

BOARD MEETING
REVISED AGENDA
Cheatham County Board of Education

October 3, 2019

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, Kimberly Messer, Jennifer Hamblin, 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: Five speakers were emailed as requested.
7. Presentations, Awards, and Recognitions

Daniel Saylor, SHS - National Merit Semifinalist

Employee of the Month

ACES	Michele Dozier, Academic Specialist
ECES	Olivia Hartley, Teacher
KSES	Dr. Louise McLane, Teacher
PES	Lacie Elrod, Teacher
PVES	Kathy Becker, Assistant
WCES	Janelle Mahaney, RTI Specialist
CMS	Susie Kephart, Teacher
HMS	Amber Hrobak, Cafeteria Manager
SMS	Sheena Edgin, Assistant
CCCHS	Julie Halkiades, Librarian
HHS	Ben Howell, Teacher
SHS	Shelby Tinch, Teacher
RA	Bill Parsley, Teacher
Daycare	Tammy Wood, ECES Caregiver
Nutrition	Carol Hudgins, HHS Manager
Transportation	Amanda Stanley, Bus Driver

8. Goal Update: PES Principal Detra Emery
9. Executive Committee

10. Five Year Plan: School Safety Coordinator Shelley Duke; Transportation Supervisor Cal Blacker

11. Elected Officials – Opportunity for Elected Officials to Address Board

12. Consent Agenda:
 - A) Minutes: September 5, 2019

 - B) Approve for tenure: None

 - C) Disposal of surplus equipment/materials:
 - 1) HHS Principal Rector requests permission to dispose of 5 boxes of damaged and outdated library books and 5 boxes of outdated VHS tapes.

 - 2) SHS Principal Wenning requests permission to discard a broken paper shredder, TVs and TV carts.

 - 3) ACES Principal Broyles requests permission to discard boxes of old curricular materials.

 - D) School fees: None

 - E) School/Principal request:
 - 1) HHS Principal Lee Rector requests approval for donation of equipment from 7 Springs Orthopedics for the health and wellness program to include:
 - Ab wheel
 - Speed jump rope (4)
 - Exercise sliders (4)
 - Foam yoga blocks (2)
 - Foam roller (2)
 - Decline weight bench
 - Adjustable weight bench
 - Medicine balls
 - Exercise yoga balls (2)
 - Multifunction power cage
 - Upright bike
 - Yoga mat (3)
 - Rubber flooring mats
 - Plyo boxes
 - Bumper weights (260 lbs.)

- Kettle bell set (50 lbs.)
- Dumbbell set (150 lbs.)
- Olympic barbell

13. Budget and Finance:

A) Fund 177 Budget Amendment - Request to County Commission to Modify Capital Project Funding to include Roof Repairs on the Stadium Line Item Expenditure

B) Funding for Bus Cameras - \$103,400

14. Old Business:

A) Revise on second reading policy 1.1061 Boardsmanship Code of Ethics
Policy Descriptor Term shall be changed to Boardsmanship Code of Conduct
Descriptor Code shall be changed to 1.2021

The word *Section* will be deleted on pages 1-3.

Page 1, line 7 shall read: *I will seek to provide equal educational opportunities for all children.*
Beginning line 16 shall read: *4. I will represent the Board and the school district to the public in such a way as to promote both interest and support.*

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

Line 24 shall read: *I will not criticize employees publicly but will express any relevant concerns to the director of schools for investigation and action if necessary.*

Beginning page 2, line 1 shall read: *1. I will understand that the Board makes decisions as a team and that individual board members may not commit the Board to any action.*

2. I will accept the will of the majority vote in all cases and give support to the resulting action.

3. I will work harmoniously with other board members without trying to dominate the Board or neglect my share of work.

Page 2, line 11 shall be renumbered to: 4

Page 2, line 13 shall be renumbered to: 5

Page 2, beginning line 24 shall read: *3. I will understand that the Board sets the standards for the school district through policy and that board members do not manage the district on a day-to-day basis.*

4. I will refer all complaints and concerns to the director of schools and abstain from individual counsel and action in regard to staff members.

