

ST. CLAIR COUNTY BOARD OF EDUCATION  
 CENTRAL OFFICE  
 BOARD MEETING  
 August 20, 2018

The meeting of the St. Clair County Board of Education was held on Monday, August 20, 2018. The board meeting began at 5:04 pm at the central office with the following board members in attendance:

Scott Suttle John DeGaris Allison Gray Randy Thompson Bill Morris

The Following individuals were also in attendance:

Mike Howard Debra Carroll Rachel Fowler Angela Preston Angie Cornutt Melinda Splawn Gary Hanner Reginold Williams Baisha Woody Eloise Williams

1. President Scott Suttle called the meeting to order.
2. A quorum of the board was present. Mrs. Manning and Mrs. Cobb were absent. All other board members were in attendance.
3. Ms. Seals recommended approval of the agenda with a change on 9.A item # 3, change start date to 8/27/18. Mr. Thompson made the motion to accept the agenda as recommended and Ms. Gray gave the second. All members voted YES.
4. Ms. Seals recommended approval of the Consent Agenda. Ms. Gray made the motion and Mr. Morris gave the second. All members voted YES.
  - A. Minutes-July 16, 2018, July 23, 2018 and July 30, 2018.
  - B. Disposition of Fixed Assets-August 2018

<b>FIXED ASSETS-PERSONAL PROPERTY</b>			
<b>Disposition</b>			
<b>August 2018</b>			
<b>Control #</b>	<b>Item Description</b>	<b>School</b>	<b>(</b>
12-02-1640	Ipad	MES	
08-02-0626	Lenova Notebook	MES	
14-02-1615	Desktop computer	SMS	
12-02-1558	Macbook Pro	Technology	
09-02-0230	HP Probook	RHS	

5. Budget Hearing # 1 was presented by Laura Nance, CFO.
6. There were no audience members who wished to address the board.
7. Financial Reports presented by Laura Nance for July 2018:
  - A. Bank Reconciliation
  - B. Other Financial Reports
8. Ms. Seals recommended approval to amend the 2018-2019 Salary Schedule for CNP Manager. Ms. Gray made the motion to accept the recommendation and Mr. DeGaris gave the second. All members voted YES.

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9. A. Ms. Seals recommended approval of the Personnel Agenda 9 A. Mr. Thompson made the motion to accept the recommendation and Ms. Gray gave the second. All members voted YES.

**EMPLOYMENT**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
1	5272	GAINES, GANAE DIXON	MOODY HIGH	ASST PRINCIPAL	08/22/2018	Effective date is pending release from prior school system FUND SOURCE - FOUNDATION 187 DAYS
2	5271	ARRINGTON, HOLLIE BREANN	MOODY HIGH	SPECIAL EDUCATION TEACHER	08/22/2018	FUND SOURCE - FOUNDATION 187 DAYS
3	5270	REYNOLDS, KEBRINA GUFFEY	ODENVILLE ELEMENTARY - CNP	CNP WORKER	08/27/2018	FUND SOURCE - CNP 184 DAYS - 8 HOUR

**SUBSTITUTES**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
4	5264	PARKER, CHRISTINA SUMNER	ST. CLAIR COUNTY BUS SHOP	SUBSTITUTE BUS DRIVER	08/22/2018	
5	5263	ROSS, RONALD R	ST. CLAIR COUNTY BUS SHOP	SUBSTITUTE BUS DRIVER	08/22/2018	

**RESIGNATION**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE	REMARKS
6	5251	COBB, GREGORY R	BOE - Federal Programs	FEDERAL PROGRAMS COORDINAT	09/17/2018	
7	5278	WILSON, DEBORAH COOK	MOODY ELEMENTARY	INSTRUCTIONAL PARTNER	05/25/2018	
8	5237	BONDURANT, JAMES WILLIAM	MOODY HIGH	MATHEMATICS TEACHER	07/31/2018	
9	5240	WELLS, STEFANIE LAINE	ODENVILLE ELEMENTARY - CNP	CNP WORKER	08/01/2018	
10	5302	BATES, MICHELLE GREGERSON	ODENVILLE INTERMEDIATE	FOURTH GRADE TEACHER	09/10/2018	
11	5236	HILL, JOHN WILLIAM	ODENVILLE INTERMEDIATE	SPECIAL EDUCATION AIDE	07/31/2018	
12	5238	STONE, STEPHANIE JILL	TRANSP/ASHVILLE H/S	BUS DRIVER	07/31/2018	
13	5239	BEESON, ERIN RIGGINS	TRANSP/SPRINGVILLE ELEM	BUS DRIVER	08/02/2018	

