

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

Cheatham County Board of Education

March 6, 2025

Place: Cheatham County Central High School Theatre

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

STATE WRESTLERS

A huge congrats to our high school wrestlers who qualified for this year's TSSAA state wrestling tournament! The state tournament was February 21-22 at the Williamson County Expo Park in Franklin.

The top four wrestlers in each weight class Section 4 Class A wrestling tournament at Harpeth High School earned berths to the state tournament.

☀️ Harpeth High School:

106 pounds: Brian Bolton

144 pounds: Tanner Aldridge

☀️ Cheatham County Central High School:

106 pounds: Frankie Gutierrez

120 pounds: Magnus Johnson

144 pounds: Walker Hobbs

285 pounds: Roger Gonzalez

107 pounds (girls): Emma Reeves

☀️ Sycamore High School:

113 pounds: Davyd Parker

120 pounds: Brendan Monroe

144 pounds: Noah Peppard

165 pounds: Colton Long

175 pounds: Saif Al-Ipyden

EMPLOYEES OF THE MONTH

ACESA

Joy Kassner, Guidance Counselor

ECES

Karen Beasley, SPED Assistant

KSES

Allyson Wallace, Extended Resource Teacher

PEFAMS

Lindsey McCulloch, Teacher

PVES

Emily Wong, RTI Teacher

WCES

Brandi Binkley, Assistant

CMS

Katie Tingue, Teacher

HMS

Brandi Gilland, Guidance Counselor

SMS

Heather Baker, Teacher

CCCHS

Kaye Spain, Front Desk Receptionist

HHS

Emily Johnston, SPED Assistant

SHS

Kim Crosby, Bookkeeper

RA

Bryan Wall, Teacher

Daycare

Jessica Wilcox, CMS Daycare

Nutrition

Leslie Parrish, ECES Cafeteria

Transportation/Maintenance

Frank Trunko, Mechanic

Central Office

Katlyn Owen, SPED Admin Assistant

7. Public Forum
8. School Improvement Plan (SIP) Goal Update
9. Executive Committee
10. Five Year Plan
11. Elected Officials - Opportunity for Elected Officials to Address Board
12. Consent Agenda
 - A. Minutes: February 6, 2025
 - B. Disposal of surplus equipment/materials
13. Budget and Finance
 - A. Summary
 - B. Tuition Fee 2025-2026
 - C. ESS Contract
 - D. Middle School Marquees - Fund 141 \$180,000.00
14. Old Business
 - A. Policy Revision 5.118 Background Investigations - Second Reading
15. New Business
 - A. Board Meeting Schedule 2025-2026

- B. Director's Contract
 - C. Revision of Policy 5.802 Qualifications and Duties of the Director of Schools - First Reading
16. Brief comments from Board Members
 17. Announcements
 18. Adjourn

Cheatham County Central High School

"ALL IN"



