

Butler County Board of Education
Meeting Minutes
January 17, 2013

The regular meeting of the Butler County Board of Education was held at the Central Office Boardroom located at 949 Oglesby Street, Greenville, Alabama at 6:00 p.m. on Thursday, January 17, 2013. The following Board officials were in attendance: Mr. Mickey Jones, Board President, Board Members Mr. Billy Jones, Mr. Joseph Lisenby, Mr. Terry Williams, Board Attorney Mr. Lewis S. Hamilton and Superintendent of Education Darren Douthitt. Ms. Linda Hamilton, Board Member was not present at this meeting. Superintendent Douthitt stated that there was a quorum present. Following the pledge of allegiance led by Makiya Claybourne, W. O. Parmer Elementary School student, a moment of silence and prayer was observed.

Approval of Agenda

Upon a recommendation by Superintendent Douthitt, motion by Mr. Joseph Lisenby, seconded by Mr. Terry Williams, all ayes, no nays, the agenda was approved with the following change:

- *Item number one on personnel report should be changed to Georgiana School instead of Greenville High School*

Focus on Excellence

Julie Layfield, Greenville Middle School

Julie Layfield from Greenville Middle School was recognized and presented a certificate for writing the winning essay in the AlaGas Essay Contest.

Christian Hill, W. O. Parmer Elementary School

Christian Hill from W. O. Parmer Elementary School was recognized for his winning performance in the Punt, Pass & Kick Competition. He was presented with a certificate for his achievement.

AP Exam Participants/Instructors

The following students were recognized for obtaining a qualifying score on the AP exam. Mrs. Naomi Pryor, AP Teacher and Mrs. Tomesha Hamilton, AP Coordinator were also recognized for the role in the success of these students.

- *Denver Cartwright*
- *Mallory Schofield*
- *Lauren Seale*

Duke Tip Program – Greenville Middle School

The following students were recognized for being selected to participate in Duke TIP. Superintendent Douthitt commended all of the students for their accomplishments.

5th grade

- *Sarah Nix*
- *Manali Patel*
- *Tatum Pouncey*

6th grade

- *Quindajah Andrews*

- *Elijah Bell*
- *Lara Elizabeth Blackmon*
- *Ja'Maya Coleman*
- *Chase Crase*
- *Chridarion Davidson*
- *Katelyn Harrell*
- *Kenneth Harrison*
- *Heidi Johns*
- *Zaachaeus Johnson*
- *Anna Blake Langford*
- *Daniel Maciel*
- *Chasin McDougald*
- *Jeremy Raines*
- *Curtis Robinson*
- *Hannah Simmons*
- *Hayley Tutchtone*

Recognitions

Jacksonville State Teacher Hall of Fame Nominees

Superintendent Douthitt reported that the following teachers were nominated to the Jacksonville State Teacher Hall of Fame. Due to a time conflict, they were not able to attend the meeting.

Individual School Representatives:

Amanda Coghlan, W. O. Parmer Elementary School (Elementary)

Jessica Sadler, Georgiana School (Elementary)

Nancy Hartley, Greenville Middle School (Middle)

Kelly Flowers, Greenville Middle School (Middle)

George Kennedy, Georgiana School (Middle)

Butler County Nominees:

Amanda Coghlan – Elementary Level

Nancy Hartley – Middle School Level

Board Member Recognition

Superintendent Douthitt reported that January was Board Member Recognition Month. Each school presented the board members with various tokens of appreciation and expressed their gratitude for the hard work the board members do. W. O. Parmer Elementary students gave a vocal performance of the song, “Best That You Can Do”.

Quarterly Employee Attendance Award

Mrs. Litta Norris presented the 2nd quarter employee attendance award to the Transportation/Maintenance Department.

Approval of Minutes and Payroll

Upon a recommendation by Superintendent Douthitt, motion by Mr. Terry Williams seconded by Mr. Billy Jones, all ayes, no nays, the minutes of the regular meeting on November 15, 2012, special called meetings on December 4, 2012 and December 20, 2012 and payrolls were approved.

<u>General Fund:</u>	<u>October</u>	<u>November</u>
General Fund Payrolls	\$1,135,840.60	\$1,137,706.96
FICA	82,861.64	82,537.56
Teacher Retirement	109,503.24	110,398.43
Insurance	223,542.33	224,538.72
SUI	2,203.39	2,207.07
Bills and Accounts	360,259.07	278,640.09

Federal Funds:

Payrolls	\$ 202,187.28	\$ 186,695.92
FICA	14,926.63	13,754.03
Teacher Retirement	18,873.81	17,334.56
Insurance	30,998.67	30,716.28
SUI	404.44	373.17
Bills and Accounts	28,976.57	48,266.59

Child Nutrition Programs:

Payrolls	\$ 48,408.97	\$ 47,300.20
FICA	3,411.79	3,328.70
Teacher Retirement	4,451.14	4,612.93
Insurance	21,063.00	21,063.00
SUI	96.82	94.59
Bills and Accounts	937.97	154,283.76

Report of Fund Raising Drives/Requests for Use of School Buses

The report of Fund Raising Drives/Requests for Use of School Buses was presented for informational purposes. No action was required on this item.

