

Jackson-Madison County School Board Meeting

December 10, 2020 5:30 PM
LIBERTY TECH HIGH SCHOOL

Attendance Taken at 5:30 PM.

Andre Darnell: Present
Ms. Doris Black: Present
Sherry Franks: Present
Debbie Gaugh: Present
Mrs. Janice Hampton: Present
O'Neal Henley: Present
Mr. James Johnson: Present
Mr. A. J. Massey: Present
Mrs. Shannon Stewart: Present

Also present were Dr. Marlon King, Superintendent, Dr. Vivian Williams, Dr. Ricky Catlett, Greg Hammond, Ruth Carson, Ray Washington, Chris Sueing, Attorney Dale Thomas and Demetris Burrell, Board Secretary.

1. CALL TO ORDER

a. A Moment of Silence and Pledge of Allegiance

Discussion: Mr. Johnson called the meeting to order at 5:33 p.m. Mr. Tommy Gobble lead with an invocation followed by the pledge of allegiance.

2. APPROVALS

a. Approval of Consent Agenda

b. Approval of Agenda

Discussion: a. **Approval of consent agenda** passed with a motion by Janice Hamilton and seconded by Debbie Gaugh.

Andre Darnell: Yea, Doris Black: Yea, Sherry Franks: Yea, Debbie Gaugh: Yea, Janice Hampton: Yea, O'Neal Henley: Yea, James Johnson: Yea, AJ Massey: Yea, Shannon Stewart: Yea
Yea: 9, Nay: 0

b. **Approval of Agenda** passed with a motion by Janice Hamilton and seconded by Andre Darnell.

Andre Darnell: Yea, Doris Black: Yea, Sherry Franks: Yea, Debbie Gaugh: Yea, Janice Hampton: Yea, O'Neal Henley: Yea, James Johnson: Yea, AJ Massey: Yea, Shannon Stewart: Yea
Yea: 9, Nay: 0

3. PUBLIC COMMENTS

Discussion: No public comments

4. APPEARANCE BEFORE THE BOARD

Discussion: Appearance before the Board

Dr. King and Mr. Greg Hammond recognized the 2019 Teachers of the Year. Mr. Greg Hammond read each teacher name while Dr. King presented each teacher with their crystal plaque and certificate. Karen Greer-Alexander, Brooke Hennings-Andrew Jackson, Cherilyn Woolfolk-Arlington, Rocelyn Spear-Best/PLC, Linda Fulghum-Community Montessori, Jennifer Burkhead-Denmark, April Howell-East, Tiffany Newbill-Issac Lane, Linda Thomason-JCM-ECH, Sylvia Barlow-JCT, Elizabeth Womack-Liberty, Yvonne Ellis-Lincoln, Joseph Balcunas-Madison, Kenton Evans-North Parkway, Amanda Maness-North Side, Katrina Young-North East, Tish McGhee-Pope, Ashley Tomlin-Rose Hill, Jacqueline Gorden-South Elem, Margaret Linvingston-South Side,

Lorraine Browder-Thelma Barker, Rhonda Murray-West Bemis, and Tamara Cole-Nova. A few teachers were not able to attend but we will make sure they receive their award for all thier hard work and dedication to JMCSS.

5. ACTION ITEMS

- a. **Budget Amendments**
- b. **Policy Adoption**
 - i. **1.000 - 1.402**
- c. **Ameresco Agreement**
- d. **Vision, Mission, and Goal Statements**

Discussion: Action Items

a. Budget Amendments: A motion was made by Debbie Gaugh to approve the Budget Amendments and seconded by Shannon Stewart.

Andre Darnell: Yea, Doris Black: Yea, Sherry Franks: Yea, Debbie Gaugh: Yea, Janice Hampton: Yea, O'Neal Henley: Yea, James Johnson: Yea, AJ Massey: Yea, Shannon Stewart: Yea
Yea: 9, Nay: 0

b. Policy Adoption: A motion was made by AJ Massey to approve the Policy Adoptions 1.000 - 1402 and seconded by Doris Black. Andre Darnell: Yea, Doris Black: Yea, Sherry Franks: Yea, Debbie Gaugh: Yea, Janice Hampton: Yea, O'Neal Henley: Yea, James Johnson: Yea, AJ Massey: Yea, Shannon Stewart: Yea
Yea: 9, Nay: 0

c. Ameresco Agreement: A motion was made by AJ Massey to approve the Ameresco Agreement and seconded by Janice Hamilton.

Andre Darnell: Yea, Doris Black: Yea, Sherry Franks: Yea, Debbie Gaugh: Yea, Janice Hampton: Yea, O'Neal Henley: Yea, James Johnson: Yea, AJ Massey: Yea, Shannon Stewart: Nay
Yea: 8 Nay: 1

d. Vision, Mission, and Goal Statements: A motion was made by Andre Darnell for the JMCSS Vision, Mission and Goal Statements and seconded by Janice Hamilton. Andre Darnell: Yea, Doris Black: Yea, Sherry Franks: Yea, Debbie Gaugh: Yea, Janice Hampton: Yea, O'Neal Henley: Yea, James Johnson: Yea, AJ Massey: Yea, Shannon Stewart: Yea
Yea: 9, Nay: 0

6. ITEMS REMOVED FROM CONSENT AGENDA

Discussion: NONE

7. ITEMS ADDED TO THE AGENDA PER VOTE UNDER ITEM 2.2

Discussion: NONE

8. SUPERINTENDENT'S REPORT

Discussion: NONE

9. *ADJOURNMENT*

Discussion: Janice Hamilton made motion to adjourn December Board Meeting at 6:08 pm.

Chairperson

Superintendent

Jackson-Madison County School Board Meeting
November 12, 2020 5:30 PM
LIBERTY TECH HIGH SCHOOL

Attendance Taken at 5:30 PM.

Andre Darnell:	Present
Ms. Doris Black:	Present
Sherry Franks:	Present
Debbie Gaugh:	Present
Mrs. Janice Hampton:	Present
O'Neal Henley:	Present
Mr. James Johnson:	Present
Mr. A. J. Massey:	Present
Mrs. Shannon Stewart:	Present

1. CALL TO ORDER

A. Moment of Silence and pledge of allegiance

Discussion: November Board Meeting was called to order by Mr. James Johnson at 5:31 pm with a prayer lead by Dr. Ricky Catlett followed by the pledge of allegiance.

2. APPROVALS

A. Approval of Consent Agenda

i. School Support Organization

ii. Appointment of Catherine Korth- DHA

Action(s):

Motion Passed: A motion was made by Sherry Franks to Approve the Consent Agenda for the School Support Organization and to Appoint Catherine Korth for DHA hearing. Seconded by Debbie Gaugh All were in motion. Passed with a motion by Sherry Franks and a second by Debbie Gaugh.

Voting Detail:

Andre Darnell:	Yes
Ms. Doris Black:	Yes
Sherry Franks:	Yes
Debbie Gaugh:	Yes
Mrs. Janice Hampton:	Yes
O'Neal Henley:	Yes
Mr. James Johnson:	Yes
Mr. A. J. Massey:	Yes
Mrs. Shannon Stewart:	Yes

B. Approval of Agenda

Action(s):

Motion Passed: A motion was made by Shannon Stewart to approve the agenda. Seconded by Janice Hampton. Passed with a motion by Mrs. Shannon Stewart and a second by Mrs. Janice Hampton.

Voting Detail:

Andre Darnell: Yes
Ms. Doris Black: Yes
Sherry Franks: Yes
Debbie Gaugh: Yes
Mrs. Janice Hampton: Yes
O'Neal Henley: Yes
Mr. James Johnson: Yes
Mr. A. J. Massey: Yes
Mrs. Shannon Stewart: Yes

3. PUBLIC COMMENTS

Discussion: There was no Public Comments

4. APPEARANCE BEFORE THE BOARD

Discussion: There were no appearance before the board

5. ACTION ITEMS

Action(s):

Motion Passed: Budget Amendments were discussed during work session. Janice Hampton made the motion for budget amendments to be approved and Debbie Gaugh seconded. Passed with a motion by Mrs. Janice Hampton and a second by Debbie Gaugh.

