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Board Members:

Jerry Register

District 1

Brenda Ruthven

District 2

Pamm Chapman

District 3

Winston Chester

District 4

Steve Moss

District 5

# MINUTES

BAY DISTRICT SCHOOL BOARD MEETING

**MAY 25, 2021**

**WORKSHOPS (BUDGET & DRESS CODE) – 10:30 A.M.**

**BOARD MEETING – 1:00 P.M. – GINGER LITTLETON**

**BOARDROOM**

**PUBLIC HEARING – 1:30 P.M.**

Present: Chair Steve Moss, Vice Chair Pamm Chapman, School Board Members: Winston Chester, Jerry Register and Brenda Ruthven, Superintendent Bill Husfelt and Board Attorney Franklin Harrison.

The workshops were called to order at 10:40 by Vice Chair Chapman.

Jim Loyed, Executive Director of Business Support Services for Bay District Schools, gave a PowerPoint presentation on the budget process with details on projected funding and spending. This was followed by questions and answers.

Kara Mulkusky, Director of Student Services for Bay District Schools gave a PowerPoint presentation and fielded questions on possible changes to student dress code for the 2021-2022 school year.

The workshops adjourned at 12:35 p.m.

## School Board Meeting

Present: Chair Steve Moss, Vice Chair Pamm Chapman, School Board Members: Winston Chester, Jerry Register and Brenda Ruthven, Superintendent Bill Husfelt and Board Attorney Franklin Harrison.

Chair Moss called the meeting to order at 1:00 p.m.

Terry Tatum, Executive Pastor of Lynn Haven United Methodist Church gave the invocation and Vice Chair Chapman led the Pledge of Allegiance.

### I. APPROVAL OF THE AGENDA

Superintendent Husfelt requested the following changes to the agenda:

**DELETE V.C.1. Financial Information**

- ADD**
- V.E.3. Request Approval of Girls Inc. MOU St. Andrew School at Oakland Terrace**
  - VII.A.3 Request Approval of Engagement of Baker Donelson as FEMA Counsel**
  - VII.C.1. a. Coordinator of Athletics and Extracurricular Activities**
  - VII. D. 1. Request Approval of Bid Results – Asbestos Abatement at Haney Technical**

Motion by Register to approve the revised agenda, second by Chester. Motion passed unanimously.

**II. APPROVAL OF MINUTES  
May 11, 2021**

The May 11, 2021 minutes were unanimously approved.

**III. HEARING FROM THE PUBLIC**

Leonard Hall spoke to the board on neglect of at-risk children.

**IV. LEARNING COMMUNITY NEWS**

**V. CONSENT AGENDA**

**A. Deputy Superintendent**

**1. Request Approval of Additional Unit Allocations moved to Action by Ruthven**

**2. Request Approval - Recommendation to Name the New Horizons Mentor Room Moved to Action by Register**

**B. Assistant Superintendent – Division of Teaching and Learning**

**1. Grants Moved to Action by Ruthven**

**C. Business Support Services**

**1. ~~Financial Information~~**

**1.2. Internal Audit Report – Bay Base**

**2.3. Purchasing and Contracting**

**D. Human Resources**

**1. Request Revision of the 2020-2021 District Approved List Moved to Action by Moss**

**2. Request Revision of the 2020-2021 Salary Placement Schedule Moved to Action by Moss**

3. **Request to Approve Salary Increase for Bay Base Activity Leaders and Community Aides whose Salary Falls Below the Base Salary Amount Established for Pay Grades 22 & 20 (Schedule 3) Moved to Action by Moss**
  4. **Request Approval of Personnel Recommendations/Out of Field Teachers**
- E. Operation Support Services**
1. **Request Approval of Boys & Girls Club, Inc. MOU Waller Elementary School**
  2. **Request Approval of Boys & Girls Club, Inc. MOU Lucille Moore Elementary School, Margaret K. Lewis School and Tyndall Academy**
  3. **Request Approval of Girls, Inc. MOU St. Andrew School at Oakland Terrace**

Motion by Register to approve the remaining Consent Agenda, second by Ruthven. Motion passed unanimously.

## **VI. ADMINISTRATIVE RECOMMENDATIONS**

- A. Executive Director of Management Information Systems – James Scantlin**

Motion by Chester to approve, second by Chapman. Motion passed unanimously.

## **VII. ACTION ITEMS**

- A. Deputy Superintendent**
1. **Request Approval of Additional Unit Allocations - Moved to Action by Ruthven**

Motion by Ruthven to approve, second by Register. Motion passed unanimously.

2. **Request Approval - Recommendation to Name the New Horizons Mentor Room - Moved to Action by Register**

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

- B. Assistant Superintendent – Division of Teaching and Learning**
1. **Grants - Moved to Action by Ruthven**

Motion by Ruthven to approve, second by Chester. Motion passed unanimously.

**D. Human Resources**

- 1. Request Revision of the 2020-2021 District Approved List  
Moved to Action by Moss**
- 2. Request Revision of the 2020-2021 Salary Placement Schedule  
Moved to Action by Moss**
- 3. Request to Approve Salary Increase for Bay Base Activity  
Leaders and Community Aides whose Salary Falls Below the  
Base Salary Amount Established for Pay Grades 22 & 20  
(Schedule 3) Moved to Action by Moss**

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

**A Board Members and Board Attorney**

- 1. Request Approval of Lease Agreement – Vacant Parcel at MKL  
Millville – BDS and Eastern Shipbuilding**

Motion by Register to approve, second by Ruthven. Motion passed unanimously.

- 2. Request Approval to Advertise Revision of Policy 2.134 –  
Safety Precautions During Pandemic**

Motion by Register to approve with the deletion of **2021-2022** in the final paragraph, second by Chapman. Motion passed unanimously.

- 3. Request Approval of Engagement of Baker Donelson as  
FEMA Counsel**

Motion by Register to approve, second by Chester. Motion passed unanimously.

**B. Superintendent**

- 1. Request Approval of Appointment to the Citizens Oversight  
Committee- Panama City Beach Chamber of Commerce  
Representative – Jack Bishop**

Motion by Chapman to approve, second by Ruthven. Motion passed unanimously.

**C. Human Resources**

- 1. Request Approval to Advertise New/Revised Job Descriptions  
a. Coordinator of Athletics and Extracurricular Activities**

Motion by Register to approve, second by Chester. Motion passed unanimously.

**D. Facilities**

**1. Request Approval of Bid Results – Asbestos Abatement at Haney Technical**

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

**VIII. PUBLIC HEARING**

**A. New and/or Revised Job Descriptions**

1. **Automotive Mechanic**
2. **Boilerman**
3. **Brick/Block Mason**
4. **Carpenter**
5. **Electrician**
6. **Equipment Mechanic**
7. **Equipment Operator**
8. **HVAC Controls Mechanic**
9. **HVAC Refrigeration Mechanic**
10. **Kitchen Equipment Technician**
11. **Locksmith**
12. **Logistics Supply Clerk**
13. **Painter**
14. **Plumber**
15. **Stadium Custodian II**
16. **Treatment Plant Operator/Exterminator**
17. **Turf & Irrigation Specialist**
18. **Warehouseman II (Maintenance)**
19. **Welding/Sheet Metal Mechanic**

Motion by Chapman to approve, second by Ruthven. Motion passed 4 votes in favor and one opposed (Register)

20. **Beacon Project Manager**
21. **Beacon Quality Assurance Analyst**

Motion by Register to approve, second by Chester. Motion passed unanimously.

**Meeting adjourned at 2:25 p.m.**

  
Steve Moss – Chair

  
Bill Husfelt - Superintendent