

**AGENDA
BAY DISTRICT SCHOOL BOARD MEETING
MARCH 24, 2020**

**EXPULSION HEARINGS - 10:00 A.M.
BOARD MEETING – 1:00 P.M. – BOARD ROOM
PUBLIC HEARING – 1:45 P.M. – BOARD ROOM
EXECUTIVE SESSION – COLLECTIVE BARGAINING
(immediately following School Board Meeting)**

Call to order – Steve Moss, Chair

Invocation – Robbie Martin, Minister to Students – Hiland Park Baptist Church

Pledge of Allegiance – Sandra Davis, Deputy Superintendent

I. APPROVAL OF AGENDA

II. ORGANIZATION REPORTS

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

III. HEARING FROM THE PUBLIC

IV. LEARNING COMMUNITY NEWS

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

V. CONSENT AGENDA

- A. Human Resources and Employee Support Services**

1. Request to Approve Personnel Recommendations / Out of Field Teachers – Page 1
2. Request to Revise Salary Schedule – Page 6
3. Request Revisions to 19-20 District Approved List – Page 10

B. Deputy Superintendent

1. Request Approval of Revision to the 2019-2020 Staffing Formula – Page 16

C. Business Support Services

1. Purchasing and Contracting – Page 19

D. Operational Support Services

1. Approval of Florida Inventory of School Houses (FISH) Certification – Page 21

VI. ADMINISTRATIVE RECOMMENDATIONS

1. Dawn Capes, Director of Student Wellness – Page 23

VII. ACTION ITEMS

A. School Board Members and Attorney

1. Selection of Underwriter for Proposed Financing COPs for the new Beach school – Page 24
2. Consideration of renaming the Choir Room at Bay High School in honor of Julia House – Page 27
3. Modification to contract to purchase Elkomy property – Page 30 (Backup forthcoming)

B. Human Resources and Employee Support Services

1. Request to Advertise New / Revised Job Descriptions – Page 31

C. Operational Support Services

1. Additional Architectural Fee – New Beach School – Page 33
2. Remaining Guaranteed Maximum Price (GMP) New Beach School – Page 35
3. Remaining Guaranteed Maximum Price (GMP) Bay High STEM Building - Page 37

VIII. PUBLIC HEARING – 1:45 P.M.

A. Bay District School Board Policy

1. Temporary Dress Code – Page 40
2. 3.101 Tax Sheltered Accounts – Page 43

B. Bay District Job Descriptions

1. Career and Technical Education Coordinator – Page 46
2. Employment Specialist – ESE – Page 47

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



WILLIAM V. HUSFELT III
SUPERINTENDENT

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Panama City, Florida
32401

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www.bay.k12.fl.us

Board Members:

Jerry Register
District 1

District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

March 24, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

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

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

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT:

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

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

SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: Discussion:

Signature on file

Superintendent

Board Action

**BAY COUNTY SCHOOL BOARD
MARCH 24, 2020 BOARD MEETING
INSTRUCTIONAL PERSONNEL RECOMMENDATIONS**

REQUEST TO ENTER INTO AN INSTRUCTIONAL CONTRACT WITH THE FOLLOWING PERSONNEL

<u>NAME</u>	<u>COST CENTER</u>	<u>DEG</u>	<u>CERTIFICATION</u>	<u>ASSIGNMENT</u>	<u>BEG DATE</u>	<u>END DATE</u>
Wright, Amanda	Mowat	MA	English	ELA	03-11-2020	05-29-2020

REQUEST TO ENTER INTO AN ADMINISTRATIVE CONTRACT

Llorens, Yesenia	Cedar Grove	MA	Ed Lead/Elem Ed/ESOL	Acting Assistant Administrator	03-23-2020	05-29-2020
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REQUEST FOR ADMINISTRATIVE TRANSFER

Burlison, Michael	From: MIS To: Facilities	NA	NA	From: Inst Network Specialist To: Build Automation/Energy Mgr	03-25-2020	06-30-2020
Sumpter, Rhonda	From: Media Services To: Media Services	BA	Ed Lead/Ed Media Spec/Elem Ed/MG Math	From: Admin on Special Asgmt To: Instructional Specialist	03-23-2020	05-29-2020

REQUEST FOR FAMILY MEDICAL LEAVE

Rubenstein, Lisa	New Horizons	MA	Guid & Coun	Intervention Specialist	01-21-2020	04-20-2020
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REQUEST FOR EXTENDED LEAVE OF ABSENCE

Weckherlin, Andrea	MKL	MA	PreK/Prim Ed/ESE	ESE	07-29-2020	05-28-2021
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RESIGNATION

Llorens, Yesenia	Bay	MA	Ed Lead/Elem Ed/ESOL	Resource		03-13-2020
Gaines, Leland	Haney	BA	Registered Nursing	Vo/Tech Health		03-13-2020
Garnett, Shawn	Bay Base	NA	NA	Site Manager		04-07-2020

TERMINATION

Morin, Camille	Beach	BA	Elem Ed/ESOL/Reading	Kindergarten		05-29-2020
Feliciano, Maribel	Hiland Park	BA	Elem Ed	1st Grade		05-29-2020

DROP TERMINATION

<u>NAME</u>	<u>COST CENTER</u>	<u>DEG</u>	<u>CERTIFICATION</u>	<u>ASSIGNMENT</u>	<u>BEG DATE</u>	<u>END DATE</u>
Carpenter, Angela	Haney	BA	Reading/Fam/Consumer	Adult Basic Skills		07-28-2020
Hubbard, Carla	Haney	MA	Ed Lead/Ed Media Spec	Adult Basic Skills		06-30-2020
Corley, Patti	Breakfast Point	MA	Ed Media Spec/Elem Ed/EMOT Handicp	Media Specialist		07-28-2020

REINSTATEMENT OF LEAVE

<u>NAME</u>	<u>COST CENTER</u>	<u>DEG</u>	<u>CERTIFICATION</u>	<u>HOURS</u>	<u>BEG DATE</u>	<u>END DATE</u>
Ray, Merrill	Parker	MA	Elem Ed/ESOL/Prim Ed/Reading	30.00 SK	12-10-2019	12-13-2019
Ray, Merrill	Parker	MA	Elem Ed/ESOL/Prim Ed/Reading	07.50 SK	12-16-2019	12-16-2019

