

## MEETING MINUTES

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### Attendees

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#### Voting Members

Dr. James Joy, President  
Mr. Randy Sparkman, Vice President  
Mrs. Sabrina Buettner, Board Member  
Mr. Daxton Maze, Board Member  
Ms. Amy Pace, Board Member

#### Non-Voting Members

Dr. Brian Clayton, Superintendent

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#### I. Call to Order

The Board President, Dr. James Joy, called the meeting to order at 6:00 p.m.

#### II. Establishment of Quorum

The Board President, Dr. James Joy declared that a quorum was present. All members were in attendance.

#### III. Invocation

The Invocation was led by Parker Daigre.

#### IV. Pledge of Allegiance

The *Pledge of Allegiance* was led by Anna Claire James.

#### V. Adoption of Agenda

A recommendation was made to approve the agenda. A motion was made by Randy Sparkman, with a second by Daxton Maze to approve the recommendation.

Voting: Unanimously Approved

#### VI. Approval of Minutes

A recommendation was made to approve the minutes of the following meetings:

1. December 17, 2024 - December Board Meeting
2. January 16, 2025 - Work Session

Motion made by: Mrs. Sabrina Buettner; Motion seconded by: Ms. Amy Pace

Voting: Unanimously Approved

## **VII. Action Items**

### **1. Presentations**

Tina Kimbrell, Principal of Hartselle Jr. High School, gave a presentation on events and accomplishments at Hartselle Jr. High School. Tina Kimbrell, Principal of Hartselle Jr. High School, gave a presentation on events and accomplishments at Hartselle Jr. High School.

### **2. Reports to the Board**

#### **a. December 2024 Financial Reports and Account Reconciliations**

Mr. Bradley Colburn presented the Board with the December 2024 financial reports and account reconciliations.

#### **b. Superintendent's Report**

- I would like to take this opportunity to thank our board on Board Appreciation Month. We appreciate all they do for Hartselle City Schools.
- First of all, Happy New Year to you all. I appreciate our faculty, staff, and administration for the job they do every day. Especially our administration, custodians, bus drivers, CNP workers, and maintenance who have worked so hard during the cold weather and the snow. It definitely takes all of them to do the job.
- Grades 3-8 have participated in IReady assessments in order to give us a data point for the upcoming ACAP. Our teachers, reading coaches, and instructional partners have worked really hard preparing our students. In my conversation with them, they believe we have a data point that will help guide instruction in the upcoming weeks.
- Liberty Learning had the kickoff for this semester on Thursday, January 9th. I have always been taught and believed if you want great leaders you have to teach leadership. This program works on character and public service.
- I was also asked to judge a souper bowl contest at Hartselle Intermediate. I do believe I look more qualified than Mr. Maze. He looks more fit than me.

### **3. Recommendation to Approve Change Orders**

The Superintendent made the recommendation to approve the following change order requests for Crestline Elementary School totaling \$51,176.63

- A. Relocated Fire Department Connection: \$23,753.00
- B. Repair failed subgrade in the Pre-K Loop Area: \$39,725
- C. Two additional AEDs: \$4,566
- D. Expansion joint in the storm shelter: \$4,856.53
- E. Add a monitor module in the cafeteria: \$1,030
- F. Drain inlet deduct: -\$3,500
- G. Existing school footing removal allowance reconciliation: -\$14,800
- H. Concrete chase deduct: -\$1,218
- I. Deductive change order adjustments for overhead and profit: \$3,235.90

Motion made by: Mr. Daxton Maze; Motion seconded by: Ms. Amy Pace  
Voting: Unanimously Approved

**4. Recommendation to Approve HVAC Control System**

The Superintendent made the recommendation to approve the purchase of a Building Automated Control System from Trane Technologies in the amount of \$57,510 to replace a now-defunct HVAC control system at Hartselle High School.

Motion made by: Mr. Randy Sparkman; Motion seconded by: Mrs. Sabrina Buettner

Voting: Unanimously Approved

**5. Recommendation to Approve Out-of-State Field Trip**

The Superintendent made the recommendation to approve the request for Hartselle High School Band students to travel to Orlando, Florida, from March 14-17, 2025, to participate in the Universal Stars Performance Series.

Motion made by: Mrs. Sabrina Buettner; Motion seconded by: Mr. Randy Sparkman

Voting: Unanimously Approved

**6. Recommendation to Approve Authorization to Remit Payment for Tax Refund**

The Superintendent made the recommendation for the Board to authorize payment to Indorama Ventures Xylenes & PTA, LLC, in an amount consistent with the May 19, 2023 Order, from the Circuit Court of Morgan County, plus any additional accrued interest, for an ad valorem tax refund for the 2017 and 2018 tax years.

