

Board of Education
April 2, 2020 6:00 PM
Central Services Board Room

1. Call to Order - Mrs. Teresa Boston
2. Moment of Silence/Pledge of Allegiance - Mrs. Teresa Boston
3. Roll Call
4. Declaration of Conflict - Mr. Earl Patton
5. *Approval of February Minutes
6. *Approval of Agenda
7. Legal Report - Mr. Earl Patton
8. Director of Schools Search
9. Director's Report - Mrs. Janet Graham
 - A. School Closure Plans
 - B. *School Year 2020-2021 Calendar
 - C. *MOU with Avalon Center and CCBOE
 - D. *6-12 ELA, Criminal Justice and Culinary Arts Textbook Adoption
 - E. *Sidewalk Repairs at SMHS Bid Sheet
10. Policy
 - A. *Policy 1.8011 Emergency Closings
 - B. *Policy 5.1151 Telework During Emergencies
11. Chief Financial Officer's Report-Mrs. Kacee Harris
 - A. Monthly Financial Report
 - B. Monthly Sales Tax Report
12. *Consent Agenda
 - A. *Approval of Volunteers
 1. Crab Orchard Elementary Volunteer List
 2. South Cumberland Elementary Volunteer List
 3. SMHS Volunteer List
 4. Stone Elementary Volunteer List
 5. Middle School Athletics Volunteer List
 - B. *School Wide Fundraisers
 1. North Cumberland Elementary School-Wide Fundraiser
 2. Stone Elementary School-Wide Fundraiser
 - C. *Approval of Disposal of Surplus Property
 1. Central Services Surplus List
 2. North Cumberland Elementary Surplus List
 3. Federal Programs Surplus List
 4. CCHS Surplus List
13. Old Business
14. Questions from Media
15. Adjournment
16. (*) Indicates Board Approval Required

Board of Education
February 27, 2020 6:00 PM
Central Services Board Room

The Cumberland County Board of Education met in regular session on Thursday, February 27, 2020, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:00 p.m. Boston welcomed Mrs. Anita Hale, District 4 to her first board meeting.

PRESENT: Safdie, Parris, Hale,
Inman, Brock, Netherton,
Hamby, Boston, Karge

ABSENT: None

Student Representatives: Porna Debnath - CCHS, Heather Stokes - CCHS, Karun Parek - SMHS, and Sydney Heddleston - Phoenix.

1. Call to Order - Mrs. Teresa Boston (See above)
2. Welcome to Visitors - Mrs. Teresa Boston (See above)
3. Moment of Silence/Pledge of Allegiance - Mrs. Teresa Boston - Brian Ramsey led the audience in the Pledge of Allegiance. Bryan was awarded a certificate of appreciation for his participation in tonight's meeting.
4. Special Recognition - Mrs. Teresa Boston
 - 4.A. The Prudential Spirit of Community Award - Katelyn Carpenter (Exhibit #1) Graham advised, the first tonight is CCHS. Mr. Hall is here and would like to introduce a young lady who has some very special recognition that we would like to share. Hall advised, I would like to recognize Miss Katelyn Carpenter. The Prudential Company along with the National Association of Secondary School Principals has the Spirit of Community Award. This is a nation-wide event. They pick one high school student from across the state of Tennessee and one middle school student. Katelyn was the Tennessee winner for this year. So far Katelyn has won \$1,000 and she gets to go to Washington DC in May to collect her prize. They will select five high school students from the fifty that won their state awards and out of those five national winners will get \$5,000. She is still in the running for that and I am going to present Katelyn with her medal from Prudential. Then I am going to let her tell you what she does. Katelyn explained in detail how she prepares care packages of canned and boxed meal items at First United Methodist Church every weekend for over 60 students at Glenn Martin Elementary School. Graham stated, Katelyn we are so proud of you and so proud of how you represent Cumberland County High School and Cumberland County as a whole. More than that the contribution that you make to the children at Martin Elementary, it is much appreciated. Thank you so much for being here.

4.B. Teresa Cowley, WBIR Educator of the Week - Graham invited Teresa Cowley and Nicole Ransom to the front. Graham advised, it is always an honor when we have our faculty, staff, and students recognized throughout the area and throughout the region. Mrs. Teresa Cowley was just recently recognized as the WBIR Educator of the Week and Miss Nicole nominated her. Miss Nicole explained how and why she nominated Mrs. Cowley. Then a short video clip from WBIR was shown in honor of Mrs. Cowley. Graham advised, what an honor for North Cumberland Elementary, what an honor for Teresa Cowley and for Cumberland County School District.

<https://www.wbir.com/video/news/education/educator-of-the-week/teresa-cowley-educator-of-the-week-210/51-f6066850-2606-499f-93a9-7f4e1e2f65a5>

4.C. FCCLA Goodie Bags (Exhibit #2) Graham advised, Mrs. Leslie Williams has a special conversation to share with us about a special project with their FCCLA. Mrs. Williams stated, good evening. I have with me Alexis Finley and Haley Simmons and this year they wanted to give back to the community. Haley had mentioned that she had a family member that was affected by cancer, which we all have; so the girls wanted to donate goody bags to give out to the community. We kind of struggled at first with who to reach out to. We contacted Cumberland Medical Center and Oak Ridge and that was a no, so third time's a charm. We reached out to Dr. Dirk Davidson's office here in town and they were thrilled for us to do that. Our chapter created fifty bags one day after school. We raised funds to purchase blankets, tissues, word searches, chapsticks, and all of these things that go into the bag. It's not just about competition with FCCLA, it's about giving back to the community and that is what these ladies did. I am very proud of them. Graham stated, ladies thank you so much for your service to people who are in need and thank you for thinking of a great project to do.

4.D. Charitable Funds Spring Awards - Dr. Wood advised, it is my honor and privilege tonight to introduce to you the winter 2020 recipients of the Campbell, Stone and Wood Charitable Fund Award. If you are unfamiliar with this particular organization please understand that their sole purpose is to provide additional funds to our teachers, our coaches and our club sponsors as they work to provide for their teams. I think you all have seen over the last few years the thousands of dollars that has been given by this organization to our teachers, our coaches and our club sponsors. I would like to ask Dr. Robert Wood, who is the founding member of this organization to say a few things before we recognize our recipients. Dr. Robert Wood advised, this is the 10th distribution. We started off 5 years ago with \$10,000 a year and this year we are over \$20,000. It continues to grow and I encourage you all to get involved with this. If we just had a lot more \$5.00 or \$10.00 a month contributions this thing could really grow even more rapidly than it is. All of the money does go to our Cumberland County students through their teachers, their clubs and their athletics. Encourage everybody, there are brochures outside and please think about making that \$5.00 or \$10.00 contributions. Students get to your parents and encourage them. Then have them encourage five people that they know. It has taken five years for it to double and I would like to double it again in less than five years. Dr. Wood advised, for this particular reward there were 36 applications totaling \$14,197.97. The organization was able to reward \$10,800. They did their best to spread it out as far as they could. It is really an impressive endeavor. The following recipients were awarded the following amounts:

○ Brown Elementary	6 th Grade Math	\$500
○ Crab Orchard Elementary	Physical Education	\$300
○ Homestead Elementary	Archery Team	\$500
○ Martin Elementary	Student Council	\$200
○ Martin Elementary	First Grade Team	\$200
○ Martin Elementary	Positive Behavior Support Team	\$400
○ North Cumberland Elementary	Sunshine Committee	\$300
○ North Cumberland Elementary	Physical Education	\$250
○ Pine View Elementary	Boys Basketball	\$200
○ Pine View Elementary	Girls Basketball	\$200
○ Pine View Elementary	Cross Country	\$200
○ Pleasant Hill Elementary	PreK Diane Savage	\$250
○ Pleasant Hill Elementary	Positive Behavior Support Team	\$400
○ Pleasant Hill Elementary	4 th Grade Class (T.Dixon)	\$200
○ South Cumberland Elementary	Cross Country	\$200
○ South Cumberland Elementary	SCES Music	\$300
○ Stone Elementary	BETA Club	\$500
○ CCHS	EPSO/Dual Credit Fund	\$500
○ CCHS	FBLA	\$500
○ CCHS	AP U.S. History	\$250
○ CCHS	Track Team	\$325
○ CCHS	Wrestling	\$325
○ CCHS	Cheerleading	\$325
○ CCHS	Softball	\$325
○ SMHS	FBLA	\$200
○ SMHS	Oasis: Second Chances Club	\$300
○ SMHS	Golf Team	\$400
○ SMHS	Wrestling	\$500
○ SMHS	ACT Incentive	\$300
○ SMHS	Chorus	\$500
○ Phoenix High School	Attendance Perks	\$250
○ Phoenix High School	Transition Academy	\$200
○ Middle School (CCHS Account)	Softball	\$250
○ Middle School (South Account)	Boys and Girls Golf	\$250

4.F. District Teachers, Principal, Supervisor of the Year - Graham advised, Teacher of the Year are chosen at each individual school. I think the greatest honor that the Teacher of the Year has is to be selected by the peers in their schools. I feel like you will see that being selected as Teacher of the Year is an incredible honor and I am so proud each year to receive those names. Dr. Farley works very hard with this program and she has a group of people who read the resumes, that read their questions and evaluate what comes in to select what we call a District Teacher of the Year. On the last Monday in April we recognize all of our Teachers of the Year, Principal of the Year and Supervisor of the Year. We like to take the February Board Meeting to recognize the three District Teachers of the Year, Principal of the Year and Supervisor of the Year, so that our community is able to see those individuals and for us to bring honor to them. Graham recognized the following Teachers of the Year,

Principal of the Year and Supervisor of the Year with a small presentation of appreciation for all of their hard work and dedication to Cumberland County Schools.

The Cumberland County PreK-4 Teacher of the Year is Ms. Natasha Draper. Ms. Draper is a 10-year veteran teacher from North Cumberland Elementary. Ms. Draper has taught first grade for all of her teaching tenure. She is a mentor, grade level chair, PLC Leader and has presented at the Summer Literacy Conference as well as being responsible for redelivery of state standards for her colleagues in conjunction with the Upper Cumberland Core Office. Congratulations, Natasha Draper, PreK-4, Cumberland County Teacher of the Year!

The Cumberland County 5-8 Teacher of the Year is Ms. Toni Larue-Garrett. Ms. Larue-Garrett is a 21-year veteran teacher from North Cumberland Elementary School. Toni currently teaches seventh grade English and Language Arts and previously taught kindergarten, first, second and third grades. Toni serves on the School Leadership Team, is grade level chair, ELA PLC Leader, is a mentor and Cross-Country Coach. She has participated in the Aspiring Administrator Academy and as external review team member for AdvancEd, and served on the State Textbook Review Committee. Congratulations, Toni Larue-Garrett Grades 5-8, Cumberland County Teacher of the Year!

The Cumberland County 9-12 Teacher of the Year is Mr. Cub Whitson. Mr. Whitson is a 12-year veteran teacher from Cumberland County High School. Mr. Whitson currently teaches U.S. History and has previously taught World History, World Geography and 7th and 8th grade social studies. Cub is head soccer coach for both boys and girls at CCHS, has served as assistant girls basketball coach at CCHS and assistant coach for boys basketball at Stone Elementary. Congratulations, Cub Whitson Grades 9-12, Cumberland County Teacher of the Year!

Ms. Stephanie Barnes has been named Cumberland County's Principal of the Year. Ms. Barnes is a 24-year educator with all service in Cumberland County. She is principal at Phoenix High School. Stephanie taught middle school mathematics for 18 years at North Cumberland and Stone Elementary. She coached basketball and football for 14 years. She also served four years as Assistant Principal at Stone Elementary prior to moving to Phoenix. She is currently in her third year as Principal at The Phoenix Campus. Congratulations, Ms. Stephanie Barnes, Cumberland County Principal of the Year

Dr. Rebecca Farley has been named Cumberland County's Supervisor of the Year. Dr. Farley is a 20-year veteran educator in the Cumberland County School District. Dr. Farley taught seventh grade mathematics at North Cumberland for 6 years and was assistant principal there for one year prior to becoming principal at Crab Orchard Elementary, a position she retained for 10 years. Dr. Farley is serving in her fourth year as Pre-K-8 Supervisor of Instruction. Congratulations, Dr. Rebecca Farley, Cumberland County Supervisor of the Year!

5. Roll Call (See above)

6. Declaration of Conflict - Mr. Earl Patton Rationale: Declarations of Conflict- Per TCA 49-2-202 Board of Education Members who have relatives (per the statute: relative means: Spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt,

nephew, niece, or any person who resides in the same household as you) employed by the system are asked to raise your hands to identify yourself. "Do you certify that the votes that you make tonight will be in the best interest of the school system, regardless of the effect that your vote may have upon the employment of your relative or relatives?" Safdie, Parris, Boston, Inman, and Brock certified.

7. *Approval of January Minutes (Exhibit #3) Inman made and Netherton seconded a motion to approve the January Board Minutes as presented.

VOICE VOTE: Inman (mover-yes)
Netherton (seconder-yes)
All ayes
MOTION: Carried unanimously

8. *Approval of Agenda (Exhibit #4) Netherton made and Brock seconded a motion to approve the January Board Minutes as presented.

VOICE VOTE: Netherton (mover-yes)
Brock (seconder-yes)
All ayes
MOTION: Carried unanimously

9. Community Comments - Billy Dodd 1677 Breckenridge Drive, Crossville, TN - Subject: 1) Bus driver and supervisor awareness and support. 2) Student Dress Code 3)Support the teachers on what they purchase out of their own pockets.

10. Acknowledgement of Elected Officials - Boston advised, I would like to thank our County Commissioners; Mr. Darrell Threet, Ms. Deborah Holbrook, and Ms. Sue York. Thank you for being here and taking the time.

11. School Board Reports

11.A. TLN Report - Mr. Robert Safdie - Safdie advised, I handed out the TSBA platform and I was unable to make it to the Day on the Hill. The only thing that I can say is after looking at the legislation is the state legislators seem to want to micromanage the school system and micromanaging the Department of Education. We should all be on guard of that.

