac;Spanish 2-Florida's Preintern Bac;Spanish 4-Language B-Intern Bac
0341 Rutherford High School	Brayboy, Teressa	Culinary Arts 1/Level 2;;Culinary Arts 2/Level 2;;Culinary Arts 3/Level 2;Culinary Arts 4/Level 3
0341 Rutherford High School	Carlisle, Millie	Access Drawing 1
0341 Rutherford High School	Clark, Madonia	American Sign Language 1,2;American Sign Language 3 Honors
0341 Rutherford High School	Davey, Aubrey	English Honors 2
0341 Rutherford High School	Martinich, Angela	Forensic Science 1
0341 Rutherford High School	Norona, David	Theatre 1
0341 Rutherford High School	Stockdale, Amanda	Advanced Placement Studio Art Two-
0461 Deer Point Elem	Whitley, Jordan	Language Arts-Grade K,1;Mathematics - Grade K1;Science - Grade K1;Social Studies Grade K,1
0491 A. Crawford Mosley High School	Brown, Jerry	Racquetball 1,2
0491 A. Crawford Mosley High School	Burch, Mary	Physics 1
0491 A. Crawford Mosley High School	Lachina, Emily	APPL COMMS 1,2;English 2 (Class including LEP student
0511 Tommy Smith Elem	Jackson, Mary	Language Arts-Grade K,One, Two;Mathematics - Grade K, Two;Science - Grade K, Two;Social Studies Grade K, 2
0531 New Horizons Learning Center	Cypher, Michael	M/J Music Techniques 1;Music Theory 1;Music of the World
0531 New Horizons Learning Center	Graham, Melissa	M/J Earth/Space Science
0531 New Horizons Learning Center	Hinson, Denise	Introduction to Arts, A/V Technology;Television Production 1/Level 2;Television Production 2/Level 2
0531 New Horizons Learning Center	Mucelli, Andrea	Spanish 1
0531 New Horizons Learning Center	Pittman, David	M/J Language Arts 2;M/J Language Arts 3
0531 New Horizons Learning Center	Thorpe, Thomas	M/J Language Arts 3
0541 Deane Bozeman Elem School	Turner, Lisha	Prekindergarten Disabilities: Age 3-5
0541 Deane Bozeman High School	Busbee, Cynthia	English 1 (Class including LEP student;English Honors 1
0541 Deane Bozeman High School	Clark, Melissa	Digital Design 1/Level 2,Digital Design 2/Level 3;Digital Design 3/Level 3
0541 Deane Bozeman High School	Collier, Anthony	Agriculture Biotechnology 2;Agriscience Foundations 1/Level 3
0541 Deane Bozeman High School	Johnston, William	Health Science Anatomy and Physiology
0541 Deane Bozeman High School	Newsome, Denise	Physics 1 Honors;Pre-Calculus Honors
0541 Deane Bozeman High School	Smith, Timothy	Comprehensive Fitness;Fitness Issues for Adolescence
0541 Deane Bozeman Middle School	Hawkins, Elizabeth	Exploring Information Technology Careers
0541 Deane Bozeman Middle School	Johnston, Paige	Access M/J Comprehensive Science 2
0541 Deane Bozeman Middle School	Kirvin, Kelly	M/J Earth/Space Science;M/J Earth/Space Science, Advanced
0541 Deane Bozeman Middle School	Raybourne, John	Access M/J Comprehensive Science 1-Earth;Access M/J United States History
0551 J R Arnold High School	Bramlett, Rachel	Agriscience Foundations 1/Level 3
0551 J R Arnold High School	Darwin, John	Digital Photography 1
0551 J R Arnold High School	Franzese, Jarah	Digital Media/Multimedia Foundations 1
0551 J R Arnold High School	Hernandez, EdaMarie	Developmental Language Arts ESOL;English Language Development
0571 Breakfast Point Elem	Edwards, Ana	Access Mathematics;Access Science;Mathematics - Grade Five
0571 Breakfast Point Elem	Rowswell, Madison	Mathematics - Science -Social Studies- Grade K
0571 Breakfast Point Middle	Abernathy, Donna	Access M/J Civics;Access M/J LArts 1;Access M/J LArts 2;Access M/J US History;Learning Strat:6-8;M/J LArts 2;M/J LArts 3
0571 Breakfast Point Middle	Burton, Amy	M/J Civics;M/J Intensive Reading (MC);M/J United States History;M/J World History and Career Planning
0571 Breakfast Point Middle	Fleet, Shannon	M/J United States History

**OOF - FTE Survey 3 - 2019/2020 SPRING - (For Board Approval 01/14/2019)**

School	Teacher	Out of Field Course CodeTitle
0571 Breakfast Point Middle	Lane, Natalina	Access M/J CompSci 1-Earth;Access M/J CompSci 2;Access M/J Math 1;Access M/J Math 2;Learning Strat:6-8;M/J Life Sci; M/J Math 2;M/J PhySci;M/J Pre-Alg
0571 Breakfast Point Middle	Mann, Jennifer	M/J Journalism 1, M/J Journalism 2
0571 Breakfast Point Middle	Shaw, Tiffany	M/J Earth/Space Science;M/J Life Science;M/J Mathematics 2;M/J Physical Science;M/J Pre-Algebra
0581 Rosenwald High	Argo, Gaila	English1(Class including LEP Student;MJ Language Arts 2 Adv;MJ Language Arts 3
0581 Rosenwald High	Davis, Louis	M/J Intensive Reading (MC)
0581 Rosenwald High	Emory, Matthew	Algebra 1-A, Algebra 1-B
0581 Rosenwald High	Jackson, Wadzeeh	M/J World History and Career Planning
0581 Rosenwald High	Orji, Esther	Biology 1; Environmental Science;M/J Physical Science
7006 Bay Virtual	Blackwell, Jeanne	English 1,2,3 (Class including LEP student);English Honors 1,2
7006 Bay Virtual	Doolittle, Amanda	Chemistry 1, Chemistry 1 Honors ; Physics 1



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

January 14, 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:   X      Disapproval:           Discussion:       

Signature on file  
\_\_\_\_\_  
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 for Approval: January 14, 2020**

12. In sports supplements which are seasonal in nature, the employee will be due full compensation for such. For supplemental employees who separate employment before the end of the school year, supplements will be paid as follows:
  - A. If the supplemented activities have been completed, the employee will receive the entire percentage indicated.
  - B. If the supplemented activities have not been completed, or are of a year-round nature, such supplement shall be paid on the proportion of the job completed.
  
13. ~~Supplemental positions shall be filled by teachers. In the event that there are no qualified teachers who have applied for the position, the Association and the District shall enter into a Memorandum of Agreement for no more than one year to allow the position to be filled by a non teacher.~~ **Academic supplemental positions shall be filled by teachers. Non-academic, extra-curricular supplemental positions (such as athletic coaches) shall be filled on an annual basis by the most qualified, coaching-certified applicant selected by the cost center manager.** Under no circumstances, however, shall the supplement be paid to an administrator.
  
14. Schools will receive school improvement team supplements based on this formula beginning in school year 2006-2007:
  - 0-799 Students receive four (4) teacher supplements
  - 800-1299 Students receive six (6) teacher supplements
  - 1300+ Students receive eight (8) teacher supplements
  
15. Beginning in school year 2008-2009 Elementary and Middle schools will receive funding from the District for Department Heads, Team Leaders, or Grade Group Chairs according to this formula:
  - 0-599 Students receive three (3) teacher supplements
  - 600-799 Students receive four (4) teacher supplements
  - 800-1049 Students receive five (5) teacher supplements
  - 1050-1299 Students receive six (6) teacher supplements
  - 1300+ Students receive seven (7) teacher supplements
 Middle schools will receive one additional team leader/department head for their ASPIRE teachers.

<b>SENIOR HIGH SCHOOL</b>	<b>PERCENT</b>
Athletic Director.....	14%
Head Coach - baseball, basketball, soccer, softball, track, volleyball, wrestling.....	10%
Assistant Coaches ( <i>same sports as above &amp; football</i> ).....	9%
Head Coach-golf, swimming, tennis, rhythmic gymnastics, cross country, weight lifting .....	6%
Assistant Coach ( <i>same sports as above</i> ) .....	4%
Head Coach, Boys/Girls - golf, swimming, tennis, cross country. To be paid this supplement a coach must have a minimum of five (5) boys and five (5) girls participating on each team.....	10%
Band Director .....	16%
Assistant Band Director .....	9%
Choir Director.....	8%

Full year (two (2) per department).....20%  
 \*Teacher on Block Schedule with one (1) additional period of teaching/  
 Semester (two (2) per department).....10%  
 \*Teachers must be certified for the course they are selected to teach. Positions will  
 be advertised as specified in Article X (10.2) of the contract.

**Mentor Teacher (with a maximum of 2 teachers to each Mentor Teacher)**  
**(For Professional Development Certification Program Only)**

**1<sup>st</sup> Mentee ..... \$1,200.00**  
**2<sup>nd</sup> Mentee ..... \$600.00**

*In accordance with Florida State Statute 1012.22, all individuals hired after July 1, 2011 with an advanced degree in the individual's area of certification will receive payment as indicated on the Placement Schedule for applicable degree as a supplement as this amount will not be included in the individual's base salary.*

**CONSULTANT FEES FOR INSTRUCTIONAL STAFF EMPLOYEES**

\$100.00	per day for individuals without degrees but certified in specific areas of expertise (CPR, First Aid, etc.)
\$150.00	per day of presentations for consultants with degrees and expertise/training in the area(s) of presentation for services which do not occur within the normal 196 days of contracted services.
\$250.00	per day of presentation for workshops lasting five or more days having ten or more participants. Consultants must have a degree and expertise/training in the areas of presentation for services which do not occur within the normal 196 days of contracted services.
\$ 55.00	planning fee may be paid for each day of presentation.

**Informational Notes**

**PART-TIME HOURLY RATE:** Teachers employed less than 7 ½ hours per day during the regular school year and teachers employed on additional contracts or for curriculum development projects or special training/staff development projects shall be paid an hourly rate in accordance with their position on the Placement Schedule.

**Instructional Personnel Compensation:** In accordance with State Statute, beginning July 1, 2014 all instructional personnel must receive an Effective or Highly Effective performance evaluation rating in order to qualify for a salary increase. Such salary increases are not automatic and they are not necessarily a movement from one level on the Placement Schedule to another. Any salary increase will be determined through negotiation and will conform to all applicable Florida Statutes.

BA/BS	is equivalent to a Bachelor's Degree earned at a standard institution of higher learning.
MA/MS	is equivalent to a Master's Degree earned at a standard institution of higher learning.
6 <sup>th</sup> YR	is equivalent to a Specialist Ed. Degree from a standard institution of higher learning. Those who have completed the course requirements for planned doctoral program and have been approved for their dissertation will be paid at this level.
DOCTORAL	is equivalent to a Doctorate Degree earned at a standard institution of higher learning.



## 2019-2020 Differentiated Pay For Instructional Staff

### Critical Shortage Areas

Autism

Chemistry

Reading–Secondary Teachers Only (6-12)

Visually Impaired

Physics

Biology

Math 6-12

Hearing Impaired

ESE Pre-K

Categories are added to the Critical Shortage Areas of employment when five (5) or less qualified and certified applicants apply for positions with Bay District Schools (as evidenced by data in the Human Resources Department).

### Critical Shortage Incentives

1. Teachers adding an endorsement or certification to their Teacher Certification in a subject area the District has declared a critical shortage (listed above) will receive a one-time bonus of \$1,000 provided they complete a school year (as defined by the Florida retirement system rules) teaching in the critical shortage area and obtain an Effective or higher rating on his/her Instructional Practice and Deliberate Practice. This will not be retroactive for those teachers already having such certification/endorsement.

