



September 22, 2020

Board Book

AGENDA
BAY DISTRICT SCHOOL BOARD MEETING
SEPTEMBER 22, 2020
BOARD MEETING – 1:00 P.M.
GINGER LITTLETON BOARD ROOM
EXECUTIVE SESSION – COLLECTIVE BARGAINING
(immediately following School Board Meeting)

Call to order – Steve Moss, Chair

Revision 1

Invocation – Steve Moss, Chair

Pledge of Allegiance – Franklin Harrison, Board Attorney

I. APPROVAL OF AGENDA

II. APPROVAL OF MINUTES

September 8, 2020

September 10, 2020

III. RECOGNITIONS/RESOLUTIONS/PRESENTATIONS

- A. Mercy Chefs Check Presentation from Lynn Haven Elementary –
John Cannon and Students – Sharon Michalik**

IV. ORGANIZATIONAL REPORTS

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

V. HEARING FROM THE PUBLIC

VI. LEARNING COMMUNITY NEWS

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

VII. CONSENT AGENDA

- A. Deputy Superintendent**

1. **Request Approval for Additional Unit Allocations - Page 11**

- B. Assistant Superintendent – Division of Teaching and Learning**
 1. **Contracts MOUs, Agreements 2020-2021 - Page 15**

- C. Business Support Services**
 1. **Internal Audit Reports - Page 45**
 2. **Purchasing and Contracting - Page 58**

- D. Human Resources**
 1. **Request to Approve Personnel Recommendations/Out of Field Teachers - Page 60**
 2. **Request Approval Cost of Living Stipend for Support Employees - Page 69**

- E. Operational Support Services**
 1. **Boys & Girls Club Amendment to License Agreement - Page 71**

- F. Facilities**
 1. **Purchase of Chiller for Mowat Middle School - Page 74**

VIII. ACTION ITEMS

- A. Board Attorney**
 1. **Acceptable Usage Policy for Employees- Page 78**
 2. **Acceptable Usage Policy for Students - Page 84**

- B. ~~Assistant Superintendent – Division of Teaching and Learning~~**
 1. **~~Charter School Allocation Plan~~**

- B.C. Human Resources**
 1. **Request to Advertise New/Revised Job Description District Truancy Safety & Security Officer - Page 91**

- C.D. Facilities**
 1. **~~Purchase of Chiller for Mowat Middle School~~**

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



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

MINUTES

BAY DISTRICT SCHOOL BOARD MEETING

SEPTEMBER 8, 2020

PURCHASING PROCESS WORKSHOP – 11:00 A.M.

BOARD MEETING – 1:00 P.M.

PUBLIC HEARING – 1:45 P.M.

GINGER LITTLETON BOARD ROOM

~~EXECUTIVE SESSION – COLLECTIVE BARGAINING CANCELLED~~

(immediately following School Board Meeting)

Present: School Board Chair Steve Moss, Board Member Ryan Neves, Board Member Jerry Register, Superintendent Bill Husfelt and Board Attorney Franklin Harrison.

Chair Moss called the workshop to order at 11:00 p.m. Jim Loyed, Bay District Schools CFO, addressed the board and introduced Dan Fuller, General Manager of Purchasing, who presented a PowerPoint outlining the Procurement and Purchasing process for the district. This illustrated the checks and balances involved the procurement, purchasing and contracting letting and demonstrated the complexity of the process.

The workshop ended at 12:15 P.M.

Present: School Board Chair Steve Moss, Vice Chair Pamm Chapman, Board Member Ryan Neves, Board Member Jerry Register, Superintendent Bill Husfelt and Board Attorney Franklin Harrison.

Chair Moss called the meeting to order at 1:00 p.m. Superintendent Husfelt gave the invocation and Board Vice Chair Chapman led the Pledge of Allegiance.

I. APPROVAL OF AGENDA

Superintendent Husfelt requested the following change to the agenda:

DELETE: X.A. Deane Bozeman Internal Audit

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

II. APPROVAL OF MINUTES

August 25, 2020

The minutes were unanimously passed.

III. ADMINISTRATIVE RECOMMENDATIONS

A. Dana Tutunik, Supervisor of Student Wellness

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

IV. ORGANIZATIONAL REPORTS

A. Association of Bay County Educators

Denise Hinson, President of ABCE, addressed the board.

Well, we have completed our first full two weeks of school, and for the most part, they went well. However, there are still issues that need to be addressed and worked through in collaboration with Bay District Schools.

Education is a unique field in that we deal with people. We are taking care of all the needs of every child in our classroom and now those learning from home as well. We are caregivers, and we know our caring does not stop with our contractual day ends. We think about our kids all the time.

This year educators have been tasked with much more, and at times, it becomes overwhelming. Many teachers have resigned, retired early, or taken a leave of absence due to the extraordinary situation we have been put in due to COVID 19.

Not all educators, however, have taken one of those paths. They are in the trenches day in and day out. Teachers are still learning to navigate through Canvas. Recording live is still new territory for us all and causes anxiety levels to rise. Students enrolled in BayLink are not consistently coming to class via their computers. How to test a student at home working through BayLink has become another teacher question. These are just some of the concerns I hear from educators on a daily basis. I am hopeful we will soon have these issues put to bed. What makes me most proud to be a teacher right now is that in spite of all this change and all the chaos, teachers are still coming to their schools everyday and taking care of our children. Teachers have not changed.

I stand here today a proud public-school educator, and I thank every teacher in the district for once again stepping up to the plate and doing what we do best for our community. I am also asking teachers to stop and take time for themselves. Our mental and physical health is important and self-care should be a priority for us this year. Never forget that you are appreciate, and I thank you for what you do each and every day.

B. Bay County Educational Support Personnel Association

No one from BESPAs requested to address the board.

C. Bay Education Foundation

Melissa Pinero, Executive Director addressed the board. She gave thanks to a number of district employees who assisted in the reorganizing of the foundation's office space. Pinero said that the Grants for Great Ideas application had been distributed and there is \$70,000 in grant money to be awarded to local teachers and educators. Face masks with the foundation's logo were distributed to the board along with a pamphlet introducing a new Florida license plate that helps support the foundation.

V. HEARING FROM THE PUBLIC

Cindy Wilker spoke about the LGBTQ student population.

VI. LEARNING COMMUNITY NEWS

A. Board Members and Superintendent

Register said that he visited two elementary schools this morning and that the students seemed well adjusted. He said that our teachers are doing a remarkable job with a system that they are having difficulties with. Register wanted to congratulate the teachers and he is pleased that almost three weeks of school have been completed.

Moss said that football and volleyball practice has started. The county jamboree will be in less than two weeks on Thursday, September 17. He said that social distancing will be observed but should not be a problem in the stadiums.

Superintendent Husfelt asked Denise Kelley to introduce Lindsay Jackson, the supervisory nurse in charge of COVID 19. Ms. Jackson explained that her role is to work with the Department of Health and Department of Education anytime there is a COVID incident. Ms. Jackson will work with the school to pinpoint the details to provide contact tracing so they can quarantine anyone who would be considered a close contact and inform anyone of minimal contact to monitor for symptoms. The goal being to keep as many people in school as possible per the Department of Health and Department of Education guidelines. She noted that so far there have been eighteen cases at 13 schools and 195 individuals have been quarantined. Which may seem like a lot but when you consider the number of individuals (students, staff, etc.) those number are really small.

Superintendent Husfelt added that staff is working hard to limit exposure. Teachers are doing a great job of social distancing and wearing masks. New hand sanitizer stations are being added to classroom for students to clean their hands and surfaces.

Ms. Jackson said that she is working on a dashboard to track cases and that information will be coming soon.

B. District Staff

No one else from District Staff spoke.

VII. CONSENT AGENDA

A. Deputy Superintendent

1. Request Approval for Additional Unit Allocations
2. Request Approval of Salary and Benefit Package for Non-Bargaining Employees for 2020-2021
3. Request Approval of ABCE Master Contract Pending Union Ratification Moved to Action by Register

B. Assistant Superintendent – Division of Teaching and Learning

1. Contracts MOUs, Agreements 2020-2021
2. Grants for 2020-2021
3. 2020-2021 Assessment Calendar

C. Business Support Services

1. Internal Audit Reports
2. Inventory Report
3. Purchasing and Contracting

D. Human Resources

1. Request to Approve Personnel Recommendations/Out of Field Teachers
2. Request Approval for the 2020-21 District Approved List

E. Facilities

1. Capital Projects Update

Neves made the motion to approve the remaining Consent Agenda minus VII.A.3. Chapman seconded. Motion passed unanimously.

VIII. ACTION ITEMS

VII.A.3. Request Approval of ABCE Master Contract Pending Union Ratification

Register said that prior to approval there were two areas that teachers were very concerned about: first being salaries and second being leave for those who are affected by COVID 19. CFO Loyed said that any extra money for teachers, especially beginning teachers, promised by Governor DeSantis has not been approved yet by the state and is not reflected in the salary schedules included in this contract.

Human Resources Director Shirley Baker said that the agreement with the teacher's union (ABCE) will provide that for the first quarantine event that a teacher is exposed to the teacher will have access to the emergency leave act which will cover two weeks, however if the teacher is well enough and can log in to BayLink and teach from home, they will not have to take any leave at all. If a teacher is unable to work, they can take the emergency sick leave act to cover two weeks. If there is a second event and the teacher cannot work from home, the district will provide five days of administrative leave and the teacher will provide five days of their own accumulated leave, if they don't have any accumulated leave, they will have to go unpaid. If there is a third event, the district will offer another five days of administrative leave. The district is covering five days administrative leave per teacher for three separate events. The district will also front load the ten days sick leave earned by each teacher once the contract is ratified and approved.

Register shared his concerns that all teachers will not be happy with salaries, especially veteran teachers. Denise Hinson, president of the teacher's union (ABCE) said the increase for beginning teachers was mandated through the state. There are veteran teachers who will be making the same amount as starting teachers, but the union is happy that starting teachers will be making more and hope that veteran teachers will get an increase next year.

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

A. Board Members and Attorney

1. Request Approval to Advertise New Policy 2.1035 - Information Technology Security

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

2. Request Approval to Advertise New Policy 9.106 - Parent – Teacher Conferences and Other Meetings Concerning Students

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

B. Facilities

- 1. Architect Selection for Mowat Middle School Renovation Project**

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

- 2. Construction Management Selection – Arnold High School and Parker Elementary School Roofing Project**

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

IX. PUBLIC HEARING

- A. Policy 2.134 Safety Precautions During Pandemic**

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

X. INFORMATIONAL ITEMS

- A. ~~Deane-Bozeman Internal Audit~~**

A. B. Charter School Financials

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

**XI. ~~EXECUTIVE SESSIONS – COLLECTIVE BARGAINING~~ Cancelled
(Immediately following School Board Meeting)**

Steve Moss – Chairman

Bill Husfelt - Superintendent



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MINUTES

BAY DISTRICT SCHOOL BOARD

SEPTEMBER 10, 2020

GINGER LITTLETON BOARD ROOM

SPECIAL SCHOOL BOARD MEETING – BUDGET WORKSHOP – 4:30 P.M.

2020-21 FINAL BUDGET REVISIONS

**SECOND PUBLIC HEARING – 2020-2021 MILLAGE & FINAL BUDGET –
5:01 P.M**

The Budget Workshop was called to order at 4:30 p.m. by School Board Chair Moss, in attendance were: Vice Chair Chapman, School Board Member Register, Superintendent Bill Husfelt. School Board Member Neves was connected electronically.

District CFO James Loyed introduced his staff and thanked them for their hard work and dedication during this process and then gave a PowerPoint presentation and addressed questions from the board on the key points of the budget including:

- Budget Calendar
- General Operating Fund
- Summary – General Fund Budget Comparison
- General Fund Appropriations by Object
- Special Revenue Fund
- Debt Service Fund
- Capital Projects Fund
- Enterprise Fund (Beacon)
- Internal Service Fund
- Budget Components by Fund
- District Summary Budget Comparison
- Percentage of Individual Funds to Total
- No Change in Millage Rate from Tentative Budget
- Millage Levy Comparison
- Proposed Millage Impact on Homeowners
- What is the Rolled-Back Millage Rate
- Fiscal Year 2020/21 Rolled-Back Rate & Change from Prior Year

The Budget Workshop ended at 5:00.

At 5:01 P.M. Chair Moss called the School Board Meeting to order and gave the invocation, Superintendent Husfelt led the Pledge of Allegiance.

Those in attendance: School Board Chair Steve Moss, Vice Chair Pamm Chapman, School Board Member Jerry Register, Acting Board Attorney Nick

Beninate, Superintendent Bill Husfelt. School Board Member Ryan Neves was connected electronically.

I. APPROVAL OF THE AGENDA

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

II. ACTION ITEMS

A. BUSINESS SUPPORT SERVICES

1. Approval of 201-2020 Final Budget Amendments and Financial Statements

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

2. 2020-2021 Final Budget Revisions

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

III. SECOND PUBLIC HEARING TO APPROVE THE 2020-2021 MILLAGE & FINAL BUDGET – 5:01 P.M.

The public hearing began at 5:01 p.m. with Chairman Moss explaining that the Board was in session for the purpose of hearing the public concerning the Final Millage Levy and Final Budget and for the Board to adopt a Final Millage Levy and Final Budget.

Chair Moss introduced District CFO, James Loyed who gave a PowerPoint presentation on the 2020-2021 Final Budget Revisions. The Board Members were given an opportunity to ask questions. The public was invited to also ask questions.

No member of the public requested to speak.

A. Adoption of Millage Rate

Motion by Chapman, seconded by Neves that the School Board adopt a millage rate of 5.9680 mills to support the 2020-2021 District Summary Budget which includes 3.7200 mills Required Local Effort; a Basic Discretionary Millage of .748 mills to support the General Fund; and 1.5000 mills as a Capital Improvement Tax to be used for construction and remodeling, new and replacement equipment, computer and device hardware and operating system software necessary for gaining access to or enhancing the use of electronic and digital instructional content and resources, and enterprise resource software, payments for educational facilities and sites due under a lease-purchase agreement' payment of loans approved pursuant to SS.1011014 and 1011.15 F.S., payment of costs of compliance with environmental statutes and regulations; payment of premiums for property and casualty insurance necessary to insure the educational and ancillary plants of the district.

Motion by Chapman, seconded by Neves to adopt the 2020-2021 Millage Rate. Motion passed three votes to one, with Register voting no.

B. Final District Summary Budget for 2020-2021

Motion by Register, seconded by Chapman to adopt the Final District Summary Budget for the 2020-2021 Fiscal Year in the amount of \$568,075,319. Motion passed unanimously.

C. Approval of Resolution #21-03 – Resolution Determining Revenues and Millage Levied

The resolution was read by Attorney Beninate.

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

D. Approval of Resolution #21-04 Resolution of the Bay County School Board Adopting the Final Budget for Fiscal Year 2020-2021

The resolution was read by Attorney Beninate.

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

The public hearing concluded at 5:19 p.m. at which time Chairman Moss adjourned the meeting.

Steve Moss – Chairman

Bill Husfelt - Superintendent



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District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

September 9, 2020

MEMORANDUM

TO: William V. Husfelt, Superintendent

FROM: Sandra D. Davis, Deputy Superintendent

AGENDA ITEM: Request Approval for Additional Unit Allocations

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



BAY DISTRICT SCHOOLS

Additional Unit Allocation Request

Bay District School Board Policy 2.121 - The recommendation of the Superintendent shall include the time in the school year that such allocations are to be implemented and reallocated. Any exceptions to the unit allocations shall be approved by the School Board.

DIRECTIONS: Complete this form and forward to the Deputy Superintendent. All items must be completed and the form signed by the school principal before it will be presented to the Superintendent for approval or disapproval. Board action must be secured before the position can be assigned or filled.

School: J.R. Arnold High School

Position Desired: Classroom Teacher

Rationale/Purpose: Provide instructional unit to offset loss of units from mini FTE

Funding Source: School Based AP Funds

Principal's Signature

Superintendent's Signature

Recommendation:

Approved Disapproved Date 9/9/20

Comment:

School Board Action: Approved Disapproved Date _____



BAY DISTRICT SCHOOLS
Additional Unit Allocation Request

Bay District School Board Policy 2.121 - The recommendation of the Superintendent shall include the time in the school year that such allocations are to be implemented and reallocated. Any exceptions to the unit allocations shall be approved by the School Board.

DIRECTIONS: Complete this form and forward to the Deputy Superintendent. All items must be completed and the form signed by the school principal before it will be presented to the Superintendent for approval or disapproval. Board action must be secured before the position can be assigned or filled.

School: J.R. Arnold High School

Position Desired: Classroom Teacher

Rationale/Purpose: Provide instructional unit to offset loss of units from mini FTE

Funding Source: School Based AP Funds

Principal's Signature *[Handwritten Signature]*

Superintendent's Signature *[Handwritten Signature]*

Recommendation: Approved Disapproved Date _____

Comment:

School Board Action: Approved _____ Disapproved _____ Date _____



MEMORANDUM

William V. Husfelt III, Superintendent

To: Sandra Davis, Deputy Superintendent

From: Denise Kelley, Assistant Superintendent, Teaching & Learning

Date: September 22, 2020

Re: Additional Personnel Units for 2020-2021

SCHOOL	PERSONNEL	BUDGET
H. Beach ES	2 Classroom Teachers	Grant #6997
Merritt Brown MS	1 Classroom Teacher	Grant #6997



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Ryan Neves
District 4

Steve Moss
District 5

September 22, 2020

MEMORANDUM

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

AGENDA ITEM: Contracts/MOUs/Agreements
2020-2021

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

ARTICULATION AGREEMENT BETWEEN THE BAY DISTRICT SCHOOL BOARD
AND GULF COAST STATE COLLEGE
2020-2021

The following articulation agreement has been developed as required in the Laws of Florida, 1007.271, Florida Statutes (F.S.). The purpose of this agreement is to outline the conditions under which college-level courses shall be conducted and evaluated in high schools throughout the region served by Gulf Coast State College (GCSC). Gulf Coast State College has worked with the Bay District School Board for many years in meeting the objectives of this rule; this articulation agreement is intended to further enhance relationships between the Bay District School Board and Gulf Coast State College.

This agreement is entered into this 1st day of August, 2020, by the Bay District School Board and the District Board of Trustees of Gulf Coast State College. All existing articulation agreements between Bay District School Board and Gulf Coast State College are hereby modified to conform with the terms of this agreement.

The Bay District School Board and Gulf Coast State College agree to establish the Articulation Committee with representative membership from each entity. This committee will monitor the activities established within this agreement, recommend enhancements and changes, and promote articulation. Articulation Committee membership shall consist of two representatives from the School Board and two representatives from the College, appointed by the superintendent of Bay District Schools and the president of Gulf Coast State College.

