

MINUTES OF THE MEETING
of the
SHEFFIELD CITY BOARD OF EDUCATION
5:30 p.m., September 23, 2019

Presiding: Mr. Frederick (Fred) Mason, President

Members Present: Mrs. Polly Ruggles, Vice President, Mrs. Phyllis Meade, and
Mrs. Titian Scales

Members Absent: No member was absent

The Board of Education of the City of Sheffield met at 5:30 p.m., Monday, September 23, 2019, in the Board Room at the Sheffield City Board of Education, 300 West Sixth Street, Sheffield. Dr. Keith Davis, Superintendent, kept the minutes. Ms. Tracy Moore, AEA UniServ Director was present. A sign-in sheet was provided for others in attendance. (SEE ATTACHED)

The opening prayer was given by Dr. Keith Davis.

A review of Sheffield City Schools mission, vision, and belief statements – Strategic Planning was given by Dr. Keith Davis, superintendent.

A motion to adopt the agenda for the September 23, 2019, meeting of the Board was made by Mrs. Meade, seconded by Mrs. Ruggles, and passed by the Board unanimously.

The meeting was open for public comments.

A motion to approve minutes of the August 29, 2019, regular meeting of the Board was made by Mrs. Meade, seconded by Mrs. Ruggles, and passed by the Board unanimously.

Board members received copies of the monthly financial reports for the month of August 2019.

Superintendent Davis presented Board members with copies of disbursements for the month of August 2019, and recommended they be approved. The motion to approve the recommendation was made by Mrs. Ruggles, seconded by Mrs. Meade, and passed by the Board unanimously.

A motion for approval of the 5-year Capital Plan was made by Mrs. Ruggles, seconded by Mrs. Meade, and passed by the Board unanimously.

A motion to approve REVISION to Job Description for Payroll/Insurance Clerk and Child Nutrition Program (CNP) Bookkeeper was made by Mrs. Meade, seconded by Mrs. Ruggles, and passed by the Board unanimously.

A motion to approve REVISION to Salary Schedule for Payroll/Insurance Clerk and Child Nutrition Program (CNP) Bookkeeper was made by Mrs. Ruggles, seconded by Mrs. Meade, and passed by the Board unanimously.

A motion for approval of 4% state raise for Superintendent Dr. Keith Davis (to be effective September 1, 2019) was made by Mrs. Ruggles, seconded by Mrs. Scales, and passed by the Board unanimously.

Superintendent Davis presented the following personnel recommendations – SP-2.3/2.5

RESIGNATION(s)/RETIREMENT

Classified/Support Staff:

1. Ashlea Williams Gregory, School Secretary, Willson Elementary School, (1.00) (10.5 months) (207 days), **resignation** effective September 10, 2019, for the 2019-2020 school year. [letter of resignation dated September 10, 2019, and received in the Central Office September 11, 2019]
2. Amy W. Holcomb, Secretary/Insurance/Payroll Clerk, Central Office, (1.00) (12 months) (236 days), **resignation** effective December 31, 2019, with **retirement** effective January 1, 2020, for the 2019-2020 school year. [letter of resignation dated and received in the Central Office September 1, 2019]

The motion to approve the two above recommendations was made by Mrs. Ruggles, seconded by Mrs. Meade, and passed by the Board unanimously

EMPLOYMENT(s)

Classified/Support Staff:


1. Stephanie Mangino, Payroll/Insurance Clerk and Child Nutrition Program (CNP) Bookkeeper, Central Office, (1.00) (12 months) (236 days), **employment** effective October 21, 2019, for the 2019-2020 school year. [This position will be TEMPORARY until January 1, 2020]
2. Jennifer Noel McCorkle Phillips, School Secretary, Willson Elementary School, (1.00) (10.5 months) (207 days), **employment** effective October 7, 2019, for the 2019-2020 school year.

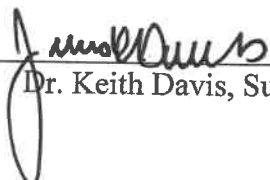
The motion to approve the two above recommendations was made by Mrs. Ruggles, seconded by Mrs. Meade, and passed by the Board unanimously

Superintendent Items that were discussed are as follows:

- a. Dwayne Malone – speak regarding Old SW School
- b. Homecoming October 4th – Early dismissal 1:00 p.m. and parade at 3:00 p.m.
- c. Fall Break – October 14th
- d. October Board meeting – October 28th
- e. AASB Annual Convention Registration (for December 5-7, 2019)
- f. Holiday schedules memo
- g. Other

There being no further business to come before the Board, a motion for adjournment of the meeting was made by Mrs. Ruggles, seconded by Mrs. Meade, and passed by the Board unanimously.


Frederick (Fred) Mason, Board President


Dr. Keith Davis, Superintendent

SIGN-IN SHEET

SHEFFIELD CITY BOARD OF EDUCATION

Board Meeting – Monday, September 23, 2019

Dwayne Malone

5/24

Heather Coleman

9-23

Gregg Thau

SCS - Mac

Ella McElroy

Dennis Robinson

Tracy Moore AEA

Dy Wing