

MINUTES OF THE MEETING
of the
SHEFFIELD CITY BOARD OF EDUCATION
5:30 p.m., February 28, 2022

Presiding: Mrs. Christy Casiday, President

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

Members Absent: No member was absent.

The Board of Education of the City of Sheffield met at 5:30 p.m., Monday, February 28, 2022, in the Annex at the Sheffield City Board of Education 300 West Sixth Street, Sheffield. Dr. Keith Davis, Superintendent, kept the minutes. Others in attendance were: Julie Box, Robin Collum, Elaine Mokwunye, Dr. Carlos Nelson, Steve Stanley, Bridget Tannehill, Shannon Uptain, and Stephanie Wieseman.

The opening prayer was given by Dr. Keith Davis.

A review of Sheffield City Schools mission, vision, and belief statements

A motion to adopt the agenda for the February 28, 2022, meeting of the Board was made by Mrs. Ruggles, seconded by Mrs. Meade, and passed by the Board unanimously.

The meeting was open for public comments.

A motion to approve minutes of the January 24, 2022, regular meeting of the Board was made by Mr. Nix, seconded by Mrs. Ruggles, and passed by the Board unanimously.

Board members received copies of the monthly financial report for the month of January 2022.

Superintendent Davis presented Board members with copies of disbursements for the month of January 2022 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 Sheffield City Schools Board donating 20 chairs to the Rescue Me Project was made by Mrs. Ruggles, seconded by Mrs. Scales, and passed by the Board unanimously.

A motion to approve **out-of-state travel** to Memphis, TN, April 1, 2022, for 7 & 8th grade students in concert band performance at Graceland [**Voted to approve PENDING Mrs. Wieseman's validation of funding and bus contract**] was made by Mrs. Ruggles, seconded by Mrs. Scales, and passed by the Board unanimously.

A motion to approve **overnight trip** to Gulf Shores, AL, April 15 through April 17, 2022, for 13 gifted students in grades 5 & 6 – marine science adventure was made by Mrs. Scales, seconded by Mrs. Ruggles, and passed by the Board unanimously.

A motion to approve extracurricular travel Policy No. 6.5g “Off-Campus Events” and Permission Form was made by Mrs. Ruggles, seconded by Mr. Nix, and passed by the Board unanimously.

A discussion was held on Sheffield High School diplomas.

A discussion was held to set the budget for Sheffield High School renovations.

Superintendent Davis presented the following personnel recommendation.

RESIGNATION(s)

Certified/Professional Staff:

1. James Keith Davis, superintendent, Central Office, (1.00) (12 months/236 days), **resignation** effective June 30, 2022, and **retirement** effective July 1, 2022, for the 2021-2022 school year. {Letter of resignation dated and received in the Central Office on February 28, 2022}

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

2. Jessica C. Phillips, computer science, leadership, and STEM teacher, Sheffield Junior High School, (1.00) (9.5 months/187 days), **resignation** effective March 11, 2022, for the 2021-2022 school year. {Letter of resignation dated and received in the Central Office on February 25, 2022}

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

EMPLOYMENT

Classified/Support Staff:

1. Bridget Tannehill, secretary to superintendent, (1.00) (12 months/236 days), Central Office, effective April 1, 2022, for the 2021-2022 school year.

The motion to approve the recommendation was made by Mrs. Ruggles, seconded by Mrs. Scales, and passed by the Board with Mrs. Phyllis Meade opposing.

OTHER

Certified/Professional Staff:

1. Sherri Baker, grant director/community coordinator, (1.00) (9.5 months/187 days), Central Office, requests Family Medical Leave Act (FMLA) and Medical Leave due to health problems to begin February 22, 2022, and continuing until approximately December 31, 2022. Her personal sick days will be used for this leave request. {Letter of request dated and received in the Central Office on February 16, 2022. [Approval pending receipt of signed documentation from doctor]}

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. Ethics Reminder for FY2021 due April 30th
- b. March Board meeting is March 28, 2022
- c. Discussion of Whole Board Training with Lauderdale County Schools
- d. Audit Report – handouts from Sparks CPA Firm
- e. Other

A motion for the Board to go into executive session was made by Mrs. Scales, seconded by Mr. Nix, and passed by the Board unanimously. They began at approximately 6:15 p.m.

A motion for the Board to exit executive session was made by Mrs. Ruggles, seconded by Mr. Nix, and passed by the Board unanimously. They exited at approximately 7:00 p.m.

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. Scales, and passed by the Board unanimously.

Christy Casiday, President

Dr. Keith Davis, Superintendent