

**APPROVED ACTION TAKEN BY
FLORENCE CITY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
NOVEMBER 10, 2009**

ENCLOSURE A –Personnel

Approved

Employment in Position

Becky Noles – Bookkeeper/Secretary, Weeden, effective 11-12-09

Retirement

Jeanette Custer – February 1, 2010

Resignation from Position

Billy Phillips – Technology Technician, effective 9-18-09

Termination of Probationary Employment

Robert King – CNP Worker, HMS, effective 17 days following notice of board approval (11-27-09)
Approval sought to authorize the superintendent to notify the employee of the board's action.

Non-renewal of Supplement

Robert King – Drama Club Sponsor, HMS, effective 11-10-09

Termination of Pay

Christy Calhoun - Custodian, FMS/FFC, effective 11-11-09

ENCLOSURE B –Tax Renewal Resolution

7-mil tax renewal resolution for district

ENCLOSURE C – Monthly Financial Statements/Expenditures

1. Expenditures (school system), September, 2009 \$7,025,480
(\$1,487,641 is for PSCA money recorded in September for FHS project)
2. Financial statements and bank reconciliations as presented

ENCLOSURE D – Overnight, Out-of-State Field Trip Request

FMS Chorus requested permission to travel to Nashville, Tennessee April 30-May 1, 2010, to participate in *American Sings! Choral Festival*. Approximately 40 students will participate.

ENCLOSURE E – Head Start Business

1. Employment as follows:
 - A. Belinda Baugh – Head Start Teacher Assistant, Weeden site, effective 11-12-09
 - B. Jacqueline Osborne – Early Head Start Start-up Director, pending official notice funding
 - C. Mallory Martin – Library Aide, effective 11-12-09
 - D. Amber Hester – Disabilities (temporary job), effective 11-12-09
 - E. Coleman Jones – Fatherhood Specialist (temporary job), effective 11-12-09
 - F. Coleman Jones – Resigned as Chairman of Policy Council and Policy Council member, effective 11-10-09 if employment as Fatherhood Specialist is approved.
 - G. Laura Riner – Music Teacher, Handy Head Start, effective 11-12-09
2. Belinda Baugh – resignation as Assistant Teacher at Handy Head Start site, effective 11-10-09
3. Shirley Ross – Medical leave of absence from November 16, 2009, until released by physician.
4. Kerri Washington – Return from leave of absence to position as Teacher Assistant, Handy Head Start site, effective 11-12-09
5. The FCS Board selected Karen Gullett to serve as a Policy Council Community member to replace Coleman Jones
6. Job descriptions for Early Head Start Manager, Early Head Start Associate, Early Had Start Home Visitor, Early Head Start Grant Start up Manager

ENCLOSURE F – Policies

Revisions - post for 30 days

Policies:

- GBI – Evaluation
- GBRB – Time Schedules
- IDG – Adult Education
- IHF – Graduation Requirements
- IKI – Lesson Plans
- JBE – Truancy
- JBH-R – Early Warning Checklist
- JE – Guidance Program
- JS – Student Fees

Policies for **deletion**:

- GBI-R – Alabama Professional Education Personnel Evaluation Program
- GBIB – Principal Personnel Evaluation (Policy)
- GBIC – Personnel Evaluation for Certified Employees
- GBRF – Travel Expenses
- IG – Counseling and Guidance Program

ENCLOSURE G – Teacher of the Year Committee

Board member selected Bill Jordan to serve on the committee as board representative and Angie Adams to serve as community representative

ENCLOSURE H – Allocation of At-Risk Funds

\$129,671 has been allocated to Florence City Schools for the 2009-2010 school year. Of that amount, 20 percent must be distributed to non-profit, non-governmental community agencies with 501(c)(3) status. The recommended agencies are below:

Chamber of Commerce of the Shoals, Partners in Education	\$10,747
Riverbend Center for Mental Health	\$10,000

ENCLOSURE I – Technology Purchase

7 IBM Xx3250 M3 5744 servers @ \$4,214 each Total \$29,498
(Purchasing off state bid list)
One server for each school

ENCLOSURE J – Salary Schedule Correction

The technology level III requirements should have been changed last month to match the new job description. This is the only change to the schedule.

**FILE: GBI
(Proposed)**

EVALUATION OF CERTIFIED EMPLOYEES

Each tenured and non-tenured certified employee shall be evaluated according to the time schedule and the evaluation system prescribed by the State of Alabama.

TIME SCHEDULES

All teachers shall be in their classrooms at least ten minutes before the bell rings for the opening of the school day and shall remain in the classroom ten minutes after the pupils are dismissed for the day. The contract year shall consist of 187 days, at least 180 of which shall be actual teaching days. Six hours per day, exclusive of recess, shall be devoted to instruction.

