

Fairfield City Board of Education
Regular Board Meeting
January 29, 2009

Revised

MINUTES

The Fairfield City Board of Education met for its Regular Board Meeting on Thursday, January 29, 2009 at 6:00 p.m., at the Central Office. Dr. Barbara A. Lloyd, Board Chair, presided. Members present: Mrs. Marion O. Easley, Mr. George E. Turner, Mr. Seth Goldman and Secretary to the Board and Fairfield City Schools Superintendent, Dr. Anthony C. Greene. Also present: Mr. Donald B. Sweeney, Jr., Board attorney, and Assistant District Attorney, Mr. Bill Veitch. Member absent: Ms. Ella M. Williams.

I. Call to Order

Meeting was called to order at 6:00 p.m.

II. Moment of Silence

III. Pledge of Allegiance

IV. Presentations:

1. Annual School Board Recognition Month
 - a. Robinson Elementary School
 - b. Donald Elementary School
 - c. Glen Oaks Elementary School
 - d. Forest Hills Middle School
 - e. Fairfield High Preparatory School
 - f. Dr. Greene, Superintendent

2. Micah Blunt
UAB Sarrell Dental Center

V. Adoption of Revised Agenda for the January 29, 2009 Regular Board Meeting

On the motion by Mr. Goldman, second by Mr. Turner, the Board unanimously adopted the Revised Agenda for its January 29, 2009 Regular Board Meeting.

Motion Passed.

VI. Executive Session

On the motion by Mr. Goldman, seconded by Mr. Turner, the Board voted to convene Executive Session at 6:35 p.m. Roll call: Easley (yes), Turner (yes), Goldman (yes) and Lloyd (yes). 4-0-0. **Motion Passed.**

On the motion by Mr. Turner, seconded by Mr. Goldman, the Board unanimously approved to reconvene its regular January 29, 2009 meeting at 6:55 p.m. **Motion Passed.**

VII. Board Action Item

Resolution Opposing School Start Date Legislation

On the recommendation of Dr. Lloyd, Mr. Turner moved, and Mr. Goldman seconded, the approval of a ***Resolution Opposing School Start Date Legislation***. The vote was unanimous. **Motion Passed.** (See Appendix A)

- VIII. Consider approval of Minutes of the December 18, 2008 Regular Board Meeting.**
On the motion by Mr. Goldman, seconded by Mr. Turner, the Board unanimously approved the Minutes of the December 18, 2008 Regular Board Meeting. **Motion Passed.**
- IX. Consider approval of Minutes of the January 14, 2009 Special Called Meeting.**
On the motion by Mr. Goldman, seconded by Mr. Turner, the Board unanimously approved the Minutes of the January 14, 2009 Special Called Meeting. **Motion Passed.**
- X. Consider approval of the December 2008 Financial Statements.**
On the motion by Mr. Goldman, seconded by Mr. Turner, the Board unanimously approved the December 2008 Financial Statements. (*All bank statements have been reconciled to the general ledger.*) **Motion Passed.**
- XI. Consider approval of the December 2008 Payroll in the amount \$1,265,031.24.**
On the motion by Mr. Turner, seconded by Mr. Goldman, the Board unanimously approved the December 2008 Payroll in the amount of \$1,265,031.24. **Motion Passed.**
- XII. Consider approval of the December 2008 Accounts Payable in the amount of \$259,925.75.**
On the motion by Mr. Goldman, seconded by Mr. Turner, the Board unanimously approved the December 2008 Accounts Payable expenditures in the amount of \$259,925.75. **Motion Passed.**
- XIII. Consider approval of NSBA Membership Renewal.**
On the motion by Mr. Turner, seconded by Mr. Goldman, the Board unanimously approved renewal of membership in the *National School Boards Association*. National affiliation fee \$2,700 for the period April 1, 2009 thru March 31, 2010. Fund Source: Local. **Motion Passed.**
- XIV. Contracted Nursing Service**
Consider approval to enter into contracted services with General Healthcare Resources, Inc. for substitute nursing staff. The cost per diem will be \$35/hr. for RN. Fund Source: School Nurse FY 2009.
- On the motion by Mr. Goldman, seconded by Mr. Turner, the Board discussed consideration to enter into contracted services with General Healthcare Resources to provide substitute nursing staff.
- Discussion:
Mr. Turner: Asked for clarification for assignment of nursing service and if these services are the result of the recent retirement of one of the school nurses.
- Dr. Greene: Explained substitute nurse assignments will cover all schools whenever a substitute nurse is required. He confirmed the need for this service is the result of the recent retirement of one of the school nurses as well as concerns expressed by the nurses for additional staffing when one of the school nurses is absent.

