

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

Cheatham County Board of Education

February 6, 2025

Place: Harpeth High School Theatre

Time: 6:00 PM

1. Call to Order
2. Moment of Silence - David Risner
3. Pledge of Allegiance - David Risner
4. Roll Call
5. Approval of Agenda
6. Presentations, Awards Recognitions

JAG Students

Cheatham County Central High School students Peyton Hudson and Jarrett Wilson won first place in the JAG Tennessee Decision Making competition at the national conference in Washington, D.C.

KSES Reward School

ACESA

Riann Offutt-Price, STEM Teacher

ECES

Bill Coffman, Teacher

KSES

Olivia Cox, Assistant

PEFAMS

Sarah Wildman, Interventionist

PVES

Brittany Crouch, Teacher

WCES

Julie Whittaker, SLP

CMS

Jennifer Catoe, Front Desk

HMS

Bailey Rawlins, Speech Assistant

SMS

Alyssa Duke, Teacher

CCCHS

Aaron Nicholson, Teacher

HHS

Will Mattingly, Teacher

SHS

Jennifer Morris, Life Skills Assistant

RA

Tanya Tyler, Front Desk

Daycare

Renee Adler, WCES Daycare

Nutrition

Jenny Williams, ACESA Nutrition

Transportation/Maintenance

Tim Simpson, Maintenance

Central Office

Teresa Nuckols, Maintenance Administrative Assistant

7. Public Forum
8. School Improvement Plan (SIP) Goal Update - HHS, Dr. Lee Rector
HHS, Dr. Lee Rector
9. Executive Committee
10. Five Year Plan - Cal Blacker/Shelley Duke
Cal Blacker/Shelley Duke
11. Elected Officials - Opportunity for Elected Officials to Address Board
12. Consent Agenda
 - A. Minutes: December 5, 2024
 - B. Disposal of surplus equipment/materials
 1. CMS Principal, Jason Pierschbacher requests disposal of the following broken/unusable Title 1 and other school technology inventory: Title 1- 3 Elmo tablets, 2 iPad Air's, 2 Canon R500 Camcorders, 2 Vidpro SM-55 Video Mic Kits, 4 Dell Optiplex 3010 M Computer Systems with monitors, 10 PowerPoint Presenter Remotes, 4 USB Microphones, 3 Elmo TT12iD Document Cameras, 5 iPad Mini 4's, 4 Epson Powerlite 430 XGA Projectors. School tech- 19 Amazon Kindles and 1 Toshiba VHS/DVD Player.
 2. SMS Principal, Robyn Miller request disposal of the following broken/unusable items: 7 broken student desks, 2 teacher desks, 3 student chairs, 40 reading street textbooks, 34 7th Grade Science textbooks and 16 8th Grade Science Books.
 3. Daycare Supervisor Muncy requests disposal for the following broken/unusable items: 2 short very heavy tables (ACESA Daycare).
 4. RA Principal, Andrea Bringard requests disposal of the following broken/unusable items: 2 broken bookshelves.
13. Budget and Finance
 - A. Budget Summary
 - B. Quarterly Report
 - C. TISA Outcomes for FY25 - \$42,187.50
 - D. Fee for Girls Flag Football - \$250.00
 - E. State SPED Preschool Grant - \$59,362.08
 - F. Laptops - Ed Debt \$540,000
 - G. SESI Contract - Fund 141 \$130,500.00 FY25

- H. Two Transportation Trucks - Fund 177 \$140,000.00
- I. Cafeteria Tables for ECES and ACESA - Fund 177 \$232,000.00
- J. TMA Custodial Contract
- 14. Old Business
 - A. Policy Revision 6.4051 Glucagon and Diazepam Gel (Diastat) - Second Reading
- 15. New Business
 - A. Addition to SHS 2024-2025 Textbook Adoption Committee - Devin Roberts
 - B. Policy Revision 5.118 Background Investigations - First reading
- 16. Brief comments from Board Members
- 17. Announcements
- 18. Adjourn



FIVE-YEAR PLAN

Facilities & Safety

Goal I: Implement Ongoing Maintenance For all Facilities

- Complete comprehensive facility assessment to identify needs by 2023
 - Complete 20% of the identified needs per year based on funding and district priorities. [Capitol Projects](#)
 - Complete sporting facility assessments by 2023. **Completed**
 - Evaluate and improve asset management system by 2025. [Working with Company to expand asset management to work with current facility maintenance system FMX](#)