Ref: Accreditation Standards of the Southern Association of Colleges and Schools. State Board of Education Regulation 1975: State Department of Education Accreditation Requirements for Elementary and Secondary Schools. Ala. Code 16-1-1; 16-12-3(a), (b), (c); 16-12-5; 16-12-11; 16-12-15; See 16-26-1 and 16-26-2 relative to high school programs.

ADULT EDUCATION PROGRAM

Florence City Schools shall cooperate with the local Adult Basic Education program by providing facilities and other resources for the program's operation.

The Adult Basic Education curriculum shall be designed for those adults, seventeen years old and over, not enrolled in a public school. Such students then fall under the auspices of the Adult Basic Education program.

Participants who complete the program may take the examination to receive a Graduate Equivalency Diploma (GED), but are not eligible to receive a regular high school diploma.

GRADUATION REQUIREMENTS

Students in Florence City Schools shall be eligible for all diplomas, diploma endorsements and diploma exceptions as prescribed by the State of Alabama.

Descriptions of these diploma requirements are included in the current edition of the annual course description catalogue issue for students in grades 9-12 in Florence City Schools. Copies of this catalogue are available at schools which house grades 9-12, at the Central Office, and online at the school system's website.

As graduation requirements change, Florence City Schools will, likewise, reflect such changes.

LESSON PLANS

A general plan of daily work shall be prepared by each teacher and filed electronically. Exceptions to electronic filing may be granted by a Principal to accommodate specific circumstances. Lesson plans shall be devised by the teacher when he/she is absent so that the substitute can conduct classes more efficiently.

TRUANCY

Truancy is habitual and unlawful absence from school. The parent or legal guardian is responsible for requiring any student under his control or charge and under seventeen (17) years of age to attend school regularly except for legal absences as defined by Alabama School law and State Board of Education rules and regulations. If a student under seventeen (17) years of age becomes a truant, the parent or guardian of said student may be guilty of a misdemeanor and subject to punishment by law.

If the parent or guardian files a written statement in court to the effect that he is unable to control such student, the student may then be subject to action of the juvenile court which will determine whether said student is a dependent, neglected or delinquent child.

EARLY WARNING CHECKLIST

The following procedures shall be used in dealing with truancy issues relative to students between the ages of seven and seventeen:

1. Student is absent from school on a given day.
2. A written explanation of the absence is provided by the student's parent/guardian/person in control of the student to the school no later than three days following the student's return to school.
3. If the school does not receive a written explanation within three days regarding the student's absence:
 - a. The student is declared truant, and the absence is coded as unexcused;
 - b. The school principal or his/her designee notifies the student's parent/guardian that the student is truant, indicating the date of the truancy; and
 - c. The school principal provides the parent/guardian/person in control of the student with a copy of the Alabama School Attendance Laws.
4. After the fifth unexcused absence, the school principal complete a JU form (provided by the Juvenile Probation Office) and forwards it to the school system's Attendance Officer.
5. Upon receipt of the completed JU form, the Attendance Officer sends an "Early Warning" notice to the parent/guardian/person in control of the truant student.
6. The parent/guardian or person having charge of the student shall attend a conference with the Attendance Officer or principal and/or participate in the Early Warning program provided by the juvenile court.
7. It is mandatory that the parent/guardian or person in control of the student attend the conference or Early Warning session described in #6 above unless prior arrangements have been made or an emergency exists. The Attendance Officer shall notify the school principal if the conference/Early Warning session did not occur.
8. Failure to appear at the conference and/or the Early Warning session shall result in the filing of a complaint/petition against the parent/guardian/person in control of the student or a truancy notice against the student – whichever

is appropriate – under the Code of Alabama (1975), section 16-28-12.

9. Within ten (10) school days following a student's seventh unexcused absence, the Attendance Officer shall file a complaint/petition against the student and/or the parent/guardian/person in control of the student requiring the recipient of the complaint to appear in court.

NOTE: The Attendance Officer should be notified by the juvenile probation officer of all students in Florence City Schools who are under probation supervision by the juvenile court as consistent with Code of Alabama (1975), section 12-15-100 and 105. When a student under probation is truant, the school Attendance Officer shall immediately notify the juvenile probation officer.

Absences are excused for the following reasons:

1. Illness of the student
2. Funeral attendance
3. Observance of a religious holiday
4. Inclement weather
5. Legal quarantine
6. Consent by the school principal

GUIDANCE PROGRAM

The goal of Florence City Schools' counseling and guidance program is to prepare every student socially, academically and emotionally for present and future challenges. Students are provided opportunities to gain an understanding of self and others, to participate in educational and occupational exploration, and to pursue career planning opportunities in an environment that is safe, caring and encouraging. Counselors work in collaborative partnerships with students, educators, social workers, school nurses, therapists, parents and community members to empower students with the ability – and responsibility – for the selection of courses to reach their highest level as productive members of society.

