

**CUMBERLAND COUNTY BOARD OF EDUCATION**  
**REGULAR MEETING**  
April 25, 2019

The Cumberland County Board of Education met in regular session on April 25, 2019 in the Central Services Board Room where the meeting was called to order by Chairman Blalock at the approximate hour of 6:00 PM.

**PRESENT:**

**ABSENT:**

**COUNSEL:**

1. Call to Order - Mrs. Teresa Boston
  
2. Welcome to Visitors - Mrs. Teresa Boston
  
3. Moment of Silence/Pledge of Allegiance - Mrs. Teresa Boston-Makenzie Pendergrass and Gracie Jo Stone
  
4. Special Recognition - Mrs. Teresa Boston- Kelly Masters and Stone Elementary FCCLA
  
- A. SCOPE - Student Congress on Policies in Education
  
5. Roll Call
  
6. Declaration of Conflict - Mr. Earl Patton  
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?"
  
7. \*Approval of March Minutes
  
- A. Special Called Meeting Minutes April 4, 2019

8. \*Approval of Agenda

9. Community Comments

Policy 1.404 Appeals to and Appearance Before the Board

1. Name
2. Address
3. Subject of Presentation
4. Remarks limited to (3) three minutes, unless extended by the board.

\*The chairman shall have the authority to terminate the remarks of any individual who is disruptive or does not adhere to Board rules.<sup>1</sup>

TCA 39-17-306

10. Acknowledgement of Elected Officials

11. Building Project Updates - Mr. Kim Chamberlin

12. School Board Reports

A. TLN Report - Mr. Robert Safdie

13. Board Member(s) Report from Training(s)

14. \*Legal Report - Mr. Earl Patton

A. Director of Schools Evaluation

B. Board Self Evaluation

C. \*Rinnie Property

15. Director's Report - Mrs. Janet Graham

A. CMC - MOU Mr. Dean Patton

B. \*2019-2020 Advanced Classes-Dr. Leslie Eldridge

C. \*CCHS Roof

D. Teacher Evaluations Portfolio

E. \*Agreement between CCBOE and UCHRA

F. \*Cumberland County District Improvement Plan-Dr. Rebecca Wood

G. \*Cumberland County Strategic Compensation Plan for 2019-2020-Dr. Rebecca Wood

H. \*Director's Evaluation Committee-Mrs. Teresa Boston

I. \*2019-2020 Calendar- Mr. Jim Inman

J. Annual Planning Calendar

K. FYI

1. Administrative Meeting Agenda

2. Attendance Report

3. Personnel Report

4. Substitute List

5. Professional Development Report

6. School News Articles

7. School Calendar of Events

16. School Board Committees

A. Policy Committee- Mr. Josh Stone

1. \*Approval of First Reading of Policies

2. \*Approval of Second Reading of Policies

a. Policy 1.803 Tobacco Free Schools

b. Policy 4.209 Alternative Credit Options

c. Policy 4.603 Elementary Promotion and Retention

d. Policy 6.200 Attendance

B. Athletic Committee - Mr. Jim Inman

1. \*Athletic Manual with Corrections - Mr. Dean Patton

C. Budget Committee Meeting - Mr. Josh Stone

D. Building and Grounds Committee - Mr. Jim Inman

1. \*South Cumberland Elementary Awning Extension

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

A. Monthly Financial Report

B. Monthly Sales Tax Report

C. \*CCHS - FBLA Funds Request for Extra Curricular Trips

D. \*CCHS, Martin Elementary, and Stone Elementary FCCLA Funds Request for Extra Curricular Trips

E. \*SMHS - FCCLA Funds Request for Extra Curricular Trips

F. \*SMHS - HOSA Funds Request for Extra Curricular Trips

G. \*Resolution CTE Professional Development

H. \*Resolution CTE Contracted Services

I. \*Resolution Additional Targeted Support and Improvement Grant

J. 2019-2020 BEP Estimate

18. \*Consent Agenda

A. \*Approval of Volunteers

1. North Cumberland Elementary Volunteer List

2. Stone Elementary Volunteer List

3. South Cumberland Elementary Volunteer List

4. Crab Orchard Volunteer List

5. Pleasant Hill Elementary Volunteer List

6. Homestead Elementary Volunteer List

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

1. Pleasant Hill Elementary Overnight/Out of Town Trip

2. CCHS Math Club Overnight, Out of Town Trip

3. Pleasant Hill Elementary Overnight/Out of Town Trip

C. \*Approval of Contracts

1. CCHS Photography Contract

2. 2019-2020 Phoenix High School Photography Contract

3. South Cumberland Elementary Photography Contract

4. CCHS Yearbook Contract

5. North Cumberland Elementary Photography and Yearbook Contract

6. Crab Orchard Elementary Photography Contract

D. \*Approval of Grants

1. Read to Be Ready Grant

2. Federal Funding Grants for 2019-2020

E. \*School Wide Fundraisers

1. Martin Elementary School-wide Fundraiser

2. North Cumberland Elementary School Wide Book Fair

F. \*Approval of Disposal of Surplus Property

1. North Cumberland Elementary Surplus List

2. South Cumberland Elementary Surplus List

3. Central Services Surplus List

4. CCHS Surplus List

G. \*Executive Approval

19. Old Business

20. Questions from Media

21. Adjournment

22. (\*) Indicates Board Approval Required



CUMBERLAND CO.

ISBA  
Mason  
Hall

ISBA  
Mitch  
Lowe

ISBA  
Fam  
Warrington

# SCOPE REPORT

STUDENT CONGRESS ON POLICIES IN EDUCATION

## Students Debate Issues Facing Public Education

On March 5th, 2019 TSBA hosted its Student Congress On Policies in Education (SCOPE) conference which gives students a voice on public education issues that are currently faced by school boards. This year's conference was held at Middle Tennessee State University. Approximately 349 high school students from across the state participated in mock school board sessions where they assumed the roles of school board members, school officials, parents, students and concerned citizens. The sessions were led by school board members and other educational leaders from across Tennessee.

**349** STUDENTS

**16** GROUP LEADERS

**4** DEBATE QUESTIONS

### Mock School Board Meetings

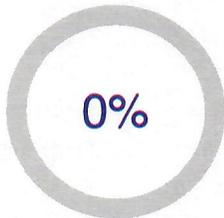
During the mock school board meetings, student volunteers served as school board members, a superintendent or as concerned citizens. The mock school board meeting considered amending the Student Welfare policy to provide one mental health counselor per 500 students, but no less than one per school. The five school boards who submitted their meeting results voted in support of the policy.



**Should the Board policy provide one mental health counselor per 500 students?**



SUPPORT



OPPOSE

Tennessee School Boards Association

# SCOPE REPORT

STUDENT CONGRESS ON POLICIES IN EDUCATION

Some of the most powerful voices are our youngest advocates.



## The Debate

During the afternoon session, each group elected one student to represent them in the debates. Every group was designated as either being pro or con, and the students were required to formulate arguments to support their position. TSBA selected the following policies for debate:



1

High school graduation requirements shall include several pathways/options (college and career, industry credentials, etc.) that allow students to graduate with a regular high school diploma.

2

Students shall have the option of substituting club sports for physical education requirements.

3

Fighting on school grounds or during school activities shall be a zero-tolerance offense.

4

For purposes of honors recognition at graduation, the board shall use the Latin System (i.e. summa cum laude, magna cum laude, and cum laude) instead of selecting a valedictorian and salutatorian.

Each policy was represented by two students advocating for the Pro position and two advocating for the Con position. The following pages display the students' responses to these policy statements.

# SCOPE REPORT

STUDENT CONGRESS ON POLICIES IN EDUCATION

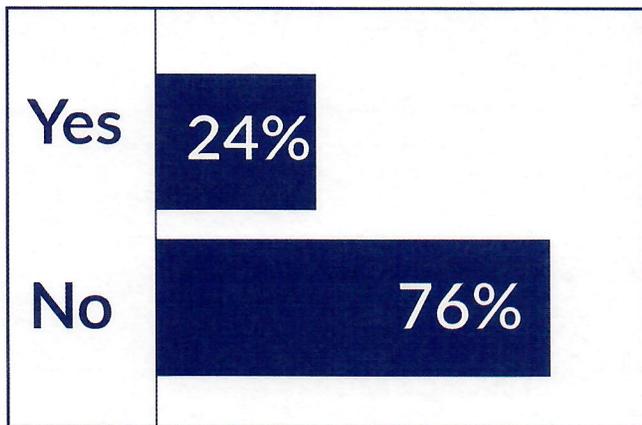
## The Debate Results



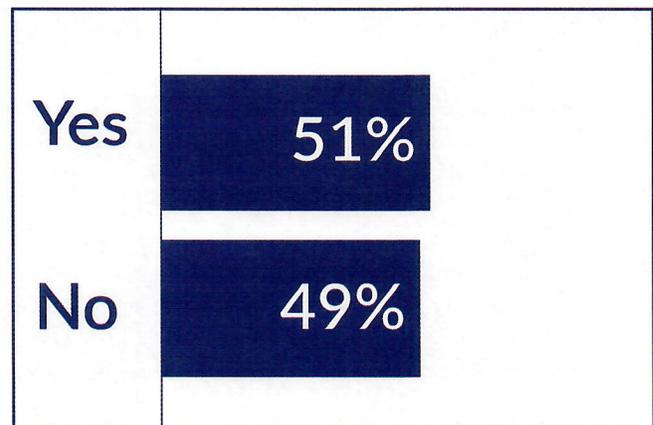
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Tennessee School Boards Association

# SCOPE REPORT

STUDENT CONGRESS ON POLICIES IN EDUCATION

## 2020 SCOPE OFFICERS



(L-R): 1st Vice President Rishi Pillai, Nolensville High School, Williamson County;  
 President Charlotte Lange, Rossvie High School, Clarksville-Montgomery County;  
 2nd Vice President Ty Youngblood, Greeneville High School, Greeneville

## 2019 SCOPE Leaders

- Dr. Versie Ray Hamlett • Dr. Russell Dyer • Dr. Clint Satterfield • Celeste Gammon  
 Superintendent Superintendent Superintendent School Board Member  
 Humboldt Cleveland Trousdale County Putnam County
- Dr. Chris Marczak • Bobby Cox • Candy Morgan • Diane Neeley  
 Superintendent Superintendent TSBA East School Board Member  
 Maury County Warren County District Director Bedford County
- Julie Bennett • Shelli Dodson • Wendell Wainwright  
 TSBA Southeast School Board Chairman School Board Member  
 District Director Sequatchie County Fayette County  
 School Board Member
- Marjorie County • Jimmie Garland • Noah Smith • Greg Dawson  
 School Board Member TSBA Mid-Cumberland School Board Member School Board Member  
 Marion County District Director Campbell County School Board Member
- Dr. Andrea Anderson • Scott Gillenwaters  
 School Board Member School Board Member School Board Member  
 Bedford County Clarksville-Montgomery School Board Member  
 County Anderson County

Board of Education  
March 21, 2019 6:00 PM  
Central Services Board Room

The Cumberland County Board of Education met in regular session on Thursday, March 21, 2019, 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 everyone for taking the time and being interested in what the board is doing.

**PRESENT:** Stone, Safdie, Parris,  
Inman, Brock, Netherton,  
Hamby, Karge, Boston.

**STUDENT  
REPRESENTATIVE:** Emery Smith, CCHS

**ABSENT:** None

1. Call to Order - Mrs. Teresa Boston (See above)
2. Welcome to Visitors - Mrs. Teresa Boston
3. Moment of Silence/Pledge of Allegiance - Mrs. Janet Graham - After a moment of silence, Cumberland County High School students, Kayla Ashburn and Audrey Kerley led the audience in the Pledge of Allegiance. Kayla and Audrey was awarded a certificate of appreciation for their participation in tonight's meeting.
4. Special Recognition - Mrs. Teresa Boston
  - 4.A. Gracee Dishman - Cumberland County's first Miss Basketball - Mrs. Janet Graham - (Exhibit #1) Mrs. Graham stated this is something that has never happened in Cumberland County before; Miss Gracee Dishman is Miss Tennessee Basketball. Gracee received a standing ovation from the board and the audience. Graham shared Gracee's Career Highlights listed below:
    - 2019 TSSAA Class AA Miss Basketball
    - CCHS All-Time Scoring Record - 2,990 points
    - 2018 TSSAA Class AA Miss Basketball Finalist
    - 3 time District Player of the Year
    - 4 time District Tournament MVP
    - 3 time All-Region Tournament
    - 4 Year Win/Loss Record - 101-21
    - Leading scorer in TN both junior and senior seasons
    - BCAT All-Star Game Selection
    - East/West All-Star Game Selection
    - McDonald's All-American Nominee
    - Prep Hoops Top 100 in the nation
    - Omni SeaHawk Holiday Classic MVP
    - Winterfest Shootout MVP

- 5th in the United States in scoring junior season
- 2018 TSWA All-State Team

This season Gracee averaged 29.9 points per game, 2.9 assists per game, 4.3 rebounds per game, and 3.1 steals per game. She has scored 30 points or more 17 times this season. Gracee has also scored 2,990 career points, 341 career rebounds, 283 career steals, 282 career assists, and she has had 42 thirty point or more games in her career. She is a Lincoln Memorial Signee and will be playing for the Lady Railsplitters this next season. Graham stated, things of this nature brings glory first to this young lady, her team, her school, and her community. For that I want to say thank you Gracee and tell you how very proud we are of you. Graham presented Gracee with a card and flowers.

Coach Miller advised, on behalf of Gracie and her family, thank you Mr. Hall, the board, and Mrs. Graham for celebrating with us Gracee's awesome achievement. The work ethic that Gracee has is phenomenal. She meets you at the gym and leaves when you leave. I can not be more proud of her and her teammates for the work they put in this year. We appreciate your support and we have heard from people across the state congratulating Gracee on this accomplishment.

4.B. Katelyn Carpenter and Ashley Burke - Winners in the Volunteer Electric Cooperative Creative Writing and Scholarship Competition - (Exhibit #2) Graham stated, we would like to say congratulations to Cumberland County High School juniors Katelyn Carpenter and Ashley Burke! Katelyn and Ashley are the winners from Cumberland County High School in the Volunteer Electric Cooperative Creative Writing and Scholarship Competition for 2019. Katelyn Carpenter won 1st place for Cumberland County High School and 2nd place overall for our VEC service area. Ashley Burke won 2nd place at Cumberland County High School and 3rd place overall for our VEC service area. Katelyn and Ashley will participate in an unforgettable trip to Washington, D.C., June 14-20, 2019, with nearly 2,000 other juniors from across the country. In addition to winning the all expense paid week in Washington D.C., their two papers will now be sent on to the state judging committee for a chance to win \$3,000, \$2,000 or \$1,000 awarded by the Tennessee Electric Cooperative Association if their story is judged one of the top three in the state. Congratulations to these two juniors at CCHS and we are very proud of you. Graham asked Ashley what her story was about. Ashley advised, it was about Scooby Doo and Scooby loved Volunteer Electric. Graham stated, it was a fun paper and Ashley replied, yes. Graham then asked Katelyn what her story was about. Katelyn advised, she wrote about a book series called the "Maze Runners". The story was about how his job did not last and he had to find another job at VEC. Graham advised, they are here advocating for VEC and ladies we are so proud of you. You bring honor and glory to our schools and our community. Thank you for what you have done.

4.C. The Principal of the Year Mrs. Stephanie Speich, The Supervisor of the Year - Dr. Rebecca Wood - Graham advised, I can not think of anyone else better to have this honor as the Principal of the Year, Mrs. Stephanie Speich. Graham advised, Mrs. Speich is a nine year educator and has served all nine years here in Cumberland County. She is currently the principal at Frank Brown Elementary School and her background is in Human Services and Nutrition. She worked at CMC as a dietician and discovered her passion for teaching. She spent five years as a teacher of Family and Consumer Science before accepting her position of Assistant Principal for only three months and then was promoted to principal. Graham advised, she has done an amazing job for us and we are so proud. Graham presented a beautiful monogrammed vase with flowers to Mrs. Speich.

Mrs. Graham advised, Dr. Rebecca Wood is Cumberland County's Supervisor of the Year. I don't know of anyone who deserves more honor and recognition then this young lady. She is my right arm and half of my left. She is a great source of knowledge and brings so much to our table, our school district and this office. She is an

intrical part of our team. Dr. Wood is a twenty-eight year veteran as an educator in our school district. She taught 4th, 7th, and 8th grades and in most of that time in mathematics. She was an Assistant Principal at South Cumberland, a Principal at Pleasant Hill and then a Principal at Glenn Martin Elementary prior to transferring to the district office where she first served as Instruction Facilitator of Programs and during this time she served as Regional TVAAS trainer. Then in 2013 she was named Chief Academic Officer, a position she currently retains. Congratulations Dr. Rebecca Wood. Graham presented a beautiful monogrammed vase with flowers to Dr. Wood.

4.D. Jason Baggett - Tennessee Risk Management Grant Presentation - Mrs. Graham advised, we have a guest with us, Mr. Jason Baggett. Jason is with Tennessee Risk Management for a grant presentation. Graham invited Mrs. Mary Kington to come up with Jason. Mr. Baggett advised, I would like to give you a little background; it is probably the first time in history that you have seen an insurance person bring a check for something you haven't torn up and I am not trying to sell you anything. I am with you work comp and liability insurance. We have about one hundred school systems, 50 county governments in the state of Tennessee and there are three safety guys; which, is what I am. We got together to discuss who was doing good and said what can we do to give back? So we started a Safety Grant program last year and the first year we were approved for \$20,000. The three safety guys did not like that so we got our board to approve \$60,000 for this year. We had over 150 applications and we had twenty-five of those application approved for \$125,000. Our grant was over strictly employee safety. Mrs. Mary wrote one of the grants to provide her people with personal protective equipment, some ladders, some dust shields, face masks, and the basic items they need. I am here today to present Mrs. Mary a check for \$4,100, her grant was accepted. I have been dealing with Cumberland County personally for the last 15 years and I have been dealing with Mary for about 15 years. When Mary came in and took over as head of Maintenance from a safety standpoint things were a night and day difference. If I had someone with her safety dedication in all of my counties we would probably get a lot more money. I appreciate Mrs. Mary and everyone in Cumberland County. Thank you for having me tonight. Graham stated, I would like Mary to share with the board and the audience what are some of the things that she is planning to do with this money. Mary advised, we need to replace some ladders throughout our whole system, new slip guards for our custodians that strip and wax the floors during the summer time, face shields for the chemicals to prevent burns, and review what we have had problems with and this will be used to replace and repair. Graham advised, I appreciate everything that you do. She does a lot for us and we work closely together. We are really looking out for our employees and our children.

5. Roll Call - Teresa Boston (See above)

6. Declaration of Conflict - Mr. Earl Patton - Declarations of Conflict - Per TCA 49-2-202 Board of Education Members who have relatives (per the statue: 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?" Stone, Safdie, Parris, Boston, Inman, and Brock certified.

7. \*Approval of February Minutes - (Exhibit #3) Parris moved and Stone seconded a motion to approve as presented.

**VOICE VOTE:** Parris (mover-yes)  
Stone (seconder-yes)

All ayes  
**MOTION:** Carried unanimously

8. \*Approval of Agenda - (Exhibit #4) Stone moved and Netherton seconded a motion to approve as presented.

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

9. Community Comments - Dennis Schumacher advised, I have spoke before regarding the issue of plastic pollution with grocery bags. If you have been following the papers you will see we have an assertive effort and we are still interested obtaining a verbal support from your group. Things have not changed as you can see with the statics in the paper. We have the most polluted water particularly river in the world. He then discussed in detail the rivers by name and the amount of pollution calculated. He then advised, what they are really after is to educate and encourage citizens in the community to move from plastic bags to cloth or paper bags. We are looking for leadership from your board; after all we want a better future of our children and this community. Tennessee Department of Education has put together a grant for cloth bags and there are many stores are giving away these bags to support this effort. We would like this board to support us. He then left a paper for Mrs. Boston to share with the rest of the board. Once the paper is approved I would like you to sign off saying we support the effort in reducing the plastic waste in this community.

10. Acknowledgement of Elected Officials - Boston recognized Mr. Darrell Threet, County Commissioner.

11. Building Projects - Mr. Kim Chamberlin - (Exhibit #5) Chamberlin advised CCHS stadium work is proceeding well. They are wrapping up the finishing touches on the building part of the work and the stadium. They are very close to being done. Demolition work occurred within the last couple of weeks on the old wall of the stadium. The gentleman who is installing that and the new material arrived today. This should be completed within two weeks and then the track work will start right after that. Fingers crossed that there is a track meet late April so hopefully that work will be done before then. No issues over there and we are proceeding as we should. Inman stated, I still have my standard question; what are we going to do about the standing water in the field? It is still there. Chamberlin advised, they are scheduled to come and do that late April. They are all aware of that and I have talked to the contractor regarding that. They are waiting for the grass to take off and the weather to cooperate. They have the new sod material and it should not be any problems getting that wrapped up. Again, he will get that done before he gets the track done to, so he doesn't have to cross the new track. Inman asked, are they talking about putting in a drain or are they just putting in more sod. Chamberlin advised, they are going to add more sod and get the flow where it needs to be to move the water. The drains there are more than adequate to hold what is coming to it. It is a matter of the slope needing some adjustment to get the water flowing correctly. Again, I reported last month I went over there after the big rain and there was no standing water on the field. So we feel really good about that. Inman stated, except on those sides. Chamberlin advised, that is where it is designed to, we just need to move it to the drains. I visited Crab Orchard today and they have had three days of sun this week. It is amazing the amount of work that has gotten done. They're proceeding well on that and there are no real issues. The contractor is working well with Mrs. Beaty and I receive reports from her. I am very pleased and shortly we will get everyone out for a tour. We are about to get windows in and everything dried in. The only other thing I want to report is CCHS reroof; we are done with those documents and we have a bid date set for April 23rd. That will take about 70,000 square feet of the old portion of the building that had the foam roof

and this should get rid of all of the original roof that has given them the most problems, as well as the soffits and gravel stops in front of the building. Inman asked, how much of a pitch did you say was on the new building roof? Chamberlin advised, about a quarter inch per foot. This is what we are doing on all of our new buildings. Nothing goes in as flat; there is always a slope to it. This is a little harder to deal with regarding the old drains, because we do not have the opportunity for new drains. Additional information was discussed regarding the new roof compared to the old foam roof. Boston asked, the new retaining wall; it's covered financially? We had enough in the funds. Chamberlin advised, yes all of that was covered and there is still a little bit of money left in that specific job and there is still a little bit of funds left in the two other projects at CCHS. We are still in good shape there. Crab Orchard is the same, we have spent very little and still in very good shape financially.

## 12. School Board Reports

12.A. TLN Report - Mr. Robert Safdie - Safdie advised there was a lot of activities over 41 pages of bills in the sub committees related to education. Our board had particular interest in a couple of those bills because we had talked about them on a regular basis. One was house bill SB1238 which was in the Senate Education Committee. That is the Threat Assessment Team bill and the Senate Education Committee approved it. The other bill that we have a particular interest in was the nursing bill which will allow funding for one nurse for every 700 students in the BEP and that passed the K-12 Sub-Committee. Now it will move on to the full Education Committee. There are two other bills that I thought were important to us; one was HB255 that is the one that explained there was a misalignment between BEP funding of teachers and the actual teachers that we are required to have for classroom size. That bill passed and is now being sent to the BEP Review Committee. Finally, the one I that will cause the greatest controversy is the governors Parent Choice Proposal. That apparently passed the Curriculum Testing and Innovation Sub-Committee. I think the vote was 9-11 and it made it through the sub-committee. That is the bill that will make us get a savings account for any student that wants to go to a private school up to \$7,500. Everybody was surprised it got out of that committee, because in its current form it doesn't specify any accountability, the accountability of the private school, or the accountability of the parent or students that receive that money. I don't know which committee it goes to after this, but I will report on this next month.

3. Board Member(s) Report from Training(s) - Netherton advised, I attended a seminar on vision and I recommend everyone here attend that particular class. One thing they wanted us to bring with us was our strategic plan. I think the director and the other people put a lot of work getting this ready for me before I went down there. I think they put down a masterpiece and I am going to tell you why. When we got down there they started discussing somethings and I left there thinking I would get knowledge, instead I left there with a sense of pride. Everything I saw down there ours was by far the best. Things that they would come up with in their discussions this board already does. Things they would suggest putting on their agenda, we have been doing it for years. Going all the way back to when Mr. Schlafer was on the board. We take things for granted here because we run really smooth compared to some of these other boards and some of the problems they have. The Board of Distinction, when we got that last month I don't think a lot of people realized how important it is and how much hard work goes in to that. But it is also reflected in the Strategic Plan. All of those things that we accomplished and went through. When I went through that seminar down there it made me realize we have something to be proud of here in Cumberland County. The Board of Distinction is not just something that is just given out obtrarily, we earned it. Like I said I went down there to get knowledge and came back really appreciative of what we have in this county. For example; one of their highlights was the dashboard and we have that in the Strategic Plan and a demonstration in our board meeting. Yet at the seminar that was a highlight. We get things as a matter

of fact when others think otherwise. I think our Director of Schools, our school system and our board is a head of the game. We need to stay there.

14. Legal Report - Mr. Earl Patton - Patton advised, I have a couple of matters to discuss with you tonight. The first of next month I will send out the Director of Schools evaluation and the Board Self Evaluation. It will be in the same format as it was last year. I will send out a link to you to online, where you can take that test and then I will get those results and report back to the board those results. The reason I am bringing it up is because there was a little bit of a controversy last year and I want to give the board a chance to discuss paper or online if the board desires. Certainly in the past we have done evaluations that have come directly to me and there were some opinions expressed last year that we should go back to doing it that way and I certainly want to give you the opportunity to discuss that. The online evaluation model is easy, however I know when you are sending things through email there is always some concern expressed. Inman asked, are we going to develop an evaluation model for the Director of Schools? Boston advised, we have one. Inman advised, I have never seen it. Karge stated, me neither. Inman advised, I think all of us new folks would like to see it before we receive an email saying we are supposed to vote on it. Boston asked Patton is there a possibility that you could email that form to the board and let them review it? Those have to be finished by when? Patton advised, I would have to look at the contract and I did not realize that was an issue. Inman advised, we have not talked about it any as a group. I don't know what you used before and I have some ideas of what I would like to have in there. We need to discuss it before we do anything. What do you all think? Karge advised, I would agree with that. Stone advised, I think we are a little late for that to be honest, because I think it has to be done by June 1st or sometime in June. Patton advised, there is a deadline. Graham advised, we have historically done it and you presented it at the April meeting, but that has been the history, even before me. Inman advised, this is the first time we have heard anything about it. Stone advised, for years we have talked about possibly developing a new document because none of us particularly like the old one. Although it is from TSBA and it is used by a lot of systems in the state. It is not something just used by us, but we have talked about not necessarily liking different parts of it. We have just never gotten around to changing it. I am just saying at this point we probably do not have enough time to get a document put together, because I know that we have to have Mrs. Graham's evaluation done by June 1st. Inman asked, why do we have to have it done by June 1st? Stone advised, because of her contract. There is a date in her contract that it has to be done by and I do not think two months would be enough time to develop a new document, approve it, do it, and then deliver it. Safdie advised, we could create a sub-committee to evaluate and begin the process so after this year we are well into looking at the items and coming up with suggestions on how we can improve it. If we can't change it for this one, we might as well get going and take a look at it. I would be willing to sit on a sub-committee and do that. Brock asked, what points should we even be looking at? So we could do a fair evaluation. I don't even know what categories and I think that is one thing that Mr. Inman pointed out. Safdie advised, TSBA has this survey we have been using and I don't see any problem printing out the TSBA survey and giving it to you all now; to review it before you fill it out. Brock, Karge, Hamby and Inman advised, that was a good idea and would like that. Boston advised, Patton I think you could email that to the board. Patton clarified, the evaluation forms; just the Director of Schools or the Board's Self Evaluation? Karge advised, I would like to see both. Inman advised, might as well see both. Parris advised, what I had a problem with is that Mr. Patton is our attorney, why can't those evaluation forms go directly to him. Email can be scattered and you know what happens to email. It should go directly to him; he is our attorney and he has to make sure it is done by the board. They did it online and I think it shouldn't. Patton advised, that was the point of me bringing that up because there was a little bit of controversy last year and I wanted to make sure the board was on board. Parris advised, that is TSBA's evaluation form we use and TSBA used to do it for us and I like that. They sent us the document, we filled it out, sent it directly back to them, and then they reported on it. Boston asked Parris, how would you suggest instead of doing it online

would you suggest we all receive a paper document, complete it and then return it to Mr. Patton? It would be our responsibility to see that it got to Mr. Patton. Parris advised, yes, then he would compile it and report it. Safdie suggested, giving it to the board secretary, Jane and she could make sure it gets there. Parris advised, I think the attorney should do it. Stone advised, the downside of us doing it the way we did it before last year and the way that Ms. Parris is saying the way she would like us to do it, is then Earl has to compile the information as to where we do it online it happens automatically and we do not have to pay him to sit and tally up responses. It takes some time and several hours to compile all of the results of that versus being an automatic with the online system. Parris advised, then we know that it is done. Stone advised, I trust that it is done. Parris advised, I don't trust it. Netherton asked, did we not have two people fail to submit their evaluations or somehow their evaluations got dropped into ethernet land last year? Patton advised, that has happened. Netherton stated, I think evaluations was based on seven or eight board members. There were two that did not make it into the evaluation so it skewed the whole thing. Graham advised, we had one that said they did not do it and I do not know what the other one was. Karge stated, if I'm hearing Ms. Parris correctly; if someone is uncomfortable with an online atmosphere then I think that we need to honor that and defer to that. I am all about online, but if one or more of us doesn't feel comfortable with that I think we need to take that into consideration and it is not fair to put that on someone who doesn't feel comfortable. Safdie asked, are suggesting that we have some choices; if a person elects to fill that out online or elect to fill that out on hard copy? Karge responded, yes. Boston asked Patton, how difficult would that be if say five of us filled it out online and four submitted to you a document? How difficult would that be to compile that information? Patton advised, it's not, what I did last year is I took that information that I received online and combined it with the other paper document. Boston stated, so we would have the choice. Patton advised, I would be okay if some of you were comfortable online and if others wanted to bring those to my office; that is agreeable. Boston asked, how difficult would that be to get the documents to each board member individually and let them review them? Then if we needed to have a quick Special Called Meeting we can. Patton advised, I just looked and the evaluation has to be completed by June 1st. Stone advised, I have been saying for years I do not particularly love the document, but in the grand scheme of things it has not been a priority enough yet to assign a committee to it. I think it is a worthy cause. It's just not been something we have done up to this point. Karge advised, I think up to Mr. Inman's point this is the first time I am even hearing about it. So I appreciate what Mr. Inman is saying and to be hit out of the blue with everyone saying we have to get this done, I don't think that's really realistic. Stone advised, this is something that happens every year, it's on our annual calendar, so it's not a surprise. I'm not saying we have talked about it and I'm not saying you guys should know about it, I am just saying I don't feel like we are rushing into this thing. This is something that every year this happens and every year we talk about not particularly loving it, then we use it anyway. I think Robbie makes a good point, we can't do anything this year because I feel like that would be rushing it, then we can look bringing something to the board next year. Karge asked, about how long does it take to fill out these evaluations? Stone advised, thirty minutes. Karge stated, if we received this document in the next day or two and we were able to review it, then maybe have a Special Called Meeting we could discuss if we want to make any changes. We are still now just into April and it's not due until June 1st. In my opinion we have plenty of time. Inman stated, I agree. Brock advised, I would definitely like to see, because I would like to contemplate what the criterias are that we are going to be evaluating the board or the superintendent. Before I could say anything positive or negative about it I would have to see it. Patton advised, that is fair and I can send everybody one by email tomorrow. Karge stated, it may be fine and may not be anything that is an issue. I think with us not knowing, that is the whole point. Inman stated, I would just like to see it before I have to use it. Boston asked, can't we get that document to everybody and those that feel the need to communicate with Mr. Patton and Mrs. Graham, then if we need to have a Special Called Meeting we can? Patton advised, sounds good.

