

# CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

## Cheatham County Board of Education

June 4, 2026

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
  - A. Harpeth High School senior Kate Brent placed second in the 800 meter and third in the 1600 meter at the Class A TSSAA state championship meet at the University of Tennessee at Knoxville.
  - B. The Cheatham County Central High School boys soccer team advanced to the Class A TSSAA state tournament in Murfreesboro. This was the first time in school history that CCCHS advanced to the state tournament as well as winning the region championship.
  - C. Harpeth High School senior Lucas Barton placed fourth in the long jump at the Class A TSSAA state championship meet at the University of Tennessee at Knoxville.
7. Public Forum
8. School Improvement Plan (SIP) Goal Update  
KSES, Ben Howell
9. Executive Committee
10. Five Year Plan  
Wendy Cox, HR
11. Elected Officials - Opportunity for Elected Officials to Address Board
12. Consent Agenda
  - A. Minutes: May 7, 13, and 28, 2026
  - B. Disposal of surplus equipment/materials
    1. ACES Principal Linda Owen requests disposal of the following broken/unusable items: 1 teacher desk, 1 Surface Pro, 2 Laptops and 1 Desktop and Monitor.
    2. HHS Principal Rector requests disposal or donation of the following broken/unusable items: 4 mannequins, 8 life form replicas and 1 hospital bed.
    3. SHS Principal Dawn Wenning requests disposal of the following broken/unusable item: broken office desk.
13. Budget and Finance

- A. Summary
- B. Education Debt
- C. FY27 Consolidated Funding Grants
  - Title I-A = \$811,349.33
  - Title I-D = \$40,427.43
  - Title II-A = \$194,533.63
  - Title III = \$28,589.20
  - Title IV = \$57,548.70
  - IDEA, Part B = \$1,376,189.00
  - IDEA Preschool = \$43,182.00
- D. Fund Balance 141 Request \$400,000.00 to Fund 143
- E. School Fees
- F. School Funds Open Purchase Orders
- G. TVA Rebate
- 14. Old Business
  - A. Policy Revisions
    - 1. Policy 1.804 Alcohol and Drugs in the Workplace - second reading
    - 2. Policy 2.400 Revenues - second reading
    - 3. Policy 5.114 Personnel Records - second reading
    - 4. Policy 5.302 Sick Leave - second reading
    - 5. Policy 5.403 Drug and Alcohol Testing for Employees - second reading
    - 6. Policy 5.606 Political Activities - second reading
    - 7. Policy 5.608 Tutoring for Pay - second reading
    - 8. Policy 5.800 Director of Schools - second reading
- 15. New Business
  - A. SDHA Panel 2026-2027
    - Tim Adkins
    - Andrea Bledsoe
    - Melinda Broyles
    - Robyn Miller
    - Laura Muncy
    - Tara Watson
    - Judy Bell, alternate
    - Cal Blacker, alternate
    - Stefanie Davenport, alternate
    - Shelley Duke, alternate
    - Jeff Hobbs, alternate
- 16. Brief comments from Board Members