The comprehensive counseling and guidance program in Florence City Schools is based upon the following tenets:

1. Every student has the right to experience respect and dignity as a human being and to benefit from the school district's counseling and guidance services as counselors adhere to the Ethical Standards of the American School Counselor Association.
2. Every student has the right to participate in activities that promote self-direction and self-development.
3. Every student has the right to make choices and to accept responsibility for choices made.
4. Every student has the right to participate in a comprehensive school guidance and counseling program designed to assist all students in attaining their highest potential in academic, career and personal/social development.

The comprehensive school counseling and guidance program is an essential, integrated component of the overall instructional offerings of the school district. In this regard, the counseling and guidance program involves a planned, purposeful and sequential program of activities that begins in kindergarten and continues through grade twelve.

STUDENT FEES AND FINES

Fees

No fees shall be assessed any student in grades kindergarten through eight.

In grades nine through twelve, students may be assessed fees for consumables and for use of equipment in courses not required for graduation.

The list of proposed fees shall be submitted annually by the Superintendent to the Board of Education for approval.

No student in Florence City Schools shall be deprived of adequate supplies and materials because of the inability to pay fees.

Fines

1. Textbooks

The parent or guardian of any student in the Florence City Schools to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks.

2. Library

The Florence City Schools shall not charge fines for overdue library books and materials. However, parents or guardians of students shall be held liable for loss of or damage to library books and materials for which the students are responsible.

POLICY REVIEW COMMITTEE
Minutes of Meeting, 10-28-09

Those present: Carolyn Adams, Ricardo Williams, Allison Kassels, Brenda White, Lynn Sharp, Jocie Burgess, Rod Sheppard, Billy Warren

Here are the policies considered by the committee at today's meeting, along with the recommendation for each:

1. Policy GBI, Evaluation:
 - a. Change the title to "Evaluation of Certified Employees."
 - b. Revise the contents to remove references, direct or implied, to the now-defunct PEPE system. (See attached copy of the proposed revision.)

2. Policy GBI-R, Alabama Professional Education Personnel Evaluation Program: Teacher Evaluation Time Frames:

Delete since it applies directly and solely to the PEPE system.

3. Policy GBIB, Principal Personnel Evaluation Policy: Delete since it applies directly and solely to the PEPE system.

4. Policy GBIC, Personnel Evaluation for Certified Employees: Delete since it applies directly and solely to the PEPE system.

5. Policy GBRB, Time Schedules: Change the sentence which states, "The contract year shall consist of 187 days, at least 175 of which shall be..." to read: "The contract year shall consist of 187 days, at least 180 of which shall be..." (See attached proposed copy.)

6. Policy GBRF, Travel Expenses: Delete since it duplicates the contents of Policy DJD, Expense Reimbursement.

For the committee's information, Billy Warren distributed copies of the document entitled: "Florence City Schools' Professional Development, Travel Guidelines for Employees."

7. Policy IDG, Adult Education Program: Change the sentence which states, "The Adult Basic Education curriculum shall be designed for those adults, sixteen years old..." to read: "The Adult Basic Education curriculum shall be designed for those adults, seventeen years old..." (See attached proposed copy.)

8. Policy IG, Counseling and Guidance Program Policy: Delete since it duplicates the contents of Policy JE, Guidance Program.

9. Policy IHF, Graduation Requirements: Alter the policy so that it allows for changes in graduation requirements from the State of Alabama as those changes are made fairly frequently. (See attached copy of proposed policy.)
10. Policy IKI, Lesson Plans: Alter the policy to reflect the requirement for lesson plans to be posted electronically, with few exceptions. (See attached copy of proposed policy.)
11. Policy JBE, Truancy: Change the sentences which state, "...requiring any student under his control or charge and under sixteen years of age..." and "If a student under sixteen years of age..." to read: "...requiring any student under his/her control or charge and under seventeen years of age..." and "If a student under seventeen years of age..." (See attached copy of proposed policy.)
12. Policy (Procedure) JBH-R, Early Warning Checklist: Change the sentence which states, "The following procedures shall be used in dealing with truancy issues relative to students between the ages of seven and sixteen" to read, "...between the ages of seven and seventeen." (See attached proposed policy.)
13. Policy JE, Guidance Program: Alter policy to expand the third sentence to read, "Counselors work in collaborative partnerships with students, educators, social workers, school nurses, therapists, parents, community members..." (See attached proposed policy.)
14. Policy JS, Student Fees, Fines and Charges: Change the title to "Student Fees and Fines." Alter policy to reflect the era of advanced technology. (See attached proposed policy.)

All of these proposed changes will be presented to Dr. Kendy Behrends so that she might add them to the agenda of the next meeting of the Board of Education.