

**MINUTES
CITY BOARD OF EDUCATION
CITY OF MUSCLE SHOALS, ALABAMA**

The City Board of Education of the City of Muscle Shoals, Alabama, met for the Board's regular meeting in the office of the City Superintendent of Education of the City of Muscle Shoals, Alabama, on August 30, 2021, at approximately 6:03 p.m. The meeting followed a work session held at 5:30 p.m. The secretary called the roll with the following results:

Present: Clayton Wood
Celia Rudolph
Sonya Allman
Marilyn Davis
Jamie Stoddard

Absent: None

Also present were Chad Holden, Superintendent and ex-officio Secretary to the Board and custodian of its minutes and records, Denise Woods, Assistant Superintendent, and Sherry Langley, Chief School Financial Officer. Administrators present included Sheneta Smith, Wes Ponders, Jason Simmons, Britney Schneider, Dianna Ritter, Kevin Davis, and Jeff Madden. Also present were Director Dennis Conner, and Muscle Shoals Councilmen, David Moore, and Chris Hall. Muscle Shoals Education Association representatives, Chris and Christina Porter, were also in attendance. There were also approximately 30 members of the community and staff present including Nathan Johnson, parent, who spoke during the work session. Due to Covid seating restrictions, approximately 10-12 individuals remained in the hallway during the meeting.

President Wood declared a quorum present and the meeting duly and legally constituted and open for the transaction of business.

A motion to approve the August 30, 2021, agenda was made by Dr. Rudolph and seconded by Dr. Davis. No discussion followed and the motion was subsequently approved with five yes votes.

President Wood asked Dr. Holden if any correspondence had been received that he would like to share with the Board. Superintendent Holden stated he did not have any correspondence to share.

President Wood proceeded with the meeting agenda.

I. Business Action Items

Superintendent Holden read the following resolution regarding Consent Agenda action items:

Consent Agenda Resolution

For the consent agenda, the Board has been furnished with background material on each item or has discussed the item at a previous meeting. Consent Agenda items will be acted upon with one vote without discussion. If a Board member wants to discuss any item, it will be pulled from the Consent Agenda and voted on separately.

A. Dr. Holden recommended approval of the following Consent Agenda items:

1. *Minutes – July 26, 2021 (Regular Meeting)*
2. *Minutes – August 10, 2021 (Special Meeting)*
3. *Bills & Accounts for July*
4. *July Financial Report (July bank statements have been reconciled)*
5. *Bid Solicitation – HVAC Replacement at MSHS (through Mechanical Design Services, Inc.)*
6. *Salary Schedule Revision (Administrative Salary Schedule)*
7. *CSFO Langley 2020-2021 Goals Stipend*

A motion to approve the superintendent's recommendation was made by Dr. Davis and seconded by Mrs. Allman. No discussion followed and the superintendent's recommendation was approved by five yes votes.

For the benefit of the online audience, the Consent agenda was read by Superintendent Holden. The revised Administrative Salary Schedule appears at the end of these minutes.

B. Personnel Report

Superintendent Holden recommended approval of the Personnel Report. A motion to approve the superintendent's recommendation was made by Mrs. Allman and seconded by Dr. Stoddard. No discussion followed and the superintendent's recommendation was approved by five yes votes.

For the benefit of the audience, the Personnel Report was read by Dr. Holden. The Personnel Report is shown at the end of these minutes.

II. Budget Hearing #1 (FY2022 Budget)

Chief School Financial Officer, Sherry Langley, distributed printed budget proposals and presented a PowerPoint presentation. Mrs. Langley explained the purpose of a budget and how funds are received and distributed. She explained how questions about the budget proposal could be submitted. The estimated proposed FY2022 budget is \$41 million dollars with estimated expenditures at approximately \$39 million. Salaries and benefits consume about 87% of the budget. A reserve fund balance of 2.16 months is projected (a 1 month balance is required by law). The system was again awarded the mental health coordinator grant. Budget hearing #2 will be held on September 13, 2021.

