

ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
 Board Meeting
September 24, 2007 ~ 6:00 PM

The regular meeting of the St. Clair County Board of Education was held on Monday, September 24, 2007. The meeting began at 6:00 pm at the Central Office with the following board members in attendance:

Scott Suttle John DeGaris Terry Brasher
 Pat Noah Terry Green

The following individuals were also in attendance:

Laura Nance Gary Hanner John Moore Judy Sampley Eloise Williams
 Ronnie McFarling David Nicely Laura Slezak Mike Slezak Paul Kellogg
 Melinda Splawn Christy Moore Patty Robinson Debra Carroll Jan Bailey
 Joe Goble

1. President Scott Suttle called the meeting to order.
2. A quorum of the board was present. Mrs. Cobb and Mr. Thompson were absent.
3. Mrs. Seals recommended approval of the Agenda with the addition of items 6,C the Personnel Addendum and item 14. Mr. Brasher asked that item 7,B,b on the Personnel Agenda be moved for a separate vote. Mr. DeGaris made the motion to accept the agenda as recommended and Mrs. Noah gave the second. All members voted YES.
4. Mrs. Seals recommended the approval of the Consent Agenda with the addition of items 4,G,6, 4,G,7 and 4,G,8. Mrs. Noah made the motion and Mr. DeGaris gave the second. All members voted in favor.

- A. Minutes-August 27, 2007, September 6, 2007
 B. Advisory Council Team Members

School	Member 1	Member 2	Member 3
Ashville Elementary	Shanda Phillips	Tania Isbell	Maria Byrd
Ashville Middle	Greg Ashley	Allison Griffen	Beth Reynolds
Ashville High	Roscoe Lane	Joe Sweatt	Anita Wilson
Moody Elementary	Mark Lewis	Jason Richardson	Marty Stone
Moody Middle	Randy Box	Dennis DeShazo	Mike Staggs
Moody Jr. High	Christie Smith	Tina Echols	Leslie Williams
Moody High	Ellis Key	Laura Armstrong	Bill Weathington
Odenville Elementary	Jason Walker	David "Alfie" White	Angela McKee
Odenville Middle	Lisa Dickey	Cindy Lathem	Scooter Dorsett
Odenville Intermediate	Mike McCullars	Kim Turner	Teresa Crocker
St. Clair County High	Allison Grey	Doshia Stein	Ron Ramsey
Springville Elementary	Linda McCune	Susie Braman	Debbie Roberts
Springville Middle	Ellen North	Diane Logan	Byron Buckner
Springville High	Al Rayburn	Cherry Jones	Jeff Baker
Ragland School	Tim Boswell	Byron Sanders	Matt Means
Steele Jr. High	Jennifer Siewert	Brent Dunn	Annette Vigee
ECTC	Larry Kelly	John DeGaris	Lude Mashburn

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- C. Disposition of Fixed Assets-September 2007 (*A copy of will follow these minutes*)
- D. Colonial Bank Proposal
- E. AASB's 2007 Convention Delegate Assembly-Delegates-Scott Suttle, Pat Noah and Angie Cobb (ALT)
- F. NCLB Resolution
- G. Travel
 - 1. SCCHS-selected faculty member(s) and students to travel to Indianapolis, Indiana on October 23-26, 2007 attend the National FFA Convention. Students will pay their own expenses.
 - 2. MHS-selected faculty members (s) to travel to Pensacola, Florida on November 15-17, 2007 to attend the T3 2-day Hands-on Institute. Expenses will be paid from state funds.
 - 3. SJHS-selected faculty member(s) and students to travel to Chattanooga, Tennessee on November 19, 2007. Expenses will be paid by the students.
 - 4. SHS-selected faculty member(s) and students to travel to Washington, D.C. on April 12-16, 2008 to participate in a historical tour of the nation's capitol. Expenses will be paid by the students
 - 5. MHS-selected faculty member(s) and students to travel to Indianapolis, Indiana on October 23-26, 2007 to attend the National FFA Convention. Students will pay their own expenses.
 - 6. AHS-selected faculty members(s) and students to travel to Indianapolis, Indiana on October 23-26, 2007 to attend the National FFA Convention. Students will pay their own expenses.
 - 7. SCCHS-selected faculty member(s) to travel to Pensacola, Florida on November 16-17, 2007 to attend the T3 Exploring Math with TI-Nspire Technology. Expenses will be paid from state funds.
 - 8. RHS-selected faculty member(s) and students to Moultrie, Georgia on October 16-17, 2007 to attend The Sunbelt AG Expo. Expenses will be paid by students and FFA funds.

