

Special Called Meeting
January 10, 2012 5:30 PM
MCBOE

Attendance Taken at 5:30 PM.

Mr. Curt Denton:	Present
Mrs. Kristen Gold:	Present
Mr. Harvey Jones:	Present
Mrs. Barbara Kennedy:	Present
Mr. Mike Keny:	Present
Mr. Donnie Moses:	Present
Mr. Randy Perryman:	Present
Mr. Sam Smith:	Present
Mrs. Ann Tears:	Present

1. Application

After discussions, the board voted yes or no on each applicant for Director of Schools; the candidates with at least five votes would be granted an interview with the board. The following reflects the votes for each candidate: Abernathy - 7 Banyard - 1 Francis - 3 Garrison - 2 Kline - 1 Miller - 8 Murrey - 0 Porter - 3 Royal - 6 Shanks - 0 Tisdale - 5 Treece - 1 Williams - 3 Applicants receiving five or more votes: Jackie Abernathy, Larry Miller, William Royal, and Paul Tisdale. The board then took a vote on the candidates receiving three votes to determine if any would receive five votes, and therefore, an interview. The vote was as follows: Francis - 2; Porter - 3; Williams - 1. The board asked board secretary Ms. Poole to perform an employment/background check on the two out-of-town candidates (Royal and Tisdale) before interviews are scheduled. The local applicants (Abernathy and Miller) have been/are long-term employees of this system; therefore, a verification of employment is not warranted for these candidates. Inquiries will include: confirm details on the application, including employment history and salary. Applicants not selected for the initial interview process will not be notified they were not selected in the event the board chooses to interview others on the list. The board decided to wait until after the four interviews to determine whether or not to narrow the field, and whether or not to take the narrowed field on school tours. While discussing interview questions, concerns were expressed that the questions would become public record prior to interviews. This could result in an unfair advantage for some candidates. The board will seek legal advice on keeping interview questions private before the interviews. Other questions for legal opinion: does the board have to ask every candidate the same questions; can a board member contact a candidate with questions not on the interview sheet; can questions be given to the candidates in advance of the interviews? Decision was made that the chairman, vice chairman and chairman pro-tem would go through the questions used in the 2008 Director's Search, choose questions from that list, and bring them back to the board. In addition to questions used previously, the board decided to come up with a list of their own, requested the schools be asked for faculty-submitted questions, and announce in the newspaper and on the radio stations for members of the community to submit questions that could possibly be used during the interview process. The deadline to submit questions to Ms. Poole was set at 4:00 p.m. Friday, January 13. Board members mentioned that the public could also contact a board member to

submit questions. (See Motion) During discussions, the board tentatively decided to interview the week of January 23-26 (one per night) beginning at 6:00 in the evening; a blind draw will decide the order of interviews. The meeting recessed at 6:46 p.m. to continue Tuesday, January 17 at 6:00 p.m. The Special Called meeting of the Marshall County Board of Education reconvened at 6:10 p.m. on Tuesday, January 17. Members present were Curt Denton, Kristen Gold, Harvey Jones, Barbara Kennedy, Mike Keny, Donnie Moses, Randy Perryman, and Ann Tears. Sam Smith was absent. (Covered in the January 12 board meeting during "Director's Search Update": TSBA's answers to board members' concerns voiced in the January 10 Special Called meeting; Saturday, January 28 will be the interview date; questions will be given to candidates ahead of time.) Mr. Keny opened the meeting by asking for suggestions on the number of questions to ask and the timeframe of the interviews. Following discussions, the board agreed to require all candidates to be at the Central Office at 9:30 a.m. to answer a Chairman-selected essay question. An hour-and-fifteen-minute interview will be conducted, take a five-minute break, and begin the next interview; take a quick lunch (brought in), and conclude interviews by 4:00 p.m. The board took a 15-minute break to allow each member a chance to study other members' questions, as well as previously used questions and the faculty-and community-submitted questions. Each board member selected three questions from the lists; from these, the board narrowed the list to 18, with some being combined into one. The board categorized each question as Ms. Poole read them aloud. The board asked that submissions by faculty and the community be indicated as such when appearing on the final list. After further discussions on the timeframe, the board agreed to wait until the morning of the interviews to draw names to determine interview order. Each candidate will be interviewed for one hour and five minutes, plus a ten minute wrap-up by the candidate. Board members will have a fifteen-minute break between interviews. Interviews will be conducted at 10:00 a.m., 11:30 a.m., 1:15 p.m. and 2:45 p.m. with a short lunch break following the 11:30 interview. Board members requested the questions be sent to them for a final review before sending them to the candidates. The board decided to have the candidates in the Central Office at 9:00 a.m. to complete the essay question between 9:15 and 9:45; the board will draw names at the conclusion of the essay portion and begin interviews at 10:00. (See Motion) The meeting adjourned at 7:33 p.m. Have a psychological evaluation performed on the final two candidates if the final selection comes down to two Failed with a motion by Mr. Harvey Jones and a second by Mrs. Barbara Kennedy.