**VOLUNTARY REASSIGNMENT**

#	PAF	EMPLOYEE NAME	FROM	TO	EFFECT DATE	REMARKS
14	5301	ISELL, DONNA MCCLAIN	READING TEACHER ODENVILLE ELEMENTARY	FIRST GRADE TEACHER ODENVILLE ELEMENTARY	08/21/2018	
15	5297	BARNETT, HALEY JO	FIRST GRADE TEACHER ODENVILLE ELEMENTARY	KINDERGARTEN TEACHER ODENVILLE ELEMENTARY	08/21/2018	

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**EXTENDED DAY**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
16	5307	CHAMPION, MANDI ROSHELLE	MOODY ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
17	5305	MATHIS, JESSICA R	MOODY ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
18	5306	WEBBER, MELINDA SUE	MOODY ELEMENTARY	EXTENDED DAY ADULT AIDE	08/01/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
19	5253	ISDELL, KIMBERLY K	MOODY ELEMENTARY	EXTENDED DAY TEACHER	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$17/HR
20	5254	MESSER, HOLLI ELIZABETH	MOODY ELEMENTARY	EXTENDED DAY TEACHER	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$17/HR
21	5255	SWANSON, MELISSA LEIGH	MOODY ELEMENTARY	EXTENDED DAY TEACHER	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$17/HR
22	5256	MCCULLEY, KARLA BROOKE	MOODY MIDDLE	EXTENDED DAY TEACHER	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$17/HR
23	5283	COLLEY, MARALYN JEAN	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
24	5281	MILLER, JACQUELINE L	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
25	5282	ROBERTSON, AMBER HOPE	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
26	5277	SCHALL, NOLA MARGARET	RAGLAND HIGH	STUDENT ASSISTANT	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$9/HR
27	5276	SCHALL, SARAH ELIZABETH	RAGLAND HIGH	STUDENT ASSISTANT	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$9/HR

**EXTENDED DAY**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
28	5251	CASWELL, GRANTLAND MICHAEL	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
29	5249	MURPHREE, MORGAN ELIZABETH	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
30	5250	NORRIS, LORI MCREE	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
31	5280	POSEY, KAILA MARIE	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12/HR
32	5303	HURD, THERESA ANN VIVIAN	SPRINGVILLE ELEMENTARY	STUDENT ASSISTANT	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$9/HR
33	5257	SANDIFER, ASHLEY GRACE	SPRINGVILLE ELEMENTARY	STUDENT ASSISTANT	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$9/HR
34	5252	TURNERY, ARTHUR DOUGLAS	SPRINGVILLE ELEMENTARY	STUDENT ASSISTANT	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$9/HR

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**STIPEND**

<u>#</u>	<u>PAF</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE</u>	<u>REMARKS</u>
36	5285	BOX, AMY CHURCH	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$500
36	5286	CLEMENTS, JESSY LEIGH	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$600
37	5287	HIGDON, WILLIAM LANCE	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$600
38	5288	HOUSE, WARREN	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$400
39	5293	PRESTON, BRANDON HILL	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$600
40	5294	RICH, NENA CROSSER	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$600
41	5295	RIKER, KIMBERLY MICHELLE	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$600
42	5296	SAFFLEG, ROXANNE BAILEY	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$360
43	5296	SLAUGHTER, NATHAN SHANNON	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$100
44	5299	STEVENSON, CHARLES E	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$300
45	5300	TARUC, JOHN PAUL ALVAR	SPRINGVILLE HIGH	A/P INCENTIVES STIPEND	08/21/2018	FUND SOURCE A/P GRANT \$200

