

**ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
CALLED BOARD MEETING
September 8, 2016**

The called meeting of the St. Clair County Board of Education was held on Thursday, September 8, 2016. The board meeting began at 6:00 pm at the Central Office with the following board members in attendance:

Marie Manning Angie Cobb John DeGaris Randy Thompson Terry Green

Other in attendance:

Laura Nance Russ Stewart Joe Goble Melinda Splawn LaShon Self Eloise Williams Mike Collins
Greg Cobb

- 1 Vice President Marie Manning called the meeting to order.
- 2 A quorum of board member were present. Scott Suttle and Allison Gray were absent. All other board members were in attendance.
- 3 Ms. Seals recommended approval of the agenda. Mrs. Cobb made the motion to accept the agenda as recommended and Mr. Thompson gave the second. All members voted YES
- 4 Ms. Seals recommended approval of the consent agenda. Mr. Thompson made the motion to accept the agenda as recommended and Mr. Green gave the second. All members voted YES.

A Reading of State Mandated New and Revised Policies

1. Conflict of Interest Policy
2. Travel Expense reimbursement 7.24
3. Procurement Policy
4. Determination of Allowable Costs
5. Cash Management for Federal Funds

- 5 Budget Hearing # 1

CSFO Laura Nance gave and oral review of the Proposed Budget FY 2016-2017. Questions could be submitted by a written form and will be addressed at the Budget Hearing # 2.

- 6 Personnel

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

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EMPLOYMENT

<u>ID</u>	<u>P&E</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>	<u>MEMBER 1</u>
1	2513	MAY, DAPHNE MENEZ	FRANKFORD/SPRINGVILLE ELEM	BUS DRIVER	08/12/2016	FUND SOURCE - TRAP, 80% PARTIME 160 DAYS
2	2550	SMITH, DONALD AARON	SPRINGVILLE MIDDLE - CRP	COPY WORKER	08/12/2016	FUND SOURCE - CRP 154 DAYS + 8 HOURS
3	2424	SMITH, TERRY ALLEN	ST. CLAIR COUNTY BUS SHOP	DRIVER BUS DRIVER	08/22/2016 08/22/2017	VOCATIONAL DAILY RATE BY ROUND TRIP ACROSS A DRIVEN ROUTE
4	2425	CLARK, MICHAEL D	ST. CLAIR COUNTY BUS SHOP	DRIVER BUS DRIVER	08/22/2016 08/22/2017	VOCATIONAL DAILY RATE BY ROUND TRIP ACROSS A DRIVEN ROUTE
5	2426	HILL, DENZEL	ST. CLAIR COUNTY BUS SHOP	DRIVER BUS DRIVER	08/22/2016 08/22/2017	VOCATIONAL DAILY RATE BY ROUND TRIP ACROSS A DRIVEN ROUTE
6	2514	BRONKHORST, ROBERT WILLIAM	OSHTONVILLE MIDDLE	PE. TEACHER	08/12/2016	FUND SOURCE - FOUNDATION 167 DAYS
7	2524	BARBER, MEGAN DUNN	STEELE JR HIGH	PART TIME MATHEMATICS TEACHER	08/12/2016	FUND SOURCE - FOUNDATION 167 DAYS
8	2525	WARR, CLARENCE S	BRANDRETT ELEMENTARY	PART-TIME CLERICAL	08/12/2016	FUND SOURCE - FOUNDATION 167 DAYS
9	2526	EDWARDS, STACY RAINOLD	ST. CLAIR COUNTY HIGH	READ AND TEACHER-CAREER PREP	08/12/2016	FUND SOURCE - FOUNDATION 167 DAYS

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

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<u>EMP</u>	<u>PAF</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>	<u>REMARKS</u>
10	2802	MATTISON, DENISE MORRISON	ADRIELLE HIGH	5TH GRADE - PART TIME	09/12/2016	FUND SOURCE - FOUNDATION 182 DAYS
11	2807	COLUMPFOR, SALLY CLARE	SYSTEM-WIDE	SPECIAL EDUCATION AIDE	09/12/2016	FUND SOURCE - FOUNDATION 182 DAYS