Mr. Curt Denton: Nay
Mrs. Kristen Gold: Nay
Mrs. Barbara Kennedy: Nay
Mr. Mike Keny: Nay
Mr. Donnie Moses: Nay
Mr. Randy Perryman: Nay
Mr. Sam Smith: Nay
Mrs. Ann Tears: Nay
Mr. Harvey Jones: Yea

Approve the 18 questions as read and the schedule as last discussed Passed with a motion by Mr. Donnie Moses and a second by Mrs. Ann Tears.

Mr. Curt Denton: Yea

Mrs. Kristen Gold: Yea
Mr. Harvey Jones: Yea
Mrs. Barbara Kennedy: Yea
Mr. Mike Keny: Yea
Mr. Donnie Moses: Yea
Mr. Randy Perryman: Yea
Mrs. Ann Tears: Yea

2. **Dr. Teresa Williams**
3. **Dr. Larry Miller**
4. **Jackie Abernathy**
5. **Scott Porter**
6. **Dr. William Royal**
7. **Dr. James Francis**
8. **Dr. James Garrison**
9. **Darrell Treece**
10. **Beverly Murrey**
11. **Duane Kline**
12. **Dr. Julius Shanks**
13. **Dr. Paul Tisdale**
14. **Dr. Spurgeon Banyard**

Chairperson

Superintendent

Licensed Personnel Application for Employment

Marshall County Board of Education
700 Jones Circle ~ Lewisburg, TN 37091
931-359-1581 (P) 931-270-8816 (F)
www.k12marshall.net

I am applying for employment as _____

Position

To begin _____

Date or school term

1. I recognize that, if I am employed, the Board of Education may assign or reassign me to a specific position, as the need requires.
2. I have not been convicted of a felony in any state of the United States or received judicial diversion.
3. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
4. If my most recent employer was another Tennessee public school system and if my termination was voluntary, I certify that my resignation was, or will be submitted in writing at least thirty (30) days prior to the beginning date stated; or, if within thirty (30) days, that the previous Board had waived its right to such notice. A copy of my letter of resignation or of the said Board action is attached or will be provided.
5. I am a citizen of the United States.
6. I do not advocate the overthrow of the American form of government nor am I a member of a political party, which advocates the overthrow of the American form of government.
7. I do not have any contagious or communicable disease, which may endanger the health of school children.
8. I shall support the Constitution of Tennessee and the United States of America.
9. I understand that misrepresentation of any of the above statements may subject me to a fine, loss of an opportunity for employment, and loss of position if employed.
10. I will agree to a TBI background check (TCA 49-2-301), which includes fingerprinting.
11. I understand that all offers of employment are contingent on a satisfactory background check conducted by the TBI (TCA 49-2-301), DCS, and the sex offender registry.

