

MINUTES OF THE MEETING  
of the  
SHEFFIELD CITY BOARD OF EDUCATION  
5:30 p.m., October 29, 2019

Presiding: Mrs. Polly Ruggles, Vice President

Members Present: Mrs. Christy Casiday, Mrs. Phyllis Meade, and Mrs. Titian Scales

Members Absent: Mr. Frederick (Fred) Mason, President, was absent

The Board of Education of the City of Sheffield met at 5:30 p.m., Tuesday, October 29, 2019, in the Annex 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 October 29, 2019, meeting of the Board was made by Mrs. Casiday, seconded by Mrs. Meade, and passed by the Board unanimously.

The meeting was open for public comments.

A motion to approve minutes of the September 23, 2019, regular meeting, and the September 27 and October 7, 2019, special called meetings of the Board was made by Mrs. Meade, seconded by Mrs. Casiday, and passed by the Board unanimously.

A motion to approve revision to FMLA Request Form to be in agreement with Board Policy 5.12 was made by Mrs. Meade, seconded by Mrs. Casiday, and passed by the Board unanimously.

A motion to approve revision to Board Policy 6.5.f to add Board approval for “overnight” field trips was made by Mrs. Meade, seconded by Mrs. Casiday, and passed by the Board unanimously.

A motion for approval of meal allowance for professional travel: \$15 breakfast, \$20 lunch, and \$30 dinner was made by Mrs. Scales, seconded by Mrs. Casiday, and passed by the Board unanimously.

A presentation of Assist Continuous Improvement Plan (ACIP) and Title I Plan was given by Dr. Carlos Nelson and school principals.

An explanation of the ICU Program was given by Morgan Murray.

A motion to approve travel for Superintendent, Dr. Keith Davis, to travel December 5-7, 2019, to Birmingham, Alabama for the AASB 2019 Annual Convention, was made by Mrs. Meade, seconded by Mrs. Casiday, and passed by the Board unanimously.

Superintendent Davis presented the following personnel recommendations

OTHER

Certified/Professional Staff:

1. Lathan B. Strong, grade 4 teacher, Willson Elementary School, requests Family Medical Leave Act (FMLA) to provide health care to his wife due to emergency heart surgery. FMLA to begin October 7, 2019, and end approximately November 15, 2019, for the 2019-2020 school year. Letter of request dated October 7, 2019, and received in Central Office on October 25, 2019.

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

Classified/Support Staff:

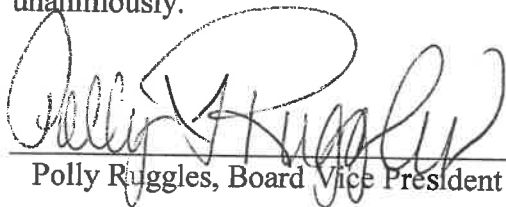
1. Stacey L. Roberts, Child Nutrition Program (CNP) cafeteria staff, (1.00) (9.5 months) (186 days), **CORRECTION** in daily duty hours from 5.5 to 6.5 hours per day, effective August 1, 2019, for the 2019-2020 school year. [to be paid the extra hour each day retroactive to August 1, 2019]

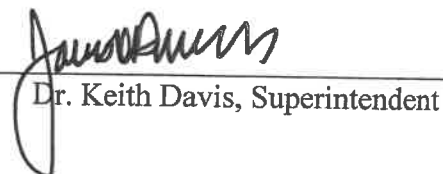
The motion to approve the recommendation was made by Mrs. Casiday, seconded by Mrs. Meade, and passed by the Board unanimously

Superintendent Items that were discussed are as follows:

- a. School Board Member Academy Achievements for Polly Ruggles Level 2 certificate
- b. Delegate Selection – AASB memorandum – selection form **due November 4**
- c. AASB Annual Convention Registration (for December 5-7, 2019)
- d. November Board meeting – November 18<sup>th</sup>
- e. REMINDER: Work Session on November 5<sup>th</sup> from 12:00 noon to 3:00 p.m.
- f. 2018-2019 SIR Data Report
- g. Other

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

  
Polly Ruggles, Board Vice President

  
Dr. Keith Davis, Superintendent

# SIGN-IN SHEET

## SHEFFIELD CITY BOARD OF EDUCATION

Board Meeting – Tuesday, October 29, 2019

Jetta Colman, LFA

Morgan Murray

Ella McElroy

Stephanie Wiseman

Joey Burch

Carv

Kymel A

Matthew Lytle

Shelley

Dawn M. Brub

Ng Wm

Greg the

Stacy Moore AEA

Stewart Sales

Joe Hill