

ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
BOARD MEETING
August 18, 2014

The meeting of the St. Clair County Board of Education was held on Monday, August 18, 2014. The board meeting began at 6:15 pm at the central office with the following board members in attendance:

Scott Suttle Marie Manning Angie Cobb John DeGaris Randy Thompson Allison Gray Terry Green

The following individuals were also in attendance:

Melinda Splawn Gary Hanner Greg Cobb Lisa Self Kim Riker Brenda Leopard
Eloise Williams

1. President Scott Suttle called the meeting to order.
2. A quorum of the board was present. All board members were present.
3. Ms. Seals recommended approval of the agenda with the addition of item 8, D, Personnel Addendum. Mrs. Cobb made the motion to accept the agenda as recommended and Mrs. Manning gave the second. All members voted YES.
4. Ms. Seals recommended approval of the Consent Agenda. Mr. Thompson made the motion and Mr. Green gave the second. All board members voted in favor of the Consent Agenda.
 - A. Minutes-July 21, 2014 and July 31, 2014
 - B. Disposition of Fixed Assets-August 2014
 - C. Approval of Policies:
 1. 5.83 Student Drug Testing
 2. 6.70.2 Vacation Leave
 3. 6.70.9 Sick or Bereavement Leave
 - D. Travel
 1. OMS-Selected faculty member(s) and SGA students to travel on October 10-14, 2014 to Lawrenceville, GA to attend the SASC (Southeastern Association of Student Councils) 2014 Conference. Expenses will be paid by individual students, parents, and SASC and SGA funds.
5. The Alabama Department of Examiners of Public Accounts presented the FY 2013 St. Clair County Board of Education Audit.

6. Audience members who addressed the board:
Ms. Brenda Leopard addressed the board regarding her position as a Special Education aide at Springville Elementary School. She said that she is here to talk about something that is near and dear to her heart, which is the Special Needs children. She said that she was here, not only as an employee of the county but as a parent of a Special Needs child and that she has worked for the county for 12 years. She said that she is responsible for taking care of a child without limbs, one on a behavior plan and a child that needs one-on-one attention. She said that they are asked to do more and more and that it is not fair to the children. She said that she loves these children but it is not fair to the classroom teacher, to the children or to her. She said that she has addressed it with the Special Ed coordinator and she said to talk to the principal. She said that she does not hold Mr. Byrd responsible. She said that a new central office has been built and that the central office staff has been doubled. She asked the board when was it going to stop and are they going to do what is right and put children first. She said that is why they were elected. She said that it is ridiculous that she has to beg to get help for these children. She said that she couldn't sit back any more.

7. Financial Reports presented by Laura Nance for July 2014:
A. Bank Reconciliation
B. Other Financial Reports

8.A. Ms. Seals recommended approval of the Personnel Agenda. Mr. Thompson made the motion to accept the recommendation and Mr. Green gave the second. Mrs. Manning and Mr. DeGaris voted NO. Mr. Suttle, Mrs. Cobb, Mr. Thompson, Mrs. Gray and Mr. Green voted YES. The motion carried.

PERSONNEL AGENDA

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

	Employee	Worksite	Position	Terms of Employment	Funding	Effective Date
A	Robbie Martin	MHS	Special Ed Aide	182 days	Foundation	August 6, 2014
B	Tina Atkins	SW	Part-Time Psychometrist (as needed)	\$95 per test	IDEA	2014-2015 School Year
C	Rachel Freeman	SW	Part-Time Psychometrist (as needed)	\$95 per test	IDEA	2014-2015 School Year

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D	Cindy Farmer (retired)	SW	Part-time Homebound Teacher (as needed)	\$30 per hour	IDEA/Local	2014-2015 School Year
E	Wendy Phillips	SW	Part-time Homebound Teacher (as needed)	\$30 per hour	IDEA/Local	2014-2015 School Year

2. RESIGNATIONS

	Employee	Worksite	Position	Effective Date
A	Kimberly Tipton	OES	CNP worker	July 31, 2014