Dr. Lloyd: This does not replace that third slot for an RN, right?

Dr. Greene: You are correct.

Dr. Lloyd: Asked for review of language of the contract to remove references to LPN and CNA. Amend language to refer to RNs only. If we have one of the two nurses out, if an LPN is sent, that doubles the work load of that RN left because she has to supervise that LPN.

Mr. Turner amended his motion to consider approval to enter into contracted services with General Healthcare Resources to include subject to the change of language requiring General Healthcare Resources to provide the services of RNs only. Amount: Per diem \$35/hr. School Nurse Salary Schedule. Fund Source: School Nurse FY 2009. The Board unanimously approved the amended motion. **Motion Passed.** (See Appendix B)

XV. Consultant Contracts

Consider approval to award contract to the consultants listed below. Amount: \$5,600. Fund Sources: UAB and Legislative Appropriations.

<i>Consultants</i>	<i>Workshop</i>	<i>Cost</i>	<i>Fund Source</i>
Carita Venable	Reading Strategies	\$ 750	UAB
John Davis	Differentiated Instructions	\$4,500	Legislative Appropriations
LaRhonda Aikerson	Math Strategies	\$ 350	UAB

Recommendation **FAILED** for lack of a motion.

XVI. Purchases

Consent Agenda

On the motion by Mr. Turner, seconded by Mr. Goldman, the Board unanimously approved all Purchases by consensus. **Motion Passed.**

1. Approved the purchase and installation of new security alarm panel from ADT for Forest Hills Middle School (\$2719.36) and the monthly monitor fee (\$51.00). Fund Source: Local.
2. Approved the purchase of new commercial fireproof safe from Grainger for Forest Hills Middle School to replace the safe that was damaged during break-in over the Christmas Holidays. Amount: \$,1025.75. Fund Source: Local.
3. Approved the purchase of new fencing from H&H Fence Company to add to existing fence at the rear of Forest Hills Middle School. Amount: \$1,668.00. Fund Source: Local.
4. Approved renewal of the Grease Control Program permits for each school cafeteria, January 2009 thru December 2009. Amount: \$1,000 (\$200 per school). Fund Source: Child Nutrition Program.

5. Approved Alliance Elevator Inc. proposal to perform Alabama State Code required repairs and modification to the elevator at Fairfield High Preparatory School per the Alabama Department of Labor Elevator/Conveyance Inspection Report. Amount: \$3,411.60. Fund Source: Local.

XVII. Expenditures

Consent Agenda

On the motion by Mr. Goldman, seconded by Mr. Turner, the Board approved items #1-9 by consensus. **Motion Passed.**

1. Approved payment to Bradley Arant Boult and Cummings, LLP for legal services provided during the month of December, 2008. Amount: \$1,668.75. Fund Source: Local.
2. Approved payment to Jefferson County Finance Department for the annual renewal of PACA Purchasing Program. Amount: \$1,109.00. Fund Sources: Local (50%) and Child Nutrition Program (50%).
3. Approved payment to Bagby Elevator Company Inc. for repair of the wheelchair lift at Robinson Elementary School. Amount: \$841.84. Fund Source: Local.
4. Approved payment to Alabama Lock and Key for repairs to locks on four doors and to open the safe at Forest Hills Middle School. *Note: Unable to close and secure doors after break in during Christmas Holidays.* Amount: \$519.00. Fund Source: Local.
5. Approved payment to State Farm Insurance for semi-annual insurance premium for the 2002 Ford F350 truck. Amount: \$530.83. Fund Source: Local Maintenance.
6. Approved payment to Southland International for repairs to bus 90-04 wheelchair lift gate (Dec.). Amount: \$790.30. Fund Source: Local.
7. Approved payment to Southland International for repairs to bus 90-04 required by the SDE annual bus inspection (Jan.). Amount: \$4,220.35. Fund Source: Local.
8. Approved payment to Hobart for repairs to a Hobart Convection oven & steamer at Fairfield High School. *Emergency Status: The oven and steamer are used daily for preparation of student and staff meals.* Amount: \$974.36. Fund Source: Child Nutrition Program.
9. Approved payment to Williams Plumbing Services for removal of old grease trap and installation of new grease trap at Forest Hills Middle School required by Jefferson County Health Department. *Emergency Status: Per Jefferson County Health Department specifications.* Amount: \$1,785.00. Fund Source: Child Nutrition Program.