III. Superintendent's Report/Announcements

- Superintendent Holden stated the focus this morning was on Tropical Storm Ida that is predicted to bring severe weather to our area starting around 8:00 p.m. tonight and continuing until around noon tomorrow. All MSCS schools will transition to remote learning tomorrow, August 31, 2021, with extracurricular activities resuming tomorrow afternoon and evening after weather conditions have improved.
- Dr. Holden reported school had gotten off to a good start despite some of the challenges faced so far with Coronavirus, Part 2. Teachers, students, and all staff have definitely stepped up and helped start the school year strong.
- The superintendent gave a shout out to the administrative team and district nursing staff for rolling up their sleeves and navigating another difficult start to the school year, in some ways even more difficult than last year.
- On August 10, the Board approved Dr. Holden's recommendation to institute a universal masking policy for all students, staff, and visitors when indoors and within 6 feet of another person. The schools have operated smoothly with that expectation so far and monitoring of local school cases of COVID and the community spread of the virus will continue. School system numbers continue to be similar to what was seen during flu season last year and so far, the cases have been manageable. A close watch of the ongoing situation began in March 2020, and will continue.
- The district CNP staff also deserves a show of gratitude as they have been having to work on Saturdays to receive their supply shipments. Blake Stone, CNP Director, had made me aware of this but a memo from the state superintendent was received confirming that trucking companies were experiencing a shortage of drivers which was disrupting the transportation chain of getting food to schools. The CNP staff was determined that students would have food to eat so they have been working on their off days to make that happen.
- Fall sports are underway with football, volleyball, and cross-country. The marching band, cheerleaders, and dance teams are all working hard and representing the MSCS family for the fall season.
- Columbia High School has reported significant cases of COVID which has led them to transition to remote learning. They are forfeiting their games for the next two weeks. This will impact our homecoming originally scheduled for next week. Homecoming has now been moved to Thursday, October 28. Muscle Shoals will play Sparkman.
- A booster dose of the Covid-19 vaccine will be offered this fall, beginning the week of September 20. The shots will be available starting eight months after an individual's second dose. The district hosted its third vaccine clinic for students, staff, and the community on August 23. Helen Keller Hospital will return on September 13 to administer the second dose of the Pfizer vaccine. We appreciate the work of HKH President Kyle Buchanan, local physicians, and the hospital for helping educate the public on the pandemic and the vaccine.
- Congratulations were given to Dr. Richard Templeton, Supervisor of Student Services, for being selected to serve as the Director of 504 Coordinators for the CLAS organization.
- Sherry Langley, CSFO, was thanked for her work in putting the budget together and presenting the information to the Board. It is a busy time of year for the finance office as they work to close out one fiscal year and begin another. Putting the budget together is no easy task and Mrs. Langley's efforts are appreciated.

IV. Adjournment

In closing, President Wood recognized Superintendent Holden for being selected to receive the Outstanding Administrator Award presented by the Alabama Music Educators Association (AMEA). The award will be presented in Birmingham on January 21, 2022.

Mr. Wood asked if there was any other business to be addressed or any comments from the Board. There being no remarks, Mr. Wood declared the meeting adjourned at approximately 6:48 p.m.

Minutes approved:

Attest:

Chad Holden

SEAL

Muscle Shoals City Schools
2021 - 2022 Administrative Salary Schedule

CONTRACT DAYS IDENTIFIED BY JOB TITLE

Includes State Mandated 2% Raise

Years of Experience	Chief Technology Officer (240 Contract Days) *			Technology Specialist Supervisor (240 Contract Days)			Maintenance & Custodial Supervisor (260 Contract Days)			Technology Specialist (240 Contract Days)			Child Nutrition Director (208 Contract Days)			Business/ Payroll Benefits Supervisor & Community Education Coordinator (240 Contract Days)		
	Daily Rate	Monthly Rate	Annual Salary	Daily Rate	Monthly Rate	Annual Salary	Daily Rate	Monthly Rate	Annual Salary	Daily Rate	Monthly Rate	Annual Salary	Daily Rate	Monthly Rate	Annual Salary	Daily Rate	Monthly Rate	Annual Salary
0-2	329.06	6,581	78,971	265.67	5,313	63,760	246.23	5,313	63,760	217.45	4,343	52,115	282.04	4,889	58,665	306.77	4,125	49,505
3-4	350.91	7,018	84,219	281.06	5,641	67,693	260.35	5,641	67,693	233.52	4,670	56,045	306.54	5,313	63,760	208.82	4,276	50,117
5-7	367.15	7,343	88,117	297.82	5,956	71,476	274.91	5,956	71,476	249.29	4,986	59,830	322.63	5,592	67,107	211.36	4,227	50,727
8-10	372.78	7,456	89,468	303.28	6,066	72,786	279.95	6,066	72,786	254.75	5,095	61,140	338.73	5,871	70,455	213.91	4,278	51,338
11-13	377.78	7,556	90,666	308.12	6,162	73,949	284.42	6,162	73,949	259.60	5,192	62,304	354.13	6,118	73,659	216.46	4,329	51,990
14-16	383.40	7,668	92,015	313.58	6,272	75,258	289.45	6,272	75,258	265.05	5,301	63,614	370.23	6,417	77,007	219.00	4,380	52,561
17-19	387.77	7,755	93,065	317.83	6,357	76,279	293.38	6,357	76,279	269.31	5,386	64,635	384.92	6,672	80,063	225.18	4,504	54,042
20-23	393.36	7,868	94,412	323.29	6,466	77,589	298.42	6,466	77,589	274.77	5,495	65,945	397.35	6,897	82,648	235.07	4,701	56,417
24-26	396.11	7,922	95,066	326.01	6,520	78,243	300.93	6,520	78,243	277.89	5,550	66,598	400.49	6,942	83,302	237.79	4,756	57,069
27+	398.84	7,977	95,723	328.73	6,575	78,896	303.44	6,575	78,896	280.22	5,604	67,252	403.63	6,996	83,956	240.52	4,810	57,724