**BAY DISTRICT SCHOOL BOARD
MARCH 24, 2020 BOARD MEETING
SUPPORT PERSONNEL RECOMMENDATIONS**

REQUEST TO ENTER INTO AN SUPPORT CONTRACT WITH THE FOLLOWING PERSONNEL

NAME	COST CENTER	ASSIGNMENT	F-TIME	P-TIME	TEMP	BEG DATE	END DATE
Adams-Volpe, Christina	Merritt Brown	Behavior Paraprofessional	X			03-02-2020	05-27-2020
Mitchell, Alecia	Merritt Brown	Behavior Paraprofessional	X			03-11-2020	05-27-2020
Bell, Miranda	Cedar Grove	Paraprofessional	X			03-04-2020	05-27-2020
Jones, Latoya	Callaway	Behavior Paraprofessional	X			03-11-2020	05-27-2020
Rollins, Atrie	Callaway	Paraprofessional		X		03-12-2020	05-27-2020
Garcia, Victoria	Lucille Moore	Paraprofessional	X			03-09-2020	05-27-2020
Kelley, Tiffiney	Lucille Moore	Paraprofessional	X			03-10-2020	05-27-2020
Warrick, Angela	Lucille Moore	Paraprofessional	X			03-12-2020	05-27-2020
Freeman, Nicole	Lynn Haven	Paraprofessional		X		03-06-2020	05-27-2020
Scott, Holly	Southport	Paraprofessional		X		03-11-2020	05-27-2002
Cain, Dastasia	M.K. Lewis	Paraprofessional	X			03-04-2020	05-27-2020
Richardson, Bonita	Tommy Smith	Paraprofessional		X		03-09-2020	05-27-2020
Bland, Catherine	Breakfast Point	Paraprofessional		X		03-11-2020	05-27-2020
Barnes, Jeanelle	Rosenwald	Records Clerk II	X			03-12-2020	05-27-2020
Lovelady, Gretchen	Payroll	Payroll Specialist II	X			03-09-2020	06-30-2020
Bates, Michael	Therapy & Diagnostic/Homeless	Parent Liaison	X			03-03-2020	05-27-2020

RESIGNATION

Adams-Volpe, Christina	Merritt Brown	Paraprofessional		X			02-28-2020
Gibson, Emily	Cedar Grove	Behavior Paraprofessional		X			03-10-2020
Barron, David	Callaway	Maid		X			03-13-2020
Jones, Latoya	Callaway	Behavior Paraprofessional		X			03-10-2020
Nunery, Stephanie	Callaway	Paraprofessional	X				03-13-2020
Garcia, Victoria	Lucille Moore	Paraprofessional		X			03-06-2020
Kelley, Tiffiney	Lucille Moore	Paraprofessional		X			03-06-2020
Warrick, Angela	Lucille Moore	Paraprofessional		X			03-11-2020
Holley, Jarvis	M.K. Lewis	Paraprofessional	X				03-03-2020
Walker, Dilma	M.K. Lewis	Clerk I	X				04-24-2020
Henderson, Aubrey	Tommy Smith	Paraprofessional	X				03-10-2020
Young, Deborah	New Horizons	Records Clerk II	X				03-12-2020

RESIGNATION

<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>
Foster, Jessyca	Bay Base	Community Aide		X			02-28-2020
Carmichael, Kiley	Transportation	Bus Paraprofessional	X				03-06-2020

LEAVE REINSTATEMENT

<u>NAME</u>	<u>COST CENTER</u>	<u>ASSIGNMENT</u>	<u>F-TIME</u>	<u>P-TIME</u>	<u>HOURS</u>	<u>BEG DATE</u>	<u>END DATE</u>
Barker, Debra	Cherry Street	Paraprofessional	X		18.00 SK	02-19-2020	02-21-2020
Cosgray, Eric	Maintenance	Plumber	X		02.00 VAC	02-25-2020	2-25-2020

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

STEVEN T. MOSS, CHAIRMAN
BAY COUNTY SCHOOL DISTRICT

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Board Members:

Jerry Register
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District 2

Pamm Chapman
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Ryan Neves
District 4

Steve Moss
District 5

March 24, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

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

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

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT:

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

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

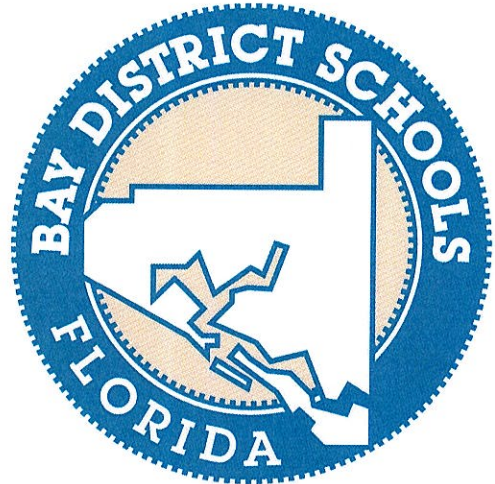
SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: Discussion:

Signature on file

Superintendent

Board Action



BAY DISTRICT SCHOOLS SALARY PLACEMENT SCHEDULE 2019-2020

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

Board Approved: June 25, 2019
Revision Approved: July 16, 2019
Revision Approved: August 13, 2019
Revision Approved: October 8, 2019
Revision Approved: January 14, 2020
Revision Approved: February 25, 2020
Revision for Approval: March 24, 2020

**2019-2020 CLASSIFICATION AND PAYGRADES
SALARIED ADMINISTRATIVE, NON-SUPERVISORY
& TECHNICAL PERSONNEL**

(See Placement Schedule 2)

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

MISCELLANEOUS (continued)**PAYGRADE**

Purchasing Clerk.....	21
Records Clerk II: Media Services Instructional Materials.....	21
Records Clerk II: Media Services.....	21
Records Clerk II: Circulation.....	21
Records Clerk II.....	21
Records Clerk I.....	25
Testing Clerk.....	25
Data Entry Manager III.....	21
Data Entry Manager II.....	25
Data Entry Manager I.....	30
District Safety Officer.....	35
Licensed Practical Nurse	43
Voluntary Pre-Kindergarten Associate.....	50
AYP Mentor/Parent Educator.....	50
Employment Specialist – ESE	50

HUMAN RESOURCES

District Receptionist	14
Substitute Teacher Registrar	27
Instructional Staffing Specialist I (current employee only).....	32

TECHNICAL

Instructional Television Technician: Media Services	16
Computer Operator I.....	35
Instructional Television Specialist: Media Services.....	38
Programmer/Analyst	50

OPERATIONS

Student Helper	Minimum wage
Laborer.....	6
Maid.....	6
Telephone Receptionist.....	8
Laborer & Deliveryman	10
Courier II.....	16
Courier III.....	16
Background Check Specialist	21
Safety & Security Tele-Communicator and Video Specialist	21
District Media Services Multimedia Technician.....	26
Warehouseman I (Warehouse)	35
Warehouseman II (Warehouse)	26
Drug Dog Handler (part-time).....	35
Custodian III.....	10
Custodian II	14
Head Custodian IV	19
Head Custodian III.....	21
Head Custodian II	24
Head Custodian I	26



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March 24, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

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

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

CONSENT OR ACTION (Please circle one)

BUDGET AMOUNT:

