

**School Board Meeting**  
**February 9, 2017 6:30 PM**  
**HJSHS Library**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
  - A. January 2017 Bills
  - B. January 2017 Financial Report
  - C. January 12, 2017 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
  - A. Board Policy Updates - 2nd Reading
    - 1. 3.600 Insurance Management
    - 2. 4.502 Parental and Family Involvement
    - 3. 6.414 Prevention and Treatment of Sudden Cardiac Arrest
  - B. Board Policy 1.404 Appeals to and Appearances Before the Board
  - C. Superintendent's Report
    - 1. Personnel
- VI. Citizens Concern
- VII. Adjournment

**School Board Meeting**

January 12, 2017 6:30 PM  
HJSHS Library

**Attendance Taken at 6:30 PM:**

Present Board Members:

Mr. Phillip Hardee  
Mr. Terry Johnson  
Mr. Leon McNeal  
Mr. Chuck Samples  
Mr. Lee Williams

Also present: Dr. Versie Hamlett, Superintendent

**I. Call to Order**

**II. Roll Call**

**III. Election of Chairman, Vice Chairman and TLN Representative**

Nomination by Mr. Williams to elect Mr. Samples as Chairman. Nomination by Mr. Samples to elect Mr. Williams as Chairman. Nomination by Mr. Johnson to elect Mr. Hardee as Chairman. Vote: Mr. Samples - 2 (Samples, Williams) 3 (Hardee, Johnson, McNeal), Mr. Williams - 2 (Samples, Williams) 3 (Hardee, Johnson, McNeal), Mr. Hardee - 3 (Hardee, Johnson, McNeal) 2 (Samples, Williams). Mr. Hardee will serve as the Board Chairman for the year 2017.

Nomination by Mr. Hardee to elect Mr. Johnson as Vice Chairman. Nomination by Mr. Williams to elect Mr. Samples as Vice Chairman. Nomination by Mr. Samples to elect Mr. Williams as Vice Chairman. Vote: Mr. Johnson - 3 (Hardee, Johnson, McNeal) 2 (Samples, Williams), Mr. Samples - 2 (Williams, Samples) 3 (Hardee, Johnson, McNeal), Mr. Williams - 2 (Samples, Williams) 3 (Hardee, Johnson, McNeal). Mr. Johnson will serve as Vice Chairman for the year 2017.

Motion by Mr. McNeal, seconded by Mr. Samples to elect Mr. Williams as TLN Representative. Motion carried. Vote: Yes 5 No 0

**IV. Consent Agenda**

**Motion Passed:** Motion to approve the Consent Agenda as presented passed with a motion by Mr. Lee Williams and a second by Mr. Chuck Samples.

**5 Yeas - 0 Nays.**

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

**IV.A. December 2016 Bills**

**IV.B. December 2016 Financial Report**

**IV.C. December 8, 2016 Regular Board Meeting**

**V. Agenda Approval**

**Motion Passed:** Motion to approve the agenda passed with a motion by Mr. Leon McNeal and a second by Mr. Chuck Samples.

**5 Yeas - 0 Nays.**

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

## **VI. Regular Agenda**

### **VI.A. 2017 Board Meeting Dates**

**Motion Passed:** Motion to approve the dates as presented passed with a motion by Mr. Leon McNeal and a second by Mr. Chuck Samples.

**5 Yeas - 0 Nays.**

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

### **VI.B. Board Policy Updates - 2nd Reading**

**Motion Passed:** Motion to approve the policies as amended passed with a motion by Mr. Chuck Samples and a second by Mr. Lee Williams.

**5 Yeas - 0 Nays.**

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

#### **VI.B.1. 2.601 Fundraising Activities**

#### **VI.B.2. 3.500 Food Service Management**

#### **VI.B.3. 4.207 English Learners**

#### **VI.B.4. 4.700 Testing Programs**

#### **VI.B.5. 5.1101 Differentiated Pay Plan**

#### **VI.B.6. 5.305 Family and Medical Leave**

#### **VI.B.7. 6.505 Students in Foster Care**

### **VI.C. Board Policy Updates - 1st Reading**

The following board policies were presented for the first reading.

