

**MINUTES OF THE REGULAR MEETING OF THE  
JEFFERSON COUNTY BOARD OF SCHOOL COMMISSIONERS  
MARCH 27, 2014 – 6:30 P.M.  
PATRIOT ACADEMY**

**CALL TO ORDER**

The meeting was called to order by Chair Anne Marie Potts who then asked everyone to stand for a moment of silence. Board members present were Chair Potts, Vice Chairman Bill Jarnigan, Randall Bradley, Ralph Lowery, Judy Cavanah, and Jim Vines. Board member Jonathan Rogers was absent. Dr. Charles Edmonds, Director of schools and Secretary to the Board, was also present.

**PLEDGE OF ALLEGIANCE**

Board member Cavanah led the audience in the Pledge of Allegiance.

Chair Potts recognized members of the JCHS Youth Leadership Class.

Chair Potts asked that everyone remember board member Jonathan Rogers in the loss of his father.

**SPECIAL FOCUS – 2014 SCOPE (Student Congress on Policies in Education) PARTICIPANTS**

John Cagle, JCHS Assistant Principal and chaperone for the SCOPE participants, introduced Fiona Scruggs and Kyle Johnson, two JCHS SCOPE representatives, who gave a brief overview of their experience at the SCOPE conference. Mr. Cagle commended the students for their professionalism in representing Jefferson County High School.

**APPROVAL OF AGENDA**

Chair Potts requested that the appointment of Attorney Albert Harb be added to the agenda. She also requested that Building 8 be deleted under Unfinished Business.

Upon motion by Vice Chairman Jarnigan and second by Judy Cavanah, the board unanimously approved the agenda with the above addition and deletion. (see attached)

**CONSENT AGENDA ITEMS**

Upon motion by Jim Vines and second by Judy Cavanah, the board unanimously approved the consent agenda items as submitted. (see attached)

## **ITEMS FOR DISCUSSION**

There were no items for discussion.

## **ITEMS FOR INFORMATION – DIRECTOR OF SCHOOLS**

1. Each board member received a copy of the current financial reports.

Darrell Helton, County Finance Director, updated the board on trademarking mascots. Mr. Helton stated that Frank Clamon had contacted 4 different school systems (Notre Dame, Independence, German Town and Fayetteville High Schools) regarding the process. The school systems contacted had recommended trademarking and not copyrighting because it was an easier process and less expensive. Mr. Helton stated that the systems contacted mentioned that the logo had to be different and unique from an already existing logo. Mr. Helton pointed out that the current high school logo was very similar if not the same as the New England Patriots logo. After some discussion, Chair Potts recommended possibly getting the art teachers and students involved in designing a logo. Chair Potts requested that Dr. Edmonds follow-up on the process.

Mr. Helton addressed responses to the 2012-2013 audit findings. Mr. Helton pointed out that one of the findings was not receiving \$77,032 within the 60 day timeframe as stated in the revenue recognition policy. He pointed out that the finance office could not control when funds were released from the state. Each board member received a copy of a letter from Dustin Winstead, State Department Fiscal Consultant, suggesting that the county could change the revenue recognition policy from 60 to 90 days, thereby increasing time to allow the State more processing time of grant monies. Mr. Helton pointed out that the policy was not a school board policy but a county commission policy. Chair Potts recommended getting a copy of the county commission policy to discuss at the next meeting and then send it back to county commission for review and consideration.

2. Audit Report of Schools Internal Funds Ending June 30, 2013 – Don McFarland

Don McFarland, auditor for the schools internal funds, updated the board on the audit conducted for the 2012-2013 school year. Mr. McFarland pointed out that the majority of errors found were due to lack of training for the bookkeepers involved and failure to follow procedures as outlined in the Tennessee Internal School Uniform Accounting Policy Manual or in school board policies. He stated that the county finance office was continuing to work with the bookkeepers and offer training so every school was consistent. Mr. McFarland stated there were no major findings.

**Items for Information - continued**

3. Each board member received a copy of the calendar for the 2014-2015 budget meetings and deadlines. Chair Potts asked that the board receive a copy of the first draft of the budget prior to the board meeting so they would have plenty of time to review it prior to voting.

4. Each board member received a copy of proposed inclement weather make-up days for the 2013-2014 school year and a revised 2014-2015 school calendar. Sherry Finchum, chair of the calendar committee, went over the recommended make-up days. Ms. Finchum's recommendation was to move a ½ day to Friday (Good Friday) April 18, 2014, make Thursday, April 17<sup>th</sup> a full-day of school and make Monday, April 21<sup>st</sup> a full day of school thus making up the two (2) extra days missed due to inclement weather.

Upon motion by Vice Chairman Jarnigan and second by Judy Cavanah, the board unanimously approved the inclement weather make-up days in the 2013-2014 school calendar as proposed. (see attached)

Ms. Finchum also went over recommended changes to the 2014-2015 school calendar. After some discussion from the board regarding why a professional development day was scheduled prior to TCAP testing, a change was made to delete April 24, 2015 as a professional development day and change it to April 6, 2015. Board member Bradley recommended that a possible policy be made indicating that a back-up plan is made available when the school calendar is presented for approval which he felt would be helpful to parents. Ms. Finchum stated that a proposal for inclement weather could be added to the school calendar when presented for approval.