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

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

SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: Discussion:

Signature on file

Superintendent

Board Action

2019-2020 DISTRICT APPROVED LIST

Revision for approval March 24, 2020

Cost Center	Position	Number	Operational	Other
9101	SUPERINTENDENT OF SCHOOLS			
	Administrative Assistant to the Superintendent	1	100%	
	Assistant to the Director	2	100%	
	Assistant to the School Board Members	1	100%	
	Assistant to the Superintendent	1	100%	
	Director of Communications	1	100%	
	Director of Recovery and FEMA Liaison	1	100%	
	Instructional Specialist Assistant (Mentoring)	1	100%	
9105	DEPUTY SUPERINTENDENT			
	Deputy Superintendent	1	100%	
	Assistant to the Deputy Superintendent	1	100%	
9102	PROPERTY RECORDS			
	Property Records Manager	1	100%	
	Inventory Clerk I	1	100%	
	Inventory Audit Clerk I	1	100%	
9113	HUMAN RESOURCES & EMPLOYEE SUPPORT SERVICES			
	Executive Director of Human Resources & Employee Support Services	1	100%	
	Assistant to Executive Director of Human Resources & Employee Support Services	1	100%	
	Certification/Compliance Human Resource Administrator	1	100%	
	Substitute Teacher Registrar	1	100%	
	Instructional Staffing Specialist I (curr. emp. Only 7/1/20)	1	100%	
	Human Resources Specialist	4 5	100%	
	District Receptionist	1	100%	
	Title IX Coordinator	1	50%	
	Clerk I	1	100%	
9114	MANAGEMENT INFORMATION SYSTEMS			
	Director of Management Information Systems	1	100%	
	Assistant to the Information Services Director	1	100%	
	Computer Operator I	1	100%	
	Chief of Security Management/Network Operations	2 1	100%	
	Deputy Director of Information Services	1	100%	
	Instructional Network Specialist	5	100%	
	Instructional Network Technician	13	100%	
	Project Manager/IT Support Services	1	100%	
	Project Manager/Network Operations	1	100%	
	Project Manager/Programming Systems	2	100%	
	Senior Systems Administrator	1	100%	
	Supervisor of Security Management/Network Operations	1	100%	
	System Consultant I	2	100%	
	System Consultant II	3	100%	
	Systems Support Specialist	1	100%	
	User Support Analyst	1	100%	
	Web Database Manager	1 1	100%	
	Webmaster	1	100%	

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

9130	CHIEF FINANCIAL OFFICER BUSINESS SUPPORT SVCS			
	Executive Director for Business Support Services (CFO)	1	100%	
	Assistant to the Executive Director for Business Support Services	1	100%	
9131	BEACON LEARNING CENTER Self-funded			
	Project Director of Beacon Learning Center	1		100%
	Assistant to the Director	1		100%
	Content Development Leader for Beacon	1		100%
	Enterprise Office Manager	1		100%
	Web Database Manager	1		100%
	Web Technician	2		100%
	Instructional Specialist for Inservice	2		100%
	Lead Program Manager for Online Learning	7		100%
	Program Manager for Online Learning	1		100%
	System Support Specialist	3		100%
	System Analyst	1		100%
	Clerk I	1		100%
	Clerk I (P-T)	1		100%
9132	ESE			
	Director of ESE & Pre-Kindergarten Services	1	100%	
	Assistant to the Director	1	100%	
	VPK & ESE Pre-K Coordinator (9002)	1	50%	50%
	Assistant to the Coordinator of Pre-K (VPK & ESE) Education (9002)	1	75%	25%
	Instructional Specialist for ESE	4		100%
	Instructional Specialist for ESE	1	50%	50%
	Audiologist	1	100%	
	Records Clerk I	2	100%	
	Records Clerk II	1	20%	80%
	Head Custodian IV (SSC) (9002)	1	100%	
9132	TEACHING AND LEARNING SERVICES			
	Assistant Superintendent for Teaching and Learning Services	1	100%	
	Assistant to the Assistant Superintendent for Teaching and Learning Services	1	100%	
	Bookkeeper I	1	20%	80%
	Bookkeeper II	1	100%	
9133	CURRICULUM & INSTRUCTIONAL SERVICES			
	Director of Secondary & Adult Instructional Services	1	100%	
	Director of Elementary Instructional Services	1	100%	
	Assistant to the Directors	1	100%	
	Coordinator of Staff Development and Title II	1	50%	50%
	Assistant to Coordinator of Staff Development & Title II	1	50%	50%
	Coordinator of Assessment & Accountability	1	100%	
	Coordinator of Teacher & Administrator Appraisal Systems	1	100%	
	Data Specialist	1	100%	
	Testing Clerk	2	100%	
	Instructional Specialist for K-12 & Adult Instructional Services	4	100%	
	Instructional Specialist Assistant	2	100%	
	Project Supervisor/Technology and eLearning	1	100%	
	Bookkeeper II	1	50%	50%
	Supervisor of Career and Technical Education	1	100%	
	Career and Technical Education Coordinator	1	100%	
	Program Specialist	1	100%	

9138	BUSINESS OFFICE			
	Budget & Business Services Manager	1	100%	
	Assistant to the Business Office	1	100%	
	Budget Analyst	1	100%	
	Internal Accounts Auditor	1	100%	
	Bookkeeper I	1	100%	
9140	MENTAL HEALTH/STUDENT WELLNESS PROGRAMS			
	Director of Student Wellness Programs	1		100%
	Assistant to the Director	1		100%
	Safety Assessment and Intervention Coordinator	1		100%
	Coordinator of Mental Health Initiative	1	100%	
	Bookkeeper II	1		100%
9200	R.L. YOUNG TRANSPORTATION			
	Director of Transportation	1	100%	
	Assistant to Director of Transportation	1	100%	
	Bookkeeper I	1	100%	
	Office Clerk I	1	100%	
	Certified Mechanic	8	100%	
	Computer Operator I	1	100%	
	Fleet Manager	1	100%	
	Mechanic II	1	100%	
	Route Manager	4	100%	
	Safety Officer/Trainer	2	100%	
	School Bus Driver	135	100%	
	School Bus Paraprofessional	35	100%	
	Service Attendant	1	100%	
	Service Dispatcher	1	100%	
	Transportation Operations Dispatcher	1	100%	
	Transportation Specialist	2	100%	
	Transportation Van Driver	6	100%	
	Vehicle Electronic Technician	1	100%	
9205	EXTRA-CURRICULAR ACTIVITIES AND TITLE IX			
	Assistant to Coordinator of Extra-Curricular Activities and Title IX Compliance	1	100%	
9205	DISTRICT SAFETY AND SECURITY			
	District Safety, Security, and Police Chief	1	100%	
	Background Check Specialist	2	100%	
	District Police Officer	23	100%	
	District Safety, Security, and Assistant Police Chief	1	100%	
	Installation and Maintenance Manager	1	100%	
	Safety & Security Operational Specialist	1	100%	
	Safety & Security Tele-Communicator and Video Specialist	2	100%	
9205	OPERATIONAL SERVICES			
	Executive Director for Operational Support Services	1	100%	
	Assistant to the Executive Director for Operational Support Services	1	100%	
	Head Custodian IV (Nelson Building)	1	100%	
	Custodian II (Wellness Center)	1	100%	
9220	INSTRUCTIONAL TECHNOLOGY AND MEDIA SERVICES			
	Supervisor of Instructional Technology and Media Services	1	100%	
	Assistant to Supervisor of Instructional Media Services	1	100%	
	Administrator on Special Assignment	1	100%	
	District Media Services Multimedia Technician	1	100%	
	District Media Specialist – Instructional Media Services	1	100%	
	Instructional Specialist for K-12 & Adult Instructional Services	1	100%	
	ITV Specialist – Media Services	1	100%	
	ITV Technician – Media Services	1	100%	
	ITV Technology Manager – Media Services	1	100%	