REHIRE

<u>EMP</u>	<u>PAF</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>	<u>REMARKS</u>
12	2808	MACHIN, KAREN WARREN	SPRINGVILLE MIDDLE	SIXTH GRADE TEACHER	09/12/2016	FUND SOURCE - FOUNDATION 187 DAYS

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CHANGE OF CONTRACT

<u>#</u>	<u>PA#</u>	<u>EMPLOYEE NAME</u>	<u>FROM</u>	<u>TO</u>	<u>EFFECT DATE</u>	<u>REMARKS</u>
13	2422	LOWERY, ANGELA BERGESS	CUSTODIAL ASPVILLE MIDDLE SCHOOL	CUSTODIAL ASPVILLE MIDDLE SCHOOL	08/01/2016	CHANGE FROM 12 MONTH/NO DAYS TO 6 MONTH/NO DAY CONTRACT
14	2418	SELF, LASHON	REGISTERED NURSE GREENVILLE MIDDLE	INTERIM LEAD NURSE SYSTEM-WANES	08/01/2016	EFFECTIVE DATES 8/1/2016 - 8/31/2016
15	2416	SELF, LASHON	INTERIM LEAD NURSE SYSTEM-WANES	LEAD NURSE SYSTEM-WANES	08/01/2016	FUND SOURCE - SCHOOL REVENUE/LOCAL 140 DAYS WILL NO LONGER BE ELIGIBLE FOR 5000 SUPPLEMENT UPON HIRE AS LEAD NURSE
16	2516	SPARKALL, CAROLANDEA DINA	NURSE - BUS ASPVILLE MIDDLE SCHOOL	LICENSED PRACTICAL NURSE GREENVILLE INTERMEDIATE	08/01/2016	FUND SOURCE - SCHOOL REVENUE/LOCAL 100 DAYS

RESIGNATION

<u>#</u>	<u>PA#</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE</u>	<u>REMARKS</u>
17	2467	EVES, DIANA	ST CLAIR COUNTY HIGH	GRANT DIRECTOR	10/31/2016	
18	2434	MURPHY, SHANTE M	MANSFIELD ELEMENTARY	PART-TIME CUSTODIAL	08/31/2016	
19	2809	OLSON, DANIEL CARSON	ST CLAIR COUNTY HIGH	SOCIAL STUDIES TEACHER	08/31/2016	

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VOLUNTARY TRANSFER

<u>#</u>	<u>P#E</u>	<u>EMPLOYEE NAME</u>	<u>FROM</u>	<u>TO</u>	<u>EFFECT DATE</u>	<u>REMARKS</u>
20	2488	LITTLE, BILLY R	BUS DRIVER TRANSP-INDEPENDENT HHS	BUS DRIVER TRANSP-INDEPENDENT JR HIGH	09/08/2016	
21	2544	CLARK, MICHAEL D	BUS DRIVER TRANSP-VET CLARK CO HHS	BUS DRIVER FRANSP-DEARBORNLE S-LEM	09/08/2016	
22	2499	BURBY, CUMBERN BRUCE	COUNSELOR/HEALTH TEACHER STEELER JR HIGH	COUNSELOR ASHTONVILLE ELEMENTARY	09/08/2016	
23	2578	CLARK, KIMBERLY FAITH	SIXTH GRADE TEACHER SPRINGVILLE MIDDLE	ENRICHMENT/SUBSTITUTED TEACHER JOHN PERRY, EDDEN AVE	09/08/2016	

SUBSTITUTES

<u>#</u>	<u>P#E</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>	<u>REMARKS</u>
24	2410	HARRIS, MELISSA AVERETT	MADISONVILLE ELEMENTARY	SUBSTITUTE BUS AIDE	09/08/2016	
25	2424	PARSONS, ANANDA ST JOHN	BARCLAYS HIGH	SUBSTITUTE BUS AIDE	09/08/2016	
26	2502	WELLS, KIMBERLY MOORE	BARCLAYS HIGH	SUBSTITUTE BUS AIDE	09/08/2016	
27	2427	BRADLEY, NANCY LYNN	ST CLAIR COUNTY BUS SHOP	SUBSTITUTE BUS DRIVER	09/13/2016	
28	2428	GRABEK, MICHAEL W	ST CLAIR COUNTY BUS SHOP	SUBSTITUTE BUS DRIVER	09/08/2016	
29	2429	MARTIN, JEFFREY LYNN	ST CLAIR COUNTY BUS SHOP	SUBSTITUTE BUS DRIVER	09/13/2016	

