**COFFEE COUNTY BOARD OF EDUCATION**

**MINUTES OF**

**December 1, 2016**

A regular meeting of the Coffee County Board of Education was held on December 1, 2016, at 5:30 p.m. in the Board of Education Office, Elba, Alabama.

# MEMBERS PRESENT

Mike Bailey, Larry Eddins, Wendy Massey, Rubin McKinnon, Brian McLeod, Galen McWaters, Eric Payne, and Terry W. Weeks, Superintendent

# MEMBERS ABSENT

None

# STAFF PRESENT

Tami Crosby, Kelly Cobb, Kevin Killingsworth, Carol Mooney, Shannon Odom, and Donna Hataway

**OTHERS PRESENT**

Dale Marsh (Board Attorney), Linda Hodge (Elba Clipper), Cassie Gibbs (Southeast Sun), Mike Gurspan (WTVY News 4) and Josh Boutwell (Enterprise Ledger)

**CALL TO ORDER, PRAYER, AND PLEDGE**

Mr. McLeod called the meeting to order. Mr. McKinnon opened the meeting with prayer and Mr. McWaters led the pledge.

**SWEARING-IN CEREMONY**

Judge Shannon Clark conducted the swearing-in ceremony for newly-elected Board members, Wendy Massey and Eric Payne. Mrs. Massey was elected to District 4 and Mr. Payne was elected to District 6. Congratulations were extended to both members.

**ADOPTION OF AGENDA**

Mr. Bailey made a motion to adopt the agenda as presented. A second was made by Mr. Eddins and passed unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 3, 2016**

Mr. McLeod asked if there were corrections to the minutes of November 3, 2016. No corrections were noted; therefore, the minutes were approved as printed.

**FINANCIAL STATEMENT FOR OCTOBER 2016**

A copy of the October 2016 financial report was provided in each member’s packet.

**APPROVAL OF LEA PLANS**

Kelly Cobb discussed the following LEA Plans in preparation of Comprehensive Compliance Monitoring by the Alabama State Department of Education in March 2017: Title 1, Part A; Homeless Education; and EL.

Mr. Weeks recommended approval of the federal program plans for 2016-2017 as presented. A motion was made by Mr. McKinnon to accept Mr. Weeks’ recommendation. A second was made by Mr. Bailey and passed unanimously.

**REVIEW AND ACCEPTANCE OF CAREER TECHNICAL EDUCATION POLICIES**

Mr. Weeks informed Board members that Career Technical Education Policies were last reviewed and accepted by the Board in December 2013 and must be reviewed and accepted again. He presented a copy of the following current policies: Work-Based Learning, Live Work, Safety, and Program Equipment Maintenance, Repair, Replacement and Disposal. Mr. Weeks recommended the Board accept the current policies as presented. Mr. Eddins made a motion to accept Mr. Weeks’ recommendation. A second was made by Mr. McKinnon and passed unanimously.

**PRESENTATION OF DRAFT BOARD POLICIES**

The following draft policies were provided in each Board member’s packet for review and adoption at the January 5, 2017, Board meeting: Adult Sex Offenders on School Property (New Policy), Suicide Prevention and Awareness – Jason Flatt Act (New Policy), Cash Management for Federal Funds (New Policy), Determination of Allowable Costs for Federal Funds (New Policy), Procurement (New Policy), Travel Expense Reimbursement (Amended Policy), and Conflict of Interest (Amended Policy). Mr. Weeks informed Board members that Mr. Marsh had reviewed and approved the draft policies from a legal standpoint. Board members were asked to submit their comments or questions prior to the January 5 Board meeting.

**REVIEW OF STUDENT INCIDENT REPORT**

Board members were provided a copy of the 2015-2016 Student Incident Report for Kinston School, New Brockton Elementary School, New Brockton High School and Zion Chapel School. Mr. Weeks explained the detail of the report.