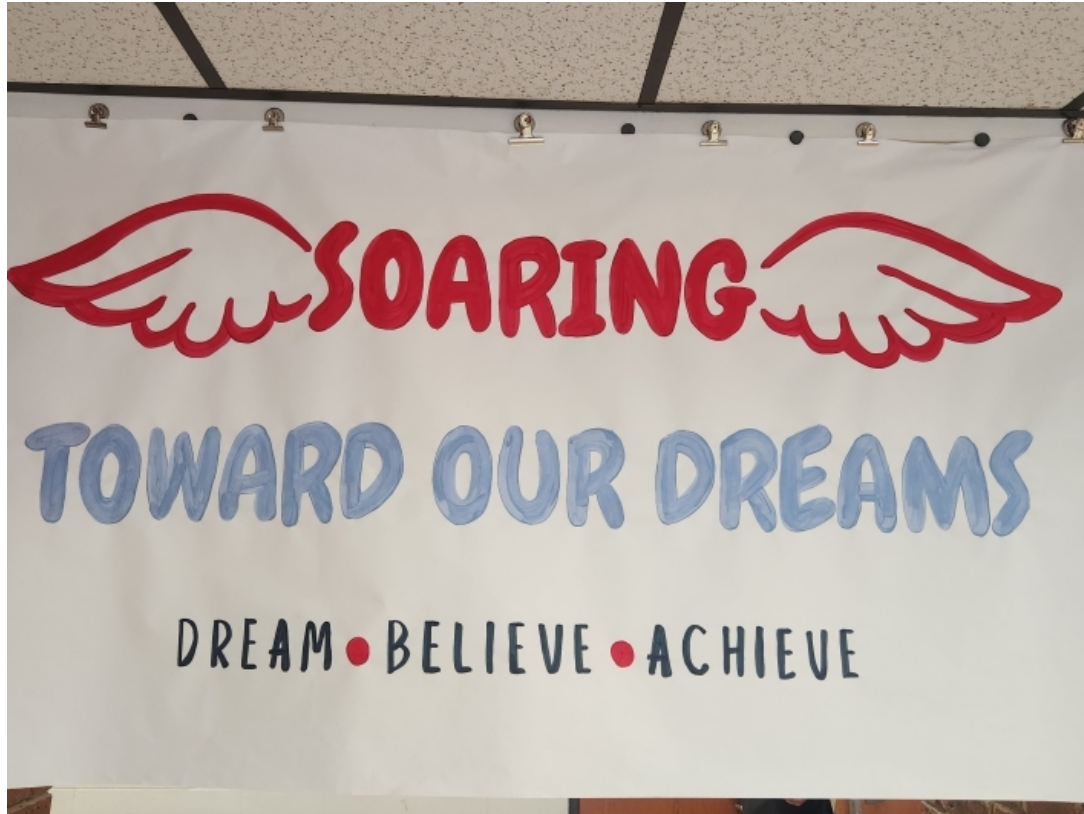
17. Announcements

18. Adjourn



# Kingston Springs Elementary

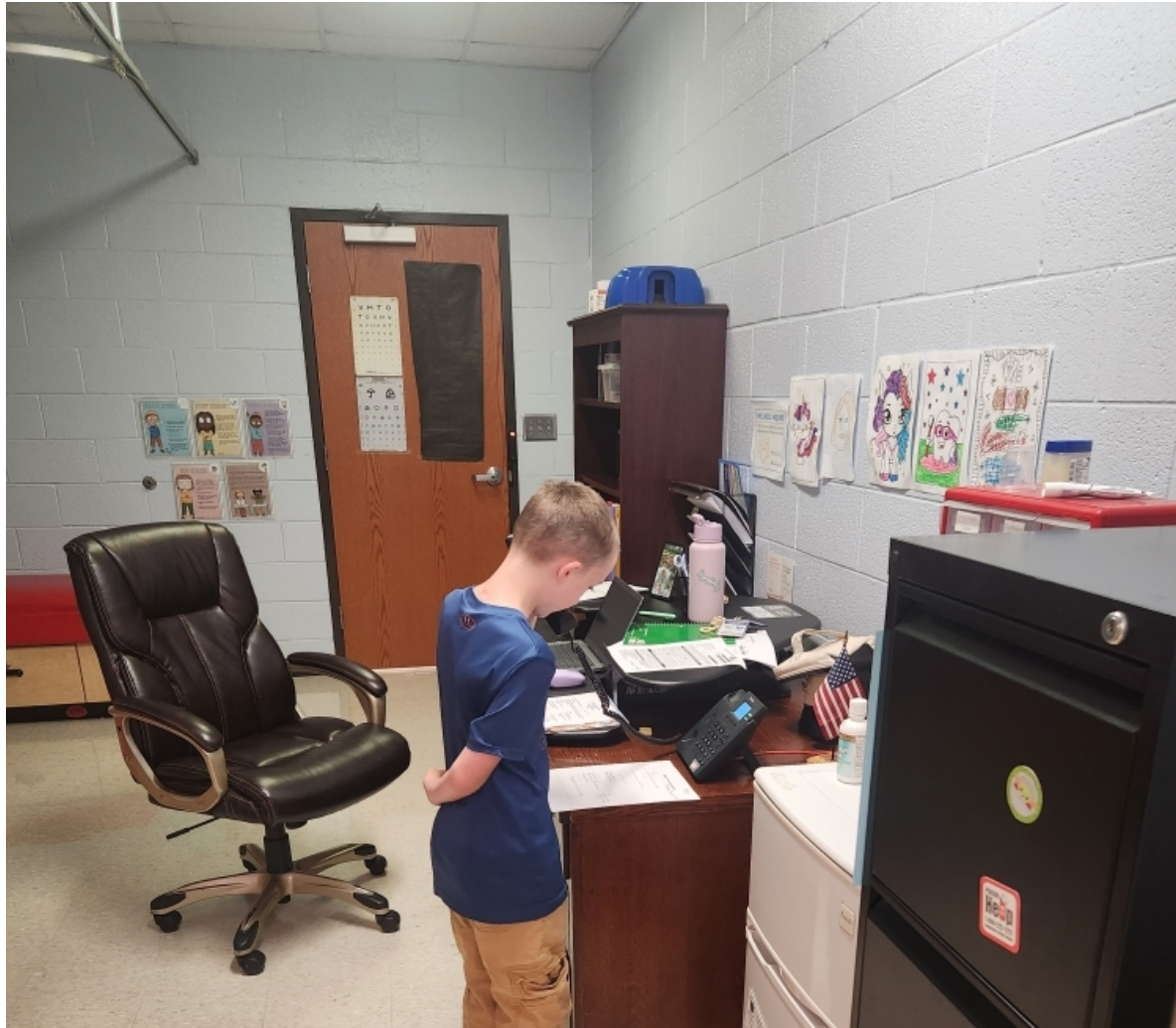
2025-2026



"Kingston Springs Expects Success"

## Student Leadership

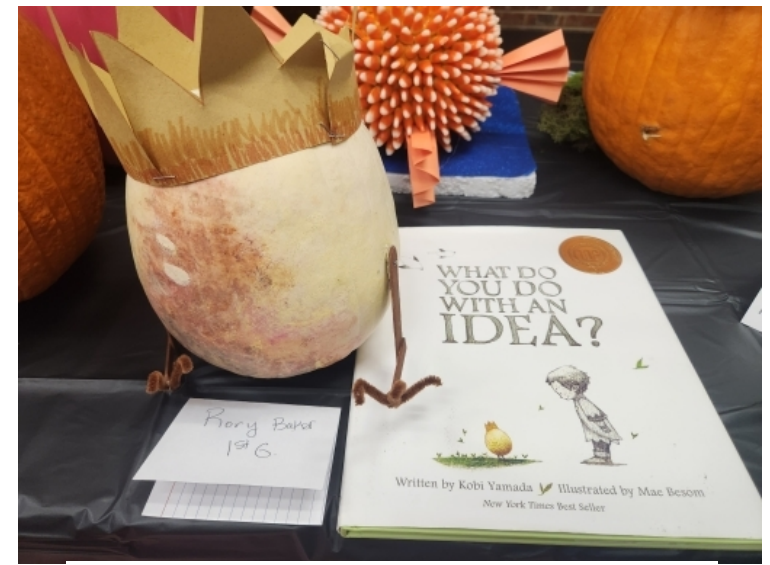
- Teachers and students, we are glad you are at Kingston Springs Elementary, and I hope you have a great day of learning!
- Bringing back Student Council 26-27 School Year
  - 3rd and 4th grade





# Level 5 Reward School Designation

- School-wide Literacy – Level 4
- School-wide Numeracy – Level 5
- School-wide Literacy and Numeracy – Level 5
- School-wide Composite – Level 5



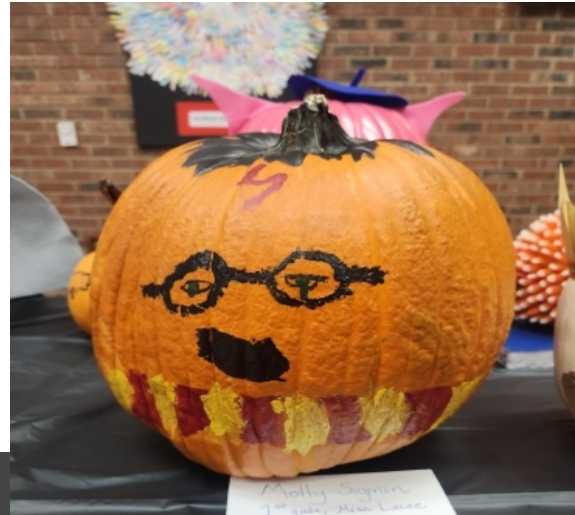
**KINGSTON SPRINGS ELEMENTARY**

**100 BOOK CHALLENGE**  
2025-2026



**100 BOOKS**

- |                  |                    |
|------------------|--------------------|
| Emory Flanagan   | Molly Sigmon       |
| Emma Wolf        | Emerson Wanca      |
| Julia Kfoury     | Sadie Woodard      |
| Zara Kramer      | Reed Hoeflein      |
| Townes Merritt   | Charlee Harrison   |
| Ezra Elchaer     | Emily Ayers        |
| Owynn Bell       | Arden Dupre        |
| Charli Chenausky | Harper Bell        |
| Rhett Erickson   | Bailey Johns       |
| Ivy Kirby        | Frankie LoGrippo   |
| Landis Pillow    | June Sigmon        |
| Alice LoGrippo   | Mrs. Deanna Mealio |