3. TRANSFERS

	Employee	Previous Contract	New Contract	Effective Date
A	Denise Bonin (voluntary transfer)	OIS Special Ed Aide	MHS Special Ed Aide	August 7, 2014
B	Wendy Foster (voluntary transfer)	OES Bus Driver	SCCHS Bus Driver	August 19, 2014
C	Dana Pennington (voluntary transfer)	SMS nurse	SHS Nurse	August 19, 2014
D	Kenneth Wood (voluntary transfer)	AHS Science teacher	ECT Teacher	August 6, 2014
E	Lisa Thompson (voluntary transfer)	AHS Bus Nurse	SMS Nurse	August 19, 2014

4. EXTENDED DAY

	Employee	Worksite	Position	Terms of Employment	Funding	Effective Date
A	Ashley Lee	MAES	Adult Aide	\$12 per hour	21 st CCLC Funds	2014-2015 School Year
B	Kaitlyn Peoples	MAES	Student Aide	\$9 per hour	21 st CCLC funds	2014-2015 School Year
C	Linda Hester	RES	Teacher	\$17 per hour	21 st CCLC funds	2014-2015 School Year
D	Janet Murry					
E	Gina Merritt					
F	Shaleene Echols					
G	Barbara Smith	SW	Teacher	\$17 per hour	21 st CCLC funds	2014-2015 School Year
H	Kerri Hilton Phillips	SES	Teacher	\$17 per hour	Student Tuition	2014-2015 School Year
I	Jennifer Brand					
J	Gasque					
	Anetra Montgomery					
K	Jacob Wise	SES	Student Aide	\$9 per hour	Student Tuition	2014-2015 School Year

5. CHANGES/CORRECTIONS

	Employee		
A	Lisa Thompson	Listed on 7/31/14 board agenda as Bus Driver moving from Odenville to AHS effective August 4, 2014	Should be Bus Nurse moving from Odenville to AHS effective August 4, 2104
B	Kristi Gibson	Approved on 7/31/14 board meeting as Adult Aide for Extended Day	Remove from list as Adult Aide for Extended Day
C	Lee Gurley		
D	Doreen Sima		
E	Tammy Cluck		

6. SUPPLEMENTS and ADDITIONAL PROGRAMS (Temporary)

	Employee	Worksite	Position	Terms of Employment	Funding	Effective Date
A	Connie Ray	MHS	Homebound Teacher	\$30 per hour	IDEA/Local	2014-2015 School Year
B	Carrie Tucker	MAES	Yearbook sponsor	\$400	Local	2013-2014 School Year
C	Dana Pennington	SMS	Nurse for student football player	\$20 per hour	Local	2014-2015 School Year
D	Stephanie Williams	MAES	Homebound Teacher	\$30 per hour	IDEA/Local	2014-2015 School Year

8.B. Ms. Seals recommended approval of the 2014-2015 Salary Schedule. Mrs. Gray made the motion to accept the recommendation and Mrs. Cobb gave the second. Mrs. Manning, Mr. DeGaris and Mr. Green voted NO. Mr. Suttle, Mrs. Cobb, Mr. Thompson, and Mrs. Gray voted YES. The motion carried.

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8.C. Ms. Seals recommended approval of the Maintenance Supervisor Job Description. Mrs. Manning made the motion to accept the recommendation and Mrs. Gray gave the second. All members voted YES. (A copy will follow these minutes)

8.D. Ms. Seals recommended approval of the Personnel Addendum. Mrs. Manning made the motion to accept the recommendation and Mr. Thompson gave the second. All members voted YES.

PERSONNEL ADDENDUM

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

	Employee	Worksite	Position	Terms of Employment	Funding	Effective Date
A	Tomie Suggs Hicks	MES	Pre K Lead Teacher	187 days (less amount due to late start)	Preschool Grant	August 20, 2014
B	Paige Mitchell	MES	Office Aide	182 days (less amount due to late start)	Local	August 20, 2014
C	Candi Stewart	MMS	Temporary Special Ed Teacher	Daily as needed	Local	August 20, 2014
D	Rachel Johnson	MES	Pre-Kindergarten Assistant Teacher	182 days (less amount due to late start)	Preschool Grant	August 20, 2014
E	Melissa Thom	MJHS	7 th /8 th Grade Science Teacher	187 days (less amount due to late start)	Foundation	August 25, 2014
F	Melissa Long	SW (homebase MHS)	School Nurse	182 days (less amount due to late start)	Local	August 20, 2014