5. Recognition

School	Award
SMS	AYP "Reward" \$10,000

6. Audience members did not wish to address the board.

7. Laura Nance presented the August 2007 financial report.

8. Mrs. Seals recommended the approval of the Personnel Agenda with the removal of item 7,B,b to be voted on separately. Mr. Brasher made the motion to approve the recommendation and Mr. DeGaris gave the second. All members voted in favor of the Personnel Agenda.

8.A.

PERSONNEL AGENDA

1. CHANGE OF CONTRACT

EMPLOYEE	PREVIOUS CONTRACT	NEW CONTRACT	EFFECTIVE DATE
a. Keri Montgomery	Counselor AMS	Add Homebound Teacher @ \$20 per hour plus mileage	September 13, 2007
b. Brandy Crisler Myers	Special Education Teacher OIS	Special Education Teacher @ MES	Upon finding a replacement
c. Kathy Bates	Teacher SJHS	Add After School Migrant @ \$20 per hour not to exceed 44 hours	September 10, 2007
d. Connie Hitt	K Teacher AES	Voluntary transfer from K to 1 st grade due to enrollment changes	August 13, 2007
e. Ashley Sumeral f. Angie Head g. Anna Maroney h. Bobbie Barton i. Casey Johnson j. Rhonda Smith k. Pam Haughawout	Teachers OES	Add After school tutor at OES/3 hours per week @\$25 per hour	October 1-December 1, 2007

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I. Connie Marie Reece	CNP Worker OES 7 hour	CNP Worker OES 6.5 hour (voluntary change)	September 10, 2007
m. Lisa Glasgow AES n. Kim Kirby-AES o. Traci Mullins AMS p. Leslie Holliday MES q. Shannon Pyles MES r. Susanne Moore MES s. Mary Morton MMS t. Sara Wendt MMS u. Adrianna Nelson MHS v. Deanne Hodges MHS w. Sally Hamby MHS x. Donna Turner MHS y. Lisa Jackson MHS z. Raphael Greaux MHS aa. Donna Coupland OES bb. Jill Moran OIS cc. Stephanie Williams OIS dd. Carmilla Schultz OIS ee. Nancy Easterwood OMS ff. Betty Gunn OMS gg. Peggy Hobbs SCCHS hh. Angi DuPre SES ii. Vikki Rodgers SES jj. Chris Freed SMS	Teachers	Add Mentor responsibilities for new teachers @ \$1000 per teacher from state provided funds	Academic year 2007-2008

2. RESIGNATIONS

EMPLOYEE	POSITION	WORKSITE	EFFECTIVE DATE
a. Lynne S. Hays	Office Aide	MHS	September 28, 2007
b. Anita M. Barrett	Bus Driver	Moody	September 28, 2007
c. Jo Ann Baker	Bus Driver	Springville	September 18, 2007

3. LEAVES – dates are subject to change

EMPLOYEE	WORKSITE / POSITION	TYPE OF LEAVE	EFFECTIVE DATE
a. Karen Jones	AHS Custodian	FMLA	September 17-October 1, 2007
b. Shannon Carroll Pyles	MES Teacher	FMLA	November 5, 2007- January 4, 2008
c. Brandy Phillips	RHS Nurse	FMLA	October 1-November 5, 2007

4. 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 Box	System wide/Maintenance Worker	240 days (less number of days due to late start)	October 08, 2007
b. Joshua David Dollar	MES/Instructional Aide	182 days (less number due to late start)	September 25, 2007
c. Dana Leigh Tunajek	SHS/Instructional Aide	182 days (less number due to late start)	September 25, 2007

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5. EXTENDED DAY

RECOMMENDATION	POSITION	EFFECTIVE DATE
a. Tesla Russell	OES Student Aide @ \$7 per hour	September 24, 2007

