

**APROVED ACTION OF
FLORENCE CITY SCHOOLS
BOARD OF EDUCATION
OCTOBER 12, 2010**

ENCLOSURE A –Personnel

Employment, effective 10-13-10

Kelli Keeton – FALCON after-school Teacher, Harlan (\$20/hour)

Employment in Supplement, effective 10-13-10

Brenda White- FALCON after-school Teacher, FMS (\$20/hour)

Becky Odell - FALCON after-school Teacher, FMS (\$20/hour)

Betty Gillespie – 1-hour CNP Breakfast Program, Harlan (hourly contract rate)

Melanie Harris – Math Team Sponsor, FMS (\$1,118/year)

Tony Cox – Assistant Baseball Coach, FFC (\$1,545)

Zach Standridge – Baseball Coach, grades 7-8, FMS (\$839)

Jennifer Colvard – Assistant Girls’ Soccer Coach, FHS (\$1,258)

Cary Williams – Assistant Softball Coach, FFC (\$1,545)

Jenny Horton – Softball Coach, grades 7-8, FMS (\$839/year)

Debra Earnest – Assistant Volleyball Coach, grades 10-12 (\$1,007/year)

Jessica Rich – Head Volleyball Coach, grades 7-8, FMS (\$1,995/year)

Glenda Page – Personal Time Saturday Teacher, FHS (\$20/hour)

Resignation of Supplement

Tammy Hollis – FALCON after-school Teacher, FMS, effective 9-1-10

Continuation of Employee Loan to SDE’s ALEX Program

Richard Murphy – September 1, 2010 – September 30, 2011

Family Medical Leave of Absence

Shera Albright – 4th Grade Teacher, Harlan (12 weeks FMLA beginning October 11, 2010)

ENCLOSURE B – Job Description for Data Management Specialist

Job description for Data Management Specialist is attached

ENCLOSURE C – Approval of Head Start Policy Council Community Members

The board approved the following three community members to the Head Start Policy Council:

1. Pat Butler
2. NaKisha Martin
3. Mark Arnett

ENCLOSURE D – 2010-11 CONTINUOUS IMPROVEMENT PLANS

The CIP (Continuous Improvement Plans) for FFC and FHS require Board approval under the NCLB (*No Child Left Behind*) Act. FHS and FFC are in Year 2 School Improvement and therefore have to have this non-Title I plan. The complete plans are available in the Federal Programs Office of Florence City Schools

ENCLOSURE E – Monthly Financial Statements/Expenditures

Expenditures – Florence City Schools:

1. Expenditures for school system, August, 2010 - \$4,269,986
2. Financial statements and bank reconciliations as presented
3. Accounts payable check register

ENCLOSURE F – Head Start Business

The Head Start Policy Council met 10-6-10 and submitted the following items for Board approval:

1. October 6, 2010, Policy Council minutes
2. August, 2010, Credit Card Report
3. Early Head Start PIR Report
4. Employment recommendation for Teffany Mobley as Associate for 4-year olds

OTHER BUSINESS

1. Board members elected the following officers. Officers serve one-year terms and take office in November, 2010.
President – Tom Wissert
Vice President – Laura Hardeman
2. Board members selected Jim Fisher as delegate to represent the board at the AASB Convention in Birmingham, December 2-4, 2010.

TITLE: DATA MANAGEMENT SPECIALIST

QUALIFICATIONS:

1. B.S. Degree in Education;
2. Minimum of three years' teaching experience
3. Experience in software applications, databases and operating systems

JOB GOAL: To design, secure, implement and maintain supported database management systems while identifying, addressing and supporting user needs to ensure maximum performance in data operations and other technologies

REPORTS TO: Coordinator of Information Technology

PERFORMANCE RESPONSIBILITIES:

1. Facilitate the use of Systems Technology, Incorporated (STI) and *InformationNOW* (INOW), the centralized integrated data management system that enables users to access and analyze classroom, school and district data;
2. Train and communicate information about the system with appropriate personnel;
3. Serve as a resource contact for personnel using the system;
4. Export STI/INOW data to other databases used by the system (Lunchbox, Destiny, etc.);
5. Troubleshoot as necessary when challenges arise;
6. Manage the parent communication system (SchoolCast);
7. Generate local, state, regional and federal reports, including:
 - a. Student schedules, disciplinary reports, etc. as needed by school personnel;
 - b. Student attendance, disciplinary reports, etc. as required by the State Department of Education (ALSDE), AdvancED and/or the Federal Government;
8. Manage data and assist administrators in data management/usage for accountability purposes:
 - a. Standardized test results
9. Maintain active relationships with administrators and teachers;
10. Follow all local, state and federal procedures, regulations, policies and laws;
11. Serve as a member of such committees and attend such meetings as directed by the Coordinator of Information Technology; and
12. Perform all other duties as assigned.

TERMS OF EMPLOYMENT: Twelve-month year. Salary to be determined by the Board of Education.

EVALUATION: Performance to be evaluated in accordance with the Board of Education's policy.