

ST. CLAIR COUNTY BOARD OF EDUCATION  
BOARD MEETING  
CENTRAL OFFICE  
**July 20, 2015**

The meeting of the St. Clair County Board of Education was held on Monday, July 20, 2015. The board meeting began at 6:25 pm at the central office with the following board members in attendance:

Scott Suttle      Marie Manning      John DeGaris      Randy Thompson      Allison Gray

The following individuals were also in attendance:

Gary Hanner      Sis Wilson      James Talton      Janice Spencer      Baisha Woody      Phillip Johnson  
Wendy Cornett

1. President Scott Suttle called the meeting to order.
2. A quorum of the board was present. Mrs. Cobb and Mr. Green were absent. All other board members were in attendance.
3. Mr. Suttle recommended the appointment of Melinda Splawn to serve as Board Secretary in the absence of Superintendent Jenny Seals. Mr. Thompson made the motion and Mrs. Manning gave the second. All members voted YES.
4. Ms. Splawn recommended approval of the agenda by adding 9,F Personnel Addendum and #14 to consider the Appleton contract. Mrs. Manning made the motion to accept the agenda as recommended and Mrs. Gray gave the second. All members voted YES.
5. Ms. Splawn recommended approval of the Consent Agenda. Mrs. Gray made the motion and Mr. Thompson gave the second. Mr. Suttle, Mr. Thompson and Mrs. Gray voted YES. Mrs. Manning and Mr. DeGaris voted NO. The motion did not carry.

A. ~~Minutes June 15, 2015 and July 9, 2015~~

B. ~~Disposition of Fixed Assets July 2015~~

C. ~~Approval of New and Revised Policies~~

~~1. 3.12 Calendar, Length of School Day and Year~~

~~2. 4.45 Service Animals~~

~~3. 4.71 Report Cards and Grading Scale~~

~~4. 5.10 Admittance/Enrollment Requirements~~

~~5. 5.20 Graduation Requirements~~

~~6. 5.21 Participation in Graduation Ceremonies~~

~~7. 5.22 Class Rankings and Weighted Credit~~

~~8. 5.23 Honor Graduates~~

~~9. 5.26 Student Promotion and Retention~~

~~10. 5.69 Anaphylaxis Preparedness Program~~

~~11. 5.70 Data Collection and Student Records~~

~~12. 5.71 Directory Information~~

D. ~~Travel~~

- ~~1. MHS Selected faculty member(s) and boys basketball team to travel on June 17-19, 2015 to Oxford, MS to attend the University of Mississippi Basketball Team Camp. Players will pay their own expenses.~~

**6. Presentation by the Examiners of Public Accounts-FY 2014 Audited Financial Report**

**7. The following audience members addressed the board:**

A. Ms. Sis Wilson addressed the board regarding the trailer at ECTC. She said that the air conditioning and heat needed to be fixed. She said that Mr. McFarling has put in a work order. She said that they did get two air conditioners but they sat in the floor for about a year. She said now one is broken. She said that the trailer is not insulated and is very hot. She is asking for bigger units.

**8. Financial Reports presented by Laura Nance for June 2015:**

- A. Bank Reconciliation
- B. Other Financial Reports

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

**PERSONNEL AGENDA**

EMPLOYMENT

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
1	385	BLANKENSHIP, CHRISTY RAY	ODENVILLE INTERMEDIATE	THIRD GRADE TEACHER	8/4/2015	FUNDING - TITLE I 187 DAYS
2	389	BRANTLEY, ASHLEY RYAN	ODENVILLE ELEMENTARY	INSTRUCTIONAL AIDE	8/4/2015	FUND SOURCE - PRE-K GRANT 182 DAYS
3	379	BURNS, MATTHEW JORDAN	ODENVILLE MIDDLE	P.E. TEACHER	8/4/2015	FUND SOURCE - FOUNDATION 187 DAYS
4	381	CLIFTON, SCOTT WESLEY	RAGLAND HIGH	SCIENCE TEACHER	8/4/2015	FUND SOURCE - FOUNDATION 187 DAYS
5	387	GIBSON, JOSHUA DAVID	ASHVILLE ELEMENTARY	FOURTH GRADE TEACHER	8/4/2015	FUND SOURCE - FOUNDATION 187 DAYS
6	473	HIPPS, AMBER ELAINE	BOE - SPECIAL EDUCATION	PSYCHOMETRIST	8/4/2015	FUND SOURCE - IDEA 187 DAYS
7	382	LUMPKIN, JESSICA MAYHALL	RAGLAND HIGH	FIFTH GRADE TEACHER	8/4/2015	FUND SOURCE - FOUNDATION 187 DAYS
8	383	MAPLES, ASHLYN SHEA	RAGLAND HIGH	FIRST GRADE TEACHER	8/4/2015	FUND SOURCE - FOUNDATION 187 DAYS
9	476	MCCULLARS, MARY JANE	RAGLAND HIGH	COUNSELOR (N-12)	8/11/2015	FUND SOURCE - FOUNDATION 187 DAYS
10	477	PALMER, DAVID THOMAS	MARGARET ELEMENTARY	FIFTH GRADE TEACHER	8/4/2015	FUND SOURCE - FOUNDATION 187 DAYS
11	376	RICH, KAITLIN HOPE	RAGLAND HIGH	FIRST GRADE TEACHER	8/4/2015	FUND SOURCE - FOUNDATION 187 DAYS
12	388	ROJAS, GRACIELA MUNIZ	STUDENT SUPPORT SERVICES	TRANSLATOR	7/22/2015	FUND SOURCE - LOCAL \$20/hr