6. SUBSTITUTES

RECOMMENDATION	POSITION	EFFECTIVE DATE
a. Julie Walker	Long Term Substitute Teacher for Michelle Simmons @ OES	Approximate Dates are October 10-December 22, 2007
b. Alice Fay Heavington	Sub Teacher	September 25, 2007
c. Janice Hunter	Sub Teacher *certified	September 25, 2007
d. Tammy Bollen Cluck	Sub Teacher	September 25, 2007
e. Bennie Frances Elliott	Sub Teacher	September 25, 2007
f. Mary A. Edge	Sub Teacher	September 25, 2007
g. Brenda Keel White	Sub Teacher	September 25, 2007
h. Jennifer Lynn Isbell	Sub Teacher	September 25, 2007
i. Deborah K Karr	Sub Bus Driver	September 25, 2007

7. OTHER PERSONNEL ITEMS

A. CORRECTIONS/CLARIFICATIONS

a. Sandra Ryan	MES Instructional Aide Hired 8-27-07 effective date 8-27-07	Change effective date to 8-21-07 per request of principal
Clarification of coaching salaries for b. Jonathan Lee Nix (AHS) and c. Charles L. Boren (SCCHS)	Both are Head Football Coaches and 9 month teachers. They receive a salary as a 9 month teacher, 15 additional days and a coaching supplement	This is not a change in pay it is a clarification of pay.
d. Clarification –Betty Robinson-Continuation as Parental Involvement and Homeless Liaison	Annual Salary of \$20,000 per year	

B. SUPPLEMENTS

a. Shaleen Echols RHS Teacher	Varsity Cheerleader-2 sport RHS 2007-2008	\$3,149.16
b. Joy Sanders SCCHS Teacher	Freshman Cheerleader 2- sport SCCHS 2007-2008	\$2,099.52
c. Amanda Wyatt-RHS Teacher	Changed from 1 sport to 2 sport Jr. High Cheerleader RHS 2007-2008	\$2,099.52
d. Lisa Glasgow-AES Teacher	Technology Contact AES 2007-2008	\$1,200
e. Jessica Harbison-SHS Teacher	Change for Jessica to Jennifer on the salary supplement sheet for Jr. High Volleyball SHS 2007-2008	\$1,399.68
f. Sheila Aderhold OIS	Technology Contact for OIS 2007-2008	\$1,200
g. Stacey Schorfhaar	Technology Contact for MES 2007-2008	\$1,200

Mrs. Seals recommended the approval of item 7,B,b of the Personnel Agenda. Mr. Green moved to accept the recommendation and Mrs. Noah gave the second. Mr. Brasher abstained from the vote. All other members voted in favor.

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8.B. Mrs. Seals recommended the approval of the Personnel Supplements. Mrs. Noah moved to accept the recommendation and Mr. Green gave the second. All members voted in favor. *(a copy of these supplements will follow these minutes)*

8.C. Mrs. Seals recommended the approval of the Personnel Addendum. Mr. Green moved to accept the recommendation and Mr. Brasher gave the second. All members voted YES.

8.C. **PERSONNEL ADDENDUM**

1. **LEAVES – dates are subject to change**

EMPLOYEE	WORKSITE / POSITION	TYPE OF LEAVE	EFFECTIVE DATE
a. Kelly Jones	MES/Teacher	Continuation of On the Job Injury	September 17-December 19, 2007

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. Priscilla D. Anderson	MHS Office Aide	182 days (less number due to late start)	September 25, 2007
b. Teresa D. Swaney	SES Bus Driver	182 days (less number due to late start)	September 25, 2007

3. **EXTENDED DAY**

RECOMMENDATION	POSITION	EFFECTIVE DATE
a. Belinda Self	SES Teacher @\$15 per hour	September 24, 2007
b. Jacob Edward Johnson	MES Student Aide @ \$7 per hour	September 24, 2007
c. Shellie Self	OMS Adult Aide @ \$10 per hour	September 24, 2007

4. **SUBSTITUTES**

RECOMMENDATION	POSITION	EFFECTIVE DATE
a. Patti Coker	Long Term Substitute Teacher- for Kelly Jones MES	Continue through October 22, 2007

5. **OTHER PERSONNEL ITEMS**

B. CORRECTIONS/CLARIFICATIONS

1. Rusty Chamness SCCHS Coaching supplements	Change from Freshman Baseball Coach @ \$1399.68 to Freshman Baseball Assistant @ \$1049.76	Requested by Principal
2. Josh Averette SCCHS Coaching supplements	Add Freshman Baseball Supplement @ \$1399.68 and remove Freshman Baseball B Team @ \$1049.76	Requested by Principal
3. Gene Mitchell SCHS	Add Head Freshman Football @ \$2099.52	Requested by Principal

