

**School Board Meeting**  
**February 10, 2022 6:30 PM**  
**HJSHS Library**

- I. Call to Order
- II. Roll Call
- III. Election of Chairman, Vice Chairman and TLN Representative
- IV. Consent Agenda
  - A. November 2021 Bills
  - B. November 2021 Financial Report
  - C. November 11, 2021 Regular Board Meeting
  - D. December 2021 Bills
  - E. December 2021 Financial Report
  - F. January 2022 Bills
  - G. January 2022 Financial Report
- V. Agenda Approval
- VI. Regular Agenda
  - A. 2021 Audit
  - B. 2022 Board Meeting Dates
  - C. TSBA Legislative and Legal Institute
  - D. Discussion of Pay for Board Members
  - E. Board Policy Updates - 2nd Reading
    - 1. 5.303 Personal and Professional Leave
    - 2. 5.701 Substitute Teachers
    - 3. 6.4051 Glucagon and Diazepam Gel (Diastat)
    - 4. 6.500 Special Education Students
  - F. Superintendent's Report
    - 1. Personnel Report
- VII. Citizens Concern
- VIII. Adjournment

**School Board Meeting**

November 11, 2021 6:30 PM  
HJSHS Library

Attendance Taken at 6:30 PM.

Rev. Mark Hodge: Present  
Mr. Terry Johnson: Present  
Mr. Wayne McLemore: Present  
Mr. Leon McNeal: Present  
Ms. Valeria Wedley: Present

Also present: Dr. Janice Epperson, Superintendent

**I. Call to Order**

**II. Roll Call**

**III. Consent Agenda**

**Motion passed:** Motion to approve the Consent Agenda as presented passed with a motion by Rev. Mark Hodge and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

**A. October 2021 Bills**

**B. October 2021 Financial Report**

**C. October 7, 2021 Regular Board Meeting**

**IV. Agenda Approval**

**Motion passed:** Motion to approve the agenda passed with a motion by Mr. Wayne McLemore and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

**V. Regular Agenda**

**A. School Compliance**

**Motion passed:** Motion to approve the 2021 Compliance Report passed with a motion by Rev. Mark Hodge and a second by Mr. Terry Johnson.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea

Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

#### **B. December Board Meeting**

**Motion passed:** Motion to approve cancelling the December Board Meeting passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

#### **C. Board Policy Updates - 2nd Reading**

**Motion passed:** Motion to approve passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea  
Mr. Terry Johnson: Yea  
Mr. Wayne McLemore: Yea  
Mr. Leon McNeal: Yea  
Ms. Valeria Wedley: Yea  
Yea: 5, Nay: 0

#### **1. 4.206 Homebound Instruction**

#### **2. 4.212 Virtual Education Program**

#### **D. Board Policy Updates - 1st Reading**

The following policies were presented for the first reading:

- 1. 5.303 Personal and Professional Leave**
- 2. 5.701 Substitute Teachers**
- 3. 6.4051 Glucagon and Diazepam Gel (Diastat)**
- 4. 6.500 Special Education Students**

#### **E. Safe Schools**

Federal Programs Director, Jennifer Roten, gave a report on the school system's Safe Schools initiative and how the grant money will be used.

#### **F. Superintendent's Report**

- End of Course Testing
- 2020-21 School Report Card
- Grant received and used for extra training with NIET
- TN Department of Education funding formula and the town hall meetings being held to discuss.

#### **1. Personnel Report**

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

**VI. Citizens Concern**

**VII. Adjournment**

**Motion passed:** Motion to adjourn passed with a motion by Mr. Leon McNeal and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea

Mr. Terry Johnson: Yea

Mr. Wayne McLemore: Yea

Mr. Leon McNeal: Yea

Ms. Valeria Wedley: Yea

Yea: 5, Nay: 0

---

Valeria Wedley, Chairman

Date

---

Dr. Janice Epperson, Superintendent

Date

HUMBOLDT CITY SCHOOL SYSTEM  
2022 School Board Meeting Dates  
6:30 P.M.

