

BOARD MEETING  
REVISED AGENDA  
Cheatham County Board of Education

March 4, 2021

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	Misty Mayo, Bookkeeper
ECES	Paula Wilson, Teacher
KSES	Amy Brown, Teacher
PES	Tammy Stewart, RTI Teacher
PVES	Crystal Staggs, Teacher
WCES	Pam Brown, Attendance Secretary
CMS	Olivia McKown, Teacher
HMS	Julia Jones, Teacher
SMS	Kyle Quillen, Teacher
CCCHS	Amber Dunn, Front Desk Secretary
HHS	Taylor Hummell, Teacher
SHS	Maggie Fields, School Counselor
RA	David Jones, Teacher
Daycare	Becky Allgood, PVES Infant Teacher
Nutrition	Joy King, SHS Cook
Technology	Josh Stuart, Lead Computer Technician
Transportation	Mary Ford, Bus Assistant

8. School Improvement Plan (SIP) Goal Update: PVES Principal Jason Pierschbacher
9. Executive Committee

10. Five Year Plan: Assistant Director of Schools Stacy Brinkley
11. Elected Officials – Opportunity for Elected Officials to Address Board
12. Consent Agenda:
  - A) Minutes: February 4, 2021
  - B) Approve for tenure:
  - C) Disposal of surplus equipment/materials:
    - 1) CCCHS Principal Wenning requests permission to discard broken items: 2 black office chairs and 2 calculators.
    - 2) HMS Principal Fowler requests permission to discard outdated, broken, unusable items: 5 teacher desks, a book shelf, podium, and a long table.
    - 3) CMS Principal Owen requests permission to discard outdated, broken, unusable items: 2 computer labs, various materials of cords, keyboards, mice, monitors, library books, old teaching resources, and a desktop computer.
    - 4) SHS Principal Wenning requests permission to dispose of 10 T1-84 calculators that no longer work.
  - D) School fees:
  - E) School/Principal request:
13. Budget and Finance:
  - A) BEP Additional Salary Allocation - \$244,500
14. Old Business:
  - A) Revise on second reading Policy 1.901 Charter School Applications  
Page 3, line 1 shall read: Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Charter School Commission.<sup>9</sup>
  - B) Revise on second reading Policy 3.218 Service Animals in District Facilities  
Page 1, line 1 shall read: In accordance with the provisions of the Americans with Disabilities Act, service dogs and trained miniature horses<sup>1</sup> are permitted for use by individuals with disabilities on district property and in district facilities provided the individuals and their animals meet the requirements and responsibilities per federal law.

Beginning line 17 shall read: The district shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.

#### WORK/TASKS PROVIDED BY SERVICE ANIMAL

Line 24 shall read: The work or tasks performed by the service animal must be directly related to the individual's disability.

Line 34 shall read: The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

#### Page 2, line 7 shall read: REMOVAL OF SERVICE ANIMAL

Beginning line 11 shall read: 1. The animal is out of control and the animal's handler does not take effective action to control it;

2. The animal is not housebroken; or

Beginning line 23 shall be deleted that reads: *The District and its staff are not responsible for the care or supervision of a service animal brought onto district property or into district facilities by an individual with a disability. The District shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets.*

#### C) Revise on second reading Policy 4.400 Textbooks and Instructional Materials

Descriptor term shall read: Textbooks and Instructional Materials

Beginning page 1, line 1 shall read: All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality learning experiences for students in accordance with state law.<sup>1</sup>

The Board shall provide a wide range of textbooks and instructional materials that cover all levels of difficulty, general critical thinking, and support the educational program.

#### SELECTION<sup>2</sup>

The responsibility to select textbooks and instructional materials, as recommended by the State Textbook Commission, rests with the local textbook selection committees, subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

The Director of Schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks and instructional materials prior to their final adoption<sup>3</sup>, including public notice of the time and location at which textbooks and instructional materials may be examined. Once approved by the Board, the Director of Schools shall post the list of all approved textbooks and instructional materials on the school district's website and send a copy of the list to the Commissioner of Education.<sup>2</sup>

#### DISTRIBUTION

The Director of Schools shall designate an employee to be responsible for the purchase and distribution of textbooks and instructional materials in each school. Students shall receive these items at no cost.

#### CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS<sup>4</sup>

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course of school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks

and instructional materials received and used by their children. The Director of Schools shall be responsible for developing an administrative procedure regarding the replacement of lost or damaged textbooks and instructional materials.

#### REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS<sup>3</sup>

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Upon request, parents/guardians shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher. The Director of Schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

#### D) Revise on second reading Policy 4.401 Textbooks

Entire policy shall be deleted that reads:

*SELECTION<sup>1</sup> The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board. The director of schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks prior to their final adoption,<sup>2</sup> including public notice of time and location at which textbooks may be examined. Once the proposed textbooks have been approved by the Board, the director of schools shall post the list of all approved textbooks and instructional materials on the school system's website and send a copy of the list to the commissioner of education.*

#### COMPLAINTS & RECONSIDERATION

*The director of schools shall develop forms and procedures to enable citizens to file complaints regarding the selection or content of approved textbooks. Following the conclusion of this administrative process, a complainant may appeal an outcome to the Board.*

#### DISTRIBUTION

*The director of schools shall designate an employee to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.*

#### CARE OF TEXTBOOKS

*Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they shall be responsible for the textbooks received and used by their children. The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:*

<i>Age of Book</i>	<i>Amount Collected</i>
<i>1 - 2 years</i>	<i>100% of replacement cost</i>
<i>3 - 4 years</i>	<i>75% of replacement cost</i>
<i>5 or more years</i>	<i>50% of replacement cost</i>

*The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook either through willful intent or*

neglect.<sup>4</sup> Following an interview with parties and an investigation, if needed, the principal may assess the appropriate fine and notify the parents in writing.

The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one of the following sanctions:<sup>3</sup> 1.

Refusal to issue any additional textbooks until restitution is made;

2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;

3. Not allowing the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made; or

4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter grade or ten (10) percentage points until restitution is made.

The principal may waive the assessment of fines when in his/her judgement the student is the victim of uncontrollable circumstances and not responsible for the damages.

**INSPECTION** A list of textbooks used by the schools shall be revised annually by building administrators under the direction of the director of schools. Textbooks shall be available for inspection by parents/guardians upon request, and the director of schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.<sup>5</sup>

E) Revise on second reading Policy 6.303 Interrogations and Searches

Page 1, line 3 shall read: Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student.

Line 17 shall read: If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department should first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate.

Line 24 shall read: In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law.

Beginning line 28, the remainder shall be deleted that reads:

#### **SEARCHES BY POLICE**

The principal may request the assistance of a school resource officer or the police to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or

2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

#### **USE OF ANIMALS**

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

#### **USE OF METAL DETECTORS**

The use of metal detectors in schools is permissible. Metal detector checks may be performed on groups if individuals if the checks are done in a minimally intrusive, non-discriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event).

*Metal detector checks of groups or individuals may not be used to single out a particular individual or category of individuals.*

*Procedures for utilizing metal detectors shall be developed by the director of schools and maintained in an administrative procedures manual.*

F) Revise on second reading Policy 6.500 Special Education Students

Beginning line 2 shall read: Special Education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily.<sup>1</sup>

Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations.<sup>2</sup>

Students receiving special education services shall not be restrained, except as permitted by state law and regulations.<sup>3,4</sup> The Director of Schools shall develop administrative procedures to govern the following;

1. Personnel authorized to use isolation and restraint;
2. Training requirements for personnel working with special education students; and
3. Incident reporting procedures.<sup>4</sup>

G) Revise on first reading Policy 6.402 Physical Examinations and Immunizations

Beginning line 3 shall read: The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering the Cheatham County School District for the first time.<sup>2</sup>
2. Participation as a member of any athletic team or in any other strenuous physical activity program.<sup>3</sup>

Beginning line 14 shall read: Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parents/Guardians will receive written notice of any screening result that indicates a condition that might interfere with the student's progress.

The school district will not conduct physical examinations of a student without parental consent or by court order, unless the health or safety of the student or others is in question.<sup>4</sup>

Beginning line 25 shall read: Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records.<sup>2,5</sup>

Beginning line 32 shall read: Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with one of the following:

1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic;<sup>6</sup> or

Beginning page 2, line 1 shall read: 2. Due to medical reasons if the student has a written statement from his/her doctor excusing him/her from the immunization.<sup>7</sup>

The Director of Schools shall ensure that appropriate immunization records are maintained for each student.

