I. CALL TO ORDER

II. PRAYER

III. PLEDGE OF ALLEGIANCE

IV. RECOGNITION OF VISITORS

V. LETTER(S) OF COMMENDATION

VI. APPROVAL OF MINUTES

1. October 15, 2015 (Regular)

VII. DELEGATIONS

VIII. AMENDMENTS TO THE AGENDA

AMEND

#10 Leaves of Absence of Personnel
#11 Retirement and Resignations of Personnel
#13 Transfer/Intent to Transfer of Personnel
#14 Employment of Personnel
#15 Extra Work for Extended Periods

ADD

#16 Approval of Resolution - Little Red Schoolhouse

IX. ACTION AGENDA-SUPERINTENDENT RECOMMENDATIONS

X. ITEMS OF BUSINESS

1. STATEMENTS FROM STONE GRANADE & CROSBY LAW FIRM
   The superintendent recommends adoption of a motion "to approve payment of the bills submitted by the Stone, Granade & Crosby law Firm as stipulated in the agenda exhibit."

2. PUBLIC WORKS
   The superintendent recommends adoption of a motion "to approve the low bidders meeting specifications for public works as stipulated in the agenda exhibit."

3. WAREHOUSE SPACE LEASE
   The superintendent recommends adoption of a motion "to approve the renewal of the lease agreement with Robertsdale Industrial Development Board for the warehouse facility in
Robertsdale for a one year cost of $96,000 with a twenty-four (24) month renewal option available at the end of the first year as stipulated in the agenda exhibit.

4. APPROVAL TO MOVE FORWARD WITH DISCUSSED PAY AS YOU GO PROJECTS
   The superintendent recommends adoption of a motion "to provide the Superintendent authority to move forward with the proposed projects as stipulated in the agenda exhibit."

5. PROPOSED 2016-2017 SCHOOL CALENDAR OPTIONS
   The superintendent recommends adoption of a motion "to approve Option #1 as the 2016-2017 school calendar based on the voting results from local schools and organizations as stipulated in the agenda exhibit."

6. APPROVAL OF NEW BOARD POLICY
   The superintendent recommends adoption of a motion "to approve the new board policy (Anaphylaxis Preparedness Program) as stipulated in the agenda exhibit."

7. APPROVAL OF NEW BOARD POLICY
   The superintendent recommends adoption of a motion "to approve the new board policy (Epinephrine Auto Injector Standing Order) as stipulated in the agenda exhibit."

8. APPROVAL OF RESOLUTION - COMMUNITY EDUCATION AND 21ST CCLC AFTERSCHOOL PROGRAMS
   The superintendent recommends adoption of a motion "to approve the resolution in support of Community Education and 21st Century Community Learning Center After School Programs in Baldwin County as stipulated in the agenda exhibit."

9. ADMINISTRATIVE APPOINTMENT
   The superintendent recommends adoption of a motion "to approve the administrative appointment as provided to board members under separate cover."

10. LEAVES OF ABSENCE OF PERSONNEL
    The superintendent recommends adoption of a motion "to approve the leaves of absence of personnel as amended and listed in the agenda exhibit."

11. RETIREMENT AND RESIGNATIONS OF PERSONNEL
    The superintendent recommends adoption of a motion "to approve the retirement and resignations of personnel as amended and listed in the agenda exhibit."

12. SUSPENSION OF PERSONNEL - UNPAID
    The superintendent recommends adoption of a motion "to approve the proposed unpaid suspensions of personnel as listed in the agenda exhibit."

13. TRANSFER/INTENT TO TRANSFER OF PERSONNEL
    The superintendent recommends adoption of a motion "to approve the transfer/intent to transfer of personnel as amended and listed in the agenda exhibit."

14. EMPLOYMENT OF PERSONNEL
    The superintendent recommends adoption of a motion "to approve the employment of personnel as amended and listed in the agenda exhibit."

15. EXTRA WORK FOR EXTENDED PERIODS

The superintendent recommends adoption of a motion "to approve the extra work of personnel as amended and listed in the agenda exhibit."

16. APPROVAL OF RESOLUTION - RELOCATION OF LITTLE RED SCHOOLHOUSE
The superintendent recommends adoption of a motion "to approve the resolution regarding the possible relocation of the Little Red Schoolhouse to Bicentennial Park as stipulated in the agenda exhibit."

XI. INFORMATION AGENDA

XII. SUPERINTENDENT AND STAFF REPORTS

1. Financial Statements
Each board member was given a copy of the final September 2015 and the preliminary October 2015 financial statements. Bank reconciliations for the September 2015 statements have been performed and reconciled to the accounting records.

XIII. NEWS MEDIA QUESTIONS

XIV. ADJOURNMENT
ACTION AGENDA  (_X_New/ ____ Unfinished Business)

ITEM:  STATEMENTS FROM STONE, GRANADE & CROSBY LAW FIRM

Background Explanation:

Attached are statements from Stone, Granade & Crosby Law Firm totaling $16,931.42 for professional services performed in October 2015.

Recommendation:

It is recommended the board approve payment of these bills as submitted.

Date: __________________________ Submitted by: _______________________________________________________________________

The superintendent concurs in this recommendation and submits same for Board consideration for approval.

_________________________  ______________
Date                   Superintendent
November 10, 2015

Baldwin County Board of Education
2600-A North Hand Avenue
Bay Minette, Alabama 36507

Billing Recap - October 2015
Special Education/Student Personnel Matters

15 497 - 
  - Services $350.00 plus $8.63 
  
15 974 - 
  - Services $112.00 plus $4.60 expenses

TOTAL AMOUNT DUE.............. $475.23
Baldwin County Board of Education
2600-A North Hand Avenue
Bay Minette, Alabama 36507

Billing Recap - October 2015
Personnel and Litigation Matters

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 452 -</td>
<td>Services $210.00</td>
<td>$ 210.00</td>
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<tr>
<td>14 1176 -</td>
<td>Services $112.00</td>
<td>112.00</td>
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<tr>
<td>15 698 -</td>
<td>Services $3,962.00 plus $225.32 expenses</td>
<td>4,187.32</td>
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<td>15 828 -</td>
<td>Services $56.00</td>
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<td>15 847 -</td>
<td>Services $84.00</td>
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<td>15 1007 -</td>
<td>Services $70.00</td>
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<td>15 1047 -</td>
<td>Services $140.00</td>
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<td>15 1140 -</td>
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<tr>
<td>15 1143 -</td>
<td>Services $140.00</td>
<td>140.00</td>
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</table>

**TOTAL AMOUNT DUE** ........... $5,069.32
Baldwin County Board of Education
2600-A North Hand Avenue
Bay Minette, Alabama 36507

Billing Recap - October 2015

15 107 - 2015 General - Services $6,412.00 plus $445.22 expenses $6,857.22
15 1006 - 2016 Ad Valorem Renewals - Services $2,198.00 plus $35.65 expenses 2,233.65
15 1057 - 2015 Booster Clubs - Services $322.00 322.00
15 1082 - 2015 After School Program - Services $1,162.00 1,162.00
15 1099 - 2015 Hurricane Shelters - Services $350.00 350.00
15 1137 - Task Force Recommendation - Services $462.00 462.00

TOTAL AMOUNT DUE ............. $11,386.87
ACTION AGENDA

ITEM: PUBLIC WORKS

Background Explanation:

Projects and contracts under public works were requested or considered for needed improvements throughout the system.

Recommendation:

PW 18-14-2015, Foley High Drainage Improvements: Recommend award to lowest bidder meeting specifications, Floore Industrial Contractors, 4401-4 Wilson Springs Road, Moss Point, MS 39562 in the amount of $67,311.00.

Date 11/12/15 Submitted by: 

Date Submitted by: 

Date Submitted by: 

Date Submitted by: 

Date Submitted by: 

The Superintendent concurs in this recommendation and submits the same for Board consideration for approval.

11-13-15 Date 

Superintendent of Education
Baldwin County Board of Education
Purchasing Department
Recommendation for Award of Bid

Date: November 10, 2015

No./Title: PW 18-14-2015
FLYH Drainage Improvements

Opening: Tuesday, November 10, 2015 @ 2:00 PM

Vendor(s)/Contractor(s) Recommended For Award: Floore Industrial Contractors

Location(s): Foley High School

Public Announcement: ☑ Mail ☑ Newspaper ☐ Web Site ☐ Other

Describe:

Contract Period: Single Purchase

Received Bid Results: 3 vendors responded

Describe any unusual circumstances regarding bid:

Did low bidder submit a responsive/responsible bid meeting all specifications?
☑ Yes ☐ No

If No, explain why specifications were not met:

Budget funds available for item(s) bid:
Sales Tax Fund

Purchasing Department Recommends Award:

Recommendation by User Department in Bid File
## BALDWIN COUNTY BOARD OF EDUCATION

**FOLEY HIGH SCHOOL DRAINAGE IMPROVEMENTS**

**NOVEMBER 10, 2015**

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<th>UNIT PRICE</th>
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<td>PIPE REMOVAL AND DISPOSAL</td>
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**TOTAL AMOUNT**

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<th>BIDDER #1</th>
<th>BIDDER #2</th>
<th>BIDDER #3</th>
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<tbody>
<tr>
<td>FLOORE INDUSTRIAL CONTRACTORS</td>
<td>BLADE CONSTRUCTION</td>
<td>R&amp;S PAVING &amp; GRADING</td>
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<tr>
<td>$67,311.00</td>
<td>$137,385.00</td>
<td>$168,100.00</td>
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</table>

We hereby certify this to be a true and correct tabulation on the above named project.