- (1) A delineation of courses and programs composed of dual enrollment students. College-level courses shall be made available in each of the public high schools within the district served by Gulf Coast State College. Courses to be offered shall be determined by the Director of K-12 and Adult Instructional Services of the Bay District Schools of Bay County in collaboration with the Vice President of Institutional Effectiveness and Strategic Planning of Gulf Coast State College. Approved courses shall be credit bearing courses leading to the completion of an Associate in Arts degree, an Associate in Science degree, or a career technical certificate and shall not include physical education courses, orientation courses, college preparatory courses, or career technical preparatory courses (pre-collegiate). With the exception of science labs, courses available to dual enrollment students consist of standard college credit courses of three or more semester hours. Attached is an approved list of the Florida Department of Education dual-enrollment courses (Exhibit A).

All such courses shall be carefully screened so as to be consistent with the goals of the Bay District School's curricula and the college-level program requirements of Gulf Coast State College. Students enrolled in these courses shall receive both high school and college credit upon successful completion of the course. The superintendent of schools shall be responsible for incorporating either directly or by reference these courses within the district school board student progression plan.

Career dual enrollment will be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to F.S.1008.44, which count as credits toward the high school diploma. Career dual enrollment will be available for secondary students seeking a degree and industry certification through a career education program or course.

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time at GCSC leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to F.S. 1008.44, which are creditable toward the high school diploma and the certificate or associate degree. Participation in the career early admission program is limited to students who have completed a minimum of four (4) semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. Students enrolled pursuant to this section are exempt from the payment of registration, tuition, and laboratory fees.

Gulf Coast State College will provide advising workshops for the high school guidance counselors and will assign a navigator to each high school to assist students with exploring postsecondary options. The College will also jointly host a dual-enrollment meeting with the high school instructional coordinators at the beginning of each academic year. Students may receive instructions on how to access the MyCareerShines to perform credit/degree audits. During the ninth grade planning process, students will be encouraged to identify a postsecondary educational objective. Students pursuing a post-secondary degree will have access to the College's catalog noting the courses required for each degree program.

For those students who have selected a baccalaureate degree as their objective, MyCareerShines will assist these students with identifying the general education requirements and any prerequisites for entrance into selected baccalaureate-degree programs.

- (2) A delineation of the process by which students and their parents are informed about opportunities to participate in articulated acceleration programs. Bay District Schools shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration. During the ninth grade planning process, each student will be informed of eligibility criteria, the option for taking dual enrollment courses beyond the regular school year to include taking classes during school hours, after school hours, and during the summer terms, and the minimum academic credits required for graduation. The Bay District School Board shall annually assess the demand for dual enrollment and consider strategies and programs to meet that demand.

Information concerning dual enrollment will be disseminated to all incoming high school freshmen. Students, who meet the eligibility criteria for dual enrollment and choose the dual enrollment option, will receive academic advising as to which college-level courses will fulfill their high school graduation requirements.

- (3) A delineation of the process by which students and their parents exercise their option to participate in an articulated acceleration program. Students enrolling in dual enrollment

classes must complete a dual enrollment registration record, which includes a signature of a parent/guardian, and the student. The student will also need a letter of approval from the high school when attending GCSC's campus. The dual enrollment registration record certifies the student's eligibility; assessment scores will also be verified at this time. The completed forms must be submitted to the high school dual enrollment coordinator when the student registers for his/her classes located on the high school's campus and forwarded to the Dual Enrollment Office. The completed forms will be submitted by the student to the Dual Enrollment Office if the class is offered on GCSC's campus.

Early admission shall be a form of dual enrollment through which eligible students enroll at Gulf Coast State College on a full-time basis in courses that are creditable toward the high school diploma and the associate degree and have permission to take all coursework at Gulf Coast State College's main campus, the Gulf/Franklin Campus, or the North Bay Campus. Candidates for this program need to submit the "Application for Accelerated Graduation" and an "Early Admission Course Approval" form completed by the high school.

The eligibility criteria to participate in early admission are outlined in the district's student progression plan.

- (4) A delineation of high school credits earned for completion of each dual enrollment course. All college-credit courses offered will meet the guidelines for transferability of credit under 1007.22, Florida Statutes. Dual enrollment will utilize the common course designation and number system approved by the Department of Education.

In accordance with 1007.271, (18), Florida Statutes, Bay District Schools will weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

- (5) Provision for postsecondary courses that meet the criteria for inclusion in a district articulated acceleration program to be counted toward meeting the graduation requirements of F.S.1003.4282. Gulf Coast State College and the Bay District School Board will follow the recommendations of the Articulation Coordinating Committee as to which postsecondary courses will fulfill the high school graduation requirements of F.S.1003.4282.

- (6) An identification of eligibility criteria for student participation in dual enrollment courses and programs. Counselors employed by high schools within the Bay District Schools shall, through appropriate testing and counseling, determine students who may reasonably be expected to succeed in college-level courses. To be eligible to enroll in postsecondary academic and career technical courses under this agreement, a student must meet the following criteria:
- Be an eligible secondary student as defined in 1007.271 (2), Florida Statutes.
 - Have demonstrated prior high school academic achievement on a minimum of five

credits by attaining a minimum of a 3.0 unweighted cumulative grade point average for Associate in Arts courses or a 2.0 unweighted cumulative grade point average for career technical courses.*

- Present qualifying designated placement test scores (CPT, PERT**, SAT or, ACT) for computation and communication courses. (Please see Exhibit B for the Florida Department of Education Emergency Order, DOE Order No. 2020-EO-02, in response to COVID19.)
- Obtain permission of a parent/guardian.
- Provide verification from the high school guidance counselor that he/she has met the dual enrollment academic admission criteria and has a student record reflecting good attendance, appropriate conduct, and responsible behavior.

*Exceptions to the qualifying grade point average will be reviewed on a case-by-case basis and requested by the high school principal or designated representative and approved by the Vice President of Institutional Effectiveness and Strategic Planning, Gulf Coast State College.

**PERT (Post-Secondary Education Readiness Test)

A dual-enrolled student is required to satisfy the college preparatory testing requirement in the areas of reading, writing, and mathematics by the time the student has earned twelve (12) credit hours. Exceptions to the twelve (12) college credit hour rule will only be made if the high school grants the student permission to continue, the school district has notified the student in writing of the college-ready deficiency, and the student (as verified by the high school) is concurrently enrolled in a secondary course(s) in the basic competency area for which they have been deemed deficient.

- (7) A delineation of institutional responsibilities regarding student screening prior to enrollment and monitoring student performance subsequent to enrollment in dual enrollment courses and programs. High school counselors shall determine students who may reasonably be expected to succeed in college-level courses. Students must successfully score at the college level as required by State Board Rule 6A-10.0315 to enroll in dual enrollment courses in communication and computation. Student progress during enrollment in dual enrollment courses will be monitored by the faculty member teaching the course. The performance in subsequent courses will be analyzed on a yearly basis.
- (8) Criteria by which the quality of dual enrollment courses and programs are to be judged. Quality of instruction shall be assessed jointly by principals within the high schools and the academic division chairs of Gulf Coast State College. The assessment of quality will be determined by course outlines and syllabi, by tests and exams, and by the success of students in subsequent courses. The tests and exams will be jointly evaluated by appropriate high school and College officials.

The following accountability and assessment measures will apply to college credit dual enrollment: The Office of Institutional Effectiveness and Strategic Planning/Dual Enrollment at Gulf Coast State College will assess the dual enrollment program to analyze

participation and success rates. Course and instructor evaluations will also be assessed along with performance comparisons between dual enrollment sections versus non-dual enrollment sections of the same course. The results of the program review will be shared with the school district.

Dual enrollment students must maintain a 2.5 cumulative GPA on all attempted Associate in Arts degree (AA) college-level work and 2.0 cumulative GPA on all career technical college coursework each semester for continued participation in the program. If a student's GPA falls below the required GPA, he/she will be prohibited from enrolling for one semester. Students who fail to complete 50 percent of attempted coursework may jeopardize continued participation in the dual enrollment program. Two terms of earning a GPA below 2.5 in AA coursework and a 2.0 in career and technical coursework will result in dismissal from the Dual Enrollment program.

Dual enrolled students may repeat a course one time in which they earned grades of *W*, *D*, or *F* if given permission from the high school. Third and subsequent attempts must be paid for by the student, after completion of high school graduation, and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts appear on the transcript, only the grade earned in the most recent attempt is calculated in the GPA at the College. If a student stops attending class, the grade earned, usually an *F*, is assigned and posted.

All dual enrollment students are subject to the College's rules and policies, as well as all public laws. Students who violate College rules or policies are subject to disciplinary action as provided in the Student Code of Conduct found in the *Student Handbook*. Dual enrolled students must comply with add/drop/withdrawal/attendance policies and deadlines of Gulf Coast State College.

Faculty employed to teach dual enrollment courses shall be those mutually agreed upon by the Bay District School Board and Gulf Coast State College. The academic preparation of the faculty members selected must meet the criteria used by Gulf Coast State College as required by the Southern Association of Colleges and Schools (SACS). Dual enrollment faculty credentials must be on file with the College. Dual enrollment faculty will be observed and evaluated using the same criteria as for all other full-time and/or adjunct faculty. Copies of current course syllabi will be filed with the College's division chairs prior to the start of each term and chairs will ensure that final exams mirror the equivalent rigor of on-campus courses. *Cumulative end-of-course assessments must be provided/approved by the appropriate department/curriculum chair two (2) weeks prior to scheduled administration date.* Completed scored exams will be returned to GCSC and held on file for a period of one (1) year.

Courses taught on the high school campus will only be comprised of dual-enrolled students. High schools requesting to offer dual enrollment courses will do so at the beginning of each academic semester and, upon approval to offer the courses, will **submit student registrations within the first two (2) weeks of class.**

Gordon Rule—extensive writing courses—will be capped at no more than 26 students per class section.

In an effort to improve college readiness and expose students to postsecondary education, students who meet the eligibility criteria with the exception of the GPA criterion will be allowed to enroll in Student Life Skills (SLS prefix) courses.

Dual enrolled courses taught on the high school campus will ensure minimal interruptions of instructional time.

The high schools will inform students of college-level expectations to include:

- a) Any letter grade below a *C* will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her college transcript.
- b) All grades, including *W* for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
- c) While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
- d) The selection of courses to meet degree requirements is extremely important, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.

At the end of each term following the College's grade entry deadline, the student's transcript will be sent to the high school guidance department.

- (9) A delineation of institutional responsibilities for assuming the costs of dual enrollment courses and programs. Revenues derived from the delivery of college credit courses are specified in Florida Statutes. Both the Bay District School Board and Gulf Coast State College shall apply for appropriate funding through established procedures. Additionally, when dual enrollment is provided on the high school site by postsecondary institutional faculty, Bay District Schools shall reimburse GCSC the costs associated with the instructor's salary and benefits (current adjunct rate for the fiscal year). When dual enrollment is provided on the high school site by school district faculty, the high school agrees to assist the College in administering the program.

For dual-enrolled classes offered on one of GCSC's campuses and online (fall and spring terms), Bay District School Board agrees to pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP).

Credit earned through dual enrollment that are necessary to meet high school graduation requirements will be identified according to Florida Statute 1007.271, paragraph (9): "Such

equivalencies shall be determined solely on comparable course content and not on seat time traditionally allocated to such courses in high school.”

Instructional materials for such courses shall be provided, in accordance with the student progression plan, to the student without charge by the Bay District School Board. The books shall be those textbooks recommended by Gulf Coast State College except in special circumstances mutually agreed upon by designees of Gulf Coast State College and the Bay District School Board. Whenever possible, the same version of a textbook will be used for three (3) years.

As required by law, students with disabilities will receive appropriate accommodations. The cost of such accommodations will be evenly split between Bay District School Board and Gulf Coast State College. The College’s criteria will be used to determine the need for accommodations.

- (10) Responsibility for providing student transportation for instruction at a facility other than the high school campus. If a dual enrollment class is taught at a location other than the high school campus, the responsibility for transportation to and from the College will be determined by the Bay County School District.
- (11) Counseling services. Students enrolled under the cooperative agreement between Gulf Coast State College and the Bay District School Board shall receive counseling through the high school counseling staff in the high school where the course or courses shall be offered. Gulf Coast State College will assist in the counseling process by providing special speaking engagements, seminars, and planned advising workshops for the purpose of working with high school counselors in coordinating the student’s academic program. A web page will provide static information, links to GCSC resources, and services such as counseling and registration. The school district will provide space in each high school (easily accessible to students) and network connection to the Internet for access to the GCSC website.

Gulf Coast State College is committed to providing equal opportunities for all students. Student Accessibility Resources (SAR) assist students with disabilities or special needs. Students may request accommodations and adjustments by registering with Student Accessibility Resources (850-747-3423) for dual-enrolled courses. Accommodations for classes taught in district locations will be coordinated by the local high school *once the student is registered with SAR*. Services and resources that are available to students with disabilities are listed on the Student Accessibility Resources webpage (<https://www.gulfcoast.edu/current-students/student-accessibility-resources/>).

- (12) Library services. Students enrolled in the dual enrollment program will have total access to resources of the Gulf Coast State College Library to include GCSC’s virtual library. The students may also use the libraries within the public high schools.
- (13) Activities not covered by this agreement. Problems or concerns related to the operation of dual enrollment courses not specified in this agreement shall be negotiated through the

designees of the president of Gulf Coast State College and the superintendent of Schools of the Bay District School Board.

- (14) Charter High Schools, under the supervision of Bay District Schools, fall under this agreement.
- (15) This agreement remains in effect until such time that modifications are deemed necessary by either party.

Signatures of Responsible Authorities of the Participating Institutions

IN WITNESS WHEREOF: District Board of Trustees of Gulf Coast State College and the Bay District School Board, Bay County, Florida have adopted this Agreement and caused it to be executed by respective chairpersons and chief executive officers, in accordance with Section 1007.235, Florida Statutes, Articulation and Access, Dual Enrollment Programs.

DISTRICT BOARD OF TRUSTEES OF GULF COAST STATE COLLEGE



John Holdnak, President
Gulf Coast State College

7/23/20

Date



Jim McKnight, Chair
District Board of Trustees
Gulf Coast State College

7/23/20

Date

ATTEST: BAY DISTRICT SCHOOL BOARD

William Husfelt, Superintendent
Bay District Schools

Date

Steve Moss, Chair
Bay District Schools

Date

Exhibit A

Approved Courses for Dual Enrollment

All students intending to graduate with an A.A. degree and planning to transfer to the university to pursue a specific major are required to complete the following curriculum.

To assure that graduates of the state university and state college systems share a common base of General Education requirements, the State of Florida has designated general education core course options in each of five areas of study—Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences. Beginning with students initially entering a Florida College System institution or state university in 2015-2016 and thereafter, each student must complete at least one identified core course (designated with •) in each area of study as part of the general education course requirements.

Communication Area 6 crs

o Students will demonstrate the ability to communicate effectively.

o Students will demonstrate the ability to analyze communication critically.

Any student who successfully completes a course with an ENC prefix for which ENC1101 is an immediate prerequisite shall be considered to have completed the communication core.

•+*	ENC1101, English I	3
+*	ENC1102, English Composition II	3

Humanities Area 9 crs

o Students will confirm the ability to think critically through demonstrating interpretive ability and cultural literacy.

o Students will acquire competence in reflecting critically upon the human condition.

In order to fulfill the Humanities area requirement, students must choose at least one course from each discipline (Visual & Performing Arts, Philosophy/Religion, and Literature). At least one course in the Humanities area must be a core option course (designated with •).

Discipline: Visual & Performing Arts (choose one, 3 crs)

- ARH2000, Understanding Visual Arts
- ARH2050, Art History I ARH2051, Art History II
- ARH2060, History of Architecture
- MUL2010, Understanding Music
- MUL2110, Survey of Music Literature
- THE2000, Understanding Theatre
- THE2071, Survey of Film

Discipline: Philosophy/Religion (choose one, 3 crs)

(Students must complete ENC1101 with a minimum grade of "C" before taking Philosophy/Religion courses, which also require completion with a minimum grade of "C.")

- PHH2060, Introduction to Classical Philosophy
- PHI2002, Introduction to Modern and Contemporary Philosophy
- PHI2010, Introduction to Philosophy
- PHI2600, Ethics
- PHI2635, Biomedical Ethics
- REL2000, Introduction to Religion
- REL2121, Introduction to Religion in America
- REL2300, Religions of the World REL2315, Eastern Religions SPN2200, Second-Year Spanish I

Discipline: Literature (choose one, 3 crs)

(Students must complete ENC1102 with a minimum grade of "C" before taking Literature courses, which also require completion with a minimum grade of "C.")

- AML2010, American Literature through the Civil War
- AML2020, American Literature: Reconstruction to Present
- AML2600, African-American Literature
- ENG2111, Literature & Film
- ENL2012, English Literature through the 18th Century
- ENL2022, English Literature: Romantics to Present
- LIT2000, Introduction to Literature
- LIT2040, World Drama
- LIT2090, Contemporary Literature
- LIT2110, World Literature: Ancient – Renaissance
- LIT2120, World Literature: Enlightenment to Present
- LIT2380, Women in Literature

Mathematics Area **6 crs**

o Students will determine appropriate mathematical and computational models and methods in problem solving, and demonstrate an understanding of mathematical concepts.

o Students will apply appropriate mathematical and computational models and methods in problem solving.

Any student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

NOTE: Mathematics course requirements are determined by student's choice of major. Consult an academic advisor for more information.

Discipline: Mathematics (choose one, 3 crs)

(choose at least one core option course [designated with •] from the list below)

- MAC1105, College Algebra
- MAC2311, Calculus with Analytical Geometry I
- MGF1106, Mathematics for Liberal Arts I
- MGF1107, Mathematics for Liberal Arts II
- STA2023, Statistics

Plus at least three additional hours at the level of STA, MAC, or MGF as approved by advisor and/or defined by major.

Natural Sciences Area **6 crs**

o Students will demonstrate the ability to critically examine and evaluate scientific observation, hypothesis, or model construction, and to use the scientific method to explain the natural world.

o Students will successfully recognize and comprehend fundamental concepts, principles, and processes about the natural world.

Any student who successfully completes a natural science course for which one of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural sciences core.

In order to fulfill the Natural Sciences area requirement, students must complete both a Physical Science and a Biological Science course. At least one course in the Natural Sciences area must be a core option course (designated with •).