12. Board Member(s) Report from Training(s) - None

13. Legal Report - Mr. Earl Patton - Patton advised, the board is facing no litigation and I am happy to be in the mode of risk management rather than damage control. There is nothing to report to the board. Boston asked, has the order been signed dismissing, filed, signed, and we are good to go? Patton advised, yes ma'am. That litigation has been dismissed.

14. Director of Schools Search - Mrs. Teresa Boston - Boston advised, I wanted to put this on here because we have to move forward. I was waiting for the fourth district to be appointed, so you could participate in our search and in our discussions. I would like to open the floor at this time for discussion

on how this board would like to proceed. Inman advised, I would like to reiterate what I stated before. I believe we ought to look in county first and then if we can't come up with a consensus vote from the board for someone in the county, then we need to open it up. As Tom has said at least narrow our search to state wide, but I would prefer to stay local first. Like I said if we can't come to a consensus, then move out further. Netherton advised, I want to support what Jimmy is saying. My viewpoint is we don't even consider anybody out of the state. We need to stay in the state for people to understand our school system. I think we need to make our first priority when we start looking at these resumes of people that are either current or previous employees of the Cumberland County School System, because they will understand it the best. Karge advised, absolutely. Boston asked, do we want to look at retaining someone to do the search or is that something we want to do ourselves? Karge asked, can we have a period of resume where they can submit? Do we need to spend and hire somebody to do that? Let's just start with the basics. Bostin advised, if we do that, we have to make that decision if that is what this board wishes to do. Karge replied, that is what I would like to do. Boston advised, if we would like to have just local submit their resumes and applications, then we could set up a worksession to actually do some interviews. Patton advised, I know there has been some concern in the past expressed and I was just thinking back to the last time that we went through this and there were some concerns about limiting the pool to only local candidates. That you've got to advertise the position and I don't know if you can limit your acceptance to only applicants that live in Cumberland County. Boston advised, your opinion in 2016 was that we would advertise throughout the state and then you didn't think there wouldn't be any discrimination if we interviewed locals first. They got the first consideration. Unless something has changed I think what we do is we publicize it throughout the state. Patton advised, I just want to make sure that we are not talking about something other than that. Boston advised, no. We publicize it and we get the applicants or the resumes in. Once we get those in, then we look at locals and have a work session to interview and talk with those as a board. Then if we can not come to an agreement or if we need to look further, then we can go with the resumes that we have received outside of Cumberland County. Patton advised, I think that is acceptable. Boston asked, is that going to be discriminatory? Patton advised, no ma'am; I don't think so. If that is the basis to go with. Boston advised, that was the platform that was used previously. Brock advised, for what it is worth I can tell you I saw a posting for a Director of Schools position in Tennessee and it specifically said that a person had to have Tennessee experience and credentials. Patton advised, I don't think there is anything wrong with that. Brock advised, we are good to go there and limit it in that way. Patton replied, absolutely; I agree. Boston asked, who would draw up or who would create the job description and the advertisement? Is that something you have done in the past? Patton advised, I do not recall if I have done that in the past, but the duties are statutory. I think we already have one. Boston advised, so we could get on that we formally have used and that we could send out. Now the question would be, how do we advertise? Who do we want this advertisement to go to? Inman asked, you are saying that we are not allowed to limit our search just to Cumberland County or do an internal search from applicants from just within the Cumberland County School System? Patton advised, this is the first night that anyone has posed that exact question to me Mr. Inman. I would be happy to look at that issue for you, but I have never seen that done. My immediate thought is you would have to advertise it wider than just Cumberland County, but I would be happy to look at that. Brock asked, Earl would it come in to play that it could be viewed

as a promotion if we already have an administrator or teacher in Cumberland County who is attractive? I am just wondering if legally if that could be seen as a promotion? Patton advised, I don't really think so Mr. Brock. That is a no, because the board only has the authority to hire a Director and not to promote someone to that position. I would be happy to look at that if that is what the board would prefer to do. Boston advised, the board only has one employee, so how would we promote. Patton advised, that is why I say that wouldn't really work to use that terminology. Brock advised, I think it would be desirable to reward someone who is already part of the school system and knows it. Patton advised, I don't know if that gives the board any enhanced authority to do something different than what we are talking about doing. I appreciate the thought. Netherton asked, wouldn't that also kind of discriminate against the people who were former employees? Boston replied, yes. I think that you have to be careful with how it is done. The way I have looked at it and the way I have researched it, I think you have to be careful. I think you can hire from within, but I think if you advertise then you've given a broader range in order to submit and if we don't find anyone from within then we extend out to those resumes we have received outside. My next question would be, once we advertise what kind of period of time would this board like to give the individuals who would like to apply. What time frame are we looking at? Netherton advised, personally I would like to see it by the end of March. For us to start doing the interviews around the end of March. Boston advised, if we could immediately get out a job description and advertisement, then we could say the resumes are due by the end of March and set a date. Then start our interviews in a work session possibly the 1st of April. Is that what we are looking at? Inman asked, it was my understanding in the last Director of Schools search that they limited it to an internal search? I remember all of the interviews were all local candidates. I don't know for sure. Patton advised, Mr. Inman that may be. Boston advised, what happened was they did the advertisement and they received 28 applicants, 6 from within 22 broader. They made the determination to interview the 6 applicants from Cumberland County first and if they found a Director from within Cumberland County then they would not go back and interview the other 22 applicants. Patton advised, maybe that is the nuance I am recalling. Boston advised, that was in the minutes. In looking at that they did a broader search, but when it came to actually doing the interviews the board at that time chose to interview just the 6 applicants from Cumberland County. Patton advised, I know that nothing has changed from a legal perspective since that time and if that is the way that the board did it, then I feel confident in telling you that the board can still proceed in that manner. Brock asked, so we have agreed that we are going to get this advertisement for the position out; when? Boston advised, we are discussing it now and I would like to either make or entertain a motion to move forward, so this board has some direction. If there is any further discussion I think we have gotten to the advertisement throughout the state of Tennessee. If we could get it out by mid next week then that gives us 2 ½ - 3 week in which for the applicants to apply, look at them and then immediately when they come in and that deadline hits I would like to see that all applications go out to the board members. Then you could review them ahead of time and we have some idea of who we are looking at. Then set a work session for the 1st of April to all sit down and determine. Also if we could possibly as a board unite and everybody submit a list of questions that you think would be pertinent, email them to me and I can compile them, so that I don't ask the same questions that Mrs. Hamby does. So we all don't ask the same questions or repeat the same questions and rephrase. Time would go quicker and we will get the same answers. Inman replied, I am okay with that as long as we

are not going to eliminate one. Who is going to decide which ones are going to be asked and which ones are not? I don't want us to submit our questions and then somebody decides that is not a good question. Boston advised, no; nobody is taking questions out. Nobody has the authority to take a question out. Inman advised, I understand so we don't repeat. Boston advised, if we start interviews without some kind of idea or some kind of format, then we are going to ask the same questions. If you could submit questions to me, let us compile them, I will send them right back out to you. Then we can compile and how we do it from there is entirely up to this board. Karge asked, would we still be able to ask questions in the heat, because an answer could spur a different question? Boston advised, yes absolutely. It just gives us a starting point and we don't repeat ourselves. I could ask Heather for an example, a question and with her answer that spark another question. That would lead me further into that discussion and I don't think we need to close ourselves off from that floor. Safdie advised, I believe that TSBA would not charge us to send us a list of their questions and then also the questions that we ask need to be passed through our attorney first to make sure there is no discriminatory influences or innuendos questions. Boston replied, absolutely. Any further discussion, any comments or suggestions at this point? Would anyone like to make a motion? Hamby advised, I make a motion that we go ahead and get this started, put the advertisement out and get the application process started, so that we can come back here and carry on. Inman asked, do we need a specific deadline? Boston replied, if we get an advertisement out by the 4th and make the deadline the 25th. That gives them three weeks in which to apply. Hamby advised, I'm going to amend my motion that we put the application process out on March 4th and they have until March 25th to get their applications in. Karge advised, I will second that. Boston advised, my next question. Who are these applicants sending their applications to? Would they go to the HR person or to Earl? Patton advised, I think either one would be ok. Hamby advised, to Mr. Patton. Boston asked, Earl do you mind if we send them to you. Patton replied, sure send it to my office address. That would be great. Boston asked, can we provide your email to them as well? Patton replied, absolutely. Boston advised, that would give us from the 25th to the 1st of April and we can set up a work session date during our March meeting in which to contact and review those applicants. Karge asked, you mentioned you would email us the applications or resumes. I would suggest not emailing, because so much of that stuff will be confidential and it could be breached. My suggestion would be that we either pick them up at Mr. Patton's office or they are in our boxes. Hamby and Boston replied, I am fine with email. Karge advised, I am not. Patton advised, your policy actually requires that we have the resumes available at the Central Office. Boston advised, you can pick up a packet. Karge advised, I am just concerned for if somebody's email got hacked, you have personnel, you have resumes. If I were sending out my information I would not be comfortable with that. I would want it to be secure. I am coming from a business perspective; it is a risk. Safdie advised, the resumes are public information. Once they send them to the Board of Education, at that point they are public. Karge replied, ok. Safdie advised, you do have a good point about security with email, but they're public. Karge advised, I've been tested on that, so I am a little over protective. Boston asked, Mrs. Hamby if you would restate your motion, so that I know exactly what we are doing. Hamby replied, I am making a motion that we advertise for the position of Director of Schools of Cumberland County starting on March 4th and they are to be

submitted by March 25th to Mr. Earl Patton. Karge advised, second. Boston asked, any further discussion? No one responded.

VOICE VOTE: Hamby (mover-yes)
Karge (seconder-yes)
All ayes

MOTION: Carried unanimously

15. Director's Report - Mrs. Janet Graham

15.A. *Tennessee School Climate Survey (Exhibit #5) Graham advised, the first item on the agenda is the Tennessee School Climate Survey and we sent this to you. We are often asked about doing surveys from the state and otherwise. This one comes to us and requires approval by the board for the plain and simple reason because they are asking to survey students as well as parents and teachers. We wanted you to have this in your packet to peruse It is fairly lengthy, but it tells you different pieces of that, how much time it takes, so we are here to do what is your pleasure regarding that. Dr. Wood advised, this is a survey that we participate in annually. I know that you will see the due date of March 13th, but I have spoken to the Education Department and they have extended that and they will work with us. Inman made and Karge seconded a motion to approve as presented. Netherton asked, do we have to use all sections of the survey or can we just use part of it? Wood replied, it is their survey, so you would have to use all of it.

VOICE VOTE: Inman (mover-yes)
Karge (seconder-yes)
All ayes

MOTION: Carried unanimously

15.B. *CTE House Sale (Exhibit #6) Graham advised, the next item on the agenda is the CTE House Sale. You may have noticed behind CCHS they have built a house similar to what TCAT builds over on the bypass. We have one that is close to completion and will be ready for sale. You have that information in your packet about advertising and this will all go back to the finance office. Dr. Maddox do you have anything that you would like to add to that? Maddox advised, this is only the second time that we have sold a house in a number of years. I contacted Mr. Brock and he gave us the guidelines of what we needed to do. Inman asked, I have one question. How are you going to get it out of there? Jon Hall replied, we are going to take the fence down. Then we will pull it out of there and put the fence back up. Inman asked, you are not going to put in a gate? Hall replied, no. They said it would be easier to remove the fence then it would be to install a gate. Netherton advised, if I were a prospective buyer I would want to know if it is in code. Maddox advised, yes, but I talked to Mr. Miller and they are not doing the plumbing or the electrical inside. So therefore it is just a stud wall. There is no electrical, no plumbing and no sheetrock. That will be on the purchaser to finish it out. Inman advised, it is just a shell basically. Maddox replied, yes. Safdie advised, I make a motion to approve the sale provided that it is approved by Nathan Brock. Inman seconded the motion.

VOICE VOTE: Safdie (mover-yes)
Inman (seconder-yes)
All ayes

MOTION: **Carried unanimously**

15.C. *Bid for Sale of Bakers Crossroads Property (Exhibit #7) Graham advised, the next item on the agenda is we have had some interest in the Baker's Crossroad property. If you recall a little over a year or so ago we advertised that property through the finance office and we did not have any takers. Since then once it's kind of been floating out there we've had a couple of people approach us about selling that. Mrs. Harris has been in contact obviously again with Mr. Brock and she would be able to answer any questions with that. It would be that we would accept probably sealed bids and we would always have the right to accept or reject any bids that come in, because obviously we are not going to give the property away. We would be looking for the highest bid that we could get, but it would also have to meet certain criteria. Before we had listed we wanted the minimum acceptable bid of \$290,000. You would be able to see the two documents that we put forth before. Those are there and if you are interested in doing that we would move forward with advertising and attempting to sell Bakers Property. Harris advised, I think the first question is are you interested in pursuing that? If so we would want your input on the language. Boston advised, I would make a motion and I am going to open the floor up for discussion from this motion. I would like to make a motion that we advertise and attempt to sell the property while there is some interest there, but I don't think that we need to put \$290,000 in there. If we are going to sell the property we are not going to get \$290,000 out of it. We can do some comparables, we can see what the bids come in, we can always reject any bids. So I would like to put it on the floor that we put this property up for sale and we put no minimum bid. Safdie seconded the motion. Brock asked, how long have we been trying to sell this property? Boston replied, since I have been here, since 2016-17. The bottom of the form says December 2017. This has been discussed numerous times, but I think the clencher here is that \$290,000. I just think that for real estate purposes only, don't put a minimum bid. Do we have to Earl? I don't think we do. Patton replied, I do not think you are required to put a minimum bid. Boston advised, we are more than within our authority to reject any bid that we get. Inman advised, I am assuming the minimum bid was \$290,000 is because that is what we paid for it. Boston advised, yes sir. Patton advised, the law also allows you to do an internet auction. Boston advised, that may be something that we look at, but I think right now we've got some interest and I think that we owe it to this board to see what number they are going to throw at us. Inman advised, I would hate to take less than \$200,000. Boston advised, I hate to take less than \$290,000, but we can keep it. Brock advised, I like the idea of throwing it out there and see what kind of interest and what kind of numbers come in. As long as we have the right to reject, then at least it will give us a level of interest as far as somebody's willingness to put their money where their mouth is. Boston advised, we see where we are as far as the bid coming through. It is not paining us to hold onto that property, but still it would benefit us to unload it or to sell it. My motion is and it has been seconded is that we put it out for bid with no minimum bid. Any further discussion? Hale asked, so we wouldn't have to take a bid? Boston advised, no we could reject any bid. If somebody offers us \$35,000 then we certainly are going to reject that. It may come in at a very

resemble acceptable number, but if we don't put it out there we are never going to know. Karge advised, I still like the thought of a reserve. Boston asked, any further discussion? No one responded.