Date

Signature of Applicant

Typed or Printed Name

Social Security Number

Address

Telephone

City, State, Zip

Email

Waiver Public Law 93-380

I, _____ being aware of the provisions of Public Law 93-380, "Family Educational Rights and Privacy Act of 1974," here affix my signature and provide a waiver of the above law's provisions.

I hereby grant authorization to the Marshall County Board of Education, the Personnel Office, and all placement administrators in the Marshall County Schools to:

1. Request any and all materials and information pertaining to my employment from any of my present or former employers, supervisors, co-workers, in any bona fide school corporation.
2. Request credentials from all educational institutions I have attended.

I hereby further authorize:

1. Any bona fide school corporation to release any and all information (written or verbal) pertaining to my employment in the school corporation to the Personnel Office of the Marshall County Board of Education.
2. Any or all educational institutions I have attended to release my placement credentials on request to the Personnel Office of the Marshall County Board of Education.

Signature of Applicant

Date

LICENSURE INFORMATION

Tennessee Teacher License Number _____ Issue Date _____ Expiration Date _____

Last Name _____ First Name _____ MI _____ Maiden _____

Career Ladder Level _____

Endorsements – Name & Number: _____

For statistical purposes only the District is requesting racially identifiable information. This information is voluntary. Race: _____

License Type

Apprentice Teacher

Professional License

Out of State

License Pending (please explain):

Attach Copy of License

REFERENCES

Name	Address/Phone	Position

POSITION DESIRED (Check all that are appropriate)

- Teacher: _____
Grade level(s), Subject area(s)
- Administrator: _____
Grade level(s), Position(s)
- Other: _____
Specific area(s)
- Coaching: _____
Specific area(s). Applicants for coaching positions should include a summary of their athletic experience.

EDUCATIONAL BACKGROUND (In order beginning with high school)

School	Location	Degree/HS Diploma	Date	Major	Minor

COURSES TAKEN IN COLLEGE OR UNIVERSITY (Attach Official Transcript)

Applications will remain on file for one (1) year. Renewal of the application is the responsibility of the applicant and can be accomplished by contacting the Personnel Office.

It is the policy of the Marshall County Board of Education not to discriminate on the basis of race, sex, color, religion, age, handicap, or national origin in any of its educational programs, activities, or employment policies.

ACTIVITY INVOLVMENT – High School, College and since.

Activities that may indicate race, religion, color, sex, national origin, ancestry or disability can be omitted.

TRAVEL, HONORS, OFFICES HELD – College and since.

ORGANIZATIONS

Professional: _____

Civic: _____

WHY I HAVE CHOSEN TEACHING AS A PROFESSION

In your own words please briefly explain why you have chosen teaching as a profession.

Marshall County School System



APPLICATION PROCEDURE FOR LICENSED PERSONNEL Marshall County School System

Please read the following instructions carefully before completing application for employment.