~~2. Teachers certified in fields identified by Bay District Schools as critical shortage areas may be paid a one-time new hire bonus of \$5,000 provided they complete a school year (as defined by Florida Retirement System rules), teach in the critical shortage area, and obtain an "Effective" or higher rating on his/her Instructional Practice and Deliberate Practice. Teachers may receive this bonus only one time in any single certification in their teaching career with Bay District Schools.~~

**2. Teachers hired later in the year (after the date required to complete a full school year as defined by the Florida Retirement System rules) may qualify for this bonus if:**

- 1. The teacher's contract is renewed for another consecutive year.**
- 2. He/she teaches the second full year in the same critical shortage area.**
- 3. He/she obtains an effective or higher rating on his/her Instructional Practice and Deliberate Practice.**

**Bonuses to these teachers will be paid at the conclusion of the second year if all qualifying criteria are met and the teacher submits an application.**

### Endorsements

The District will pay the certification test fees for the addition of ESOL, Gifted, and/or Reading add-on endorsements to the teaching certificate. The payment of these fees is contingent on the availability of grant funds.

### Instructional Supplements Paid for Additional Responsibilities

Athletics – Coaching Positions

Extracurricular Sponsors – Band, Drama, Choir, etc.

Department Heads

**2019-2020 CLASSIFICATION AND PAYGRADES  
FOR LICENSED PERSONNEL**  
(Refer to Placement Schedule 5)

<b>LICENSED PERSONNEL</b>	<b>PAYGRADE</b>
School Psychologist .....	7M
Speech Language Therapist/Masters .....	7M
Occupational Therapist .....	7
Occupational Therapist/Masters Degree .....	7M
Physical Therapist .....	7
Physical Therapist/Masters Degree .....	7M
Audiologist/Masters .....	7M
Behavior Analyst.....	7
Behavior Analyst/Masters Degree.....	7M
Supervisory Nurse.....	4
Supervisory Nurse/Masters Degree .....	4M
Registered Nurse/Associates Degree .....	3
Registered Nurse/Bachelors Degree.....	3B
Registered Nurse/Masters Degree .....	3M
Physical Therapy Assistant .....	2
Certified Occupational Therapy Assistant.....	2
Social Worker/Masters Degree w/License in Florida .....	7
Licensed Mental Health Professional (LMHC or LMFT) .....	7M

**NON-LICENSED PERSONNEL**

Social Worker/Masters Degree w/MSW .....	6
Social Worker/Bachelors Degree w/BSW .....	5
Registered Mental Health Professional (MHC or MFT) .....	6
<b><u>Student Supportive Care Manager.....</u></b>	<b><u>4</u></b>

**Educational Interpreter for Hearing Impaired**

National Registry of Interpreters for the Deaf Certification, Educational Interpreter Performance Assessment (EIPA) Score of 4.0 or above Educational Interpreter Evaluation, Quality Assurance	LH5
(QA) III, or EIPA Score of 3.0 – 3.9 .....	LH4
(QA) II, or EIPA Score of 2.5 – 2.9.....	LH3
(QA) I, or EIPA Score of 2.0 – 2.4.....	LH2
No Certification or Qualifying Credentials .....	LH1

**NOTES:**

Licensed personnel, upon the recommendation of their supervisor, may be granted up to the maximum number of years allowed on the pay schedule. These years of experience must be approved by the Human Resources Department and recommended by the Superintendent.

A therapist designated as the coordinating therapist will receive a supplement equal to the supplement paid to resource teachers.

Educational Interpreter for the Hearing Impaired designated as the Coordinating Educational Interpreter will receive a supplement of \$1,500.00.

Educational Interpreter for Hearing Impaired are annual contract employees and are employed student days only.

**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
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
<b><u>Assistant Stadium Manager.....</u></b>	<b>14</b>
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
Assistant Purchasing Agent .....	9
Warehouse Manager.....	9

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

	<b>PAYGRADE</b>
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 .....	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
<b><u>Employee Benefits Manager.....</u></b>	<b><u>2</u></b>
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
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**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.)	

**2019-2020 CLASSIFICATION AND PAYGRADES FOR  
EDUCATIONAL SUPPORT PERSONNEL**  
(Hourly Employees Refer to Placement Schedule 3)  
(Annual Salaried Employees Refer to Placement Schedule 3A)

**GENERAL CLERICAL**

**PAYGRADE**

Clerk III.....	3
Clerk II.....	6
Clerk I.....	8
Office Clerk II.....	14
Office Clerk I.....	16
Instructional Specialist Assistant.....	17
Secretary II.....	21
Secretary I.....	25

**TEACHER ASSISTANTS**

Parent Liaison.....	6
Language Assistant.....	6
Support Paraprofessional.....	6
Instructional Paraprofessional (passing score on the Parapro test).....	8
Instructional Paraprofessional (AA, AS, 60 college credit hours).....	10
Paraprofessional III (Current employees only).....	8
<del>Paraprofessional II (Current Employees only).....</del>	<del>16</del>
<del>Paraprofessional I (Current Employees only).....</del>	<del>21</del>
Haney GED Specialist.....	21
Behavioral Paraprofessional.....	30
Registered Behavior Technician.....	42
ESOL Instructional Paraprofessional.....	30
Guidance Paraprofessional.....	30

**ACCOUNTING AND FINANCE**

<del>Auditing Clerk I.....</del>	<del>14</del>
Inventory Audit Clerk I.....	16
Accounting Clerk.....	21
Bookkeeper II.....	21
Bookkeeper I.....	25
Inventory Clerk I.....	24
Benefits Specialist.....	25
Payroll Specialist I.....	25
Payroll Specialist II.....	32
Payroll Specialist III.....	36

**MISCELLANEOUS**

Aide, Community Services.....	4
Activity Leader.....	6
Student Screener.....	6
Mail Attendant.....	6
Clerk I – Media Services.....	8
Job Coach –Exceptional Student Education.....	16
Child Find Assistant.....	21





**2019-2020 CLASSIFICATIONS AND PAYGRADES FOR  
CONFIDENTIAL PERSONNEL**  
(Refer to Placement Schedule 4)

	<b>PAYGRADE</b>
Assistant to the School Board Members .....	50
Administrative Assistant to the Superintendent.....	50
Assistant to the Deputy Superintendent.....	45
Assistant to the Superintendent .....	45
Assistant to the Assistant Superintendent for Teaching and Learning Services.....	43
Assistant to the Executive Director for Business Support Services .....	40
Assistant to the Executive Director for Operational Support Services .....	40
Assistant to the Executive Director of Human Resources & Employee Support Services .....	40
Safety & Security Operational Specialist.....	35
Assistant to the Director .....	30
Assistant to the Director of K-12 & Adult Instructional Services .....	30
Assistant to the Director of Student Services .....	30
Assistant to the Director of Facilities.....	30
Assistant to the Information Services Director .....	30
High School Administrative Secretary (Haney & Bozeman) .....	30
Administrative Secretary II (current employees).....	30
<b><u>Assistant to the Coordinator .....</u></b>	<b>25</b>
Assistant to the Coordinator of Pre-K (VPK & ESE) Education.....	25
Assistant to the Coordinator of Bay BASE.....	25
Assistant to the Coordinator of Staff Development and Title II.....	25
Assistant to the Coordinator of Extra-Curricular Activities & Title IX Compliance .....	25
Assistant to the Title I Supervisor .....	25
Assistant to Supervisor of Instructional Media Services .....	25
Assistant to Supervisor of Maintenance.....	25
Assistant to General Manager of Purchasing, Contracting and Materials Management .....	25
Assistant to the Business Office .....	25
Middle School Administrative Secretary (New Horizons, Margaret K. Lewis in Millville, Rosenwald High School & Breakfast Point) .....	25
Elementary School Administrative Secretary .....	25
Human Resources Specialist.....	25
Food Service Specialist I.....	25
Food Service Specialist II.....	21



**K. Salary Incentive Program for full-time officers includes supplements for education with proper documentation and verification of any claimed training or education per Florida Statute 943.22.**

- 1. Any full-time officer who has a community college degree or equivalent or higher, shall receive a supplement in the amount of \$30.00 per month.**
- 2. Any full-time officer who completed 480 hours of approved career development program training courses on or before June 30, 1985, shall receive a supplement in the amount of \$120.00 per month.**
- 3. On or after July 1, 1985, any full-time officer who completes a combination of 480 hours of approved advanced and career development training courses shall receive the supplement in the amount of \$120.00 per month. Proportional amounts for courses completed in 80 hour units may be received with official documentation.**
- 4. The maximum aggregate amount any full-time officer may receive is \$130 per month. No education incentive payments shall be made for any state law enforcement or correctional position for which the class specification requires the minimum of a 4-year degree or higher.**
- 5. A community college degree or equivalent means graduation from an accredited community college or having been granted a degree or successful completion of 60 semester hours or 90 quarter hours and eligibility to receive an associate degree from an accredited college, university, or community college.**

L. Employees on Placement Schedule "6" are on annual contract.

**2019-2020 CLASSIFICATION AND PAYGRADES  
FOR SAFETY & SECURITY PERSONNEL  
(Refer to Placement Schedule 6)**

**SAFETY & SECURITY PERSONNEL**

**PAYGRADE**

District Police Officer ..... 10  
(Position will always be paid at level zero in regards to experience).





WILLIAM V. HUSFELT III  
SUPERINTENDENT

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Ryan Neves  
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Steve Moss  
District 5

January 14, 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 Organizational Chart

**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: \_\_\_\_\_

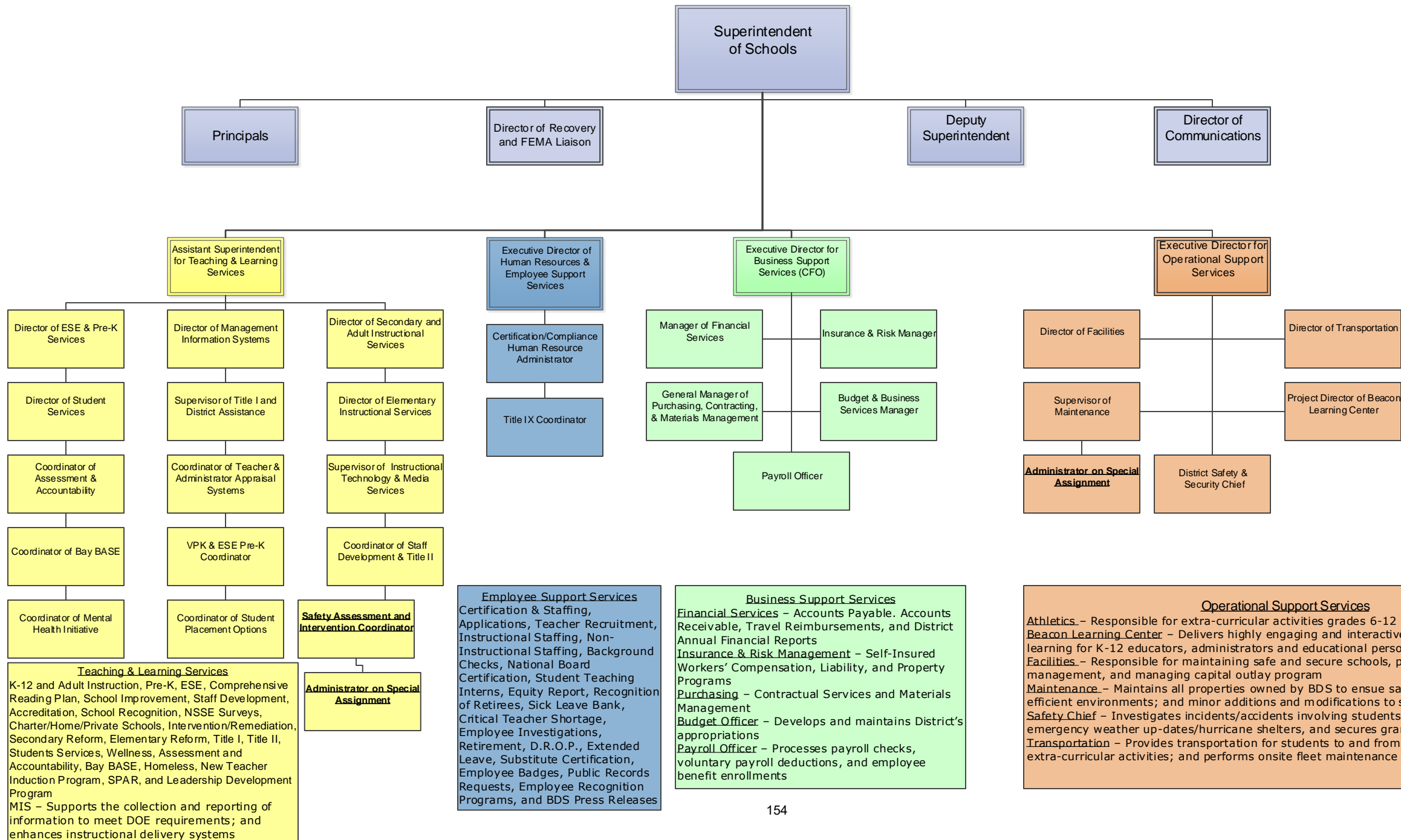
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Superintendent