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CHANGE OF CONTRACT

#	PAF	EMPLOYEE NAME	FROM	TO	EFFECT DATE	REMARKS
13	365	BEAN, SUSAN PARSONS	CNP WORKER ODENVILLE ELEMENTARY	CNP WORKER ODENVILLE ELEMENTARY	8/6/2015	CHANGED FROM AN 8 HOUR TO A 7 HOUR WORKER
14	374	DAVIS, CONNIE DEANN	CNP WORKER MARGARET ELEMENTARY	CNP WORKER SPRINGVILLE HIGH	8/6/2015	CHANGED FROM ASST MANAGER AT MAES  TO A 6 HOUR WORKER AT SHS
15	386	JOHNSON, RACHEL FAITH	INSTRUCTIONAL AIDE MOODY ELEMENTARY	PRESCHOOL TEACHER ASHVILLE ELEMENTARY	8/5/2015	
16	372	MALONE, CHARLOTTE	CNP WORKER MARGARET ELEMENTARY	CNP WORKER ODENVILLE ELEMENTARY	8/6/2015	CHANGED FROM A 7 TO A 6 HOUR WORKER
17	384	STANSELL, JESSICA NICOLE	INSTRUCTIONAL AIDE ODENVILLE ELEMENTARY	PRESCHOOL TEACHER ODENVILLE ELEMENTARY	8/5/2015	
18	363	SWINDALL, SHERRY ANN	CNP WORKER MOODY ELEMENTARY	CNP WORKER SPRINGVILLE MIDDLE	8/6/2015	CHANGED FROM ASST MANAGER AT MES  TO A 4 HOUR WORKER AT SMS

RESIGNATION

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
19	234	DRAKE, BETH PERRY	BOE - SPECIAL EDUCATION	PSYCHOMETRIST	8/4/2015	DECIDED NOT TO ACCEPT JOB
20	337	NINAS, CLAYTON CHARLES	ASHVILLE HIGH	SCIENCE TEACHER	8/4/2015	DECIDED NOT TO ACCEPT JOB
21	375	STAPLETON, ASHLEY ORTON	SPRINGVILLE HIGH	LANGUAGE ARTS TEACHER	7/8/2015	

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VOLUNTARY REASSIGNMENT

#	PAF	EMPLOYEE NAME	FROM	TO	EFFECT DATE	REMARKS
22	491	DAVIS, ALEXANDRA BROOKE	LANGUAGE ARTS TEACHER ASHVILLE MIDDLE SCHOOL	LANGUAGE/READ 180 TEACHER ASHVILLE MIDDLE SCHOOL	8/5/2015	ADDED READ 180 DUTIES
23	369	MCNUTT, TERRY NEAL	FIFTH GRADE TEACHER MOODY MIDDLE	SIXTH GRADE TEACHER MOODY MIDDLE	8/6/2015	
24	490	PULLIAM, BRITNEY S	SIXTH GRADE TEACHER ASHVILLE MIDDLE SCHOOL	SOCIAL STUDIES/READ 180 TEACH ASHVILLE MIDDLE SCHOOL	8/5/2015	ADDED READ 180 DUTIES
25	368	STOEHR, KATHLEEN A	SIXTH GRADE TEACHER MOODY MIDDLE	FIFTH GRADE TEACHER MOODY MIDDLE	8/6/2015	

VOLUNTARY TRANSFER

#	PAF	EMPLOYEE NAME	FROM	TO	EFFECT DATE	REMARKS
26	378	BOX, AMY CHURCH	ENGLISH TEACHER RAGLAND HIGH	LANGUAGE ARTS TEACHER SPRINGVILLE HIGH	8/5/2015	
27	366	COLLEY, MARALYN JEAN	CNP WORKER MARGARET ELEMENTARY	CNP WORKER ODENVILLE ELEMENTARY	8/6/2015	
28	380	JOHNSON, KIMBERLY JEAN	FOURTH GRADE TEACHER ASHVILLE ELEMENTARY	SIXTH GRADE TEACHER ASHVILLE MIDDLE SCHOOL	8/5/2015	
29	371	STJOHN, JAMIE SHERER	CNP WORKER ODENVILLE ELEMENTARY	CNP WORKER SPRINGVILLE HIGH	8/6/2015	
30	370	WHISENHUNT, FRANCINE	CNP WORKER MOODY MIDDLE	CNP WORKER SPRINGVILLE HIGH	8/6/2015	

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EXTENDED DAY

<u>#</u>	<u>PAF</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>		<u>REMARKS</u>
31	401	ADKINS, MELISSA J	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
32	390	ARNOLD, DAVIDA NOEL	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
33	400	BAILEY, SANDRA COMANS	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
34	432	BARNETT, JACQUILIN BAILEY	SPRINGVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR
35	396	BLACK, AMANDA NICOLE	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION - \$17/HR
36	412	BOLIN, LESLIE W	ODENVILLE ELEMENTARY	EXTENDED DAY DIRECTOR	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$20/HR
37	482	BOLIN, RICHARD ANDREW	ODENVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
38	403	BOSWELL, REGINA J	RAGLAND HIGH	EXTENDED DAY DIRECTOR	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$20/HR
39	419	BROWN, KAILA RENAE	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
40	453	BYNUM, AMY MICHELLE	MOODY MIDDLE	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
41	411	CARTER, SHANNON MOORE	ASHVILLE ELEMENTARY	EXTENDED DAY DIRECTOR	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$20/HR
42	407	CATER, MARRIN LANE	ASHVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR

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43	475	CATER, SHARON WARREN	ASHVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
44	418	CHRISTIAN, COLBY JACOB	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
45	483	DAY, SALLY V	ASHVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
46	422	DEBTER, SANDRA B	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
47	398	DICKINSON, JACQUELINE E	RAGLAND HIGH	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
48	478	DORSETT, COLBY LEVI	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
49	484	FINLEY, SAMANTHA JULIA	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
50	438	FRASER, AINSLEY JOY W	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
51	436	FULLER, SARA L	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
52	430	GARCIA, TRACY HANEY	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
53	423	GARST, SHAYE B	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
54	424	GASQUE, JENNIFER L	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR

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55	481	GLAZE, KATHY G	ODENVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
56	434	GOODNER, SARAH E	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
57	439	GRUNDA, LAUREN SESSIONS	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
58	457	GURLEY, LEE GILLILAND	MOODY MIDDLE	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
59	447	HARRELL, BRIDGETTE MACHE	MOODY MIDDLE	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
60	408	HILL, DEBRA LYNN	ASHVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
61	410	HOWARD, ALICIA MARIE	ASHVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
62	402	KIMBROUGH, KYLEE FAITH	SPRINGVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR
63	452	KITTS, MELINDA	MOODY MIDDLE	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
64	425	LAWLEY, HEATHER	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
65	391	LEOPARD, GREGORY DALTON	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION - \$12/HOUR
66	433	LOGGINS, HANNAH ALYCE	SPRINGVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR

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67	448	MANNING, SADIE	MOODY MIDDLE	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
68	392	MCLEAN, TAYLOR LEEANN	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION - \$12/HOUR
69	426	MCMURREY, AMY MICHELLE	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
70	451	MCNUTT, TERRY NEAL	MOODY MIDDLE	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
71	420	MEREDITH, ERIKA MICHELLE	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
72	399	MERRITT, GINA	RAGLAND HIGH	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
73	397	MERRITT, SAWYER THOMAS	RAGLAND HIGH	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
74	444	MILLS, LAURA BETH	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
75	480	MOORE, HANNAH BRITT	ASHVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
76	440	MORDECAI, BRITTANY LAUREN	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
77	413	MORRISON, MATTHEW THOMAS	ODENVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR
78	471	MORRISON, MICHAEL DAVIS	ODENVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR



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79	442	OWENS, JORDAN YOUNG	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
80	421	PARKER, TARA MICHELE	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
81	427	PENTECOST, BRITTANY SHEA	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
82	428	PUTMAN, TRACI WILSON	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
83	431	REECE, TRACY ANN MASSEY	SPRINGVILLE ELEMENTARY	EXTENDED DAY DIRECTOR	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$20/HR
84	393	ROBERTSON, SARAH ELIZABETH	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION - \$12/HR
85	492	ROBERTSON, SAVANNAH MICHAEL	ODENVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR
86	485	SEYMOUR, EVAN	ODENVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR
87	435	SHERER, TREY	SPRINGVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR
88	405	SHERRELL, MEREDITH ELAINE	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
89	394	SWANN, BRANDON MITCHELL	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION - \$12/HR
90	446	TERRY, JENNIFER ANN	MOODY MIDDLE	EXTENDED DAY DIRECTOR	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$20/HR

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91	443	THOMPSON, HOLLY ADAMS	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
92	441	TIREY, STEPHANIE MARIE	MOODY ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
93	445	TURBERVILLE, CYNTHIA E	MOODY ELEMENTARY	EXTENDED DAY DIRECTOR	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$20/HR
94	429	TURNERY, PENELOPE KEITH	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
95	395	VANDEVANDER, CALLIE RAYNE	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
96	406	WADSWORTH, MELINDA S	ODENVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
97	493	WIGGINS, BRANDON ALLEN	ODENVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$12/HR
98	409	WILSON, TONYA ELROD	ASHVILLE ELEMENTARY	EXTENDED DAY TEACHER	8/13/2013	8/1/2016	FUND SOURCE - STUDENT TUITION \$17/HR
99	437	WISE, JACOB ANDREW	SPRINGVILLE ELEMENTARY	STUDENT ASSISTANT	8/12/2015	8/1/2016	FUND SOURCE - STUDENT TUITION \$9/HR

SUPPLEMENT

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE	REMARKS
100	377	CLAYTON, LANA D	ST CLAIR COUNTY HIGH	COUNSELOR (7-12)	7/14/2015	ADD ADDITIONAL 10 DAYS SUMMER 2015