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

Board Approved: June 25, 2019
Revised/Approved: July 16, 2019, August 13, 2019, August 27, 2019, October 8, 2019, November 12, 2019, January 14, 2020, February 11, 2020, February 25, 2020, March 10, 2020



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District 2

Pamm Chapman
District 3

Ryan Neves
District 4

Steve Moss
District 5

March 13, 2020

MEMORANDUM

TO: William V. Husfelt, Superintendent

FROM: Sandra D. Davis, Deputy Superintendent

AGENDA ITEM: Request Approval of Revision to the 2019-2020 Staffing Formula

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

BUDGET AMOUNT:

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

IF BUDGETED, GIVE BUDGET ACCOUNT NUMBERS:

Fund	Function	Object	Cost Center	Project	Program
------	----------	--------	-------------	---------	---------

SUPERINTENDENT'S RECOMMENDATION:

Approval: Disapproval: Discussion:

Superintendent

Board Action



STAFFING FORMULA

2019-2020

Board Approved: 05/14/18

Revised 7/30/19

Revised 9/10/19

FTE GENERATING (FEFP) PROGRAMS FOR ELEMENTARY SCHOOLS

- 101 (K-3) 17
- 102 (4-8) 18
- 111 (Basic w/ESE K-3) 15
- 111 (Basic w/ESE Pre-K) 15
- 112 (Basic w/ESE 4-8) 15
- 130 (ESOL) 17
- 254 (ESE Level IV) 8
- 254 (Pre-K ESE Level IV) 8
- 255 (ESE Level V) 6
- 255 (Pre-K ESE Level V) 6

ELEMENTARY NOTES

- Beginning with the 2010-2011 School Year, APs were no longer assigned to elementary schools -- Current Elementary Assistant Principals were "Grandfathered in".
- A Vision Impaired Teacher paid from grant funds will be assigned to the program at MKL Elementary School. A Vision Impaired Teacher paid from grant funds will be assigned to the program at Hiland Park Elementary School.
- **Beginning with the 2019-2020 School Year, Cedar Grove Elementary will have an additional Assistant Administrator assigned.**

SPECIAL AREA ELEMENTARY UNITS/RATIOS

- Guidance Counselors 0 - 525 FTE = 1
526 – 1000 FTE = 2
- Media Specialist 1
- Physical Education 0 – 300 = 1
(An additional 150 FTE will earn 5.00 paraprofessional hours for Physical Ed.)
- Special Area (Art/Music/Technology) 400
(Each elementary school will have a minimum of 2 Special Area units)
- ESE Speech and Language 60
- Principal 1
- Assistant Administrator 1



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March 24, 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

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

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

DATE: March 24, 2020

RE: Purchasing and Contracting Recommendations

1. **FOOD SERVICE VEHICLES.** This is to report the issuance of a purchase order to Garber Ford Inc. for two new Food Service cargo vans as part of the continuing upgrades to current fleet which are now at the end of their life cycle and beyond economical repair. This purchase order was released to the vendor prior to the board meeting due to 2020 production delays and long delivery lead times for this type of vehicle. This purchase is being made in accordance with State of Florida, Contract #25100000-16-1 with additional volume discounts applied. Deputy Superintendent, Sandra Davis originated this request, integrally involved with all aspects of this project and agrees with this recommendation of award. Funding is provided by #410-7600-652-9250-0000 with a total cost of \$58,887.60.



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March 24, 2020

March 12, 2020

M E M O R A N D U M

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

AGENDA ITEM: Approval of the Florida Inventory of School Houses (FISH) Certification

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

21

March 12, 2020

TO: Doug Lee, Executive Director of Operational Support Services

FROM: Leon Walters, Director of Facilities

RE: Facilities Agenda Item – March 24, 2020

CONSENT ITEM: Florida Inventory of School Houses (FISH) Certification: This is a request for School Board approval of the Florida Department of Education Facilities (FISH) Certification of Facilities Data. This certification is an annual DOE requirement. The FISH data for Bay District Schools is maintained by the Facilities Department. The last DOE FISH Validation Audit found our FISH records to be within the mandated 95% correct threshold. The memo from DOE and the certification form are attached.

/sas



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ADMINISTRATIVE MEMORANDUM

To: Bay District School Board

From: Shirley Baker
Executive Director, Human Resources and Employee Support
Services

Date: March 12, 2020

Re: Director of Student Wellness Programs

At the March 24, 2020 School Board meeting, the Superintendent will recommend **Dawn Capes** as the new Director of Student Wellness Programs for Bay District Schools. Ms. Capes brings ten (10) years of combined school based/district level administrative experience and leadership in public education.

The effective start date of this position is March 25, 2020.

The interview committee convened on March 10, 2020 and evaluated each applicant on the basis of his/her administrative application file and personal interview.

Applicants Interviewed: Dawn Capes
Barbara Higgins

Interview Committee: Denise Kelley
Shirley Baker
Kara Mulkusky



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March 24, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Franklin Harrison, School Board Attorney

AGENDA ITEM: Selection of Underwriter for Proposed Financing
COPs for the new Beach school

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

Letter of Recommendation

Date: March 13, 2020

From: Ford & Associates, Inc. ("Ford & Associates")

To: The School Board of Bay County, Florida (the "Board")

Attn: Mr. Jim Loyed, Chief Financial Officer

Re: Responses to the Board's RFP for Underwriting Services

Background. Ford & Associates, as municipal advisor to the Board, worked with District staff to prepare a Request for Proposals for Underwriting Services in order to select one or more qualified financial institutions to serve the District in issuing certificates of participation to finance the construction of a new educational facility within the District. Firms were asked to provide information about their firm's personnel, profile, and capabilities; experience; past analytical and financial support for the District; and any structural recommendations they might have for the District based on its existing debt profile and current market conditions. At the request of District staff, the RFP was distributed to 17 financial institutions by Ford & Associates on February 25th and responses were received on March 10th.

