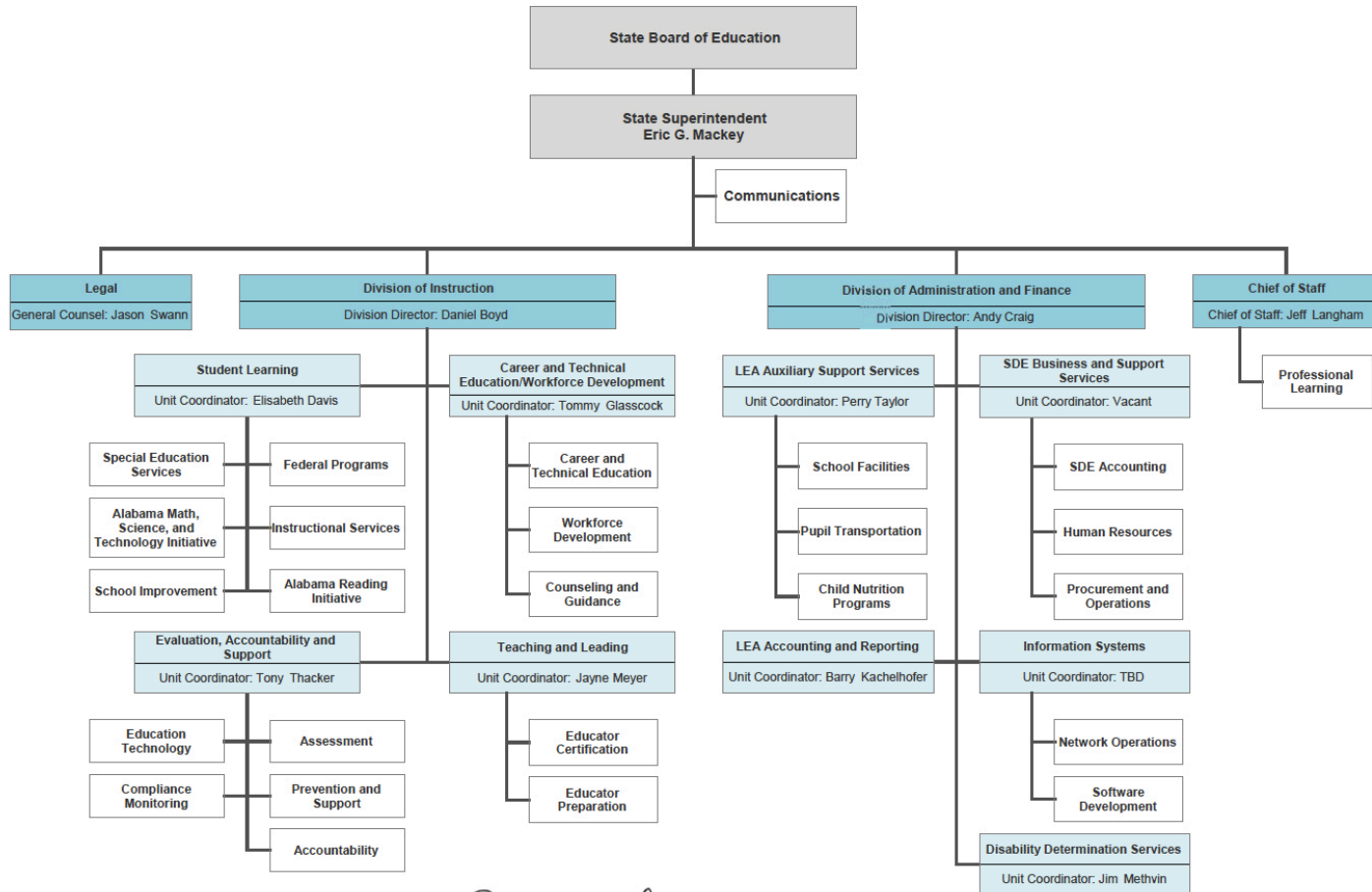


Who  
Does  
What?



