

## GREENE COUNTY BOARD OF EDUCATION

### Minutes

December 18, 2014

The Greene County Board of Education met in regular session Thursday, December 18, at 5:00 p.m., at the James W. Parham Central Office.

Board members present were: Chairman Rick Tipton, Vice-Chairman Nathan Brown, Kathy Austin, Tom Cobble and Brian Wilhoit.

Chairman Tipton called the meeting to order, welcomed everyone present and noted that Michelle Holt was unable to attend due to a work conflict and that Mr. Justis would be late due to a doctor appointment. Student Board Member, Jared Casteel from SGHS led the pledge to the flag and Student Board Member, Abi Morehouse from WGHS led the invocation.

Board Member Clark Justis arrived at 5:03 p.m.

Chairman Tipton requested that Mr. Curtis Morrison with Rodefer Moss Company speak to the Board and address issues listed in an article that was published in *The Greeneville Sun* just before the meeting. The article listed four schools that were out of compliance with some forms and account balances. Mr. Morrison stated that all findings are listed on the last page of the financial report and that after having done more than a thousand schools, this is what they see on the norm. He noted that most of the findings are in schools with high populations and it is not pointing fingers at anyone. Items of concern are listed below with Mr. Morrison's explanation:

1. The cash/check make-up was not on collection log/did not agree – Failed to list whether item was a check or cash.
2. Check/checks were only signed by one signer-Activity funds must all have two signers – If one or two are overlooked they are added to the findings and this is not uncommon.
3. Purchase orders not completed or properly completed – If someone needs something and goes to get it before getting the purchase order first or they could have completed incorrectly and not have known the price.
4. Items posted to incorrect account-Something was recorded in the wrong account and doesn't happen often but when it does it stands out.
5. Teacher logs/ticket reconciliation/Count of collections not completed or improperly completed-this happened in only one case and is when a teacher turns in money without a log, it is listed as a finding to make sure everyone is held accountable.
6. Lack of segregation of duties-we simply do not have enough employees to do this properly for him to be able to get rid of that finding.
7. All pages of invoices not marked as paid-several invoices may be paid at once and get stapled together and only the top one gets marked paid and then staples get removed and all should be marked paid to protect the bookkeeper.

8. No donation summary form was completed-someone gives a restricted donation and they should track who gave the money and what it was spent on which is outside of the bookkeeping records.

9. Fundraiser authorization and/or summary not completed-did they come beforehand or after so that the Director knows what is happening.

10. Sales tax was not paid on a resale activity or was improperly paid – this is confusing because you pay sales tax on anything that you buy to resale but you do not pay sales tax on anything that you buy for school use. This doesn't happen as often as it used to but it does happen.

11. Interest charged due to late payment – One school did have a late payment and had to pay interest and these need to be paid on time.

12. Deficit balance in a restricted account – Considers this more critical than the others because it is supposed to be self-balancing. If it has one hundred dollars at the beginning of the year it should never spend more than one hundred dollars or the funds are paying that balance.

Mr. Morrison noted that the three day deposit rule-this is a common finding if funds are not deposited within three days of receipt and there were no findings for this across the system. He stated that in some systems this size he has seen more than 200 findings and many times it is due to new bookkeepers or new principals not fully understanding the requirements and ours is nowhere near that and continuing to improve.

For a complete list provided by Rodefer Moss, see December 2014 Agenda with attachments Item VII-M attachment on our website at: [www.greenek12.org](http://www.greenek12.org) Go to tab Director/School Board – Meeting Schedule – 12/18/2014 Agenda

### III. PRESENTATIONS & CELEBRATIONS

Greene LEAF Executive Director, Darlene McCleish presented perfect attendance awards to the school with the highest attendance percentage and to two randomly selected teachers from all teachers across the county who had earned perfect attendance during the first semester. The school with the highest percentage was North Greene High School. Amanda Weems, principal of North Greene was there to accept the award. Carla Tullock from Mosheim and Mary Louise Hunt from Chuckey-Doak were available to accept the awards for teacher perfect attendance.

