Morgan County Schools Regular Monthly Board Meeting
January 7, 2021 6:00 PM
Morgan County Schools - Central Office

MEMBERS PRESENT: Attendance Taken at 6:15 PM. Tammy Howard: Present, Ben Jackson: Present, Michael Ledbetter: Present, Wade Summers: Present, Mickey Tucker: Present, Billy Ward: Present.

1. **Chairman - Call To Order**
2. **Approval of Agenda**
   On a motion by Billy Ward and seconded by Michael Ledbetter the Board voted to approve the agenda. Motion carried.
   Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
   Yea: 6, Nay: 0
3. **Approval of minutes from December 1, 2020 meeting**
   On a motion by Billy Ward and seconded by Michael Ledbetter the Board voted to approval of minutes from December 1, 2020 Board meeting. Motion carried.
   Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
   Yea: 6, Nay: 0
4. **Consent Agenda**
   On a motion by Michael Ledbetter and seconded by Mickey Tucker the Board voted to approve the consent agenda after changing the date of the Board meeting to Thursday, February 4, 2021. Motion carried.
   Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
   Yea: 6, Nay: 0
   A. Next regular Workshop/Board Meeting - February 2, 2021 6pm, Central Office
5. **COVID Paid Sick Days**
   On a motion by Tammy Howard and seconded by Billy Ward the Board voted to approve the continuation of the 10 COVID-19 sick days. Motion carried.
   Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
   Yea: 6, Nay: 0
6. **Buses**
   On a motion by Billy Ward and seconded by Mickey Tucker the Board voted to purchase 4 buses from fund balance. Two with AC and two without. Motion carried.
   Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
   Yea: 6, Nay: 0
7. **School Board Policy**
   On a motion by Billy Ward and seconded by Tammy Howard the Board voted to approve changes to policies 1.400 School Board Meetings, 1.407 School District records and 1.803 Tobacco-Free Schools on the first reading. Motion carried.
   Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea
   Yea: 6, Nay: 0
8. **Adjourn**

Morgan County Schools Regular Monthly Board Meeting
December 1, 2020 6:00 PM
Morgan County Schools - Central Office

MEMBERS PRESENT: Attendance Taken at 6:08 PM. Tammy Howard: Present, Ben Jackson: Present, Michael Ledbetter: Present, Wade Summers: Present, Mickey Tucker: Present, Billy Ward: Present.

1. Chairman - Call To Order

2. Approval of Agenda

On a motion by Billy Ward and seconded by Michael Ledbetter the Board voted to approve the agenda. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea

Yea: 6, Nay: 0

3. Approval of minutes from November 3, 2020 meeting

On a motion by Billy Ward and seconded by Michael Ledbetter the Board voted to approve the minutes from the November 3, 2020 meeting. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea

Yea: 6, Nay: 0

4. Consent Agenda

On a motion by Billy Ward and seconded by Mickey Tucker the Board voted to change the date of the next Board meeting to January 7, 2021 and approve the consent agenda. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea

Yea: 6, Nay: 0

A. Next regular Workshop/Board Meeting - January 5, 2021

5. Teacher Charges

On a motion by Billy Ward and seconded by Mickey Tucker the Board voted to accept the charges against Ms. Anna Pittman as presented. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea

Yea: 6, Nay: 0

6. Budget Amendments

On a motion by Michael Ledbetter and seconded by Billy Ward the Board voted to approve budget amendments 33 and 34. Motion carried.

Tammy Howard: Yea, Ben Jackson: Yea, Michael Ledbetter: Yea, Wade Summers: Yea, Mickey Tucker: Yea, Billy Ward: Yea

Yea: 6, Nay: 0

7. Director's Announcements

8. Adjourn

Morgan County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**School Board Meetings**	**1.400**	**01/07/21**
		Rescinds: **1.400**	Revised: **11/03/20**

The Board will transact all business at official meetings that may be either regular or special.

Every meeting of the Board, except with the attorney to discuss pending or threatened litigation, will be open to the public.[1] Open meetings will be physically accessible to all students, employees, and interested citizens.[3]

Regular meetings of the Board shall be held on the first Tuesday of the month at 6:00 pm In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled by the chair.