Approved and Effective September 1, 2018

*Eric G. Mackey*  
Eric G. Mackey, State Superintendent of Education

A full list of relevant ALSDE contacts can be found below:

ALSDE			
DEPARTMENT OF EDUCATION	TELEPHONE	CONTACT	EMAIL
Federal Programs	334-694-4516	Contact: Dr. Edmund Moore	emoore@alsde.edu
Erate	334-694-4536	Contact: Mrs. Devlin Barnes	dbarnes@alsde.edu
Accountability	334-694-4540	Contact: Dr. Marcus Vandiver	mvandiver@alsde.edu
Pupil Transportation	334-694-4545	Contact: Mr. Jerry Lassiter	jlassiter@alsde.edu
Driver Education	334-694-4845	Contact: Mr. Jerry Lassiter	jlassiter@alsde.edu
Administration and Finance	334-694-4553	Contact: Mr. Ethan Taylor	etaylor@alsde.edu
Teaching and Leading	334-694-4594	Contact: Dr. Jayne Meyer	jmeyer@alsde.edu
Educator Certification	334-694-4557	Contact: Ms. Shavon Cummings	scummings@alsde.edu
School Architect	334-694-4602	Contact: Mr. Perry Taylor	ptaylor@alsde.edu
LEA Accounting	334-694-4617	Contact: Mr. Barry Kachelhofer	barryk@alsde.edu
Student Learning	334-694-4692	Contact: Dr. Elizabeth Davis	edavis@alsde.edu
Alabama Reading Initiative	334-694-4632	Contact: Mrs. Karen Porter	kporter@alsde.edu
Education Technology	334-694-4641	Contact: Mr. Larry Raines	lraines@alsde.edu
Child Nutrition	334-694-4656	Contact: Mrs. Sharon Allison	sallison@alsde.edu
AL Public Charter School Commission	334-694-4908	Contact: Mrs. Logan Searcy	lsearcy@alsde.edu
Charter Schools	334-694-4908	Contact: Mrs. Logan Searcy	lsearcy@alsde.edu
Communications	334-694-4686	Contact: Mr. Michael Sibley	msibley@alsde.edu
Compliance Monitoring	334-694-4870	Contact: Mr. Paul Gay	pgay@alsde.edu
Information Systems	334-694-4447	Contact: Mr. Dom Martel	dmartel@alsde.edu
General Counsel	334-694-4699	Contact: Esq. Jason Swann	jswann@alsde.edu
Evaluation and Innovation	334-694-4710	Contact: Dr. Tony Thacker	tthacker@alsde.edu
Prevention and Support	334-694-4717	Contact: Dr. Marilyn Lewis	mlewis@alsde.edu
AL Math, Science, Tech Initiative	334-694-4727	Contact: Mrs. Sandy Ledwell	sledwell@alsde.edu
Instructional Services	334-694-4910	Contact: Mrs. Robin Nelson	rnelson@alsde.edu
Special Education Services	334-694-4782	Contact: Ms. Crystal Richardson	crystalr@alsde.edu
Student Assessment	334-694-4817	Contact: Mrs. Maggie Hicks	mhicks@alsde.edu
Division of Instruction	334-694-4910	Contact: Dr. Daniel Boyd	dboyd@alsde.edu

---

# How to Find Information on alsde.edu

---

**AASBO Webinar**

**May 15, 2019**

*Dennis Heard*

*Alabama Department of Education*

*LEA Fiscal Accountability*





# Alabama State Department of Education

Application  
Login

Department  
Offices

Learners &  
Parents

Support  
Systems

Education  
Professionals

Schools &  
Systems

Data  
Center

Communications

Calendar

Every Child a Graduate. Every Graduate Prepared.

Search...



Click here to make Public  
Record/Data Governance Requests

Click for a list of new phone numbers!

<http://www.alsde.edu/sec/comm/Pages/educationdirectory-item.aspx?s-month/>

The ALSDE has  
**NEW PHONE NUMBERS!**

The new main number  
for the Alabama State  
Department of Education is

**334-694-4900**

All new section and office  
phone numbers can be  
found above in the  
2019 Education Directory

Learners  
& Parents

Schools  
& Systems

Education  
Professionals

Support  
Systems

▲ State Board of  
Education

▲ I want to know...

▲ Government &  
Industry

▲ College- & Career-  
Ready Standards

▲ Federal Guidelines

AL Education  
Report Card

## Superintendent's Corner

### Alabama 2018-19 Teacher of the Year Application Available

The Alabama Teacher of the Year program seeks annually to honor and recognize excellence in the teaching profession by identifying outstanding Alabama classroom teachers at local, district and state levels.

Download the Alabama 2018-19 Teacher of the Year Application [here](#).



- [Memoranda Center](#)
- [Executive Staff](#)
- [Student Advisory Council](#)
- [Montgomery Public Schools Intervention](#)
- [School Closure Notification](#)



## What's Happening Now

### STATE'S BEST COMPETING AT 2019 ALABAMA SKILLSUSA CHAMPIONSHIPS THIS WEEK!

Alabama's top students are at the Birmingham-Jefferson Convention Complex this week, participating in exciting competitions at the 2019 SkillsUSA Leadership Conference, Career Expo, and State Championships, on April 15-17.

[Learn More...](#)

### STATE'S 2019 FUTURE BUSINESS LEADERS CONFERENCE STARTS THIS WEEK

Alabama's Best Competing for State Honors - Opportunity to Showcase Skills at Nationals

[Learn More...](#)

### ALABAMA TEACHER OF THE YEAR 16 FINALISTS ANNOUNCED TODAY!

This year's 16 state finalists have emerged from a group of over 140 highly skilled educators. The Alabama Teacher of the Year Program is one of our state's oldest and most esteemed awards programs.

[Learn More...](#)

### Alabama State Board of Education Meeting and Work Session Agendas

April 2019 State Board of Education Meeting & Work Session Agendas

[Learn More...](#)

- [All Items...](#)



## Up And Coming

### Scantron Grades 3-8 Spring Administration 4/8/2019 - 5/3/2019

### ACT with Writing Paper Testing-Make-Up Grade 11 Administration 4/24/2019 07:00 AM - 03:00 PM

### ACT with Writing Paper Testing w/ Accommodations/Supports-Make-UP Grade 11 Administration 4/24/2019 - 4/26/2019

### ACT with Writing Paper Testing w/ Accommodations/Supports-Make-UP Grade 11 Administration 4/29/2019 - 4/30/2019

### Application for AL Waiver Request of SFSP Site Monitoring for Returning Sites 5/1/2019 - 12/31/2022

### ACAP Summative Field Test 5/6/2019 - 5/17/2019

### ACT with Writing Paper Testing-Emergency Test Date Grade 11 Administration 5/7/2019 07:00 AM - 03:00 PM

### ACT with Writing Paper Testing w/ Accommodations/Supports-Emergency Grade 11 Administration 5/7/2019 - 5/10/2019

### Board of Education Meeting 5/9/2019 10:00 AM - 11:00 AM

### Board of Education Work Session 5/9/2019 11:00 AM - 12:00 PM

- [All Events...](#)

# Bottom of Home Page

## ■ Memoranda Center

- Used to access State Superintendent's memos to local superintendents.

- Find an item.. [Search](#)

- *leveraging*

- *Leveraging of Public School Funds (PSF)*

## ■ Alabama Directory

- Enter name of state agency.

- *revenue*      [Search Agencies](#)

- *Revenue, Alabama Department of*
-

---

# Accessing Alabama Laws

- Available from Alabama Department of Education web site – [www.alsde.edu](http://www.alsde.edu).
  - Locate **Alabama Directory** at bottom of page.
  - Enter **legislature** in text box.
  - Select **Legislature, Alabama**.
  - Select **Resources** on top right of page.
  - Select **Code of Alabama** tab under Law.
-



# THE ALABAMA LEGISLATURE



[Home](#) [House of Representatives](#) [Senate](#) [Session Info](#) [Meetings & Announcements](#) [Find My Legislator](#) [Resources](#) [Contact Us](#)

## Legislature

[Session Information](#)

[Find your Legislator](#)

[Legislative Services Agency](#)

[Decisions of the Legislative Council](#)

[Joint Interim Committees](#)

[Reapportionment](#)

[Legislative Caucuses](#)

[Legislative Process](#)

[Legislative History](#)

## Law

[Code of Alabama](#)

[Constitution of Alabama](#)

[Alabama Administrative Code](#)

## Fair Ballot Commission

[Statewide Ballot Measures](#)

## Media

[Audio and Video](#)

## Visitors

[Visitors Guide](#)

[Visitors/Rally Policy](#)

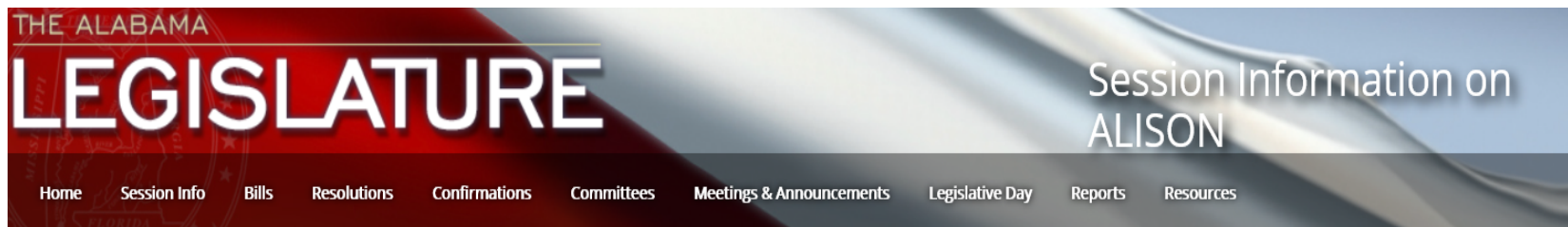
[Request to Assemble Form](#)

## Lobbyists

[Lobbyist Code of Ethics](#)

## State Resources

[More >](#)



## Code of Alabama 1975

PLEASE NOTE: While every effort was made to ensure the accuracy and completeness of the unannotated Code of Alabama 1975, on Alison, the unannotated code is not official, and the state agencies preparing this website and the Alabama Legislature are not responsible for any errors or omissions which may be in the code on the website. Only the currently published volumes and cumulative supplements of the Code of Alabama 1975, as published by West Group as Code Publisher and adopted and incorporated into the Code of Alabama 1975 by Act 2016-303 contain the official version of the Code of Alabama 1975.

- [View Code of Alabama](#)
- [Search Code of Alabama](#)

---

# Code of Alabama

- Search – if the specific law is unknown.
- View – if you know what you're looking for.
  - Title 16 EDUCATION
  - Chapter 13B COMPETITIVE BIDDING FOR CERTAIN CONTRACTS OF COUNTY AND CITY BOARDS OF EDUCATION.
  - Section 16-13B-3 Emergency action.

Notice the Legislative Act number at the end of each section.

---

---

# Code of Alabama

## **Section 16-13B-3**

### **Emergency action.**

In case of emergency affecting public health, safety, or convenience, so declared in writing by the awarding authority, setting forth the nature of the danger to public health, safety, or convenience involved in delay, contracts may be let to the extent necessary to meet the emergency without public advertisement. Such action and the reasons therefor shall immediately be made public by the awarding authority.

***(Act 2009-760, p. 2294, §1.)***

---

---

# Code of Alabama (cont.)

- Using the Search tool looks at the entire Code of Alabama not just the Laws of Alabama Relating to Education – Title 16.
  - Try searching through the descriptions of the sections in the Title 16 Chapters.
-



# Code of Alabama (cont.)

- [Section 16-13B-1](#) Applicability; local preference zone; joint agreement; bid bond.
- [Section 16-13B-2](#) Exceptions to competitive bidding requirements.
- [Section 16-13B-3](#) Emergency action.
- [Section 16-13B-4](#) Notice of proposed purchase; bids; reverse auction procedures.
- [Section 16-13B-5](#) Collusive agreements.
- [Section 16-13B-6](#) Advance disclosure of bid terms.
- [Section 16-13B-7](#) Defaulting bidder; award to second lowest responsible bidder; preferences; sole source specification; life cycle costs; rejection of bids; lease-purchase contracts.
- [Section 16-13B-8](#) Bond requirement.
- [Section 16-13B-9](#) Assignment of contract.
- [Section 16-13B-10](#) Conflict of interests; violations.
- [Section 16-13B-11](#) Action to enjoin execution of contract.

---

# Acts of Alabama

- Sometimes a state law is referred to by its Act number. To locate an Act:
    - Go to the Alabama Department of Education web site – [www.alsde.edu](http://www.alsde.edu).
  - Locate **Alabama Directory** at bottom of page.
  - Enter **secretary** in text box.
  - Select **Secretary of State, Alabama**.
  - The Legislative Acts are located under the **Records** tab.
-



# Alabama State Department of Education

Application  
Login

Department  
Offices

Learners &  
Parents

Support  
Systems

Education  
Professionals

Schools &  
Systems

Data  
Center

Communications

Calendar

*Every Child a Graduate. Every Graduate Prepared.*

## Department Offices

*...for College/Work/Adulthood in the 21st Century*

### State Board of Education State Superintendent

#### Chief of Staff

Internal Audit

#### Strategic Initiatives

#### General Counsel

#### External Affairs Division

#### Assistant State Superintendent

Agency Coordination

Stakeholder Engagement

Communications

Intergovernmental Relations/

Legislative Policy and Advocacy

#### Contact Information

Contact Us

ALSDE Organizational Chart

### Career and Technical Education/Workforce Development Division Deputy State Superintendent

Career and Technical Education

Workforce Development

### Administration and Financial Support Division Deputy State Superintendent

#### Disability Determination Service

#### Human Resources

#### Office of Departmental Support

Budget

Operations

SDE Accounting

#### Office of LEA Support

CNP - Child Nutrition Programs

LEA Accounting

LEA Fiscal Accountability

Pupil Transportation

School Architect

### Teaching and Learning Improvement Division Chief Academic Officer / Deputy State Superintendent

#### Office of Student Learning

AMSTI - AL Math, Science, and  
Technology Initiatives

ARI - AL Reading Initiative

Counseling and Guidance

Educational Technology

Federal Programs

Instructional Services

Professional Learning Gateway

Special Education Services

### Office of Evaluation and Innovation

Accountability

Charter Schools and Flexibility

Compliance Monitoring

Educator Effectiveness

Grants and External Funding

Information Systems

Prevention and Support Services

Research and Development

Student Assessment

### Office of Teaching and Leading

Educator Assessment

Educator Certification

Educator Preparation

Educator Recruitment and

Placement

---

# State Law Course for Superintendents

- All superintendents are required to complete a course on school laws. The course is currently provided through the University of Alabama. The school law training manual for the school law course can be accessed by:
    - ❑ Going to the Alabama Department of Education web site – [www.alsde.edu](http://www.alsde.edu).
    - ❑ Select **Education Professionals** at top of page.
    - ❑ Select *Superintendent's Academy* on the right.
    - ❑ Click the **Academy Resources** tab. The training manual is under **School Law**.
-

---

# State Board of Education

- The rules adopted by the Board as an Alabama Administrative Code Rule have the effect of state law.
  - ❑ School Facilities Chapter 290-2-2.
  - ❑ Apportionment of Funds Chapter 290-2-1.

**Note:** The Alabama Administrative Rules are on the Resources tab used to access the Code of Alabama. (Education rules are title 290.)

---



---

# Access to Other Guidance

- The Attorney General Opinions can be accessed from the **Alabama Directory** link on our web site.
  - The Examiners of Public Accounts can be accessed from the **Alabama Directory** link on our web site. They have a manual on competitive bid laws and public works laws that includes summaries of legal opinions.
    - Select their **Resources** tab, then **Publications and Other Information**.
-

# Access to Other Guidance





# Alabama State Department of Education

Application  
Login

Department  
Offices

Learners &  
Parents

Support  
Systems

Education  
Professionals

Schools &  
Systems

Data  
Center

Communications

Calendar

Every Child a Graduate. Every Graduate Prepared.

Search...



## LEA Fiscal Accountability

There are no items to show in this view of the "Announcements" list.

### Superintendent Memoranda

Responsible for financial administrative and fiscal accountability requirements for school systems as mandated. Activities include: K-12 funding, local education agency audits, certification and training of school finance and administrative personnel, and technical assistance to local school systems and state offices.



Salary Schedules

Employee Leave Laws

State Board Rules

Forms

Guide to State  
Allocations

Links

Warrant Information

## LEA Fiscal Accountability > Links: State

NOTE: These links are provided for your benefit only. The inclusion of these links does not imply the endorsement by the SDE of the web sites or their sponsors.

<div>StateFederalMiscellaneous</div>		
Title	Description	Modified
<a href="#">Alabama Attorney General Attorney General Opinions</a>	Opinions issued by the Alabama Attorney General provide legal guidance for compliance with Alabama laws.	12/10/2015
<a href="#">Alabama Department of Archives and History Record Retention</a>	The Records Retention requirements for public records for schools and school board offices include designations as permanent records and length of time for maintaining non-permanent records. The record destruction guidelines are included in the record retention requirements.	12/10/2015
<a href="#">Alabama Department of Finance State Purchasing</a>	The "State Bid List" includes competitive bid contracts that may be utilized by school boards to meet the requirements of the Alabama Competitive Bid Law.	12/10/2015
<a href="#">Alabama Legislative Information Service State Laws</a>	Alabama laws may be accessed under the Code of Alabama and the Alabama Constitution. Most state laws for school boards are contained in Title 16 of the Code of Alabama.	12/10/2015
<a href="#">Ethics Commission Ethics Opinions</a>	The Ethics Opinions provide guidance on numerous issues for public officials and public employees of Alabama school boards.	12/10/2015
<a href="#">Examiners of Public Accounts</a>	The State Examiners website contains several resources that provide information and guidance for Alabama school boards including audits issued by the State Examiners of county school boards and a few city school boards.	12/10/2015



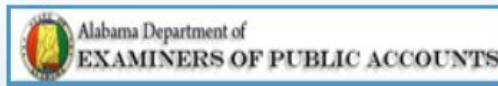


▲ CSFO and Fiscal Accountability	Local Schools	Bid Law and Purchasing	State and Local Funding	Additional Resources
----------------------------------	---------------	------------------------	-------------------------	----------------------

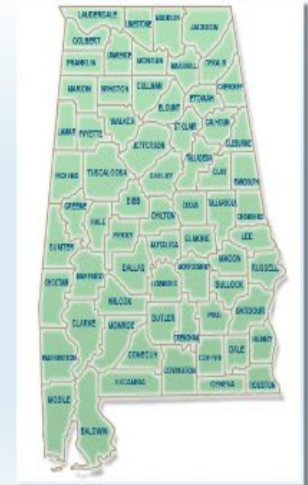
## Alabama Association of School Business Officials



## Related Links



## CSFO Contact Information





---

# Access to Other Guidance

- Under the yellow tab Bid Law and Purchasing the
    - Links to Approved Purchasing Cooperatives.
  - Information at the bottom of the U.S. Department of Labor home page includes:
    - Wage & Hour Guidance
    - Family Medical Leave
-

---

# Quick Links

[Worker.gov](#)

---

[Employer.gov](#)

---

[Association Health Plans](#)

---

[Association Retirement Plans](#)

---

[Apprenticeship Finder](#)

---

[HIRE Vets Medallion Program](#)

---



[Family and Medical Leave Act \(FMLA\)](#)

---

[Fair Labor Standards Act \(FLSA\)](#)

---

[Workplace Posters](#)

---

[Minimum Wage](#)

---

[Unemployment Insurance](#)

---

[Disaster Recovery Assistance](#)

---

**[Topics](#)**

**[Agencies](#)**

**[Forms](#)**

**[FAQ](#)**

**[About Us](#)**

**[News](#)**

**[Contact Us](#)**

---

---

# Questions?

---