

**SHELBY
COUNTY
SCHOOLS
ACADEMIC
GUIDE**

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It is the policy of the SCBOE that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color, or age. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.: Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973, Sec. 504; Age Discrimination in Employment Act; Equal Pay Act of 1963; and the Title IX of the Education Amendment of 1972. For more information contact the Title IX, 504, and/or ADA Coordinator, P.O. Box 1910 Columbiana, AL 35051, or call 205-682-7000.

For additional services and regulations pertaining to students, see the companion document, Code of Conduct and Attendance, which is available on the district website. Among the guidance found in this manual is information on disciplinary policies, instructional support services, attendance policies, grievance procedures, as well as other notices regarding student and parental rights.

**Out of State Field Trips
For Board Approval
10/19/2023**

School	Teacher/Sponsor	Start Date	End Date	Field Trip Type	Instructional Purpose	Location	Ovrnt	#Stdnts
ChHS	T. Motley	11/16/2023	11/17/2023	Instructional	Architectural Drafting	Biltmore Estates & Dollywood	YES	40
ChHS	W. Adams	11/11/2023	11/17/2023	Instructional	Civic Engagement/Close Up Foundation	Washington, DC	YES	11
HHS	M. Swinsick	10/28/2023	10/28/2023	Athletic	UCA Regional Cheer Competition	Memphis, TN	NO	29
OMMS	L. Albritton	1/31/2024	2/5/2024	Fine Arts	UDA National Competition	Orlando, FL (Disney World)	YES	8

**STATE OF ALABAMA
DEPARTMENT OF EDUCATION
LEA Financial System
Combined Balance Sheet -- All Fund Types and Account Groups
For Fiscal Year Ended September 30, 2023**

Exhibit F-I-A

059 - Shelby County Schools

059 - Shelby County Schools		GOVERNMENTAL			PROPRIETARY	FIDUCIARY	ACCOUNT GROUPS
Description	General	Special Revenue	Debt Service	Capital Projects	Enterp/ Internal	Trust Agency	F/A L/T Dept
Assets and Other Debits:							
Assets:							
Cash	\$57,028,621.75	\$8,558,370.36	\$5,003,747.15	\$12,816,712.03	\$0.00	\$3,038,874.16	\$0.00
Investments	\$11,455,208.96	\$183,883.74	\$0.00	\$0.00	\$0.00	\$5,304.16	\$0.00
Receivables	\$4,892,342.88	\$1,587,022.03	\$0.00	\$317,616.79	\$0.00	\$2,278.70	\$0.00
Interfund Receivables	\$442,856.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Inventories	\$102,634.11	\$848,929.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Assets							
Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$476,616,082.29
Construction In Progress	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,360,752.81
Other Debits:							
Amounts Available	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,464,512.15
Amounts to be Provided	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135,018,797.98
Other Debits							
Total Assets and Other Debits:	\$73,921,663.70	\$11,178,406.10	\$5,003,747.15	\$13,134,328.82	\$0.00	\$3,046,457.02	\$657,460,145.23
Liabilities and Fund Equity:							
Liabilities:							
Claims Payable	\$895,173.03	\$18,830.93	\$0.00	\$90,425.30	\$0.00	\$1,134.00	\$0.00
Interfund Payable	\$0.00	\$442,856.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Liabilities	\$212,119.56	\$500,706.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Long-Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,483,310.13
Total Liabilities:	\$1,107,292.59	\$962,393.87	\$0.00	\$90,425.30	\$0.00	\$1,134.00	\$137,483,310.13
Fund Equity:							
Investments in General Fixed Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$519,976,835.10
Contributed Capital							
Reserved Fund Balance	\$10,010,249.38	\$1,565,059.57	\$0.00	\$18,510,473.96	\$0.00	\$132,084.84	\$0.00
Unreserved Fund balance	\$62,804,121.73	\$8,650,952.66	\$5,003,747.15	(\$5,466,570.44)	\$0.00	\$2,913,238.18	\$0.00
Total Fund Equity:	\$72,814,371.11	\$10,216,012.23	\$5,003,747.15	\$13,043,903.52	\$0.00	\$3,045,323.02	\$519,976,835.10
Total Liabilities and Fund Equity:	\$73,921,663.70	\$11,178,406.10	\$5,003,747.15	\$13,134,328.82	\$0.00	\$3,046,457.02	\$657,460,145.23

Information in this report has been reconciled to the corresponding bank statements.

**STATE OF ALABAMA
DEPARTMENT OF EDUCATION
LEA Financial System**

Exhibit F-II-A

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
All Governmental Fund Types and Expendable Trust Funds
For Fiscal Year Ended September 30, 2023**

