



Board Meeting

June 28, 2016 6:30 PM
12060 Arlington Trail
Arlington, TN 38002

Attendance Taken at 6:30 PM.

Barbara Fletcher: Present
Jana Gore: Present
Dr. Dale Viox: Present
Kay Williams: Present
Danny Young: Absent

1. Call to Order and Roll Call

Dale Viox in attendance via SKYPE.

2. Pledge to the Flag

3. Moment of Silence

4. Citizens Comments (limited to 2 minutes per speaker)

5. Approval of June 28, 2016 Agenda

Approval of June 28, 2016 Agenda Passed with a motion by Jana Gore and a second by Barbara Fletcher.

Barbara Fletcher: Yea
Jana Gore: Yea
Dr. Dale Viox: Yea
Kay Williams: Yea
Yea: 4, Nay: 0

6. Reports

6.A. Chairman's Report

• Board Member Self-Evaluation: Individual and group performance tabulated. Copies distributed to each board member. • Self-Evaluation: additional information sent to board members. • Annual Evaluation: Set a proper example, all employees are evaluated annually, including the Superintendent. The Board believes in leadership by example. • Identify areas of improvement if needed, as well as areas where the board excels. Identifying problems is a boards prerequisite to a solution. • Evaluation will keep the board aware of its own operations and procedures for the school district. During a board self-assessment the board frequently identifies ways to improve operating procedures and overall effectiveness. • ACS is hosting the TSBA Delta District Fall Meeting on Tuesday, September 20 from 4:30 to 8:00 p.m. at Arlington High School. Registration is required. • Transcript updates for the boardmanship program are due to the TN School Board Association by Monday, August 1st. This program encourages professional growth of school board members and offers an awards program to



members who invest their time and effort into becoming more informed and more effective school board members.

6.B. Superintendent's Report

- Public Risk Insurors cost savings of 28% for approximately \$70,000.00
- Key Risk for Workers' Comp Insurance – Zero (0) deductible.
- Liberty Mutual for General Liability begins July 1, 2016.
- Turf Field project began today. Winstead Farms assisted in removing sod. Sod moved to Donelson Elementary. Many volunteered time and hard work.
- 5-Year Strategic Plan Work Session in July. Date to be determined. Mr. Mayo:
- 27 positions filled – 21 Certified, 6 Classified
- 1 position open at AES for SPED Assistant
- 1 interim teacher position open at DES
- Differentiated Pay Plan approved by the State. Plan posted on website under Employee Resources.
- ACS Night at the Redbirds game on August 27. All schools will participate. Registration information will be posted with details.
- Website pictures being updated.

6.C. General Counsel's Report

Tennessee law states that Superintendent's be evaluated annually. ACS policy requires the Superintendent be evaluated by the Board annually. Ms. Speakman reports the results of the Superintendent's evaluation. Evaluation scale 1 - 3, with 3 being above expectations:

- Overall score: 2.72
- Evaluation highlights:
- LEAD Arlington
- Lobbied Legislators and County Commission
- Resolution for Testing
- STEM
- Financial Stability
- TV Station
- Work Ethic
- Right person chosen as Superintendent
- Proud of Arlington Community Schools
- Vested in the system
- Positive
- Encourages life long learners
- Not content with status quo

6.D. Financial Report

6.D.1. Monthly Financial Report

April 2016 General Fund:

- Page 2, YTD GF Revenues of \$36.9 (94%)
- Page 3, YTD GF Expenses of \$26M (68%)
- School Nutrition:
- Page 5, YTD Revenues of \$981,743
- Page 6, YTD Expenses of \$869,329, with a surplus of \$112,413
- YTD Grant Fund
- Page 8, Grant Revenue of \$1,361,621
- Page 9, Grant Expenses of \$1,371,637
- CIP Fund – no changes from prior month
- Page 11, CIP Revenue of \$618,236
- Page 12, CIP Expenses of \$539,147

6.D.2. Interlocal Health Trust April 2016 Report

- Pages 5-6, Total Revenues YTD \$25M
- Total Expenses YTD \$24.7M
- Beginning Balance \$6.5 M
- Remaining Balance of \$6.7M

7. Consent Agenda

Motion to suspend the rules and waive the first reading of Consent Agenda items 7 B1-B31
Passed with a motion by Barbara Fletcher and a second by Jana Gore.

Barbara Fletcher: **Yea**

Jana Gore: **Yea**

Dr. Dale Viox: **Yea**

Kay Williams: **Yea**

Yea: 4, Nay: 0



Motion to approve Consent Agenda Passed with a motion by Barbara Fletcher and a second by Jana Gore.

Barbara Fletcher: Yea

Jana Gore: Yea

Dr. Dale Viox: Yea

Kay Williams: Yea

Yea: 4, Nay: 0

7.A. Minutes from May 24, 2016

7.B. Approval of Policies

7.B.1. Policy 1.102 Board Members Legal Status - AMENDED

7.B.2. Policy 1.106 Code of Ethics - AMENDED

7.B.3. Policy 1.201 Duties of Officers - AMENDED

7.B.4. Policy 1.202 Duties of Board Members - AMENDED

7.B.5. Policy 1.203 New Member Orientation - AMENDED

7.B.6. Policy 1.204 Board Member Development Opportunities - AMENDED

7.B.7. Policy 1.300 Board Committees - AMENDED

7.B.8. Policy 1.402 Notification of Meetings - AMENDED

7.B.9. Policy 1.403 Agendas - AMENDED

7.B.10. Policy 1.404 Appeals and Appearances Before the Board - RESCINDED

7.B.11. Policy 1.404 Public Participation at Board Meetings - NEW

7.B.12. Policy 1.408 Public Records Request - AMENDED

7.B.13. Policy 1.809 Non-Discrimination Statements - AMENDED

7.B.14. Policy 2.401 Gifts and Bequests - AMENDED

7.B.15. Policy 2.700 Accounting System - AMENDED

7.B.16. Policy 2.703 Audits - AMENDED

7.B.17. Policy 3.602 Workers' Compensation - NEW

7.B.18. Policy 4.205 Enrollment in College Level Courses - AMENDED

7.B.19. Policy 4.210 Work Based Learning - NEW

7.B.20. Policy 4.605 Graduation Requirements - AMENDED

7.B.21. Policy 4.608 High School Diploma - NEW



- 7.B.22. Policy 4.804 Religious Content of Courses - AMENDED
- 7.B.23. Policy 5.401 Acquired Immune Deficiency Syndrome (AIDS) - AMENDED
- 7.B.24. Policy 6.204 Attendance of Non-Resident Students - AMENDED
- 7.B.25. Policy 6.206 Transfers Within the System - AMENDED
- 7.B.26. Policy 6.304 Student Discrimination, Harassment, Intimidation, Bullying and Cyberbullying - AMENDED
- 7.B.27. Policy 6.402 Physical Examination and Immunizations - AMENDED
- 7.B.28. Policy 6.404 Acquired Immune Deficiency Syndrome - AMENDED
- 7.B.29. Policy 6.415 Student Suicide Prevention - NEW
- 7.B.30. Policy 6.601 Student Records-Annual Notification of Rights - AMENDED
- 7.B.31. Policy 6.602 Student Records Inspection & Correction Procedure - AMENDED

8. Discussion

9. Business/Recommended Action Items

9.A. Approval of Resolution 2016-07 Amending the School Fee Schedule for the 2016-17 School Year

Superintendent Mason recommends the Board approve Resolution 2016-07 Amending the School Fees Schedule for the 2016-17 School Year Passed with a motion by Barbara Fletcher and a second by Jana Gore.

Barbara Fletcher: **Yea**

Jana Gore: **Yea**

Dr. Dale Viox: **Yea**

Kay Williams: **Yea**

Yea: 4, Nay: 0

9.B. Approval of Internal Control and Compliance Manual for Governmental Entities and Other Audited Entities in Tennessee

Superintendent Mason recommends the Board approve the Internal Control and Compliance Manual for Governmental Entities and Other Audited Entities in Tennessee Passed with a motion by Jana Gore and a second by Barbara Fletcher.

Barbara Fletcher: **Yea**

Jana Gore: **Yea**

Dr. Dale Viox: **Yea**

Kay Williams: **Yea**

Yea: 4, Nay: 0

Ms. Meeks reported: Effective June 30, 2016 state law requires governments to establish and maintain internal controls which provide reasonable assurance that costs are in compliance with applicable law; funds, property and other assets are safeguarded against waste, loss,



unauthorized use or misappropriation; and revenues and expenditures are properly recorded and accounted for to permit for accurate and reliable financial reports and to maintain accountability over assets. (TCA 9-18-102(a)). This internal control manual is designed by Arlington Community Schools for the use of governing and oversight bodies and the management of grants and funding for the district. Management is responsible for designing and implementing a system of internal control. Auditing standards do not allow auditors to design or implement your system of internal control and auditors cannot be a substitute for a system of internal control. This manual is based on principles, as opposed to providing a detailed method of implementing internal controls. This is because the manual is based on the U. S. Government Accountability Office Green Book, which is principles based as well. In addition, it would be physically impossible to develop a detailed internal control implementation plan because of the variety of transactions that occur in a the school district.

9.C. Approval of ESEA/IDEA Federal Funds 2016-17 Allocations

Superintendent Mason recommends the Board approve ESEA/IDEA Federal Funds 2016-17 Allocations Passed with a motion by Jana Gore and a second by Barbara Fletcher.

Barbara Fletcher: Yea

Jana Gore: Yea

Dr. Dale Viox: Yea

Kay Williams: Yea

Yea: 4, Nay: 0

9.D. Election of Chairman

Chairman Williams opens the floor for nominations for Board Chairman. Chairman Williams nominated Dale Viox for position of Chairman. No other nominations voiced. Roll call vote: 3 yeas, 1 nay, 1 absent. Mr. Viox is elected as Chairman of the School Board.

9.E. Election of Vice-Chair

Chairman Williams opens the floor for nominations for Board Vice-Chair. Dale Viox (via SKYPE) nominated Kay Williams for position of Vice-Chair. No other nominations voiced. Roll call vote: 4 yeas, 1 absent. Mrs. Williams is elected as Vice-Chair of the School Board.

9.F. Election of TLN Representative

Chairman Williams opens the floor for nominations for TLN Representative. Chairman Williams nominated Danny Young for position of TLN Representative. No other nominations voiced. Roll call vote: 4 yeas, 1 absent. Mr. Young is elected as TLN Representative of the School Board.

10. Adjournment

Move to adjourn Passed with a motion by Jana Gore and a second by Barbara Fletcher.

Barbara Fletcher: Yea

Jana Gore: Yea

Dr. Dale Viox: Yea

Kay Williams: Yea

Yea: 4, Nay: 0



Chairperson

Superintendent

Arlington Community Schools offer educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, age, disability or genetic information and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).