James H. Robertson, II, P.E.
Project Manager
Hutchinson, Moore & Rauch, LLC
ACTION AGENDA (X)New( )Unfinished Business

ITEM: Warehouse Space Lease

Background Explanation:

The Board has leased warehouse space to house new and used furniture from the Robertsdale Industrial Development Board. This space has been well utilized and provides the Board with a location to accumulate used personal property so that it can be stored, evaluated, reused where feasible or potentially sold by public auction.

Recommendation:

Recommend allowing the Superintendent to renew the attached lease agreement with the Robertsdale Industrial Development Board for the warehouse facility in Robertsdale for a one year cost of $96,000.00 with a twenty-four month renewal option available at the end of the first year.

Date 11/12/15  Submitted by: [Signature]
Date [ ]  Submitted by: [Signature]
Date [ ]  Submitted by: [Signature]
Date [ ]  Submitted by: [Signature]

The Superintendent concurs in this recommendation and submits the same for Board consideration for approval.

11-13-15

Date

Superintendent of Education
COMMERCIAL LEASE

STATE OF ALABAMA
BALDWIN COUNTY

KNOW ALL MEN BY THESE PRESENTS, that

WHEREAS, the Robertsdale Industrial Development Board, a municipal corporation, hereinafter called the "Lessor", desires to lease certain real property and improvements hereinafter described to a suitable Lessee; and

WHEREAS, Baldwin County Board of Education, an Alabama Corporation, hereinafter called the "Lessee", desires to lease certain real property and improvements; and

WHEREAS, Eddie Tyler, an adult resident citizen of Baldwin County, Alabama and the Superintendent of the Lessee, hereinafter called the "Guarantor", desires to induce the Lessor to lease the premises described below to Lessee and

WHEREAS, Lessor, Lessee and Guarantor desire to have Lessor and Lessee enter into a lease agreement for the following described property with Lessee’s performance thereunder to be guaranteed by the Guarantor,

WHEREAS, Lessor, Lessee and Guarantor recognize that the Lessee and Guarantor will provide various services to the community of Lessor and in exchange for these services, the Lessor receives certain additional consideration, and
WHEREAS, in order to carry out their desires, Lessor and Lessee (and Guarantor) have entered into this lease agreement in order to reduce the terms of their agreement to writing. As such, the parties have, in consideration of the mutual covenants and agreements contained herein, agreed as follows:

SECTION ONE
Subject and Purpose

Lessor is leasing the building on the land located at 18815 Fairground Road, Robertsdale, Alabama to the Lessee for Lessee's use as set out and described more particularly below.

SECTION TWO
Terms and Rent

(A) The leased premises herein consist of the building located at 18815 Fairground Road, Robertsdale, Alabama. The building is currently described as Building A, which is 48,000 square feet and measures 100'x480'.

(B) The lease agreement shall be for a period of twelve (12) months, with a twenty-four (24) month extension option. Said lease shall begin on the 1st day of October, 2015, with the first year ending on September 30, 2016. If the Lessee chooses to accept the twenty-four (24) month extension option, the Lessee must notify the Lessor at least thirty (30) days before the twelve (12) month lease expires to execute acceptance of the twenty-four (24) month extension option, this lease extension shall end on September 30, 2017.
(1) The Lessee shall pay the Lessor the sum of $8,000.00 (Eight Thousand Dollars) ($2.00 per foot) per month beginning on the 1st day of October, 2014.

(C) Lease payments should be made payable to “Robertsdale Industrial Development Board” and delivered on or before the tenth (10th) day of each month.

(1) Delivery shall be defined as the date payment is received by “Robertsdale Industrial Development Board”.

(2) Payments shall be mailed to Robertsdale Industrial Development Board at Post Office Box 429, Robertsdale, AL 36567.

(D) Payments will be considered late (delinquent) if not received on or before the twenty-fifth (25th) day of each month. Failure to deliver payment on or before the twenty-fifth (25th) day of each month shall result in a $25.00 (Twenty-Five Dollar) per day penalty.

(E) Failure to make two (2) consecutive payments as set forth in Subsection (B) shall constitute a breach of the lease agreement by the Lessee entitling the Lessor to immediately terminate the agreement and evict the Lessee from the premises. Lessee shall vacate the premises within thirty (30) days of receiving written notice of a violation of Subsection (E).

(F) The lease agreement shall not be interpreted in any way as creating a partnership or joint venture relationship between the parties.
(G) Upon three (3) days written notice to the Lessee, the Lessor (or his authorized representative) shall have the right to inspect the premises.

(1) Lessee shall maintain the premises in a clean and safe manner free of hazards and defects.

(2) Lessor agrees to be responsible for maintenance of all major systems in the building, including flooring, but the Lessee agrees to maintain the interior and exterior upkeep of the building, including, but not limited to, keeping the building clean and presentable to the public and ensuring the building is maintained in a reasonable fashion. Lessee shall maintain the grounds surrounding the building for up to five (5) feet, in all directions, of all existing adjacent permanent structures, i.e. buildings, parking lots. The Lessor will cover the additional grounds work.

(H) The City of Robertsdale shall provide insurance coverage for the structures with property and liability insurance and provide utilities at no charge to the Lessee. The Lessor shall have the right to re-evaluate utility consumption on said building and if usage should escalate about its present level, the Lessor may enter into negotiations for reimbursement on usage above the current levels of utility consumption.

(I) Lessee shall provide liability insurance for the operation of the business, equipment, contents of the business, and all personnel of the Lessee shall be covered through said insurance. Further, the Lessee shall name the Lessor as
an additional insured. Lessee shall provide Lessor proof of said policy within 10 days of the execution of this lease.

(1) Lessee’s insurance coverage shall be subject to approval by the Lessor and the City of Robertsdale.

(2) Failure to maintain liability insurance coverage as set forth herein shall constitute a breach of this lease agreement entitling the Lessor to immediately terminate the Lessee from the premises. Lessee shall vacate the premises within thirty (30) days of receiving written notice of a violation of Subsection I (1).

(J) In the event the building should be totally destroyed by fire, flood, or other casualty, or that it should be so damaged that rebuilding or repairs cannot reasonably be completed without Lessee being denied the use of the building for any period exceeding sixty (60) days, and said fire, flood or casualty is not directly responsible or attributable to tenant’s action, this Lease shall terminate and rent shall be abated for the unexpired portion of this Lease, effective as of date of the destruction of the premises.

(K) If the Lessor is compelled to incur any expenses, including attorney’s fees, in instituting or prosecuting any action or proceeding to enforce any provision of this lease or to collect any sum(s) coming due hereunder, then the Lessee shall be liable for such sums in the amount or amounts actually incurred by Lessor, and
Lessee shall pay same on the first (1st) day of the month following presentation of a statement for same by Lessor.

(L) This lease agreement is for the building, described as Building A, on the land located at 18815 Fairground Road, Robertsdale, Alabama, and supersedes all other prior lease agreements on said building and all parties hereto acknowledge that the terms of any prior lease and/or agreement are hereby declared null and void and recognize that the terms of this lease agreement control and govern all future legal obligations of these parties with respect to this building on said property.

WHEREAS, THIS LEASE AGREEMENT IS MADE AND ENTERED INTO BY AND BETWEEN THE PARTIES ON THIS THE _____ DATE OF __________________, 2015.

BALDWIN COUNTY BOARD OF EDUCATION

By: Lessee
Eddie Tyler
Its; Supt. of Education
Baldwin County Board of Education
2600-A North Hand Ave.
Bay Minette, AL 36507
signed to the foregoing instrument, and who is known to me as such, acknowledged before me on this day that, being informed of the contents of said instrument he/she executed the same voluntarily for and on behalf of ______________________, a corporation, (Lessee) on the day the same bears date.

Given under my and seal on this the ___ day of __________, 20___.

Notary Public
My Commission Expires: __________

STATE OF ALABAMA
COUNTY OF BALDWIN

I, the undersigned authority, a Notary Public in and for said County in said State, do hereby certify that __________________ whose name as __________________ of ______________________, a corporation, is signed to the foregoing instrument, and who is known to me as such, acknowledged before me on this day that, being informed of the contents of said instrument he/she executed the same voluntarily for and on behalf of __________________, a corporation, (Guarantor) on the day the same bears date.

Given under my and seal on this the ___ day of __________, 20___.

Notary Public
My Commission Expires: __________
GUARANTOR:

GUARANTOR
Eddie Tyler
Its: Supt. of Education
Baldwin County Board of Education
2600-A North Hand Ave.
Bay Minette, AL  36507

Lessor:

ROBERTSDALE INDUSTRIAL DEVELOPMENT BOARD

Sylvia Mattingly
By: SYLVIA MATTINGLY
Its: Chairperson
P.O. Box 429
Robertsdale, AL 36567

STATE OF ALABAMA
COUNTY OF BALDWIN

I, the undersigned authority, a Notary Public in and for said County in said State, do hereby certify that ______________ whose name as ______________ of the Baldwin County Board of Education, a corporation, is
STATE OF ALABAMA  
COUNTY OF BALDWIN

I, the undersigned authority, a Notary Public in and for said County in said State, do hereby certify that Sylvia Mattingly, whose name as Chairperson of the Robertsdale Industrial Development Board, a corporation, is signed to the foregoing instrument, and who is known to me as such, acknowledged before me on this day that, being informed of the contents of said instrument he executed the same voluntarily for and on behalf of Robertsdale Industrial Development Board, a corporation, (Lessor) on the day the same bears date.

Given under my and seal on this the 21st day of October, 2013.

[Signature]
Notary Public
My Commission Expires: July 27, 2018
ACTION AGENDA  (_X_ New/___ Unfinished Business)

ITEM: Approval To Move Forward With Discussed Pay As You Go Projects

**Background Explanation:**

The system has worked diligently and efficiently to build up the capital projects fund to address some of the many needs that we see countywide. Unfortunately we are not able to address all of our countywide needs, but this proposal is a chance to identify areas that can currently be addressed. The list of 6 projects attached is estimated to cost approximately $15.5 million by extending the capacity of current buildings with will help us eliminate 31 portables countywide. These projects will be funded using funds currently available as a result of savings over the last couple of years, no financing instruments or agreement will be used to fund these projects. If approved the superintendent will move forward with all pre-construction items with final approval presented to the Board at the time construction bids are awarded.