Discipline: Physical Sciences (choose one, 3 crs)

- AST1002, Descriptive Astronomy
- CHMX020, Chemistry for Liberal Studies
- CHM1032, General, Organic, Biochemistry
- CHM1040, Fundamentals of Chemistry
- CHM1045, General Chemistry
- ESC2000, Earth and Space Science Survey
- EVR1001, Introduction to Environmental Science
- GLY1010, Physical Geology
- GLY1032, Natural Disasters
- MET1010, Introductory Meteorology
- OCE1001, Fundamentals of Oceanography

- PHY1020, Basic Concepts of Physics
- PHY1023, Survey of General Physics
- PHY2048, University Physics I
- PHY2053, College Physics I

Discipline: Biological Sciences (choose one, 3 crs)

- BOT2800, Plants and Society
- BSC1005, General Biological Science
- BSC1020, Human Biology
- BSC2010, Biology for Science Majors I
- BSC2085, Human Anatomy and Physiology I
- BSC2311, Introduction to Marine Biology

Social Sciences Area **9 crs**

o Students will demonstrate the ability to examine behavioral, social, and cultural issues from a variety of points of view.

o Students will demonstrate an understanding of basic social and behavioral science concepts and principles used in the analysis of behavioral, social, and cultural issues, past and present, local and global.

In order to fulfill the Social Sciences area requirement, students must choose at least one course from each discipline (Behavioral Sciences, History, and Government). From the two courses taken in History and Government, students are expected to take one Global course and one U.S. course. At least one course in the Social Sciences area must be a core option course (designated with •).

Discipline: Behavioral Sciences (choose one, 3 crs)

- ANT2000, Introduction to Anthropology
- ECO2013, Principles of Economics, Macro
- PSY2012, General Psychology
- SYG2000, Principles of Sociology

Discipline: History (choose one, 3 crs)

Global:

- EUH1000, Western Civilization I
- EUH1001, Western Civilization II

U.S.:

- AMH2010, United States History I
- AMH2020, United States History II

Discipline: Government (choose one, 3 crs)

Global:

- CPO2002, Comparative Government

U.S.:

- POS2041, American National Government
- POS2112, State and Local Government

Elective courses in the associate in arts transfer tracks and other courses in the associate in science degree and the career technical certificates will be approved upon mutual agreement between the school district and Gulf Coast State College.

- General Education Core.
- + Prerequisites and/or corequisites required
- * Minimum grade of "C" required

Exhibit B

The Florida Department of Education released an Emergency Order (EO), DOE Order No. 2020-EO-02, in response to COVID 19. In section VIII(d), the emergency order states:

The testing requirement for student eligibility for initial enrollment in college credit dual enrollment courses taken through December 31, 2020 provided in section 1007.271(3), is suspended.

Per State of Florida guidance, this EO does not eliminate the unweighted 3.0 GPA requirement for initial eligibility and, "Florida College System institution boards of trustees may establish additional initial student eligibility requirements," F.S. 1007.271(3).

As mutually agreed upon and in accordance with the EO and state guidance, one of the following additional initial eligibility requirements* (alternative methods) along with the unweighted high school GPA of 3.0 will be used to determine college ready placement for enrollment. Gulf Coast State College and Bay/Gulf/Franklin School Districts will consider these alternative options appropriate for students' initial placement in communication and computation college-level courses.

- PSAT Scores** (includes PSAT 8/9, PSAT 10 and PSAT/NMSQT)
 - Evidence-Based Reading and Writing (EBRW): 430 or higher
 - Placement: English AND Reading (ENC 1101)
 - Math: 480 or higher
 - College Ready Placement: Mathematics (MAT 1033, STA 2023, MGF 1106, MGF 1107)
 - College Algebra: 530 or higher
 - College Level Placement: College Algebra (MAC 1105)
- FSA (Florida Standards Assessment)
 - Most recent ELA Score: Level 4 or 5
 - Placement: English AND Reading (ENC 1101)
 - Most recent Mathematics Score: Level 4 or 5
 - College Ready Placement: Mathematics (MAT 1033, STA 2023, MGF 1106, MGF 1107)
- EOC (End-of-Course)
 - Most recent Math Assessment (Algebra I or Geometry): Level 4 or 5
 - College Ready Placement: Mathematics (MAT 1033, STA 2023, MGF 1106, MGF 1107)
- Grades Earned by students in relevant prior high school coursework:
 - To enroll in ENC 1101, students must have a final grade of 85 or higher in one of the following courses: English II Honors, English 111 Honors, AP English Language, or AICE General Paper.
 - To enroll in MAT 1033, STA 2023, MGF 1106, MGF 1107, students must have a final grade in Algebra II/Algebra II Honors of 80 or higher.
 - To enroll in MAC 1105, students must have a final grade in Algebra II/Algebra II Honors of 85 or higher.
 - To enroll in MAC 1140 or MAC 1114, students must have a final grade in Algebra II/Algebra II Honors of 90 or higher or approval (letter of recommendation) from the high school guidance counselor to indicate that students possess the level of computation skills necessary for higher-level college math courses. (Guidance counselors will consult with previous math teacher(s) as deemed appropriate.)

*Common placement tests scores (PERT, SAT, ACT, and ACCUPLACER) already on file at Gulf Coast State College will be accepted for initial eligibility for enrollment. However, the alternative methods identified on or after May 14, 2020 and will accepted and be used for initial eligibility through December 31, 2020.

** PSAT Scores chosen for initial eligibility are based on minimum college and career readiness benchmarks provided by the College Board SAT Suite of Assessments for success in college level course work. <https://collegereadiness.collegeboard.org/pdf/educator-benchmark-brief.pdf>

This EO will be communicated to students through their high school guidance counselors.

**ARTICULATION AGREEMENT
2020-21 Academic Year
School Board of Bay County, Florida
Florida State University, Panama City**

THIS AGREEMENT entered into by and between the SCHOOL BOARD OF BAY COUNTY, FLORIDA, a body corporate existing under the laws of the State of Florida, hereinafter referred to as the "School Board" and FLORIDA STATE UNIVERSITY BOARD OF TRUSTEES, a public body corporate existing under the laws of the State of Florida, for and on the behalf of FLORIDA STATE UNIVERSITY, and hereafter referred to as the "University" or "FSU" effective as of the last date signed. The Agreement shall be renewed annually in accordance with s. 1007.271, Florida Statutes.

WITNESSETH

WHEREAS the University and the School Board agree to provide articulated accelerated learning mechanisms through dual enrollment for eligible Bay County Public School students who wish to shorten the time necessary to complete the requirement for obtaining a college degree, broaden the scope of curricular options, or increase the depth of study available for a particular subject, and

WHEREAS the University offers courses and programs which will enhance accelerated learning opportunities for qualified students in Bay County, and

WHEREAS the School Board wishes to make courses and programs available to qualified students who are enrolled in its public high schools; and

WHEREAS the common objective of providing such educational services may best be achieved in the most economical manner through joint and coordinated action between the University and the School Board; and

WHEREAS s. 1007.271, Florida Statutes, and State University System of Florida Board of Governors (BOG) Regulation 6.006 provide a mechanism for achieving this common objective

NOW THEREFORE IN CONSIDERATION OF THE COVENANTS AND CONDITIONS SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:

ARTICLE I

The parties agree that the foregoing recitals are true and correct and incorporated herein by reference.

ARTICLE II: DEFINITION OF DUAL ENROLLMENT

Dual enrollment at a state university in Florida is a program in which eligible secondary students are permitted to enroll in a postsecondary course creditable toward a standard high school diploma and an associate or baccalaureate degree. Credits and grade points will be assigned according to policies established by the University and the School Board.

ARTICLE III: UNIVERSITY REQUIREMENTS & RESPONSIBILITIES

The University agrees to permit students enrolled in a public secondary school in Bay County, who have been certified by their guidance counselors or principal/designee as qualified, to dual enroll in a maximum of nine hours per semester in courses included on the *Florida State University (Panama City Campus) High School Dual Enrollment Approved Course List*. The list includes courses that satisfy statewide general education core requirements (pursuant to s. 1007.25, Florida Statutes), courses for which statewide general education core courses are prerequisites, foreign language course sequences up to the intermediate level, and other courses specifically selected for inclusion in the dual enrollment program at FSU. All courses on the list are described in the FSU Undergraduate Bulletin and included on the Florida Department of Education *Dual Enrollment Course-High School Subject Area Equivalency List* as satisfying secondary and postsecondary degree requirements. Under the provisions of Florida Statutes, applicable state rules or regulations, and university policy, the following terms and conditions apply:

- A. ***Program Requirements.*** The student must meet the following program requirements to enroll in courses approved for dual enrollment at FSU:
1. Must be a registered eligible secondary student in a Bay County public school. For the purpose of this section, an eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school that is in compliance with s. 1002.42(2), Florida Statutes, and provides a secondary curriculum pursuant to s. 1003.4282, Florida Statutes. Students who will graduate from high school prior to completion of the postsecondary course may not register through dual enrollment.
 2. Must submit a new dual enrollment application and guidance counselor approval form each semester by the published deadlines.
 3. Must have a 3.5 or higher weighted secondary school grade point average on a minimum of 12 graded credits to include at least 2 English credits; 2 mathematics credits, one of which must be Algebra II or higher; at least 1 science credit with lab component; and at least 1 social studies credit. Exceptions to the weighted grade point average may be granted on a case-by-case basis provided that the student's GPA is above the statutory 3.0 unweighted minimum.
 4. Must maintain a 3.0 FSU GPA to continue dual enrollment at FSU in subsequent semesters.

5. Must provide copies of the high school transcript upon initial application and copies of other college/university transcripts or test scores for earned credits as appropriate.
6. Must achieve the following standardized test scores as verified by the high school guidance counselor or principal/designee or official testing documentation. Subscore minimums may be achieved on separate administrations of the test.

ACT Test – 22 or higher Composite Score plus the following subscores:

- Reading score of 19 or higher
- English score of 19 or higher
- Math score of 20 or higher

SAT Test – 1100 or higher Total Score plus the following subscores:

- Reading subscore of 24 or higher
- Writing subscore of 26 or higher
- Math subscore of 25 or higher

* In the event that SAT/ACT testing is unavailable in times of state or national emergency, limited exceptions to SAT/ACT scores will be made available only during the relevant application period. During such emergencies, Florida State University will permit guidance counselors to substitute a PSAT score of 960 or higher in place of the required SAT/ACT only for those otherwise qualified students who submit verification that the SAT/ACT test date was cancelled or unavailable during the application period. Upon application for future semesters, the student will be required to submit a qualifying SAT/ACT test score to maintain eligibility.

7. May take a maximum of 9 hours of coursework approved for dual enrollment at FSU in accordance with Florida Statutes and the provisions of this agreement. Dual enrollment students may enroll only in those courses included on the *Florida State University (Panama City Campus) High School Dual Enrollment Approved Course List* (see attachment). Dual enrollment students may enroll in an online section of selected approved courses only if the course is taught using an asynchronous delivery method.
8. Must meet any course prerequisites as set forth in the FSU Undergraduate Bulletin as evidenced by FSU course work or transcripts from other colleges or universities.
9. Must provide proof of immunization or waiver as required of all University students.
10. Must be free of the following charges or violations:
 - a. Any current charge or finding of responsibility for scholastic or behavioral misconduct at any educational institution.
 - b. Any felony charge even if adjudication has been withheld.

- c. Any violation of the law which resulted in, or if pending could result in probation, community service, jail sentence, revocation or suspension of your driver's license, or a traffic violation that resulted in a fine of \$200 or more.
- B. ***Application and Advising.*** Dual enrollment at FSU Panama City campus is administered by the Office of the Dean at 4750 Collegiate Drive, Panama City, Florida, 32405-1099. Application materials and instructions are outlined in the High School Dual Enrollment Application and Student Guide available at <http://pc.fsu.edu/admissions/dual-enrollment-high-school-students>. The student must obtain approval from the high school guidance counselor or principal/designee on the appropriate form and then schedule a mandatory academic advising meeting with the Office of the Dean at the Panama City Campus. Students will be allowed to register for only those courses listed on the *Florida State University (Panama City Campus) High School Dual Enrollment Approved Course List*.
- C. ***Early Admission.*** Early admission is a form of dual enrollment through which eligible secondary students are permitted to enroll on a full-time basis (minimum of 12 credit hours) as a degree-seeking student in accordance with s. 1007.271(2), Florida Statutes, and BOG Regulation 6.006. Early admission at FSU requires a separate application process through the Office of Admissions, which includes much higher test scores among other requirements. Additional information is available in the FSU Undergraduate Bulletin or by contacting the FSU Office of Admissions.
- D. ***University Policies.*** Dual enrollment students will be held to the FSU Academic Honor Code and the Student Code of Conduct. Dual enrollments students must comply with academic policies outlined in the FSU Undergraduate Bulletin unless otherwise amended by the terms of this agreement. One such amendment is that dual enrollment students are not permitted to drop courses after the add/drop period closes on the fourth day of FSU classes except for documented extenuating circumstances approved by both the Associate Dean of Undergraduate Studies at FSU and the school guidance counselor. If a student is granted a course drop after this date, FSU will reimburse the school district for the standard state university tuition rate per credit hour paid for such student during a fall or spring semester. Early admit students are considered degree-seeking students and therefore must comply with all academic policies outlined in the FSU Undergraduate Bulletin.
- E. ***Academic Support Services.*** Dual enrollment students will have access to academic support services at FSU, including academic advising; libraries; student disability resources; and various learning centers that offer writing assistance, tutoring for selected courses, and study skills instruction. Students with disabilities must register with and provide relevant documentation to the Office of Student Affairs at FSU Panama City, after which time they will be eligible to receive appropriate accommodations. The University's criteria will be used to determine the need for accommodations. For more information about student disability services, visit <http://pc.fsu.edu/student-disability-services>.

- F. ***Class Attendance.*** Dual enrollment students are expected to attend all FSU classes and are discouraged from taking vacation days during a semester of enrollment. Each faculty member sets attendance expectations in the course syllabus within the parameters of broader FSU policy. Dual enrollment students who have a legitimate high school sponsored activity that unavoidably conflicts with an examination or other assessment at FSU must provide documentation on school letterhead in order to reschedule.

- G. ***Mature Course Content.*** While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

- H. ***Grades and Transcripts.*** At the end of each term and after grades have posted, the University will send dual enrollment student transcripts to the high school guidance departments. FSU official course grades are also available to students online in Student Central (my.fsu.edu) on the Wednesday after finals week each semester. **Dual enrollment courses become part of the student’s permanent college transcript, are calculated into the student’s permanent postsecondary GPA, and may affect a student’s future college admission and financial aid eligibility.** FSU does not have a grade forgiveness policy, so students are not able to repeat a course to replace a grade at FSU.

- I. ***Non-Degree Seeking Status.*** Successful completion of dual enrollment courses does not ensure admission to the university as a degree-seeking student.

- J. ***Campus Site for Instruction.*** Dual enrollment instruction will be provided at the FSU campus exclusively (never at the high school) or through selected asynchronous online classes offered through the Panama City Campus specifically.

ARTICLE IV: SCHOOL BOARD REQUIREMENTS & RESPONSIBILITIES

The School Board agrees to permit certain qualified students to participate in university classes at FSU under the following terms:

- A. ***Program Counseling.*** The high school student and parent(s) or guardian(s) have been counseled regarding the specific requirements of the dual enrollment program and notified that participation and successful completion of dual enrollment courses does not ensure admission into the university as a degree-seeking student. In addition, students and parent(s) or legal guardian(s) shall be informed that dual enrollment course grades are included in the student’s college grade point average, become a part of the student’s permanent academic record, and may affect the student’s future college admission and financial aid eligibility.

- B. ***Parental Permission.*** The high school student has been granted permission by the parent(s) or guardian(s) and the guidance counselor or principal/designee to enroll in the dual enrollment program.

- C. ***School Board Payment.*** Pursuant to s. 1007.271(21), Florida Statutes, the School Board shall pay the standard state university tuition rate per credit hour from funds provided in the Florida Education Finance Program to the University for Bay County public school student dual enrollment course credits during the fall and/or spring terms. Tuition for summer term dual enrollment course credits are waived by the University. Note: State law prohibits these costs from being passed along to dual enrollment students.

ARTICLE V: JOINT RESPONSIBILITIES

The University and the School Board warrant and agree that all dual enrollment shall meet the provisions of the current State of Florida laws, rules, and regulations.

- A. ***Budgetary Policies.*** The University and the School Board shall establish budgetary policies to support dual enrollment programs which will include the following provisions:
1. The University will invoice the School Board at the conclusion of the drop/add period for each fall and spring semester that has student credit hours, including the standard university tuition rate and any eBook charges through the Follett IncludED program. The invoice will be sent to the following district address or email: ***Christina Kight-McVay***, 1311 Balboa Avenue, Panama City, FL 32401. Email: kightcl@bay.k12.fl.us; Phone: (850) 767-4100.
 2. Students receiving instruction under the provisions of this agreement shall be exempt from the payment of tuition and fees.
 3. Early admission is a form of dual enrollment through which eligible secondary students enroll on a full-time basis (minimum of 12 credit hours). As such, these students are exempt from tuition and fees and the financial arrangements between the School Board and the University are the same as with other dual enrollment students.
 4. Students enrolled in a Bay County public school and receiving instruction under the provisions of this agreement shall be provided textbooks/instructional materials that are paid for by the School Board. Note: State law prohibits these costs from being passed along to dual enrollment students.
- B. ***Transportation.*** Dual enrollment students at FSU shall be responsible for their own transportation arrangements.
- C. ***Articulation.*** The University and the School Board shall continue to carry out established articulation procedures to ensure close communication and effective planning.
- D. ***Publicity.*** The University and the School Board will publicize this agreement and take whatever actions necessary to affect the implementation of said agreement within their respective organizations.

ARTICLE VI: NOTICE PROVISION

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of the paragraph. For the present, the parties designated the following as the respective places for giving notice:

To School Board: William V. Husfelt III, Superintendent
The School Board of Bay County, Florida
1311 Balboa Avenue
Panama City, Florida 32401
(850) 767-4101 / husfewv@bay.k12.fl.us

To University: Dr. Heather Bishop
Assistant Dean of Undergraduate Studies
University Center A, Room A3400
P.O. Box 3062360
Florida State University
Tallahassee, Florida 32306-2360
(850) 645-2451 / hbishop@fsu.edu

* The Assistant Dean will provide copies to the University Provost, Registrar, and Dean

ARTICLE VII: AUTHORITY PROVISION

Each person signing this Agreement on behalf of either party individually warrants that he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

ARTICLE VIII: INDEMNIFICATION PROVISION

Each party agrees to be fully responsible for its own acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence, but only to the extent and limits provided in s. 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract. The parties acknowledge that the foregoing shall not constitute an agreement by either party to indemnify the other, nor a waiver of any defense the parties may have under such s. 768.28, Florida Statutes.