Responses. The District received responses from the following six firms (alphabetical):

BofA Securities, Inc.	Raymond James & Associates, Inc.
Jefferies LLC	RBC Capital Markets, LLC
PNC Capital Markets LLC	UBS Financial Services Inc.

Recommendations. Ford & Associates reviewed each firm's response with a focus on factors that were of notable importance to District staff. Past financial support for the District in the form of direct lending was considered particularly important and separated two firms from the remainder. We discussed each firm's response with District staff and walked through our perception of each firm's relative strengths and weaknesses.

Based on the expected size and structure of the transaction, as well as current market conditions, Ford & Associates recommends that the District engage two firms to serve as a syndicate for the District's proposed financing. Based on the demonstrated merits and qualifications of the firms responding, we

recommend that Bay District Schools engage Raymond James & Associates, Inc. as its Senior Managing Underwriter and PNC Capital Markets LLC as a Co-Senior Managing Underwriter.

If you have any questions about the proposed transaction or Ford & Associates' recommendation, please contact Ford & Associates, Inc. at (813) 874-6621.

Sincerely,

Jerry W. Ford
President

William S. Reed
Vice President

Jonathan W. Ford
Vice President



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DATE: March 24, 2020

M E M O R A N D U M

TO: School Board Members

FROM: William V. Husfelt III, Superintendent

AGENDA ITEM: Consideration of renaming the Choir Room at Bay High School in honor of Julia House

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 HIGH SCHOOL

1200 Harrison Ave., Panama City, FL 32401
Phone: 850-767-4600 Fax: 850-872-4651

"It's Better at Bay"

Billy May, Principal

Lisa M. Jones, Assistant Principal
Shawn Killets, Assistant Administrator

Kris W. Palfrey, Assistant Principal
Barbara A. Smiley, Assistant Principal

February 26, 2020

Dear Bay District School Board,

Bay High School would like to petition the Board to rename the choir room (23-105).

As you know, Ms. Julia House was a faculty member at Bay High School for 30 years (1989 to 2019). In her case, it was a homecoming in that Julia is also an alumni of both Bay High and the Choir; home grown, so to speak.

Her list of accomplishments is vast. But the impact she has left on the students of Bay High is more so. In fact, it is a group of students who are behind this facility naming initiative.

The following list of accomplishments can be attributed to Julia House:

- 30 year career as Bay High Choir Teacher.
- Nationally Board Certified Teacher.
- Founder of the Emerald Coast Chorale.
- Well known and highly utilized adjudicator throughout the Southeast.
- Taken her Choirs to perform all over the world to include: The Grand Ole Opry, Carnegie Hall, and Europe.
- Active with the Florida Vocal Association and the Florida Music Educators Association, including chairperson for 10 years.
- Bay High Teacher of the Year.
- Henshaw Whitley Award Recipient.
- Most Influential Female Educator by the Northwest Florida Girl Scout Council.
- Florida Vocal Association Hall of Fame.
- Instrumentally procured hundreds of thousands of dollars worth of scholarships for music and vocal education.
- And she will tell you her biggest claim to fame is being known affectionately by her former students as "Mamma House."

We at Bay High School feel that such a legacy simply must be memorialized for generations to come. Therefore, Bay High School respectfully requests that Choir Room 23-105 be permanently known as "The Julia House Choir Room."

Thank you for your consideration.

CHAPTER TWO GENERAL ADMINISTRATION

NAMING OF SCHOOL FACILITIES

2.123

Existing Facilities. Names of existing facilities shall be permanent. However, a school, other facility, wing, or new addition may be dedicated to the memory of a person upon approval of a resolution of the School Board making such designation. A plaque, picture, copy of the resolution, or other similar form of recognition may be placed in the building to honor the person named.

New Facilities. The name of each newly constructed school facility shall be designated by resolution of the School Board. Names will be selected in the following manner:

1. Each principal, or other appropriate administrator, shall conduct surveys throughout the community to be served by the facility in order to solicit recommendations. Such surveys shall involve school-based groups such as PTA and Advisory Councils.
2. Recommendations to be solicited shall be limited to either names of an individual or names representing a geographic location.
3. The name of any person recommended must represent an individual who has been an outstanding educational leader, who has served in the Bay County School System for a period of at least twenty years, and who must have been deceased for at least one year. In unusual situations the Board may waive the time limits herein upon approval of a majority of the full membership.
4. From the recommendations received the principal, or appropriate administrator, shall present at least three (3) options to the Superintendent for review and submission to the School Board.

The name selected by the Board shall be one which is indicative or representative of the community and public served by the school or facility. Each new facility shall have a plaque placed on the facility bearing the name of the facility. The plaque shall also contain the names of the Superintendent and Board members holding office at time of acceptance of the facility, the name of the architect, and the name of the contractor.

In unusual situations, the above requirements may be waived by a majority vote of the entire membership of the School Board, and a facility, or area within a facility, named or designated at the discretion of the Board.

*Authority: §1001.41, Fla. Stat.
History: New, June 12, 1989
Revised: June 14, 1990*

DUPLICATION OF MATERIALS

2.124

All use and reproduction of copyrighted print materials (workbooks, sheet music, etc.) or non-print materials (videotapes, computer software, etc.) shall be in accordance with fair use guidelines for Title 17, U.S. Code, as explained in Copyright: Rights and Responsibilities. District-level department heads and principals shall inform employees under their direction of the provisions of the law.

*Authority: § 1001.41, Fla. Stat.
Law Implemented: P.L. 94-553
History: New, June 12, 1989*



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 District 5

March 24, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Franklin Harrison, School Board Attorney

AGENDA ITEM: Modification to contract to purchase Elkomy property

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



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March 24, 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: ASSISTANT to the EXECUTIVE DIRECTOR

QUALIFICATIONS:

1. High school diploma or equivalent
2. Experience necessary to perform assigned responsibilities; prefer progressive clerical experience in the **educational** setting
3. Knowledge of and an ability to use computers, office equipment, word processing, spreadsheets, databases and related software
4. Excellent verbal and written skills

PHYSICAL REQUIREMENTS: Light

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

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure

PERFORMANCE RESPONSIBILITIES:

1. Serves as the confidential secretary and assistant to the Executive Director; duties include planning, initiating, and carrying to completion a variety of clerical and administrative assistant duties.
2. Prepares departmental payroll in compliance with district policy and procedures.
3. Serves as the liaison for the Executive Director with both public and internal sources as needed. Maintains confidentiality and uses a high degree of professionalism and resourcefulness.
4. Makes arrangements for conferences and meetings including time and location; informs participants of topics to be discussed and researches and provides them with background information.
5. Prepares and completes assigned departmental fiscal activities and budget preparation a timely manner.
6. Researches topics by locating and compiling information from various sources and prepares reports, as directed, for the Executive Director's review and information.
7. Receives and distributes incoming mail for the department in a confidential manner. Independently replies to inquiries not requiring Administrative action.
8. Maintains Executive Director's and departmental calendar(s) of meetings, appointments, district deadlines and any other vital activities of the department.
9. Schedules and makes necessary travel arrangements for Executive Director and staff to attend conferences/workshops as required.
10. Assists in daily operation of the department; trains clerical and support staff in performance of programmatic activities, when required.
11. Assists school and district employees in all areas relative to the functions of the division and works to the satisfactory conclusion of any problems or concerns.
12. Greets, announces and routes visitors. Answers, screens and directs phone calls.
13. Acts as recording secretary at conferences and meetings taking official minutes and preparing minutes for review and distribution.
14. Responds in emergency situations as required.
15. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background Check is required for employment.
2. Twelve (12) months. Pay Grade as established by the School Board in current Salary Placement Schedule 4.

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

Reviewed by Dept. of Human Resources

Adopted by Bay District School Board



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March 12, 2020

M E M O R A N D U M

TO: William V. Husfelt III, Superintendent

FROM: Doug Lee, Executive Director for Operational Services

AGENDA ITEM: Additional Architectural Fee- New Beach School

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

March 12, 2020

TO: Doug Lee, Executive Director of Operational Support Services

FROM: Leon Walters, Director of Facilities

RE: Facilities Agenda Item – March 24, 2020

ACTION ITEM: Additional Architectural Fee - New Beach Elementary School: In June of 2017 the School Board approved the architectural fee of \$1,811,175 (\$1,468,800 for base architectural fee + \$342,375 for consultants) for Clemons, Rutherford & Associates, Inc. (CRA) for the design of the New Beach Elementary School. At that time the estimated construction budget for an elementary school was \$24 million dollars. Since that time, the District has asked the design team to redesign and expand the core spaces on the campus so that in the future it would accommodate an expansion to a K-8 school. The construction budget is now just under \$38 million dollars.

Approval is requested of an additional architectural fee amount of \$396,320. A letter from CRA is provided.

/sas



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March 12, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Doug Lee, Executive Director for Operational Services

AGENDA ITEM: Remaining Guaranteed Maximum Price (GMP)
New Beach Elementary

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

BUDGET AMOUNT: N/A

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

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

SUPERINTENDENT'S RECOMMENDATION:

Approval: X Disapproval: Discussion:

Signature on file

Superintendent

Board Action

March 12, 2020

TO: Doug Lee, Executive Director of Operational Support Services

FROM: Leon Walters, Director of Facilities

RE: Facilities Agenda Item – March 24, 2020

ACTION ITEM: Remaining Guaranteed Maximum Price (GMP) for New Beach Elementary

School: At the January 14, 2020 School Board Meeting, the Board approved the GMP of \$1,584,687 for the sitework (Phase 1) for the New Beach Elementary School. Our Construction Manager, Reliant South Construction Group, Inc. has completed the bidding process and has developed the cost for the GMP for the remaining scopes of work. Approval is requested of the additional amount of \$36,278,180 for a total GMP of \$37,862,867.

Supporting documentation from Reliant South Construction is provided for your review.

/sas



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March 12, 2020

MEMORANDUM

TO: William V. Husfelt III, Superintendent

FROM: Doug Lee, Executive Director for Operational Services

AGENDA ITEM: Remaining Guaranteed Maximum Price (GMP)
Bay High STEM Building

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

March 12, 2020

TO: Doug Lee, Executive Director of Operational Support Services

FROM: Leon Walters, Director of Facilities

RE: Facilities Agenda Item – March 24, 2020

ACTION ITEM: Remaining Guaranteed Maximum Price (GMP) for the Bay High STEM Building:

At the February 11, 2020 School Board Meeting, the Board approved the GMP of \$5,498,535 for the Phase 1 for the Bay High STEM Building. Our Construction Manager, GAC Contractors, has completed the bidding process and has developed the cost for the GMP for the remaining scopes of work. Approval is requested of the additional amount of \$13,752,367 for a total GMP of \$19,250,902.

Supporting documentation from GAC Contractors is provided for your review.

/sas

The News Herald

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

State of Florida County of Bay

Before the undersigned authority personally appeared Karen Glenn, who on oath says that she is a Legal Advertising Representative of The News Herald, a newspaper published at Panama City in Bay County, Florida; that the attached copy of advertisement, being a Legal Advertisement #26339 in the matter of **NOTICE OF INTENDED ACTION - March 24** in the Bay County Court, was published in said newspaper in the issue of **February 22, 2020**.

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

Karen Glenn

State of Florida

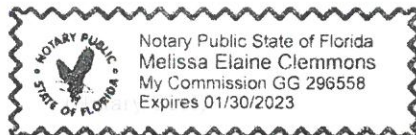
County of Bay

Sworn to and subscribed before me this **22nd** day of **February**, A.D., **2020**.

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

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

Melissa Elaine Clemmons
Notary Public, State of Florida at Large



26339
NOTICE OF INTENDED ACTION
Bay District School Board

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

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

RULEMAKING AUTHORITY: Florida Statutes 1001.41

POLICY: BCSB Policy 3.131 Tax Sheltered Accounts

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

ESTIMATE OF ECONOMIC IMPACT: Unknown

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

TIME: 1:45 PM

DATE: March 24, 2020

PLACE: Bay District School Board Meeting Room

NAME OF PERSON APPROVING PROPOSAL: William V. Husfelt, Superintendent

Pub: Feb. 22, 2020

TEMPORARY DRESS CODE

7.2095

For the ~~2020-2021~~2019-2020 School Year Only

We know that Hurricane Michael has presented many challenges to our families, so we are making some **temporary revisions** to the existing dress code. In order to maintain an atmosphere conducive to learning, the Bay District School Board expects all students to follow the policy and make smart choices about personal appearance. We hope these **temporary revisions** will help our parents and students make appropriate choices for school clothing.

Students should avoid attire that seriously distracts from the learning environment, is considered to be disruptive or could present a health or safety problem.