ROLL CALL VOTE: Boston (mover-yes)
Safdie (seconder-yes)
Safdie - Y, Parris - Y, Hale - Y,
Inman - N, Brock - Y, Netherton - Y,
Hamby - Y, Karge - N, Boston - Y

MOTION: **Motion Carried (7-Yes, 2 - No)**

15.D. Annual Planning Calendar - Graham advised, the last item on the agenda is the Annual Planning Calendar. You can see what we had to do, what we need to do and what has been accomplished.

15.E. FYI (Exhibit #8)

- 15.E.1. Administrative Meeting Agenda
- 15.E.2. Attendance Report
- 15.E.3. Personnel Report
- 15.E.4. School News Articles
- 15.E.5. School Calendar of Events

16. School Board Committees

16.A. Policy Committee-Mr. Tom Netherton (Exhibit #9)

16.A.1. Policy 4.602 Class Ranking

16.A.2. *Approval of First Reading of Policies (Exhibit #9) Netherton advised, we are presented with an unusual situation tonight. We've got a policy that we need to expedite and that is Policy 4.602 Class Ranking. When I say expedite we need to decide whether or not we are going to make changes to it. I am going to turn the floor over to Mr. Inman to explain the situation. Inman advised, I have had parents contact me and their concerns are that in our policy our counselors and everybody that has been working on this have gone by our board policy. We passed a board policy and I think it has an unintended consequence, because it says we will not have school ranking anymore at all. The problem is some of the students need their ranking for their scholarships. That is the reason I brought this up, because I think we need to change this extremely quickly in order to give these kids an opportunity to be able to put their school ranking on their scholarship applications. Not for public display or anything like that. I am not looking for that. I am just looking for the students to be able to have the school ranking, so they are allowed to put it on their scholarship applications or if an institution contacts the schools and asks for their school ranking. I was told that one parent contacted some people with the scholarship program and asked them what happens if we do not put school ranking on our application? They said well if we had three applicants that were basically the same and we had one that was ranked 5th, one ranked 7th and one with no ranking at all; the one with no ranking we would just discard. We wouldn't even look at it.

That is where I am coming from. Like I said this was just an unintended consequence of us passing this policy that said, "Cumberland County Schools will not rank students numerically." I think it needs to be corrected, because I was told earlier tonight that the filing date for some of the scholarships is tomorrow. Karge advised, yes and some of them were in December. Could we change or amend that verbiage to say, "Cumberland County Schools will release the ranking to the students?" Could that be a work around? Inman advised, it is just that last sentence there, "Cumberland County Schools will not rank students numerically." I remember us voting on that, but I never thought about scholarships. Boston advised, if we could entertain, "upon request by the student a class ranking will be provided for extended education purposes." Then I also think we need to if a college or a higher education were to contact us and ask for the student ranking, I think we would have to get that approved through the student. The student is going to have to request it anyway. So, "Upon request by the student a class ranking will be provided." Brock advised, if we just strick that sentence. Would that not take care of everyone? Boston advised, as long as everybody knows. Does that mean we are going to do numerical ranking or does that mean we're not? Brock advised, it is my understanding that the guidance offices have already done a numerical ranking. Boston advised, I don't want to limit anybody. Inman advised, one school didn't. Brock replied, we absolutely need consistency there, but I questioned this when we discussed this policy. I never understood it to begin with. Why there were some reason to hide the number; that has always been a point of honor. I can tell you CCHS has always put their top ten photographs up on the wall and so even though next year they have already graduated, they had the honor up there and it has always been a cool thing. I never liked this to begin with and I never saw the point. I know it takes time figuring out all of those GPA's and going out to the ten thousand point or something. Netherton asked, is there any reason why we can't say starting on line three, "Both the Cumberland County local weighted GPA" and instead of putting and there put "Lottery GPA, and Student Ranking will appear on the official transcript." Is there any reason why we can't put it on the official transcript? Then they could forward it to whoever they need to. Inman and Boston replied, I think that would cover it. Karge advised, not necessarily, because they will not have their official transcripts until after they graduate. If I am applying for scholarships now, I need to know my ranking. Netherton replied, that is a good point. Boston advised, if a student were to request or just void the line. Karge advised, I am good with voiding the line. Brock advised, if we get rid of the line then we are okay. Netherton advised, all they would have to do is go ask for it. Boston replied, we have not prohibited anyone from asking for a class ranking. Brock advised, to continue doing valedictorian and salutatorian you are going to have to absolutely know the GPA out to a large point in order to decide exactly these two positions. The ability to do so is already there. They are already doing it to do what we say we are going to do. Netherton asked, is there anything negative about just deleting that line? Dr. Wood advised, I would have to talk to the high school principals, because if you delete the line you are now living in two systems. We have a latin system and we have a ranking system. When the issue was brought up a few years ago when it was first passed, the problem was that it changed how students took their highschool classes and the order. It came more about the rank and how you finished by December than it was other things. At that time there was a belief that the latin system would remove some of that and it would give the honor to those who are

taking the courses they need to take with those excellent averages versus where do I fall in the rank. That was the thinking at the time. If you remove the line, because you still have all of the other languages are still there I think it leaves you still in two systems. I understand your point about the scholarships. The ranking from my understanding is there and I know that Mrs. Herring has shown me an official transcript or maybe even unofficial and it is on there. I would want input from the highschool folks. Boston asked Mr. Hall if he had any comments? Hall replied, I would rather discuss it with Kelly and Stephanie before I am put on the spot here. Inman advised, right now we don't have time for that. We have to do something for these kids that are going to have the scholarship deadline tomorrow. Brock questioned, there are scholarship applications that are due tomorrow and they require ranking? Inman advised, that is what I have been told. Brock advised, I have been told by people filling out the application forms today and so if we can at all we need to try and figure out a way to answer this tonight. Hamby asked, can we since we are in a crunch situation right now, can we not remove that, allow these students to do what they have to do tomorrow and then bring this back to the Policy Committee after they have had their discussion and figure out what we need to do from there? That way it clears it up for them to be able to get their scholarships. Boston advised, I have a suggestion. Boston asked the Parek, Student Representative if he had a comment? Parek replied, just listening. It is tomorrow, it happened a couple of years ago and now we are the ones stuck in it right now. Netherton asked, can you give us a fix that we can put in there right now and keep us in the way we want it to go? Wood advised, I heard some wording earlier that said upon request by the student. I think if you voted that in tonight, they can release it tomorrow. Then bring it back to the Policy Committee to discuss further. Karge asked, should we enter into a situation where we don't have school due to weather tomorrow we have another delima. Boston asked Mrs. Smith due you have a comment? Smith asked, Mr. Inman do you know if it is a local scholarship or a college scholarship? Inman replied, I do not know that, they just said it was a scholarship packet. Karge advised, I heard college. Parek advised, in the packets provided some are not necessarily local. However many are local and some are from a wide spread as provided by the guidance. Those do have specific numbers. Graham advised, some of those have our school does not rank. A lot of large schools do not rank. Maryville High Schools for example and a lot of them may have a drop down that says, "My school does not rank." Maddox advised, when this was first brought up I think it was in 2018 we worked through this and the guidance counselors sat down to discuss this. We've got the same questions as you do. We talked about all of the other school systems that were not ranking, because it is a trend going on now that most of them have gotten away from ranking. If it is an online application a lot of times the drop down menu there is a choice that you can make that says my school doesn't rank. We talked about putting it on local applications, "my school doesn't rank," or they use a percentile "I'm in the top 5% of the class or top 10% of the class." Which is not a ranking, you are a number 10 or number 9 or number 2. You are in the top 10%, so we talked about that as well. That was the direction in which we were going, but like Dr. Wood had said it's hard to keep one foot in and one foot out. There is a misunderstanding from all of this, but we definitely don't want to hurt anyone. When this came out a couple of weeks ago after the celebration at one of the high schools we pulled every scholarship from both high schools and I personally looked at every single one that was in the packet of both

schools. 80% of the scholarships do not have that question. 20% of the scholarship applications did. I spoke with the exchange club, I am part of the Rotarians; we have scholarships and we have taken that question off of our scholarship. I was on the committee of the Rotarians that picked the recipients of the scholarship. When we asked the ranking it was never an issue, because we had already made a decision on who was going to receive the scholarship prior to the ranking. We base it on need. Whatever the board decides to do that is the direction we go by. We just ask that we don't have one foot in and one foot out. If there is a compromise like Dr. Wood had stated, the wording was there a few minutes ago. The bottom line is the students were trying for lack of better terms, they were playing a game of who gets what classes first semester their senior year, because everything stops at Christmas their senior year. Students that could not get into their honor classes their first semester they didn't apply for second. They wanted those classes first semester. Safdie asked, when you are talking about this packet that you have with the scholarship request forms. Do you have to mail each of those scholarships to the organization that is providing the scholarship or do you give it to the counselors? Parek advised, we are instructed to give it to the counselors, but there is an option, say someone is not able to get Dr. Wheeler's scholarship immediately done by the deadline like we said is tomorrow then we have the option to turn it in individually. Safdie asked, are any of the scholarships actually due tomorrow or is this just a counseling item that says get it all in tomorrow? Smith advised, there are some due tomorrow. Safdie asked, if there are some due tomorrow then is it the responsibility of the student to send it to the organization or is it the counselors who are going to take the hundreds of applications to go through them, find the ones that are due tomorrow and then mail it out? Smith advised, I believe they deliver them. They turn them into the guidance office and then if they are due the guidance counselor makes sure they are delivered or someone from that organization will come and pick them up. If we are out for snow tomorrow, obviously they are going to extend the deadline and allow us to turn them in. Safdie asked, do we know exactly how many of the scholarship applications are actually due tomorrow? Parek advised, several do not give a specific date at all on the packet. Safdie asked, then it is up to the counselor to mail and distribute them? Parek advised, a few are due later. It is either due later in a week or they are likely due as soon as possible. Safdie advised, first I want to clarify to my board members I am in totally in favor of ranking. I think that it is just obvious and has been a tradition in Cumberland County for years until this issue where it stopped. I am trying to clarify the emergency and at this point it is kind of unclear. Karge advised, I am actually looking at a packet right now and I am seeing several right off the bat that it is due tomorrow and there are several that are asking for ranking straight up. Netherton advised, Mrs. Woods had a fix and my thoughts are we allow however she wants to express it. We take her fix, we vote on that tonight, and we can't predict school tomorrow and we can't change what's happened in the past, but we can make a point of starting right now and help the ones in the future. Boston asked, and then send the policy back to the Policy Committee for clarification? Netherton replied, yes, but tonight my recommendation is if she will express the verbiage the way that will fix it, then I will make the motion that the Policy Committee accepts it or approves it. If they approve it we will make it a first and second reading tonight. Brock advised, that was essentially what I was going to say. I don't care if it is one kid or one scholarship we need to do what we can do tonight to make sure it is not excluded. I absolutely

agree with Mr. Netherton. We will fix it, so nobody is hurt now and we will take care of the future. Inman advised, ditto. Wood advised, "I have upon request of the student, that student's class ranking will be released for the purpose of scholarships and extended education." Inman advised, that way it will cover colleges, TCAT and everybody. Netherton advised, and we strike that line. Boston replied, yes. Netherton continued, based on what Dr. Wood has stated I make a motion that we accept that as the new policy. Hamby seconded the motion.

VOICE VOTE: Netherton (mover-yes)
Hamby (seconder-yes)
All ayes

MOTION: **Carried unanimously**

Netherton advised, I am going to make a motion that we put that policy for approval on the 1st reading and on the 2nd reading tonight. With that in mind we now have six policies that are up for the 1st Reading and the committee has recommended we approve these policies.

- 16.A.2.a. Policy 6.100 Student Goals
- 16.A.2.b. Policy 6.203 School Admissions
- 16.A.2.c. Policy 6.302 Procedural Due Process
- 16.A.2.d. Policy 6.306 Interference/Disruption of School Activities
- 16.A.2.e. Policy 6.311 Care of School Property
- 16.A.2.f. Policy 4.602 Class Ranking**

VOICE VOTE: Netherton (mover-yes)
(no seconder necessary)
All ayes

MOTION: **Carried unanimously**

16.A.3. *Approval of Second Reading of Policies (Exhibit #10) Netherton advised, now we have five up for the 2nd Reading. It comes out of a committee and we request approval for that.

- 16.A.3.a. Policy 1.803 Tobacco Free Schools
- 16.A.3.b. Policy 6.200 Attendance
- 16.A.3.c. Policy 6.300 Code of Conduct
- 16.A.3.d. Policy 6.319 Alternative Schools
- 16.A.3.e. Policy 4.602 Class Ranking**

VOICE VOTE: Netherton (mover-yes)
(no seconder necessary)
All ayes

MOTION: **Carried unanimously**

16.B. Building and Grounds Committee-Mr. Jim Inman - Inman advised, we have three items that are on the agenda that were brought to the Building and Grounds Committee and I would like to skip 16.B.1 and look at 16.B.2 and 16.B.3. We don't need a second on that. We vote unanimously to send

those to the board with approval, so I make a motion that we go ahead and approve 16.B.2 and 16.B.3. And then when will come back and discuss 16.B.1.