Facility Roofs

- Middle schools as we suspected are the next in line for replacement or major repairs.
- Roofing project CMS **Completed**
- **Next Roofs SMS and HMS**
- Elementary Schools Currently with routine maintenance have some life remaining.
- Re-evaluating ACESSA Roof

HVAC

Building	PTACs	RTUs	Split System	Make Up Air Unit	Marvalir/Bard Heat Pump	Unit Heaters	Energy Recovery	Controls
Sycamore High School	12	12	12	25				12
Sycamore Middle School	12	12	10	12				12
Pleasant View Elementary	12	9		12				12
West Cheatham Elementary	12	16			16			12
Cheatham Co. Central High		15		15	15			12
Riverside Academy	7	12						12
Ashland City STEM	0	0		0	0	0		12
Harpeth High School	12	8	12	12		12	12	12
Harpeth Middle School	7	12	10	12		10		12
East Cheatham Elementary	12	11						12
Cheatham Middle School	12							12
Pegram Elementary Magnet School	12	22						12
Kingston Springs Elementary	13	16						12

- System OK
- System within 5 years of end of useful life
- System at or past useful life
- System not applicable
- X Number represents average equipment age

Athletic Assessments Needs

- Athletic Lighting : Districts move to LED lighting on Athletic Fields: WCES Softball Field
CCCHS Football Field
- Sycamore High School Drainage Project
Completed Looking into Sink Hole Behind outfield fence.
- Concessions: CMS, KSES, and HMS Completion
Date March 1, 2025

Current Projects for FY 25

- Sports Lighting
- HVAC CCCHS
- Concessions Stands at CMS, HMS and KSES
- Theater Lighting SHS
- Stadium Renovation CCCHS Football
- Restroom Partitions: Install Partitions in all schools men's restrooms

Goal II: Evaluate District Enrollment and School Capacity Levels

- Analysis of student numbers and develop growth plan and population study by 2023
- Build a new high school in North Cluster



Goal III: Meet The Physical And Mental Health Needs Of Students And Staff

- Employ a school nurse in every building and develop a substitute nurse program by 2024
 - Currently have 9 serving CCSD; nurses saw 19,564 students first semester; screened PreK, K, 2, 4, 6, & 8 students for Vision and Hearing
- Partner with providers for mental health services on-going throughout plan
 - Currently have 7 school-based therapists serving CCSD



Goal III: Meet The Physical And Mental Health Needs Of Students And Staff

- Establish an on-site clinic for staff by 2025
 - Grant with CTE to possibly provide funding for this; meeting with Gallagher Employee Benefit Consultant
- Hire school social workers and behavioral liaisons to develop a social/emotional support program for students by 2025
 - ProjectRAISE has provided us with our first school social work intern for this school year. He is getting positive feedback from schools and families for his services and support.



SUPPORTING MENTAL HEALTH
IN TENNESSEE SCHOOLS

Cheatham County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Glucagon and Diazepam Gel (Diastat)</h2>	Descriptor Code: 6.4051	Issued Date: 04/02/18
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> First Reading 12/5/2024 </div> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Second Reading 2/6/2025 </div>	Rescinds:	Issued:

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

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

8 **DEFINITION OF GLUCAGON**

9 Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the blood.
 10 It must be injected with a syringe into the body like insulin **or inhaled in a nasal spray.**

11 **WHEN TO USE GLUCAGON**

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

14 **TRAINING**

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

- 1 7. The volunteer trainee must document observations, administration of glucagon, and follow-up
2 care on the appropriate diabetic and medication forms.
3
- 4 8. 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)**

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 Cheatham County School System may administer
14 anti-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 **D**epartments of **H**health and **E**ducation and approved by applicable regulatory or governing boards
27 or agencies.

28 Cheatham County School System 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 TRAINING-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 is in its unopened, sealed
12 package with the intact label affixed by the dispensing pharmacy.

Legal References

- ~~1. TCA 49-50-1602(g)(1)~~
2.
3. [TCA 49-50-1602\(b\)](#)
4. [TCA 49-50-1602\(g\)](#)

Cross References

Cheatham County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Issued Date: 09/10/18
		Rescinds: 5.118	Issued: 07/11/16

First Reading
2 6 2025

1 *General*

2 Background checks shall be required for all applicants, employees, non-faculty coaches, chaperones,
3 contract workers, and volunteers.¹ Individuals who (1) have been identified by the Department of
4 Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child
5 neglect or who pose an immediate threat to the health, safety, or welfare of children; or (2) are listed
6 on the state's abuse of vulnerable persons registry maintained by the Department of Health shall not be
7 employed.²

8 The Director of Schools/designee shall develop any necessary corresponding procedures.

9 Applicants, current employees, non-faculty coaches, chaperones, contract workers and volunteers shall
10 be entered into the federal RAP back program.³ Notice of the following shall be provided:

11
12 1. Possible fees charged by the Tennessee Bureau of Investigation; and

13
14 2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau
15 of Investigation for all purposes and uses authorized for fingerprint submission.