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21ST CENTURY

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE		REMARKS
101	470	ARMSTRONG, HUNTER RYLEY	MARGARET ELEMENTARY	21st CENTURY STUDENT AIDE	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$9/HR
102	465	CARDEN, JENNIFER FRANKLIN	MARGARET ELEMENTARY	21ST CNTRY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$12/HR
103	456	CLICK, LINDSEY MICHELLE	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
104	466	DANIELS, RYAN AUSTIN	MARGARET ELEMENTARY	21st CENTURY STUDENT AIDE	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$9/HR
105	463	FREDERICK, WENDY GOODWIN	MARGARET ELEMENTARY	21ST CNTRY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$12/HR
106	455	HAYNIE, BETHANY HILL	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
107	472	HODO, KILLIAN DAY	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
108	460	KEENUM, ALICIA RENA	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
109	462	LEE, ASHLEY LEIGH ANNE	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
110	458	MARRS, CAROLYN ROBERTS	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
111	461	MAYFIELD, MEGAN FOOTE	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
112	459	OWENS, BRET ALLEN	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
113	469	PEOPLES, KELLEY DENISE	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR PRJ DIR	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$20/HR

21ST CENTURY

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE		REMARKS
114	464	ROBINSON, JAMIE CAROL	MARGARET ELEMENTARY	21ST CNTRY ADULT AIDE	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$12/HR
115	449	SELF, COURTNEY LEIGH	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR
116	450	WALTON, LILLIAN GRACE	MARGARET ELEMENTARY	21ST CNTRY LEARN CTR TEACHEF	8/12/2015	8/1/2016	FUND SOURCE - 21ST CCLC - \$17/HR

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**9.B-9.E.** Ms. Splawn recommended approval of the Job Descriptions for Lead Nurse, Registered Nurse, Licensed Practical Nurse and Transport Nurse. Mrs. Manning made the motion to accept the recommendation and Mrs. Gray gave the second. All members voted in YES. *(A copy of these job descriptions will follow these minutes)*

**9. F.** Ms. Splawn recommended approval of the Personnel Addendum. Mr. Thompson made the motion to accept the recommendation and Mrs. Manning gave the second. All members voted in favor of the Personnel Addendum.

**PERSONNEL ADDENDUM**

**EMPLOYMENT**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
1	3189	MESSER, HOLLI ELIZABETH	MOODY ELEMENTARY	PRESCHOOL AIDE	8/4/2015	FUNDING SOURCE - PRE-K 182 DAYS

**MEDICAL LEAVE**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE	REMARKS
2	2978	SEYMOUR, CONSTANCE MYERS	ODENVILLE INTERMEDIATE	PRINCIPAL (N-6)	6/3/2015	THOUGH 8/17 INTERMITTENT AFTER FMLA

**PRINCIPAL CONTRACT**

#	PAF	EMPLOYEE NAME	SCHOOL	JOB	EFFECT DATE RANGE	REMARKS
3	2291	ALLRED, DEBRA LYNN	MOODY MIDDLE	CONTRACT PRINCIPAL	7/1/2015 6/30/2018	FUNDING SOURCE - FOUNDATION 240 DAYS
4	2290	GOBLE, JODY LAMAR	MARGARET ELEMENTARY	CONTRACT PRINCIPAL	7/1/2015 6/30/2018	FUNDING SOURCE - FOUNDATION 240 DAYS
5	2287	TALTON, JAMES T	SPRINGVILLE ELEMENTARY	PROBATIONARY PRINCIPAL	7/21/2015 6/30/2017	FUNDING SOURCE - FOUNDATION 240 DAYS
6	2292	URBAN, CHRISTA SMITH	ODENVILLE ELEMENTARY	CONTRACT PRINCIPAL	7/1/2015 6/30/2018	FUNDING SOURCE - FOUNDATION 240 DAYS

***OTHER NOTIFICATIONS NOT NEEDING BOARD APPROVAL***

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

**Family Medical Leave**

	EMPLOYEE NAME	SCHOOL	JOB	REMARKS
1	BRASHER, CAYLA YOUNG	ODENVILLE ELEMENTARY	KINDERGARTEN TEACHER	EFFECTIVE DATE: AUGUST 17, 2015 THROUGH OCTOBER 12, 2015
2	WELDON, JESSICA NICOLE	ASHVILLE ELEMENTARY	KINDERGARTEN TEACHER	EFFECTIVE DATE: AUGUST 31, 2015 THROUGH OCTOBER 12, 2015
3	ELROD, KELLY HERRING	DAY PROGRAM	TEACHER	EFFECTIVE DATE: MAY 6, 2015 THROUGH MAY 19, 2015
4	TICE, KATHY SHERRILL	MOODY ELEMENTARY	PRINCIPAL	EFFECTIVE DATE: JUNE 9, 2015 THROUGH JULY 31, 2015
5	SEYMOUR, CONSTANCE MYERS	ODENVILLE INTERMEDIATE	PRINCIPAL	EFFECTIVE DATE: JUNE 3, 2015 INTERMITTENT

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**10.A-E.** Ms. Splawn recommended approval of Bid’s #15-06-OES, #15-07-MES, #15-08-MMS, #15-09 MHS, #15-10 STE (SJHS) Daily School Year Operations, Summer Duties and Summer Carpet. Mrs. Manning made the motion to accept the recommendation and Mrs. Gray gave the second. All members voted YES.