Inman advised, on 16.B.1 this is a major document, so I wanted to give everybody an opportunity to discuss this. If you have any questions or concerns about this project. This is the Martin Elementary Renovation. You will notice that we budgeted \$750,000 and it came in at \$908,000, so we don't have enough money. Now this is estimates and we have not put it out for bid, but that is \$908,000 plus \$54,000 for architectural fees so we are way above our \$750,000. We need to have a discussion on how we are going to proceed with this project. Boston advised, sitting on Building and Grounds it was my understanding these were going to be put out for bid and when the bids came back and we saw where we stood, then we would come back to this board and make some decisions on what we thought. Is that correct? Inman advised, yes. Boston asked, when are we expecting the bids in? Graham advised, they are not on the street yet. Harris advised, we were waiting on approval from the board. Boston replied, on this so we could. Inman advised, I wanted to open this up for discussion for anybody that has any questions or any concerns. Boston asked, if we approve this tonight and I think we did through committee just so we could send it out for bid. We are not committing any amount. We are simply sending it out to bid to see where the bids come in. If they fall within that \$750,000 we are good to go. Harris advised, the bid will be structured with alternates so we will be able to say take our money and do as much as you can down the list. Boston asked, any questions or any further discussion? Does everyone understand what we are attempting to do? Multiple board members replied, yes. Boston asked, Mr. Inman is there anything else? Inman replied, that's it. Boston advised, it needs no second.

16.B.1. *Martin Elementary Renovation (Exhibit #11)

VOICE VOTE: Inman (mover-yes)
(no second necessary)
All ayes
MOTION: **Carried unanimously**

16.B.2. *Martin Elementary Benches and Trash Can
16.B.3. *SMHS Extension of Maintenance Shed

VOICE VOTE: Inman (mover-yes)
(no second necessary)
All ayes
MOTION: **Carried unanimously**

16.C. Safety Committee-Mrs. Rebecca Hamby - Hamby advised, on the Safety Committee Mrs. Harris had presented us with the amount that we had in the safety grant and we agreed to start on the lockable door knobs. We are going to do as many as we can and we are going to put those where they need to be. As far as anything else that was discussed on the Safety Committee it was nothing except suggestions thrown out there and we will further discuss those at a later date. Boston asked, can you tell me how much we had in the safety grant? Hamby replied, \$42,000 and some change. Boston

asked, were we going to buy door knobs or install door knobs? Harris advised, both. Buy and install the interior locking lever action. Hamby advised the Safety Committee we agreed that is how we should use the money and that is why we brought it to the board.

17. Chief Financial Officer's Report-Mrs. Kacee Harris - Harris advised, how often do I get to say this, that I am full of good news tonight. In 2012 we entered into a Sweetwater/Metro Schools/ Internet Consortium that had been challenged by another internet company and it has been in legal battles for all of this time. The legal battles have been resolved. During that time it wasn't looking good, so we went ahead and started paying on some of the things we were going to have to owe. Since then the final legal say ruled in favor of the original agreement. We have received a refund check from ENA in the amount of \$15,744.64. That was very good news just to be able to close that chapter and move on.

17.A. Monthly Financial Report (Exhibit #12) Harris advised, if you look at our revenues a couple of lines that I wanted to point out 46515 Early Childhood Education, then our Family Resource Center Grants, and then on down 46981 Safe Schools Grants. Those reimbursements are coming in. That is our second installment and I just wanted you to note that those were there in the January numbers. It puts our January revenue a little over \$5.6 million, year to date total \$32.6 million against a budget of \$55.67 million. Then for expenditures I did want to take note line 72710 while it is not reflected on this January statement we are in the process of ordering our four new buses and our one new SPED bus. That whole process just takes a lot of time, but those PO's are in the mail. Our actual January expenditures were \$4.2 million for a year to date total of about \$29.4 million against our budget of \$59.2 million. Safdie asked, how are we doing on diesel fuel for the buses? Harris replied, we are doing well and we are doing a little under projected. Netherton asked, from your perspective based on experience and what we have done before are we in a good position? Harris replied, I am very comfortable on where we are. A lot of our big money like the Martin Renovation all of that comes later in the year. I am very comfortable going into that with both our revenues and our expenditures. Safdie asked, was the ENA that we paid, was it close to \$250,000? Harris advised, again that was before my time, but I have done some research on it but it was in the hundreds of thousands. I am not comfortable giving the exact number, but we have been fighting this battle for a long time.

17.B. Monthly Sales Tax Report - Harris advised, the Sales Tax Report I have not received this month. I will pass that along at our next meeting.

17.C. *Telecommunications Audit (Exhibit #13) - Harris advised, the last item there is the Telecommunications Audit. We partnered with a company called Spyglass Telecommunications. They came in and scrub everything communication to see if we could find any savings. That was free to have the audit done. They found a little over \$7,500 worth in annual savings. They make their money if we say thank you for finding these savings and go ahead and implement those changes. We pay them one year of those savings. It can be structured to be budget neutral, so we would not have to allocate any additional money. We would just take the prorated savings from this year, they would invoice us for that and then we would pay the rest of it next year. We wouldn't have to allocate additional money it would be paid for with the savings. Netherton asked, what happens if using their plan don't save what we project to save? It is pretty easy to see most of this savings comes from

unused phone lines that are not in use or even has been disconnected in some cases. That we can clearly see we are paying \$45.00 a month for it and once they cancel it then we know that we're guaranteed that \$45.00 from here on through the years. Netherton advised, basically this is a win win for us. Harris advised, I think so. The county also did this audit and was able to find some savings to. I entered into it cautiously and really they worked on me for about two years. Just because I wanted to be sure that it was a good thing and I think it has been a good thing for us. I would need board approval to be able to go ahead and tell them to go forward. Brock asked, is this a contract or is there a time on this? Can we cancel? Harris replied, no. Once they cancel for example the lines we can't come back later and say oh we need to add three lines. That is totally separate, so they are saying at this point in time if we make these changes you will save this many dollars and that is their fee. Netherton questioned, so two years from now and add three lines that is just like if we add three lines period? Harris replied, right. Netherton advised, we pay for what we get. Safdie asked, why are there lines that haven't been disconnected? Harris advised, that is a good question. I think that just comes from over the years change in personnel and that type of thing. We have a lot of buildings and a lot of lines. Part of what they did was they went through and called every single number and if they got an answer and it was a live person that was fine. If they didn't get an answer or if they got a disconnected signal they gave us a spreadsheet and we worked with our school administrators and they went through and worked with their maintenance department to make sure it wasn't a fire line or an alarm line, because those wouldn't be answered. We worked with them and sometimes it's just a matter of you move a classroom to a different location. The first classroom had a line and the teacher in there doesn't even know it there; there's a filing cabinet over it or something like that. Graham advised, offices set up and then offices dismantled. The line just wasn't pulled, so it is pretty easy to have a line that you don't know you have. Safdie asked, what does it mean when it says excessive advertising and listings? Harris advised, they actually marked all of the options that they thought might be a savings for us. We actually didn't have any there. That is for we have several unlisted numbers for example the school will have a main line, but then the principal may have an emergency line that is not advertised, it is not published. We do have to pay to have that not published in the phonebook. We did not capture any of those savings. Except for the ones if any of those lines were not in use and we are cancelling them. Inman asked, do you have a contract with these people? This is the first time I have heard anything about this. Did it go before the Contract Committee? Boston advised, it is not a contract. Harris advised, it is not a contract. That is their gig. They come in and say we will do these savings, show you how much you can save, then you can leave those savings on the table if you want. If you do want to partake in those savings then that is our fee. Safdie asked, what is exactly their fee? There is \$7,546 in potential annual savings, so again what is their fee? Harris advised, their fee would be that amount, which is what they said. Safdie questioned, a one time fee? Harris replied, a one time fee. Brock asked, they only come in one time? Harris replied, yes. Brock continued, they are only going to find savings one time, unless they come back in five or ten years or something like that. Harris replied, right. I think maybe on down the road you might want to do it again in maybe ten or fifteen years and see if you can capture any excessive lines. Brock advised, so we lose nothing year one. It is going to go to them or the savings will go to them. At that point we just enjoy the savings for a number of years. Harris advised, from here on. Safdie asked, how is the accounting going to be

implemented to allow us, allow you all to verify that there has indeed been over \$7,000 worth of savings? What will the accounting structure be like? Harris advised, that is just in the spreadsheet we are given. They can show me the exact cost of this line. If we are going to cancel this line and it is \$45.00 and that line is cancelled and I can confirm that, then we capture that \$45.00 every month from here on out. Patton asked, has there been a contract presented with this? Boston replied, no. Harris advised, we are under no commitment to do this. That is how they kind of hook you in. Safdie asked, if we do that will there be a contract saying this is what they will provide or have they already provided it? Harris replied, I think it would be a bill for service. I don't think it would be a contract necessarily. Patton advised, the reason that I asked the question is what if there is a disagreement about whether something should be saved or not. If there is genuine disagreement as to whether or not it is a good idea to eliminate a line for instance. Harris advised, that is something I think it was over \$45,000 that they suggested first in potential savings and then we've gone through and narrowed that list done and confirmed are you using this number or is this an alarm number. A lot of those savings weren't true savings for us. Patton replied, understand. Safdie asked, do you feel this was a responsible and valid study? Harris advised, I do and they really had the man power and the time that we do not to do something like this. Hopefully going forward we won't have that many unused lines. It is going to happen sometimes, but now we have a list of numbers at schools and we can kind of keep track of that better. Hamby moved and Safdie seconded a motion to approve as presented. Safdie asked, what account will this come from? They will want it up front, right? Harris advised, it will come out of our telephone bill line on the budget and they are going to be able to work with us. We will actually have two invoices. We will pay a prorated savings from that amount out of this year's budget and then next year we won't have to allocate anything to pay for this. We just won't be paying it in phone charges. Hamby made and Safdie seconded a motion to approve as presented.

VOICE VOTE: Hamby (mover-yes)
Safdie (seconder-yes)
All ayes

MOTION: Carried unanimously

18. *Consent Agenda (Exhibit #14)

18.A. *Approval of Volunteers

- 18.A.1. CCHS Volunteer List
- 18.A.2. South Cumberland Elementary Volunteer List
- 18.A.3. North Cumberland Elementary Volunteer List
- 18.A.4. SMHS Volunteer List
- 18.A.5. Stone Elementary Volunteer List
- 18.A.6. Pine View Elementary Volunteer List
- 18.A.7. Homestead Elementary Volunteer List

18.B. *Approval of Overnight and Out of State Field Trips

- 18.B.1. SMHS Baseball Overnight Trip
- 18.B.2. SMHS Interact Club Overnight Trip

18.C. *Approval of Contracts

- 18.C.1. South Cumberland Elementary Picture Contract

- 18.D. *School Wide Fundraisers
 - 18.D.1. North Cumberland Elementary School Wide Fundraiser
- 18.E. *Approval of Disposal of Surplus Property
 - 18.E.1. Phoenix High School Surplus List
 - 18.E.2. Central Office Surplus List
 - 18.E.3. CCHS Surplus List
- 18.F. *Executive Approval
 - 18.F.1. SMHS Cheerleaders Funds Request for Extra Curricular Trips

Safdie made and Inman seconded a motion to approve the Consent Agenda as presented. Hamby advised, I do have something to say on the Consent Agenda and it has something to do with the fundraisers. I don't have anything against fundraisers, let's get that clear. We will be bringing the policy for the fundraisers up to the Policy Committee within the next couple of months to take a look at it.

VOICE VOTE: Safdie (mover-yes)
 Inman (seconder-yes)
 All ayes

MOTION: Carried unanimously

19. Old Business - Patton advised, going back to the issue of the Director Search, I want to clarify something that I said earlier. The question was can we limit it to local candidates? Yes, I think you can, but I think the board needs to take a good look at Policy 5.801 Recruitment and Selection. I just want to make sure that we are all on the same page, because that policy says, "Prior to conducting a search to fill the position, the Board shall initially develop the following:

- a job description - Patton advised, we've got.
- a timeline - Patton advised, I think we've got.
- a process for accepting and reviewing applications - Patton asked, do we have that? Karge advised, yes they are going to you. Safdie advised, they go to you and then they are sent to us. Patton asked, all of them? You are going to receive all of the applications that come in? The Board replied, yes. Patton asked, where are they being advertised? Inman and Hamby replied, in the newspaper and where we normally advertise. Bray advised, normally it's just on our website. This is where we currently advertise all of the other positions. Boston advised, I think it probably needs to be extended from there. Patton advised, I am just saying this because obviously this policy allows you to employ a consultant and I am hearing that you don't want to. You don't have to, but if you are not going to we really need to put some thought into this. Hamby advised, Mrs. Boston I know that TSBA they send out when there is a Director of Schools position in the state. Could we not also advertise through them? Boston replied, I think if we go through TSBA I think then they are doing the search. Patton advised, I do not know if they would allow you to advertise through them. Hamby advised, I thought it was just a generic ad. Netherton advised, we could ask that question. Patton asked, then would the board narrow it down to a certain number? Is there a thought about how many you plan to interview out of those that come to you? Boston advised, I think the motion was that we would look at the local applicants and set a work session for those the 1st of April. Then if there is no general consensus on someone local then we would extend the interviews. The only thing, you brought this up and I am uncertain is where do we advertise? I think we should follow possibly what we did the last time in 2016, because we got 28 applicants and 22 of those came across the state of Tennessee. If we could go back and see how it was advertised previously and

that particular board did not retain the assistance of anyone. They did it all on their own. If we could advertise at the same levels. Patton advised, I was not involved in advertising. Boston replied, I will get with Kim Bray and send out an email about where we advertised and I think we can go back and see where it was advertised previously. Safdie advised, after state-wide, if we decide to advertise state-wide then the general process that we used in the past has been to take all of the applications. Then each individual board member will rank them, then eliminate, and accept the top five. Boston asked, have we answered your question? Patton advised, I think so. I am a little clearer now. Boston advised, for the moment and once we get it narrowed down we can wrap it up. I think our motion covered everything except for, “where do we advertise” and we just don’t have that information at this point. I will get it to everyone.