Literacy

**KINGSTON SPRINGS ELEMENTARY**

**100 BOOK CHALLENGE**  
2025-2026



**150 BOOKS**

- Beau Roberts  
Saylor Tittle  
Jacob Andersen  
Briggs Tackett  
Rory Baker  
Hazel Grace Meyers  
Henry Mantle  
Raleigh Meyers

**200 BOOKS**

- Blakely Stewart  
Avery Haftmann  
Mrs. Sarah Ayers  
Mrs. Melissa Hardesty

**250 BOOKS**

- Josephine Nichols



# Kindness Grows Here South Cheatham Library

- Read Across America Week
- Summer Reading Program – 130+ students currently signed up

KINGSTON SPRINGS ELEMENTARY SCHOOL

# UNIFIED KICK OFF PARTY



**OCTOBER 3RD**  
**7:20 AM**  
**IN MRS. GLICK'S ROOM**



# Unified

- Unified Club Meetings
- Unified Holiday Party
- Inclusion Week
- Unified Club at Nashville Zoo
- Special Olympics



# Archery - NASP

- 2nd year
- Complete a unit in PE for all 4th graders
- Top 20 shooters compete at MTSU

# Balloons Over Broadway

3rd Annual



# Hat Parade

Started in 1979





Bring Gnash  
to Class



## PTO and Community Support

- Mother-Son Night
- Father-Daughter Dance
- Movie Nights
- Spring Fling

## 26-27 Event Dates

- **Balloons Over Broadway – Monday, Nov 23 @ 1:30**
- **Read Across America Week – March 1-5**
- **Archery Competition – Friday, March 19 @ MTSU**
- **Hat Parade – Thursday, March 25 @ 9 am**
- **PTO Events - TBD**

Thank you!

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Please call or email me  
anytime

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[Ben.Howell@ccstn.org](mailto:Ben.Howell@ccstn.org)

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615-952-9060 option 2

An illustration of a classroom setting. On the left, a female teacher with dark hair, wearing a white blouse and dark pants, stands holding a piece of white chalk. Behind her is a large green chalkboard with a brown frame. The chalkboard contains the main title and date. To the right of the chalkboard is a wooden desk with a stack of books, a pink apple, and a blue globe on a stand. Above the desk is a hanging plant in a brown pot. In the top left corner, there is a string of colorful triangular bunting flags. The background is a light yellow wall with a yellow floor.

# Human Resources & Capital Goals

Cheatham County School District 6/4/2026

**Cheatham County School  
District Employees**

**425 Certified Staff Members**

## Glance at our Employees: An Overview of Education Levels of Certified Staff

- Doctorate – 6 employees
- Ed. S. – 8 employees
- Masters – 195 employees
- Bachelor of Science – 216 employees

# Updates of our hiring status

January 2026

Certified Openings - 8

Classified Openings - 3

June 2026

Certified Openings - 17

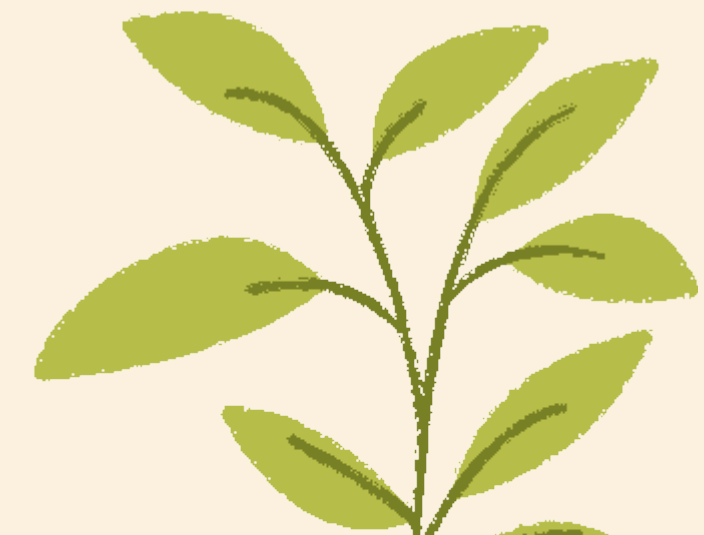
Classified Openings - 24



# GYO Update



- 8 Apprentices will graduate from APSU on August 7, the first day of school, with an Elementary Education endorsement, K-5, and SPED endorsement
- 7 Apprentices have already secured positions within the district as of today for the 26-27 school year.
- 6 Apprentices will begin their last year of the GYO program doing their student teaching for the 26-27 school year.



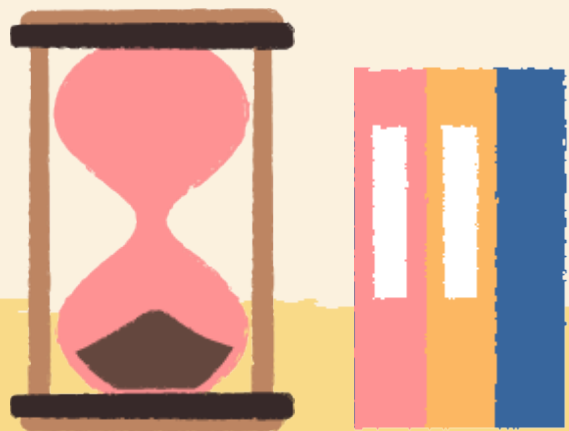


# Human Capital Goals

Promote employment  
Recruit, hire, and retain effective employees

Build capacity through professional learning  
programs

Provide training, coaching, and mentoring  
CCSD Strategic Recruiting Plan





## Staff Recruitment & Retention Strategies

- Develop and implement a strategic recruitment marketing plan
- Maintain competitive salary and benefits structures
- Expand partnerships with teacher preparation and programs.
- Strengthen the perfect attendance program
- Monitoring staffing ratios and adjusting annually.
- Regular salary & benefits review
- Implement incentives to support recruitment and retention.
- Expand partnerships with teacher preparation and CTE programs.
- Add positions in key areas (nurses, RTI, Social workers, technology, etc.)
- Align hiring plans to district growth and priorities.

