

MEETING MINUTES

The mission of the Sumter County Public School System is to use all available resources to provide all students with a challenging and quality education that will ultimately improve the quality of their lives and allow students the greatest opportunity for success after graduation.

Attendees

Voting Members

Ms Jeanette Payne, Chairman

Ms Darla Spencer, Vice Chairman

Ms Sharon Nelson, Board Member

Mrs Beretha Washington, Board Member

Ms Eleanor James, Board Member

Mrs Lillian Wideman, Board Member

None Voting Members

Dr. Marcy Burroughs

Attorney E. Dianne Gamble

A. CALL TO ORDER

Meeting called to order by Board Chair Payne at 5:00 pm

B. INVOCATION/PLEDGE

C. ESTABLISHMENT OF QUORUM

Board President Payne called the roll and the following members were present/absent:

President		Ms. Jeanette Brassfield-Payne
Vice President		Ms. Darla Spence
		Mrs. Lillian Wideman
		Ms. Eleanor James
		Ms. Sharon Nelson
	Absent	Ms. Beretha Washington
Superintendent		Dr. Marcy Burroughs
Attorney	Absent	Ms. Diane Gamble

1. DISTRICT MISSION STATEMENT

The mission of the Sumter County Public School System is to use all available resources to provide all students with a challenging and quality education that will ultimately improve the quality of their lives and allow students the greatest opportunity for success after graduation.

D. APPROVAL OF AGENDA

The Superintendent recommends adoption of a motion "to approve the agenda for July 20, 2023.

Motion made by: Mrs Lillian Wideman

Motion seconded by: Ms Eleanor James

Voting:

Mrs. Beretha Washington - Not Present

Ms Sharon Nelson - Yes

Mrs Jeanette Payne - Yes

Ms Darla Spencer - Yes

Ms Eleanor James - Yes

Mrs Lillian Wideman - Yes

Motion Passed.

1. EXECUTIVE SESSION

The Board Chair recommends adoption of a motion to go into executive session.

Motion made by: Ms Eleanor James

Motion seconded by: Mrs Lillian Wideman

Voting:

Mrs. Beretha Washington - Not Present

Ms Sharon Nelson - Yes

Mrs Jeanette Payne - Yes

Ms Darla Spencer - Yes

Ms Eleanor James - Yes

Mrs Lillian Wideman - Yes

Motion Passed.

E. CONSENT AGENDA

1. Approve New Job Descriptions

The superintendent recommends adoption of a motion "to approve the job descriptions as stipulated in Exhibit E1 here."

- School Social Worker
- Behavior Coach
- Parent Liaisons

Motion made by: Mrs Lillian Wideman

Motion seconded by: Ms Eleanor James

Voting:

Mrs. Beretha Washington - Not Present

Ms Sharon Nelson - Yes

Mrs Jeanette Payne - Yes

Ms Darla Spencer - Yes

Ms Eleanor James - Yes

Mrs Lillian Wideman - Yes

Motion Passed.

F. NEW ACTION ITEMS

1. Approve Sign-On Bonus for Maintenance Department

The superintendent recommends adoption of a motion to approve a sign-on bonus for the maintenance department for the 2023-2024 and 2024-2025 school year as stipulated in Exhibit G1.

- \$5,000.00

Motion made by: Ms Eleanor James

Motion seconded by: Ms Darla Spencer

Voting:

Mrs. Beretha Washington - Not Present

Ms Sharon Nelson - Yes

Mrs Jeanette Payne - Yes

Ms Darla Spencer - Yes

Ms Eleanor James - Yes

Mrs Lillian Wideman – Yes

Motion Passed.

2. Approve High School Principal's Contract

The superintendent recommends adoption of a motion to approve the probationary principal's contract as provided under separate cover herein.

<u>NAME</u>	<u>SCHOOL/POSITION</u>	<u>EFFECTIVE DATE</u>
Lytrice Washington-Murray	SCHS/Principal	July 11, 2023

Motion made by: Ms Darla Spencer

Motion seconded by: Mrs Lillian Wideman

Voting:

Mrs. Beretha Washington - Not Present

Ms Sharon Nelson - Yes

Mrs Jeanette Payne - Yes

Ms Darla Spencer - Yes

Ms Eleanor James - Yes

Mrs Lillian Wideman - Yes

Motion Passed.

3. Approve Athletic Director

The superintendent recommends adoption of a motion to approve the athletic director as stipulated in Exhibit F2.