Board Action



# Bay District Schools Organizational Chart 2019-2020

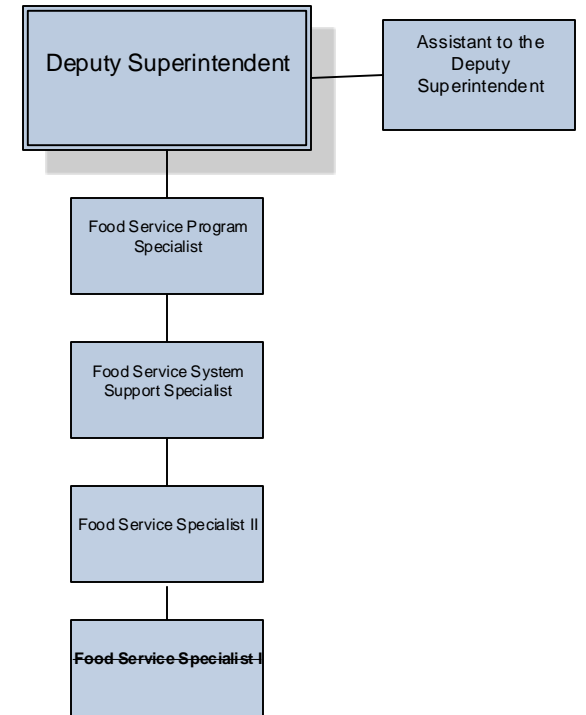
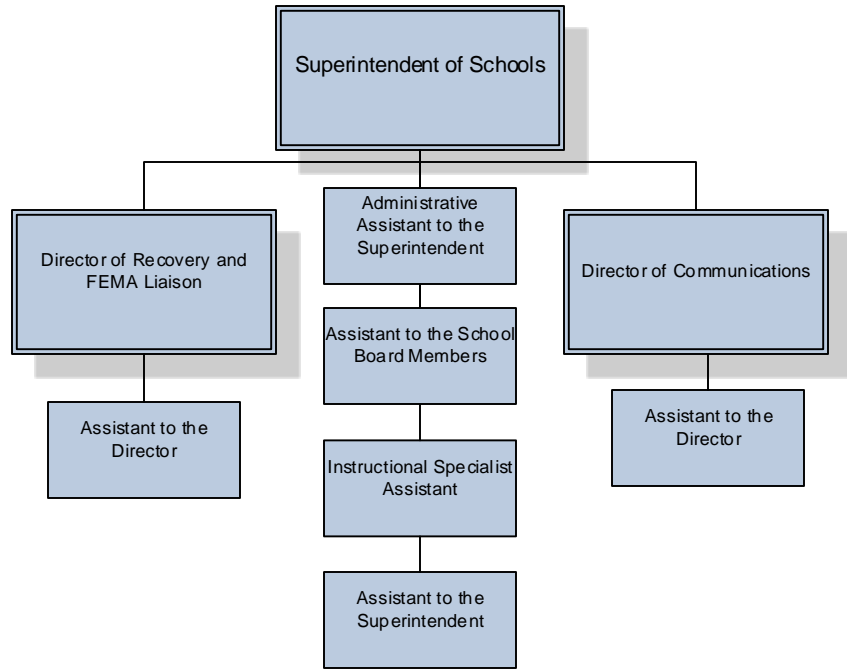
Board Apprv: 06/25/19  
Rev. 01/14/20



