

BOARD MEETING
REVISED AGENDA
Cheatham County Board of Education

December 3, 2020

Place: Educational Annex Building – Board Room

Time: 7:00 p.m.

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Roll Call: Christina Gilliam, John Patrick, Tim Ray, James Gupton, John Louallen, and David Risner
5. Approval of Agenda
6. Public Forum – Opportunity for Community to Address Board (Maximum thirty [30] minutes)
Follow-up on Last Month Comments
7. Presentations, Awards, and Recognitions

ACES	Janine Belote, Teacher
ECES	Melissa Jones, Teacher
KSES	Anna Vandervoort, Teacher
PES	Tammy Stewart, RTI Teacher
PVES	Jessica Ledbetter, Teacher
WCES	Kaye Hunter, Teacher
CMS	Jena Toole, Nurse
HMS	Rebecca Katras, Assistant
SMS	Lindsey Givens, Nurse
CCCHS	Tammy Krantz, Attendance Clerk
HHS	Kelly Fields, Teacher
SHS	Kim Crosby, Attendance Clerk
RA	Alayna Duffel, Teacher
Daycare	Wanda Givens, HMS Employee Site Director
Technology	Nicole Crowder, Administrative Assistant
Nutrition	Deb Dison, PVES Cook
Transportation	LaDonna Prentice, Bus Driver

8. Goal Update: HMS Principal Dr. Audra Fowler
9. Executive Committee

10. Five Year Plan: H/R Supervisor Wendy Cox
11. Elected Officials – Opportunity for Elected Officials to Address Board
12. Consent Agenda:
 - A) Minutes: November 5, 2020
 - B) Approve for tenure:
 - C) Disposal of surplus equipment/materials:
 - 1) SHS Principal Wenning requests permission to dispose of broken calculators, various outdated/broken computer parts, and broken furniture.
 - 2) CCHS Principal Wenning requests permission to discard broken French Horn case, T184 calculator, and VHS player.
 - D) School fees:
 - E) School/Principal request:
13. Budget and Finance:
 - A) Remote Learning Technology Grant - \$222,691.39
14. Old Business:
 - A) Revise on second reading Policy 3.200 Building and Grounds Management
Line 4 shall read: The following services are contracted: Custodial Services, Maintenance, and Grounds.
Line 6 shall read: The Director of Schools and/or designee will develop and implement a continuing program of maintenance of all district-owned buildings and grounds which shall provide for the following:
 - B) Revise on second reading Policy 3.2001 Energy Management Conservation
Line 15 shall read: The Director of Schools or designee will provide leadership and support for energy management and conservation.
 - C) Revise on second reading Policy 3.3001 Use of Cellular Phones
Entire policy shall be **deleted** that reads: Whenever possible, other methods of more economical, immediate communication shall be considered (i.e., use of pages or two way radios).
Line 7 shall be **deleted** that reads: Cellular phones provided to employees are for official school board business only and shall not be used for personal purposes except in cases of

emergencies. If the monthly bill reflects charges greater than the customary minimum monthly bill, the excess portion shall become the responsibility of the employee to whom the cellular phone has been issued. If the employee wishes to dispute the portion of the monthly bill for which s/he is responsible, the employee may request and become financially responsible for obtaining a listing for phone use during the disputed period of time.

Line 14 shall read: The Director of Schools/designee shall develop procedures for cellular phone reimbursement in lieu of having a district issued cellular phone. These procedures shall be reviewed annually.

D) Revise on second reading Policy 3.301 Equipment and Supplies: Borrowing and Renting Entire Policy shall be **deleted** that reads: Equipment and/or supplies may be borrowed or rented with the permission of the principal. Parties borrowing or renting such equipment shall be responsible for any damage. Staff members may borrow school equipment and materials at no cost when such use is directly related to their employment. Students may borrow school equipment and materials at no cost when such use is directly related to their studies or extracurricular activities. Vehicles, vocational-type equipment, and cleaning and maintenance equipment shall not be borrowed or rented for personal use by anyone. The director of schools shall develop procedures to ensure proper controls, monitoring, and returns of all borrowed or rented equipment or supplies. The director of schools shall annually prepare a schedule of rental fees to be approved by the Board.

E) Revise on second reading Policy 3.404 Private Vehicles

Line 3 shall read: 1. To use a private vehicle for school purposes, the employee must have the written permission of the Director of Schools or designee and proof of vehicles liability insurance coverage in the following forms:

a. A copy of the insurance certificate issued to the insured indicating liability limits of at least \$100,000/300,000/50,000;¹ and

b. A specific permit for each trip involving students, including field trips.

Line 29 shall read: The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least \$100,000/300,000/50,000.¹

F) Revise on second reading Policy 3.500 Food Service Management

Line 24 shall read: Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district HACCP: Hazard Analysis Critical Control Points.