Inman advised, the only question I’ve got and I know that Mrs. Hale is brand new. It is about committee assignments. I hate for us to wait another month. I would want to get her on a committee now. Boston advised, I have not even looked at that. If you will allow me to get with Mrs. Hale and kind of see where. The only place I could put her would be to replace Josh and I am not certain. I do not have my committees with me. Inman advised, I would love to have her on the Athletic Committee, because that is where Josh was at. Karge advised, I would love to have her on Budget. Boston advised, I think that we agreed and will approve in March for her to be on the Athletic Committee. Boston asked Hale, did you attend the other afternoon, the Athletic Committee? Hale advised, no I received the one that Mrs. Hamby is on and I went to that one. Boston asked Hale, can I get with you in the next couple of days to see what and let me look at what Josh was. Then if we need to assign we can. Inman advised, I don’t know about y’all, but I wouldn’t mind us some how or another tonight giving your authority to go ahead and put her on a committee, so she can go ahead and be participating. I just don’t want to wait another month before she is able to participate in the committees. Boston replied, absolutely. You give me that and I will work it out with her. Inman asked, is everyone okay with the chairman assigning her to the committees and go with it. The board replied, yes.

20. Questions from Media

21. Adjournment - Boston made and Hamby seconded a motion to adjourn at 7:58 pm.

VOICE VOTE: Boston (mover-yes)
Hamby (seconder-yes)
All ayes

MOTION: Carried unanimously

22. (*) Indicates Board Approval Required

Mrs. Janet Graham
Director of Schools

Mrs. Teresa Boston
Chairman of the Board

I, Tabitha Webb, do hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on March 9, 2020.

Tabitha Webb
Board of Education Recorder

April 2, 2020 at 6:00 PM - Board of Education

1. Call to Order - Mrs. Teresa Boston

2. Moment of Silence/Pledge of Allegiance - Mrs. Teresa Boston

3. Roll Call

4. Declaration of Conflict - Mr. Earl Patton

5. *Approval of February Minutes

Attachments:

- [BOE Minutes 2.27.20](#)

6. *Approval of Agenda

Attachments:

- [Cumberland County Schools Agenda 4.2.20](#)

7. Legal Report - Mr. Earl Patton

8. Director of Schools Search

9. Director's Report - Mrs. Janet Graham

9.A. School Closure Plans

Attachments:

- [CCSchools Continuation of Instruction Plan \(Updated 3-31-20\) Ready for Distribution-
2](#)
- [COVID19 Personnel Plan](#)

9.B. *School Year 2020-2021 Calendar

Attachments:

- [2020-2021 Calendar](#)

9.C. *MOU with Avalon Center and CCBOE

Attachments:

- [MOU With Avalon Center and CCBOE](#)

9.D. *6-12 ELA, Criminal Justice and Culinary Arts Textbook Adoption

Attachments:

- [Textbook Adoption BOE Letter 2020 \(Part 1\)](#)

9.E. *Sidewalk Repairs at SMHS Bid Sheet

Attachments:

- [Stone Sidewalk Repairs Bid Tabulation_03.12.2020 \(1\)](#)

10. Policy

10.A. *Policy 1.8011 Emergency Closings

Attachments:

- [POLICY 1.8011 EMERGENCY CLOSINGS](#)

10.B. *Policy 5.1151 Telework During Emergencies

Attachments:

- [Policy 5.1151 Telework During Emergencies](#)

11. Chief Financial Officer's Report-Mrs. Kacee Harris

11.A. Monthly Financial Report

Attachments:

- [February 2020 BOE Financial Statement](#)

11.B. Monthly Sales Tax Report

Attachments:

- [BOE Sales Tax_02.2020](#)

12. *Consent Agenda

12.A. *Approval of Volunteers

12.A.1. Crab Orchard Elementary Volunteer List

Attachments:

- [Crab Orchard Elementary Volunteer List](#)

12.A.2. South Cumberland Elementary Volunteer List

Attachments:

- [South Cumberland Elementary Volunteer List](#)

12.A.3. SMHS Volunteer List

Attachments:

- [SMHS Volunteer List](#)

12.A.4. Stone Elementary Volunteer List

Attachments:

- [Stone Elementary Volunteer List](#)

12.A.5. Middle School Athletics Volunteer List

Attachments:

- [Middle School Sports Volunteer List](#)

12.B. *School Wide Fundraisers

12.B.1. North Cumberland Elementary School-Wide Fundraiser

Attachments:

- [North Cumberland Elementary School-Wide Fundraiser](#)

12.B.2. Stone Elementary School-Wide Fundraiser

Attachments:

- [Stone Elementary School Wide Fundraiser](#)

12.C. *Approval of Disposal of Surplus Property

12.C.1. Central Services Surplus List

Attachments:

- [Central Services Surplus List](#)

12.C.2. North Cumberland Elementary Surplus List

Attachments:

- [North Cumberland Elementary Surplus List](#)

12.C.3. Federal Programs Surplus List

Attachments:

- [Federal Programs Surplus List](#)

12.C.4. CCHS Surplus List

Attachments:

- [CCHS Surplus List](#)

13. Old Business

14. Questions from Media

15. Adjournment

16. (*) Indicates Board Approval Required

Cumberland County Schools
Continuity of Instruction Plan
Updated 3-31-20 10:30 am

In light of the recommendation of our Governor and our concern for the health and well-being of our community, Cumberland County Schools will remain closed through April 24. We know this is a long period of time and that many of our students are eager to return to their normal routines.

The following is our interim academic plan to keep our students academically engaged during the time of the COVID19 closure. Note the suggested resources we have posted to the district webpage are only recommendations to keep students engaged. We are not requiring any participation but wish to accommodate those students and parents who desire to have activities for use. Packet completion and online learning opportunities will be used to enhance student final grades.

It is my hope that this message finds you and yours well and that this continues.

Mrs. Janet C. Graham
Director of Cumberland County Schools

1. Personnel Considerations:

- a. Full-time teachers will continue to interact with their students whether that be virtually or in writing and will document their interactions.
- b. Part-time content teachers (i.e. chemistry, social studies), part-time ESL teachers, part-time SPED teachers and part-time instructional facilitators (RTI and federal instructional facilitators) may be eligible to continue to complete their contract and receive pay based on a timesheet and documentation.
- c. If there are other part-time scenarios to discuss, the principal should contact the Central Office for guidance and approval. The general rule is this: if the part-time teacher is going to be required to work with students for instruction, they will continue to get paid.
- d. It's also important to note that speech teachers and SLPAs (paid by timesheet) will also continue to work with students and receive regular pay. Our goal is that no one will miss a paycheck per their contract.
- e. School counselors will call and check on students who they have identified as needing additional support. Counselors will document their contact on a documentation log.
- f. During the "safer at home" order issued by the governor, if a teacher needs to enter the building to collect materials needed during the COVID-19 closure (i.e. laptops,

teachers' manuals, document cameras, etc.), they should coordinate with their principal who will designate a time to allow entrance. Principals should keep a log of personnel entering the building. All personnel should take precautions while in the building such as social distancing, frequent handwashing, disinfecting surfaces touched, and limiting locations visited.

- g. Principals are required to coordinate their efforts to physically be in their school building periodically while taking precautions to practice social distancing and frequent hand washing. Assistant principals may volunteer to assist in monitoring the building and item pickup and distribution. Unless a sick, personal or vacation day is indicated, they should remain accessible through phone or email during working hours of 8:00-3:00.
- h. Mentors may continue their work virtually (i.e. Zoom) or by phone if the interaction takes place before or after the normal school hours.

2. **Initial Parent Contact and Survey**

- a. **Prior to initiation of this plan**, all regular classroom teachers should contact each student in their class or homeroom (if departmentalized or high school) by phone to ask the following questions:
 - i. Are you aware of our feeding program? Explain where the pickup locations are.
 - ii. Do you have internet access and device access? Explain the packet or online assignments. Strongly encourage online participation, even if it is limited, as this helps us to avoid personal and object contact.
 - iii. Explain the "office hours" concept and indicate what those hours are or where to find a schedule for their teachers. This should also be published on the front of the paper packet.
- b. Keep in mind that teachers are not required to use their personal cell phones for official school business. Many teachers may have privacy concerns as well as phone data packages that do not support the increased usage. If teachers do not wish to publish their cell numbers or if they have limited internet access, they should communicate with their principal to determine a strategy to provide access such as using the school phone and/or internet during their designated hours. If using their personal cell phones, and to protect their privacy, teachers can block their number when calling students by dialing *67 before dialing the student's number.
- c. All CCBOE employees need to remember that in their efforts to communicate with parents and students during the facilitation of instruction, to not send personal identifying or sensitive information in a school email. Please remember that personal cell phone devices can be subpoenaed if there is any type of litigation.

- d. The family responses for the internet/device access questions should be documented on a class roster generated on a Google Document and shared with the principal and the appropriate supervisor (PreK-8 Dr. Farley and High School Dr. Maddox). This will help us gauge the need for additional efforts related to device distribution and provide information for the paper packet implementation.
- e. If the initial student/parent contact cannot be accomplished by phone, this should be documented, and other means of communication should be explored (i.e. email, regular mail, school Facebook pages, Remind, etc.).

3. Three Options for Continued Learning:

- a. **Public Broadcasting Station (PBS):** In the case students have no access to the paper or online activities, they are encouraged to watch the Public Broadcasting Station for academic enrichment. WCTE is the Upper Cumberland regional PBS provider. The PBS stations will deliver two hours of programming daily with high quality instructional content from 10:00 am-12:00 pm central standard time. Four hours of content will also be streamed overnight, which viewers can watch live or record. Please contact your television provider for more details.
 - i. Note: This option does not allow opportunities for students to improve their grade averages, but rather it is an additional opportunity to keep students engaged.
- b. **Online Activities with Individual Teachers**
 - i. In creating activities and assignments, teachers should focus on the standards for their grade/content area and specifically on the major work of the grade. In planning, focus on supporting the instruction where the teacher left off on March 13th. Please contact one of our academic coaches if you need guidance on how to best address the standards remaining for the 2019-2020 school year.
 - ii. **Grades K-8:** Additional online resources for practice and engagement may be advertised and encouraged. Individual teachers may continue online efforts (activities and assignments) already in progress for their classes. Students who are working strictly online may participate in the online activities and assignments without having to also do the packet.
 - iii. **PreK teachers, K-8 CTE teachers, and K-8 special area teachers of art, music, PE, computer, and library** will need to offer brief, suggested activities for each grade level and communicate those activities to the school's webmaster to publish on the school's website. If no previous online activities are underway, you may contact Rachel Flowers to learn how to begin online teaching activities.

- iv. **High School:** Online class activities and assignments for grades 9-12 may continue.
 - v. Note: Any graded assignment is considered optional and should only be recorded if it increases the student's average.
 - vi. **ZOOM** may not be used for online interaction and/or instruction between teachers and students. Many concerns for this platform have been raised, and we feel this is not a best practice for us to use at this time.
- c. **Paper Packets** (Please see #4 for more information)
- i. **K-8** will be provided an optional paper packet.
 - ii. **PreK teachers, K-8 CTE teachers, and K-8 special area teachers of art, music, PE, computer, and library** will need to offer brief, suggested activities for each grade level to be attached to the paper packets.
 - iii. **High School:** Students will be provided optional paper packets by subject area. Teachers may create individual class paper packets, or they may collaborate virtually or by phone with their colleagues to make a subject packet (i.e. Biology, English I). Students who need the paper packet should coordinate with their teacher who will make arrangements with the principal for printing and pickup.
 - iv. Note: Any graded assignment is considered optional and should only be recorded if it increases the student's average.

4. **Additional Information for Paper Packets:**

- a. Due to copyright restrictions and the nature of "at-home" instruction, the packets may not reflect typical classroom instruction.
- b. Paper packets will be ready for distribution by the school beginning on April 6th for the students. The "3 Week" packet is available to the principals and should be made available to students each Monday of the COVID19 closure. In the case our closure extends beyond April 24th, principals and teachers will have access to the next 3 Week packets no later than the Wednesday prior to the Monday distribution.
- c. The district will email a downloadable pdf version of the paper packets to elementary principals and ask that the paper packet be made available on each school's website. The paper packet will be published online on the school and district web pages for those who have internet access (full or limited) and/or those who do not wish to pick up a physical paper packet.
- d. Schools will need to staple the teacher office hours (see directions below) to the front of each packet.
- e. The principal and his/her assistant principal or other staff who volunteer to assist in assembly will copy appropriate numbers of packets weekly. Principals should

strive to limit the number of personnel gathered together in one location and will encourage social distancing and frequent handwashing.

