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.
- 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

Run Date 9/7/2016
Run Time 3:56:25P88

St. Clair Board of Education Personnel Actions Board Date 08/08/2016 Page 1 of 12

EMPLOYMENT

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All new hires (certified and support) are contingent upon completed, substactory background check and completed personnel file_

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St. Clair Board of Education

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Personnel Actions Board Date 09/08/2016

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St. Clair Board of Education Personnel Actions Board Date 09/08/2018 Page 3 of 12

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Run Time Dissipation Personnel Actions

Board Date 09/08/2016

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Supplements and additional programs

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34	3431	Portler order reliablis	SPRINCIPALL ELEANINIARY	PROMEBULANT TEACHER PROMES	384352048	PLANT STUDIES - CRANTENA	L and
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SUPPLEMENTS AND ADDITIONAL PROGRAMS

₹		EXECUTE NAME.	SCHOOL STOREGARDS	108 	EFFECT DATE DISDADORS	REMARKS NING BOURDS - KRANDCAL SASHK
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82	2227	CARCINIC CHRISTA, D	ASSACLA MODELLA SERVICE.	SERVER - TRUM CONTROL	CONTRACTOR .	AASY JOSHOO TIOGHOU 2001
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on	*******	ANNETAND MILITARA		SUPPLEMENT - TSON CONTACT	19865452616	AGE SOURSON, SCHOOL AREA
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***	74.24	CORRECUE LANAH	MENON MONTHS	SCHOOLSHEST • SECH CONTACT	STOCKNESS	FOR 2016-2017 SCHOOL YEAR FLAKE SCHACE - LOCAL \$1,000
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SUPPLEMENTS AND ADDITIONAL PROGRAMS

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276	3528	Carrell, Term Amanga Ti	CHICAMILE STEMBALANA	SCRPPCEMENT - TECH CONTACT	000540016	tor 2016-2017 Serkke tear
						FLORED SCHARTE - LOCURE SHI 2005
72	2535	POSSESSE AND AND AND ADDRESSESSES	CERCIFICE PERSONS	SUPPLEMENT - THEN CONTACT	00043316	NOW DOINGOLD SCHOOL FEAN
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73	******	Corlore Megason J	Circult Michi	SCHOLENSKY - 180H COMPACY	18042016	TON 2018-2017 SCHOOL TELES
						FURNI BOUNCE - LOCAL \$1,200
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25	2542	CHAMMESS WALLASS PUBLICAL	ALDEN YANDY ALTERNATIVE SC	数多种类别的对。1870年已经有20°	300545751B	tok mismoit scara, year
						PLANCE SCOLLANDER - LOCKER ST. 2005
26	2002	HERCE THAC HANN MAINEY	SPREADVILL BLOMENSTON	torrement - hernoceract	CONTACTORE	POS ESTAJOT FORCES, PEAR
						LINES ROTACE - FOCKT \$1,320
***	2524	LINGUISSY AMARICA KERNER	eparation) e potra	SUPPLEMENT - TACH CUSTACT	00494/2016	FOR 2016-2017 SCHOOL YEAR
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						FORES SCHROLE - FOCH BY THE
73	2500	MANS, CANS, ESPANO	ST CLASS COUNTY HAVE	SUPPLEMENT - TECH COMPACT	08640015	FOR 2018-2017 SCHOOL YEAR
						PLANCE SECRETARY SECTION
940	2822	ADLMAN, LALPINGS FORMLOW	STEELS IN 19834	\$259*25#590 • 750* CG#5#CT	30040016	FOR BUILDING STRUCK, YEAR
			·			PLANT SCHOOLS - TOKAL MICE (40
133	25.83	WARD, ACREAN REPORT	\$2555 3 1 14 3 5	SUPPLEMENT - TECH CONTACT	31/3/4/3016	FOR HOSSIES SONE YEAR
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St. Clair Board of Education Personnel Actions Board Date 09/08/2016 Page 16 df 12

SUPPLEMENTS	AND ADDITIONAL	PROORAMS
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Run Date 97/2016 St. Clair Board of Education
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207		SARRES CHARLEST NEWS	BROCK WRITH	CACEFOCONSES			PLAND DOLLARDS - LESCAL BORROOK	
96C		SATUR CHACK		14				
202			PRODUCE ARROW	CATEMINI 95			FEMEL BOUNCE - LOCAL BONDON.	
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30	24:34	GOMEZ, MAGPH GREBAUX	ARCHITE HIGH	C4050840894695	G8F112000115	Transmit	UNE SOUNCE - FOCAL SCIENCE	ENGERGAN.
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12	n Debit	HOOD, REGAS	WOLKSA KAGILA	GATESCONDED.	Serialization of	CONTRACTOR F	FLACO SCHACE - EGGAL SCHOOL	1.7.2° - 4.42
843	2.2468	HOWELL DARRANTHA MAYNON	MICKOCY HINDH	CATTALLITEES	DEVICEDORS	05/30/2017	HANG GOLNES - LOCAL REHOOL	e e e e e e e e e e e e e e e e e e e
543	2 24CE?	PERSONAL STREET	MEDICION WEIGHT	GASERSONNESSE	3873835G	CONTRACT OF THE PROPERTY OF TH	ROSE SERVEL - 10CAL SCHOOL	SOUTABLE
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572	5 34E	PRESCE, DONANA G	BOOCH HON	CATRIMONINA	BATISCASTE	CHICAGON Y	PLAND BOLDEGE - LOCAL SCHOOL	\$1000AND
:\$	E 244C	material comments and the	BADESTA, HOUSE	CATEMONIALES	06/10/00/016	CENTER CONTRA	MUNICI SCREECE - LOCAL SCHOOL	STEERSAME
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58	2420	SOUTH CONTRACTOR	MODOY HIGH	CATCHES SEE	59100516	06/2000017	FLAND SCHOOL - 1/2004 SCHOOLS	2000 ANG
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All new hires (certified and support) are contingent upon completed, salisfactory background check and completed personnel file.

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St. Clair Board of Education Personnel Actions Board Date 89/08/2016 Page 12 of 12

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

- 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.

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.

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

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.

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.

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