2. **CHANGE OF CONTRACT**

	Employee	Previous Contract	New Contract	Funding	Effective Date
A	Kimberly Brown	Assistant Principal SMS	Principal SMS	Foundation	August 19, 2014 – June 30, 2016
B	Rusty St. John	Assistant Principal AMS	Principal AMS	Foundation	August 19, 2014 – June 30, 2016
C	Shane Parker	MHS teacher (187 days)	OMS Assistant Principal (187 days)	Foundation	August 25, 2014

3. **TRANSFERS**

	Employee	Previous Contract	New Contract	Effective Date
A	Debbie Murphree	SCCHS Special Ed Instructional Aide/Bus Aide	SHS instructional Aide/Bus Aide	August 7, 2014
B	Robin Dollar	SHS Bus Aide	SCCHS Bus Aide	August 7, 2014

4. **SUPPLEMENTS and ADDITIONAL PROGRAMS (Temporary)**

	Employee	Worksite	Position	Terms of Employment	Funding	Effective Date
A	Amy Stanford	SMS	Special Ed Teacher for Student Summer Evaluations	Additional 6.5 hours at \$30 per hour	IDEA	Summer 2014

OTHER NOTIFICATIONS NOT NEEDING BOARD APPROVAL

****This section is posted for informational purposes only and did not require board approval****

	Employee	Worksite	Position		
1	Emily Hallman	SES	Teacher	FMLA	August 4, 2014 – September 12, 2014
2	Jennifer Beam	SCCHS	Teacher	FMLA	August 4, 2014 – September 26, 2014

9. Board Member Comments:

A. Mrs. Cobb said that she has known Rusty St. John for a long time and that he was a good old Ragland boy and said that she has known Kim Brown for a while too. She said that they have already done a marvelous job. She said that she has family members who do what Ms. Leopard does and she said that she knows that it is extremely difficult.

B. Mr. DeGaris said that it was good to see them promote from within.

C. Mr. Thompson said that he was looking for good things from Mr. St. John and Mrs. Brown.

D. Mrs. Manning said that the entire board appreciates all those who works with Special Needs children. She said that she knows that sometimes it can be a very difficult job to do.

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E. Mr. Green congratulated Mr. St. John and Mrs. Brown. He said that he knows that they will keep doing a great job. He addressed Ms. Leopard in saying that he appreciates her passion and said that he appreciated her being here. He said that he read her email and was upset. He said that he agrees with her. It appears that they need to do something different. He said that he is not there for the money either but he cares about the kids of St. Clair County. He said that he disagrees with her on the response that she got from her principal and the coordinator from the Special Ed department. He said that her principal was responsible. He is her principal and her supervisor and he should be here with as much passion as she has. And the coordinator too. He said that it is totally inappropriate to turn their backs and point their fingers to someone else. He then said that his prayers and thoughts are with the family in Moody where their children were injured over the weekend. He said that we need to remember them in our thoughts and prayers. He closed in saying that he feels like it may be time for the board to sit down with Laura Nance and Ms. Seals and review the salary schedule. He is concerned about the salary schedule from the top to the bottom and what it looks like.

10. Superintendent comments:

Ms. Seals thanked the board for being at the Budget Hearing and said that there would be another one. She addressed Ms. Leopard in saying that she would love to talk to her when this is over. She said that she talked to Mr. Byrd today and she would express to her the results of that conversation. She said that they do want to help her. She said she wanted to talk to her regarding her impression of us doubling up at the central office. She then said that they received a letter from the Alabama Association of School Boards stating that they had earned the Presidential Award. She said that they should be commended for their teamwork. She said that it would be awarded at the District 6 meeting. She said that the Capital Plan meeting was scheduled for September 4th and to contact Phillip Johnson if you would like to serve on that committee or observe. She mentioned that the required Whole Board Training was scheduled for September 15th prior to the board meeting. She then asked them to review the information in their packet.

11. Announce next board meeting- Called Board Meeting-Thursday, August 28, 2014-Budget Hearing #2 at 7:00 a.m. and a Called Board meeting at 7:30 a.m. at St. Clair County High School. Next regular board meeting-Monday, September 15, 2014 at 6:00 p.m. at the central office.