- f. Packets will be organized in grade level folders or boxes and will be placed in the front, enclosed entrance of the school on Monday of each week, especially during the times the “feeding” program is conducted. Packets may be available on additional days for greater accessibility, but Monday will be required and advertised. Principals should ensure packets are replenished.
 - g. **Completed paper packets will not be returned to the school until the end of the school closure.** If school does not resume prior to May 22, then parents may return the packets the week of May 11-15 for those grades to be included in students’ final averages. If a parent would like to send the completed assignments prior to the return date, they may scan or snap a picture of it on their phone and email it to the appropriate teacher. This practice may be encouraged throughout the closure weeks so that teachers are not bombarded with multiple packets to grade in a short amount of time.
5. **Daily Assignment/Engagement Recommended Times:** As teachers plan for daily instructional activities and assignments, we recommend the following time limits be considered to ensure that we do not overwhelm students and parents. Teachers should estimate the amount of time needed to complete the activities and include time needed for students to read passages. Teachers may find they will need to scale back the “normal” assignments in the beginning as parents and students adjust to this new way of learning.
- a. PreK: 30 minutes daily
 - b. Grades K-1: 45 minutes daily
 - c. Grades 2-3: 60 minutes daily
 - d. Grades 4-5: 90 minutes daily
 - e. Grades 6-12: 30 minutes per content area (not to exceed 2.5 hours)
6. **Special education, 504, and ESL** students will be served through the following means:
- a. Regular education teachers should collaborate with Special Education teachers, ESL teachers, and 504 Coordinators to discuss and ensure appropriate accommodations and modifications related to paper packets and online learning. This teacher collaboration should not be in person, but rather remotely through calls, emails, online meetings, google docs, etc.
 - b. **Regular education teachers should remember that modified work for students with disabilities must align with the IEP.**
 - c. **Regular education teachers should remember that an English Learner’s ILP must be followed for accommodations and modifications.**
 - d. CDC Teachers and teachers who have students on ALT Assessment Standards need to provide opportunities for the students and should communicate this to families.

- e. SPED, 504, and ESL teachers will attempt to contact each of their students (electronically or by phone) on a regular basis to check in on their progress or provide or ensure support for the work associated with their packet or online assignment. This contact should be documented on a contact log sheet.
 - f. OT, PT, and speech teachers will attempt to contact students periodically (electronically or by phone) to encourage continued progress. A separate log will be given by Vicki Presson for these teachers to log contact to correspond with billing requirements.
7. **RTI Coordinators and Instructional Facilitators** will ensure attempts are made to contact all Tier 2 and Tier 3 students (electronically or by phone) on a regular basis to check in on their progress to provide or ensure support for the work associated with their packet or online assignment. This contact should be documented on a contact log sheet.
8. **Home/Remote Office Hours:**
- a. Individual teachers and principals will designate home or remote “office hours” where they are available to answer questions from students and/or parents by phone, email or other means. Teachers should communicate the office hours to their principal for publication. The hours shall be published on both the paper packets and the online platform.
 - b. We ask that teachers offer and publish a minimum of one hour per day. Teachers are welcome to offer additional days and hours, but the minimum would be five hours per week, one hour per day.
 - c. Teachers will log the calls made and received from students and families.
 - d. Keep in mind that teachers are not required to use their personal cell phones for official school business. Many may have privacy concerns as well as data packages that do not support the increased usage. If teachers do not wish to publish their cell numbers or if they have limited internet access, they should communicate with their principal to determine a strategy to provide access such as using the school phone and/or internet during their designated hours. Teachers can block their number when contacting students or parents by dialing *67 before dialing the student's number.
 - e. Student/parent to teacher communication may certainly take place through email or other means (Google Voice, Remind or Band group). Remember, we are not using Zoom to communicate with students or parents. If using Skyward, be sure to copy and paste the email address into a new ccschools email. Email links in Skyward will typically route to spam without doing the aforementioned step.
 - f. Again, if a teacher is to be in the building, social distancing and frequent handwashing shall be required. All personnel entering the building will need to be logged by the principal.

9. Student Devices

- a. Students in grades 9-12 who absolutely have no other device to access the internet, may make an appointment with the high school principal to pick up their device or check out one if they are a 12th grader.
 - b. Paperwork to document the checkout will include the device inventory number, the date of pickup, the student name, and who picked up the device. This information will be collected in one spreadsheet by the principal.
 - c. Principals should decide how to distribute the device with little to no contact with other individuals (i.e. Once the appointment is made, the principal lets the student or parent pick up the device inside the glass vestibule, and visually observes the completion of the paperwork. The student or parent leaves the paperwork in a box and exits the building.)
 - d. Students in grades K-8 will not be given the option to use a school device at this time.
10. **Grades:** Grades will be recorded for any completion of assignments as long as it improves a student's average as of March 13th. Students will not be penalized for not participating, lack of completion, or failing the assignments. Remember, the goal of this plan is for students to continue to learn or review their learning. Their work is to be rewarded with grades to help their averages and support to fill in gaps that may become evident. If an assignment is graded and the grade falls below their current average, it should not be recorded in Skyward. Offer them appropriate remediation and support. A separate roster of student participation and graded assignments is recommended. This report will assist in assessing how effective this plan is and what adjustments should be made going forward.

In the event we do not return prior to May 22nd, teachers will review each student's grades as of March 13th. If the student was passing as of March 13th, they pass the course. If they were failing the class as of March 13th, the teacher will factor in any assignments completed during the COVID-19 closure (paper or online) that would increase the student's average. Once those grades are factored in, then the teacher, along with their building principal, will determine if the student passed or failed the course.

Until further notice, teachers should record graded assignments in the 3rd term in Skyward as this window has been extended to avoid weighting issues. Additional guidance will be forthcoming regarding half credit classes (i.e. personal finance) and credit recovery courses. The State Board of Education meets April 9th and we will issue direction following that meeting.

11. **Retentions:** At least once per week during the COVID19 closure, teachers shall personally contact individual students in danger of failing the course or entire grade level. Specific steps to successfully complete assignments and/or follow up on the previously drafted retention plans shall be discussed. Teachers should continue to report progress on these students to their individual principals. In the case that we are unable to return to school prior to the end of the 2019-2020 school year, the final decision regarding retention will be the responsibility of the teacher and school principal as it does in a regular school year.

12. Decisions regarding **summer school** opportunities will be forthcoming once we understand the full duration of the closure and the number of possible retentions.

3rd graders who are not proficient in reading, by law, must be provided summer school. High school seniors who have failed courses will also be a priority for summer school. Once those two groups are estimated, we will decide what other grades and students could be eligible for summer remediation. Stay tuned.

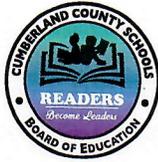
13. **Looking ahead to the future:** During the first three weeks of the 2020-2021 school year, teachers will be encouraged to review material from the previous grade or prerequisite courses where students missed a period of instruction on specific standards.

Cumberland County Schools COVID Closure

Personnel Plan

Pursuant to Tennessee Code Annotated, Tennessee Department of Education guidelines and Centers for Disease Control recommendations, the following plan applies to employees of Cumberland County Schools during the closure for COVID.

1. Full time staff, both certified and non-certified, will continue to receive pay and benefits through the closure. Employees should maintain a line of communication with their direct supervisor regarding work from home tasks and procedures for essential tasks that may be required at the work site. At any time an employee is asked to report to the work site during the closure, all CDC recommendations shall be followed such as social distancing, frequent handwashing and the limiting of group sizes.
2. Part-time employees are only paid for actual time worked. Any certified contract employee who is participating in the delivery of services to students during this time of closure (i.e. SPED, ESL and other content teachers who are part-time) will need to log their hours and will be paid off of their time sheets for actual time worked. Part time staff may be eligible for unemployment. Application must be made online at <https://www.tn.gov/workforce/unemployment/apply-for-benefits-redirect-2/online-application.html>
3. Central Office is working with a skeleton crew during this closure. The office will remain open for phone calls and by appointment only for foot traffic. To the fullest extent possible, all essential tasks shall be completed from working at home during the closure.
4. All non-certified full-time employees working two jobs within the school system will be paid for each job based on their number of scheduled hours. Overtime pay will be calculated as if the employee were physically working. Anything over 40 will be paid at their overtime rate.
5. Timesheets will be required of all non-certified employees. These will be notated as 'Coronavirus' and should not include hours worked per day but a total at the bottom. These will be required of each job the employee works. If employees physically work, they would need to notate those days and hours.
6. Food Service full-time employees will be paid based on their scheduled 8 hours per day. All part-time staff will not be compensated unless they physically work. Timesheets will need to be turned in for all full-time staff with 'Coronavirus' notated and the total number of hours to be paid.



Cumberland County Schools 2021-2022 School Calendar

DRAFT

Cumberland County Schools Traditional Option 1

368 4th Street
931-484-6135 (Fax) 931-484-6491
Crossville, TN 38555

July '21

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August '21

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September '21

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October '21

M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November '21

M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December '21

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- July 29 Convocation Day (No Students)
- July 30 Administrative Day #1 - (No Students)
- Aug 2 Students First Day - 10:00 AM Release
- Aug 3 Administrative Day #2 - (No Students)
- Aug 4 First Full Day of School
- Sept 6 Labor Day Holiday - No School
- Sept 24 Teacher In-Service #2 (No Students)
- Oct 11-15 Fall Break- No School
- Nov 24-26 Thanksgiving Break - No School
- Dec 17 Abbreviated Day - 10:00 AM Release
- Dec 20-Jan 4 Winter Break - No School
- Jan 4 Administrative Day #3 - (No Students)
- Jan 5 First Full Day of School
- Jan 17 Martin Luther King Day - No School
- Feb 21 President's Days - No School
- Mar 21-25 Spring Break- No School
- Apr 15 Good Friday - No School
- Apr 18 Teacher In-Service #3 (No Students)
- May 24 Administrative Day #4 - No Students
- May 25 Students Last Day - 10:00 AM Release

January '22

M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

February '22

M	Tu	W	Th	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March '22

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April '22

M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May '22

M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June '22

M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

	Regular Day of School		Admin Day - No Students
	No School-holidays		Teacher in Service - No Students
	No School F/S Break		Abbreviated Day- Early Release

Student Days - 180 Days of Instruction

16	Student First Day	Aug 2
	Student Last Day	May 25
	Student Full Days	177
	Abbreviated Days	3
	Total Days of Instruction	180
	First Semester	89
	Second Semester	91
	Total Days of Instruction	180

Teacher Days - 200 Contract Days

19	Student Session Days	177
	Abbreviated Days	3
	Teacher Vacation Days	10
	Teacher In-service - Scheduled	3
	Teacher In-service - Unscheduled	2
	Administrative Days	4
13	P/T Conference	1
	Total Teacher Days	200

Abbreviated Days

Aug 2	Early Release at 10:00 A.M.
Dec 17	* Note* Early Release is at 10:00 A.M.
May 25	Early Release at 10:00 A.M.

*No holiday parties prior to Dec. 17
Staff released 1 1/2 hour later

Breaks - No School

Oct 11-15	Fall Break
Nov 24-26	Thanksgiving Break
Dec 20-Jan 4	Winter Break
Mar 21-25	Spring Break

Teacher Days

Paid Vacation - Fall and Spring Break -10 Days	
In-Service Days- July 29, Sept 24, April 18	
Admin Days -July 30, Aug 3, Jan 4, May 24	
Parent Teacher Conf. 1 Day	
Unschedule Inservice - 2 day	

Please note: In the event school is cancelled in excess of the allowable 13 day maximum, additional days and/or hours will be added at the Cumberland County Board of Education's discretion.

Memorandum of Understanding

between

Avalon Center: Domestic Violence and Sexual Assault Program
and
Cumberland County Board of Education

I. Parties

- a. This memorandum of understanding is by and between the Avalon Center, a nonprofit organization that works to support schools in implementing prevention education, and the Cumberland County Board of Education, a public school district located in Cumberland County, Tennessee.

II. Purpose

- a. This memorandum of understanding sets out the terms by which Avalon Center and the Board of Education will work together to implement the Life of Point Curriculum within Cumberland Counties' schools.

III. Key Contacts

- a. The key contact for the Avalon Center will be, Maria Suarez, Child and Youth Program Director and Marsha Polson CSH supervisor will be the key contact for the Board of Education. These individuals are responsible for ensuring the conduct of the activities listed below:

IV. Avalon Center's Roles and Responsibilities

- a. Avalon Center agrees to:
 - i. Develop a lesson plan for the Life on Point Curriculum, in compliance with the current state educational standards, to be submitted to the Cumberland County Board of Education for approval.
 - ii. Facilitate presentations of the approved Life on Point lesson plan to Cumberland County students in seventh and eighth grades.

V. Cumberland County Board of Education's Roles and Responsibilities

- a. The Board of Education agrees to:
 - i. Assist in the development of the lesson plan for the Life on Point Curriculum.
 - ii. Provide approval for the Life on Point lesson plan.

- iii. Permit Avalon Center staff to provide Life on Point presentations to Cumberland County students in seventh and eighth grades.
- iv. Provide information to teachers, guidance counselors, and principles within the school system about the availability of Life on Point presentations.

VI. Duration of the Understanding

- a. This understanding will remain in effect until June 2021 and may be updated at any time through the written agreement of each partner. Any party can terminate the agreement with 15 days written notice.

VII. Signatures

- a. This memorandum of understanding shall be effective upon the signatures of the Avalon Center and Cumberland County Board of Education authorized officials. The Avalon Center and Board of Education both warrant that the persons signing this agreement are authorized to execute this agreement with full authority and bind their respective party accordingly to the memorandum of understanding.

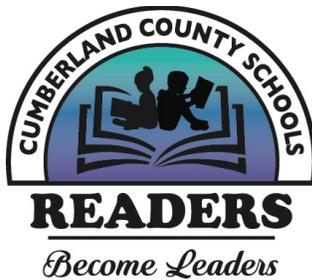
Cumberland Co. Board of Education, Title

Date

Avalon Center, Title

Date

Mrs. Janet C. Graham
Director of Schools



Mrs. Teresa Boston
Board of Education Chair

March 13, 2020

To the Cumberland County Board of Education:

The 6th-12th English/Language Arts, High School Culinary Arts, and High School Criminal Justice textbook selection committees recommend the following textbooks and corresponding resources for adoption.

<u>Group</u>	<u>Book Title/Series</u>	<u>Publisher</u>
6 th -12 th ELA	Study Sync	McGraw-Hill
HS Culinary Arts	The Culinary Professional	Goodheart-Wilcox
HS Criminal Justice	An Introduction to Policing	Cengage

We firmly believe these textbooks and resources will meet the needs of our students and teachers during the span of this adoption cycle.

The Kindergarten-5th grade English/Language Arts selection process is not yet complete. A recommendation from this group should be forthcoming for the April Board of Education meeting.