Salaries are rounded to the nearest dollar for presentation purposes.

* \$4,000 will be added to the Chief Technology Officer salary for obtaining and maintaining an Alabama Chief Technology Officer (CTO) Certification.

If an employee is hired at a different number of contract days than specified for the positions listed above, the salary will be calculated using a daily rate of pay.

Technology Specialist - Contract 180 days, Executive Level 20-23
 \$ 64,651 / 240 days = \$ 269.38 per day x 180 days = \$ 50,912.82

Personnel Report

I. Resignation/Retirement

1. **Sharon Franck**
Secretary/Bookkeeper (McBride Elementary), Retirement effective October 1, 2021
2. **Alicia Whitehead**
Teacher (Muscle Shoals Middle School), Resignation effective September 30, 2021

II. Employment

1. **Darby Lindsay**
Teacher (6th grade) at Muscle Shoals Middle School. Ms. Lindsay earned her Bachelor's Degree at the University of North Alabama and has worked previously in Franklin County Schools. Regular 187 day assignment, effective date TBD
2. **LaVera Warren**
System-wide CNP Assistant/Custodian (with CNP assignment at MSHS), temporary position from September 1, 2021 through May 28, 2022, to cover the increased workload caused by COVID.

III. Other/Special Appointments or Supplemental Assignment

1. **Extra Block(s) of Instruction (due to student enrollment)**
 1. Jolene Fretwell, (Health Science), total of 8 blocks
 2. Joel C. Retherford, (Welding), total of 8 blocks
 3. Jimmy Gay, (Driver Education), total of 7 blocks-extra block spring
 4. Scotty Peoples, (Health Education), total of 7 blocks-extra block spring
2. **Amber Butte'**
Part-time music instruction at Highland Park Elementary and Webster Elementary. Total \$8,000.00; No benefits; work schedule per contract agreement, effective for 2021-2022 school year
3. **Community Education Program Staff:** The following individuals will be employed for the part-time, temporary positions as noted; at stated hourly pay rates
 - **Enrichment Counselor** – Laci Lake (\$25.00), effective 09-13-2021 for 90 days (fund 6921)
 - **Student Aides** – Lakiyah Foster (\$9.00) –effective retroactive to 08-16-2021 for 180 days)
4. **EL Aides:** The following individuals will be employed temporary/part-time (not to exceed 29 hours per week)/no benefits, \$25/hourly between October 1, 2021, and September 30, 2022.
 1. Kaylee Akers
 2. Desiree Knight
5. **Eli Underwood** - Volunteer coach to assist with football, no compensation
6. **Math Summer Learning** – 26 stipends per attachment
7. **ELA Summer Learning** – 47 stipends per attachment
8. **SpEd Stipends for Summer 2021 IEP's and Referral Meetings** – 21 stipends per attachment

Information only – Not a Board Action Item

Position(s) employed through Kelly Services:

- **Dana Wallace and Anna Uhlman** (retired MSCS teachers) will fill leaves at Highland Park Elementary during the fall term
- **William Hawkins**
Will work as a paraprofessional/aide at Muscle Shoals High School (replaces Griffin Hood)