## Build Staff Capacity Through Professional Learning

- Implement a flexible, innovative professional development plan
- Provide coaching, mentoring, and job-embedded support
- Foster a growth mindset culture
- Collect ongoing feedback to improve PD effectiveness.
- Clear PD calendar and structure
- New employee coaching & mentoring support
- Job-embedded professional development
- Continue new teacher induction and onboarding programs for new staff success



## Strengthen Employee Support and Engagement

- Provide consistent communication through HR newsletters and updates.
- Expand employee recognition and incentive programs.
- Monitor staff feedback and adjust support accordingly.
- Develop a comprehensive plan, checklist, meetings, and support each year to ensure movement towards Licensure for embedded staff and ensure it is completed in a timely manner.





# Strategic Recruitment Plan

- Focus on recruiting & retaining educators
- Clear recruitment goals and priorities
- Address teacher shortages (specialized fields)
- Compete with nearby districts
- Competitive pay & growth opportunities
- Streamlined, efficient hiring process
- Improve candidate experience
- Strong leadership support
- Positive, student-focused culture

An illustration of a classroom scene. On the left, a woman with dark hair, wearing a white blouse and dark pants, stands holding a piece of white chalk. Behind her is a large green chalkboard with a wooden frame. On the chalkboard, the text "Thank you for your continued support of our Cheatham County School District Employees!" is written in white. To the right of the chalkboard is a wooden desk. On the desk, there is a stack of three books (yellow, orange, and pink), a red apple, and a blue and white globe on a stand. Above the desk, a hanging plant with green leaves in a brown pot is suspended. In the top left corner, a string of colorful triangular bunting (blue, pink, orange, blue) is visible. The background is a solid light yellow color.

Thank you for your continued  
support of our Cheatham County  
School District Employees!

## Fund 156 - Education Debt Service

	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035
<b>Expenditures</b>										
School Buses	1,086,170.02	1,118,755.12	1,152,317.77	1,186,887.31	1,222,493.93	1,259,168.74	1,296,943.81	1,335,852.12	1,375,927.68	1,417,205.52
Roof Replacement	3,600,000.00									
Paving/Sealing/Striping	257,500.00	265,225.00	273,181.75	281,377.20	289,818.52	298,513.07	307,468.47	316,692.52	326,193.30	335,979.09
HVAC Replacement	3,779,982.00	3,861,924.00	3,832,558.00							
Concession/Restrooms - Athletics										
Field Lights	450,000.00	200,000.00	300,000.00							
Safety	540,000.00	250,000.00								
Maintenance/Tech Building	350,000.00	7,000,000.00								
Maintenance/Storage										
Computer Annual Rotation	553,724.80	570,336.54	587,446.64	605,070.04	623,222.14	641,918.80	661,176.37	681,011.66	701,442.01	722,485.27
Trane Note										
Track and Turf			1,000,000.00			1,000,000.00				
HHS Construction Building		500,000.00								
CCCHS Theater				500,000.00	7,000,000.00					
<b>New School - 60M (15 years)</b>										5,780,537.26
<b>Total Expenditures</b>	<b>10,617,376.82</b>	<b>13,766,240.66</b>	<b>7,145,504.16</b>	<b>2,573,334.55</b>	<b>9,135,534.58</b>	<b>3,199,600.62</b>	<b>2,265,588.64</b>	<b>2,333,556.30</b>	<b>2,403,562.99</b>	<b>8,256,207.14</b>
	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted	Budgeted
Property Tax	700,443.78	704,679.78	708,915.78	713,151.78	717,387.78	721,623.78	725,859.78	730,095.78	734,331.78	738,567.78
Other Revenue plus increase	95,350.00	96,303.50	97,266.54	98,239.20	99,221.59	100,213.81	101,215.95	102,228.11	103,250.39	104,282.89
Local Option SalesTax	4,000,000.00	4,000,000.00	4,000,000.00	4,000,000.00	4,000,000.00	4,000,000.00	4,000,000.00	4,000,000.00	4,000,000.00	4,000,000.00
Wheel Tax	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00
Adequate Facilities Tax	258,000.00	258,000.00	258,000.00	258,000.00	258,000.00	258,000.00	258,000.00	258,000.00	258,000.00	258,000.00
Development Tax	650,000.00	650,000.00	650,000.00	650,000.00	650,000.00	650,000.00	650,000.00	650,000.00	650,000.00	650,000.00
<b>Total Revenue</b>	<b>7,003,793.78</b>	<b>7,008,983.28</b>	<b>7,014,182.32</b>	<b>7,019,390.98</b>	<b>7,024,609.37</b>	<b>7,029,837.59</b>	<b>7,035,075.73</b>	<b>7,040,323.89</b>	<b>7,045,582.17</b>	<b>7,050,850.67</b>
Fund Balance Reserve	12,871,324.00	9,137,740.96	2,260,483.58	2,009,161.74	6,335,218.17	4,104,292.96	7,814,529.93	12,464,017.02	17,050,784.61	21,572,803.79
Total Revenue	7,003,793.78	7,008,983.28	7,014,182.32	7,019,390.98	7,024,609.37	7,029,837.59	7,035,075.73	7,040,323.89	7,045,582.17	7,050,850.67
Total Expenditure	10,617,376.82	13,766,240.66	7,145,504.16	2,573,334.55	9,135,534.58	3,199,600.62	2,265,588.64	2,333,556.30	2,403,562.99	8,256,207.14
Balance before admin cost	9,257,740.96	2,380,483.58	2,129,161.74	6,455,218.17	4,224,292.96	7,934,529.93	12,584,017.02	17,170,784.61	21,692,803.79	20,367,447.32
Admin Cost (Includes Trustee fees)	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00
<b>Estimated Fund Balance</b>	<b>9,137,740.96</b>	<b>2,260,483.58</b>	<b>2,009,161.74</b>	<b>6,335,218.17</b>	<b>4,104,292.96</b>	<b>7,814,529.93</b>	<b>12,464,017.02</b>	<b>17,050,784.61</b>	<b>21,572,803.79</b>	<b>20,247,447.32</b>
<b>Adjustment</b>										
<b>Total Audited Fund Balance</b>	<b>9,137,740.96</b>	<b>2,260,483.58</b>	<b>2,009,161.74</b>	<b>6,335,218.17</b>	<b>4,104,292.96</b>	<b>7,814,529.93</b>	<b>12,464,017.02</b>	<b>17,050,784.61</b>	<b>21,572,803.79</b>	<b>20,247,447.32</b>

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Alcohol &amp; Drugs in the Workplace</b>	Descriptor Code: <b>1.804</b>	Issued Date: <b>09/05/19</b>	
	<b>First Reading 5 7 2026</b>	<b>Second Reading 6 4 2026</b>	Rescinds: <b>1.804</b>	Issued: <b>12/07/15</b>

1 Any employee who violates the terms of this policy shall be subject to disciplinary action, included but  
2 not limited to, suspension, dismissal, and/or referral for prosecution.<sup>1</sup>

3 The **D**irector of **S**chools shall be responsible for providing a copy of this policy to all school **system**  
4 **district** employees.