Financial Report Approved

Upon a recommendation by Superintendent Douthitt, motion by Mr. Joseph Lisenby, seconded by Mr. Terry Williams, all ayes, no nays, the financial statements for October and November 2012 and reconciled bank statements were approved as presented. A copy of the reports is included as a part of these minutes.

Personnel Report Approved

Upon a recommendation by Superintendent Douthitt, motion by Mr. Joseph Lisenby, seconded by Mr. Terry Williams, all ayes, no nays, the personnel report was approved as listed below.

Employment

- *Rebecca Tyler Manning, Science Teacher, Georgiana School (Retroactive to January 3, 2013)*
- *Cecilia Adams, Instructional Aide, Greenville High School (Retroactive to January 3, 2013)*

Voluntary Transfer

- *Dianne McCoy, transfer from CNP Worker, Georgiana School to CNP Manager, Georgiana School*

Resignation

- *Olby Bedgood, Bus Driver, Transportation Department (Eff. January 31, 2013)*

Leave of Absence Request

- Donna Holder, Bus Driver, Transportation Department (Medical leave for remainder of 2012-2013 school year)

Proposed Policy/Procedure – Action Postponed

Upon a recommendation by Superintendent Douthitt, motion by Mr. Joseph Lisenby, seconded by Mr. Terry Williams, all ayes, no nays, action on the proposed policy/procedure for qualifications of board members and the board member code of conduct was postponed until the February meeting.

Legal Update

Mr. Lewis Hamilton, Board Attorney stated that there were no legal issues to report.

Superintendent's Report

Greenville High School Welding Lab Details

Superintendent Douthitt stated that he had visited Greenville High School that day and had spoken with the welding lab instructor. He noted that they had six students and hoped to increase that number within the following days. He also stated that they intended to have an additional instructor as well. He asked Mr. Joseph West, Career/Technical Administrator to provide additional information.

Mr. West stated that Mr. Randy Williams, Principal at McKenzie School and Mr. Ward Thigpen, Principal at Georgiana School would provide input as to their students participating in the Reid State welding program. Mr. Randy Williams stated that an issue they have with the program at McKenzie is that it would take up three class periods for the two hour class because they would have to allow time for transporting the students to and from Greenville. He noted that with those students already under obligation for the core subjects that they are required to have to graduate, it is not possible for them to attend the class in Greenville. He stated that they do offer welding at McKenzie School. Mr. West stated that Mr. Williams had also shared with him that McKenzie School had some students who were actually taking the welding class at Reid State through dual enrollment.

Mr. Ward Thigpen, Principal at Georgiana School stated that they have the same situation with scheduling at Georgiana School. He noted that it is a great opportunity for the students to be able to take the class with no tuition cost but the timing of the class in Greenville and the transportation issues make it impossible. He stated that they hoped to be able to offer the opportunity to other students in the future if arrangements can be made.

Mr. West stated that there are six students currently enrolled. He noted that there is a cost of \$150 for the materials such as gloves, shield, etc. but they had planned to offset that cost with some Career/Tech funds.

Mr. Joseph Dean, Principal at Greenville High School stated that during second semester they have students they are transitioning from graduation exam remediation or credit recovery courses into the program. He stated that he did not think that it would be a problem to fill the class to capacity as the semester progresses. He stated that they would be hosting a parent information class regarding the program on the following Thursday and that would probably increase enrollment. Mr. West stated that they are offering to cover the supply cost for the students so that won't deter them from enrolling.

Mr. West stated that all of the students participating in the program currently are Butler County students. Mr. Terry Williams asked if there would be a Saturday or summer class offered for this program and if so, are they recruiting students. Mr. Dean stated that there would be an afternoon class starting next month. He noted that this would be offered to community members as well as students. Mr. Williams asked if what the cost would be for non-Butler County students. Mr. Dean stated that non-students would have to pay the full cost of the program.

Superintendent Douthitt stated that with the program starting in the middle of the year, it is understandable why the enrollment is low. He stated that there probably would be a waiting list when the program starts again in August at the beginning of the school year. Mr. Dean stated that he agreed that there would be a waiting list next year. Mr. Billy Jones asked what type of welding it was. Mr. West stated that it was stick welding. Mr. Dean stated that it included class work and actual welding in the lab.

Mr. Joseph Lisenby asked if they could do a survey at Greenville High School and Georgiana School to see how many students are interested in the program for summer or next fall. Mr. West stated they had not done that yet but Superintendent Douthitt and he were meeting with the Career/Tech teachers the following week and that would be a topic of discussion. They would also survey the students regarding what other additional programs they would like to see implemented. Mr. Lisenby stated that he would like to see how many are interested for the following school year.