**Recommendation:**

It is recommended that the Baldwin County Board of Education give the superintendent authority to move forward with the proposed projects as stipulated in the agenda exhibit.

Date: 11-13-15  Submitted by:  

The superintendent concurs in this recommendation and submits same for Board consideration for approval.

11-13-15  Superintendent
## Pay As You Go Projects

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<th>Size (Sf)</th>
<th>Cost</th>
<th>Total</th>
<th>Portables Removed</th>
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<td><strong>1) Elsanor Elementary School</strong></td>
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<tr>
<td>10 Room Addition at Elsanor Elementary School</td>
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<td>Total</td>
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<td>$1,787,500</td>
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<td><strong>2) Central Baldwin Middle School</strong></td>
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<tr>
<td>14 Room Addition at CBMS</td>
<td>16,800</td>
<td>$130/s.f.</td>
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<td><strong>5) Elberta Elementary Addition (Make K-6)</strong> (Move 4th, 5th, and 6th grade into building)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(Phase 1 of 2 in configuration for Elberta High School to alleviate overcrowding at Foley High)</td>
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ACTION AGENDA (X New/ Unfinished Business)

ITEM: PROPOSED 2016-2017 SCHOOL CALENDAR

Background Explanation:

Below are the voting results for the three (3) proposed 2016-2017 school calendar options that were approved by the Board for dissemination to local schools and organizations. Note that the voting results indicate our employees prefer Option #1. The results of the voting are as follows:

Option #1    1265
Option #2    256
Option #3    125

Recommendation:

It is recommended the board approve Option #1 as the 2016-2017 school calendar based on the voting results from local schools and organizations as stipulated herein.

Date: Submitted by:

The superintendent concurs in this recommendation and submits same for Board consideration for approval.

11/13/15  
Date

Superintendent
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<tr>
<th>School</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
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<td>North Baldwin Ctr. for Tech.</td>
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<td>Loxley COS</td>
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<tr>
<td>IT</td>
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<tr>
<td>C. F. Taylor</td>
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<tr>
<td><strong>Total</strong></td>
<td>1265</td>
<td>256</td>
<td>125</td>
</tr>
</tbody>
</table>
# Baldwin County School Calendar 2016-2017

## July
- **4**: Independence Day

## August
- **8-11**: Workdays/PD Days-Principal Discretion (1 Professional Development day required)
- **12**: System Wide PD Day/Institute
- **15**: First Day of School

## September
- **5**: Labor Day
- **10-14**: Exam Window
- **14**: End 1st Quarter (44 days) ½ Day Dismissal
- **17**: Professional Development/Student Holiday

## October
- **11**: Veteran’s Day
- **21-25**: Thanksgiving Holiday Week
- **21-23**: (Hurricane Make-up Day – if needed)
- **12-16**: Exam Window
- **16**: End 2nd Quarter (38 days) ½ Day Dismissal
- **19-30**: Christmas Holidays
- **19**: (Hurricane Make-up Days – if needed)

## November
- **2**: New Year’s Day Observed
- **3**: Workday for Employees (Student Holiday)
- **4**: Students Return
- **16**: King/Lee Holiday
- **27-28**: Mardi Gras Holiday

## December
- **6-10**: Exam Window
- **10**: End 3rd Quarter (45 Days) ½ Day Dismissal
- **27-31**: Spring Break

## January
- **2**: Good Friday

## February
- **17**: Presidents’ Day

## March
- **15**: Graduation – Spanish Fort, Gulf Shores & Robertsdale
- **16**: Graduation - Foley, Baldwin Co., Daphne & Fairhope
- **19-25**: Exam Window
- **25**: Last Day for Students (48 Days) ¼ Day Dismissal
- **26**: Last Day for Teachers

## April
- **14**: Good Friday

## May
- **16**: Memorial Day Holiday

## June
- **25-26**: Last Day for Teachers

**½ Day Dismissals for Teacher Workday**
- 10/14/16, 12/15/16, 3/10/17, 5/25/17

*187 days Employees – 4 required flex days
June 1, 2016 to May 31, 2017*
ACTION AGENDA  (  _New/  _X_  Unfinished Business)

ITEM:  APPROVAL OF NEW BOARD POLICY

Background Explanation:

Attached is an update/clarification for the proposed new board policy regarding the Anaphylaxis Preparedness Program per Alabama Act 2014-405. All changes are underlined.

The board approved dissemination of the proposed policy at the September board meeting.

Recommendation:

It is recommended that the board approve the new board policy as stipulated herein.

Date:  Nov 12, 2015  Submitted by:  

The superintendent concurs in this recommendation and submits same for Board consideration for approval.

11-13-15  Date  Superintendent
Anaphylaxis Preparedness Guidelines

Introduction

Anaphylaxis is a life-threatening allergic reaction that may involve multiple body systems. Food allergies are the leading cause of anaphylaxis in children.

Children who have asthma and food allergies are at greater risk for anaphylaxis and may often react more quickly, requiring aggressive and prompt treatment.

Anaphylaxis is a medical emergency that requires immediate intervention and treatment. Not everyone affected by anaphylaxis will experience the same thing, but common symptoms include hives, itching, flushing and swelling of the lips, tongue and roof of the mouth.

Epinephrine is the emergency drug of choice for treatment of an anaphylactic reaction and must be given immediately. EpiPen® (epinephrine) 0.3 mg and EpiPen Jr® (epinephrine) 0.15 mg Auto-Injectors are for the emergency treatment of life-threatening allergic reactions (anaphylaxis) caused by allergens, exercise, or unknown triggers: and for people who are at increased risk for these reactions. EpiPen and EpiPen Jr are intended for immediate self-administration as emergency supportive therapy only. Seek immediate emergency medical treatment after use. Auvi-Q™ (epinephrine injection. USP) is used to treat life-threatening allergic reactions (anaphylaxis) in people who are at risk for or have a history of these reactions.

Law

Alabama Act No. 2014-405, Anaphylaxis Preparedness Program, passed in the regular legislative session. The Anaphylaxis Preparedness Program shall incorporate the following three levels of prevention initiated by licensed public school nurses as a part of the health services programs:

(1) Level I – Primary Prevention: Education programs that address food allergies and anaphylaxis through both classroom and individual instruction for staff and students.
(2) Level II – Secondary Prevention: Identification and management of chronic illness.
(3) Level III – Tertiary Prevention: The development of a planned response to anaphylaxis-related emergencies in the school setting.

Each local board of education may collaborate with a physician to develop and maintain a protocol for emergency response that shall include a supply of premeasured, auto-injectable epinephrine on each public school campus to treat potentially life-threatening allergic reactions. Single-dose auto-injectable epinephrine may be administered or provided to school children by the school nurse OR UNLICENSED SCHOOL PERSONNEL WHO HAVE COMPLETED AN ANAPHYLAXIS TRAINING PROGRAM conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or other
The learning objectives for each school are shown below.

- Common causes of emergency allergic reaction.
- How to recognize specific warning signs of a possible emergency allergic reaction.
- Correct use of epinephrine for emergency allergic reactions.

Responsibilities of Personnel

Section 1: School System Superintendent

- Provide leadership and designate school district resources to implement the school district’s approach to managing severe allergies.
- Promote, disseminate and communicate anaphylaxis allergy-related policy to all school staff, families and the community.
- Ensure that each school has a team that is responsible for allergy management.
- Be familiar with federal and state laws, including regulations, and policies relevant to the obligations of schools to students with severe allergies, and make sure district policies and practices follow these laws.
- Support professional development on anaphylaxis for employees.

Section 2: School Administrator (Principal or Assistant Principal)

- Coordinate planning and implementation of a comprehensive Anaphylaxis Allergy Management and Prevention Plan for the school in conjunction with school nurse and school improvement team.
- Communicate school district policy for managing severe allergies to all school staff, substitute teachers, classroom volunteers and families.
- Share information about students with severe allergies with all staff members who need to know, provided the exchange of information occurs in accordance with FERPA and any other federal and state laws that protect the confidentiality or privacy of student information.
- Support professional development on anaphylaxis for employees.

Section 3: School Nurse

- Take the lead in planning and implementing the school’s Anaphylaxis Allergy Management Prevention Plan.
- Support partnerships among school staff and the parents and doctors (e.g., pediatricians or allergists) of students with severe allergies.
- Make sure that students with severe allergies are identified and share information with other staff who need to know in accordance with FERPA and any other federal and state laws that protect the confidentiality or privacy of student information.
• Develop an Individual/Emergency Care Plan for each student with a severe allergy and share with appropriate staff.
• Have the epinephrine kept in a secure place that staff can get to quickly and easily.
• Regularly inspect the expiration date on all stored epinephrine auto-injectors.
• Annually train staff members how to administer an epinephrine auto-injector and recognize the signs and symptoms of food allergy reactions and anaphylaxis.
• Make sure that food service staff are aware of what actions must be taken as written in ECP if a food allergy emergency occurs in the cafeteria.
• Make sure that staff plan for the needs of students with food/latex/insect allergies during class field trip and during other extracurricular activities.
• Work with other school staff and parents to create a safe environment for students with severe allergies.

Section 4: Medical Director

• Serve as a Medical Director on a consultation basis in the school system, supporting the coordinated approach to managing severe allergies and anaphylaxis and the use of epinephrine in the schools, and having prescriptive authority.
• Support partnerships among school staff and the parents and doctors (e.g., pediatricians or allergists) of students with severe allergies.
• Guide and support the allergy management practices of school nurses in accordance with the Nurse Practice Act and federal or state legislation.

