

MINUTES OF THE MEETING  
of the  
SHEFFIELD CITY BOARD OF EDUCATION  
5:30 p.m., January 27, 2020

Presiding: Mr. Frederick (Fred) Mason, President

Members Present: Mrs. Polly Ruggles, Vice President, Mrs. Christy Casiday, 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, January 27, 2020, in the Annex at the Sheffield City Board of Education, 300 West Sixth Street, Sheffield. Dr. Keith Davis, Superintendent, kept the minutes. An attendance sheet was provided for those in attendance (SEE ATTACHED).

The opening prayer was given by Dr. Keith Davis.

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

A motion to adopt the agenda for the January 27, 2020, meeting of the Board was made by Mrs. Casiday, seconded by Mrs. Ruggles, and passed by the Board unanimously.

The meeting was open for public comments.

Recognitions were made for Teacher of the Year (TOY) – one teacher from each of the four schools and one district-wide teacher.

School Board members were recognized for School Board member appreciation month.

A motion to approve minutes of the November 18, 2019, regular meeting, and January 9, 2020, special called meeting of the Board was made by Mrs. Ruggles, seconded by Mrs. Casiday, and passed by the Board unanimously.

Board members received copies of the monthly financial report for the months of November and December 2019.

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

A motion to approve Policy No. 6.12.1 “Notification of Parent and Student Rights” *Family Educational Rights and Privacy Act (FERPA)* was made by Mrs. Ruggles, seconded by Mrs. Meade, and passed by the Board unanimously

A motion to approve a Resolution Opposing School Start Date Legislation was made by Mrs. Ruggles, seconded by Mrs. Scales, and passed by the Board unanimously.

A motion to approve the 2020-2021 School Calendars was made by Mrs. Ruggles, seconded by Mrs. Scales, and passed by the Board unanimously.

A motion to approve moving a CD to BBVA USA was made by Mrs. Scales, seconded by Mrs. Ruggles, and passed by the Board unanimously.

A motion to approve removing listed items from inventory for disposal was made by Mrs. Ruggles, seconded by Mrs. Scales, and passed by the Board unanimously.

Superintendent Davis presented the following personnel recommendations

#### EMPLOYMENT

Classified/Support Staff:

Robin Collum, Chief School Finance Officer (CSFO), Central Office, (1.00) 12 months, **employment as CSFO effective June 1, 2020**, for the 2020-2021 school year.

The motion to approve the recommendation was made by Mrs. Meade, seconded by Mrs. Casiday, and passed by the Board unanimously

#### OTHER

Classified/Support Staff:

James Ryan Randolph, CNP Cafeteria staff (WAT), systemwide, requests Family Medical Leave Act (FMLA) due to accident resulting in a broken leg. FMLA was requested to begin November 18, 2019, and ending January 21, 2020. He returned to work on Wednesday, January 22, 2020. [Paperwork received in Central Office on January 21, 2020]

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

Superintendent Items that were discussed are as follows:

- a. **Compliance Monitoring** for Sheffield City Schools – February 3-6, 2020
- b. February Board meeting is February 24, 2020
- c. Discussion of Block Schedule
- d. 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. Casiday, and passed by the Board unanimously.

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Fred Mason, Board President

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Dr. Keith Davis, Superintendent