<u>NAME</u>	<u>SCHOOL/POSITION</u>	<u>EFFECTIVE DATE</u>
Lytrice Washington-Murray	SCHS /Athletic Director	7/21/2023

Motion made by: Ms Eleanor James
Motion seconded by: Mrs Lillian Wideman
Voting:
Mrs. Beretha Washington - Not Present
Ms Sharon Nelson - No
Mrs Jeanette Payne - No
Ms Darla Spencer - Abstain
Ms Eleanor James - Yes
Mrs Lillian Wideman - Yes

Motion Fail.

G. PERSONNEL

1. Employment of Personnel

The Superintendent recommends the adoption of a motion to approve the employment of personnel as stipulated in Exhibit G1 herein.

<u>NAME</u>	<u>SCHOOL/POSITION</u>	<u>REPLACING</u>	<u>EFFECTIVE DATE</u>
1. Bridgett Artis	BELL/Cosmetology	Ruby Moss	08/08/2023
Classified			
2. Jordan D Rodgers	CENT/Staff Accountant	Marguerite Jones	07/21/2023
3. Lamar Jones	MAIN/Maintenance Worker	Randy Lard	TBD

Motion made by: Ms Eleanor James
Motion seconded by: Mrs Lillian Wideman
Voting:
Mrs. Beretha Washington - Not Present
Ms Sharon Nelson - Yes
Mrs Jeanette Payne - Yes
Ms Darla Spencer - Yes
Ms Eleanor James - Yes
Mrs Lillian Wideman - Yes

Motion Passed.

H. ADJOURN

Meeting adjourn at 5:30 pm

Chairperson

Secretary

Sumter County School System

Title: Parent Liaison (Grant Funded Position)

Qualifications: High School Diploma

Reports to: Federal Programs

Job Goal: The primary purpose of this position is to serve as the school/ system-based parent liaison and increase parent involvement in the schools

Term of Employment: 9-months (187 days)

Salary: See current Salary Schedule on Finance Department Webpage.

Duties and Responsibilities:

1. Supports the goals and objectives of the school district and follows all district policies
2. Assist in notifying parents of the policy in an understandable and uniform format and to the extent practicable, provided in a language that parents can understand.
3. Offers a flexible number of parent meetings, such as meetings in the morning or evening.
4. Provides assistances to parents in understanding such topics as academic content standards and academic assessments to parents of children served by the school.
5. Provides assistances to parents on how to monitor a child's progress and work with educators to improve the achievement of their children.
6. Provides materials and training on how to use technology to assist their children
7. Facilitates an annual parent survey to assess the needs of the parents and the community.
8. Increase parental involvement by 30% from the previous year.
9. Implement a parental involvement program that creates partnership among school, parents, and community leaders.
10. Provides activities that empower parents to become their own problem solvers
11. Demonstrate the ability to attend work on a regular and routine basis.
12. Other job duties as requested by the Superintendent.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Sumter County Board's policy on Evaluation of Classified Personnel.

Approved By: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

Adopted: July 20, 2023

Sumter County School System

Title: Behavior Coach (Grant Funded Position)

Qualifications: Bachelor's Degree in Education, Counseling, Social Work, Psychology Sociology or a related field.

Reports to: Federal Programs

Job Goal: The primary purpose of this position is to serve as the school/ system-based parent liaison and increase parent involvement in the schools

Term of Employment: 9-months (187 days)

Salary: See current Salary Schedule on Finance Department Webpage.

Duties and Responsibilities:

1. Must possess instructional knowledge of crisis intervention strategies.
2. Ability to apply a gradual system of verbal and non-verbal strategies to effectively deescalate potentially dangerous situations.
3. Must be able to maintain frequent, meaningful parental communication and develop proactive partnerships between the school/parent and school district to support students' academic achievement and pro-social behavior.
4. Must be able to serve as a positive role model for students and model professional and ethical standards.
5. Must demonstrate ability to plan and evaluate strategies to improve student behavior.
6. Must possess knowledge in the use of assessment and assessment data to inform instruction and prescribe plans of behavior intervention for students.
7. Must possess the ability to develop and present ideas effectively, orally and in written form.
8. Must be able to assist in developing interventions that result in behavior plans for the purpose of providing a safe and effective educational environment for students with challenging behavior.
9. Assist in developing procedures and training materials for staff involved with students with challenging behaviors for the purpose of enhancing programs for students.
10. Provide social skills instruction for students utilizing research-based information.
11. Must be able to establish rapport with all students.
12. Other job duties as requested by the Superintendent.