059 - Shelby County Schools

	GOVERNMENTAL			FIDUCIARY		
	General	Special Revenue	Debt Service	Capital Projects	Expendable Trust	Total
Revenues						
State Sources	\$154,174,705.12	\$0.00	\$2,816,264.68	\$23,022,751.02	\$0.00	\$180,013,720.82
Federal Sources	\$59,000.50	\$22,008,160.73	\$0.00	\$0.00	\$0.00	\$22,067,161.23
Local Sources	\$88,158,708.53	\$16,141,887.17	\$14,179,517.88	\$398,625.95	\$5,692,725.69	\$124,571,465.22
Other Sources	\$719,400.89	\$283,618.51	\$0.00	\$0.00	\$0.00	\$1,003,019.40
Total Revenues:	\$243,111,815.04	\$38,433,666.41	\$16,995,782.56	\$23,421,376.97	\$5,692,725.69	\$327,655,366.67
Expenditures						
Instructional Services	\$130,921,303.56	\$19,429,609.41	\$0.00	\$0.00	\$1,738,825.22	\$152,089,738.19
Instructional Support Services	\$37,004,779.26	\$5,851,243.74	\$0.00	\$0.00	\$1,090,395.10	\$43,946,418.10
Operation & Maintenance Services	\$25,835,307.18	\$1,708,699.10	\$0.00	\$789,206.22	\$332,959.58	\$28,666,172.08
Auxiliary Services	\$18,232,137.49	\$17,123,064.24	\$0.00	\$0.00	\$60,602.88	\$35,415,804.61
General Administrative Services	\$5,467,688.71	\$607,015.00	\$0.00	\$0.00	\$0.00	\$6,074,703.71
Capital Outlay	\$3,268,277.78	\$1,604,211.72	\$0.00	\$25,509,858.35	\$1,500.00	\$30,383,847.85
Debt Service	\$0.00	\$2,192.60	\$16,365,714.53	\$0.00	\$2,079.89	\$16,369,987.02
Other Expenditures	\$3,990,912.91	\$1,259,943.28	\$0.00	\$0.00	\$1,277,262.14	\$6,528,118.33
Total Expenditures:	\$224,720,406.89	\$47,585,979.09	\$16,365,714.53	\$26,299,064.57	\$4,503,624.81	\$319,474,789.89
Other Fund Sources (Uses)						
Other Fund Sources:	\$4,189,689.40	\$7,031,089.41	\$0.00	\$684,445.09	\$431,294.12	\$12,336,518.02
Other Fund Uses:	\$5,884,533.60	\$2,746,067.69	\$0.00	\$0.00	\$1,347,088.29	\$9,977,689.58
Total Other Fund Sources (Uses):	(\$1,694,844.20)	\$4,285,021.72	\$0.00	\$684,445.09	(\$915,794.17)	\$2,358,828.44
Excess Revenues and Other Sources Over (Under) Expenditures and Other Fund Uses:	\$16,696,563.95	(\$4,867,290.96)	\$630,068.03	(\$2,193,242.51)	\$273,306.71	\$10,539,405.22
Beginning Fund Balance - October 1:	\$56,117,807.16	\$15,083,303.19	\$4,373,679.12	\$15,237,146.03	\$2,772,016.31	\$93,583,951.81
Ending Fund Balance - September 30:	\$72,814,371.11	\$10,216,012.23	\$5,003,747.15	\$13,043,903.52	\$3,045,323.02	\$104,123,357.03

Information in this report has been reconciled to the corresponding bank statements.

**STATE OF ALABAMA
DEPARTMENT OF EDUCATION
LEA Financial System**

Exhibit F-III-A

**Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
All Governmental Fund Types and Expendable Trust Funds
Budget and Actual
For Fiscal Year Ended September 30, 2023**

059 - Shelby County Schools

059 - Shelby County Schools	GENERAL		VARIANCE	SPECIAL REVENUE		VARIANCE
Description	Budget	Actual	Favorable (Unfavorable)	Budget	Actual	Favorable (Unfavorable)
Revenues						
State Sources	\$141,927,340.18	\$154,174,705.12	\$12,247,364.94	\$0.00	\$0.00	\$0.00
Federal Sources	\$69,202.96	\$59,000.50	(\$10,202.46)	\$33,933,850.45	\$22,008,160.73	(\$11,925,689.72)
Local Sources	\$82,907,104.87	\$88,158,708.53	\$5,251,603.66	\$11,769,156.73	\$16,141,887.17	\$4,372,730.44
Other Sources	\$555,505.00	\$719,400.89	\$163,895.89	\$301,330.88	\$283,618.51	(\$17,712.37)
Total Revenues:	\$225,459,153.01	\$243,111,815.04	\$17,652,662.03	\$46,004,338.06	\$38,433,666.41	(\$7,570,671.65)
Expenditures						
Instructional Services	\$132,504,355.12	\$130,921,303.56	\$1,583,051.56	\$23,085,742.41	\$19,429,609.41	\$3,656,133.00
Instructional Support Services	\$37,692,386.83	\$37,004,779.26	\$687,607.57	\$6,919,573.67	\$5,851,243.74	\$1,068,329.93
Operation & Maintenance Services	\$25,419,330.05	\$25,835,307.18	(\$415,977.13)	\$1,588,234.21	\$1,708,699.10	(\$120,464.89)
Auxiliary Services	\$17,800,699.92	\$18,232,137.49	(\$431,437.57)	\$18,313,226.27	\$17,123,064.24	\$1,190,162.03
General Administrative Services	\$5,388,308.45	\$5,467,688.71	(\$79,380.26)	\$1,560,264.71	\$607,015.00	\$953,249.71
Capital Outlay	\$3,818,863.32	\$3,268,277.78	\$550,585.54	\$1,333,823.68	\$1,604,211.72	(\$270,388.04)
Debt Service	\$0.00	\$0.00	\$0.00	\$2,085.00	\$2,192.60	(\$107.60)
Other Expenditures	\$4,282,200.95	\$3,990,912.91	\$291,288.04	\$1,480,954.58	\$1,259,943.28	\$221,011.30
Total Expenditures:	\$226,906,144.64	\$224,720,406.89	\$2,185,737.75	\$54,283,904.53	\$47,585,979.09	\$6,697,925.44
Other Financing Sources (Uses)						
Other Financing Sources:	\$4,380,097.59	\$4,189,689.40	(\$190,408.19)	\$8,737,547.56	\$7,031,089.41	(\$1,706,458.15)
Other Financing Uses:	\$8,153,543.56	\$5,884,533.60	\$2,269,009.96	\$1,889,287.99	\$2,746,067.69	(\$856,779.70)
Total Other Financing Sources (Uses):	(\$3,773,445.97)	(\$1,694,844.20)	\$2,078,601.77	\$6,848,259.57	\$4,285,021.72	(\$2,563,237.85)
Excess Revenues and Other Sources Over (Under) Expenditures and Other Uses:	(\$5,220,437.60)	\$16,696,563.95	\$21,917,001.55	(\$1,431,306.90)	(\$4,867,290.96)	(\$3,435,984.06)
Beginning Fund Balance - Oct. 1:	\$56,119,119.46	\$56,117,807.16	(\$1,312.30)	\$15,083,303.19	\$15,083,303.19	\$0.00
Ending Fund Balance - Sept. 30:	\$50,898,681.86	\$72,814,371.11	\$21,915,689.25	\$13,651,996.29	\$10,216,012.23	(\$3,435,984.06)