**10. A #15-06 OES**

BIDDER	DAILY SCHOOL YEAR OPERATIONS	SUMMER DUTIES (STRIPPING AND WAXING)	SUMMER CARPET CLEANING	TOTAL
JANI KING OF BIRMINGHAM	\$30,210	\$5,700	\$500	<b>\$36,410</b>
VANGUARD CLEANING SERVICES	NO BID	NO BID	NO BID	NO BID
SOUTHERN CLEANING SERVICE	NO BID	NO BID	NO BID	NO BID
COMPLETE CLEANING	NO BID	NO BID	NO BID	NO BID

**10.B. #15-07 MES**

BIDDER	DAILY SCHOOL YEAR OPERATIONS	SUMMER DUTIES (STRIPPING AND WAXING)	SUMMER CARPET CLEANING	TOTAL
VANGUARD CLEANING SERVICES	\$34,900	\$11,975	\$1075	<b>\$47,950</b>
JANI KING OF BIRMINGHAM	\$49,490	\$5,100	\$500	<b>\$55,090</b>
SOUTHERN CLEANING SERVICE	No Bid	No Bid	No Bid	No Bid
COMPLETE CLEANING	No Bid	No Bid	No Bid	No Bid

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**10. C #15-08 MMS**

BIDDER	DAILY SCHOOL YEAR OPERATIONS	SUMMER DUTIES (STRIPPING AND WAXING)	SUMMER CARPET CLEANING	TOTAL
JANI KING OF BIRMINGHAM	\$30,870	\$4,100	\$600	<b>\$35,570</b>
VANGUARD CLEANING SERVICES	\$29,000	\$11,030	\$1,150	<b>\$41,180</b>
SOUTHERN CLEANING SERVICE	No Bid	No Bid	No Bid	No Bid
COMPLETE CLEANING	No Bid	No Bid	No Bid	No Bid

**10.D #15-09 MHS**

BIDDER	DAILY SCHOOL YEAR OPERATIONS	SUMMER DUTIES (STRIPPING AND WAXING)	SUMMER CARPET CLEANING	TOTAL
VANGUARD CLEANING SERVICES	\$35,100	\$13,157	\$1,225	<b>\$49,482</b>
JANI KING OF BIRMINGHAM	\$51,730	\$4,891	\$500	<b>\$57,121</b>
SOUTHERN CLEANING SERVICE	No Bid	No Bid	No Bid	No Bid
COMPLETE CLEANING	No Bid	No Bid	No Bid	No Bid

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**10. E. #15-10 STE (SJHS)**

BIDDER	DAILY SCHOOL YEAR OPERATIONS	SUMMER DUTIES (STRIPPING AND WAXING)	SUMMER CARPET CLEANING	TOTAL
JANI KING OF BIRMINGHAM	\$35,630	\$4,100	\$800	<b>\$40,530</b>
COMPLETE CLEANING	No Bid	No Bid	No Bid	No Bid
SOUTHERN CLEANING SERVICE	No Bid	No Bid	No Bid	No Bid
VANGUARD CLEANING SERVICES	No Bid	No Bid	No Bid	No Bid

**11.** Ms. Splawn recommended approval of FY 2015 Budget Amendment #2. Mr. Thompson made the motion to accept the recommendation and Mrs. Manning gave the second. All members voted YES.

**12.** Ms. Splawn recommended approval of Change Order No. 2 for the Repairs to the Concession Stand for St. Clair County High School for an increase of \$841.00, Architect’s Job No. 14-65. Mrs. Gray made the motion to accept the recommendation and Mrs. Manning gave the second. All members voted YES.

**13.** Ms. Splawn recommended approval of the 2015-2016 Student Code of Conduct with noted changes. Mr. DeGaris made the motion to accept the recommendation and Mrs. Gray gave the second. Mr. Suttle, Mrs. Manning, Mr. Thompson and Mrs. Gray voted YES. Mr. DeGaris voted NO. The motion carried.

**14.** Ms. Splawn recommended approval of the Appleton contract in substantially the condition as presented tonight, pending final approval by the Board attorney, provided that the contract be limited to the provision of LPNs at the rate provided in the contract and the provision of full-time interpreters/translators with a base rate not to exceed \$20 per hour and a standard contract markup not to exceed 45%. Mrs. Manning made the motion to accept the recommendation and Mr. Thompson gave the second. All members voted YES.

**15. Board Member Comments:**

A. Mr. Suttle recognized and welcomed Mr. Talton.

**16. Superintendent comments:**

A. Ms. Splawn said that Ms. Seals was doing better and was on the mend. She said that she was involved and informed and she hoped to see her soon. She then congratulated Ms. Nance and her staff on their exceptional audit. She then congratulated Mr. Talton and said that the town of Springville was behind him and that she looked forward to working with him. She said that he brought a fresh new leadership to Springville Elementary.

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**17.** Announce next board meeting- Called Board Meeting-Tuesday, August 4 2015 at 7:00 a.m. at St. Clair County High School. Budget Hearing #1-Monday, August 17, 2015 at 5:00 p.m. and Regular Board Meeting at 6:00 p.m. at the central office. Thursday, August 27, 2015-Budget Hearing #2 at 7:00 a.m. and a Called Board meeting at 7:30 a.m. at St. Clair County High School.