Approved By: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

Adopted: July 20, 2023

Sumter County School System

Title:	School Social Worker (Grant Funded Position)
Qualifications:	<p>Must have a Master's Degree in Social Work (MSW or MSSW) from a School of Social Work accredited by the Council of Social Work Education.</p> <p>Must have a valid license issued by the Alabama State Board of Social Work Examiners.</p> <p>Must have a minimum of three (3) years of experience in a social work practice setting working with children, youth, and families; family and/or juvenile court system; mental health issues, crisis intervention and community agencies.</p> <p>Must have experience with individuals of diverse economic, racial, and educational backgrounds.</p> <p>Must possess a valid Alabama Driver's License and dependable transportation (mileage reimbursement).</p> <p>Must abide by the Code of Ethics established by the National Association of Social Workers (NASW) "Professional standard for Social Work Services in Schools", and the standards of practice established by the School Social Work Association of America (SSWAA) and the Code of Professional Ethics for School System Employees of the State of Alabama.</p>
Reports to:	Federal Programs
Job Goal:	The primary responsibilities of a school social worker involve helping students to address problems or issues that may get in the way of learning and competence, such as truancy, rebelliousness, social withdrawal, substance abuse, and bullying.
Term of Employment:	9-months (187 days)
Salary:	See current Salary Schedule on Finance Department Webpage.
Duties and Responsibilities:	<ol style="list-style-type: none">1. Promote the general well-being of students.2. Work with outside agencies to provide support to families.3. Offer mentoring and suggestions for Teachers and other school personnel to assist students.4. Develop and provide crisis intervention strategies to improve student success.5. Work to maximize coping skills for students in difficult situations.6. Provide direct and indirect social work services to students experiencing issues that interfere with their performance in school.7. Provide information to students and parents about services available within the community.8. Make referrals to community providers as appropriate.9. Consult and collaborate with social services, mental health and other community providers.10. Maintain accurate and confidential records of parent, student and other contacts.11. Coordinate home, school and community resources in addressing crisis events.12. Work closely with Parent Involvement Coordinator, Parent liaisons and behavior coach to remove barriers of school success.13. Other job duties as requested by the Superintendent.

Approved By: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

Adopted: July 20, 2023

**PROBATIONARY CONTRACT PRINCIPAL
EMPLOYMENT CONTRACT**

This contract is made by and between the **Sumter County Board of Education** located in the State of Alabama (hereinafter referred to as "the Board"), and **Lytrice Washington-Murray** (hereinafter referred to as the "Probationary Contract Principal").

Witnesseth: That in accordance with action taken by the Board as recorded in the minutes of the regular Board meeting held on July 11, 2023, the Board hereby agrees to employ the Probationary Contract Principal, and the Probationary Contract Principal hereby agrees to accept such employment, subject to the following terms and conditions of this contract which were approved at the _____ called Board meeting:

Section 1: Term of Contract. The Probationary Contract Principal shall be employed for a period beginning on the 12th day of July, 2023, and expiring on the 30th day of June, 2024.

Section 2: Salary.

(a) In consideration of an annual salary of \$90,500 (ninety thousand five hundred Dollars and ____zero__ Cents) to be paid in equal monthly installments for 12 months/240 days per year and of further agreements and consideration hereinafter stated, the Probationary Contract Principal agrees to use her best efforts to perform faithfully the duties of a Probationary Contract Principal for the Board and to abide by the rules, regulations and policies promulgated by the Board before or during the term of this Contract. The annual salary shall be paid in twelve equal monthly installments.

(b) In any year in which the Alabama Legislature enacts a pay raise for all public school teachers, the Probationary Contract Principal's salary will increase in accordance with the terms of the legislation and any subsequent action taken by the Board in response to that

legislation.

(c) Any upward adjustment in salary during the term of this contract shall not constitute a new contract or an amendment, modification or waiver or cancellation of this contract.

Section 3. Professional Status. The Probationary Contract Principal affirms that throughout the term of this Contract she will hold and maintain a valid and appropriate certificate in a current status so as to act as a Probationary Contract Principal of Sumter County Schools and in the State of Alabama.