4. Lance Smith SCCHS	Remove Freshman Football @ \$2,099.52 to Freshman Football Assistant @ \$1,399.68	Requested by Principal
5. Jake Hibbs MHS	Assistant Football @ \$3,149.16 Boys Basketball B Team @ \$2,799.24 Golf @ \$1,049.76	
6. Adam Wallace MHS	Changed from Boys B Team Basketball to Girls B Team Basketball @ \$2,799.24 Add Girls A Team Basketball @ \$4,198.92 Add Assistant Football @ \$3,149.16	Requested by Principal
7. April Dawn Fleming	OIS Teacher was hired on 8-6-07 effective August 6, 2007-January 4, 2008. It should have been effective August 6, 2007 (with no ending date)	
8. Jason Seahorn	MHS B Team Baseball Coach-should have been Steven Seahorn (MES)	

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9. Mrs. Seals recommended the approval of the Bid #847-SCCHS Softball Field to be awarded to the lowest bid (that included coating) which was Tornado Fence Sales. Mr. Brasher made the motion and Mr. DeGaris gave the second. All members voted in favor.

TAB SHEET-BID #847
FENCE BID-SCCHS
SOFTBALL FIELD
02/13/07

VENDOR	BID AMOUNT	COST PER FOOT ADDITIONAL FENCING	COST IF BROWN/BLACK COATED
Allsteel Fence			
Sibertson Fence Sales	\$7,174.38	10.97	\$12,172.69
Tornado Fence Sales	\$7,987.00	9.00	\$ 9,987.00
Try Me Fencing	\$9,319.00	14.25	\$11,281.50
James Rhodes Fencing			

10. Mrs. Seals recommended the approval of 20% of At Risk Funds for SCC Educational Foundation. Mr. Green moved to accept the recommendation and Mr. Brasher gave the second. All members voted in favor.

11. Mrs. Seals recommended the approval of job descriptions for School Operations Coordinator, CNP Maintenance Worker and Project Director for PASS Grant. Mrs. Noah moved to accept the recommendation and Mr. Brasher gave the second. All members voted YES.
(a copy of these job descriptions will follow these minutes)

12. Mrs. Seals recommended the approval of amending honor graduates requirements. Mrs. Noah moved to accept the recommendation and Mr. DeGaris gave the second. All members voted YES. *(a copy of the amended requirements will follow these minutes.)*

13. Mrs. Seals recommended the approval of the Moody and Margaret land acquisitions. Mr. DeGaris moved to accept the recommendation and Mr. Brasher gave the second. All members voted YES.

14. Mrs. Seals recommended the approval of Gallet and Associates to do an environmental study in Moody and Margaret. Mr. DeGaris moved to accept the recommendation and Mrs. Noah gave the second. All members voted in favor.

15. Board members offered the following comments:

A. Mr. Green asked that if there was a way that we could split the cost of the inspection of the land in Margaret and Moody with the owners and that it could be contingent on the sale of the property.

B. Mr. Brasher said that he wanted to re-visit the comment that he made regarding the entrance to SCCHS. He said that nothing is happening there and that it is an eye sore and dangerous. He also asked if the marquee sign was included in the building contract.

C. Mr. DeGaris said that he talked to some head coaches and wondered if we could look at some 10 month salaries. Secondly he stated that some of the band directors work both the middle and the high schools and asked if we could help them out. He commented about the air conditioners in the high schools and said that it could be a health concern. He also echoed Mr. Brasher's concerns regarding the entrance to SCCHS. Finally he said that ECTC sometimes has meetings and they do not have enough chairs for all the students.

D. Mrs. Noah said that Mr. Hardy said that they were supposed to start the windows at Ragland today. She also said that she visited OMS and said that she wanted to compliment Mrs. Carroll on her school. She said that the school looked wonderful and that the students were so very well behaved.

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16. Mrs. Seals offered the following comments:

Mrs. Seals said that there is a Work Session scheduled for Monday, October 8th at 6:00 pm at the Central Office. She said that we would have three architects presenting plans regarding the renovations for Ragland School. She also said that she met with the elementary school principals today regarding test data. She mentioned the handouts in their packets and said that she also included the principal survey from Ross Bridge and a letter from Mr. Trussell. She said they have addressed the air conditioners and said that they were waiting to receive the cost and that they windows were supposed to come in at Ragland today. She finished by saying that Ragland's homecoming is this week and their parade and chili tasting contest is on Thursday.