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

**Approved the 17<sup>th</sup> day of August, 2015**

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**Board President**

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**Board Secretary**



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**ST. CLAIR COUNTY SCHOOL SYSTEM  
POSITION DESCRIPTION**

**LEAD NURSE (REGISTERED NURSE (RN))**

(Note: It is anticipated this position will be employed in a school health room with supervisory duties. However, this position may be assigned to a specific, school student, or group of students. This position may also require re-assignments to various schools or duties throughout the school year as the need arises)

**JOB GOAL:**

The Lead Nurse must be able to provide direct and indirect nursing services to enhance student academic achievement and healthy lifestyle while also providing supervisory duties over all other district nurses.

**REPORTS TO:**

1. Superintendent

**QUALIFICATIONS:**

1. Bachelor of Science in Nursing Degree preferred
2. Minimum of a Current Alabama License as a Registered Nurse
3. Minimum three (3) years' experience in school nursing, hospital, community health or a pediatric clinic is desired.
4. Clinical nursing skills necessary to provide safe care to students with special healthcare needs
5. Ability to communicate professionally and effectively with administration, parents, faculty and students
6. Possess current CPR certification (this may be obtained after employment)

**ESSENTIAL FUNCTIONS as related to School Nurse:**

1. Lift and/or move students as needed
2. Participate in IEPs as related to health issues
3. Meet, review, and explain healthcare plans to school staff (teachers, bus drivers, etc.) and others as needed
4. Collaborates with the principal to identify students with routine or special healthcare needs or procedures and follows the plan of care developed through collaboration with the principal, healthcare prescriber and parents
5. Gathers all pertinent data to develop and implement an individualized healthcare plan for students with healthcare needs
6. Keeps healthcare plans current and accurate.
7. Follows procedures established to notify the system of expected or unexpected absences.
8. Provides direct nursing services which include the administration of medications following all criteria in the Medication Curriculum developed by the Alabama State Department of Education and the Alabama Board of Nursing
9. Provides nursing care services as directed by the prescriber for students who require specialized procedures, such as:
  - a. Gastric tube insertion, replacement, and feedings
  - b. Urinary catheterization, clean and sterile
  - c. Administration of injectable medications
  - d. Administration of rectal or vaginal medication
  - e. Tracheotomy care, including suctioning
  - f. Sterile procedures
  - g. Receipt of verbal or telephone orders from a licensed prescriber
10. Documents all nursing activities thoroughly and accurately following established protocols.
11. Compiles required departmental and/or state reports accurately before scheduled deadlines.
12. Assists in carrying out policies and procedures for control of communicable diseases within assigned schools
13. Administer first aid to students according to standard nursing protocols and school policies
14. Assist teachers with health education programs
15. Performs nursing care within the RN scope of practice as defined by the Alabama Board of Nursing.
16. Perform screening procedures
17. Serve as health liaison between school, healthcare provider, family and community.
18. Report potential or current school health/safety/abuse issues or code of conduct violations to the principal

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19. Maintains privacy and confidentiality in accordance with the Family Education Rights ad Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
20. Assists in the development, implementation, and maintenance of the school health office as assigned.
21. Participate in professional growth and development activities as required by the Principal, Student Services Coordinator, or Superintendent
22. Oversees assigned LPNs and care plans
23. **Assumes responsibility to perform any other tasks assigned**

ESSENTIAL FUNCTIONS as related to Lead Nurse:

1. **Assists in the development, implementation, and evaluation of practice and procedures appropriate to specific health professions and license requirements**
2. **Makes routine visits to the school to observe and evaluate the nursing practice of regular, temporary, and substitute staff/nurses and provides follow-up including consultation, recommendations, and or demonstrations of nursing skills**
3. **Provides orientation, in-service training and professional development for staff, new hires, and substitute nursing personnel**
4. **Coordinates health services such as clinics and health screenings for students and employees with community healthcare providers and public health officials**
5. **Monitors student immunization compliance with state and district mandated immunization policies**
6. **Consults and coordinates with Exceptional Education Department and Section 504 District Coordinator for provision of related services for students with special needs and provides assistance in the planning of medical services for those students identified as exceptional education and Section 504 students.**
7. **Consults and collaborates with parents, teachers, school administrators, and community healthcare providers**
8. **Maintains an active substitute list and provide qualified nursing staff as substitutes in the event of absence**
9. **Coordinates health services for summer school, summer programs approved by the Board, and extended school year services**
10. **Participates in professional growth activities as requested**
11. **Demonstrates a high degree of professionalism and ethics, and works cooperatively with the Board, superintendent, other administrators, board employees, parents, and students**
12. **Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.**
13. **Assumes responsibility to perform any other tasks assigned**

SALARY:

**\$41,881.00 - \$53,139.00**

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

**TERMS OF EMPLOYMENT:**

Nine month Contract (185 days) Salary according to appropriate current salary schedule.

**JOB STATUS:**

Exempt Employee

**EVALUATION:**

Performance will be evaluated according to board policy.

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**ST. CLAIR COUNTY SCHOOL SYSTEM  
POSITION DESCRIPTION**

**REGISTERED NURSE (RN)**

(Note: It is anticipated this position will be employed in a school health room. However, all RN positions may be assigned to a specific, school student, or group of students. All RN positions may also require re-assignments to various schools or duties throughout the school year as the need arises)

**JOB GOAL:**

Under the direction and supervision of the Lead Nurse, you must be able to provide direct and indirect nursing services to enhance student academic achievement and healthy lifestyle.