Regular Agenda

10. Consider approval to pay JAFCO for removal and relocation of existing mini-split HVAC unit from the office of the superintendent to the Central Office computer/server room. Amount: \$1,675.00. Fund Source: Local.

On the motion by Mr. Goldman, seconded by Mr. Turner, the Board voted by roll call to approved payment to JAFCO for removal and relocation of existing mini-split HVAC unit from the office of the superintendent to the Central Office compute/server room. Amount: \$1,675.00. Fund Source: Local. Roll call: Turner (yes), Goldman (yes), Easley (abstain), Lloyd (abstain): 2-0-2. **Motion Failed.**

Discussion:

Dr. Lloyd: Stated work was done without Board of Education approval for a non-emergency item.

Mr. Turner: Noted this item has been on the agenda for several months. He also recognized the work was not presented as an emergency, however, the work was authorized by a Board employee although it was outside of the knowledge of the Board.

Dr. Greene: The issue is not that the superintendent was not aware of the work being done; rather the cost for the removal and relocation of the unit was not authorized before the work was done. Yes, I authorized removal of the unit. No, I was not aware of the cost of the additional work that would be required to complete the work order. When I questioned the cost of the work, after the fact, I was informed that the additional work was required to complete the job. I was also told that the unit was necessary for optional operation of the servers.

Mrs. Easley: You did not tell us that.

Dr. Greene: I should have.

Mr. Goldman: The superintendent did explain this in one of our subsequent meetings.

Dr. Lloyd: This is my first time hearing about the compressor.

Mr. Turner: We understand that protocol was breached, and that we must adhere to established policy and procedures in order to avoid this circumstance. I would like to admonish Dr. Greene from this point forward to make sure the person authorizing these procedures has a full understanding that these procedures must be followed in order for us to pay the bill. I hope that we do not have this situation to continue. I think that I am correct in assuming these same issues will be raised again in item # 11.

Mrs. Easley: You are.

11. Consider approval to pay Lawns Unlimited for additional lawn care services at C. J. Donald Elementary School (\$585.00) and Fairfield High School (\$2,700.00). Total amount \$3,280.00. Fund Source: Local.

On the motion by Mr. Turner, seconded by Mr. Goldman, the Board voted by roll call to approve payment to Lawns Unlimited for additional lawn care services at C. J. Donald Elementary School (\$585.00) and Fairfield High School (\$2,700). Amount: \$3,280.00. Fund Source: Local. Roll call: Turner (yes), Goldman (yes), Easley (abstain) and Lloyd (abstain). 2-0-2. **Motion Failed.**

Discussion:

Mrs. Easley: Asked if we have a contract.

Dr. Greene: Responded in the affirmative. He is under contract to provide lawn care services.

Mrs. Easley: Asked if he has a contract to do what he did.

Dr. Greene: Explained the work performed was outside the scope of his contract to provide regular lawn maintenance services. However, he was authorized by the supervisor of Maintenance to provide the additional services.

Mrs. Easley: This is tax payer money, these mistakes look like a pattern. Every time we come to Board meeting, well not every time, we have to approve something that has not gotten proper authorization.

Mr. Turner: Can we yield the floor to Mr. Ford on this item? I have talked to Mr. Ford about the work that was done.

Mr. Ford: Stated that he observed the work being done at the high school before he assumed the additional duties at the central office.

Dr. Lloyd: Asked if he was an eyewitness to the work done at C. J. Donald?

Mr. Ford: Responded that he was not.

Mr. Turner: Again referred to his comments in discussions on item #10. He restated the importance of following established standard operational procedures. However, he also restated the fact that the work was done and authorized by a Board employee and as such the vendors should be paid.

XVIII. Field Trips

On the motion by Mr. Goldman, seconded by Mr. Turner, the Board approved all Field Trips by consensus. **Motion Passed.**

1. Approved travel for FHPS Choir to travel to Selma, Alabama on February 8, 2009 to participate in Selma High School's choral festival.
2. Approved travel for FHPS Concert Band to travel to Gadsden City High School in Gadsden, Alabama to participate in the State Concert Band Competition on March 4, 2009.
3. Approved travel for FHPS students (grades 11 and 12 Transitional Skills) to travel to Hanceville, Alabama to visit the campus of Wallace State Community College.