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EXTENDED DAY

<u>E</u>	<u>AGE</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>	<u>REMARKS</u>
31	0962	WARRIOR, ANGEL M	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/08/2016 08/09/2017	FUND SOURCE - STUDENT TUITION \$2968
32	0962	ROBERGOWDY, KYLIE FACIN	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/08/2016 08/09/2017	FUND SOURCE - STUDENT TUITION \$2968
33	0967	SHREVE, TRACY BRANTON	SPRINGVILLE ELEMENTARY	EXTENDED DAY ADULT AIDE	08/08/2016 08/09/2017	FUND SOURCE - STUDENT TUITION \$2968
34	0910	CHANCE, AMY LEECH	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	08/08/2016 08/09/2017	FUND SOURCE - STUDENT TUITION \$7998
35	0966	FRISCO, MICHAEL CHARLES	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	08/08/2016 08/09/2017	FUND SOURCE - STUDENT TUITION \$7998
36	0968	HUFFSTUTLER, JOSHUA	SPRINGVILLE ELEMENTARY	EXTENDED DAY TEACHER	08/08/2016 08/09/2017	FUND SOURCE - STUDENT TUITION \$7998
37	0948	DAVIS, JACQUE WELSON	SPRINGVILLE MIDDLE	STUDENT ASSISTANT	08/08/2016 08/09/2017	FUND SOURCE - STUDENT TUITION \$2968

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STIPEND

<u>LINE</u>	<u>PAF</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE</u>	<u>REMARKS</u>
37	2888	BURMAN, HOLLY ANN	ADAMSVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
38	2887	GIBSON, SHANTON W	ADAMSVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
39	2889	SMITH, HOLLY NEEDE	ADAMSVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
40	2889	WARREN, HEATHER MARIE	ADAMSVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
41	2498	CLEMMONS, JESSY LEXIE	SPRINGVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
42	2890	HIGDON, COLLIN LANCE	SPRINGVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
43	2890	MEADE, WARREN	SPRINGVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
44	2498	SMITH, NEMA CROSSER	SPRINGVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
45	2497	SMITH, KIMBERLY ANCELLE	SPRINGVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
46	2498	SMITH, KIMBERLY ANCELLE	SPRINGVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200
47	2498	YARBOR, JOHN PAUL ALVAR	SPRINGVILLE HIGH	AP TRAINING STIPEND	08/08/2016	FUND SOURCE - AP GRANT \$200

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<u>#</u>	<u>RAE</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE</u>	<u>REMARKS</u>
40	2411	JOHNSON, NEMICA LEANN	DEARBORN ELEMENTARY	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
41	2402	BUSH, LAUREN ELIZABETH	MOODY HIGH	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
42	2403	BARKER, CECILY NICOLE	MOODY JR HIGH	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
43	2405	WALLS, RANDALEIGH	MOODY JR. HIGH	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
44	2408	WILLIAMS, JACI ANN	SPRINGVILLE INTERMEDIATE	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
45	2412	COOPER, JULIA SHELBY	SPRINGVILLE ELEMENTARY	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
46	2424	PHILLIPS, KERRY ELIZABETH	SPRINGVILLE ELEMENTARY	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
48	2413	YOUNG, LORI L	SPRINGVILLE ELEMENTARY	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
49	2404	GARRETT, SHARRON ELAINE	SPRINGVILLE MIDDLE	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
57	2405	COLLIER, MERISE	SPRINGVILLE MIDDLE	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
59	2407	PROCTOR, ANGELA MARIE	SPRINGVILLE MIDDLE	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096
58	2402	STANFORD, AMY CASH	SPRINGVILLE MIDDLE	HOMESCHOOL TEACHER HOURLY	09/08/2016	FUND SOURCE - EDUCATIONAL \$4096

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02	2401	JONES, KAREN MARY	STYBANKS	HOMESOUND TEACHER HOURLY	08/09/16	FUND SOURCE - LOCAL \$4388
01	2526	WATTS, SHARON L	ASHVILLE ELEMENTARY	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
02	2528	FALMER, JACOB BRAYTON	ASHVILLE HIGH	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,000
03	2527	CARROLL, CHRISTAL D	ASHVILLE MIDDLE SCHOOL	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
04	2525	OSWAIN, GUYTON C	JOHN POPE EIGHTH AND	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
05	2540	LEE, ROBERT GABRIEL	JOHN POPE EIGHTH AND	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - STATE \$1,200
06	2527	PROFFER, KELLY DENISE	MARGARET ELEMENTARY	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
07	2521	FUSSELL, JASCHA	MOORE ELEMENTARY	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
08	2525	GOMEZ, RALPH CHELSEA	MOORE HIGH	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$3,000
09	2525	AVANTAGE, MELISSA S	MOORE JR HIGH	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$3,000
10	2524	CORNEILLUS, LANAH	MOORE MIDDLE	SUPPLEMENT - TECH CONTACT	08/04/16	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$3,000

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71	2628	CARWELL, TEROS AMANDA TI	GERMANTOWN ELEMENTARY	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
72	2629	WILLIAMS, JACARAH	GERMANTOWN ELEMENTARY	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
73	2630	OSLANKO, MICHAEL J	GERMANTOWN MIDDLE	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
74	2641	COX, MARY JO	RAGLAND HIGH	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$7,000
75	2652	CHAMBERS, WILLIAM RUSSELL	RUSSELL YANBY ALTERNATIVE SC	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
76	2653	NEEDLE, TRACI VAN MARGRET	SPRINGVILLE ELEMENTARY	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
77	2654	UMBREY, AMANDA REBEKAH	SPRINGVILLE HIGH	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$3,000
78	2621	DEWALZIGON, CORINNA J	SPRINGVILLE MIDDLE	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$1,200
79	2631	NEES, CARL EDWARD	ST CLAIR COUNTY HIGH	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$3,000
80	2658	ADLMAN, LAUREN FORLENE	STEEL E. BY HIGH	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$800 (1/2 SUPPLEMENT)
81	2643	WARD, ADRIAN REBEK	STEEL E. BY HIGH	SUPPLEMENT - TECH CONTACT	09/04/2016	FOR 2016-2017 SCHOOL YEAR FUND SOURCE - LOCAL \$800 (1/2 SUPPLEMENT)

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02	2548	BLAGH, LAUREN ELIZABETH	WISDOM HIGH	TUTOR	08/08/2016	FUND SOURCE - BUDGETAL 0284008
02	2549	FRICK, EORNA D	WISDOM HIGH	TUTOR	08/08/2016	FUND SOURCE - BUDGETAL 0284008

21ST CENTURY

<u>E</u>	<u>PA#</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>	<u>REMARKS</u>
04	2995	COVINE, CASSIANDRA RAIS	MARGARET ELEMENTARY	21ST CENTURY TEACHER	08/08/2016 08/08/2017	FUND SOURCE - 21ST CDEC - \$179K
05	2998	LUTHEFORD, KATHRYN JOHNSON	MARGARET ELEMENTARY	21ST CENTURY TEACHER	08/08/2016 08/08/2017	FUND SOURCE - 21ST CDEC - \$179K
05	2994	MAYFIELD, MEGAN FODTE	MARGARET ELEMENTARY	21ST CENTURY TEACHER	08/08/2016 08/08/2017	FUND SOURCE - 21ST CDEC - \$179K

CHANGES/CORRECTIONS

<u>E</u>	<u>PA#</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>	<u>REMARKS</u>
07	2645	WELLS, FRANKLIN	ASHVILLE ELEMENTARY	SPECIAL EDUCATION AIDE	08/18/2016	CORRECTED JOB TITLE FROM INSTRUCTIONAL AIDE