Thursday	January 6, 2022	HJSHS Library
Thursday	February 10, 2022	HJSHS Library
Thursday	March 10, 2022	HJSHS Library
Thursday	April 7, 2022	HJSHS Library
Thursday	May 12, 2022	HJSHS Library
Thursday	June 9, 2022	HJSHS Library
Thursday	July 7, 2022	HJSHS Library
Thursday	August 11, 2022	HJSHS Library
Thursday	September 8, 2022	HJSHS Library
Thursday	October 6, 2022	HJSHS Library
Thursday	November 17, 2022	HJSHS Library
Thursday	December 8, 2022	HJSHS Library



**Legislative and Legal Institute  
Doubletree Nashville Downtown  
Cumberland Ballroom  
AGENDA**

**Monday, February 14, 2022**

- |           |   |  |
|-----------|---|--|
| 1:00 p.m. | <b>Registration</b>   | Cumberland Ballroom  |
| 2:30 p.m. | <b>Welcome and Overview</b>   | Keys Fillauer, TSBA President<br>and Oak Ridge Chairman                      |
| 2:35 p.m. | <b>Legislative Update</b><br><i>What is Happening on the Hill in Nashville?</i>   | Ben Torres, TSBA Assistant<br>Executive Director and<br>General Counsel      |
|           |   | Emily Warren, TSBA Director<br>of Government Relations and<br>Staff Attorney |
| 3:30 p.m. | <b>Using the Law to Create Innovative<br/>Schools</b><br><i>Using the law to meet the talent demands of the 21st<br/>century.</i> | John Aitken, Aims Executive<br>Director                                      |
|           |   | Joe Wood, EdConnect<br>Consultant  |
| 4:30 p.m. | <b>BREAK</b>  |  |
| 4:50 p.m. | <b>Federal Government Update</b><br><i>What is Happening in Washington D.C.?</i>  | Ben Torres<br>Emily Warren   |
| 5:50 p.m. | <b>Q &amp; A Session</b>  | Ben Torres   |
| 6:00 p.m. | <b>Reception</b><br><i>Sponsored by: Public Risk Insurers</i>   |  |
| 7:00 p.m. | <b>Adjourn</b>  |  |

**Tuesday, February 15, 2022**

7:00 a.m.    **FULL BREAKFAST BUFFET (provided)**

7:50 a.m.    **Comments from House and Senate Leadership**                      TBD

8:00 a.m.    **Current Legal Issues Facing School Boards**                      Chuck Cagle,  
Lewis Thomason, P.C.

9:00 a.m.    **School District Employees and The First Amendment**                      Jennifer White,  
TSBA Director of Policy  
and Staff Attorney

10:00 a.m.    **BREAK**

10:20 a.m.    **Ask the Attorney**                      Chuck Cagle  
*Get an opportunity to get answers to your legal questions*  
  
Sam Jackson,  
Spencer Fance Bone McAllester

11:20 a.m.    **EVALUATION & WRAP-UP**

11:30 a.m.    **ADJOURN**

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Personal and Professional Leave</b>	Descriptor Code: <b>5.303</b>	Issued Date:
		Rescinds:	Issued:

1 All employees shall earn personal and professional leave at the rate of one (1) day for each half-year  
2 employed for a total of two (2) days per year. Any personal and professional leave remaining unused at  
3 the end of a year shall be credited to sick leave.<sup>1</sup>

4 If, at the termination of services, any employee has been absent for more days than leave has been earned,  
5 an amount sufficient to cover the excess days used shall be deducted from the employee's final salary  
6 payment.<sup>2</sup>

## 7 **PERSONAL LEAVE**

8 Subject to the following conditions, personal leave may be taken at the discretion of the employee:

- 9 1. Except in an emergency, each employee shall give the principal at least five (5) days' notice in  
10 writing of intent to take leave;
- 11 2. The approval of the principal of the school shall be required:<sup>3</sup>
- 12 a. If more than ten percent (10%) of the teachers in any given school request its use on the  
13 same day;
- 14 b. If requested during any prior established student examination period;
- 15 c. If requested on the day immediately preceding or following a holiday or vacation period;
- 16 d. During the last ten (10) days of the school year;
- 17 e. If personal leave is requested for days scheduled for professional development or in-  
18 service training, according to a school calendar adopted by the Board prior to the  
19 commencement of the school year; or
- 20 f. If personal leave is requested for days scheduled for parent-teacher conferences,  
21 according to a school calendar adopted by the Board prior to the commencement of the  
22 school year.

## 23 **PROFESSIONAL LEAVE**

24 Professional leave is a short, temporary absence for the purpose of attending workshops and other  
25 meetings relating to school business or serving on boards and commissions which meet during daytime  
26 hours when appointed by a mayor, city council, county executive, or county commission.<sup>4</sup>

---

Legal References

1. TCA 49-5-711(a); TRR/MS 0520-01-02-.04(3)
2. TCA 49-5-711(b)
3. TCA 49-5-711(c)(1)
4. TCA 49-5-205

---

Cross References

Short Term Leaves of Absence 5.300  
Legislative Leave 5.309

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies  
2 until a licensed teacher is available.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the  
3 Board or by a third-party employer through an agreement between such third-party employer and the  
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit  
6 eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

## 7 **APPLICATION/QUALIFICATIONS**

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.<sup>3</sup>

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be  
10 hired.<sup>4</sup>

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with  
12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Human Resource Director who will maintain file(s)  
14 which may include transcripts, credentials, recommendations, and other pertinent information.

## 15 **COMPENSATION**

16 If employed directly by the district, the compensation of substitute teachers shall be determined annually  
17 by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same  
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired  
20 after July 1, 2011 through July 1, 2016.<sup>5</sup>

## 21 **CERTIFICATION**

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught  
24 or shall be a retired teacher that held the appropriate endorsement.<sup>6</sup> When substituting for a teacher  
25 without sick leave, the substitute shall be certified and paid according to the state salary schedule.<sup>1</sup>

1 Retired teachers may substitute one-hundred twenty (120) days per year without loss of retirement  
2 benefits<sup>1</sup> and may substitute for additional days if the Director of Schools certifies in writing to the  
3 Division of Retirement that no other qualified personnel are available to substitute teach.<sup>7</sup>

#### 4 **EMERGENCY NEEDS**

5 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.  
6 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being  
7 unable to arrive on time or remain for the full day.

8 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
9 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
10 for both positions at the same time.

#### 11 **TRAINING AND ORIENTATION**

12 The Director of Schools shall be responsible for ensuring that there are appropriate training and  
13 development programs for substitute teachers.

#### 14 **RESPONSIBILITIES**

15 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited  
16 to, bus duty and playground supervision.

#### 17 **RE-EMPLOYMENT/TERMINATION**

18 On an annual basis, the Director of Schools, with input from the principals, shall determine which  
19 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
20 acceptable level shall not be re-employed.

21 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
22 the principal and/or third-party employer if they wish to terminate their service as substitutes.

---

#### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(15)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. TCA 8-36-805

---

#### Cross References

Background Investigations 5.118

# Humboldt City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Glucagon and Diazepam Gel (Diastat)</b>	Descriptor Code: <b>6.4051</b>	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

## 1 *General*

2 School personnel, who volunteer under no duress or pressure and have been properly trained by a  
3 registered nurse, are permitted to administer glucagon in emergency situations to a student based on  
4 physician's orders and/or the student's Individual Health Plan (IHP). If the school nurse is on site, the  
5 nurse shall provide the service to the student.<sup>1</sup>

6 The school nurse shall be responsible for updating and maintaining each IHP. There shall be a  
7 parent/guardian signature on file giving permission prior to training school personnel to administer  
8 glucagon.

## 9 **DEFINITION OF GLUCAGON**

10 Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the blood.  
11 It shall be injected with a syringe into the body like insulin.

## 12 **WHEN TO USE GLUCAGON**

13 Glucagon is administered when the student has low blood sugar and is unable to take liquid or food by  
14 mouth because of unconsciousness or seizure activity as per a medical provider's written instructions.

## 15 **TRAINING**

- 16 1. The volunteer shall complete an initial in-depth diabetes-related training recognizing signs and  
17 symptoms of hypoglycemia and respond with student-specific interventions.
- 18 2. The volunteer trainee shall be able to state glucagon's action and the need for its use.
- 19 20
- 21 3. The volunteer trainee shall be able to state how glucagon should be prepared, the dosage, and  
22 side effects as well as follow-up care after the administration of glucagon.
- 23
- 24 4. The volunteer trainee shall be able to identify where glucagon will be stored (shall be kept in a  
25 secure location away from heat and direct light) and readily available to the student.
- 26
- 27 5. The volunteer trainee will notify or delegate notification of EMS/911 personnel,  
28 parent(s)/guardian(s), and the school nurse any time glucagon is administered to any student.
- 29

- 1       6. The volunteer trainee shall document observations, administration of glucagon, and follow-up  
2       care on the appropriate diabetic and medication forms.  
3
- 4       7. Training will be provided until competency is demonstrated, and retraining shall be completed  
5       on a yearly basis. Training will be documented and include a skills checklist, instructor's name,  
6       trainee's name, date of training, and documentation of competency of trainee to administer  
7       glucagon. A copy of the trainee's competency training form will be kept in the employee's  
8       personnel file.