ARTICLE IX: NON-DISCRIMINATION PROVISION

The parties shall not discriminate against any employee or participant in this program because of race, creed, age, religion, color, gender, national origin, marital status, disability, sexual

orientation, veteran's status, genetic information, gender identity, gender expression, or any other legally protected group status.

ARTICLE X: TERMINATION PROVISION

This contract may be terminated by either party upon thirty (30) days written notice to the other party with or without cause.

NOTHING FOLLOWS ON THIS PAGE

IN WITNESS WHEREOF, the duly authorized officials of the parties executed this agreement as of the last date signed below.

For the School Board

THE SCHOOL BOARD OF BAY COUNTY,
FLORIDA

Steve Moss, Chairman

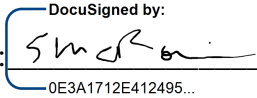
Signature: _____

Date: _____

For the University

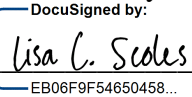
FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES, acting for and on the
behalf of FLORIDA STATE UNIVERSITY

Sally McRorie, Provost and Executive Vice
President for Academic Affairs

Signature:  _____
DocuSigned by:
0E3A1712E412495...

Date: 9/9/2020 | 7:54 AM PDT

Reviewed for Legal Sufficiency by
Lisa Scoles, Esq.
Deputy General Counsel
Florida State University

Signature:  _____
DocuSigned by:
EB06F9F54650458...

Date: 9/9/2020 | 10:21 AM EDT

MEMORANDUM OF UNDERSTANDING
BETWEEN
GULF COAST CHILDREN'S ADVOCACY CENTER, INC.
AND THE
SCHOOL BOARD OF BAY COUNTY, FLORIDA

THIS AGREEMENT is executed between Gulf Coast Children's Advocacy Center, Inc., a Florida not-for-profit corporation ("Children's Advocacy Center") and the School Board of Bay County, Florida ("BCSB" of the "School Board").

WHEREAS, Children's Advocacy Center and BCSB desire to enter a collaborative agreement whereby the Children's Advocacy Center provides behavioral health services and/or social services for students at Bay County schools;

WHEREAS, Children's Advocacy Center wishes to provide a continuum of services to meet the Behavioral Health and/or social services needs of School Board students; and

WHEREAS, the School Board has students in need of services Children's Advocacy Center is able and willing to provide.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the Children's Advocacy Center and the School Board agree as follows:

1. Term & Termination

This agreement shall remain in effect for one year, commencing at the date of execution by both parties. Either party may terminate this agreement upon providing 30 days' notice.

2. Scheduling and Locations

The School Board will allow Children's Advocacy Center to provide behavioral health services and/or social services on School Board campuses to be approved by the Director of Student Wellness Programs. School locations are to be set at the sole discretion of the School Board. The specific dates, times, and locations Children's Advocacy Center will see students will be established and agreed upon by both parties in advance of the specific site visits with alternate dates established as needed.

The point of contact for Children's Advocacy Center prior to initiating services at any school location shall be the School Board's Director of Student Wellness Programs or his or her designee if the Director is unavailable. Prior to contacting a school to schedule services, Children's Advocacy Center must contact Student Wellness Programs at 850-767-5449 or 850-767-3955.

After Children's Advocacy Center has received approval from the Director of Student Wellness Programs to reach out to individual school sites, a schedule of services will be arranged through each Principal or his or her designee. All parental consent packages will be approved by the School Board in advance of distribution.

3. Referrals

The School Board is under no obligation to refer students to Children's Advocacy Center for behavioral health services and/or social services and makes no guarantees to Children's Advocacy Center that the School Board will refer any certain number of students to Children's Advocacy Center. However, the School Board anticipates that it may have students in the following categories, which the School Board may refer to Children's Advocacy Center for behavioral health services and/or social services, as needed:

- Students who have behavioral and/or social services concerns which, according to School Board faculty, significantly impact the safety or fidelity of the learning environment for the student or other students.
- Students who are identified through a Social-Emotional Health Survey or other assessment/interview as needing behavioral health care and/or social services.
- Students whose parents requests a referral for behavioral health care and/or social services.

4. Cost

Children's Advocacy Center shall bear all costs associated with its provision of behavioral health services and/or social services. There shall be no rental or license fee charged Children's Advocacy Center by BCSB for the use of space on BCSB property. Children's Advocacy Center may recoup costs via grants, contracts, or other third-party funding, as may be allowed by law. The School Board assumes no responsibilities with regard to such billing or fees.

5. Services to be Provided by Children's Advocacy Center

Children's Advocacy Center will provide the following behavioral health services and/or social services for students:

- a. Assessment of Basic Needs: This is a necessary and quick process of gathering information to initially determine appropriate interventions/services to address the needs of at-risk students and families. The assessment includes social, emotional, physical, environmental and educational factors that affect the student.
- b. Student Wraparound Achievement Team: The Student Wraparound Achievement Team shall consist of a maximum of two school representatives, one community partner, caregiver(s) of the student, and the Children's Advocacy Center Wraparound Education Coordinator. The Wraparound Education Coordinator shall facilitate discussion of the needs of the student and family and develop and implement the Student Achievement Plan within 15 days of the initial team meeting.

Referrals for services and coordination for care shall be the responsibility of the Wraparound Education Coordinator, with assistance as needed, by other team members. The duration of

services and care will be determined based upon achievement of the desired outcomes, for the student, identified in the Student Achievement Plan.

Note: Services will be provided only to those students whose parent, or legal guardian, completes the intake forms, including a consent form.

6. Independent Contractor & Licensing

The parties agree neither party shall be deemed an agent or contractor of the other. The parties recognize that Children's Advocacy Center, through its agents and employees, shall be engaged in the provision of behavioral health and/or social services, which may be subject to licensing requirements. The School Board shall have no direct control over the methods or means by which Children's Advocacy Center will provide behavioral health and/or social services under this Agreement, and at all times during this engagement, Children's Advocacy Center and its agents and employees shall exercise their own independent professional judgment in connection with the performance of behavioral health and/or social services under this Agreement.

It shall at all times remain the responsibility of Children's Advocacy Center to ensure that all Children's Advocacy Center officers, agents, and employees obtain and maintain proper licensure and insurance to provide the behavioral health and/social services contemplated by this Agreement. Children's Advocacy Center agrees to indemnify and hold harmless the School Board, its officers, agents, and employees from any liability resulting from Children's Advocacy Center's failure to comply with the requirements of this paragraph or any state or federal law with regard to licensure.

7. Indemnification & Insurance

Children's Advocacy Center for itself and its officers, employees, agents, representatives, contractors, or sub-contractors, shall fully indemnify and hold the School Board and its officers and employees harmless from any claim, loss, damage or liability caused by negligence, misfeasance or malfeasance by the Children's Advocacy Center, its employees, appointees or agents, in the performance of or relating to the performance of the duties imposed upon the Children's Advocacy Center by this Agreement and any covenant or provision hereof, including but not limited to defending the School Board and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon School Board, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon the School Board. The Children's Advocacy Center shall indemnify and hold the School Board harmless from any claim, loss, damage or liability caused by negligence, misfeasance or malfeasance by the Children's Advocacy Center, its employees, appointees or agents, in the performance of or relating to the performance of the duties imposed by this Agreement. The Children's Advocacy Center shall immediately give the School Board written notice of any and all claims asserted against the Children's Advocacy Center and the School Board shall have the right but not the obligation to participate in any defense.

Notwithstanding the foregoing, 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.

Children's Advocacy Center shall maintain, throughout the term of this Agreement and any renewals:

a. 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. Children's Advocacy Center 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 Children's Advocacy Center'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.

b. Adequate workers' compensation insurance to cover all activities by Children's Advocacy Center personnel on School Board property. Workers compensation coverage must, at a minimum, comply with the workers' compensation coverage requirements found in Florida Statutes chapter 440 and all other applicable laws and regulations.

8. Entire Agreement

This Agreement constitutes and contains the entire agreement and understanding between the Parties with respect to the subject matter herein and supersedes and replaces all prior negotiations and proposed agreements, written or oral. The Parties acknowledge that no representations, inducements, promises, or agreements have been made by or on behalf of any Party, except those covenants and agreements embodied in this written Agreement. Any amendment or modification of this Agreement, or any waiver of its terms, in order to be binding, must be written and signed by the Parties hereto.

9. Background Screening

All Children's Advocacy Center personnel who have direct contact with students shall first submit to and clear a background check in a manner prescribed by Florida law.

Children's Advocacy Center represents and warrants to the School Board that the Children's Advocacy Center has read and is familiar with Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 regarding background investigations. Children's Advocacy Center covenants to comply with all requirements of the above cited statutes and shall provide School Board with proof of compliance upon request. Notwithstanding any other term herein to the contrary, Children's Advocacy Center agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Children's Advocacy Center's failure to comply with

the requirements of this paragraph or Florida Statute Sections 1012.32, 1012.321, 1012.465, 1012.467 and 1012.468.

10. Student Privacy and Student Records

Pursuant to the terms of this Agreement, Children's Advocacy Center may receive from the School Board records that are exempt from public release, including but not limited to, personally identifiable student information, the confidentiality of which is protected under the Family Educational Rights and Privacy Act (FERPA) as well as under Sections 1002.22 and 1002.221, Florida Statutes. Children's Advocacy Center acknowledges and agrees that it may use such information only for the purposes for which the disclosure was made and may not disclose the information to any other party without the prior written consent of the School Board. Children's Advocacy Center shall not allow anyone to obtain access to personally identifiable information from education records, or other exempt records, except in strict accordance with the requirements, if any, established by the School Board in writing. Upon termination of the Agreement, Children's Advocacy Center shall return to the School Board, all such information in its possession, if any, and confirm the same in writing to the School Board.

Children's Advocacy Center and its officers, employees, agents, representatives, contractors, and sub-contractors shall fully comply with the requirements FERPA, §§ 1002.22, 1002.221, Fla. Stat. or any other federal or Florida law or regulation, regarding confidentiality of student information and records. Further, Children's Advocacy Center for itself and its officers, employees, agents, representatives, contractors, or sub-contractors, shall fully indemnify and hold the School Board and its officers and employees harmless for any violation of this covenant, including but not limited to defending the School Board and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon the School Board, or payment of any and all cost(s), damage(s), judgment(s), or loss(es) incurred by or imposed upon School Board arising out of the breach of this covenant by the vendor, or an officer, employee, agent, representative, contractor, or sub-contractor of the vendor to the extent and only to the extent that the vendor or an officer, employee, agent, representative, contractor, or sub-contractors of the vendor shall either intentionally or negligently violate the provisions of this covenant or FERPA, §§ 1002.22, 1002.221, Fla. Stat. This provision shall survive the termination of or completion of all performance or obligations under this agreement and shall be fully binding upon Children's Advocacy Center until any proceeding brought on account of this covenant is barred by any applicable statute of limitations.

11. Descriptive Headings

The headings used herein are descriptive only and for the convenience of identifying provisions and are not determinative of the meaning or effect of any such provision.

12. Opportunity to Consult with Counsel

The Parties acknowledge that they have had an opportunity to consult with counsel of their own choice, that they have read this Agreement, that they are fully aware of the contents

of this Agreement and of its legal effect and fully understand and agree to each and every provision hereof without reservation, and that they have executed this Agreement in reliance on their own judgment and free from any coercion, duress or undue influence.

13. Venue and Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without regard to any choice of law provisions. The Parties agree that the Circuit Court for the Fourteenth Judicial Circuit, Bay County, Florida (hereinafter the "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, and agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court. Each of the Parties consents to the jurisdiction of the Court, acknowledges that the Court has jurisdiction over this Agreement, and that the Court shall retain jurisdiction for the purposes of implementing and enforcing the terms of this Agreement.

14. Notices

All notices, consents, demands, or other communications required or permitted to be given pursuant to this Agreement shall be in writing by e-mail and hard copy, and shall be deemed sufficiently given and received on: (i) the day on which delivered personally or via facsimile transfer during a business day to the appropriate location(s) listed below; (ii) one business day after delivered to a nationally recognized overnight delivery service such as Federal Express or Airborne Express for overnight delivery to the appropriate location(s) listed below; or (iii) three business days after the posting thereof by United States registered or certified first class mail, return receipt requested with postage and fees prepaid and addressed as follows:

If to School Board:

Superintendent of Schools
1311 Balboa Avenue
Panama City, Florida 32401

With a copy to:

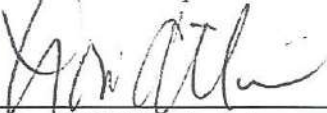
Franklin R. Harrison, Esq.
School Board Attorney
Hand Arendall Harrison Sale LLC
304 Magnolia Avenue
Panama City, Florida 32401

If to Children's Advocacy Center:

Lori Allen
CHILDREN'S ADVOCACY CENTER
20 E. 11TH STREET
PANAMA CITY, FL 32401
With a copy to:

Any party may change his, her or its address and/or the address of the entity copied on his, her or its behalf upon written notice to all other Parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized officers or representatives.



Gulf Coast Children's Advocacy Center
Executive Director Lori Allen

The School Board of Bay County, Florida
Superintendent William Husfelt

Date: 9/9/2020

Date: _____



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

September 22, 2020

M E M O R A N D U M

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

AGENDA ITEM: Internal Audit Reports

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



OFFICE OF
WILLIAM V. HUSFELT, III
 SUPERINTENDENT

1311 Balboa Avenue
 Panama City, Florida
 32401

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Board Members

Pamm Chapman
 District 1

Ryan Neves
 District 2


Ginger Littleton
 District 3

Jerry Register
 District 4

Steve Moss
 District 5

MEMORANDUM

TO: Billy May, Principal

FROM: Maryam Stukey, Internal Accounts Auditor 

DATE: September 14, 2020

SUBJECT: Internal Accounts Audit
 Bay High School
 July 1, 2019 – June 30, 2020

Attached is Bay High School's internal accounts audit report for July 1, 2019 through June 30, 2020. This report will be presented at the School Board meeting on September 22, 2020.

A copy of the attached report will be distributed as listed below:

Sharon Churchwell, Board Secretary
 Jim Loyed, Chief Financial Officer
 Human Resource Dept., Personnel File, Billy May
 Principal, Billy May

If you have any questions, please let me know.

Thank you.




MEMORANDUM

Business & Finance Services

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

September 14, 2020

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

From: Maryam Stukey, Internal Accounts Auditor 

Subject: Internal Accounts Audit
Bay High School
Audit Period July 1, 2019 through June 30, 2020

Audit Date: September 10, 2020 and September 11, 2020

I have reviewed the activities of the Internal Accounts of Bay 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 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) reviewed donations, (5) reviewed 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 statements, (10) reviewed fund raising activities, and (11) reviewed ticket sales.

In my opinion, the internal accounts of Bay 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 in balance as reflected by Exhibit 'B'.

The checks sampled were properly documented with invoices or receipts and the purchases were 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.

Bay High School has one checking account and two money market accounts in qualified public depositories as required by Florida law.

I have discussed this audit with the principal.

cc: Billy May, Principal
Personnel File, Billy May
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: Bay High School
Date: 9/11/2020

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 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 re-sale items? | 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
Yes

Current list of individuals authorized to sign checks

<u>Billy May</u>	Principal
<u>Kris Palfrey</u>	Assistant Principal
<u>Marion Harrington</u>	Confidential Secretary
<u>Gwen Oswald</u>	Bookkeeper

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

From Date:	7/1/2019
To Date:	6/30/2020

From Acct:	1
To Account:	999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
Account Group 1 General								
015402	Parking Decals	\$3,519.77	\$1,443.00	(\$1,328.84)	\$0.00	\$3,633.93	\$0.00	\$3,633.93
015500	General Fund	\$9,085.33	\$5,032.97	(\$5,561.76)	(\$1,951.59)	\$6,604.95	\$0.00	\$6,604.95
015530	Student Badges	\$5,920.88	\$1,325.00	(\$149.87)	\$0.00	\$7,096.01	\$0.00	\$7,096.01
015550	Guidance	\$250.54	\$1,279.79	(\$671.30)	\$200.00	\$1,059.03	\$0.00	\$1,059.03
015552	SCHOOL SAFETY	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
015722	Graduation	\$3,390.80	\$2,905.00	(\$920.86)	(\$200.00)	\$5,174.94	\$0.00	\$5,174.94
015878	SUPPLEMENTS	\$6,110.00	\$0.00	\$0.00	\$0.00	\$6,110.00	\$0.00	\$6,110.00
Group Total		\$28,377.32	\$11,985.76	(\$8,632.63)	(\$1,951.59)	\$29,778.86	\$0.00	\$29,778.86
Account Group Total		\$28,377.32	\$11,985.76	(\$8,632.63)	(\$1,951.59)	\$29,778.86	\$0.00	\$29,778.86
Account Group 2 Athletic								
025100	Athletic-Departmental-Hig	\$4,677.50	\$8,418.31	(\$23,694.67)	\$13,185.38	\$2,586.52	\$0.00	\$2,586.52
025102	Football	\$927.12	\$33,214.76	(\$32,141.88)	(\$2,000.00)	\$0.00	\$0.00	\$0.00
025104	Basketball-Boys	\$0.00	\$11,102.04	(\$7,798.97)	(\$2,502.55)	\$800.52	\$0.00	\$800.52
025105	Basketball-Girls	\$0.41	\$3,923.88	(\$3,708.03)	(\$216.26)	\$0.00	\$0.00	\$0.00
025107	Baseball	\$2,700.39	\$7,939.35	(\$9,715.75)	(\$288.15)	\$635.84	\$0.00	\$635.84
025109	Soccer-Boys	\$2,080.59	\$4,279.80	(\$2,468.00)	(\$1,066.50)	\$2,825.89	\$0.00	\$2,825.89
025112	Volleyball	\$0.65	\$2,995.05	(\$2,362.20)	(\$633.50)	\$0.00	\$0.00	\$0.00
025113	Soccer-Girls	\$665.86	\$2,958.17	(\$1,363.42)	(\$725.00)	\$1,535.61	\$0.00	\$1,535.61
025115	Softball	\$951.10	\$1,870.00	(\$3,812.29)	\$1,925.00	\$933.81	\$0.00	\$933.81
025116	Tennis	\$13.71	\$3,699.61	(\$2,553.83)	\$1,190.99	\$2,350.48	\$0.00	\$2,350.48
025120	Golf-Boys	\$11,539.98	\$8,716.00	(\$15,859.74)	\$0.00	\$4,396.24	\$0.00	\$4,396.24
025125	Track	\$341.30	\$2,951.64	(\$3,280.09)	(\$12.85)	\$0.00	\$0.00	\$0.00
025128	Cross Country	\$25.03	\$2,489.10	(\$2,072.18)	(\$75.00)	\$366.95	\$0.00	\$366.95
025135	Swim and Dive	\$0.00	\$25.00	(\$24.00)	\$0.00	\$1.00	\$0.00	\$1.00
025140	Wrestling-Boys	\$464.34	\$2,192.75	(\$1,697.75)	(\$275.00)	\$684.34	\$0.00	\$684.34
025145	Weightlifting - Boys	\$140.69	\$0.00	(\$144.00)	\$3.31	\$0.00	\$0.00	\$0.00
025150	Weightlifting-Girls	\$10.10	\$574.00	(\$3,033.96)	\$3,133.40	\$683.54	\$0.00	\$683.54
025611	Cheerleaders	\$1,741.05	\$4,876.25	(\$6,431.77)	(\$150.00)	\$35.53	\$0.00	\$35.53
Group Total		\$26,279.82	\$102,225.71	(\$122,162.53)	\$11,493.27	\$17,836.27	\$0.00	\$17,836.27
Account Group Total		\$26,279.82	\$102,225.71	(\$122,162.53)	\$11,493.27	\$17,836.27	\$0.00	\$17,836.27
Account Group 3 Music								
035200	Band	\$5,088.18	\$1,760.33	(\$3,144.88)	\$0.00	\$3,703.63	\$0.00	\$3,703.63
035210	Choir	\$6,720.51	\$7,929.98	(\$6,747.39)	(\$150.00)	\$7,753.10	\$0.00	\$7,753.10
Group Total		\$11,808.69	\$9,690.31	(\$9,892.27)	(\$150.00)	\$11,456.73	\$0.00	\$11,456.73
Account Group Total		\$11,808.69	\$9,690.31	(\$9,892.27)	(\$150.00)	\$11,456.73	\$0.00	\$11,456.73