Section 5: Food Service Staff

• Identify, with the assistance of the school nurse, students with severe allergies in a way that does not compromise students' privacy or confidentiality rights.
• Make sure to have and understand dietary orders or the doctor's statement and other relevant medical information that is needed to make meal accommodations for students with food allergies.
• Follow policies and procedures to prevent allergic reactions and cross-contact of potential food allergens during food preparation and service.
• Manage food substitutions for students with food allergies.
• Complete annual training to help recognize following:
  ✓ Signs and symptoms of allergic reactions and how they are communicated by students.
  ✓ How to read food labels and identify allergens.
  ✓ How to use an epinephrine auto-injector (if delegated and trained to do so).
  ✓ How to deal with emergencies in the school in ways that are consistent with a student’s ECP.
  ✓ When and how to call EMS and parents.
  ✓ How FERPA, USDA, and other federal and state laws that protect the privacy and confidentiality of student information apply to students with food allergies and food allergy disabilities.
  ✓ General strategies for reducing or preventing exposure to food allergens in the classroom, such as cleaning surfaces, using nonfood items for celebrations, and getting rid of nonfood items that contain food allergens (e.g., clay, paste).
✓ Policies on bullying and discrimination against all students, including those with food allergies.

Section 6: Transportation Staff

- Understand information provided by the school nurse on emergency care plan for managing students with severe allergies being transported to or from school.
- Understand and complete annual training to help you recognize the following:
  ✓ Signs and symptoms of severe allergy and how they are communicated by students.
  ✓ How to respond to a severe allergy emergency while transporting children to and from school.
  ✓ How to use an epinephrine auto-injector (if delegated and trained to do so).
  ✓ How to deal with emergencies in a way that is consistent with a student’s ECP or transportation emergency protocol.
  ✓ FERPA, USDA, and other federal and state laws that protect the privacy or confidentiality of student information and other legal rights of students with severe allergies.
  ✓ Policies that prohibit discrimination and bullying against all students, including those with food/latex/insect allergies.

Section 7: Teachers and Other Unlicensed Personnel

- Receive emergency care plan from school nurse and understand the essential actions needed to be taken to help manage severe allergy reactions under your supervision, including when meals or snacks are served in the classroom, on field trips, or during extracurricular activities.
- Work with parents and the school nurse and other appropriate school personnel to determine if any classroom modifications are needed.
- Share information and responsibilities with substitute teachers and other adults who regularly help in the classroom (para educators, aides, instructional specialists) if permitted by the parents.
- Complete training to help you recognize and understand the following:
  ✓ Signs and symptoms of severe allergies and how they are manifested in and communicated by students.
  ✓ How to read food labels and identify allergens.
  ✓ How to use an epinephrine auto-injector (if delegated and trained to do so).
  ✓ How to respond to food allergy emergencies in ways that are consistent with a student’s ECP, if appropriate; a Section 504 Plan; or IEP, if appropriate.
  ✓ When and how to call EMS and parents.

Background

The Local Education Agency (LEA) recognizes the growing concern with severe life-threatening allergic reactions, especially with regard to food items. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.
Pathophysiology and Treatment

Anaphylaxis can affect almost any part of the body and cause various symptoms. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

Medications used for treatment include:
- Epinephrine
- Antihistamines

Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. The allergen should also be removed immediately.

Creating an Allergen-Safe School Environment

The LEA supports the three levels of prevention through its methods of creating an allergen-safe environment.

Level I - Primary Prevention - Promotes health and protects against threats before problems occur with food allergy and anaphylaxis awareness and training.

Level II - Secondary Prevention - Detects and treats problems early, as in a first-time reaction at school with staff or students. Early treatment of anaphylaxis saves lives.

Level III - Tertiary Prevention -
- Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis.
- Avoidance of exposure to allergens is the key to preventing a reaction.
- The risk of exposure to allergens for a student is reduced when the school personnel, medical provider and parent/guardian work together to develop a management plan for the student.
- Educating the entire school community about life-threatening allergies is important in keeping students with life-threatening allergies safe.

Identifying the School Team

School System Administration - School administrators will support the Anaphylaxis Preparedness Program by helping to monitor the medication supply for availability and by keeping it in a secure but accessible location. It is recommended that it be stored inside the alarmed wall cabinets in each school office. These cabinets are clearly marked and are the location where the Automated External Defibrillators (AEDs) are stored. Support will also be provided to ensure that school staff are trained and retrained as deemed necessary.

- School Nurse - School nurses will be the Anaphylaxis Preparedness Program site coordinator for each campus. Each school nurse will work with the principal to ensure staff are trained and retrained as deemed necessary. The school nurses will also monitor the safety and security of the medication by checking the expiration date and inspecting the medication to see if any tampering has occurred. The school nurse will respond to emergencies when possible and continue to function in the role as school nurse with other duties.

- School Medical Director - Dr. _____________ has agreed to serve as the medical director providing authorization for this program. He will assist with program oversight and strive to
meet practices offered through research on the topic of anaphylaxis, offering his guidance for the nursing protocols and prescriptive authority.

- Teachers – Teachers will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication and the forms. Teachers will be offered training each year to recognize and respond to anaphylactic emergencies.

- Food Service Personnel – Food service personnel will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication, and the forms. The food service personnel will be offered training each year to recognize and respond to anaphylactic emergencies.

- Coaches, Athletic Directors, and After-School Volunteers – These people will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication, and the forms. Coaches will be offered training each year to recognize and respond to anaphylactic emergencies.

- Transportation Personnel – These people will be provided information each year on the school program, the signs and symptoms of anaphylaxis, the location of the medication, and the forms. Bus drivers will be offered training each year to recognize and respond to anaphylactic emergencies.

**Action Steps for Anaphylaxis Management**

- Providing necessary precautions and general training for staff in transportation, classrooms, the cafeteria, or the gymnasium.

- Training by licensed registered professional nurses for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students.

- Creating Individual Health Care Plans (IHP), Emergency Care Plans (ECP), 504 Plans, or Individualized Educational Plans (IEP) as indicated.

- Having standing emergency medical protocols for nursing staff.

- Maintaining stock supplies of life-saving emergency medications, such as EpiPens, in all health offices for use in first-time emergencies.

- Following specific legal documents duly executed in accordance with the regulations and laws with medical orders regarding the care of specific students with severe life-threatening conditions.

- Allowing self-directed students as assessed by the school nurse to carry life-saving medication with prior approval by the medical provider and according to health practice and procedures as long as duplicate life-saving medication is also maintained in the health office in the event the self-carrying student misplaces his/her medicines.

- Assuring appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

**Medication Safety**

Epinephrine auto-injectors will be maintained by the school system to include resupplying as necessary. (Required forms in Appendices A - D)
Epinephrine Auto-injector Delivery Verification

SCHOOL NAME ___________________________ DATE ____________

Label number _______________ Lot number __________ Exp. Date __________
Label number _______________ Lot number __________ Exp. Date __________
Location to be stored ___________________________________________ 

Administrator
Printed Name _______________ Signature _______________ Date __________

School Nurse
Printed Name _______________ Signature _______________ Date __________
## Skills Checklist
### Epinephrine Auto-Injector

**Name of Trainee**

<table>
<thead>
<tr>
<th>States name and purpose of procedure</th>
<th>Training</th>
<th>Demo</th>
<th>Review</th>
<th>Review</th>
<th>Comments</th>
<th>Initials</th>
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</thead>
<tbody>
<tr>
<td>1. Describes symptoms for use of epinephrine auto-injector</td>
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</tr>
</tbody>
</table>

**Preparation**

| 1. Reviews universal precautions |  |  |  |  |  |  |
| 2. Identifies location of medication |  |  |  |  |  |  |
| 3. Positions student into lying position |  |  |  |  |  |  |
| 4. Identifies possible problems and appropriate actions |  |  |  |  |  |  |
| 5. Knows to call 911 when epinephrine auto-injector is used |  |  |  |  |  |  |

**Identifies supplies**

| 1. Gloves |  |  |  |  |  |  |
| 2. Right medication |  |  |  |  |  |  |

**Procedures**

| 1. Applies gloves |  |  |  |  |  |  |
| 2. Removes end cap from auto-injector |  |  |  |  |  |  |
| 3. Places top of auto-injector on either side of outer thigh |  |  |  |  |  |  |
| 4. Presses hard into thigh until the mechanism injects |  |  |  |  |  |  |
| 5. Hold firm pressure for 10 seconds |  |  |  |  |  |  |
| 6. Removes auto-injector with caution to avoid accidental needle stick |  |  |  |  |  |  |
| 7. Massages injection site for 10 seconds to help absorption |  |  |  |  |  |  |
| 8. Elevates feet of victim and monitors breathing |  |  |  |  |  |  |
| 9. Notes time of injection |  |  |  |  |  |  |

**Follow-up**

| 1. Contacts parent and school nurse |  |  |  |  |  |  |
| 2. Gives 911 empty auto-injector |  |  |  |  |  |  |
| 3. Discards used supplies |  |  |  |  |  |  |
| 4. Documents the incident and gives report to the school nurse. |  |  |  |  |  |  |

---

**Signature of Trainee** ___________________________ **Date** __________

**Signature of School Nurse** ___________________________ **Date** __________

---

8
Please refer to the Baldwin County Board of Education policy as listed below:

"Baldwin County Public Schools Anaphylaxis Preparedness Program, Epinephrine Auto Injector Standing Order"
## Medication Administration

### Student Demographics and Health History

1. **School District** __________  **Name of School** __________

2. **Age:** _____  **Type of Person:** __________  **Gender** M ___ F ___
   - **Ethnicity:** Spanish/Hispanic/Latino Yes ___ No ___
   - **Race:** American Indian/Alaskan Native __________  African American __________  Asian __________  White __________  Other __________
   - **Native Hawaiian/other Pacific Islander**