XIX. Personnel

Salary Schedule

On the motion by Mr. Goldman, seconded by Mr. Turner, the Board approved the salary schedule for the attendance/Truancy Officer at Fairfield High Preparatory School. 3-0-1. **Motion Passed.**

Discussion:

Dr. Lloyd: Questioned the lack progression on the schedule.

Dr. Greene: The lack of steps or progression was discussed. But, because it is only a two year position funded by Title funds there is no change in salary. Ergo, neither progression nor steps is necessary.

Dr. Lloyd: Would you need a salary schedule since it is time limited?

Dr. Greene: As I mentioned to you earlier, all employees are on a salary schedule relative to their position. A salary schedule for this position is recommended to maintain consistency in personnel actions.

Job Description

On the motion by Mr. Turner, seconded by Mr. Goldman, the Board unanimously approved the job description for the Alabama High School Graduation Examination Coach at Fairfield High Preparatory School, effective January 30, 2009. **Motion Passed.**

Employ

1. On the motion by Mr. Goldman, seconded by Mr. Turner, the Board unanimously approved the employment of Sabrina Scott as Extended Day Care Program teacher at Robinson Elementary School effective January 30, 2009. Salary: \$11/hr. Extended Day Salary Matrix. Fund Source: Program Fees. **Motion Passed.**
2. On the motion by Mr. Turner, seconded by Mr. Goldman, the Board unanimously approved the employment of Harry Lee as Attendance/Truancy Officer at Fairfield High Preparatory School effective January 30, 2009. Salary: Attendance/Truancy Officer Matrix; pro rated to start date. Contract term: Nine (9) months. Fund Source: Title I School Improvement. **Motion Passed.**

Vacancies

1. On the motion by Mr. Goldman, seconded by Mr. Turner, the Board unanimously approved to declare vacant the position of AHSGE Coach at Fairfield High Preparatory School effective January 30, 2009. Salary: State Matrix – Nine (9) Month Teacher. Fund Source: School Improvement Section 1003 (g) Grant. **Motion Passed.**
2. On the motion by Mr. Turner, seconded by Mr. Goldman, the Board unanimously approved to declare vacant the position of Child Nutrition Worker (6½ hrs.) at Robinson Elementary School effective January 30, 2009. Salary: State Matrix. Fund Source: CNP. **Motion Passed.**
3. On the motion by Mr. Goldman, seconded by Mr. Turner, the Board unanimously approved to declare vacant the position of Special Education Paraprofessional at Fairfield High Preparatory School effective January 30, 2009. Salary: State Matrix. Fund Source: IDEA. **Motion Passed.**

XX. Superintendent's Report

- Greetings, appreciations and welcome expressed.

- Congratulations to all Board members for awards and gifts presented tonight celebrating School Board Recognition Month.
- A special thanks to all of the participants from each school for their presentations to the Board members. Each school's production was an example of the outstanding talents of our youth, staff and administrators. We are proud of these "Hidden Treasures" and encourage them to continue to showcase their talents.
- Distribution of report on status of roof repairs requested by Mr. Goldman.
- Distribution of correspondence explaining requirements for meeting state codes regarding the elevator at FHPS.
- Distribution of Health Department Inspections Reports for school lunchrooms.
- Report of FOX 6 News coverage of FHPS Distance Access Lab's collaborative efforts with Tarrant High School. Congratulations to Dr. Fears and Mrs. Pippens.
- Fixed assets inventory, computers and equipment, report forthcoming from Mrs. Valerie Holmes. The auditors are here this week and next week. We hope to have the completed audit before submitting the report to you. We are resubmitting the preliminary report of the items stolen per your earlier request.
- CFO meeting with Mr. Pouncey of the SDE regarding effects of pro ration. Mrs. Saxon has requested a meeting of the Board concerning pro ration and its effect on our finances.
- Informal meeting with the new mayor and his staff along with the CFO. Hopefully we can explore the direction to follow concerning past due payments of ad Valorem taxes during a future work session. No BOE business was conducted.
- Possible work session to discuss effects of proration and status of overdue payments from the city (ad Valorem tax) of \$1.3M.
- Discussion of continued break- ins at GOES. Possible modifications to current security system. Recommendations will be shared upon report from ADT as soon as we receive them.
- Letter from Mr. Pouncey, SDE, concerning possible assistance to FHPS Baseball Team. Recommendations will be made upon additional information from the SDE outlining ways and means for SDE assistance.
- Out of office tomorrow due to death in immediate family; Mrs. McCambry, Mrs. Bishop, and Mrs. Saxon will share leadership responsibility.

