

**MINUTES OF THE REGULAR MEETING OF THE  
JEFFERSON COUNTY BOARD OF SCHOOL COMMISSIONERS  
SEPTEMBER 26, 2016 – 6:30 P.M.  
PATRIOT ACADEMY**

**CALL TO ORDER**

The meeting was called to order by Chairman Jim Vines who then asked everyone to stand for a moment of silence. Board members present were Jim Vines, Vice Chairman Bill Jarnigan, Dusty Cox, Maurice Solomon, Randall Bradley, Denise Fair and Anne Marie Potts. Dr. Charles Edmonds, Director of Schools and Secretary to the Board, was also present.

**PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

Board member Potts asked to be the first person to address the first item under Unfinished Business. She requested to strike the language of Unfinished Business Item #1 and replace it with, "Request of County Commission Budget Committee to approve their motion for distribution of JCHS renovation funds and the distribution of funds for capital projects."

Dr. Edmonds requested that Item #8 under New Business – Approval of 2016 LEA Compliance Report be removed and placed on the October board meeting agenda.

Upon motion by Maurice Solomon and second by Anne Marie Potts, the board voted 7-0 to approve the remaining agenda items and the change in language as stated above. (see attached)

**CONSENT AGENDA ITEMS**

Upon motion by Vice Chairman Jarnigan and second by Maurice Solomon, the board voted 6-1 to approve the consent agenda items as submitted. Board member Bradley voted against. (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 July and August financial reports.

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**Items for Information – Director of Schools**

2. Each board member received a financial statement from the Jefferson County Fair and a copy of the lease agreement between the fair and board of education which had expired on June 30, 2016.

Sharon Ward, Treasurer of the Jefferson County Fair Association, went over the fair's finances. She pointed out that Jefferson Elementary and Jefferson Middle had received their payment of \$1,500 each this year, but they were unable to pay Jefferson Middle the extra \$3,000 for parking. She also stated they still had not been able to pay Jefferson Middle the \$3,000 they owed from last year. She stated they do have intentions of paying the \$6,000 to Jefferson Middle but not at this time. She commented the fair was looking at a five day schedule for next year instead of ten days in hopes of making more money by not having five extra days of expenses.

After discussion regarding the lease agreement, board member Solomon suggested extending the lease for one (1) year in order to see if the fair's plan by cutting back on the number of days will work.

Upon motion by Anne Marie Potts and second by Maurice Solomon, the board voted 7-0 to extend the lease for one (1) year beginning August 1, 2016 through August 31, 2017.

3. Each board member received a copy of the revised Overnight Field Trip Request Form for their review. Dr. Edmonds pointed out the addition of utilization of chaperones and background checks and a statement that fund raising must not begin prior to approval of the field trip by the board. Board member Cox requested that, "Will parents be advised of whom the chaperones will be?" be changed to, "Parents will be advised of whom the chaperones will be." Board member Bradley thanked Dr. Edmonds for the improved revised form.

4. Each board member received an update on the status of the litigation with Tennessee Risk Management Trust/Travelers Insurance Company. Dr. Edmonds reported that mediation was held on August 18, 2016 and it was not successful. He stated the case will now go to trial and they were hopeful for a trial date around the first of the year. Dr. Edmonds commented the board could meet with the attorney in an Executive Session perhaps when the trial date was set in order to bring the board more up to date on the mediation that had taken place.

5. Langdon Potts, County Finance Director, updated the board on the fund balance. He reported the current fund balance is \$3,795,000 with an available balance of \$2,162,000.

**Items for Information – Director of Schools**

6. Board member Potts referred to Board Policy 1.100 School District – School Board Legal Status and Authority. She stated the information included in the board’s packet regarding capital information was not a directive from the board. She pointed out the board approved a motion on the capital plan and the policy stated that, “All powers of the Board lie in its action as a group; therefore, individual board members exercise their authority over school system affairs only as they vote to take action at an official meeting of the Board.” She stated the board did not need to discuss capital information again according to policy.

**NEW BUSINESS**

1. Policy Changes for Review and Adoption (**First Reading**) – **6.701 Student Solicitations/Fundraising Activities** (Board Member Bradley requested this be added back on the agenda to approve on first reading. The policy was pulled at the August 25, 2016 meeting)

Board member Bradley suggested the board have a work session in the future devoted entirely to fundraising, field trips and fees. He pointed out the work session should be after the first of the year so changes could be made in the schools’ handbooks if needed for the next year. Board member Potts requested that principals be present at the work session in order to give their input on fund raising and how it could be made better before the board made those decisions.

Upon motion by Randall Bradley and second by Anne Marie Potts, the board voted 7-0 to adopt on first reading Board Policy 6.701 Student Solicitations/Fundraising Activities as submitted. (see attached)

2. Policy Changes for Review and Adoption (**First Reading**) – **2.200 Annual Operating Budget, 2.804 Expenses and Reimbursements, 4.210 Credit Recovery, 4.211 Work Based Learning, 4.606 Graduation Activities, 5.301 Emergency and Legal Leave, 6.313 Discipline Procedures, 6.413 Prevention and Treatment of Sports Related Concussions, 6.503 Homeless Students**

Board member Potts pointed out duplicate language in Policy 2.804 Expenses and Reimbursements. She stated that line 2 stated, “The Board shall reimburse expenses for meals and mileage at the maximum state rate”. She suggested deleting the sentence in line #8 stating, “The rate will be established annually by the Board.”