3. **History of Allergy:** Yes ___ No ___ Unknown ___
   - **If yes, was allergy plan available?** Yes ___ No ___ Unknown ___
   - **Previous epinephrine use:** Yes ___ No ___ Unknown ___
   - **History of anaphylaxis**

### School Plans and Medical Orders

5. **Individual Health Care Plan (IHCP) in place?** Yes ___ No ___ Unknown ___
6. **Written school district policy on management of life-threatening allergies in place?** Yes ___ No ___ Unknown ___
7. **Does the student have a student specific order for epinephrine?** Yes ___ No ___ Unknown ___
8. **Expiration of epinephrine**

### Epinephrine Administration Incident Reporting

9. **Date/Time of Occurrence** __________  **Vital Signs:** BP ___/___  Temp ___  Pulse ___  Respiration ___
10. **If known, specific trigger that precipitated this allergic episode:**
    - **Food** ___  **Insect Sting** ___  **Exercise** ___  **Medication** ___  **Latex** ___  **Other** ___  Unknown ___
    - **If food was a trigger, please specify which food**
    - **Please check:** Ingested ___  Touched ___  Inhaled ___  Other ___  Specify ___
11. **Did reaction begin prior to school?** Yes ___ No ___ Unknown ___
12. **Location where symptoms developed:** Classroom ___  Cafeteria ___  Health Office ___  Playground ___
    - **Bus** ___  Other ___  Specify ___
13. **How did exposure occur?**
14. **Symptoms:** (Check all that apply)

#### Respiratory
- Cough
- Difficulty Breathing
- Hoarse voice
- Nasal congestion/rhinorrhea
- Swollen( throat,tongue)
- Sneezing
- Shortness of Breath
- Stridor (a harsh or grating sound when breathing)
- Tightness (chest, throat)
- Wheezing

#### GI
- Abdominal discomfort
- Diarrhea
- Difficulty swallowing
- Oral pruritus (itching)
- Nausea
- Vomiting

#### Skin
- Lip Swelling
- Cyanosis
- Flushing
- General pruritus
- General rash
- Hives
- Localized rash
- Pale
- Angioedema (rapid swelling of the skin)
- Diaphoresis (excessive sweating)

#### Cardiac/Vascular
- Chest discomfort
- Dizziness
- Faint/weak pulse
- Hypotension
- Tachycardia (fast heart rate)

#### Other
- Irritability
- Red eyes
- Metallic taste
- Headache
- Uterine cramping
- Loss of consciousness
Medication Administration

15. Location where epinephrine administered: Health Office _____ Other _____ specify _______________________
16. Location of epinephrine storage: Health Office _____ Other _____ specify _______________________
17. Epinephrine administered by: RN _____ Self _____ Other _____
   Epinephrine was _____ student-prescribed or _____ school stock
   If epinephrine was self-administered by a student at a school sponsored function, was the student formally trained? 
   Yes _____ If known, date of training ___________ No _____
   Did the student follow school protocols to notify school personnel and activate EMS? Yes _____ No _____ NA _____
   If epinephrine was administered by anyone other, please specify ________________________________
   Was this person formally trained? Yes _____ If known, date of training ___________ No _____ Don't know _____
18. Time elapsed between onset of symptoms and communication of symptoms: __________ minutes
19. Time elapsed between communication of symptoms and administration of epinephrine: __________ minutes
   Time parent notified of epinephrine administration __________________________
20. Was a second dose required? Yes _____ No _____ Unknown _____
   If yes, was that dose administered at the school prior to arrival of EMS? Yes _____ No _____ Unknown _____
   Approximate time between first and second dose ________________________________
   Biphasic reaction: Yes _____ No _____ Don't know _____

Disposition

21. Time EMS notified: ___________________________ Transferred to ER: Yes _____ No _____ Unknown _____
   If yes, transferred via ambulance _____ Parent/Guardian _____ Other _____ Discharged after ____ hours
   Parent: At school _____ Will come to school _____ Will meet student at hospital _____ Other ______________
22. Hospitalized: Yes _____ If yes, discharged after ____ days No _____ Name of hospital ______________________
23. Student/Staff/Visitor outcome: __________________________

If first occurrence of allergic reaction:
   a. Was the individual prescribed epinephrine auto-injector at the ER? Yes _____ No _____ Unknown _____
   b. If yes, who provided epinephrine auto-injector training? ER _____ PCP _____ School Nurse _____ Other _____
      Don't know _____
   Did the ER refer the individual to PCP and/or allergist for follow up? Yes _____ No _____ Don't know _____

School- Follow - Up _________________________________

24. Did a debriefing meeting occur? Yes _____ No _____ Did family notify prescribing MD? Yes _____ No _____ Unknown _____
25. Recommendation for changes: Protocol change _____ Policy change _____ Educational change _____
   Information sharing _____ None _____

26. Form completed by: ___________________________ Date __________________________
   Title: ____________________ Phone number: (____) _______ Ext: _______
   Email: __________________________

For Office Use: Original report to school nurse on campus where incident occurred; school nurse ill forward a copy to Health Services Supervisor
References

National Association of School Nurses (2013) Food allergy and anaphylaxis

http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis

Many thanks to Dr. Darrell Cooper, Superintendent, Alexander City Schools, and Mrs. Melanie Sharpton, MSN, RN, for being leaders in anaphylaxis preparedness. www.alexcityschools.net
ACTION AGENDA ( _ New/_X_ Unfinished Business)

ITEM: APPROVAL OF NEW BOARD POLICY

Background Explanation:

Attached is an update/clarification for the proposed new board policy regarding the Epinephrine Auto Injector Standing Order per Alabama Act 2014-405. A Quality Assurance EpiPen Administration Debriefing Form has been added.

The board approved dissemination of the proposed policy at the September board meeting.

Recommendation:

It is recommended that the board approved the new board policy as stipulated herein.

Date: Nov 12, 2015

Submitted by: [Signature]

The superintendent concurs in this recommendation and submits same for Board consideration for approval.

11-13-15

Date

[Signature] Superintendent
Anaphylaxis Preparedness Program
Epinephrine Auto Injector Standing Order

Policy Statement
Anaphylaxis is severe allergic reaction that has a rapid onset and may be fatal. Food and insect allergies that may result in anaphylaxis have been diagnosed with increased intensification over the last few years. School staff must not only be aware, but also prepared to prevent or respond to an anaphylactic reaction in order to be effective in supporting a student with such a life-threatening illness. This policy is intended to serve as Medical Authorization for administration of undesignated Epinephrine Auto Injector for potentially life-threatening allergic reactions pursuant to the State of Alabama Act, 2014-405, HB-156, “Anaphylaxis in Schools”.

Policy

The epinephrine auto-injector may be administered or provided to a student who is experiencing a potentially life-threatening allergic reaction by the licensed school nurse's or trained unlicensed personnel, who have completed an anaphylaxis training program. The unlicensed individual is accountable to the registered nurse or licensed practical nurse, pursuant to Nurse Practice Act, Chapter 610-X-2-06. For the purpose of this policy only, the school nurse (hereafter refers to the registered nurse, licensed practical nurse and trained unlicensed personnel).

Procedure:

1. The possibility of an allergic anaphylactic reaction will be considered when individuals present with any of the following symptoms, or any combination thereof: The sudden onset of shortness of breath, wheezing, repetitive cough, difficulty swallowing, obstructive swelling of the tongue or throat, hoarse voice, confusion, pallor, cyanosis, syncope, skin symptoms such as diffuse or patchy itching and/or wheals, or intestinal symptoms such as cramping abdominal pain and/or vomiting, or any combinations of possible allergic symptoms arising from other parts of the body, in the absence of what a health professional would consider to be a probable alternative cause.

2. The school nurse will assess the student’s symptoms and history. If, in the reasonable opinion of the school nurse, a potentially life-threatening allergic reaction is likely, the school nurse will obtain the undesignated epinephrine auto-injector.

Developed July 2015
3. The school nurse will ask or estimate the student's body weight and administer 0.15mg epinephrine via auto-injector for body weight less than 55 lbs (25kg) or 0.3mg epinephrine via auto-injector for body weight greater than 55 lbs (25kg). The epinephrine auto-injector will be injected intramuscularly in the lateral thigh; the time of injection will be noted and the anatomical site of the injection shall be marked with a permanent marker or tape to alert emergency services personnel of its location.

4. In every case, emergency services will (call 911 immediately) be contacted as soon as possible. The student's emergency contacts will be called.

5. The school nurse will monitor the student for changes in his or her symptoms and will attempt to make the person as comfortable as possible.

6. If the student's symptoms are not substantially relieved in 3-5 minutes, or if they recur, the school nurse may administer a second dose of epinephrine.

7. The school nurse will advise the emergency services personnel of the symptoms that required the use of epinephrine, the dose of epinephrine, the anatomical site of the injection, the time administered, and any change in the symptoms or condition of the student. The used epinephrine auto-injector will be given to the emergency services personnel.

8. The school nurse or other school personnel will accompany the student in the ambulance as dictated by the school policy and as permitted by the local Emergency Medical Services System protocol.

Quality Assurance:

1. The assigned health room nurse, in conjunction with the unlicensed personnel, will complete a written report detailing the name of the student, all of his/her observations, physical assessments, interventions (together with the results of such interventions), the number and dosage of epinephrine administrations, the anatomical injection sites, and times for each. The completed written report shall be signed by the school nurse and submitted to the health service supervisor and physician signing this order and the student's primary care physician, within 48 hours.

2. The assigned health room nurse shall check the undesignated epinephrine auto-injectors monthly to ensure proper storage. The nurse shall check the expiration date located on auto injector and notify the Team Leader or Health Services Supervisor to obtain a new prescription for a replacement auto-injector prior to that expiration date.