**SUPPLEMENTS AND ADDITIONAL PROGRAMS**

<u>#</u>	<u>PAF</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE</u>	<u>REMARKS</u>
46	5244	NEW, KAREN LEIGH	SPRINGVILLE HIGH	HOMEBOUND TEACHER HOURLY	08/21/2018	FUND SOURCE - IDEA/LOCAL \$40/HR
47	5243	ROBERTSON, DONNA	SPRINGVILLE HIGH	HOMEBOUND TEACHER HOURLY	08/21/2018	FUND SOURCE - IDEA/LOCAL \$40/HR
48	5259	ETHEREDGE, EDWARD TERRY	SYSTEM-WIDE	SATURDAY SCHOOL TEACHER	10/05/2018	FUND SOURCE - LOCAL \$115/DAY
49	5258	SWEATT, HELEN T	SYSTEM-WIDE	SATURDAY SCHOOL TEACHER	10/05/2018	FUND SOURCE - LOCAL \$115/DAY

**SUPPLEMENT**

<u>#</u>	<u>PAF</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE</u>	<u>REMARKS</u>
50	5241	CRUMP, BOBBY R	ASHVILLE HIGH	ASST PRINCIPAL	07/01/2018	ADD ADDITIONAL 7 DAYS SUMMER 2018

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**MIGRANT PROGRAM**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
51	5245	DUARTE, MELISSA ANNE	BOE - Federal Programs	MIGRANT ADULT AIDE	06/01/2018 09/30/2018	EXTEND END DATE
52	5247	MENDEZ, MARIA MARTINEZ	BOE - Federal Programs	MIGRANT ADULT AIDE	06/01/2018 09/30/2018	EXTEND END DATE
53	5245	PANTOJA, FAUSTINA	BOE - Federal Programs	MIGRANT ADULT AIDE	06/01/2018 09/30/2018	EXTEND END DATE
54	5248	SMITH, MARCEDALIA	BOE - Federal Programs	MIGRANT ADULT AIDE	06/01/2018 09/30/2018	EXTEND END DATE

**21ST CENTURY**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
55	5242	YOUNG, LACEY D	MARGARET ELEMENTARY	21ST CENTURY ADULT AIDE	06/21/2018 07/31/2019	FUND SOURCE - 21ST CCLC - \$16/HR
56	5262	GADILHE, BRITTANY BLACK	MARGARET ELEMENTARY	21ST CENTURY TEACHER	06/21/2018 07/31/2019	FUND SOURCE - 21ST CCLC - \$26/HR

**STUDENT WORKERS**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
57	5262	ABDHER, MELISSA DAWN	BOE - CO-OP STUDENTS	STUDENT WORKER	03/20/2018 05/23/2019	EXTEND END DATE

**OTHER**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
58	5264	JEFFRES, CELIA JACKSON	SPRINGVILLE HIGH	GATEWORKERS	09/04/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$25/GAME PLUS BENEFITS
59	5269	KYDER, AMANDA JEAN	SPRINGVILLE HIGH	GATEWORKERS	09/04/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$25/GAME PLUS BENEFITS
60	5265	MAHAFFEY, KERRI ORAZINE	SPRINGVILLE HIGH	GATEWORKERS	09/04/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$25/GAME PLUS BENEFITS
61	5266	RIKER, KIMBERLY MICHELLE	SPRINGVILLE HIGH	GATEWORKERS	09/04/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$25/GAME PLUS BENEFITS
62	5257	TEEL, ELOISA C	SPRINGVILLE HIGH	GATEWORKERS	09/04/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$25/GAME PLUS BENEFITS
63	5268	UMPHREY, AMANDA KEENER	SPRINGVILLE HIGH	GATEWORKERS	09/04/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$25/GAME PLUS BENEFITS

B .Ms. Seals recommended approval of the revised Job Description for Payroll Manager – Central Office. Mr. DeGaris made the motion to accept the recommendation and Mr. Morris gave the second. All members voted YES.

C. Ms. Seals recommended approval of the revised job description for Federal Program Coordinator. Mr. Thompson made the motion to accept the recommendation and Ms. Gray gave the second. All members voted YES.

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D. Ms. Seals recommended approval of the Personnel Addendum 9D. Mr. Morris made the motion to accept the recommendation and Ms. Gray gave the second. All members voted YES.