12. President Scott Suttle recommended approval to adjourn. Mr. Thompson moved to approve the recommendation.

Approved the 15th day of September, 2014

Board President

Board Secretary

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FIXED ASSETS-PERSONAL PROPERTY		
Disposition	August 2014	
Control #	Item Description	School
13334	Data Projector	SMS
11197	Shredder	BOE
08-02-0183	HP Laptop	OMS
08-02-0576	HP Laptop	OMS
08-02-0581	HP Laptop	OMS
09-02-0404	HP Laptop	OMS
11603 thru 11611		OMS
11613		OMS
11614		OMS
11702		OMS
11747		OMS
12087		OMS
12088		OMS
12224		OMS
12225		OMS
12528		OMS
12529		OMS
12530		OMS
12531		OMS
12623		OMS
12626		OMS
12628		OMS
12884 thru 12890		OMS
12969 thru 12978		OMS
13302 thru 13310		OMS
13388 thru 13394		OMS
13397		OMS
13398		OMS
13399		OMS
13430		OMS
13431		OMS
13544		OMS
4655		OMS
5384		OMS
5387 thru 5407		OMS
5409 thru 5411		OMS
5414		OMS
5415		OMS
5416		OMS
5418		OMS
08-02-0323		OMS
13204	Watson computer	RYAS

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STUDENT DRUG TESTING

5.83

The St. Clair County Board of Education promotes a safe and drug-free learning environment for its students. It is important that every student understand the dangers of alcohol, tobacco and drug use. Participation in extracurricular activities is a privilege and not a right; therefore, students enrolled in grades 7-12 of the St. Clair County School System who are participating in extracurricular activities may be required to submit to random, unannounced screenings for alcohol and drug use. The Board reserves the right to depart from this policy where it deems appropriate except where prohibited by law. Students will be notified of any changes to practices related to this policy.

Random, unannounced drug and alcohol testing applies to

- Students participating in athletics, cheerleading and band
- Students participating in school sponsored competitive extracurricular activities
- Students who drive vehicles on school property

This policy does not circumvent or replace the St. Clair County School System Code of Conduct rules pertaining to the use, possession, distribution, or manufacturing of drugs or alcohol or other controlled substances on or away from Board property or at school-sponsored events. Violations of policies and rules will follow normal Board procedures and will be subject to published consequences.

Such drug and alcohol testing to be implemented by this policy shall be of the type demonstrated to be accurate methods for determining the presence or absence of alcohol or drugs in a person. For the purposes of this testing, breath, oral fluid, hair or urine may be used as deemed appropriate.

REFERENCES:

**CODE OF ALABAMA
16-8-8**

HISTORY:

**ADOPTED: JANUARY 29, 2009
REVISED: JULY 18, 2013
FORMERLY: 5.83**

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VACATION LEAVE

6.70.2

All twelve month staff shall earn vacation days at the rate of one (1) day per month beginning July 1 and ending June 30 of each year until a maximum of thirty (30) days per year has been earned.

Vacation days may not be used before they are earned. Vacation time may not extend beyond the termination of an employee's contract. No compensation will be paid in lieu of vacation time upon the resignation or retirement of an employee.

The St. Clair County Board of Education shall have the authority, under such rules and regulations as may be promulgated from time to time by the State Board of Education, to provide for vacation leave for twelve (12) month employees of the Board. Vacation leave must be scheduled and approved by the employee's supervisor and Superintendent. When school is in session, vacation leave will not be allowed during peak employment times of a specific job classification (except in cases of unusual circumstances).

All vacation leave dates must be approved in advance by principals/work site supervisors and the Superintendent.

REFERENCE(S):

CODE OF ALABAMA
[16-8-8](#), [16-9-23](#)

HISTORY:

ADOPTED: JUNE 22, 1998
REVISED: JULY 23, 2007; FEBRUARY 22, 2010
FORMERLY: GBRI, GBRK, CGPH

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SICK or BEREAVEMENT LEAVE

6.70.9

- I. Sick leave is defined as the absence from regular duty by an employee because of the following:
 - A. Personal illness or doctor's quarantine;
 - B. Incapacitating personal injury;
 - C. Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt);
 - D. Where unusually strong personal ties exist because of an employee's having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In such cases the employee concerned shall file with the supervisor a written statement of the circumstances which justify an exception to the general rule;
 - E. Attendance to an ill member of the immediate family (parent, spouse, child, sibling) of the employee, a person standing in loco parentis
- II. St. Clair County School System employees shall be allowed to accumulate an unlimited number of sick leave days.
- III. A new employee may transfer unused earned sick leave from another Alabama school board, as permitted by law, upon certification by the previous employer.
- IV. If an employee is on sick leave for **three** or more consecutive days, the employee shall provide his principal or immediate Supervisor with a statement signed by a doctor and submitted with payroll certifying to the illness or injury. If absences occur frequently or if the absences constitute a pattern or there is reason to question whether an absence complied with the above causes, the Superintendent or designee may require that the employee provide verification of the reason for the absence.
- V. See Policy 6.71 for St. Clair County School System Sick Leave Bank provisions.