**REPORTS TO:**

2. Lead Nurse

**QUALIFICATIONS:**

7. Minimum of a Current Alabama License as a Registered Nurse
8. Clinical nursing experience with school age children in the hospital, community health or a pediatric clinic is desired.
9. Clinical nursing skills necessary to provide safe care to students with special healthcare needs
10. Ability to communicate professionally and effectively with the supervising RN, Lead Nurse, administration, parents, faculty and students
11. Possess current CPR certification (this may be obtained after employment)

**ESSENTIAL FUNCTIONS:**

24. Lift and/or move students as needed
25. Participate in IEPs as related to health issues
26. Meet, review, and explain healthcare plans to school staff (teachers, bus drivers, etc.) and others as needed
27. Collaborates with the Lead Nurse and principal to identify students with routine or special healthcare needs or procedures and follows the plan of care developed through collaboration with the Lead Nurse, principal, healthcare prescriber and parents
28. In collaboration with Lead Nurse, gathers all pertinent data to develop and implement an individualized healthcare plan for students with healthcare needs
29. Communicates effectively and in a timely manner to the Lead Nurse in order to keep healthcare plans current and accurate.
30. Follows procedures established to notify the system Lead Nurse of expected or unexpected absences.
31. Provides direct nursing services which include the administration of medications following all criteria in the Medication Curriculum developed by the Alabama State Department of Education and the Alabama Board of Nursing
32. Provides nursing care services as directed by the prescriber for students who require specialized procedures, such as:
  - a. Gastric tube insertion, replacement, and feedings
  - b. Urinary catheterization, clean and sterile
  - c. Administration of injectable medications
  - d. Administration of rectal or vaginal medication
  - e. Tracheotomy care, including suctioning
  - f. Sterile procedures
  - g. Receipt of verbal or telephone orders from a licensed prescriber
33. Documents all nursing activities thoroughly and accurately following established protocols.
34. Compiles required departmental and/or state reports accurately before scheduled deadlines.
35. Assists in carrying out policies and procedures for control of communicable diseases within assigned schools
36. Administer first aid to students according to standard nursing protocols and school policies
37. Assist teachers with health education programs as directed by the Lead Nurse
38. Performs nursing care within the RN scope of practice as defined by the Alabama Board of Nursing.
39. Perform screening procedures as directed by the Lead Nurse.
40. Serve as health liaison between school, healthcare provider, family and community.

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41. Report potential or current school health/safety/abuse issues or code of conduct violations to the principal or Lead Nurse.
42. Maintains privacy and confidentiality in accordance with the Family Education Rights ad Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
43. Assists the Lead Nurse in the development, implementation, and maintenance of the school health office as assigned.
44. Participate in professional growth and development activities as required by the Lead Nurse, Principal, Student Services Coordinator, or Superintendent
45. Oversees assigned LPNs and care plans
46. Any other related duties as assigned

SALARY:

**\$36,472.00 - \$46,415.00**

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

**TERMS OF EMPLOYMENT:**

Nine month Contract (185 days) Salary according to appropriate current salary schedule.

**JOB STATUS:**

Exempt Employee

**EVALUATION:**

Performance will be evaluated according to board policy.

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**ST. CLAIR COUNTY SCHOOL SYSTEM  
POSITION DESCRIPTION**

**LICENSED PRACTICAL NURSE (LPN)**

(Note: It is anticipated this position will be employed in a school health room. However, all LPN positions may be assigned to a specific, school student, or group of students. All LPN positions may also require re-assignments to various schools or duties throughout the school year as the need arises)

**JOB GOAL:**

Under the direction and supervision of the RN and Lead Nurse, you must be able to provide direct and indirect nursing services to enhance student academic achievement and healthy lifestyle.

**REPORTS TO:**

3. Lead Nurse

**QUALIFICATIONS:**

12. Minimum of a Current Alabama License as a Licensed Practical Nurse
13. Clinical nursing experience with school age children in the hospital, community health or a pediatric clinic is desired.
14. Clinical nursing skills necessary to provide safe care to students with special healthcare needs
15. Ability to communicate professionally and effectively with the supervising RN, Lead Nurse, administration, parents, faculty and students
16. Possess current CPR certification (this may be obtained after employment)