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

From Date:	7/1/2019
To Date:	6/30/2020

From Acct:	1
To Account:	999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
Account Group 4 Club/Class								
045602	Anchor Club	\$339.63	\$200.00	(\$190.00)	(\$150.00)	\$199.63	\$0.00	\$199.63
045603	Art Club	\$14.26	\$0.00	\$0.00	\$0.00	\$14.26	\$0.00	\$14.26
045607	BETA Club	\$2,226.07	\$829.00	(\$2,051.97)	\$700.00	\$1,703.10	\$0.00	\$1,703.10
045608	DEBATE CLUB	\$9.40	\$0.00	\$0.00	\$0.00	\$9.40	\$0.00	\$9.40
045612	Civic Club	\$33.23	\$1,889.08	(\$670.16)	(\$400.00)	\$852.15	\$0.00	\$852.15
045623	Drama Club	\$12,666.04	\$1,841.42	(\$4,792.68)	(\$150.00)	\$9,564.78	\$0.00	\$9,564.78
045635	FCA	\$29.44	\$130.00	(\$100.00)	(\$50.00)	\$9.44	\$0.00	\$9.44
045651	Inter Club Council	\$221.71	\$0.00	\$0.00	\$0.00	\$221.71	\$0.00	\$221.71
045656	Key Club	\$144.14	\$435.00	(\$182.00)	\$50.00	\$447.14	\$0.00	\$447.14
045660	Latin Club	\$3,914.81	\$280.00	(\$1,026.25)	(\$150.00)	\$3,018.56	\$0.00	\$3,018.56
045661	Latin Honor Society	\$282.59	\$140.00	\$0.00	(\$150.00)	\$272.59	\$0.00	\$272.59
045663	Mu Alpha Theta	\$3,634.07	\$1,055.00	(\$474.40)	(\$150.00)	\$4,064.67	\$0.00	\$4,064.67
045664	National Honor Society	\$1,077.41	\$2,117.97	(\$1,861.98)	(\$150.00)	\$1,183.40	\$0.00	\$1,183.40
045667	PEP CLUB	\$177.22	\$785.00	(\$396.77)	(\$150.00)	\$415.45	\$0.00	\$415.45
045677	ROTC Club	\$8,776.79	\$21,441.07	(\$22,902.08)	\$0.00	\$7,315.78	\$0.00	\$7,315.78
045678	SCIENCE CLUB	\$1,486.23	\$130.00	\$0.00	\$0.00	\$1,616.23	\$0.00	\$1,616.23
045682	Spanish Club	\$520.88	\$180.00	\$0.00	(\$150.00)	\$550.88	\$0.00	\$550.88
045752	SENIOR CLASS	\$173.60	\$0.00	\$0.00	\$0.00	\$173.60	\$0.00	\$173.60
045755	SGA	\$17,463.68	\$16,501.00	(\$27,641.86)	\$1,629.92	\$7,952.74	\$288.90	\$7,663.84
045787	Interact Club	\$147.56	\$20.00	\$0.00	\$0.00	\$167.56	\$0.00	\$167.56
045789	AUTISM	\$72.00	\$0.00	\$0.00	\$0.00	\$72.00	\$0.00	\$72.00
045797	Learn And Serve Club	\$768.85	\$70.00	(\$157.07)	(\$200.00)	\$481.78	\$0.00	\$481.78
046011	CHESS CLUB	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00
046014	STEP TEAM	\$0.00	\$734.00	(\$464.52)	\$0.00	\$269.48	\$0.00	\$269.48
046015	Diamond Girls	\$1,903.22	\$1,930.00	(\$1,045.93)	(\$325.00)	\$2,462.29	\$0.00	\$2,462.29
046016	SCHOOL BRICKS	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	\$0.00	\$80.00
046050	SWAT	\$128.53	\$0.00	\$0.00	\$0.00	\$128.53	\$0.00	\$128.53
046060	SPECTRUM/GSA	\$0.00	\$1,070.00	(\$188.51)	\$40.00	\$921.49	\$0.00	\$921.49
047588	HOSA	\$1,152.64	\$2,282.01	(\$1,448.76)	\$0.00	\$1,985.89	\$0.00	\$1,985.89
Group Total		\$57,514.00	\$54,060.55	(\$65,594.94)	\$244.92	\$46,224.53	\$288.90	\$45,935.63
Account Group Total		\$57,514.00	\$54,060.55	(\$65,594.94)	\$244.92	\$46,224.53	\$288.90	\$45,935.63
Account Group 5 Grant								
055301	BEF/ST JOE -BASEBALL	\$0.00	\$35,000.00	(\$35,088.15)	\$88.15	\$0.00	\$0.00	\$0.00
055302	BEF/CAC	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
055303	BEF CAC Megan Todd	\$0.00	\$300.00	(\$300.00)	\$0.00	\$0.00	\$0.00	\$0.00
055304	BEF CAC Logan Flint	\$0.00	\$368.00	(\$368.00)	\$0.00	\$0.00	\$0.00	\$0.00
055305	BEF-DEATON'S CLASS-S	\$32.16	\$0.00	\$0.00	(\$32.16)	\$0.00	\$0.00	\$0.00

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

From Date:	7/1/2019
To Date:	6/30/2020

From Acct:	1
To Account:	999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
055306	BEF CAC Crystall Bullock	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
055307	BEF-Come together to read	\$0.00	\$500.00	(\$499.38)	(\$0.62)	\$0.00	\$0.00	\$0.00
055308	BEF-Keeping it classic	\$0.00	\$500.00	(\$494.31)	(\$5.69)	\$0.00	\$0.00	\$0.00
055309	BEF-CAC Grant	\$0.00	\$500.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
055310	BEF-Bullock's Books	\$0.00	\$250.00	(\$250.03)	\$0.03	\$0.00	\$0.00	\$0.00
055311	FARM BUREAU Grant	\$492.19	\$0.00	(\$492.09)	\$0.00	\$0.10	\$0.00	\$0.10
055312	BEF-Draworks	\$0.00	\$500.00	(\$499.62)	(\$0.38)	\$0.00	\$0.00	\$0.00
055313	UNIV CENTRAL FL GRAN	\$2,000.00	\$4,000.00	(\$3,054.52)	(\$30.00)	\$2,915.48	\$0.00	\$2,915.48
055314	BEF-Mail Call	\$0.00	\$500.00	(\$498.18)	(\$1.82)	\$0.00	\$0.00	\$0.00
055315	BEF-All Booked Up	\$0.00	\$250.00	(\$248.15)	(\$1.85)	\$0.00	\$0.00	\$0.00
055316	BEF-Calling All Chromes	\$0.00	\$532.86	(\$532.86)	\$0.00	\$0.00	\$0.00	\$0.00
055317	BEF-Building Back Books	\$0.00	\$254.02	(\$258.41)	\$4.39	\$0.00	\$0.00	\$0.00
055318	BEF-Translate to Success!	\$0.00	\$498.45	(\$493.35)	(\$5.10)	\$0.00	\$0.00	\$0.00
055319	Farm Bureau Garden Grant	\$0.00	\$500.00	(\$327.68)	\$0.00	\$172.32	\$0.00	\$172.32
055320	Farm Bureau Garden Grant	\$0.00	\$473.20	\$0.00	\$0.00	\$473.20	\$0.00	\$473.20
055321	BEF-Bay's Book Bonanza	\$0.00	\$250.00	(\$244.83)	(\$5.17)	\$0.00	\$0.00	\$0.00
055322	BEF-St. Joe-Softball	\$0.00	\$9,026.00	(\$9,025.96)	(\$0.04)	\$0.00	\$0.00	\$0.00
055323	BEF-St. Joe-Band	\$0.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
055324	BEF-Band inst. Repair	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
Group Total		\$2,524.35	\$90,202.53	(\$54,175.52)	\$9.74	\$38,561.10	\$0.00	\$38,561.10
Account Group Total		\$2,524.35	\$90,202.53	(\$54,175.52)	\$9.74	\$38,561.10	\$0.00	\$38,561.10
Account Group 6 Department								
065203	Art Department	\$201.90	\$887.34	\$0.00	\$30.00	\$1,119.24	\$0.00	\$1,119.24
065204	Science Department-High	\$1,735.34	\$0.00	(\$477.04)	\$0.00	\$1,258.30	\$0.00	\$1,258.30
065319	Reading Department	\$25.02	\$0.00	\$0.00	\$0.00	\$25.02	\$0.00	\$25.02
065713	ESE Department	\$24.34	\$0.00	\$0.00	\$0.00	\$24.34	\$0.00	\$24.34
065714	English Department	\$0.78	\$0.00	\$0.00	\$0.00	\$0.78	\$0.00	\$0.78
065715	InD Class	\$695.79	\$0.00	(\$595.51)	(\$100.00)	\$0.28	\$0.00	\$0.28
065731	Library Department	\$3,333.58	\$0.00	(\$6.00)	\$184.89	\$3,512.47	\$0.00	\$3,512.47
065733	Math Department	\$1,634.03	\$0.00	(\$25.00)	\$0.00	\$1,609.03	\$0.00	\$1,609.03
065751	Social Studies Department	\$86.07	\$0.00	\$0.00	\$0.00	\$86.07	\$0.00	\$86.07
065774	AICE Program	\$2,212.16	\$19,880.09	(\$19,452.92)	\$400.00	\$3,039.33	\$0.00	\$3,039.33
065775	PHOTOGRAPHY	\$25.32	\$200.00	\$0.00	\$0.00	\$225.32	\$0.00	\$225.32
065776	MARKETING CLASS	\$360.33	\$0.00	\$0.00	\$0.00	\$360.33	\$0.00	\$360.33
065779	PBS - REDPRIDE	\$1,889.46	\$0.00	\$0.00	(\$1,889.46)	\$0.00	\$0.00	\$0.00
065796	Culinary Arts Class	\$7,408.44	\$5,165.87	(\$8,334.53)	(\$3,408.40)	\$831.38	\$0.00	\$831.38
065797	Global Perspectives Class	\$0.00	\$36.00	\$0.00	\$0.00	\$36.00	\$0.00	\$36.00
Group Total		\$19,632.56	\$26,169.30	(\$28,891.00)	(\$4,782.97)	\$12,127.89	\$0.00	\$12,127.89

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

From Date:	7/1/2019
To Date:	6/30/2020

From Acct:	1
To Account:	999999

Activity Accounts

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	YTD Work Bal.
Account Group Total		\$19,632.56	\$26,169.30	(\$28,891.00)	(\$4,782.97)	\$12,127.89	\$0.00	\$12,127.89
Account Group TRUSTS								
072384	Donna South Excellence	\$1,200.00	\$0.00	(\$500.00)	\$0.00	\$700.00	\$0.00	\$700.00
075302	Principal's Discretion	\$5,409.96	\$3,512.01	(\$5,921.59)	(\$519.92)	\$2,480.46	\$0.00	\$2,480.46
075305	Yearbook	\$10,333.98	\$11,402.00	(\$14,211.78)	\$50.00	\$7,574.20	\$0.00	\$7,574.20
075340	SENIOR TRIP	\$9,009.52	\$68,280.00	(\$64,805.25)	\$900.00	\$13,384.27	\$0.00	\$13,384.27
075341	Class 2020/Cap and Gown	\$0.00	\$1,860.00	(\$1,575.00)	\$0.00	\$85.00	\$0.00	\$85.00
075356	Lost/Damaged Library Boo	\$181.59	\$3.30	\$0.00	(\$184.89)	\$0.00	\$0.00	\$0.00
075357	Lost/Damaged Textbooks	\$753.15	\$0.00	(\$753.15)	\$0.00	\$0.00	\$0.00	\$0.00
075358	Library Trust/Jane Hinman	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
075362	Campus Beautification	\$58.11	\$2,106.00	(\$2,106.00)	\$0.00	\$58.11	\$0.00	\$58.11
075363	Project Graduation	\$4,437.91	\$0.00	(\$949.68)	\$0.00	\$3,488.23	\$0.00	\$3,488.23
075364	STREET LIGHTS	\$3,772.75	\$336.00	(\$889.13)	(\$200.00)	\$3,019.62	\$0.00	\$3,019.62
075370	SGA Gym Project	\$1,792.69	\$0.00	\$0.00	\$0.00	\$1,792.69	\$0.00	\$1,792.69
075371	CLASS OF 1960 DONATIO	\$2,515.05	\$0.00	\$0.00	(\$2,515.05)	\$0.00	\$0.00	\$0.00
075373	MAAD 5	\$1,909.77	\$0.00	\$0.00	(\$1,909.77)	\$0.00	\$0.00	\$0.00
075377	Thaddeus & Edna Dicken	\$500.00	\$0.00	(\$500.00)	\$0.00	\$0.00	\$0.00	\$0.00
075381	Scholarship/Beth Conlan	\$39.77	\$0.00	\$0.00	\$0.00	\$39.77	\$0.00	\$39.77
075382	Scholarship/Lillie Brewto	\$2,966.37	\$0.00	(\$1,500.00)	\$0.00	\$1,466.37	\$0.00	\$1,466.37
075383	HURRICANE MICHAEL RE	\$15,020.52	\$0.00	(\$9,292.64)	\$0.00	\$5,727.88	\$0.00	\$5,727.88
075384	Henshaw-Whitley Scholars	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
075386	Scholarship/Shea Stevenso	\$509.10	\$0.00	\$0.00	\$0.00	\$509.10	\$0.00	\$509.10
075390	Teacher Appreciation	\$2,295.80	\$0.00	\$0.00	\$0.00	\$2,295.80	\$0.00	\$2,295.80
075400	WEEKS MEMORIAL SCH	\$1,820.00	\$0.00	(\$1,000.00)	\$0.00	\$820.00	\$0.00	\$820.00
075402	TERRY DYE SCHOLARSH	\$988.00	\$0.00	\$0.00	\$0.00	\$988.00	\$0.00	\$988.00
075403	ONE BLOOD SCHSHP/Ke	\$0.00	\$1,550.00	(\$1,500.00)	\$0.00	\$50.00	\$0.00	\$50.00
075404	ATHLETIC STUDENT ASS	\$824.35	\$0.00	\$0.00	(\$483.74)	\$140.61	\$0.00	\$140.61
075405	STUDENT ASSISTANCE	\$127.27	\$0.00	\$0.00	\$0.00	\$127.27	\$0.00	\$127.27
075500	2020 Class Reunion	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Group Total		\$68,265.66	\$94,549.31	(\$105,504.22)	(\$4,863.37)	\$50,447.38	\$0.00	\$50,447.38
Account Group Total		\$66,265.66	\$94,549.31	(\$105,504.22)	(\$4,863.37)	\$50,447.38	\$0.00	\$50,447.38
Grand Total		\$212,402.40	\$388,883.47	(\$394,853.11)	\$0.00	\$205,432.76	\$288.90	\$206,143.86

991	Cash On Hand	\$0.00	\$378,015.39	\$0.00	(\$378,015.39)	\$0.00	\$0.00	\$0.00
992	Ameris Bank	\$2,050.80	\$778.49	\$0.00	\$0.00	\$2,829.29	\$0.00	\$2,829.29
993	TRUSTMARK BANK CHE	\$115,850.41	\$9,749.08	(\$394,853.11)	\$378,015.39	\$108,761.77	(\$288.90)	\$108,472.87

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

From Date:	7/1/2019
To Date:	6/30/2020

From Acct:	1
To Account:	999999

Activity Accounts

YTD

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	Payable	Work Bal.
997	First Nat'l Bank of NW FL	\$94,501.19	\$340.51	\$0.00	\$0.00	\$94,841.70	\$0.00	\$94,841.70
General Ledger Grand Total		\$212,402.40	\$388,893.47	(\$394,853.11)	\$0.00	\$206,432.76	(\$288.90)	\$206,143.86

Bay High School
Exhibit 'B'
Bank Reconciliation
Fiscal Year Ending June 30, 2020

	Beginning Balance 7/1/2019	Deposits & Credits	Checks & Debits	Ending Balance 6/30/2020
Transactions per Bank Statements				
Trustmark - Checking	114,264.89	392,526.49	(388,725.77)	118,065.61
Ameris - Savings	2,050.80	776.49	-	2,829.29
First Nat'l Bank of NW Florida	94,501.19	340.51	-	94,841.70
Deposit in Transit	3,762.12	(3,762.12)		
Outstanding Checks				
June 30, 2019	(2,176.60)	-	2,176.60	-
June 30, 2020	-	-	(9,303.84)	(9,303.84)
Total Cash Available	212,402.40	389,883.37	(395,853.01)	206,432.76
Transactions per books				
General Ledger Transfers	-	1,000.00	(1,000.00)	-
Bank Error		(0.10)	0.10	
Total Cash Available	212,402.40	389,883.37	(395,853.01)	206,432.76

Outstanding Checks

	6/30/2019		6/30/2020
31407	33.00	32112	87.50
31873	62.50	32117	141.00
32003	288.90	32144	100.00
32036	100.00	32292	500.00
32112	87.50	32293	500.00
32117	141.00	32334	50.00
32144	100.00	32394	981.00
32292	500.00	32519	153.00
32293	500.00	32555	30.26
32334	50.00	32619	25.00
32335	263.70	32663	80.00
32335	50.00	32667	500.00
		32669	500.00
		32691	450.00
		32969	450.00
		32706	450.00
		32708	75.00
		32709	175.00
		32711	450.00
		32713	450.00
		32714	450.00
		32716	450.00
		32727	175.00
		32739	450.00
		32741	275.00
		32751	100.00
		32775	200.00
		32783	450.00
		32787	75.00
		32788	75.00
		32789	100.00
		32790	25.00
		32791	186.00
		32792	145.08
Sub Total	2,176.60	Sub Total	9,303.84



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

September 22, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Jim Loyed, Executive Director of Business Support Services

AGENDA ITEM: Purchasing and Contracting

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT:

IN CURRENT BUDGET OR UNAPPROPRIATED FUND BALANCE
(Please see attached back-up indicating appropriate budget strip)

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

Business & Finance Services

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

TO: Superintendent William Husfelt; James Loyed, Chief Financial Officer; and School Board Members

FROM: Dan Fuller, General Manager of Purchasing, Contracting & Materials Management

DATE: September 22, 2020

RE: Purchasing and Contracting Recommendations

TRACTOR AND EXCAVATOR SIMULATORS. This request is to authorize the issuance of a purchase order to Simformotion Inc. for the provision of one (1), G4 Track Type Tractor, one (1) G4 Hydraulic Excavator Simulator Systems for the Construction Career Pathway Tradecraft Program at Arnold High School. This purchase is being made in accordance with District Purchasing Policy via a sole source purchase due to the proprietary design, technical aspects and requirements of the supporting systems and equipment for this program. Elizabeth Patterson, Director, Career and Technical Education, Gulf Coast State College, Jordan Forehand Instructor were integrally involved in this process, with all in agreement with the recommendation of award. Funding is provided by the CARES Act, Governor's Emergency Education Relief GEER Building K-12 CTE Infrastructure and Instructional Enhancements by Project #030-1230A-1C002 via fund 442-5300-9100-Project 7025 in the amount of \$135,059.56.