REFERENCE(S):

CODE OF ALABAMA
[16-1-18.1](#), [16-8-25](#), [16-13-231](#), [16-22-9](#)

HISTORY:

ADOPTED: JUNE 22, 1998
REVISED: SEPTEMBER 15, 2003; FEBRUARY 22, 2010
FORMERLY: GBRI, CGPG

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ST. CLAIR COUNTY SCHOOL SYSTEM
POSITION DESCRIPTION
Proposed August 2014

TITLE: Maintenance Supervisor

JOB GOAL: To maintain the physical school plant in a condition of operating excellence so that full educational benefit may be realized at all times.

REPORTS TO: Facilities Coordinator

QUALIFICATIONS:

- High School diploma
- Possess five year's work experience in job related field
- Possess state license in one or more areas of HVAC, Refrigeration, or Plumbing
- Hold or be eligible for a current Alabama commercial driver's license
- A valid Alabama driver's license required

ESSENTIAL FUNCTIONS:

1. Expected Work Day: 8 hours a day and on call 24 hours per day, 7 days per week
2. Assign jobs to specific personnel and provide coordination among maintenance functions.
3. Assist in all work areas when and where needed.
4. Direct the work of assigned maintenance personnel.
5. Maintain the highest standards of the quality of work performed.
6. Perform energy management setup changes when necessary.
7. Supervise and train, or provide opportunities for training for maintenance personnel for maximum productivity.
8. Evaluate maintenance personnel according to Board policy
9. Inspect all schools on a regular basis to ensure a safe and desirable condition for learning.
10. Maintain all equipment manuals, plans, warranties, inventories etc.
11. Review work orders to ensure proper documentation.
12. Coordinates plans and prepares for all purchases within the required bid laws.
13. Coordinate annual maintenance budget and provide for the needs of the school system within the approved budget.
14. Handle all maintenance purchase orders, track purchases and properly process for payment.
15. Establish and evaluate a preventative maintenance program.
16. Direct employees in the use of safety equipment and procedures.
17. Demonstrate initiative in the performance of assigned responsibilities.
18. Ensure adherence to good safety standards.
19. Model and maintain high ethical standards.
20. Follow attendance, punctuality and proper dress rules.
21. Maintain confidentiality regarding school/workplace matters.
22. Participate successfully in approved training programs offered to increase skill and proficiency related to assignment.
23. Communicate effectively with students, parents, staff and administrators using tact and good professional judgment.
24. Keep supervisor informed of potential problems or unusual events.
25. Respond to work orders, inquiries and concerns in a timely manner.

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26. Supervise assigned personnel, conduct annual performance appraisals, and make appropriate employment recommendations.
27. Prepare all required reports and maintain all appropriate records.
28. Follow local, federal and state laws, as well as School Board policies, procedures and regulations.
29. Exhibit interpersonal skills to work as an effective team member.
30. Coordinate after-hours maintenance concerns.
31. Demonstrate support for the School System and its goals and priorities.
32. Regulate heating, air conditioning, and other environmental control systems for economical usage of fuel.
33. Perform the required preventive maintenance inspections and keep appropriate records of actions.
34. Maintain proper and professional relationship with all employees, students, parents and other stakeholders and perform duties in a manner that promotes good public relations.
35. See that all work areas are maintained.
36. Attend necessary training sessions as scheduled by Supervisor.
37. Perform other tasks consistent with the goals and objectives of this position.
38. Attend school board meetings and prepare such reports on system programs and services as the superintendent may direct.

PHYSICAL REQUIREMENTS: Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

EXEMPT POSITION

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy.

TERMS OF EMPLOYMENT: Twelve-month contract. Salary according to proper placement on current salary schedule.