14.A. \*Rinnie Property - Quiet Title - Patton advised, this was brought to my attention by Mrs. Harris. Back in 1970 this board acting through its chairman at the time, John Bristow, conveyed a half acre of property in the Rinnie community to Rudolph Farmer, Cletus Beaty and Thomas Hall, as the trustees of Rinnie Community Organization, its successors and assigns. The language of the deed indicates that it is understood by the parties that the above described property is to be used for community purposes, and that if at anytime said property ceases to be used for community purposes the title is to revert back to and be vested in the Cumberland County Board of Education. My understanding is that it has not been used for community purposes for some time. Someone has approached and shown interest in this half acre of property. I have no idea what it is worth. I have no idea if there is even a Rinnie Community Organization still in existence. Hamby advised, no. Patton advised, what we will have to do in order to secure the title back is file a quiet title action. This will involve some work on my part. In my opinion not a great deal, but because it is a little bit outside of what I normally do for this board, I wanted to make sure the board was on board with me doing that. It's your property. Inman asked, is there anything on the property? Graham advised, it looks like a broken down building that has kind of collapsed. Harris advised, it is the remains of a small concrete block building. Inman stated, so nobody is using it for anything right now. Patton advised, that is my understanding. What I'm hearing is there may not be a Rinnie Community Organization anymore. Hamby advised, you can double check that, but to my knowledge there is not. Graham asked, how would we check that. They are all gone, everyone that is listed on that deed has passed. Hamby stated, you would need to talk to the family of those listed. There are some of those family members still in the community to find out of there is any. Graham advised, it didn't revert back to the family members, it reverted back to the us, if there is no association there. Parris advised, I did not know we had any Rinnie property. Graham advised, we didn't either. Boston advised, it is not valued a great deal in the Tennessee Property Assessment. Karge asked, who's been paying taxes on it? Inman advised, nobody. Inman made a motion to allow our attorney to do whatever he needs to in order to get it reverted back to (the Board) so (the Board) can sell it. Boston seconded the motion.

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

**MOTION:** Carried unanimously

#### 15. Director's Report - Mrs. Janet Graham

15.A. \*Textbook Adoption - (Exhibit #6) Graham advised, the first item on the Director's Report is textbook adoption. Dr. Wood has been directing that work and I would ask her to speak on that. Wood advised, our committee has finished the work in selecting the textbooks for the CTE Business Courses, Foreign Language and for Social Studies. You see the list of the selections there and we are asking for your approval. Stone moved and Netherton seconded the motion to approve as presented. Wood advised, this is the official report I sent to the state and I did not do it alone. There was a committee with representatives from the schools. They reviewed the materials and we had several meetings. Some of the committees had to meet several times to come to a decision and their decisions are logged. Inman asked, this is what the teachers want? Wood replied, yes. Stone asked, were there any folks from the community who came to review the Social Study books this year? Wood advised, not one and the display was spectacular. Marilyn Noel did an amazing job all the way down the hallway.

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

**MOTION:** **Carried unanimously**

15.B. \*2020-2021 Calendar - (Exhibit #7) Bray advised, this was quite the learning experience for me and I have never participated in anything like this. I have learned a lot and had a lot of good help. We had fifteen people that were on the committee, which were teachers, folks from the community and two board members joined us. It was very helpful. We did an online survey for a couple of weeks and invited everybody to vote. Roughly we had over 1,000 folks who participated in the vote. We basically proposed two calendars, which the traditional calendar has been here for many years and everybody likes. Then I proposed a balanced calendar, which was a little bit different on the breaks, but obviously not very many people were interested in that. It was roughly 75-25 for the traditional calendar. I would like to ask that you approve what everybody voted on. Inman advised, the only problem I have with this calendar is the December 18th dismissal time at 11:00. I said it in the committee and I am going to say it here; I wish we could go back to the 10:00 dismissal, because our teachers put in a lot of overtime that they don't get any benefit from. To me that was always traditional that we dismissed at 10:00 and it was just kind of a way to pat the teachers on the back and say thank you, we appreciate everything you do for us. Inman made and Safdie, Brock, Hamby, and Karge seconded a motion to approve with the December 18th being released at 10:00. Karge asked, why was it changed in the first place? Bray advised, it was that way last year and I just moved it forward. I think it has been like that for at least a couple of years on the calendars I looked through. Graham advised, it has been and several years ago it was one of my predecessors at the high school gave final exams on that morning. By extending it to 11:00 they could give an exam. Then it floated back to 10:00 and has floated back and forth for years. Brock advised, I remember because it was do to a weather issue and we lost an exam day. It was either give the final exam after Christmas break or add an hour to the 10:00 day and get it in before so the students did not have to come back to it. That is why it was done the first time and it was a very good reason that particular year. Bray advised, I have three calendars in my office where it is like that. Inman stated, I would like to thank Ms. Bray for doing all your hard work. She did a fantastic job on this and worked hard. I appreciate it. Hamby stated, I agree.

**VOICE VOTE:** Inman (mover-yes)  
Safdie, Brock, Hamby, and Karge (seconder-yes)  
All ayes

**MOTION:** **Carried unanimously**

15.C. \*CCQCP Site Director Job Description - (Exhibit #8) - Graham advised the next item on the agenda has to do with the CCQCP. What is the CCQCP? It is the Cumberland County Quality Childcare Program. It was named that way when it started about twenty years ago. Safdie asked, this is a job description, is there any problem with spelling it out? Graham advised, we can do that, however one of the things we propose is to change the name of that. We have two childcare programs; one at North Elementary and one at Homestead Elementary. What has happened is that those two programs should be the same. We should be charging the same rate for the children at North as we charge at Homestead. The hours of operation should be the same. The days we are open should be the same and we found out none of the above are the same. North school has had a Site Director for a number of years and does a marvelous and amazing job. She is the one CCQCP employee that does receive some benefits, because she works full time. The other program we have was run by an employee or worked through employees who existed through the building. There was a lot of overtime being paid and a lot of inconsistencies. Come to find out there was no job description for Ms. Loretta or anybody else that might be a CCQCP. Ms. Bray started digging and looking at other school districts and started developing this job description. I know Mrs. Boston has already shared her concern on who this person reports to and we are in the process of working on. What is happening with us right now is that there is no one at the district level who oversees that. Kacee does some of the bookkeeping leg

work and keeping up with that. Laura accepts the deposits and it's just here and there. We really need to have them brought together as one entity and this is the beginning stage of that. I would love to see some of our other schools pick up a childcare program. It is very affordable, it is very convenient for parents, it's what supports them for when the parents are working, and the kids are not in school. So I think it has a lot to offer. Since we have a site director we really need to establish a job description for that person. These are self funding programs or parent funded. The Board of Education does not pay for these. It is paid by the childcare money that comes in and we are looking for absolute consistency there. This person would be on the non certified salary guide as a level C, which is a SPED, Pre-K teaching assistant and we put them at five years. This lead person would make \$10.02 an hour. Then the people who work in the childcare program would be minimum wage employees. That is the purpose of this job description is to begin pulling these two programs together. Inman stated, you are going to classify them as non certified, but they have to have a four year college degree. Graham advised, no they do not have to have a four year college degree. It says or. Hamby read, or a high school diploma with thirty hours of TECTA training and four years of full-time work experience in a group setting. Graham advised, this is just like our teaching assistants; they have to have either a two year degree or pass the paraprofessional test. There are some other things that are included in that information. Inman asked, so by saying we are going to put them on a non certified pay scale then we are not going to hire anybody with a four year college degree? Graham advised, we would not hire them as a teacher, no. Harris advised, a lot of this is pulled directly out of Tennessee State Code. Graham advised, there is some very strict guidelines and childcare is pretty tight. Boston advised, it says communicate with program director as necessary. At this point we do not have a program director. Graham advised, no ma'am we do not. The principals are really filling in that function right now, however we really strongly feel this needs to come off of the plate of the principals. They have enough to do. Boston stated, I am fine with that, it's just this is the job description that we are approving on a job that doesn't exist at this point. Can we reword that and we can always amend this job description? Graham advised, we can. We can put in communicate with the principal as necessary for now and then at the point that we have someone in that program director role we can come back and amend the job description to the program director. Boston replied, absolutely. Inman advised, on that same line what are you looking at as taking that as the program director. Are you talking about someone that is in existence? Graham replied, yes. Inman asked, not a new position? Graham replied, no. Karge asked, this position is going to be preparing schedules, collecting money, collecting non payment, and communicating at \$10.00 an hour? Hamby stated, that is what Ms. Loretta does now, right? Graham advised, yes. Karge stated, it just seems like an awful lot of important responsibility and I am concerned you are going to find well qualified people on that pay scale. Graham advised, we have been very fortunate and I can't say that we will always be that way, but again with this being a self funded program we can't obviously stay in the black if we get way out there with salaries. I think we will have to look at this and evaluate it for a year or two to see how we are doing at keeping it in the black. Then the programs can expand if that be the case. Boston advised, you are also looking at the position is eligible for benefits. Graham advised, yes; this particular position would be. So you would add to that salary the insurance benefits, which is a real bonus to many people. We have many people who work in our system as teaching assistants, bus drivers, etc. who is not working for the salary, but for the insurance benefits. Boston made a motion to approve with changing communicate with the principal as necessary for the time being. Netherton seconded the motion.

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

**MOTION:** Carried unanimously

15.C.1. CCQCP Update on Childcare Program - (Exhibit #9) - Graham advised, both of them had some semblance of a family manual that they gave, but there again was no consistency. There were different prices, different adjustments and it was just an interesting thing. Mrs. Magnusson and Ms. Candice Cook came together and worked with us to develop what is the beginning of a Program Family Manual. What we are hoping for if another school or two was to start this then we could come back to that school and say here is what you need rather than them reinventing the wheel. We have someone in place that helps them to get started. I can think of a couple of schools right off, that this would be a hot ticket in their buildings. They adjusted it and we talked a lot about and compared the prices of private daycare versus CCQCP. We looked at other school districts and what they are charging in their programs. Come to find out we have not had a price increase in this childcare program in sixteen years. We understand there will be a little grumbling about changing the prices, but if we are going to do the things we need to do for a program like this we are going to have to manage to pay that. On the price list you can see how much an hour it really amounts to for am, pm, weekly, and summer. For summer care \$85.00 a week is really a bargain and it can be from 6am to 6pm. Boston asked, how many spots do we have available? Graham advised, about a hundred spots or so at North and sixty to eighty students running at Homestead. Probably about 180 kids that have been participating. Karge advised, I have many of my clients that use this program at both North and Homestead and I know at that level they are eternally grateful. Graham stated, it is a great benefit. Hamby asked, I know at North Ms. Loretta does not take many days off and we are so thankful for that, because speaking of having a grandchild in that program. If she did not work the days that she did, it would be very difficult for my daughter. I noticed this is giving them more days off. Graham advised, it is giving them more days off, which they really deserve it. Hamby advised, yes they do. Is this a change that is going to happen with both of those schools; this is going to be a uniform schedule? Graham advised, it will be a uniformed. Memorial Day would be closed and the week of Christmas it would be closed. We are constantly trying to improve our program and the bookkeeping aspect.

15.D. Salary Study Committee - Teresa Boston - Boston advised, we have developed our Salary Schedule Committee. I am compiling information and spoke with Mrs. Bray and got some of her information. We are looking at having our first meeting the first of April. The committee consists of board members Stone, Boston, Brock, and Netherton. Mrs. Graham and Ms. Bray will sit on the committee. We have asked our principal Scott Maddox and our principal Christie VanWinkle sit on the committee with us. That gave us eight members and we are just going to complete overview. Kim Bray has done a lot of work and I have not had a chance to review all of it, but she has contacted several counties and we have received their data and their information of their salaries. We are going to put it on the table, discuss it and see what we can come up with something that will work for our county.

15.E. Strategic Plan - No discussion

15.F. Board Self Evaluation - Graham advised, the next two items Mr. Patton has already taken care of, so thank you for adding that in your legal report. (See 14. Legal Report)

15.G. Director of Schools Evaluation (See 14. Legal Report)

15.H. Crab Orchard Septic Project - Graham advised, we opened bids last week for the septic project and I am not ready to disclose what the numbers were, because the Finance Committee has not yet approved those. I will say this, I was very pleased with the numbers that came in, because it was below budget for us. Which is a good thing anytime we can save some money. There was a little bit of a question after that from another group who talked

about a different kind of system, but I have talked with Mr. Chamberlin, Everett Bolin and Mr. Miller from TARE and they have assured us that the conventional system that they have ready to put in for us is the system we need considering the amount of dirt that we have. I think we are on go with that and I have notified Mr. Brock that we would be ready for the Finance Committee and will probably meet right after. Those numbers will be released and as soon as they are I will let you know what those are. You will be pleased. Boston asked, when will we expect the project to be down? They have to award the project first and then I don't think that it would be long. They were all waiting for the weather to break and not much they could have done with the monsoon. I would expect they would start this spring and summer. There is no reason by the time this building is open that the septic system can't be up and running. Boston requested, will someone notify Jeff Freitag and let him know. He has worked so hard. Graham, advised we will notify Jeff Freitag. He was really committed to it and I appreciate that.

15.I. Stone Elementary and North Elementary Overnight Trip Canceled - Graham advised, this is just an FYI. You approved a while back Stone Elementary and North Elementary combined an overnight and out of state trip. They have cancelled that trip. Just wanted you to know they are not going due to they did not have enough interest.

15.J. FYI (Exhibit #10)

- 15.J.1. Administrative Meeting Agenda
- 15.J.2. Attendance Report
- 15.J.3. Personnel Report
- 15.J.4. Substitute List
- 15.J.5. Professional Development Report
- 15.J.6. School News Articles
- 15.J.7. School Calendar of Events

16. School Board Committees

16.A. Policy Committee - Mr. Josh Stone

16.A.1. \*Approval of First Reading of Policies - (Exhibit #11) Stone advised, there are four policies up for first reading were all approved unanimously by your policy committee. You have had an opportunity to look at those. No huge changes only little changes were made to them. There were quite a bit of changes to the promotion and retention policy. Hopefully you have had a chance to look at those, but the Policy Committee did vote unanimously suggest those for approval on first reading. Stone made a motion to approve as presented. Inman stated, I have questions on a few of them. The first one is the Tobacco Free. I would like to know why did you take out shall and replace it with may? Stone advised, it was mostly an enforcement type issue that we discussed. I don't remember specifically that part of the change. We focused a lot on the first paragraph and that changed to the third paragraph when I was going back to it. Magnusson advised, that was changed in state law and shown to me in juvenile court that in 2018 it changed from shall to may. Graham advised, it used to not be an option, but it is now. The court doesn't want to be flooded with it. Inman asked, they only want hard cases? Graham advised, yes. I think what they are looking at is repeat offenders. The schools can take the option for the first go around and the student may have to write an essay or some in school punishment. It's after it hits second or third times they may go before the judge. Inman advised, in 16.A.1.c. Policy 4.603 Elementary Promotion and Retention I had a question of why it has been inserted with the Director of Schools or designee shall promote students to the next grade level based on successful completion and so forth. Why are we inputting the Director of Schools in that process? I thought it was basically on the teacher and the principal's approval. Graham advised, it was the

recommendation of TSBA. Truthfully to me that is the teacher and the principals information and it does say designee. My designee would be the teacher and the principal. Inman replied, okay. Graham advised, I do not know if that child needs to go to the next level or not since I do not teach that child. That is just the verbiage TSBA recommends. Stone advised, all decisions can be appealed to the director. Inman advised, I understand that; I would have assumed it would have been somewhere else that it could be appealed. I just didn't understand why it would be inserted there. Patton stated to Inman, I did notice there is a new legal reference at the bottom. So that could have to do with the State Board of Education Policy that it was changed. Inman stated, my next question is on the retention, after February 1st. I know you want as much notice as you possibly can, but the teachers have to identify them by February 1st. That leaves us over seventy days in school and the kids I am thinking about are the kids that might be on the line. They are still doing okay on February 1st but then the last seventy days they bottom out. Wood advised, being identified does not mean that is the final decision. If you are going to retain someone you have to identify them by that time and let them know. Then from February to the end of the year you can possibly right that shift. You don't want to wait until May to say you know what. Inman advised, I understand that but you know the kids I am talking about that is kind of riding on that edge and they get past February 1st. You have not told them they are going to fail, because they have been on that edge. Then they drop off the edge right towards the end of the year. What do we do with those students? Wood advised, if the child is on the edge it is worth that conversation. Let's look at worst case scenario and best case scenario. Graham advised, I used to have conferences in January at the latest. Particularly if I had a child who didn't look like they were going to make it. Then I had parents who really chipped in and helped the child turn it around. It's just good conversation to have with the parents so they are well aware that the child is struggling. Inman said, on retention page 2 line 18 it states "if a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan." Who is going to do that plan? Wood advised, we already have a procedure for that; the teachers and the principals will receive a copy of that. We have developed some templates and I shared that with our Policy Committee. Inman questioned, so the plan will be developed based here and not with the teacher and principal? Graham advised, no that is at the school level, because I couldn't develop a plan for a child I have never taught nor could any of the supervisors. That goes back to the school level and we shared the template. They maybe part of the team like the RTI teacher, Special Ed teacher if they are apart of the plan, your classroom teacher, and there are a lot of people particularly in our elementary schools that are involved in decisions like that. Inman advised, the next one is on attendance. Who is our attendance supervisor? Graham advised, Mr. Bo Magnusson. Inman stated, okay my last question on page 4 line 12 it talks about if a student misses a end of course exam they have to have a doctor's note. The problem I've got with that is, what if a kid woke up that morning throwing up and they can't come to school but they don't go to the doctor what do we do with that student? Wood advised, the good news is since end of course are given online we have a three week window to give that test and this does not happen a lot. If they get towards the end of the window and there aren't a lot of days we try to work with them. Inman advised, that policy says they must have a doctor's excuse/note if they miss end of course testing on that day. Graham advised, it has been in policy for the last I don't remember how many years. Inman advised, I understand that, but I am talking about that kid who is sick that morning and can't come to school but doesn't go to the doctor. Are we still going to let that kid take the test? Wood advised, when you look at the policy it says they must present a signed doctor's excuse or most have been given an excused release by the principal. I can tell you my experience if they have a student who's going to miss they are really good to get on the phone with the testing coordinator or call and say this is what we've got. We verify they are sick, so I think they've been using that second part if they can verify that child is sick. Inman replied, ok, thank you.

16.A.1.a. Policy 1.803 Tobacco Free Schools

16.A.1.b. Policy 4.209 Alternative Credit Options

- 16.A.1.c. Policy 4.603 Elementary Promotion and Retention
- 16.A.1.d. Policy 6.200 Attendance

**VOICE VOTE:** Stone (mover-yes)  
(no second necessary)  
All ayes

**MOTION:** Carried unanimously

16.A.2. \*Approval of Second Reading of Policies - (Exhibit #12) Stone advised, the policies on second reading are still suggested for approval by the Policy Committee. I haven't heard of any comments or concerns expressed by any board members, so we recommend those for approval. Stone made a motion to approve as presented.

- 16.A.2.a. Policy 2.403 Surplus Property Sales
- 16.A.2.b. Policy 6.411 Student Wellness

**VOICE VOTE:** Stone (mover-yes)  
(no second necessary)  
All ayes

**MOTION:** Carried unanimously

16.B. Budget Committee Meeting - Mr. Josh Stone - Stone advised, we met for the second time yesterday and looked at a list from each school prioritizing expenditures for large things such as capital projects and things of that nature. We discussed the process of how the budget goes from here. We got kind of a rough timeline from Mrs. Harris and we discussed some other items related to the schools finances, audits, and that kind of stuff. It was mostly an informational meeting. We are gaining knowledge. Stone advised Mrs. Graham reported yesterday that we received word that there would not be any increases in the health insurance premiums.

16.C. Building and Grounds Committee - Mr. Jim Inman - Inman advised, we meet and Mr. Gary Howard and Bo Magnusson gave a presentation about the Pleasant Hill situation. And we have been assured that everything has been taken care of, everything is running smoothly, and no action needs to be taken at this time. I would like to announce we have scheduled some tour dates for the different programs. April 10th we will tour CCHS stadium @ 4:30 pm, April 11th we will tour Crab Orchard @ 4:30 pm and, May 8th we will tour Martin Elementary @ 4:30 pm. Martin is on the agenda to be next for renovations.

#### 17. Chief Financial Officer's Report- Mrs. Kacee Harris

17.A. Monthly Financial Report - (Exhibit #13) Harris advised, the state released the audit from the county on Monday and in that audit we had one finding from the school system. The finding was expenditures exceeded appropriations. The rest of the story was this was a really odd situation that came up. We were awarded a grant for some Pre-K curriculum in late May and we received the money on June 7th. If you think back to that time that is really a tight time for us to a budget resolution, to go through the board, the County Commission Budget Committee, and the County Commission. We spent the money on what it was supposed to be spent on and then I did a journal entry that moved that revenue to cover that expense and wrote a nice memo explaining exactly what I did to be totally transparent. Which drew the auditors eyes right to it and I will take full responsibility. We have discussed that with our County Finance Director and the elected officials that sit on that team. In my defense the auditor did say that there really was no other way to avoid that finding other than turning down close to \$35,000.

So we got our Pre-K curriculum and we got a finding. Multiple board members stated, we will take the money. Graham advised, she prepared about an 18 page defense and the auditor said I am not sure what else you could have done. The Financial Statement, it was a pretty easy month for February everything is looking really well at this point. On our property tax line 40110 our revenue is at 97%. Our revenues are above target at 72% received of our budget. In February we recognized about 7.5 million dollars in revenue and that brought our year to date to about 39.5 million against a budget of around 54.7. Next on our expenses everything is falling into place. This time of year we start seeing wheels turning spending more of our planned expenses and right now we are about 55% spent. We have a lot of things in the pipeline and big projects. In February we spent almost 4.4 million dollars and that brought the year to date to around 32.3 million dollars against a budget of 58.2 million. Stone advised, when you look at it at this point you think at February we are doing really well and we might finish way ahead, things really catch up in May and June. A lot of money gets spent at the end of the year. Harris advised, our buses and our big maintenance projects all kind of roll in at that time. Boston asked, do you still feel comfortable that we will end where we have budgeted? Harris advised, I think so.

17.B. Monthly Sales Tax Report - Harris advised, late today our sales tax report came in and we had another positive month. March numbers represents January cash registers the county received in local sales tax \$676,708 against a budget of \$658,094 about a 2.83% plus there. It continues to have a positive trend we are on. Stone asked, what does that put us over for the year? Harris advised, it puts us over \$184,927 dollars.

17.C. \*Resolution - (Exhibit #14) Read to be Ready Summer Federal Grant - Harris advised, we start our resolutions. Our first one is the Read to be Ready Summer Federal Grant. Mr. Schlafer is here for questions. It is basically we have been awaiting this news for sometime and we have been awarded this grant. We would like to make a budget resolution to recognize the revenue and put it in the expenditure line, so we can spend. Stone made and Karge seconded a motion to approve as presented.

**VOICE VOTE:** Stone (mover-yes)  
Karge (seconder-yes)  
All ayes  
**MOTION:** Carried unanimously

17.D. \*Resolution - Tennessee Risk Management Grant (Exhibit #15) Harris advised, our next resolution is to accept the grant that Mr. Baggett presented tonight and recognize that revenue to the tone of \$4,100 and increase our expenditures in the budget to let our maintenance department spend that money. Inman made and Safdie seconded a motion to approve as presented.

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

17.E. \*Resolution - Non-Recurring School Safety Grant Adjustment (Exhibit #16) Harris advised, this deals with our non-recurring school safety grant. We now actually have a contract and an invoice to be paid for the Interquest Protection Canine and we can't buy those things out of a maintenance line. So this is an amendment that would move the cost of those two items up to the contract services line so we can buy those things. This one is a little different, because anytime you make a budget amendment that stays on the same budget page and doesn't involve people then the Board of Education has the authority to

approve this. It does not have to go through the rest of the process that the others do. Safdie made and Hamby seconded a motion to approve as presented.

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

**MOTION:** Carried unanimously

18. \*Consent Agenda (Exhibit #17)

18.A. \*Approval of Volunteers

- 18.A.1. Stone Elementary Volunteer List
- 18.A.2. North Cumberland Elementary Volunteer List
- 18.A.3. Crab Orchard Elementary Volunteer List
- 18.A.4. Homestead Elementary Volunteer List
- 18.A.5. South Cumberland Elementary Volunteer List

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

- 18.B.1. SMHS Choir Overnight Trip
- 18.B.2. CCHS Volleyball Team Overnight Trip

18.C. \*Approval of Grants

- 18.C.1. \*Pleasant Hill ATSI Grant

18.D. \*School Wide Fundraisers

- 18.D.1. Stone Elementary School Wide Fundraiser

18.E. \*Approval of Disposal of Surplus Property

- 18.E.1. Special Education Department Surplus List
- 18.E.2. Stone Elementary Surplus List
- 18.E.3. Phoenix High School Surplus List

18.F. \*Executive Approval

Stone made and Karge seconded a motion to approve the consent agenda as presented.

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

**MOTION:** Carried unanimously

19. Old Business

20. Questions from Media

21. Adjournment - Stone made and Hamby seconded a motion to adjourn at 7:39pm.

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

**MOTION:** **Carried unanimously**

22. (\*) Indicates Board Approval Required

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**Mrs. Janet Graham**  
**Director of Schools**

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**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 April 15, 2019.

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**Tabitha Webb**  
**Board of Education Recorder**

Board of Education  
March 21, 2019 6:00 PM  
Central Services Board Room

The Cumberland County Board of Education met in regular session on Thursday, March 21, 2019, 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 everyone for taking the time and being interested in what the board is doing.

**PRESENT:** Stone, Safdie, Parris,  
Inman, Brock, Netherton,  
Hamby, Karge, Boston.

**STUDENT  
REPRESENTATIVE:** Emery Smith, CCHS

**ABSENT:** None

1. Call to Order - Mrs. Teresa Boston (See above)
2. Welcome to Visitors - Mrs. Teresa Boston
3. Moment of Silence/Pledge of Allegiance - Mrs. Janet Graham - After a moment of silence, Cumberland County High School students, Kayla Ashburn and Audrey Kerley led the audience in the Pledge of Allegiance. Kayla and Audrey was awarded a certificate of appreciation for their participation in tonight's meeting.
4. Special Recognition - Mrs. Teresa Boston
  - 4.A. Gracee Dishman - Cumberland County's first Miss Basketball - Mrs. Janet Graham - (Exhibit #1) Mrs. Graham stated this is something that has never happened in Cumberland County before; Miss Gracee Dishman is Miss Tennessee Basketball. Gracee received a standing ovation from the board and the audience. Graham shared Gracee's Career Highlights listed below:
    - 2019 TSSAA Class AA Miss Basketball
    - CCHS All-Time Scoring Record - 2,990 points
    - 2018 TSSAA Class AA Miss Basketball Finalist
    - 3 time District Player of the Year
    - 4 time District Tournament MVP
    - 3 time All-Region Tournament
    - 4 Year Win/Loss Record - 101-21
    - Leading scorer in TN both junior and senior seasons
    - BCAT All-Star Game Selection
    - East/West All-Star Game Selection
    - McDonald's All-American Nominee
    - Prep Hoops Top 100 in the nation
    - Omni SeaHawk Holiday Classic MVP
    - Winterfest Shootout MVP

- 5th in the United States in scoring junior season
- 2018 TSWA All-State Team

This season Gracee averaged 29.9 points per game, 2.9 assists per game, 4.3 rebounds per game, and 3.1 steals per game. She has scored 30 points or more 17 times this season. Gracee has also scored 2,990 career points, 341 career rebounds, 283 career steals, 282 career assists, and she has had 42 thirty point or more games in her career. She is a Lincoln Memorial Signee and will be playing for the Lady Railsplitters this next season. Graham stated, things of this nature brings glory first to this young lady, her team, her school, and her community. For that I want to say thank you Gracee and tell you how very proud we are of you. Graham presented Gracee with a card and flowers.

Coach Miller advised, on behalf of Gracie and her family, thank you Mr. Hall, the board, and Mrs. Graham for celebrating with us Gracee's awesome achievement. The work ethic that Gracee has is phenomenal. She meets you at the gym and leaves when you leave. I can not be more proud of her and her teammates for the work they put in this year. We appreciate your support and we have heard from people across the state congratulating Gracee on this accomplishment.

4.B. Katelyn Carpenter and Ashley Burke - Winners in the Volunteer Electric Cooperative Creative Writing and Scholarship Competition - (Exhibit #2) Graham stated, we would like to say congratulations to Cumberland County High School juniors Katelyn Carpenter and Ashley Burke! Katelyn and Ashley are the winners from Cumberland County High School in the Volunteer Electric Cooperative Creative Writing and Scholarship Competition for 2019. Katelyn Carpenter won 1st place for Cumberland County High School and 2nd place overall for our VEC service area. Ashley Burke won 2nd place at Cumberland County High School and 3rd place overall for our VEC service area. Katelyn and Ashley will participate in an unforgettable trip to Washington, D.C., June 14-20, 2019, with nearly 2,000 other juniors from across the country. In addition to winning the all expense paid week in Washington D.C., their two papers will now be sent on to the state judging committee for a chance to win \$3,000, \$2,000 or \$1,000 awarded by the Tennessee Electric Cooperative Association if their story is judged one of the top three in the state. Congratulations to these two juniors at CCHS and we are very proud of you. Graham asked Ashley what her story was about. Ashley advised, it was about Scooby Doo and Scooby loved Volunteer Electric. Graham stated, it was a fun paper and Ashley replied, yes. Graham then asked Katelyn what her story was about. Katelyn advised, she wrote about a book series called the "Maze Runners". The story was about how his job did not last and he had to find another job at VEC. Graham advised, they are here advocating for VEC and ladies we are so proud of you. You bring honor and glory to our schools and our community. Thank you for what you have done.

4.C. The Principal of the Year Mrs. Stephanie Speich, The Supervisor of the Year - Dr. Rebecca Wood - Graham advised, I can not think of anyone else better to have this honor as the Principal of the Year, Mrs. Stephanie Speich. Graham advised, Mrs. Speich is a nine year educator and has served all nine years here in Cumberland County. She is currently the principal at Frank Brown Elementary School and her background is in Human Services and Nutrition. She worked at CMC as a dietician and discovered her passion for teaching. She spent five years as a teacher of Family and Consumer Science before accepting her position of Assistant Principal for only three months and then was promoted to principal. Graham advised, she has done an amazing job for us and we are so proud. Graham presented a beautiful monogrammed vase with flowers to Mrs. Speich.

Mrs. Graham advised, Dr. Rebecca Wood is Cumberland County's Supervisor of the Year. I don't know of anyone who deserves more honor and recognition then this young lady. She is my right arm and half of my left. She is a great source of knowledge and brings so much to our table, our school district and this office. She is an

intrical part of our team. Dr. Wood is a twenty-eight year veteran as an educator in our school district. She taught 4th, 7th, and 8th grades and in most of that time in mathematics. She was an Assistant Principal at South Cumberland, a Principal at Pleasant Hill and then a Principal at Glenn Martin Elementary prior to transferring to the district office where she first served as Instruction Facilitator of Programs and during this time she served as Regional TVAAS trainer. Then in 2013 she was named Chief Academic Officer, a position she currently retains. Congratulations Dr. Rebecca Wood. Graham presented a beautiful monogrammed vase with flowers to Dr. Wood.

4.D. Jason Baggett - Tennessee Risk Management Grant Presentation - Mrs. Graham advised, we have a guest with us, Mr. Jason Baggett. Jason is with Tennessee Risk Management for a grant presentation. Graham invited Mrs. Mary Kington to come up with Jason. Mr. Baggett advised, I would like to give you a little background; it is probably the first time in history that you have seen an insurance person bring a check for something you haven't torn up and I am not trying to sell you anything. I am with you work comp and liability insurance. We have about one hundred school systems, 50 county governments in the state of Tennessee and there are three safety guys; which, is what I am. We got together to discuss who was doing good and said what can we do to give back? So we started a Safety Grant program last year and the first year we were approved for \$20,000. The three safety guys did not like that so we got our board to approve \$60,000 for this year. We had over 150 applications and we had twenty-five of those application approved for \$125,000. Our grant was over strictly employee safety. Mrs. Mary wrote one of the grants to provide her people with personal protective equipment, some ladders, some dust shields, face masks, and the basic items they need. I am here today to present Mrs. Mary a check for \$4,100, her grant was accepted. I have been dealing with Cumberland County personally for the last 15 years and I have been dealing with Mary for about 15 years. When Mary came in and took over as head of Maintenance from a safety standpoint things were a night and day difference. If I had someone with her safety dedication in all of my counties we would probably get a lot more money. I appreciate Mrs. Mary and everyone in Cumberland County. Thank you for having me tonight. Graham stated, I would like Mary to share with the board and the audience what are some of the things that she is planning to do with this money. Mary advised, we need to replace some ladders throughout our whole system, new slip guards for our custodians that strip and wax the floors during the summer time, face shields for the chemicals to prevent burns, and review what we have had problems with and this will be used to replace and repair. Graham advised, I appreciate everything that you do. She does a lot for us and we work closely together. We are really looking out for our employees and our children.