**ESSENTIAL FUNCTIONS:**

47. Lift and/or move students as needed
48. Participate in IEPs as related to health issues
49. Meet, review, and explain healthcare plans to school staff (teachers, bus drivers, etc.) and others as needed
50. Collaborates with the supervising RN, Lead Nurse and principal to identify students with routine or special healthcare needs or procedures and follows the plan of care developed through collaboration with the supervising RN Lead Nurse, principal, healthcare prescriber and parents
51. In collaboration with the supervising RN and Lead Nurse, gathers all pertinent data to develop and implement an individualized healthcare plan for students with healthcare needs
52. Communicates effectively and in a timely manner to the supervising RN and Lead Nurse in order to keep healthcare plans current and accurate.
53. Follows procedures established to notify the system Lead Nurse of expected or unexpected absences.
54. Provides direct nursing services which include the administration of medications following all criteria in the Medication Curriculum developed by the Alabama State Department of Education and the Alabama Board of Nursing.
55. Provides nursing care services as directed by the prescriber for students who require specialized procedures, such as:
  - a. Gastric tube insertion, replacement, and feedings
  - b. Urinary catheterization, clean and sterile
  - c. Administration of injectable medications
  - d. Administration of rectal or vaginal medication
  - e. Tracheotomy care, including suctioning
  - f. Sterile procedures
  - g. Receipt of verbal or telephone orders from a licensed prescriber
56. Documents all nursing activities thoroughly and accurately following established protocols.
57. Compiles required departmental and/or state reports accurately before scheduled deadlines.
58. Assists in carrying out policies and procedures for control of communicable diseases within assigned schools
59. Administer first aid to students according to standard nursing protocols and school policies
60. Assist teachers with health education programs as directed by the supervising RN and Lead Nurse
61. Performs nursing care within the LPN scope of practice as defined by the Alabama Board of Nursing.
62. Perform screening procedures as directed by the supervising RN and Lead Nurse.
63. Serve as health liaison between school, healthcare provider, family and community.

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64. Report potential or current school health/safety/abuse issues or code of conduct violations to the principal, supervising RN or Lead Nurse.
65. Maintains privacy and confidentiality in accordance with the Family Education Rights ad Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
66. Assists the supervising RN and Lead Nurse in the development, implementation, and maintenance of the school health office as assigned.
67. Participate in professional growth and development activities as required by the Lead Nurse, Principal, Student Services Coordinator, or Superintendent
68. Any other related duties as assigned

SALARY:

**\$21,920.00 - \$25,409.00**

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

**TERMS OF EMPLOYMENT:**

Nine month Contract (185 days) Salary according to appropriate current salary schedule.

**JOB STATUS:**

Non-Exempt Employee

**EVALUATION:**

Performance will be evaluated according to board policy.

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ST. CLAIR COUNTY SCHOOL SYSTEM  
POSITION DESCRIPTION

**TRANSPORT NURSE - LICENSED PRACTICAL NURSE (LPN)**

(Note: It is anticipated this position will be employed while students are being transported. However, all LPN positions may be assigned to a specific, school student, or group of students. All LPN positions may also require re-assignments to various schools or duties throughout the school year as the need arises)

**JOB GOAL:**

Under the direction and supervision of the RN and Lead Nurse, the transport nurse will provide direct and indirect nursing services to enhance student academic achievement and healthy lifestyle.

**REPORTS TO:**

4. Lead Nurse

**QUALIFICATIONS:**

17. Minimum of a Current Alabama License as a Licensed Practical Nurse
18. Clinical nursing experience with school age children in the hospital, community health or a pediatric clinic is desired.
19. Clinical nursing skills necessary to provide safe care to students with special healthcare needs
20. Ability to communicate professionally and effectively with the supervising RN, Lead Nurse, administration, parents, faculty and students
21. Possess current CPR certification (this may be obtained after employment)

**ESSENTIAL FUNCTIONS:**

69. Able to ride/travel on bus
70. Lift and/or move students as needed
71. Participate in IEPs as related to health issues
72. Meet, review, and explain healthcare plans to school staff (teachers, bus drivers etc.) and others as needed
73. Collaborates with the supervising RN, Lead Nurse, and principal to identify students with routine or special healthcare needs or procedures and follows the plan of care developed through collaboration with the supervising RN, Lead Nurse, principal, healthcare prescriber and parents
74. Communicates effectively and in a timely manner to the supervising RN and Lead Nurse in order to keep healthcare plans current and accurate.
75. Follows procedures established to notify the system Lead Nurse of expected or unexpected absences.
76. Provides direct nursing services which include the administration of medications following all criteria in the Medication Curriculum developed by the Alabama State Department of Education and the Alabama Board of Nursing.
77. Provides nursing care services as directed by the prescriber for students who require specialized procedures, such as:
  - a. Gastric tube insertion, replacement, and feedings
  - b. Urinary catheterization, clean and sterile
  - c. Administration of injectable medications
  - d. Administration of rectal or vaginal medication
  - e. Tracheotomy care, including suctioning
  - f. Sterile procedures
  - g. Receipt of verbal or telephone orders from a licensed prescriber
78. Documents all nursing activities thoroughly and accurately following established protocols.
79. Compiles required departmental and/or state reports accurately before scheduled deadlines.
80. Assists in carrying out policies and procedures for control of communicable diseases within assigned schools
81. Administer first aid to students according to standard nursing protocols and school policies
82. Performs nursing care within the LPN scope of practice as defined by the Alabama Board of Nursing.
83. Serve as health liaison between school, healthcare provider, family and community.
84. Report potential or current school health/safety/abuse issues or code of conduct violations to the principal, supervising RN or Lead Nurse.
85. Maintains privacy and confidentiality in accordance with the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPPA).
86. Participate in professional growth and development activities as required by the Lead Nurse, Principal, Student Services Coordinator, or Superintendent

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87. Perform other related duties as assigned

**SALARY:**

\$21,328.00 - \$24,722.00

Based on the St. Clair County School System Salary Schedule

**TERMS OF EMPLOYMENT:**

Nine month Contract (180 days) Salary according to appropriate current salary schedule.

**JOB STATUS:**

Non-Exempt Employee

**EVALUATION:**

Performance will be evaluated according to board policy.