## 5 **DEFINITIONS**

6 “Workplace” shall include any school building or any school premise; any school-owned or any other  
7 school-approved vehicle used to transport students to and from school or school activities; and off-  
8 school property during any school-sponsored or school approved activity, event, or function.

9 “Illegal drugs” shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,  
10 marijuana, or any other controlled substance as defined by federal law.<sup>2</sup>

11 “Unauthorized drugs” shall include, but are not limited to, inhalants; any designer, synthetic,  
12 derivative, analogous, or “look-alike” substances that are manufactured, designed, or intended to  
13 resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner  
14 for which they were not intended or prescribed including, but not limited to, the use of prescription  
15 drugs prescribed for another individual; and any lawful substances that could result in impairment of  
16 physical or mental capacity that is threatening to the health or safety of the employee or others.<sup>3</sup>

17 “Alcohol” shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing  
18 alcohol as defined by state and federal law.<sup>4</sup>

## 19 **ALCOHOL & DRUG-FREE WORKPLACE**

20 No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess,  
21 use, sell or be under the influence of any illegal or unauthorized drugs<sup>1</sup> or any alcohol,<sup>5</sup> **prescription**  
22 **drugs used in accordance with the instructions of a medical professional, and/or any cannabinoid or**  
23 **sativa plant derivative that is not legally available for sale in Tennessee to persons under the age of**  
24 **twenty-one (21).**

## 25 **PHYSICAL EXAMINATION/SCREENING BASED UPON REASONABLE SUSPICION**

26 **Whenever the Director, or his/her authorized designee reasonably suspects that an employee’s work**  
27 **performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or**  
28 **that an employee has otherwise violated this policy, Alcohol & Drugs in the workplace, the employee**  
29 **may be required to submit a breath and/or urine sample for drug and alcohol testing as detailed in**  
30 **Policy 5.403 Drug & Alcohol Testing for Employees.**

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Legal References

1. ~~Drug Free Workplace Act of 1988, 41 USCA § 8103~~
2. ~~21 USCA § 812~~
3. ~~TCA 49-5-1003~~
4. ~~TCA 57-4-102; 26 USCA § 5002~~
5. ~~TCA 39-17-715~~

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Cross References

- ~~Drug-Free Workplace 1.804.1~~  
~~Supervision 5.108~~  
~~Drug & Alcohol Testing for Employees 5.403~~  
~~Drug-Free Schools 6.307~~

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Legal References

6. Drug Free Workplace Act of 1988, 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215
7. 21 USCA § 812
8. TCA 49-5-1003(b)(16), (17), (18)
9. TCA 57-4-102; 26 USCA § 5002
10. TCA 39-17-715

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Cross References

- Supervision 5.108  
Drug & Alcohol Testing for Employees 5.403  
Drug-Free Schools 6.307

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Revenues</b>	Descriptor Code: <b>2.400</b>	Issued Date: <b>02/01/24</b>
	<b>First Reading 5 7 2026</b>	<b>Second Reading 6 4 2026</b>	Rescinds: <b>2.400</b>
			Issued: <b>02/04/21</b>

1 *General*

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the  
 4 school, including contracts with other schools for interschool events. To be included in this accounting  
 5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and  
 6 all fund raising activities. Each principal shall determine the reconciliation method to be used for all  
 7 events which require a ticket.<sup>1</sup>

8 ~~Each principal shall use the reconciliation method. The Director of Schools or their designee shall~~  
 9 ~~instruct the building principal to use an approved reconciliation method for all ticketed events.~~

10 The purchase of items intended for resale through the schools shall be subject to sales tax based on the  
 11 purchase price to the vendor providing the service or item.<sup>2</sup>

12 **FEES**

13 School fees are to be kept to a minimum and may be expended only for the purposes for which they were  
 14 collected. The school shall not require any student to pay a fee to the school for any purpose, except as  
 15 authorized by the Board. No fees shall be required of any student as a condition to attend the school or  
 16 use its equipment or instructional resources.<sup>3</sup> School fees shall be waived for students who receive free  
 17 or reduced-price lunches.<sup>4</sup> No student will be penalized for nonpayment of any **materials** fee.

18 **FINES**

19 A student will be held responsible for the cost of replacing any materials or property which the student  
 20 loses or damages,<sup>5</sup> including textbooks, library books, equipment and buildings. All money collected as  
 21 fines shall be placed in the system-wide school fund.

22 **TUITION INCOME**

23 Tuition collected from nonresident students shall be placed in the system-wide school fund.

24 **RENTAL INCOME**

25 The principal will collect and remit to the central office all money received for use of a particular school  
 26 facility or other school property.

**1 GRANTS**

2 Grants for educational purposes made available by the state and/or federal government may be sought  
3 by the school system but only when the conditions of their availability are in harmony with the  
4 purposes and policies of the Board and the laws of the state and county. Principals may apply for and  
5 receive grants, but funds must be recorded in a separate restricted fund account.<sup>6</sup>

**6 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT<sup>7</sup>**

7 Approved district staff may utilize Revtrak or approved Board of Education Vendor for electronic  
8 transactions. The Director of Schools/designee shall determine when this type of transaction may be  
9 utilized on a case-by-case basis. At the individual school level, the principal shall oversee the  
10 collection of funds and submit a plan that includes the following:

- 11 1. Adequate supporting documentation for the electronic collection method including a plan to  
12 provide a total daily receipt summary;
- 13
- 14 2. Methods of providing receipts to payers;
- 15
- 16 3. Information on maintaining and inspecting any voided receipts; and
- 17
- 18 4. How daily electronic collections shall be reconciled with the total daily receipt summary and  
19 who will be assigned to complete this task.

20 Processing fees for these transactions shall be charged.

21 The Director of School/designee shall establish adequate internal controls to ensure compliance with  
22 the *Tennessee Internal School Funds Manual*.

