**COFFEE COUNTY BOARD OF EDUCATION**

**MINUTES OF**

**January 5, 2017**

A regular meeting of the Coffee County Board of Education was held on January 5, 2017, 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

Shannon Odom, Jan Hendricks, John Overstreet, 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**

Mr. McLeod called the meeting to order.

**ADOPTION OF AGENDA**

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

**PRAYER AND PLEDGE**

Mr. McWaters opened the meeting with prayer and Mr. Eddins led the pledge.

**APPROVAL OF MINUTES OF DECEMBER 1, 2016**

Mr. McLeod asked if there were corrections to the minutes of December 1, 2016. No corrections were noted; therefore, the minutes were approved as printed.

**FINANCIAL STATEMENT FOR NOVEMBER 2016**

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

**APPROVAL TO BID FOR SCHOOL SECURITY IMPROVEMENTS**

Mr. Weeks discussed phase one of the School Security Improvements project as presented to the Board last July by Chuck Jones, Architect with Goodwyn, Mills, and Cawood. This project was included in the Capital Plan which received Board approval in September. Mr. Weeks recommended approval to solicit bids for the School Security Improvements project. A motion was made by Mr. McWaters and seconded by Mr. Eddins to accept Mr. Weeks’ recommendation. The vote was unanimous in favor of the recommendation.

**PRESENTATION OF DRAFT BOARD POLICIES**

The following draft policies were provided in each Board member’s packet for review and adoption at the February 2, 2017, Board meeting: Library Media Centers and Automated External Defibrillator (AED). Board members were asked to submit their comments or questions prior to the February 2 Board meeting.

**REVISION OF ADMISSION POLICY FOR HOMELESS, MIGRANT, IMMIGRANT, AND EL STUDENTS TO INCLUDE FOSTER CARE STUDENTS**

The Admission Policy for Homeless, Migrant, Immigrant, and EL Students, a part of the Parent/Student Information Guide, was presented to include Foster Care students as required by the Every Student Succeeds Act (ESSA). Mr. Weeks recommended approval to add Foster Care to the Admission Policy in the Parent/Student Information Guide. A motion to accept the recommendation was made by Mr. McKinnon, seconded by Mrs. Massey, and passed unanimously.

**APPROVAL OF DRAFT BOARD POLICIES**

The following draft policies were presented at the last Board meeting for review and comment prior to tonight’s 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 recommended approval of the above policies as presented. A motion was made by M. Bailey, seconded by Mr. McWaters, and passed unanimously.

**PERSONNEL**

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

**Certificated Personnel**

None

**Classified Personnel**

1. Employ **Danielle Donaldson** as a lunchroom worker at Zion Chapel School. Ms. Donaldson will begin work on January 9, 2017.

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

**ACKNOWLEDGEMENTS**

Board members were given the opportunity to make comments.

**SUPERINTENDENT’S COMMENTS**

* Mr. Weeks announced that January is the month designated as School Board Recognition Month. He thanked Board Members for their dedication and commitment to our school system and presented each member with a framed photograph of the Board as a token of appreciation for their service to the Coffee County School System.
* Connie Hawthorne of Kinston High School was selected as the system’s Teacher of the Month. Wendy Hobbs, nurse at New Brockton High 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 schools.
* Mr. Weeks made a PowerPoint presentation of the Five Areas of Focus for this school year: Safety and Security, State School A-F Report Card, Teacher and Employee Spotlight, Improve Academic Opportunities for Students, and Technology to Teach. The presentation was made during Teacher Institute in August and with two new Board members, Mr. Weeks felt this was a good time to share the information.

**NOTICE OF NEXT REGULAR MEETING**

The next regular meeting will be held on February 2, 2017, 5:30 p.m.