

**MINUTES
CITY BOARD OF EDUCATION
CITY OF MUSCLE SHOALS, ALABAMA**

The City Board of Education of the City of Muscle Shoals, Alabama, met for the Board's regular meeting in the office of the City Superintendent of Education of the City of Muscle Shoals, Alabama, on August 17, 2020, at approximately 6:25 p.m. The meeting followed a work session held at 5:30 p.m. Due to the COVID-19 pandemic, the meeting was held in blended live and virtual format. The secretary called the roll with the following results:

Present: Jamie Stoddard (physically present)

 Clayton Wood (virtual)

 Marilyn Davis (physically present)

 Celia Rudolph (physically present)

 Farrell Southern (virtual)

Absent: None

Also physically present were Chad Holden, Superintendent and ex-officio Secretary to the Board and custodian of its minutes and records, Denise Woods, Assistant Superintendent, and Sherry Langley, Chief School Financial Officer. Administrators physically present included Sheneta Smith, Wes Pounders, Jason Simmons, Britney Schneider, Scott Goodwin, Kevin Davis, and Caryn Hairell. Supervisors physically present included Kevin Stephenson, Richard Templeton, and Betsy Speer.

President Stoddard declared a quorum present and the meeting duly and legally constituted and open for the transaction of business.

A motion to approve the August 17, 2020, agenda was made by Dr. Rudolph and seconded by Dr. Davis. No discussion followed and the motion was subsequently approved with five yes votes as follows:

Stoddard - Yes

Wood - Yes

Davis - Yes

Rudolph - Yes

Southern - Yes

President Stoddard asked Dr. Holden if any correspondence had been received that he would like to share with the Board. There was none.

Dr. Stoddard proceeded with the meeting agenda.

I. Business Action Items

Superintendent Holden read the following resolution regarding Consent Agenda action items:

Consent Agenda Resolution

For the consent agenda, the Board has been furnished with background material on each item or has discussed the item at a previous meeting. Consent Agenda items will be acted upon with one vote without discussion. If a Board member wants to discuss any item, it will be pulled from the Consent Agenda and voted on separately.

A. Dr. Holden recommended approval of the following Consent Agenda items:

1. *Minutes – July 20, 2020 (Regular Meeting)*
2. *Minutes – July 28, 2020 (Special Meeting)*
3. *Bills & Accounts for July*
4. *July Financial Report (July bank statements have been reconciled)*
5. *Surplus Equipment Declaration*
6. *Bid Extension – Child Nutrition Program (Quad-System Cooperative Group)*
7. *Bid 20-002, Temperature Measurement Walk-Thru Detector (approval)*
8. *Bid 20-003, Mobile Thermal Imaging Self-Contained Monitoring Station (rejection)*
9. *Meeting Date Change (from Monday, December 21, to Thursday, December 17)*
10. *Addition of new employment position (Mental Health Services Coordinator)*
11. *FY2021 Five Year Capital Plan*

A motion to approve the superintendent's recommendation was made by Dr. Rudolph and seconded by Dr. Davis. No discussion followed and the superintendent's recommendation was approved by five yes votes as follows:

Stoddard	-	Yes
Wood	-	Yes
Davis	-	Yes
Rudolph	-	Yes
Southern	-	Yes

B. Superintendent Holden recommended approval of the Personnel Report. A motion to approve the superintendent's recommendation was made by Dr. Rudolph and seconded by Dr. Davis. No discussion followed and the superintendent's recommendation was approved by five yes votes as follows:

Stoddard	-	Yes
Wood	-	Yes
Davis	-	Yes
Rudolph	-	Yes
Southern	-	Yes

For the benefit of the audience, the Personnel Report was read by Dr. Holden.
The personnel report is shown at the end of these minutes.

C. All-State School Board Member Nomination

Superintendent Holden stated the next item on the agenda is for nominations for AASB All-State School Board member. Dr. Rudolph stated she would like to nominate former board member, Willis Thompson. Since there were no other nominations, President Stoddard announced the nominations were closed and asked for a motion to accept the nomination of Willis Thompson. A motion to accept the nomination of Mr. Thompson was made by Dr. Davis and seconded by Dr. Rudolph. There was no discussion and the nomination of Willis Thompson was approved by five yes votes as follows:

Stoddard	-	Yes
Wood	-	Yes
Davis	-	Yes
Rudolph	-	Yes
Southern	-	Yes

D. Superintendent Holden recommended the approval of the board policy revision to include the new regulations under Title IX law which was tabled at the July 1, 2020, special meeting. Dr. Holden stated after dissemination to educational groups, no written comments were received regarding the proposed policy action. A motion to remove the policy from the table was made by Dr. Rudolph and seconded by Dr. Davis. The motion was approved by five yes votes as follows:

Stoddard	-	Yes
Wood	-	Yes
Davis	-	Yes
Rudolph	-	Yes
Southern	-	Yes

No discussion followed and the policy revision was subsequently approved by five yes votes as follows:

Stoddard	-	Yes
Wood	-	Yes
Davis	-	Yes
Rudolph	-	Yes
Southern	-	Yes

Note: The Title IX policy revisions are shown at the end of the July 20, 2020, minutes.

Superintendent Holden recommended a revision to Board Policy 4.3 – Accreditation and the addition of new Board Policy 5.17 – Drug and Alcohol Testing of Safety

Sensitive Employees. Dr. Holden stated both policy recommendations are in line with guidance from the AASB Policy Pipeline service. A motion to approve the superintendent’s recommendation was made by Dr. Rudolph and seconded by Dr. Davis. A motion to table the policy action until the next regular meeting to allow time for dissemination to educational groups was made by Dr. Rudolph and seconded by Dr. Davis. No further discussion followed and the superintendent’s tabling recommendation was approved by five yes votes as follows:

Stoddard	-	Yes
Wood	-	Yes
Davis	-	Yes
Rudolph	-	Yes
Southern	-	Yes

Note: The tabled policies are shown at the end of these minutes.

II. FY2021 Budget Hearing #1

Sherry Langley, Chief School Financial Officer, conducted the first FY2021 Budget Hearing. Mrs. Langley provided printed financial information and reviewed budget details. She thanked administrators for their input and assistance. Mrs. Langley provided a form to be used for the public to submit any questions they have regarding the proposed budget. Questions submitted will be addressed at the second budget hearing in September. Superintendent Holden thanked Mrs. Langley for her hard work in preparing the budget.

III. Superintendent’s Report/Announcements

- Clint Reck, Muscle Shoals Police Chief, shared a video that has been placed on social media regarding the police department’s partnership with the schools. It was encouraged that it be viewed.
- Supervisor of Student Services, Richard Templeton, was congratulated for being elected as president of the Alabama Council for Administrators of Special Education on the CLAS Board of Directors.
- Superintendent Holden thanked everyone for their cooperation in preparing school to reopen. He expressed his thanks and that of school principals to Southwire, Publix, Magna Company, North Alabama Glass, United Treating, Tech Innovators, and others for their donations of materials and supplies. A special thank you was sent from Scott Goodwin, principal of Muscle Shoals Middle School, to Dianna Ritter, assistant principal, for her diligence and hard work during his recent absence.

IV. Adjournment

President Stoddard asked for a motion to adjourn. A motion was made by Dr. Rudolph and seconded by Dr. Davis. The motion to adjourn was approved by five yes votes as follows:

Stoddard	-	Yes
Wood	-	Yes
Davis	-	Yes
Rudolph	-	Yes
Southern	-	Yes

Minutes approved:

Attest:

Chad Holden

SEAL

8/17/2020

Personnel Report

I. Resignation

1. Leshia Burt
- System-wide Child Nutrition Program Assistant. Effective August 14, 2020.

II. Transfer/Reassignment

1. Brenda Aleman
- System-wide Child Nutrition Program Assistant from 180 day assignment to 182 day assignment/no change to location assignment. Effective date July 29, 2020.

III. Employment

1. Jamie Boston
- System-wide CNP Assistant assigned to Muscle Shoals High School cafeteria. Ms. Boston has subbed in this capacity and has positive references. 180 day position, effective date TBD (*following notice to current employer*)

IV. Other/Contract Employment or Supplemental Assignment

1. Amber Butte
- Instructional contracted services for elementary music instruction at Highland Park Elementary and Webster Elementary between September 14, 2020, and April 23, 2021, per schedule arranged with principals; not to exceed 15 hours per week. \$8,000.00 total compensation, no benefits. To be paid from local school PTO funds.
2. Lynn Holt
- Hourly instructional contract as directed by Supervisor of Student Service. \$25.00 hourly, not to exceed 11 hours per week, between August 24, 2020 and May 26, 2021. To be paid from CARES Act Funds.
3. Mentor stipends funded by ALSDE at \$1,000 each for first year teachers
- Jordan Crow

- Melanie Hester
 - Christina Porter
4. **Mentor stipends funded by ALSDE at \$1,000 each for second year teachers**
 - Brandon Alldredge
 - Missy Cupp
 - Chris Porter
 - Stephanie Scales
 - Melanie Shockley
 5. **Mentor stipends at \$500.00 (local) and \$1,000.000 (state)**
 - Dana Wallace (MSCS retiree contracted through Kelly Staffing)
 6. **The following Activity Supplement Schedule positions were not filled in July 2020:**
 - Math coaches- Stacey Aday, Tamra Counts, Kerry Johnson
 - Scholars Bowl- Lisa Schafer
 - Prom Chairperson-Terri Gourgeot
 - Coronation Chairperson- Elizabeth Crow
 7. **AMSTI Training stipends for Math Course of Study, 12 teachers as noted below, to be paid from FY20 Title II**
 - Stacey Aday- \$150
 - Shonda Baggette- \$75
 - Grace Anne Bonds- \$150
 - Rachel Chapman- \$75
 - Tamra Counts- \$300
 - Jordan Frederick- \$150
 - Katie Hagle- \$75
 - Michele Horton- \$75
 - Kerry Johnson- \$300
 - Connor Ozbirn- \$300
 - Mary Frances Rye- \$300
 - Nancy Winkle- \$75
 8. **Radio Broadcast Duties for 2020 Football Season**
 1. **Tony Word** – Producer (computer operator and stats)
 - Compensation \$135.00/game; not to exceed \$1,200.00/season+playoffs
 2. **Clint Reck** – Sideline commentary – Volunteer/zero compensation
 3. **Brian Lindsey** – Color commentary – Volunteer/zero compensation
 4. **Tim Underwood** – Play-by-play commentator
 - Compensation \$200.00/game; not to exceed \$2,000.00/season+playoffs
 - Compensation 15% of total advertising sales
 9. **Garrett Vess**
Community Education Program Extended Day Student Aide. Temporary, part time, hourly; effective between August 20, 2020 and December 17, 2020.
 10. **Dillon Davis**
Volunteer Coach for 2021 cross-country season. All required AHSAA training has been completed; pending clear background check.

NOT BOARD ACTION ITEMS – FOR INFORMATION ONLY:

The following individuals will be employed through Kelly Staffing:

- Nurse at HPES – Jeanne Isbell
- Nurse at MSCA - Amanda Richardson
- Anna Shirley – Paraprofessional Aide at WES
- Rachel Watkins – Paraprofessional Aide at WES

Board Policy 4.3 Accreditation

The Board will implement and adhere to such accreditation policies, principles, standards and procedures as may be established or required by Cognia as a condition to receiving or maintaining accreditation.

Rationale: Changes *AdvancED* to *Cognia* (simple name change of our accreditation agency)

Board Policy 5.17 Drug and Alcohol Testing of Safety Sensitive Employees

Adding the following language:

5.17.5 Compliance with Drug & Alcohol Clearinghouse Requirements – In accordance with federal law, covered employees must consent to an appropriate federal Drug & Alcohol Clearinghouse query in order to operate a commercial motor vehicle for the Board. Each covered employee must sign a limited consent for the Board’s designee to conduct a limited Clearinghouse query. Any covered employee who declines to give consent for a limited query will not be permitted to operate a commercial motor vehicle for the Board until such consent is given. Limited queries do not reveal specific information about employees. If a limited query shows that there is information in the Clearinghouse on the covered employee, the covered employee must consent to a full query, which must be conducted immediately. The covered employee will not be permitted to drive or perform safety-sensitive functions until the query results confirm that the employee’s Clearinghouse record contains no prohibitions as defined under the regulations. Any covered employee whose record reveals such prohibitions will not be permitted to drive or otherwise perform safety-sensitive functions until the covered employee successfully completes the return-to-duty process. Any covered employee’s refusal to consent or to successfully complete the return-to-duty process in accordance with federal law will be subject to disciplinary action up to and including termination.

5.17.6 Reports to Clearinghouse – The following information will be reported to the Clearinghouse in accordance with FHWA regulations:

- a. A verified positive, adulterated, or substituted drug test;
- b. An alcohol confirmation test with a concentration of 0.04 or higher;
- c. A refusal to submit to any test required by law, as enumerated above;
- d. The Board’s report of actual knowledge as defined by law (i.e., direct observation, information from previous employer(s), or a traffic citation for driving a commercial motor vehicle while under the influence of alcohol or controlled substances), of:
 - (1) On duty use;
 - (2) Pre-duty use;
 - (3) Alcohol use following an accident;
 - (4) Controlled substance use;
- e. A substance abuse professional’s (SAP) (as defined by law) report of successful completion of the return-to-duty process;
- f. A negative return-to-duty test; and
- g. The Board’s report of completion of follow-up testing.

5.17.7 Disciplinary Action - The availability of a return-to-duty process and/or follow-up testing under this policy does not obligate the Board to provide an employee with those opportunities. The Board reserves the right to terminate or otherwise discipline employees who violate this policy in accordance with applicable state law.

Rationale: The Federal Drug and Alcohol Clearinghouse was created by a law passed in December 5, 2016, and that went into effect January 6, 2020. AASB sent guidance that states, “Your existing Drug and Alcohol Testing of Safety Sensitive Employees policy language must be updated to reflect the new Clearinghouse requirements.” AASB provided this model policy.