**23 ROUNDING IN CASH TRANSACTIONS**

24 Due to the discontinuance of the penny, rounding procedures shall be utilized in cash transactions.  
25 This applies to collections of all cash funds received by the district.

26 Cash transactions shall be rounded to the nearest \$0.05. The following rounding method shall be  
27 utilized:

- 28 • Amounts ending in \$0.01 or \$0.02 shall be rounded down
- 29 • Amounts ending in \$0.03 or \$0.04 shall be rounded up
- 30 • Amounts ending in \$0.06 or \$0.07 shall be rounded down
- 31 • Amounts ending in \$0.08 or \$0.09 shall be rounded up

32 The Director of Schools/designee shall monitor implementation to ensure compliance with accounting  
33 standards and state law.

## Legal References

1. ~~TCA 49-2-110(a)~~
2. ~~Internal School Funds Manual, Section 4-35~~
3. ~~TCA 49-6-3001(a); TCA 49-2-110(e)~~
4. ~~TCA 49-2-114~~
5. ~~TCA 37-10-101, 102~~
6. ~~Internal School Funds Manual, Section 4-39~~
7. ~~Internal School Funds Manual, Section 5-8~~

## Cross References

- Fundraising Activities 2.601
- Student Activity Funds Management 2.900
- Compensation Guides & Contracts 5.110
- Attendance of Non-Resident Students 6.204
- Student Fees and Fines 6.709
- Food Service Management 3.500
- Textbooks and Instructional Materials 4.400

1. TCA 49-2-110(a); Internal School Funds Manual, Section 5-4
2. Internal School Funds Manual, Section 4-28,29
3. TCA 49-6-3001(a); TCA 49-2-110(c)
4. TCA 49-2-114
5. TCA 37-10-101, 102, Internal School Funds Manual, Section 4-33
6. Internal School Funds Manual, Section 4-32, 4-33
7. Internal School Funds Manual, Section 5-8

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Personnel Records</b>	Descriptor Code: <b>5.114</b>	Issued Date: <b>07/11/16</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 5px;"> <b>First Reading</b> 5 7 2026         </div> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Second Reading</b> 6 4 2026         </div>	Rescinds: <b>5.114</b>	Issued: <b>10/15/15</b>

1 The **D**irector of **S**chools or his/her designee(s) shall be authorized to maintain personnel records and to permit  
 2 inspection of the same, except for matters deemed confidential by law. The following personnel records shall be  
 3 maintained for all employees as appropriate:

- 4 1. Employee applications and contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and regulations;<sup>1</sup>
- 6 3. Evaluations;
- 7 4. Cumulative information files; and
- 8 5. INS Form I-9.<sup>2</sup>
- 9 **6. Disciplinary action, as appropriate and any response from the employee.**

11 The following guidelines shall be followed:

- 12 1. Information contained in personnel records shall be limited to job-related matters;
- 13 2. The **D**irector of **S**chools shall be responsible for notifying all employees of the types of records kept and  
 14 uses made of such records;
- 15 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 16 4. Employee records are public records, except for matters deemed confidential by law, and shall be open  
 17 for inspection during regular business hours;<sup>3</sup>
- 18 5. In accordance with federal law, the district shall release information regarding the professional  
 19 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request  
 20 for any teacher or paraprofessional who is employed by a school receiving Title I funds and who provides  
 21 instruction to their child at that school.<sup>4</sup>
- 22 6. Members of the public may not obtain the home telephone number, personal cell phone number, bank  
 23 account information, social security number, residential street address, driver license information (except  
 24 where driving or operating a vehicle is considered to be a part of the employee's duties), or the results of  
 25 individual teacher evaluations of an employee or of the immediate family members or household members  
 26 of an employee, unless release of this information is expressly authorized by the employee.<sup>5</sup>
- 27 7. A record of the person inspecting and the date of inspection shall be recorded; and
- 28 8. Copies of records may be made under rules determined by the **D**irector of **S**chools.<sup>6</sup>

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Legal References

1. [TCA 49-2-301\(b\)\(1\)\(M\)](#)
2. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359](#)
3. [TCA 10-7-503, 504](#)
4. [20 USCA § 6312\(e\)\(1\)](#)
5. [TCA 10-7-504\(f\)\(1\); TCA 10-7-504\(a\)\(23\)](#)
6. [TCA 10-7-506; TCA 49-2-301\(b\)\(1\)\(AA\)](#)

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Cross References

- School Board Records 1.407  
 Personnel Records 5.114.1  
 Teacher Effect Data 5.1141

7. ~~TCA 49-2-301(b)(1)(M)~~
8. ~~Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359~~
9. ~~TCA 10-7-503, 504~~
10. ~~20 USC 6311 § 1111 (6)(A)~~
11. ~~TCA 10-7-504 (f)(1)~~
12. ~~TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA 8-50-408~~

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>09/07/23</b>
	<b>First Reading 5 7 2026</b>	<b>Second Reading 6 4 2026</b>	Rescinds: <b>5.302</b>
			Issued: <b>11/04/21</b>

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.<sup>1</sup>

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.<sup>2</sup>

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. **An employee absent  
11 for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the  
12 employee or immediate family member.**

13 **Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring  
14 a physician’s certificate stating the reason for absence.**

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

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

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

20 A teacher, upon employment, may transfer his accumulated sick leave from another Tennessee school  
21 system provided that the Director of Schools of the system in which the accumulated leave was held  
22 provides notarized verification.<sup>3</sup>

23 **SUPPORT PERSONNEL**

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

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

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

## 1 SICK LEAVE BANK

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

4 To form a sick leave bank, a minimum of twenty (20) employees from the school system shall petition  
5 the Board for permission to establish a sick leave bank.<sup>5</sup> Upon approval, sick leave bank trustees shall  
6 be appointed and shall operate as the governing body of the sick leave bank and shall enacted rules and  
7 regulations consistent with state law.<sup>6</sup> Employees wishing to participate shall initially give a maximum  
8 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation  
9 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and  
10 nontransferable.<sup>7</sup>

11 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee  
12 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess  
13 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick  
14 leave at the time of assessment, the first earned days shall be donated as they are accrued by the  
15 employee.<sup>7</sup>

16 An employee who is a member of the sick leave bank may request an allotment of days (for the  
17 employee's personal illness only or on account of an illness of his/her minor child) in the manner  
18 designated by the trustees. The need for these days must be verified by a statement from a doctor.<sup>8</sup>

19 By written notice to the trustees, an employee may withdraw from bank participation on June 30 of any  
20 year.<sup>9</sup> Membership withdrawal results in forfeiture of all days contributed.