17. Announce next Board Meeting- Regular board meeting-Monday, October 22, 2007 at 6:00 pm at the Central Office.

18. President Scott Suttle recommended approval to adjourn. Mr. DeGaris moved to approve the recommendation.

Approved the 29th day of October, 2007.

Board President

Board Secretary

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FIXED ASSETS-PERSONAL PROPERTY			
Disposition Request			
September-07			
Control #	Item Description	Location	School
510	Television		SCCHS
520	Television		SCCHS
1027	Computer		SCCHS
0599	Pionex Computer		SCCHS
3199	Computer		SCCHS
3200	Computer		SCCHS
2233	Gateway Computer		OES
4838	Dell Computer	Room 012	SJHS
4836	Dell Computer	Room 014	SJHS
4841	Dell Computer	Room 015	SJHS
4839	Dell Computer	Room 017	SJHS
4842	Dell Computer	Room 019	SJHS
4854	Dell Computer	Room 103	SJHS
4847	Dell Computer	Room 104	SJHS
4848	Dell Computer	Room 105	SJHS
4846	Dell Computer		SJHS
5137	A/C Unit	Lunchroom	SJHS
0662	Dukane System	Office 016	SJHS
2441	Open Komodo Computer	Room 107	SJHS
2447	Office Phone System		SJHS
2449	Copier/Duplicator	Office 016	SJHS
3443	Gateway Computer	Library	SJHS
3446	Computer System	Room 019	SJHS
4103	IBM Computer	Room 018	SJHS
4280	JPE Computer	Office 016	SJHS
4833	CTX Flat Screen	Room 019	SJHS
4861	Compaq Computer	Room 015	SJHS
4862	Compaq Computer	Room 105	SJHS
11172	Zire-72 Palm Pilot	Room 016	SJHS
1488	ACA Computer		MMS
3433	Watson Computer		MMS
11321	Dell Printer		MMS
3219	Watson Computer		MMS
3821	Watson Computer		AES
0002	IBM Computer		AES
3824	Watson Computer		AES
11003	Sharp Fax Machine		AES
AES 4-0018	HP Multi-Printer		AES
AES04-0004	HP Multi-Printer		AES
AES04-0006	HP Multi-Printer		AES

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St. Clair County Board of Education
Freshman Athletic Supplements
2007-2008

FOOTBALL	\$2,099.52
ASSISTANT FOOTBALL	\$1,399.68
CHEERLEADER SPONSOR - 1 Sport	\$1,049.76
2 Sport	\$2,099.52
BASEBALL	\$1,399.68
BASEBALL - B Team	\$1,049.76
SOFTBALL	\$1,399.68
SOFTBALL - B Team	\$1,049.76
BASKETBALL - Boys/Girls	\$1,049.76

ST. CLAIR COUNTY BOARD OF EDUCATION
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Proposed 9-24-07

POSITION DESCRIPTION FOR ST. CLAIR COUNTY SCHOOL SYSTEM

TITLE:

School Operations Coordinator

JOB GOAL:

To provide leadership and direction in developing and maintaining educational facilities and support services for the district

REPORTS TO:

Superintendent

SUPERVISES:

Maintenance director, staff and secretary
Transportation director and bus shop staff
Secretary, as assigned
Community education director and program

QUALIFICATIONS:

- Current Alabama certification as a school administrator
- Ability to work with all school personnel and the public
- Valid Alabama driver's license
- Appropriate transportation to meet job requirements
- Physical mobility to visit school/construction sites

ESSENTIAL FUNCTIONS:

1. Assist in determining facility needs and cooperate with architects, municipal and county officials, and other school personnel in the planning of new facilities, renovations, and the planning of proposed facilities
2. Take steps to insure that all facilities meet safety requirements and that each is maintained at the highest possible level to provide an optimal learning environment
3. Coordinate with maintenance director and advise/give approval on the hiring of contractors to perform certain repair services
4. Work collaboratively with principals in solving problems related to the operation of facilities
5. Coordinate the purchasing, inventory, and selection of textbooks in accordance with local and SDE policies and complete all reports related to textbooks for the district
6. Supervise purchasing through implementation of the bid process; assist personnel and the Board with determination of Public Works projects
7. Know and follow the ADA as it relates to facility access.
8. Coordinate with transportation department on matters such as required local and SDE reports, routing, and hiring of transportation employees
9. Take responsibility for coordinating the system's Capital Plan for Board approval; take responsibility for all SDE-required reports related to facilities
10. Attend Board meetings and work sessions

