**COFFEE COUNTY BOARD OF EDUCATION**

**MINUTES OF**

**December 9, 2021**

**Regular Board Meeting**

A regular meeting of the Coffee County Board of Education was held December 9, 2021, 5:30 p.m. in the Board of Education Office, Elba, Alabama.

# ATTENDANCE

# Brian McLeod, Galen McWaters, Sherry Eddins, Brandi Carr, Eric Payne, Wendy Massey, Mike Bailey, and Superintendent: Kelly Cobb

# ABSENT

None

**CALL TO ORDER**

Mr. McLeod called the meeting to order.

**ADOPTION OF AGENDA**

A motion was made by Mr. Bailey to adopt the agenda as presented. A second was made by Mrs. Massey and it passed unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 4, 2021 AND NOVEMBER 22, 2021**

The minutes of the November 4, and November 22, 2021 meetings were approved as printed.

**FINANCIAL STATEMENT AND BANK/CASH RECONCILIATION FOR OCTOBER 2021**

The October financial statement and cash/bank reconciliation report was provided.

**ADOPTION OF RESOLUTION FOR THE 2021 SOUTHEAST ALABAMA REGIONAL MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

Mrs. Cobb stated that the resolution was a request from the Coffee County EMA of all local schools and county agencies and/or departments. The result of the resolution is that if a natural disaster occurred, then each agency would be eligible to seek a percentage of reimbursement to assist with mitigation of any disaster from FEMA. Mr. Payne made a motion to adopt the resolution with a second by Mr. McWaters and it passed unanimously.

**PROPOSAL OF TIME AND EFFORT POLICY**

Mr. Cobb explained the purpose of the Time and Effort Policy is to ensure that the percent of time and effort spent on all jobs is an accurate reflection of what is reported and that all federal and state guidelines are strictly enforced. Mrs. Cobb asked board members to review the policy over the next month in order to ask for approval at the next board meeting.

**REVIEW OF STUDENT INCIDENT REPORT**

Board members were provided a copy of the 2020-2021 Student Incident Report for Kinston School, New Brockton Elementary School, New Brockton High School and Zion Chapel School. Mrs. Cobb explained the details of the report.

**APPROVAL OF SCHEDULE OF BOARD MEETINGS**

The following draft Schedule of Meetings for 2022 was provided to Board members.

 January (No Meeting) February 3 March 3 April 7

 May 3 June 2 July 7 August 4

 September 1 October 6 November 10 December 8

Mrs. Cobb recommended approval of the 2022 Schedule of Board Meetings. A motion was made by Mr. Bailey. A second was made by Mrs. Massey and passed unanimously.

**EXECUTIVE SESSION (IF NEEDED)**

No executive session was held.

**PERSONNEL**

Mrs. Cobb recommended the following personnel actions be approved as presented in writing:

**CERTIFIED PERSONNEL**

**The following resignation is recommended to be approved:**

1. **Madeline Bemiss Levasseur –** Teacher at New Brockton High School.

**The following employments are recommended to be approved:**

1. **Shelby Turner** – Teacher at Zion Chapel Elementary School.

**CLASSIFIED PERSONNEL**

**The following resignation is recommended to be approved:**

1. **Rebecca Green –** Secretary/Bookkeeper at New Brockton Elementary School.

**The following transfers are recommended to be approved:**

1. **Greg Lee** – Mr. Lee is transferring from an eleven month custodian contract to a ten month custodian contract.
2. **Jeanette Boley –** Bus driver for New Brockton Schools to bus driver for Zion Chapel Schools.

**The following employments are recommended to be approved:**

1. **Ashley Grantham –** Secretary/Bookkeeper at New Brockton Elementary School.
2. **Jessie Jacobs –** CNP Worker at Zion Chapel School.
3. **Kayla Hilburn –** CNP Worker at Zion Chapel School.
4. **James Starks –** Bus driver for Coffee County Schools.
5. **Anthony Fulmer –** Bus driver for Coffee County Schools.

Mrs. Massey made a motion to accept Mrs. Cobb’s recommendation with a second by Mrs. Carr and it passed unanimously.

**ACKNOWLEDGEMENTS**

Several board members commented on how pleased they were with the how the school year has went and that Mrs. Cobb has done a great job. Board members wished everyone a Merry Christmas.

**SUPERINTENDENT’S COMMENTS**

Mrs. Cobb recognized the employee spotlight for the second quarter – David McDonough – bus driver for New Brockton Schools and teacher spotlight for the second quarter – Rudy Free – Teacher/Coach at Kinston School.

She also congratulated the Kinson Cheerleaders for earning state runner up in the state cheer competition. Mrs. Cobb stated that a Christmas party was held at Central Office for our special needs students and they had a great time. She hopes this will continue to be an annual event for our special needs students. Mrs. Cobb invited Board members to the ribbon cutting for the new Zion Chapel gym that will be on December 20, 2021 at 6:00 p.m. Mrs. Cobb also informed the Board that the district was awarded a work force development grant by the Alabama Department of Public health in the amount of $359,000.00 to hire an addition RN, provide appropriate equipment for the RN, and funds to support students with mental health needs such as an LPC. These positions will be posted in January. Mrs. Cobb ended her comments by inviting Board Members to the Central Office Christmas lunch on Tuesday, December 14 at 11:30 a.m.

**NOTICE OF NEXT REGULAR MEETING**

The next regular meeting will be held February 3, 2022, 5:30 p.m.

**ADJOURN**

There being no further business, the meeting adjourned.