21 The sick leave bank shall be operated in accordance with state law.<sup>10</sup>

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### 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.~~
10. ~~TCA 49-5-808(j) et seq.~~

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. [TCA 49-5-808\(j\), \(m\)](#)
9. [TCA 49-5-806\(d\)](#)
10. [TCA 49-5-801 et seq.](#)

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### Cross References

- Workers' Compensation 3.602
- [Orientation and Probation 5.107](#)
- 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: <b>Review: Annually, in March</b>	Descriptor Term: <b>Drug &amp; Alcohol Testing for Employees</b>	Descriptor Code: <b>5.403</b>	Issued Date: <b>05/02/24</b>
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;"> <b>First Reading</b> 5 7 2026         </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Second Reading</b> 6 4 2026         </div>	Rescinds: <b>5.403</b>	Issued: <b>07/11/19</b>

1 **REASONABLE SUSPICION DRUG TESTING**

2 ~~Trained supervisors have the responsibility to observe and document the cause for reasonable~~  
 3 ~~suspicion and when appropriate, refer the matter to the director of schools/designee. It is not the~~  
 4 ~~supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and~~  
 5 ~~supporting this suspicion, should be included in a written report detailing the basis for the suspicion.~~  
 6 ~~After the report is filed, the employee should be notified.~~

7 If a supervisor observes or receives a report of conduct suggesting a potential violation of Policy 1.804,  
 8 Alcohol & Drugs in the Workplace, the supervisor shall promptly inform the Director/designee. Upon  
 9 reasonable suspicion that an employee's job performance or behavior may be impaired by illegal  
 10 drugs, including improper use of prescribed drugs, or alcohol, the Director/designee may require the  
 11 employee to undergo drug or alcohol testing.

12 An employee who is required to submit to drug or alcohol testing based upon reasonable suspicion and  
 13 refuses shall be charged with insubordination, and necessary procedures will be taken to terminate the  
 14 employee in accordance with board policy, and state law, where applicable.

15 An employee who tests positive on a reasonable suspicion test will be in violation of this policy and  
 16 subject to termination.

17 The Director or his/her authorized designee are the only individuals in the district authorized to make  
 18 the determination that reasonable suspicion or cause exists to order a drug screen and are the only  
 19 individuals who may order an employee to submit to a drug screen.

20 Two types of cases for which reasonable suspicion procedures may be invoked are:

- 21 1. Chronic Case: Deteriorating job performance or changes in personal traits characteristics where  
 22 the use of alcohol or drugs may be reasonably suspected as the cause.
- 23
- 24 2. Acute Case: Appearing in a specific incident or observation to then be under the present  
 25 influence of alcohol or drugs, or investigation of an accident where the use of alcohol or drugs  
 26 is reasonably suspected to be a contributing cause.

27 ~~Any employee may be required to submit to substance screening if the following conditions exist :(list~~  
 28 ~~is not inclusive)~~

29 Circumstances under which substance screening may be considered, in either the chronic or acute  
 30 cases, include, but are not limited to, the following:

- 1
- 2 1. Observed use, possession or sale of illegal drugs and/or use, possession, sell, or abuse of
- 3 alcohol, prescription drugs, and/or any cannabinoid or sativa plant derivative that is not legally
- 4 available for sale in Tennessee to persons under the age of twenty-one (21).
- 5
- 6 2. Apparent physical state of impairment of motor functions.
- 7
- 8 3. Marked changes in personal behavior not attributed to other factors.
- 9
- 10 4. Employee involvement in/or contribution to an accident where the use of alcohol or drugs is
- 11 reasonably suspected or employee involvement in a pattern of repetitive accidents whether or
- 12 not they involve actual or potential injury.
- 13
- 14 5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs
- 15 and/or violations of drug statutes.

16 ~~Substance screening shall be conducted by a third party selected by the director of schools/designee. If~~  
17 ~~the screening results in a negative result, then no additional action shall be taken. If the screening~~  
18 ~~results in a positive result for illegal, illicit, or controlled substances, or if the employee refuses to~~  
19 ~~submit to the substance screening, then the director of schools shall notify the employee in writing~~  
20 ~~within five (5) days following the director's receipt of the screening results, or within five (5) days~~  
21 ~~following the employee's refusal to submit to the screening, setting forth the results of the screening~~  
22 ~~and/or the discipline the director of schools is taking against the employee. The discipline shall be a~~  
23 ~~formal warning, suspension, or dismissal.~~

24 ~~If the employee disputes the result of the screening or the discipline enacted by the director of schools,~~  
25 ~~the employee shall notify the director in writing within five (5) days after receiving the written notice~~  
26 ~~from the director regarding the results of the screening and/or the discipline to be implemented. After~~  
27 ~~receiving written notice from the employee that he disputes the results of the screening and/or the~~  
28 ~~discipline enacted by the director, an appeal hearing will be set before the Board at the next regularly~~  
29 ~~scheduled meeting of the Board. At least five (5) days prior to such hearing, both the director and the~~  
30 ~~employee shall submit all evidence and written materials they want the Board to consider at the appeal~~  
31 ~~hearing. Copies of all such documents will be provided to each Board member at the hearing.~~

32 ~~At the hearing, the employee or the employee's duly licensed legal counsel will be given up to ten (10)~~  
33 ~~minutes to present and summarize its argument why the screening results were inaccurate and/or why~~  
34 ~~the discipline was inappropriate under the circumstances. The director will be represented by the~~  
35 ~~school system's legal counsel who will then have up to ten (10) minutes to respond to the employee's~~  
36 ~~arguments and present why the screening results were accurate and/or why the discipline was~~  
37 ~~appropriate. The board shall then take one of the following actions by majority vote:~~

- 38 ~~1.— Sustain the decision of the director; or~~
- 39
- 40 ~~2.— Revise the penalty or reverse the decision.~~
- 41

1 The circumstances, under which substance screening may be considered, as outlined above, are strictly  
2 limited in time and place to employee conduct on duty or during work hours, or on or in Board of  
3 Education property, or at school system-approved or school-related functions.

4 Prior to substance screening, employees must sign an acknowledgment that the summary result will be  
5 transmitted to the Medical Review Officer and the Director/designee.

6 Drug and alcohol screening shall be conducted by Board approved, independent, certified laboratories  
7 utilizing recognized techniques and procedures. A breath analysis test will be performed by a certified  
8 Breath Alcohol Technician.