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Proposed 9-24-07

11. Coordinate with the maintenance department on matters such as required local and SDE reports and hiring of maintenance employees
12. Maintain adequate records related to asbestos as required by state and federal law
13. Maintain adequate records related to real property owned by the Board.
14. Maintain adequate records related to each facility; records should reflect improvements, assessments, needs, etc.
15. Assist superintendent in assessing needs/expenditures for PSF projects
16. Supervise insurance needs related to facilities and transportation for the district
17. Work with community education director to provide appropriate programs and plan for facilities use related to extended day and other educational programs.
18. Other duties, as assigned

SALARY:

Based on the St. Clair County School System Salary Schedule

TERMS OF EMPLOYMENT:

240 Days

EVALUATION:

Performance will be evaluated according to board policy.

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Proposed 9-24-07

POSITION DESCRIPTION FOR ST. CLAIR COUNTY SCHOOL SYSTEM

TITLE:

CNP Maintenance Worker

JOB GOAL:

To help maintain the Child Nutrition Program (CNP) in a condition of operating excellence so that full use of the facility may be made at all times.

REPORTS TO:

CNP Director

QUALIFICATIONS:

- High School Diploma or GED equivalent
- Five years of work experience in job related field, including work in the areas of HVAC, Refrigeration, Plumbing, Welding and Electricity (preferred)
- 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 with willingness to work flexible hours as needed for emergency repairs.
2. Report to the CNP Manager upon arrival and prior to departure at each school
3. Assist in the implementation of adopted Board policies while following federal, state and local policies and codes
4. Assist in the examination and safety inspections of Child Nutrition facilities 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 effectively and efficiently
9. Develop a program for preventative maintenance including energy maintenance in consultation with CNP Director and CNP managers
10. Check and maintain generators overhaul motors, clean and adjust voltage regulators and temperature records, calibrate pressure gauges, meters, and similar devices, check all indicating instruments periodically to know the functioning of the unit
11. Consult with outside contractors and employees of other state agencies regarding design, alteration and repair, and making purchase recommendations for mechanical equipment.
12. Establish operating standards and procedures for equipment within the limitations of assigned temperature requirements
13. Perform limited welding tasks as needed
14. Maintain records as are required
15. Ability to lift a minimum of 100 pounds with stooping and bending as needed

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16. Ability to follow and provide written and oral instructions
17. Ability to climb and work from ladders and/or scaffolds
18. Move furniture and materials
19. Perform carpentry work according to industry standards
20. Perform masonry work according to industry standards
21. Repair and replace roofing according to industry standards
22. Repair, replace, and install tile and ceramic tile according to industry standards
23. Clean-up debris around work area
24. Install and repair water and drain lines
25. Install and repair fixtures and appliances such as boilers, pumps, toilets, sinks, water heaters, washing machines, ice maker units, etc.
26. Perform plumbing repairs including leaks. Repair and replace accessory plumbing equipment, such as faucets. Clean clogged pipes such as sewer lines
27. Assume the primary responsibility for the safe condition of lighting fixtures, wiring, air conditioning and refrigeration units, and similar electrical elements in the CNP facilities.
28. Repair and maintain electrical systems, including lighting system
29. Paint interior and exterior walls
30. Operate vehicles and machinery in a safe and efficient manner according to state and local laws
31. Responsible for safe keeping and appropriate use of all materials, supplies, tools, machinery, equipment, and vehicles.
32. Perform basic cleaning functions
33. Be courteous and professional at all times
34. Maintain a neat and appropriate appearance
35. Demonstrate ability to work cooperatively with others
36. Demonstrate ability to work in a constant state of alertness
37. Demonstrate regular and predictable attendance
38. Assume other reasonable and equitable job-related duties assigned by the CNP Director.

***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 the St. Clair County School System Salary Schedule

TERMS OF EMPLOYMENT:

240 Days

EVALUATION:

Performance will be evaluated according to board policy.