### IV. APPROVAL OF AGENDA INCLUDING CONSENT AGENDA AND ADDENDUM

#### Approve the Agenda, Consent Agenda and Addendum

Chairman Tipton requested to pull Item VII-E-Approve Granting Tenure to Qualified Teacher, Hillary Wampler from CDHS, due to her being diagnosed with the flu.

Clark Justis requested to pull 5.602 Exhibit A-Steps for Monitoring Excessive Absences for Certified Employees and 5.602 Exhibit B-Teacher Absence Conference Record from Item VII-B Approve Procedures and to take these up at a later date.

On motion by Nathan Brown, seconded by Clark Justis

**Vote:** 6 – 0            Passed

## V. REPORTS, HEARINGS AND COMMUNICATIONS

GCEA Report - Beth Catron, GCEA President, gave a brief report on a TN Court of Appeals decision on professional employee rights to always have representation with them and stated that Greene County has always been in compliance.

Board Reports – Clark Justis gave a brief report on attending the New Board Member Orientation and the TSBA Conference.

Budget Report – Budget Director, Mary Lou Woolsey gave a brief update on the budget stating that Sales Tax is up 5.4% and Property tax is down \$6.9%. Current revenues are at \$16,177,000. Current expenditures are at \$14,981,000. She noted that electricity is up \$25,000 due to the colder weather and that diesel is down \$.24/gallon from this time last year. She gave our undesignated fund balance as \$3,380,000 and last year at this time it was \$2,868,000.

Personnel Report - Mr. Bill Ripley gave a brief personnel update for the month. (See December 2014 Board Agenda, Item V-C2-Attachment, Greene County Schools Personnel Update December, 2014 on our website at [www.greenek12.org](http://www.greenek12.org))

Data Report - Dr. Julia Lamons shared a recap of the Report Card for Greene County Schools. She noted that Greene County has an overall composite in Growth of 5 which is the highest ranking and includes every subject tested.

(For complete Report see [http://www.state.tn.us/education/data/report\\_card/index.shtml](http://www.state.tn.us/education/data/report_card/index.shtml) )

Data Report-Capturing Kids' Hearts/S3 Report-Dr. Julia Lamons invited teachers from the District School Climate Team to speak to the Board about their experiences with Move to Stand events which helps to build school climate, culture, empathy, relationships and how we treat students. Teacher presenters were Cindy Propst and Danielle Shackelford from WGHS; Mike Garland, principal of CDHS and Amanda Short also from CDHS. Dr. Lamons also shared with the Board a t-shirt design created by the students which incorporates all of the high school colors and gave each Board member a t-shirt. Students who were part of the winning design were NGHS- Mariah Morgan, Whitney Benton; WGHS- Makayla Edwards; SGHS- Danielle Barr, Tiffanee Holt and CDHS- Adrianna Gallagher.

Director of Schools, Dr. Vicki Kirk, addressed the following items in her report:

### **Director's Report – Greene County BOE Meeting ~ December 18, 2014**

#### **School News**

Since our last meeting I have made 21 visits to schools, and we have had the second round of quad meetings. These visits and meetings are very informative and help me understand what the priorities are in each school, how they are addressing their goals and where we can add support as needed.

Schools report that, although RTI has not been easy to implement, implementation has generally gone well and students are making progress as measured by STAR Reading and STAR Math. We have received feedback from the State that our implementation is one of the most robust in the region.

At our second set of quad meetings, we discussed teaching effectiveness (personalized learning plans, professional development, feedback and support) and communities of learning (school

leadership team, collaboration schedules, topics and effectiveness). These discussions were very enlightening and encouraging. Our principals are leading well and have put some strong practices into place that distribute the leadership and imbed learning for teachers. We are optimistic about our learning plans and believe that the knowledge and skills teachers are gaining is translating into stronger, more effective instruction.

### **Meetings with Community Partners**

**Greeneville/Greene County Partnership Board** – I have attended three Partnership Board meetings since the end of October, and I have toured the US Nitrogen facility.

### **County Commission & Local Government Meetings**

**Education Committee** – We reviewed budget expenditures for the committee’s information. We also reviewed with them our capital outlay plans and the proposed amendment to the budget to include grant funds received.