5. Roll Call - Teresa Boston (See above)

6. Declaration of Conflict - Mr. Earl Patton - Declarations of Conflict - Per TCA 49-2-202 Board of Education Members who have relatives (per the statue: 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?" Stone, Safdie, Parris, Boston, Inman, and Brock certified.

7. \*Approval of February Minutes - (Exhibit #3) Parris moved and Stone seconded a motion to approve as presented.

**VOICE VOTE:** Parris (mover-yes)  
Stone (seconder-yes)

All ayes  
**MOTION:** Carried unanimously

8. \*Approval of Agenda - (Exhibit #4) Stone moved and Netherton seconded a motion to approve as presented.

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

9. Community Comments - Dennis Schumacher advised, I have spoke before regarding the issue of plastic pollution with grocery bags. If you have been following the papers you will see we have an assertive effort and we are still interested obtaining a verbal support from your group. Things have not changed as you can see with the statics in the paper. We have the most polluted water particularly river in the world. He then discussed in detail the rivers by name and the amount of pollution calculated. He then advised, what they are really after is to educate and encourage citizens in the community to move from plastic bags to cloth or paper bags. We are looking for leadership from your board; after all we want a better future of our children and this community. Tennessee Department of Education has put together a grant for cloth bags and there are many stores are giving away these bags to support this effort. We would like this board to support us. He then left a paper for Mrs. Boston to share with the rest of the board. Once the paper is approved I would like you to sign off saying we support the effort in reducing the plastic waste in this community.

10. Acknowledgement of Elected Officials - Boston recognized Mr. Darrell Threet, County Commissioner.

11. Building Projects - Mr. Kim Chamberlin - (Exhibit #5) Chamberlin advised CCHS stadium work is proceeding well. They are wrapping up the finishing touches on the building part of the work and the stadium. They are very close to being done. Demolition work occurred within the last couple of weeks on the old wall of the stadium. The gentleman who is installing that and the new material arrived today. This should be completed within two weeks and then the track work will start right after that. Fingers crossed that there is a track meet late April so hopefully that work will be done before then. No issues over there and we are proceeding as we should. Inman stated, I still have my standard question; what are we going to do about the standing water in the field? It is still there. Chamberlin advised, they are scheduled to come and do that late April. They are all aware of that and I have talked to the contractor regarding that. They are waiting for the grass to take off and the weather to cooperate. They have the new sod material and it should not be any problems getting that wrapped up. Again, he will get that done before he gets the track done to, so he doesn't have to cross the new track. Inman asked, are they talking about putting in a drain or are they just putting in more sod. Chamberlin advised, they are going to add more sod and get the flow where it needs to be to move the water. The drains there are more than adequate to hold what is coming to it. It is a matter of the slope needing some adjustment to get the water flowing correctly. Again, I reported last month I went over there after the big rain and there was no standing water on the field. So we feel really good about that. Inman stated, except on those sides. Chamberlin advised, that is where it is designed to, we just need to move it to the drains. I visited Crab Orchard today and they have had three days of sun this week. It is amazing the amount of work that has gotten done. They're proceeding well on that and there are no real issues. The contractor is working well with Mrs. Beaty and I receive reports from her. I am very pleased and shortly we will get everyone out for a tour. We are about to get windows in and everything dried in. The only other thing I want to report is CCHS reroof; we are done with those documents and we have a bid date set for April 23rd. That will take about 70,000 square feet of the old portion of the building that had the foam roof

and this should get rid of all of the original roof that has given them the most problems, as well as the soffits and gravel stops in front of the building. Inman asked, how much of a pitch did you say was on the new building roof? Chamberlin advised, about a quarter inch per foot. This is what we are doing on all of our new buildings. Nothing goes in as flat; there is always a slope to it. This is a little harder to deal with regarding the old drains, because we do not have the opportunity for new drains. Additional information was discussed regarding the new roof compared to the old foam roof. Boston asked, the new retaining wall; it's covered financially? We had enough in the funds. Chamberlin advised, yes all of that was covered and there is still a little bit of money left in that specific job and there is still a little bit of funds left in the two other projects at CCHS. We are still in good shape there. Crab Orchard is the same, we have spent very little and still in very good shape financially.

## 12. School Board Reports

12.A. TLN Report - Mr. Robert Safdie - Safdie advised there was a lot of activities over 41 pages of bills in the sub committees related to education. Our board had particular interest in a couple of those bills because we had talked about them on a regular basis. One was house bill SB1238 which was in the Senate Education Committee. That is the Threat Assessment Team bill and the Senate Education Committee approved it. The other bill that we have a particular interest in was the nursing bill which will allow funding for one nurse for every 700 students in the BEP and that passed the K-12 Sub-Committee. Now it will move on to the full Education Committee. There are two other bills that I thought were important to us; one was HB255 that is the one that explained there was a misalignment between BEP funding of teachers and the actual teachers that we are required to have for classroom size. That bill passed and is now being sent to the BEP Review Committee. Finally, the one I that will cause the greatest controversy is the governors Parent Choice Proposal. That apparently passed the Curriculum Testing and Innovation Sub-Committee. I think the vote was 9-11 and it made it through the sub-committee. That is the bill that will make us get a savings account for any student that wants to go to a private school up to \$7,500. Everybody was surprised it got out of that committee, because in its current form it doesn't specify any accountability, the accountability of the private school, or the accountability of the parent or students that receive that money. I don't know which committee it goes to after this, but I will report on this next month.

3. Board Member(s) Report from Training(s) - Netherton advised, I attended a seminar on vision and I recommend everyone here attend that particular class. One thing they wanted us to bring with us was our strategic plan. I think the director and the other people put a lot of work getting this ready for me before I went down there. I think they put down a masterpiece and I am going to tell you why. When we got down there they started discussing somethings and I left there thinking I would get knowledge, instead I left there with a sense of pride. Everything I saw down there ours was by far the best. Things that they would come up with in their discussions this board already does. Things they would suggest putting on their agenda, we have been doing it for years. Going all the way back to when Mr. Schlafer was on the board. We take things for granted here because we run really smooth compared to some of these other boards and some of the problems they have. The Board of Distinction, when we got that last month I don't think a lot of people realized how important it is and how much hard work goes in to that. But it is also reflected in the Strategic Plan. All of those things that we accomplished and went through. When I went through that seminar down there it made me realize we have something to be proud of here in Cumberland County. The Board of Distinction is not just something that is just given out obtrarily, we earned it. Like I said I went down there to get knowledge and came back really appreciative of what we have in this county. For example; one of their highlights was the dashboard and we have that in the Strategic Plan and a demonstration in our board meeting. Yet at the seminar that was a highlight. We get things as a matter

of fact when others think otherwise. I think our Director of Schools, our school system and our board is a head of the game. We need to stay there.

14. Legal Report - Mr. Earl Patton - Patton advised, I have a couple of matters to discuss with you tonight. The first of next month I will send out the Director of Schools evaluation and the Board Self Evaluation. It will be in the same format as it was last year. I will send out a link to you to online, where you can take that test and then I will get those results and report back to the board those results. The reason I am bringing it up is because there was a little bit of a controversy last year and I want to give the board a chance to discuss paper or online if the board desires. Certainly in the past we have done evaluations that have come directly to me and there were some opinions expressed last year that we should go back to doing it that way and I certainly want to give you the opportunity to discuss that. The online evaluation model is easy, however I know when you are sending things through email there is always some concern expressed. Inman asked, are we going to develop an evaluation model for the Director of Schools? Boston advised, we have one. Inman advised, I have never seen it. Karge stated, me neither. Inman advised, I think all of us new folks would like to see it before we receive an email saying we are supposed to vote on it. Boston asked Patton is there a possibility that you could email that form to the board and let them review it? Those have to be finished by when? Patton advised, I would have to look at the contract and I did not realize that was an issue. Inman advised, we have not talked about it any as a group. I don't know what you used before and I have some ideas of what I would like to have in there. We need to discuss it before we do anything. What do you all think? Karge advised, I would agree with that. Stone advised, I think we are a little late for that to be honest, because I think it has to be done by June 1st or sometime in June. Patton advised, there is a deadline. Graham advised, we have historically done it and you presented it at the April meeting, but that has been the history, even before me. Inman advised, this is the first time we have heard anything about it. Stone advised, for years we have talked about possibly developing a new document because none of us particularly like the old one. Although it is from TSBA and it is used by a lot of systems in the state. It is not something just used by us, but we have talked about not necessarily liking different parts of it. We have just never gotten around to changing it. I am just saying at this point we probably do not have enough time to get a document put together, because I know that we have to have Mrs. Graham's evaluation done by June 1st. Inman asked, why do we have to have it done by June 1st? Stone advised, because of her contract. There is a date in her contract that it has to be done by and I do not think two months would be enough time to develop a new document, approve it, do it, and then deliver it. Safdie advised, we could create a sub-committee to evaluate and begin the process so after this year we are well into looking at the items and coming up with suggestions on how we can improve it. If we can't change it for this one, we might as well get going and take a look at it. I would be willing to sit on a sub-committee and do that. Brock asked, what points should we even be looking at? So we could do a fair evaluation. I don't even know what categories and I think that is one thing that Mr. Inman pointed out. Safdie advised, TSBA has this survey we have been using and I don't see any problem printing out the TSBA survey and giving it to you all now; to review it before you fill it out. Brock, Karge, Hamby and Inman advised, that was a good idea and would like that. Boston advised, Patton I think you could email that to the board. Patton clarified, the evaluation forms; just the Director of Schools or the Board's Self Evaluation? Karge advised, I would like to see both. Inman advised, might as well see both. Parris advised, what I had a problem with is that Mr. Patton is our attorney, why can't those evaluation forms go directly to him. Email can be scattered and you know what happens to email. It should go directly to him; he is our attorney and he has to make sure it is done by the board. They did it online and I think it shouldn't. Patton advised, that was the point of me bringing that up because there was a little bit of controversy last year and I wanted to make sure the board was on board. Parris advised, that is TSBA's evaluation form we use and TSBA used to do it for us and I like that. They sent us the document, we filled it out, sent it directly back to them, and then they reported on it. Boston asked Parris, how would you suggest instead of doing it online

would you suggest we all receive a paper document, complete it and then return it to Mr. Patton? It would be our responsibility to see that it got to Mr. Patton. Parris advised, yes, then he would compile it and report it. Safdie suggested, giving it to the board secretary, Jane and she could make sure it gets there. Parris advised, I think the attorney should do it. Stone advised, the downside of us doing it the way we did it before last year and the way that Ms. Parris is saying the way she would like us to do it, is then Earl has to compile the information as to where we do it online it happens automatically and we do not have to pay him to sit and tally up responses. It takes some time and several hours to compile all of the results of that versus being an automatic with the online system. Parris advised, then we know that it is done. Stone advised, I trust that it is done. Parris advised, I don't trust it. Netherton asked, did we not have two people fail to submit their evaluations or somehow their evaluations got dropped into ethernet land last year? Patton advised, that has happened. Netherton stated, I think evaluations was based on seven or eight board members. There were two that did not make it into the evaluation so it skewed the whole thing. Graham advised, we had one that said they did not do it and I do not know what the other one was. Karge stated, if I'm hearing Ms. Parris correctly; if someone is uncomfortable with an online atmosphere then I think that we need to honor that and defer to that. I am all about online, but if one or more of us doesn't feel comfortable with that I think we need to take that into consideration and it is not fair to put that on someone who doesn't feel comfortable. Safdie asked, are you suggesting that we have some choices; if a person elects to fill that out online or elect to fill that out on hard copy? Karge responded, yes. Boston asked Patton, how difficult would that be if say five of us filled it out online and four submitted to you a document? How difficult would that be to compile that information? Patton advised, it's not, what I did last year is I took that information that I received online and combined it with the other paper document. Boston stated, so we would have the choice. Patton advised, I would be okay if some of you were comfortable online and if others wanted to bring those to my office; that is agreeable. Boston asked, how difficult would that be to get the documents to each board member individually and let them review them? Then if we needed to have a quick Special Called Meeting we can. Patton advised, I just looked and the evaluation has to be completed by June 1st. Stone advised, I have been saying for years I do not particularly love the document, but in the grand scheme of things it has not been a priority enough yet to assign a committee to it. I think it is a worthy cause. It's just not been something we have done up to this point. Karge advised, I think up to Mr. Inman's point this is the first time I am even hearing about it. So I appreciate what Mr. Inman is saying and to be hit out of the blue with everyone saying we have to get this done, I don't think that's really realistic. Stone advised, this is something that happens every year, it's on our annual calendar, so it's not a surprise. I'm not saying we have talked about it and I'm not saying you guys should know about it, I am just saying I don't feel like we are rushing into this thing. This is something that every year this happens and every year we talk about not particularly loving it, then we use it anyway. I think Robbie makes a good point, we can't do anything this year because I feel like that would be rushing it, then we can look bringing something to the board next year. Karge asked, about how long does it take to fill out these evaluations? Stone advised, thirty minutes. Karge stated, if we received this document in the next day or two and we were able to review it, then maybe have a Special Called Meeting we could discuss if we want to make any changes. We are still now just into April and it's not due until June 1st. In my opinion we have plenty of time. Inman stated, I agree. Brock advised, I would definitely like to see, because I would like to contemplate what the criteria are that we are going to be evaluating the board or the superintendent. Before I could say anything positive or negative about it I would have to see it. Patton advised, that is fair and I can send everybody one by email tomorrow. Karge stated, it may be fine and may not be anything that is an issue. I think with us not knowing, that is the whole point. Inman stated, I would just like to see it before I have to use it. Boston asked, can't we get that document to everybody and those that feel the need to communicate with Mr. Patton and Mrs. Graham, then if we need to have a Special Called Meeting we can? Patton advised, sounds good.

14.A. \*Rinnie Property - Quiet Title - Patton advised, this was brought to my attention by Mrs. Harris. Back in 1970 this board acting through its chairman at this time Todd Crisco convey a half acre of property in Rinnie unto Rudolph Farmer, Cletus Beaty and Thomas Hall trustees of Rinnie Community Organization its successors and assigned. Further in that deed it says it is understood that the parties here to as the above described properties are to be used for community purposes if at anytime said property ceases to be used for community purposes as here in is expressed the title is to convert back to and be vested in the Cumberland County Board of Education. My understanding is that it has not been used for community purposes for sometime. Someone has approached and shown interest in this half acre of property. I have no idea what it is worth, I have no idea if there is even a Rinnie Community Association that is still in existence. Hamby advised, no. Patton advised, what we will have to do in order to make a title to this property is to file a quiet title action and it would involve some work on my part. In my opinion not a great deal, but because it is a little bit outside of the norm on what I normally do for this board I wanted to make sure the board was on board with me doing that. It's your property. Inman asked, is there anything on the property? Graham advised, it looks like a broken down building that has kind of collapsed. Harris advised, it is the remains of a small concrete block building. Inman stated, so nobody is using it for anything right now. Patton advised, that is my understanding. What I'm hearing is there may not be a Rinnie Community Organization anymore. Hamby advised, you can double check that, but to my knowledge there is not. Graham asked, how would we check that. They are all gone, everyone that is listed on that deed has passed. Hamby stated, you would need to talk to the family of those listed. There are some of those family members still in the community to find out of there is any. Graham advised, it didn't revert back to the family members. It reverted back to the us, if there is no association there. Parris advised, I did not know we had any Rinnie property. Graham advised, we didn't either. Boston advised, it is not valued a great deal in the Tennessee Property Assessment. Karge asked, who's been paying taxes on it? Inman advised, nobody. Inman made a motion to allow our attorney to get a quiet title or whatever he needs to get it reverted back to us so we could sale it and Boston seconded the motion.

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

**MOTION:** Carried unanimously

#### 15. Director's Report - Mrs. Janet Graham

15.A. \*Textbook Adoption - (Exhibit #6) Graham advised, the first item on the Director's Report is textbook adoption. Dr. Wood has been directing that work and I would ask her to speak on that. Wood advised, our committee has finished the work in selecting the textbooks for the CTE Business Courses, Foreign Language and for Social Studies. You see the list of the selections there and we are asking for your approval. Stone moved and Netherton seconded the motion to approve as presented. Wood advised, this is the official report I sent to the state and I did not do it alone. There was a committee with representatives from the schools. They reviewed the materials and we had several meetings. Some of the committees had to meet several times to come to a decision and their decisions are logged. Inman asked, this is what the teachers want? Wood replied, yes. Stone asked, were there any folks from the community who came to review the Social Study books this year? Wood advised, not one and the display was spectacular. Marilyn Noel did an amazing job all the way down the hallway.

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

**MOTION:** **Carried unanimously**

15.B. \*2020-2021 Calendar - (Exhibit #7) Bray advised, this was quite the learning experience for me and I have never participated in anything like this. I have learned a lot and had a lot of good help. We had fifteen people that were on the committee, which were teachers, folks from the community and two board members joined us. It was very helpful. We did an online survey for a couple of weeks and invited everybody to vote. Roughly we had over 1,000 folks who participated in the vote. We basically proposed two calendars, which the traditional calendar has been here for many years and everybody likes. Then I proposed a balanced calendar, which was a little bit different on the breaks, but obviously not very many people were interested in that. It was roughly 75-25 for the traditional calendar. I would like to ask that you approve what everybody voted on. Inman advised, the only problem I have with this calendar is the December 18th dismissal time at 11:00. I said it in the committee and I am going to say it here; I wish we could go back to the 10:00 dismissal, because our teachers put in a lot of overtime that they don't get any benefit from. To me that was always traditional that we dismissed at 10:00 and it was just kind of a way to pat the teachers on the back and say thank you, we appreciate everything you do for us. Inman made and Safdie, Brock, Hamby, and Karge seconded a motion to approve with the December 18th being released at 10:00. Karge asked, why was it changed in the first place? Bray advised, it was that way last year and I just moved it forward. I think it has been like that for at least a couple of years on the calendars I looked through. Graham advised, it has been and several years ago it was one of my predecessors at the high school gave final exams on that morning. By extending it to 11:00 they could give an exam. Then it floated back to 10:00 and has floated back and forth for years. Brock advised, I remember because it was do to a weather issue and we lost an exam day. It was either give the final exam after Christmas break or add an hour to the 10:00 day and get it in before so the students did not have to come back to it. That is why it was done the first time and it was a very good reason that particular year. Bray advised, I have three calendars in my office where it is like that. Inman stated, I would like to thank Ms. Bray for doing all your hard work. She did a fantastic job on this and worked hard. I appreciate it. Hamby stated, I agree.

**VOICE VOTE:** Inman (mover-yes)  
Safdie, Brock, Hamby, and Karge (seconder-yes)  
All ayes

**MOTION:** **Carried unanimously**

15.C. \*CCQCP Site Director Job Description - (Exhibit #8) - Graham advised the next item on the agenda has to do with the CCQCP. What is the CCQCP? It is the Cumberland County Quality Childcare Program. It was named that way when it started about twenty years ago. Safdie asked, this is a job description, is there any problem with spelling it out? Graham advised, we can do that, however one of the things we propose is to change the name of that. We have two childcare programs; one at North Elementary and one at Homestead Elementary. What has happened is that those two programs should be the same. We should be charging the same rate for the children at North as we charge at Homestead. The hours of operation should be the same. The days we are open should be the same and we found out none of the above are the same. North school has had a Site Director for a number of years and does a marvelous and amazing job. She is the one CCQCP employee that does receive some benefits, because she works full time. The other program we have was run by an employee or worked through employees who existed through the building. There was a lot of overtime being paid and a lot of inconsistencies. Come to find out there was no job description for Ms. Loretta or anybody else that might be a CCQCP. Ms. Bray started digging and looking at other school districts and started developing this job description. I know Mrs. Boston has already shared her concern on who this person reports to and we are in the process of working on. What is happening with us right now is that there is no one at the district level who oversees that. Kacee does some of the bookkeeping leg

work and keeping up with that. Laura accepts the deposits and it's just here and there. We really need to have them brought together as one entity and this is the beginning stage of that. I would love to see some of our other schools pick up a childcare program. It is very affordable, it is very convenient for parents, it's what supports them for when the parents are working, and the kids are not in school. So I think it has a lot to offer. Since we have a site director we really need to establish a job description for that person. These are self funding programs or parent funded. The Board of Education does not pay for these. It is paid by the childcare money that comes in and we are looking for absolute consistency there. This person would be on the non certified salary guide as a level C, which is a SPED, Pre-K teaching assistant and we put them at five years. This lead person would make \$10.02 an hour. Then the people who work in the childcare program would be minimum wage employees. That is the purpose of this job description is to begin pulling these two programs together. Inman stated, you are going to classify them as non certified, but they have to have a four year college degree. Graham advised, no they do not have to have a four year college degree. It says or. Hamby read, or a high school diploma with thirty hours of TECTA training and four years of full-time work experience in a group setting. Graham advised, this is just like our teaching assistants; they have to have either a two year degree or pass the paraprofessional test. There are some other things that are included in that information. Inman asked, so by saying we are going to put them on a non certified pay scale then we are not going to hire anybody with a four year college degree? Graham advised, we would not hire them as a teacher, no. Harris advised, a lot of this is pulled directly out of Tennessee State Code. Graham advised, there is some very strict guidelines and childcare is pretty tight. Boston advised, it says communicate with program director as necessary. At this point we do not have a program director. Graham advised, no ma'am we do not. The principals are really filling in that function right now, however we really strongly feel this needs to come off of the plate of the principals. They have enough to do. Boston stated, I am fine with that, it's just this is the job description that we are approving on a job that doesn't exist at this point. Can we reword that and we can always amend this job description? Graham advised, we can. We can put in communicate with the principal as necessary for now and then at the point that we have someone in that program director role we can come back and amend the job description to the program director. Boston replied, absolutely. Inman advised, on that same line what are you looking at as taking that as the program director. Are you talking about someone that is in existence? Graham replied, yes. Inman asked, not a new position? Graham replied, no. Karge asked, this position is going to be preparing schedules, collecting money, collecting non payment, and communicating at \$10.00 an hour? Hamby stated, that is what Ms. Loretta does now, right? Graham advised, yes. Karge stated, it just seems like an awful lot of important responsibility and I am concerned you are going to find well qualified people on that pay scale. Graham advised, we have been very fortunate and I can't say that we will always be that way, but again with this being a self funded program we can't obviously stay in the black if we get way out there with salaries. I think we will have to look at this and evaluate it for a year or two to see how we are doing at keeping it in the black. Then the programs can expand if that be the case. Boston advised, you are also looking at the position is eligible for benefits. Graham advised, yes; this particular position would be. So you would add to that salary the insurance benefits, which is a real bonus to many people. We have many people who work in our system as teaching assistants, bus drivers, etc. who is not working for the salary, but for the insurance benefits. Boston made a motion to approve with changing communicate with the principal as necessary for the time being. Netherton seconded the motion.

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

**MOTION:** Carried unanimously

15.C.1. CCQCP Update on Childcare Program - (Exhibit #9) - Graham advised, both of them had some semblance of a family manual that they gave, but there again was no consistency. There were different prices, different adjustments and it was just an interesting thing. Mrs. Magnusson and Ms. Candice Cook came together and worked with us to develop what is the beginning of a Program Family Manual. What we are hoping for if another school or two was to start this then we could come back to that school and say here is what you need rather than them reinventing the wheel. We have someone in place that helps them to get started. I can think of a couple of schools right off, that this would be a hot ticket in their buildings. They adjusted it and we talked a lot about and compared the prices of private daycare versus CCQCP. We looked at other school districts and what they are charging in their programs. Come to find out we have not had a price increase in this childcare program in sixteen years. We understand there will be a little grumbling about changing the prices, but if we are going to do the things we need to do for a program like this we are going to have to manage to pay that. On the price list you can see how much an hour it really amounts to for am, pm, weekly, and summer. For summer care \$85.00 a week is really a bargain and it can be from 6am to 6pm. Boston asked, how many spots do we have available? Graham advised, about a hundred spots or so at North and sixty to eighty students running at Homestead. Probably about 180 kids that have been participating. Karge advised, I have many of my clients that use this program at both North and Homestead and I know at that level they are eternally grateful. Graham stated, it is a great benefit. Hamby asked, I know at North Ms. Loretta does not take many days off and we are so thankful for that, because speaking of having a grandchild in that program. If she did not work the days that she did, it would be very difficult for my daughter. I noticed this is giving them more days off. Graham advised, it is giving them more days off, which they really deserve it. Hamby advised, yes they do. Is this a change that is going to happen with both of those schools; this is going to be a uniform schedule? Graham advised, it will be a uniformed. Memorial Day would be closed and the week of Christmas it would be closed. We are constantly trying to improve our program and the bookkeeping aspect.

15.D. Salary Study Committee - Teresa Boston - Boston advised, we have developed our Salary Schedule Committee. I am compiling information and spoke with Mrs. Bray and got some of her information. We are looking at having our first meeting the first of April. The committee consists of board members Stone, Boston, Brock, and Netherton. Mrs. Graham and Ms. Bray will sit on the committee. We have asked our principal Scott Maddox and our principal Christie VanWinkle sit on the committee with us. That gave us eight members and we are just going to complete overview. Kim Bray has done a lot of work and I have not had a chance to review all of it, but she has contacted several counties and we have received their data and their information of their salaries. We are going to put it on the table, discuss it and see what we can come up with something that will work for our county.

15.E. Strategic Plan - No discussion

15.F. Board Self Evaluation - Graham advised, the next two items Mr. Patton has already taken care of, so thank you for adding that in your legal report. (See 14. Legal Report)

15.G. Director of Schools Evaluation (See 14. Legal Report)

15.H. Crab Orchard Septic Project - Graham advised, we opened bids last week for the septic project and I am not ready to disclose what the numbers were, because the Finance Committee has not yet approved those. I will say this, I was very pleased with the numbers that came in, because it was below budget for us. Which is a good thing anytime we can save some money. There was a little bit of a question after that from another group who talked

about a different kind of system, but I have talked with Mr. Chamberlin, Everett Bolin and Mr. Miller from TARE and they have assured us that the conventional system that they have ready to put in for us is the system we need considering the amount of dirt that we have. I think we are on go with that and I have notified Mr. Brock that we would be ready for the Finance Committee and will probably meet right after. Those numbers will be released and as soon as they are I will let you know what those are. You will be pleased. Boston asked, when will we expect the project to be down? They have to award the project first and then I don't think that it would be long. They were all waiting for the weather to break and not much they could have done with the monsoon. I would expect they would start this spring and summer. There is no reason by the time this building is open that the septic system can't be up and running. Boston requested, will someone notify Jeff Freitag and let him know. He has worked so hard. Graham, advised we will notify Jeff Freitag. He was really committed to it and I appreciate that.

15.I. Stone Elementary and North Elementary Overnight Trip Canceled - Graham advised, this is just an FYI. You approved a while back Stone Elementary and North Elementary combined an overnight and out of state trip. They have cancelled that trip. Just wanted you to know they are not going due to they did not have enough interest.

15.J. FYI (Exhibit #10)

- 15.J.1. Administrative Meeting Agenda
- 15.J.2. Attendance Report
- 15.J.3. Personnel Report
- 15.J.4. Substitute List
- 15.J.5. Professional Development Report
- 15.J.6. School News Articles
- 15.J.7. School Calendar of Events

16. School Board Committees

16.A. Policy Committee - Mr. Josh Stone

16.A.1. \*Approval of First Reading of Policies - (Exhibit #11) Stone advised, there are four policies up for first reading were all approved unanimously by your policy committee. You have had an opportunity to look at those. No huge changes only little changes were made to them. There were quite a bit of changes to the promotion and retention policy. Hopefully you have had a chance to look at those, but the Policy Committee did vote unanimously suggest those for approval on first reading. Stone made a motion to approve as presented. Inman stated, I have questions on a few of them. The first one is the Tobacco Free. I would like to know why did you take out shall and replace it with may? Stone advised, it was mostly an enforcement type issue that we discussed. I don't remember specifically that part of the change. We focused a lot on the first paragraph and that changed to the third paragraph when I was going back to it. Magnusson advised, that was changed in state law and shown to me in juvenile court that in 2018 it changed from shall to may. Graham advised, it used to not be an option, but it is now. The court doesn't want to be flooded with it. Inman asked, they only want hard cases? Graham advised, yes. I think what they are looking at is repeat offenders. The schools can take the option for the first go around and the student may have to write an essay or some in school punishment. It's after it hits second or third times they may go before the judge. Inman advised, in 16.A.1.c. Policy 4.603 Elementary Promotion and Retention I had a question of why it has been inserted with the Director of Schools or designee shall promote students to the next grade level based on successful completion and so forth. Why are we inputting the Director of Schools in that process? I thought it was basically on the teacher and the principal's approval. Graham advised, it was the

recommendation of TSBA. Truthfully to me that is the teacher and the principals information and it does say designee. My designee would be the teacher and the principal. Inman replied, okay. Graham advised, I do not know if that child needs to go to the next level or not since I do not teach that child. That is just the verbiage TSBA recommends. Stone advised, all decisions can be appealed to the director. Inman advised, I understand that; I would have assumed it would have been somewhere else that it could be appealed. I just didn't understand why it would be inserted there. Patton stated to Inman, I did notice there is a new legal reference at the bottom. So that could have to do with the State Board of Education Policy that it was changed. Inman stated, my next question is on the retention, after February 1st. I know you want as much notice as you possibly can, but the teachers have to identify them by February 1st. That leaves us over seventy days in school and the kids I am thinking about are the kids that might be on the line. They are still doing okay on February 1st but then the last seventy days they bottom out. Wood advised, being identified does not mean that is the final decision. If you are going to retain someone you have to identify them by that time and let them know. Then from February to the end of the year you can possibly right that shift. You don't want to wait until May to say you know what. Inman advised, I understand that but you know the kids I am talking about that is kind of riding on that edge and they get past February 1st. You have not told them they are going to fail, because they have been on that edge. Then they drop off the edge right towards the end of the year. What do we do with those students? Wood advised, if the child is on the edge it is worth that conversation. Let's look at worst case scenario and best case scenario. Graham advised, I used to have conferences in January at the latest. Particularly if I had a child who didn't look like they were going to make it. Then I had parents who really chipped in and helped the child turn it around. It's just good conversation to have with the parents so they are well aware that the child is struggling. Inman said, on retention page 2 line 18 it states "if a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan." Who is going to do that plan? Wood advised, we already have a procedure for that; the teachers and the principals will receive a copy of that. We have developed some templates and I shared that with our Policy Committee. Inman questioned, so the plan will be developed based here and not with the teacher and principal? Graham advised, no that is at the school level, because I couldn't develop a plan for a child I have never taught nor could any of the supervisors. That goes back to the school level and we shared the template. They maybe part of the team like the RTI teacher, Special Ed teacher if they are apart of the plan, your classroom teacher, and there are a lot of people particularly in our elementary schools that are involved in decisions like that. Inman advised, the next one is on attendance. Who is our attendance supervisor? Graham advised, Mr. Bo Magnusson. Inman stated, okay my last question on page 4 line 12 it talks about if a student misses a end of course exam they have to have a doctor's note. The problem I've got with that is, what if a kid woke up that morning throwing up and they can't come to school but they don't go to the doctor what do we do with that student? Wood advised, the good news is since end of course are given online we have a three week window to give that test and this does not happen a lot. If they get towards the end of the window and there aren't a lot of days we try to work with them. Inman advised, that policy says they must have a doctor's excuse/note if they miss end of course testing on that day. Graham advised, it has been in policy for the last I don't remember how many years. Inman advised, I understand that, but I am talking about that kid who is sick that morning and can't come to school but doesn't go to the doctor. Are we still going to let that kid take the test? Wood advised, when you look at the policy it says they must present a signed doctor's excuse or most have been given an excused release by the principal. I can tell you my experience if they have a student who's going to miss they are really good to get on the phone with the testing coordinator or call and say this is what we've got. We verify they are sick, so I think they've been using that second part if they can verify that child is sick. Inman replied, ok, thank you.