1. Please submit a completed application and supporting documents to the Personnel Office, Marshall County Board of Education, 700 Jones Circle, Lewisburg, TN 37091. Applications may be hand delivered, mailed, faxed or emailed.
 - a. The application **MUST** be complete. Failure to complete all blanks will result in your application being considered incomplete. ***Do not write "See Resume" in the blanks.***
 - b. An **official** copy of your transcript(s) of credits/degrees earned from all college(s) and/or university(ies) you have attended must be included.
 - c. Three (3) Professional Reference Request forms are included in the application packet. It is your responsibility to hand deliver or mail these forms to the persons providing your references. The forms should then be mailed back directly to the Personnel Office of the Marshall County School System. A person who is capable of judging the applicant's professional characteristics in an educational setting must submit one of the references. The professional reference forms are **mandatory**. Other letters of recommendation may not be substituted for the Professional Reference Request forms.
 - d. A copy of your current Tennessee Teaching License or an explanation of pending license must be included with the application. Information regarding licensing is available at your college or from the State Department of Education, Department of Teacher Licensing at (615)532-4885.
 2. Once an applicant has a completed application with all supporting documents on file, he/she must contact the Personnel Office to submit his/her name as a candidate for a posted vacancy before the deadline date. An initial interview will be scheduled. A list of applicants will be provided to the principal or direct supervisor to interview for the position. A recommendation will be made to the Director of Schools who will make the final decision regarding employment.
 3. The application and support documents will not be returned to the applicant.
 4. Applications will be kept on active file for one (1) year from the date of initial application. At the end of one year, the applicant must contact the Personnel Department to request that his/her application remain active for a second year. At the end of two years, the applicant must reapply.
 5. The Marshall County Board of Education is an Equal Opportunity Employer. It is our policy to implement affirmatively equal opportunity to all qualified applicants of employment without regard to race, religion, color, sex, national origin, disability, age or any other unlawful area. It is our policy that all decisions for employment will be based on the qualifications of the individual.
 6. Vacancies are posted on the windows of the Central Office of the Marshall County Board of Education, in the office of each school in the system, in a number of college/university placement offices and advertised in the local newspaper. You may also visit our website at www.k12marshall.net. Vacancies are posted for seven (7) to ten (10) days depending on the urgency in filling the position.
- If you have questions please call the
Personnel Office
Marshall County School System
931-359-1581, ext. 10
- Note: Please keep this information sheet. Do not return this form with your application.**
- "Marshall County is an equal opportunity provider and employer."*



PROFESSIONAL REFERENCE REQUEST

Dear _____,

I am applying for a position as _____ in the public school system of Marshall County, Tennessee. I would like you to evaluate my past performance in comparison with others you have known in a similar position. Your responses to the items on the reverse side will assist the school system in appraising my qualifications and in completing my application. I would appreciate your prompt attention to this request.

The State of Tennessee is an open public record state. This reference form that I am sending you is therefore designated as **NON-CONFIDENTIAL**. It is open to public inspection once it is filed with an application for employment.

When you have completed the Professional Reference Request form on the reverse side, please mail it promptly to: Marshall County School System, Attn: Personnel Office, 700 Jones Circle, Lewisburg, TN 37091. If you have any questions you may contact the Personnel Office at (931) 359-1581, ext. 10.

Thank you for your assistance.

Signature of Applicant

Date

NON-CONFIDENTIAL PROFESSIONAL REFERENCE REQUEST

Marshall County School System

Evaluation/Recommendation for _____

(Applicant's Name)

PROFESSIONAL RELATIONSHIP: (Check all that apply)

- Student Teacher under my supervision
- Teacher under my supervision
- Fellow Teacher
- Other _____

FROM		TO		LENGTH	
Month	Year	Month	Year	Years	Months

Subject(s) taught and/or other assignment(s): _____

If a former employee, please state reason for leaving: _____

	Outstanding	Above Average	Average	Below Average	Very Poor	Unknown	
Ability to Express Thoughts in Writing							<p style="text-align: center;">GENERAL QUESTIONS</p> <p>Have you seen the applicant teach? _____</p> <p>Could he/she remain in his/her present position? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p> <p>Reason: _____ _____</p> <p>If he/she were applying to you for a similar position, would you accept him/her? _____</p> <p>To your knowledge, has he/she ever failed re-election? _____</p>
Ability to Express Thoughts in Speaking							
Adaptability							
Attention to Reports							
Character							
Cooperativeness							
Daily Preparation							
Discipline							
Emotional Stability							
Industry Application							
Intellectual Capacity							
Interest in Students							
Leadership Initiative							
Originality							
Personal Appearance							
Personality							
Professional Interest							
Reliability							
Scholarship							
General Rating							

PLEASE WRITE A STATEMENT OF YOUR OPINION OF THE APPLICANT BELOW. (Use additional sheet if necessary).

Signature _____ Position _____

School System or Company _____ Phone Number _____

Address _____ Date _____