H) Revise on first reading Policy 6.405 Medicines

Beginning page 1, line 1 shall read: If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following guidelines.<sup>1</sup>

Written instructions signed by the parent/guardian will be required and shall include:

Beginning line 15 shall read: Students with asthma shall be permitted to self-administer prescribed, metered dosage asthma-reliever inhalers if the additional information is provided by a parent/guardian:

1. Written statement from the prescribing health care practitioner that the student suffers from asthma and has been instructed in self-administration; and
2. Purpose of the medication

The medication shall be delivered to the principal's office in person by the parent/guardian of the student unless the medication shall be retained by the student for immediate self-administration.

The principal/designee will:

Line 27 shall read: 2. Keep written instructions from the parent/guardian in the student's record;  
Page 2, line 11 shall read: Upon written request of a parent/guardian, and if included in the student's medical management plan and in the Individualized Healthcare Plan (IHP), a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps.

Line 23 shall read: The Director of Schools shall develop procedures for the development of an Individualized Healthcare Plan (IHP) for every student that wishes to self-administer.

Line 29 shall read: Once notified, the district shall observe the following guidelines:

Page 3, line 5 shall read: The Director of Schools shall develop procedures on the administration of medications that treat adrenal insufficiency, including the treatment of an adrenal crisis while on school transportation and during activities such as field trips, and recordkeeping per state law.

15. New Business:
16. Brief comments from Board Members
17. Announcements
18. Adjourn

INFORMATION:

1. Personnel Changes:

A. Retirements approved:

Dr. Joseph Jones, District-Wide Academic Supervisor, fourteen years' experience, 6/30/21

Jerry Lee Harvison, SHS SpEd Assistant, eleven years' experience, 5/28/21

Shelby Tinch, SHS faculty, twenty-nine years' experience 5/28/21

Anita Gwen White Owl, SHS faculty, twenty-seven years' experience with twenty-two in-county, 5/28/21

Melody Kaye Hunter, WCES faculty, twenty-three years' experience, 5/28/21

B. Administrative Positions approved:

C. Leave of Absence approved:

Leslie Hartman, WCES Computer Lab Tech, 1/5/21 – 2/28/21

Megan McNeill, SMS Faculty, 2/22/21 – 4/20/21

Carla Neet, HMS SpEd Assistant, 1/19/21 – 1/29/21

Destiny Hudson, CMS Receptionist, 1/19/21 – 6/7/21

Resha Garrison, Academic Technology Trainer, SIS & EIS Data, 2/24/21 – 3/10/21

Jennifer Marie Sanders, ACESA Faculty, 2/3/21 – 5/26/21

Rachel Stuart, CCCHS faculty, 4/12/21 – 5/26/21

D. Resignations approved:

Leigh Dorris Perry, Transportation Driver, 2/12/21

Alexandra Young, ECES Pre-K Assistant, 3/19/21

Jonathan Offutt, CCCHS Assistant, 2/5/21

William Dean Cain Jr., KSES Daycare Caregiver, 2/15/21

Andy Holley, SHS Nutrition Cook, 1/29/21

E. Termination of Employment:

F. Transfers approved:

Tina Sowney, from ACESA Nutrition Cook to KSES Nutrition Cook, replaces Barbara Allgood, 1/25/21

Kathy Becker, from PVES SpEd Assistant to PVES Life Skills Assistant, new position, 1/19/21

G. Elections/Placements approved:

Blaise Roberts, HHS Assistant Baseball Coach, non-faculty, 1/29/21

Jacob Burney, SHS interim Faculty, replaces Esperanza Meullion, 2/2/21

Tasha Kosinski, KSES Life Skills Assistant, replaces Jenny Opdenbrouw, 2/1/21

Krista Smith, PVES SpEd Assistant, new position, 2/1/21

Jay Summers, HMS Assistant Softball Coach, non-faculty, volunteer, 2/9/21

Billy Price, HMS Assistant Softball Coach, non-faculty, volunteer, 2/9/21

Kenneth Binkley, SMS Assistant Boys' Soccer coach during tryouts, non-faculty, volunteer, 2/9/21

Mike Hollis, SMS Assistant Baseball Coach, non-faculty, volunteer, 2/22/21

Jett Brinkley, CMS Assistant Football Coach, volunteer, 2/22/21

Angela Moore, CMS Daycare, part-time caregiver, replaces Leigh Planner, 2/22/21