16.A.1.a. Policy 1.803 Tobacco Free Schools

16.A.1.b. Policy 4.209 Alternative Credit Options

- 16.A.1.c. Policy 4.603 Elementary Promotion and Retention
- 16.A.1.d. Policy 6.200 Attendance

**VOICE VOTE:** Stone (mover-yes)  
(no second necessary)  
All ayes

**MOTION:** Carried unanimously

16.A.2. \*Approval of Second Reading of Policies - (Exhibit #12) Stone advised, the policies on second reading are still suggested for approval by the Policy Committee. I haven't heard of any comments or concerns expressed by any board members, so we recommend those for approval. Stone made a motion to approve as presented.

- 16.A.2.a. Policy 2.403 Surplus Property Sales
- 16.A.2.b. Policy 6.411 Student Wellness

**VOICE VOTE:** Stone (mover-yes)  
(no second necessary)  
All ayes

**MOTION:** Carried unanimously

16.B. Budget Committee Meeting - Mr. Josh Stone - Stone advised, we met for the second time yesterday and looked at a list from each school prioritizing expenditures for large things such as capital projects and things of that nature. We discussed the process of how the budget goes from here. We got kind of a rough timeline from Mrs. Harris and we discussed some other items related to the schools finances, audits, and that kind of stuff. It was mostly an informational meeting. We are gaining knowledge. Stone advised Mrs. Graham reported yesterday that we received word that there would not be any increases in the health insurance premiums.

16.C. Building and Grounds Committee - Mr. Jim Inman - Inman advised, we meet and Mr. Gary Howard and Bo Magnusson gave a presentation about the Pleasant Hill situation. And we have been assured that everything has been taken care of, everything is running smoothly, and no action needs to be taken at this time. I would like to announce we have scheduled some tour dates for the different programs. April 10th we will tour CCHS stadium @ 4:30 pm, April 11th we will tour Crab Orchard @ 4:30 pm and, May 8th we will tour Martin Elementary @ 4:30 pm. Martin is on the agenda to be next for renovations.

#### 17. Chief Financial Officer's Report- Mrs. Kacee Harris

17.A. Monthly Financial Report - (Exhibit #13) Harris advised, the state released the audit from the county on Monday and in that audit we had one finding from the school system. The finding was expenditures exceeded appropriations. The rest of the story was this was a really odd situation that came up. We were awarded a grant for some Pre-K curriculum in late May and we received the money on June 7th. If you think back to that time that is really a tight time for us to a budget resolution, to go through the board, the County Commission Budget Committee, and the County Commission. We spent the money on what it was supposed to be spent on and then I did a journal entry that moved that revenue to cover that expense and wrote a nice memo explaining exactly what I did to be totally transparent. Which drew the auditors eyes right to it and I will take full responsibility. We have discussed that with our County Finance Director and the elected officials that sit on that team. In my defense the auditor did say that there really was no other way to avoid that finding other than turning down close to \$35,000.

So we got our Pre-K curriculum and we got a finding. Multiple board members stated, we will take the money. Graham advised, she prepared about an 18 page defense and the auditor said I am not sure what else you could have done. The Financial Statement, it was a pretty easy month for February everything is looking really well at this point. On our property tax line 40110 our revenue is at 97%. Our revenues are above target at 72% received of our budget. In February we recognized about 7.5 million dollars in revenue and that brought our year to date to about 39.5 million against a budget of around 54.7. Next on our expenses everything is falling into place. This time of year we start seeing wheels turning spending more of our planned expenses and right now we are about 55% spent. We have a lot of things in the pipeline and big projects. In February we spent almost 4.4 million dollars and that brought the year to date to around 32.3 million dollars against a budget of 58.2 million. Stone advised, when you look at it at this point you think at February we are doing really well and we might finish way ahead, things really catch up in May and June. A lot of money gets spent at the end of the year. Harris advised, our buses and our big maintenance projects all kind of roll in at that time. Boston asked, do you still feel comfortable that we will end where we have budgeted? Harris advised, I think so.

17.B. Monthly Sales Tax Report - Harris advised, late today our sales tax report came in and we had another positive month. March numbers represents January cash registers the county received in local sales tax \$676,708 against a budget of \$658,094 about a 2.83% plus there. It continues to have a positive trend we are on. Stone asked, what does that put us over for the year? Harris advised, it puts us over \$184,927 dollars.

17.C. \*Resolution - (Exhibit #14) Read to be Ready Summer Federal Grant - Harris advised, we start our resolutions. Our first one is the Read to be Ready Summer Federal Grant. Mr. Schlafer is here for questions. It is basically we have been awaiting this news for sometime and we have been awarded this grant. We would like to make a budget resolution to recognize the revenue and put it in the expenditure line, so we can spend. Stone made and Karge seconded a motion to approve as presented.

**VOICE VOTE:** Stone (mover-yes)  
Karge (seconder-yes)  
All ayes  
**MOTION:** Carried unanimously

17.D. \*Resolution - Tennessee Risk Management Grant (Exhibit #15) Harris advised, our next resolution is to accept the grant that Mr. Baggett presented tonight and recognize that revenue to the tone of \$4,100 and increase our expenditures in the budget to let our maintenance department spend that money. Inman made and Safdie seconded a motion to approve as presented.

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

17.E. \*Resolution - Non-Recurring School Safety Grant Adjustment (Exhibit #16) Harris advised, this deals with our non-recurring school safety grant. We now actually have a contract and an invoice to be paid for the Interquest Protection Canine and we can't buy those things out of a maintenance line. So this is an amendment that would move the cost of those two items up to the contract services line so we can buy those things. This one is a little different, because anytime you make a budget amendment that stays on the same budget page and doesn't involve people then the Board of Education has the authority to

approve this. It does not have to go through the rest of the process that the others do. Safdie made and Hamby seconded a motion to approve as presented.

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

**MOTION:** Carried unanimously

18. \*Consent Agenda (Exhibit #17)

18.A. \*Approval of Volunteers

- 18.A.1. Stone Elementary Volunteer List
- 18.A.2. North Cumberland Elementary Volunteer List
- 18.A.3. Crab Orchard Elementary Volunteer List
- 18.A.4. Homestead Elementary Volunteer List
- 18.A.5. South Cumberland Elementary Volunteer List

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

- 18.B.1. SMHS Choir Overnight Trip
- 18.B.2. CCHS Volleyball Team Overnight Trip

18.C. \*Approval of Grants

- 18.C.1. \*Pleasant Hill ATSI Grant

18.D. \*School Wide Fundraisers

- 18.D.1. Stone Elementary School Wide Fundraiser

18.E. \*Approval of Disposal of Surplus Property

- 18.E.1. Special Education Department Surplus List
- 18.E.2. Stone Elementary Surplus List
- 18.E.3. Phoenix High School Surplus List

18.F. \*Executive Approval

Stone made and Karge seconded a motion to approve the consent agenda as presented.

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

**MOTION:** Carried unanimously

19. Old Business

20. Questions from Media

21. Adjournment - Stone made and Hamby seconded a motion to adjourn at 7:39pm.

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

**MOTION:** **Carried unanimously**

22. (\*) Indicates Board Approval Required

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**Mrs. Janet Graham**  
**Director of Schools**

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**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 April 15, 2019.

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**Tabitha Webb**  
**Board of Education Recorder**

**Board of Education**  
**Special Called Meeting**  
**April 4, 2019**

The Board met on Thursday, April 4, 2019, for a special called meeting, in the Central Services Board Room where Mrs. Teresa Boston called the meeting to order at the approximate hour of 5:43 p.m. She welcomed everyone to the meeting.

**PRESENT:**

Jim Inman, 1<sup>st</sup> District  
Shirley Parris, 3<sup>rd</sup> District  
Tom Netherton, 6<sup>th</sup> District  
Teresa Boston, 8<sup>th</sup> District  
Earl Patton, Counsel

Robert Safdie, 2<sup>nd</sup> District  
Tony Brock, 5<sup>th</sup> District  
Rebecca Hamby, 7<sup>th</sup> District  
Stacie Karge, 9<sup>th</sup> District

**ABSENT:**

Josh Stone, 4<sup>th</sup> District

1. Call to Order - Mrs. Teresa Boston (See above)
2. Moment of Silence / Pledge of Allegiance-Mrs. Teresa Boston - After a moment of silence, Mr. Earl Patton led the audience in the Pledge of Allegiance.
3. Agenda - Mrs. Mrs. Teresa Boston - Safdie moved and Hamby seconded a motion to approve the agenda as presented.

**VOICE VOTE:**

Safdie (mover-yes)  
Hamby (seconder-yes)  
All ayes

**MOTION:**

**Carried unanimously**

4. Declaration of Conflict - Mr. Earl Patton - 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.

5. \*Director of Schools Evaluation - Mrs. Mrs. Teresa Boston (See Exhibit #1) - Boston advised, the first item is the Director of Schools Evaluation. We had the opportunity to discuss; I certainly would entertain a motion. Safdie asked, do we need to make a motion to approve the current evaluation for this year first? Boston replied, yes, that is what we will do. Safdie made a motion to approve the current evaluation for this year. Hamby seconded the motion.

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

**MOTION:** Carried unanimously

4. \*Board Self Evaluation - Mrs. Mrs. Teresa Boston (See Exhibit #2) - Safdie made a motion to approve the current year's Board Self Evaluation. Karge seconded the motion. Netheron stated, with Earl Patton being the one who puts it together instead of TSBA. I would like to amend that to you motion. Safdie advised, I add it to the Board Self Evaluation. Karge stated, I will amend my second. Safdie stated, the motion is now we will us the current Self Evaluation for the board and have Earl do the evaluation. Karge advised, yes that is my second.

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

**MOTION:** Carried unanimously

5. \*Crab Orchard Elementary Stone Work - Chamberlin advised, we had a request from Mrs. Beaty to use Crab Orchard stone in the entry of the building. A local business person is going to donate it to Crab Orchard. We looked at it and prepared some sketches, then presented those to Mrs. Graham and Mrs. Beaty. Everyone thought that was a good idea. So one of the contractors discussed this with the mason who was involved and they said yes we will do this, but there is more labor involved. It is a little over \$3,000 against our balance. We started out with \$250,000 of allowance on this project in contingency. We allocated \$8,000 for the City of Crossville to do the inspections for the county. That got us down to \$242,000. If you recall the Crab Orchard Utility District came by and offered to do the fireline instead of us going through the contractor and that was a credit of about \$54,000. We had a few things along the way, nothing significant. We currently stand with that contingency funds \$278,000. We started at \$250,000 and now we are at \$278,000. Safdie asked, how much did you say the stone work would cost? Chamberlin advised, \$3,325.00. Safdie made a motion to use the Crab Orchard Stone on the Crab Orchard Elementary School and allocate \$3,325.00 out of the contingency fund for it. Netheron seconded the motion. Chamberlin advised, just to be clear this is just around the entrance way. Inman advised, I think it is a steal. Boston asked, who donated the stone? Chamberlin advised, Mr. J.J. Presley. Boston stated, please convey our appreciation and I am comfortable that Mrs. Graham will take care of that. Chamberlin advised, some of the stone has already been delivered. Safdie stated, is there an appropriate time for Mrs. Graham to write a letter of appreciation? Graham advised, I will, absolutely. Boston asked, what did Crab Orchard volunteer to take care of for us? Chamberlin advised, the fire hydrant that supply the sprinklers in the building. It runs from Main Street to the interstate all the way back to the building. We had a coordination meeting and Crab Orchard Utility District offered to run the fireline for us instead of us going through the contractor for no cost. With a savings of roughly \$51,000. Boston requested Mrs. Graham thank Everett at Crab Orchard Utility District. Chamberlin advised, something I would like you to think about with some of the contingency funds is to repave the road from the building out to 70. It is in pretty bad shape. Safdie asked, how many feet do you think it is? Chamberlin advised, he was unsure. Safdie asked, what is the estimated price? Chamberlin advised, I did get a price from Rogers Group and it is about a \$50,000 item. Again this is not something we need to allocate now or want you to approve. We need to watch the contingency funds, make sure we don't get into any trouble with. Maybe meet back in August once everything is done.

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

**MOTION:** Carried unanimously

6. \*CCHS Stadium Renovation Additions - Chamberlin advised, we have all forgotten there is a long jump lane on the far side of the track that needs to be resurfaced along with the track. One thing Mr. Hall asked is he would like to add an additional lane. Instead of just one 3ft wide lane we want to go ahead and add a lane to that. It is hard to add anything in a 3ft nature, because most people who is in paving work has an 8ft piece of equipment. We would like to add a 8ft piece to what is there, resurface the existing, where we would have two lanes for long jump. We asked the contractor to give us a number for that. Along with that Mr. Hall asked to move the shot put, because right now it is in the striking distance of the discus. We asked the contractor to give us a number for both of those. For a new long jump lane, and resurface the old is about \$15,000. To move the shot put location over is about \$2,000.00. That is about \$17,000 to do that bit of work. Along with that Mrs. Kington came to me and said there are two old doors in the basement that needed to be replaced and asked if we could look into those. The price was a little over \$30,000. At this point the contingency funds in that contract is down to about \$2,000. We had things along the way we didn't expect for the renovations. However, the earlier two projects at CCHS the bathroom renovation and the football field itself we have about \$45,000 left. There is certainly money available to use at CCHS. If you choose to do it we would need to do a change order to the current contract in order to add those on. Inman moved and Hamby seconded a motion to approve as presented. Safdie asked Harris what is involved in the accounting? Harris replied, that is a good question and I would feel more comfortable checking with the county finance group to get a little bit more information. I know we were awarded certain allotments for those projects and if a bid came in significantly over then it came in under on others I personally recommend getting a little bit more information about the statistics. Inman amended his motion to approve once we receive approval from the Finance Director and Hamby advised. I will amend my second. Graham advised, it will be imperative that we do that in a timely manner, because they're getting close to needing to do that while they have equipment, mix and rubber over there. Safdie asked Harris, can you talk to the Finance Committee before June? Harris advised, I will do that tomorrow. Boston asked Harris, if we designate \$60,000 to do the bathrooms at CCHS and that number is not anywhere close I am sure; and it only costs \$50,000 so we have \$10,000 left. Where does that \$10,000 go back to? Harris advised, right now if you remember all of the projects put together we had a deficient of about 1.3 million, that is where the board contributed some towards the overage to get it funded and the county committed to contribute to. That is why I would like to ask for some clarification. I don't know if it is truly extra money or we should say that \$10,000 we didn't spend should go to our overage. I would just like some clarification. Boston advised, we designated \$60,000 for CCHS and we only spent \$50,000, but we did tile work at Martin at \$125,000 and it turned out to be \$150,000. Is that not being taken out of the maintenance pot per say? Harris advised, there are two different pots. Since this is county funded and all of these renovation projects are county funded, the county pays the bill. If it comes through us and we look at it and Mrs. Graham and I sign off on it where the county pays the bill. Martin tile is totally through us and we pay the bill. Boston advised, it's to different bills. Harris advised, it is probably fine it's just this is my first go around with a county funded project and I want to make sure we cross all of the t's. Boston asked, did the county fund CCHS's bathrooms? Graham advised, yes. Graham advised, I think it is a courtesy as much of anything. Harris advised, it's just a different ballgame. Inman asked Chamberlin, we have been talking about the roof at CCHS, were you able to get ahold of the folks about the pitched roof that I gave Mrs. Graham the information? Chamberlin advised, we have evaluated that on previous projects and by the time you do all of the work I believe it never turns out as cost effective. With the spans we have to work through I do not recommend it. Inman asked, the roof that is going to be put on is it

going to have any pitch to it or will it be flat? Chamberlin advised, it will have pitch to it. Chamberlin then explain what the pitch would look like and the cons of having the foam roof under it. Safdie asked, at what point will you bring back Crab Orchard road? Chamberlin advised, I would think mid to late summer. Safdie asked, do you envision the company that is currently working the pavement on the driveway will also do the road? Chamberlin advised, yes it is the same group, Roger's Group is doing the parking lot and Roger's Group is the one who gave us the price to do it. Safdie advised, since this board doesn't know whether \$38 a linear foot is appropriate for a road, will you bring us additional prices? Chamberlin advised, we were really surprised at the price and thought it was a great price, but we can check those. Graham advised, we do not have many asphalt companies around.

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

**MOTION:** Carried unanimously

7. Other Discussion - Boston advised, during our work session we discussed forming a sub-committee to review the Director of School's evaluation and the Board Self Evaluation. We are going to put that on April's agenda to be able to vote on that at that time and then we will move forward from there. Brock asked Patton, when will we be able to do the evaluation and how would we do that? Patton advised, I will get those out to everybody in the morning by email. I will send a link for the completion of those and for anyone who wants to complete the hard copy I will deliver a hard copy to each of your boxes. This way you have the option to complete it electronically or on paper. Boston advised, that would be appreciated. Patton advised, I will get them up here tomorrow.

8. Adjournment - Safdie made and Hamby seconded a motion to adjourn at 6:08 pm.

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

**MOTION:** Carried unanimously

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**Mrs. Janet Graham**  
**Director of Schools**

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**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 April 15, 2019

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**Tabitha Webb**  
**Board of Education Recorder**

**Board of Education**  
**April 25, 2019 6:00 PM**  
Central Services Board Room

1. Call to Order - Mrs. Teresa Boston
2. Welcome to Visitors - Mrs. Teresa Boston
3. Moment of Silence/Pledge of Allegiance - Mrs. Teresa Boston-Makenzie Pendergrass and Gracie Jo Stone
4. Special Recognition - Mrs. Teresa Boston- Kelly Masters and Stone Elementary FCCLA
  - 4.A. SCOPE - Student Congress on Policies in Education  
Public attachment - SCOPE Picture  
Public attachment - SCOPE Report
5. Roll Call
6. Declaration of Conflict - Mr. Earl Patton
7. \*Approval of March Minutes  
Public attachment - March 21, 2019 Regular Board Meeting Minutes
  - 7.A. Special Called Meeting Minutes April 4, 2019  
Public attachment - April 4, 2019 Special Called Meeting Minutes
8. \*Approval of Agenda  
Public attachment - Agenda April 23, 2019
9. Community Comments
10. Acknowledgement of Elected Officials
11. Building Project Updates - Mr. Kim Chamberlin  
Public attachment - Crab Orchard School Entrance
12. School Board Reports
  - 12.A. TLN Report - Mr. Robert Safdie
13. Board Member(s) Report from Training(s)
14. \*Legal Report - Mr. Earl Patton
  - 14.A. Director of Schools Evaluation
  - 14.B. Board Self Evaluation
  - 14.C. \*Rinnie Property
15. Director's Report - Mrs. Janet Graham
  - 15.A. CMC - MOU Mr. Dean Patton  
Public attachment - MOU Between CMC amd CCSchools for Athletic Training Services
  - 15.B. \*2019-2020 Advanced Classes-Dr. Leslie Eldridge  
Public attachment - Cumberland County Schools Honors, Dual, Advanced Placement Offerings 2019-2020
  - 15.C. \*CCHS Roof
  - 15.D. Teacher Evaluations Portfolio

**15.E.** \*Agreement between CCBOE and UCHRA  
Public attachment - Agreement between CCBOE and UCHRA

**15.F.** \*Cumberland County District Improvement Plan-Dr. Rebecca Wood  
Public attachment - Cumberland County 2019 - 2020 District Improvement Plan

**15.G.** \*Cumberland County Strategic Compensation Plan for 2019-2020-Dr. Rebecca Wood  
Public attachment - Cumberland County Strategic Compensation Plan 2019-2020-2

**15.H.** \*Director's Evaluation Committee-Mrs. Teresa Boston

**15.I.** \*2019-2020 Calendar- Mr. Jim Inman  
Public attachment - 2019-2020\_Calendar\_Approved

**15.J.** Annual Planning Calendar  
Public attachment - 2018-2019 Annual Planning Calendar

**15.K.** FYI

**15.K.1.** Administrative Meeting Agenda  
Public attachment - Principal's Meeting Overview 3.20.19

**15.K.2.** Attendance Report  
Public attachment - Warm Body Count - Sheet1-3

**15.K.3.** Personnel Report  
Public attachment - Personnel Report April 2019

**15.K.4.** Substitute List  
Public attachment - Substitute Roster for BOE-2-3

**15.K.5.** Professional Development Report

**15.K.6.** School News Articles  
Public attachment - Brown Elementary School News  
Public attachment - North Cumberland Elementary School News  
Public attachment - Pine View Elementary School News  
Public attachment - South Cumberland Elementary School News

**15.K.7.** School Calendar of Events  
Public attachment - Brown Elementary May Calendar  
Public attachment - CCHS May Calendar  
Public attachment - Homestead Elementary May Calendar  
Public attachment - North Cumberland Elementary May Calendar  
Public attachment - Phoenix High School May Calendar  
Public attachment - Pine View Elementary May Calendar  
Public attachment - Pleasant Hill Elementary May Calendar  
Public attachment - SMHS May Calendar  
Public attachment - South Cumberland Elementary May Calendar  
Public attachment - Stone Elementary May Calendar

**16.** School Board Committees

**16.A.** Policy Committee- Mr. Josh Stone

**16.A.1.** \*Approval of First Reading of Policies

**16.A.2.** \*Approval of Second Reading of Policies

**16.A.2.a.** Policy 1.803 Tobacco Free Schools  
Public attachment - Policy 1.803 Tobacco Free Schools

**16.A.2.b.** Policy 4.209 Alternative Credit Options

Public attachment - Policy 4.209 Alternative Credit Options revised 2.25.19

**16.A.2.c.** Policy 4.603 Elementary Promotion and Retention

Public attachment - Policy 4.603 Elementary Promotion and Retention

**16.A.2.d.** Policy 6.200 Attendance

Public attachment - Policy 6.200 Attendance revised 2.22.19

**16.B.** Athletic Committee - Mr. Jim Inman

**16.B.1.** \*Athletic Manual with Corrections - Mr. Dean Patton

Public attachment - Cumberland County Schools Athletic Manual

**16.C.** Budget Committee Meeting - Mr. Josh Stone

**16.D.** Building and Grounds Committee - Mr. Jim Inman

**16.D.1.** \*South Cumberland Elementary Awning Extension

Public attachment - \*South Cumberland Elementary Awning Extension

**17.** Chief Financial Officer's Report-Mrs. Kacee Harris

**17.A.** Monthly Financial Report

Public attachment - March 2019 BOE Financial Statement

**17.B.** Monthly Sales Tax Report

**17.C.** \*CCHS - FBLA Funds Request for Extra Curricular Trips

Public attachment - CCHS - FBLA Funds Request for Extra Curricular Trips

**17.D.** \*CCHS-FCCLA Funds Request for Extra Curricular Trips

Public attachment - CCHS FCCLA Funds Request for Extra Curricular Trips

**17.E.** \*SMHS - FCCLA Funds Request for Extra Curricular Trips

Public attachment - SMHS - FCCLA Funds Request

**17.F.** \*SMHS - HOSA Funds Request for Extra Curricular Trips

Public attachment - SMHS HOSA Funds Request for Extra Curricular Trips

**17.G.** \*Resolution CTE Professional Development

Public attachment - CTE Professional Development Resolution 2019

**17.H.** \*Resolution CTE Contracted Services

Public attachment - CTE Contracted Services Resolution 2019

**17.I.** \*Resolution Additional Targeted Support and Improvement Grant

Public attachment - Additional Targeted School Improvement Grant Resolution 2019

**17.J.** 2019-2020 BEP Estimate

Public attachment - Cumberland County FY20 BEP April Estimate

**18.** \*Consent Agenda

**18.A.** \*Approval of Volunteers

**18.A.1.** North Cumberland Elementary Volunteer List

Public attachment - North Cumberland Elementary Volunteer List

**18.A.2.** Stone Elementary Volunteer List

Public attachment - Stone Elementary Volunteer List

**18.A.3. South Cumberland Elementary Volunteer List**

Public attachment - South Cumberland Elementary Volunteer List

**18.A.4. Crab Orchard Volunteer List**

Public attachment - Crab Orchard Elementary Volunteer List

**18.A.5. Pleasant Hill Elementary Volunteer List**

Public attachment - Pleasant Hill Elementary Volunteer List

**18.A.6. Homestead Elementary Volunteer List**

Public attachment - Homestead Elementary Volunteer List

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

**18.B.1. Pleasant Hill Elementary Overnight/Out of Town Trip**

Public attachment - Out of Town Trip Archery

**18.B.2. CCHS Math Club Overnight, Out of Town Trip**

Public attachment - CCHS Math Club Overnight, Out of Town Trip

**18.B.3. Pleasant Hill Elementary Overnight/Out of Town Trip**

Public attachment - Pleasant Hill Elementary 8th Grade Out of Town Trip

**18.C. \*Approval of Contracts**

**18.C.1. CCHS Photography Contract**

Public attachment - CCHS Photography Contract

**18.C.2. 2019-2020 Phoenix High School Photography Contract**

Public attachment - 2019-2020 Phoenix High School Photography Contract

**18.C.3. South Cumberland Elementary Photography Contract**

Public attachment - South Cumberland Elementary Photography Contract

**18.C.4. CCHS Yearbook Contract**

Public attachment - CCHS Yearbook Contract

**18.C.5. North Cumberland Elementary Photography and Yearbook Contract**

Public attachment - North Cumberland Elementary Photography and Yearbook Contract

**18.C.6. Crab Orchard Elementary Photography Contract**

Public attachment - Crab Orchard Elementary Photography Contract

**18.D. \*Approval of Grants**

**18.D.1. Read to Be Ready Grant**

Public attachment - Read to Be Ready Grant

**18.E. \*School Wide Fundraisers**

**18.E.1. Martin Elementary School-wide Fundraiser**

Public attachment - Martin Elementary Schoolwide Fundraiser

**18.E.2. North Cumberland Elementary School Wide Book Fair**

Public attachment - North Cumberland Elementary School Wide Book Fair

**18.F. \*Approval of Disposal of Surplus Property**

**18.F.1. North Cumberland Elementary Surplus List**

Public attachment - North Cumberland Elementary Surplus List

**18.F.2. South Cumberland Elementary Surplus List**

Public attachment - South Cumberland Elementary Surplus List

**18.F.3.** Central Services Surplus List

Public attachment - Central Services Surplus List

**18.F.4.** CCHS Surplus List

Public attachment - CCHS Surplus List

**18.G.** \*Executive Approval

**19.** Old Business

**20.** Questions from Media

**21.** Adjournment

**22.** (\*) Indicates Board Approval Required



**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN CUMBERLAND MEDICAL CENTER AND CUMBERLAND COUNTY HIGH SCHOOL FOR THE PROVISION OF ATHLETIC TRAINING SERVICES**

This agreement shall memorialize the agreement of CUMBERLAND MEDICAL CENTER (CMC) to provide Athletic Training Services (ATS) to Cumberland County High School (CCHS) under the terms that follow:

CMC and CCHS agree to the following terms:

1. CMC will provide an Athletic Trainer to provide athletic training services to student athletes at CCHS under the direction of a CMC sports medicine physician and/or a volunteer team physician.
2. CMC will provide one (1) Athletic Trainer assigned to CCHS and will provide services at the school for practices and home games throughout the season. The Athletic Trainer will be used to cover contact practices and all varsity games during football season and coverage for home games only in other sports.
3. The athletic training services will address the sports medicine needs of the CCHS students and the duties of the athletic trainer will include:
  - a. Initial injury evaluations and treatments.
  - b. Physician referrals when appropriate.
  - c. Direction of rehabilitation of athletic injuries.
  - d. Implementation of injury prevention program.
  - e. Make "return to play" decisions in conjunction with the team physician.
  - f. Provide education to athletes, parents and coaches on sports medicine related issues.
  - g. Maintain records pertaining to athletic injuries
4. The Athletic Trainer shall be and remain an employee of CMC and CMC shall withhold from the compensation of the Athletic Trainer all applicable employment taxes and shall provide for workers' compensation coverage. Nothing in this agreement shall constitute or be construed to be or to create a joint venture or partnership between CMC and CCHS. Nothing herein shall be construed as giving CCHS a right to control the professional judgment of CMC or the Athletic Trainer. CMC covenants and agrees that it will instruct and supervise the Athletic Trainer to use diligent efforts and professional skills and judgment and provide services in accordance with this agreement and the applicable policies of CMC.
5. Facilities, necessary sports medicine supplies and equipment will be provided by CCHS.
6. CMC and the CCHS understand that the CMC athletic trainer shall be considered a "health care provider" under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Family Educational Rights and Privacy Act (FERPA) and shall be subject to FERPA's rules and regulations. The parties agree that school coaching staff are "involved in the care" of the student athlete. This allows the coach to receive information necessary to address injuries and to receive information concerning involvement and practice or competition to protect the health and safety of the student athlete. CCHS and CMC agree that

it will distribute information and collect documents supplied by CMC that are necessary for CMC to comply with HIPAA. This information will be distributed as part of the agreement that the student athletes and parents must sign at the beginning of each school year. Both parties agree that the confidentiality of medical information is of the utmost importance and that any student medical information received by either party shall be kept confidential.

7. CCHS shall be responsible for ensuring that the necessary legal consents from parents and/or students for students to receive athletic training services from the athletic trainer pursuant to this agreement are obtained. CMC and the Athletic Trainer shall have the right to assume that all participating student athletes seeking services under this agreement and/or their parent(s) have executed legally sufficient consents for the provision of such services unless notified to the contrary in advance, and in writing, by CCHS.
8. The parties understand and agree that the CMC athletic training services will be provided under the direction, supervision and review of the licensed athletic trainers' consulting physician or the team physician. The athletic training services provided are not a substitute for the professional services of a physician. Parents and students retain the right to have their child treated by their own physician, and to have that physician be able to access information from the CMC physicians and athletic trainers and control the management of the individual student's health care in their role as the family's chosen health care provider.
9. CCHS agrees that during the term of this agreement, CMC shall be the exclusive provider of Sports Medicine to CCHS. CCHS shall display a CMC advertisement in each sporting program and supply and display a CMC sign at every sports venue of the school.
10. CMC will provide professional liability coverage for the CMC athletic trainer providing services under this agreement. The liability coverage applies solely to actions of the CMC athletic trainer as an employee of CMC within the scope of their employment. CMC may self-insure all or any portion of such coverage in accordance with the policies of Covenant Health, its sole member.
11. The Parties to this agreement agree to indemnify, defend and hold each other harmless against any and all liabilities, claims, losses, judgments, fees, expenses and costs, including attorney's fees and damages arising out of or resulting from the other's acts or omissions undertaken under this agreement to the extent allowable by law.
12. This agreement shall not be construed to require the referral of patients by CCHS to CMC or its affiliates. Nothing in this agreement, including the provision of athletic training services by CMC, is intended or shall be construed as being provided in exchange for referrals by CCHS.
13. This Agreement shall be for an initial term of \_\_\_\_\_ (\_\_\_\_) years, commencing on \_\_\_\_\_ 1, 2019. The Agreement may be terminated for cause, upon proper written notice from one party to the other, in the event a party breaches this Agreement and said breach continues uncured for a period of thirty (30) days after proper written notice of the breach is sent by the non-breaching party to the breaching party. If the Board eliminates athletic sports at CCHS due to financial reasons, CCHS may terminate this contract.
14. This Agreement represents the entire understanding and agreement between the parties with

respect to the subject matter thereof, and supersedes all other negotiations and agreements made by and between the parties. This Agreement may only be amended in writing signed by both parties.

15. The provisions contained in this agreement, which are contrary to, prohibited by, or invalid under applicable laws or regulations shall be deemed omitted from this document and shall not invalidate the remaining provisions thereof. In addition, any provision herein, which by its nature should survive termination or expiration, shall so survive.
16. This agreement and any disputes regarding same shall be construed and interpreted in accordance with the laws of the State of Tennessee. Jurisdiction for any legal claims arising under the Agreement shall lie solely in the Courts of Cumberland County, Tennessee.
17. Each party, as applicable, shall comply with all applicable federal, State, and local laws, rules and regulations; all standards and guidelines of credentialing or certifying bodies under which the parties are operating; and all directives, orders or similar determinations or rulings from governmental, regulatory or accrediting/certifying entities. All personnel who have direct contact with students shall undergo background screening pursuant to policies of the Cumberland County Board of Education.