Motion made by: Mrs. Sabrina Buettner; Motion seconded by: Dr. James Joy

Voting: Unanimously Approved

**VIII. Personnel Items**

**1. Recommendation to Approve Personnel Items**

The Superintendent made the recommendation to approve the following personnel items:

**Leaves**

1. Olivia Gillette for FMLA leave in the position of Elementary Teacher at Crestline Elementary School from approximately March 31, 2025 through May 23, 2025.
2. Karon Howard for FMLA leave in the position of Instructional Aide, based at the Central Office, currently assigned to Hartselle High School, from January 8, 2025 through April 10, 2025.
3. Stacie Martin for FMLA leave extension in the position of Pre-K Teacher at Crestline Elementary School from January 1, 2025 through January 31, 2025.

**Resignations**

1. Cy Ellis from the position of Science teacher and coach at Hartselle High School, effective January 31, 2025.

2. Olivia Gillette from the supplemental position of Hartselle Junior High School Cheerleading Coach, effective May 23, 2025.
3. Tracy Johnson from the position of Custodian, based at the Central Office, currently assigned to Crestline Elementary School, effective January 21, 2025.
4. Mallori Pendley from the supplemental position of Hartselle Junior High School Cheerleading Coach, effective May 23, 2025.

### **Transfers**

1. Theresa Bailey from the position of 10-month Local School Secretary at Hartselle Junior High School to the position of 12-month Local School Secretary at Hartselle Junior High School, effective February 1, 2025.
2. Felicia Jackson from the position of Instructional Aide, based at the Central Office, currently assigned to Hartselle Junior High School, to the position of Central Office Clerk - Special Services, effective February 1, 2025.

### **Employments**

1. Emma Kate Austin in the position of Instructional Aide, based at the Central Office, to be assigned to schools, effective January 22, 2025. First school assignment- Crestline Elementary School.
2. Austin Borden in the position of Special Education Teacher at Hartselle Junior High School, effective January 22, 2025.
3. Akram Smith in the position of Local School Secretary (10-Month) at Hartselle Junior High School, effective February 3, 2025.
4. Chloe Thompson in the position of Instructional Aide, based at the Central Office, to be assigned to schools, effective February 1, 2025. First school assignment- Hartselle Junior High School

### **Additional Duties**

1. Wendy Goss, Elementary Teacher, to provide Homebound Services as needed for the 2024-2025 school year, to be paid \$50 an hour, to be paid from Special Education funds.
2. Noah Herchenhahn to be paid \$5,000 to work with the Hartselle Band Program during the 2024-2025 school year, to be paid from Hartselle High School band funds.
3. Keri Riddlehoover, Special Education Teacher, to provide Homebound Services as needed for the 2024-2025 school year, to be paid \$50 an hour, to be paid from Special Education funds.
4. Ali Smith, Elementary Teacher, to provide Homebound Services as needed for the 2024-2025 school year, to be paid \$50 an hour, to be paid from Special Education funds.
5. Laura Smith to be paid \$35 an hour to provide Tutoring Services for the 2024-2025 school year at Hartselle Junior High School.

### **Substitutes**

1. Add the following to the substitute list, effective January 22, 2025: Amanda Towry.
2. Tabatha Nowak to work as a long-term substitute for an Instructional Aide leave at Hartselle High School, effective January 8, 2025, through April 10, 2025.

**Non-Employee Agreement**

1. Grace Tapscott to be paid for working on the 2025 Youth Volleyball Program, to be paid from the proceeds collected from the Youth Program.

**Volunteers**

1. Brad Arnette as a volunteer soccer coach for HJHS and HHS for the 2024-2025 school year.
2. Ivan Bello as a volunteer soccer coach for HJHS and HHS for the 2024-2025 school year.
3. Trent Nolan as a volunteer soccer coach for HJHS and HHS for the 2024-2025 school year.
4. Miachael Wilbanks as a volunteer tennis coach for HJHS and HHS for the 2024-2025 school year.
5. Amy Wright as a volunteer tennis coach for HJHS and HHS for the 2024-2025 school year.

Motion made by: Mr. Randy Sparkman; Motion seconded by: Mrs. Sabrina Buettner

Voting: Unanimously Approved

**IX. Information Items**

1. **Next Board Meeting - February 18, 2025 - F.E. Burleson Elementary**

**X. Adjournment**

With no further business, Board President, Dr. James Joy, declared the meeting adjourned at 6:34 p.m.

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