Respectfully,

Dr. Rebecca Wood

Rebecca Wood, Ed.D.
Chief Academic Officer
Cumberland County Schools

Bid Tab		Page 1 of 1		Pursuant to the Invitation to Bid extended for Sidewalk Repairs: Stone Memorial High School Crossville, TN		Signature required only by Presiding Official. Others can be printed or typed. Maxwell B. Spick	
Bids opened in Crossville, TN		How many addenda issued: 1		Contract Time 60 days following NTP		Presiding Official	
Target		Liquidated Damages \$500 per day		Addition 7		Architect Garrett & Long	
Bidders (name, city, license number)		Ack		Base Bid		Owner Joseph Blair	
Name Freitag Construction Co.		<input checked="" type="checkbox"/>		\$125,800.00		Regulated Subcontractors	
City Crossville						Plumbing - NA	
License Number 20339						HVAC - NA	
Name Stubbs Const. Services, LLC.		<input checked="" type="checkbox"/>		\$102,712.00		Electrical - NA	
City Crossville						Masonry - NA	
License Number 72311						Geothermal - N/A	
Name						Plumbing - NA	
City						HVAC - NA	
License Number						Electrical - NA	
Name						Masonry - NA	
City						Geothermal - N/A	
License Number						Plumbing - NA	
Name						HVAC - NA	
City						Electrical - NA	
License Number						Masonry - NA	
Name						Geothermal - N/A	
City						Plumbing - NA	
License Number						HVAC - NA	
Name						Electrical - NA	
City						Masonry - NA	
License Number						Geothermal - N/A	
Name						Plumbing - NA	
City						HVAC - NA	
License Number						Electrical - NA	
Name						Masonry - NA	
City						Geothermal - N/A	
License Number						Plumbing - NA	
Name						HVAC - NA	
City						Electrical - NA	
License Number						Masonry - NA	
Name						Geothermal - N/A	
City						Plumbing - NA	
License Number						HVAC - NA	
Name						Electrical - NA	
City						Masonry - NA	
License Number						Geothermal - N/A	

Cumberland County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Emergency Closings	Descriptor Code: 1.8011	Issued Date: 07/26/18
		Rescinds: 1.902	Issued: 02/06/97

1 The Board authorizes the director of schools to close schools in the event of hazardous weather or
2 any other emergency, which presents a threat to the safety of students, staff members or school
3 property.¹

4 As soon as the decision is made to close schools, or dismiss them, the director of schools will notify
5 the public media and request that an announcement be made at the earliest possible time.

6 If school is not in session or is dismissed early due to snow or inclement weather, all scheduled
7 activities at Cumberland County Schools in which students are involved may be postponed or
8 cancelled at the discretion of the director of schools.

9 Should the school day start on a delay or should schools close early due to inclement weather or for
10 other just cause, professional employees shall report fifteen (15) minutes prior to the revised start of
11 the instructional days and shall remain up to one (1) hour after the conclusion of the instruction day
12 noting that administration may use discretion to release staff as soon as possible.

13

14 EMPLOYEE RESPONSIBILITIES

15 In the event of an emergency that requires closure of a school building, group of schools, or the entire
16 district, the Director of Schools is authorized to continue to pay employees who are not able to
17 physically report for duty as a result. These employees shall receive their regular wages. Such
18 payments shall not exceed the number of days budgeted for each employee.

19

20 During such emergencies, the Director of Schools may designate certain employees as essential. Such
21 employees shall work as directed by the Director of Schools, whether that is by physical appearance at
22 work or teleworking under policy 5.1151. Essential employees may use leave to be excused from work
23 absent special permission as determined by the Director of Schools/designee.

24 This policy is effective April 2, 2020 but is made retroactive to the first day of the COVID-19 closure
25 Monday, March 16, 2020.

Legal References

1. TCA 49-6-3004(e)(1)TRR/MS 0520-01-03-02(1)(b)

Cumberland County Schools

Monitoring: Review: Annually, in January	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Teleworking is a work arrangement where designated employees are allowed to perform their normal
3 duties and responsibilities through the use of hardware and software at an alternate location from their
4 normal work site.

5 The Director of Schools may require an employee to telework if the duties and responsibilities of the
6 position are required during times of emergency. An employee's participation in the program will be
7 determined by the length and duration of the emergency and will be both initiated and ended at the
8 discretion of the supervisor and/or the Director of Schools.

9 **WORK ENVIRONMENT**

10 Employees approved for telework shall maintain a dedicated and safe work environment.

11 An employee who teleworks shall not allow anyone other than district employees to utilize district
12 provided services or equipment. Employees shall keep remote work and information confidential, in
13 accordance with district policies, procedures, and applicable privacy laws.
14

Cross References

Emergency Closings 1.8011

Cumberland County Board of Education

SUMMARY FINANCIAL STATEMENT

February 29, 2020

141 GENERAL PURPOSE SCHOOL FUND

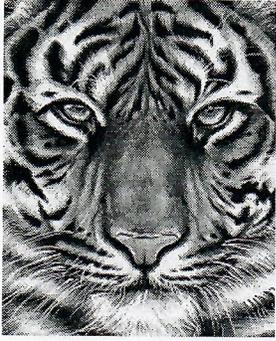
ACCT. DESCRIPTION

	Budget	Actual February	Total YTD	% of Budget
REVENUES				
40110 Current Property Tax	\$ 8,117,272	\$ 2,573,498	\$ 7,687,779	95%
40120 Trustee's Collections - Prior Year	\$ 200,000	\$ 22,709	\$ 175,020	88%
40130 Cir Clk/Clk & Master Coll. Pr. Yr.	\$ 120,000	\$ 3,059	\$ 75,774	63%
40140 Interest and Penalty	\$ 107,000	\$ 5,637	\$ 62,138	58%
40210 Local Option Sales Tax	\$ 10,122,412	\$ 1,057,209	\$ 6,198,929	61%
40270 Business Tax	\$ 4,700	\$ 287	\$ 2,718	58%
40275 Mixed Drink Sales	\$ 46,000	\$ -	\$ 37,759	82%
43517 Tuition - Other	\$ 155,000	\$ 9,517	\$ 101,719	66%
43570 Receipts from Individual Schools	\$ 65,000	\$ 2,117	\$ 39,880	61%
43990 Other Charges for Services Dual Credit	\$ 26,000	\$ -	\$ 16,121	62%
44120 Lease/Rentals	\$ 12,000	\$ -	\$ 5,523	46%
44145 Sale of Surplus Materials	\$ 2,500	\$ 198	\$ 1,749	70%
44170 Miscellaneous Refunds	\$ 163,267	\$ 58,401	\$ 177,852	109%
44560 Damages Recovered from Individuals	\$ 776	\$ 127	\$ 703	91%
44570 Contributions and Gifts	\$ 23,557	\$ -	\$ 11,488	49%
44990 Other Local Revenue	\$ 16,000	\$ 2,339	\$ 11,022	69%
46511 Basic Education Program	\$ 34,320,000	\$ 3,432,000	\$ 24,024,000	70%
46515 Early Childhood Education	\$ 1,059,450	\$ -	\$ 517,060	49%
46590 Other State Education Funds	\$ 614,000	\$ 59,703	\$ 428,881	70%
46591 Coordinated School Health	\$ 100,000	\$ -	\$ 60,838	61%
46594 Family Resource Centers	\$ 29,611	\$ -	\$ 27,456	93%
46610 Career Ladder Program	\$ 150,000	\$ -	\$ 55,716	37%
46790 Other Vocational	\$ 27,000	\$ -	\$ 27,000	100%
46981 Safe Schools	\$ 178,714	\$ -	\$ 70,418	39%
47143 Education of the Handicapped Act	\$ 19,951	\$ -	\$ 19,951	0%
48610 Donations	\$ 2,000	\$ -	\$ -	0%
49700 Insurance Recovery	\$ -	\$ -	\$ 30,916	0%
Total Revenues	\$ 55,682,209	\$ 7,226,801	\$ 39,868,408	72%

EXPENDITURES	Budget	Actual February	Total YTD	% of Budget
71100 Regular Instruction Program	\$ 27,316,549	\$ 2,060,356	\$ 15,121,729	55%
71150 Alternate Instruction Program	\$ 248,729	\$ 20,219	\$ 103,970	42%
71200 Special Education Program	\$ 3,148,253	\$ 250,241	\$ 1,777,904	56%
71300 Vocational Education Program	\$ 3,276,572	\$ 243,701	\$ 1,839,886	56%
71400 Student Body Education Program	\$ 459,808	\$ 16,996	\$ 300,900	65%
72110 Attendance	\$ 127,676	\$ 7,240	\$ 110,004	86%
72120 Health Services	\$ 566,206	\$ 47,554	\$ 344,096	61%
72130 Other Student Support	\$ 1,454,750	\$ 122,707	\$ 835,018	57%
72210 Regular Instruction Program	\$ 1,206,092	\$ 78,967	\$ 823,260	68%
72220 Special Education Program	\$ 710,523	\$ 65,844	\$ 406,697	57%
72230 Vocational Education Program	\$ 375,246	\$ 28,358	\$ 211,484	56%
72250 Technology	\$ 1,148,456	\$ 48,123	\$ 862,071	75%
72310 Board of Education	\$ 1,129,353	\$ 97,431	\$ 819,187	73%
72320 Office of the Director	\$ 277,315	\$ 20,407	\$ 175,067	63%
72410 Office of the Principal	\$ 3,814,603	\$ 307,298	\$ 2,285,228	60%
72510 Fiscal Services	\$ 168,970	\$ 12,050	\$ 104,484	62%
72520 Human Services/Personnel	\$ 181,190	\$ 11,565	\$ 94,408	52%
72610 Operation of Plant	\$ 5,108,171	\$ 380,776	\$ 3,326,554	65%
72620 Maintenance of Plant	\$ 3,343,404	\$ 89,364	\$ 1,444,693	43%
72710 Transportation	\$ 3,116,197	\$ 214,641	\$ 1,602,001	51%
73300 Community Services	\$ 206,479	\$ 12,189	\$ 111,926	54%
73400 Pre School	\$ 1,144,385	\$ 86,259	\$ 638,446	56%
76100 Regular Capital Outlay	\$ 470,000	\$ 22,790	\$ 149,923	32%
82130 Debt Services Principal	\$ 267,552	\$ -	\$ 200,664	75%
82230 Debt Services Interest	\$ 25,344	\$ -	\$ 19,008	75%
TOTAL	\$ 59,291,822	\$ 4,245,075	\$ 33,708,609	57%

**Cumberland County, Tennessee
 Local Option Sales Tax Collections
 General Purpose School Fund
 FY 2019-2020**

Month	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual		<u>FY 19-20 Budget</u>	<u>FY 19-20 Actual</u>	<u>Difference</u>
August	\$ 724,425	\$ 784,664	\$ 832,668	\$ 801,418	\$ 838,289		\$ 876,012	\$ 870,571	\$ (5,441)
September	\$ 699,834	\$ 742,733	\$ 749,552	\$ 780,570	\$ 819,089		\$ 855,948	\$ 865,871	\$ 9,923
October	\$ 684,387	\$ 726,134	\$ 749,729	\$ 765,307	\$ 825,937		\$ 863,104	\$ 846,819	\$ (16,285)
November	\$ 692,100	\$ 748,454	\$ 782,832	\$ 779,901	\$ 787,757		\$ 823,206	\$ 859,937	\$ 36,731
December	\$ 677,375	\$ 721,045	\$ 722,096	\$ 732,522	\$ 806,666		\$ 842,966	\$ 871,317	\$ 28,351
January	\$ 626,330	\$ 691,454	\$ 706,017	\$ 751,619	\$ 779,663		\$ 814,748	\$ 827,204	\$ 12,456
February	\$ 825,196	\$ 905,935	\$ 899,662	\$ 898,277	\$ 942,493		\$ 985,276	\$ 1,057,209	\$ 71,933
March	\$ 559,257	\$ 568,646	\$ 616,158	\$ 643,613	\$ 676,708		\$ 707,160		
April	\$ 543,991	\$ 613,870	\$ 569,641	\$ 652,075	\$ 690,817		\$ 721,904		
May	\$ 692,971	\$ 739,143	\$ 750,813	\$ 781,890	\$ 815,144		\$ 851,825		
June	\$ 709,961	\$ 710,731	\$ 739,433	\$ 758,856	\$ 825,043		\$ 862,170		
July Accrual	\$ 750,543	\$ 752,607	\$ 760,924	\$ 814,461	\$ 878,558		\$ 918,093		
Total	\$ 8,186,370	\$ 8,705,416	\$ 8,879,526	\$ 9,160,509	\$ 9,686,164		\$ 10,122,412	\$ 6,198,928	\$ 137,668



**CRAB ORCHARD
ELEMENTARY SCHOOL**

240 School Road
Crab Orchard, TN 37723
PHONE: (931) 484-7400 FAX: (931) 456-5655
Principal: Debbie Beaty

March Volunteer applicant: Level II: John Kessberger

Debbie Beaty



South Cumberland Elementary School

3536 Lantana Road
Crossville, Tennessee 38572
Telephone: 931-788-6713
Fax: 931-788-1116

Darrell G. Threet
Principal

To: Cumberland County Board of Education
Mrs Janet C. Graham, Director of Schools

From: Darrell G. Threet *Darrell G Threet*

Date: March 9, 2020

Re: Volunteers

Please approve the following additional volunteer(s) for the 2019-2020 school year. The appropriate volunteer application is on file and references have been checked.

LEVEL I

LEVEL II
Tiffany L. Atkinson

LEVEL III



2800 Cook Road
Crossville, TN 38571
(931) 484-5767
Kelly J. Smith, Principal

TO: Mrs. Janet Graham, Director of Schools
Cumberland County Board of Education

FROM: Kelly J. Smith, Principal

DATE: March 9, 2020, 2020

RE: SMHS Volunteers

Please approve the following volunteers. The appropriate volunteer application is on file and references have been checked.