WILLIAM V. HUSFELT III
SUPERINTENDENT

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Board Members:

Jerry Register
District 1

District 2

Pam Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

September 22, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

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

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

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT:

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

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

SUPERINTENDENT'S RECOMMENDATION:

Approval: _____^X Disapproval: _____ Discussion: _____

Signature on file

Superintendent

Board Action

**September 22, 2020 BOARD MEETING
INSTRUCTIONAL PERSONNEL RECOMMENDATIONS**

REQUEST TO ENTER INTO AN INSTRUCTIONAL CONTRACT WITH THE FOLLOWING PERSONNEL

NAME	COST CENTER	DEG	CERTIFICATION	ASSIGNMENT	BEG DATE	END DATE
Overbye, Ameila	Cedar Grove	BA	Elem Ed	Intervention	07-29-2020	06-02-2021
Mixon, Cindi	Lucille Moore	BA	Ex Stud Ed	ESE	07-29-2020	06-02-2021
Brake, Stacy	Hiland Park	NA	NA	Kindergarten	09-03-2020	06-02-2021
Legieza, Joy	Hiland Park	BA	Elem Ed	5th Grade	08-12-2020	06-02-2021
Rollins, Jennifer	Northside	MA	Media Spec/Elem Ed	Media Specialist	09-09-2020	06-02-2021
Hakala, Angela	Tyndall	BA	Elem Ed/ESOL	5th Grade	09-14-2020	06-02-2021
Rogers, Brooke	Tommy Smith	NA	NA	Kindergarten	09-02-2020	06-02-2021
Tillman, Savannah	Patronis	SP	Sch Psych	School Psychologist	09-01-2020	06-02-2021
Hayes, Heather	New Horizons	BA	English/Reading	ELA	09-14-2020	06-02-2021
Syfrett, Vicki Sapp	Bozeman	BA	Early Childhood/Elem Ed/Soc Sci	Social Science	09-01-2020	06-02-2021
Campbell, Shawn	Arnold	BA	Phys Ed	PE	07-29-2020	06-02-2021
Rogers, Hannah	Therapy & Diagnostic	MA	Occupational Therapy	Ocupational Therapist	09-14-2020	06-02-2021
Southerland, Timothy	Therapy & Diagnostic	MA	Occupational Therapy	Ocupational Therapist	09-11-2020	06-02-2021
Gamble, Hannah	Mental Health	BA	Social Work	Social Worker	09-21-2020	06-02-2021
Hines, Kimberly	Mental Health	BA	Social Work	Social Worker	09-15-2020	06-02-2021
Thompson, Veronica	Mental Health	MA	Social Work	Social Worker	09-14-2020	06-02-2021

REQUEST TO ENTER INTO AN ADMINISTRATIVE CONTRACT WITH THE FOLLOWING PERSONNEL

Gray, Melissa	Merritt Brown	MA	Music	Assistant Administrator	09-23-2020	06-02-2021
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REQUEST FOR EMERGENCY PAID SICK LEAVE

Spillers, Deborah	Beach	BA	ESOL/Primary Ed	Kindergarten	09-03-2020	09-16-2020
Hammer, Charlotte	Surfside	BA	Elem Ed/ESE/Integ Curr	Math	09-01-2020	09-02-2020
Breland Jr., Edward	Parker	BA	Phys Ed	PE	08-31-2020	09-11-2020
Vickers, Clara	Mowat	BA	Elem Ed/Gifted	ELA	09-04-2020	09-11-2020
Meadows, Benniejo	Northside	MA	Elem Ed/Ex Stud Ed	ESE	08-03-2020	08-06-2020
Harless, Jodi	Mosley	BA	English/Integ Curr/Reading	ELA	08-26-2020	08-28-2020
Bates, Lori	Breakfast Point	MA	Elem Ed/Ex Stud Ed	ESE	09-03-2020	09-08-2020
Troia, Kimberley	Breakfast Point	BA	Elem Ed/Gen Sci/Integ Curr/Gifted	Science	09-08-2020	09-17-2020
Lilja, Roy	Facilities	NA	NA	Project Manager	08-12-2020	08-13-2020
Landigham, Kay	Beacon	MA	ESE/English/Reading/Lrn Disb/Varying Ex	Lead Program Manager	08-17-2020	08-18-2020
Mills, Janet	Beacon	NA	NA	Enterprise Office Manager	08-10-2020	08-13-2020
Gorey, Duane	BDS Police Safety	NA	NA	District Police Officer	09-11-2020	09-21-2020

REQUEST FOR EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT

NAME	COST CENTER	DEG	CERTIFICATION	ASSIGNMENT	BEG DATE	END DATE
Yawn, Courtney	Bay	BA	Math	Math	09-04-2020	12-04-2020
Allen, Ashlyn	Deer Point	BA	Elem Ed	3rd Grade	09-23-2020	11-01-2020

REQUEST FOR EXTENDED LEAVE OF ABSENCE

Yawn, Courtney	Bay	BA	Math	Math	12-07-2020	06-02-2021
Ware, Wanda	Tyndall	BA	Elem Ed	1st Grade	08-31-2020	06-02-2021

RESIGNATION

Gray, Melissa	Merritt Brown	MA	Music	Band Director		09-22-2020
Overbye, Ameila	Cedar Grove	BA	Elem Ed	Intervention		09-04-2020
Tillman, Savannah K.	Cherry Street	SP	Sch Psych	School Psychologist		08-28-2020
Brake, Stacy	Hiland Park	NA	NA	Behavioral Paraprofessional		09-02-2020
Moore, Charmer	Hiland Park	NA	NA	Behavioral Paraprofessional		08-27-2020
Cain, Haley	Breakfast Point	BA	Elem Ed/ESOL/Gen Sci/Ex Stud Ed/Autism	Music		09-11-2020
Vogan, Kaleigh	Breakfast Point	MA	Elem Ed/English/Reading/Ex Stud Ed	Aspire		09-04-2020

**BAY DISTRICT SCHOOL BOARD
 SEPTEMBER 22, 2020 BOARD MEETING
 SUPPORT PERSONNEL RECOMMENDATIONS**

REQUEST TO ENTER INTO A SUPPORT CONTRACT WITH THE FOLLOWING PERSONNEL.

<u>NAME</u>	<u>COST CENTER</u>	<u>ASSIGNMENT</u>	<u>F-TIME</u>	<u>P-TIME</u>	<u>TEMP</u>	<u>BEG DATE</u>	<u>END DATE</u>
Harrell, Keith	Bay	Paraprofessional	X			09-11-2020	05-28-2021
Boyce, Lisa	Merritt Brown	Maid		X		09-14-2020	05-28-2021
Latosca, Gentry	Merritt Brown	Paraprofessional	X			09-08-2020	05-28-2021
Sutton, Laura	Merritt Brown	Support Paraprofessional		X		09-16-2020	05-28-2021
Young, Glenn	Beach	Paraprofessional			X	08-17-2020	08-19-2020
Guirey, Leila	Cedar Grove	Paraprofessional		X		09-10-2020	05-28-2021
Hewitt, Delisa	Cedar Grove	Paraprofessional	X			09-08-2020	05-28-2021
Marvin, Melissa	Cedar Grove	Paraprofessional		X		09-10-2020	05-28-2021
Young, William	Callaway	Paraprofessional		X		09-08-2020	05-28-2021
Beesting, Patti	Lucille Moore	Paraprofessional		X		09-14-2020	05-28-2021
Brundage, Lynda	Lucille Moore	Maid		X		09-09-2020	05-28-2021
Davis, Savanna	Lucille Moore	Behavior Paraprofessional		X		09-11-2020	05-28-2021
Everett, Sarai	Lucille Moore	Paraprofessional	X			09-03-2020	05-28-2021
Marti-Ortiz, Rose	Lucille Moore	Paraprofessional	X			09-03-2020	05-28-2021
Rhodes, Diana	Jinks	Records Clerk I		X		09-15-2020	05-28-2021
Doughty, Julie	Parker	Paraprofessional	X			08-20-2020	05-28-2021
Toliver, Lanita	Parker	Paraprofessional	X			08-20-2020	05-28-2021
Avila, Delia	West Bay	Paraprofessional		X		09-14-2020	05-28-2021
Green, Rebecca	MKL	Maid	X			09-08-2020	05-28-2021
Justice, Mercy	MKL	Maid		X		09-08-2020	05-28-2021
Blackwell, Mary	Deer Point	Paraprofessional	X			09-09-2020	05-28-2021
Meredith, Jennifer	Tyndall	Paraprofessional		X		09-16-2020	05-28-2021
Wessel, Dixie	Tyndall	Volunteer/Business Partner Liaison		X		09-08-2020	05-28-2021
Frank, Austin	Bozeman	Student Helper		X		09-10-2020	05-28-2021
Franzese, Jason	Bozeman	Paraprofessional	X			09-10-2020	05-28-2021
Anderson, Austin	Arnold	Paraprofessional	X			09-10-2020	05-28-2021
Cooper, James	Arnold	Custodian III	X			09-03-2020	05-28-2021
Perkins, Christy	Arnold	Maid	X			08-31-2020	05-28-2021
Herendeen, Tonna	BPA	Paraprofessional		X		09-08-2020	05-28-2021
Taylor, Deborah	Warehouse	Warehouseman II			X	09-08-2020	02-28-2021
Young, Stewart	Warehouse	Warehouseman II			X	09-08-2020	02-28-2021

REQUEST FOR REASSIGNMENT						
Shelby, Willie	Lucille Moore	From: Custodian III To: Head Custodian I	X		09-08-2020	06-30-2021
Russell, Jamie	Maintenance	From: Carpenter Helper To: Carpenter	X		08-31-2020	06-30-2021
REQUEST FOR TRANSFER						
Lopes, Kathryn	From: Arnold To: Mosley	From: Paraprofessional To: Paraprofessional	X		08-20-2020	05-28-2021
Hall-Resnikoff, Kaylee	From: Rosenwald To: Human Resources	From: Paraprofessional To: Clerk I	X		09-08-2020	06-30-2021
Wolfe, Tiffani	From: Human Resources To: Student Services	From: Clerk I Instructional Specialist Assistant	To: X		09-09-2020	06-30-2021
REQUEST FOR FAMILY MEDICAL LEAVE						
Valdez, Ana	MKL	Paraprofessional	X		08-26-2020	11-11-2020
Stephens, William	Maintenance	HVAC Refrigeration Mechanic	X		08-17-2020	11-06-2020
REQUEST FOR EMERGENCY PAID SICK LEAVE						
Horne, Jordan	Beach	Paraprofessional		X	08-24-2020	08-28-2020
Dover, Lela	Cedar Grove	Paraprofessional	X		09-08-2020	09-18-2020
Jones, Leslie	Hiland Park	Behavior Paraprofessional		X	09-08-2020	09-15-2020
Johnson, Rosezenia	Lynn Haven	Paraprofessional	X		09-08-2020	09-16-2020
Lathan, Debbie	MKL	Paraprofessional	X		09-02-2020	09-11-2020
Dagen, Savannah	Deer Point	Paraprofessional	X		09-03-2020	09-11-2020
Leonard, Lana	Deer Point	Paraprofessional		X	09-14-2020	09-21-2020
Dockery, Taylor	Northside	Support Paraprofessional		X	08-31-2020	09-04-2020
Domico, Ashley	Northside	Paraprofessional		X	09-01-2020	09-04-2020
Forrest, Sonya	Haney	Office Clerk II	X		09-08-2020	09-11-2020
Littleton, Shana	Haney	Records Clerk II	X		09-09-2020	09-10-2020
Kinch, Lori	Transportation	Bus Paraprofessional	X		08-20-2020	09-02-2020
Ruppel, Aaron	Transportation	Bus Driver	X		09-05-2020	09-18-2020
RESIGNATION						
Evans, Alyssa	Bay	Paraprofessional		X		09-03-2020
Arnold, Shannon	Beach	Paraprofessional		X		08-19-2020

RESIGNATION CONT.

NAME	COST CENTER	ASSIGNMENT	F-TIME	P-TIME	TEMP	BEG DATE	END DATE
Guirey, Leila	Cedar Grove	Behavior Paraprofessional		X			09-09-2020
Hewett, Delisa	Cedar Grove	Paraprofessional		X			09-04-2020
Mancid, Julie	Cedar Grove	Behavior Paraprofessional		X			09-03-2020
Marvin, Melissa	Cedar Grove	Behavior Paraprofessional		X			09-09-2020
Davis, Savanna	Lucille Moore	Behavior Paraprofessional		X			09-11-2020
Everett, Sarai	Lucille Moore	Paraprofessional		X			09-02-2020
Marti-Ortiz, Rose	Lucille Moore	Paraprofessional		X			09-02-2020
Bridges, Rhonda	Hiland Park	Paraprofessional		X			08-20-2020
Phillips-McCullough, Krista	Hiland Park	Paraprofessional		X			08-20-2020
Hall, Coy	Jinks	Guidance Paraprofessional		X			07-29-2020
Rhodes, Diana	Jinks	Paraprofessional		X			09-08-2020
Doughty, Julie	Parker	Paraprofessional		X			05-29-2020
Toliver, Lanita	Parker	Paraprofessional		X			05-29-2020
Green, Rebecca	MKL	Paraprofessional	X				09-07-2020
Pic, Christy	MKL	Paraprofessional		X			07-13-2020
Redus, Melissa	Northside	Paraprofessional		X			09-11-2020
Gentry, Latosca	Mosley	Paraprofessional		X			09-04-2020
Perkins, Christy	Arnold	Custodian III	X				08-28-2020
Harden, Hunter	Bozeman	Paraprofessional	X				09-04-2020
Roth, Johanna	BPA	Paraprofessional		X			05-26-2020
Jordan, Karen	Bay Base	Activity Leader		X			09-16-2020
Church, William	Transportation	Bus Driver	X				07-15-2020
Parker, Sue	Transportation	Bus Driver	X				07-31-2020

TERMINATION

Young, Deborah	Northside	Guidance Paraprofessional		X			09-09-2020
Kipka, Jeffrey	Transportation	Bus Driver	X				08-20-2020
West, Kenneth	Transportation	Bus Driver	X				08-20-2020

LEAVE REINSTATEMENT

NAME	COST CENTER	ASSIGNMENT	F-TIME	P-TIME	HOURS	BEG DATE	END DATE
Estrada, Racquel	St. Andrew	Elementary School Adm Secretary	X			09-04-2020	09-04-2020
Lucas, Bethany	Mosley	Paraprofessional		X		09-11-2020	09-11-2020
WILLIAM V. HUSFELT, SECRETARY AND SUPERINTENDENT BAY COUNTY SCHOOL DISTRICT							
STEVEN T. MOSS, CHAIRMAN BAY COUNTY SCHOOL DISTRICT							