Page 2, beginning line 31 shall read: *1. I will uphold the integrity and independence of the position.*

2. I will become familiar with federal and state education laws and school board policies.

Beginning page 3, line 1 shall read: *3. I will educate myself about my duties and responsibilities and current educational issues by individual student and through participation in programs providing needed information.*

4. I will continually advocate for the goals of the school district.

5. I will vote and act impartially for the good of the school district.

Line 8 item shall be renumbered as 6.

Page 3, line 11 shall read: *I will attend all board meetings and become informed concerning the issues to be considered at those meetings.*

8. I will model civility to students, employees, and all elements of the community by encouraging 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.

B) Revise on second reading policy 1.001 Role of the Board of Education

Beginning line 1 shall read: *The Board will oversee the operation of the school district in compliance with state and federal laws.*¹

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

GENERAL

- 1. To develop and adopt a strategic plan in consultation with the Director of Schools;*²
- 2. To adopt all policies required by state or federal law;*³
- 3. To approve school zones;*⁴
- 4. To approve the district calendar;*⁵
- 5. To adopt district safety plans;*⁶
- 6. To approve the closure of facilities; if needed;*¹
- 7. To approve an insurance provider;*¹ and
- 8. To approve/modify the agenda at the beginning of the board meeting.*¹

FISCAL

- 1. To approve and adopt the budget;*¹
- 2. To approve purchases outside the budget on a case-by-case basis in accordance with board policy.*¹
- 3. To approve budget transfers;*⁷
- 4. To adopt the district salary schedule;*⁸
- 5. To approve a differentiated pay plan;*⁹
- 6. To approve funding for the district maintenance plan and capital requests;*¹
- 7. To approve the location and scope of new building projects;*¹ and
- 8. To approve bids.*¹

INSTRUCTION AND STUDENTS

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

PERSONNEL

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

Cross References shall be included: *Duties of Board Members 1.202*
School District Planning 1.701

C) Revise on second reading policy 1.202 Duties of Board Members

Beginning line 1 shall read: *The duties of an individual board member are as follows:*

1. To take the oath of office to discharge faithfully the duties of the office;¹
 2. To participate in State-mandated board training;²
 3. To recognize that the Board is required to comply with the Open Meetings Law³ and that the Board only has authority to make decisions at official board meetings;
 4. To understand that board members will receive information that is confidential per state or federal law and cannot be shared;
 5. To adhere to the Boardsmanship Code of Conduct; and
 6. To adhere to the Cheatham County Board of Education Code of Ethics.⁴
- Cross Reference shall be included: *Boardsmanship Code of Conduct 1.1021*

D) Revise on second reading policy 1.808 Registered Sex Offenders

Lines 3-5 shall be **deleted** that reads: *Employment*

An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible for employment within the school district.

Beginning line 17 shall read: *A parent or legal guardian of a child who is enrolled in the school may attend a conference with school officials with the written permission of the school's principal.*

An offender may come within the 1,000 feet limit provided that the individual is dropping off or picking up a child or children enrolled in the school.

Line 26 shall read: *Principals shall speak with the parent upon learning of their status as a sex offender to communicate the restrictions of this policy and to establish open dialogue with the parent.*

E) Revise on second reading policy 1.901 Charter School Applications

Beginning line 7 shall read: *A prospective charter school sponsor shall send the Director of Schools notice of its intent sixty (60) days prior to February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school.*

Beginning line 15 shall read: *Applications shall be submitted to the Board and Department of Education on or before 4:30 p.m. on February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the next business day on or before 4:30 p.m.*

Beginning Line 26 shall read: *At the board meeting in December of each year, the Director of Schools shall make a recommendation to the Board on which members of his/her administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in December of each year.*

Page 2, line 20 shall read: *The Board will receive an annual authorized fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁵*

Page 2, line 26 shall read: *The Board shall not provide services to charter schools that are not requested during the application process except for those services that are required under state or federal laws.*