DRAFT

\_\_\_\_\_  
For CCHS

\_\_\_\_\_  
For CMC

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please be advised that the following advanced classes should be approved for the 2019-2020 school year at Cumberland County High School, Phoenix High School and Stone Memorial High School. This does not mean that all courses are offered at all high schools. Syllabi for these classes shall be on file in the office of the 9-12 Supervisor of Instruction by May 30, 2019.

### **Honors English**

- Honors English I
- Honors English II
- Honors English III
- Honors English IV
- Pre AP English II and III

### **Honors Foreign Language**

- Honors Spanish III
- Honors Spanish IV
- Honors French III

### **Honors Math**

- Honors Algebra I
- Honors Algebra II
- Honors Geometry

### **Honors Science**

- Honors Biology I
- Honors Biology II
- Honors Anatomy & Physiology
- Honors Chemistry I
- Honors Chemistry II
- Honors Chemistry III
- Honors Physical Science
- Honors Physics

### **Honors Social Studies**

- Honors U.S. History
- Honors Economics
- Honors World History and Geography
- Honors Personal Finance
- Honors Psychology
- Honors American Business Legal Systems
- Honors Government

### **Advanced Placement Courses**

- AP English Language and Composition
- AP Biology
- AP Chemistry
- AP Spanish
- AP Psychology
- AP US History
- AP Art
- AP Computer Science

### **Dual Credit English**

- Dual English Composition I
- Dual English Composition II

### **Dual Math**

- Dual Pre-Calculus
- Dual Calculus I
- Dual Calculus II
- Dual College Algebra
- Dual Statistics

### **Honors Career and Technical**

- Honors Agriculture Science
- Honors Engineering Practicum
- Honors Veterinary Science
- Honors Anatomy and Physiology (CTE)
- Honors Nursing Education

### **TCAT Dual Enrollment**

- Dual Principles of Manufacturing
- Dual Machine Technology
- Dual Electromechanical
- Dual Welding
- Dual Heating Ventilation & Air Conditioning
- Dual Administrative Office Technology
- Dual Collision Repair
- Dual Construction
- Dual Cosmetology
- Dual Hospitality & Tourism
- Dual Power Sports Technology

### **RSCC Dual Enrollment Career and Technical**

- Dual Accounting I
- Dual Medical Terminology
- Dual Emergency Medical Service
- Dual Teaching as a Profession
- Dual Psychology
- Dual Sociology
- Dual Programming
- Dual Cybersecurity
- Dual Web Development
- Dual Networking

AGREEMENT BETWEEN  
THE CUMBERLAND COUNTY BOARD OF EDUCATION  
AND  
UPPER CUMBERLAND HUMAN RESOURCES AGENCY

THIS AGREEMENT made and entered into on this 19th day of March, 2019, by and between the CUMBERLAND COUNTY BOARD OF EDUCATION, Cumberland County, Tennessee, (hereinafter referred to as the "LEA"); and UPPER CUMBERLAND HUMAN RESOURCES AGENCY (hereinafter referred to as the "UCHRA").

**RECITALS**

1. UCHRA is the administrating agency for the Youth Impact Center for Boys (YICB), an expansion of the Indian Mound Farm and Residential Center, which houses a transient population of approximately sixteen male students whose legal custody is with the State of Tennessee.
2. LEA is in receipt of \$7,458.00 in grant funding for neglected students and is the administrator of such funds, pursuant to Title I, Part A, 20 U.S.C. 6301-6339, 6571-6578.
3. LEA has accountability for the academic program at YICB, pursuant to Title I, Part A, 20 U.S.C. 6301-6339, 6571-6578.
4. Guidance from the Tennessee Department of Education suggests that a written contract be developed between LEA and UCHRA that identifies the staff to be supported, the duties to be performed, the method for evaluating the services, the procedures for submission of documentation by the facility to support the staff/activities, and any payments to the UCHRA.
5. LEA and UCHRA have agreed that this funding will be best spent upon a supplemental teaching assistant to provide academic support in ELA, math, science and social studies to/for students at Cumberland Mountain School.

**NOW, THEREFORE**, in consideration of the recitals, mutual promises and covenants herein contained, LEA and UCHRA hereby agree as follows:

1. **TERM:** This agreement is for the 2019-2020 school year only.
2. LEA will develop, implement, administer and evaluate the neglected program, work with YICB to identify the needs of its students, develop plans for supplemental services, administer funds and evaluate and monitor the program for effectiveness of implementation.

3. With the funding referenced above, LEA shall hire, for the 2019-2020 school year, a supplemental teacher's aide who shall work on site at Cumberland Mountain School with the students housed at said facility, providing individual and small group intervention instruction in reading, language arts, math and social studies. UCHRA shall be separately responsible for all other funding required to carry out the educational program for the students at YICB
4. The LEA-hired teaching assistant shall be evaluated annually by the UCHRA-hired teacher under whose direction he or she serves, and by unannounced drop-in visits from LEA's Federal Programs Administrators.
5. LEA-hired teaching assistant shall remain, at all times, an employee of LEA and nothing herein shall be construed to create an employer/employee relationship between the teaching assistant and UCHRA.
6. UCHRA shall provide an appropriate and safe workplace environment for the LEA-hired teaching assistant.
7. LEA and UCHRA will jointly review, update and monitor YICB's services to neglected students, formally reviewing the program in August 2019, and again in May 2020, considering individual students' academic data that captures progress against grade level appropriate standards in ELA, math, social studies and science.
8. The Effectiveness of the program shall also be evaluated by LEA and UCHRA through benchmark testing noting improved academic achievement over time of involvement outreach.
9. Student progress shall be monitored by LEA and UCHRA through ongoing formative and summative assessments (including TNReady) and shall be documented by school and Cumberland County district level data team findings.
10. Three times per year (August, December and May), benchmark testing data shall be reviewed by administrators, teachers and school data teams to inform and differentiate instruction based on individual student needs.
11. LEA shall, as determined appropriate by UCHRA, provide Families with regular academic and behavior feedback at the end of each grading period, more often as needed, as part of the school's parental involvement outreach.
12. NOTICES: Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid, and addressed as follows:

Federal Programs Director  
Cumberland County Board of Education  
368 4<sup>th</sup> Street  
Crossville, Tennessee 38555

Residential Programs Director  
UCHRA Youth Impact  
73 Methodist Campground Loop  
Crossville, TN 38555

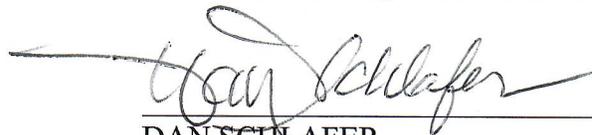
10. **GOOD FAITH.** LEA, UCHRA and their respective representatives, agents and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiations between the agencies and/or each agency's respective designees.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized officers.

This 19th day of March, 2019.



JANET GRAHAM  
Director of Schools  
Cumberland County Board of Education



DAN SCHLAFER  
Director of Federal Programs  
Cumberland County Board of Education



BRIAN SWEARENGEN  
Director of Residential Programs  
UCHRA

**By spring 2020, we will increase the percentage of students enrolling in postsecondary opportunities and institutions.**  
 The ultimate goal of K-12 education is to adequately prepare students for college and careers. While appropriate focus is placed on the academic knowledge and skills needed for students to be successful, a concentrated effort must be made to support students in making the transition to postsecondary progress. We feel strategies to support this goal will ultimately have an effect on the high chronically out of school rate currently observed in high school seniors.

Strategy	Action Step	Person Responsible	Estimated Completion Date	Funding Source	Notes
<p><b>Implement tiered interventions for chronically absent students</b>                      Addressing the individual attendance issues and needs of each student will ensure that school attendance becomes a priority.</p> <p><b>Benchmark Indicator</b>                      Attendance clerk perceptions of tiered interventions: collected via survey twice during the 2019-2020 school year in December and in May. Our district student information systems coordinator will be responsible for administering the survey and reporting on the findings. Systems and structures check: The district attendance clerk will collect a spreadsheet from each school containing a list of chronically absent students, the tiered intervention applied, and anecdotal records of changes in attendance patterns. The checklist will be reviewed twice during the 2019-2020 school year in October and February. The attendance supervisor will be responsible for reporting on the patterns and findings.</p>	<p><b>Provide training for the tiered intervention procedures</b>                      Each school's attendance clerk and administrator will attend a training to learn the three-tiered procedure to address attendance issues and how to document chronically out of school students' tiers and progress</p>	Bo Magnusson	09/01/2019		
	<p><b>Monitor chronically absent students and verify application of tiered intervention</b>                      Each month, the attendance clerks at each school will submit a list of students on track to be identified as chronically absent to the student information systems administrator. This list will also include the</p>	Jill Pugh and Bo Magnusson	04/30/2020		

	<p>interventions enacted to address issues. Discipline data related to suspensions and expulsions will be analyzed to determine the relationship between students' chronically out of school status and disciplinary actions. The attendance supervisor, along with the SIS administrator, will review the list to ensure appropriate steps are taking place to address the attendance of those identified.</p>				
<p><b>Align CTE courses and EPSOs to reflect regional job opportunities.</b> Use regional data provided by the TSBA Dashboard to analyze career opportunities in our multi-county region. Align our CTE course offerings to the regional needs.</p> <p><b>Benchmark Indicator</b> TSBA District Data Dashboard and career opportunities and needs in our region. The CTE/Secondary Supervisor will be responsible for gathering and analyzing regional labor data found on the TSBA District Data Dashboard in May 2019 to determine the job opportunities in our region. CTE course offerings/workforce needs chart: Once the May 2019 labor data collection has been analyzed, the CTE/Secondary Supervisor will be responsible for mapping out the CTE courses related to regional workforce needs and then comparing this map to our current CTE offerings. This will guide the course offerings for the fall and spring semesters of 2019-2020. When additional labor data is generated, the process will repeat.</p>	<p><b>CTE Course Alignment with Regional Labor Data (TSBA Dashboard)</b> Compare our current CTE course offerings to the regional career opportunities and needs. If there is not an alignment, adjust (add or delete) offerings accordingly.</p>	Leslie Eldridge	08/01/2019		
	<p><b>Connect Phoenix High School students with high-interest CTE courses</b> Enroll Phoenix High School students in an automotive course at the Crossville TCAT. This step aligns with the survey administered to Phoenix students regarding career choices and high-interest courses.</p>	Stephanie Barnes	08/30/2019		

<p><b>Lead students in grades 6-12 to explore career options and document the pathway to pursue that choice</b></p> <p>Students graduating from high school need a clear direction to pursue their life and career goals. Exploring careers in the elementary and high school grades is the foundational step on the pathway to college and career success.</p> <p><b>Benchmark Indicator</b></p> <p>Students' plans for college and career: Students will document their chosen path (subject to change) and the high school and postsecondary courses to complete in order to obtain this goal. The PreK-8 Supervisor and the CTE/Secondary Supervisor will be responsible for ensuring this is accomplished at every school. Through a purchased platform, the students will participate in career interest assessments in the spring of each year, and the results will be housed in the chosen platform. Each year, the career interest assessment will be re-evaluated and updated to reflect changes in interest.</p>	<p><b>Facilitate the Career Interest Inventory to be completed for each student</b></p> <p>Online Career Interest Inventories (Kuder/ASVAB/PreACT) will be completed by every student in grades 7 and 10. The results will be shared with students, families, and school counselors.</p>	Leslie Eldridge	04/30/2020		
	<p><b>Document students career pathway and map steps (courses, assessments, applications, etc.) to accomplish goal</b></p> <p>Once a career interest has been identified, students will map their career pathway including high school courses, assessments, postsecondary applications, etc. in a document to be revisited annually. Parents will be included in the pathway draft throughout its creation and edits.</p>	Leslie Eldridge	12/20/2019		
<p><b>Promote Phoenix High School's (CSI) postsecondary pathways</b></p> <p>Our Phoenix High School, identified as a Comprehensive Support and Intervention School, houses an at-risk population of students who have few connections to postsecondary college and</p>	<p><b>Implement the Naviance system</b></p> <p>As referenced in the recently obtained District Priority School Improvement Grant for Phoenix High School, the Naviance system is a "research-backed model which outlines six competencies high school students must achieve</p>	Stephanie Barnes	05/30/2020	District School Improvement Grant [\$150000.00]	

<p>career. Exploring careers and mapping out the steps to be successful will most certainly serve to provide motivation for academic attainment as well as good attendance.</p> <p><b>Benchmark Indicator</b> Naviance map: Students will map out their postsecondary plans in the Naviance system. The Phoenix High School principal, the Phoenix Pathway Coach, and CTE/Secondary Supervisor will be responsible for making sure this strategy is activated. Naviance tracking: The Naviance program is capable of tracking the postsecondary steps of our students. An annual progress report will be shared with stakeholders to support or disprove the effectiveness of this strategy. The Pathway Coach will meet with each Phoenix High School student at least monthly to review the plan and associated activities and assignments within Naviance to promote postsecondary success.</p>	<p>to become college, career, and life ready (social, emotional learning, interpersonal skills, academic skills, career and college knowledge, and transition skills). The program includes grade-specific activities to achieve each of the grade-specific objectives in alignment to district initiatives and graduation pathways delivered through a comprehensive framework. It houses consolidated applications for self-discovery assessments, career and college planning, and financial literacy that match to career exploration. The program also contains alumni tracking capabilities to assess and measure post-secondary outcomes."The Naviance program will be purchased and the newly hired Pathways Coach at Phoenix High School will ensure that all Phoenix High School students participate in the activities through frequent individual meetings (at least monthly) to discuss progress.</p>				
<p><b>Connect high school seniors with WBL opportunities</b> Real experiences in the work place promote career awareness and motivation for postsecondary progress. In addition to exposure to careers, the focus group discussions also revealed the fact that many of our high school students have jobs which require them to work late at night. Having received the minimum 27 credits to graduate in a system that offers 36 credits, many high school seniors are absent due to the demands of their job outside of school. WBL opportunities may assist in reducing the need to work late at night, and yet still receive high school credit for pursuing a job opportunity of interest.</p> <p><b>Benchmark Indicator</b> WBL participants and their attendance rates: The number of students who participate in WBL</p>	<p><b>Delineate and advertise WBL opportunities</b> The CTE Coach will compile and advertise the list of WBL opportunities to high school students in grades 9th-12th from January to May prior to the next year's course registration. This will be accomplished through advertisement/informational fliers as well as in-person presentations to students registered in the career exploration courses. The CTE Coach will track their business assignments as well as student attendance rates.</p>	<p>Robbie Casteel</p>	<p>05/30/2020</p>		

<p>correlated to their own student's individual school attendance rates may point to the success of this strategy. The CTE Coach will be responsible for gathering and analyzing this data every nine weeks. The overarching goal is to gauge the initial attendance rates of each of these students and monitor their attendance rates as the year progresses in hope to contribute to an overall decrease in annual high school chronic absenteeism by at least 2.6%.</p>					
<p><b>Update career exploration course for 9th grade</b> The information obtained from the focus groups, especially the student focus groups, reveal a need to evaluate and revise the career exploration course mandated for all 9th grade students in Cumberland County. While some experiences in this course are effective, there appears to be evidence of inconsistent implementation. The course has great potential to promote time and effort spent to explore student career interests.</p> <p><b>Benchmark Indicator</b> Student perception surveys: At the end of the 2018-2019 school year, 9th -12th grade students will be surveyed regarding their perceptions of the 9th grade career exploration courses. The tech coach will be responsible for facilitating this survey. The results will be forwarded on to the 9-12/CTE Supervisor. At the end of the 2019-2020 school year, 9th grade students will be given the same survey to determine improvements in curriculum and planned activities.</p>	<p><b>Review teachers' lesson plans for the Career Exploration course</b> The high school principals will gather the lesson plans for the career exploration course. They will analyze what they observe and will report their findings to the CTE/Secondary Supervisor. Trends in effective and ineffective lessons will be noted, and a list of classroom and curriculum expectations will be drafted and distributed to all teachers of these courses.</p>	Leslie Eldridge	09/06/2019		
	<p><b>Create a pacing guide for the Career Exploration course</b> Once trends in the Career Exploration course have been analyzed, a group of representative teachers will work with district personnel to create a pacing guide for the Career Exploration course curriculum. Effective lessons and activities will be published to</p>	Chris King	10/18/2019		

	support excellent instruction in each classroom where this course is taught.				
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**By spring 2020, we will increase the percentage of students who are proficient in literacy.**  
 Recognizing that literacy is the foundation for all other content areas and is essential for success in college and career, it is imperative that we increase the number of our students who are on-track/mastered in English language arts. Based on the most recent data, it is evident that we should focus our attention on literacy in our grades K-5 and 9th grade English I in order to address the needs and concerns at the earliest opportunity.

Strategy	Action Step	Person Responsible	Estimated Completion Date	Funding Source	Notes
<p><b>Prepare to implement new, aligned curriculum</b>            Knowing that new ELA textbooks will be adopted and purchased in the 2019-2020 school year, it is imperative that our adoption committee and teachers explore the standards and aligned resources to be used going forward. Navigating this process will strengthen the evaluation of current resources promoting changes ahead of the adoption.</p> <p><b>Benchmark Indicator</b>            Teacher knowledge of characteristics of aligned resources: collected via survey. In September 2019, a survey will be distributed, collected, and compiled to determine teachers' knowledge of the characteristics of aligned ELA resources. The district ELA coach and technology coach will be responsible for the survey and the charting the baseline knowledge of our teachers prior to the adoption. A short survey will be given prior to the winter break to gauge progress on topics covered up to that point, and a summative survey will be given in May so that overall knowledge acquisition on aligned resources can be gauged. Committee proficiency in identifying aligned texts: collected via an assessment of the depth of knowledge (DOK) of committee members. The district ELA coach, the PreK-8 supervisor, and the CTE/secondary supervisor will be responsible for collecting and</p>	<p><b>ELA Textbook Adoption Team Activities</b>            A Cumberland County ELA Textbook Adoption Team will be created to include the District ELA Adoption Team members, representative ELA teachers from K-2, 3-5, 6-8, and 9-12 grade spans, ESL teachers, and special education teachers at each individual school. Baseline data will be collected via an assessment to gauge knowledge of ELA standards and characteristics of effective resources. The ELA Textbook Adoption Team will complete Ready for Resources activities to increase knowledge and skill in standards/resource alignment and to identify district priorities in the new textbook options. As priorities for the new adoption are established, an emphasis will be placed on English learners and students with disabilities to ensure the new curriculum will support the progress of these subgroups. The ELA Textbook Adoption Team will redeliver information and activities with ELA teachers in their own buildings.</p>	Rebecca Wood, Rebecca Farley, Chris King, Ina Maxwell, and Vicki Presson	09/09/2019		

<p>scoring the DOK of the committee members. District list of current resources: maintained at the district level and distributed to all ELA teachers. The ELA coach will be responsible for evaluating and revising the current list of resources to be used while we go through the process to choose a new curriculum.</p>					
<p><b>Meet literacy block expectations</b> Schools in our district who exhibit higher percentages of students scoring on-track and mastery in ELA report a school and classroom expectation to adhere to literacy block expectations in grades K-5.</p> <p><b>Benchmark Indicator</b> Leader literacy block knowledge: The District ELA Coach, the PreK-8 Supervisor, and the Chief Academic Officer will conduct a survey to determine the elementary school principals' and supervisors' level of knowledge related to high-quality literacy blocks. The survey will then be distributed to the teachers and facilitated by the principals. Site visit walk-throughs: The supervisors will conduct site visit walk-throughs alongside the principal to evaluate ELA classrooms and look for alignment with literacy block expectations. The walk-through forms will document the instances of literacy block fidelity. A series of collaborative walk-throughs will take place during September-October, and a second round will occur in January-February.</p>	<p><b>Train school leaders to recognize and support literacy block fidelity.</b> An effective literacy block is critical to early grades success. The literacy block training will include a pre-assessment of understanding and a post-assessment to ensure school leaders are equipped to determine fidelity of their classrooms' ELA instruction. School leaders will be given video examples of effective literacy blocks in action. The videos, made in Cumberland County classrooms, will serve as exemplars to support understanding of literacy block expectations.</p>	<p>Rebecca Farley, Dawn Hall and Rachel Flowers</p>	<p>10/10/2019</p>		
	<p><b>Conduct ELA walk-throughs</b> During the scheduled and non-scheduled site visits, supervisors, along with school leaders, will observe ELA instruction and will complete an ELA walk-through instrument designed to capture evidence of effective ELA instruction.</p>	<p>Rebecca Wood</p>	<p>04/15/2020</p>		

	<p><b>Support principals in scheduling literacy block minutes</b></p> <p>Elementary principals will receive district support (guidance and samples) in creating their master schedules to include the necessary minutes for effective literacy blocks.</p>	Rebecca Farley	08/09/2019		
<p><b>Continue with Read to be Ready tenets in grades K-3</b></p> <p>Now that we have participated in two phases of the Read to be Ready initiative, we should now extend our knowledge and practice to the next focus: small group and independent reading.</p> <p><b>Benchmark Indicator</b></p> <p>Teacher survey: Teachers will be surveyed on their use of the foundational pieces of Read to be Ready and their current writing instruction. ELA walk-through data: The supervisor/principal walk-throughs will capture snapshots of ELA instruction including the writing component. The supervisors will conduct site visit walk-throughs alongside the principal to evaluate ELA classrooms and look for best practices in small group and independent reading. The walk-through forms will document the instances of these best practices. A series of collaborative walk-throughs will take place during September-October, and a second round will occur in January-February. This may occur concurrently with the literacy block walk-throughs.</p>	<p><b>Train teachers to use the writing practices congruent with Read to be Ready</b></p> <p>ELA teachers in grades K-12 will be trained in writing instruction best practices which includes modeled/shared/interactive writing. The ELA Coach will offer a series of training sessions to introduce concepts and support efforts and address challenges throughout the year.</p>	Dawn Hall	02/28/1919		
	<p><b>Train new or changing teachers on the best practices related to Read to be Ready</b></p> <p>New teachers or teachers who have been newly assigned to teach ELA will be trained in the foundational practices of Read to be Ready.</p>	Dawn Hall	08/30/2019		
<p><b>Support English learners in their ELA progress</b></p> <p>Understanding that language acquisition is the foundational component of literacy, we must provide support for our English learners in the ELA</p>	<p><b>Train general education teachers on strategies shown to be effective in ELA instruction</b></p> <p>ESL teachers are equipped with strategies and best practices to assist general education teachers</p>	Ina Maxwell	05/30/2020		

<p>classroom.</p> <p><b>Benchmark Indicator</b>  STAR Data: English learners participate in the STAR screeners three times per year as do all students. Data will be collected by the ESL Supervisor at each interval to lead discussions about current interventions and practices.</p>	<p>in effectively instruction English learners. The ESL teachers will share these strategies with pertinent teachers throughout the school year based on the particular student needs.</p>				
<p><b>Analyze and improve classroom strategies to support students with disabilities in their ELA progress (including Pleasant Hill - ATSI)</b>  Students with disabilities require support and differentiated instruction in order to reach their ELA proficiency potential. Intentional actions must be taken in order to ensure their success.</p> <p><b>Benchmark Indicator</b>  RTI progress monitoring data: The RTI system is designed to address the skills students with disabilities are lacking. The interventions are monitored for fidelity and student progress is documented through RTI reports. The RTI Coodinators will report incremental progress to the PreK-8 Supervisor, the CTE/Secondary Supervisor and the SPED Supervisor.SWD Focus Study Document: The SWD Focus Study Document will mark the progress of the close examination of the SWD services and changes in practice throughout the improvement process. A fall round of observations will be compared with a spring round of observations. The principals will complete the document, and the PreK-8 Supervisor, the CTE/Secondary Supervisor, and the SPED Supervisor will participate in the scheduled conferences to discuss findings and improvements related to the document. When comparing fall and spring percentages of SWD responses and feedback derived from the tally mark documentation, at least a 25% increase of</p>	<p><b>Determine the students with disabilities focus group</b>  Review the TCAP data from 2018-2019, and determine each school's grade level with the largest percentage of students with disabilities who scored "approaching" on theTCAP assessment. Place this list of students by name in the SWD Focus Study Document to prepare for the next step of the focus study.</p>	<p>Vicki Presson,  Rebecca Farley, and  Chris King</p>	<p>08/16/2019</p>		

engagement for our students with disabilities will be observed.					
	<p><b>Observe the classroom experience of the SWD focus group</b></p> <p>The principal will observe the full ELA experience of the students in the focus group twice during the month of September. A "look for" checklist will be provided by the SPED Supervisor to guide the observation. The focus will be on what the student experiences in a typical day in their ELA classroom. The observation will be logged on the SWD Focus Study Document.</p>	School Principals, Vicki Presson, Rebecca Farley, and Chris King	09/30/2019		
	<p><b>Facilitate PLCs and training related to SWD Focus Study</b></p> <p>After the SWD Focus Study observations are completed in September, the school administrators will meet with the SPED Supervisor, the PreK-8 Supervisor, the CTE/Secondary Supervisor, and the ELA Coach to discuss their observations and trends. The administrator PLC will also serve as a setting to facilitate training on best practices for ELA instruction for students with disabilities. Strategies to implement and promote at the classroom level will be introduced and demonstrated. Principals will take this information back to their buildings and begin looking for changes in their ELA classrooms. PLCs will continue to discuss continued documentation for the study as well as success and challenges throughout the study. Concurrent training sessions will be conducted for special education teachers and RTI coordinators to ensure they receive the guidance necessary to implement the strategies.</p>	Vicki Presson, Rebecca Farley, Chris King, and Dawn Hall	11/26/2019		
<p><b>Establish a general education 3 year old pre-school class on the Phoenix School Campus</b></p> <p>Noting that our CDC class for 3 year old students requires a corresponding peer group to</p>	<p><b>Establish protocols for the general education classroom for 3 year old students</b></p> <p>1) Contact office of School Support to get room evaluated for size.2) Review the salary schedule with our Human Resources Supervisor and our</p>	Vicki Presson, Rebecca Farley, and Candace Cook	08/10/2019		

<p>appropriately interact with, we need to create a general education class for 3 year old students on the Phoenix Campus which will be integrated into the 3 year old SWD class.</p> <p><b>Benchmark Indicator</b> 3 Year Old General Education Class enrollment protocol: The SPED Supervisor and the PreK-8 Supervisor will collaborate to draft and publish the protocol for recruiting and enrolling 3 year old general education students to this newly added class. Enrollment list: The enrollment list of students in this class will serve as an indicator of compliance with this mandate.</p>	<p>Chief Financial Officer to determine the fees that will be charged for families who send their general education 3 year old students to this class. 3) Establish the location for the new classroom. 4) Order furniture, materials and curriculum. 5) Advertise to families the pay program for 3 year old students. 6) Using student IEPs and hours of service, determine a schedule for the SPED teacher. She will travel between the two classes to provide services as outlined on the student IEPs. 7) Over the summer, assemble the room, enroll the students, and hire the general education teacher for the 3 year old class. 8) Program will begin on first day of school 2019-2020</p>				
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**By spring 2020, we will increase the percentage of students who are proficient in mathematics.**  
Recognizing that literacy has been a district and school focus over the last few years, it is understood that mathematics proficiency must also be included in concentrated efforts. We are not seeing great returns on our efforts to provide a unified curriculum resource, and we must address areas of inconsistency or lack of progress.

Strategy	Action Step	Person Responsible	Estimated Completion Date	Funding Source	Notes
<p><b>Ensure math curriculum is taught with fidelity</b> A few years back, our district purchased math textbooks aligned to the new standards. The focus groups connected to this plan report that many teachers are not using this resource with fidelity for various reasons including lack of training. It is imperative that we bridge the implementation gap to provide our students with the most effective instruction.</p> <p><b>Benchmark Indicator</b> Teacher and administrator survey: A survey will be administered to teachers and leaders to gather information and perceptions related to the use of the adopted math series. This survey will be collected and analyzed by the district math coach and shared with supervisors and school administrators. Math walk-through documents: Math</p>	<p><b>Conduct school classroom walk-throughs focused on math instruction</b> School administrators will conduct joint math instruction walk-throughs with the district math coach, supervisors, and the CORE math consultant to gauge the effective use of the math series as a resource for math instruction.</p>	<p>Patricia Overstreet, Rebecca Farley, and Chris King</p>	<p>02/01/2020</p>		

<p>walk-through documents will be collected from principals bi-annually and analyzed for math instruction with fidelity. The walk-throughs will also document the usage of mathematical best practices. The supervisors will conduct site visit walk-throughs alongside the principal to evaluate math classrooms and look for standards alignment, effective teaching and student engagement. A series of collaborative walk-throughs will take place during September-October, and a second round will occur in January-February.</p>					
	<p><b>Provide on-going math instruction professional development to teachers by grade level</b>  After collecting and analyzing walk-through data, conduct focused professional development on areas of need. Provide training on effective strategies to use the components of the resource to the greatest benefit of the students.</p>	Patricia Overstreet	03/20/2020		
<p><b>Support students with disabilities in their math progression</b>  Students with disabilities require support and differentiated instruction in order to reach their math proficiency potential. Intentional actions must be taken in order to ensure their success. The Go Math Series provides differentiation support and activities, and teachers would be well-served to utilize these resources.</p> <p><b>Benchmark Indicator</b>  Math walk-through documents: Math walk-through documents will be collected from principals bi-annually and analyzed for math instruction with fidelity. The walk-throughs will also document the usage of mathematical best practices. The supervisors will conduct site visit walk-throughs alongside the principal to evaluate math classrooms and look for standards alignment, effective teaching and student engagement. A series of collaborative walk-throughs will take place</p>	<p><b>Provide coaching support for general education inclusion teachers and SPED teachers teaching math</b>  General education inclusion teachers and the corresponding SPED teachers will be provided coaching support to promote best practices for the inclusion relationship. Priority will be given to those serving 3rd grade students and Algebra I students as these are our lowest percentage of students scoring on-track or mastered. K-2 teachers will also be given explicit guidance on best practices to support number sense foundational skills as this is a critical component to 3rd grade success.</p>	Patricia Overstreet, Rebecca Farley, Chris King, and Vicki Presson	03/12/2020		

during September-October, and a second round will occur in January-February. STAR Math data: STAR math data will be collected by school personnel. In particular, the SWD performance on the STAR will be analyzed for growth.

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**Cumberland County Strategic Compensation/Differentiated Pay Plan**  
Descriptive Summary  
2019-2020

1. **Experience/Educational Degree:** Cumberland County will continue to differentiate pay according to years of experience and educational degree obtained.
2. **Hard to Staff (Total 6):** A total of \$8,000 will be reserved in an effort to attract, hire, and retain high quality candidates to hard to staff positions. This amount reflects \$6,000 for new hard to staff positions, plus \$2,000 for year 2 hard to staff personnel.

The successful candidate would be eligible for a total of \$3,000 over a three-year period. An initial stipend (Year 1) of \$1,000 will be allocated for up to six identified and verified hard to staff positions for 2019-2020. If the teacher remains in that position for 2 additional years and maintains a Level of Effectiveness of at least a 3 for each of those years, then that teacher will receive an additional \$1,000 for year 2 and year 3.

a. Procedure:

- The Human Resource Supervisor, in a coordinated effort with the department supervisor and the principal of the school housing the hard to staff position, will authorize the initial stipend prior to the position posting. The steps to identify a “hard to staff position” will be:
  1. The HR Supervisor will review district historical data on positions and our ability to fill them with qualified candidates. Certified and qualified internal candidates who wish to apply for a hard to staff position in another building, other than their current assignment, would qualify for the hard to staff stipend.
  2. Academic initiatives and targets will be reviewed to analyze the need for such a position.
  3. The HR Supervisor along with the Director of Schools and pertinent administrative staff will identify umbrellas of traditionally hard to fill positions (ex. 7<sup>th</sup>-12<sup>th</sup> grade math, special education, 7<sup>th</sup>-12 grade science, and mid-year vacancies). These umbrellas will serve as the initial areas of focus for the school year.
  4. The HR Supervisor, the department supervisor and the principal of the vacancy will discuss the use of a stipend for the position, and the HR Supervisor will authorize the stipend.
  5. The initial stipend will be paid out once the Recommendation to Hire form is complete and authorized for the first payroll for the teacher.