Goal Update

March 6, 2025

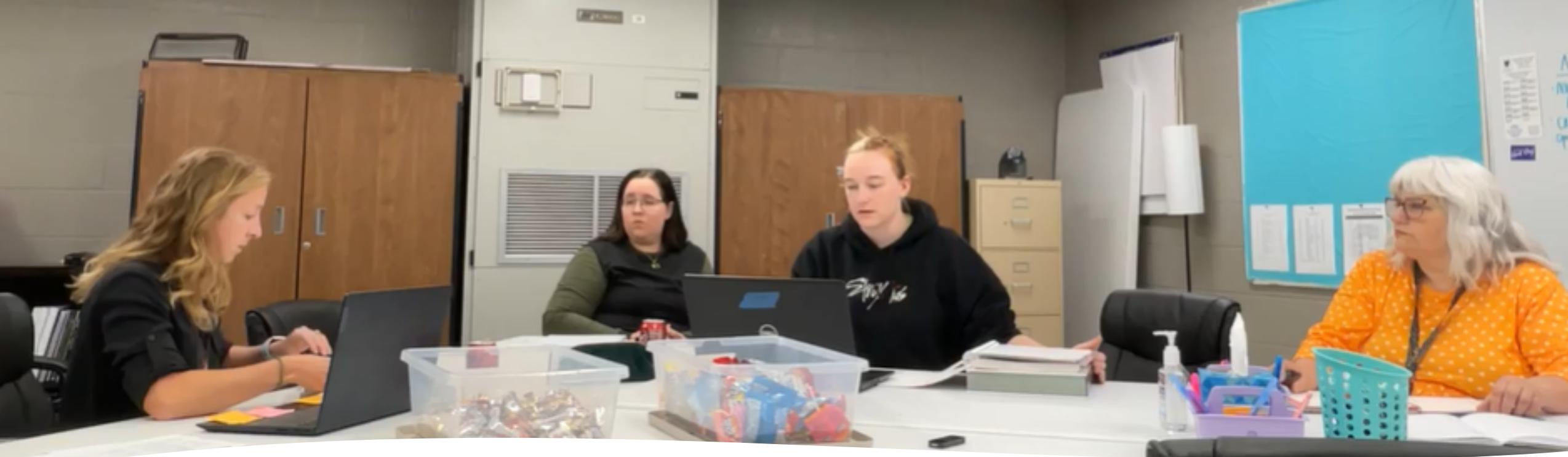
TVAAS Scores

- CCCHS earned a Level 1 TVAAS rating from the TN State Department of Education.
- Our overall school score is low but not indicative of all the hard work the majority of our teachers put in last year.



Plan of Success





All In:

Every Teacher,
Every Day

- **Dens** – Teachers start each day, each year, with the same group of students. They develop a relationship these students and are a source of encouragement and provide continuous mentoring.
- Intentional use of **HQIM** in ELA and Math
- All year long, teachers plan collaboratively with the academic specialist and analyze **common formative assessments** (CFAs) regularly with standards performance. CFAs are composed of **Level 2 and 3 questions** to mirror the rigor students will see on their EOCs and are embedded in the HQIM.

Remediate



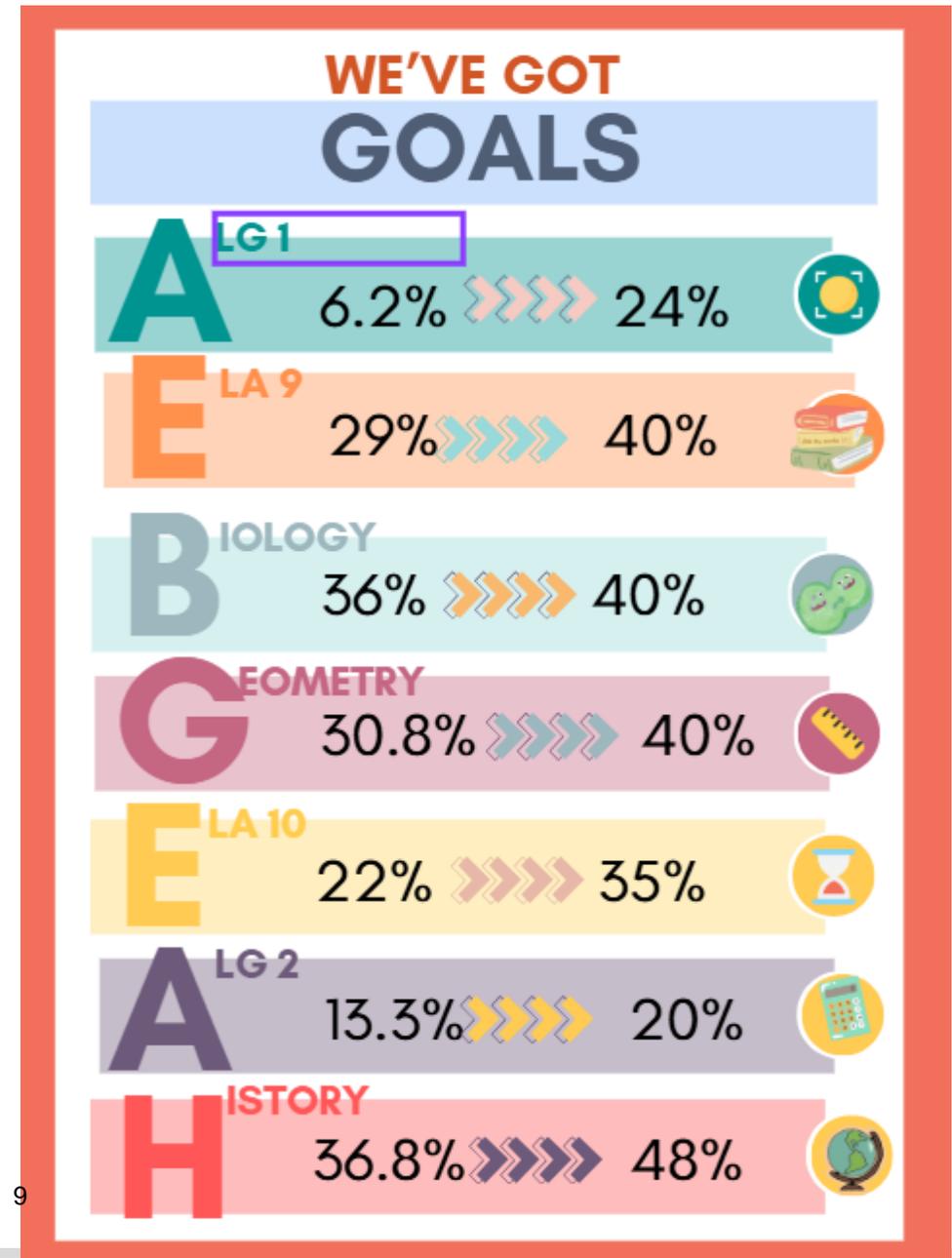
- **Weekly school usage report**
- **Goal: 5-7 topics weekly**
- **Aligns with grade level topics**



- **Pilot program for Spring '25**
- **Utilizing each day**
- **On site training to increase effectiveness**
- **Working to increase Lexile levels**

Set goals

- Each subject area set proficiency goals based off the previous year.



Reward Growth and Achievement

- Donuts/Coffee/Hot Chocolate
- Popcorn and slushie
- Wristbands
- Pizza
- T-Shirts
- Inflatable time
- Lunch field trip



Intention and Purpose - ACT

- School Wide Goal – 21 Average
- Magoosh
- Parent communication
- Strategies
- English 11 full ACT prep from Jan-Mar
- Celebrate Growth
- Importance and Buy In

Composite Score Rewards (March 18 test ONLY)



Thank You!

- Money for football stadium
- Money for replacing the current A.C. systems



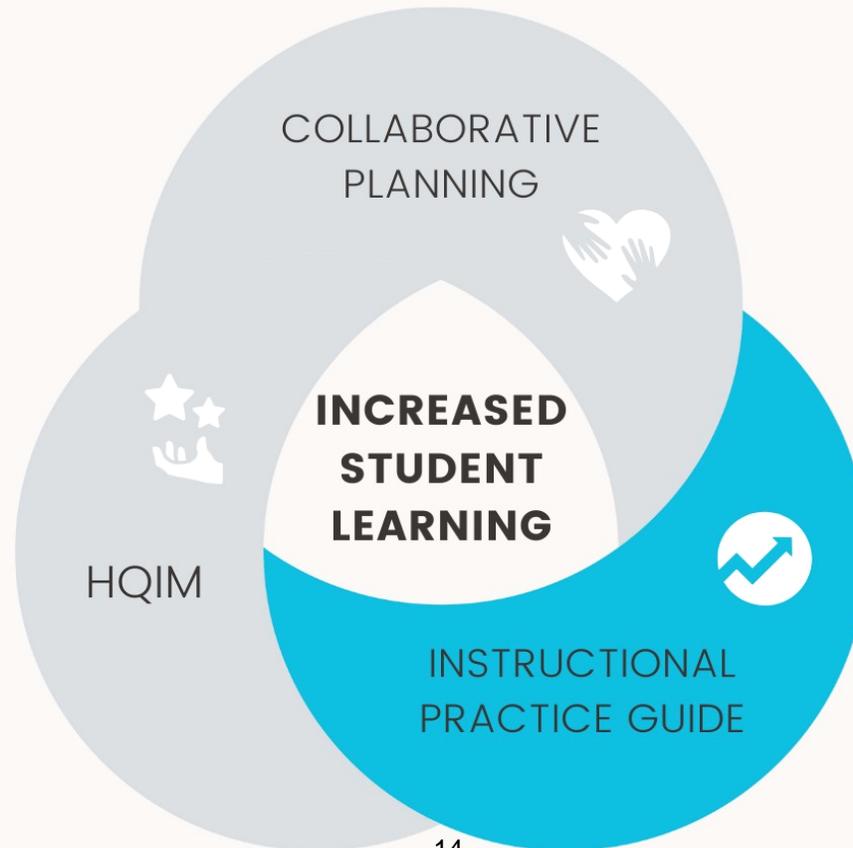


CCSD Academics

An overview of the Instructional Practice Guide (IPG)

- What it is & why we use it
- When we use it
- How we use the data

CCSD Academic Focus





What It Is

The Instructional Practice Guides are classroom observation tools that describe “core actions” associated with standards-aligned content, effective teaching, and meaningful student engagement. Each core action includes indicators and a rating scale, making it easy to identify trends across classrooms and track progress over time.

We currently use three IPGs (Foundational Skills, ELA, and Math) and will include the Science IPG beginning next year.



Why We Use It

**PROVIDES
COMMON
LANGUAGE**

**REVEALS
STRENGTHS AND
OPPORTUNITIES
FOR GROWTH**

**PROVIDES DATA
TO PRIORITIZE
OUR WORK**

**MONITORS
PROGRESS AS WE
CONTINUE TO
REFLECT AND
REFINE**

**GROUNDS THE
SUPPORT WE
PROVIDE**

**BASED ON
NATIONAL
RESEARCH**

When We Use the IPG

- Beginning, Middle, and End of Year walkthroughs at the district level to determine trends and plan next steps for professional development & support
- Principals and Academic Specialists gather internal trend data around specific IPG goals for their school
- In some schools, teachers use the tool for peer-to-peer class visits





How We Use the Data

- This data informs district and school goals.
- We primarily look for trends and use the data to plan teacher supports and professional learning opportunities.
- Data from IPG walks is used to focus improvement efforts where they're most needed as we work toward our vision for high-quality instruction.

Cheatham County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Background Investigations</h2>	Descriptor Code: 5.118	Issued Date: 09/10/18
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> First Reading 2 6 2025 </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 200px;"> Second Reading 3 6 2025 </div>	Rescinds: 5.118	Issued: 07/11/16

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.

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

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.

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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
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19 training within sixty (60) days of employment or job assignment and every three (3) years.

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25 and/or destroy CHRI.

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28 rendering the information unreadable. Record destruction shall be conducted under the supervision of
29 the Director of Schools.

30 **MISUSE**

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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

Cheatham County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 10/03/24
	First Reading 3 6 2025	Rescinds: 5.802	Issued: 11/04/21

1

2 **QUALIFICATIONS**

- 3 1. A professional educator's license
 4 2. A master's degree in education with a preference for a doctorate degree
 5 3. Three (3) years of successful experience in school administration
 6 4. Such other qualifications as the Board deems desirable

7
 8 **REPORTS TO:** The Board of Education. **Each January and July, any or every Board Member shall**
 9 **have the right to request an individual meeting with the Director of Schools to discuss any ideas,**
 10 **concerns, or questions regarding the management and goals of the school district. Upon receiving the**
 11 **request to meet from any or every individual Board Member, the Director of Schools shall promptly**
 12 **schedule said meeting at a time and location convenient to all persons involved."**

13 **SUPERVISES:** All administrative and supervisory personnel in the district

14 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
 15 programs and services

16 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall
 17 extend to all activities of the district, to all phases of the educational program, to all aspects of the
 18 financial operation, to all facility management, and to the conduct of such other duties as may be assigned
 19 by the Board. The Director of Schools may delegate these duties together with appropriate authority but
 20 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

21 **ESSENTIAL FUNCTIONS**

22 **General Administrative**

- 23 1. Provides leadership in identification of priorities and assures that all activities reflect those
 24 board-established priorities.
- 25 2. Prepares and recommends short and long-range plans for Board approval and implements those
 26 plans when approved.
- 27 3. Prepares, in conjunction with the Chair, agenda recommendations relative to all matters
 28 requiring board action, including all facts, information, options, and reports needed to assure
 29 informed decisions. Provides advice and counsel to the Board on matters before it.