Information in this report has been reconciled to the corresponding bank statements.

STATE OF ALABAMA
DEPARTMENT OF EDUCATION
LEA Financial System
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
All Governmental Fund Types and Expendable Trust Funds
Budget and Actual
For Fiscal Year Ended September 30, 2023

059 - Shelby County Schools

059 - Shelby County Schools						
	DEBT SERVICE		VARIANCE	CAPITAL PROJECTS		VARIANCE
Description	Budget	Actual	Favorable (Unfavorable)	Budget	Actual	Favorable (Unfavorable)
Revenues						
State Sources	\$2,816,264.68	\$2,816,264.68	\$0.00	\$23,905,725.26	\$23,022,751.02	(\$882,974.24)
Federal Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local Sources	\$14,161,447.64	\$14,179,517.88	\$18,070.24	\$4,319,166.00	\$398,625.95	(\$3,920,540.05)
Other Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues:	\$16,977,712.32	\$16,995,782.56	\$18,070.24	\$28,224,891.26	\$23,421,376.97	(\$4,803,514.29)
Expenditures						
Instructional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Instructional Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operation & Maintenance Services	\$0.00	\$0.00	\$0.00	\$1,488,466.69	\$789,206.22	\$699,260.47
Auxiliary Services	\$0.00	\$0.00	\$0.00	\$786,484.12	\$0.00	\$786,484.12
General Administrative Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$42,735,201.47	\$25,509,858.35	\$17,225,343.12
Debt Service	\$16,590,859.78	\$16,365,714.53	\$225,145.25	\$0.00	\$0.00	\$0.00
Other Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditures:	\$16,590,859.78	\$16,365,714.53	\$225,145.25	\$45,010,152.28	\$26,299,064.57	\$18,711,087.71
Other Financing Sources (Uses)						
Other Financing Sources:	\$0.00	\$0.00	\$0.00	\$1,641,909.20	\$684,445.09	(\$957,464.11)
Other Financing Uses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Financing Sources (Uses):	\$0.00	\$0.00	\$0.00	\$1,641,909.20	\$684,445.09	(\$957,464.11)
Excess Revenues and Other Sources Over (Under) Expenditures and Other Uses:	\$386,852.54	\$630,068.03	\$243,215.49	(\$15,143,351.82)	(\$2,193,242.51)	\$12,950,109.31
Beginning Fund Balance - Oct. 1:	\$4,372,837.85	\$4,373,679.12	\$841.27	\$15,237,146.03	\$15,237,146.03	\$0.00
Ending Fund Balance - Sept. 30:	\$4,759,690.39	\$5,003,747.15	\$244,056.76	\$93,794.21	\$13,043,903.52	\$12,950,109.31

Information in this report has been reconciled to the corresponding bank statements.

STATE OF ALABAMA
DEPARTMENT OF EDUCATION
LEA Financial System
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
All Governmental Fund Types and Expendable Trust Funds
Budget and Actual
For Fiscal Year Ended September 30, 2023