6. Stipends for Year 2 and Year 3 will be paid in December. If the teacher leaves the “hard to staff position” during the school year, the stipend for that year will be prorated accordingly based on actual time worked, and final pay will be adjusted.
3. **Additional Roles:** A total of \$101,200 is set aside to differentiate pay according to assigned roles. Cumberland County will pay:
- a. **Lead Teachers (Total 175):** In an ongoing capacity, these effective teachers (Level 3, 4, or 5) are selected by individual school principals to serve as leaders who may be assigned to:
    - participate and redeliver state training regarding standards, best practices and assessments, both formative and summative
    - lead PLC sessions among colleagues in the same grade and/or content area
    - serve in leadership roles regarding curriculum, pacing, assessment, instructional strategies and resources, and behavior management
    - Schools are allotted the following slots based on enrollment:
 

1. Brown	14
2. Crab Orchard	11
3. Homestead	18
4. Martin	17
5. North	16
6. Pine View	4
7. Pleasant Hill	14
8. South	15
9. Stone	18
10. CCHS	22
11. SMHS	23
12. Phoenix	3
    - Lead teachers will be paid \$400 for their additional roles, for a districtwide total of \$70,000.
  - b. **Reading Textbook Leaders (34):** These school-level leaders will serve to train their school colleagues in the reading textbook adoption process which will include standards alignment, resource appropriation, and effective instruction. A stipend of \$400 will be allocated for this role, for a total of \$13,600.
  - c. **School Improvement Plan Chairman (12):** These individuals are charged with the data input and narrative responses in ePlan for their school’s annual improvement plan. A stipend of \$400 will be allocated for these roles, for a total of \$4,800 districtwide.
  - d. **School wide Positive Behavior Support (SWPBS) Chairman (Total 12):** This person serves as the coordinator of the positive behavior support program and is charged with the design, implementation, communication, and record keeping of this essential system. A stipend of \$400 will be allocated for these roles, for a total of \$4,800 districtwide.

- e. **District Professional Development Presenters (Total 20):** These presenters are selected based on the needs of the attending teachers, the proposals submitted by potential presenters, and the knowledge, expertise and effectiveness demonstrated by the potential presenters. These single session presenters will be paid \$400, for a total of \$8,000.
- f. **Portfolium Peer Reviewers (Total 6-8):** Portfolium Peer Reviewers are those teachers designated in PreK, kindergarten, and first grades who are assigned to participate in the Portfolium scoring process on behalf of Cumberland County. The teachers selected must have the following qualifications:
- Three years teaching experience in the grade level or subject area
  - Rich understanding of standards
  - Familiarity with scoring student work
  - Comfort with using technology
  - Participation in virtual training and a satisfactory score on the online certification test

These single session presenters will be paid \$500. However, this money is reimbursed from the state, and is therefore, not included in the additional strategic compensation package.

**Cumberland County Strategic Compensation/Differentiated Pay Plan**  
Descriptive Summary  
2019-2020

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  - c. **School Improvement Plan Chairman (12):** These individuals are charged with the data input and narrative responses in ePlan for their school’s annual improvement plan. A stipend of \$400 will be allocated for these roles, for a total of \$4,800 districtwide.
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  - Rich understanding of standards
  - Familiarity with scoring student work
  - Comfort with using technology
  - Participation in virtual training and a satisfactory score on the online certification test

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# Cumberland County Schools 2019-2020 School Calendar

BOE Approved  
March 22, 2018

## Cumberland County Schools

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

July '19

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	31		

August '19

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

September '19

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				

October '19

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	

November '19

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

December '19

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			

30-Jul	Teacher In-Service #1 (No Students)
31-Jul	Administrative Day #1 - (No Students)
1-Aug	Students First Day - 10:00 Release
2-Aug	Administrative Day #2 - (No Students)
5-Aug	First Full Day of School
2-Sep	Labor Day Holiday - No School
20-Sep	Teacher In-Service #2 (No Students)
Oct 7-11	Fall Break - No School
Nov 27-29	Thanksgiving Break - No School
19-Dec	Abbreviated Day - 11:00 AM Release
Dec 20-Jan 3	Winter Break - No School
3-Jan	Administrative Day #3 - (No Students)
6-Jan	First Full Day of School
20-Jan	Martin Luther King Day - No School
17-Feb	President's Days - No School
20-Mar	Teacher In Service #3 - (No Students)
March 23-27	Spring Break - No School
Apr 10	Good Friday - No School
21-May	Administrative Day #4 - No Students
22-May	Students Last Day - 10:00 Release

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

### Student Days - 180 Days of Instruction

Student First Day	1-Aug
Student Last Day	22-May
Student Full Days	177 Days
Abbreviated Days	3 Days
Total Days of Instruction	180 Days
First Semester	90 Days
Second Semester	90 Days
Total Days of Instruction	180 Days

### Teacher Days - 200 Contract Days

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

January '20

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

February '20

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

March '20

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			

April '20

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	

May '20

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

June '20

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			

### Abbreviated Days

1-Aug	Early Release at 10:00 A.M.
19-Dec	* Note* Early Release is at 11:00 AM
22-May	Early Release at 10:00 A.M.
*No holiday parties prior to Dec. 19	
Staff released 1 1/2 hour later	

### Breaks - No School

Oct 7-11	Fall Break
Nov 27-29	Thanksgiving Break
Dec 20-Jan 3	Winter Break
Mar 23-27	Spring Break

### Teacher Days

Paid Vacation	Fall and Spring Break -10 days
In-service Days	July 30, Sept 20, Mar 20
Administrative Days	July 31, Aug 2, Jan 3, May 21
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.

Cumberland County Board of Education

2018-2019 Annual Planning Calendar

JULY

- Summer Law Institute
- Approval of Members 6.317
- Appoint System Testing Coordinator
- Orientation for New Teachers
- Field Trip Approval
- Contracts – School Vendors
- PIRS Personal Report Submit to State+

AUGUST

- Service Celebration (Convocation)
- Professional Achievement Celebration (Convocation)
- New Teacher Celebration and Orientation
- Retirement Celebration
- Apply for Grants FRC, CSH, and SS
- New Board Member In-service

SEPTEMBER

- Election of Officers
- Appointment of TLN Representative 1.105
- Appoint Committees 1.300
- Accountability Presentation
- Approval of Compliance Report
- Fall District Meeting
- TSBA Boardmanship Code of Ethics

OCTOBER

- Student Activity Finds Audit Report 2.900
- School Compliance Document

NOVEMBER

- Annual Notification of Student Rights 6.601
- Food Service Report 3.500
- Financial Report for Last Fiscal Year 2.701
- TSBA Leadership Conference/Annual Conference
- School/System Report Card
- Salary and Benefit Review Task Force
- TASBO

DECEMBER

- Budget Preparation Calendar 2.200
- Distribute Budget Requests to Staff

JANUARY

- State Financial Audit Review
- Prioritize Budget Request
- Insurance Benefits Review
- Tenure Teacher Election and Celebration
- BOE Retreat – Annual Review of Strategic Plan
- Strategic Plan Update

FEBRUARY

- Day on the Hill
- Safety committee 3.201
- Budget Preparation

MARCH

- Certification of Textbook Adoptions 4.401
- Budget Preparation

APRIL

- Budget Preparation
- Present Preliminary Budget
- Director’s Community Advisory Luncheon
- Approve Tuition Fees 6.204
- Teacher and Principal of the Year Celebration
- District Solutions Bus Advertising Contract

MAY

- Employee Non-Rehire Notification
- Approval Facilities Use Fees 3.206
- Submit Budget
- Director of Schools Evaluation
- Approval of Travel Compensation Rates 2.804
- Review Attorney Contract (bi-annually)
- Review SRO Contracts
- Approval of District Compensation Plan
- Coordinated School Health Report
- Adopt Insurance Benefits
- Strategic Compensation Plan Approval

JUNE

- Non-Rehire/Tenure Notifications 5.201
- Approve Annual Budget 2.200
- Budget Public Forum
- Submit Budget to County Government
- Federal Consolidated Plans (ESSA, IDEA, CTE, VPK, Homeless, 21<sup>st</sup> CCLC, Read to be Ready)
- DHA Report
- MOU for County Sherriff and City Police

WORK SESSIONS OR RETREAT TOPICS

- School System Report Card
- Coordinated School Health
- Facility Planning
- 5-year Capital Improvement Plan
- Salary and Benefits Review

- Pending Task
- Initiated Task
- Completed Task
- Disregard Task

ON GOING

- Attendance Monthly Report
- Financial Monthly Report
- Maintain Board of Distinction
- Policy Review and Update
- Monitor School Zones
- School Visits
- Administrative Evaluations
- Employee Advisory Council
- Student Advisory Council
- Monthly Administrative Meetings
- Personnel Report

Cumberland County Board of Education  
2018-2019 Annual Planning Calendar

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Cumberland County Board of Education

2018-2019 Annual Planning Calendar

JULY

- Summer Law Institute
- Approval of Members 6.317
- Appoint System Testing Coordinator
- Orientation for New Teachers
- Field Trip Approval
- Contracts – School Vendors
- PIRS Personal Report Submit to State+

AUGUST

- Service Celebration (Convocation)
- Professional Achievement Celebration (Convocation)
- New Teacher Celebration and Orientation
- Retirement Celebration
- Apply for Grants FRC, CSH, and SS
- New Board Member In-service

SEPTEMBER

- Election of Officers
- Appointment of TLN Representative 1.105
- Appoint Committees 1.300
- Accountability Presentation
- Approval of Compliance Report
- Fall District Meeting
- TSBA Boardmanship Code of Ethics

OCTOBER

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Cumberland County Board of Education  
2018-2019 Annual Planning Calendar

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Principal's Meeting  
March 20, 2019

Scott Maddox  
Jennifer Magnusson  
Angela Randolph  
Christie VanWinkle  
Stephanie Barnes  
Stephanie Speich

Debbie Beaty  
Justin Whittenbarger  
Candace Cook  
Darrell Threet  
Jon Hall  
Missy Carter

General Session

**Director of Schools, Mrs. Janet Graham**

- Introduction to Interquest Detection Canines – This is a company we are contracting with. Mr. Rocky Montgomery presented his program for the Principals. They demonstrated how the dog would perform and detailed the rules for completing a search. They will not notify the schools when they will be conducting a search. The principals should designate another person who could go with them if the principal is not there. We have this company for the next 2 years.
- TN Educator Survey – at least 45% of your staff must participate to get your data- 2018 participation was at 69%. Deadline is April 19<sup>th</sup>.
- READ conference is looking for presenters-July 11<sup>th</sup>. Teachers presenting will receive 2 days inservice .
- Spring Director and Maintenance Site Visits – List of scheduled visits is attached and is also available in livebinder. Have your lead custodian available when we do your walkthrough.
- Community Leaders Luncheon – Must have your information to Mrs. Franklin by March 22<sup>nd</sup>. Make arrangements for Employee Advisory to attend.

**Kim Bray – H.R. Supervisor**

- Retirement online – The state is requiring everyone who is retiring to complete the paperwork online. Paper forms are available if retirees want to complete the information before going online to complete the process. This does not include insurance options. Please let me know if you have people retiring. I will not know as they are completing it online.

**Kacee Harris CFO**

The county is conducting an internet survey. Do not run the test at school. This survey is for residential internet speed tests.

**Dr. Rebecca Wood – CAO**

- High School – Attendance Meetings
- Single sign on Access will be needed for School Improvement Planning. Email Jill Pugh if you are unable to sign on.
- Principal Evaluations – Please have your evidence placed in the google folders no later than April 15<sup>th</sup>. If you are not putting evidence in the folder and prefer a conversation with me to provide evidence, please email me to schedule a date between April 1<sup>st</sup> and April 12<sup>th</sup>.

- Out of Zone Season: Begin collecting forms April 1, 2019. The window closes August 15, 2019. Be on the lookout for students who moved out of zone during the course of 2018-2019 but remained in your school. They were legal to stay for the remainder of the 2018-2019, but now must follow the out of zone procedure for 2019-2020.
- Staff Development Funds: Remember that you will be returning the staff development money not used during the 2018-2019 school year. Please keep an eye on where you are. If you don't use all the funds they come back to us.
- Practice Testing: Be sure all students in grades 5 – 12 (TCAP and EOC) have completed a practice test by this Friday.
- TVAAS Teacher –Student Equity Report – demo.

### **Dr. Rebecca Farley – PreK – 8<sup>th</sup> Grade Supervisor**

- Teacher of Year survey links, please complete by 4-10-19
- Summer Standards Training handout due 3-20-19 thanks to those who have turned it in.
- Please sign your TOY certificates today
- FYI the portfolio is due 4-24-19 in Cumberland County – Teachers do know this date.

### **Chris King /Leslie Eldridge– CTE and 9 – 12 Supervisor**

- Confirmation Changes for the honor/AP/dual course document – Please leave with Dr. Wood.
- Schedules for all CTE Middle School Programs attached. Attachments in livebinder.

### **Mrs. Vicki Presson –SPED**

- **RTI**
  - Progress monitor March 21 & 22
  - Progress Monitor only students with reevaluation due and new referrals during testing windows.
  - EWS is open for all parties to input information (8<sup>th</sup> graders to high school)
  - Progress Monitor Dates: March 21, 22; April 15, 16; May 1, 2. The April and May dates may be moved back a day or two at your building to accommodate other testing.
- **SPED**
  - Isolation Room Inspection Form: Please use to identify appropriate areas where you may place a SWD for ISS or descalation.
  - See in folder: A copy of the K-8 Progression to Algebra Standards.
- **504**
  - Next meeting April 15<sup>th</sup> from 1 to 3. Marsha Polson will be discussing Health Plans.

### **Mr. Dan Schlafer – Federal Programs**

- Title I Compliance
  - FY20 Consolidated Funding Application is currently being written
  - I will send an electronic copy for your review
  - Approved Federal appropriations discussion
  - In the absence of Federal funding...

- Office for Civil Rights Data Collection for FY18 (last school year) is ongoing.
- Title II Compliance
  - Title II Instructional Coaching Program evaluation discussion
  - Final mentoring documents due 4.18.19
  - Thanks to everyone who has contributed to coaching and mentoring
- ESSA Title IX Homeless Compliance
  - FY19 McKinney-Vento Self Assessment is underway and will be submitted in ePlan
  - MV Closeout Report ongoing, we will be confirming data with your school's MV Coordinator
  - FY20 McKinney Vento Homeless Education Assistance Grant currently being written
  - I will send an electronic copy for your review.
- 21<sup>st</sup> CCLC Extended Day Programs Compliance
  - 21<sup>st</sup> CCLC Grant for nine sites (BES, COES, HES, MES, NCES, PHES, PVES, SCES, SES) is currently being written.
  - Thanks to all who have contributed
  - I will send an electronic copy of our submission for your review
  - Please review that document and become familiar with grant offerings
  - Approval will be received prior to 30 June 2019
  - I'll let you know our status as soon as I know

**Dr. Ina Maxwell – Title III Director ESL Supervisor**

- March 11 – 22, 2019 – WIDA Access for ELs Testing Window
- Send a copy of your April 22<sup>nd</sup> agenda to Ina by April 22<sup>nd</sup>.
- Revisions to the 2019 Sumer Inservice Catalog will be published soon
- Registration for summer inservices will open April 2<sup>nd</sup>.
- 2019-2020 Inservice Record is attached in Livebinder
- Complete the 2019-2020 Inservice plan for the 2 additional days not scheduled in the calendar and return by April 15<sup>th</sup>.
- An ESL teacher must be present at an IEP Team meeting that involves an EL. This is mandated by the State.
- ELs are not to be retained based solely on language ability. If language can't be ruled out, then the EL can't be retained. This is state board policy. If the student hasn't exited ESL services, then you can't eliminate language as a barrier.
- Grades – state Board Policy states "In content area classes, teachers shall accommodate instruction and assessments to make content area standards and curriculum accessible to EL students." Title IV of the Civil Rights Act of 1964; Lau v. Nichols, 414 U.S. 563 (1974).

Cumberland County Schools Enrollment

4/11/2019

	Pre K	SE	K	1	2	3	4	5	6	7	8	9	10	11	12	13	Total	K-3	4-6	7-8
Brown	20		63	76	63	59	72	44	59	51	58						<b>565</b>	261	175	109
Crab Orchard	20		52	41	49	39	56	51	53	56	40						<b>457</b>	181	160	96
CCHS												277	265	212	164		<b>918</b>			
Homestead	40	31	61	85	76	77	74	85	64	75	74						<b>742</b>	299	223	149
Martin	40	32	80	80	68	80	61	74	53	63	72						<b>703</b>	308	188	135
North Cumb.	20		68	75	81	61	62	75	75	68	75						<b>660</b>	285	212	143
Pine View	20		17	15	14	12	16	20	18	19	18						<b>169</b>	58	54	37
Pleasant Hill	18		55	50	72	69	61	63	59	67	65						<b>579</b>	246	183	132
South	32		67	61	63	59	65	70	73	66	72						<b>628</b>	250	208	138
Stone	20	13	85	72	80	79	84	85	85	86	68						<b>757</b>	316	254	154
SMHS												272	253	242	176		<b>943</b>			
Phoenix																	<b>87</b>			
Special Day																	<b>4</b>			
<b>Total</b>	<b>230</b>	<b>76</b>	<b>548</b>	<b>555</b>	<b>566</b>	<b>535</b>	<b>551</b>	<b>567</b>	<b>539</b>	<b>551</b>	<b>542</b>	<b>549</b>	<b>518</b>	<b>454</b>	<b>340</b>	<b>0</b>	<b>7212</b>	<b>2204</b>	<b>1657</b>	<b>1093</b>

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## Personnel

April 2019

### Certified:

1. Hired Linda L. Dunaway, Pathway Coach at Phoenix High School, Effective 4/2/19
2. Hired Victor Davis, SPED Teacher at Pleasant Hill Elementary, replacing Susan Howe, effective 4/10/19.
3. Accepted resignation from Susan Howe, SPED teacher at Pleasant Hill Elementary, effective 3/22/19.
4. Retiring Rick Weyhrich, music teacher at Homestead Elementary, effective 5/31/19.
5. Accepted resignation from Kristen Kira Moseley Updike, teacher at Martin Elementary, effective 4/5/19.
6. Accepted resignation from Valerie Hepburn, Algebra teacher at SMHS, effective 5/31/19.
7. Accepted resignation from Michael Husbands, teacher and coach at SMHS, effective 5/31/19.
8. Accepted resignation from Jamie Rossman, teacher at SMHS, effective 5/31/19/
9. Accepted resignation from Qinqin Xiao, Chinese teacher at SMHS, effective 5/31/19.
10. Accepted resignation from Mary Paradis, teacher at Martin Elementary, effective 5/31/19.
11. Accepted resignation from Kathy Hassler, Assistant Principal at CCHS, effective 6/30/19.
12. Retiring Marty Davis, teacher at CCHS, effective 5/31/19.
13. Retiring Barbara Bridges, teacher at CCHS, effective 5/31/19.
14. Accepted resignation from Becky Bull, music teacher at North Cumberland Elementary, effective 5/31/19.
15. Accepted resignation from Heather DeVaney, third grade teacher at Pine View Elementary, effective 5/31/19.
16. Accepted resignation from Katie Adams, teacher at Homestead Elementary, effective 5/31/19.
17. Retiring Mary DeRossett, teacher at Brown Elementary, effective 5/31/19.
18. Accepted resignation from Ken Johnson, teacher and coach at CCHS, effective 5/31/19.

### Non-Certified:

1. Accepted resignation from Johnny Bass, Custodian at Martin Elementary, effective 4/17/19.
2. Hired Michael Powerski, Custodian at Homestead Elementary, replacing Corey Blakley, effective 3/14/19.
3. Hired Alma Gibbons, Custodian at Pine View Elementary, replacing Loretta Price, effective 3/20/19.
4. Retiring Ronnie Wilson, custodian at North Cumberland Elementary, effective 6/21/19.
5. Accepted resignation from Cheryl Threet, Secretary at CCHS, effective 5/31/19.
6. Accepted resignation from Ira Seth Sherrill, teaching assistant at Crab Orchard Elementary, effective 5/31/19.

## **Maintenance/Transportation**

1. Hired Kevin Howard, Bus Driver Full Time, replacing Jerry Nolz, effective 3/14/19.
2. Retiring Dennis Folck, Bus driver effective 4/15/19.

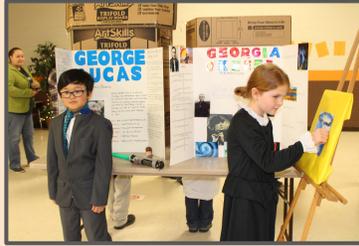




# Brown Elementary

## April- Newsletter

3rd Grade students created a Living History Wax Museum this spring with teacher Michelle Cole. Students chose a current or historical figure to research, complete a story board about, and portray as an interactive museum exhibit. This event was a valuable learning experience for each of the third graders and for every student and adult who participated.



The Choral Club recorded a CD in March, which they dedicated to our brave veterans. Proceeds from the sale of CDs will go to support the BES music program.



PreK has been learning about castles, dinosaurs, and museums. On March 19th they set the playroom like a museum with the work students have completed throughout their unit. Hands on activities included building your own castle, a dinosaur dig and drawing your favorite dinosaur.



Assistant Principal, Tracie Buckner and Principal Stephanie Speich are pictured. The school is the first in the state of Tennessee to be named to the Renaissance National Honor Roll this year for effective implementation of Renaissance Accelerated Reader.



**Principal's Award and Good Character Award recipients for the third nine week period of the 2018-2019 school year are pictured.**

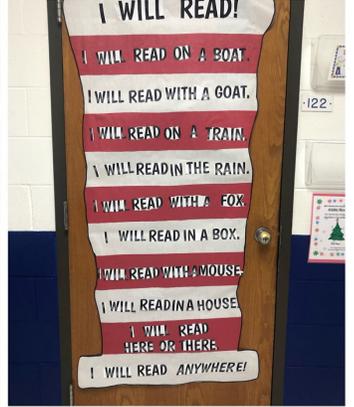
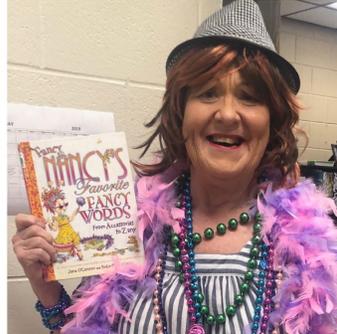


Lee Houston, pictured far left with students at the Reading Rally celebrating BES's reading achievements. BES has been named to the Renaissance National Honor Roll for outstanding performance in advancing students reading achievements.



# North Cumberland Elementary

A Great Place to Celebrate Literature!





Seven third graders are being recognized for accomplishing a major book challenge. It all started with one little Chapter Book Club and grew into a 9 Chapter Books Book Club. These students read books from all of the chapter book clubs, successfully took AR tests, and kept on reading more and more. We are so very proud of Logan Coenen, Coby Griffin, Khloe Mai, Bella Davis, Kyra Gunter, Kolton Winton, and Jonah Draper.

Logan preferred the A-Z Mystery books, Jonah and Bella couldn't get enough of the sports books by Jake Maddox, Khloe loved My Weird School books, Coby and Kolton really got into the I Survived series, and Kyra would like to go into the Magic Treehouse and stay for a while.

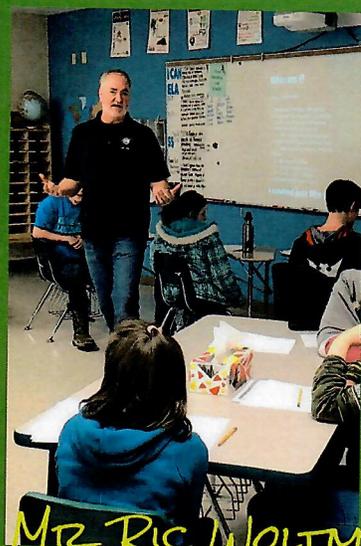
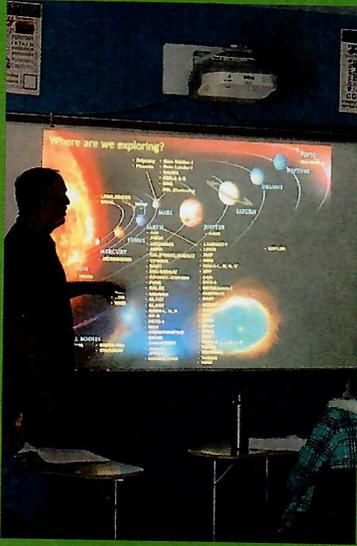
Fun Fact: Total Words Read by These 7 Kids = 2,367,143



*Mrs. Sharon Miller*

**Serves with all of her heart  
Prepares little lives for the future  
Eager to tackle a job  
Cares about this school  
Initiates a friendly atmosphere  
Always here to help  
Lets you know you are special, too**

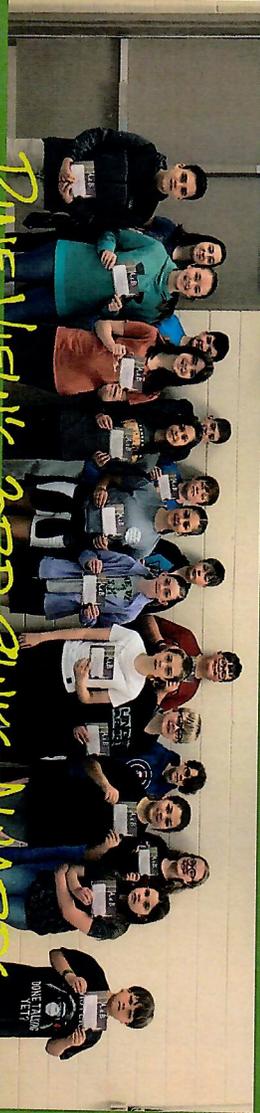
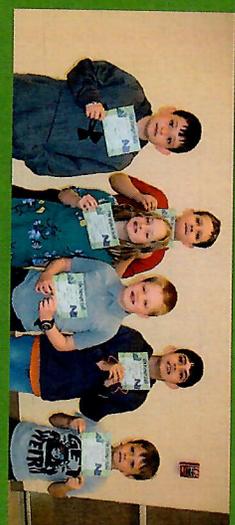
**Mrs. Miller, you are SPECIAL to us!**



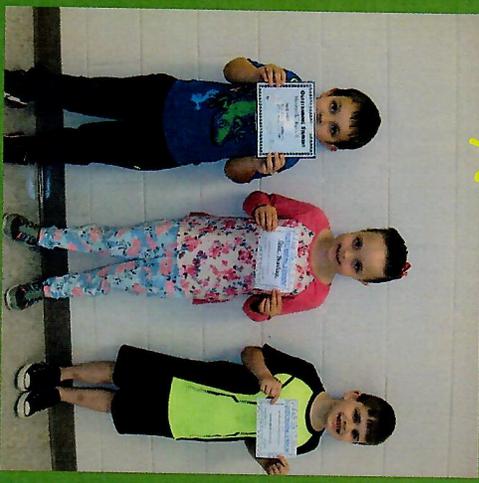
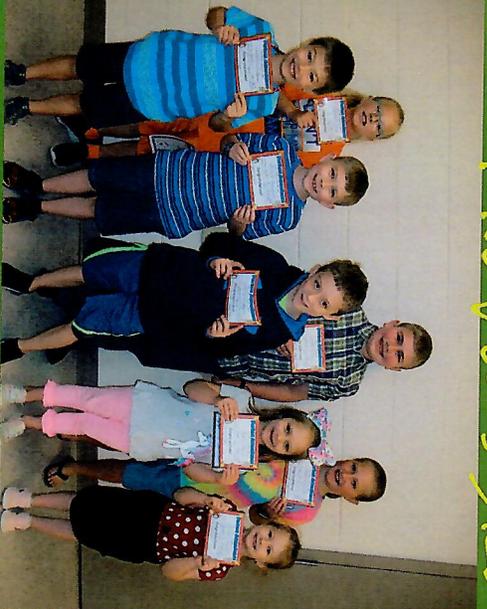
MR. RIC WOLTMAN FROM NASA VISITS 5TH & 6TH GRADE



PINE VIEW APRIL 2019



Pine View's 3rd Quks Awards



Pine View April 2019

# South Elementary April - Newsletter



PreK  
and  
“Eddie  
the  
Eagle”  
Lesson



1st Grade enjoyed walking  
the SCE Nature Trail on  
Wellness Wednesday.



2nd Grade Students with  
samples of their “Rough Face  
Girl” book study



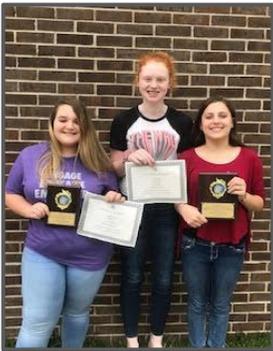
## 5th Grade.

Mrs. Whitson’s ELA class  
did projects of The Great  
Depression after reading  
“Where the Red Fern  
Grows”.

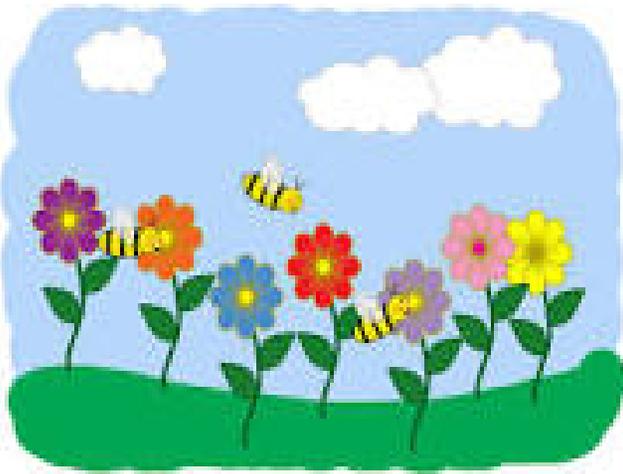
6th Graders participated in  
the #rockyoursocks day in  
honor of World Down  
Syndrome Day.



On Thursday,  
April 11, 2019  
SCE took four  
7th Graders to  
the Middle  
Tennessee  
Math Contest  
at Tennessee  
Tech in  
Cookeville. Out  
of 115 Seventh  
Graders Grace  
Gee Placed 3rd  
and Jackson  
Davenport  
placed 9th.