3. The health room nurse shall dispose of an expired unused epinephrine auto-injector in a manner consistent with current school medication policies or return to the issuing pharmacy for disposal. An inventory log shall be kept by the school nurse indicating the date of receipt of an undesignated epinephrine auto-injector and the date of administration or disposal of the auto-injector.

Developed July 2015
Standing order for the Administration of School Supplied (undesignated) Epinephrine Auto Injector:

Issued To: Baldwin County Public Schools
2600 North Hand Avenue
Bay Minette Alabama 36507

Medication Order:

Effective Date:

Renewal Date:
(One year from effective date):

I
Physician Name (Printed):

Physician Signature & License #

Physician Contact Number:

Reference:
National Association for School Nurses, June, 2012, Allergy/Anaphylaxis Management in School Setting, Position Paper

Developed July 2015
Quality Assurance EpiPen Administration Debriefing Form

Location of Event: ________________________________

Date of Event: __________________________ Time of Event: __________________________

Student's Name: __________________________ Age: __________________

Please attach: Medication Administration form (for specifics of occurrence)

Meeting Date: __________________________ Time: __________________

Location of Meeting: ________________________________

Members in Attendance: ________________________________

Recommendations from Meeting:

Please forward this form and the Medication Administration form to the Health Services Supervisor.
ITEM: Resolution of Board to Support Community Education and 21st CCLC Afterschool Programs

Background Explanation:

Baldwin County has the largest number of Afterschool Programs in any county in the State of Alabama. Community Education provides Afterschool Programs in 28 schools across Baldwin County serving over 1400 students every school day. Only seven of these programs are funded by 21st Century Community Learning Center grants.

Recommendation:

It is recommended that the Baldwin County Board of Education approved the resolution in support of Community Education and 21st Century Community Learning Center Afterschool Programs in Baldwin County.

Date: Submitted by: Cherry Penn

The superintendent concurs in this recommendation and submits same for Board consideration for approval.

11-13-15

Date

Superintendent

Cherry Penn
Baldwin County Board of Education
Bay Minette, Alabama

Resolution

IN SUPPORT OF Community Education and the 21st Century Community Learning Center After School Programs.

WHEREAS, the citizens of Baldwin County stand firmly committed to quality afterschool programs and opportunities because they:

- Provide safe, challenging and engaging learning experiences that help children develop social, emotional, and physical and academic skills.
- Support working families by ensuring their children are safe and productive after the regular school day ends.
- Build stronger communities by involving students, parents, business leaders, and volunteers in the lives of young people, thereby promoting positive relationships among youth, families, and adults.
- Engage families, schools, and community partners in advancing the welfare if our children.

WHEREAS, Baldwin county is committed in the area of community involvement in the education and well-being of our youth, grounded in the principle that quality after-school programs are key to helping our children become successful adults, and

WHEREAS, Community Education and 21st Century Community Learning Center After School Program promote the importance of quality after-school programs in the lives of children, families, and communities, and

WHEREAS, Every dollar invested in Afterschool programs will save taxpayers approximately $3, not including the saving from reduced crime and more than 98,000 students in Alabama are unsupervised after school each day, and

WHEREAS, Baldwin County Board of Education is committed to investing in the health and safety of all young people by providing expanded learning opportunities that will help close the achievement gap and prepare young people to compete in the global economy:

NOW, THEREFORE, BE IT RESOLVED, that the Baldwin County Board of Education does hereby support Community Education and the 21st Century Community Learning Center After School Programs.

Done this 19th day of November 2015.

Board President

Superintendent/Secretary of the Board
**ACTION AGENDA (____New / ____Unfinished Business)**

**Item:** Leaves-of-Absence of Personnel

**Background Information:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL/POSITION</th>
<th>EFFECTIVE DATE</th>
<th>REASON</th>
</tr>
</thead>
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<tr>
<td><strong>Certificated Leaves-of-Absence</strong></td>
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<td></td>
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<tr>
<td>1. Sheryl L Smith</td>
<td>FLYH/Science</td>
<td>01/04/2016 - 05/27/2016</td>
<td>Family Medical</td>
</tr>
<tr>
<td>2. Sheila C Scott</td>
<td>GFSE/PE</td>
<td>11/05/2015 - 12/01/2015</td>
<td>Medical</td>
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<tr>
<td>3. Kelly F Wallace</td>
<td>GFSE/2nd Grade</td>
<td>10/26/2015 - 01/08/2016</td>
<td>Medical</td>
</tr>
<tr>
<td>4. Jaime D Smith</td>
<td>RBDE/3rd Grade</td>
<td>01/04/2016 - 08/08/2016</td>
<td>Medical</td>
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<tr>
<td>5. Carrie B Beech</td>
<td>SPFE/PE</td>
<td>11/13/2015 - 01/04/2016</td>
<td>Medical</td>
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<td><strong>Certificated Leaves-of-Absence Extensions</strong></td>
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<tr>
<td>6. Angela L Hall</td>
<td>FHPM/Principal</td>
<td>10/09/2015 - 10/26/2015</td>
<td>Medical</td>
</tr>
<tr>
<td>7. Stacey B Mashburn</td>
<td>MGNI/6th Grade</td>
<td>11/04/2015 - 01/29/2016</td>
<td>Medical</td>
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<td><strong>Classified Leaves-of-Absence</strong></td>
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<tr>
<td>8. Kimberly L Newburn</td>
<td>BCYM/Bus Driver</td>
<td>10/13/2015 - 04/30/2016</td>
<td>Family Medical</td>
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<tr>
<td>9. Ruthann Kichler</td>
<td>EBAM/Bus Driver</td>
<td>10/26/2015 - 01/04/2016</td>
<td>Medical</td>
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<tr>
<td>10. Linda G Sellers</td>
<td>FLYI/SE Aide-8/182</td>
<td>10/19/2015 - 11/19/2015</td>
<td>Medical</td>
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<tr>
<td>11. Tina L Kronenberger</td>
<td>RWL/SE Aide-7/182</td>
<td>12/14/2015 - 02/05/2016</td>
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<td>12. Carrie B Beech</td>
<td>SPFE/Bus Driver</td>
<td>11/13/2015 - 01/04/2016</td>
<td>Medical</td>
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<tr>
<td>14. Barbara N Byers</td>
<td>FLYE/SE Aide-8/182</td>
<td>10/30/2015 - 12/03/2015</td>
<td>Medical</td>
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<tr>
<td>15. Douglas M Casaday</td>
<td>FLYH/Bus Driver</td>
<td>11/01/2015 - 01/15/2015</td>
<td>Medical</td>
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</tbody>
</table>

1 Applying for Alabama certification via a non-traditional approach

2 Certificated employee in a classified position

**Recommendation:** That the Board approve the leaves-of-absence of personnel listed hereinafter.

**Date:** November 12, 2015

**Submitted by:**

---

The Superintendent concurs in this recommendation and submits same for board consideration for approval.

**Date:** 11-13-15

**Superintendent:**

---

Thursday, November 19, 2015
**Certificated Leaves-of-Absence**

<table>
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<tr>
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<th>SCHOOL/POSITION</th>
<th>EFFECTIVE DATE</th>
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<tr>
<td>Kathryn V Hood</td>
<td>BCYM/Math</td>
<td>10/22/2015 - 11/30/2015</td>
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**Certificated Leaves-of-Absence Extensions**

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<tr>
<td>Kayla B Rush</td>
<td>FHIP/4th Grade</td>
<td>11/30/2015 - 01/04/2016</td>
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<td>Stefani H Prince</td>
<td>FLYI/5th Grade</td>
<td>01/04/2016 - 06/01/2016</td>
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<td>Kathryn J Fields</td>
<td>RBDE/2nd Grade</td>
<td>01/04/2016 - 02/15/2016</td>
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1. Applying for Alabama certification via a non-traditional approach
2. Certificated employee in a classified position

**Recommendation:** That the Board approve the leaves-of-absence of personnel listed hereinabove.

**Date:** November 17, 2015

Submitted by: Jennifer Sinclair

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

**Date:** 11/17/2015

Superintendent: Eddie Tyler

Thursday, November 19, 2015
**ACTION AGENDA**

### Item: Retirements and Resignations of Personnel

**Background Information:**

<table>
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<th>NAME</th>
<th>SCHOOL/POSITION</th>
<th>EFFECTIVE DATE</th>
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<td><strong>Certified Retirement</strong></td>
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<tr>
<td>1. Cathy L Andrews</td>
<td>DPEE/6th Grade</td>
<td>01/01/2016</td>
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<td><strong>Certified Resignations</strong></td>
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<tr>
<td>2. Michael W McWilliams</td>
<td>BCYM/Technology</td>
<td>10/30/2015</td>
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<tr>
<td>3. Jennifer L Cowden</td>
<td>FHPP/PE</td>
<td>10/30/2015</td>
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<tr>
<td>5. Shumbe T Hunter</td>
<td>FLYH/Leadership</td>
<td>12/31/2015</td>
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<td>7. Anna E Shartzer</td>
<td>RBDE/2nd Grade</td>
<td>06/10/2015</td>
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<td>8. Rhonda N King</td>
<td>RBDH/Social Science</td>
<td>11/27/2015</td>
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<tr>
<td>9. Pamela A Miller</td>
<td>FHP/Asst Mgr-7.5</td>
<td>01/01/2016</td>
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<tr>
<td>10. Dennis M Rider</td>
<td>LXE/Bldg &amp; Gr Manager</td>
<td>01/01/2016</td>
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<td>11. Amada G Harrison</td>
<td>DPM/CNP Wkr-6.5/185</td>
<td>11/20/2015</td>
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<td>12. Adriane H Blackwood</td>
<td>WJC/Bus Driver</td>
<td>11/13/2015</td>
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<td>13. Jesse Almodovar</td>
<td>DPE/Bus Driver</td>
<td>10/16/2015</td>
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<td>15. Calina J Bergman</td>
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<td>10/30/2015</td>
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<td>16. Kristen J Bray</td>
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<td>17. Gary D Mott</td>
<td>MGN/Bus Driver</td>
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<td>18. Melissa K Potter</td>
<td>RWL/Bus Driver</td>
<td>01/01/2016</td>
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</table>

*Applying for Alabama certification via a non-traditional approach

Certified employee in a classified position

Recommendation: That the Board approve the retirement and resignations of the personnel mentioned above.