059 - Shelby County Schools

059 - Shelby County Schools				TOTAL GOVERNMENT AND FUND TYPES AND EXPENDABLE TRUST FUNDS		
	EXPENDABLE TRUST		VARIANCE Favorable (Unfavorable)			VARIANCE Favorable (Unfavorable)
Description	Budget	Actual		Budget	Actual	
Revenues						
State Sources	\$0.00	\$0.00	\$0.00	\$168,649,330.12	\$180,013,720.82	\$11,364,390.70
Federal Sources	\$0.00	\$0.00	\$0.00	\$34,003,053.41	\$22,067,161.23	(\$11,935,892.18)
Local Sources	\$3,704,786.00	\$5,692,725.69	\$1,987,939.69	\$116,861,661.24	\$124,571,465.22	\$7,709,803.98
Other Sources	\$0.00	\$0.00	\$0.00	\$856,835.88	\$1,003,019.40	\$146,183.52
Total Revenues:	\$3,704,786.00	\$5,692,725.69	\$1,987,939.69	\$320,370,880.65	\$327,655,366.67	\$7,284,486.02
Expenditures						
Instructional Services	\$995,141.00	\$1,738,825.22	(\$743,684.22)	\$156,585,238.53	\$152,089,738.19	\$4,495,500.34
Instructional Support Services	\$742,165.00	\$1,090,395.10	(\$348,230.10)	\$45,354,125.50	\$43,946,418.10	\$1,407,707.40
Operation & Maintenance Services	\$138,590.00	\$332,959.58	(\$194,369.58)	\$28,634,620.95	\$28,666,172.08	(\$31,551.13)
Auxiliary Services	\$28,714.00	\$60,602.88	(\$31,888.88)	\$36,929,124.31	\$35,415,804.61	\$1,513,319.70
General Administrative Services	\$0.00	\$0.00	\$0.00	\$6,948,573.16	\$6,074,703.71	\$873,869.45
Capital Outlay	\$30,000.00	\$1,500.00	\$28,500.00	\$47,917,888.47	\$30,383,847.85	\$17,534,040.62
Debt Service	\$2,000.00	\$2,079.89	(\$79.89)	\$16,594,944.78	\$16,369,987.02	\$224,957.76
Other Expenditures	\$920,895.00	\$1,277,262.14	(\$356,367.14)	\$6,684,050.53	\$6,528,118.33	\$155,932.20
Total Expenditures:	\$2,857,505.00	\$4,503,624.81	(\$1,646,119.81)	\$345,648,566.23	\$319,474,789.89	\$26,173,776.34
Other Financing Sources (Uses)						
Other Financing Sources:	\$75,006.00	\$431,294.12	\$356,288.12	\$14,834,560.35	\$12,336,518.02	(\$2,498,042.33)
Other Financing Uses:	\$685,961.00	\$1,347,088.29	(\$661,127.29)	\$10,728,792.55	\$9,977,689.58	\$751,102.97
Total Other Financing Sources (Uses):	(\$610,955.00)	(\$915,794.17)	(\$304,839.17)	\$4,105,767.80	\$2,358,828.44	(\$1,746,939.36)
Excess Revenues and Other Sources Over (Under) Expenditures and Other Uses:	\$236,326.00	\$273,306.71	\$36,980.71	(\$21,171,917.78)	\$10,539,405.22	\$31,711,323.00
Beginning Fund Balance - Oct. 1:	\$2,779,216.31	\$2,772,016.31	(\$7,200.00)	\$93,591,622.84	\$93,583,951.81	(\$7,671.03)
Ending Fund Balance - Sept. 30:	\$3,015,542.31	\$3,045,323.02	\$29,780.71	\$72,419,705.06	\$104,123,357.03	\$31,703,651.97

Information in this report has been reconciled to the corresponding bank statements.

Report by Account Number [REDACTED] Statement Ending Date 09/30/2023

☐ Bank Code
☐ Account #

Fiscal Year: 2023 Period: 12

☒ Print Report
 ☐ Print Journal Entries

Reconciliation Summary	Amounts	
Statement Ending Balance	72,861,393.01	
Outstanding Checks	7,818,836.06	
Outstanding Other Reconciliable Items	0.00	
Adjusted Statement Balance	65,042,556.95	
Beginning Book Balance	70,014,189.79	
Total Debits	48,337,573.52	
Total Credits	53,309,206.36	
Ending Book Balance	65,042,556.95	
Statement And Book In Balance	0.00	

Report Destination

☒ To Report Viewer
 ☐ To Grid
 ☐ To File

☐ To Printer
 PR18 CSFO
 Setup

Click the Recon Button to Reconcile this Bank Statement Period

**SHELBY COUNTY BOARD OF EDUCATION
LOCAL TAX REVENUE COMPARISON FOR FY 2023**

	SEPTEMBER		YEAR-TO-DATE		YTD COMPARISON	BUDGET
	2022	2023	2022	2023		
16 Mill CW Property	15,963	2,296	34,550,241	38,025,937	3,475,696	37,678,593
16 Mill CW Auto	1,015,256	1,166,155	5,081,688	5,906,388	824,700	4,800,000
TOTAL 16 MILL COUNTY-WIDE	1,031,220	1,168,451	39,631,929	43,932,324	4,300,396	42,478,593
14 Mill SD Property	19,643	2,887	27,272,623	30,142,597	2,869,973	29,871,272
14 Mill SD Auto	871,450	1,010,358	4,110,356	4,812,195	701,839	4,143,389
TOTAL 14 MILL DISTRICT	891,093	1,013,246	31,382,980	34,954,792	3,571,812	34,014,661
TOTAL 30 MILL AD VAL	1,922,313	2,181,697	71,014,908	78,887,116	7,872,208	76,493,254
ALCOHOL BEVERAGE TAX	46,960	45,071	261,903	252,766	(9,137)	245,060
SALES TAX	3,780,350	3,810,999	14,735,223	15,333,092	597,869	14,300,000
TOTAL LOCAL REVENUE	5,749,623	6,037,767	86,012,035	94,472,974	8,460,939	91,038,314

LOCAL REVENUE	ACTUAL YTD	ACTUAL YTD	% INCREASE (DECREASE)
	2022	2023	
Property Ad Valorem	61,822,864	68,168,533	10.26%
Car Tag Ad Valorem	9,192,044	10,718,583	16.61%
Sales Tax	14,735,223	15,333,092	4.06%
Alcohol Beverage Tax	261,903	252,766	-3.49%
Total Local	86,012,035	94,472,974	9.84%

SHELBY COUNTY SCHOOLS

JOB TITLE: **CHILD NUTRITION PROGRAM EMPLOYEE**

QUALIFICATIONS:

1. High school graduate or equivalent (GED).
2. Good physical and emotional health including ability to perform duties described in essential functions.
3. Effective interpersonal communication skills.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
5. Pass post offer skills assessment.