Section 4. Probationary Contract Principal's Duties. The Probationary Contract Principal shall perform in a timely manner all duties delegated or assigned to the Probationary Contract Principal by federal, state and local laws, policies, and regulations, by the Board, or by its Superintendent of Education (hereinafter referred to as "the Superintendent"). These duties may be changed during the term of this contract at the discretion of the Board and Superintendent. Such changes in duties do not constitute a new contract, or an amendment, modification, waiver or cancellation of this contract.

Section 5. Transfer. The Board, upon written recommendation of the Superintendent, is authorized to transfer the Probationary Contract Principal without loss of salary to other principal assignments in the school system, and such transfer can be effected without a hearing.

Section 6. Cancellation.

(a) For the duration of this Contract, the Contract may be cancelled for (1) immorality, (2) insubordination, (3) neglect of duty, (4) conviction of a felony or crime involving moral turpitude, (5) failure to fulfill the Probationary Contract Principal's duties and

responsibilities imposed by state and federal law, (6) willful failure to comply with Board policy, (7) justifiable decrease in the number of positions due to decreased enrollment or decrease in funding, (8) failure to maintain a current certificate, (9) failure to perform duties in a satisfactory manner, (10) incompetency, or (11) other good and just cause.

(b) Cancellation of this Contract shall be in accordance with *Ala. Code §16-24B-1, et seq.*

(c) The Probationary Contract Principal shall give the Superintendent 90 days' written notice of her intent to cancel this Contract. Notice shall be served by certified mail, return receipt requested, or by personal service, and by no other means.

Section 7. Suspension. For the duration of this Contract, the Board is authorized, upon the written recommendation of the Superintendent, to suspend the Probationary Contract Principal for up to 20 work days without pay per each contract year. The Probationary Contract Principal may request a meeting with the Board in order to present the Board with the reasons she should not be suspended. Said reasons may be presented to the Board in a statement, by documentary evidence, or by argument, either in writing or in person. The Probationary Contract Principal agrees that any action by majority vote of the Board on the Superintendent's recommendation to suspend the Probationary Contract Principal for 20 work days or less without pay shall be final and the Probationary Contract Principal hereby waives any further challenge, review or appeal.

Section 8. Contract Renewal and Non-Renewal.

(a) Non-renewal of this Contract shall be in accordance with the provisions of the *Teacher Accountability Act*. In the event of such non-renewal, the Superintendent shall

recommend and the Board shall approve the same prior to the expiration of this Contract and shall provide the Contract Principal written notice of same prior to the expiration of this Contract. Notice shall be served by certified mail, return receipt requested, or by personal service, and by no other means.

(b) The Probationary Contract Principal shall give the Superintendent at least ninety (90) days' written notice of her intent not to seek renewal of the Contract. Notice shall be served by certified mail, return receipt requested, or by personal service, and by no other means.

(c) Should the Board and Probationary Contract Principal agree to renew the Contract but fail to execute a new Contract prior to the expiration of the original term of this Contract, the terms and agreements herein shall continue to bind the parties in accordance with the provisions of the *Teacher Accountability Act*.

Section 9. Evaluation. The Probationary Contract Principal shall be evaluated annually according to the process defined by the State Board of Education. The Probationary Contract Principal agrees to participate in the evaluation process and to complete any professional plan resulting from the evaluation process. The failure of the Superintendent to ensure the Probationary Contract Principal is evaluated shall result in a one-year extension of this Contract, for no more than a total of three years.

Section 10. Benefits. The Probationary Contract Principal shall receive all employment benefits that state law or regulations or the Board grants to its other certified employees. The Board shall also provide the Probationary Contract Principal with the following benefits: annual dues for one professional organization of the Contract Principal's choice and other professional activities, as agreed upon and approved. Changes in these benefits during the term of this

Contract shall not constitute an amendment, modification, waiver or cancellation of this Contract or a new Contract.

Section 11. Background Check. Pursuant to state law and regulations, the Board is required to conduct a criminal background check on all employees with unsupervised access to children. The Probationary Contract Principal's failure to disclose a criminal conviction shall be considered a material breach of this Contract, and shall subject the Probationary Contract Principal to cancellation proceeding under Section 6.

Section 12. Professional Liability. The parties agree and acknowledge, effective July 1, 2013, the State of Alabama, by Act 2013-215 adopted by the Alabama legislature, through the Alabama Department of Finance, Division of Risk Management, the Education Liability Trust Fund, and in consultation with the Alabama State Department of Education, shall provide professional liability coverage to the Probationary Contract Principal for claims arising out of the performance of the Probationary Contract Principal's duties in any way connected therewith. The Board shall not be obligated to provide or to extend its liability coverage to the Probationary Contract Principal.