ADDENDUM A

**EMPLOYMENT**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
1	5322	GRIFFITH, BROOKE ARRINGTON	ODENVILLE INTERMEDIATE	FOURTH GRADE TEACHER	09/20/2018	EFFECTIVE DATE PENDING RELEASE FROM PRIOR SYSTEM FUND SOURCE - FOUNDATION 187 DAYS

**MEDICAL LEAVE**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
2	5334	WHISENHUNT, FRANCINE	SPRINGVILLE HIGH - CNP	MEDICAL LEAVE	07/30/2018 08/19/2018	

**LEAVE OF ABSENCE**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
3	5336	PUTMAN, DUMMER WATTS	MOODY HIGH	LEAVE OF ABSENCE	11/19/2018 12/21/2018	

**EXTENDED DAY**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
4	5341	WILLIAMS, REBECCA MARLENE P	STEELE JR HIGH	EXTENDED DAY ADULT AIDE	08/21/2018 07/31/2019	FUND SOURCE - STUDENT TUITION \$12HR

ADDENDUM A

**OTHER**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
5	5314	ALLPHIN, MELISSA MARTIN	MOODY HIGH	GATEWORKERS	08/24/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$20/GAME
6	5315	BLIGH, LAUREN ELIZABETH	MOODY HIGH	GATEWORKERS	05/04/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$20/GAME
7	5316	GOMEZ, RALPH GREALX	MOODY HIGH	GATEWORKERS	06/24/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$20/GAME
8	5317	KING, CARRIE ANN	MOODY HIGH	GATEWORKERS	08/24/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$20/GAME
9	5321	STEWART, CANDACE BOWLIN	MOODY HIGH	GATEWORKERS	08/24/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$20/GAME
10	5318	THOMPSON, SCOTT RANDALL	MOODY HIGH	GATEWORKERS	08/24/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$20/GAME
11	5319	TRAYLOR, BYRON S	MOODY HIGH	GATEWORKERS	08/24/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$20/GAME
12	5320	WEST, APRIL DAWN	MOODY HIGH	GATEWORKERS	08/24/2018 05/31/2019	FUND SOURCE - LOCAL SCHOOL \$20/GAME

10. A. Ms. Seals recommended approval for selected faculty members to include Terrie Brasher and MHS 10<sup>th</sup>-12<sup>th</sup> grade to travel on September 21-23 and April 5-7, 2019 to Great Smoky Mountain Institute at Tremont. They will travel by school busses. Students will pay their own expenses. Mr. Thompson made the motion to accept the recommendation and Ms. Gray gave the second. All members voted YES.

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B. Ms. Seals recommended approval for selected faculty members, parents and MMS 5<sup>th</sup> grade students to travel on March 21, 2019 to the Tennessee Aquarium in Chattanooga, TN. They will travel by charter bus and expenses will be paid by the students and parents. Mr. Morris made the motion to accept the recommendation and Mr. DeGaris gave the second. All members voted YES.

C. Ms. Seals recommended approval for selected faculty members, parents and students to travel on March 16-22, 2019 to Washington, DC and Williamsburg, Virginia. They will travel by charter bus and expenses will be paid by parents and students. Mr. Morris made the motion to accept the recommendation and Mr. DeGaris gave the second. All members voted YES.

D. Ms. Seals recommended SCCHS selected faculty members to include Dr. Walker, Band members and parents to travel on April 24-28, 2019 to Disney World, Orlando Florida. The band will perform for the visitors of Disney World. The expenses will be paid by students and parents. Mr. Thompson made the motion to accept the recommendation and Ms. Gray gave the second. All members voted YES.

E. Ms. Seals recommended SMS selected faculty members, parents and 8<sup>th</sup> grade student to travel on October 18, 2018 to the Tennessee Aquarium in Chattanooga, TN. They plan to visit the Incline Railway and Rock City. They will travel by charter bus and expenses will be paid by students and parents. Mrs. Morris made the motion to accept the recommendation and Mr. DeGaris gave the second. All members voted YES.

