

ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
 Budget Hearing #2 and Called Board Meeting
September 6, 2007 ~ 6:00 PM

The called meeting of the St. Clair County Board of Education was held on Thursday, September 6, 2007. The budget hearing #2 started at 5:30 pm and the called meeting began at 6:00 pm at the Central Office with the following board members in attendance:

Scott Suttle Randy Thompson
 Pat Noah Angie Cobb

The following individuals were also in attendance:

Laura Nance Gary Hanner John Moore Judy Sampley Eloise Williams

1. President Scott Suttle called the meeting to order.
2. A quorum of the board was present. Mr. DeGaris, Mr. Green and Mr. Brasher were absent.
3. Mrs. Seals recommended approval of the Agenda with the addition of item 6,B the Personnel Addendum and item #7 the job description for maintenance workers. Mrs. Noah made the motion to accept the agenda as recommended and Mrs. Cobb gave the second. All members voted YES.
4. Mrs. Seals recommended the approval of the Consent Agenda. Mrs. Noah made the motion and Mrs. Cobb gave the second. All members voted in favor.
 - A. Approval of the FY 2008 Budget
5. Audience members did not wish to address the board.
6. Mrs. Seals recommended the approval of the Personnel Agenda. Mrs. Noah made the motion to approve the recommendation and Mrs. Cobb gave the second. All members voted in favor of the Personnel Agenda.

6.A.

PERSONNEL AGENDA

1. **RETIREMENT**

EMPLOYEE	WORKSITE	EFFECTIVE DATE
a. Randy O. Day	Coordinator-System Wide	October 1, 2007
b. James E. King	Director of Eden Career Technical School	July 1, 2008

2. **EMPLOYMENT** (All new hires, certified and support, are contingent upon completed, satisfactory background check and completed personnel file.)

RECOMMENDATION	WORKSITE / POSITION	TERMS OF EMPLOYMENT	EFFECTIVE DATE
a. Tina Hughes Owens	SES/Special Education Aide/Bus Aide	182 days (less number of days due to late start)	September 5, 2007

3. **CORRECTIONS**

NAME	POSITION	EFFECTIVE DATE
a. Darrell Battles b. Gail Holbrooks c. Juda Smith d. LeeAnn Vann e. Substitute-Shannon Jones	Approved on August 27, 2007 as tutors in migrant after-school program. Their hourly rate of pay should be \$20 per hour for 44 hours. The new pay rate of \$25 will be effective on October 1, 2007	August 22, 2007
f. Nicole Scozzaro	Hired as Speech Pathologist SW	Base school is SES

ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
 Budget Hearing #2 and Called Board Meeting
September 6, 2007 ~ 6:00 PM

4. SUBSTITUTES

RECOMMENDATION	POSITION	EFFECTIVE DATE
a. Lisa Love (regular bus driver for Odenville)	Add sub driver for vocational route	August 13, 2007
b. Crystal Burtram	Substitute Teacher & Bus Aide	August 30, 2007

5. OTHER PERSONNEL ITEMS

A. CONTRACTS

NAME	CONTRACT SERVICES	DATE
1. Beth Johnson	Psychometrist @ \$70 per test plus mileage	August 9, 2007-August 9, 2008
2. Pamela Foote	Psychometrist @ \$70 per test plus mileage	August 9, 2007-August 9, 2008

B. SUPPLEMENTS

1. Jonathan Nix	Athletic Director -AHS	\$2500 for 2007-2008 school year
2. Darrell Battles	Technology Contact-SJHS	\$1200 for 2007-2008
3. Lana Cornelius	Technology Contact-MMS	\$1200 for 2007-2008
4. Donna Donaldson	Technology Contact-SMS	\$1200 for 2007-2008
5. Pam Browning	Technology Contact-OES	\$1200 for 2007-2008

6.B. Mrs. Seals recommended the approval of the Personnel Addendum. Mrs. Noah moved to accept the recommendation and Mr. Thompson gave the second. All members voted YES.

6.B. PERSONNEL ADDENDUM

1. CHANGE OF CONTRACT

EMPLOYEE	PREVIOUS CONTRACT	NEW CONTRACT	EFFECTIVE DATE
a. Donna Turner	Teacher MHS	Add homebound teacher for MHS @ \$20 per hour plus mileage from school to house-round trip	2007-2008 school year
b. Lynn Bishop	Teacher SCCHS	Add one extra block first semester, 2007-2008 school year, for Alabama High School Graduation Exam Remediation. Paid at regular rate of pay for actual days the block is taught	Effective August 30, 2007 through December 20, 2007
c. Lance Cisco d. Melinda Wadsworth e. Robert Spivey f. Helen Sweatt	Teacher-MES Teacher-OES Teacher-SMS Teacher-SCCHS	Add-Saturday School Teacher @ \$115.00 per Saturday	October 1, 2007 through September 30, 2008

2. LEAVES – dates are subject to change

EMPLOYEE	WORKSITE / POSITION	TYPE OF LEAVE	EFFECTIVE DATE
a. Gayle Mashburn	SCCHS Bus Driver	FMLA	August 13-September 13, 2007

3. EMPLOYMENT (All new hires, certified and support, are contingent upon completed, satisfactory background check and completed personnel file.)