9

## 10 **TESTING FOR CDL EMPLOYEES**

11 All drivers and applicants for driver positions who are required to hold a Commercial Driver's License  
12 (CDL) to perform their job function must adhere to the requirements of this policy and all procedures  
13 relating to this policy.<sup>1</sup>

14 The use, possession, sale, purchase or transfer of any controlled substances except medically  
15 prescribed drugs on school property, while on school business or while operating school vehicles and  
16 equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before  
17 reporting to work or having any measurable amount of alcohol in their system during working hours is  
18 prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs  
19 and alcohol is prohibited to the extent that it affects driver's attendance or performance and their ability  
20 to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for  
21 termination as an employee of the Board and possible legal prosecution.

22 The use of any prescription drug that could affect the central nervous system or one that would impair  
23 reaction time shall be reported to the Director of Schools/Director of Transportation. Notice shall be  
24 given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall  
25 include the duration of ingestion and the possible side effects.

### 26 **Procedures**

27 The execution and enforcement of this policy will follow set procedures to screen bodily fluids,  
28 conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those  
29 employees suspected of violating this policy who are involved in a reportable accident or who are  
30 periodically or randomly selected. The procedures are designed not only to detect violations of this  
31 policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

### 32 **Implementation**

33 The Director of Schools/Director of Transportation is authorized to implement this policy and  
34 procedures for the drug testing program, including a periodic review of the program to address any  
35 problems, changes and/or revisions of it, maintenance of all records required by the federal regulations,  
36 and determination upon Board approval of how the program will be accomplished, whether in-house,  
37 contracted or by consortium.

## 1 Dissemination

2 The Director of Schools/Director of Transportation shall be responsible for communicating this policy  
3 and the procedures to all employees affected by this policy and shall be accountable for its consistent  
4 enforcement.<sup>2</sup> The Director of Schools/Director of Transportation is designated to answer questions  
5 about this policy, procedures and all other matters involved in alcohol and controlled substance testing  
6 of CDL drivers and the reasonable suspicion testing of all other employees.

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### Legal References

1. [Omnibus Transportation Employee Testing Act of 1991, 49 USCA § 5331](#)
2. [49 CFR § 382.601](#)

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### Cross References

Alcohol & Drugs in the Workplace 1.804

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Political Activities</b>	Descriptor Code: <b>5.606</b>	Issued Date: <b>07/11/16</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;"> <b>First Reading</b> 5 7 2026         </div> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Second Reading</b> 6 4 2026         </div>	Rescinds: <b>5.606</b>	Issued: <b>08/04/97</b>

- 1 Employees have a right to express their views on any issue but must in each case make clear that the
- 2 view expressed is not the official view of the Board or school ~~system- district~~.
  
- 3 Employees may, on their own time, campaign for or against any candidate or referendum, but are
- 4 prohibited from using ~~system district~~ owned property to engage in political activity. ~~System District~~
- 5 owned property includes, but are not limited to: all buildings, signage, message boards, telephonic
- 6 equipment, electronic equipment and email accounts. ~~District-owned property, including school~~
- 7 ~~buildings, district offices, and other facilities, shall not be used as a location for filming or recording~~
- 8 ~~content intended for political promotion or solicitation~~. Employees shall not use audio or video messages
- 9 to engage in any political promotion or solicitation during school hours.<sup>1</sup>

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Legal References

1. TCA 49-6-2009

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Cross References

- Board-Community Relations 1.500  
 News Releases, News Conferences & Interviews 1.503  
 Advertising & Distribution of Materials in Schools 1.806

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Tutoring for Pay</b>	Descriptor Code: <b>5.608</b>	Issued Date: <b>07/11/16</b>			
	<table style="margin: auto; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">First Reading 5 7 2026</td> <td style="border: none; padding: 0 20px;">—</td> <td style="border: 1px solid black; padding: 5px; text-align: center; color: red;">Second Reading 6 4 2026</td> </tr> </table>	First Reading 5 7 2026	—	Second Reading 6 4 2026	Rescinds: <b>5.608</b>	Issued: <b>04/07/08</b>
First Reading 5 7 2026	—	Second Reading 6 4 2026				

1 Any teacher may enter into an agreement with parent(s)/ guardian(s) for tutoring children for a fee, but  
 2 this practice must be limited to those children who the teacher is not currently exercising teaching,  
 3 administrative or supervisory responsibility.<sup>1</sup> **No private teaching or tutoring shall be done during the**  
 4 **hours of the regular school day.**

5 School facilities may not be used for private profit.

6 **Any teacher who enters into a private tutoring agreement with a parent/guardian does so as an**  
 7 **independent actor and not as an agent of the school district. The school district shall not be liable for any**  
 8 **claims, damages, or liabilities arising from or related to private tutoring services provided by a school**  
 9 **employee. The teacher providing such tutoring services shall assume full responsibility and liability, and**  
 10 **agrees to indemnify and hold harmless the school district, its board members, administrators, and**  
 11 **employees from any and all claims, demands, actions, or causes of action arising out of or in connection**  
 12 **with such services.**

1. [TCA 49-5-1003\(b\)\(11\)](#)

Community Use of School Facilities 3.206  
 Non-School Employment 5.607

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Legal References

2. [TCA 49-5-1003](#)



Cheatham County Board of Education			
Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Director of Schools</b>	Descriptor Code: <b>5.800</b>	Issued Date: <b>07/11/16</b>
	<b>First Reading 5 7 2026</b>	<b>Second Reading 6 4 2026</b>	Rescinds: <b>5.121</b>
			Issued: <b>05/06/02</b>

- 1 The **D**irector of **S**chools shall be the chief executive officer of the school ~~system district~~ and shall have,  
2 under the direction of the Board, general supervision of all the public schools, personnel and  
3 departments of the school ~~system-district~~. ~~The director of schools is responsible for the management~~  
4 ~~of the schools under the Board's policies and is accountable to the Board.~~<sup>1</sup> The Director of Schools is  
5 the only employee directly employed by the Board of Education. All other employees of the district  
6 are employed, supervised, and managed under the authority of the Director of Schools.<sup>1</sup>
- 7 The Director of Schools is charged by the Board with the responsibility to oversee and manage all  
8 personnel matters within the district, consistent with applicable laws, regulations, and Board policies.  
9 This includes hiring, assignment, evaluation, discipline, and dismissal of employees, as well as the  
10 delegation of such duties as appropriate.<sup>2</sup>
- 11 ~~The director of schools, at their discretion, may delegate any of their duties to other school personnel.~~

Legal References

1. TCA 49-2-301(a)

1. TCA 49-2-301(c)

2.