<p><u>Tops:</u></p> <ul style="list-style-type: none">• T-shirts and shirts of any color• Must be appropriately fitted with sleeves• Must be unaltered; covering underarms and waist• No inappropriate language, graphics or logos <p><u>Bottoms:</u></p> <ul style="list-style-type: none">• Bottoms of any color• Bottoms must be appropriately fitted and seated at the waist.• No shorts, skirts or dresses shorter than five inches (5") above the knee caps as measured standing up• Dresses with sleeves (underarm must be covered)• Fitness pants such as leggings, Yoga pants, sweatpants, exercise tights, etc. must be covered with a top that reaches fingertip length when arms are at sides <p><u>Sweaters/Sweatshirts/Hoodies:</u></p> <ul style="list-style-type: none">• Must be appropriately fitted• Hood may not be worn indoors <p><u>Shoes:</u></p> <ul style="list-style-type: none">• Closed toes and closed backs preferred• No bedroom shoes, flip-flops, shower shoes, or beach footwear	<p><u>Other:</u></p> <ul style="list-style-type: none">• Scarves must be worn appropriately around the neck or shoulders (accessory item only; no bandanas).• No head wear except sunglasses. Hats or other sun protective wear to only be worn while students are outdoors during school hours (not during class changes); however, at all other times, the sun-protective items must be properly stored by the student in pockets, purse, locker or backpack.• No jewelry or accessory that may be used as weapons such as chains or spiked jewelry.• Students participating in extracurricular activities shall conform to the standards of this policy while attending classes during the regular school day. Cheerleaders may wear their uniforms when required for participation in school sanctioned activities. Athletes may wear the team jerseys on game days with appropriate uniform bottoms.• No bedroom clothes.• Earbuds - In order for students to be made aware of security announcements or other hazardous situations in a timely manner, it is expected that all students will adhere to single earbud use while on campus, at school-sponsored events and on school-sponsored transportation.
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Prohibited Attire at all Schools

- While on school grounds during the regular school day, students are prohibited from wearing clothing that exposes underwear or body parts.
- Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

Any student who violates this specific policy of prohibited attire is subject to the following disciplinary actions:

- For a first offense, a student shall be given a verbal warning and the school principal shall call the student's parent or guardian.
- For a second offense, the student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the school principal shall meet with the student's parent or guardian.
- For a third or subsequent offense, a student shall receive an in-school suspension pursuant to §1003.01(5), Florida Statutes for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, and the school principal shall call the student's parent or guardian and send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

Any interpretation of the dress code that is required of this policy shall be the responsibility of the principal of each school. The Superintendent is authorized to make the final decision regarding the interpretation, application and enforcement of this policy and to make certain that it is being uniformly applied and enforced at each of the schools within the District.

The Superintendent can add uniform requirements based upon the unique needs of the population served at a school.

This policy will expire after the [2020-2021](#)~~2019-2020~~ School Year and will be removed from the Policy Manual.

High Schools	Preferred Shirt Color
A. Crawford Mosley	Green, Orange, White
Bay	Black, Red, White
J.R. Arnold	Gray, Navy, White
Middle Schools	
Jinks	Dark Green (Forrest), Gold, White
Merritt Brown	Orange, Royal Blue, White
Mowat	Dark Blue/Navy, Yellow, White
Surfside	Black, Turquoise (Teal), White
Elementary Schools	
Callaway	Gold, Royal Blue, White
Cedar Grove	Royal Blue, Yellow, White
Deer Point	Blue, White, Green
Hiland Park	Red, Yellow, White
Hutchinson Beach	Blue, Orange, White
Lucille Moore	Red, Royal/Navy Blue, White
Lynn Haven	Red, Navy Blue, White
M. Cherry Street	Red, Royal Blue, White
Northside	Navy Blue, Yellow, White
Parker	Dark Green (Hunter), Light Blue, White
Patronis	Green, Yellow, White
Southport	Navy Blue, Red, White
Tommy Smith	Red, Royal/Navy Blue, White
Tyndall	Blue, Red, White
Waller	Navy Blue, Yellow, White
West Bay	Red, Blue, White
6-12 School	
Rutherford	Black, Yellow/Gold, White
Rosenwald	Maroon, Black, White
K-8 School	
Breakfast Point	Solid White, Blue, Yellow
K-12 School	
Deane Bozeman	Navy Blue, Red, White
Special Purpose Schools	
MKL	Please contact school
New Horizons Learning Center	Navy Blue, White, Red
St. Andrew Elementary	Navy/Royal Blue, Red, White
Charter Schools	
Please see website	
Bay Haven Charter Academy	
Chautauqua Learn and Serve	
Palm Bay	
North Bay Haven	
Rising Leaders Academy	
University Academy	
Central High School	

Authority: §1001.41, Fla. Stat.
Law Implemented: §§1001.43, 1006.07, Fla. Stat.
History: New, July 30, 2019

TAX SHELTERED ACCOUNTS

3.131

School Board employees are authorized to participate in tax sheltered accounts (TSA) under the provisions of Internal Revenue Code 403(b) and/or 457 through payroll reduction with companies that are approved in accordance with this rule and are part of the Plan Document.

Authorized Providers

Authorized providers/vendors shall be limited to a number deemed by the Employer sufficient to provide an adequate array of eligible investment products for the benefit of all employees. The Employer will periodically assess Vendors and products to determine that this requirement is achieved.

In the event that a Vendor is removed from the program, the Employer may, if deemed necessary, accept applications from new Vendors to fill the open vendor slot. Employer may select new or replacement vendors at its sole discretion.

Vendor Status

A vendor must apply and be approved by the Employer to provide Tax Sheltered Annuity products to the employees. Vendors may make a submission for consideration at any time prior to October of each year for Committee review. The Committee will consist of: Bay District Schools CFO, Payroll Officer and Risk Manager, Bay District Schools Consultant regarding the TSA program, an ABCE Representative and a BESPAs Representative. In the application process, the vendor must demonstrate that the product to be offered is more beneficial to the employees of Bay District Schools than the other products currently being offered by other providers. If product is recommended and accepted by the Board, the effective date would be January 1st.

The Committee will evaluate all applicants and provide a recommendation to the Board based on the following criteria:

1. Expense charges:

Fixed Interest Annuity: Guaranteed Interest Rate, Current Interest Rate, Surrender Period and Benefit Sensitive

Variable Annuity: M&E Fee, Max Fee Reduction, Average Sub-Acct. Fee, Other Fees and Total Average Fees

Mutual Fund (Load Based): Wrap Fee, Max Fee Reduction, Average Fund Fee, Custodian Fee and Total Average Fees

Mutual Fund (No-Load): Custodial Fee, Average Fund Fee and Total Average Fee

2. Investment options available in the proposed product in comparison to what is currently being offered by other companies in the plan.
3. Does Provider offer a reduction in fees as assets in the plan grow, and if so, comparison to other products in the plan.
4. The Provider must demonstrate the ability to be compliant with Internal Revenue Service Code 403(b). This will be requested in written format as part of the application process.

5. The Provider must be willing to offer a single plan product and for a guaranteed period of three (3) years.

6. Product Standards:

Annuities: The provider Company issuing the Annuity must have and maintain one of the following rates: A- or better by A.M. Best Company, Aa3 by Moody or AA+ by Standard & Poor's. The Provider Company must be licensed and registered to do business in the State of Florida.