# Superintendent 2019-2020

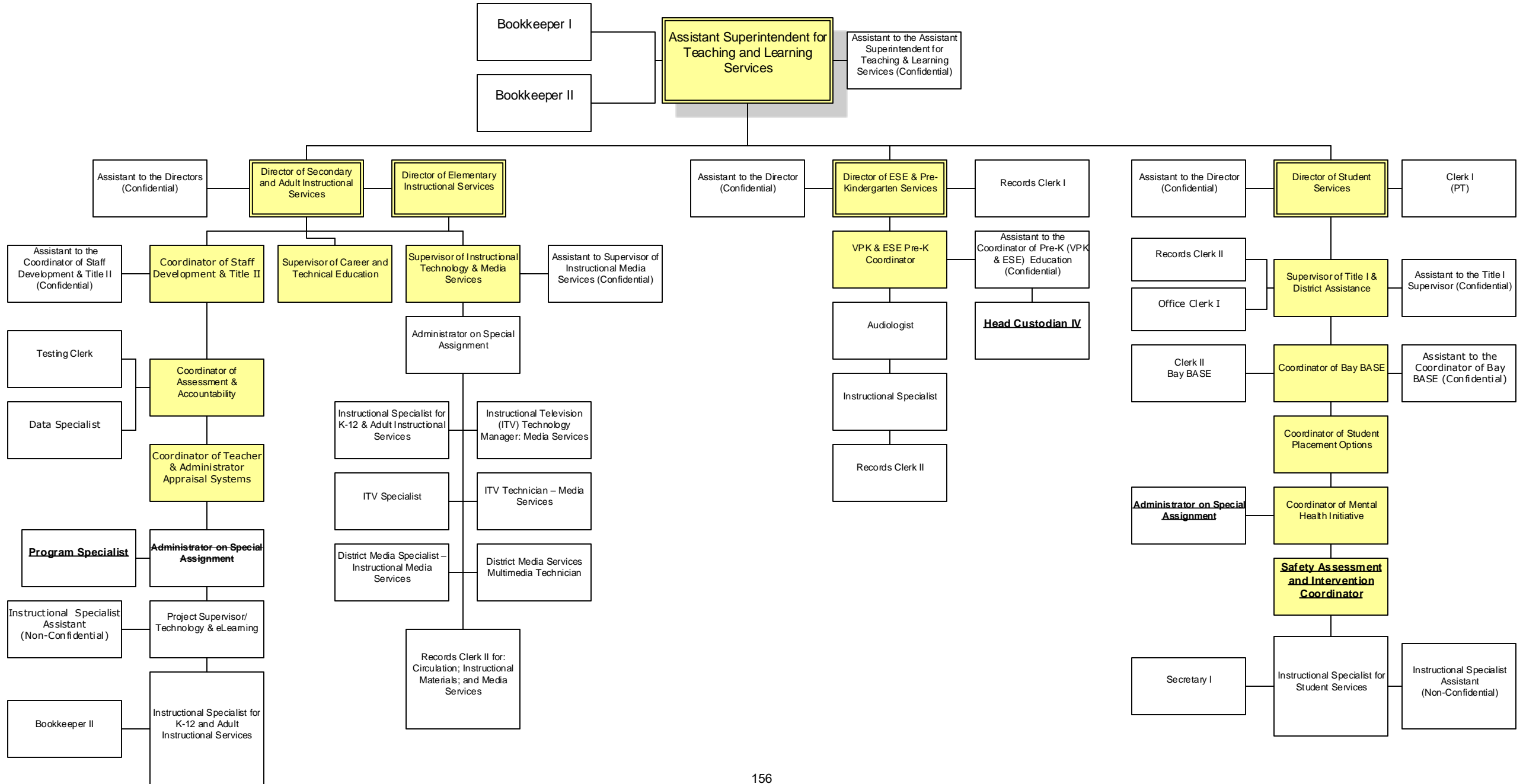


# Deputy Superintendent 2019-2020



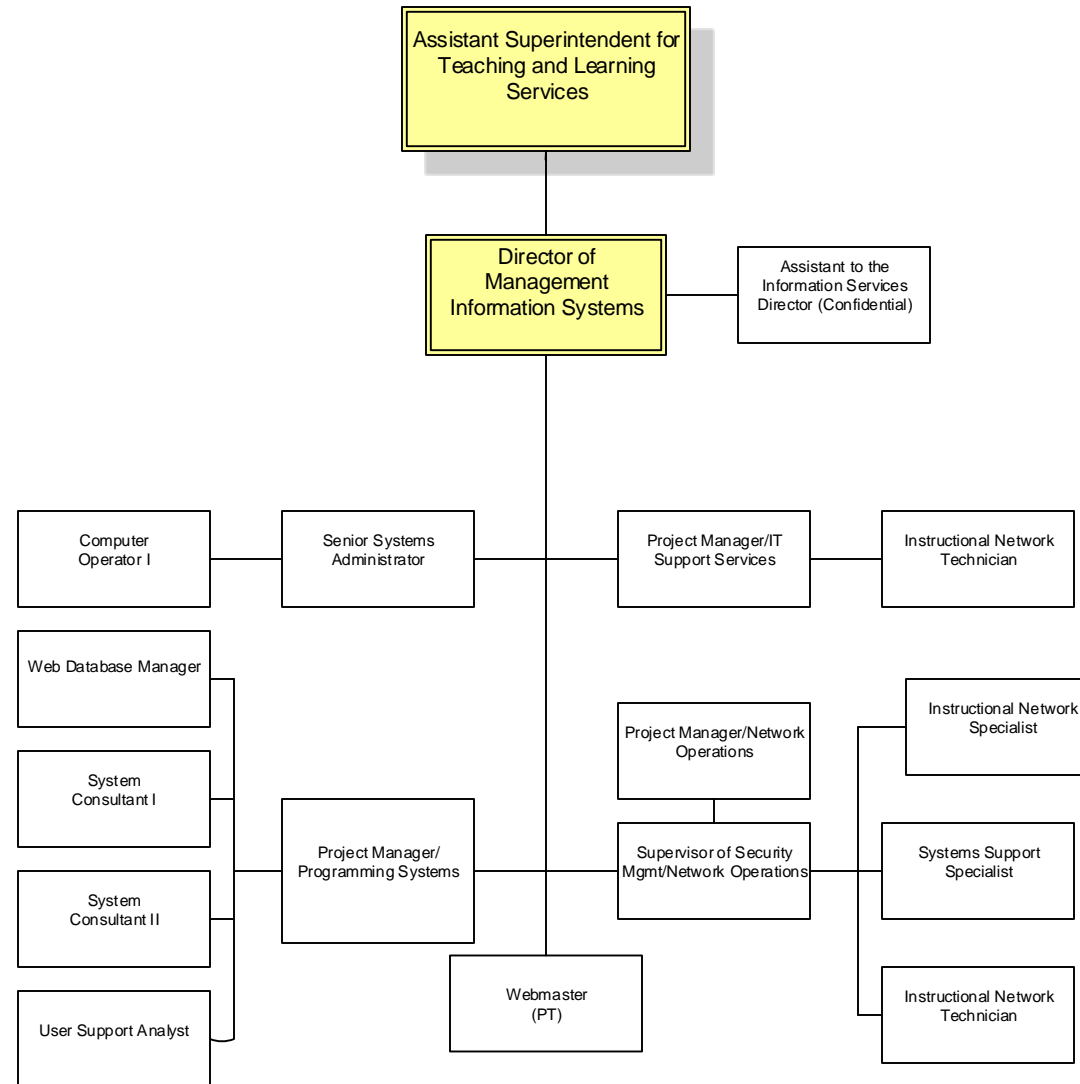


# Teaching and Learning Services Page 1 of 2 2019-2020





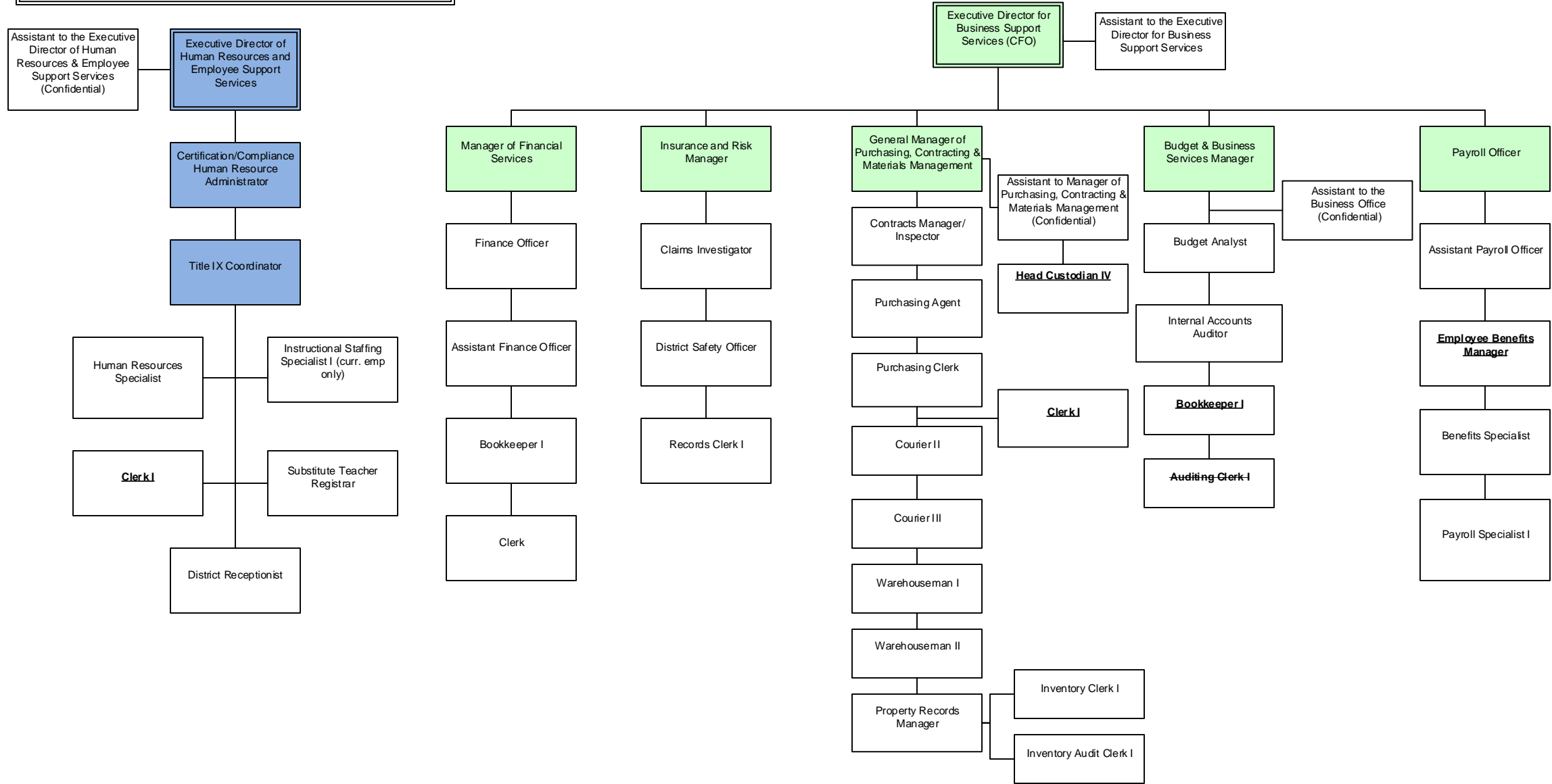
# Teaching & Learning Services – Page 2 of 2 2019-2020





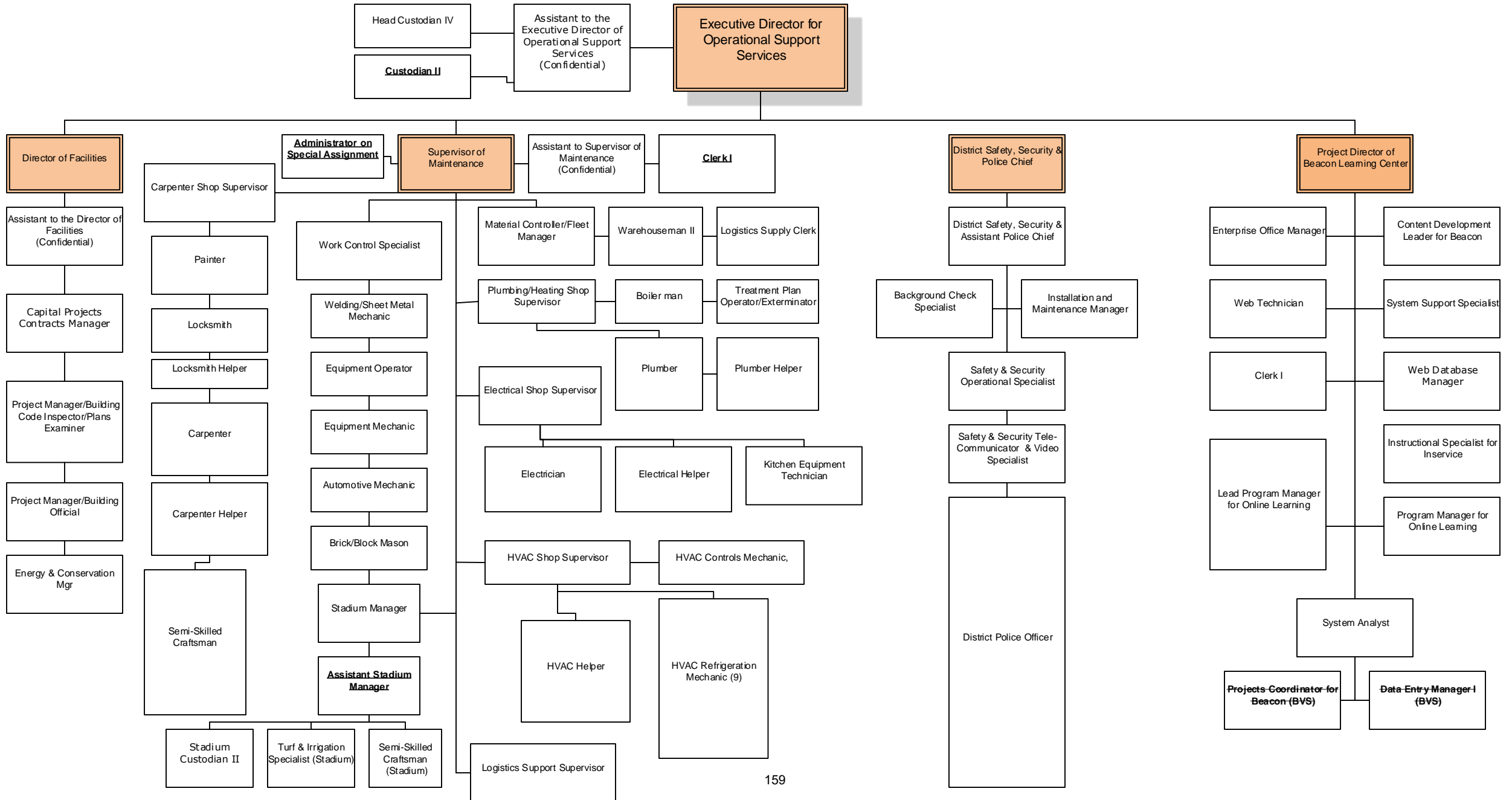
# Human Resources & Employee Support Services 2019-2020

# Business Support Services 2019-2020



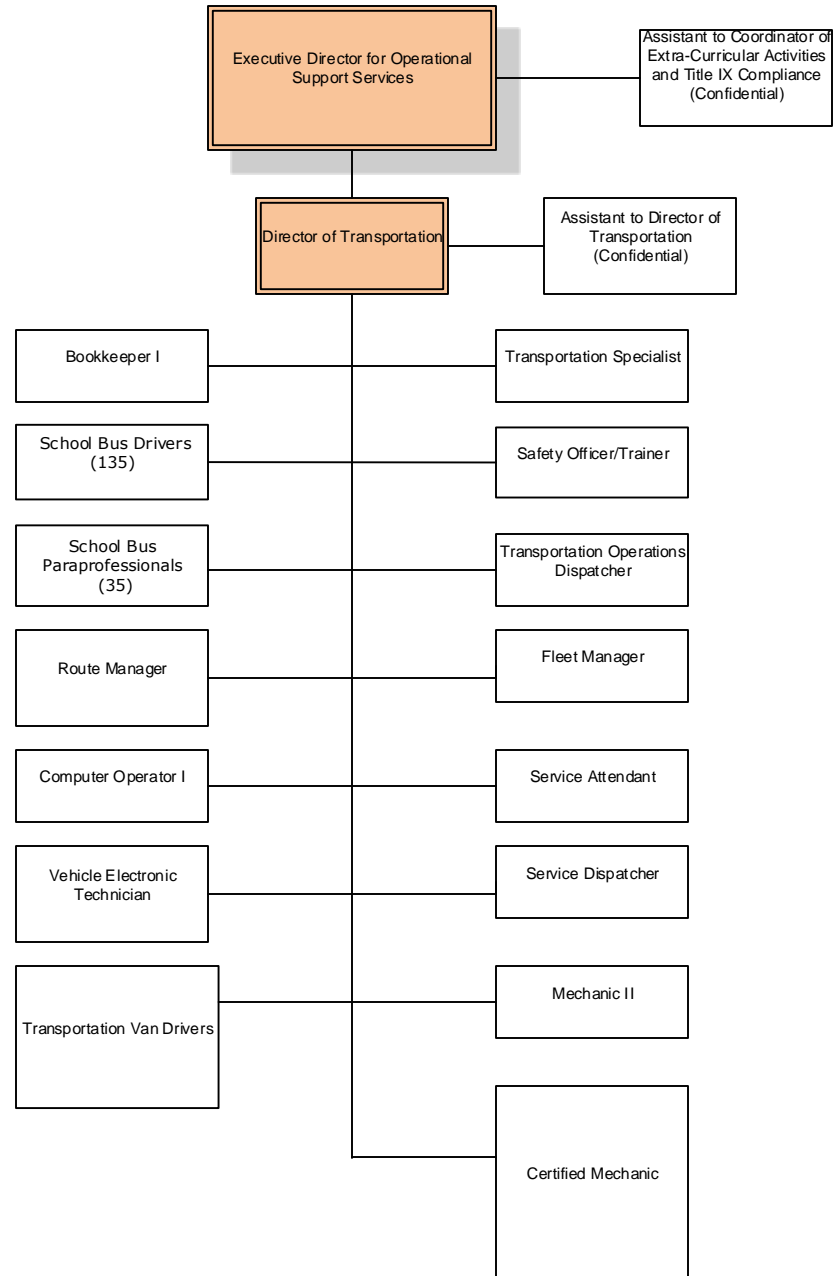


# Operational Support Services – Page 1 of 2 2019-2020





# Operational Support Services – Page 2 of 2 2019-2020







WILLIAM V. HUSFELT III  
SUPERINTENDENT

1311 Balboa Avenue  
Panama City, Florida  
32401

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

January 14, 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:   X      Disapproval:           Discussion:       