RECOMMENDATION	WORKSITE / POSITION	TERMS OF EMPLOYMENT	EFFECTIVE DATE
a. Randall Beard	Maintenance Worker-SW with HVAC certification	240 days	September 24, 2007

ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
Budget Hearing #2 and Called Board Meeting
September 6, 2007 ~ 6:00 PM

4. OTHER PERSONNEL ITEMS
A. CONTRACTS

1. Carl Mims	Athletic Director SCCHS	@2,500 for @ 2007-2008 school year
2. Lance Smith	Freshman Football-SCCHS	@\$2,099.52

7. Mrs. Seals recommended approval of the job description for Maintenance Workers. Mrs. Noah made the motion and Mrs. Cobb gave the second. All members voted in favor.
(A copy of this description will follow these minutes)

8. Reporting of the 2005-2006 General Purpose Financial Report-Examiners of Public Accounts.

9. Board members offered the following comments:

- A. Mrs. Cobb said to remember the Moody family from SCCHS, the dad is being shipped out to Iraq.
- B. Mr. Suttle asked about the audit findings and said that he thought that most of the recommendations of the audit had already been put into place.

10. Mrs. Seals offered the following comments:

- A. Mrs. Seals said that she has talked to Dr. Harris about the audit report and those things will be corrected. She said Ragland has received the ACCESS grant. She said that it is an \$85,000 grant that can be used to redo the computer lab and distance learning lab. Also, we tried for the DPA grant but did not receive it but did get a PASS grant that is worth \$100,000.00. She said that the Work Session is scheduled for Tuesday, September 18, 2007 here at the Central Office. We will be discussing the purchase of land and she is trying to get Cheryl Sparks to discuss the CIRP program. She said the issue with the Val/ Sal will also be discussed and that Mr. Trussell will be here to discuss district lines.

11. Announce next Board Meeting- Regular board meeting-Monday, September 24, 2007 at 6:00 pm at the Central Office.

12. President Scott Suttle recommended approval to adjourn. Mr. Thompson moved to approve the recommendation and Mrs. Cobb gave the second.

Approved the 24th day of September, 2007.

Board President

Board Secretary

ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
Budget Hearing #2 and Called Board Meeting
September 6, 2007 ~ 6:00 PM

ST. CLAIR COUNTY SCHOOL SYSTEM
POSITION DESCRIPTION

TITLE: Maintenance Worker

JOB GOAL: To help maintain the physical plant in a condition of operating excellence so that full educational use of the facility may be made at all times.

REPORTS TO: Maintenance Supervisor

QUALIFICATIONS:

- High School Diploma or GED equivalent
- Three years of work experience in job related field
- Alabama driver's license
- ~~Hold or be willing to obtain~~ CDL - Preferred

ESSENTIAL FUNCTIONS:

1. Expected Work Day 8 hours a day and on call 24 hours based on rotating schedule
2. Report to the Principal upon arrival and prior to departure at each school
3. Assist in the implementation of adopted Board and administrative policy, state and local policy and codes, and Federal Regulations
4. Assist in the examination of school buildings on a regular basis for needed repairs and maintenance
5. Help establish and recommend priorities on repair projects
6. Help establish cost of repair projects in terms of labor, material, and maintenance work
7. Help prepare reports on cost of work done, materials used, and labor expended
8. Handle emergency repair problems with efficiency
9. Consult with building principals and maintenance supervisor regarding the establishment of regular preventive maintenance programs
10. Assist in the development of a program for preventive maintenance, including energy maintenance
11. Maintain records as are required
12. Ability to lift a minimum 100 pounds
13. Move furniture and materials
14. Perform carpentry work according to industry standards
15. Perform masonry work according to industry standards
16. Repair and replace roofing according to industry standards
17. Repair, replace and install carpet, floor tile, and ceramic tile according to standards
18. Clean-up debris around work area
19. Install and repair water and drain lines

**ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE**

**Budget Hearing #2 and Called Board Meeting
September 6, 2007 ~ 6:00 PM**

20. Install and repair fixtures and appliances such as boilers, pumps, toilets, sinks, water heaters, washing machines, ice maker units, etc.
21. Perform plumbing repairs including repairs of leaks. Repair and replace accessory plumbing equipment, such as faucets. Clean clogged pipes such as sewer lines
22. Assume the primary responsibility for the safe condition of lighting fixtures, wiring, air conditioning and refrigeration units, and similar electrical elements in the facilities
23. Repair and maintain electrical systems, including lighting system
24. Paint interior and exterior walls
25. Mow and landscape as required
26. Repair and maintain playground equipment
27. Operate equipment such as tractors, tractor-mowers and post-hole diggers in a variety of service and construction activities
28. Operate vehicles and machinery in a safe and efficient according to state and local laws
29. Responsible for safe keeping and appropriate use of all materials, supplies, tools, machinery, equipment and vehicles
30. Perform basic cleaning functions
31. Be courteous and professional at all times
32. Maintain a neat and appropriate appearance
33. Demonstrate ability to work cooperatively with others
34. Demonstrate ability to work in a constant state of alertness
35. Demonstrate regular and predictable attendance

***The maintenance worker, within reason, must adjust to various situations at any time that it is necessary in order to maintain a safe facility as viewed by building administrators or maintenance supervisor.

**SALARY BASED ON ST. CLAIR COUNTY SCHOOL SYSTEM SALARY
SCHEUDLE**

TERMS OF EMPLOYMENT: 240 working days

EVALUATION: Performance will be evaluated according to Board policy.