Upon motion by Jim Vines and second by Judy Cavanah, the board approved the 2014-2015 school calendar with the deletion of April 24, 2015 as a professional development day and the addition of April 6, 2015 as a professional development day.

5. Board member Cavanah asked that the board consider giving an individual donation to Project Graduation.

6. Report on 2014-2015 Budget Preparation was discussed in Item #3.

7. Michael Phagan, Facilities Supervisor, updated the board on capital improvements/maintenance plans. Mr. Phagan presented a power point on "School Dude" which is the way maintenance issues are reported. Board member Bradley commented that he had received several calls from teachers about issues they had in their classrooms. He

**Items for Information - continued**

recommended that all teachers be trained on how to use the program at the beginning of the school year.

8. Each board member received a current copy of the JCHS renovations and change orders.
9. Each board member received a copy of School Board Policy 3.206 – Community Use of School Facilities for their information.

**NEW BUSINESS**

1. 2013-2014 Budget Amendments
  - (a) General Purpose Fund 143 (Student Nutrition) Amendment #3
  - (b) General Purpose Fund 141 Amendment #10
  - (c) Federal Purpose Fund 142 Amendment #10

Upon motion by Randall Bradley and second by Jim Vines, the board unanimously approved the above 2013-2014 budget amendments as submitted. (see attached)

2. Mixed Drink Tax from Municipalities

Darrell Helton, County Finance Director, passed out a letter from the Town of Dandridge regarding mixed drink taxes. Mr. Helton read the background and current status of the letter as requested by the board. The back ground included a breakdown of the mixed drink taxes received by the Town of Dandridge since 2005 totaling \$80,128. The current status of the letter proposed, “that the roadway improvement planned for the summer of 2014 be considered as and “in-kind” contribution in lieu of the mixed drink taxes owed.” Mr. Helton said he spoke to the Town of Baneberry and they asked if they could make payments when the amount was received. Mr. Helton pointed out that the board needed to make a decision on how the money was to be paid back. Chair Potts recommended that Dr. Edmonds get legal counsel on how to proceed and bring information back to the board. Chair Potts thanked Mr. Helton for all his work.

3. Differentiated Pay Plan and Salary Schedule dated March 5, 2014

Dr. Edmonds updated the board on the recent teachers’ meeting held on March 26, 2014 where the differentiated pay plan and salary schedule were presented for their review.

**New Business - continued**

Dr. Edmonds commented that nearly 500 teachers attended the meeting. He pointed out that the plan was a proposal and based on funding from the state. He thanked Dr. Clappitt for his help with the plan. Dr. Edmonds recommended the plan for the board's approval. He stated that with the board's approval the plan would be submitted to the state pending information on whether or not the state's budget passes. He pointed out that if it does not pass, they would have to come up with a different plan.

Upon motion by Randall Bradley and second by Jim Vines, the board unanimously approved the proposed Differentiated Pay Plan and Salary Schedule dated March 5, 2014. (see attached)

4. Salary Schedules for Classified Employees

Dr. Edmonds updated the board on a salary schedule being worked on for classified employees. He commented that support workers were under paid. Dr. Edmonds stated he would bring back a proposal for the board's review.

5. Contribution for Boys and Girls Basketball Teams for Participation in State Tournament

Dr. Scott Walker, JCHS Principal, addressed the board regarding a possible donation of \$6,475.10 to help cover expenses for the boys and girls basketball teams to attend the state basketball tournament. He stated that it had been 32 years since the girls advanced to the state tournament and the first time in the school's history that the boys advanced.

Board member Vines made the motion to approve the contribution of \$6,475.10 for expenses for the JCHS girls and boys' basketball teams to advance to the state basketball tournament. Vice Chairman Jarnigan seconded the motion.

Board member Vines commented that he felt the board should do what they could to help the teams out as much as possible. He stated that the kids had raised a lot of their own money for the trip. Dr. Edmonds stated that he had talked to the county finance director and they have found a way to fund it.

Chair Potts expressed her concern over many clubs/teams at the high school that had advanced on to state competition and funding was not provided by the board. She commented that she wanted the board to provide but felt an evaluation should be made on any undesignated funds that might be at the school before completely paying the expense.

**New Business – Boys’ and Girls’ Basketball Teams - continued**

The motion to approve the contribution of \$6,475.10 for expenses for the JCHS girls’ and boys’ basketball teams passed 4-2. Board members Jarnigan, Vines, Lowery and Bradley voted for the motion. Board members Potts and Cavanah voted against.

6. Employment of Albert Harb, Hodges, Doughty & Carson

Chair Potts went over correspondence from Mr. Albert Harb, attorney with Hodges, Doughty and Carson, regarding possible representation of the board with TRMT and Travelers Insurance Company pertaining to the Building 8 roof collapse.

Upon motion by Vice Chairman Jarnigan and second by Jim Vines, the board unanimously approved the employment of Mr. Albert Harb.

**ADJOURN**

With no further business, the meeting was adjourned.

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Anne Marie Potts, Chair

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Dr. Charles Edmonds, Director of Schools &  
Secretary to the Board

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Date

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Date

