

**ROANE COUNTY BOARD OF EDUCATION**  
**PERSONNEL & BENEFITS COMMITTEE**  
*(Edward E. Williams Building)*

**Minutes**  
September 23, 2025

I. CALL TO ORDER

Ms. Jackson called the meeting to order at 5:00PM. **Present:** Mary Coulter, Mandy Evans, Derek Henderson, Jessica Hunsaker, Nadine Jackson, Casey Laymance, Jody Mioduski, Kristy Oran, Danny Wright. **Others Present:** Russell K. Jenkins, Director of Schools and Penny Laymance.

II. CONSIDERATION OF BACKGROUND CHECK RUBRIC

Ms. Jackson asked Mr. Jenkins to review the "Background Check Rubric" with the committee. Mr. Jenkins explained the general process and issues that come up when obtaining a background check for a new employee. The rubric was created by Ms. Evans and him to help ensure consistency in the hiring process regarding background checks. He reviewed the rubric with the committee and stated he would like the committee to have input on it. Ms. Evans stated the rubric gives a clearer definition of who can be hired. Mr. Wright stated a conviction of a domestic would be a concern for him. Ms. Jackson asked if domestic violence was on the rubric. Ms. Evans told where it was on the rubric and Mr. Jenkins explained the point system related to items on it. There was discussion among the committee regarding the rubric. Ms. Jackson asked if it was approved by the committee, would it then go to the Board for approval? Mr. Jenkins stated yes, he would like to have the Board's approval.

**MOTION** was made by Danny Wright to approve, **second** by Kristy Oran.  
Motion **PASSED** YES: 9, NO: 0.

III. RFQ SUBMISSIONS: ON-BOARDING PRACTICES

Ms. Jackson asked Mr. Jenkins to explain the RFQ Submission for On-Boarding Practices.

Mr. Jenkins asked Mr. Henderson to review and explain the rubric that was used in reviewing the companies that submitted for the RFQ. Mr. Henderson explained the rubric and how it was used to provide guidance for the submissions. Ms. Jackson asked for the differences to be explained, as far as what the companies offer, to make them have a higher score. Mr. Henderson explained some of the reasons. Ms. Coulter asked if the committee could be sent more information breaking down how the companies were scored. Mr. Jenkins will send out the RFQ to everyone before the next meeting.

**MOTION** was made by Danny Wright to pass on deliberation until we have further information requested, **second** by Jessica Hunsaker.  
Motion **PASSED** YES: 9, NO: 0.

IV. ADJOURNMENT

Ms. Coulter asked if any information had been gathered on the sick days. Ms. Jackson requested information to be brought back to the committee at the next meeting to discuss sick days.

The meeting adjourned at 5:25 p.m.

**MOTION** was made by Jessica Hunsaker to adjourn, **second** by Kristy Oran.  
Motion **PASSED** YES: 9, NO: 0.

# Background Check Review Rubric for Employment with Roane County Schools

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## Purpose

To ensure that hiring decisions regarding applicants with adverse background check findings are made consistently, fairly, and in compliance with federal, state, and local regulations, while prioritizing student safety.

## Step 1: Initial Screening

Category	Automatic Disqualification	Further Review Required	Generally Permissible
Violent Felonies	✓	-	-
Sexual Offenses	✓	-	-
Child-Related Offenses	✓	-	-
Felony Drug Offenses	Case-by-case (review)	✓	-
Misdemeanor Drug Offenses	-	✓	-
Property Crimes	-	✓	✓ if >7 years old, no repeats
Traffic Offenses	-	✓ if job involves driving	✓ if unrelated
Financial Crimes	-	✓	✓ if unrelated & >7 years old
Domestic Violence	Case-by-case	✓	-

## Step 2: Review Criteria

Assign a score in each category (0-3 points). Higher scores indicate greater risk.

Criteria	0 Points	1 Point	2 Points	3 Points
<b>Severity of Offense</b>	Non-criminal/ minor	Misdemeanor	Non-violent felony	Violent felony
<b>Recency</b>	>10 years	5-10 years	2-5 years	<2 years
<b>Pattern of Behavior</b>	Single/isolated	Two incidents	Repeated incidents	Pattern of offenses
<b>Relation to Job Duties</b>	Unrelated	Minimally related	Moderately related	Directly related
<b>Evidence of Rehabilitation</b>	Strong evidence	Moderate	Minimal	None
<b>Disposition of Court</b>	Dismissed	Plead to lesser offense	Fine and time served	Prison/Jail time

### Recommended Action:

- 0-4 points: Eligible for hire
- 5-7 points: Conditional hire (probationary, supervision)
- 8-12 points: Not recommended for hire

## Step 3: Documentation

- HR must document the decision-making process.
- Verify decision aligns with state board, Title VII, and FCRA.
- Maintain confidentiality.

SCORE: \_\_\_\_\_

Human Resource Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_