Tennessee Mathematics Teacher Association (TMTA) conducts math contests at many colleges and universities across the State of Tennessee on the same day in April each year. Tennessee Tech University was a testing site for schools in the Upper Cumberland Region and schools in western parts of Middle Tennessee on April 9th. SCE is proud to announce that in the Algebra I contest they had three students place in the top ten. BreOnna Inman took 1st place, Madison Clanton 2nd place and Jojabel Anderson 6th place at the Tennessee Tech site. There were 59 students competing in the Algebra I contest from various middle schools and high schools



# May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Spring Musical (Choir and Choral Club, Band) 1:30	4
5	6 Pre-K & Kindergarten Registration 7:30-5:30	7 <b>BOGO Book Fair</b>	8	9	10 End of the Year Dance K-4th 4:00-6:00 5th-8th 6:00-8:00 (The grade that shows the most participation earns a pizza party)	11
12	13	14	15 Battle of the Books 1:30	16 8th Grade Recognition 6:00	17 Field Day	18 8th grade Dance 6:00
19	20	21	22	23 1-4 Honors Program- 9:00 5-7 Honors Program- 10:30 Kindergarten Recognition- 1:00 PreK Recognition- 2:00	24 No School	25
26	27 No School	28	29	30 Administrative Day (No School For Students)	31 10:00 Dismissal	

# Cumberland County High School May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Faculty Meeting TNReady Algebra 1, 2, Geometry	2 Soccer @ Rhea Co.	3 Hawaiian Shirt Day  Track Regionals	4 
5 	6 Soccer district play-in	7  BLOOD DRIVE Soccer districts	8 AP English  Happy School Nurse Day!	9 AP Chemistry Soccer districts	10 AP History Grad Walk  Track sectionals	11
12  Mothers Day	13 Honors Banquet	14	15 Dave Kirk qualifying 	16 Dave Kirk Final  Springfest	17 Sr. Finals 4/5 6 <sup>th</sup> Annual Concert Shirt and Flip Flops Day 	18 Armed Forces Day  Army Air Force Navy Marines Coast Guard National Guard
19	20 Senior Finals 1 / 2 Class Night – 6:30pm practice 1pm	21 Track Banquet	22	23 Senior Breakfast-8am Graduation Practice-8:30am Graduation – 6:30pm 	24  SCHOOL CLOSED	25
26	27  memorial DAY	28 Finals 2/5	29 Finals 1/4	30 Admin #4 BOE	31 Report Cards 10am dismissal  Summer Vacation	



# 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 1 <sup>st</sup> grade AMSE	2 CTC - 7:10 Teen Living Room	3	4
6-10 Teacher Appreciation	6-10 Star Testing	20-23 Book Fair	<b>TCap Testing</b> Progress Reports	<b>TCap Testing</b> Make-Up Testing		
5 	6 Prek/K Registration PreK-Community Complex K-Homestead Elementary 7am-5pm	7	8	9	10	11
12 	13 <b>DAWG TROT</b>	14 <del>da</del> <del>TM</del> <del>id</del> <del>Σ</del> <del>E</del> <b>Band Concert</b> 1:30 & 5:30	15 Field/Water Day	16 CTC - 7:10 Teen Living Room <b>Volunteer Luncheon</b>	17 8 <sup>th</sup> Grade Prom	18
19	20 Heritage Day 4 <sup>th</sup> -8 <sup>th</sup>	21 Heritage Day PK-3 <sup>rd</sup>	22 SWPBS-Reward Day <b>Rain Date for DAWG TROT</b> or Field/Water Day	23 1 <sup>st</sup> – 7 <sup>th</sup> Academic Rally	24 <b>NO SCHOOL</b> Memorial Day Break	25
26	27 <b>NO SCHOOL</b> Memorial Day	28 Pre-K/K and 8 <sup>th</sup> grade practice during school day	29 <b>Pk/k Promotion Ceremony</b>	30 Admin Day <b>NO SCHOOL</b> 6:00 8 <sup>th</sup> grade Graduation	31 <b>Last day</b> 10:00 Early Release <b>Black and White Spirit Day</b>	Year Book Sale Ends May 23 \$36.00

\*Pending Board Approval

Homestead Elementary  
3889 Hwy 127  
Crossville, TN 38572

Candace Cook, Principal  
(931) 456-8344

Homestead Vision Statement

*Through a safe and welcoming environment, Homestead Elementary School will focus on helping each individual reach their full potential by developing a passion to persevere in learning which results in a drive to serve our every changing community through positive actions and relationships*





# May 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Progress Monitoring Mother Goose Day	2 Progress Monitoring	3 Jeans	4
5 Cinco de Mayo	6 Star Window Opens	7 Faculty Meeting National Teacher' Day	8 Summer School Mtg National Receptionist Day	9	10 National Child Care Provider Day Decorate for Prom	11 Eat What You Want Day Prom
2	13	14 PLC/PBS Dance Like a Chicken Day	15 Pay Day Jeans Life Maze Volunteer Luncheon	16 TRC Field Trip Wear Purple for Peace Day	17 Senior Finals	18 Armed Forces Day
9	20 Senior Finals Pick Strawberries Day	21	22 Graduation	23	24 Memorial Day Break Don't Fry Friday	25
26	27 Memorial Day	28 Underclassmen Finals National Hamburger Day	29 Underclassmen Finals	30	31 Pay Day Dismiss 10 am Last Day of School	



# May

# 2019

Pine View's Mission: To empower students to reach their maximum potential in a challenging and inspiring environment.

Pine View Elementary School Angela M. Randolph, Principal

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 8 <sup>th</sup> Grade Recognition 6:00	17 Honors Program 8:30 5 <sup>th</sup> -8 <sup>th</sup> 9:15 PreK-4 <sup>th</sup>	18
19	20	21	22 2:30 PreK and K End of Year Program	23	24 No School	25
26 No School Memorial Day	27	28	29	30	31 Last Day of School 10:00 dismissal	

# Pleasant Hill Elementary



## May 2019



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
	<b>LiveSchool PJ Day Grades K-8 May 6th</b>	Dress up Day 8 <sup>th</sup> Grade May 7th				
5	6	7	8	9	10	11
	<b>PreK Reg. @ the Community Complex Kindergarten Reg. @ Home School 7:00 am – 5:00 pm</b>	<b>4<sup>th</sup> grade tour of TCAT  Varsity &amp; JV Cheer Tryouts 3-5pm</b>	<b>Varsity &amp; JV Cheer Tryouts 3:00 – 5:00 p.m.</b>		<b>LiveSchool Bball Day Grades 5-8  CCHS Grad Walk @ PHS</b>	
12	13	14	15	16	17	18
<b>8<sup>th</sup> Grade Trip May 12<sup>th</sup>-15th</b>	<b>3<sup>rd</sup> to 8<sup>th</sup> Grade Field Day  8<sup>th</sup> Grade Trip</b>	<b>8<sup>th</sup> Grade Trip</b>	<b>Pizza Hut Spirit Day 8<sup>th</sup> Grade Trip</b>	<b>JV Boys Basketball Tryouts 3:30-5:00</b>	<b>JV Boys Basketball Tryouts 3:30-5:00</b>	<b>Spring Formal Grades 6-8</b>
19	20	21	22	23	24	25
	<b>PreK-2<sup>nd</sup> Field Day  Varsity Boys Basketball Tryouts 3:30-5:00</b>	<b>Spring Band Concert @ 1:00 Varsity Boys Basketball Tryouts 3:30-5:00</b>	<b>PTO Fun Day</b>	<b>4<sup>th</sup> Nine Weeks Awards Girls Basketball Tryouts 3:30-5:00 CCHS Graduation</b>	<b>No School</b>	
26	27	28	29	30	31	
	<b>Memorial Day  No School</b>	<b>8<sup>th</sup> Grade Recognition @ 6:00 p.m. Kindergarten Promotion @ 8:30 a.m.</b>		<b>Administrative Day No students  PHS recognition @ school board meeting</b>	<b>Last Day of School Dismiss @ 10:00</b>	

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
Spring EOCs						
Aux Gym closed for Prom • SSSB concert	1 PM Alg 1, 2 & Geom EOCs part 2 Progress Reports • Admin Meeting 8 AM • Crossville Center of ... 3 PM 3 more...	3 PM Tennis district tournament • Madox/IEP S Mah... 9:15 AM 5 more...	3 PM Tennis district tournament • Crossville Center of ... 3 PM	3 PM Softball @ District Tourname... Tennis district tournament • TCAT Tour (10th) Sim... 9 AM • Crossville Center of ... 3 PM • Middle school voll... 4:30 PM	3 PM Softball @ District Tourname... Tennis district tournament Track sub sectional • Crossville Center of ... 3 PM • Middle school voll... 4:30 PM	8 AM Crossville Center of Dance R... • SAT
5	6	7	8	9	10	11
Spring EOCs						
	Medic blood drive Soccer District Tournament ... Softball @ District Tourname... • Admin Meeting 8 AM • ABC Dance Academy 3 PM • Middle school voll... 4:30 PM	3 PM Softball District Tournament • ABC Dance Academy 3 PM • Festival of Movement 3 PM • Winterguard practice 3 PM • Soccer home District ... 5 PM • Community Band 5 PM	8 AM Gomez/ Data Meetings Softball District Tournament • Senior Walk at Feede... 8 AM • RTII-B Mentoring... 10:40 AM • Senior Picnic 11:30 AM • ABC Dance Academy 3 PM	8 AM Softball District Tournament Faculty Meeting Soccer District Tournament ... • Senior Picnic (rai... 11:30 AM 2 more...	10 Softball District Tournament AP US History & AP Art Clubs (mid-day activity) 2 more...	ABC Dance Academy Recital
12	13	14	15	16	17	18
SSSB rehearsal	12:30 PM Track sectional • Admin Meeting 8 AM • Middle school voll... 4:30 PM	AP English (11th) Principal Meeting Soccer Region Semifinals (B) Track sectional • PE/Wellness PLC 7:20 AM 2 more...	15 Payday- Jean Day Track sectional • ELA PLC 7 AM • Dave Kirk drawing... 7:50 AM • Life Maze (10th grad... 9 AM • RTII-B Mentoring... 10:40 AM	16 Track sectional • CTE/PLC meeting 7 AM • ASVAB - 10th grade 7:45 AM • Dave Kirk Final draw... 10 AM • Panther Palooza 12 PM 2 more...	17 Track sectional • Fine Arts Showcase 3 PM • Middle school voll... 4:30 PM	Track sectional • Rotary training 7 AM
19	20	21	22	23	24	25
	Senior Exams 1st, 3rd, & 5th • Admin Meeting 8 AM • Middle school voll... 4:30 PM • CCHS Class Night 6 PM	Senior Exams 2nd & 4th • Class Night Practice 1:15 PM • Community Band 5 PM • SMHS Class Night 6 PM	22 Senior Grades due by 8:00 a... Track state championships • Phoenix Graduation 6 PM	23 Track state championships • CCHS Graduation 6:30 PM • Math PLC 7 AM • Middle school voll... 4:30 PM	24 Memorial Day Break Track state championships • Math PLC 7 AM • Middle school voll... 4:30 PM	
26	27	28	29	30	31	1
Memorial Day Break		Underclass Finals 1st, 3rd, 5th • Senior Breakfast 8:15 AM • Graduation Practice 9 AM • Community Band 5 PM • SMHS Graduation 6:30 PM	Underclass Finals 2nd & 4th • Senior Breakfast 8:30 AM • BOE Meeting 6 PM	Admin Day #4 • Dr. Shada appt. 8:30 AM • BOE Meeting 6 PM	Grade Cards Payday Students Dismiss @ 10 a.m	• SAT 8 AM



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
			1 Wellness Wednesday  T-CAP Makeups	2 Parent Advisory Meeting In Library 1:30pm	3	4	
5 	6 Star Screening Varsity Basketball Tryouts Boys  7am Kindergarten Reg. Pre K Registration @ Community Complex	7 Varsity Basketball Tryouts Boys 	<b>8th grade Washington DC Trip</b>			10 Senior Graduation Walk	11
12 	13 Star Screening  Conquerers for Christ	14	15 Battle of the Books @ Brown Elementary	16  3-7 Honors Night 6:00pm FCA State Park/Bowling	17 Field Day & PTO Concessions	18 8th Grade Prom 6:00pm <b>Prom</b>	
19	20 Star Screening  Field Day Rain date Battle of the Books @ 1:00	21  K-2nd End of Year Honors	22 AR Trip 11:30	23 4-H awards 1:00 Athletic Awards 1:15  SWPB Concession Drawing for Gift Cards	24	25	
26	27  <b>No School</b>	28 AR Trip 8:45 Annual Signing 8th Grade practice & cookout PTO Concessions	29 8th grade Video and Graduation Ceremony 5:30 	30 No Students Admin Day	31 School's Out For Summer!!!  10:00 dismissal		

# Stone Elementary

May 2019

## Where Excellence is an Expectation

**Mission Statement: Empowering each student with the skills to be a productive citizen by fostering a culture of excellence through high expectations for all.**

er to use your Food City code, Kroger Community Rewards and send in Box Tops for Education to help Stone raise

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			The Ned Show K-4 Character Program @ 8:00		K Field Trip To Oak Ridge	8th Grade Formal
5	6	7	8	9	10	11
	*Pre-K Registration @ Community Complex *K Registration @ Zoned School	1st Grade Field Trip to Amazing Acres	SMHS Senior Walk @ 8:45		*4th grade visiting TCAT @ 8:30-10:00 * SWPBS Store For Coyote Cash	
12	13	14	15	16	17	18
				K-4 SWPBS Trip To The Zoo Knoxville	5-8 SWPBS Trip To The Zoo Knoxville	
19	20	21	22	23	24	25
	*AR Reward Trip to Cumberland Mountain State Park *8th Grade Graduation		Beta Trip to Dollywood	Talent Show @ 1:30	Memorial Day Break -- No School	
26	27	28	29	30	31	
	Memorial Day -- No School	Field Day	*K Graduation *End Of The Year Award Ceremonies	Administrative Day #4 -- No School For Students	*Final Day -- Dismissal @ 10:00 *Term 4 Ends . *Report Cards go home	

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Tobacco-Free Schools</b>	Descriptor Code: <b>1.803</b>	Issued Date: <b>07/24/14</b>
		Rescinds:	Issued:

- 1 All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, **vapor**  
2 **products** and associated paraphernalia are prohibited in all of the school district's buildings, **within a 50**  
3 **ft. radius of building entrances** and in all vehicles that are owned, leased or operated by the district.<sup>1,2</sup>  
4 Smoking shall be prohibited in any public seating areas including, but not limited to, bleachers used for  
5 sporting events or public restrooms.<sup>3</sup>
- 6 District employees and students enrolled in the district's schools will not be permitted to use tobacco or  
7 tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia  
8 while they are participants in any class or activity in which they represent the school district.
- 9 Any student who possesses tobacco products **shall** **may** be issued a citation by the school  
10 principal/resource officer.<sup>4</sup> The director of schools, in cooperation with the juvenile court and the local  
11 (police/sheriff's department), is responsible for developing procedures for issuance of the citations  
12 which shall include the form and content of citations and methods of handling completed citations.
- 13 Parents and students shall be notified of this citation requirement at the beginning of each school year.
- 14 Signs will be posted throughout the district's facilities to notify students, employees and all other  
15 persons visiting the school that the use of tobacco and tobacco products is forbidden. The following  
16 notice shall be prominently posted (including at each ticket booth) for elementary or secondary school  
17 sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*<sup>5</sup>

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Legal References

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

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Alternative Credit Options</b>	Descriptor Code: <b>4.209</b>	Issued Date: <b>08/23/18</b>
		Rescinds: <b>4.209</b>	Issued: <b>02/24/11</b>

1 In addition to regular classroom-based instruction, students may earn credit through the following  
2 means.

## 3 **CORRESPONDENCE COURSES**

4 High school students may earn, through correspondence (Sylvan, RSCC, etc.), a maximum of three (3)  
5 units of academic credit to be applied toward graduation requirements. Only two (2) units may be  
6 earned during any one (1) school year. Only courses offered by agencies and institutions recognized by  
7 the Board will be accepted. The express approval of the principal/designee shall be obtained before the  
8 course is taken. The principal/designee and the student will agree on a reasonable date for completion  
9 of the correspondence course(s). The student shall not be allowed credit if the course is not completed  
10 by the agreed date. An official record of the final grade must be received by the school before a  
11 diploma may be issued to the student. Under ordinary circumstances, students or their  
12 parents/guardians shall pay for approved correspondence courses the student chooses to take.

13 Credit from agencies and other institutions recognized by the Board may be earned only in the  
14 following circumstances:

- 15 1. The course is not offered at the high school;
- 16 2. Although the course is offered at the high school, the student will not be able to take due to  
17 an unavoidable scheduling conflict;
- 18 3. The course will serve as a supplement to extend homebound instruction;
- 19 4. The student has been expelled from a regular school setting, but educational services are to  
20 be continued;
- 21 5. The principal, with agreement from the student's teacher and parent/guardians, determines  
22 the student requires a differentiated or accelerated learning environment;
- 23 24  
25 26  
27

1 ~~6. Student has failed class and needs class to graduate on time; and~~

2  
3 ~~7. Credits earned through an alternative option may not be used to accomplish early~~  
4 ~~graduation.~~

## 5 **VIRTUAL/ON-LINE COURSES**

6 High school students may also earn a maximum of three (3) units of academic credit to be applied  
7 toward graduation requirements by completing on-line courses offered through agencies approved by  
8 the Board.

9 Credit from an on-line or virtual course may be earned only in the following circumstances:

- 10 1. The course is not offered at the high school;
- 11 2. Although the course is offered at the high school, the student will not be able take it due to  
12 an unavoidable scheduling conflict;
- 13 3. The course will serve as a supplement to extend homebound instruction;
- 14 4. The student has been expelled from a regular school setting, but educational services are to  
15 be continued;
- 16 5. The principal, with agreement from the student's teachers and parents/guardians, determines  
17 the student requires a differentiated or accelerated learning environment; or
- 18 6. Students taking such courses must be enrolled in the district and take the courses during the  
19 regular school day on the school web site.

20 As determined by board policy, students applying for permission to take a virtual course shall complete  
21 prerequisites and provide teacher/counselor recommendations to confirm the student possesses the  
22 maturity level needed to function effectively in an online learning environment. In addition, the  
23 express approval of the principal/designee shall be obtained before a student enrolls in a virtual course.  
24 The school must receive an official record of the final grade before credit toward graduation will be  
25 recognized.

26 Through a supervision plan, the school shall be responsible for providing appropriate supervision and  
27 monitoring of students taking virtual courses.

## 28 **COURSE ACCESS PROGRAM**

29 **Students in grades seven through twelve (7 – 12) may participate in the statewide course access**  
30 **program. To be eligible to participate, students shall;**

- 31 1. Meet all prerequisite requirements for the course access course; and
- 32 2. Be unable to enroll in a comparable course at the student's school because:  
33 a. A comparable course is not offered; or  
34

1           b. A legitimate situation exists that prevents the student from enrolling in a comparable  
2           course<sup>1</sup>

3           3. The Director of Schools shall develop administrative procedures to ensure that students and  
4           parents(s)/guardian(s) are given written notice of their right to appeal any denial of a course  
5           access course enrollment in a timely manner.<sup>2</sup> All appeals shall be submitted in writing to the  
6           Board within five (5) days of a denial.

7           After a timely appeal is made, the Board will provide written notification to the student and  
8           parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than  
9           ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there  
10          was an error in denying the student the ability to participate in the course access program.<sup>3</sup>

#### 11           **OTHER CREDIT OPPORTUNITIES<sup>4</sup>**

12           High school students may earn, through other approved agencies to include, but not limited to,  
13           correspondence, academic credit to be applied toward graduation requirements. Only two (2) units  
14           may be earned during any one (1) school year. Only courses offered by agencies and institutions  
15           accredited by official agencies recognized by the Tennessee Department of Education. The express  
16           approval of the principal/designee shall be obtained before the course is taken. The principal/designee  
17           and the student will agree on a reasonable date for completion of the course(s). The student shall not  
18           be allowed credit if the course is not completed by the agreed date. The school must receive an official  
19           record of the final grade before a diploma may be issued to the student. Under ordinary circumstances,  
20           students or their parents/guardians shall pay for approved courses the student chooses to take.

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#### 25           Legal References

- 26           1. TRR/MS 0520-1-3-.03(8)  
27           2. TRR/MS 0520-01-14-.03(7)  
28           3. TRR/MS 0520-01-14-.03(6)  
29           4. TRR/MS 0520-01-14-.03(1)

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#### 25           Cross References

26           Grading System 4.600

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Elementary Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>02/28/13</b>
		Rescinds: <b>4.603</b>	Issued: <b>12/15/11</b>

1 Elementary students will normally progress annually in sequential order from grade to grade. The  
2 professional staff will place students at the grade level best suited to them academically, socially and  
3 emotionally. Retentions may be made when, in the judgment of the teacher, such retentions are in the  
4 best interest of the students. Decisions to retain or promote are subject to review and approval of the  
5 principal after consultation with the teacher. **The Director of Schools/designee shall promote**  
6 **students to the next grade level based on the successful completion of required academic work or**  
7 **demonstration of satisfactory progress in each of the relevant academic areas.** **However,** **Moreover,** no  
8 student enrolled in the third grade shall be promoted unless the student has shown a basic  
9 understanding of curriculum and ability to perform the skills required in the subject of reading as  
10 demonstrated by the student's grades or standardized test results. This requirement shall not apply to  
11 students who are participating in a Board approved research-based intervention prior to the beginning  
12 of the next school year or to students who have individualized education program (IEP)<sup>2</sup>  
13

14 **Students who have difficulty in achieving the requirements for promotion may be considered for**  
15 **retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for**  
16 **retention shall include:<sup>1</sup>**

- 17 1. **Ability to perform at the current grade level;**
- 18 2. **Results of local assessments, screening or monitoring tools;**
- 19 3. **State assessments, as applicable;**
- 20 4. **Overall academic achievement of the student;**
- 21 5. **Likelihood of success with more difficult material if promoted to the next grade;**
- 22 6. **Attendance record; and**
- 23 7. **Social and emotional maturity.**

24  
25 **Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a**  
26 **student is due to:**

- 27 1. **Date of enrollment;**
- 28 2. **Additional information acquired after results of local assessment, screening or monitoring are**  
29 **released.**

1 When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within  
2 fifteen (15) calendar days and an individualized promotion plan shall be developed to help the student  
3 avoid retention. The plan shall be developed in coordination with the student's teachers and may also  
4 include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school  
5 personnel. A copy of the plan will be provided to the student's parents(s)/guardian(s).

6 The Director of Schools shall develop procedures governing how decisions on retention will be made  
7 after the student begins work on his/her individualized promotion plan.  
8

### 9 *K-3 Reading Notification*

10 If it is determined through a student's overall performance or a state or local assessment that a student  
11 in grades kindergarten through three (K-3) is not meeting grade-level standards in reading, the  
12 student's parents(s)/guardian(s) shall be notified within fifteen (15) calendar days of such  
13 determination.  
14

## 15 **RETENTION**

16 A student may be retained when such retention is in the best interest of the student. However, a  
17 student shall not be retained more than once in any grade.

18 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
19 remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the  
20 student's parent(s)/guardian(s) within ten (10) calendar days of its development. This plan shall  
21 include at least one of the following strategies:

- 22 1. Adjustment to the current instructional strategies or materials;
- 23 2. Additional instructional time;
- 24 3. Individual tutoring outside of school hours;
- 25 4. Modification to the student's classroom assignment to ensure the student received instruction  
26 from a teacher with a level of overall effectiveness of above expectations (level 4) or  
27 significantly above expectations (level 5); or
- 28 5. Attendance or truancy interventions.  
29

30 The Director of Schools shall develop procedures to ensure appropriate recordkeeping of students who  
31 are retained.

32 For the purpose of determining the effectiveness of retention toward improving student achievement,  
33 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at  
34 least three (3) times during the school year in which the student is retained.  
35

36 The director shall report, at least annually, on any intervention programs available to students in the  
37 third grade and recommend any new programs or the modification of any existing programs to better  
38 serve these students.

1 ~~In order to maximize the opportunity for remediation, students with problems shall be identified as~~  
2 ~~early as possible in the school year. Parents shall be notified in writing when problems are identified~~  
3 ~~and shall be informed periodically of remedial efforts and given progress reports.~~

4 Prior to any final decision about retaining a student, the teacher and/or principal shall consult with the  
5 student's parents, explain to them the reason for the retention and solicit from them any information  
6 pertinent as to whether or not the child should be retained. Such consultation may take place in a  
7 conference or by phone or letter.

8 ~~The following factors shall be considered in making a decision on promotion and retention:<sup>2</sup>~~

9 ~~1. **Mastery of essential competencies.** Students shall have mastered essential skills sufficiently to~~  
10 ~~ensure a likelihood of success at the next grade level.~~

11 ~~2. **Special procedures for special students.** Students who have been identified as having special~~  
12 ~~problems, including high risk students and others with special needs, shall be given special~~  
13 ~~consideration. Placement of students with IEPs shall be determined by the IEP Team.~~

14 ~~3. **Flexible placement.** Use of conditional promotion, remedial summer programs, assignment to~~  
15 ~~transitional classes, and other approaches to meeting the needs of students shall be given~~  
16 ~~consideration.~~

17 ~~4. **Attendance.** Attendance shall become a relevant factor only when excessive absenteeism~~  
18 ~~becomes an educational problem.<sup>3</sup>~~

19 ~~5. **Conduct.** Retention shall not be used as a disciplinary measure.~~

20 ~~6. **Previous retention.** Except under unusual circumstances, students shall not be retained more~~  
21 ~~than once in the same grade.~~

22 ~~7. **Grade level.** Retention shall be considered more appropriate in grades K-3.~~

23 ~~Whenever the appropriate teacher(s) determine that retention is in the best educational interest of the~~  
24 ~~student, the student may be retained provided that:~~

25 ~~1. The principal reviews and approves such retention;~~

26 ~~2. The principal shall make a determination based on the preponderance of the evidence available~~  
27 ~~whenever there is a disagreement among the teachers; and~~

1 ~~3. A student who passes a grade may be retained only with the approval of the principal,~~  
2 ~~instructional supervisor and parent.~~

3  
4 ~~All students who are retained or socially promoted shall be provided appropriate remediation.~~

5 Educational experiences for the repeated year shall be varied in order to provide an appropriate  
6 instructional program. Variations may include, but are not limited to, the following:

- 7 1. different teacher(s);
- 8 2. different techniques and strategies;
- 9 3. different materials; and
- 10 4. varying lengths of time per subject and/or physical setting in classroom.

11 For the purpose of determining the effectiveness of retention toward improving student achievement,  
12 the progress of retained students shall be monitored for at least three (3) years by the counseling  
13 staff(s) of the student's school.

14 Social promotions shall be noted on the student's cumulative record.

### 15 **Promotion of Eighth Grade Students to Ninth Grade During the School Term.**

16  
17 Eighth grade students meeting the following requirements will be permitted to move to the high school  
18 on or before the 10th day of the first grading period.

- 19 1. Elementary principal, counselor and teacher/teachers determine that placement in a higher  
20 grade is in the best interest of the student.
- 21 2. Student must be 15 on or before December 31 of the current school year.

22 \* Principals and teachers are encouraged to make decisions on promotions as soon as possible before  
23 the start of the school term. It is important that all students have the opportunity to participate in  
24 planning, orientation and scheduling.

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#### Legal References:

1. [State Board of Education Policy 3.300;TRR/MS 0520-01-03-.05\(3\)\(b\)](#)
2. TCA 49-6-3115; 20USCA§1400 et seq.
3. TCA 49-2-203(b)(7); TCA 49-6-3002

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#### Cross References:

Grading System 4.600  
Reporting Student Progress 4.601  
[Credit Recovery 4.210](#)  
Attendance 6.200  
[Student Assignments 6.205](#)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>10/25/18</b>
		Rescinds: <b>6.200</b>	Issued: <b>08/25/13</b>

1 Attendance is a key factor in student achievement and therefore, students are expected to be present  
2 each day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include.<sup>1</sup>

- 4 1. All accounting and reporting procedures and their dissemination;
- 5 2. Alternative program options for students who severely fail to meet minimum attendance  
6 requirements;
- 7 3. Ensuring that all school age children attend school;
- 8 4. Providing documentation of enrollment status upon request for students applying for new or  
9 reinstatement of driver's permit or license; and
- 10 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
11 withdraws from school.<sup>2</sup>

12 Student attendance records shall be given the same level of confidentiality as other student records.  
13 Only authorized school officials with legitimate educational purposes may have access to student  
14 information without the consent of the student or parent/guardian.<sup>3</sup>

15 Absences shall be classified as either excused or unexcused as determined by the principal or his/her  
16 designee.

17 Excused absences shall include:<sup>4</sup>

- 18 1. Personal illness;
- 19 2. Illness of immediate family member;
- 20 3. Death in the family; funeral notice
- 21 4. Extreme weather conditions;
- 22 5. Religious observances;<sup>5</sup>
- 23 6. College visits;
- 24 7. Pregnancy;
- 25 8. School sponsored or school endorsed activities;<sup>6</sup>
- 26 9. Summons, subpoena, or court order; or
- 27 10. Circumstances which in the judgement of the principal create emergencies over which the  
28 student has no control.

- 1 11. Other absences as pre-approved by the principal, based on appropriate documentation at least  
2 10 (ten) school days prior to day(s) to be missed. [This does not include personal family](#)  
3 [vacations.](#)
- 4 12. If a student is exempt from final exams per Board policy, the absence on the day of the exam is  
5 excused.
- 6 13. Driver's license/permit appointments will be excused with proof of appointment.

7 Tardies including early dismissal for any reason other than the previously mentioned excuses will be  
8 considered unexcused.

9 The Principal shall be responsible for ensuring that:<sup>5</sup>

- 10 1. Attendance is checked and reported daily for each class;
- 11 2. Daily absentee sheets contain sign in/signout sheets and indicate students present or absent for  
12 the majority of the day;
- 13 3. All student absences are verified;

#### 14 **TRUANCY**

15 Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted  
16 present. Students receiving special education services may attend part-time days alternating days, or  
17 for a specific amount of time as indicated in their Individualized Education Plan.

18 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
19 schools /designee who will, in turn, provide written notice to the parents/guardians of the student's  
20 absence. The director of schools/designee shall also comply with state law regarding the reporting of  
21 truant students to the proper authorities. If a student accumulates a total of five (5) unexcused  
22 absences, then he/she is subject to referral to juvenile court.

23 If a student is required to participate in a remedial instruction program outside of the regular school  
24 day where there is no cost to the parent(s) and the school system provides transportation, unexcused  
25 absences from these programs shall be reported in the same manner.<sup>7</sup>

26 The director of schools/designee shall develop appropriate administrative procedures to implement this  
27 policy.

#### 28 **Progressive Truancy Intervention Plan<sup>8</sup>**

29 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention  
30 framework outlined below:

**1 TIER I**

- 2 1. After three (3) unexcused absences a student and parent will be required to meet with a school  
3 attendance representative to discuss reasons for student absences.
- 4 2. Set up an attendance contract with student and parents to be signed by all including the  
5 attendance representative.
- 6 3. Contract must include: Attendance policy, effective dates (90 days), and penalties for additional  
7 absences.
- 8 4. Regularly scheduled follow-up meetings, with the student to discuss his/her progress.  
9 If the student accumulates additional unexcused absences in violation of the attendance  
10 contract, he/she shall be subject to the additional intervention tiers.

**11 TIER II**

- 12 1. After the 4<sup>th</sup> unexcused absence, an individualized assessment by a school counselor will be  
13 conducted to determine why the student has been absent from school. This may result in  
14 referral to counseling, community –based services, or other services to address the student’s  
15 attendance problems.
- 16 2. Parents will be required to have a meeting with the school counselor, teacher(s), and attendance  
17 representative.

**18 TIER III**

- 19 1. After the 5<sup>th</sup> unexcused absence, the student will be referred to Truancy Court.
- 20 2. Failure to attend Truancy Court and/or additional unexcused absences, the student will be cited  
21 to Juvenile Court
- 22 3. The Court will be provided a report of all interventions that have been provided to support this  
23 student.

24 **Upon completion of Tiers I, II, and III, the student will be cited to Juvenile Court.**

**25 MILITARY SERVICE OF A PARENT/GUARDIAN**

26 School principals shall provide student with a one-day excused absence prior to the deployment of and  
27 a one-day excused absence upon the return of a parent or custodian serving active military service.  
28 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a  
29 parent or guardian during a deployment cycle. The student shall provide documentation to the school  
30 as proof of his/her parent’s/guardian’s deployment. Students shall be permitted to make up school  
31 work missed during these absences.<sup>9</sup>

**1 MAKE-UP**

2 ONLY with excused absences will a student be allowed to make-up their missed work.

**3 EXAM EXEMPTIONS**

4 "A" average and a maximum of 3 days excused absence

5 "B" average and a maximum of 2 days excused absence

6 "C" average and a maximum of 1 day excused absence

7 Students with any unexcused absences are ineligible for exam exemptions.

8 All students who obtain four (4) or more unexcused tardies in any class will be required to take the  
9 semester exam regardless of grade average or days absent. Students who are suspended from school or  
10 who are remanded to the Alternative School for cause shall forfeit all exam exemptions.

**11 STATE-MANDATED TESTS/END OF COURSE EXAMS**

12 Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's  
13 excuse or must have been given an excused release by the principal prior to testing to receive an  
14 excused absence. Students who have excused absences will be allowed to take the make-up exam  
15 developed by the teacher that will count 15% of their grade [or] Excused students will receive an  
16 incomplete in the course until they have taken the End of Course Exam.

17 Students who have an unexcused absence shall receive a failing grade on the course exam which shall  
18 be averaged into their final grade at 15%.

**19 CREDIT/PROMOTION DENIAL**

20 Credit/promotion denial determinations may include student attendance, however, student attendance  
21 may not be the sole criterium.<sup>10</sup> However, if attendance is a factor, prior to credit/promotional denial,  
22 the following shall occur:

- 23 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to  
24 excessive absenteeism.
- 25 2. Procedures in due process are available to the student when credit or promotion is denied.

**26 DRIVER'S LICENSE REVOCATION<sup>2</sup>**

1 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
2 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

3 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
4 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading  
5 period.

## 6 **ATTENDANCE HEARING<sup>12</sup>**

7 Students with excessive (more than 5) unexcused absences or those in danger of a credit/promotion  
8 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the  
9 principal. If the student chooses to appeal, the student or his/her parent(s) guardian(s) shall be  
10 provided written or actual notice of the appeal hearing and shall be given the opportunity to address  
11 the committee.