Section 13. Amendment, Modification, or Waiver. This Contract shall not be amended, modified, or waived except in writing authorized, agreed upon, and executed by the Contract Principal and the Board, upon the written recommendation of the Superintendent and majority approval of the Board.

Section 14. Severability. If during the term of this Contract it is found that part of the Contract is illegal and must be severed therefrom, the remainder of the Contract shall remain in force, unless the severance causes the remainder of the Contract to fail in its essential purpose.

Section 15. Choice of Law. This Contract shall be construed and enforced by the substantive laws of the State of Alabama.

Section 16. Interpretation of Agreement. No provision of this contract shall be construed against or interpreted to the disadvantage of any party by any court or other governmental or judicial authority by reason of that party having, or being deemed to have, structured, dictated, or drafted that provision.

Section 17. Headings. The section headings in this Contract are entirely editorial, and in no way substantive. The headings do not create, enlarge, or diminish the rights and duties of the parties to this Contract.

Section 18. Other Agreements or Understandings. Provisions of this Contract, and any changes made pursuant to Sections 2, 4, 10, and 13 above, supercede any previous agreements or understandings between the parties, whether oral or in writing, and will control in the event of a conflict with any other agreement or understanding that the parties may enter into.

Section 19. Counterparts. This Contract may be executed in two counterparts, each of which shall be deemed an original but all of this will constitute one and the same Contract.

Section 20. The undersigned acknowledge that this Contract is void and a nullity unless the Superintendent has been duly authorized by the Board of Education to execute this Contract on behalf of the Board as evidenced by action of a majority of the Board at its official meeting. The undersigned further agree that time is of the essence. The Contract Principal shall, upon approval, sign and execute this Contract by no later than close of business of July 28, 2023 at which time, if this Contract is not signed by the Probationary Contract Principal, the Board's offer to employ the Probationary Contract Principal shall automatically expire.

Section 21. Advice of Counsel. THE PARTIES TO THIS CONTRACT REPRESENT THAT THEY HAVE SIGNED IT (1) AFTER AMPLE, FULL, AND MATURE DELIBERATION, (2) WITH FULL AUTHORITY TO DO SO, (3) AFTER HAVING READ THE CONTRACT AND HAD THE OPPORTUNITY TO FREELY DISCUSS IT WITH COUNSEL AND ANY OTHER ADVISOR OF EACH PARTY'S CHOICE, AND (4) THAT THEY ARE SIGNING IT VOLUNTARILY AND FULLY AWARE OF ITS CONTENTS AND MEANING.

Section 22. Effective Date. The parties intend and agree that this Contract shall be effective as of July 12, 2023.

In witness whereof, the parties have executed this Contract on the date indicated below.

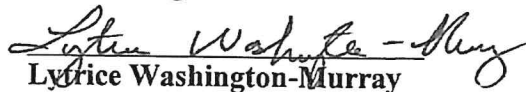
Executed by the Board this _____ day of _____, 2023.

Sumter County Board of Education

By: _____
Its: Superintendent

The Probationary Contract Principal hereby agrees to execute this Agreement by no later than **July 28, 2023**. Failure to do so may result in voluntary reassignment to the Probationary Contract Principal's last tenured position with the Board, appointment of interim duties, or automatic resignation of the Contract Principal's employment with the Board.

Executed by the Contract Principal this 17 day of July, 2023.


Lytrice Washington-Murray

Item: Employment of Personnel

Exhibit: _____

Background Information:

	NAME	SCHOOL/POSITION	REPLACING	EFFECTIVE DATE	CERT
<u>Certificated</u>					
1 .	Bridget Artist	BELL/Cosmetology	Ruby Moss	08/08/2023	Temporary
<u>Classified</u>					
2 .	Lamar Jones	MAIN/Maintenance Worker	Randy Lard	08/14/2023	
3 .	Jordan D Rodgers	CENT/Staff Accountant		08/25/2023	

¹ Applying for Alabama certification via an alternative approach² Certificated employee in a classified position

Recommendation: That the Board approve the assignments as submitted hereinabove.

Date: July 20, 2023 Submitted by: _____

The Superintendent concurs in this recommendation and submits same for Board consideration for approval.

Date: _____ Superintendent: _____

Thursday, July 20, 2023