F. Ms. Seals recommended OES selected faculty members to include Janet Bloomston, Heather Lee, Michelle Simmons and Salli Bauer to travel on September 21, 2018 to Atlanta, Georgia to attend the Ron Clark Academy School. Christa Urban will be attending the Ron Clark Academy School on October 12, 2018. Local school account is paying for registration fee and substitutes. Faculty members are paying for their own hotel and gas. Ms. Gray made the motion to accept the recommendation and Mr. DeGaris gave the second. All members voted YES.

11. Board Member Comments:

Bill Morris reported that 10 to 12 years ago 40 people borrowed \$80,000.00, \$2,000.00 each for the MHS baseball. He is reporting that the last payment has been made!

11. Announce next board meeting: Called Board meeting, Thursday, August 30, 2018-Budget Hearing #2 at 7:00 am at the SCCHS-Library. Regular board meeting Monday, September 24, 2018 at 6:00 p.m. at the HS-Library.

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13. Executive Session: Mr. John Rea addressed the board by stating:

Now we need to go into executive session to consider a matter of possible pending litigation. Before going into executive session on these grounds, the Alabama Open Meetings Act requires an oral declaration reflected in the minutes from an attorney licensed to practice law in Alabama that this exception is applicable to the planned discussion, and I make that declaration. We need a motion calling for an executive session to discuss this matter and a roll call vote of each member of this Board needs to be recorded in the minutes. We are also required to give an estimated time that the executive session will take. After discussion it was decided that it would take approximately 15 to 30 minutes. The Board will reconvene at that time.

Mr. Suttle asked for a motion to adjourn to executive session. Mr. Thompson made the motion to dismiss to executive session and Mr. DeGaris gave the second. Mr. Suttle, Mr. DeGaris, Ms. Gray, Mr. Thompson and Mr. Morris voted in favor of dismissing to executive session.

At 7:00 p.m. Mr. Thompson ask for a vote to reconvene from executive session. All members voted in favor.

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

Approved the 24<sup>th</sup> Day of September, 2018

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Board President

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Board Secretary



**Proposed FY 2018-19  
Lunchroom Managers  
186 Day Contract / 9 Month**

	I	II	III
Experience			8 Hours
0	28299.00	27314.00	26,576.00
1	28506.00	27514.00	26,771.00
2	28400.00	27412.00	26,966.00
3	28923.00	27917.00	27,163.00
4	29135.00	28121.00	27,361.00
5	29348.00	28327.00	27,561.00
6	29563.00	28534.00	27,763.00
7	29778.00	28742.00	27,965.00
8	29995.00	28952.00	28,375.00
9	30215.00	29164.00	28,376.00
10	30434.00	29376.00	28,582.00

**\*\*\*EXTRA HOURS MAY BE GRANTED WITH PRIOR APPROVAL OF SUPERINTENDENT \*\*\***

I - Schools with over 1350 average daily meal equivalents served = .66 breakfast + 1 lunch + 1 dinner + \$3.00 in ala-carte sales or amount SDE recommends. (Based on prior year).

II - Schools with 900-1349 average daily meal equivalents served = .66 breakfast + 1 lunch + 1 dinner + \$3.00 in

III - Schools with less than 900 average daily meal equivalents served = .66 breakfast + 1 lunch + 1 dinner + \$3.00 in ala-carte sales or amount SDE recommends. (Based on prior year).

Add \$2,000 for Associate Degree from an accredited institution

Add \$3,000 for B.S. Degree from an accredited institution

**Proposed FY 2018-19  
Lunchroom Assistant Managers  
186 days / 9 Month**

<b>Experience</b>	<b>I</b>	<b>II</b>	<b>III</b>
0	23,424.00	22,609.00	20,808.00
1	23,618.00	22,786.00	20,990.00
2	23,790.00	22,962.00	21,174.00
3	23,971.00	23,137.00	21,357.00
4	24,156.00	23,316.00	21,542.00
5	24,343.00	23,496.00	21,730.00
6	24,528.00	23,975.00	21,920.00
7	24,718.00	23,858.00	22,110.00
8	24,909.00	24,042.00	22,300.00
9	25,099.00	24,226.00	22,496.00
10	25,296.00	24,416.00	22,685.00

**\*\*\*EXTRA HOURS MAY BE GRANTED WITH PRIOR APPROVAL OF SUPERINTENDENT \*\*\***

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II - Schools with 900-1349 average daily meal equivalents served = .66 breakfast + 1 lunch + 1 dinner + \$3.00 in

III - Schools with less than 900 average daily meal equivalents served = .66 breakfast + 1 lunch + 1 dinner + \$3.00 in ala-carte sales or amount SDE recommends. (Based on prior year).



