

**MINUTES OF THE REGULAR MEETING OF THE  
JEFFERSON COUNTY BOARD OF SCHOOL COMMISSIONERS  
OCTOBER 22, 2015 – 6:30 P.M.  
PATRIOT ACADEMY**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Mitch Cain, Representative from Appalachian Electric, led the audience in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

At the request of Vice Chairman Vines, White Pine School was moved to #1 under Items for Information.

Upon motion by Randall Bradley and second by Judy Cavanah, the board voted 6-0 to approve the agenda with the above request. (see attached)

**CONSENT AGENDA ITEMS**

Upon motion by Vice Chairman Vines and second by Judy Cavanah, the board voted 6-0 to approve the consent agenda items as submitted. (see attached)

**ITEMS FOR DISCUSSION**

Board member Cavanah expressed appreciation from White Pine School to all schools, staff members, and central office for their help and support to White Pine School in their time of need.

## ITEMS FOR INFORMATION – DIRECTOR OF SCHOOLS

### 1. White Pine School

Dr. Edmonds read a motion made by David Seal, County Commissioner, at the County Commission Budget Committee Meeting on October 19, 2015 to provide funding for the renovation of White Pine School. The amount of \$1,035,000.00 was the maximum amount to be awarded by the motion. The motion passed 10-0. Dr. Edmonds stated that the item was on the full county commission agenda for October 22, 2015 for a vote. (see attached)

Board member Bradley asked what the direction was for the plan at White Pine School and using the \$2,000,000.00 (county and schools contribution combined). Dr. Edmonds responded that the first desire would be to address the kitchen area, the classroom situation and the band room. He pointed out that the exact cost would not be known until bids went out but he commented that he was optimistic as to the length the money would go on those items. He stated that conceptual drawings would have to be done first for the board's approval before the bid process.

Michael Phagan, Facilities Supervisor, went over some ideas for renovating the kitchen area in order to optimize the existing space as well as adding classroom space. Mr. Phagan pointed out that there were 4 portables currently at White Pine that hold 8 classrooms.

Board member Potts referred to the minutes of September 24, 2015 where the board voted to designate \$26,000 for conceptual drawings. She asked if the board had hired an architect. Dr. Edmonds responded that an architect had not been specifically hired for the project. He stated that in August 2012 Cope and Associates had done a proposal for conceptual design studies for renovations and additions to White Pine School. He pointed out that Cope and Associates offered two options to perform conceptual design study work ranging from \$3,000 to \$6,000. Dr. Edmonds stated that they did not pay them anything for the proposal nor had a contract been signed.

Board member Potts stated that in her opinion the term conceptual drawings was a little vague. She asked that Dr. Edmonds define "conceptual drawings". Dr. Edmonds responded that it was in the "eye of the beholder". Dr. Edmonds commented that in his opinion it would be the conceptual layout of the kitchen, the design, how it would be equipped, and where and how classrooms would be built. Board member Potts commented that in her opinion \$26,000 was a lot of money for conceptual drawings. She pointed out that conceptual drawings had been done in the past for much less. She stated that she was not saying that they did not need to allocate the funds for architectural fees for White Pine but that she was

**White Pine School - continued**

concerned and did not appreciate Dr. Edmonds' comment that conceptual drawings is in the "eye of the beholder". Board member Potts made the comment that in her opinion the board needed to make a motion if they are going to direct Dr. Edmonds to concentrate on the kitchen area and bring back a cost estimate to the board. She also said for the record that this school board had spent \$46,000 on a whole school completely drawn and ready to be built for 750 students just like Mt. Horeb and she hated to see them go down the same road of spending architectural fee money when money had already been spent. She felt the board needed to be specific and not vague in their expectations. Dr. Edmonds pointed out that a pre-existing plan had been bought. Board member Potts requested that the minutes be brought back to the next meeting showing where \$46,000 had been paid to Cope and Associates. She asked the board what they wanted to do with the \$26,000 that had been allocated for conceptual drawings for White Pine School.

Vice Chairman Vines commented that it was not the intent of the board to designate all of the \$26,000 found in the capital projects account for drawings but only to tag the amount for White Pine School. Board member Cavanah commented that the concept was to take care of the kitchen area and get students out of the portables. Board member Potts commented that she would like to see a specific plan that will cost \$2,000,000. Board member Bradley commented that the full county commission had not voted on the \$2,000,000 yet, he recommended that the board consider placing the discussion on the next agenda. Board member Cavanah and Chairman Jarnigan commented that they needed to move ahead.

Board member Potts requested from the finance department, the total amount of architectural fees that has been paid on Building 8 including the fees that has come out of the \$25M. She requested the information for the next board meeting.