SPECIAL MEETINGS

The Board shall hold such special meetings as necessary to transact the business of the Board. Such meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools require it or when requested to do so by a majority of the Board.[2]

Only business related to the call of the meeting, and details related to agenda items shall be discussed or transacted by the Board at a special meeting.

ELECTRONIC ATTENDANCE[5]

Absent board members may attend a regular or special meeting by electronic means if the member is absent because of work, a family emergency, or the member's military service. If a board member is absent due to military service, he/she may participate electronically as often as he/she is able to do so. However, a board member may not participate electronically more than two (2) times per year for absences due to work and/or family emergencies.

General Requirements

The following requirements apply to all electronic attendance, regardless of the reason for the member's absence:

1. A quorum of the Board must be physically present at the meeting in order for any member to attend electronically.

2. Any member wishing to participate electronically must do so using technology that allows the chair to visually identify the member.

3. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made unless the Board chooses to make additional attempts.

Work-Related Absence

The following requirements apply to electronic attendance due to a work-related absence:

1. The Board member must be absent from the county due to work.

2. The member wishing to participate must give the chair and Director of Schools at least five (5) days notice prior to the meeting of the member's desire to participate electronically.

Family Emergency

The following requirement applies to electronic attendance due to a family emergency:

1. The member must be absent due to the hospitalization of the member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

Legal References

1. Tenn. Code Ann. § 8-44-102
2. Tenn. Code Ann. § 49-2-202(c)(1)
3. 28 CFR § 36.201(a); 36.202
4. OP Tenn. Atty. Gen. 95-101 (Oct. 2, 1995)
5. Tenn. Code Ann. § 49-2-203(c)

Cross References

School Board Legal Status and Authority 1.100
Section 504 and ADA Grievance Procedures 1.802

Morgan County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**School District Records**	**1.407**	**01/07/21**
		Rescinds: **1.407**	Issued: **04/04/17**

The director of schools shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.[1,2,3,4]

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.[11]

All requests to inspect or receive copies of records shall be submitted to the School Board Secretary Tammy Davis, the district's public records request coordinator and records custodian.[12]

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact and confidential information in copies produced for a requestor shall be redacted. The director of schools shall develop a procedure to redact confidential information.

REQUESTS FOR INSPECTION[2]

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person, by telephone, fax mail, or by electronic mail (email). The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

REQUESTS FOR COPIES[2]

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable

Charges found at https://www.comptroller.tn.gov/openrecords/forms.asp shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by ***Cash or Money Order*** prior to the district producing the copies.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request for copies is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at https://www.comptroller.tn.gov/openrecords/forms.asp shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

RECORDS RETENTION

The director of schools and/or his designee(s) shall retain and dispose of school district records in accordance with the following guidelines:[2,4]

1. The director of schools and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;[5,6]

2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;[7,8]

3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed;[7,8,9]

4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the director of schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;[6,8] and

5. The director of schools shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.[10]

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR[13]

Tammy Davis

Secretary to the Board
136 Flat Fork Road Wartburg, TN 37887 423-346-6214

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, *available at* https://www.comptroller.tn.gov/openrecords/forms.asp.
13. Public Acts of 2016, Chapter No. 722

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Morgan County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in September	**Tobacco-Free Schools**	**1.803**	**01/07/21**
		Rescinds: **1.803**	Issued: **07/01/14**

All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased or operated by the district.[1,2] Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.[3]

District employees and students enrolled in the district's schools will not be permitted to use tobacco or tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia while they are participants in any class or activity in which they represent the school district.

Any student who possesses tobacco products shall be issued a citation by the school resource officer.[4] The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district's facilities to notify students, employees and all other persons visiting the school that the use of tobacco and tobacco products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms*.[5]

Legal References

1. Section 1042 of the Environmental Tobacco Smoke/Pro-Children Act of 1994
2. TCA 39-17-1604(6)
3. TCA 39-17-1604(10)
4. TCA 39-17-1505
5. TCA 39-17-1605