16 Any costs incurred to perform these background checks and fingerprinting shall be paid by the district,
17 with the exception of non-faculty coaches, chaperones, contract workers and volunteers.

18 Background checks shall be required of these employees at least once every five (5) years after the
19 initial background check.¹

20 Non-Faculty Coaches, chaperones, contract workers and volunteers shall be required to undergo a
21 background check at least once every two (2) years.

22 **USE AND DISSEMINATION**

23 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
24 criminal history record checks for non-criminal justice purposes.⁵ The Director of Schools shall ensure
25 the Originating Agency Identifier number is on file at all times.

26 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be
27 solely used to verify criminal violations and shall not be disseminated. Results shall be considered
28 confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall
29 only be accessed by authorized personnel in the performance of their duties and shall never be released
30 to the public.

1 All persons directly associated with the accessing, maintaining, processing, dissemination, or
 2 destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially
 3 trained on the subject. The training shall provide those with access to CHRI with a working knowledge
 4 of federal and state regulations and laws governing the security and processing of criminal history
 5 information. The Director of Schools is responsible for ensuring that authorized personnel receive such
 6 training within sixty (60) days of employment or job assignment and every three (3) years.

7 **RETENTION AND SECURITY**

8 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas
 9 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the
 10 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The
 11 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,
 12 and/or destroy CHRI.

13 **DISPOSAL OF CHRI**

14 When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods
 15 rendering the information unreadable. Record destruction shall be conducted under the supervision of
 16 the Director of Schools.

17 **MISUSE**

18 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
 19 including termination. Any employee with knowledge of misuse shall immediately report a violation to
 20 the Director of Schools.

21

Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\)](#); [TCA 49-5-403](#);
[TCA 49-5-413\(a\)\(2\), \(c\)](#)
3. [TCA 49-5-413\(f\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [34 USCA § 40316](#)

Cross References

School Volunteers 4.501
 Application and Employment 5.106
 Substitute Teachers 5.701

22

23 **~~APPLICANTS AND EMPLOYEES~~**

24 ~~To ensure the safety and welfare of students and staff, the district shall require criminal history~~
 25 ~~background checks and fingerprinting of applicants for teaching positions and any other positions that~~
 26 ~~require proximity to children. Further, applicants who (1) have been identified by the Department of~~
 27 ~~Children's Services as perpetrators of child abuse, severe child abuse, child sexual abuse, or child~~
 28 ~~neglect, or who pose an immediate threat to the health, safety, or welfare of children; or (2) who are~~
 29 ~~listed on the state's abuse of vulnerable persons registry maintained by the Department of Health shall~~

1 not be employed.² Any costs incurred to perform these background checks and fingerprinting shall be
2 paid by the applicant. The Board shall reimburse the applicant if the position is offered and accepted.³

3 Background checks shall be required of these employees at least once every five (5) years after the date
4 of hire.⁴

5 **USE AND DISSEMINATION**

6 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
7 criminal history record checks for non-criminal justice purposes.⁴ The Director of Schools shall ensure
8 the Originating Agency Identifier number is on file at all times.

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10 solely used to verify criminal violation(s) and shall not be disseminated. Results shall be considered
11 confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall
12 only be accessed by authorized personnel in the performance of their duties and shall never be released
13 to the public.

14 All persons directly associated with the accessing, maintaining, processing, dissemination, or
15 destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially
16 trained on the subject. The training shall provide those with access to CHRI with a working knowledge
17 of federal and state regulations and laws governing the security and processing of criminal history
18 information. The Director of Schools is responsible for ensuring that authorized personnel receive such
19 training within sixty (60) days of employment or job assignment and every three (3) years.

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29 the Director of Schools.

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31 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
32 including termination. Any employee with knowledge of misuse shall immediately report a violation to
33 the Director of Schools.

Legal References

6. Public Acts of 2018, Chapter No. 1006
7. TCA 49-5-406(a)(1); TCA 49-5-403;
TCA 49-5-413(a)(2), (e)
8. TCA 49-5-413(e)
9. 34 USCA § 40316

Cross References

- School Volunteers 4.501
Application and Employment 5.106
Background Checks 5.118.2