**APPROVAL OF SURPLUS BID**

Advertisement to auction the following surplus items via govdeals.com was made public on October 24, 2016, and ended on November 3, 2016. A bid notice was posted at the central office, schools, bus shop, and school system’s website. High bids are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Inventory ID | Description | Buyer | **Bid** |
| 224 | CCSS 600010 | John Deere Reel Mower | Anthony Richardson | $2,500.00 |
| 225 | CCSS 000982 | Refrigerator | Arthur Kennedy | $10.00 |
| 226 | CCSS 008917 | Delta Band Saw | Timothy Kellems | $561.99 |
| 227 | CCSS 9000 | Delta Scroll Saw | Joseph Plazek | $75.00 |
| 228 | CCSS 002326 | Delta Table Saw/Unisaw | Tony Johnson | $592.00 |
| 229 | CCSS 000795 | Rockwell Wood Lathe | Thomas Jordan | $122.11 |
| 230 | 8999 | Delta X Unisaw | Thomas Jordan | $331.00 |
| 231 | CCSS 000796 | Delta Sander | Brock Roberson | $251.00 |
| 232 | CCSS 2322 | Delta Band Saw | Timothy Kellems | $165.00 |
| 233 | CCSS 000798 | Sears Craftsman Planer-Molder | Erica Roberson | $182.00 |
| 234 | CCSS 000987 | Rockwell Band Saw | Thomas Jordan | $411.00 |
| 235 | CCSS 000799 | Rockwell Delta Jointer | Erica Roberson | $201.50 |
| 236 | 236 | John Deere Compact  | Tom Damico | $5,825.00 |
| 238 | 238 | Cafeteria Tables | Jeremy Pate | $127.00 |
| 239 | CCSS 002231 | Washing Machine | Frank Manuel | $76.00 |
| 240 | CCSS 002232 | Clothes Dryer | Blair Hurd | $51.00 |
| 241 | CCSS 002205 | Stove | Arthur Kennedy | $21.00 |
| 242 | 242 | Stove | Frank Manuel | $26.00 |
| 243 | 243 | Wood Cabinet | BJ Cardwell | $10.00 |
| 245 | 245 | Wood Cabinet | BJ Cardwell | $10.00 |
| 244 | 244 | Student Desks | No Bid |  |
| 237 | 237 | Emergency Lights | No Bid |  |
|  **TOTAL SALES:**  | **$$$11,548.600** |

Mr. Weeks recommended awarding the high bid for each item listed above. A motion was made by Mr. Bailey, seconded by Mr. McKinnon, and passed unanimously. Items that were “No Bid” will be added to the next surplus bid.

**APPROVAL OF TECHNOLOGY PURCHASES**

Mr. Weeks reminded Board members that technology updates were discussed in the November meeting and that funds totaling $250,000.00 were included in the 2016-2017 budget and Capital Plan for technology needs. Mr. Weeks recommended approval of technology purchases in the amount of $250,000.00. A motion was made by Mr. McKinnon to approve Mr. Weeks’ recommendation. A second was made by Mr. Eddins and passed unanimously.

**SCHEDULE OF BOARD MEETINGS**

Mr. Weeks recommended approval of the following schedule of meetings for 2017 and revision at a later time if needed.

**SCHEDULE OF MEETINGS**

January 5 February 2 March 2 April 6 May 4 June 1

July 6 August 3 September 7 October 5 November 2 December 14

A motion was made by Mr. Eddins to approve the recommendation. A second was made by Mr. McKinnon and passed unanimously.

**PERSONNEL**

Mr. Weeks recommended approval of the following personnel actions as presented in writing.

**Certificated Personnel**

1. Accept the resignation of **Gregory Gibson**, science teacher at Kinston High School. Mr. Gibson’s employment will terminate December 30, 2016.

**Classified Personnel**

1. Approve **Donna Hussey’s** request for catastrophic leave beginning December 6, 2016, and ending January 4, 2017.
2. Employ **Luca Blackburn** as an instructional aide at New Brockton Elementary School. Mrs. Blackburn’s employment will begin December 2, 2016.

**Provided for Board Members’ Information:**

Jonny Mitchell resigned as head football coach at Kinston High School.

Mr. Bailey made a motion to approve Mr. Weeks’ personnel recommendations. A second was made by Mr. Eddins and passed unanimously.

**SCHOOL BOARD GOVERNANCE CERTIFICATE OF AFFIRMTION**

The School Board Governance Improvement Act of 2012 requires newly-elected Board members to complete a *Certificate of Affirmation of School Board Member* at the time he or she is sworn in. By completing this form, Board members affirm their observance of the principles of educational governance within the School Board Governance Improvement Act of 2012.

Mr. Weeks read the *Certificate of Affirmation of School Board Member* and asked Mrs. Massey and Mr. Payne to affirm their observance of the School Board Governance Improvement Act of 2012. Both members verbally affirmed their commitment to follow the principles read and signed the certificate at the conclusion of the meeting.

**ACKNOWLEDGEMENTS**

* New Board members were welcomed.
* Mr. Payne and Mrs. Massey expressed appreciation for the opportunity to serve on the Board.

**SUPERINTENDENT’S COMMENTS**

* Mr. Weeks welcomed Mrs. Massey and Mr. Payne to the Coffee County Board of Education.
* Charis Wallace of New Brockton High School was selected as the system’s Teacher of the Month. Courtney Jinright, secretary at Zion Chapel School, was selected as the system’s Employee of the Month. Central Office administrators presented each honoree with a plaque and gift bag at their school.

**NOTICE OF NEXT REGULAR MEETING**

The next regular meeting will be held on January 5, 2017, 5:30 p.m.

**ADJOURN**

There being no additional business, the meeting adjourned.