School	Teacher	Out of Field Course CodeTitle	Certification Subject Area needed
0061 Bay High School	Burris, Sierra	AICE English Literature 2 A Level	English 6-12
0061 Bay High School	Busbee, Cynthia	English 2 (Class including LEP student)	English 6-12
0061 Bay High School	Cain, Tocosca	Family, Home and Consumer Technology/Lev	Family and Consum or CTE certification
0061 Bay High School	Deaton, Lisa	Access Economics with Financial Literacy;Access United States Government	ASD
0061 Bay High School	Floyd, Albert	Individual and Dual Sports 1;Team Sports 1;Track and Field;Weight Training 2	PE
0061 Bay High School	Phelps, Jordan	Sports, Rec & Ent Essent	CTE certification
0061 Bay High School	Sawyer, Shepard	Introduction to Engineering Design/Level;Principles of Engineering/Level 3	Eng & Tech or CTE certification
0061 Bay High School	Tindel, Robert	Journalism 1;Journalism 2	English 6-12
0061 Bay High School	Walden, Sally	Access Biology 1;Access Drawing 1;Access Economics with Financial Literacy;Access Integrated Science 1;Access United States Government;Social and Personal Skills	ASD and Art
0061 Bay High School	Wiggins, Pamela	Pre-AICE Physics IG/SE Level	Physics
0071 Merritt Brown Middle School	Barry, Dana	M/J Intensive Reading (MC)	Reading endor or Reading
0071 Merritt Brown Middle School	Bennett, Tameka	M/J Earth/Space Science	Chem,Physics,Earth Spc Sci,orMG Gen Sci
0071 Merritt Brown Middle School	Hiser, Deepika	M/J Intensive Mathematics (MC);M/J Mathematics 1	Math, MG Math, or Elem Ed
0071 Merritt Brown Middle School	Nettles, Lolita	M/J Intensive Mathematics (MC)	Math, MG Math, or Elem Ed
0071 Merritt Brown Middle School	Palm, Rebekah	Learning Strategies: 6-8;Unique Skills:Social and Emotional 6-8	ESE and ASD
0071 Merritt Brown Middle School	Rogers-Hand, Christine	M/J Intensive Reading (MC);M/J Language Arts 1;M/J Language Arts 1;M/J Language Arts 2	Readendor or Read&Eng or MGEng orElemEd
0091 Cedar Grove Elementary	Bass, Melody	Language Arts-Grade Four;Social Studies Grade 4	Elementary Ed
0091 Cedar Grove Elementary	Felts, Amanda	Language Arts; Mathematics;Science - Grade K;Social Studies Grade K	Elementary Ed or PreK Primary
0091 Cedar Grove Elementary	Kruse, Stacy	Access Language Arts; Access Mathematics ;Access Science; Access Social Studies;	ESE
0091 Cedar Grove Elementary	Raines, Shameka	Language Arts; Mathematics; Science; Social Studies -Grade K, 1,2	Elementary Ed or PreK Primary
0091 Cedar Grove Elementary	Walker, Talesa	Language Arts; Social Studies Grade 5	Elementary Ed
0161 Jinks Middle School	Andrade, Ashley	M/J Pre-Algebra	Math or MG Math
0161 Jinks Middle School	Armstrong, Sheila	M/J English 2 Cambridge Secondary 1;M/J Language Arts 2	English or MG English
0161 Jinks Middle School	Brown, Mary	Access M/J United States History	ESE
0161 Jinks Middle School	Burch, Mary	M/J Life Science;M/J Science 2 Cambridge Secondary 1	Bio, or MG Gen Sci
0161 Jinks Middle School	Cole, Shawna	M/J Expository Writing 1	English or MG English
0161 Jinks Middle School	Copeland, Simone	Access M/J Comprehensive Science 1-Earth;Access M/J Comprehensive Science 2	ESE
0161 Jinks Middle School	Hosey, Jessica	Access M/J Civics	ESE
0161 Jinks Middle School	Jansenius, Cristina	M/J English 3 Cambridge Secondary 1;M/J Language Arts 3	English or MG English
0161 Jinks Middle School	Lankford, Karen	M/J Intensive Reading (MC)	Reading endor or Reading
0161 Jinks Middle School	Odom, Margaret	M/J Pre-Algebra	Math or MG Math
0161 Jinks Middle School	Pontiff, Kelly	Access M/J Mathematics 2;M/J Mathematics 2	Math or MG Math and ESE
0161 Jinks Middle School	Rowell, Theresa	M/J Physical Science;M/J Science 3 Cambridge Secondary 1	Earth Spc Sci, or MG Gen Sci
0161 Jinks Middle School	Santana, Scharia	M/J Developmental Language Arts Through;M/J English Language Development;M/J Language Arts 1,2,3 Through ESOL	ESOL endor or ESOL,
0211 Parker Elem	Swem, Danielle	Language Arts;Mathematics ;Science;Social Studies Grade K	Elementary Ed or PreK Primary
0221 Southport Elem	Myers, Lyndsey	Mathematics - Grade Five	Elementary Ed or MG Math(5-9)
0221 Southport Elem	Stopka, Rhonda	Language Arts;;Mathematics;Science;Social Studies Grade 2	Elementary Ed or PreK- Primary
0281 Margaret K. Lewis School	Armstrong, Keri	Access Language Arts;Access Mathematics;Access Science;Access Social Studies - Kindergarten;Social Personal: K-5; Unique Skills: PK-5	ASD endorsement
0281 Margaret K. Lewis School	Curtis, Clare	Access Social Studies;Access Science;Access Music ;Access Mathematics;Access Language Arts - Grade K,1,2; Social Personal: K-5;Unique Skills: PK-5	ESE
0281 Margaret K. Lewis School	Swift, April	Access English 1;ACCESS ENGLISH 2;ACCESS World History;Access Algebra 1A;Access Algebra 1B;Access Biology 1; Access Earth/Space Science;Access Health and Safety; 9-12;Access M/J Comp Science 3;Access M/J Language Arts 3; Access M/J World ;History;Career Education: 9-12;Grade 8 Pre-Algebra;Preparation for Postschool Adult Living;;Self-Determination;Social and Personal Skills;Transition Planning;9-12;Unique Skills: Independent;Unique Skills:Social and Emotional 6-8	ASD endorsement
0331 Mowat Middle School	Guthrie, Michael	Introduction to Arts, AV Technology and	CTE certification or qualifying state cert
0331 Mowat Middle School	Holland-Riedel, Tatum	M/J Reading 1	Reading endor or Reading
0331 Mowat Middle School	Wright, Amanda	M/J Intensive Reading (MC)	Reading endor or Reading
0341 Rutherford Middle	Cox, Sheila	M/J Intensive Reading (MC)	Reading endor or Reading
0341 Rutherford Middle	Gautier, Brian	M/J Intensive Reading (MC)	Reading endor or Reading
0341 Rutherford Middle	Holzman, April	M/J Intensive Reading (MC);M/J Language Arts 1	Reading endor or Read & Eng or MG Eng
0341 Rutherford Middle	Macomber, Kristen	M/J Earth/Space Science	Chem, Physics,Erth Spc Sci or MG Gen Sci
0341 Rutherford Middle	Manning, Evony	M/J Physical Science	Erth Spc Sci, hem, Physics or MG Gen Sci
0341 Rutherford Middle	Mayes, Amanda	M/J English Language Development	ESOL endor or ESOL,
0341 Rutherford Middle	Nienow, Brian	M/J Earth/Space Science;Physical Science Honors	Erth Spc Sci, Chem,Physics or MG Gen Sci
0341 Rutherford Middle	Smith, Ella	M/J Life Science;M/J Life Science, Advanced	Bio, or MG Gen Sci
0341 Rutherford High School	Austin, Barbara	Personal Financial Literacy Honors	Business Ed, Economics, Social Sci, Math
0341 Rutherford High School	Carlisle, Millie	Access Drawing 1	Art
0341 Rutherford High School	Griese, Heather	Chemistry 1;Chemistry 1-FL PRE IB	Chemistry
0341 Rutherford High School	Martincich, Angela	Forensic Science 1	Chem, MGGen Sci, Erth/Spa Sci, Bio, Phys
0341 Rutherford High School	McWhorter, Keilan	Algebra 2	Math 6-12
0341 Rutherford High School	Mills, Edwin	Algebra 2;Biology 1;Earth/Space Science;Environmental Science	Math and MG Sci
0341 Rutherford High School	Olds, Dashoan	Weight Training 1;Weight Training 2	PE
0341 Rutherford High School	Rutland, Catherine	History of the Americas-International Ba;International Baccalaureate Contemporary	Social Science 6-12
0461 Deer Point Elem	Duncan, Constance	Prekindergarten Disabilities: Age 3-5	PreK endorsement or PreK Primary,
0461 Deer Point Elem	Ruppel, Kristy	Access Mathematics Access Science;Access Social Studies;Access Language Arts - Grade 4 Language Arts-Grade 4,5;Mathematics-4,5;Science - Grade4,5;Social Studies Grade 4,5	Elementary Ed, ESE
0461 Deer Point Elem	Whitley, Jordan	Language Arts-Grade 1,2;Mathematics - Grade 1,2;Science - Grade 1,2;Social Studies Grade 1,2	Elementary Ed or PreK Primary,
0491 A. Crawford Mosley High School	Halford, Andrew	Algebra 1-A	Math and MG Math
0491 A. Crawford Mosley High School	Lachina, Emily	AICE English General Paper 1 AS Level;Applied Communications 1;Applied Communications 2	English and or Business Ed
0491 A. Crawford Mosley High School	Morcate, Christy	English 1 (Class including LEP student)	English or MG English
0491 A. Crawford Mosley High School	Sanders, Samantha	Earth/Space Science;Physical Science	Chem, Phys, Earth Spc Sci, or MG Gen Sci
0501 Tyndall Academy Elem	Fesco, Susan	Prekindergarten Disabilities: Age 3-5	PreK endorsement or, PreK Primary
0501 Tyndall Academy Elem	Menendez, Allison	Mathematics ;Science;Social Studies;Language Arts-Grade K	Elementary Ed or PreK Primary,
0501 Tyndall Academy Elem	Mullen, Jennifer	Language Arts, Science, Social Studies- Grade 5	Elem Ed
0501 Tyndall Academy Elem	Sansbury, Morgan	Information and Communications Technolog	Bus Ed, Comp Sci, Info Tech
0501 Tyndall Academy Elem	Slade, Traci	M/J Earth/Space Science;M/J Earth/Space Science, Advanced	Chem, Phys, Earth Spc Sci, or MG GenSci
0511 Tommy Smith Elem	Jackson, Rhonda	Mathematics ;Science;Social Studies;Language Arts-Grade K,1,2,3	Elementary Ed or PreK Primary
0531 New Horizons Learning Center	Cortez, Rhonda	Unique Skills:Social and Emotional 6-8	ESE
0531 New Horizons Learning Center	Darwin, John	English 2 (Class including LEP student);English 3 (Class including LEP student);English 4: Florida College Prep	English
0531 New Horizons Learning Center	Graham, Melissa	M/J Earth/Space Science	Chem, Phys, Earth Spc Sci, or MG Gen Sci
0541 Deane Bozeman Elem School	McNeil, Crystal	Prekindergarten Disabilities: Age 3-5	PreK endorsement or PreK Primary
0541 Deane Bozeman High School	Collier, Anthony	Agriculture Biotechnology 2;Agriscience Foundations 1/Level 3	Agriculture
0541 Deane Bozeman High School	Granville, Matthew	Algebra 2;Algebra 2 Honors	Math 6-12
0541 Deane Bozeman High School	Griffith, Amy	English 2 (Class including LEP student)	English 6-12
0541 Deane Bozeman High School	Harmon, Jillian	English 2 (Class including LEP student)	English 6-12
0541 Deane Bozeman High School	Johnston, William	Exercise Science/Level 3;HEALTH SCIENCE ANATOMY AND PHYSIOLOGY;HEALTH SCIENCE FOUNDATIONS	CTE Certification
0541 Deane Bozeman High School	Nowsome, Denise	Physics 1 Honors	Physics
0541 Deane Bozeman High School	Russell, Robin	Digital InforTech/Level 2;M/J Journalism Journalism 1,2;Journalism 3,4 Honors;Television Production Tech1,2,3,4	English and Business Ed or CTE certi
0541 Deane Bozeman High School	Smith, Timothy	Comprehensive Fitness;Fitness Issues for Adolescence	PE
0541 Deane Bozeman Middle School	Corley, Leigh	Access M/J Comprehensive Science 3	ESE
0541 Deane Bozeman Middle School	September, David	Exploring Information Technology Careers;Fundamentals of Agriculture, Food	Bus Ed, Comp Sci, or Agri or CTE certification
0541 Deane Bozeman Middle School	Kirvin, Kelly	M/J Earth/Space Sci;M/J Earth/Space Science, Advanced	Chem, Phys, Earth Spc Sci, or MG GenSci
0541 Deane Bozeman Middle School	Payne, Allison	M/J Earth/Space Science	Chem, Phys, Earth Spc Sci, or MG GenSci

School	Teacher	Out of Field Course CodeTitle	Certification Subject Area needed
0541 Deane Bozeman Middle School	Raybourne, John	M/J Earth/Space Sci;Access M/J Civics;Access M/J Comp Sci 2;Access M/J LangArts 2;Access M/J Math2	ASD
0541 Deane Bozeman Middle School	Ruthven, Amanda	Access M/J World History	ESE
0551 J R Arnold High School	Beltran, Cassandra	Geometry	Math or MG Math
0551 J R Arnold High School	Cypher, Michael	Sport, Recreation & Entertainment Essent;Sport, Recreation, and Entertainment Ap;UAS Operations 1/Level 3	Business Ed, Marketing or CTE certification
0551 J R Arnold High School	Forehand, Jordan	Building Trades and Construct;Building Trades and Construction Design	Eng & Tech or CTE certification
0551 J R Arnold High School	Laatsch, Joshua	Basketball;Personal Fitness;Power Weight Training 1;Softball;Weight Training 1,2,3	PE
0571 Breakfast Point Elem	Cain, Haley	Music - Grade K,1,2,;Music - Intermediate 1,2,3	Music
0571 Breakfast Point Middle	Burton, Amy	Access M/J Language Arts 3;M/J Civics;M/J Intensive Reading (MC);M/J United States History;M/J World History & CP	ElemEd,orSSci,orMG SSci& Read endorRead
0571 Breakfast Point Middle	Lane, Natalina	Access M/J Comprehensive Science 3;Grade 8 Pre-Algebra;Learning Strategies: 6-8;M/J Earth/Space Science	ASD&Chem,Phys,ErthSpSci orMGGenSci
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	Chem,Phys,ErthSpSci or MGGenSci & Math or MGMath
0581 Rosenwald High	Boutwell, Barbara	M/J Language Arts 2, Advanced	English 6-12 or MG English
0581 Rosenwald High	Emory, Matthew	Algebra 1	Math or MG Math
0581 Rosenwald High	Harrell, Karen	Journalism 1;World History	Eng 6-12 & Social Sci 6-12 or MG Soc Sci
0581 Rosenwald High	Karas, Carly	Earth/Space Science	Chem,Phys,ErthSpSci or MGGenSci
0581 Rosenwald High	Orji, Esther	Earth/Space Science;Environmental Science	Chem, Earth Spc Sci, or MG Gen Sci
0581 Rosenwald High	Pittman, David	M/J Life Science;M/J Physical Science	MGGen Sci
0581 Rosenwald High	Smith, Franlisa	English 1,2,3(Class including LEP student;English 4: Florida College Prep;Parenting Skills/Level 2	Eng or MGEng & Fam&Cons or CTE certi
7004 VIRTUAL Elem	Doolan, Cynthia	Art - Grade Kindergarten	ART
7004 VIRTUAL Elem	Edwards, Kathryn	Art - Intermediate 3	ART
7004 VIRTUAL Elem	Eidson, Patricia	Art - Intermediate 2	ART
7004 VIRTUAL Elem	Fisher, Kristi	Art - Intermediate 1	ART
7004 VIRTUAL Elem	Heath, Jessica	Art - Grade 2	ART
7004 VIRTUAL Elem	Heath, Robert	Art - Intermediate 1	ART
7004 VIRTUAL Elem	Johns, Rebecca	Art - Intermediate 2	ART
7004 VIRTUAL Elem	Joyner, Amy	Art - Grade 1	ART
7004 VIRTUAL Elem	Lashley, Alicia	Art - Grade Kindergarten	ART
7004 VIRTUAL Elem	Lashley, Bradley	Art - Intermediate 3	ART and Elementary Ed.
7004 VIRTUAL Elem	Newberry, Wanda	Art - Grade 2	ART
7004 VIRTUAL Elem	Williamson, Heather	Art - Grade 1	ART
7023 VIRTUAL High	Blackwell, Jeanne	English 1,2,3(incl LEP student;English 4: FI College Prep;EngHonors1,2,3,4;M/J LArts 2,3;M/J LArts 3,Adv	English or MG English
7023 VIRTUAL High	Bunk, Jeremy	Chemistry 1;Chemistry1 Hon;Earth/Space Science;M/J Earth/Space Science;Phy Science;Phy Science Hon	Chem, Earth Spc Sci, or MG Gen Sci



WILLIAM V. HUSFELT III
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Board Members:

Jerry Register
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Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

September 22, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

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

AGENDA ITEM: Request to Approve Cost of Living Stipend for Support Employees

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

Memo

To: Bay District Schools Board Members

From: Shirley Baker, Executive Director of Human Resources and Lead Negotiator

cc: William V. Husfelt, Superintendent

Date: September 17, 2020

Re: Cost of Living Stipend

Bay County and the surrounding areas continue to deal with the impact of Hurricane Michael. The economic impact of Hurricane Michael has now been intensified with the COVID-19 Global Pandemic. To assist support employees and the non-bargaining employees, we would like to issue a one-time Cost of Living Stipend funded through the Restart Grant.

The one-time stipend will be distributed to employees who meet the following criteria:

- The District will give a \$1,500 one-time stipend to each full-time support employee that is employed for the 2020-2021 school year and has worked more than 90 days in FY 2019-2020.
- The District will give a \$1,000 one-time stipend to each full-time support employee that is employed for the 2020-2021 school year and did not work more than 90 days in FY 2019-2020.
- Each part-time support employee that is employed in the 2020-2021 school year will receive a half-share of the correlating stipend as detailed above.
- Substitutes and other temporary employees do not qualify for the stipend. However, substitutes will continue to receive the \$100 monthly incentive for working at least 10 days each month.



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September 9, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Josh Balkom, Executive Director of
Operational Support Services

AGENDA ITEM: Boys & Girls Club Amendment to License Agreement

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

AMENDMENT TO LICENSE AGREEMENT

THIS AMENDMENT TO LICENSE AGREEMENT (the "Amendment") is made and entered into as of the _____ day of _____, 2020, by and between The School Board of Bay County, Florida, Bay District Schools, herein referred to as the "School Board," and the Boys and Girls Club of Bay County, Inc., a not-for-profit corporation, herein referred to as the "Licensee."

WHEREAS, the School Board and Licensee entered into that certain License Agreement dated May 12, 2020 (the "License Agreement"), and

WHEREAS, the parties desire to amend the License Agreement in order to waive the rent requirement of paragraph 3 of the License Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Paragraph 3 of the License Agreement is stricken in its entirety.
2. Except as specifically modified or amended by this Amendment, the License Agreement shall continue in full force and effect unchanged. If provisions of the License Agreement and this Amendment conflict, then the terms of this Amendment shall control.
3. This Amendment, together with the License Agreement Charter, constitute and represent the entire agreement between the parties hereto and supersedes any prior understanding or agreements, written or verbal, respecting the subject matter herein. This Amendment may be amended, supplemented, modified or discharged only upon an agreement in writing executed by all of the parties hereto.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year first written above.

Dated this _____ day of _____, 2020 as to the Boys & Girls Club of Bay County, Inc.

Dated this _____ day of _____, 2020 as to the School Board of Bay County, Florida.

ATTEST:

BOYS & GIRLS CLUB OF BAY COUNTY, INC.

