

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA
Cheatham County Board of Education

August 3, 2023

Place: Educational Annex/Board Room

Time: 6:00 PM

1. Call to Order
2. Moment of Silence
3. Pledge of Allegiance
4. Roll Call
5. Approval of Agenda
6. Presentations, Awards Recognitions
7. Public Forum
Opportunity for the Community to Address Board (Maximum thirty (30) minutes)
8. School Improvement Plan (SIP) Goal Update
SMS, Robyn Miller
9. Executive Committee
10. Five Year Plan
Dr. Cathy Beck and Chris Cooper
11. ESSER Funding Update - Dr. Cathy Beck
12. Elected Officials - Opportunity for Elected Officials to Address Board
13. Consent Agenda

A. Minutes: July 6, 2023

B. Disposal of surplus equipment/materials:

Daycare Supervisor Muncy requests disposal of large broken classroom chalkboard at PEFAMS daycare room and broken wooden toy kitchen at PVES daycare.

ACESA Principal Broyles requests disposal of two broken poster display cases, outdated iReady math materials, used Science and Social Studies

Weekly materials, old Scott Foresman math materials and Old Envision math materials.

14. Budget and Finance

- A. Summary
- B. Amendments
- C. District Wide Security Film: Total \$622,358.71 - Public Schools Security Grant Funding \$233,642.20 remaining \$388,716.51 from Fund Balance.

15. Old Business

16. New Business

- A. Revision of Policy 3.202 Emergency Preparedness Plan - First Reading
- B. Revision of Policy 6.4001 Student Surveys, Analyses, and Evaluations - First Reading
- C. Revision of Policy 3.205 Security - First Reading
- D. Revision of Policy 6.402 Physical Examinations and Immunizations - First Reading
- E. Revision of Policy 5.106 Application and Employment - First Reading
- F. Revision of Policy 5.302 Sick Leave - First Reading
- G. Revision of Policy 6.200 Attendance - First Reading
- H. Revision of Policy 5.119 Employment of Retirees - First Reading

17. Brief comments from Board Members

18. Announcements

19. Adjourn

INFORMATION:

1. Personnel Changes:

- A. Retirements approved
- B. Administrative Positions approved
 - Andrea Bledsoe, KSES Principal replacing Lucas Winstead 7/14/2023

- C. Leave of Absence approved
- D. Resignations approved
 - Madison Batts, ACESA Staff 5/26/2023
 - Marguerite Rios, CMS Daycare 5/26/2023
 - Megan Bennett, KSES Staff 5/26/2023
 - Brittany Johnson, PVES Staff 5/26/2023
 - Leann Ferguson, HHS Staff 7/9/2023
 - Ashley Simon, SHS Faculty 5/27/2023
 - Amy Vanderford, Transportation Driver 7/7/2023
 - Lacey Bentley, ACESA Staff 5/26/2023
 - Hannah Morgan, SHS Faculty 6/27/2023
 - Deena Proctor, SHS Staff 5/26/2023
 - Clarissa Maya, WCES Staff 6/30/2023
 - Robbie Goodman, PEFAMS Faculty 7/9/2023
 - Manal Nageh Amin, ACESA Nutrition 5/26/2023
 - James Malvin Allgood, Transportation Driver 7/18/2023
 - Molly Stokes, PVES Faculty 6/30/2023
 - Johnnie M. Highsmith, PVES Faculty 7/17/2023
 - Bethany Jenkins, District Wide Elementary Academic Coordinator 8/2/2023
 - Christina Moss, SMS Faculty 7/18/2023
 - Brenda Cornstubble, ECES Daycare Director 8/11/2023
 - Deborah Whatley, ACESA Staff 7/24/2023
 - Karen Hall, HHS Faculty 8/4/2023
 - Grace Edgin, SMS Staff 7/22/2023
 - Angel Hausman, ECES Staff 7/24/2023
 - Lori Collins, HMS ISS Assistant 5/26/2023
 - Kimberly Brown, KSES Assistant 8/1/2023
 - Catherine (Gray) Tuders, ACESA Life Skills Assistant 7/26/2023
 - David Ufnar, HHS Faculty 7/31/2023
 - Shannon Tanner, ECES Faculty 7/28/2023
- E. Termination of Employment
- F. Transfers approved
 - Caycee Dillehay from KSES Nurse to SHS Health Science replacing Fran Ball 8/1/2023
 - Tarah Perry from PVES Life Skills Asst. to SHS Registrar/Attendance replacing Kim Crosby 8/1/2023
 - Kristie Uhles from ACESA Pre K Asst. to ECES Pre K Asst. replacing Deonna Ray 8/1/2023
 - Danielle Mangrum from ECES 1st Grade Teacher to WCES 2nd Grade Teacher replacing Cathy Gilstorf 7/11/2023
 - Eugenia Orrego-Roca from CCCHS cook to CHS Assistant Manager replacing Holly Mainstruck 8/1/2023
 - Colleen Hines from KSES PT Cook to FT Cook new position 8/3/2023

- Jennifer Foster from County Wide COTA to County Wide COTA replacing self (interim) 6/28/2023
 - April Byrd from County Wide COTA to County Wide COTA replacing self (interim) 6/28/2023
 - Timothy Terry from SHS SS to SHS ELA replacing Hannah Morgan 8/1/2023
 - Jennifer Lynch from ECES Speech and Language Pathologist to PEFAMS Speech and Language Pathologist replacing Mitzi Leahy 6/28/2023
 - Susan Farmer from ACESA Title I Assistant to ACESA VPK Assistant replacing Kristie Uhles 8/1/2023
 - Jennifer Morris from SMS Life Skills Assistant to SHS Life Skills Assistant replacing Sherrie Redfield 8/1/2023
 - Billie McBride from SMS 8th Grade SS to SMS Librarian replacing Starr Hardin 8/1/2023
 - Holly Mainstruck from CCCHS PT Cook to FT Cook replacing Eugenia Orrego-Roca 7/3/2023
 - Erica Jensen from PVES SPED Assistant to PVES SPED one to one replacing Carrie Emerton 8/1/2023
 - Carrie Emerton from PVES SPED one to one to PVES Grow Your Own new position 8/1/2023
 - Kristina Pardue from CCCHS Math to CCCHS Jobs for America's Graduates 8/1/2023
 - Charles Morehead from HMS ISS Assistant to HMS Woodworking 8/1/2023
 - Katie Arnold from BOE ESSER Coordinator to BOE Elementary Academic Coordinator replacing Bethany Jenkins 8/3/2023
 - Emma Lane, HMS Nutrition part time floater to HMS full time floater 8/1/2023
 - Tammy Wood, ECES Daycare full time caregiver to ECES Daycare Director 8/14/2023
 - Anissa Owen, Transportation Part-Time Driver to Full Time replacing Amy Vanderford 7/26/2023
 - Paulette Alderson, PVES Part-Time Employee Daycare to PVES Employee Daycare Sub 8/1/2023
- G. Elections/Placements approved
- Karleen Palato, Bus Aide replacing self (interim) 7/1/2023
 - Caycee Dillehay, HMS Golf Coach 7/12/2023
 - Amanda Bateman, PEFAMS Extended Daycare Caregiver new position 7/17/2023
 - Amy Graham, FT Bus Driver replacing Elizabeth Ramirez 8/1/2023
 - Shannon Tanner, ECES Faculty replacing Brittney Crouch 8/1/2023
 - Dale Harvey, ACESA Faculty replacing Monica Baker 8/1/2023
 - Morgan Holzer, ECES Faculty replacing Brianna Sogla 8/1/2023
 - Deena Proctor, SHS Faculty replacing Lauren DeHart 8/1/2023
 - Gary Halstead, CCCHS Faculty replacing Marty Nielon 7/25/2023

- Hailey Stevens, WCES Staff replacing Destiny Hudson 8/1/2023
- Katie Peden, ACESA Staff replacing Janine Belote 8/1/2023
- Joseph Wade, HHS Percussion Instructor, non-faculty 7/14/2023
- Elizabeth Mealio, HHS Band Camp Staff, non-faculty 7/14/2023
- Jacob South, SHS Faculty replacing Tim Terry 8/1/2023
- Isaiah Watts, HHS Band Camp Staff, non-faculty 7/17/2023
- Amanda Coulter, Bus Driver replacing self (interim) 7/1/2023
- Erica Jensen, PVES Staff replacing self (interim) 8/1/2023
- Jeff Hobbs, BOE District Athletic Director 7/18/2023
- Kevin Williams, HHS Band Camp Staff, non-faculty 7/18/2023
- Edda Watson, SHS Staff replacing Deena Proctor 8/1/2023
- Tina Steely, Southern Cluster ESL new position 8/1/2023
- Manning Glaus, CMS Football Coach, Volunteer 7/20/2023
- Jacob Stone, CMS Boys Basketball Coach 7/20/2023
- Brett Waller, CMS Assistant Boys Basketball Coach 7/20/2023
- Brett Waller, CMS Golf Coach 7/20/2023
- Helena Kuszajewski, CMS Assistant Softball Coach 7/20/2023
- Thomas Barbeauld, CMS Assistant Football Coach 7/20/2023
- Megan Anderson, CMS Head Softball Coach 7/20/2023
- Helena Kuszajewski, CMS Assistant FB/BB Cheer Coach 7/20/2023
- Davis Holland, CMS Boys Soccer Coach 7/20/2023
- Davis Holland, CMS Girls Soccer Coach 7/20/2023
- Megan Hunter, CMS Assistant Boys Soccer Coach 7/20/2023
- Megan Hunter, CMS Assistant Girls Soccer Coach 7/20/2023
- Kristyn Stone, CMS Volleyball Coach 7/20/2023
- Sarah Kilgore, CMS Assistant Volleyball Coach 7/20/2023
- Chris Elliott, CMS Assistant Volleyball Coach 7/20/2023
- Rebecca Wilson, CMS Head Football Cheer Coach 7/20/2023
- Rebecca Wilson, CMS Head Basketball Cheer Coach 7/20/2023
- Brooke Olson, CMS Cheerleading non faculty Volunteer 7/20/2023
- Abby Hager, SHS Assistant Volleyball Coach 7/20/2023
- Manning Glaus, CCCHS Football Weightlifting Coach 7/19/2023
- Jeremy Boyd, CCCHS Athletic Director 7/19/2023
- Jeremy Boyd, CCCHS Head Girls/Boys Cross Country 7/19/2023
- Joshua Ferrar, CMS Assistant Football Coach 7/19/2023
- John Harrison, SHS Head Football Coach 7/21/2023
- Heather Haynes, SHS FB Assistant Cheer Coach 7/21/2023
- Heather Haynes, SHS BB Assistant Cheer Coach 7/21/2023
- Nate Hughes, SHS Visual/Music Instructor, non faculty 7/21/2023
- Erastus Cardwell, SHS Assistant Football Coach, non-faculty 7/21/2023
- Spencer Seaton, SHS Assistant Football Coach 7/21/2023
- Wyatt Page, SHS Assistant Football Coach 7/21/2023
- Wyatt Page, SHS Weightlifting Coach 7/21/2023
- Matt Galbreth, SHS Assistant Boys Basketball Coach 7/21/2023

- Devin Roberts, SHS Head Cross Country Coach 7/21/2023
- Robert Waddell, SHS Assistant Girls Soccer Coach, non-faculty 7/21/2023
- Rebecca Knight, SHS Assistant Volleyball Coach, non-faculty 7/21/2023
- Canaan Fain, SHS Band Camp Instructor, non-faculty 7/21/2023
- Anna Zumdome, SHS Band Camp Instructor, non-faculty 7/21/2023
- Olivia Zerkle, SHS Band Camp Instructor, non-faculty 7/21/2023
- Taylor McCullough, SHS Athletic Director 7/21/2023
- Taylor McCullough, SHS Assistant Girls Soccer Coach 7/21/2023
- Taylor McCullough, SHS Head Boys Soccer Coach 7/21/2023
- Fisher Bailey, SHS Head Boys Basketball Coach 7/21/2023
- Malik Sylvester, SHS Head Band Director 7/21/2023
- Shelby Tinch, SHS Assistant Girls Basketball Coach, non-faculty 7/21/2023
- Tyler Turpin, SHS Head Girls Soccer Coach 7/21/2023
- Chloe Cook, SHS Assistant Volleyball Coach, non-faculty 7/21/2023
- Canaan Fain, SHS Front Ensemble Instructor, non-faculty 7/21/2023
- Anna Zumdome, SHS Color Guard Instructor, non-faculty 7/21/2023
- Anna Zumdome, SHS Color Guard Dance Equipment, non-faculty 7/21/2023
- Tim Terry, SHS Head Golf Coach, 7/21/2023
- Christopher Howard, PVES Faculty replacing Molly Stokes 8/1/2023
- Charles Derrick Lee, SMS Faculty replacing Billie McBride 8/1/2023
- Rachel Carney, CMS Faculty replacing Lindsey McClellan 8/1/2023
- Melissa Ferguson, SHS Faculty replacing Anna Kreag 8/1/2023
- Julie Miller, ECES Staff replacing Rosie Smith 8/1/2023
- Ashley Crum, ECES Staff replacing Alicia Shaneyfelt 7/28/2023
- Abigail Duval, PVES Staff replacing Erica Jansen 8/1/2023
- Bonnie Weyland, HMS Nutrition replacing Steve Demumbra 8/3/2023
- Sydney Maslakowski, ECES Faculty replacing Kensey Caddell 7/27/2023
- Ann Robertson, ACESA Faculty replacing Nicole Klingmann 8/1/2023
- Anita Defrancesca, HHS Faculty replacing self 8/1/2023
- Shebie McNeely, WCES Staff replacing Clarissa Maya 8/1/2023
- Ashley Toombs, PVES Staff replacing Tara Perry 8/1/2023
- Ashley Hunnell, ECES Staff replacing Mary Duke 8/1/2023
- Karleen Palato, SHS Life Skills Assistant replacing Jeffery Goad 8/1/2023
- Michael Carter, CMS Football Coach 7/26/2023
- Michael Carter, CMS Girls Basketball Head Coach 7/26/2023
- Michael Carter, CMS Athletic Director 7/26/2023
- John Martin, CMS Assistant Football Coach, non faculty 7/26/2023
- Garrett Copeland, CMS Head Football Coach 7/26/2023
- Garrett Copeland, CMS Head Baseball Coach 7/26/2023
- Abigail Steber, CMS Cheer, non-faculty volunteer 7/26/2023

- Genene Blankenship, SMS Life Skills Assistant replacing Sheena Edgin 8/1/2023
- Alicia Shaneyfelt, SMS SPED Assistant replacing Grace Edgin 8/14/2023
- Michelle Bolton, ACESA Life Skills Assistant replacing Catherine Tuders 8/1/2023
- Kristen Drake, PVES Assistant replacing Brittney Johnson 8/1/2023
- Chloe Spaur, KSES Assistant replacing Megan Bennett 8/1/2023
- Jacob Pugh, SHS Faculty replacing Cheyanne Groves 8/1/2023
- Jesus Carnet, CCCHS Faculty new position 8/1/2023
- Andrew Cameron, ACESA Faculty, new position replacing Stacie Boden 8/1/2023
- Daniela Estrada, HHS Faculty replacing Patrick Regalado 8/1/2023
- Robin McMains, PVES Faculty replacing Johnnie Highsmith 8/1/2023
- Keila Kane, SHS Faculty replacing Ashley Simon 8/1/2023
- Alex Jenkins, HHS Assistant Football Coach non faculty 7/31/2023
- Jeremy Davenport, SHS Assistant Wrestling Coach non faculty volunteer 7/31/2023
- Steve Hamblin, SHS Head Wrestling Coach non faculty 8/1/2023
- Cassie Evans, CMS Cheerleading Coach non faculty volunteer 7/31/2023
- Steve Wilson, HHS Head Golf Coach 7/28/2023
- Lauren Davis, CCCHS Assistant Cheer Coach FB/BB 7/28/2023
- Luke Miller, CCCHS Assistant Football Coach 7/28/2023
- Jett Brinkley, CCCHS Assistant Football Coach 7/28/2023
- Lea Hunter, SHS Head Volleyball Coach non faculty 7/28/2023
- Andrew McCormick, CCCHS Head Band Director 7/28/2023
- Jason Black, CCCHS Front Ensemble Instructor 7/28/2023
- Lindsay Ketcham, CCCHS Color Guard Instructor 7/28/2023
- Aaron Nicholson, CCCHS Head Boys Basketball Coach 7/28/2023
- Megan Hunter, CCCHS Assistant Boys Basketball Coach 7/28/2023
- Megan Hunter, CCCHS Assistant Girls Basketball Coach 7/28/2023
- Kalie Ellis, CCCHS Head FB Cheer Coach 7/28/2023
- Kalie Ellis, CCCHS Head BB Cheer Coach 7/28/2023
- Zach Cheever, HHS Visual/Music Instructor non faculty 7/28/2023
- Scott Kemerer, HHS Battery Assistant Director non faculty 7/28/2023
- Mary Elise Laman, HHS Color Guard Dance Equipment non faculty 7/28/2023
- Zach Douglas, HHS Boys and Girls Track 7/28/2023
- Anita DeFrancesca, HHS Theater Director 7/28/2023
- Zach Douglas, HHS Weight Trainer 7/28/2023
- Taylor Crow, HHS Boys and Girls Cross Country Head Coach 7/28/2023
- Doug Loope, HHS Field Maintenance 7/28/2023
- Doug Loope, HHS Head Football Coach 7/28/2023
- Will Mattingly, HHS Yearbook Advisor 7/28/2023
- Daniel Moman, HHS Head Boys Basketball Coach 7/28/2023

- Carolyn Stuart, HHS Assistant Volleyball Coach 7/28/2023
 - Candy Turner, HHS Head FB/BB Cheerleading Coach 7/28/2023
 - Hayden Upperman, HHS Band Director 7/28/2023
 - Ricky Woods, HHS Athletic Director 7/28/2023
 - Ricky Woods, HHS Head Wrestling Coach 7/28/2023
 - Christy Davis, SMS Volleyball Concessions 8/2/2023
 - Samantha Fry, SMS Head Softball Coach 8/2/2023
 - Samantha Fry, SMS Head Volleyball Coach 8/2/2023
 - Tyler Turpin, SMS Assistant Boys Basketball Coach 8/2/2023
 - Alyssa Gooch, SMS Assistant Volleyball Coach 8/2/2023
 - Stanley Harrington, SMS Head Football Coach 8/2/2023
 - Kyle Quillin, SMS Head Baseball Coach 8/2/2023
 - Kyle Quillin, SMS Clock/Scorekeeper 8/2/2023
 - Kyle Quillin, SMS Baseball Concessions 8/2/2023
 - Kyle Quillin, SMS Football Field Maintenance 8/2/2023
 - Devin Roberts, SMS Head Cross Country Coach 8/2/2023
 - Matthew Shuff, SMS Athletic Director 8/2/2023
 - Kelly Staggs, SMS Head Cheerleading Coach 8/2/2023
 - Tyler Turpin, SMS Head Boys Soccer Coach 8/2/2023
 - Connie Weeks, SMS Head Girls Basketball Coach 8/2/2023
 - Connie Weeks, SMS Basketball Concessions 8/2/2023
 - Joshua Meeker, CMS Cheerleading non faculty volunteer 8/2/2023
- H. Non Renewals
- Alicia Shaneyfelt, ECES Faculty

Minutes

Cheatham County Board of Education

July 6, 2023

- 1) Call to Order
The Cheatham County Board of Education met in regular session on Thursday, July 6th in the Board Room of the Educational Annex Building. Chairman David Risner called the meeting to order at 6:00 p.m. and welcomed everyone.
- 2) Moment of Silence
Led by John Patrick
- 3) Pledge of Allegiance
Led by John Patrick
- 4) Roll Call
Present: Robert Epps, Jimmy Harden, Amber Locke, John Patrick, David Risner. The law requires a majority of the membership of the Board for passage; therefore, four votes are required to pass any question before the Board.
- 5) Approval of Agenda
The board unanimously approved the agenda as presented with motion from Patrick and second by Harden.
- 6) Presentations, Awards Recognitions
Dr. Beck presented the awards listed below:
Edwin Hogan for directing traffic at Sycamore Middle School for 16 years. He is greatly appreciated for his volunteerism and will be missed as he retires this year.
- 7) Public Forum
none
- 8) School Improvement Plan (SIP) Goal Update
Dr. Audra Fowler, Harpeth Middle School principal presented on the facility improvements at HMS. She wanted to commend maintenance and custodial crew by working to keep facility as awesome as it is. Assistant Principal, Layne Cooper presented powerpoint of beautification days including painting, outdoor classroom mural, landscaping, and film on doors. They take pride inside and out of the school appearance. Academic Specialist, Michele Morrow presented on the future including exploratory related arts from a grant. These related arts include but not limited to wood working, engineering and construction, wellness, greenhouse, automotive, public speaking and personal finance. Dr. Fowler finished up with future items such as expanding greenhouse area, awning, baseball facility, and nature trails to offer students with opportunities and experiences.
- 9) Executive Committee
Report provided
- 10) Five Year Plan
Wendy Cox, HR Director spoke on Human Capital as they continue in the five year goal. She stated the district is going to continue to promote, recruit, hire and retain culturally responsible employees and continue to build capacity with staff through professional learning programs. She shared exciting news on the Grow

Your Own Program. These employees will be joining classrooms this year as they complete requirements on being a certified teacher. The district is staffed well for the upcoming year and enjoying the new Smart Hire system.

11) ESSER Funding Update - Dr. Cathy Beck

Dr. Beck stated summer school was just completed and had over 600 students attending. We are waiting the testing results on the third grade retention from the state.

12) Elected Officials - Opportunity for Elected Officials to Address Board
none

13) Consent Agenda

Motion to approve the consent agenda as presented was made by Locke and seconded by Patrick.

Motion approved.

Robert Epps: Yes

Jimmy Harden: Yes

Amber Locke: Yes

Dale McCarver: Absent

John Patrick: Yes

David Risner: Yes

Yes: 5, No: 0, Absent: 1

A. Minutes: June 1, 2023, June 12, 2023 & June 26, 2023

B. Approval for tenure: none

C. Disposal of surplus equipment/materials

I) ECES Principal Boles requests the disposal of the following items: 2 old obsolete laptop carts, 1 broken metal cabinet, 1 broken metal cart, 23 boxes of unused iReady materials. 2 boxes of old, damaged classroom books/readers, 2 broken student desks, 5 broken student chairs and 2 (1 broken, 1 in very poor shape) adult rolling office chairs.

II) Academic Specialist Jenkins requests disposal of the following items: 30 boxes collected outdated iReady math curriculum.

III) RA Principal Bringard requests the disposal of the following items: Old Math iReady Curriculum (8 textbooks and 2 teacher editions), 25 random textbooks and workbooks dated 1981-2011, 3 printers, 1 broken recess equipment holder, 1 broken chair.

IV) Nutrition Supervisor Garrison requests the disposal of cafeteria tables from the following locations: 30 -CMS, 30-SMS, 16-PEFAMS, and 22-PVES. Other items by school: **HHS**: Xp Dell 80045467446560, 3 Dell Screens, 1 Dell Keyboard, 2 adding Machines, 1 Milk Box, Chip Racks, 1 Hobart Mixer and Stand 3111365479 **ACESA**: Old TV for Camera, 2 Car Code Scanners, 2 Scanner Stands, 1 Computer Cart, 1 Cashier Stool **WCES**: 2 Adding Machines, 1 Plastic tea container. **HMS**: 1 Univex Mixer 20 Qt SN 248168, 1 Blodgett Steamer SN 030606, 1 Hobart Slicer SN 561-11-028, 1 White Computer Cart, 1 Dell

Monitor SN CN-07r1k3-74445-496axws, 1 Casio Calculator HR-100TM, 1Dell Tower CN-0rcm7n-70163-47c-01c1-a00, 3 computer keyboards and 3 mice. **CMS:** Low temp Register line with cooler, Russell Cooler line fans, Hurrissystem power washer, Food Bins, 3 Chip Carts/ Racks, 3 Dell Monitors, Old XP Dell Computer, Keyboard, Grease bin, Hobart Large Mixer, Big Mixer Bowl with stand. **SMS:** Univex Model # M-30 Small Mixer w/bowl, Groen Model #CC20-5 Combi Oven, Hobart Model #600T Large Mixer w/bowl.

D. School Fees

none

E. School/Principal Request

none

14) Budget and Finance

A. Summary

report presented

B. Reallocation of math textbook funding for other curriculum.

Motion to reallocate remaining balance of approved math textbook funding for other curriculum was made by Risner and seconded by Locke.

Motion approved.

Robert Epps: Yes

Jimmy Harden: Yes

Amber Locke: Yes

Dale McCarver: Absent

John Patrick: Yes

David Risner: Yes

Yes: 5, No: 0, Absent: 1

C. Funding for new interior district wide door locks: \$1,394,257.37

Motion to approve funding for new interior district wide door locks in the amount of \$1,394,257.37 from fund balance. was made by Locke and seconded by Epps.

Motion approved.

Robert Epps: Yes

Jimmy Harden: Yes

Amber Locke: Yes

Dale McCarver: Absent

John Patrick: Yes

David Risner: Yes

Yes: 5, No: 0, Absent: 1

D. Sale of generator to county: \$48,387.38

Motion to approve sale of generator to the county for \$48,387.38 was made by Epps and seconded by Locke.

Motion approved.

- Robert Epps: Yes
- Jimmy Harden: Yes
- Amber Locke: Yes
- Dale McCarver: Absent
- John Patrick: Yes
- David Risner: Yes

Yes: 5, No: 0, Absent: 1

15) Old Business

none

16) New Business

A. 2023-2024 Board Meeting and Work Session Schedule

Motion to approve 2023-2024 Board Meeting and Work Session Schedule as presented was made by Patrick and seconded by Harden.

Motion approved.

- Robert Epps: Yes
- Jimmy Harden: Yes
- Amber Locke: Yes
- Dale McCarver: Absent
- John Patrick: Yes
- David Risner: Yes

Yes: 5, No: 0, Absent: 1

Work Sessions

Board Meetings

2023

2023

- June 29
- July 27
- August 31
- September 28
- October 26
- November 30

- July 6
- August 3
- September 7
- October 5
- November 2
- December 7

2024

2024

- January (Retreat in lieu of WS)
- February 29
- March 28
- April 25
- May 30

- February 1 @ CCCHS
- March 7 @ SHS
- April 11 (due to Spring Break) @ HHS
- May 2
- June 6

B. SDHA Panel for 2023-2024

Judy Bell, Chair

Shelley Duke
Tara Watson
Stacy Brinkley, alternate
Motion to approve SDHA panel as presented was made by Risner and seconded by Patrick.

Motion approved.

Robert Epps: Yes
Jimmy Harden: Yes
Amber Locke: Yes
Dale McCarver: Absent
John Patrick: Yes
David Risner: Yes

Yes: 5, No: 0, Absent: 1

- C. Revise on first reading Policy 1.102 Board Members Legal Status
Change Descriptor Term to: Board Member

Beginning on Page 1 line 7 shall read:

To qualify as a candidate, an individual must show proof of:

- 1.) Graduation from high school or receipt of a high school equivalency credential approved by the State Board of Education²; or receipt of a G.E.D. or HiSet³.
- 2.) Being a qualified voter and resident in the county for one (1) year prior to the qualifying deadline for running as a candidate.¹

Motion to approve Revised Policy Items C - I as presented on emergency first reading was made by Patrick and seconded by Epps.

Motion approved.

Robert Epps: Yes
Jimmy Harden: Yes
Amber Locke: Yes
Dale McCarver: Absent
John Patrick: Yes
David Risner: Yes

Yes: 5, No: 0, Absent: 1

- D. Revise on first reading Policy 1.106 Code of Ethics

Beginning on Page 1 line 10 shall read:

POINT OF CONTACT²

The Board Chair shall serve as the point of contact for the Tennessee Ethics Commission.

The Director of Schools shall provide the contact information to the

Commission and ensure that any changes are submitted within thirty (30) calendar days.

E. Revise on first reading Policy 1.400 School Board Meetings

Beginning on Page 2 line 27 shall read:

The board member must be absent from the county due to work; however, he/she may only participate electronically two (2) times per year for this reason.

Beginning on Page 2 line 31 shall read:

Sickness or Period of Convalescence

A board member may attend a meeting by electronic means if sick or in a period of convalescence on the advice of a healthcare professional; however, he/she may only participate electronically three (3) time per year for this reason.

Beginning on Page 3 line 1 shall read:

Inclement Weather or Natural Disaster

A board member may attend a meeting by electronic means due to inclement weather or natural disaster if the schools in the school district are closes; however, he/she may only participate electronically three (3) times per year for this reason.

Beginning page 3 Line 10 shall read:

The board member may only participate electronically two (2) times per year for this reason.

Beginning page 3 Line 13 shall read:

Military Service

A board member may attend a meeting by electronic means if out of the county due to military service. The board member may participate electronically as often as he/she is able to do so.

F. Revise on first reading Policy 1.402 Notification

Beginning on Page 1 line 11 shall read:

Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary hearings, shall include information on how community members can participate in the public comment portion of the board meeting.³

G. Revise on first reading Policy 1.403 Agenda

Beginning at Page 2 line 13 shall read:

Meetings shall adjourn at 8:30 p.m.

Beginning at Page 2 line 28 continuing to 29 shall read:
Work sessions shall adjourn at 8:30 p.m.

- H. Revise on first reading Policy 1.404 Appeals and Appearances before the Board

Beginning on Page 1 line 14 shall read:
If an individual wishes to address the Board on an item on the agenda, he/she may complete the information form and submit to the board secretary no less than three (3) business days prior to the board meeting. Delegations must select only one individual to speak on their behalf unless otherwise determined by the Board.

- I. Revise on first reading Policy 1.401 Public Forum

Beginning Page 1 line 7 shall read:
The Board encourages the Cheatham County community to use this form for comment on issues scheduled for consideration at the current board meeting.

Beginning Page 1 line 15 shall read:
Speakers must complete the information form and submit to board secretary no less than three (3) business days prior to the public forum.

Beginning Page 1 line 22 shall read:
Speakers may comment on issues scheduled for consideration at the board meeting on current board agenda.

17) Brief comments from Board Members

Mrs. Locke stated how excited she was about the Grow Your Own Program. She feels like again we are ahead of the game and anything we can do to attract and keep teachers is a win win. She is appreciative of the county commission support and collaboration and look forward to it continuing.

Mr. Patrick had no comments.

Mr. Harden likes Grow Your Own too and stated around the county we have a lot of teachers who are from Cheatham County. Thanked the commission for placing Mr. McCarver on the board.

Mr. Epps thanked Mrs. Cox on the Grow Your Own presentation and HMS presentation as well.

Mr. Risner congratulated district on successful completion of summer school and feels certain we will see positive results. He will give legal update at the next work session. He was very pleased with the commission and working with them on the budget. Enjoy the rest of summer.

Dr. Beck spoke on creating culture that employees feel comfortable in with well

behaved students. It is a top priority and we have really committed to that in each school and commended principals, assistant principals and all staff involved. She is very honored to work with the most amazing educators she has ever worked with from central office to everyone involved.

18) Announcements

19) Adjourn

Motion to adjourn was made by Locke and seconded by Harden.
Motion approved.

Robert Epps: Yes

Jimmy Harden: Yes

Amber Locke: Yes

Dale McCarver: Absent

John Patrick: Yes

David Risner: Yes

Yes: 5, No: 0, Absent: 1

Meeting adjourned at 7:06

Respectfully submitted by:

Angela Patterson

David Risner, Board Chairman

Cathy Beck, Ed.D, Director of Schools

Angela Patterson

From: Laura Muncy
Sent: Friday, July 14, 2023 10:41 AM
To: Angela Patterson
Subject: Re: Updated Policies

Good morning! Can you put on the next board agenda:
Permission to dispose of large broken classroom chalkboard at Pegram?
Thanks,
Laura

Get [Outlook for iOS](#)

Angela Patterson

From: Laura Muncy
Sent: Wednesday, July 26, 2023 9:33 AM
To: Angela Patterson
Subject: Disposal

Good morning. Need to add permission for disposal at Pleasant View Employee Daycare a broken wooden toy kitchen.
Thanks!

Laura Muncy

Daycare Supervisor

Cheatham County School System

Laura.Muncy@ccstn.org

615-746-1433 (office)

615-792-2551 (fax)

Cheatham County Board of Education			
Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/07/22
	First Reading 8/3/2023	Rescinds: 3.202	Issued: 11/05/20

1 The director of schools shall be responsible for developing, maintaining, and acquiring board approval
 2 of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil
 3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical
 4 emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills which shall
 6 be approved by the ~~director of schools~~ **Director of Schools**. When appropriate, such drills shall be held
 7 in conjunction with emergency response agencies.

8 **FIRE AND SAFETY DRILLS**

9 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
 10 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
 11 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
 12 throughout the year.²

13 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
 14 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
 15 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
 16 each school's office.³

17 ~~The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and~~
 18 ~~shall give all school personnel instructions on how to properly use fire extinguishers.~~

19 ~~**ARMED INTRUDER DRILLS**~~

20 ~~The director of schools or his/her designee shall ensure that each school safety team conducts at least~~
 21 ~~one (1) armed intruder drill annually in coordination with local law enforcement.⁴~~

22 ~~**ANNUAL DRILLS⁴**~~

23 ~~The principal shall ensure that the school safety team conducts each of the following type of drills~~
 24 ~~annually:~~

- 25 1. ~~An armed intruder drill in coordination with local law enforcement;~~
- 26 2. ~~An incident command drill; and~~
- 27 3. ~~An emergency safety bus drill.~~

28

1 AED DRILLS⁵

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
5 training, planning, notification, and maintenance to comply with state law.

6 MEDICAL EMERGENCIES/PANDEMIC FLU⁶

7 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate
8 and consult with the local and state health departments and other local emergency or healthcare
9 providers in protecting students and the community from further infection. The director of schools
10 shall develop procedures for health emergencies in accordance with state law and regulations.

11 REMOTE LEARNING DRILLS⁷

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
13 reflect how students will transition to remote learning in the event of a disruption to school operations.
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807; **Public Acts of 2023, Chapter No. 367**
5. TCA 49-2-122; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404
7. Public Acts of 2022, Chapter No. 936

Cross References

Emergency Closings 1.8011
 Safety 3.201
 Automated External Defibrillator (AED) Devices
 3.202.3
 Remote Learning Drills 3.204.4
 Community Use of School Facilities 3.206

Cheatham County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="margin: 0;">Student Surveys, Analyses, and Evaluations</h2>	Descriptor Code: 6.4001	Issued Date: 04/04/16
	<div style="border: 1px solid black; padding: 2px; display: inline-block; color: red;"> First Reading 8/3/2023 </div>	Rescinds: 6.4001	Issued: 11/04/02

1 Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project
 2 is viewed as contributory to a greater understanding of the teaching-learning process, the project does
 3 not violate the goals of the Board, and the disruption of the regular school program is minimal. The
 4 director of schools shall develop administrative procedures for approving requests for conducting
 5 surveys, analyses, or evaluations by agencies, organizations or individuals. The requests shall outline
 6 what is to be done, who is to be involved and how the results will be used and distributed.¹

7 Prior to the dissemination of a survey, analysis, or evaluation to students, parents/guardians shall be
 8 notified of their ability to review the materials. Such notification shall include information indicating
 9 the purpose of the survey, analysis, or evaluation as well as who will have access to the results.
 10 Following such notification and prior to the administration of the survey, analysis, or evaluation,
 11 parents/guardians may opt their child out of participation. **The survey, analysis, or evaluation shall only**
 12 **be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written,**
 13 **informed and voluntarily signed consent. A student who is eighteen (18) years of age or older may**
 14 **participate after he/she provides written, informed, and voluntarily signed consent. The Director of**
 15 **Schools shall develop procedures for granting such parental requests.¹**

16 The director of schools shall develop procedures for granting such parental requests and to implement
 17 the other provisions of this policy.⁵

18 No student shall be required, as part of any program, to submit to a survey, analysis or evaluation that
 19 reveals information concerning: ^{2,5}

- 20 1. mental or psychological problems of the student or the student's family;
- 21 2. sexual behavior or attitudes;
- 22 3. illegal, anti-social, self-incriminating, or demeaning behavior;
- 23 4. critical appraisals of other individuals with whom respondents have close family relationships;
- 24 5. legally privileged relationships;
- 25 6. income; or the collection of student biometric data involving the analysis of facial expressions,
- 26 EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse,
- 27 blood volume, posture, and eye-tracking ⁶without the prior consent of the student (if the student
- 28 is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior
- 29 written consent of the parent.⁵

30 The collection of the following student data is strictly prohibited: ⁷

- 1 1. political affiliation or voting history;
- 2 2. religious practices; and
- 3 3. firearm ownership.

4 **COLLECTING, DISCLOSING OR USING INFORMATION FOR MARKETING** ³

5 In general, the district will not collect, disclose or use personal student information for the purpose of
6 marketing or selling that information or otherwise providing that information to others for that purpose.

7 If any collected information is to be marketed or sold, parents will be directly notified at least annually
8 at the beginning of the school year of the specific or approximate dates when such information will be
9 collected. Parents, upon request, may inspect any instrument used to collect personal information for the
10 purpose of marketing or selling that information before the instrument is administered or distributed to
11 the student. All parents and students of appropriate age may decline to provide the information requested.

12 This portion of the policy does not apply to the collection, disclosure or use of personal information
13 collected from students for the exclusive purpose of developing, evaluating or providing educational
14 products or services for or to students or educational institutions to the extent allowed by law, such as
15 the following: ⁴

- 16 1. College or other postsecondary education recruitment or military recruitment.
- 17 2. Book clubs, magazines and programs providing access to low-cost literary products.
- 18 3. Tests and assessments used by elementary schools and secondary schools to provide
19 cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about
20 students (or to generate other statistically useful data for the purpose of securing such tests
21 and assessments) and the subsequent analysis and public release of the aggregate data from
22 such tests and assessments.
- 23 4. The sale by students of products or services to raise funds for school-related or education
24 related activities.
- 25 5. Student recognition programs.

Legal References

1. TCA 49-2-211; **Public Acts of 2023, Chapter No. 353**
2. 20 USCS § 1232h
3. 20 USCS § 1232h(c)(4); No Child Left Behind, Part F § 1061(1)(E)—(F), (2)
4. 20 USCS § 1232h(c)(4); No Child Left Behind, Part F § 1061(4)(A)
5. TCA 49-2-211
6. TCA 49-1-706
7. TCA 49-1-705

Cross References

- Testing Programs 4.700
 Student Surveys, Analyses and Evaluations 6.4001.1
 Request to Conduct Research 6.4001.2
 Notification of Survey, Analysis, or Evaluation 6.4001.3

Cheatham County Board of Education				
Monitoring: Review: Annually, in October	Descriptor Term: <div style="border: 1px solid black; padding: 5px; display: inline-block; color: red;">First Reading 8/3/2023</div>	Security	Descriptor Code: 3.205 Rescinds: 3.205	Issued Date: 03/02/23 Issued: 09/02/21

1 The Director of Schools shall establish procedures to protect school property which shall include, but
2 not be limited to:¹

- 3 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 4 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
5 facilities or equipment without appropriate faculty supervision;
- 6 3. Controlling the issuance of keys;
- 7 4. Developing programs that contribute to the proper care and use of school facilities and
8 equipment; and
- 9 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

10 **All exterior doors leading into a school building shall be locked at all times and access to school buildings**
11 **is limited to the school’s primary entrance during the school day as well as when students are present**
12 **outside of regular school hours.³**

13 The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,
14 or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than
15 twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The
16 Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director
17 of Schools shall report all signing of such complaints to the Board.

18 **AFTER SCHOOL HOURS**

19 **If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school**
20 **district employee shall be stationed by the door to ensure access is limited to authorized persons.³**

21 **LAW ENFORCEMENT SERVICES¹**

22 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
23 Partnerships may include, but not be limited to, education and recreational programs, delinquency
24 prevention, and mentoring initiatives.

25 The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement
26 agency to provide school policing. The MOU shall address, at a minimum, the following issues: Any
27 school resource officer (SRO) assigned under the MOU shall be in compliance with all laws, regulations,
28 and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain
29 compliant throughout his/her assignment.

- 1 1. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in
2 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
3 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
4 programs shall be approved by the Peace Officers Standards and Training Commission.³
- 5 2. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is
6 subject to that agency's direction, control, supervision, and discipline.
- 7 3. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of
8 the Director of Schools.
- 9 4. In the event that more than one (1) SRO is assigned to a school district, the law enforcement
10 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO shall
11 include, but not be limited to, the following:
 - 12 a. Representing and carrying out the policies of the law enforcement agency assigning the
13 SROs;
 - 14 b. Supervising the SROs in the performance of their duties;
 - 15 c. Consulting with the Director of Schools regarding the best use of the available resources
16 for school policing; and
 - 17 d. Resolving disputes between the SROs and students or staff members.
- 18 5. The MOU may be effective for any length of time, including continuing until terminated by the
19 parties, and may contain any reasonable notice requirement for the termination of the MOU.
20 However, the MOU shall contain a provision allowing the Director of Schools to suspend the
21 active participation of any SROs in the event that the Director of Schools believes that such
22 suspension is best for the health, safety, or wellbeing of the students or staff members.
23
24
25

26 **CYBERSECURITY⁴**

27 The Director of Schools/designee shall develop an administrative procedure regarding the district's
28 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
29 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. **Public Acts of 2023, Chapter No. 367**
4. TCA 49-6-4217
5. TCA 49-6-805(9)

Cross References

Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311
Cybersecurity 3.205.2

Cheatham County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <h2 style="text-align: center;">Physical Examinations and Immunizations</h2> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> First Reading 8/3/2023 </div>	Descriptor Code: 6.402	Issued Date: 09/02/21
		Rescinds: 6.402	Issued: 04/01/21

1 **PHYSICAL EXAMINATIONS¹**

2 The principal shall ensure that there is a complete physical examination of each student prior to:²

- 3 1. Entering the Cheatham County School District for the first time; and
- 4 2. Participation as a member of any athletic team or in any other strenuous physical activity
- 5 program.

6 Cost of the examination shall be borne by the parent or guardian of the student. These records shall

7 be filed in the principal's office.

8 Screening tests as required by the Tennessee Department of Education and the Department of Health

9 will be conducted. Parents/Guardians will receive written notice of any screening result that indicates

10 a condition that might interfere with the student's progress. **Parent(s)/guardian(s) may excuse their**

11 **student from participating in health screenings that are part of a coordinated school health program**

12 **by submitting a request in writing to the school nurse, instructor, school counselor, or principal.³**

13 The school district will not conduct physical examinations of a student without parental consent or

14 by court order, unless the health or safety of the student or others is in immediate danger, in the

15 event of an emergency, or in the event of suspicion of child abuse or neglect.³

16 **IMMUNIZATIONS**

17 Students will not be permitted to attend school without proof of immunization as determined by the

18 Commissioner of Health unless circumstances outlined in state or federal law prevent a student from

19 producing such records. It is the responsibility of the parents or guardians to have their children

20 immunized and to provide such proof to the principal of the school which the student is to attend.⁴

21 Exceptions will be granted to any student whose parent/guardian files with school authorities a signed,

22 written statement that such measures conflict with one of the following:

- 1
2 1. His/her religious tenets and practices if in the absence of an epidemic or immediate threat of
3 an epidemic; except in the event of a COVID-19 or any variant outbreak;⁵ or
4 2. Due to medical reasons if the student has a written statement from his/her doctor excusing
5 him/her from the immunization.⁶
- 6 The Director of Schools shall ensure that appropriate immunization records are maintained for each
7 student.

Legal References

1. 20 USCA § 1232h(c)
2. TRR/MS 0520-01-13-.01(1)(a)
3. **Public Acts of 2023, Chapter No. 353**; Tennessee School Health Screening Guidelines, https://www.tn.gov/content/dam/tn/education/csh/csh_school_health_screening_guidelines.pdf; 20 USCA § 1232h(c)(2)(C)
4. TCA 49-6-5001(a),(c)
5. TCA 49-6-5001(b)(2); Public Acts of 2021, Chapter No. 513
6. TCA 49-6-5001(c)(2)

Cross References

Promoting Student Welfare 6.400

Cheatham County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 11/04/21
	First Reading 8/3/2023	Rescinds: 5.106	Issued: 07/11/16

1 **APPLICATION**

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
4 criminal history background checks and fingerprinting of applicants for teaching positions and any
5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
6 Schools shall also check the applicant’s license status in the State Board of Education’s database to
7 determine if there is a hold on that applicant’s license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along
15 with references from persons such as previous employers, college professors, and supervisors of
16 student teachers. Other information shall include whether such applicant has been dismissed for cause
17 from a school system.⁵ If previously employed by a local board of education, the applicant shall
18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
21 of Education;⁶
- 22 2. Who has been identified by the Department of Children’s Services, **or on a similar registry in**
23 **another jurisdiction,** as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
24 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 25 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
26 of Health;⁷
- 27 4. Who does not present a physician's certificate showing a satisfactory health record or has any
28 contagious or communicable disease in such form that might endanger the health of school
29 children;⁸
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
31 Tennessee and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 2 employment for cause; or
- 3 7. Who does not receive a satisfactory background check.¹⁰

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
- 7 of the children;⁸
- 8 2. Who has been identified by the Department of Children's Services, **or on a similar registry in**
- 9 **another jurisdiction**, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
- 10 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 11 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
- 12 of Health;⁷
- 13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
- 14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
- 15 employment for cause; or
- 16 6. Who does not receive a satisfactory background check.¹⁰

17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Director of Schools shall hire

19 and assign qualified applicants.

20 *Initial Employment for Professional Employees*

21 The Director of Schools shall notify such person, in writing, of the offer and conditions of

22 employment. Upon receipt of employment notification, such person shall have fourteen (14) days to

23 accept or reject, in writing, the offered employment.¹² From the date of the written acceptance, such

24 person is considered to be under employment with the system and is subject to all rights, privileges,

25 and duties.

Legal References

1. TCA 49-5-406
2. State Board of Education Policy 5.501
3. TCA 49-5-406(a)(2)(A)
4. TCA 49-5-413(c)
5. TCA 49-2-131
6. TCA 49-5-403; TCA 49-5-101; ~~Public Acts of 2021, Chapter No. 211~~ TCA 49-5-106
7. TCA 49-5-413(e); ~~Public Acts of 2023, Chapter No. 222~~
8. TCA 49-5-404
9. TCA 49-5-405
10. TCA 49-5-413(a), (f)
11. Immigration Reform and Control Act of 1986; Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Cross References

- Orientation and Probation 5.107
- Compensation Guides & Contracts 5.110
- Background Investigations 5.118
- Recommendations and File Transfers 5.203
- Interim Employees 5.700
- Qualifications and Duties of the Director of Schools 5.802

Cheatham County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Sick Leave <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red;">First Reading 8/3/2023</div>	Descriptor Code: 5.302	Issued Date: 11/04/21
		Rescinds: 5.302	Issued: 09/02/21

1 **PROFESSIONAL PERSONNEL**

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a full-time employee from natural causes or accident, quarantine,
5 or illness or death of a member of the immediate family of an employee, including employee’s wife or
6 husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 Documentation from a physician may be required in support of any claim for sick leave pay.

12 The principal shall notify the Director of Schools’ office at once if an employee is sick beyond the limit
13 of his/her sick leave accumulation.

14 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
15 Director of Schools’ office.

16 A teacher, upon employment, may transfer his accumulated sick leave from another Tennessee school
17 system provided that the Director of Schools of the system in which the accumulated leave was held
18 provides notarized verification.³

19 **SUPPORT PERSONNEL**

20 Support personnel shall earn one (1) day of sick leave for each month an employee is employed.

21 Unused sick leave benefits will be allowed to accumulate indefinitely and reported to TCRS upon
22 retirement.

23 The immediate supervisor may require documentation from a physician stating the reason for absence.

24 **SICK LEAVE BANK**

25 The purpose of the sick leave bank is to provide sick leave to all employees who have suffered an
26 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

- 1 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition
2 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
3 be appointed and shall operate as the governing body of the sick leave bank and shall enacted rules and
4 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
5 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
6 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
7 nontransferable.⁷
- 8 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
9 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
10 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
11 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
12 employee.⁷
- 13 An employee who is a member of the sick leave bank may request an allotment of days (for the
14 employee's personal illness only **or on account of an illness of his/her minor child**) in the manner
15 designated by the trustees. The need for these days must be verified by a statement from a doctor.
- 16 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any
17 year.⁸ Membership withdrawal results in forfeiture of all days contributed.
- 18 The sick leave bank shall be operated in accordance with state law.⁹

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. **Public Acts of 2023, Chapter No. 151**
9. TCA 49-5-801 *et seq.*

Cross References

- Workers' Compensation 3.602
- Short Term Leaves of Absence 5.300
- Commitment of Membership to the Sick Leave Bank
5.302.1
- Family and Medical Leave 5.305
- Physical Assault Leave 5.307

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="margin: 0;">Attendance</h2> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> First Reading 8/3/2023 </div>	Descriptor Code: 6.200	Issued Date: 09/01/22
		Rescinds: 6.200	Issued: 09/02/21

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
 2 each day school is in session. The Director of Schools/designee shall develop appropriate administrative
 3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

- 5 1. Ensuring that all school age children attend school;
- 6
- 7 2. All accounting and reporting procedures and their dissemination;
- 8
- 9 3. Alternative program options for students who severely fail to meet minimum attendance
 10 requirements;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
 13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
 16 withdraws from school.²

17 Student attendance records shall be given the same level of confidentiality as other student records. Only
 18 authorized school officials with legitimate educational purposes may have access to student information
 19 without the consent of the student or parent/guardian.³

20 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
 21 Excused absences shall include:⁴

- 22 1. Personal illness (doctor's statement required);
- 23
- 24 2. Illness of immediate family member (doctor's statement required);
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;⁵
- 31

- 1 6. College visits (documentation required);
- 2
- 3 7. Pregnancy (doctor's statement required);
- 4
- 5 8. School endorsed activities;
- 6
- 7 9. Summons, subpoena, or court order (documentation required); or
- 8
- 9 10. Circumstances which in the judgment of the principal create emergencies over which the
- 10 student has no control.

11 The principal shall be responsible for ensuring that:⁶

- 12 1. Attendance is checked and reported daily for each class;
- 13
- 14 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 15 for the majority of the day;
- 16
- 17 3. All student absences are verified;
- 18
- 19 4. Written excuses are submitted for absences and tardiness;
- 20
- 21 5. System-wide procedures for accounting and reporting are followed; and
- 22
- 23 6. A School Progressive Truancy Intervention Plan is in place and followed.

24 **TRUANCY**

25 *General*

26 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
27 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
28 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
29 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
30 considered present for school attendance purposes.

31 If a student is required to participate in a remedial instruction program outside of the regular school day
32 where there is no cost to the parent(s)/guardian(s) and the school system provides transportation,
33 unexcused absences from these programs shall be reported in the same manner.⁷

34 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
35 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
36 absence. If a parent does not provide documentation excusing those absences within adequate time, or
37 request an attendance hearing, the Director of Schools shall implement the progressive truancy
38 intervention plan described below prior to referral to juvenile court.

39 The Director of Schools/designee shall develop appropriate administrative procedures to implement this
40 policy.

1 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
2 implemented.

3 *Progressive Truancy ~~Intervention~~ Plan⁸*

4 Tier I of the progressive truancy intervention plan shall apply to all students within the district and
5 include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports
6 shall include, but are not limited to, building wide incentive programs.

7 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
8 unexcused absences, but before referral to the juvenile court, and includes the following:

- 9 1. A conference with the student and the student's parent(s)/guardian(s);
- 10 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
11 and an attendance supervisor/designee. The contract shall include:
 - 12 a. A specific description of the school's attendance expectations for the student;
 - 13 b. The period for which the contract is effective; and
 - 14 c. Penalties for additional absences and alleged school offenses, including additional
15 disciplinary action and potential referral to juvenile court; and
- 16 3. Regularly scheduled follow-up meetings to discuss the student's progress.
- 17 4. A school employee shall conduct an individualized assessment detailing the reasons a student has
18 been absent from school. The employee may refer the student to counseling, community-based
19 services, or other services to address the student's attendance problems.

20 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
21 consist of the following interventions: Referral to Student Attendance Board, which may result in the
22 following interventions: school-based community services; participation in a school-based restorative
23 justice program; referral to a school-based teen court; Saturday or after-school courses designed to
24 improve attendance and behavior. The interventions shall address students' needs in an age-appropriate
25 manner. Finalized plans shall be approved by the Director of Schools/designee.

26 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

- 33 1. Student's name and personal identification number;
- 34 2. Student's grade;
- 35 3. The dates of the student's absence;
- 36
- 37
- 38

- 1 4. The reason for the student's absence; and
- 2 5. The signatures of the student and parent/guardian.

3 **RELEASED TIME COURSE¹⁰**

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

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

11 The district shall not be responsible for transporting students to and from the place of instruction.

12 Upon submission of the student's transcript from the entity that provided the released time course, the
13 student may be awarded ~~one-half (1/2)~~ **one (1)** unit of elective credit.

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

16 **MILITARY SERVICE OF PARENT/GUARDIAN¹¹**

17 School principals shall provide students with a one-day excused absence prior to the deployment of and
18 a one-day excused absence upon the return of a parent or custodian serving active military service.

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

23 **MAKE-UP WORK**

24 Procedures related to make-up work shall be at the discretion of school administration and shall be
25 included in student handbooks.

26 **STATE-MANDATED ASSESSMENT**

27 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's
28 excuse or must have been given an excused release by the principal prior to testing to receive an excused
29 absence. Students who have excused absences will be allowed to take a make-up exam. Excused students
30 will receive an incomplete in the course until they have taken the End of Course Exam.

31 Students who have an unexcused absence shall receive a failing grade on the course exam which shall
32 be averaged into their final grade.

1 CREDIT/PROMOTION DENIAL

2 Credit/promotion denial determinations may include student attendance, however, student attendance
3 may not be the sole criterion.¹² If attendance is a factor, prior to credit/promotion denial, the following
4 shall occur:

- 5
- 6 1. The student and the parent/guardian shall be advised if a student is in danger of
7 credit/promotion denial due to excessive absenteeism.
- 8
- 9 2. Procedures in due process are available to the student when credit or promotion is denied.

10 DRIVER'S LICENSE REVOCATION²

11 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any
12 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

13 ATTENDANCE HEARING¹³

14 Students with excessive (more than five (5) absences) or those in danger of credit/promotion denial, shall
15 be referred to the Student Attendance Board to allow them the opportunity to address the panel and
16 discuss the circumstances surrounding their absences. The student or parent/guardian shall be provided
17 with written notification of the hearing. The student and/or parent/guardian shall be provided with a
18 written statement of the action recommended by the panel regarding the excessive absences.

19 Failure to appear before the Student Attendance Board indicates that the Progressive Truancy
20 Intervention plan has failed, and the student may be referred to juvenile court.

21 Students (or their parent(s)/guardian(s)) have the right to appeal the decision of the Student Attendance
22 Board. This appeal must be made within two (2) school days to the director of schools/designee.

23 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

24 Within five (5) school days of the director of schools/designee rendering a decision, the student's
25 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
26 Following the review, the Board may affirm or overturn the decision of the director of schools/designee.
27 The action of the Board shall be final.

28 The director of schools/designee shall ensure that this policy is posted in each school building and
29 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c); Public Acts of 2022
Chapter No/. 878
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of
Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-6-3022
10. TCA 49-2-130
11. TCA 46-6-3019
12. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
13. TRR/MS 0520-01-02-.17(7)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Sick Child 6.200.2
Attendance Requirements for Driver's Licenses & Learner's
Permits 6.200.5
Certificate of Compulsory School Attendance Application
6.200.6
Chronic Health Verification Form 6.200.7
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Cheatham County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: <h2 style="text-align: center;">Employment of Retirees</h2> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> First Reading 8/3/2023 </div>	Descriptor Code: 5.119	Issued Date: 10/06/22
		Rescinds:	Issued:

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
 3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed
 6 for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers
 7 may substitute teach for additional days if the Director of Schools certifies in writing to the Division of
 8 Retirement that no other qualified personnel are available to substitute teach.¹

9 **GENERAL EMPLOYMENT CONTRACTS ~~FOR ONE YEAR~~**

10 The Director of Schools may employ ~~retired~~ teachers. ~~retired for at least one (1) year for full-time~~
 11 ~~employment as a kindergarten through twelfth (K-12) grade teacher on a year-to-year basis.~~ Retirement
 12 benefits will not be lost or suspended under certain conditions which include, but are not limited to, the
 13 following:²

- 14 ~~1. The Director of Schools of the employing district shall certify in writing that no other qualified~~
 15 ~~individuals are available to fill the position;~~
- 16
- 17 ~~2. The Commissioner of Education shall certify that the employing school district serves an area~~
 18 ~~that lacks qualified teachers to serve in the position to be filled;~~
- 19
- 20 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 21
- 22 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
 23 receive medical insurance coverage; and
- 24
- 25 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
 26 Board for teachers with no experience filling similar positions or more than eighty-five percent
 27 (85%) of the rate of compensation set by the Board for teachers with comparable training and
 28 years of experience filling similar positions.

1 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

2 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
 3 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
 4 following conditions:

- 5 1. The retired member has been retired for at least sixty (60) calendar days;
 6
 7 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
 8 retirement allowance;
 9
 10 3. The retired member's employment can't be longer than a one (1) year period; however, the
 11 retired member can be reemployed for additional one (1) year periods;
 12
 13 4. The retired member is not drawing disability retirement benefits; and
 14
 15 5. The retired member can't accrue additional retirement benefits.

16 The Director of Schools shall notify TCRS of the member's reemployment. ~~and certify in writing that~~
 17 ~~the retired member has the required experience and training for the position and that no other qualified~~
 18 ~~persons are available to fill the position.~~

19 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
 20 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
 21 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
 22 percent (5%) of the retired member's pay rate.

Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

Cross References

Application and Employment 5.106
 Employment Options for Retirees 5.119.1
 Substitute Teachers 5.701