F) Revise on second reading policy 1.903 Charter School Oversight

Beginning line 21 shall read: *The report shall provide an analysis of relevant data and include general recommendations, if applicable.*²

Beginning page 2, line 1 shall read: *1. A report on the progress of the school in achieving the goals outlined in the charter school agreement;*

2. A financial statement disclosing the financial health of the charter school, including the costs of the administration, instruction, and other spending categories of the school and

*3. A detailed accounting, including the amounts and sources, of all funds received by the charter school, other than the funds received per state law.*⁴

Page 2, legal reference at end of line 14 shall read: 5

Page 2, legal reference at end of line 17 shall read: 6

Beginning line 17 shall read: *By January 1, the Board shall submit an annual authorizer report to the Department of Education and the State Board of Education.*⁷

Page 2, lines 21-23 shall be **deleted** that read: *Following the fifth year of a charter school's initial period of operation or the fifth year of any renewal of a charter school agreement, the Board shall conduct an interim review of the charter school according to the guidelines developed by the Department of Education.*⁶

G) Revise on second reading policy 1.905 Charter School Renewal

Line 1 shall read: *Three (3) months prior to the date on which a charter school is required to submit a renewal application, the Director of Schools/designee shall submit a performance report to the charter school.*¹

Line 5 shall read: *No later than April 1 of the year prior to the year in which the charter school agreement expires, the governing body of a charter school shall submit a renewal application to the Board.*¹

Line 9 shall read: *The Board will make renewal decisions by February 1st in the year the charter school agreement expires.*

Line 12 shall read: *The Board shall make its renewal decision based on the renewal application, annual progress reports, and renewal performance report.*

Lines 14 through 23 shall be **deleted** that read:
*whether the charter school:*⁴

1. Met the Board's standards;

2. Achieved the targets stated in the charter agreement;

3. Is organizationally and fiscally viable;

4. Has been faithful to their charter agreement and applicable law; and

5. Presents sound academic, financial, and organizational plans for the next charter term:

H) Revise on second reading policy 1.906 Charter School Revocation

Lines 2-4 shall be **deleted** that read: *The Board shall revoke a charter agreement if the charter school is identified as a priority school under state law. Revocation shall take effect immediately following the school year in which the charter school is identified as a priority school.*¹

Legal reference at end of line 5 shall read: 1

Legal reference at end of line 17 shall read: 2

Legal reference at end of line 21 shall read: 3

Beginning line 22 shall read:

REVOCATION DUE TO PRIORITY STATUS

The Board may revoke a charter school agreement if the charter school is identified as a priority school under state law. Revocation shall take effect immediately following the close of the school year in which the charter school is identified as a priority school.⁴

The Board shall revoke a charter school agreement if the charter school is identified as a priority school for two consecutive cycles (beginning in 2017). Revocation shall occur immediately after the close of the school year in which the charter school is identified as a priority school for the second consecutive cycle.

I) Revise on second reading policy 6.200 Attendance

Beginning line 1 shall read: *Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session. The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.* Line 18 shall be deleted that reads: *4. Develop, recommend, and support a progressive Truancy Intervention Plan;*

Line 20, item 5 shall be renumbered as item 4

Line 23, item 6 shall be renumbered as item 5

Line 28 shall be **deleted** that reads: *All absences, tardies, and early checkouts are recorded daily (and for every class in middle and high school).*

Line 30 shall be **deleted** that reads: *Written documentation for all absences must be presented on the first day a student returns to school.*

Page 2, line 3 shall be **deleted** that reads: *(limit of two days per incident; documentation required); Immediate family is defined as parents, grandparents, and siblings (including those by blood, marriage, or adoption);*

Page 2, line 15 shall be **deleted** that reads: *CCSD recognizes that occasions may arise when a student has an opportunity to participate in a unique, once in a lifetime event that will result in school absences. Students and their families must meet with the principal in advance to determine if alternate educational plans/schedules are possible. Approval is at the discretion of the principal and his/her team. Family vacations do not meet the intent of this provision.*

Beginning page 3, line 6 shall read: *If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁹*

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence.

Page 3, line 14 shall read: *The Director of Schools/designee shall develop appropriate administrative procedures to implement this policy.*

Beginning page 3, line 20 shall read: *Tier I of the progressive truancy intervention plan shall include the following:*

- 1. A conference with the student and the student's parent(s)/guardian(s)*
- 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor/designee. The contract shall include:*
 - a. A specific description of the school's attendance expectations for the student;*
 - b. The period for which the contract is effective; and*

c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile courts; and

3. Regularly scheduled follow-up meetings to discuss the student's progress.

Beginning page 4, line 4 shall read: *NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY*⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

- 1. Student's name and personal identification number;*
- 2. Student's grade;*
- 3. The dates of the student's absence;*
- 4. The reason for the student's absence; and*
- 5. The signatures of the student and parent/guardian.*

*RELEASED TIME COURSE*¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the time released course.

The district shall not be responsible for transporting students to and from the place of instruction. Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one-half (1/2) unit of elective credit.

The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.

Cross Reference shall be included: *Students from Military Families 6.506*

15. New Business:

A) Sale of Land - Old 8th District –Hunley Branch Road

B) 2019-2020 ELA Textbook Adoption Committee

HHS- Amanda Casteel

SHS- Shelly Greer

CCCHS- Kathryn Van Mater

RA- Brenda Nicholson

CMS- Tammie Smith

SMS- Jennifer Winters 5th, Kristen Stewart 6th, Paige Towle 8th

HMS- Lathan Turner & Gary Morrison

ACES- Jenny Sanders & Seth Reid

ECES- Cynthia Vohdohlen

KSES- Rachael Dallas & Deanna Mealio

PES- Chris Cooper & Michelle Femino
PVES- Nicole Galbreth & Nicole Hackett
WCES- Amy Gasser
Parent Rep- Amy Jones

C) Revise on first reading Policy 4.700 Testing Programs

Beginning page 2, line 10 shall read: *Interest inventories shall be made available to middle schoolers or 9th graders. Schools shall make an interest inventory such as, but not limited to, the Kuder assessment, Myers-Briggs Type Indicator® personal inventory, the ASVAB, the College Board Career Finder, or other interest or career inventory available to public middle schoolers or ninth graders to assist students in determining the students' interest and in making career decisions.*

Line 16 shall read: *Career aptitude assessments shall be administered to 7th or 8th graders in order to inform the student's high school plan of study.*

D) Revise on first reading Policy 6.300 Code of Conduct

Page 1, line 2 shall read: *Codes of Conduct for students in pre-kindergarten through 12th grade shall utilize alternative disciplinary practices such as ACES/Building Stronger Brains Trainings, behavior intervention plans, RTI²B- Response to Instruction and Intervention – Behavior, multi-tiered system of supports, positive school climate practices, and restorative practices.*

Beginning line 14 shall read: *Staff members shall ensure that disciplinary measures are implemented in a manner that:*³

Balances accountability with an understanding of traumatic behavior;

2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;

3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;

4. Creates consistent rules and consequences; and

5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: ACES/Building Stronger Brains Trainings, behavior intervention plans, RTI²B – Response to Instruction and Intervention; Behavior, multi-tiered system of supports, positive school climate practices and restorative practices.

Page 2, lines 31-34 shall read:

- *Behavioral Intervention Plans*
- *RTI²B*
- *Multi-tiered system of supports*
- *Restorative practices*

Page 3, lines 25-28 shall read:

- *Behavioral Intervention Plans*
- *RTI²B*
- *Multi-tiered system of supports*
- *Restorative practices*

Page 4, lines 26-29 shall read:

- *Behavioral Intervention Plans*

- *RTI²B*
- *Multi-tiered system of supports*
- *Restorative practices*

Page 5, lines 30-33 shall read:

- *Behavioral Intervention Plans*
- *RTI²B*
- *Multi-tiered system of supports*
- *Restorative practices*

E) Fixed Asset Procedure

F) Cooperative Purchasing Membership

1. U. S. Communities
2. Volco
3. HPS

G) Homeschool Policy 6.202 (Band, Cheer, Dance)