Mr. Joseph Dean stated that they are having an informational meeting monthly to provide information to parents, students and other interested parties regarding the program.

Comprehensive Monitoring Results

Superintendent Douthitt thanked the principals and staff for all the hard work they did in preparation for the State Department's comprehensive monitoring that was conducted in December. He stated that they took a look at everything we do in the system. He asked Mrs. Amy Bryan, Federal Programs Director to give a summary of the results.

Mrs. Bryan reported that all departments were reviewed in the monitoring process. She noted that there were seven findings in federal programs and two in transportation for a total of nine. She stated that during the last monitoring process that was conducted three years ago there was a total of 22 findings. She stated that there was a big improvement in the number of findings from the last review.

Mrs. Bryan stated that a member of the monitoring team who had also been at the last review had commented that during this review it was like being in a different school system. Under this review, all of the schools were very positive about the support they were getting from the Central Office. The parents were also very involved and felt that they were valuable stakeholders in the schools. Mrs. Bryan stated that the monitor had wanted to share those comments with the Board. She gave an overview of the findings as follows.

Finding #1: Rear wheelchair restraints were improperly positioned on Bus #13-19. Lap shoulder belt for wheelchair position was not being used. Mr. Lloyd Robinson, Transportation Supervisor is setting up a meeting with special needs drivers to teach the proper positions of lap, shoulder, and full restraints.

Finding #2: Drivers are not given information on the IEP needs of students. Mr. Willie Thornton, Special Education Services Coordinator will meet with all case managers and work

with them on conducting IEP meetings with all bus drivers that have students that ride a regular school bus.

Finding #3: The LEA has not ensured that all core academic subject teachers who teach in a Title I school wide school were “highly qualified” at the time they were hired.

Finding #4: The attestation stating the all teacher teaching core academic subject areas at Greenville High School are highly qualified is incorrect.

Finding #5: All teachers whose salaries are paid with Title II funds are not fully certified to teach in the area to which they have been assigned and been designated as HQ.

Finding # 6: Data revealed that the LEA has failed to make AYP for three consecutive years and has not attained 100% HQT for all teachers teaching core subjects for the same three consecutive years.

One Teach for America hire last year did not pass her Praxis test to be highly qualified in the field she was teaching. She did pass this summer but neglected to turn in the appropriate documentation which is what they found. This one teacher resulted in findings 3-6. This teacher has now obtained highly qualified teacher status and these findings have been addressed.

Finding #7: The LEA does not use all of its Title VI funds for LEA improvement activities that address areas of need since the LEA has not make AYP for the past three years. The Title VI funds have been changed from Pre-K activities to funding LEA improvement activities.

Finding #8: The LEA has not ensured that Federal Funds under Title I, Part A are only to supplement the funds that would, in the absence of such Federal funds be made available from non-Federal sources, and not to supplant such funds. For example, school nurses are not being paid equitably between federal and state funds at all times; Greenville Middle School did not place all of the state earned units prior to placing Title I paid personnel in that school (.17 units short); and the ACCESS facilitator at Georgiana High School is being paid 100% from Title I funds to facilitate a state funded ACCESS lab. In the absence of federal funds, a facilitator would still be required.

School nurses now equally pulled from Title I funds from each school. The psychometrist’s .17 is now .17 of a teacher. The ACCESS facilitator’s salary is now moved to a state funded unit & a teacher is on Title I.

Finding #9: Time and Effort is not maintained correctly for all employees paid with federal funds. All time and effort documentation should be organized, maintained, and signed in a timely manner. Amy Bryan should be completing a Time and Effort record as opposed to a 100% certification since she is responsible for non-federally funded programs. We were lacking one person’s time & effort sheet. Mrs. Bryan noted that because she also manages non-federal funds (pre-k, 21st Century, ADECA grant, etc.), she could not be paid 100% in Title I funds as other Federal Program Directors have been. She noted that she is now 90% Title I funded and 10% from those other sources.

Mrs. Bryan stated that a Corrective Action Report is due in early March. It will detail all corrections with documentation to prove each is done. The next comprehensive monitoring session will be in school year 2014-2015.

Adjourn to Executive Session

Superintendent Douthitt stated that there was the need to adjourn to executive session to discuss school security. He noted that the session would last approximately 15 minutes. Upon a motion by Mr. Joseph Lisenby, seconded by Mr. Terry Williams, all ayes, no nays, the meeting was adjourned to executive session.

Return to Regular Session

The meeting was called back into regular session. There were no actions taken as a result of the executive session.

Adjournment

Upon a motion by Mr. Joseph Lisenby, seconded by Mr. Terry Williams, all ayes, no nays, the meeting was adjourned.

Mickey Jones, President
Butler County Board of Education

Darren Douthitt, Superintendent
Butler County Board of Education