Signature on file  
\_\_\_\_\_  
Superintendent

Board Action

# 2019-2020 DISTRICT APPROVED LIST

Revision for Board Approval 1/14/20

Cost Center	Position	Number	Operational	Other
<b>9101</b>	<b>SUPERINTENDENT OF SCHOOLS</b>			
	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%	
<b>9105</b>	<b>DEPUTY SUPERINTENDENT</b>			
	Deputy Superintendent	1	100%	
	Assistant to the Deputy Superintendent	1	100%	
<b>9102</b>	<b>PROPERTY RECORDS</b>			
	Property Records Manager	1	100%	
	Inventory Clerk I	1	100%	
	Inventory Audit Clerk I	1	100%	
<b>9113</b>	<b>HUMAN RESOURCES &amp; EMPLOYEE SUPPORT SERVICES</b>			
	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%	
<b>9114</b>	<b>MANAGEMENT INFORMATION SYSTEMS</b>			
	Director of Management Information Systems	1	100%	
	Assistant to the Information Services Director	1	100%	
	Computer Operator I	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%	

<b>9116</b>	<b>FACILITIES</b>			
	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	1	100%	
<b>9117</b>	<b>PROCUREMENT, CONTRACTING &amp; MATERIALS MGMT</b>			
	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%	
<b>9118</b>	<b>FINANCE</b>			
	Manager of Financial Services	1	100%	
	Finance Officer	1	100%	
	Assistant Finance Officer	1	100%	
	Bookkeeper I	4	100%	
	Clerk	1	100%	
<b>9119</b>	<b>PAYROLL</b>			
	Payroll Officer	1	100%	
	Assistant Payroll Officer	1	100%	
	Payroll Specialist I	4	100%	
	<b>Employee Benefits Manager</b> <b>Fund 710</b>	<b>1</b>		<b>100%</b>
	Benefits Specialist <b>Fund 710</b>	2		100%
<b>9125</b>	<b>STUDENT SERVICES</b>			
	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%
	<b>Safety Assessment and Intervention Coordinator</b>	<b>1</b>		<b>100%</b>
	Coordinator of Mental Health Initiative	1	100%	
	Instructional Specialist Assistant (Title IV)	1	50%	50%

<b>9126</b>	<b>INSURANCE &amp; RISK MANAGEMENT</b>	<b>Fund 710</b>		
	Insurance and Risk Manager	1		100%
	Claims Investigator	1		100%
	District Safety Officer	1		100%
	Records Clerk I	2		100%
<b>9130</b>	<b>CHIEF FINANCIAL OFFICER BUSINESS SUPPORT SVCS</b>			
	Executive Director for Business Support Services (CFO)	1	100%	
	Assistant to the Executive Director for Business Support Services	1	100%	
<b>9131</b>	<b>BEACON LEARNING CENTER Self-funded</b>			
	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%
	Lead Program Manager for Online Learning	6		100%
	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%
<b>9132</b>	<b>ESE</b>			
	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%	
<b>9132</b>	<b>TEACHING AND LEARNING SERVICES</b>			
	Assistant Superintendent for Teaching and Learning Services	1	100%	
	Assistant to the Assistant Superintendent for Teaching and Learning Services	1	100%	
	Bookkeeper I (1 retiring 1/31/20)	2	20%	80%
	Bookkeeper II	1	100%	
<b>9133</b>	<b>CURRICULUM &amp; INSTRUCTIONAL SERVICES</b>			
	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%	

<b>9138</b>	<b>BUSINESS OFFICE</b>			
	Budget & Business Services Manager	1	100%	
	Assistant to the Business Office	1	100%	
	Budget Analyst	1	100%	
	Internal Accounts Auditor	1	100%	
	<del>Auditing Clerk I</del>	<del>1</del>	<del>100%</del>	
	Bookkeeper I	1	100%	
<b>9200</b>	<b>R.L. YOUNG TRANSPORTATION</b>			
	Director of Transportation	1	100%	
	Assistant to Director of Transportation	1	100%	
	Bookkeeper 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%	
<b>9205</b>	<b>EXTRA-CURRICULAR ACTIVITIES AND TITLE IX</b>			
	Assistant to Coordinator of Extra-Curricular Activities and Title IX Compliance	1	100%	
<b>9205</b>	<b>DISTRICT SAFETY AND SECURITY</b>			
	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	1	100%	
<b>9205</b>	<b>OPERATIONAL SERVICES</b>			
	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%	
<b>9220</b>	<b>INSTRUCTIONAL TECHNOLOGY AND MEDIA SERVICES</b>			
	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%	

<b>9230</b>	<b>MAINTENANCE - REDMON WAREHOUSE</b>			
	Supervisor of Maintenance	1	100%	
	Assistant to Supervisor of Maintenance	1	100%	
	<b>Administrator on Special Assignment</b>	<b>1</b>	<b>100%</b>	
	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%	
	<b>Assistant Stadium Manager</b>	<b>1</b>	<b>100%</b>	
	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%	
<b>9240</b>	<b>WAREHOUSE (Young Center/Kilbourn)</b>			
	Warehouseman I (Warehouse)	1	100%	
	Warehouseman II (Warehouse)	2	100%	
<b>9250</b>	<b>FOOD SERVICE Self-funded: Fund 410</b>			
	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  
 Revised/Approved: August 13, 2019  
 Revised/Approved: August 27, 2019  
 Revised/Approved: October 8, 2019  
 Revised/Approved: November 12, 2019



WILLIAM V. HUSFELT III  
SUPERINTENDENT

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Board Members:

Jerry Register  
District 1

District 2

Pamm Chapman  
District 3

Ryan Neves  
District 4

Steve Moss  
District 5

December 18, 2019

MEMORANDUM

TO: William V. Husfelt III, Superintendent  
FROM: Doug Lee, Executive Director of Operations  
AGENDA ITEM: Mercy Chefs MOU Extension

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT: TBD

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

**ADDENDUM TO LICENSE, MANAGEMENT & OPERATION AGREEMENT**

THIS ADDENDUM TO is entered into this \_\_\_\_ day of December, 2019, and modifies and amends that certain License, Management & Operation Agreement dated \_\_\_\_\_, (“Agreement”), by and between **The School Board of Bay County, Florida** (the “School Board”), a Florida public school district, and **Mercy Chefs Impact International** (“Mercy Chefs”), a Virginia Corporation, it is agreed as follows:

1. Pursuant to Section 2.1 of the Agreement, the parties agree to extend the term of said Agreement through the last day of the school year.

2. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, we have hereunto set our hands and seals the day and year first above written.

**MERCY CHEFS IMPACT  
INTERNATIONAL**

(Two Witnesses Required)

\_\_\_\_\_  
Witness \_\_\_\_\_  
*[print or type name]*

\_\_\_\_\_  
BY: \_\_\_\_\_  
ITS: \_\_\_\_\_

\_\_\_\_\_  
Witness \_\_\_\_\_  
*[print or type name]*

STATE OF FLORIDA  
COUNTY OF BAY

The foregoing instrument was acknowledged before me this \_\_\_\_ day of December, 2019, by \_\_\_\_\_ of Mercy Chefs Impact International, on behalf of the Company, who is \_\_\_\_\_ personally known to me OR \_\_\_\_\_ has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC



**ATTEST:**

**THE SCHOOL BOARD OF BAY COUNTY,  
FLORIDA**

\_\_\_\_\_  
William V. Husfelt, III, Superintendent

\_\_\_\_\_  
Steve Moss, Chair

STATE OF FLORIDA  
COUNTY OF BAY

The foregoing instrument was acknowledged before me on this \_\_\_\_ day of December, 2019, by William V. Husfelt, III, as Superintendent and Steve Moss, as Chair, of The School Board of Bay County, Florida, on behalf of the School Board. They are personally known to me and did not take an oath.

\_\_\_\_\_  
NOTARY PUBLIC



WILLIAM V. HUSFELT III  
SUPERINTENDENT

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Board Members:

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District 1

Ginger Littleton  
District 2

Pamm Chapman  
District 3

Ryan Neves  
District 4

Sieve Moss  
District 5

December 19, 2019

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

January 9, 2020

TO: Doug Lee, Executive Director of Operational Support Services

FROM:  Leon Walters, Director of Facilities

RE: Facilities Agenda Item – January 14, 2020

**CONSENT ITEM: Prequalification of Contractors for 2020:** An additional packet from a contractor has been received expressing a desire to renew their pre-qualification status to bid work in Bay District Schools. It is recommended that the contractor 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>
Hall Contracting & Construction	General Contractor	\$1,500,000	\$2,000,000

/sas

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT made and entered into by and between THE SCHOOL BOARD OF BAY COUNTY, FLORIDA, a body corporate pursuant to Section 1001.40 F.S., whose principal address is 1311 Balboa Avenue, Panama City, Florida 32401 (hereinafter referred to as “School Board”) and the PANAMA CITY BEACH CONVENTION AND VISITORS BUREAU, INC a not for profit corporation and 501(c)(6) qualified organization, whose principal address is 17001 Panama City Beach Parkway, Panama City Beach, Florida 32413 (hereinafter referred to as “CVB”).

WITNESSETH

WHEREAS, the School Board owns certain real property which is more particularly depicted in Exhibit “A” attached hereto and made a part hereof (hereinafter referred to as “School Property”).

WHEREAS, the School Board intends to construct a public school on the School Property as depicted in Exhibit “A” (“School”) which contains a parking lot highlighted in Exhibit “A” (“Parking Lot”). The Parking Lot is defined as the highlighted area shown on the map of the School Property.

WHEREAS, the CVB leases from the Board of County Commissioners of Bay County, Florida, and operates in the public interest a recreational facility adjacent to the School Property currently known as the Panama City Beach Sports Park and Complex.

WHEREAS, the School Board has agreed to the non-exclusive use by the CVB of the Parking Lot and the roadways used to access the Parking Lot for the purpose of overflow parking for the Sports Park which may be used and occupied in accordance with the provisions herein.

WHEREAS, the Parking Lot will be used by the CVB for public purpose functions as described in that certain Sports Park and Stadium Complex Lease Agreement between the Board of County Commissioners of Bay County, Florida as Lessor and the CVB as Lessee dated July 1, 2019, and recorded in Bay County Florida Official Records Book 4164 at Page 630; and,

WHEREAS, the School Board and the CVB believe it to be in their best interest to enter into this Agreement for public purposes.

NOW THEREFORE, for and in consideration of the covenants and agreements herein set forth, the parties do hereby agree as follows:

1. PREMISES

The School Board hereby agrees to the non-exclusive use by the CVB of the Parking Lot situated in Bay County, Florida on days when the School is not open for teachers and students. The School Board shall annually deliver to the CVB a school calendar.

2. USE TERM AND TERMINATION

This Agreement shall be for a period of one five-year term to commence on September 1, 2001, and to terminate on August 31, 2006 (hereinafter referred to as the "Use Term"). This Agreement shall be automatically extended for successive five-year terms unless otherwise cancelled within the terms of this Agreement. The School Board reserves the right, at its sole discretion, to fence, reconfigure or eliminate the CVB's use of the Parking Lot as the future needs of the School require. If so, the School Board and the CVB will work together in good faith to designate alternative parking, if feasible, for use by the CVB.

3. CONSIDERATON

The consideration paid by the CVB to School Board therefore shall be the sum of one dollar, during the term of this Agreement. The annual fee shall be paid in advance on or before the beginning of each term. The School Board and the CVB shall share 50/50 for the on-going and continual maintenance and repair of the Parking Lot.

4. SCOPE OF USE OF FACILITES AND REVERTER

A. The Property shall be used by the CVB for overflow parking as needed for public events at the Sports Park.

B. Except as expressly provided in this section, the CVB shall not assign any of its rights, duties or obligations under this Agreement to any other party without the express written consent of the School Board.

C. In the event the CVB should cease to own and operate the Sports Park at any time during the Use Term or any renewal term, then this Agreement shall terminate.