Date: November 12, 2015 Submitted by

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

Date: 11-13-15 Superintendent: E. T.
### Action Addendum - Board Meeting

**Item: Retirements and Resignations of Personnel**

Background Information:

<table>
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<td><strong>Certificated Resignations</strong></td>
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<tr>
<td>1. Tara D Williams</td>
<td>FLYM/Special Ed</td>
<td>01/04/2016</td>
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<tr>
<td>2. Crystal L Reed</td>
<td>FLYH/Custodian-8/202</td>
<td>11/02/2015</td>
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\*Applying for Alabama certification via a non-traditional approach

\*Certificated employee in a classified position

Recommendation: That the Board approve the retirement and resignations of the personnel mentioned herein above.

Date: November 17, 2015 Submitted by: Jennifer Sinclair

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

Date: 11/17/2015 Superintendent: Eddie Tyler
Classified Suspensions

<table>
<thead>
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<th>School/Position</th>
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<td>Ellen J Dean</td>
<td>FLYE/Clerk-8/242</td>
<td>11/30/2015 - 12/11/2015</td>
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</tbody>
</table>
ACTION AGENDA (____ New / ____ Unfinished Business)

Item Transfer of Personnel

Background Information:

<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM/POSITION</th>
<th>TO/POSITION</th>
<th>REPLACING</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shana M Harville</td>
<td>BCYE/Computer</td>
<td>BCYE/1st Grade</td>
<td>Same Unit</td>
<td>09/21/2015</td>
</tr>
<tr>
<td>Sherrie M Spence</td>
<td>DPE/Special Ed</td>
<td>MGN/Special Ed</td>
<td>Gary Mott</td>
<td>11/12/2015</td>
</tr>
<tr>
<td>James H Umphrey</td>
<td>GFSM/Bus Driver</td>
<td>GFSH/Bus Driver</td>
<td>Patrick Glossop</td>
<td>10/19/2015</td>
</tr>
<tr>
<td>Steven Lay</td>
<td>SHOP/Painter 1</td>
<td>SHOP/Prev Mnt Tech</td>
<td>Terry Donnelly</td>
<td>11/09/2015</td>
</tr>
<tr>
<td>Rebecca D Rackley</td>
<td>BCYE/1st Aide-7/182</td>
<td>BCYE/SE Aide-7/182</td>
<td>Yvonne Brooks</td>
<td>10/25/2015</td>
</tr>
</tbody>
</table>

1 Applying for Alabama certification via a non-traditional approach
2 Certificated employee in a classified position

Recommendation: That the Board approve the transfer/reassignment of personnel as listed hereabove.

Date: November 12, 2015 Submitted by:

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

Date: 11-13-15 Superintendent: ____________

Thursday, November 19, 2015
<table>
<thead>
<tr>
<th>NAME</th>
<th>FROM/POSITION</th>
<th>TO/POSITION</th>
<th>REPLACING</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teri M Carr</td>
<td>SPFM/II Psychometrist-</td>
<td>LSAT/Itin Psychorn-12Mo</td>
<td>Clara Matthews</td>
<td>11/23/2015</td>
</tr>
<tr>
<td>Kimberly A Smith</td>
<td>SPFH/Spanish</td>
<td>SPFH/Spanish/Lang Arts</td>
<td>Same Unit</td>
<td>08/10/2015</td>
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<tr>
<td>Cammie E Adams</td>
<td>FHPP/Temp PE</td>
<td>FHPP/PE</td>
<td>Jennifer Sowden</td>
<td>11/10/2015</td>
</tr>
</tbody>
</table>

1 Applying for Alabama certification via a non-traditional approach
2 Certificated employee in a classified position

Recommendation: That the Board approve the transfer/reassignment of personnel as listed hereinabove.

Date: November 17, 2015
Submitted by: Jennifer Sinclair

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

Date: 11/17/2015
Superintendent: Eddie Tyler
**ACTION AGENDA**

**Item**: Employment of Personnel

**Background Information**

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL/POSITION</th>
<th>REPLACING</th>
<th>EFFECTIVE DATE</th>
<th>CERT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificated</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1.</td>
<td>Colleen M Beason</td>
<td>BCYM/Intervention</td>
<td>New Unit</td>
<td>11/05/2015</td>
</tr>
<tr>
<td>2.</td>
<td>Samantha K Lewandow</td>
<td>CBM/Intervention</td>
<td>New Unit</td>
<td>11/05/2015</td>
</tr>
<tr>
<td>3.</td>
<td>Karen R Chaffins</td>
<td>ALT/Science</td>
<td>New Unit</td>
<td>11/02/2015</td>
</tr>
<tr>
<td>4.</td>
<td>Kristen J Bray</td>
<td>FLYE/Inrtvention</td>
<td>New Unit</td>
<td>11/02/2015</td>
</tr>
<tr>
<td>5.</td>
<td>Rebakah A Keyt</td>
<td>GFSE/3rd Grade</td>
<td>Anthony Capp</td>
<td>11/02/2015</td>
</tr>
<tr>
<td>6.</td>
<td>Pamela J Threlkeld</td>
<td>LSAT/CT RsrcCnsIg</td>
<td>Alyson Maxwell</td>
<td>11/23/2015</td>
</tr>
<tr>
<td>7.</td>
<td>Matthew C Wootten</td>
<td>RBDE/PE</td>
<td>Eric Woll</td>
<td>11/02/2015</td>
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<tr>
<td>8.</td>
<td>Brenda C Grimes</td>
<td>SVL/5th Grade</td>
<td>Jaynie Hadley</td>
<td>11/19/2015</td>
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<tr>
<td>9.</td>
<td>Anna E Shartzer</td>
<td>SPFM/6th Grade</td>
<td>Kathy Becker</td>
<td>11/02/2015</td>
</tr>
<tr>
<td><strong>Certificated Interim</strong></td>
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<tr>
<td>10.</td>
<td>Jessica L Harris</td>
<td>FLYM/Math</td>
<td>Brian Franch</td>
<td>11/06/2015 - 05/02/2016</td>
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<tr>
<td>11.</td>
<td>Robin L Brunson</td>
<td>FLYH/Special Ed</td>
<td>Jamila Prim</td>
<td>11/02/2015 - 12/18/2015</td>
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<tr>
<td><strong>Classified</strong></td>
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<td></td>
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<tr>
<td>12.</td>
<td>Tracy J Greene</td>
<td>BCYM/Bus Driver</td>
<td>Willard Allen</td>
<td>10/01/2015</td>
</tr>
<tr>
<td>13.</td>
<td>Dennis G Carmer</td>
<td>CBM/Bus Driver</td>
<td>Cecil Murphy</td>
<td>11/02/2015</td>
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<tr>
<td>16.</td>
<td>Susan K Johnson</td>
<td>FLYE/Sec/Bkpr</td>
<td>Tawana Jones</td>
<td>11/30/2015</td>
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<td>20.</td>
<td>Sharrell P Edmond</td>
<td>FLYM/SE Aide-7/182</td>
<td>Ashley Leon</td>
<td>11/02/2015</td>
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<tr>
<td>21.</td>
<td>Johnnie H Harris</td>
<td>FLYM/DRS Technician</td>
<td>Kristen Bray</td>
<td>11/16/2015</td>
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<tr>
<td>25.</td>
<td>Leslie M Hutchinson</td>
<td>MGN/Bus Driver</td>
<td>Gary Mott</td>
<td>11/18/2015</td>
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<tr>
<td>26.</td>
<td>Emily S Pharez</td>
<td>NWT/Bus Driver</td>
<td>Choyse Cobb</td>
<td>09/03/2015</td>
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<tr>
<td><strong>Classified Temporary</strong></td>
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</table>

1 Applying for Alabama certification via a non-traditional approach
2 Certified employee in a classified position

**Recommendation**: That the Board approve the assignments as submitted herewith.

**Date**: November 12, 2015

**Submitted by**: [Signature]

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

**Date**: 11-13-15

**Superintendent**: [Signature] 6/7

Thursday, November 19, 2015
### Certificated Employment

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL/POSITION</th>
<th>REPLACING</th>
<th>EFFECTIVE DATE</th>
<th>CERT</th>
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</thead>
<tbody>
<tr>
<td>Jessica D White</td>
<td>PRD/Preschool</td>
<td>Sydney Broughton</td>
<td>11/30/2015</td>
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<tr>
<td>Grace K Tyler</td>
<td>WJC/Bus Driver</td>
<td>Adriane Blackwood</td>
<td>11/20/2015</td>
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<tr>
<td>James F Ellery</td>
<td>DPE/Bus Driver</td>
<td>Jesse Almodovar</td>
<td>11/30/2015</td>
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</tr>
<tr>
<td>Daniel T Shelton</td>
<td>FHP/Bus Driver</td>
<td>New Position</td>
<td>11/17/2015</td>
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<tr>
<td>Wendy Weaver</td>
<td>FLYE/CNP Wkr-6.5/185</td>
<td>Wendy Holcombe</td>
<td>11/23/2015</td>
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<tr>
<td>Kenneth A James</td>
<td>RBDE/Bus Driver</td>
<td>Reba Harris</td>
<td>11/30/2015</td>
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<tr>
<td>Andrea N Cain</td>
<td>NWT/CNP Wkr-7.5/185</td>
<td>Shannon McCain</td>
<td>11/30/2015</td>
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</tr>
</tbody>
</table>

1 Applying for Alabama certification via a non-traditional approach
2 Certified employee in a classified position

Recommendation: That the Board approve the assignments as submitted hereinafore.