REPORTS TO: Child Nutrition Program Manager, Assistant Manager, School Administration

JOB GOAL: Demonstrates excellent customer service while preparing food that is attractive and nutritious; serves meals in a friendly and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Performs work in the Child Nutrition Program in accordance with regulations, policies and procedures.
2. Assists with basic food preparation and proper food storage.
3. Follows verbal and written instructions.
4. Prepares food as assigned according to the planned menu.
5. Follows recipes accurately.
6. Maintains working knowledge of kitchen equipment.
7. Prepares service lines for meal time.
8. Assumes responsibility for serving and replenishing menu items.
9. Provides cordial and professional service while working cooperatively with others.
10. Cleans and maintains orderly, safe and sanitary conditions in compliance with applicable regulations.
11. Assumes responsibility for storage and disposal of foods.
12. Receives, transports and stores food deliveries appropriately.
13. Displays good personal grooming and appropriate dress for food service according to the Child Nutrition Program Handbook.
14. Maintains confidentiality of work-related issues, records, and school related information.
15. Be regular and punctual in attendance.
16. Perform duties in a manner that will promote good public relations.
17. Understands and complies with Shelby County Board of Education policies and procedures.

18. Meets the required annual continuing education or training requirements.
19. Assumes other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Capable of being trained in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the below listed functions:
 - a. Work in a standing position for prolonged periods of time
 - b. Lift and/or carry moderate weight daily (15-45 pounds)
 - c. Walk, balance, bend, kneel and reach
 - d. Exert adequate force to push/pull at least 40 pounds
5. Capable of working in an environment which may include, but not limited to, exposure to the following:
 - a. Slippery surfaces
 - b. Prolonged periods with hands in water
 - c. Approved cleaning chemicals
 - d. Common food allergens
 - e. Extreme hot or cold temperatures

TERMS OF EMPLOYMENT: At appropriate salary schedule. Non-exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy

REVIEWED AND AGREED TO BY: _____ **DATE:** _____

SHELBY COUNTY SCHOOLS

JOB TITLE: **CHILD NUTRITION PROGRAM ASSISTANT MANAGER**

QUALIFICATIONS:

1. Bachelor's Degree, preferred, or,
2. High School graduate or GED equivalent.
3. Good physical and emotional health including ability to perform duties described in essential functions.
4. Effective interpersonal communication skills.
5. Current ServSafe Certification.
6. Pass Post Offer Skills Assessment.
7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Child Nutrition Program Manager, School Administration

SUPERVISES: Assist in supervision of Child Nutrition Program Employees

JOB GOAL: Assist in management of Child Nutrition Program. Demonstrates excellent customer service while preparing food that is attractive and nutritious; serves meals in a friendly and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Performs work in the Child Nutrition Program in accordance with regulations, policies and procedures.
2. Assists with basic food preparation and proper food storage.
3. Follows verbal and written instructions.
4. Prepares food as assigned according to the planned menu.
5. Follows recipes accurately.
6. Maintains working knowledge of kitchen equipment.
7. Prepares service lines for meal time.
8. Assumes responsibility for serving and replenishing menu items.
9. Provides cordial and professional service while working cooperatively with others.
10. Cleans and maintains orderly, safe, and sanitary conditions in compliance with applicable regulations.

11. Assumes responsibility for storage and disposal of foods.
12. Receives, transports, and stores food deliveries appropriately.
13. Displays good personal grooming and appropriate dress for food service according to the Child Nutrition Program Handbook.
14. Maintains confidentiality of work-related issues, records, and school related information.
15. Maintains regular and punctual attendance.
16. Performs duties in a manner that will promote good public relations.
17. Understands and complies with Shelby County Board of Education policies and procedures.
18. Maintains records as required by the Child Nutrition Program.
19. Performs managerial duties in the absence of the Child Nutrition Program Manager.
20. Assists in training and development of employees.
21. Meets the required annual continuing education or training requirements.
22. Performs other job-related duties during the school day as assigned by the Child Nutrition Program Manager.

ESSENTIAL FUNCTIONS:

1. Capable of being trained in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the below listed functions:
 - a. Work in a standing position for prolonged periods of time.
 - b. Lift and/or carry moderate weight daily (15-45 pounds).
 - c. Walk, balance, bend, kneel, and reach.
 - d. Exert adequate force to push/pull at least 40 pounds.
5. Capable of working in an environment which may include, but not limited to, exposure to the following:
 - a. Slippery surfaces.
 - b. Prolonged periods with hands in water.
 - c. Approved cleaning chemicals.
 - d. Common food allergens.
 - e. Extreme hot or cold temperatures.