#### **VI.C.1. 3.600 Insurance Management**

#### **VI.C.2. 4.502 Parental and Family Involvement**

#### **VI.C.3. 6.414 Prevention and Treatment of Sudden Cardiac Arrest**

**VI.D. Superintendent's Report**

The Superintendent's Report consisted of:

- Wishes to everyone for a Happy New Year
- Parent/Teacher Conference held on Jan. 12th
- Martin Luther King Day Monday, Jan. 16th - no school
- Congratulations to the HHS Boys Basketball Team for their record of 16-1
- School Board Appreciation Week Jan. 22-28. Each school recognized the board members.
- Search for an Algebra/Geometry Teacher

**VI.D.1. Personnel**

The Board was updated as to the personnel changes that have taken place since the December Board Meeting.

**VII. Citizens Concern**

**VIII. Adjournment**

**Motion Passed:** Motion to adjourn passed with a motion by Mr. Leon McNeal and a second by Mr. Chuck Samples.

**5 Yeas - 0 Nays.**

Mr. Phillip Hardee	Yes
Mr. Terry Johnson	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes
Mr. Lee Williams	Yes

---

Phillip Hardee, Chairman Date

---

Dr. Versie Hamlett, Superintendent Date

### **3.600 Insurance Management**

This policy is being amended because we offer insurance to retirees. Since the state will not pay any portion of the retiree insurance costs for employees who begin working after July 1, 2015 we need to add the following language to this policy "The Humboldt City School System offers a post-retirement benefit to professional personnel to help pay the cost of health insurance at retirement. This section shall only apply to retirees and employees who were employed by an LEA within Tennessee prior to July 1, 2015."

### **4.502 Parental and Family Involvement**

TSBA has updated their model policy. Additionally, their model does not refer to TCSPP since that program is no longer in effect.

### **6.414 Prevention and Treatment of Sudden Cardiac Arrest**

Districts are required to have a policy in place regarding prevention and treatment of sudden cardiac arrest. We do not currently have a policy in place so TSBA is recommending we adopt a policy as soon as possible. After discussion with other districts, the optional language regarding penalties has been removed.

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Insurance Management</b>	Descriptor Code: <b>3.600</b>	Issued Date:
		Rescinds:	Issued:

1 The insurance program shall provide coverages in a minimum of the following broad categories:

- 2 1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious  
3 mischief, boiler and machinery explosion; and vehicles;
- 4 2. Liability: Board members, director of schools and employees resulting from discharging their  
5 duties;
- 6 3. Worker’s compensation; and
- 7 4. Fidelity: Blanket bond and fiscal agent’s bond as required by statute.

8 The director of schools shall continually review the insurance program to ensure that adequate  
9 protection is being provided at a reasonable price.

10 **GROUP HEALTH**

11 The board may provide group health insurance for all full-time employees.<sup>1</sup> The director of schools,  
12 after consultation with personnel, shall recommend carriers of insurance for programs in which the  
13 board makes partial or full payments. The board shall approve all insurance carriers.

14 **ANNUITIES<sup>2</sup>**

15 Board-approved companies for tax-sheltered annuities shall include all companies presently having  
16 contracts with employees.

- 17 1. The addition of a company to the list of board-approved companies shall be considered on  
18 written request of agents of the company; and
- 19 2. Written request for a change in annuity deductions shall be reported to the payroll office on or  
20 before the first day of the month in which such change is to be effective.

---

Legal References

1. TCA 49-2-209
2. TCA 49-2-208

---

Cross References

Payroll Procedures 2.802

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Parental and Family Involvement</b>	Descriptor Code: <b>4.502</b>	Issued Date:
		Rescinds:	Issued:

## 1 GENERAL EXPECTATIONS FOR PARENTAL INVOLVEMENT

2 The board is committed to increasing and ensuring the involvement of parents and other family members in the  
3 education of students.