5. CONTROL OF PROPERTY BY CVB

A. The CVB shall use all reasonable efforts to not permit any of its guests, invitees, employees, agents or other CVB permitted users (the "CVB Users") users to engage in any disorderly conduct or commit or maintain any waste or nuisance on the Parking Lot or to use the facilities in any way or manner so as to interfere with the safe and orderly operation of adjacent public school facilities or to violate any local, state or federal laws, rules or regulations. Further, the CVB shall use all reasonable efforts to not permit any the CVB Users to engage in the sale or use of alcoholic beverages or any acts or actions which violate the laws of the State of Florida or the Unites States while on the Parking Lot.

B. The CVB shall have the primary responsibility, during its use of the Parking Lot, for the supervision of persons and activities on the Parking Lot and for the maintenance of order and the enforcement of the provisions of this Agreement.

6. NO INDEMNIFICATION.

The School Board and CVB acknowledge the waiver of sovereign immunity for liability in tort contained in Florida Statutes Section 768.28, the State of Florida's partial waiver of sovereign immunity, and acknowledge that such statute permits actions at law to recover damages in tort for money damages up to the limits set forth in such statute for death, personal injury or damage to property caused by the negligent or wrongful acts or omissions of an employee acting within the scope of the employee's office or employment. The School Board and CVB agree to be responsible for all such claims and damages, to the extent and limits provided in Florida Statutes Section 768.28, arising from the actions of their respective employees. The parties acknowledge that the foregoing shall not constitute an agreement by either party to indemnify the other, nor a waiver of sovereign immunity, nor a waiver of any defense the parties may have under such statute, nor as consent to be sued by third parties.

7. INSURANCE.

The CVB shall maintain, throughout the term of this Agreement and any renewals, general liability insurance in an amount of not less than \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate covering its activities pursuant to this Agreement. The policy shall be obtained from a liability insurance carrier rated A or higher, under a policy approved for use in the State of Florida. The policy shall contain an evidence/endorsement providing physical and sexual abuse and molestation coverage. The CVB shall provide the School Board with a Certificate of Insurance naming "The School Board of Bay County, Florida, its officers, employees, and agents" as included in an additional insured endorsement to the general liability policy as an additional insured under the CVB's policy and unconditionally entitling the School Board to thirty days' notice of cancellation of such policy or any of the coverages provided by such policy.

8. SOVEREIGN IMMUNITY

Notwithstanding any other term of this Agreement, the School Board intends to avail itself of the benefits of Section 768.28 and of other statutes and common law governing sovereign immunity. In no event will the School Board's liability exceed the sum of \$200,000 per person or \$300,000 per occurrence. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any manner arising out of any contract.

9. BREACH

Should the CVB breach any of the terms of this Agreement, then the School Board, after giving notice as required herein, shall have the right, at its option, to immediately terminate this Agreement.

## 10. ATTORNEY'S FEES AND COSTS

In any action, suit or proceeding to enforce or interpret the terms of this Agreement, or to collect any amount due hereunder, the prevailing party shall be entitled to reimbursement for all costs and expenses reasonably incurred in enforcing, defending or interpreting its rights hereunder, including, but not limited to, all collection and court costs, and all attorney's fees, whether incurred out of court, in the trial, on appeal, or at bankruptcy or administrative proceedings.

## 11. MISCELLANEOUS

A. Nothing herein contained shall be deemed or construed by the parties or by any third party as creating the relationship of partnership or joint venture.

B. Whenever the singular number is used the same shall include the plural, and the masculine gender shall include the feminine and neuter genders where the context requires.

C. No party shall be deemed in default under this Agreement if such party is delayed in the performance of any of its obligations if the delay is due to strikes, lockouts or labor disputes, act of God, restrictions, regulations or controls of any government or governmental agency, civil commotion, insurrection, revolution, sabotage or enemy or hostile government actions, fire or other casualty or other similar conditions beyond the control of the party delayed. In the event of such delay, all dates for performance shall automatically be extended by a period equal to the aggregate period of all such delays.

D. The CVB shall keep the Parking Lot clean and free of rubbish deposited by the CVB Users and shall not allow the accumulation of any unsightly matter(s) or objects(s) deposited there by the CVB Users.

## 12. NOTICES

All notices, request, demands, elections, consents, approvals, designations and other communications of any kind must be in writing and addressed to the parties as follows:

School Board:  
Superintendent  
Bay District Schools  
1311 Balboa Avenue  
Panama City, Florida 32401

CVB:  
Panama City Beach Convention and Visitors Bureau, Inc  
17007 Panama City Beach Parkway  
Panama City Beach, Florida 32413  
ATTENTION: Dan Rowe, President & CEO

Any party may change the address to which notices are to be sent by giving ten days' prior written notice informing the other party of the change of address. Service of notice shall be deemed complete upon mailing.

13. COMPLETE AGREEMENT

This document contains the complete Agreement between the parties. All negotiations, considerations, representations, and understanding between the School Board and the CVB relating to the management of the Property are incorporated herein and may only be modified by agreement in writing.

14. APPLICABLE LAW

The laws of the State of Florida shall govern the validity, performance, and enforcement of this Agreement.

15. PARTIAL INVALIDITY

The invalidity or unenforceability of any provision of this Agreement shall not affect or impair any other provision unless such partial invalidity shall materially or substantially alter the arrangements between the parties hereto or the benefits accruing to either party.

16. HEADINGS

The headings of sections are for convenience only and do not define, limit, or construe the contents of such sections.

17. WAIVER

No consent or waiver, expressed or implied, by either party to or any breach of any covenant, conditions, or duty of the other party hereto shall be construed as consent or waiver to or of any other breach of the same or any other covenant, condition or duty.

[SIGNATURES ON FOLLOWING PAGES]



IN WITNESS WHEREOF, the parties hereto have caused the signatures of their officers to be set hereunder and their seals to be affixed hereto to be effective as of the latest date of execution.

ATTEST:

THE SCHOOL BOARD OF BAY  
COUNTY, FLORIDA

\_\_\_\_\_  
William V. Husfelt, III.  
Superintendent  
Date: \_\_\_\_\_

\_\_\_\_\_  
Steve Moss, Chair  
Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF BAY

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 2020, by Steve Moss and William V. Husfelt, III as Chair and Superintendent respectively of The School Board of Bay County, Florida, on behalf of the School Board. They are personally known to me and did not take an oath.

NOTARY PUBLIC:

Sign: \_\_\_\_\_  
Print: \_\_\_\_\_  
State of Florida  
My Commission Expires:

Panama City Beach Convention and Visitors  
Bureau, Inc.

\_\_\_\_\_  
Dan Rowe, President and CEO

Date: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF BAY

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_  
2020, by Dan Rowe as President and CEO of the Panama City Beach Convention and Visitor  
Bureau, Inc., who is personally known to me OR produced \_\_\_\_\_ as  
identification and did not take an oath.

NOTARY PUBLIC:

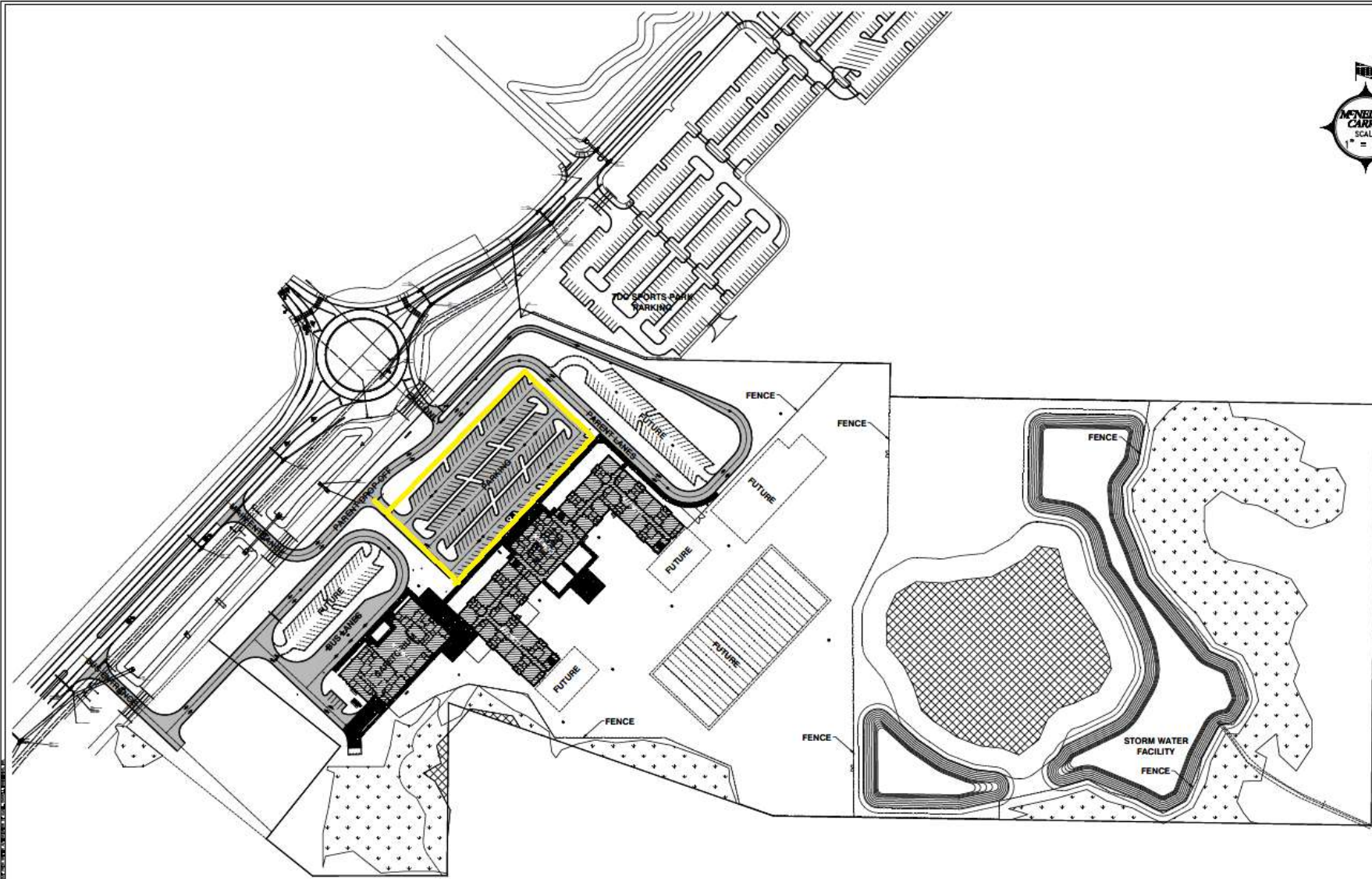
Sign: \_\_\_\_\_

Print: \_\_\_\_\_

State of Florida

My Commission Expires:

EXHIBIT "A"



BAY DISTRICT SCHOOLS  
**NEW PRE-K-5TH GRADE ELEMENTARY SCHOOL**

PANAMA CITY BEACH, FLORIDA



**Clemons, Rutherford, & Associates, Inc.**  
 Architects  
 Planners  
 Interior Designers  
 Construction Managers  
 2027 Thomasville Road  
 Tallahassee, Florida 32308  
 phone: 850-383-0153  
 fax: 850-386-0420  
 cra@cranetools.com

I hereby certify that the above information is true and correct to the best of my knowledge and belief, and that I am a duly licensed professional engineer in the State of Florida, and that I am the author of the design shown on this plan.



Submittal			
Phase	Date	Drawn	Checked
DESIGN DEVELOPMENT	08/13	KBJ	DLT
Revision			
#	Description	Date	By

CRA Project # 17943  
 Phase: **DESIGN DEVELOPMENT**

**OVERALL SITE PLAN**

**C101**

**IN THE UNITED STATES DISTRICT COURT FOR THE  
NORTHERN DISTRICT OF FLORIDA  
PANAMA CITY DIVISION**

JARED HALE,

Plaintiff,

v.