H) Policy 3.206 Community Use of Facilities

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:
 - Hillary Langley, PVES faculty, 9/23/19 – 11/8/19
 - Laura Franck, PES faculty, 9/30/19 – 1/30/20
 - Susan Stewart, KSES faculty, 11/18/19 – 1/13/20
 - Kelley Johnson, PVES Daycare site assistant, 11/1/19 – 1/1/20
 - Jodi Jordan, KSES assistant, 10/4/19 – 1/3/20
 - Lacey-Jane Carter, ECES faculty, 11/4/19 – 1/31/20
 - Jessica Blue, CCCHS faculty, 1/6/20 – 2/11/20
 - Tammy Parker, WCES assistant, extended until 11/11/19

D. Resignations approved:

Shonda Nixon, CMS Nutrition cook, 8/29/19
Kristy Proctor, PVES faculty, 10/11/19
Jennifer Kneeland, ACES Daycare site director, 9/19/19
Angela Kennedy, RA faculty, 9/27/19
Linda Kilgore, CMS Daycare, part-time caregiver, 8/20/19
Matthew Chandler, Transportation part-time bus driver, 8/31/19
Daphne Yates, CCCHS Nutrition cook, 9/27/19
Ashley Karch, CCCHS Dean of Students, 10/11/19
Karlie McPherson, HHS Nutrition cook, 9/13/19
Daniel Trent, SHS faculty, 9/20/19
Douglas Hungate, RA faculty, 10/19/19
Kelly Shane, RA faculty, 10/11/19
Kathy Delois Miller, HMS attendance, 9/13/19
Melanie Ulrich, HMS faculty, 10/23/19

E. Termination of Employment:

Dustin West, CCCHS assistant non-faculty football coach, 9/9/19

F. Transfers approved:

Amber Friton, from CMS Nutrition cook to CMS assistant manager, replaces Margie Holland, 9/5/19
Mary Meadows, from HMS front office receptionist to HMS attendance secretary, replaces Kathy Miller, 9/20/19
Kathy Becker, from PVES SpEd assistant to ACES Pride assistant, due to numbers, 9/23/19
Tiffany House, from ACES Daycare site assistant to ACES site director, replaces Jennifer Kneeland, 9/19/19

G. Elections/Placements approved:

Mike Pataude, HMS assistant girls' soccer coach, non-faculty, volunteer, 9/3/19
Wayne Camper, SMS assistant wrestling coach, non-faculty, 9/3/19
Chandler Nalls, SMS dance choreographer, non-faculty, volunteer, 9/3/19
Brent Weatherby, HHS assistant football coach, non-faculty, volunteer, 9/3/19
Jason Adams, HMS assistant football coach, non-faculty, volunteer, 9/3/19
Michael Wilson, HMS assistant football coach, non-faculty, volunteer, 9/3/19
Ashley Burnett, CMS Nutrition cook, 9/16/19
Michelle Bolton, PVES Daycare, part-time, replaces Paula Powell, 9/9/19
Sarah Ayers, KSES interim faculty, new position, 9/9/19
Kim Caldwell, CCCHS concessions coordinator, non-faculty, 9/5/19
Lauren Melancon, PES dance teacher, non-faculty, new position-community grant foundation, 9/10/19
Tara Scripter, PVES Daycare, part-time sub/floater, new position, 9/12/19
Rick Roark, HMS assistant football coach, non-faculty, volunteer, 9/12/19
Monserrat Quintana, CMS Nutrition cook, replaces Amber Friton, 6/30/20
Valene Landry, PES art teacher, non-faculty, paid through art grant, 9/19/19

Paul Thomas Gossett, ACES transportation driver, replaces Mason Buck, 9/20/19
Dave Samler, CCCHS assistant wrestling coach, non-faculty, volunteer, 9/23/19
Mike Pryor, CCCHS assistant football coach, non-faculty, 9/24/19
Tammy French, CMS Daycare part-time caregiver, replaces Lori Gray 2nd half, 9/26/19