# ST. CLAIR COUNTY SCHOOL SYSTEM JOB DESCRIPTION

Proposed August 2018

TITLE: Payroll Manager-Central Office  
JOB GOAL: Assist in the administration of the system's business affairs  
JOB STATUS: Non-Exempt  
SUPERVISES: Payroll Bookkeeper  
REPORTS TO: Chief School Financial Officer

## QUALIFICATIONS:

- Bachelor's degree in Accounting or Finance (or related fields) or equivalent payroll experience
- Previous experience in computerized accounting systems

## ESSENTIAL FUNCTIONS:

1. Manage all day-to-day payroll processing, payroll accounting, payroll analysis and payroll reporting in accordance with all federal, state and local tax laws, company policies and procedures.
2. Ensure board policies are properly administered and new policies are adequately documented and communicated
3. Provide departmental leadership and guidance for resolution support associated with payroll administration issues and procedures.
4. Coordinates the assembling, calculating, verifying, posting and filing of payroll data
5. Coordinates the revision and implementation of payroll record keeping system/ procedures/components (employee type, salary schedules, etc.)
6. Coordinates the maintenance of leave balances and all other time and attendance records
7. Receives and computes personnel payrolls, making required and authorized deductions
8. Prepares tax deposits and reports; monthly, quarterly and annually (Form 941, W-2 etc.)
9. Prepares payroll bank account transfer documentation; verifies payroll withholdings and remits payments promptly
10. Assists in the calculation of payroll and related payroll costs for budgeting purposes

11. Assists employees with tax, insurance and retirement forms

12. Performs other related 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.

# ST. CLAIR COUNTY SCHOOL SYSTEM JOB DESCRIPTION

## Proposed Update August 2018

**TITLE:** Coordinator of Federal Programs

**JOB GOAL:** To provide leadership in the efficient operation of federal programs, utilizing federal funding opportunities to the benefit of our district's student's program, facilities and personnel.

**JOB STATUS:** Exempt

**REPORTS TO:** Superintendent

**SUPERVISES:**

- All Title services and programs
- Summer migrant services and programs
- Saturday school programs
- 504 services and programs

**QUALIFICATIONS:**

- Certification in Educational Administration
- Minimum of five years successful teaching experience
- Minimum of three years of administrative experience
- Experience with federal programs preferred

**ESSENTIAL FUNCTIONS:**

1. Keeps abreast of all federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the district.
2. Prepares and administers all federal program budgets.
3. Prepares and administers eGAP.
4. Informs, interprets, and recommends to the superintendent the effects of current and impending federal legislation, and prepares testimony for the Board concerning pending federal legislation.
5. Assists the superintendent and the professional staff in planning the wise utilization of funds available to the schools through the various federal programs.
6. Works with designed committees of teachers, principals, parents and community leaders in specific programs, projects, or courses of action.
7. Obtains information and data necessary to fulfill the requirements of applications for federal funds.

8. Consider and evaluate all requests from school personnel for projects and programs requiring federal monies.
9. Establishes standard practices and procedures for receiving and processing such requests.
10. Assumes final responsibility for the writing of all proposals and the filing of all applications for federal monies.
11. Prepares an annual report summarizing the evaluation of federally funded programs.
12. Evaluates all federally funded projects in operation in the district on a regular basis.
13. Coordinates and supervises the ADA Section 504 Program
14. Supervises all Federal Programs
15. Assist in the development and monitoring of LEA improvement plans
16. Provide guidance in the development and monitoring of school level Continuous Improvement plans
17. Assist in walkthroughs and data meetings, monitoring school wide and district wide improvement goals.
18. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
19. Demonstrate regular and predictable attendance
20. Perform other duties as may be 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.