Case No. 5:17-cv-265-RH/GRJ

WILLIAM HUSFELT,

Defendant.

---

**JUDGMENT**

Judgment is entered in favor of the Bay County School Board against Jared Hale for attorney's fees in the amount of Sixty-Four Thousand Four Hundred Sixty-One Dollars (\$64,461.00).

Judgment is entered in favor of William Husfelt against Jared Hale, Marie A. Mattox, and Marie A. Mattox, P.A., jointly and severally, for attorney's fees in the amount of Nineteen Thousand Five Hundred and Seventy-Nine Dollars (\$19,579.00).

Judgment is entered in favor of William Husfelt against Jared Hale for attorney's fees in the additional amount of Fifty-Three Thousand Thirty-Eight and 50/100 Dollars (\$53,038.50). The total judgment in favor of Mr. Husfelt against Mr. Hale thus is \$72,617.50, of which \$19,579.00 is joint and several with Ms. Mattox and Marie A. Mattox, P.A.

The total of these judgments against Mr. Hale thus is \$137,078.50. The amounts awarded against Mr. Hale in favor of the School Board, on the one hand, and in favor of Mr. Husfelt, on the other hand, are for different obligations; payment to one judgment creditor does not satisfy any part of the obligation to the other judgment creditor.

JESSICA J. LYUBLANOVITS,  
CLERK OF COURT

December 23, 2019  
DATE

s/ Jeremy Wright  
Deputy Clerk



**IN THE UNITED STATES DISTRICT COURT FOR THE  
NORTHERN DISTRICT OF FLORIDA  
PANAMA CITY DIVISION**

JARED HALE,

Plaintiff,

v.

CASE NO. 5:17cv265-RH-GRJ

BAY COUNTY SCHOOL BOARD  
and WILLIAM HUSFELT,

Defendants.

---

**ORDER AWARDING ATTORNEY'S FEES**

The plaintiff Jared Hale sought relief in this action against two defendants: the Bay County School Board and its superintendent, William Husfelt, in his individual capacity. Each defendant prevailed on summary judgment. As proper under this court's bifurcated attorney's fee procedure, *see* N.D. Fla. Loc. R. 54.1, each defendant moved for an order determining *entitlement* to a fee award without simultaneously addressing the *amount* of any award. The order of March 25, 2019 determined that each defendant is entitled to recover part, not all, of the fees incurred in defense of this action.

Each defendant now has moved for a fee award in a specific amount. The motions are supported by detailed time records and affidavits. The amounts are calculated using the lodestar method: hours worked by attorneys and paralegals multiplied by their hourly rates. The defendants have exercised billing judgment, eliminating some hours. Of importance, the claimed amounts were actually billed and paid as the litigation progressed. In each instance, a sophisticated consumer of legal services determined the fee was reasonable, as shown by the actual payment of the fee.

The plaintiff has responded with an affidavit setting out the analysis of a well-qualified attorney who was not involved in the litigation. The defendants have responded to the affidavit. The record fully sets out each party's position.

The contested issues are narrow. The defendants have followed the proper methodology to divide fees between amounts that are and are not recoverable. The plaintiff does not dispute the division. The defendants have claimed reasonable hourly rates—indeed, rates that are low for attorneys with this level of experience for work of this kind and quality. The plaintiff does not contest the hourly rates.

The plaintiff does not deny that the attorneys and paralegals actually worked the claimed hours. The plaintiff takes issue only with specific entries. I have reviewed the defendants' overall time records and have reviewed each of the specific entries the plaintiff has challenged. Except for clerical errors in Mr.

Husfelt's claim that he acknowledges and additional errors of the same kind—these are discussed below—the plaintiff's challenges are unfounded. This order addresses the overall claim and addresses some of the plaintiff's objections—enough to set out the tenor of the analysis. I have considered each specific objection, but no purpose would be served by going through them item by item in this order.

After adjusting for the clerical errors, I find that the defendants reasonably incurred fees in the claimed amounts on the claims and for the periods for which they are entitled to recover fees, as set out in the March 25 order. I find that the claimed hours were reasonably devoted to those claims; that the claimed rates are reasonable; that the overall fee is reasonable; and that the hours, rates, and overall fee are within the range that customarily would be charged by an attorney in this district for services of this kind.

The plaintiff asserts a number of entries for “preparation” are too general. But the entries do not refer only to preparation; they specify what the preparation was for. Thus, for example, Mr. Husfelt's attorney spent 5.2 hours on February 1, 2018 preparing for and attending the deposition of the plaintiff Jared Hale. *See* ECF No. 82-1 at 65 line 46. Time spent preparing for a deposition is of course compensable. Indeed, it would be irresponsible for a defense attorney *not* to prepare for a deposition. Each other “preparation” entry is also proper. Mr. Hale



brought this lawsuit and is in no position to complain that the defendants actually prepared for the proceedings.

The plaintiff complains that some of the work done by paralegals was actually secretarial work that should not have been billed. I disagree. Thus, for example, a paralegal at the firm representing Mr. Husfelt billed 3.9 hours on January 30, 2018, shortly before a series of depositions. Some of the time was spent revising and updating witness files, including with information from the plaintiff's interrogatory answers and Federal Rule of Civil Procedure 26 disclosures. Some of the time was spent communicating about and indexing documents. Managing documents, including in preparation for depositions, is labor-intensive; that some of the labor was done by paralegals is neither surprising nor improper. And delegating tasks like these to paralegals sometimes reduces overall costs. This was billable time.

Mr. Husfelt's attorneys' offices are in Tallahassee, just over 100 miles from the forum, Panama City. The drive between the two cities takes roughly two hours—a four-hour round trip. The plaintiff complains that Mr. Husfelt's lead attorney, apparently the only attorney who made the trip, sometimes billed for travel time between the cities at her full hourly rate. This happened three times. *See* ECF No. 82-1 at 65 line 47 and at 67 lines 82 & 88. On three occasions the attorney did not bill for the travel time at all. *See* ECF No. 92 at 2 (addressing ECF

No. 82-1 at 65 line 45 and at 70 line 142); ECF No. 82-1 at 26. On the last of these occasions, Mr. Husfelt has claimed the full hourly rate for travel time, but this is adjusted out below, because Mr. Husfelt was not billed for the time. *See* ECF No. 82-1 at 26.

It is neither unusual nor improper for Panama City parties to retain Tallahassee attorneys, especially when, as here, the Tallahassee attorneys have substantial experience with cases of the kind at issue. Attorneys often bill full rates for travel time; the standard in the profession allows it. In this instance experienced attorneys undertook a representation in a different city for a client who agreed to pay full rate for travel hours, as shown by the clear billing for and payment of these amounts. This was reasonable. The attorney could reasonably have charged a lower travel rate or no fee for travel at all, but she chose to charge her full rate for some travel while charging no fee for other travel. Especially considering the low hourly rate and the reasonable overall fee, handling travel in this manner was not unreasonable. That an attorney can charge a lower travel rate—and that a district court has discretion to award a lower travel rate—does not make it mandatory.

The plaintiff complains that the second-chair attorney who prepared the first draft of Mr. Husfelt's ultimately successful summary-judgment motion spent 46 hours on it. *See* ECF No. 82-1 at 73 lines 202, 209, 210, 211 & 212 and at 74 lines 217, 221, 222, 231, 237, 238, 241 & 245. This is not excessive. It takes time to

compile a first-rate summary-judgment motion with a proper statement of facts, accurate citations to the record, and an honest treatment of the governing law.

The plaintiff complains that time was spent “culling” a brief—that is, reducing its length to meet the court’s word limit. Time spent tightening a brief is usually time well spent. Perhaps there are attorneys who can turn out a perfect brief on the first draft. But surely there are few. For the most part, briefs would be better if attorneys spent more time editing—that is, more time tightening and yes, culling. This was time reasonably devoted to the case.

Finally, the plaintiff complains that a paralegal spent time compiling fee records and dividing them into compensable and noncompensable categories. On the federal claim, time reasonably devoted to litigating the amount of fees is compensable. The plaintiff does not contest this. That this work was done by a paralegal was not improper. And the amount of time devoted to the task was reasonable.

The necessary adjustments for clerical errors all relate to Mr. Husfelt’s claim, not the School Board’s. One entry was attributed to the wrong attorney. *See* ECF No. 92 at 2 (addressing ECF No. 82-1 at 64 line 18). Five entries were for time not billed to the client and thus not properly included in a fee award. *See* ECF No. 92 at 2 (addressing ECF No. 82-1 at 65 line 45, at 66 line 67, at 70 line 142, at 71 line 169 & at 72 line 186). These errors require a reduction of Mr. Husfelt’s



claim in the total amount of \$2,205. Mr. Husfelt has acknowledged these errors and agrees his claim should be reduced by this amount.

The court's independent review has turned up additional entries of this same kind—entries for time that was not billed to the client and thus is not properly included in the fee award. *See* ECF No. 82-1 at 67 line 91; ECF No. 82-1 at 72 line 191; ECF No. 82-1 at 74 line 234; ECF No. 82-1 at 75 lines 240, 250, and 251; ECF No. 82-1 at 76 lines 281 and 282. Removal of these entries reduces the claim by an additional \$1,050. The total adjustment for the errors Mr. Husfelt has acknowledged and these additional amounts is \$3,255.

This order awards the amounts claimed by the School Board and Mr. Husfelt except for the \$3,255 reduction of Mr. Husfelt's claim. The award is \$64,461.00 for the School Board's attorneys. The award for Mr. Husfelt's attorneys is \$75,872.50 reduced by \$3,255 for a net of \$72,617.50.

As set out in the order determining entitlement, the School Board's recovery, which is based solely on state law, runs only against Mr. Hale individually. Mr. Husfelt's state-law recovery runs only against Mr. Hale individually, but Mr. Husfelt's federal-law recovery runs also against Mr. Hale's attorney, Marie A. Mattox, and her law firm. The split, as calculated by Mr. Husfelt in his motion without opposition from Mr. Hale or Ms. Mattox, was \$56,188.50 under state law and \$19,684 under federal law. The time records show that the \$3,255 in errors are

properly attributed \$3,150 to state law and \$105 to federal law. The corrected split thus is \$53,038.50 under state law and \$19,579 under federal law.

For these reasons,

IT IS ORDERED:

1. The School Board's motion for attorney's fees, ECF No. 81, is granted.
2. Mr. Husfelt's motion for attorney's fees, ECF No. 82, is granted in part.
3. The clerk must enter judgment stating:

Judgment is entered in favor of the Bay County School Board against Jared Hale for attorney's fees in the amount of Sixty-Four Thousand Four Hundred Sixty-One Dollars (\$64,461.00).

Judgment is entered in favor of William Husfelt against Jared Hale, Marie A. Mattox, and Marie A. Mattox, P.A., jointly and severally, for attorney's fees in the amount of Nineteen Thousand Five Hundred and Seventy-Nine Dollars (\$19,579.00).

Judgment is entered in favor of William Husfelt against Jared Hale for attorney's fees in the additional amount of Fifty-Three Thousand Thirty-Eight and 50/100 Dollars (\$53,038.50). The total judgment in favor of Mr. Husfelt against Mr. Hale thus is \$72,617.50, of which \$19,579.00 is joint and several with Ms. Mattox and Marie A. Mattox, P.A.

The total of these judgments against Mr. Hale thus is \$137,078.50. The amounts awarded against Mr. Hale in favor of the School Board, on the one hand, and in favor of Mr. Husfelt, on the other hand, are for different obligations; payment to one judgment creditor does not satisfy any part of the obligation to the other judgment creditor.