Voting Detail:

Andre Darnell: Yes
Ms. Doris Black: Yes
Sherry Franks: Yes
Debbie Gaugh: Yes
Mrs. Janice Hampton: Yes
O'Neal Henley: Yes
Mr. James Johnson: Yes
Mr. A. J. Massey: Yes
Mrs. Shannon Stewart: Yes

A. Budget Amendments

B. Insurance Premiums

Action(s):

Motion Passed: JMCSS will cover the 2% increase for all employees. Passed with a motion by Debbie Gaugh and a second by Mrs. Shannon Stewart.

Voting Detail:

Andre Darnell: Yes
Ms. Doris Black: Yes
Sherry Franks: Yes
Debbie Gaugh: Yes
Mrs. Janice Hampton: Yes
O'Neal Henley: Yes

Mr. James Johnson: Yes

Mr. A. J. Massey: Yes

Mrs. Shannon Stewart: Yes

C. LEA Compliance Report

Action(s):

Motion Passed: LEA Compliance Report to be approved Passed with a motion by Mrs. Shannon Stewart and a second by Debbie Gaugh.

Voting Detail:

Andre Darnell: Yes

Ms. Doris Black: Yes

Sherry Franks: Yes

Debbie Gaugh: Yes

Mrs. Janice Hampton: Yes

O'Neal Henley: Yes

Mr. James Johnson: Yes

Mr. A. J. Massey: Yes

Mrs. Shannon Stewart: Yes

6. ITEMS REMOVED FROM CONSENT AGENDA

Discussion: No items to be removed from consent agenda

7. ITEMS ADDED TO THE AGENDA PER VOTE UNDER ITEM 2.2

Discussion: No items to be added to agenda

A. Items added to the agenda by a vote under item 2.2 will be placed here

8. COMMITTEE REPORTS

Discussion: No new committee reports

9. SUPERINTENDENT'S REPORT

Discussion: Dr. King presented the CARES TEAM members with an Employee of the Month pen. Dr. Catlett and the Operations Department formed the CARES Team in August in an effort to let district employees know we appreciate the efforts they are making for JMCSS. Our CARES Team members include Debra Eanes, Kim Chatman, Janith Stack, Rhonda Heard and Kayla Jones. This semester, the CARES team has visited 22 schools to celebrate our cafeteria workers on their perfect health department scores... They've also started an Employee of the Month initiative that let's department managers nominate employees for a well deserved moment of recognition - complete with an Employee of the Month certificate and gift basket. Tonight we are recognizing our Employees of the Month for September and October. Mr. Hammond introduced our special guest and Dr. King presented them each with their gift.

10. ADJOURNMENT

Discussion: Mr. Johnson announced about the Board Retreat Saturday, November 14, 2020 at 8:00 am at the Chamber of Commerce.

Action(s):

Motion Passed: Mr. Johnson announced about the Board Retreat Saturday, November 14, 2020 at 8:00 am at the Chamber of Commerce. Passed with a motion by Debbie Gaugh and a second by Mrs. Janice Hampton.

Voting Detail:

Andre Darnell:	Yes
Ms. Doris Black:	Yes
Sherry Franks:	Yes
Debbie Gaugh:	Yes
Mrs. Janice Hampton:	Yes
O'Neal Henley:	Yes
Mr. James Johnson:	Yes
Mr. A. J. Massey:	Yes
Mrs. Shannon Stewart:	Yes

Chairperson

Superintendent

AGREEMENT BETWEEN MADISON COUNTY, TENNESSEE AND THE JACKSON-MADISON COUNTY SCHOOL SYSTEM REGARDING AMERESCO PAYMENTS

This Agreement made and entered into this the _____ day of December, 2020, by and between Madison County, Tennessee (hereafter, "County") and the Jackson-Madison County School System (hereafter, "System").

WITNESSETH:

WHEREAS, on October 19, 2009, in response to an energy study done for the System by AMERESCO, which study demonstrated a savings to be realized through implementation of an energy update to different school buildings, the County agreed to a bond issue in the amount of Ten Million Nine Hundred Ninety Thousand Dollars (\$10,990,000.00) to implement these recommendations; and

WHEREAS, at the end of the fiscal year ending June 30, 2020, there remains a balance due to the County by the System the amount of Four Million Seven Hundred Twenty Thousand Dollars (\$4,720,000.00); and

WHEREAS, since that time both the County and the System have made payments to retire this debt, with the County retiring the bond debt in full and the System making payments to reimburse the County; and

WHEREAS, financial uncertainties created by the COVID-19 global pandemic have caused the System to need an adjusted payment schedule to complete the payments owed by the System to the County; and

WHEREAS, the parties have agreed upon a negotiated payment schedule for the System to complete its payments to the County,

IT IS, THEREFORE, AGREED between County and System as follows:

1. For the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, the System shall pay to County the sum of \$420,000.00.
2. For the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, the System shall pay to County the sum of \$1,012,500.00.
3. For the Fiscal Year beginning July 1, 2022 and ending June 30, 2023, the System shall pay to County the sum of \$1,062,500.00.
4. For the Fiscal Year beginning July 1, 2023 and ending June 30, 2024, the System shall pay to County the sum of \$1,112,500.00.
5. For the Fiscal Year beginning July 1, 2023 and ending June 30, 2024, the System shall pay to County the sum of \$1,112,500.00.

6. At the discretion of the System, the System may make a payment in excess of the scheduled annual payment for which the System will receive a credit for such payment in a future year or years as determined by the System. For example, if the System makes a payment of \$720,000 (representing an excess payment of \$300,000) during fiscal year ending June 30, 2020, the System may elect which year or years it may apply the credit for the excess payment.
7. Upon completion of the payments as set forth above, the System will have paid in full any sums owed to the County arising out of the AMERESCO project. The parties agree that there is no interest to be charged to the System for the outstanding balance or for any payments made pursuant to this Agreement.

APPROVED:

Madison County Mayor

Date

ATTESTED:

Madison County Clerk

Date

APPROVED:

Jackson-Madison County School Superintendent

Date

Jackson-Madison County Board Chairman

Date

Jackson-Madison County School System
December 2020
Budget Amendments Requiring Board Approval

1. \$259,334 COVID-19 Grant-ESSER - This amendment aligns the general ledger to the Revision 1 budget approved by the state which includes adjustments for the reduction in allocations for non-public schools.

Madison County
Budget Amendment Request

FUND: Federal Projects 142

DEPARTMENT: COVID-19 Grant-ESSER

Account Number or Org/Object	Account Title	(R)/(E)	Current Budget	Amendment Request	(D)/(C)	Amended Budget
93111000 516300	Educational Assistants	E	\$ 22,500.00	\$ 22,500.00	D	
93111000 520100	Social Security	E	\$ 1,725.00	\$ 1,725.00	D	
93111000 520600	Life Insurance	E	\$ 150.00	\$ 150.00	D	
93111000 520700	Medical Insurance	E	\$ 6,000.00	\$ 6,000.00	D	
93111000 520800	Dental Insurance	E	\$ 350.00	\$ 350.00	D	
93111000 521000	Unemployment Compensation	E	\$ 100,000.00	\$ 80,668.00	C	\$ 180,668.00
93111000 521100	Local Retirement	E	\$ 3,215.00	\$ 3,215.00	D	
93111000 542900	Instructional Supplies & Materials	E	\$ 6,127.00	\$ 3,901.00	D	\$ 2,226.00
93111000 547100	Software	E	\$ 535,328.00	\$ 34,082.00	D	\$ 501,246.00
93111000 572200	Regular Instruction Equipment	E	\$ 2,768,386.00	\$ 34,419.00	D	\$ 2,733,967.00
93112000 542900	Instructional Supplies & Materials	E	\$ 10,000.00	\$ 6,724.00	D	\$ 3,276.00
93121200 549900	Other Supplies and Materials	E	\$ 68,320.00	\$ 58,450.00	D	\$ 9,870.00
93121200 573500	Health Equipment	E	\$ 176,400.00	\$ 39,726.00	D	\$ 136,674.00
93121300 539900	Other Contracted Services	E	\$ 7,500.00	\$ 7,500.00	D	
93121300 559900	Other Charges	E	\$ -	\$ 178,666.00	C	\$ 178,666.00
93126100 539900	Other Contracted Services	E	\$ 25,000.00	\$ 25,000.00	D	
93126100 549900	Other Supplies and Materials	E	\$ 10,400.00	\$ 5,789.00	D	\$ 4,611.00
93126100 572000	Plant Operation Equipment	E	\$ 17,012.00	\$ 9,803.00	D	\$ 7,209.00
			Total Debits	\$ 259,334.00		
			Total Credits	\$ 259,334.00		

Justification/Description (MUST BE THOROUGH):
 This amendment aligns the general ledger to the Revision 1 budget approved by the state which includes adjustments for the reduction in allocations for non-public schools.

Requested By: 

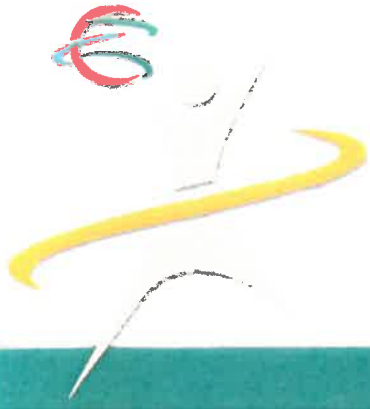
Date: November 24, 2020

This form should be sent to the Finance Office. All budget amendments must be signed and have County Commission approval (with the exception of Internal amendments which will have Finance approval) **PRIOR** to funds being expended.

Jackson-Madison County School System
December 2020
Budget Amendments Requiring Board Approval
and County Commission Approval

Fund #141 General Purpose

1. \$5,150 Funds are being transferred to purchase software which will aid in uniform and consistent placement of PreK students in the district.
2. \$76,850 This amendment adds federal revenue received to be used for unemployment compensation.



Office of the SUPERINTENDENT

Dr. Marlon D. King

Vision Statement
Best by any measure

Mission Statement Providing equitable options and opportunities in a safe, caring environment to maximize student potential.

Goal Statements

Goal 1: Students will see measurable gains in literacy, numeracy, and college/career readiness through options and opportunities

Goal 2: - Improve school climate, culture, safety, and organizational efficiency

Strategy 1 – Recruit, develop, and retain a diversified staff

Strategy 2 – Implement a safe and supportive learning environment

Goal 3: - Improving community engagement and parental experience

Jackson-Madison County Board of Education

Section 1 – School Board Operations

Descriptor Code	Policy Title	Issued Date
1.000	Board Operation Goals	09/05/19
Legal Status and Authority		
1.100	School Board Legal Status and Authority	05/10/01
1.101	Role of the Board of Education	12/12/19
1.102	Board Members Legal Status	04/14/05
1.104	Memberships	06/20/19
1.105	School Board Legislative Involvement	09/05/19
1.106	Code of Ethics	06/20/19
1.106.1	Conflict of Interest Disclosure Statement	02/12/09
1.107	Board Member Conflict of Interest	05/10/01
1.108	Nepotism	01/14/16
Board Members		
1.200	Method of Election of Officers	10/15/20
1.201	Duties of Officers	11/08/18
1.202	Duties of Board Members	12/12/19
1.2021	Boardsmanship Code of Conduct	12/12/19
1.203	New Member Orientation	11/08/18
1.204	Board Member Development Opportunities	06/20/19
Committees/Consultants		
1.300	Board Committees	11/08/18
1.301	Executive Committee	11/08/18
1.3013	Budget Committee	11/08/18
1.3014	Policy Committee	11/08/18
1.3015	Long Range Planning Committee	11/08/18
1.3017	Insurance Committee	11/08/18
1.3018	Technology Committee	11/08/18
1.3019	Teacher Retention Committee	12/12/19
1.302	School Attorney	11/08/18
1.303	Consultants	05/10/01
1.304	Advisory Committees	09/05/19
Meetings and Procedures		
1.400	School Board Meetings	06/20/19
1.401	Public Hearings	11/08/01
1.402	Notification of Meetings	06/20/19

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Operation Goals	Descriptor Code: 1.000	Issued Date: 09/05/19
		Rescinds: BAA	Issued: 05/10/01

1 The Board's primary objective is to establish purposes, programs, and procedures which will produce
2 the educational achievement needed by students of the school system. The Board shall fulfill these
3 responsibilities by functioning primarily as a legislative body to formulate and adopt policy and by
4 evaluating the results.

5 In accordance with these principles, the Board shall seek to achieve the following goals:

- 6 1. To provide leadership in order that goals and objectives of the school system can be effectively
7 carried out.
- 8 2. To conduct board business openly, soliciting and encouraging broad-based involvement in the
9 schools' decision-making processes by the public, students and staff.
- 10 3. To concentrate the Board's collective effort on its policy-making and planning responsibilities.
- 11 4. To formulate board policies which best serve the educational interests of each student and which
12 conform to state and federal laws.
- 13 5. To provide the director of schools with sufficient and adequate guidelines for implementing
14 board policies.
- 15 6. To maintain effective communication with the public, staff and students in order to be aware of
16 attitudes, opinions, desires and ideas.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date:
		Rescinds:	Issued:

- 1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
2 interpreted by the courts.
- 3 The governing body of the school system shall be the Board of Education, serving residents within the
4 boundaries of the school system and non-residents under conditions specified by state law and the
5 Board.¹
- 6 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
7 authority over school system affairs only as they vote to take action at an official board meeting.²
- 8 In other instances, an individual board member, including the Chair, shall have power only when
9 specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References

1. TCA 49-1-101; TCA 49-1-102; TCA 49-6-3104
2. TCA 49-2-202(g)

Cross References

School Board Meetings 1.400

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Role of the Board of Education	Descriptor Code: 1.101	Issued Date: 12/12/19
		Rescinds: 1.101	Issued: 09/05/19

1 The Board will oversee the operation of the school district in compliance with state and federal laws.¹

2 The Board will function only when in session. The Board's required functions include, but are not
3 limited, to the following:

4 **GENERAL**

5 1. To develop and adopt a strategic plan in consultation with the Director of Schools;²

6

7 2. To adopt all policies required by state or federal law;³

8

9 3. To approve school zones;⁴

10

11 4. To approve the district calendar;⁵

12

13 5. To adopt district safety plans;⁶

14

15 6. To approve the closure of facilities, if needed;¹

16

17 7. To approve an insurance provider;¹ and

18

19 8. To approve/modify the agenda at the beginning of the board meeting.¹

20 **FISCAL**

21 1. To approve and adopt the budget;¹

22

23 2. To approve purchases outside the budget on a case-by-case basis in accordance with board
24 policy;¹

25

26 3. To approve budget transfers;⁷

27

28 4. To adopt the district salary schedule;⁸

29

30 5. To approve a differentiated pay plan;⁹

31

32 6. To approve funding for the district maintenance plan and capital requests;¹

33

- 1 7. To approve the location and scope of new building projects;¹ and
- 2
- 3 8. To approve bids.¹

4 **INSTRUCTION AND STUDENTS**

- 5 1. To adopt the curriculum;¹
- 6
- 7 2. To adopt textbooks;¹⁰
- 8
- 9 3. To review student disciplinary issues appealed to the Board and make a final determination;¹¹
- 10
- 11 4. To authorize or prohibit the use of corporal punishment;¹² and
- 12
- 13 5. To approve or deny admission of students expelled from other school districts.¹³

14 **PERSONNEL**

- 15 1. To employ and evaluate the Director of Schools;¹
- 16
- 17 2. To grant tenure to eligible teachers;¹⁴ and
- 18
- 19 3. To dismiss tenured teachers.¹⁵

Legal References

- 1. TCA 49-2-203
- 2. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613
- 3. TCA 49-2-207
- 4. TCA 49-6-403(c)
- 5. TCA 49-6-3004
- 6. TCA 49-6-804(a)
- 7. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)
- 8. TCA 49-3-306(a)
- 9. TCA 49-3-306(h)
- 10. TCA 49-6-2207(a)(1)
- 11. TCA 49-6-3401(c)(4)(C)
- 12. TCA 49-6-4104
- 13. TCA 49-6-3401(f)
- 14. TCA 49-5-504(b); TCA 49-2-203(a)(1)
- 15. TCA 49-5-511

Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- School District Planning 1.701
- Annual Operating Budget 2.200

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Members Legal Status	Descriptor Code: 1.102	Issued Date: 04/14/05
		Rescinds: 1.102	Issued: 12/09/04

1 The legal status of board members shall be as follows:¹

2 NUMBER

3 The Board is composed of nine (9) members.

4 QUALIFICATIONS

5 Members of the Board shall be residents of and elected on a non-partisan basis from districts of
6 substantially equal population,¹ and shall be citizens of recognized integrity, intelligence, and ability to
7 administer the duties of the office.² To qualify as a candidate, an individual must show proof of
8 graduation from high school or receipt of a G.E.D. No member of the county legislative body nor any
9 other county governmental official shall be eligible for election as a member of the county Board of
10 Education.³

11 TERMS OF OFFICE

12 Members of the Board shall serve four (4) year terms.¹

13 VACANCIES

14 Vacancies shall be declared to exist on account of death, resignation, removal from the district which
15 elected him, removal from the school system,⁵ or through due process proceedings.⁴

16 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
17 local legislative body.⁵ Such appointment shall continue until the next regular election.⁶

Legal References

1. TCA 49-2-201
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(1)(2)
4. TCA 8-47-101; TCA 49-1-611
5. TCA 49-2-202(e); TCA 8-48-101(3)
6. Tennessee Constitution, Article VII, Section 2

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Evaluation	Descriptor Code: 1.103	Issued Date:
		Rescinds:	Issued:

- 1 To ensure the continued effectiveness of school board leadership, the Board will conduct an annual
2 evaluation.
- 3 This annual evaluation shall be developed based upon the following factors:
- 4 (a) Board members shall know and be involved in the development of standards by which they will
5 evaluate themselves;
- 6 (b) Evaluation shall be at a scheduled time with no other items on the agenda and with all board
7 members present;
- 8 (c) The evaluation shall consist of the opinions of individual board members, but the results shall
9 be discussed by the Board as a whole;
- 10 (d) The Board is not required to limit itself to the items included in any formal evaluation
11 instrument;
- 12 (e) Evaluation of the Board's progress shall be based on objective evidence; and
- 13 (f) At the conclusion of the evaluation, the Board shall develop goals for the ensuing year.

Cross References

Board Member Development Opportunities 1.204

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Memberships	Descriptor Code: 1.104	Issued Date: 06/20/19
		Rescinds: 1.104	Issued: 05/10/01

- 1 The Board shall maintain membership in the Tennessee School Boards Association,¹ and through its
- 2 membership in TSBA shall be an affiliate member of the Southern Region School Boards Association
- 3 and the National School Boards Association.

- 4 Dues for membership in the Tennessee School Boards Association shall be included in each annual
- 5 budget in accordance with state statute.

- 6 The Board may also maintain institutional membership in other educational organizations which the
- 7 Board finds to be of benefit to members and school system personnel.

Legal References

1. TCA 49-2-2001

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 09/05/19
		Rescinds: 1.105	Issued: 06/20/19

1 The Board will work for the passage of new laws designed to advance the cause of improving education
2 and for the repeal or modification of existing laws and the defeat of proposed laws that impede this
3 cause. To accomplish this:

- 4 1. The Board shall stay informed of pending legislation and actively communicate its concerns and
5 make its position known to the elected representatives at both the state and national level;
- 6 2. The Board shall work with other school boards in the state, local citizen groups, and other local
7 officials in acquainting them with the board's legislative priorities and seek their support;
- 8 3. The Board shall annually select one (1) of its members to serve as its legislative representative;
- 9 4. The Board shall work with TSBA, NSBA, and other concerned groups in developing an annual
10 legislative program; and
- 11 5. The Board shall include in its budget appropriate resources, including travel expense, necessary
12 for its legislative representative and other board members to accomplish its desired legislative
13 goals.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Code of Ethics	Descriptor Code: 1.106	Issued Date: 06/20/19
		Rescinds: 1.106	Issued: 08/09/18

CODE OF ETHICS¹

JACKSON-MADISON COUNTY SCHOOL DISTRICT

Section 1. Definitions.

- (1) "School district" means **Jackson-Madison County School District**, which was duly created by a public or private act of the General Assembly; and which includes all boards, committees, commissions, authorities, corporations or other instrumentalities appointed or created by the school district or an official of the school district.
- (2) "Officials and employees" means and includes any official, whether elected or appointed, officer, employee or servant, or any member of any board, agency, commission, authority or corporation (whether compensated or not), or any officer, employee or servant thereof, of the school district.
- (3) "Personal interest" means, for the purpose of disclosure of personal interests in accordance with this Code of Ethics, an interest of the official or employee, or an interest of the official's or employee's spouse or child living in the same household, in the matter to be voted upon, regulated, supervised, or otherwise acted upon in an official capacity.

Section 2. Disclosure of personal interest in voting matters. An official or employee with the responsibility to vote on a measure shall disclose during the meeting at which the vote takes place, before the vote and to be included in the minutes, any personal interest that affects or that would lead a reasonable person to infer that it affects the official's or employee's vote on the measure. In addition, the official or employee may, to the extent allowed by law, recuse himself or herself from voting on the measure.

Section 3. Disclosure of personal interest in non-voting matters. An official or employee who must exercise discretion relative to any matter other than casting a vote and who has a personal interest in the matter that affects or that would lead a reasonable person to infer that it affects the exercise of the discretion shall disclose, before the exercise of the discretion when possible, the interest on the attached disclosure form and file the disclosure form with the school district's central office. In addition, the

1 official or employee may, to the extent allowed by law, recuse himself or herself from the exercise of
2 discretion in the matter.

3 **Section 4. Acceptance of gifts and other things of value.** An official or employee, or an official's or
4 employee's spouse or child living in the same household, may not accept, directly or indirectly, any gift,
5 money, gratuity, or other consideration or favor of any kind from anyone other than the school district
6 that a reasonable person would understand was intended to influence the vote, official action or judgment
7 of the official or employee in executing decision-making authority affecting the school district. It shall
8 not be considered a violation of this policy for an official or employee to receive entertainment, food,
9 refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in
10 connection with a conference sponsored by an established or recognized statewide association of school
11 board officials or by an umbrella or affiliate organization of such statewide association of school board
12 officials.

13 **Section 5. Undue Influence.** Members of the Board of Education will not act in any manner that
14 exhibits or may be perceived to exhibit undue influence on the decision of school system administrators
15 or employees. Such acts include, but are not limited to, pressuring the director of schools in personnel
16 decision or applying for employment within the school system during or within two years of concluding
17 active service as a member of the Board.

18 **Section 6. Ethics Complaints.** The school district will create a School District Ethics Committee (the
19 "Ethics Committee") consisting of five members who will be appointed to one-year terms by the
20 Chairman of the Board of Education with confirmation by the board of education. The members of the
21 Ethics Committee shall be residents of Madison County. The members of the Ethics Committee shall
22 not be a current District employee or current Board of Education member. The Ethics Committee shall
23 convene as soon as practicable after its appointment and elect a chair and a secretary. The records of the
24 Ethics Committee shall be maintained by the secretary and shall be filed in the office of the Director of
25 Schools, where they shall be open to public inspection.

26 Questions and complaints regarding violations of this Code of Ethics or of any violation of state law
27 governing ethical conduct should be directed to the chair of the Ethics Committee. Complaints shall be
28 in writing and signed by the person making the complaint, and shall set forth in reasonable detail the
29 facts upon which the complaint is based.

30 The School District Ethics Committee may investigate any credible complaint against an official or
31 employee charging any violation of this Code of Ethics, or may undertake an investigation on its own
32 initiative when it acquires information indicating a possible violation, and make recommendations for
33 action to end or seek retribution for any activity that, in the Committee's judgment, constitutes a violation
34 of this Code of Ethics. If a member of the Committee is the subject of a complaint, such member shall
35 recuse himself or herself from all proceedings involving such complaint.

1 The Committee may:

- 2 (1) refer the matter to the Board Attorney for a legal opinion and/or recommendations for action;
3 (2) in the case of an official, refer the matter to the school board body for possible public censure if
4 the board body finds such action warranted;
5 (3) in the case of an employee, refer the matter to the official responsible for supervision of the
6 employee for possible disciplinary action if the official finds discipline warranted;
7 (4) in a case involving possible violation of state statutes, refer the matter to the district attorney for
8 possible ouster or criminal prosecution;

9 The interpretation that a reasonable person in the circumstances would apply shall be used in interpreting
10 and enforcing this Code of Ethics. When a violation of this Code of Ethics also constitutes a violation
11 of a personnel policy or a civil service policy, the violation shall be dealt with as a violation of the
12 personnel or civil service provisions rather than as a violation of this Code of Ethics.

Legal References

1. TCA 8-17-103

Cross References

Duties of Board Members 1.202

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Member Conflict of Interest	Descriptor Code: 1.107	Issued Date: 05/10/01
		Rescinds: BHA	Issued: 12/14/94

1 A board member shall not be directly interested in any contract in which the Board may be interested.
2 "Directly interested" means any contract with the board member or with any business in which the board
3 member is sole proprietor, a partner, or the person having controlling interest. "Controlling interest" shall
4 include the individual with the ownership or control of the largest number of outstanding shares owned
5 by any single individual or corporation.

6 This policy shall not prohibit any board member from voting on the school budget or any budget
7 amendments, unless the vote is on a specific budget amendment in which such board member is directly
8 interested.

9 A board member shall not be indirectly interested in any contract in which the Board may be interested
10 unless the board member publicly acknowledges such interest. "Indirectly interested" means any contract
11 in which the board member is interested but not directly so, as defined above, including contracts in
12 which the board member may have a direct interest but is the sole supplier of goods or services in the
13 county.

14 Any board member who is an employee of the county/city and whose employment predates his/her initial
15 election/appointment to the Board may vote on matters in which he/she has a conflict of interest if the
16 member informs the Board immediately prior to the vote as follows: "Because I am an employee of
17 (name of governmental unit), I have a conflict of interest in the proposal about to be voted. However, I
18 declare that my argument and my vote answer only to my conscience and to my obligation to my
19 constituents and the citizens the Board represents." The vote of any board member having a conflict of
20 interest who does not inform the Board of such conflict shall be void if challenged during the same board
21 meeting at which the vote was cast and prior to the transaction of any further business by the Board.

22 Any board member who is also an employee of the county/city and whose employment began on or after
23 the date on which he/she was initially elected/appointed to serve on the Board shall not vote on matters
24 in which he has a conflict of interest.

25 If a board member has a conflict of interest in a matter to be voted on by the Board, he/she may abstain
26 for cause by announcing such to the chairman. Any board member who abstains from voting for cause
27 on any issue coming to a vote before the Board shall not be counted for the purpose of determining a
28 majority vote.¹

29 **PENALTY FOR UNLAWFUL INTEREST**

30 If a board member becomes directly or indirectly interested in any such contract, he/she shall forfeit all
31 pay and compensation and shall be dismissed from the Board and be ineligible to serve in the same or
32 similar position for ten (10) years.¹

Legal References

1. TCA 12-4-101; TCA 12-4-102

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <p style="text-align: center;">Nepotism</p>	Descriptor Code: 1.108	Issued Date: 01/14/16
		Rescinds: 1.108	Issued: 08/08/13

1 Whenever a person is considered by the director of schools for initial employment in the system and that
2 person is related to a member of the Board, the director of schools, an administrator in the system, a
3 county commissioner, or any appointed or elected county official, the relationship shall be made known
4 to the Board prior to the employment of such person.¹

5 If a member of the Board has a relative who is an employee in the system, prior to voting on any matter
6 of business that may have an effect upon the employment of the relative, the member shall declare such
7 relationship. In making such a declaration, the member shall certify that his/her vote on the pending
8 matter will be in the best interest of the school system.¹

9 No person shall supervise or be supervised by an employee if he/she is related to the employee.

10 For purposes of this policy, the terms "related to" and "relative" include the following relationships:
11 spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother,
12 sister, uncle, aunt, nephew, niece, or any person who resides in the same household.

Legal References

1. TCA 49-2-202(a)(3)

Cross References

Assignment/Transfer 5.115

1 **JACKSON-MADISON COUNTY SCHOOL DISTRICT CODE OF ETHICS**
2 **CONFLICT OF INTEREST DISCLOSURE STATEMENT**

3 **Instructions:** This form is for reporting personal interests required to be disclosed under Section
4 3 of the Code of Ethics of this school district. Officials and employees are required to disclose
5 personal interests in matters that affect or would lead a reasonable person to infer that it would
6 affect the exercise of discretion of an official or employee.

7 1. Date of disclosure: _____

8 2. Name of official or employee: _____

9 3. Office and position: _____

10 4. Description of personal interest (describe below in detail):

11 _____
12 Signature of official or employee

13 _____
14 Witness Signature

15 _____
16 Printed name of witness

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Method of Election of Officers	Descriptor Code: 1.200	Issued Date: 11/08/18
		Rescinds: 1.200	Issued: 12/08/05

1 At the first regular meeting in September each year, the Board shall organize by electing a chairman,¹ a
2 vice chairman and a TLN representative to serve one-year terms or until a successor is named or they
3 are no longer members of the Board. In the event that an officer's seat on the board is vacated, the Board
4 shall elect a successor to serve the remainder of the officer's term. Each board officer shall be eligible
5 for re-election.

6 At the time of the organizational meeting, the Board shall also elect a parliamentarian. The
7 parliamentarian may be, but is not required to be, a member of the Board.

8 If no officer of the Board is serving at the time of the organizational meeting, any member shall call the
9 meeting to order and preside until a chairman is elected as the first order of business.

10 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall
11 assume all responsibilities of the chairman until a new chairman is elected.

Legal References

1. TCA 49-2-202(c)(2)

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date:
		Rescinds:	Issued:

1 CHAIR

2 The Chair of the Board shall have the following duties:

- 3 1. To assist the Director of Schools in preparing meeting agendas;
- 4
- 5 2. To preside at all meetings of the Board;¹
- 6
- 7 3. To appoint committees authorized by the Board;¹
- 8
- 9 4. To serve as Chair of the Executive Committee;¹
- 10
- 11 5. To countersign all warrants authorized by the Board and issued by the Director of Schools for
- 12 all expenditures of the school system;^{1,2}
- 13
- 14 6. To conduct Board hearings;³
- 15
- 16 7. To prepare the school budget with the Director of Schools;⁴
- 17
- 18 8. To certify the value of surplus property;⁵ and
- 19
- 20 9. To carry out other such duties as may be assigned by the Board.

21 VICE CHAIR

22 The Vice Chair shall assume the duties of the Chair in his/her temporary absence. In the event the
23 position of Chair becomes vacant, the Vice Chair shall fill this role until a new Chair can be elected.

24 SECRETARY

25 The Director of Schools, as the executive officer of the Board, shall serve as Secretary to the Board.
26 He/she shall keep and preserve all of its records, receive all reports acquired by the Board, and see that
27 such reports are in proper form.⁶ He/she has the right to advise on any question under consideration but
28 has no vote.

29 CHAIR PRO TEM

30 A Chair Pro Tem shall be elected to preside during a meeting when both the chair and the Vice Chair
31 are absent.

Legal References

1. TCA 49-2-205
2. TCA 49-2-113
3. TCA 49-5-512(c)
4. TCA 49-2-203(a)(10)(A)(i)
5. TCA 49-6-2007(d)(2)
6. TCA 49-2-301(b)(1)(C)

Cross References

Role of the Board of Education 1.101
Duties of Board Members 1.202
Board Committees 1.300
Executive Committee 1.301
Agendas 1.403
Minutes 1.406
Annual Operating Budget 2.200
Surplus Property Sales 2.403
Separation Practices for Tenured Teachers 5.200
Method of Election of Officers 1.200

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Duties of Board Members	Descriptor Code: 1.202	Issued Date: 12/12/19
		Rescinds: 1.202	Issued: 11/08/01

1 The duties of an individual board member are as follows:

- 2 1. To take the oath to discharge faithfully the duties of the office;¹
- 3
- 4 2. To participate in State-mandated board training;²
- 5
- 6 3. To recognize that the Board is required to comply with the Open Meetings Law³ and that the
- 7 Board only has authority to make decisions at official board meetings;
- 8
- 9 4. To understand that board members will receive information that is confidential per state or
- 10 federal law and cannot be shared;
- 11
- 12 5. To adhere to the Boardsmanship Code of Conduct; and
- 13
- 14 6. To adhere to the Jackson-Madison County Board of Education Code of Ethics.⁴

Legal References

1. TCA 49-2-202(b)
2. TCA 49-2-202(a)(6); TRR/MS 0520-01-02-.11
3. TCA 8-44-102 *et seq.*
4. TCA 8-17-103

Cross References

Role of the Board of Education 1.101
Boardsmanship Code of Conduct 1.2021
Code of Ethics 1.106

Jackson-Madison Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Boardsmanship Code of Conduct	Descriptor Code: 1.2021	Issued Date: 12/12/19
		Rescinds: 1.2021	Issued: 09/05/2019

1 The Board adopts these standards as recommended by the Tennessee School Boards Association as a
2 guide to its members as they provide educational leadership for the youth of our state.

3 **MY RELATIONS TO THE CHILDREN**

4 1. I will at all times think in terms of “children first,” always determining how my actions and
5 decisions will affect the education and training of children.

6
7 2. I will seek to provide equal educational opportunities for all children.

8 **MY RELATIONS TO MY COMMUNITY**

9 1. I will endeavor to appraise fairly both the present and future educational needs of the
10 community and to support improvements as finances permit.

11
12 2. I will represent at all times the entire school community and refuse to represent special interests
13 or partisan politics.

14
15 3. I will endeavor to keep the community informed about the progress and needs of the schools.

16 4. I will represent the Board and the school district to the public in such a way as to promote both
17 interest and support.

18
19 5. I will refer to other board members, staff, students, and the public with respect when using
20 social media.

21 **MY RELATIONS TO TEACHERS AND PERSONNEL**

22 1. I will support the employment of those best qualified to serve as employees and insist on a
23 regular and impartial evaluation of all staff.

24
25 2. I will support and protect personnel in performance of their duties.

26
27 3. I will not criticize employees publicly but will express any relevant concerns to the Director of
28 Schools for investigation and action if necessary.

29 **MY RELATIONS WITH OTHER BOARD MEMBERS**

30 1. I will understand that the Board makes decisions as a team and that individual board members
31 may not commit the Board to any action.

- 1 2. I will accept the will of the majority vote in all cases and give support to the resulting action.
- 2 3. I will work harmoniously with other board members without trying to dominate the Board or
- 3 neglect my share of the work.
- 4
- 5 4. I will refuse to make promises as to how I will vote on a matter that will come before the
- 6 Board.
- 7
- 8 5. I will make decisions only after a complete discussion of items at a board meeting.
- 9

10 **MY RELATIONS WITH THE DIRECTOR OF SCHOOLS**

- 11 1. I will support the full administrative authority as well as responsibility for the Director of
- 12 Schools to properly discharge all professional duties.
- 13
- 14 2. I will hold the Director of Schools accountable for working with staff and requiring them to
- 15 work within the framework of policies set up by the Board.
- 16
- 17 3. I will understand that the Board sets the standards for the school district through policy and that
- 18 board members do not manage the district on a day-to-day basis.
- 19
- 20 4. I will refer all complaints and concerns to the Director of Schools and abstain from individual
- 21 counsel and action in regard to staff members.

22 **MY RELATIONS TO MYSELF**

- 23 1. I will uphold the integrity and independence of the position.
- 24
- 25 2. I will become familiar with federal and state education laws and school board policies.
- 26
- 27 3. I will educate myself about my duties and responsibilities and current educational issues by
- 28 individual study and through participation in programs providing needed information.
- 29
- 30 4. I will continually advocate for the goals of the school district.
- 31
- 32 5. I will vote and act impartially for the good of the school district.
- 33
- 34 6. I will avoid conflicts of interest, and I will refrain from using my position on the Board for
- 35 personal or partisan gain.
- 36
- 37 7. I will attend all board meetings and become informed concerning the issues to be considered at
- 38 those meetings.
- 39
- 40 8. I will model civility to students, employees, and all elements of the community by encouraging
- 41 the free expression of opinion by all board members and engaging in respectful dialogue with
- fellow board members on matters being considered by the Board.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: New Member Orientation	Descriptor Code: 1.203	Issued Date: 11/08/18
		Rescinds: 1.203	Issued: 05/07/12

1 The Board considers board member development to be an ongoing process for all board members and a
2 vital responsibility for effective board membership.

3 It shall be the responsibility of the director of schools to provide to each new board member:

4 1. An iPad, pursuant to Policy 3.300, for access to Board's Policy Manual and for use during
5 board meetings;

6 2. Applicable portions of the Tennessee Code Annotated outlining the duties and
7 responsibilities of the Board and the director of schools;

8 3. Access to minutes of the Board meeting for the previous year will be available on eMeeting
9 electronically; and

10 4. Other appropriate materials which will acquaint the new member with the operation of the
11 school system and board service.

12 An orientation for new board members shall be conducted no later than thirty (30) days after new board
13 members take office. The chairman of the board and the director of schools shall arrange and plan for
14 such an orientation.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Member Development Opportunities	Descriptor Code: 1.204	Issued Date: 06/20/19
		Rescinds: 1.204	Issued: 05/10/01

1 The Board shall participate in activities designed to assist board members in improving their skills as
2 members of a policy-making body.

3 In order to control both the investment of time and funds necessary to implement this policy, the Board
4 establishes these principles and procedures for its guidance:

5 1. A calendar of school board conferences, conventions and workshops is provided by the
6 Tennessee School Board Association each year and shall be maintained by the board secretary
7 and provided to each board member. At least annually the Board will identify which meetings
8 should be attended and the benefits which would be derived from participation in such meetings;

9 2. Funds for participation at such meetings shall be budgeted on an annual basis. The Board as a
10 whole shall retain the authority to approve or disapprove the participation of members in planned
11 activities;

12 3. Reimbursement to board members for their travel expenses shall be in accord with the travel
13 expense policy for staff members;¹

14 4. When a conference, convention or workshop is not attended by the full Board, those participating
15 will be requested to share information, recommendations and materials acquired at the meeting;
16 and

17 5. The public shall be kept informed through the news media about the Board's continuing in-
18 service education and about the programs anticipated for short- and long-range benefits to the
19 schools.

20 The Board regards the following as the kinds of activities and services appropriate for implementing this
21 policy:

22 1. Participation in school board conferences, workshops and conventions held by the State and
23 National School Boards Associations;¹

24 2. Local and district-sponsored training sessions for board members; and

25 3. Subscriptions to publications addressing the concerns of board members.

Legal References

1. TCA 49-2-2001(c)

Cross References

- Memberships 1.104
- School Board Legislative Involvement 1.105
- School District Goals 1.700
- School Calendar 1.800
- Expenses and Reimbursements 2.804

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board-Director Relations	Descriptor Code: 1.205	Issued Date:
		Rescinds:	Issued:

- 1 The Board shall be responsible for specifying its requirements and expectations of the Director of
- 2 Schools and then holding the Director of Schools accountable by evaluating how well those
- 3 requirements and expectations have been met. In turn, the Director of Schools shall be responsible for
- 4 specifying requirements and expectations for all administrators who report to him/her and then holding
- 5 each accountable by evaluating how well requirements and expectations have been met.

- 6 The Board shall approve an annual budget with major categories and line items as well as develop a
- 7 policy manual for the operations of schools. The Director of Schools shall develop forms and
- 8 procedures to comply with the approved budget and implement board policies.

Cross References

Role of the Board of Education 1.101
Administrative Procedures 1.601
Evaluation of the Director of Schools 5.803

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date: 11/08/18
		Rescinds: 1.300	Issued: 12/08/11

1 The Board shall operate with the following standing committees: Executive, Long Range Planning,
2 Policy, Budget, Technology, and Insurance. Special committees composed of board members may be
3 appointed by the chairman at the direction of the Board and as the needs of the Board shall require.¹
4 Such committees shall be discharged when the work is finished or earlier by a majority vote of the entire
5 Board. All reports by special committees shall be made directly to the Board.

- 6 1. A special committee serving in an advisory capacity shall ordinarily consist of fewer than
7 five board members;
- 8 2. The committee will be advisory only;
- 9 3. A committee shall serve no longer than the annual organization meeting of the Board unless
10 reappointed to finish a designated task; and
- 11 4. Committee meetings, other than the Executive Committee, shall be held in accordance with
12 the Open Meetings law.²

Legal References

1. TCA 49-2-205(2)
2. TCA 8-44-102

Cross References

Duties of Officers 1.201
School Board Meetings 1.400
Public Hearings 1.401

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Executive Committee	Descriptor Code: 1.301	Issued Date: 11/08/18
		Rescinds: 1.301	Issued: 05/10/01

1 The chairman of the board and the director of schools shall constitute the executive committee of the
2 Board,¹ with the chairman of the board serving as the chairman of the executive committee.² The duties
3 shall be:¹

- 4 1. To prepare an agenda for each meeting of the Board;
- 5 2. To prepare the annual budget on forms furnished by the Commissioner of Education, to be
6 submitted to the Board for its approval;³
- 7 3. To meet at the office of the director of schools as often as necessary to perform the duties
8 required;
- 9 4. To examine all accounts authorized by the Board and ensure that the approved budget is not
10 exceeded;
- 11 5. The Executive Committee will review all purchases; and
- 12 6. To transact any other business assigned to the committee by the Board.¹

Legal References

1. TCA 49-2-206
2. TCA 49-2-205(3)
3. TCA 49-2-203(a)(10)(A)(i)

Cross References

Duties of Officers 1.201
Agendas 1.403
Annual Operating Budget 2.200
Purchasing 2.805
Credit Cards/Credit Lines 2.8051
Bids and Quotations 2.806
Qualifications/Duties of the Director of Schools 5.802

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Budget Committee	Descriptor Code: 1.3013	Issued Date: 11/08/18
		Rescinds: 1.3013	Issued: 05/10/01

1 The Budget Committee shall be a standing committee of the Board and will be appointed annually by
2 the chairman of the board. The Committee shall consist of three (3) board members, one of whom will
3 serve as chairman. The director of schools shall be included in all Budget Committee meetings. The
4 duties of the Budget Committee shall be:

- 5 1. To review periodically the record of all business transacted by the school system and to
6 report the results to the Board for approval;
- 7 2. To review periodically the financial transactions of each school and report the results of
8 such review to the Board for approval;
- 9 3. To assist the board chairman and the director of schools in preparation of the annual
10 budget;
- 11 4. To review monthly the financial status of the school system with respect to that projected in
12 the approved budget and to report to the Board any unusual variation; and
- 13 5. To act as a financial advisor to the Board in appropriate matters.

Cross References

Executive Committee 1.301
Annual Operating Budget 2.200

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Policy Committee	Descriptor Code: 1.3014	Issued Date: 11/08/18
		Rescinds: 1.3014	Issued: 05/10/01

- 1 The Policy Committee shall be a standing committee of the Board and will be appointed annually by
2 the chairman of the board. The committee shall consist of three (3) board members, one of whom shall
3 serve as chairman. The director of schools shall be included in every meeting of the committee. The
4 duties of the Policy Committee shall be:
- 5 1. To maintain the Board Policy Manual;
 - 6 2. To serve as the liaison between the Board and the Tennessee School Boards Association;
 - 7 3. To inform the Board regarding any changes in law requiring a change or addition to current
8 policy;
 - 9 4. To meet openly with interested school personnel or other citizens regarding policy requests;
 - 10 5. To draft policy for the consideration of the Board through the established policy adoption
11 procedure;
 - 12 6. To prepare (within thirty (30) days) all new policy proposals for adoption by titling, coding
13 and reviewing such proposals in order to ensure that there is no overlap of interference with
14 current policy;
 - 15 7. To develop a procedure for annually updating and reviewing current policies; and
 - 16 8. To meet at least annually with the director of schools to review the implementation of
17 Board policies.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Long Range Planning Committee	Descriptor Code: 1.3015	Issued Date: 11/08/18
		Rescinds: 1.3015	Issued: 05/10/01

1 The Long Range Planning Committee shall be a standing committee of the Board and shall be
2 appointed annually by the board chairman. The committee shall consist of three (3) board members,
3 one of whom shall serve as chairman. The director of schools shall be included in every meeting of the
4 committee. The duties of the Long Range Planning Committee shall be:

- 5 1. To meet within sixty (60) days after passage of the annual budget;
- 6 2. To prepare a list of goals to be investigated for inclusion in the next year's budget;
- 7 3. To provide a "sounding board" for new ideas to upgrade the educational system;
- 8 4. To offer each board member an opportunity to follow up on suggestions or proposals on
9 which he might desire action taken in regard to future planning; and
- 10 5. To bring forward items, after committee discussion, for the agenda which require the
11 attention of the Board.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Insurance Committee	Descriptor Code: 1.3017	Issued Date: 11/08/18
		Rescinds: 1.3017	Issued: 11/08/04

1 The Insurance Committee shall be a standing committee of the Board and shall be appointed annually
2 by the board chairman. The committee shall consist of three (3) board members, one of whom shall
3 serve as chairman. The director of schools shall be included in all committee meetings. The duties of
4 the Insurance Committee shall be:

- 5 1. To meet as a committee upon notification by the committee chairman;
- 6 2. To be responsible for keeping the following insurance in effect, when needed, proceed
7 through the bid process:
 - 8 a. Health, Dental, Vision, Property, General Liability, Auto, Fleet, Errors &
9 Omissions, Employee Dishonesty, Workers' Compensation, Student Accident,
10 Student Athletic;
- 11 3. To report all business matters from each committee meeting at the next board meeting for
12 approval by the Board and to make any necessary recommendations;
- 13 4. To transact any other business assigned to the committee by the Board.

14 An insurance ad hoc committee for medical and dental may be appointed by the board chairman and
15 serve at the discretion of the Board.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Technology Committee	Descriptor Code: 1.3018	Issued Date: 11/08/18
		Rescinds: 1.3018	Issued: 11/14/02

1 The Technology Committee shall be a standing committee of the Board and will be appointed annually
2 by the chairman of the board. The committee shall consist of three (3) board members, one of whom
3 will serve as chairman. The director of schools shall be included in all committee meetings. The duties
4 of the Technology Committee shall be:

- 5 1. To work with the director of schools and the technology staff to develop a technology plan;
- 6 2. To implement and review the plan periodically;
- 7 3. To report committee recommendations from each committee meeting at the next board
8 meeting for Board approval; and
- 9 4. To transact any other business assigned to the committee by the Board.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Teacher Retention Committee	Descriptor Code: 1.3019	Issued Date: 12/12/19
		Rescinds: 1.3019	Issued: 12/13/18

1 *General*

2 A teacher retention committee shall be created to provide information to the director of schools and the
3 Board. The committee shall meet regularly to discuss best practices on teacher retention and develop a
4 positive and proactive plan for teacher support.

5 **AREAS OF FOCUS**

6 The committee shall initially explore the following:

- 7 1. Best practices in teacher support;
- 8 2. Research-based initiatives and interventions for teacher retention;
- 9 3. Teacher retention needs based on individual school concerns;
- 10 4. Ways to create a proactive and supportive climate for all staff; and
- 11 5. How to best track the reasons teachers leave the district.

12 The committee shall report its findings in writing to the director of schools and the Board.

13 **ENTRANCE AND EXIT INTERVIEWS**

14 The director of schools/designee shall ensure that appropriate entrance and exit interviews are conducted.
15 He/she will report results related to teacher retention to the committee for review.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Attorney	Descriptor Code: 1.302	Issued Date: 11/08/18
		Rescinds: 1.302	Issued: 05/10/01

- 1 The Board shall employ legal counsel to represent the Board in legal matters which arise concerning
- 2 the school system.¹

Legal References

1. TCA 49-2-203(b)(5)

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Consultants	Descriptor Code: 1.303	Issued Date: 06/20/19
		Rescinds: 1.303	Issued: 05/10/01

- 1 The Board may occasionally engage the services of qualified professional consultants.
- 2 Before engaging any consultant, the Board will require submission of a written proposal which can be
- 3 incorporated into a contract or purchase order if deemed necessary by the Board. The proposal will detail:
 - 4 1. The specific objectives to be accomplished by the consultant;
 - 5 2. The specific tasks to be performed;
 - 6 3. The procedures to be used in carrying out the tasks;
 - 7 4. The target dates for the completion of tasks; and
 - 8 5. The method to be used to report results to the Board and/or to deliver any “product” to the Board.
- 9 The director of schools will establish procedures necessary to develop an efficient working relationship
- 10 between the consultant and the Board and/or staff members.

Cross References

Bids and Quotations 2.806
Purchase Orders and Contracts 2.808

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Advisory Committees	Descriptor Code: 1.304	Issued Date: 09/05/19
		Rescinds: 1.304	Issued: 11/13/03

1 The Board may, in its discretion, appoint advisory committees. In order to ensure maximum benefits
2 from advisory committees, the purpose, composition, responsibilities, and operation procedures shall be
3 clearly defined for each committee.

4 *Citizens Advisory Committees* - Members shall be broadly representative of the community at-
5 large and shall be chosen from persons who have shown an interest in the advancement of public
6 education.

7 *Staff Advisory Committees* - The committees appointed shall be broadly representative of the
8 entire staff or selected from particular areas of competence, as in the case of textbook committees.

9 Student Advisory Committee-Prior to the commencement of the new school year, the Board may
10 annually select high school students to serve as advisory, non-voting member of the Board. The
11 Board may select up to four (4) students to serve each year. The students serve without
12 compensation but may, in the discretion of the Board, be reimbursed for reasonable and necessary
13 expenses incurred while engaged in Board business. The director of schools shall establish
14 criteria for selecting students to serve on the student advisory committee and shall make
15 recommendations to the Board for students to serve on the committee.

16 Regarding advisory committees, the director of schools shall:

- 17 1. Serve as liaison between committee and Board;
- 18 2. Define the committee assignments in writing in terms of topics for study or well-defined areas
19 of activity; and
- 20 3. Set a date for a preliminary and/or final report.

21 Recommendations of advisory committees shall not reduce the responsibility of the Board to accept or
22 reject the recommendations as it deems best for the system as a whole.

23 The director of schools shall draft procedures for instructing committees as to the length of time each
24 member is being asked to serve, the service the Board/director of schools wishes it to render, the
25 resources the director of schools intends to provide and the approximate date on which the Board/director
26 of schools wishes to dissolve the committee.

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 06/20/19
		Rescinds: 1.400	Issued: 01/14/16

1 The Board will transact all business at official meetings which may be either regular or special. The
2 Board will strive to have every member present at every meeting. In the event that a board member has
3 a conflict that would cause him/her to miss a regularly scheduled board meeting, that member may
4 request that the meeting be rescheduled provided that:

- 5 1. The request is approved by the entire Board
- 6 2. The request is made at least one month in advance
- 7 3. If the request is due to an unexpected circumstance, the one month may be waived but must still
8 be approved by the entire Board.

9 Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will be
10 open to the public.¹ Open meetings will be physically accessible to all students, employees, and interested
11 citizens.²

12 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic
13 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
14 of efficient and orderly public meetings.³

15 **REGULAR MEETINGS**

16 Monthly School Board Meetings are scheduled for the second Thursday of each month.

17 A Work Session is scheduled for the Monday prior to the Board meeting of each month.

18 A Combined Work Session and Board meeting will occur when any regular meeting date falls on a legal
19 holiday, or for any other extenuating circumstance, the meeting shall be rescheduled by the Board Chair.

20 **SPECIAL MEETINGS**

21 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
22 meetings shall be called by the chairman whenever, in his/her judgment, the interests of the schools
23 require it, or when requested to do so by a majority of the Board.⁴

24 Only business related to the call of the meeting, and details related to agenda items shall be discussed or
25 transacted by the Board at a special meeting.

26 **ELECTRONIC ATTENDANCE⁵**

27 Absent Board members may attend a regular or special meeting by electronic means if the member is
28 absent because of work, a family emergency, or the member's military service. If a board member is

1 absent due to military service, he/she may participate electronically as often as he/she is able to do so.
2 However, a board member may not participate electronically more than two (2) times per **calendar** year
3 for absences due to work and/or family emergencies.

4 *General Requirements*⁵

5 The following requirements apply to **all** electronic attendance, regardless of the reason for the member's
6 absence:

- 7 1. A quorum of the Board must be physically present at the meeting in order for any member to
8 attend electronically.
- 9 2. Any member wishing to participate electronically must do so using technology which allows the
10 Chair to visually identify the member.
- 11 3. The responsibility for the connection lies with the member wishing to participate electronically.
12 No more than three (3) attempts to connect shall be made, unless the Board chooses to make
13 additional attempts.

14 *Work Related Absence*

15 The following requirements apply to electronic attendance due to a work related absence:

- 16 1. The Board member must be absent from the county due to work.
- 17 2. The member wishing to participate must give the Chair and director at least five (5) days notice
18 prior to the meeting of the member's desire to participate electronically.

19 *Family Emergency*

20 The following requirement applies to electronic attendance due to a family emergency:

- 21 1. The member must be absent due to the hospitalization of the member or the death or
22 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law,
23 daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-
24 in-law.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Section 504 and ADA Grievance Procedures 1.802

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Public Hearings	Descriptor Code: 1.401	Issued Date: 11/08/01
		Rescinds: BCAE	Issued: 12/14/94

1 The Board may hold public hearings in the following circumstances:

- 2 1. When a certified employee has been dismissed;¹
- 3 2. When a student has been suspended and the resolution has not been satisfactory;²
- 4 3. When a parent or legal guardian shall contest the school assignment of their child;³ and/or
- 5 4. When the Board deems it to be in the public interest.

6 Any individual(s) requesting a hearing before the Board will make such request in writing stating the
7 purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the specific
8 reasons for requesting the transfer. All requests for hearings must be received by the Board or director
9 of schools within the time limit prescribed by law for that category of hearing.

Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301(GG)(i); TCA 49-5-512
2. TCA 49-6-3401
3. TCA 49-6-3201

Cross References

Board Committees 1.300
Appeals To and Appearances Before the Board 1.404
Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201

Jackson-Madison County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Notification of Meetings	Descriptor Code: 1.402	Issued Date: Click here to enter a date.
		Rescinds: 1.402	Issued: 06/26/19

1 Adequate notice of meetings¹ in the case of regular meetings shall consist of the approval of a schedule
2 of all regular meetings for the Board for a year and be posted on the Jackson-Madison County School
3 System Website. The Board Secretary will email to the News Media, President of the Local Education
4 Association, County Commissioners, other Community Leaders, Central Office Personnel, and post a
5 copy at Central Office of a Public Notice for ALL School Board Meetings and Committee meetings.²

6 In the case of special board meetings, notice shall be posted in the same locations with notice sent to the
7 local news media and the president of the local education association, as in the case of regular meetings,
8 at least **twenty-four (24) forty-eight (48)** hours prior to the meeting. All notices of Special Board
9 Meetings shall state the time, place and purpose of the meeting.

10 The only exception permitted is in case of emergency, defined for this policy as “a sudden, generally
11 unexpected occurrence or set of circumstances demanding immediate action.” In such exceptions, notice
12 shall be given to all appropriate parties as is practical.

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)

Cross References

School Board Meetings 1.400