**New Business – continued**

Upon motion by Anne Marie Potts and second by Randall Bradley, the board voted 7-0 to adopt policies – **2.200 Annual Operating Budget, 2.804 Expenses and Reimbursements, 4.210 Credit Recovery, 4.211 Work Based Learning, 4.606 Graduation Activities, 5.301 Emergency and Legal Leave, 6.313 Discipline Procedures, 6.413 Prevention and Treatment of Sports Related Concussions, 6.503 Homeless Students** on first reading with the deletion as stated in Policy 2.804. (see attached)

3. Policy Changes for Review and Adoption (**Second Reading**) – **1.407 School District Records, 3.202 Emergency Preparedness Plan, 4.605 Graduation Requirements, 4.700 Testing Programs, 4.804 Religious Content of Courses, 5.305 Family and Medical Leave, 6.204 Attendance Of Non-Resident Students (Total Rewrite), 6.304 Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation, 6.411 Student Wellness, 6.415 Student Suicide Prevention (New Policy)**

Upon motion by Vice Chairman Jarnigan and second by Maurice Solomon, the board voted 7-0 to adopt the above policies on second reading. (see attached)

4. Policy Changes for Review and Adoption (**First and Final Reading**) – **3.600 Insurance Management** (This policy needs to be approved on first and final reading in order to take effect in October for insurance enrollment opening)

Board member Potts asked if there was language in the policy stating that retired teachers are responsible for the surcharge. Sherry Finchum, Board Policy Chairman, went over the policy and pointed out that it was not included but should have been. She stated the language would be inserted.

Board member Solomon made the motion to suspend the rules in order to vote on first and final reading Policy 3.600 Insurance Management. Board member Bradley seconded the motion and the motion passed 7-0.

Upon motion by Vice Chairman Jarnigan and second by Anne Marie Potts, the board voted 7-0 to approve Policy 3.600 Insurance Management on first and final reading with the addition of language regarding retired teachers being responsible for the surcharge.

**New Business – Board Policies - continued**

5. Board member Potts had requested that Board Policies **1.201 Duties of Officers, 1.400 Board Meetings, 1.403 Agendas** be added to the agenda.

Board member Potts asked the board to consider adding language to Policy 1.400 Board Meetings to include having a work session on the second Thursday of the month with the exception of November, December and July. She asked that the policy be sent back to the board policy committee for review. The board agreed to have the second Thursday designated as work sessions in the policy.

Board member Potts referred to Policy 1.201 Duties of Officers. She pointed out that according to the policy the chairman of the board is to assist the director of schools in preparing meeting agendas. She requested the language be added to line #1 Policy 1.403 Agendas. Ms. Potts commented that the board had not been receiving their packets according to Policy 1.403 where it states that board members shall receive their packets at least three (3) business days prior to the scheduled date of the meeting. She stated if the policy wasn't going to be followed adjustments needed to be made. Dr. Edmonds responded the policy would be followed. Ms. Potts asked that Policy 1.403 be sent back to the board policy committee in order to add the language regarding the chairman of the board assisting in preparing meeting agendas.

6. Approval – Budget Amendments

- (a) General Purpose Fund 141 Budget Amendment #4

Upon motion by Maurice Solomon and second by Dusty Cox, the board voted 7-0 to approve General Purpose Fund 141 Budget Amendment #4 as submitted. (see attached)

- (b) Federal Purpose Fund 142 Budget Amendment #4

Upon motion by Vice Chairman Jarnigan and second by Dusty Cox, the board voted 7-0 to approve Federal Purpose Fund 142 Budget Amendment #4 as submitted. (see attached)

7. Approval – 2016 Textbook Certificate of Compliance

Upon motion by Randall Bradley and second by Dusty Cox, the board voted 7-0 to approve the 2016 Textbook Certificate of Compliance certifying that all children enrolled in Jefferson County Schools have been furnished all required textbooks.

**New Business – continued**

8. Approval – 2016 LEA Compliance Report

The item was removed from the agenda by Dr. Edmonds to be added to the October agenda.

9. Appointment of (4) Delegates to TSBA Convention – November 5,6,7, 2016

Chairman Vines appointed Anne Marie Potts, Vice Chairman Bill Jarnigan, Randall Bradley and himself to serve as delegates to the 2016 TSBA Convention.

10. Appointment of TLN (Tennessee Legislative Network) Representative

Chairman Jim Vines was appointed as the TLN Representative.

11. Appointment of School Commissioners to 2016-2017 Committees

(a) Board Policy Committee – Dusty Cox, Bill Jarnigan and Anne Marie Potts

(b) Insurance Advisory Committee – Maurice Solomon

(c) Sick Leave Bank Professional Committee

Dusty Cox – To expire August 1, 2018

Denise Fair – To expire August 1, 2019

(d) Sick Leave Bank Para-Professional Committee

Randall Bradley – To expire August 1, 2018

Dusty Cox – To expire August 1, 2019

Dusty Cox was appointed to the White Pine School Oversight Committee to replace former school board member Judy Cavanah.

12. Niswonger College and Career Consortium Memorandum of Understanding

Upon motion by Maurice Solomon and second by Dusty Cox, the board approved 7-0 to approve the Niswonger College and Career Consortium Memorandum of Understanding as submitted. (see attached)

**New Business - continued**

13. Piedmont and White Pine School Carpet

Board member Bradley requested the item be placed on the agenda. Mr. Bradley asked that Michael Phagan, Facilities Supervisor, update the board on steps that are taken if mold is found in a school, the testing process, how long it takes for the test results to come back, the remediation process and what causes the mold. Mr. Phagan addressed the board with the information Mr. Bradley requested and answered any questions. Mr. Phagan pointed out that once carpet is treated for mold there was still potential for the carpet to hold the spores. He stated that some of the carpet had to be replaced at Piedmont and White Pine. He commented that carpet tiles had been ordered to replace the infected carpet. Mr. Phagan pointed out that water could not penetrate the carpet tiles and glue did not have to be used. Board member Bradley asked that test results for mold be given to the principal as soon as they have been received. There was some discussion regarding expense of carpet tiles verses tiles that have to be stripped and waxed. Mr. Phagan responded that carpet tiles were less expensive because the cost to strip tiles and wax them would be more expensive in the long run. Mr. Bradley also requested that Mr. Phagan bring cost amounts for carpet verses tile and the drain problem at Piedmont and White Pine to the next work session.

Board member Potts pointed out that the Piedmont drain field re-location in the amount of \$200,000 and new flooring in the classrooms at Piedmont were listed on the approved capital plan in the year 2017-2018. She stated that it also included Jefferson Elementary but she did not see White Pine on the list. She commented that funding had been addressed for those issues, the board is aware of it and it is scheduled. Ms. Potts commented that she would like to see carpet tiles placed down in one classroom that has been remediated as a test this year before a decision was made next year for carpet or tile. Mr. Phagan responded they were placing carpet tiles in the principal's office and one classroom at Piedmont this year. He stated they had already placed carpet tiles in two classrooms at White Pine. Ms. Potts commented that she felt tile would be a better solution.

**UNFINISHED BUSINESS**

1. Request of County Commission Budget Committee to approve their motion for distribution of JCHS renovation funds and the distribution of funds for capital projects

Board member Potts pointed out there were three things that county commission expected from the board of education. She stated the three things were the approval of the motion regarding the Jefferson County High School renovation funds, an approved school board capital projects plan and the funding for the school board's capital projects plan.

**Unfinished Business - continued**

Board member Potts made the motion to approve County Commission's motion for the distribution of Jefferson County High School renovation funds, utilize \$715,000 to move forward with the 2016-2017 capital projects, and reserve \$800,000 for the White Pine School renovation from school fund balance. Board member Bradley seconded the motion.

Board member Potts clarified the issue about White Pine School funding. She pointed out that when she came up with the capital projects plan she used the list that was submitted to the board and White Pine was not on the list. She further pointed out the board has approved a plan for White Pine School in the amount of \$2.8M. She stated that \$2M had been funded. She further stated the motion has everything that county commission is looking for from the board. She pointed out the motion is a reversal of the motion the board made on July 27, 2016 regarding the litigation money.

Vice Chairman Jarnigan commented that he was concerned about spending \$165,000 on the lift system for the performing arts center at Jefferson County High School when White Pine School wasn't finished. Board member Potts pointed out that her motion included \$800,000 to be taken out of fund balance to finish the \$2.8M project at White Pine School. She pointed out this was the amount the architects had presented to the board to fund the entire project.

Board member Bradley reiterated his feelings about funding the lift system for the fly space in the performing arts center at JCHS. He pointed out that it cost \$3.5M to build the performing arts center and he would like to see it completed. He pointed out it would take years for the high school to raise enough money to fund the lift system. He stated that he was in agreement with Mr. Jarnigan that he would like to see that money used for something else but the performing arts center needed to be finished. He commented the facility will be used by many students from all over the county.

Board member Cox expressed his concerns about the money being used for the lift system. He stated that he wanted to make sure that all schools not just White Pine School were taken care of in regards to safety and energy efficiency. He commented that he had reservations about the \$800,000 and if it was enough money to complete the White Pine School project. He commented that he wasn't against the lift system but he wasn't sure if this was the time to do it.

Chairman Vines responded that the \$2.8M had come from the architect and it was pretty solid.



**Unfinished Business - continued**

The motion to approve County Commission's motion for the distribution of the Jefferson County High School renovation funds, utilize \$715,000 to move forward with the 2016-2017 capital projects, and reserve \$800,000 for the White Pine School renovation from school fund balance passed 5-2. Board members Vines, Potts, Bradley, Cox and Solomon voted for the motion and board members Jarnigan and Fair voted against.

**ADJOURN**

With no further business, the meeting was adjourned at 8:35 p.m.

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Jim Vines, 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