G) Revise on second reading Policy 6.319 Alternative Education

Line 1 shall read: The Board shall operate an alternative school program and/or program for students in grades 1-12 who have been suspended or expelled from the regular school program.¹

H) Revise on second reading (new) Policy 6.506 Students from Military Families

Policy shall read: General

The Director of Schools shall develop the necessary administrative procedures to ensure that students with parent(s)/guardians(s) in the armed services are identified and that appropriate and available services are provided for these students.¹

RELOCATION OF MILITARY SERVICE MEMBER²

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation.

Within thirty of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the school district.

ABSENCES

Principals shall provide students with a one (1) day excused absence prior to the deployment of and a one (1) day excused absence upon the return of a parent/guardian service active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work missed during these absences.³

I) Second South Cheatham Utility District Easement

15. New Business:

A) Revise on first reading Policy 2.400 Revenues

Page 1, line 8 shall read: Each principal shall use the reconciliation method. The director of schools or their designee shall instruct the building principal to use an approved reconciliation method for all ticketed events. The purchase of items intended for resale through the schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item.²

B) Revise on first reading Policy 2.805 Purchasing

Page 3, line 21 shall read: 4. All requisitions must be approved prior to a purchase.

C) Revise on first reading Policy 2.807 Requisitions

Beginning line 4 shall read: All requisitions are entered and approved by appropriate personnel through the district's financial software.

Lines 6-12 shall be *deleted* that reads: All approved requisitions will be submitted to the purchasing agent (director of schools or principal) on forms provided by the purchasing agent. The number of each purchase order shall be recorded on the requisition. After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

D) Revise on first reading Policy 2.812 Use of Credit Cards

Beginning line 5 shall read: Credit/Purchasing cards shall be assigned to the employee/user in a manner determined by the Chief Operations Officer. Cards shall be returned to the Business Office within three (3) days.

E) Lease Agreement between Cheatham County Board of Education & Mid-Cumberland Community Action Agency

F) Final Exam Exemption

16. Brief comments from Board Members

17. Announcements

18. Adjourn

INFORMATION:

1. Personnel Changes:

A. Retirements approved:

B. Administrative Positions approved:

C. Leave of Absence approved:

Margaret M. Casesa, SpEd Academic Specialist, 10/21/20 – 11/13/20

Tya Frelix, CCCHS faculty, 11/4/20 – 12/14/20

Tammy Graham, Transportation driver, 11/4/20 – 11/16/20

Savannah Sellers, PVES faculty, 1/15/21 – 2/26/21

Leann Ferguson, HMS receptionist, 11/4/20 – 11/13/20

D. Resignations approved:

Savanna Turley, WCES Daycare caregiver, 11/6/20

Jennifer Martin, PES SLP, 9/25/20

Cherise Malais, KSES faculty, 12/4/20

E. Termination of Employment:

F. Transfers approved:

Mary Ashton Gupton, from CMS general assistant to CMS long-term sub, replaces Sarah Kilgore during leave, 11/13/20

Kathy Binkley, from ACES Academy Life Skills assistant to ACES Academy RTI assistant, replaces Margaret Hogue, 11/4/20

Margaret Hogue, from ACES Academy RTI assistant to ACES Academy Life Skills assistant, replaces Kathy Binkley, 11/4/20

G. Elections/Placements approved:

Barbara Ashford, CMS SpEd assistant, replaces Tina Dowlen, 11/4/20
Taylor Hummell, HHS interim faculty, replaces Angela Salamy, 11/2/20 – 5/28/20
Allison Phillips, SMS general assistant, replaces Tracy Stout, 11/9/20
Celia Heard, HHS interim faculty, replaces Amanda Casteel, 11/23/20
Megan Hunter, CCCHS assistant boys' basketball coach, 11/6/20
Daniel Clark, HHS assistant wrestling coach, non-faculty, 11/6/20
Mary Meadows, HMS head golf coach, 11/13/20
Amanda Woodard, ECES Nutrition part-time cook, replaces Marcia Darrow, 11/9/20
Kris Johnstone, CCCHS assistant baseball coach, non-faculty, volunteer, 11/16/20
Megan Ziegenbein, ECES interim faculty, replaces Misty Stehle, 1/3/21
Valerie Evans, CMS SpEd assistant, replaces Mary Ashton Gupton, 11/19/20
Kim Caldwell, CCCHS coordinator of concessions, non-faculty, 11/19/20
Kim Caldwell, CCCHS wrestling concessions, non-faculty, 11/19/20
Marcus Bodie, SHS assistant boys' basketball coach, non-faculty, 11/18/20
Marc Simon, SHS assistant boys' basketball coach, non-faculty, 11/18/20
Shelby Tinch, SHS assistant girls' basketball coach, 11/18/20
Daniel Waltman, SHS assistant wrestling coach, 11/18/20
Taylor McCullough, SHS boys'/girls' basketball clock keeper, 11/18/20
Shelly Greer, SHS ticket seller for school events, 11/18/20
Carl Head, SHS ticket seller for school events, 11/18/20
Rebecca Jackman, ticket seller for school events, 11/18/20