Mutual Funds: The Company managing the mutual fund must be listed in the daily listing of funds as provided by the National Association of Securities Dealers. The Provider Company must be licensed and registered to do business in the State of Florida. The Provider Company must have at least \$50,000,000 in assets under management and a minimum of five years since inception.

Both will be reviewed based upon their standing with the Florida Department of Insurance of the Security and Exchange Commission.

Also, all vendors that wish to be considered for addition into the Bay County School District TSA program must agree to meet the following criteria:

1. Agree to properly execute the Information Sharing Agreement of Bay County School District.
2. Agree to provide all participant account information required to maintain compliance under existing 403(b) regulations in electronic format on no less than a monthly basis and provide this data in the Districts elected file format.
3. Agree to reimburse the School District or their designated third-party administrator up to ~~\$24~~12 per participant enrolled per plan year.
4. Agree to ensure that only the proposed product is sold by its employees or agents.
5. Load-based Provider Companies must also maintain twenty-five (25) or more participants with active payroll reduction agreements each year. Any company failing to meet the twenty-five (25) active payroll reduction agreement will be subject to disqualification and removal at the discretion of the Committee~~additional administrative fee structure. Each company will be given a 6-month grace period from the date of adoption of this board policy to obtain the twenty-five (25) participants. If at that time the companies have not obtained the required number of participants they will be responsible for the below mention administrative fees.~~
6. Any additional company that is considered by the committee to be added to the plan must obtain twenty-five (25) Salary Reduction Agreements before any payroll reduction can be implemented.

~~Additional Administrative Fee Structure—Any Vendor (not applicable to no-load providers) whose total number of participants falls below twenty-five (25) will be billed for additional administrative fees as follows:~~

- ~~———— 5 or less Participants ————
———— \$20.00 per Participant per Month~~
- ~~———— 10 or less Participants ————
———— \$10.00 per Participant per Month~~
- ~~———— 20 or less Participants ————
———— \$ 5.00 per Participant per Month~~
- ~~———— 25 or more Participants ————
———— \$ 0.00 per Participant per Month~~

Any company that does not submit the required administrative fee will be removed from the program and all future contributions will be suspended. In addition, the suspended company will not be eligible to apply for reconsideration for a 24-month period.

~~These numbers will be reviewed quarterly and vendors will be billed accordingly. Remittance of the additional fees shall be remitted directly to Bay County School District.~~

Solicitation of Participants

Vendors must receive written communication of approval by the Payroll Department, which shall occur after Board approval, prior to any marketing activities or solicitation of employees.

At their cost, the Vendors/Agents will be required to successfully complete the Bay District Schools fingerprint and background process prior to accessing any locations. Renewal of badges will be required annually and fingerprint/ background check required every five (5) years.

Representatives of authorized Vendors may conduct sales related programs at school or department locations upon the completion and receipt of an approved Request to Contact Principals, which may be obtained from the Bay County School Board Public Information Office. The Request to Contact Principals provides permission to contact the Principal or Department Head of the requested locations. Any appointment at a Bay District Schools location is at the discretion of the Principal or Department Head.

Each Vendor must designate an "agent of record" responsible for the Company's/Broker Dealer's dealings with the Employer. The agent of record shall have authority to correct, discipline and, if necessary terminate employees or agent representatives who breach the provisions of this Agreement, Memorandum of Understanding or any professional or ethical standards adhered to within the Vendor/Broker Dealer industry.

Vendor representatives must be on the authorized listing approved by the Employer prior to any marketing activities or solicitation of employees.

Only authorized vendor representatives on the approved list may sign the required paperwork for the Tax Sheltered Annuity accounts.

Each agent can only represent one Vendor/Broker Dealer to market IBC/Employer approved products.

If employee complaints about a specific company's client service become too numerous, as determined after an investigation by the District, the company at fault will be suspended from the authorized provider list.

If provider fails to comply with any of the terms and conditions previously agreed upon this would be grounds for disqualification.

Authority: § 1001.41, Fla. Stat.

History: New, June 12, 1989

Revised: July 15, 1993, November 12, 1997; December 10, 2008



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

TITLE: CAREER AND TECHNICAL EDUCATION COORDINATOR

QUALIFICATIONS:

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

PHYSICAL REQUIREMENTS: Light

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| <ul style="list-style-type: none">• <i>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.</i>• <i>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.</i>• <i>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.</i> |
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REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Oversees the implementation and compliance of the Career and Technical Education Co-operative Diversified Education Programs and other work-place job experiences.
2. Ensures compliance of the State statutes, rules and policies for Career and Technical Education.
3. Ensures the efficient and effective delivery of Career and Technical Education/STEM programs.
4. Develops and manages the implementation of District, Federal and State programs and community/partnership grants, allocations and programs.
5. Provides Career and Technical Education students with high quality career exploration and guidance.
6. Supports Career and Technical Education teachers and administrators in the successful completion of either a District Certification or Florida State Certification.
7. Collects and analyzes CTE data, including tracking CTE Senior Career Pathway students in their post-secondary endeavors.
8. Participates in program evaluations of Career and Technical Education Career Pathways.
9. Prepares State, District, school-based reporting data for Career and Technical Education.
10. Serves as the District liaison for assigned programs and initiatives.
11. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

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

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

Reviewed by Dept. of Human Resources

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer



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

TITLE: EMPLOYMENT SPECIALIST - ESE

QUALIFICATIONS:

1. Four years' experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching, or counseling; or other related experience working with persons with disabilities; OR
2. A Bachelor's Degree in a related field and one years' experience as described above; OR
3. A Master's Degree in a related field and six months' experience as described above; OR
4. An Associates' Degree from an accredited college or university, or a Bachelor's or Master's Degree in an unrelated field, and two years' experience as described above.

PHYSICAL REQUIREMENTS: Light

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

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Communicate effectively and develop good working relationships with teachers, potential employers and students.
2. Contact community-based employers to seek and develop job opportunities for students with disabilities.
3. Work with ESE teachers and employment/transition teachers to coordinate referrals and job matches for individual students with disabilities.
4. Analyze skills necessary for proper performance by students with disabilities on the job.
5. Supervise students with disabilities in community-based employment and facilitate work adjustment as needed/indicated.
6. Implement job training programs for students with disabilities and evaluate job performance of those students.
7. Keep all required records on employer contacts, job training/performance, student hours, etc.
8. Assist and monitor student's accurate completion of employment paperwork, when appropriate.
9. Transport students to community-based employment, job fairs, or other community-based activities pertaining to job training programs for students with disabilities.
10. Perform other related duties as assigned by a supervisor or designee.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Ten (10) months. Paygrade as established by the School Board in Current Salary Schedule 3.

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

Reviewed by Dept. of Human Resources

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer