

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

Cheatham County Board of Education

April 10, 2025

Place: Sycamore High School Library

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

SCOPE PARTICIPANTS

Cheatham County Central High School

Lauren Johnson
Warner Hamm
Steve Wenning, Chaperone

Harpeth High School

Elizabeth Echo Russell
Lilly Stinson
Lee Rector, Chaperone

Sycamore High School

Jackson Reed
Naomi Strader
Dawn Wenning, Chaperone

EMPLOYEES OF THE MONTH

ACESA

Stan Duke, IPK Assistant

ECES

Sarah Stephenson, Teacher

KSES

JoJo Walsh, PE Teacher

PEFAMS

Amanda Adams, Assistant

PVES

Amber Pennington, Academic Specialist

WCES

Cindy Weakley, Dean of Students

CMS

Sarah Kilgore, Academic Specialist

HMS

Susan Saar, ELL Teacher

SMS

Kyle Quillen, Teacher

CCCHS

Corey Walker, Welding Teacher

HHS

Jennifer Copeland, Life Skills Teacher

SHS

Edda Watson, SPED Assistant

RA

Shannon Roberts, RA and District Attendance/Registrar

Daycare

Tammy Wood, ECES Daycare

Nutrition

Rhonda Johnson, SMS Nutrition

Transportation/Maintenance

Lenore Purcell, Maintenance Electrician

Central Office

Sue Clark, Front Desk Receptionist

7. Public Forum
8. School Improvement Plan (SIP) Goal Update
SHS, Dawn Wenning
9. Executive Committee
10. Five Year Plan
Wendy Cox
11. Elected Officials - Opportunity for Elected Officials to Address Board
12. Consent Agenda
 - A. Minutes: March 6, 2025
 - B. Disposal of surplus equipment/materials
 1. SHS Principal, Dawn Wenning requests disposal of the following broken/unusable items: 11 computer desks, 13 broken chairs, 2 broken student desks and one broken table.
 2. PEFAMS, Principal Sarah Spain requests disposal of the following broken/unusable items: 12 broken student desks, 1 teacher's desk, 8 broken student chairs, 1 broken bench, 2 filing cabinets and 2 broken tables.
 3. CTE Supervisor Cooper requests disposal of the following unusable/broken items from SHS: 1 Nasco Lifeform Mannequin, 1 Prestan baby, 1 Prestan CPR Adult, 1 Ambu Adult Bag, 5 Blue CPR Mannequins, 2 Blue CPR Baby Mannequins, CPR in Schools Bag with 6 Blow up CPR dummies, and 2 sets of crutches.
 4. RA Principal Andrea Bringard requests disposal of the following broken/unusable items: 1 broken 3 shelf bookshelf.
13. Budget and Finance
 - A. Summary

- B. Quarterly Report
- 14. Old Business
 - A. Revision of Policy 5.802 Qualifications of the Director of Schools - second reading
- 15. New Business
 - A. Voucher Resolution / Teacher Bonus
 - B. Attorney Contract
 - C. Science Textbook Adoption
- 16. Brief comments from Board Members
- 17. Announcements
- 18. Adjourn

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
		Rescinds: 5.802	Issued: 11/04/21
	First Reading 3 6 2025		Second Reading 4 10 2025

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