**Insurance Committee of the County Commission** – I sit on this committee by virtue of my position.

**County Commission Meeting (November)**

**County Committion Meeting (December)** – Mr. David McLain attended in my stead.

### **Parents/Teachers/Students**

**S3 Grant** - I met with the district team of students and teachers for S3. We talked with students about the impact of a great teacher on their lives, and what great teachers do that others don’t do.

**GCEA** – I meet monthly with representatives from GCEA to discuss questions or concerns they may have.

**Student Board Members** – Mr. Tipton and I had breakfast with the student board members. WE had discussions about their use of technology and how they feel it could be improved in schools.

**Teacher Advisory** – Mr. Bill Ripley met with the TAC this quarter. He and I are working on a list of their concerns. We also use this time to keep them updated on new initiatives or opportunities for them to provide feedback to us and to the State.

**Parent Advisory** – I met a second time with the Parent Advisory Council. We requested volunteers from the council to serve on the textbook committee. We discussed the S3 Grant with them, talked about technology and the potential of blended learning, and reviewed plans for including a goal to improve opportunities for our students in the areas of art, advanced placement, STEM and work-based learning.

### **Miscellaneous**

**LEAP Grant** – We were not funded for the LEAP Grant (CTE/TCAT funding) but Jerry Ayers, Mark Norman, Rebeckah Ball and I met to discuss the future of the plan. We are prioritizing the list of requests and are prepared to submit future grants including CTE Reserve grants that are funded each year. Jerry is finalizing the plan, but we are looking at a three-year plan to equip Industrial Electricity, Welding and Machine Tool at the TCAT level.

**Press** – I was interviewed by WJHL twice in the last month or so. Once for TN Promise and once to talk about Tennessee’s Standards.

**Textbooks** – We have gathered information from all the schools regarding textbook needs. We have compiled those needs for Ellen to review. In areas where just a couple of books were needed, she is using our inventory to fulfill the requests. In areas where more than three or four books were needed, she has developed a list to purchase. We will double check those needs prior to making purchases. In some cases, teachers requested paperback books (novels or non-fiction); these are not textbooks. So we will discuss options with those teachers, but those books will not be purchased from textbook funds.

The only significant need that was a pattern was for English III. A couple of years ago when literature books were adopted, we did not purchase books because what was available at that time was not aligned with the new standards for English. These literature books are now aging and need to be replaced. We are planning to meet with English teachers after the first of the year to gain consensus regarding their needs and how to best fill those needs. The next adoption will be in 2016-2017. At that time we anticipate that the books available for adoption will be aligned with the standards. So we need a solution that will fill their needs until that time.

**Professional Learning** – I have had a number of opportunities over that past six weeks to learn.

I presented a short keynote speech at the LEAD Conference in Nashville. This was quite a learning experience for me, as I had never spoken to an audience of that size before – 2000, and it was the first time I ever made a talk of any length with no notes. I had a good time, and it was well received.

I attended the Online and Blended Learning Conference courtesy of the Niswonger Foundation. This conference was quite inspirational to me. Here’s the question we should think about: What would we do for kids if there were no barriers? We should develop a vision around this idea and then plan the instruction to achieve that vision. Online and blended learning is a way to meet the needs of all our students. I am currently reading the book, *Blended*, by Michael Horn (one of the speakers at the conference), and I have asked Kristi Wallin to order a copy for our team using grant funding we have for building up our professional library. I am excited about the possibilities for blended learning, and we will be talking with you about this topic at an upcoming workshop.

I also attended Learning Forward in Nashville. Several of our principals were also able to attend as a result of the TN LEAD Grant. There were some terrific sessions at this conference. I attended an all-day session entitled, *Fierce Conversations*, in which I learned how to tackle the tough issues in a way that builds relationships. This was powerful communications training for me, and I plan to redeliver it for our Leadership Team. I also attended sessions about individualized professional learning which are very pertinent to our current initiatives in Greene County. We also presented a session on the TN LEAD Grant implementation in Greene and Unicoi Counties.

Finally, I attended a one-day SCORE Institute on communications. It was led by a public relations firm, and provided some good tips around advocacy. As an advocate for public education, I will find these skills very helpful. I also plan to share this information with our leadership.

### **State Information**

Governor Haslam’s office has created an opportunity for the public to provide feedback on our state standards. The link to give feedback is <https://apps.tn.gov/tcas/> . Educators, parents and community members are urged to go online, review the standards and provide feedback. This is done on a standard-by-standard basis. The Southern Regional Education Board will collect and organize the data, and teams of teachers, grouped by grade band and subject, will review the comments and then recommend to the State Board of Education standards to keep as is and standards to be revised, removed or added. This is a robust process of standards review.

Governor Haslam addressed the Tennessee contingent while we were at Learning Forward in Nashville. So our team was there to hear his announcement. (One of our team, Mr. Dennis Wilds, was greeted by and spoke with the governor that afternoon.) Governor Haslam announced plans to address the four main areas of concern he heard from teachers on his listening tour around the state recently. Those areas are:

- More information and feedback on state assessments to help teachers improve student achievement;
- Full alignment of state academic standards and assessments;
- Adjustments to teacher evaluations to encourage local decision-making and address state assessment transition;
- And improved teacher communication and collaboration

An article that explains his efforts can be found here: <https://news.tn.gov/node/13319>

Finally, Governor Haslam has announced the appointment of our new Commissioner of Education, Dr. Candice McQueen. Dr. McQueen has been Dean of Education at Lipscomb University in Nashville. She is well qualified for the work, and I am sure she will serve Tennessee well. I look forward to working with her.

**Calendar for November/December**

Date	Event	Notes
10.27.14	LEAD Conference (Nashville)	Presented
10.28.14	Met with Education First  Two School Visits	
10.29.14	Three School Visits  Met with GCEA  Met with Michelle Holt	
10.30.14	Interview with WJHL (TN Promise)  Partnership Board Meeting  Meeting with CORE Office  Education Committee (County Commission)	
11.01.14	Halloween Costume Judging (Nolachuckey)	

11.03.14	Central Team Met with Rick Tipton
11.04.14 11.07.14	- Blended and Online Learning Conference
11.10.14	Central Team
11.11.14	Veterans' Day Program - CDMS Two School Visits
11.12.14	Insurance Committee (County Commission)
11.13.14	Three School Visits Science Fair Awards Met with Frank Woods (Freewill Baptist Children's Home)
11.14.14	Three School Visits Work Based Learning Roll Out - GTC
11.17.14	C Team Met with Teacher Met with Nurse Met with Teacher Met with Parent
11.18.14	Met with Daniel Wolcott (Junior Achievement)
11.19.14	C Team - Learning Session with Mike Murphy: How to Run Productive Meetings Thanksgiving Lunch at Mosheim Policy Committee Meeting
11.20.14	Breakfast Meeting - High School Principals Leadership Team Greene County Partnership Board
11.21.14	Vacation Day

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11.24.14	C Team
	Met with Clark Justis
	Parent Advisory Council
11.25.14	Breakfast with Student Board Members
	School Visit
	Health Council Luncheon
12.01.14	C Team
	Met with Teacher
	Met with GCEA
	Met with Rick Tipton
12.2.14	Quad Meeting – West Side
	School Visit
	Quad Meeting –North Side
	Sick Leave Bank
	Met with Rick Tipton
12.3.14	Quad Meeting – East Side
	School Visit
	Quad Meeting – South Side
12.4.14	Two School Visits
	Sick Leave Bank
12.5.14	Met with District Attorney
12.8.14 12.10.14	- Learning Forward Conference
12.11.14	Partnership Luncheon
	Met with Patrick (ENA)
12.12.14	Met with Nurse
	Central Team
	Met with David McLain, Bill Ripley, Jason Patrick
	Met with Steve Harbison and LuShep Baldwin

(Greeneville Sun)

12.15.14 SCORE Institute

12.16.14 Sick Leave Bank

12.17.14 School Visit

Lunch at WGHS

Policy Committee

Met with Rick Tipton

12.18.14 Leadership Team

Partnership Board Meeting

US Nitrogen Tour

### Upcoming Dates

December 24, 25, 26                      Central Office Closed  
January 1                                      Central Office Closed

### **VI-OLD BUSINESS**

#### Approve Policies on 2<sup>nd</sup> Reading

On motion made by Nathan Brown, seconded by Brian Wilhoit

**Vote:** 6 – 0      Passed

- **1.407** – School Board Records
- **6.600** - Student Records – Recommended

### **VII. NEW BUSINESS**

#### A. Approve Policies on 1<sup>st</sup> Reading

On motion made by Clark Justis, seconded by Nathan Brown

**Vote:** 6 – 0

- **1.502** – Board Meeting News Coverage
- **1.806** – Advertising and Distribution of Materials in the Schools
- **1.808** – Registered Sex Offenders
- **2.804** – Expenses and Reimbursements
- **6.203** – School Admissions

#### B. Approve Procedures

On motion made by Brian Wilhoit, seconded by Nathan Brown to approve all Procedures listed except 1.600 Exhibit A – Policy Review Schedule pulled by Kathy Austin and 5.602 Exhibit A and B pulled by Clark Justis at the beginning of the meeting.

**Vote:** 6 – 0

- **1.600 – Exhibit A** – Policy Review Schedule (*Pulled by Kathy Austin to vote separately*)
- **1.803 – Exhibit A** – Consequence for Tobacco Use
- **1.803 – Exhibit B** – Violation of Youth Access to Tobacco Act

- 2.804 – Exhibit A – Travel Procedures
- 2.804 – Exhibit B – Travel Procedures
- 2.804 – Exhibit C – Authorization for Travel
- 2.804 – Exhibit D - Claim for Travel Expenses
- 4.302 – Exhibit A1 – Pre-Approved Field Trips
- 5.602 – Exhibit A – Steps for Monitoring Excessive Absences for Certified Employees  
(Pulled by Clark Justis to review at a later time)
- 5.602 – Exhibit B – Teacher Absence Conference Record  
(Pulled by Clark Justis to review at a later time)
- 6.203 – Exhibit A – Information Registration Card
- 6.600 – Exhibit B – Record of Inspection-Transcript Request
- 6.600 – Exhibit C – Consent for Disclosure of Student Records

**1.600 Exhibit A – Policy Review Schedule.**

On motion made by Nathan Brown, seconded by Tom Cobble

**Vote:** 5 – 1

Yes-Brown, Cobble, Justis, Tipton, Wilhoit

No-Austin

Chairman Tipton stated that he will have the Policy Committee review Policy 1.600 so that it will coincide with the new Procedure.

C. Approve LEA Compliance Report

On motion made by Tom Cobble, seconded by Brian Wilhoit

**Vote:** 6 – 0

D. Approve 2015-2016 System Calendar

On motion made by Nathan Brown, seconded by Tom Cobble

**Vote:** 6 – 0

E. Approve Granting Tenure to Qualified Teacher

NO ACTION – PULLED DUE TO TEACHER ILLNESS

F. Approve NGHS Softball Out-of-State Trip

On motion made by Nathan Brown, seconded by Brian Wilhoit

**Vote:** 6 – 0

G. Approve Out-of-State Field Trips

On motion made by Tom Cobble, seconded by Kathy Austin

**Vote:** 6 – 0

H. Approve Title I Budget Amendment

On motion made by Nathan Brown, seconded by Clark Justis

**Vote:** 6 – 0

Mr. Brown stated that before the vote on any budget amendments he wanted to let everyone know that he had talked with TSBA attorney, Randall Bennett regarding reading the Conflict of Interest Statement every time before voting on budget

amendments and he advised that there is a discloser form that can be filled out and kept on file and that he would not have to read the statement before each vote. Mr. Tom Cobble and Mr. Nathan Brown both signed and turned in a Conflict of Interest discloser form to be kept on file at the central office.

I. Approve Fund 141 Midyear Budget Resolution

On motion made by Tom Cobble, seconded by Clark Justis

**Vote:** 6 – 0

Dr. Kirk gave additional information regarding this amendment stating that we have additional unbudgeted revenue and the auditors expect us to put this in the budget and some things have been moved at the request of the auditors. She noted there was \$3,000 under miscellaneous refunds which was for the sale of scrap metal and they want this put in the “*sale of recycled materials*” line so it tells what it was. She also noted that the BEP July final came in above the May estimate which is what was used for our budget \$319,000, so that amount is being budgeted. The May estimate was \$31,655,000 and the July final was \$31,974,000. She noted that the bulk of the funds were being placed in the textbook line and instructional equipment for computers. (See [December 2014 Board Agenda, Item VII-I Attachment, for complete break-down on our website at www.greenek12.org](#))

Chairman Tipton stated that he would like to make an amendment to this item regarding line, 71100-722 *Regular Instructional equipment*, and move \$10,000 over to the *Capital line* to build Guidance Offices at West Greene High School and South Greene High School since they do not have privacy when speaking to students.

Board member Brian Wilhoit had to leave the meeting at 6:37 p.m. due to a scheduling conflict.

J. Approve Fund 141 Midyear In-Category Budget Amendment

On motion made by Tom Cobble, seconded by Nathan Brown

**Vote:** 5 – 0

Dr. Kirk gave additional information regarding this amendment stated that in 72120 in the first dozen lines is a realignment of the Coordinated School Health Grant to comply with the Grant requirements. (See [December 2014 Board Agenda, Item VII-J Attachment, for complete break-down on our website at www.greenek12.org](#))

Tom Cobble requested that the Board take a look at adding funds in the budget for an Assistant Principal at Chuckey-Doak High School and at West Greene High School. Dr. Kirk responded that the Board could take a look at that in January and February when they start to look at the budget for next year and she will make a note of his request.

K. Approve Race to the Top 2014-2015 Budget Amendment

On motion made by Tom Cobble, seconded by Clark Justis

**Vote:** 5 – 0

L. Approve TN LEAD Budget Amendment

On motion made by Clark Justis, seconded by Nathan Brown

**Vote:** 5 – 0

- M. Approve School Activity Funds and Food Service Audit  
On motion made by Tom Cobble, seconded by Clark Justis  
**Vote:** 5 – 0

- N. Approve Transfer of funds from Fund Balance to Capital Outlay  
On motion made by Nathan Brown, seconded by Kathy Austin  
**Vote:** 5 – 0

David McLain gave additional information regarding \$220,000 set aside for HVAC Replacement at South Greene. He gave a break-down of price options and asked which option the Board would prefer to go with. He noted that the most efficient option was \$237,175. Steve Tipton, Energy Education Specialist, gave additional explanation regarding the cost savings of going with the more efficient option over time.

Chairman Tipton stated that the Capital list will need to reflect the new cost if this is voted in and called for a motion to install the most efficient HVAC unit at South Greene. Dr. Kirk stated that she would make this change to the budget line.

On motion made by Clark Justis, seconded by Tom Cobble  
**Vote:** 5 – 0

- O. Approve NG Brick Paver Project  
On motion made by Tom Cobble, seconded by Kathy Austin  
**Vote:** 5 – 0

- P. Approve Volunteer Coaches  
On motion made by Tom Cobble, seconded by Nathan Brown  
**Vote:** 5 – 0

- Q. Approve ESP Job Description  
On motion made by Clark Justis, seconded by Nathan Brown  
**Vote:** 5 – 0

- R. Approve Title II and Title VI Budget Amendment  
On motion made by Nathan Brown, seconded by Clark Justis  
**Vote:** 5 – 0

- S. Discuss and possible action on the Board going paperless  
On motion made by Tom Cobble, seconded by Nathan Brown to go paperless and provide Ms. Austin with a paper copy.  
**Vote:** 5 – 0

Kathy Austin asked what the options were. Mr. Tipton stated that with everything now available on Dropbox that it was his hope that everyone would be able to use their iPads to access Board information. Mr. Brown added that the majority of the Board is requesting to go paperless and he had no problems with her staying with a hard copy. .

Chairman Tipton announced that the next Board meeting is scheduled for January 22, 2015, at 4:30 p.m. at the Greene Technology Center and will also be the Joint Board meeting.

On Motion by Nathan Brown, Second by Clark Justis, and with no further business, the Board adjourned at 7:07 p.m.