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ST. CLAIR COUNTY SCHOOL SYSTEM
POSITION DESCRIPTION

TITLE: Project Director for PASS Grant

JOB GOAL: To provide oversight of the Pass Grant/Program

REPORTS TO: Community Education Director

QUALIFICATIONS:

- Possess a Bachelor's Degree in Education, Sociology or related discipline, with at least three years experience working with at-risk youth.

ESSENTIAL FUNCTIONS:

- Assess student abilities as related to desired educational goals, objectives and student outcomes.
- Develop and implement a mentoring program which matches youth one to one
- Recruit, screen match, monitor and communicate with the mentor, parent/guardian and child throughout the program year
- Organize special group field trips (one per quarter) throughout the program year
- Provide direct oversight including meeting with school staff and partners; facilitate advisory committee meetings; develop reports; provide curriculum and technical assistance; review data; and make recommendations for project improvement
- Plan and facilitate one parental involvement workshop one evening each month
- Provide own transportation to the school sites

SALARY: \$36,000

TERMS OF EMPLOYMENT: 182 days

EVALUATION: PERFORMANCE WILL BE EVALUATED ACCORDING TO BOARD POLICY.

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Honor Graduates

Beginning with the 2007-2008 school year, the following criteria will be used to determine Honor Graduates in St. Clair County Schools:

- All students with a GPA of 4.0 or higher **and** who have earned the highest diploma offered at a particular school will be designated Honor Graduates and be assigned a class ranking of #1. No valedictorian or salutatorian will be named. The method used by the school system to rank will assigned to all transcripts.
- The local school will determine how to recognize Honor Graduates at the commencement ceremony.
- ~~The individual(s) who will speak at the commencement exercise will be selected from the pool of Honor Graduates by the Honor Graduates.~~ The two (2) honor graduates with the highest numerical average, excluding courses such as Physical Education, Band, Teacher's Aide, Driver's Education, Yearbook, Computer Literacy, Career Exploration, etc. shall each deliver an address at commencement. In the event that one or both students decline the opportunity to speak, the principal shall appoint another honor graduate to speak or no one at all.
- In the event that no student in the graduating class has a GPA of 4.0 or higher, up to the top 10% (with a 3.5 GPA or higher) may be designated as Honor Graduates.
- The rank of the next student below those designated as Honor Graduates should be determined by the total number of students whose average exceeds his/her. For example, if 5 students in graduating class of 100 are designated as Honor Graduates, each holds a rank of 1/100. The next student would hold a rank of 6/100.
- In order to be considered an Honor Graduate, a student must be enrolled in that particular school their entire senior year.
- Final determination will be made at the end of the second term.
- Final determination of grade point averages will be carried out four decimal places, with no "rounding". The system should be based on an A=4.0.

1) The following scale will be used for adding an extra quality point to Honors level courses:

- A: 5pts.
- B: 4pts
- C: 3pts
- D: 1pts

•An extra quality point will not be assigned for a grade of "D".

2) In order for a course to be eligible for the awarding of an extra quality point, it must be designated as "Honors".

3) Schools should submit courses to the Curriculum Committee for approval as Honors courses.

4) The Curriculum Committee shall consist of the following:

1. Superintendent or their designee
2. Curriculum coordinator
3. Two high school principals
4. Two high school counselors

5) No school may assign an extra quality point without the approval of the curriculum committee.

Standard of Excellence and Standard of Achievement

- The Standard of Excellence and Standard of Achievement Awards will be selected from the Standard Diploma Program. To be eligible for the Standard of Excellence or Standard of Achievement a student must have declared that specific diploma type with the school counselor **before the 1st day of school of their senior year.**
- The students' numerical grades from Grade 9 through the third 9-week grading period of Grade 12 will be averaged.
- The student with the highest average will receive the Standard of Excellence Award.
- The student with the second highest average will receive the Standard of Achievement Award.
- The student must have been enrolled and attended school in the St. Clair County School System for two years (Grades 11 and 12) and have been working toward a required diploma from the beginning of their senior year.
- **Core Curriculum subjects for the Standard Diploma Program are used to compute averages for the Standard of Excellence and Achievement Awards.** Physical Education, Band, Teacher's Aide, Driver's Education, Yearbook, Computer Literacy, Career Exploration, etc., grades are not averaged.