Board member Cavanah made the motion that the school board match the \$1M, to come out of fund balance, which the County Commission approved for White Pine School beginning with schematic design work for the kitchen area in order to get the cost before moving ahead with the classrooms. Vice Chairman Vines seconded the motion and the motion passed 6-0.

Board member Potts made the motion to get a Request for Proposal (RFP) out for architectural services for White Pine School. Board member Bradley seconded the motion.

There was some discussion regarding the time it would take to go through the RFP process. Board member Cavanah asked if they had a problem with the work Cope & Associates had done.

**White Pine School - continued**

Board member Potts responded that the board did not know what they would charge. She stated that Cope & Associates had drawn a great school plan which they had copied for Mt. Horeb and they were pleased with it but this was a whole new project. She further stated that the board needed to negotiate in order to see what the architectural fees would be up front. Vice Chairman Vines commented that the board could negotiate with Cope first to see what their fees would be in order to save time. Board member Cavanah was in agreement with Vice Chairman Vines. Board member Potts responded that competition was always good.

The motion to get an RFP out for architectural services for White Pine School passed 4-2. Board members Vines and Cavanah abstained.

Chairman Jarnigan appointed board members Vines and Bradley to serve on the County Commission Oversight Committee for the White Pine School project.

Board member Cavanah made the motion to designate whatever is left from the \$25,939.59 in the capital projects account for architectural design work for White Pine School to kitchen equipment for White Pine School. Board member Potts seconded the motion and the motion passed 6-0.

2. Each board member received a copy of the current September financial reports.
3. Michael Phagan, Facilities Supervisor, updated the board on Building 8. He commented that they were still on schedule to move in during the Christmas break. Board member Potts asked if anything had been decided on the ceiling heights in the bathrooms and front area and if there were any funds available. Mr. Phagan responded that there were no funds available at this time and they would not know until the end of the project. He stated that it would be more difficult to lower the ceilings in the boys' bathroom because of duct work. Board member Potts responded that she thought it would help on heating and air conditioning. Mr. Phagan commented that they might be able to do it in some of the area but not all.
4. Michael Phagan passed out information from the student nutrition supervisor denoting the dish machine warranty at White Pine School. He explained that the warranty was for one year but since it was installed by Hobart it gave them an additional six months warranty. The machine was installed in August 2010 giving them a warranty through February 2012. He explained that the issue with the dish machine was due to the water softener which had been replaced. He stated the machine was presently functioning.

**Items for Information - continued**

5. Dr. Edmonds passed out information regarding pros and cons with the Boys and Girls Club and the School Age Child Care Program. He asked that the board review the information for future discussion.

6. Dr. Edmonds commented that the board needed to meet in a work session to continue to develop the Five Year Plan. He stated that he would have a second draft ready for the board next week.

**NEW BUSINESS**

1. Appalachian Electric Energy Right Program

Mitch Cain, representative from Appalachian Electric, congratulated the school system and Board of Education for their efforts towards energy efficiency in construction improvements. He presented an incentive check in the amount of \$63,345.66 to the Jefferson County School Board to provide continuous support for energy efficiency.

2. Student Nutrition NETCO Agreement

Dr. Edmonds stated that this was a revised agreement that replaces the original agreement made and entered into on December 10, 1997 for the purpose of operating a school food service purchasing cooperative.

Upon motion by Anne Marie Potts and second by Randall Bradley, the board voted 6-0 to approve the revised Agreement for the Operation of NETCO.

3. Policy Changes for Review and Adoption (First Reading) – **2.800 Expenditure of Funds, 2.805 Purchasing, 4.700 Testing Program, 5.117 Tenure, 5.118 Background Investigations (New Policy), 5.201 Separation Practices for Non-Tenured Teachers, 6.205 Student Assignment, 6.405 Medicines, 6.5001 Service Animals (New Policy), 5.2001 Service Incentive, 2.804 Expenses and Reimbursements, 3.206 Community Use Of School Facilities, 4.600 Grading System and Lottery Scholarship Information, 5.106 Applications and Employment, 5.110 Compensation Guides and Contracts**

Board member Bradley requested that Board Policy 5.2001 Service Incentive be pulled and voted on separately.

**New Business – Board Policies - continued**

Board member Potts requested that Board Policy 5.110 Compensation Guides and Contracts be pulled.

Upon motion by Randall Bradley and second by Anne Marie Potts, the board voted 5-0 to adopt on first reading the above remaining policies.

Board member Bradley passed out a revised copy of Board Policy 5.2001 Service Incentive. He commented that the original policy had the age limit from 57 to 62 to qualify for the incentive. He stated that at the last board policy committee meeting he was trying to eliminate that by adding 30 years of verified teaching but it was brought to his attention that it conflicted with line 20 and 21 where it stated that employees participating in the Service Incentive Program shall receive: \$5,000 for 10-20 years of service in Jefferson County or \$10,000 for 21 or more years of service in Jefferson County in three equal payments. He pointed out that the revised copy stated in line 3 that, “teachers are eligible to retire under this program when they reach the age of 50”. He pointed out that there was no cap on that. He explained that he did not want age to be a factor when a teacher qualified for the incentive money.

Board member Bradley made the motion to adopt revised Board Policy 5.2001 Service Incentive changing the retirement age to 50 and including the following changes. Board member Anne Marie Potts seconded the motion.

Board member Potts referred to line 20 of the policy where it stated, “in Jefferson County in three equal payments”. She requested that annual be inserted between equal and payments. Also, under Duration, line 6, “Termination of this program shall not affect the unpaid benefits of participants”. Board member Potts questioned what would happen if the board could not afford to continue the program. She felt in her opinion that the board needed some flexibility if funding is not available. After some discussion, board member Potts recommended that, “or if funding is not available” be added to the end of the first sentence under Duration.

The motion failed 3-2. Board members Bradley, Potts and Lowery voted for the motion while board members Cavanah and Jarnigan voted against.

Board member Potts stated that she had some concerns regarding the language in Board Policy 5.110 Compensation Guides and Contracts line #1, “All certified personnel must make a written contract with the Board at a fixed salary per month before entering upon their duties”. She commented that she had been made aware of teachers signing contracts in

**New Business – Board Policies - continued**

September when the school started in August. She stated if that was so, the board was in violation of board policy. Ms. Potts also referred to line 12, “Any new administrative employee will be compensated based on the administrative formula established as of July 1, 2012”. She stated that she would like to re-evaluate that formula. She recommended sending Board Policies 5.110 Compensation Guides and Contract and 5.2001 Service Incentive back to the Policy Committee.

4. Approval 2015-2016 Budget Amendments

- (a) General Budget Amendment #4
- (b) General Budget Amendment #5
- (c) Federal Budget Amendment #3

Upon motion by Judy Cavanah and second by Anne Marie Potts, the board voted 5-0 to approve General Budget Amendment #4 and #5 as submitted. (see attached)

Upon motion by Judy Cavanah and second by Anne Marie Potts, the board voted 5-0 to approve Federal Budget Amendment #3 as submitted. (see attached)

5. Approval – 2015-2016 Teachers for Tenure

Upon motion by Judy Cavanah and second by Anne Marie Potts, the board voted 5-0 to approve the list of 2015-2016 teachers for tenure as submitted. (see attached)

**UNFINISHED BUSINESS**

1. Student Athlete Consent to Treatment Form

Dr. Edmonds pointed out that the board approved a proposed Sports Medicine Record Release Form to be used by Jefferson County High School which had been developed by Scott Bennett, legal counsel for the board. The purpose of the form was to be used to protect confidentiality of athletes and parents as well as satisfying HIPAA in terms of who is authorized to see records. Dr. Edmonds commented that a question had been asked at that time if the form could be used by all schools and he responded that it could with a few minor changes. He stated that he contacted Mr. Bennett about the form being used by other schools in the system. Mr. Bennett reviewed the form and made additional changes. Dr. Edmonds pointed out that Mr. Bennett felt the revised form was a stronger policy.

**Unfinished Business – Student Athlete Treatment Form - continued**

Dr. Edmonds recommended that the board approve the revised form. (see attached)

Upon motion by Anne Marie Potts and second by Judy Cavanah, the board voted 4-1 to approve the revised form as submitted. Board member Lowery abstained.

Board member Potts asked if the form applied to the new elementary basketball program that started this year. She also asked if the players had to have physicals. Dr. Edmonds responded that he was getting ready to have a meeting with all the principals involved with the program because several issues had come up regarding inconsistencies with the program. He stated that he would report back to the board.

2. Report on Window Bids

Michael Phagan, Facilities Supervisor, updated the board on recent window bids.

Board member Potts made the motion that the \$63,345.66 received from Appalachian Electric be designated for windows. Board member Bradley seconded the motion and the motion passed 5-0.

Board member Potts requested a recap of the windows bids that had been received and money that had been allocated for the windows for the next meeting.

3. Chairman Jarnigan commented on the results of the Director's Evaluation for the 2014-2015 school year. He stated that Dr. Edmonds had received an overall average score of 4.1. He commended Dr. Edmonds for all his hard work and expressed his appreciation. The evaluation was based on the evaluation of five board members.

4. Each board member received a copy of the 2015-2016 principal contract for their information.

5. Board member Potts requested an update on the roof restoration program from the beginning to the present and an update from the finance department on the actual balance of the \$25M in order to see if they have enough money to do paving at the high school.

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**ADJOURN**

With no further business, the meeting was adjourned at 8:00 p.m.

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Bill Jarnigan, Chairman

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

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Date

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Date