

**MINUTES OF THE REGULAR MEETING OF THE  
JEFFERSON COUNTY BOARD OF SCHOOL COMMISSIONERS  
JULY 14, 2016 – 6:30 P.M.  
PATRIOT ACADEMY**

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Tommy Arnold, Dandridge Elementary Principal, led the audience in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Upon motion by Vice Chairman Vines and second by Randall Bradley, the board voted 4-0 to approve the agenda as submitted. (see attached)

**CONSENT AGENDA ITEMS**

Upon motion by Randall Bradley and second by Vice Chairman Vines, the board voted 4-0 to approve the consent agenda as submitted. (see attached)

**ITEMS FOR DISCUSSION**

There were no items for discussion.

**ITEMS FOR INFORMATION – DIRECTOR OF SCHOOLS**

1. Dr. Edmonds informed the board they would meet in Executive Session on July 19, 2016 at 5:00 p.m. at the Patriot Academy with Attorney Albert Harb regarding mediation involving the JCHS Building 8 roof collapse followed by a called meeting to review RFPs for White Pine School Construction Manager.

**Items for Information – continued**

Langdon Potts, County Finance Director, commented that two responses had been received (BurWil Construction Company and Merit Construction) to the RFP for a construction manager for the White Pine School project. He stated the two companies would present their proposals on Tuesday, July 19<sup>th</sup>. He pointed out there would be four criteria for the board to score the companies on after the interview process.

**NEW BUSINESS**

1. 2015 Audit Report

Langdon Potts, County Finance Director, passed out preliminary audit findings for the year ending 2015. He stated the auditor had called his office and said he could not be at the board's meeting tonight. Mr. Potts said he would get the final audit report to the board when he received it. He pointed out the only finding in the preliminary report was segregation of duties at the schools. Mr. Potts recommended going with a different audit firm next year.

2. Approval – Budget Amendments

Langdon Potts went over the budget amendments and answered any questions from the board.

(a) General Purpose 141 Budget Amendment #2

Upon motion by Vice Chairman Vines and second by Randall Bradley, the board voted 4-0 to approve General Purpose 141 Budget Amendment #2 as submitted. (see attached)

(b) Federal Purpose 142 Budget Amendment #2

Upon motion by Randall Bradley and second by Vice Chairman Vines, the board voted 4-0 to approve Federal Purpose 142 Budget Amendment #2 as submitted. (see attached)

3. Approval – JCHS AP Environmental Science Fee - \$40

Upon motion by Randall Bradley and second by Vice Chairman Vines, the board voted 4-0 to approve the JCHS AP Environmental Science fee from \$5 to \$40 for the 2016-2017 school year.

**New Business - continued**

4. James D. Swann Performing Arts Center

Board member Bradley expressed concerns regarding the fly space not being utilized at the new James D. Swann Performing Arts Center at Jefferson County High School. He requested that David Seal, JCHS teacher and set builder for the senior play, update the board regarding fly space equipment needed and their fund raising activities.

Mr. Seal pointed out there is a state of the art lighting and sound system in the performing arts center but is lacking the theatrical rigging which is used for raising, lowering and distributing props and scenery. He went over three different options for the rigging which included a manual lift system, traveling motorized system and a motorized lift system. He went over the amount of money teachers had raised in capital funds for the performing arts center for a total investment of \$24,750 as of June 15, 2016 and a total expected investment of \$6,000 for the 2016-2017 school year making a grand total of \$30,750. He stated the traveling motorized rigging system was the most economical at a cost of \$145,440.50. He pointed out the only part that was not complete was the electrical work that would have to be done in order to power the system. Mr. Michael Phagan, Facilities Supervisor, stated that Don Devin, Technology supervisor, was pursuing the cost of the electrical work but his guesstimate would be around \$10,000 to \$15,000.

Board member Bradley commented that he hated to leave the fly space unfinished after spending so much money for it to be installed. He pointed out it would take years to raise enough money to utilize the fly space properly. He stated that it needed to be completed. Chairman Jarnigan commented that he was not against doing anything for the arts center but he could not support any money for the arts center until White Pine School was completed. Board member Bradley pointed out the teachers had worked hard to raise the money and the money was spent on things the board didn't provide. Board member Cavanah stated there was a debate regarding putting in the fly space. She stated the board was told if the fly space was put in the board would not have to spend any more money because the money would be raised. Board member Bradley responded if the board took that stand it may be 10-15 more years before the fly space is used. Vice Chairman Vines stated that he would like to see it finished and recommended postponing the discussion on how to come up with the money in a work session. Board member Bradley commented they had the money in the fund balance which according to Mr. Potts totaled approximately \$870,000. Board member Cavanah responded they had students in portables at White Pine School. Board member Bradley stated the White Pine School project is ongoing and will be finished.

**Performing Arts Center - continued**

Vice Chairman Vines made a motion to postpone the discussion regarding the Performing Arts Center until the next work session. Board member Bradley seconded the motion. The motion failed 2-2 with Vice Chairman Vines and Bradley voting for and Chairman Jarnigan and Cavanah voting against.

5. Change Order for JCHS Dressing Room Drains

Board member Bradley asked that Langdon Potts update the board on the change order regarding the JCHS dressing room shower drains. Mr. Bradley stated he wanted to know how much the cost was to redo the drains and where the money came from. Mr. Potts stated it was an \$80,000 change to make the revisions and was included in a February 2016 change order. He pointed out no payments had been made to Rentenbach. He pointed out because it was put in the change order it took away \$60,000 from the \$368,000 the board had received back from retainage. He stated the board paid \$60,000 of the \$80,000 cost for the redo and there was no way to recoup the money.

There was much discussion regarding why the board had to pay for someone else's mistake and who was responsible.

6. 2016-2017 Tennessee School Systems for Equity Membership Dues - \$4,500

Upon motion by Vice Chairman Vines and second by Judy Cavanah, the board with the recommendation of Dr. Edmonds voted 4-0 to approve the 2016-2017 Tennessee School Systems for Equity membership dues in the amount of \$4,500.

7. Breakfast in the Classroom

Jamie Johnson, Student Nutrition Director, addressed the board regarding the recent vote by the board on May 19, 2016 to move Breakfast in the Classroom back to the cafeteria. She stated that a grant in the amount of \$44,000 had been received from the Southeastern Dairy Farmers Association (SUDIA) which provided funds for physical activity programs and a breakfast program. Each school received \$4,000 of which \$2,000 was to be used for breakfast in the classroom and equipment. She commented the program was carried out differently in each school. She stated the main goal was to make sure the program worked for the principals, teachers and students. Mandy Schneitman, Student Services Director, pointed out the grant funding of \$22,000 was still in continuation for the K-8 schools and was subject to reimbursement if the agreed program was not fully implemented. She stated the \$22,000 had already been used to purchase coolers and warming bags to be used in the classroom but the

**Breakfast in the Classroom – continued**

process had to be completed according to the grant. Ms. Schneitman commented she realized one of the issues the board had was the program took away from instructional time. She pointed out the time involved was about ten minutes or less. She asked the board to reconsider their motion to move the program back to the cafeteria. There was much discussion and questions from the board regarding the program and the funding. Board member Bradley commented that he had several teachers express their displeasure with the program. Vice Chairman Vines commented the board was not against students eating. He stated one of the problems with the program that he was receiving from teachers was they were not consulted about the program. Jamie Johnson stated the Grab and Go process was being used more with the upper grades. She pointed out the lower grade students were in the classrooms in order to utilize the equipment and the upper grades were participating in the Grab and Go where they receive breakfast outside the classroom and eat in areas where the principal approves. Ms. Schneitman commented the program needed to be looked at again and adjustments made accordingly.

Vice Chairman Vines made the motion to postpone the discussion until the next meeting. Board member Cavanah seconded the motion.

Vice Chairman Vines requested that Ms. Schneitman bring back options with teacher input for the board to review that will work better. Mr. Vines stated that he was not comfortable with feeding students in the classroom. Board member Bradley commented that he was not against feeding hungry students but it was a burden for the teachers. Principals from Dandridge, Talbott and Rush Strong addressed the board regarding pros and cons with the program.

The motion passed 4-0 to postpone the breakfast in the classroom discussion until the next meeting.

Vice Chairman Vines commented that all logistics of any grant received should be known before it is accepted.

**8. Request to Use Jefferson County Fairgrounds – Carson-Newman University**

Upon motion by Vice Chairman Vines and second by Randall Bradley, the board voted 4-0 to approve the request from Carson-Newman University to use the Jefferson County Fairgrounds on September 9, 2016 for the annual boot scoot dance and October 24-29, 2016 for annual float building. (see attached)

## **UNFINISHED BUSINESS**

### 1. Five Year Plan

Dr. Edmonds stated there was only one change made due to budget increases from the proposed Five Year Plan presented to the board in January 2016. Dr. Edmonds asked for the board's approval.

Board member Bradley requested the item be postponed until the next meeting.

## **ADJOURN**

With no further business, the meeting was adjourned at 7:55 followed by a brief work session.

## **WORK SESSION**

### 1. Internal Control Guidelines

Michael Phagan, Facilities Supervisor, passed out portions of the Manual for Internal Control and Compliance and Tennessee Internal School Uniform Accounting Policies along with information on what can happen when there are weak or nonexistent internal controls. He went over the importance of having a shipping and receiving employee and thanked the board for funding that position. He pointed out they needed to be more diligent about internal control as far as identifying shortcomings and how they would be addressed.

### 2. Capital Projects List and Cost

Mr. Phagan passed out a capital improvement needs list per SchoolDude as of July 11, 2016 that Mr. Phagan will present to the county commission. He pointed out the fly space lift system for the Performing Arts Center was included in the list in the amount of \$165,000. He encouraged the board to act on the Five Year Plan where a standardized method for prioritizing the list is proposed. Board member Bradley asked if the board could pick and choose from the list presented on how to use the \$200,000 approved by the board for capital projects. Mr. Phagan responded they could.

Mr. Phagan also passed out technology grants and rebates from 2010-2016 and maintenance grants and rebates from 2011-2016 he will be presenting to county commission.

**Work Session - continued**

3. Lob Cabin Update

Mr. Phagan updated the board on the log cabin located on the Bush Brothers property they wanted to give to the school system. He commented it was a three room cabin with a stone chimney on the side. He said plans where to move the cabin in late fall. He pointed out the cabin could be moved to the Jefferson Middle School property where another log cabin is located. He commented that the Maury Middle School property was not feasible because there were too many rocks involved which would be too costly to remove. He pointed out the issue with the Jefferson Middle School property was it would be taking away space that may have to be used if they have to expand the alternative school. Mr. Phagan's recommendation was to move the log cabin located at Jefferson Middle School and the Bush Brothers log cab to the creek area at Jefferson County High School. He stated that Coordinated School Health and some staff at the high school were applying for a grant in order to turn the area into a park. Mr. Phagan commented that if the board did not want the Bush Brothers cabin, the Conservation Board would like to have it. Mr. Phagan pointed out that Bush Brothers would be moving the cabin but it was up to the school system to set it back up. He asked the board to make the decision on whether or not they wanted the cabin and where the cabin would be located if they decided to take it. He asked that the item be placed on the next regular meeting agenda.

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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