TERMS OF EMPLOYMENT: At appropriate salary schedule. Non-exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy

REVIEWED AND AGREED TO BY: _____ **DATE:** _____

SHELBY COUNTY SCHOOLS

JOB TITLE: CHILD NUTRITION PROGRAM MANAGER

QUALIFICATIONS:

1. Bachelor's Degree, preferred, or,
2. High School graduate or GED equivalent.
3. Good physical and emotional health including ability to perform duties described in essential functions.
4. Effective interpersonal communication skills.
5. Current ServSafe Certification.
6. Pass Post Offer Skills Assessment.
7. Three years of School Food Service or related work experience.
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: School Administrator, Child Nutrition Program Area Manager, Child Nutrition Program Coordinator

SUPERVISES: Child Nutrition Program Employees and Child Nutrition Program Assistant Manager

JOB GOAL: Effectively manages Child Nutrition Program. Demonstrates excellent customer service while preparing food that is attractive and nutritious; serves meals in a friendly and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Cleans and maintains orderly, safe, and sanitary conditions in compliance with applicable regulations.
3. Orders and determines quantities of foods to be prepared daily according to standardized recipes.
4. Receives and verifies orders accurately and in a timely manner as required.
5. Reports immediately to the School Administrator any problem or on the job injury occurring in the kitchen or the cafeteria premises.
6. Confers with the School Administrator, Child Nutrition Program Area Manager, or Child Nutrition Program Coordinator, regarding personnel problems.

7. Maintains working knowledge of kitchen equipment.
8. Prepares service lines for meal time.
9. Assumes responsibility for serving and replenishing menu items.
10. Provides cordial and professional service while working cooperatively with others.
11. Assumes responsibility for storage and disposal of foods.
12. Receives, transports, and stores food deliveries appropriately.
13. Follows verbal and written instructions.
14. Maintains records as required by the Child Nutrition Program.
15. Performs duties in a manner that will promote good public relations.
16. Participates in activities that promote good public relations with students, teachers, and the community.
17. Prepares food as assigned according to the planned menu.
18. Displays good personal grooming and appropriate dress for food service according to the Child Nutrition Program Handbook.
19. Maintains regular and punctual attendance.
20. Assists in training and development of employees.
21. Meets the required annual continuing education or training requirements.
22. Understands and complies with Shelby County Board of Education policies and procedures.
23. Maintains confidentiality of work-related issues, records, and school related information.
24. Assumes other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Capable of being trained in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the below listed functions:
 - a. Work in a standing position for prolonged periods of time.
 - b. Lift and/or carry moderate weight daily (15-45 pounds).
 - c. Walk, balance, bend, kneel and reach.
 - d. Exert adequate force to push/pull at least 40 pounds.
5. Capable of working in an environment which may include, but not limited to, exposure to the following:
 - a. Slippery surfaces.
 - b. Prolonged periods with hands in water.
 - c. Approved cleaning chemicals.
 - d. Common food allergens.
 - e. Extreme hot or cold temperatures.

TERMS OF EMPLOYMENT: At appropriate salary schedule. Non-exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy

REVIEWED AND AGREED TO BY: _____ **DATE:** _____

SHELBY COUNTY SCHOOLS

JOB TITLE: CHILD NUTRITION PROGRAM AREA MANAGER

QUALIFICATIONS:

1. Bachelor's Degree in food and nutrition, food service management, business, family and consumer sciences, hospitality management, culinary arts, or School Nutrition Specialist Certification (SNS).
2. Three years of School Food Service or related work experience.
3. Previous management experience preferred.
4. Effective communication skills.
5. Good physical and emotional health including ability to perform duties described in essential functions.
6. Current ServSafe Certification.
7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Child Nutrition Program Coordinator and Principals

SUPERVISES: Managers and Child Nutrition Program Employees

JOB GOAL: Effectively manages Child Nutrition Program. Demonstrates excellent customer service while ensuring food is attractive and nutritious; ensuring meals are served in a friendly and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Works with Child Nutrition Program (CNP) management to ensure all employees are treated fairly with regard to rotating positions, assignments, and schedules.
2. Confers with the principal and CNP Coordinator on any personnel or schools' facilities issues.
3. Assists CNP Coordinator in providing training for area employees.
4. Plans menus, workbooks, production records, and nutritional analysis to include new recipes and special events as assigned.
5. Approves area schools' weekly grocery orders and monitors inventory.
6. Monitors daily food production, quantity, quality, and presentation.
7. Follows system guidelines for the recruitment, hiring, training, and evaluation of employees.
8. Ensures menus, workbooks, production records, and recipes are being utilized and followed

accurately.

9. Reviews and addresses equipment needs and maintenance concerns.
10. Reviews county health inspections and food safety check list in order to make corrections as needed.
11. Serves as a resource and/or guest speaker for nutritional information; teaches nutrition education classes.
12. Is familiar with point of sale operating system including how to run and print required reports.
13. Monitors records and reports to comply with USDA and state regulations/guidelines.
14. Completes assigned reviews for each area school.
15. Promote the Child Nutrition Program by communicating and working with principal, teachers, students, and parent groups.
16. Works with the CNP Coordinator when assigned special projects/activities. (Summer feeding, Head Start, catering, Dietetic Interns, local college students, career fairs, grant writing, facility renovations and construction).
17. Follows established district food safety procedures to ensure that food is prepared and served in a sanitary and safe environment.
18. Assists in providing services in response to disaster or emergency situations.
19. Ensures student dietary plans are monitored for accuracy; provides required items specific to the dietary plan.
20. Displays good personal grooming and appropriate dress.
21. Maintains regular and punctual attendance.
22. Meets the required annual continuing education or training requirements.
23. Understands and complies with Shelby County Board of Education policies and procedures.
24. Maintains confidentiality of school system related business.
25. Maintains working knowledge of kitchen equipment.
26. Performs other job-related duties that may be reasonably required by the principal or CNP Coordinator.

ESSENTIAL FUNCTIONS:

1. Capable of being trained and training others in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the below listed functions:
 - a. Work in a standing position for prolonged periods of time
 - b. Lift and/or carry moderate weight daily (15-45 pounds)
 - c. Walk, balance, bend, kneel, and reach
 - d. Exert adequate force to push/pull at least 40 pounds
5. Capable of working in an environment which may include, but not limited to, exposure to the following:
 - a. Slippery surfaces
 - b. Prolonged periods with hands in water
 - c. Approved cleaning chemicals
 - d. Common food allergens
 - e. Extreme hot or cold temperatures
6. Ability to utilize computer software programs to complete tasks as needed.

TERMS OF EMPLOYMENT: At appropriate salary schedule. Exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

REVIEWED AND AGREED TO BY: _____ **DATE:** _____

SHELBY COUNTY SCHOOLS

JOB TITLE: CHILD NUTRITION PROGRAM COORDINATOR

QUALIFICATIONS:

1. A master's degree or equivalent in the field of Family and Consumer Sciences, food and nutrition, food service management, hospitality management, business, or a related field.
2. Five years of experience in food service management or administration.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Current ServSafe Certification.

REPORTS TO: Assistant Superintendent of Operations

JOB GOALS: To formulate and interpret a philosophy for the child nutrition program that will support student learning by offering meals that are consistent with program guidelines and student needs.

PERFORMANCE RESPONSIBILITIES:

1. Work with the school principal to interview, screen, and recommend appointment of Child Nutrition Program Managers.
2. Coordinate personnel policies of Child Nutrition Program personnel or other support personnel when so directed.
3. Assist with the observation and evaluation process of the appropriate employees.
4. Assist in the preparation of specifications and bid conditions for all items connected with the Child Nutrition Program.
5. Coordinate the request, distribution, and transfer of commodity food items.
6. Work with the Health Department in inspecting facilities and enforcing regulations to insure cleanliness, health, and safety.
7. Supervise Child Nutrition Program accounting procedures in cooperation with the State Department of Education.
8. Prepare for audits of Child Nutrition Program accounts.
9. Review and evaluate requests for purchase of equipment.
10. Supervise the preparation and distribution of all Child Nutrition Program applications and

regulations.

11. Develop recommendations to the Board concerning Child Nutrition Program policies.
12. Consult with school planners and architects on plans and specifications for new or renovated food preparation centers.
13. Be regular and punctual in attendance.
14. Maintain confidentiality of any Board of Education related business.
15. Meet required annual continuing education or training requirements.
16. Perform other duties as assigned by Deputy Superintendent and Superintendent.

TERMS OF EMPLOYMENT: Annual contract. Salary according to appropriate current schedule. Exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

REVIEWED AND AGREED TO BY: _____ **DATE:** _____

SHELBY COUNTY SCHOOLS

JOB TITLE: CAREER COACH

QUALIFICATIONS:

1. A bachelor's degree in education, marketing, communication or related field.
2. Experience and knowledge in business and industry.
3. Effective interpersonal communication skills.
4. Effective oral and written communication skills.
5. Knowledge of College and Career Readiness Standard/PLAN.
6. Such alternatives to the above qualifications that the Board of Education may find appropriate and acceptable

REPORTS TO: Career Technical Education Director

JOB GOAL: To provide students the potential for intellectual, emotional, psychological, and physical growth and maturation through provision of appropriate guidance and learning experiences.

PERFORMANCE RESPONSIBILITIES:

1. Conduct public relations efforts to promote Career Technical Education programs.
2. Provide career development guidance for students with emphasis on technical programs.
3. Plan and implement student recruitment activities for technical programs.
4. Assist prospective students with career exploration activities and career assessments.
5. Plan and implement student recruitment activities for technical programs.
6. Assist prospective students with career exploration activities and career assessments.
7. Assist prospective students with admissions, financial aid and registration procedures for college admission.
8. Provide guidance to students regarding career choices.
9. Conduct classroom presentations promoting college and career programs and activities.
10. Provide prospective students with information regarding the current job market and trends in career choices.
11. Schedule and attend college campus tours and industry tours with high school students.
12. Coordinate job shadowing opportunities for students.
13. Maintain ongoing database of students and classrooms where services are offered.
14. Comply with all policies of the LEA and Alabama State Department of Education.
15. Provide and/or submit summary reports as requested.
16. Maintain a professional, cooperative working relationship with parents and community.
17. Promote good public relations for school and school system with the general public.
18. Maintain and improve professional competence.
19. Perform other related duties necessary to the safe and effective operation of the school as assigned.

TERMS OF EMPLOYMENT: Nine-, ten-, eleven-, or twelve-month contract. Salary according to proper placement on current salary schedule. Exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

REVIEWED AND AGREED TO BY: _____ **DATE:** _____

DRAFT

SHELBY COUNTY SCHOOLS

JOB TITLE: CHILD NUTRITION PROGRAM SUPERVISOR

QUALIFICATIONS:

1. Bachelor's Degree with a major in the field of family and consumer science, food science, food and nutrition, business, or a related field with a major emphasis in institutional administration, dietetics; Master's Degree and Registered Dietician designation preferred.
2. Minimum of five years of experience in foodservice management or administration; experience in a school food service environment preferred. Alternative combinations of education and experience may be considered for comparability.
3. Current ServSafe Certification.
4. Such alternatives as the Board of Education may find appropriate and acceptable.

REPORTS TO: Coordinator, Child Nutrition Program

SUPERVISES: Child Nutrition Program Personnel

JOB GOAL: To formulate and interpret a philosophy for the Child Nutrition Program; to identify, clarify and execute obligations and responsibilities to students, school nutrition personnel, professional staff and to the community in order to support student learning by offering meals that are consistent with program guidelines and student needs.

PERFORMANCE RESPONSIBILITIES:

1. The Child Nutrition Supervisor will assist the Coordinator in overseeing all aspects of the district's Child Nutrition Program (CNP) operation.
2. CNP Supervisor will administer, plan, direct, assess, implement and evaluate the program in order to meet the nutritional and educational needs of the children as it relates to CNP.
3. The CNP Supervisor shall partner with the CNP Area Managers and with others in the school district and community to solicit support for the development of the sound nutrition assistance food program while following federal, state and local guidelines.
4. The CNP Supervisor will work with Area Managers in the implementation of proper financial protocols assuring operational efficiency and effectiveness.
5. CNP Supervisor will work with Area Managers to monitor all aspects of the food procurement, menu development, production, presentation process assuring quality and efficiency at all points.

6. Implement a district-wide customer service driven philosophy that focuses on value and satisfaction.
7. Follows established district HACCP procedures to ensure that food is prepared and served in a sanitary and safe environment.
8. Integrates employee safety regulations into all phases of the school foodservice operation.
9. Assists Coordinator in establishing procedures and policies for risk management.
10. Monitors program to ensure CNP compliance with all federal, state and local laws, regulations and policies.
11. Provides technical assistance and training for school foodservice personnel, school administrators and other school support staff.
12. Assists the Coordinator in providing services in response to disaster or emergency situations.
13. Assists the Coordinator in developing long term goals through strategic planning for the district school foodservice program that supports the philosophy and policies of the Board of Education.
14. Reviews current research information to determine health and nutrition-related trends and foodservice management developments; and develops innovative program changes and expansions based on this information.
15. Follows system guidelines for the recruitment, hiring, training, and evaluation of employees.
16. Assists in developing job performance standards that provide for performance improvement.
17. Follows standards for the professional development of the district's CNP personnel.
18. Meets required annual continuing education or training requirements.
19. Performs all other duties and responsibilities as assigned by the CNP Coordinator, Superintendent or Board.

ESSENTIAL FUNCTIONS:

1. Capable of being trained and training other in safe food handling techniques.
2. Ability to communicate, understand verbal and written instructions.
3. Capable of maintaining emotional control.
4. Adequate physical mobility including, but not limited to, the ability to perform the functions listed below:
 - a. Work in a standing position for prolonged periods of time
 - b. Lift and/or carry moderate weight daily (15-45 pounds)
 - c. Walk, balance, bend, kneel, and reach
 - d. Exert adequate force to push/pull at least 40 pounds
5. Capable of working in an environment which may include, but not limited to, exposure to the following:
 - a. Slippery surfaces
 - b. Prolonged periods with hands in water
 - c. Approved cleaning chemicals
 - d. Common food allergens
 - e. Extreme hot or cold temperatures
6. Ability to utilize computer software programs to complete tasks as needed.

TERMS OF EMPLOYMENT: Twelve-month contract. Salary according to appropriate current schedule. Exempt employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board of Education Policy.

REVIEWED AND AGRRED TO BY: _____ **DATE:** _____

Bus Driver Subs and Bus Aide Subs for Board Approval

Board Meeting Date : 10/19/2023

Bus Driver's - In Training

Adams, Rachel

Davis, Hunter Stephen

Dunkling, Mike

Freeman, Mark

Hardin, Cherity

Ivy, Alexander

Lewis, Bobby

McEwen, Brett

Montgomery, Lisa

Williams, Gary Mark

Williams, Jacob

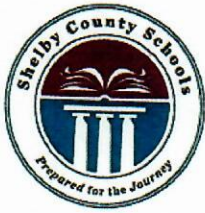
Aide's

Pruett, Kristy

Robertson, Lauren

West, John

Jackson, Dylan



Lewis Brooks,
Ed.D.
Superintendent

Board Members

David Bobo,
President

Peg Hill,
Vice President

Jimmy Bice

Brian Boatman

Amber Polk

410 East College
Street
Post Office Box 1910
Columbiana, AL
35051

(205) 682-7000
Phone
(205) 682-7005
Fax

October 13, 2023

Meeks Environmental Services
Attn: Mr. Steve Meeks
1625 Holmes Drive
Bessemer, AL 35020

Dear Mr. Meeks:

On December 15, 2023, the bid contract with your company for **Bid "Grease Trap Pumping Services"** will expire. Under the terms of the agreement, the contract may be renewed for four (4) additional or year periods, by mutual consent of both parties. All prices and terms remain the same.

At this time, it is the desire of the Shelby County Board of Education to renew the contract for an additional one (1) year, which will extend the contract through December 15, 2024, for the first renewal period. Please review the pricing to ensure you can honor the awarded prices for one year. If you are in agreement, please sign the appropriate statement below. If you do not agree to the extension, sign that statement accordingly.

Return this letter to the attention of Tracy Whitfield within ten working days from the above date. **Please mail or hand deliver because we can accept a fax copy.** Should we not hear from you within the time limit, the contract with your company will expire on December 15, 2023.

Sincerely,

John Gwin
Assistant Superintendent of Finance

I **agree** to the renewal/extension of this contract for an additional one year for **Bid #23-03, "Grease Trap Pumping Services"**. I understand that all prices and terms will remain the same.

Signature

10-17-23

Date

I **do not** wish to extend this bid contract.