Secretary

President

ATTEST:

THE SCHOOL BOARD OF BAY COUNTY, FLORIDA

William Husfelt
Superintendent of Schools

Steve Moss, Chair
Bay County School Board



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Board Members:

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District 1

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Steve Moss
District 5

September 14, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Lee Walters, Executive Director of Facilities

AGENDA ITEM: Purchase of Chiller for Mowat Middle

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

September 18, 2020

TO: Bill Husfelt, Superintendent
FROM:  Lee Walters, Executive Director of Facilities
RE: Facilities Agenda Item – September 22, 2020

Consent Item: New Chiller at Mowat Middle School

This is to report the emergency purchase of a chiller at Mowat Middle School in the amount of \$76,750.00. The chiller was inspected and deemed in immediate need of replacement on September 14th, 2020. It was necessary to purchase this chiller prior to the September 22nd, 2020 board meeting. The proposal for the replacement is attached.

/crp



TRANE

Proposal

(Valid for 30 days from Proposal date)

PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc. dba Trane
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED
© 2016 Trane All rights reserved

Prepared For:
All Bidders

Date: September 18, 2020

Job Name:
Mowat chiller replace

Proposal Number: J5-93856-1

Delivery Terms:
Freight Allowed and Prepaid - F.O.B. Factory

Payment Terms:
Net 30 Days

Cooperative Quote Number:
18-10002-20-001

Trane U.S. Inc. dba Trane is pleased to provide the following proposal for your review and approval.

Tag Data - Ascend (TM) Air-Cooled Chiller Model ACS (Qty: 1)

Item	Tag(s)	Qty	Description	Model Number
A1	ACSA-1	1	Ascend (TM) Air-Cooled Chiller Model ACS	ACSA1402AUAAXUXAXNB2XLNLSCEX1TAXBXXAA1XX

Product Data - Ascend (TM) Air-Cooled Chiller Model ACS

Item: A1 Qty: 1 Tag(s): ACSA-1

- Air-cooled scroll chiller
- Unit startup by Trane
- 140 nominal tons
- Scroll with variable volume ratio
- 208V/60Hz/3 phase
- Pueblo, CO
- United states
- Standard noise
- UL listed to US & Canadian safety std
- Pressure vessel code N/A
- Refrigerant Charge R-410A
- AHRI certified
- ASHRAE 90.1 - 2016
- Standard cooling (above 40degF)
- Brazed plate heat exchanger (standard size)
- Fluid type = water
- Grooved pipe connection
- Flow switch set point 60
- Factory insulation - 0.75 inch
- Low ambient (-20-115 deg F)
- CompleteCoat micro channel
- EC condenser fan motors
- Across-the-line-starter
- Single point unit power connection
- Terminal block
- Default short circuit rating
- BACnet interface
- Architectural louvered panels

Elastomeric isolators
1st year labor warranty whole unit

Price for 140 Ton Chiller (Excluding Sales Tax)\$ 76,750

****Can get an ESD of 11/3/20 if PO is received by EOD Tuesday**

Tax Status: Taxable <input type="checkbox"/>	IF EXEMPT PLEASE SUBMIT COMPLETED TAX EXEMPTION CERTIFICATE WITH YOUR SIGNED PROPOSAL OR WITH YOUR PURCHASING DOCUMENTS, KEEP YOUR ORIGINAL ON FILE IN THE OFFICE. YOU WILL BE CHARGED TAX IF A VALID EXEMPTION CERTIFICATE IS NOT ON FILE BEFORE EQUIPMENT, PARTS OR SERVICES ARE PROVIDED. SEE WWW.TAXSITES.COM/STATE-LINKS.HTML FOR TAX FORMS.
Exempt <input type="checkbox"/>	

COVID-19 NATIONAL EMERGENCY CLAUSE

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic ("Covid-19 Pandemic"). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane's performance under this Agreement. Consequently, the parties agree as follows:

1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
2. Each party will abide by any federal, state (US), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
4. If Trane's performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.

This proposal is subject to your acceptance of the attached Trane terms and conditions (Equipment).

<p>CUSTOMER ACCEPTANCE</p> <hr/> <p>Authorized Representative</p> <hr/> <p>Printed Name</p> <hr/> <p>Title</p> <hr/> <p>Purchase Order _____</p> <hr/> <p>Acceptance Date _____</p>	<p>TRANE ACCEPTANCE</p> <p>Trane U.S. Inc. dba Trane</p> <hr/> <p>Submitted By: Parker McCallum</p> <p>Cell:</p> <p>Office: (850) 287-5292</p> <hr/> <p>Authorized Representative</p> <hr/> <p>Title</p> <hr/> <p>Signature Date</p>
--	--



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Board Members:

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District 2

Pamm Chapman

District 3

Ryan Neves

District 4

Steve Moss

District 5

September 22, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Franklin Harrison, Board Attorney

AGENDA ITEM: Acceptable Usage Policy for Employees

ACTION

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

Acceptable Usage Policy
Approved by Bay District School Board _____ 2020

1. Purpose

These procedures are written in support of the School Board policies related to employee discipline of the School Board and to promote positive and effective digital citizenship among employees.

The School Board and the Superintendent consider the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. The School Board and the Superintendent believe the teaching of safe and responsible online behavior is essential in the lives of everyone and employees should model this behavior.

21st century employees spend increasing amounts of time online, learning and collaborating. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for employees online are no different than face-to-face interactions.

2. Acceptable Uses of Digital Resources by Employees

1. Creation of files, projects, videos, web pages and podcasts using network and internet resources in support of educational objectives
2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational objectives
3. Publishing original educational material and/or curriculum related materials in compliance with copyright laws. Sources outside the classroom or school must be cited appropriately
4. Publishing students work with parental permission
5. Use of mobile devices (such as cell phones, cameras, media players, etc.) for educational purposes
6. Use of the network, internet resources, and mobile devices for incidental personal use in accordance with all District policies and guidelines

3. Unacceptable Uses of Digital Resources by Employees

1. Use of digital resources for personal gain, commercial solicitation and compensation of any kind
2. Use that result in liability or unapproved cost to the district
3. Downloading and/or installing software without prior permission or approval of school technology contact
4. Damaging, or attempting to damage, the network, equipment, materials or data physically or electronically. (e.g., hacking, vandalizing, flooding, spamming, phishing, virus/worm/Trojan horse deployment, etc.)
5. Accessing unauthorized district computers, networks and information systems
6. Cyber-bullying, harassing, insulting, and/or spreading messages of hate or discrimination
7. Attempting to send or sending anonymous messages of any kind or pretending to be someone else online
8. Storing, sending or posting information that could endanger others (e.g., bomb construction, drug manufacturing, etc.)
9. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material
10. Attaching unauthorized equipment to the district network
11. Other uses that the Superintendent or his/her designee may deem unacceptable

4. Expectations of Good Digital Citizens

1. Abide by the Acceptable Use Policy for Technology at all times
2. Protect personal information of self and others by not sharing full names, home addresses, phone number(s), ages, social security numbers, birthdates, and passwords. (e.g., Use first name and last initial when identifying students or student work)
3. Individuals should not change, or attempt to change the configuration of Bay District Schools network or any software or hardware owned by Bay District Schools
4. Seek or verify permission according to district policy prior to publishing or electronically sharing photos, work, or information of others

5. Notify the appropriate school authority if dangerous or inappropriate content, information or messages are encountered
6. Practice safe and respectful communication
7. Abide by the copyright laws and procedures
8. Understand the permanence of digital footprints; anything added to the web stays on the web, forever
9. Use mobile phones and digital devices responsibly to enhance the capacity for learning, communication and collaboration

5. Filtering

Filtering software is used on the district network to block or filter access to objectionable material in accordance with the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and Family Educational Right and Privacy Act (FERPA).

Filtering software is not 100% effective. On a global network such as the Internet, it is impossible to effectively control the content of the information. On occasion, users of online systems may encounter material that is controversial and which other users and parents may consider inappropriate or offensive. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution by themselves. Every user must take responsibility for his or her use of the network and Internet to avoid objectionable sites.

Any attempts to bypass the District's Internet and/or e-mail filter or to conceal Internet activity are prohibited, e.g., proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content.

In order to maximize the effectiveness of filtering:

1. All users should refrain from indiscriminately sending unsolicited bulk messages (SPAM)
2. All users should carefully watch for suspicious emails from unknown users that may be attempts to steal information, especially emails with clickable links
3. Employees should be aware that personal devices, while appropriate as tools to enhance the capacity for learning, communication and collaboration, are not protected through district filtering

6. Lawful Use

District resources may be used for lawful purposes only. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

Copyright. Duplication and distribution of copyrighted works for educational purposes may be allowable under the Fair Use Doctrine. 17 U.S.C. § 107. Whether an act is a fair use of the copyrighted work is a fact-specific inquiry. If a user is unsure about the use of copyrighted work, the User should obtain written permission for use from the copyright owner.

Trademarks

Trademarks, such as logos and names representing a company, are protected under Trademark Law. Permission should be obtained prior to using trademarked names in any widespread publications, such as on the web.

7. The District Network: Security and Privacy

The district maintains Security and Privacy policies and procedures that are available and included in annual training. Please refer to 2.1035

8. Warranties

Bay District Schools makes no warranties of any kind, whether expressed or implied, for the services provided. The School Board is not responsible for any damages suffered, including loss of data, in conjunction with the use of its networks or equipment. In addition, the School Board will not be responsible for the accuracy, errors, or quality of information or data obtained through the use of digital resources.

9. Acceptance of Terms and Conditions

All terms and conditions, as stated in this document are applicable to each user. These terms and conditions reflect an agreement of the parties and shall be governed by and interpreted in accordance with the laws of the State of Florida and the United States of America. Employees requesting access to electronic resources will be required to sign an acknowledgement of the Acceptable Use Policy terms and conditions. In addition, all employees are bound by the School Board AUP Implementation Guidelines as published and periodically updated.

10. Disciplinary Actions

If any employee violates any of the preceding policy provisions, his/her access may be limited or terminated and future access may be denied. In addition, disciplinary and/or appropriate legal action may be taken in accordance with any applicable School Board policy or collective bargaining agreement. If any employee's actions are regarded as criminal activity under applicable state or federal laws, the District will fully comply with the authorities to provide any information necessary for legal action and/or referral to law enforcement as appropriate.



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September 22, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Franklin Harrison, Board Attorney

AGENDA ITEM: Acceptable Usage Policy for Students

ACTION

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

Acceptable Usage Policy
Approved by Bay District School Board _____ 2020

1. Purpose

These procedures are written in support of the ***Student Conduct and Discipline Code*** of the School Board and to promote positive and effective digital citizenship among students.

The School Board and the Superintendent consider the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. The School Board and the Superintendent believe the teaching of safe and responsible online behavior is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for students online are no different than face-to-face interactions.

2. Acceptable Uses of Digital Resources by Students

1. Creation of files, projects, videos, web pages and podcasts using network and internet resources in support of educational objectives
2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational objectives
3. Publishing original educational material and/or curriculum related materials in compliance with copyright laws. Sources outside the classroom or school must be cited appropriately
4. Publishing student work with parental permission
5. Use of mobile devices (such as cell phones, cameras, media players, etc.) for teacher-approved learning purposes
6. Use of the network, internet resources, and mobile devices for incidental personal use in accordance with all District policies and guidelines

3. Unacceptable Uses of Digital Resources by Students

1. Use of digital resources for personal gain, commercial solicitation and compensation of any kind
2. Use that result in liability or unapproved cost to the district
3. Downloading and/or installing software without prior permission or approval of school technology contact
4. Damaging, or attempting to damage, the network, equipment, materials or data physically or electronically. (e.g., hacking, vandalizing, flooding, spamming, phishing, virus/worm/Trojan horse deployment, etc.)
5. Accessing unauthorized district computers, networks and information systems
6. Cyber-bullying, harassing, insulting, and/or spreading messages of hate or discrimination
7. Attempting to send or sending anonymous messages of any kind or pretending to be someone else online
8. Storing, sending or posting information that could endanger others (e.g., bomb construction, drug manufacturing, etc.)
9. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material
10. Attaching unauthorized equipment to the district network
11. Other uses that the Superintendent or his/her designee may deem unacceptable

4. Expectations of Good Digital Citizens

1. Abide by the Acceptable Use Policy for Technology at all times
2. Protect personal information of self and others by not sharing full names, home addresses, phone number(s), ages, social security numbers, birthdates, and passwords. (e.g., Use first name and last initial when identifying students or student work)
3. Individuals should not change, or attempt to change the configuration of Bay District Schools network or any software or hardware owned by Bay District Schools
4. Seek or verify permission according to district policy prior to publishing

or electronically sharing photos, work, or information of others

5. Notify the appropriate school authority if dangerous or inappropriate content, information or messages are encountered
6. Practice safe and respectful communication
7. Abide by the copyright laws and procedures
8. Understand the permanence of digital footprints; anything added to the web stays on the web, forever
9. Use mobile phones and digital devices responsibly to enhance the capacity for learning, communication and collaboration

5. Filtering and Monitoring

Filtering software is used on the district network to block or filter access to objectionable material in accordance with the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and Family Educational Right and Privacy Act (FERPA).

Filtering software is not 100% effective. On a global network such as the Internet, it is impossible to effectively control the content of the information. On occasion, users of online systems may encounter material that is controversial and which other users and parents may consider inappropriate or offensive. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution by themselves. Every user must take responsibility for his or her use of the network and Internet to avoid objectionable sites.

Monitoring software is in use to help keep students safe. By using district devices and the district network, users consent to monitoring of internet and other activity. Upon detection of any activities that may be deemed harmful, the District may, at its discretion, take disciplinary actions or revoke the user's access to District equipment and internet access.

Any attempts to bypass the District's Internet and/or e-mail filter or to conceal Internet activity are prohibited, e.g., proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content.

In order to maximize the effectiveness of filtering and monitoring:

1. All users should refrain from indiscriminately sending unsolicited bulk messages (SPAM)

2. All users should carefully watch for suspicious emails from unknown users that may be attempts to steal information, especially emails with clickable links
3. Students and parents should be aware that personal devices, while appropriate as tools to enhance the capacity for learning, communication and collaboration, are not protected through district filtering

6. Lawful Use

District resources may be used for lawful purposes only. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

Copyright. Duplication and distribution of copyrighted works for educational purposes may be allowable under the Fair Use Doctrine. 17 U.S.C. § 107. Whether an act is a fair use of the copyrighted work is a fact-specific inquiry. If a user is unsure about the use of copyrighted work, the User should obtain written permission for use from the copyright owner.

Student Rights

Works created by students, including works created as part of a course requirement, are owned by students, may not be appropriated to school or school district use without the permission of the student and do not become the property of the School Board, the school, or the teacher unless ownership is specifically conveyed to the School Board, the school, or the teacher by written agreement. Works loaned to the school or School Board for display or publication may only be displayed or published by consent of the student and original works shall be returned to the student.

Trademarks

Trademarks, such as logos and names representing a company, are protected under Trademark Law. Permission should be obtained prior to using trademarked names in any widespread publications, such as on the web.

7. The District Network: Security and Privacy

The district maintains Security and Privacy policies and procedures that are available and included in annual training. Please refer to 2.1035

8. Warranties

Bay District Schools makes no warranties of any kind, whether expressed or implied, for the services provided. The School Board is not responsible for any damages suffered, including loss of data, in conjunction with the use of its networks or equipment. In addition, the School Board will not be responsible for the accuracy, errors, or quality of information or data obtained through the use of digital resources.

9. Acceptance of Terms and Conditions

All terms and conditions, as stated in this document are applicable to each user. These terms and conditions reflect an agreement of the parties and shall be governed by and interpreted in accordance with the laws of the State of Florida and the United States of America. Students requesting access to electronic resources will be required to sign an acknowledgement of the Acceptable Use Policy terms and conditions. In addition, all students are bound by the School Board AUP Implementation Guidelines as published and periodically updated. [Add link to AUP on parent portal and on Chromebooks](#)

10. Disciplinary Actions

If any student violates any of the preceding policy provisions, his/her access may be limited or terminated and future access may be denied. In addition, school disciplinary and/or appropriate legal action may be taken. School disciplinary actions for students violating the provisions of this agreement shall be applied in accordance with Bay District Schools Discipline Matrix. If any student actions are regarded as criminal activity under applicable state or federal laws, the District will fully comply with the authorities to provide any information necessary for legal action and/or referral to law enforcement as appropriate.

11. Personal Mobile Devices

It is not mandatory for students to bring their own personal mobile devices. Students bring their personal mobile devices to school at their own risk. The district WILL NOT be responsible if a phone or other personal device is lost, stolen, misplaced, damaged, or confiscated. The district WILL NOT be responsible for virus, malware, or other computer related issues associated with connecting to the BDS network.

1. Each classroom teacher allowing students to use personal mobile devices in the classroom should have completed a Bay District BYOD (Bring Your Own Device) course.
2. Students may utilize personal mobile devices in the classroom for educational purposes when the teacher **and/or principal deems**

appropriate and the student has electronically agreed to Acceptable Use Policy (AUP).

3. Students must connect to the BDS network on their personal mobile devices while on campus.
4. Using features on personal mobile devices that disrupt the educational environment or violates the rights of others, including, but not limited to cheating, harassing, recording without consent, accessing pornographic images, or bullying will be subject to disciplinary action in accordance with Bay District Schools' Discipline Matrix.
5. Refer to BYOD Policy (7.211)



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

September 22, 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: DISTRICT TRUANCY SAFETY & SECURITY OFFICER

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Certified law enforcement officer in the State of Florida in accordance with F.S.S. 943.13
3. Computer literate with the ability to use basic software programs and complete research
4. Ability to communicate clearly with all levels of administration, law enforcement, media, parents and students

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. Contacts the parents or legal guardians of students with attendance problems.
2. Visits the homes of students (with school personnel when applicable) who are reported as habitually absent without excuse or are of school age and not enrolled in school.
3. Communicates and collaborates regularly with school officials including administrators, counselors and social workers to identify and locate students who are habitually truant.
4. Maintains records that document all attempts and efforts to improve a particular student's attendance.
5. Supports referrals to Truancy Court for students who are habitually truant, and frequently communicates with court officials regarding the status of the students' attendance.
6. Responds to disasters, crisis events or emergencies involving Bay District Schools.
7. Works collaboratively with appropriate community agencies, authorities and partners and secures resources, as needed.
8. Enforces federal and state laws and Bay District Schools' policies and procedures, specifically attendance protocols and board policy.
9. Fosters a positive law enforcement relationship with students.
10. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Ten (10) months. Paygrade as established by the School Board in Current Salary Placement Schedule #.

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

Reviewed by Dept. of Human Resources

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer