

**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 22, 2022, at approximately 5:57 p.m. The meeting followed a work session held at 5:30 p.m. The secretary called the roll with the following results:

Present: Marilyn Davis

Sonya Allman

Cory King

Clayton Wood

Absent: Celia Rudolph

Also present were Chad Holden, Superintendent and ex-officio Secretary to the Board and custodian of its minutes and records, Kelli Nichols, Assistant Superintendent, and Chief School Financial Officer, Sherry Langley. Administrators present included Sheneta Smith, Wes Pounders, Jason Simmons, Britney Schneider, Dianna Ritter, Kevin Davis, and Jeff Madden. Also present were Supervisors Todd Meckes and Dennis Conner. Alabama Education Association representative, Tracy Moore, was also in attendance.

In the absence of Board President, Dr. Celia Rudolph, Board Vice President, Dr. Marilyn Davis, declared a quorum present and the meeting duly and legally constituted and open for the transaction of business.

A motion to approve the August 22, 2022, agenda was made by Mrs. Allman and seconded by Mr. Wood. No discussion followed and the motion was subsequently approved with four yes votes.

Dr. Davis asked Dr. Holden if any correspondence had been received that he would like to share with the Board. Superintendent Holden stated he had received required training completion certificates from the Alabama Association of School Boards (AASB) for Allman, Davis, Rudolph, and Wood. He also received information from AASB for the upcoming fall district meeting to be held on Tuesday, September 13, in Decatur.

Dr. Davis 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 25, 2022 (Regular Meeting)
2. Minutes – August 10, 2022 (Special Meeting)
3. Bills & Accounts for July
4. July Financial Report (July bank statements have been reconciled)
5. Reschedule October 24 regular meeting to October 13
6. Participation in Title III, Part A Consortium
7. Change Order #1, Track Resurfacing Project; Permit Fees

A motion to approve the superintendent's recommendation was made by Mr. Wood and seconded by Mr. King. No discussion followed and the superintendent's recommendation was approved by four yes votes.

B. Dr. Holden recommended immediate board policy action on the following board policies:

- 2.5.3 Rules of Order
- 2.5.4 Public Participation
- 4.6.1 General Complaints and Grievances

A motion to approve the superintendent's recommendation was made by Mr. King and seconded by Mrs. Allman. No discussion followed and the superintendent's recommendation was approved by four yes votes. The policies are shown at the end of these minutes.

C. Dr. Holden recommended consideration of Board Policy 6.26, Parent Opt-In for Mental Health Services

A motion to approve the superintendent's recommendation was made by Mrs. Allman and seconded by Mr. King. In discussion, Board member, Mr. Wood, made a motion the policy be tabled to allow time for additional consideration. The motion was seconded by Mrs. Allman. The tabling motion was subsequently approved by four yes votes. The policy is shown at the end of these minutes.

D. Personnel Report

Superintendent Holden recommended approval of the Personnel Report. A motion to approve the superintendent's recommendation was made by Mr. Wood and seconded by Mrs. Allman. No discussion followed and the superintendent's recommendation was approved by four yes votes.

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.

II. Superintendent’s Report/Academic Update/Announcements

Dr. Holden expressed congratulations to the following groups/individuals:

- Muscle Shoals Middle School Band and Director Daniel Seay on being selected as one of only two junior high bands in Alabama to perform at the annual Alabama Music Educators Association conference in Birmingham in January.
- MSPR 8U Trojan All-Star Baseball team who over the spring and summer won the District State Championship, the Alabama State Championship, and the Southwest Regional Championship. They defeated teams from all over the state and country and after winning the Southwest Regional Championship, they qualified for the 8U Cal Ripken World Series that was held in Ocala, Florida, July 29-August 6. They ultimately finished 4th in the World Series behind the Bahamas. These now 3rd grade Trojans and their coaches represented the Muscle Shoals community and schools with class, pride, and great sportsmanship. We are so proud of them and look forward to what the future holds for this group of Trojan baseball players.
- Dr. Richard Templeton has been named Director of the Alabama Association of 504 Coordinators on the CLAS Board of Directors for 2022-2023.
- Dr. Holden announced information provided by Tiffany Stonecipher, Muscle Shoals Co-op students have earned over \$35,000 in wages since May 2022, worked over 4,200 hours, with a total economic impact of over \$246,000.
- Everyone was invited to McBride Elementary on Thursday, August 25, from 5:00-6:00 pm to the unveiling of the newly transformed gifted education classroom. Mrs. O’Steen and her C.A.P.S. students have worked extremely hard to make this vision become a reality.

III. Adjournment

Dr. Davis asked if there was any other business to be addressed or any comments from the Board. There being no remarks, Dr. Davis declared the meeting adjourned at 6:09 p.m.

Minutes approved:

Attest:

Chad Holden

SEAL

Personnel Report***I. Resignation/Retirement***

- 1. Alexa Johnson**
Systemwide EL Aide, effective immediately
- 2. Desiree Knight**
Systemwide EL Aide, effective immediately
- 3. Kathryn “Katy Beth” Toney**
Community Education/Extended Day Student Aide, effective immediately
- 4. Clint Swinea**
Maintenance/HVAC, effective September 6, 2022

II. Transfers/Reassignments

- 1. Missy Cupp**
From teacher (PE) at Muscle Shoals Middle School to teacher (PE) at McBride Elementary, no change in assignment days (187), effective August 29, 2022

III. Employment

- 1. Angela Yuille**
Kindergarten teacher at Howell Graves Preschool. Mrs. Yuille earned her Master’s Degree from the University of North Alabama and currently teaches pre-k in Florence City. Regular 187 day assignment. Effective date TBD upon release from her current teaching contract.

IV. Other/Part-time/Special Appointments/Supplemental Assignments/Nurse Substitutes

- 1. Paul Ellis (retiree)**
Temporary PE teacher at Muscle Shoals Middle School from August 29 through December 16. \$210.00/daily sub rate, no benefits
- 2. Tonya Moore (retiree)**
Part-time, no benefits, hourly as needed contract interventionist at Webster Elementary School for the 2022-2023 school year. Mrs. Moore is a retired MSCS English/Language Arts teacher and former Alabama Reading Initiative (ARI) Reading Specialist. Schedule to be determined; \$30/hour, not to exceed \$32,000 for the year. To be paid from ESSER funds.
- 3. Community Education/Extended Day Program (2) additional Aides for 2022-2023**
Temporary, part time, no benefits; to be paid from 6921 or 5330

Jackie Padron	\$ 9.00	Effective August 23, 2022
Jada Padron	\$ 9.00	Effective August 23, 2022
- 4. Saturday School Staffing for 2022-2023 school year, \$25.00/hour, schedule TBD, to be paid from General Fund**
 - Jordon Crow
 - Colton Knox
 - Drew Smith
 - Holli Wade
- 5. Basketball Season Assignments** (various duties as noted for 2022-2023 season, to be paid from boys/girls basketball accounts)
 - James “Ray” Phyfer, game announcer, \$10.00/game
 - Matt Jones, clock keeper, \$20.00/game
 - Zack Mize, clock keeper, \$20.00/game
 - Karen Posey, gate worker, \$15.00/game
 - Karen Thigpen, gate worker, \$15.00/game
 - Holli Wade, gate worker, \$15.00/game
 - Rebecca Henson, Concessions, \$100.00/night

Information Only - Not for board action:**Kelly Services Staffing Update**

- **Janyle Lipscomb** – MSMS Paraprofessional position
- **Rose Sullivan** – filling a teacher’s medical leave at MSHS approximately August 1-October 27, 2022

Board Policy 2.5.3, Rules of Order

Rules of Order – Board meetings will be conducted in accordance with the most recently revised edition of *Robert’s Rules of Order*, provided that strict adherence to the formalities of the Rules of Order may be reasonably relaxed in order to facilitate conduct of Board business. A majority of the whole Board will constitute a quorum for purposes of transacting Board business except as may otherwise be provided by law. Deviations from or errors in executing parliamentary procedure do not invalidate Board actions or decisions that are otherwise consistent with the intent of the Board.

[Reference: Ala. Code §16-11-5 (1975)]

Board Policy 2.5.4, Public Participation

Public Participation – Anyone wishing to speak before the Board, either as an individual or as a member of a group, shall inform the office of the Superintendent in writing and of the topic to be discussed no later than noon four (4) business days prior to the meeting date. Each delegation which appears before the Board shall select one of its members as a spokesman and provide his/her name to the Board. The speaker will be provided three (3) minutes to address the Board from the designated podium or table. The matter must have been previously discussed with appropriate staff and administration. Upon approval of the request to appear before the Board, the spokesman shall adhere to time allotments as specified by the Board President. Speakers may make statements about their particular concern with school operations and programs and shall observe appropriate decorum in doing so. The Board will not hear (1) comments regarding individual students or (2) comments regarding school personnel or person(s) connected with the school system that are unrelated to the performance of their duties, not tied to official business of the board, or are merely an attack on someone’s good name and character rather than their conduct or a position they have taken. The President of the Board shall not be obligated to recognize any person who desires to take up any business with the Board unless the time has been properly placed on the agenda for that meeting. The Board shall vest in the President or presiding officer of the Board full authority to terminate comments that do not conform to the criteria specified above, or for other good cause.

Board Policy 4.6.1 General Complaints (Grievances)

Subject to the limitations set forth below and elsewhere in this policy manual, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. A member of the public who files a grievance must demonstrate that he or she is impacted by the alleged violation to a greater extent than the impact on the public at large.

Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The Superintendent is authorized to develop specific procedures that will provide for fair consideration and orderly review of complaints and grievances. Such procedures may not unreasonably burden or delay the presentation or processing of such matters, and will be subject to Board review, modification, and approval.

Policy 6.26 Parental Opt-In for Mental Health Services (DRAFT)

6.26.1 Definition of School-Based Counseling

For purposes of this policy, “school-based counseling services” include those school counseling services which are split into domains NOT requiring a mental health therapist or other mental health therapeutic license.

6.26.2 Definition of Mental Health Services and Ongoing School Counseling Services

For purposes of this policy, “mental health services” includes services treatments, surveys, or assessments related to mental health, and “ongoing school counseling services” includes those school counseling services requiring a mental health therapist or other mental health therapeutic license.

6.26.3 Annual Written Notice of Mental Health Services.

Annually, the Superintendent, or his or her designee, will notify all parents and guardians of all District and school-based counseling, mental health services, and ongoing school counseling services. This annual notification will contain the following components:

- a. A general description of each mental health service, including an explanation of the purpose for each mental health service;
- b. An explanation of how a parent or guardian may review materials to be used as part of any guidance or counseling program for students; and
- c. Information about the mechanism for parents or guardians to allow, limit, or prevent their students’ participation in these mental health programs.

6.26.4 Annual Opt-In Process

- a. As part of the notice described in 6.26.3, above, or as part of a separate document – depending on the discretion of the Superintendent, or his or her designee, the Superintendent shall require that each parent or guardian complete a written permission form prior to allowing a student who is younger than 14 years of age to participate in the District’s mental health services and/or ongoing school counseling services unless there is an imminent threat to the health of the student or others.
- b. To be valid, the permission must be in writing – which may include electronic communication – and it must be obtained annually. Any parent or guardian may rescind his or her permission at any time by providing written notice to their child’s school administration.

6.26.5 Counselor Communications. For parents or guardians who permit their children to participate in mental health services and/or ongoing school counseling services as described in 6.26.2, above, the counselor providing these services must keep the parent fully informed regarding diagnosis, recommended counseling, or treatments.

6.26.6 Parental Authority. The parent or guardian of all students who have not attained 14 years of age shall have the authority to make final decisions regarding mental health counseling and/or ongoing school counseling services described in 6.26.2 and treatments even if the parent or guardian has previously opted-in for mental health services.

6.26.7 Record Keeping. The Superintendent, or his or her designee, will ensure that all records pertaining to school-based counseling, mental health services, and ongoing school counseling services are treated as health care records and kept separately from academic records.