Submitted by: Jennifer Sinclair

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

Superintendent: Eddie Tyler
**ACTION AGENDA - BOARD MEETING**

**Item Extra Work for Extended Periods**

**Background Information:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL/POSITION</th>
<th>EFFECTIVE DATE(S)</th>
<th>MAX EARNINGS</th>
<th>FUND SOURCE</th>
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<tbody>
<tr>
<td><strong>Certificated Positions</strong></td>
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<tr>
<td>1. Cynthia K Ford</td>
<td>EBAM/Tutor</td>
<td>12/03/2015 - 05/27/2016</td>
<td>$8,600</td>
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<td>2. Teresa A Ramey</td>
<td>ELRTutor</td>
<td>01/05/2016 - 05/19/2016</td>
<td>$7,125</td>
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<td>3. Dorothy R Hemdon</td>
<td>FLYI/Tutor</td>
<td>11/02/2015 - 05/26/2016</td>
<td>$9,880</td>
<td>Title I Part A, NCLB</td>
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<tr>
<td>4. Kirksey P McIntosh</td>
<td>LSAT/Test Admin</td>
<td>11/02/2015 - 05/26/2016</td>
<td>$6,000</td>
<td>IDEA-Part B</td>
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<td>5. Robin R Rhodes</td>
<td>LSAT/eMINTS Presenter</td>
<td>09/01/2015 - 05/28/2016</td>
<td>$9,500</td>
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<td>7. Linda C Cleveland</td>
<td>NWIT/Guidance Mentor</td>
<td>10/01/2015 - 05/13/2016</td>
<td>$900</td>
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<td>8. Abigail W Murphy</td>
<td>NWIT/Tutor</td>
<td>10/01/2015 - 10/30/2015</td>
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<td>9. Amy L Ramagosa</td>
<td>NWIT/Tutor</td>
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<td>10. Robin G Vidrine</td>
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<td>10/01/2015 - 05/13/2016</td>
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<td>11. Summer D Tyler</td>
<td>SMD/Tutor</td>
<td>12/02/2015 - 05/26/2016</td>
<td>$9,000</td>
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<td><strong>Classified Positions</strong></td>
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<tr>
<td>12. Paige J Tucker</td>
<td>BCYM/Tutor</td>
<td>10/01/2015 - 10/07/2015</td>
<td>$456</td>
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<tr>
<td>13. Kimberly D Watson</td>
<td>BCYM/Volleyball Coach</td>
<td>08/01/2015 - 10/01/2015</td>
<td>$614</td>
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<td>14. Emma L Willis</td>
<td>CBM/RN</td>
<td>09/25/2015 - 05/26/2016</td>
<td>$3,904</td>
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<tr>
<td>15. Jordan A Culliver</td>
<td>DPH/Bskball Asst .JV</td>
<td>01/01/2016 - 02/29/2016</td>
<td>$1,228</td>
<td>Local</td>
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<tr>
<td>16. Jordan A Culliver</td>
<td>DPH/Asst Track Coach</td>
<td>03/01/2016 - 05/27/2016</td>
<td>$1,228</td>
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<tr>
<td>18. Matthew L Lazzari</td>
<td>DPH/AsstSoccerCoach</td>
<td>12/01/2015 - 05/27/2016</td>
<td>$1,228</td>
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<tr>
<td>19. Anthony S Stiell</td>
<td>DPH/VGirls Basketball</td>
<td>11/01/2015 - 02/29/2016</td>
<td>$1,228</td>
<td>Local</td>
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<tr>
<td>20. Lynn M Spann</td>
<td>FHP/RN</td>
<td>09/31/2015 - 05/26/2016</td>
<td>$5,380</td>
<td>County Sales Tax 1%</td>
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<tr>
<td>22. Tyler C Courtney</td>
<td>FLYH/Track Assistant/JH</td>
<td>10/01/2015 - 04/15/2016</td>
<td>$1,228</td>
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<tr>
<td>23. Barrett D Guy</td>
<td>FLYH/Bowling Coach</td>
<td>10/01/2015 - 01/31/2016</td>
<td>$2,046</td>
<td>Local</td>
</tr>
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<td>24. John D Whetstone Jr</td>
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<td>10/19/2015 - 01/31/2016</td>
<td>$1,228</td>
<td>Local</td>
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<tr>
<td>25. Meagan L Davis</td>
<td>GFH/CoachAideBskbball</td>
<td>11/02/2015 - 02/29/2016</td>
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<td>Local</td>
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<tr>
<td>26. Anne E Pamell</td>
<td>RBDE/RN</td>
<td>10/08/2015 - 05/27/2016</td>
<td>$5,568</td>
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<tr>
<td>27. Erin W Harris</td>
<td>NWIT/Clerical</td>
<td>11/02/2015 - 05/13/2016</td>
<td>$734</td>
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<td>28. Robert A Normand</td>
<td>NWIT/Clerical</td>
<td>11/02/2015 - 05/13/2016</td>
<td>$367</td>
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</tbody>
</table>

1 Applying for Alabama certification via a non-traditional approach
2 Certificated employee in a classified position

Recommendation: That the Board approve the extra work of the personnel mentioned hereinabove.

Date: November 12, 2015

Submitted by: [Signature]

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

Date: 11-13-15

Superintendent: [Signature]

Thursday, November 19, 2015
ACTION ADDENDUM - BOARD MEETING

Item Extra Work for Extended Periods

Background Information:

<table>
<thead>
<tr>
<th>NAME</th>
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<th>MAX EARNINGS</th>
<th>FUND SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel T Shelton</td>
<td>FHPI/Tutor</td>
<td>11/10/2015 - 05/19/2016</td>
<td>$10,596</td>
<td>Local</td>
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</tbody>
</table>

1 Applying for Alabama certification via a non-traditional approach
2 Certified employee in a classified position

Recommendation: That the Board approve the extra work of the personnel mentioned hereinabove.

Date: November 17, 2015 Submitted by: Jennifer Sinclair

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

Date: 11/17/2015 Superintendent: Eddie Tyler

Thursday, November 19, 2015
ACTION AGENDA  (X__New/___Unfinished Business)

ITEM: APPROVAL OF RESOLUTION – LITTLE RED SCHOOLHOUSE

Background Explanation:

The Baldwin County Department of Archives, along with members of the Baldwin County Community have requested that the Baldwin County Board of Education convey ownership of the Little Red Schoolhouse facility currently located behind the board offices in Bay Minette to the Baldwin County Commission for possible placement in Bicentennial Park, pending the approval of the Commission. There would be no cost to the board, as the group will undertake fundraising in order to cover the relocation.

Recommendation:

It is recommended that the board approve the resolution regarding the relocation of the Little Red Schoolhouse as stipulated herein.

Date: ___________________  Submitted by: ___________________

The superintendent concurs in this recommendation and submits same for Board consideration for approval.

11/19/2015  Eddie Tyler
Date  Superintendent
RESOLUTION

WHEREAS, the Baldwin County Department of Archives and History, together with other members of the Baldwin County community, have requested that the Baldwin County Board of Education ("Board") convey ownership of the Little Red Schoolhouse facility currently located at 2600 North Hand Avenue, Bay Minette to the Baldwin County Commission;

WHEREAS, the Little Red Schoolhouse is of historical significance and is of major importance to the heritage of Baldwin County;

WHEREAS, due to limitations on available funding, the Board’s ability to repair and maintain the Little Red Schoolhouse is limited;

WHEREAS, the current location of the Little Red Schoolhouse is not conducive for access by the public or for school field trips;

WHEREAS, the Board has limited staffing available to facilitate usage of the facility;

WHEREAS, the request under consideration would result in the relocation, at no expense to the Board, of the Little Red Schoolhouse to the Baldwin County Bicentennial Park;

WHEREAS, as relocated, the Little Red Schoolhouse will be more accessible to the public and the school children of Baldwin County;

WHEREAS, the Board will also experience cost savings by avoiding the expenditure of educational funding for the maintenance and preservation of the Little Red Schoolhouse;

WHEREAS, the Board finds that a public purpose will be served by and through the actions of the Board as provided for herein; and

WHEREAS, the Board’s action herein is contingent upon the Baldwin County Commission’s agreement to accept ownership of the building, together with an appropriate assurance that the building will be maintained and made available to the public.

NOW, THEREFORE, BE IT RESOLVED BY THE BALDWIN COUNTY BOARD OF EDUCATION in regular meeting assembled, and in accordance with the laws of the State of Alabama, that the Board hereby approves and the President be, and is hereby, authorized and directed on behalf of the Board to take all actions necessary to convey ownership of the Little Red Schoolhouse to the Baldwin County Commission, without the expenditure of any Board funds, and subject to all conditions contained herein, and further, to execute and deliver all appropriate documentation, in form as approved by the Superintendent, necessary to carry out the matter set forth herein.
The Baldwin County Board of Education hereby ratifies and confirms all that the President shall do in the premises.

STATE OF ALABAMA

COUNTY OF BALDWIN

I, Carl E. Tyler, Jr., Superintendent and Ex-Officio Secretary of the Baldwin County Board of Education, do hereby certify that the foregoing is a true and correct copy of a resolution of the Board adopted at its meeting held on November 19, 2015, and that the same is in full force and effect.

WITNESS my hand and seal of the Baldwin County Board of Education this 19th day of November, 2015.

CARL E. TYLER, JR.
As Superintendent and
Ex-Officio Secretary