Amanda McGinnis Level III

Thank you,

Kelly Smith

KJS/dms



Justin Whittenbarger, Principal

1219 Cook Road, Crossville, TN 38555

(931) 456-5636 Fax (931) 456-5369

stoneel.ccschools.k12tn.net

March 10, 2020

Mrs. Graham and the Cumberland County Board of Education:

I respectfully request that the following **Level I & Level II** volunteers be approved for Stone Elementary School for the 2019-2020 school year.

Level I Volunteer:

Beverly Pulse

Level II Volunteers:

Dawn Bosanko

Dana Lowe

Alexis Wilson

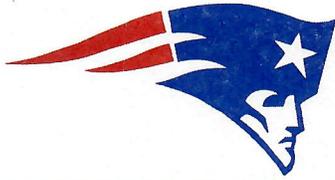
Thank you,

Justin Whittenbarger
Principal
Stone Elementary

March 2020

Middle School Sports Volunteer List

Leia Amos



North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571

Ph. 931-484-5174 ~ Fax 931-707-5556

Jennifer Magnusson, Principal

March 9, 2020

To: Mrs. Graham, Director of Schools and
Cumberland County Board of Education

From: Jennifer Magnusson

Re: School-wide Fundraiser

Dear Mrs. Graham and Board Members:

Please approve the attached fundraiser for North Cumberland Elementary for the 2020-2021 school year. We will be working with Mountain Empire once again. Please note this fundraiser meets all profit percentage requirements.

The funds raised will support our school-wide literacy and math enrichment and intervention programs, additional instructional support materials for teachers to use with our students, and the NCE positive behavior program. Please feel free to contact me if you have any questions.

Sincerely,

Jennifer Magnusson
Principal

“CHILDREN FIRST — EXCELLENCE ALWAYS”

Our mission at North Cumberland Elementary School is to provide a consistent, safe and positive atmosphere in which students will be empowered to learn and succeed as they face the challenges of life's journey.

MOUNTAIN EMPIRE



PROMOTIONS
"Your Local Advantage"

Fall 2020

**FUND RAISING
AGREEMENT**

Mountain Empire Promotions
4521 Bristol Hwy.
Johnson City, TN 37601
1-800-940-9032 Office
1-423-283-8822 Fax
www.MtEmpire.com

Date: 3-5-20

Salesperson: Jim Pollock

School: North Cumberland Elementary
Phone #: (931) 484-5174
Fax #: _____
Address: 7657 Hwy 127 N
City/State/Zip: Crossville, TN 38571
of Participants: 670

Sponsor: Jennifer Magnusson
Phone #: (931) 484-5174
Email Address: magnussonj1@schools.k12
Product: American Made ^{through} NetK
Kick-Off Date: 8-28-20 7:45a.m. 10/20/20
Anticipated Sale: \$ 20-25,000+

• We Refuse to Be Undersold! • Show Us Any Written & Signed Proposal from Any Competitor and We Will Meet It or Beat It!

MOUNTAIN EMPIRE PROVIDES AT NO COST TO YOU:

- * 1. FREE Custom-Designed Awards Program Including Grand Prizes for Top Sellers.
 - * 2. FREE Computer Pre-Pack & Tally Services (Hard Goods Frozen)
 - 3. FREE Samples for Evaluation at Staff/Executive Officers' Meeting.
 - 4. FREE Materials to Run Sale (Colorful Brochures, Order Forms, Collection Envelopes).
 - 5. FREE Information Letter Detailing Instructions & Awards Program for Parents/Students.
 - 6. FREE Inside Delivery of All Materials, Merchandise, and Prizes to Your Location.
(*Delivery Time from Our Local Warehouse Is Approximately 3-4 Weeks.)
 - 7. FREE Enthusiastic Kick-Off to Inform and Motivate the Participants!
- All Merchandise Is Fully Guaranteed! • No Investment Is Required! • Guaranteed Profit! } CASH Awards*

* Non-Member options:
1. Elite Dunk Team
2. Best Show

M.E.P's CUSTOM PROMOTIONAL PACKAGE:

- * 1. "MEGA PARTY" Reward Party (Info Enclosed)! *Includes All Cash and Prizes! (6) items
- * 2. "MOUNTAIN OF PRIZES" - Accumulative Prize Program (Envelope) for Each Student!
- 3. Daily Drawings During Sale - i.e. 5 Large/5 Small Licensed Plush Characters!
- 4. Top Seller Awards! - options: 1) Game Truck 2) Limo Lunch 3) Cash/Prizes
- 5. Local Service/Exclusive Brochures
- 6. Fall/Spring Carnival Option (1/2 Price Rates!)
- 7. Movie Party / Giant Screen (1)

J Magnusson

MOUNTAIN EMPIRE PROMOTIONS is an Approved Supplier for the National PTA, the National PTO, the Southern Association of Colleges and Schools, The National Christian Education Association and various other Local, State, and National Organizations and Associations.



**MOUNTAIN EMPIRE PROMOTIONS
MEANS SUCCESS, EXPERIENCE, SERVICE, AND A QUALITY REPUTATION!**

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name STONE ELEMENTARY

Proposed fundraising activities SELLING RADA CUTLERY

Proposed uses of funds raised

MONIES RAISED FROM THE SALE OF ITEMS WILL BE UTILIZED TO

PURCHASE A DIGITAL SIGN FOR THE ENTRANCE TO SES.

Planned purchased date 2019-2020 SCHOOL YEAR

Contingency for funds not utilized ALL FUNDS WILL BE UTILIZED TO PURCHASE
A DIGITAL SIGN AT THE ENTRANCE TO THE SCHOOL.

Expected student involvement (school-wide or specific school organization) SCHOOL-WIDE

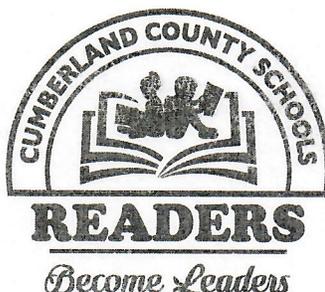
Method by which school will receive profit STONE ELEMENTARY WILL RECIEVE NO.
LESS THAN 40% PROFIT FROM THE SALES.

Requested by Justin Whittenbarger, Principal Date March 5, 2020
Name/Title

Approved by [Signature] Date March 5, 2020
Principal

Approved by [Signature] Date 3/5/2020
Director of Schools*

*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.



FUNDRAISING FAQs

Q Who is Rada Cutlery?

A Since 1948, Rada Cutlery has focused on how we can help groups like yours raise funds for the causes you care about. We manufacture, warehouse, and ship your orders from our factory in Waverly, Iowa.

Q How much do we need to purchase to start our fundraiser?

A No purchase is necessary. Once your group sells and collects money for orders, you'll place your group order with Rada, paying for product at that time.

Q Is there a time limit on how long we can run our fundraiser?

A No. You decide when to start and how long you want to sell.

Q How do we start our catalog fundraiser?

A Simply order the number of catalogs and order forms you'll need for your salespeople.

Q How often can we place a group order?

A As often as you wish! The minimum order is only \$20 of wholesale items purchased.

Q How long will it take to get our group order?

A You will receive your order approximately five to ten days after we receive the order with payment.

Q Do we have to use online fundraising or can we just sell using the catalog?

A You can choose each option alone or both at the same time. The choice is yours!

Q How do we start our online fundraiser?

A Enter your information at www.RadaCutlery.com/Fundraising/Online-Signup. Once reviewed by customer service, you'll receive an email with your unique online group store link.

Q How do we get paid for our online sales?

A A printable check made payable to your group will be emailed to you every month.

continued on next page

Q How do supporters shop online on behalf of our group?

A Supporters can order through your unique online group store link or by selecting your group's name at www.RadaFundraising.com. Or you can choose to create personalized salesperson store links for each group member to share.

Q How can I track how many online orders each salesperson generates?

A You will be able to create a personalized link for each salesperson. Each seller will share their own link, and you'll be able to track sales by salesperson in the Leader Dashboard.

Q Where can I find additional resources for my questions about Rada Fundraising?

A Visit our online help center: www.RadaCutlery.com/Fundraising/ Help or call 800-311-9691 to discuss your questions.

Q How do we get paid for our catalog sales?

A You collect money when taking orders. Your supporters pay the price listed in the catalog and you pay the wholesale price (the difference is your 40% profit).

For example, for this Peeling Paring Knife:
Supporters Pay \$4.75



Your Cost is \$2.85

your group earns \$1.90

40% PROFIT!

Request a Catalog
800-311-9691
or online
www.RadaCutlery.com

SAMPLE PACK

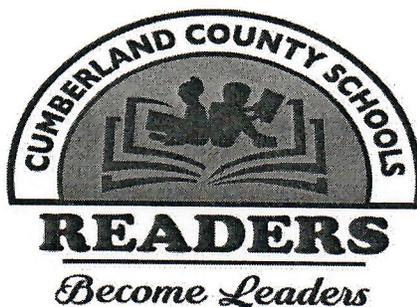
Rada's Sample Pack is a great way to introduce your group to Rada Cutlery.

Your Sample Pack Includes:

- 1 - R101 Silver Regular Paring Knife
- 1 - W426 Anthem Tomato Slicer
- 1 - W217 Black Handi-Sir
- 1 - Q605 Bacon Cheddar Dip
- 1 - Fundraising Catalog
- 1 - Leader Guide
- 1 - Order Form
- 1 - Order Taker



Mrs. Janet C. Graham
Director of Schools



Mrs. Teresa Boston
Board of Education Chair

Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555
Phone: 931-484-6135
Fax: 931-484-6491

March 10, 2020

Mrs. Janet Graham
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mrs. Graham and Board of Education,

I am submitting to you CTE's list of items to be retired by the BOE at March's regular scheduled board meeting. Please include this list on the consent agenda. If you have any further questions or concerns, please contact Dr. Rebecca Wood.

Sincerely,

Dr. Rebecca Wood
Dr. Scott Maddox

A handwritten signature in black ink, appearing to read "RW", is written over the name "Dr. Rebecca Wood". Below the signature is a blue circular stamp containing a stylized white arrow pointing to the right.

CTE's Retirement List for March 2020

Asset Tag	Location	Description	Model Name	Manufacturer	Serial Number	Department	Funding Source
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Page 1 of 1

100007 5	10-P3	Laptop	PP35L	Dell	CZ9NYL1	CTE	PERKINS
3197	10-P3	Laptop	PP04X	Dell	CNOUY141486 4379I2417	CTE	PERKINS



North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571

Ph. 931-484-5174 ~ Fax 931-707-5556

Jennifer Magnusson, Principal

Date: March 2, 2020

To: Mrs. Janet Graham, Director of Schools
and Cumberland County Board of Education

From: Sharon Miller

Re: Disposal of Equipment

Dear Mrs. Graham and Cumberland County Board of Education:

Please approve the disposal of equipment listed on the attached document. These items are no longer usable. Thank you for your assistance with these items.

Sincerely,

Sharon Miller
Vice Principal
North Cumberland Elementary

"CHILDREN FIRST — EXCELLENCE ALWAYS"

Our mission at North Cumberland Elementary School is to provide a consistent, safe and positive atmosphere in which students will be empowered to learn and succeed as they face the challenges of life's journey.

March 2020 Retired

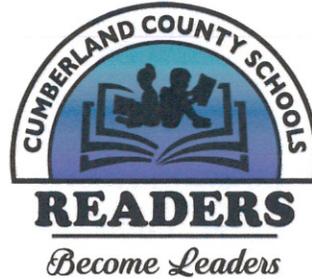
35959 53-102 Printer Laser Jet 3015 Hewlitt Packard VNB3S50336 General

45573 53-117 Printer HL-5470 Brother 463080F General

35996 53-125 Printer 5470 Brother 663080g General

Mrs. Janet C. Graham
Director of Schools

Dr. Ina Maxwell
Federal Programs Director



Cumberland County Board of Education
Federal Programs
368 Fourth Street
Crossville, TN 38555
Phone: 931-484-6135
Fax: 931-484-5765

March 11, 2020

Mrs. Janet C. Graham, Director
Cumberland County Board of Education
368 Fourth Street
Crossville, TN 38555

Dear Mrs. Graham and Board of Education,

Federal Programs is submitting a list of equipment to be retired by the BOE in this month's regularly scheduled board meeting. Please include the attached Equipment Retirement Requests on the consent agenda.

Sincerely,

A handwritten signature in black ink that reads "Ina J. Maxwell". The signature is written in a cursive style.

Dr. Ina Maxwell
Federal Programs Director

**Cumberland County Federal Programs
Equipment Retirement Request**

**Cumberland County Schools
368 4th Street
Crossville, TN 38555**

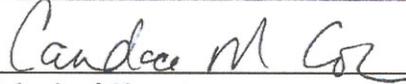
Homestead Elementary School

3/2/2020

School Name

Date

Tag Number	Serial or ID Number	Description	Reason Retired
10001269	U62248HOJ718619	Printer	BROKEN
10005743	U63080G4N769064	Printer	BROKEN
10005724	DMPP44GDFK10	iPad	BROKEN
10005966	536670100224	Document Camera	BROKEN
10000868	HY3A91LG100244Y	Laptop	BROKEN


Principal Signature


Federal Programs Director Signature

Cumberland County High School

660 Stanley Street
Crossville, TN 38555
Telephone 931.484.6194

Jon Hall, Principal
Hallj12@ccschools.k12tn.net

March 11, 2020

Cumberland County Board of Education
Mrs. Janet Graham, Director
368 Fourth Street
Crossville, TN 38555

Dear Mrs. Graham,

The attached list contains items we are requesting be retired from Cumberland County High School and declared surplus.

If you have any questions, please direct them to me at 931.484.6194.

Sincerely,



Mitch Lowe, Assistant Principal

Attachment

Description	Property Number	Location
Book shelf	180253049	25-E105
Laptop	46065	25-L101
Dell Optiplex 5250	1002385	25-J105
HP Printer	3395	25-F102