SO ORDERED on December 23, 2019.

s/Robert L. Hinkle  
United States District Judge

File # 2019080238, OR BK: 4166 PG: 373, Pages: 1 of 3, Recorded 9/10/2019 at 2:15 PM,  
Bill Kinsaul, Clerk Bay County, Florida Deputy Clerk RM Trans # 1556485  
Filed 09/10/2019 10:34 AM Bill Kinsaul Clerk of Circuit Court

Filing # 95442312 E-Filed 09/10/2019 11:34:15 AM

IN THE CIRCUIT COURT, FOURTEENTH JUDICIAL CIRCUIT  
STATE OF FLORIDA, IN AND FOR BAY COUNTY

JOHANNA BEANBLOSSOM

Plaintiff,

vs.

CASE NO. 13-002015-CA

THE SCHOOL BOARD OF BAY COUNTY,  
FLORIDA

Defendant.

**FINAL JUDGMENT AWARDING APPELLATE  
ATTORNEYS' FEES**

This action was heard before the Court on the Motion of the Defendant for a determination of the amount of appellate attorneys' fees. The First District Court of Appeals and this Court previously ruled the Defendant is entitled to appellate fees pursuant to a successful proposal for settlement that was served upon the Plaintiff in 2014. Since that time, there have been a number of hearings and appeals and all appeals have been resolved in favor of the Defendant. Counsel for both parties were present and evidence was presented as to the amount of appellate fees that have been expended by the Defendant in all appeals that have been pursued by the Plaintiff herein. Expert testimony was also presented with regard to the reasonableness of the work expended and hourly rates for the attorneys involved. On the evidence presented, this Court finds that the hourly rates that are being sought by the Plaintiff are reasonable and that the hours expended by the Defendant are reasonable with regard to all appellate work that has been conducted in this matter. It is, therefore,

ADJUDGED that the Plaintiff, Johanna Bearblossom, whose last known address was 7229 Pittsburg Street, Panama City, Florida 32404, and whose last four digits of her social security number are [REDACTED], take nothing by this action and that the Defendant, the School Board of Bay County, Florida, 1311 Balboa Avenue, Panama City, Florida, 32401, shall go hence without day and recover attorneys' fees from the Plaintiff in the sum of \$47,833.75, all for which shall bear interest at the statutory rate all for which let execution issue. It is further,

ADJUDGED that the Plaintiff shall complete under oath, Florida Rule of Civil Procedure form 1.977 (Fact Information Sheet), including all required attachments, and serve it upon Defendant's counsel within forty-five (45) days from the date of this final judgment, unless the final judgment is satisfied, or post judgment recovery is stayed. Jurisdiction of this case is retained to enter any further orders that are proper to compel the Plaintiff to complete form 1.977, including all required attachments, and serve it upon the Defendant's attorney. Form 1.977 is attached to this judgment.

DONE AND ORDERED in Bay County, Florida on this 10th day of September, 2019.

~~13002015CA 09/10/2019~~  
MICHAEL C OVERSTREET CIRCUIT JUDGE

13002015CA 09/10/2019  
MICHAEL C OVERSTREET  
CIRCUIT JUDGE

#### CERTIFICATE OF SERVICE

I HEREBY CERTIFY that the foregoing was filed with the Clerk of the Court this 10th day of September, 2019 by using the Florida Courts E-Filing Portal. Accordingly, a copy of the foregoing is being served on this day to all attorney(s)/interested parties identified on the Portal

Electronic Service List, via transmission of the Notice of Electronic Filing generated by the Portal.

<b>Name</b>	<b>Email Address</b>
Cecile M Scoon	<a href="mailto:cmscoon1@knology.net"><u>cmscoon1@knology.net</u></a>
	<a href="mailto:cmscoon2@knology.net"><u>cmscoon2@knology.net</u></a>
Dixon Ross McCloy Jr.	<a href="mailto:bholland@hsmclaw.com"><u>bholland@hsmclaw.com</u></a>
	<a href="mailto:lbenjamin@hsmclaw.com"><u>lbenjamin@hsmclaw.com</u></a>
	<a href="mailto:rmccloy@hsmclaw.com"><u>rmccloy@hsmclaw.com</u></a>
Heather Kennedy Hudson	<a href="mailto:ameyer@hsmclaw.com"><u>ameyer@hsmclaw.com</u></a>
	<a href="mailto:bhalley@hsmclaw.com"><u>bhalley@hsmclaw.com</u></a>
	<a href="mailto:hhudson@hsmclaw.com"><u>hhudson@hsmclaw.com</u></a>



File # 2017070011, OR BK: 3960 PG: 1563, Pages: 1 of 2, Recorded 12/5/2017 at 12:26 PM, Bill Kinsaul, Clerk Bay County, Florida Deputy Clerk GB Trans # 1434592

**FILED**  
IN THE CIRCUIT COURT, FOURTEENTH JUDICIAL CIRCUIT  
STATE OF FLORIDA, IN AND FOR BAY COUNTY  
2017 DEC -4 P 1:04

JOHANNA BEANBLOSSOM

BILL KINSAUL  
CLERK OF COURT  
BAY COUNTY, FLORIDA

Plaintiff,

vs.

CASE NO. 13-002015-CA

THE SCHOOL BOARD OF BAY COUNTY,  
FLORIDA

Defendant.

**AMENDED FINAL JUDGMENT AWARDING  
ATTORNEY'S FEES AND COSTS**

This action was heard before the Court on the Motion of the Defendant for the award of attorney's fees and costs. On the evidence presented, which is outlined in this Court's Final Order Awarding Attorney's Fees and Costs dated November 29, 2017,

IT IS ADJUDGED that the Plaintiff, Johanna Beanblossom 7229 Pittsburg St., Panama City, FL 32404, and last four digits of her social security number 1505, take nothing by this action and that Defendant, The School Board of Bay County, Florida, 1311 Balboa Avenue, Panama City, Florida, 32401 shall go hence without day and recover attorney's fees and paralegal fees from the plaintiff in the sum of \$78,444.00, taxable costs in the sum of \$1,878.90 and expert witness fees in the sum of \$1,650.00, for a total of **\$81,972.90**, all of which shall bear interest at the rate of 5.35% a year, for which let execution issue. It is further,

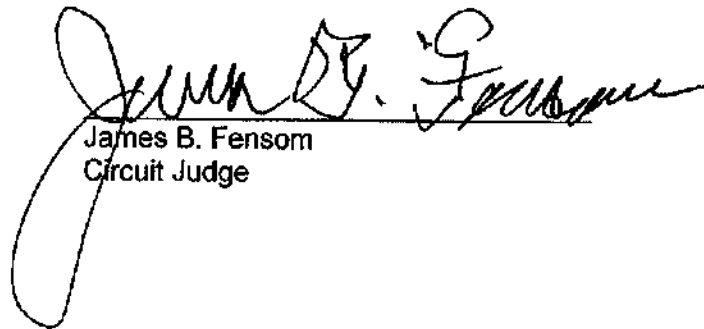
ORDERED AND ADJUDGED that the Plaintiff shall complete under oath Florida Rule of Civil Procedure Form 1.977 (Fact Information Sheet), including all required attachments, and serve it on the Defendant's attorney, within forty-five (45) days from

the date of this Final Judgment, unless the Final Judgment is satisfied or post-judgment discovery is stayed.

Jurisdiction of this case is retained to enter further orders that are proper to compel the Plaintiff to complete Form 1.977, including all required attachments, and serve it on the Defendant's attorney. Form 1.977 is attached to this Judgment.

This Judgment has been amended to include executory instructions for execution purposes and the completion of Form 1.977 at the request of the Defendant.

DONE AND ORDERED in Chambers, Bay County, Florida, this 1 day of December, 2017.



James B. Fensom  
Circuit Judge

cc: Ross McCloy, Esq.  
Cecile Scoon, Esq.

Johanna Beanblossom  
7229 Pittsburg St.  
Panama City, FL 32404

School Board of Bay County  
c/o Risk Manager  
1311 Balboa Avenue  
Panama City, FL 32401



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

January 14, 2020

MEMORANDUM

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:   X      Disapproval:               Discussion:           

Signature on file  
\_\_\_\_\_  
Superintendent

Board Action



**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.

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Reviewed by Dept. of Human Resources

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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.

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Reviewed by Dept. of Human Resources

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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+** ~~certification~~
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**





WILLIAM V. HUSFELT III  
SUPERINTENDENT

1311 Balboa Avenue  
Panama City, Florida  
32401

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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

December 19, 2019

MEMORANDUM

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

AGENDA ITEM: Approval of Architectural Fees from DAG for Haney Technical Center

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



# M E M O R A N D U M

Bill Husfelt, Superintendent  
Lee Walters, Director of Facilities

January 9, 2020

TO: Doug Lee, Executive Director of Operational Support Services  
FROM: Lee Walters, Director of Facilities  
RE: Facilities Agenda Item – January 14, 2020

**Action Item: Architectural Fee Approval – Haney Technical Center:** At the November 12<sup>th</sup> School Board Meeting, the board approved of the recommendation of the Professional Service Selection Committee of DAG Architects as the architect for the construction of (Phase 1) a two-story vo-tech classroom wing with an entry pavilion/plaza/lobby.

School Board approval is requested for the proposed professional services fee in the amount of \$462,479.00. The proposal letter from the architect has been included.

/crp



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Steve Moss  
District 5

December 19, 2019

MEMORANDUM

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

AGENDA ITEM: Approval of Architectural Fees from DAG for Tyndall Elementary

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

January 9, 2020

TO: Doug Lee, Executive Director of Operational Support Services  
FROM:  Lee Walters, Director of Facilities  
RE: Facilities Agenda Item – January 14, 2020

**Action Item: Architectural Fee Approval – Tyndall Elementary:** At the November 12<sup>th</sup> School Board Meeting, the board approved of the recommendation of the Professional Service Selection Committee of DAG Architects as the architect for the construction of the two-story middle school wing and administration suite at Tyndall Elementary.

School Board approval is requested for the proposed professional services fee in the amount of \$533,042.00. The proposal letter from the architect has been included.

/crp



WILLIAM V. HUSFELT III  
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Board Members:

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Ginger Littleton  
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Pamm Chapman  
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Ryan Neves  
District 4

Steve Moss  
District 5

January 7, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Doug Lee, Executive Director for Operational Services

AGENDA ITEM: New Beach Elementary School  
Guaranteed Maximum Price (GMP) Of The  
Clearing and Earthwork Phase

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

January 10, 2020

TO: Doug Lee, Executive Director of Operational Support Services  
FROM: Lee Walters, Director of Facilities  
RE: Facilities Agenda Item – January 14, 2020

**Action Item: New Beach Elementary School -Clearing and Earthwork Phase:** Reliant South Construction has been working to prepare a Guaranteed Maximum Price (GMP) for the New Beach School Elementary -Clearing and Earthwork Phase. Included is a summary of the proposal.

School Board approval is requested of the following GMP:  
New Beach Elementary School  
Clearing and Earthwork Phase - \$1,584,687.00

/crp



January 10, 2020

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

Re: New Beach Elementary School – GMP #1

Dear Mr. Walters:

As a follow-up to our meetings yesterday, we are proud to submit for your consideration a modified proposed contract and budget for the new Elementary School on Panama City Beach.

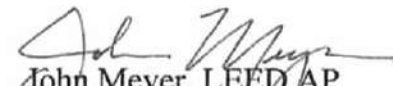
As mentioned, we received tremendous response from potential subcontractors for the clearing and earthwork, wood piling, and rebar scopes. Based on these inputs, the attached proposed contract and estimate reflects a Guaranteed Maximum Price of \$1,584,687.


The approval of this Contract will allow us to commence on building a first-class elementary school for Bay District Schools. Once we receive the balance of the design documents, we will immediately start pricing the rest of the necessary improvements.

We are exceptionally excited and greatly appreciate the opportunity to be of service.

If any questions arise or modifications are necessary, please let us know at your convenience.

Sincerely,

  
John Meyer, LEED AP  
Vice-President / Partner

  
Richard Dodd, P.E.  
President

• Solutions • Value • Trust •