## 9       **DEFINITION OF DIAZEPAM (DIASTAT)<sup>2</sup>**

10      Diastat works to stop seizure activity by acting on brain cell interactions that inhibit the seizure  
11      discharges. This special formulation of diazepam is administered rectally as a gel.

12      School personnel who volunteer under no duress or pressure and who have been properly trained by a  
13      registered nurse or employed or contracted by the Humboldt City School System may administer anti-  
14      seizure medications, including diazepam gel to a student in an emergency situation based on the  
15      student's IHP. If the school nurse is available, on site, and able to reach the student within the time  
16      limit for administration specified in the IHP, then the school nurse shall provide this service to the  
17      student.

## 18      **WHEN TO USE DIASTAT**

19      Upon the decision of a trained volunteer to administer diazepam gel (Diastat), school officials shall  
20      immediately summon local emergency medical services to the school to provide necessary monitoring  
21      of transport to safeguard the health and condition of the student.

22      Trained volunteer school personnel administering anti-seizure medications, any registered nurse who  
23      provides training to administer such medications, and any local board of education shall not be liable  
24      in any court of law for injury resulting from the reasonable and prudent assistance in the administration  
25      of such medications, if performed pursuant to the policies and guidelines developed by the  
26      Departments of Health and Education and approved by applicable regulatory or governing boards or  
27      agencies.

28      Humboldt City School District shall not assign a student with epilepsy or other seizure disorder to a  
29      school other than the school for which the student is zoned or would otherwise regularly attend  
30      because the student has a seizure disorder.

31      A student's parent/guardian, who has given the student's school written authorization to administer  
32      anti-seizure medication, shall, in accordance with the student's IHP, notify the school administrator or  
33      school nurse if anti-seizure medication or prescription or over-the-counter medicines are administered  
34      at a time at which the student is not present in school. The student's IHP shall set forth with specificity  
35      the requirements of reporting administration of medication and for the dissemination of such  
36      information to volunteer school personnel trained to administer anti-seizure medication. Such  
37      notification shall be given after administration of medication before or at the beginning of the next  
38      school day in which the student is in attendance.

1    **ADMINISTRATION OF MEDICATION**

2    Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a  
3    school nurse in an emergency situation, the student's parent/guardian shall provide:

- 4           1. The school with a written authorization to administer the medication at school;  
5  
6           2. A written statement from the student's health care practitioner, which shall contain the  
7           student's name, the name and purpose of the medication, the prescribed dosage, the route of  
8           administration, the frequency that the medication may be administered, and the circumstances  
9           under which the medication may be administered; and  
10  
11          3. Prior to its date of expiration, the prescribed medication to the school in its unopened, sealed  
12          package with the intact label affixed by the dispensing pharmacy.

---

Legal References

1. TCA 49-50-1602(b)
2. TCA 49-50-1602(g)

# Humboldt City Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Special Education Students</h2>	Descriptor Code: <h3 style="text-align: center;">6.500</h3>	Issued Date:
		Rescinds:	Issued:

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

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

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

- 11 1. Personnel authorized to use isolation and restraint;
- 12
- 13 2. Training requirements for personnel working with special education students; and
- 14
- 15 3. Incident reporting procedures.<sup>4</sup>

---

Legal References

- 1. TCA 49-10-103(c)
- 2. TRR/MS 0520-01-09-.01
- 3. TCA 49-10-1301 *et seq.*
- 4. TRR/MS 0520-01-09-.23

---

Cross References

- Special Education 4.202
- Compulsory Attendance Ages 6.201
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

### Resignations

Hallie Burns, CSH Assistant  
Tabitha Cross, ESSER Fiscal Assistant  
Teresa Pasley, Inventory Technician  
Christian Branch, East Custodian

### Retirements

Jacqueline Purcell, Stigall Librarian  
Lillian Shelton, Alternative School Principal  
Debbie Humphreys, Federal Programs Admin. Assistant  
Steve Fly, HJSHS Custodian

### New Hires

Brad Davis, Interim Finance Director  
Matt Lindsey, HJSHS English  
Bobby Johnson, HJSHS Custodian  
Jasmine Lee, East Bookkeeper  
Kendarius Ash, East ISS Educational Asst.  
Desiree Wade, Stigall Social Worker  
Austin Patten, Stigall Librarian  
DeMarius Person, HJSHS Social Worker

### In-system Transfers

Teresa Pasley, Finance Director to Inventory Technician  
Lisa Forsyth, East Bookkeeper to ESSER Fiscal Assistant