XXI. Board Inquiries and Comments

ALL: Greetings and appreciations expressed for support and for gifts for School Board Recognition Month.

Mr. Goldman

- Acknowledged presence of the principals attending the meeting and the central office staff members and asked them to personally convey his thanks for their expressions of appreciation.
- Consider a date for meeting of Policy Committee to begin to revisit our Policy Manual requested.

Mr. Turner

- Acknowledged principals and their staff as well as the Central Office for tonight's recognition.
- Consider setting dates and times to discuss the superintendent's strategic plan as

- it relates to the city as well as the president's stimulus packages as it relates to a request for funds from SDE allocation from the stimulus package.
- Consider review of procedures and purpose for recommending consultants.
- Status on applicants for the position of Crossing Guard for FHMS (currently,
- there are no applicants per Mrs. Bush).

Mrs. Easley

- Thanked the principals for what they did and being nice, and asked them to let their staffs
- know that she really appreciated it.
- Requested status of inventory of equipment not received.
- Requested a copy of the invoice from Dell.
- Thanked the superintendent for incident reports, however, a complete inventory is needed
- to know what we paid for.
- Requested report on Dell purchases plus inventory on hand before purchase and after theft of computers.
- Concerned about .5 Media positions and the reason for continued vacancy.
- Asked Dr. Greene for explanation of identity of Dr. Eastman referred to in memo regarding .5 Media position.

Dr. Greene explained Dr. Ginger Eastman's position with the SDE. She met with all of the system's librarians and Mrs. McCambry. They discussed the .5 librarian entitlement and the transfer of individuals to fill those positions.

Dr. Lloyd

- Requested an inventory of computers only.
- Requested explanation of Library Media transfer May 17, 2007 and declaration of vacancy on August 16, 2007 for the same position.

Dr. Greene said he will have Mrs. Bush, supervisor of personnel, research actions and report the results to the Board.

Dr. Lloyd

Expressed concerns that our students are not having certificated individuals qualified in their area. We sent a certificated teacher to GOES, and sent two aides to DES. Students need quality instruction. An aide may assist the librarian but there are additional services that a person prepared in Library Media Science could provide for the school system. There is a difference in what's been allocated for the specialist and what we are paying the aides and that difference in funding we need to look at that and weigh that with what those individuals would provide our students.

Dr. Greene: All of us are advocates for children. I don't know anyone on my staff who is not an advocate for the children.

Mr. Turner: Do we have a librarian and an aide in the library?

Dr. Lloyd: Yes, but we have the money in the foundation and persons available who can provide even more services.

- Expressed her appreciation for tonight's recognition and for what was done for her throughout her time in the school system.

- Dr. Hinton, consultant for administrative and salary schedule anticipates completing his work in about three weeks.
- Talked to Ms. Byrd, looking at having a Saturday retreat work session here in the city because it would be important for the community to be able to hear our deliberations. We are looking at a place. I will present that information at the February meeting.
- Dr. Lloyd said that she had some concerns about the superintendent's evaluation as it relates to his employment agreement with the Board. She said that we were to have to him an evaluation form and some process outlined by February 1st. She asked Mr. Turner if he and the committee had developed the form and process. Mr. Turner responded no; no process or form has been submitted. He informed the Board of his discussion with the SDE concerning the development of an evaluation tool and the suggestions put forth by the SDE. However, no committee had met to date to discuss or present this form. Dr. Lloyd re stated the need for an evaluation committee meeting. A date for the meeting is to be determined.
- Discussed need for facilitator for Distance Learning in library and FHPS and the existence of an agreement.
- Expressed need for policy on legislative appropriations and disbursements.

Attorney Sweeney offered the following statement at the close of Board Inquiries and Comments:

On January 20, 2009 over two million people, including Dr. Greene, celebrated in person the joyous and momentous occasion of President Barack Obama's inauguration.

I listened to his inauguration speech. In reaction to President Obama's speech, I did two things. I wept uncontrollably and I felt profound gratitude that this Board, the Fairfield Board, manifest what President Obama represents.

This Board judges people on their merits. I am the beneficiary of your fair minded values and standards.

I celebrated with you and the students who were here tonight and reflected on their pride in our 44th President. I thank you for letting me be a part of your team.

XXII. Set Date for Next Board Meeting
February 19, 2009

XXIII. Adjourn