- 1 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
2 of the proceedings of all meetings of the Board and of its official acts.
- 3 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
4 Recommends policies or courses of staff action.
- 5 6. Develops administrative procedures to implement board policy or for the items deemed
6 necessary for the efficient operation of the schools and disseminates these procedures to
7 appropriate staff.
- 8 7. Keeps the Board informed regarding development in other districts or at state and national levels
9 that would be helpful to the district.
- 10 8. Ensures that all local, state, and federal standards for the health and safety of the students and
11 staff are maintained and that required reports are maintained.
- 12 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
13 the rules and regulations of the State Board of Education.¹

14 **Financial Management**

- 15 1. Provides direction to and supervision of school business functions. Encourages development and
16 implementation of sound business practices. Continually assesses business practices to achieve
17 efficiency.
- 18 2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget
19 to the appropriate local funding body for adoption.
- 20 3. Makes appropriate written reports for the Board, detailing all receipts and expenditures of the
21 public school funds, and submits them to the local funding body.
- 22 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
23 district's financial and physical resources.

24 **Personnel Administration**

- 25 1. Establishes lines of authority which shall be approved by the Board and shown on the system
26 organization chart. Lines of authority shall not restrict the practical working relationships of all
27 staff members at all levels.
- 28 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
29 recommends to the Board teachers who are eligible for tenure.
- 30 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
31 professional positions.
- 32 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
33 to the Board for information and record.

- 1 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
2 concerning the welfare and improvement of the schools.
- 3 6. Communicates directly, or through delegation, all actions of the Board relating to personnel
4 matters to all and receives employees' communications to be made to the Board.
- 5 7. Evaluates principals annually.
- 6 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
7 temporary teaching permit who have been suspended or dismissed, who have resigned,
8 following allegations of conduct, including sexual misconduct, which, if substantiated, would
9 warrant consideration for license suspension, revocation, or formal reprimand, or who have been
10 convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty
11 or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or
12 equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days
13 of the suspension, dismissal, or resignation or of receiving knowledge of the felony conviction.²

14 **Instructional Leadership**

- 15 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
16 educational program designed to meet the needs of the community and to carry out the policies
17 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,
18 is available to all students.
- 19 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major
20 changes in tests and time schedules to be used in the schools.
- 21 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 22 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
23 programs.
- 24 5. Conducts a periodic audit of the total school program and advises the Board of recommendations
25 for the educational advancement of the schools.
- 26 6. Seeks out available sources for grant funding to support programs and projects.
- 27 7. Ensures that the goals of the school system are adequately reflected in its educational program
28 and operations.

29 **Community/Public Relations**

- 30 1. Promotes community support of the schools. Interprets district programs and services, reports,
31 plans, events, and activities of interest and solicits community opinions regarding school and
32 educational issues.
- 33 2. Identifies available community resources and links to social service agencies that support
34 education and healthy child development.

- 1 3. Develops strategies to promote parental involvement in their student's education and provides
2 opportunities for parent-teacher interaction.
- 3 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.
- 4 5. Ensures that the district interests will be represented in meetings and activities of municipal and
5 other governmental agencies.
- 6 6. Represents the school district and its interests in community organizations, activities, and
7 projects.

8 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board
9 and the Director of Schools. Salary to be determined by the Board.

10 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
11 and the Board's policy on evaluation of the Director of Schools.

12 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
13 level of work being performed by the person assigned to this position. They are not intended to be a
14 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. [TCA 49-2-301](#)
2. [TRR/MS 0520-02-03-.09\(2\)](#); [TCA 49-5-417\(c\)](#);
[TCA 49-5-106\(f\)](#); [Public Acts of 2024, Chapter No. 577](#)

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603

School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803