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87	2414	AULPHIN, MELISSA MARTIN	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
88	2415	BARRIS, CHERYL KERRY	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
89	2425	BATES, CHAD E	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
90	2426	BENNETT, AMELIA CAPULE	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
91	2430	BUSH, LAUREN ELIZABETH	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
92	2431	BURKHARDT, TERRY WY	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
93	2431	CORNEILLAS, KYLEA ELIZABETH	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
94	2432	DAVIS, BEBECQA Q	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
95	2433	DEWAN, JAMIE ELLER	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
96	2434	ETHERSEDGE, CHARLES BROOKS	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
97	2434	GOMEZ, SALVY CRISTAL	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
98	2435	HARRIS, WILLIAM JUSTIN	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
99	2436	HODGE, JONATHAN WAYNE	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
100	2436	HODGE, MELISSA	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
101	2436	HOWELL, SARAH HAYTHORN	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
102	2437	KURHILL, JOHN GREGSON	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
103	2438	KUTYKH, ANDREY ETHERSEDGE	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
104	2438	KYND, CAROL ANN	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
105	2439	LAND, BRISTON MARSHALL	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
106	2440	MAJORS, LAUREA ROOSE	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
107	2441	MCCLAREN, AMANDA THOMPSON	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
108	2442	PRICE, DORNA G	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
109	2443	PUTSMAN, GUMBER WATTS	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
110	2444	RAY, CORDEANNE KATHY	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
111	2445	REYNARD, MADISE GRANDE	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
112	2445	ROBERTS, SYDNEY MICHAEL	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
113	2446	ROBERTSON, HALEY MICHELLE	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
114	2447	SPALLS, STELTON JAMES	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000
115	2448	THOMPSON, SCOTT MARSHALL	MOODY HIGH	CATERING/RESER	08/15/2016 05/01/2017	FUND SOURCE - LOCAL SCHOOL \$200,000

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

**ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
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Run Date: 9/7/2016
Run Time: 3:55:25PM

St. Clair Board of Education
Personnel Actions
Board Date 09/08/2016

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OTHER

<u>#</u>	<u>REL</u>	<u>EMPLOYEE NAME</u>	<u>SCHOOL</u>	<u>JOB</u>	<u>EFFECT DATE RANGE</u>	<u>REMARKS</u>
777	2448	YOVELL, STEPHANIE TARA	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM
718	2417	TRAYLOR, BYRON S	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM
118	2467	VINCENT, MARIA	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM
130	2457	WALLS, RANDA LORCH	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM
121	2485	WALKER, CHRISTOPHER ALLEN	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM
122	2416	WELBY, APRIL ELEAN	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM
123	2451	WELBY, JILL HOESON	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM
124	2463	WELBY, KENNETH P DAVIS	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM
125	2453	WRIGHT, CATHARINE RAE	MOODY HIGH	CAREWORKERS	08/15/2016 - 08/31/2017	FUND SOURCE - LOCAL SCHOOL PROGRAM

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

- 7 Announce next board meeting/Budget Hearing # 2 September 19, 2016 at 6:00 p.m. at the Central office in Ashville.
- 8 Vice President Marie Manning recommended approval to adjourn. Mrs. Cobb moved to approve the recommendation.

**ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
CALLED BOARD MEETING
September 8, 2016**

Conflict of Interest Policy

Generally, a conflict of interest exists when a board member, board employee, or agent of the board participates in a matter that is likely to have a direct effect on his or her personal and financial interests. A financial interest may include, but is not limited to, stock ownership, partnership, trustee relationship, employment, potential employment, or a business relationship with an applicant, vendor, or entity. A board member, board employee, or agent of the board may not participate in his or her official capacity in a matter that is likely to have direct and predictable effects on his or her financial interests.

A board member, board employee, or agent of the board will abide by the Federal and state laws and regulations that address conflict of interest standards. In general, the Federal rules provide that:

No employee, officer, or agent of the board shall participate in selection, or in the award or administration of a contract supported by Federal Funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs, or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from the firm considered for a contract. The board's officers, employees, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

The board's conflict of interest policies include adherence to the Alabama Ethics Law, which defines conflict of interest as:

A conflict on the part of a public official or public employee between his or her private interests and the official responsibilities inherent in an office of public trust. A conflict of interest involves any action, inaction, or decision by a public official or public employee in the discharge of his or her official duties which would materially affect his or her financial interest or those of his or her family members or any business with which the person is associated in a manner different from the manner it affects the other members of the class to which he or she belongs.

A board member, board employee, or agent of the board may not review applications, proposals, or participate in the evaluation or selection process where his or her participation in the review process would create the appearance that he or she is: (a) giving preferential treatment; (b) losing independence and impartiality; (c) making decisions outside official and appropriate channels; or (d) harming the public's confidence in the integrity of the board.