4 The board shall implement the following as required by federal or state laws or regulations:<sup>1</sup>

5 • The school district shall annually work with parents in evaluating and potentially revising the provisions  
6 of this policy in improving the quality of schools. Such an evaluation shall strive to identify any barriers  
7 to greater participation by parents (with particular attention to parents who are economically  
8 disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial  
9 or ethnic minority background).

10 • The school district shall provide the coordination, technical assistance, and other necessary support to  
11 assist individual schools with planning and implementing parental involvement activities.

12 • The school district shall involve parents with the development of required educational or improvement  
13 plans.

14 • The school district shall coordinate and integrate parental involvement strategies with those associated  
15 with other federal or state programs.

16 • The school district shall put into operation activities and procedures for the involvement of parents in all  
17 of its schools.<sup>2</sup> Those programs, activities and procedures will be planned and operated with meaningful  
18 consultation with parents.

19 • The school district shall ensure that activities and strategies are implemented to support this policy and  
20 included in the district plan.

21 • The district improvement plan shall include strategies for parental participation in the district's schools  
22 which are designed to improve parent and teacher cooperation in such areas as homework, attendance,  
23 discipline and higher education opportunities for students.

24 • The district plan shall include procedures to enable parents to learn about the course of study of their  
25 children and have access to all learning materials.

26 • The district plan shall identify opportunities for parents to participate in and support classroom  
27 instruction in the school. Such opportunities include, but are not limited to, organizing fundraising  
28 activities, volunteering as a field trip chaperone, assisting in the library, computer lab, or on the  
29 playground, offering after-school clubs, and recycling clothes.

30 • If the school district's plan is not satisfactory to parents, the school district shall submit parental  
31 comments regarding the plan to the State Department of Education as required.

- 1       • The school district shall ensure Title I schools are in compliance with the *Every Student Succeeds Act*.

2 The director shall develop and implement any procedures necessary to accomplish the goals of this policy.

### 3 **SCHOOL LEVEL POLICY**

4 Each school shall submit to the director and board, for review and comment, its Title I school parent  
5 involvement policy, which must meet state and federal requirements, including a school-parent compact. This  
6 school level policy shall be developed jointly with and distributed to parents of participating students. A copy of  
7 these documents shall be retained in the district office and made available on the school's (if applicable) and  
8 school system's website.

### 9 **SUPPORT FOR PROGRAM**

10 If the Title I allocation is \$500,000 or more to the school system, then not less than one per cent (1%) nor more  
11 than five percent (5%) of that allocation shall be reserved for the purpose of promoting parent involvement.  
12 Parents of students participating in the Title I programs shall be consulted on the use of these funds.

### 13 **FAMILY-SCHOOL PARTNERSHIPS<sup>1</sup>**

14 Families and community members should be engaged in the education of students based on the following  
15 standards:

- 16       • Families are welcomed into the school community;
- 17       • Families and school staff should engage in regular and meaningful communication about student  
18 learning;
- 19       • Families and school staff work together to support student learning and development;
- 20       • Families are informed and encouraged to be advocates for students;
- 21       • Families are full partners in the decisions that affect children and families; and
- 22       • Community, civic, and business resources are made available to strengthen school programs, family  
23 practices, and student learning.  
24

---

#### Legal References

1. No Child Left Behind Act of 2001, Title I, Part A, Sect. 1118; TCA 49-6-7001; State Board of Education, Tennessee Parent/Family Involvement Policy 4.207; TCA 49-2-305
2. TCA 49-6-7001

Click here to choose a school board.

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Prevention and Treatment of Sudden Cardiac Arrest</b>	Descriptor Code: <b>6.414</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly,  
2 preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of  
3 students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and  
4 parents are educated about the nature and treatment of sudden cardiac arrest. The board recognizes that  
5 sudden cardiac arrest is a serious health issue and should be treated as such.

6 The board adopts the guidelines and other pertinent information and forms developed by the Tennessee  
7 Department of Health to inform and educate coaches, school administrators, student athletes, and  
8 parent(s) / guardian(s) of the nature, risk and symptoms of sudden cardiac arrest. These guidelines and  
9 materials may be viewed on the Department of Health's website and shall be made available to  
10 interested parties through the Central Office.

11 This policy shall govern all activities and those individuals involved in those activities which constitute  
12 an organized athletic game or competition against another team or in practice or preparation for an  
13 organized game or competition. It does not govern those activities or individuals involved in those  
14 activities which are entered into for instructional purposes only or those that are incidental to a  
15 nonathletic program or lesson.

#### 16 **REQUIRED TRAINING<sup>1</sup>**

17 The director of schools shall ensure that each school's athletic director and coaches, employed or  
18 volunteer, annually complete the *National Federation of State High School Associations Elective*  
19 *Course – Sudden Cardiac Arrest* online course. This course may be accessed online at  
20 [www.nfhslearn.com](http://www.nfhslearn.com).

21 Prior to the annual initiation of practice or competition, the following persons must review and sign a  
22 sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school  
23 athletic director, licensed healthcare professionals (if appointed), and each coach, employed or  
24 volunteer.

25 In addition, prior to the annual initiation of practice or competition, all student athletes and their  
26 parent(s) / guardian(s) shall review the sudden cardiac arrest information sheet approved by the  
27 Tennessee Department of Health. A form confirming this review shall be signed and returned by the  
28 student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) /  
29 guardian(s), for athletes younger than eighteen (18) years of age.

1 All documentation of the completion of a sudden cardiac arrest education course program and signed  
2 sudden cardiac arrest information sheets shall be maintained by the director of schools or his/her  
3 designee for a period of three (3) years.

#### 4 **Removal from Athletics<sup>1</sup>**

5 Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest  
6 during or after an athletic activity or competition shall be immediately removed for evaluation by a  
7 licensed healthcare professional, if available, and if not, by a coach or other designated individuals.  
8 Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained  
9 shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.

10 Student athletes who have been removed from an athletic activity or competition shall not return to any  
11 supervised team activities involving physical exertion, including games, competitions, or practices,  
12 until the student athlete has been evaluated by and received written clearance on forms approved by the  
13 Department of Health from a licensed health care provider for a full or graduated return.

14  
15

---

#### Legal References

1. TCA 68-6-101, et. seq

---

#### Cross References

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date:
		Rescinds: <b>1.404</b>	Issued: <b>11/06/03</b>

## 1 APPEALS TO THE BOARD

2 Any matter relating to the operation of the school system may be appealed to the board. However, the board  
3 desires that all matters be settled at the lowest level of responsibility and will not hear complaints or concerns  
4 which have not advanced through the proper administrative procedure from the point of origin. If all steps of the  
5 administrative procedure have been pursued and there is still a desire to appeal to the board, the matter shall be  
6 referred in writing to the office of the director of schools and the board shall determine whether to hear the appeal.

## 7 APPEARING BEFORE THE BOARD

8 Individuals desiring to appear before the board must submit a written request with descriptive materials to the  
9 office of the director of schools ten (10) days before the meeting. If the request is approved by the Executive  
10 Committee, the item will be placed on the agenda. Individuals placed on the agenda will be recognized at the  
11 beginning of the meeting and given time to speak when their topic of interest is addressed on the agenda. All  
12 requests submitted will be included in the board packet.

13 Individuals speaking to the board shall address remarks to the chair and may direct questions to individual board  
14 members or staff members only upon approval of the chair. Each person speaking shall state his name, address,  
15 and subject of presentation. Remarks will be limited to five minutes unless time is extended by the board. The  
16 chair shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to  
17 board rules.<sup>1</sup>

18 Individuals desiring additional information about any item on the agenda shall direct such inquiries to the office  
19 of the director of schools.

20 This policy supersedes all other documents pertaining to appearances before the board.

21

---

### Legal References

1. TCA 39-17-306

---

### Cross References

School Board Meetings 1.400  
Agendas 1.403  
Complaints About School Personnel 5.502

Resignations

Deborah Williams – Stigall Cafeteria

New Hire

Pyper Marsh – East Elem. Attendance Secretary