Situations and circumstances presenting an actual conflict of interest or the appearance of a conflict of interest should be brought to the immediate attention of the superintendent. A board employee, board member, or agent of the board who has knowledge of a possible conflict of interest should identify the conflict and notify the superintendent. The superintendent will document his or her actions related to the reported conflict of interest. Resolution can consist of disqualification, recusal, waiver, or other appropriate measures. Appropriate measures may include reporting a conflict of interest to the State Ethics Commission, the Alabama State Board of Education, or the appropriate federal agency.

**ST. CLAIR COUNTY BOARD OF EDUCATION
CENTRAL OFFICE
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TRAVEL EXPENSE REIMBURSEMENT 7.24

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by board employees who are in travel status on official business of the board. The St. Clair County Board of Education directs the Superintendent and the CSFO to develop procedures which conform to sound principles of financial accounting and to state regulations for reimbursement of expenses of school personnel and Board members traveling on official school business. The board's travel policy provides for reimbursement and payments for travel costs of employees paid from federal funds that is consistent with the travel costs for board employees paid from state or local funds.

**REFERENCE(S): CODE OF ALABAMA
16-8-9, 16-13A-1**

**ST. CLAIR COUNTY BOARD OF EDUCATION
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Procurement Policy

The board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:

- *Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975);*
- *Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975); and,*
- *Public Works Law (Title 39, Code of Alabama 1975).*

To the extent allowed by state laws, the board will utilize state, local, regional, and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board's *Conflict of Interest Policy* and the procurement decisions of the board will:

- Avoid acquisition of unnecessary or duplicative goods and services;
- Use the most economical and efficient approach for acquisitions;
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts;
- Maintain records sufficient to document the history of the procurement; and,
- Conduct procurement transactions in a manner that provides full and open competition.

Procurement transactions for federal programs and child nutrition programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the other Uniform Administrative Requirements for procurement of property and services.

The board will request proposals for those professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed \$150,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or more qualified individuals to conduct a technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board's conflict of interest policy.

**ST. CLAIR COUNTY BOARD OF EDUCATION
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Determination of Allowable Costs

Before instituting a financial transaction that will require the expenditure of federal funds the federal program director and the Chief School Financial Officer or designee will determine that the proposed transaction meets the requirements for allowable costs for the federal program. Actions to determine allowable costs will assure that:

- The proposed expenditure is included in the federal program budget ;
- The proposed expenditure is reasonable and necessary for the federal program;
- The proposed expenditure is consistent with procedures for financial transactions of the board including:
 - o Purchase order approval procedures;
 - o Contract review and approval procedures;
 - o Applicable competitive purchasing procedures and;
 - o Documentation supports allowability of transaction.

Before payments are made from federal funds the federal program director and the Chief School Financial Officer or designee will determine that the federal program expenditure complies with generally accepted accounting principles and complies with state, local, and federal laws, rules, and regulations.

**ST. CLAIR COUNTY BOARD OF EDUCATION
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Cash Management for Federal Funds

The Board will minimize the time between the receipt of federal funds from the United States Treasury, the Alabama Department of Education, or other pass-through entity, and the disbursement of those federal funds. Federal funds will only be requested to meet immediate cash needs for reimbursement not covered by prior receipts and anticipated disbursements that are generally fixed, such as monthly program salaries and benefits. Disbursements will be made within in twenty business days after receipt of funds.

The Chief School Financial Officer will maintain financial records that account for the receipt, obligation, and expenditure of each federal program fund. Cash balances for each federal program fund and for the aggregate of all federal program funds will be monitored daily by the Chief School Financial Officer or designee.

Board procedures to minimize the cash balances in federal program funds are expected to prevent the aggregate cash balances of federal program funds from earning \$500 or more for the fiscal year if maintained in interest-bearing accounts. The federal program funds, with the exception of Child Nutrition Program funds, will not be maintained in an interest-bearing bank account if the Chief School Financial Officer determines that banking requirements for minimum or average balances are so high that an interest-bearing account would not be feasible. Federal program funds will be maintained in insured checking accounts that are subject to the state requirements for public deposits under the SAFE program.

Approved the 19th day of September, 2016

Board President

Board Secretary