12 An attendance committee appointed by the principal will conduct a hearing to determine if any  
13 extenuating circumstances exist or to determine if the student has met attendance requirements that  
14 will allow him/her to pass the course or be promoted. Upon notification of the attendance committee  
15 decision, the principal shall send written notification to the director of schools/designee and the  
16 parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences.  
17 The notification shall advise parents/guardians of their right to appeal such action within two (2)  
18 school days to the director of schools/designee.

19 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

20 The principal shall be responsible for notifying, in writing, the director of schools and the parents of  
21 the student of any action taken by the school.

22 Any administrative decision regarding attendance may be appealed initially to the director of schools  
23 and ultimately to the Board. The appeal shall be made in writing to the director of schools and within  
24 five (5) days following the action or the report of the action, whichever is later.

25 The director of schools/designee shall ensure that this policy is posted in each school building and  
26 disseminated to all students, parents, teachers, and administrative staff.

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Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
9. TCA 49-6-3019
10. TCA 49-2-203(b)(7)
11. TRR/MS 0520-01-02-.17

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Cross References

School Calendar 1.800  
Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs, & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Students in Foster Care 6.505  
Student Records 6.600

Cumberland County  
Schools

Elementary/Middle  
School Athletics

Procedure Manual

Effective 6/1/17

Elementary/Middle School  
Athletic  
Procedure Manual

*Board Approved 2/23/17*

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## **FOREWORD**

These procedures provide a reference for regulations, existing rules, and information in effect concerning the Cumberland County Elementary Athletic program. It is intended that this guide will contribute to a better understanding of athletic procedures and policies and help to provide guidelines toward a consistent, harmonious, and efficient athletic program.

This guide will be used to assist the members of the athletic staff and the administration in developing a mutual framework of operation. Adhering to these policies and procedures will provide continuity and consistency in all elementary programs.

**These administrative procedures shall be required reading of all coaches employed by Cumberland County Schools.**

## Goals and Objectives

- I. To provide a positive image of school athletics at Cumberland County Elementary Schools.
- II. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
- III. To ensure growth and development that will raise the number of individual participants: that will give impetus to increasing attendance at each contest: that will enable a program of continuing upkeep and improvement of facilities.
- IV. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for the following:
  - A. Physical, mental, and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interest on activity programs for student body, faculty, and community that will generate a feeling of unity.
  - F. Achievement of initial goals as set by the school in general and the student as an individual.
  - G. Provisions for worth use of leisure time in later life, either as a participant or spectator.
- V. To provide a superior program of student activities that include appropriate activities for every boy and girl.
- VI. To provide opportunity for a student to experience success in an activity he or she selects.
- VII. To provide sufficient activities to have an outlet for a wide variety of students interest and abilities.
- VIII. To provide those student activities which offer the greatest benefits for the greatest number of students.
- IX. To create a desire to succeed and excel.
- X. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- XI. To be socially competent and operate within a set of rules, thus gaining a respect for authority and the rights of others.
- XII. To develop an understanding of the value of activities in a balanced educational process.

# Elementary/Countywide Program School Head Coach Job Description

Title: Elementary Athletic Head Coach

## Qualifications:

1. Is employed in the Cumberland County School System  
Note: Non-faculty coaches who have completed the required TSSAA courses and are recommended by the school principal may qualify to be the head coach. Please note, a faculty representative must be present at all practices and games.
2. Has the ability to organize and supervise a total sports program.
3. Has substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

Reports to: Principal

support any additional coaching staff.

Job Goals: To instruct athletes in the fundamental skill, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

## General:

1. The success of the athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be left to the coach to exercise common sense and good judgment.

## Duties and Responsibilities:

1. Has a thorough knowledge of all the Athletic Policy approved by the Cumberland County Board of Education and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations: implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels and is aware of all public/staff/department meetings that require attendance.

## Responsibilities of Staff:

1. Established the fundamental philosophy, skills and techniques to be taught by staff and designs conferences, clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Perform such other duties, which may be assigned by the principal.

#### Administrative Duties:

1. Assists the principal in scheduling, providing transportation and requirements for tournaments and special sport events.
2. Assists the principal in preparing the facility schedule, adheres to facility schedule, and coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the principal and recommends policy, method or procedural changes.
6. Complete end-of-season obligations in order to consider their coaching assignments finalized.

#### Responsibilities to Students:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives regular attention to a student athlete's grades, conduct, and health concerns.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention, and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to the principal's office within 24 hours.
6. Directs student managers, assistants, and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
8. Encourages participation in other sports without pressure to specialize in one sport.

#### Finance and Equipment:

1. Participates in the budgeting function with the principal by establishing requirements for the next season, recommends equipment guidelines as to type, style, color or technical specifications, and operates within budget appropriations.
2. Is accountable for all equipment and collects the cost of any equipment lost or not returned; arranges for issuing, storing, reconditioning, and cleaning of equipment and submits annual inventory and current records; discards equipment with the approval of the principal.
3. Properly marks and identifies all equipment before issuing or storing.

4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games; checks on general cleanliness of the facility; responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows, and locks before leaving the building if custodians are not on duty and instills in each player a respect for equipment and school property, its care and proper use.
7. Permits athletic department-issued equipment to be worn only during practice sessions and interscholastic contest, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for gym classes, work or job, socially, or school wear.

**Public Relations:**

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, Little League programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
4. Responsible for maintaining good public relations with news media, parent organizations, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.

**Other:**

1. Head coach and principal prepare assistant athletic coach job descriptions for floor coaches, instructional coaches, and volunteer coaches.
2. The Director of Schools will appoint a Central Office certified or non-certified person who will be responsible for supervising the countywide program in all elementary sports and will be referred to as the “System Wide Athletic Director”.

**Annual Reviews:**

1. All coaches are required to annually watch the videos at [www.nfhslearn.com](http://www.nfhslearn.com) regarding concussion policy and sudden cardiac death policy. Corresponding paperwork must be signed annually.
2. Coaches are also responsible for signatures in parent packet that include: Player Physicals, Concussion Awareness Form, Sudden Cardiac Arrest Form, Player Conduct Form and Parent Conduct Form. All coaches are required to meet with their Coach’s Council annually.

## **Code Of Ethics For Coaches**

- The function of a coach is properly educating students through participation in interscholastic competition.
- The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success.
- The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

- The coach must constantly uphold the honor and dignity of the profession. In all personal contact with student athlete, officials, athletic directors, school administrators, parents, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The language used by the coach should be clean and appropriate at all times. Profanity in the presence of students is unacceptable. The coach should strive to keep an even temper and restrain from using tactics that are mean spirited towards players or parents.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use. Coaches shall not use tobacco products in front of students at anytime.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements; the coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contest, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student athletes special consideration.
- The coach should treat prospective players, team players, and their parents with fairness and dignity.
- The winning coach should be considerate of the score with local teams. In football when the score reaches a 28-point spread, the coach should consider all manner of options as to not run up the score on the opponent. In basketball when the score reaches a 30-point spread the use of “full court press” should be avoided. “Running up the score” past a 30-point spread should be avoided.
- The coach should avoid using negative motivational techniques.

## **Coaches Area Of Responsibility**

### **I. Teachers first**

- A. Teach athletes to protect themselves
- B. Teach proper fundamentals
- C. Do not engage in negligent entrustment (entrusting authority/activity to someone who is not qualified to carry out that particular authority/activity).
  1. Team Captain
  2. Volunteer Assistant
  3. Manager

### **II. Failure to Properly Supervise**

- A. If you are not there, you will be liable.
- B. The more hazardous or the more contact, all the more closely the activity must be supervised. No student should supervise a drill.
- C. You must be at least immediately accessible.
  1. Accessible to all aspects of practice or activity
  2. Systematic overseeing of practice or activity



- a. Systematic Supervision
- b. Written itinerary
- c. Emergency policies
- d. Locker room rules/regulations posted

### **III.School policy**

- A. Coaches must know and fulfill school policy in every situation.

### **IV. Reasons for Coach and Administrative Liability**

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an under qualified or unqualified individual.
- C. Failing to teach proper skills.
- D. Failing to teach protective skills.
- E. Failing to inspect, repair, and recondition equipment properly.
- F. Failing to provide proper and effective equipment.
- G. Failing to teach athletes to inspect their own equipment.
- H. Failing to properly play an activity.
- I. Failing to create and set policies and procedures for an activity.
- J. Failing to follow and enforce such policies and procedures.
- K. Failing to adopt safety standards.
- L. Failing to match or equate athletes.
- M. Failing to properly administer first aid.
- N. Failure to warn of inherent dangers of the activity.
- O. Failing to assess an injury or incapacity in an athlete.
- P. Failing to keep adequate and accurate records.

### **V.Duties of a Coach**

- A. Provide safe environments.
- B. Properly plan an activity.
- C. Evaluate their athletes or students for injury.
- D. Match or equate athletes.
- E. Provide and maintain proper effective equipment.
- F. Warn of inherent risks of a sport.
- G. Supervises closely.
- H. Know and use emergency procedures and first aid.
- I. Keep adequate records.
- J. Know documents, post and operationalize school policies.
- K. Keep a schedule.

### **VI. Coaching Techniques**

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions that is open to athletes' parents.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with parent, trainer, doctor and parents.
- E. Construct a well-organized game plan.
- F. Do not deny athlete rest or water at any time.

- G. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- H. Keep assistant coaches, student managers and statisticians well informed as to what is expected.
- I. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

## **VII. Publicity and Promotion**

- A. The reporting of news items and games results will rest with the coaches and their staff and approval of the principal. They are responsible for the promotion of their program by:
  - a. Faxing or emailing results immediately following contest to the local news outlets and system wide athletic director.
  - b. Following up with additional materials and stats in writing.
  - c. Make arrangements for player interviews/photographer sessions.
  - d. Providing daily announcements for the PA system.
  - e. Holding meetings with parents to discuss the season, the process and reasons for a few closed practice sessions.
  - f. Sponsoring clinics for youth leagues and coaches.
  - g. Signing all written correspondence and getting principal's approval prior to distribution to players and their parents.

## **VIII. Points to Remember – Coaches can keep problems to a minimum if they do the following;**

- Follow system and state rules and regulations.
- Make sure every athlete and his/her parent understands all policies and issues unique to the season.
- Insist that athletes obey system and state policies.
- Complete forms on time and turning them into the office.
- Keep the administration and the parents informed at all times.
- Co-operate with the administration, other coaches, faculty members, and maintenance staff.
- Keep accurate records on all athletes.
- Keep athletes under control.
- Check the progress of athletes and helping out whenever possible.
- Work with, not against, the administration.

## **Additional Coaching Requirements by Sport**

**Middle School and Countywide:** All middle school and countywide coaches report to the feeder high school coach for their program.

**Elementary Basketball:** Elementary head basketball coaches will attend a coach's clinic (four hour minimum) with the high school basketball program in which his/her school feeds in to.

## **Students' Eligibility Rules**

### **I. Definitions:**

1. The "first official day of school": Registration day, traditionally the first abbreviated day of school for students in our county.

2. “Enrolled”: When the student’s parent(s) or guardian has completed and returned the registration form required for attendance at the school on or after the first official day of school; and one of the following applies to the student:
  - The student attends classes for three days; or
  - The student engages in three or more days of practice after the first official day of school; or
  - The student participates in an athletic contest after the first official day of school.
  - A student cannot be enrolled in more than one school at any time.
3. “Bona Fide Change of Physical Residence”: A move from one community to another that justifies a change of schools; or Court action which changes the custody rights pertaining to a student and where the person who is given custody of the child lives in a different school zone than that where the student lived previously. Where a family continues to maintain a previous residence for the residential purposes of that family or any of its members, the move is not one that justifies a change of schools. Therefore, the student would not be eligible for the remainder of that school year in the newly enrolled school. Athletes who have participated in athletics at a particular elementary school and wish to transfer to another elementary school must have a Bona Fide Change of Physical Address to the zoned school that they wish to attend. This shall include transfers between school years. If there is no Bona Fide Change of Address (move is performed by approved out of zone request), the athlete will not be eligible for 12 months from the date of the last contest the student participated. Eligibility only applies to the sports the student participated in the previous year.
4. “Dual Residence”: When the student’s parents or guardians live separately in different school zones or the student’s parents or guardians own and/or live in multiple households in different school zones. The student’s enrollment at one or the other schools at the beginning of the school year determines the “Bona Fide Physical Residence” for the student at that particular school during that one school year for the purposes of participating in sports. The student may be eligible to participate in sports at another school only if there is a “Bona Fide Physical Residence” of the parent or guardian, as defines in Paragraph 3 directly above.
5. Home school students must meet the requirements defined in TCA 49-6-3050 (b)
6. Students may participate in multi-sports. However, the in-season sport must take precedence. If the student quits the in-season sport during the season, then he/she must wait until the season is over to resume full participation in the off-season sport.

## **II. Age:**

No student shall be eligible to compete in elementary athletics during any school year if the student becomes 15 years of age on or before August 1, and no student shall be eligible to compete at junior varsity level (sixth grade and below) in elementary athletics during any school year if the student becomes 13 years of age on or before August 1.

All countywide and middle school sports participants must be in 7<sup>th</sup> or 8<sup>th</sup> grade

Varsity Basketball Cheer squads will be comprised of sixth through eighth grade students. Fifth graders may cheer on varsity at the coaches' discretion with proper documentation of above average skill.

JV Cheer squads will be comprised of third through fifth grade students.

Schools with total enrollment (K-8) of less than 350 do not have grade restrictions.

## **III. Enrollment:**

To be eligible to participate in athletics, a student must be enrolled at the school where they intend to participate in sports.

#### IV. Student Transfer

1. A student will be eligible to participate in sports after transferring to a different school ~~during the course of any given school year~~ if:
  - a) The student was originally enrolled in a school within his or her school zone and experiences a Bona Fide Change of Residence into the school zone where the new school is located; or
  - b) The student was attending a school where his or her parent is an employee and the experiences a Bon Fide Change of Residence into the school zone where the new school is located; or
  - c) The student was attending a school where his or her parent is an employee and that student's parent is transferred to a different school. In that case, the student may transfer to either the school for which his physical residence is zoned or the school to which his or her parent has been transferred.
  - d) The student transfer is a result of a zoning decision that is *unrelated to employee zoning privileges. Employees may not transfer their student multiple times.*
2. ~~Students enrolled at a school out of their zone (their physical residence requires attendance at a school other than the one they attend), and who are not attending such school as a child of an employee of that school, establishes enrollment at that school for the remainder of that school year. If such a student transfers to a different school, in the event of a Bona Fide Change of Residence or otherwise, said student will not become eligible for sports for 12 months after the last sporting event that the student participated.~~

#### V. Eligibility Reports

To be eligible students must have their names, ~~and~~ birth dates, *school of attendance, date of physical exam, and proof of insurance* submitted by each coach to the principal of the school and the Coordinator of Elementary Athletics ~~prior to the first official game~~ *within 5 days of initial participation*. At the end of each grading period a copy of each student's academic grades must be submitted by the coach, to the principal of the school and the System Wide Athletic Director.

#### VI. Enrollment, Physical Exam, and Health Insurance

To be eligible for sports participation:

1. It is required that no student be permitted to participate in practice sessions or in athletic contests until there is on file with the principal a preparticipation medical evaluation form signed by a doctor of medicine, osteopathic physician, physicians assistant, or certified nurse practitioner stating that the student has passed a physical examination, not prior to April 15, and that in their opinion the student is physically fit to participate in interscholastic athletics. In lieu of the form, the principal may accept a signed statement from the health care provider certifying that the student has passed a physical examination that encompasses all elements on the preparticipation medical evaluation form and attesting that in their opinion the student is physically fit to participate in interscholastic athletics.
2. No student shall be required to submit to a physical exam if his/her parent(s) or legal guardian shall file with the principal a signed, written statement (affirmed under the penalties of perjury) declining such physical examination on grounds of sincerely held beliefs or practices.
3. It is required that no student be permitted to participate in practice sessions or in athletic contests until there is on file a parental consent certificate signed by a parent or legal guardian stating that the student has the consent of his/her parent(s) or legal guardian to participate.
4. The student's parent must provide proof of health insurance to the school's principal prior to the first practice. If a student uses the health insurance offered by the school system, they must carry the 24-hour per day policy.

5. The student's parents must complete the Concussion and Sudden Cardiac Death informational forms and the Player and Parent Conduct Forms prior to initiation of practice.

**VII. School Attendance:**

To be eligible a student must be in regular attendance with no unexcused absences. Each unexcused absence will mandate a two-quarter suspension from the next local elementary game played. On game days during the school week (Monday through Friday), a student must be in attendance as required in Board Policy 4.300 (at least one minute over half a day or 3 hours and 31 minutes) that day in order to be eligible to play in any sports contest held that day. (Friday absences do not affect weekend game eligibility)

**VIII. Academic Eligibility:**

To be eligible a student cannot have more than one (1) failing grade for each nine-week period. Students who fail to maintain adequate academic standards shall be ineligible for the following nine-week period; effective the day grade cards go out. (Academic eligibility for students participating in sports during the first nine-week period will be determined by the last nine weeks of the previous year until first mid-nine weeks progress reports are reported. To be eligible a student cannot have more than one (1) failing grade on this progress report. Students who fail to maintain adequate academic standards shall be ineligible for the remainder of this grading period; effective the day progress reports go out.)

**IX. Unsportsmanlike Conduct:**

Student athletes ejected from any game (in county or out of county) for unsportsmanlike conduct in any sport will be suspended for one game in football and two games in all other sports. They will not be eligible for participation in the next contest of the same sport and at the same level of competition, varsity or junior varsity. If it is thought by the principal, the System Wide Athletic Director, or the Director of Schools that a longer-term suspension is in order, the suspension may be longer than one game with the Director of School having the final say in the matter. A written report must be provided to the System Wide Athletic Director within 48 hours of any player ejection. If a player is ejected for a second time for unsportsmanlike conduct, the player will face penalties up to suspension from all sports up to a 12-month period.

**X. Academic Ineligible Players:**

Academic ineligible players may practice with the team but must not participate in any game until they become eligible at the end of the next nine week grading period; effective the day grade cards go out.

**XI. Playing An Ineligible Player:**

If any ineligible player participates in a game, the offending school must forfeit that game, regardless of any agreement between coaches.

**XII. Co-op Teams:**

Schools unable to fill a complete team, may co-op with another designated school and are subject to all other eligibility requirements enumerated above. The District Athletic Director will evaluate and approve co-op assignments.

Middle school team/countywide teams are considered co-op teams. The teams are established by the System Wide Athletic Director with the support of each individual high school. The team and coaches will report to the high school coach for the sport they are playing. All players will be required to play for the team that feeds the high school that their elementary school presently feeds. Feeder schools are defined by the official bus transportation pattern. All financial accounts

will be housed at the high school level. Countywide teams are an exception due to only having one countywide team.

### **XIII. Recruiting**

Athletic recruiting is prohibited. Athletic recruiting is the use of influence on a student or the parents or guardians of a student by any person(s) directly or indirectly associated with the school to secure or retain a student for athletic purposes. In the event that there is a violation of this rule, there shall be a penalty against the school.

The penalty enforced for this violation will be determined by the Director of Schools or his/her designee based on consideration of the number of violations involved, the number of student athletes involved, the nature of the violation(s), the individual(s) responsible for the violation(s) and the extent to which the violation may have been knowing, deliberate, or in reckless disregard for the provisions of this rule and the commentary that accompanies this rule.

#### **Guidelines for Understanding The Recruiting Rule**

1. Athletes or perspective athletes should be treated no differently than students who are not athletes. Students should be seen as students and not singled out for the athletic ability.
2. To avoid the appearance of impropriety, a coach who is contacted by any student or family or individual about attending a school where he or she is the coach should inform that person that he or she needs to contact the administrative official of the school who normally deals with the admission process.
3. To avoid the appearance of impropriety, any meeting with coaches regarding athletes or prospective athletes should be part of the admission process at the school and should take place at the school.

### **XVI. Special Cases Involving Hardship**

The Director of Schools or his/her designee shall have the authority to set aside the effect of any eligibility rule upon an individual student when: the circumstances were unforeseen and unavoidable, the application of the rule proves and undue hardship for the student, or the application of the rule would not accomplish the purpose for which the rule was established.

### **Coaches' Eligibility Rules**

- I. To be eligible, each head coach, assistant coach and/or volunteer coach must be approved by the principal and the Director of Schools. New coaches must view the required TSSAA coaching videos "Fundamentals of Coaching" and "First Aid, Health, and Safety for Coaches" at [www.nfhslearn.com](http://www.nfhslearn.com)  
All coaches are required to annually watch the videos at [www.nfhslearn.com](http://www.nfhslearn.com) regarding concussion policy and sudden cardiac death policy. Corresponding paperwork must be signed annually. Coaches are also responsible for signatures in parent packet that include: Player Physicals, Concussion Awareness Form, Sudden Cardiac Arrest Form, Player Conduct Form and Parent Conduct Form. All coaches are required to meet with their Coach's Council annually.
- II. Unsportsmanlike Conduct –The following will be required if a coach is ejected for unsportsmanlike conduct in any sport during any game that our school is represented whether in county or out of county.

- A. The coach and school will be required to submit a written report of the incident to the System Wide Athletic Director within 48 hours of the incident.
  - B. The coach will be suspended and will not be eligible to coach for a minimum of one football game or two games in all other sports in the next contest of the same sport and at the same level of competition, varsity or junior varsity. The suspension may be extended for a longer period of time if deemed necessary by the principal or Director of Schools.
  - C. The school shall not allow the suspended coach to attend games while under suspension. In addition to what is presently required when a coach is ejected for unsportsmanlike conduct, a meeting shall be held with the coach, principal, and the System Wide Athletic Director, with a report on the meeting and plans to directly address the matter to be filed with the Director of School by the System Wide Athletic Director.
  - D. Upon the second ejection for unsportsmanlike conduct within the same season, the coach will face additional penalties up to removal of privileges to coach.
- III. Duties – To be eligible each coach must complete all tasks assigned to him/her in the Cumberland County Schools Elementary Athletic Procedures Manual, and any other responsibilities that their building level administrators may assign.

## **Purchasing**

### **I. Procedures for Purchasing**

All purchasing of athletic equipment must be done through the principal and must be within the approved budget. Listed below are the guidelines for the purchasing of athletic equipment and supplies:

- A. The requesting coach must submit to the principal two bids or quote sheets listing the desired purchases of \$500 or more, three bids for \$1,000 or more. Should use local vendors or vendors closest to our area when possible. Must give detailed specifications or brand, color, size, stripes, number, etc.
- B. The principal will determine which supplier will receive the order based on budget, price, quality and delivery time. If prices are in the same range, consideration will be given to local dealers and those who best stand behind the product.
- C. The principal's office will initiate a purchase order to be signed by the principal to start the purchasing process. The coach and the principal should sign the purchase order.
- D. The coach will notify the principal if the order is short or defective.
- E. Coaches or persons who purchase equipment without a purchase order will be held responsible to personally pay for this equipment. No one can authorize a purchase without the principal's approval.
- F. Coaches are not to bill personal items to the school account with athletic suppliers.
- G. Coaches should submit a budget to the principal by the end of the season for the next season. Any amendments to the budget are discouraged.

## **Inventory/Care Of Equipment**

### **I. Procedures for Inventory/Care of Equipment**

Coaches will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs.

- A. The coach shall provide to the principal an Equipment-Uniform Checkout Sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
- B. Coaches shall submit their athletic inventories to the principal within two weeks of the end of the season.
- C. Once equipment and uniforms have been used to the point where they are no longer serviceable, the following procedure will be used for disposal with principal approval:
  - 1. Uniforms may be sold through the athletic office at a reduced price or thrown away.
  - 2. Equipment maybe sold or given away with written liability release.
- D. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.
- E. All football helmets must be reconditioned every 2 years.

## Practices and Games

The coaches, in conjunction with the System Wide Athletic Director, are responsible for scheduling all interscholastic athletic contests for each team within the athletic program. Elementary games shall not conflict with high school games unless such conflict is made absolutely avoidable by circumstances beyond the control of elementary school officials.

- I. During each sport season, coaches shall submit to the System Wide Athletic Director the following information:
  - A. The dates for the beginning and ending of the season and the game schedule during the season.
  - B. The complete schedule, including all practice dates and times should be submitted to building level principals, including summer schedules.
  - C. Required and voluntary practice must have a Cumberland County BOE employee present at all times.
  - D. This information shall be submitted to the D.O.S. through the principal or the System wide Athletic Director, and shall be approved by the System Wide Athletic Director.
- II. There is a parental expectation for open practice sessions. Closed practice sessions may occur after a parent meeting is held to explain the purpose, the need, and the number of closed practice sessions scheduled. This must have principal approval.
- III. Each elementary school participating in basketball must schedule and play every other participating elementary school in the county at least one time. The game scheduled by the System Wide Athletic Director determines tournament seed.
- IV. No participating school shall play more than ten (10) football games in a season.
- V. ~~No restrictions during summer months.~~ **Dead Period Rule – No coaching, observing, or contact between coach and players in sport involved. There is no practice, no open facilities, no weight training/conditioning, no loaning or renting of facilities for athletic purposes. The Dead Period, which is to be observed by all schools (High School, Middle School, and Elementary School) is NFHS Week 52 and NFHS Week 1 totaling 14 days. Other than dead period, coaches may practice as much as they want in the summer with building level principal approval.**
- VI. Students may participate in multi-sports. However, the in-season sport must take precedence. If the student quits the in-season sport during the season, then he/she must wait until the season is over to resume full participation in the off-season sport.

- VII. Rules on bad weather and holidays: No school means no required practice can be held. Voluntary practice may occur with no penalty imposed on students who cannot attend. Games will not be played when there is no school.
- VIII. Weekend practices (one day only).
- IX. No participating school shall play more than twenty-two (22) regular season basketball games. Any out of county game or tournament must not take precedence over county games.
  - A. A game is when admission is charges and four quarters are played.
  - B. Each tournament counts as two call games. (0520-1-2.08) TCA
  - C. A sports calendar for the next school year will be prepared and approved each year by the principal by May 30<sup>th</sup>.
- X. Ample warm up time must be provided for all sports.  
 Football requires 15 minutes warm up before the game can begin.  
 Basketball requires 10 minutes warm up before each girls and boys game.
- XI. All coaches must adhere to requirements of the heat index policy for practice and games.
- XII. At no time during the varsity season will an elementary basketball team be permitted to hold practice at the host high school for the Elementary Basketball Tournament unless approved by the System Wide Athletic Director due to unforeseen facility issues at their own elementary facility. Practicing elementary teams in the high school facility provides an unfair competitive advantage that if given to one school should be provided to all schools.

## Costs

- I. Profits from the varsity elementary basketball tournament shall be divided equally among participating schools.
- II. Admission charges for elementary sports shall be set by the Principal’s Association and adjusted periodically.
  - A. Current admission charges are for regular season.
 

Preschool children.....	Free
Retired Employee (with pass card)....	Free
Students (K-12).....	\$2.00
Adults.....	\$4.00
  - B. Admission charges for Tournament.
 

Preschool children.....	Free
Retired Employee (with pass card)....	Free
Students (K-12).....	\$3.00
Adults.....	\$4.00

## Supervision, Disputes, and Penalties

- The head coach is responsible for squad members during practices and athletic contest.
- The building principal is responsible for the general supervision of his/her teams.
- The system-wide athletic program shall be under the general supervision of the System wide Athletic Director.
- General disputes about the athletic program should be resolved by the Director of Schools. If the dispute involves a referee (an official) in anyway, then the head of the officials shall be invited to attend the meeting and submit information.
- If the individual would like to file a grievance of the Director's decision, they must do so in writing within 7 calendar days. The grievance will be added to the next Board of Education agenda.
- Penalties may be imposed. Any coach and/or principal who violates the rules herein or the Code of Ethics is subject to penalties that may include but not limited to reprimand, suspension from practices and/or games, revocation of coaching credentials and/or a personal fine not to exceed \$100.00 per infraction.

## **Summary Of Responsibilities For Supplemental Pay For Certified And Non-Certified Employees**

The duties of the school employee include but are not limited to:

- \*1. Tryouts
  2. Collect athletic physical exam forms
  3. Uniform assignments, care, and inventory
- \*4. Eligibility lists and updates
- \*5. Schedule and attend practice
- \*6. Travel on the bus to away games
- \*7. Supervise students before, after and during practice and games
  8. Coach
- \*9. Follow all purchasing procedures
- \*10. Handle parent meetings, concerns and complaints
- \*11. Fulfill pre-season and post-season obligations
- \*12. Attend coaches meetings and implement rules
- \*13. Work with principal on team publicity and promotion
- \*14. Maintain emergency kit and monitor student medical issues and injuries
- \*15. Maintain CPR and Blood-borne pathogen training
- \*16. Listed as coach of record and sits on the bench
- \*17. Monitors team volunteers
- \*18. Set up for games and be responsible for locker rooms, keys, facility maintenance, squad, and locker assignment.
- \*19. Report directly to the Principal
- \*20. Inventory, order and recondition equipment

\*These responsibilities cannot be delegated to a volunteer.

## **Procedures For Hiring Officials**

- I. All contests between member schools shall use officials who are approved by the Principal's Association.**

Additional county regulations:

- A. The decisions and interpretations of the rules by officials are final.
- B. Any team leaving the contest area before the conclusion of the contest because of dissatisfaction with the officiating will render the school liable to disciplinary action by the association.

## **II. Contracting of Officials**

The sole responsibility of assigning and contracting officials belongs to the assigned officer of the local official's association used.

## **III. Ethical Behavior Toward Officials**

Officials contracted to officiate at Cumberland County Elementary Schools are guests of the schools and should be treated accordingly. Upon arrival, officials shall be greeted by a designated school employee.

Official's checklist:

- A. Officials parking available.
- B. Dressing room cleaned and supplied with necessities.
- C. Notification as to special events, e.g. Homecoming, Parents Night, etc.
- D. Clarification on any local playing conditions or ground rules.
- E. Half-time refreshments are available.
- F. Pay vouchers in order.

Coaches should introduce themselves to the officials prior to the contest and extend a cordial welcome. During and after the contest, the coach's relationship with the official shall be on a professional level. Should an occasion arise for the coach to question the official concerning a contest situation, it shall be done in a respectful manner within the contest rules. Judgment calls of the official should not be challenged. At no time is the coach or a member of the bench to berate the official in such a manner as to incite the spectators. Coaches who promote a positive contest relationship with the officials can expect likewise treatment from the official.

## **Transportation Policies**

### **I. General Transportation Policy**

If transportation is provided, all players, personnel and coaches of athletic teams will be transported in authorized school vehicles when the contest has been scheduled away from the school site.

### **II. Approved Modes of Transportation**

All athletic teams will be transported by the following modes in priority order:

1. School bus – driven county bus – employed bus driver
2. Licensed private carriers – specially chartered trips
3. Private auto – see Board Policy 3.404

### **III. Procedures for Transportation Procurement**

- A. The coach shall be responsible for making transportation arrangements for all athletic teams.

1. The head coach shall submit to the principal three weeks prior to the start of the season, a schedule listing the departure and estimated return time for all away contests.
2. Ten days prior to the first away contest, the coach shall submit all “Bus Request Forms” for the entire sports season to the transportation supervisor.
3. Any changes in the departure time or circumstances of the trip are to be made through the principal.
4. All subsequent trip requests are to be made to the transportation office 10 days prior to the date of the trip or the morning following a contest cancellation/postponement or tournament advancement.
5. All team members should be informed of the estimated time of return one day prior to the trip. The convenience will help parents to schedule a school pick-up.

#### B. Breakdowns, delays and accidents

1. In the event of a breakdown or accident, the driver has been instructed in the proper procedures to follow. Remember, while in transit, the driver is in charge.
2. When an accident or breakdown occurs, it is the coach’s responsibility to provide for the supervision and protection of the students.
  - a) Students should remain together and on the bus unless instructed otherwise by the driver or other authority, e.g. police.
  - b) Students should be supervised at all times.
  - c) Coached should call the school at the first available opportunity.
3. In the event of unusual or unanticipated delays in returning to school, please call the principal. If possible, instruct students to call home and inform their parents of the delay.

#### C. Travel release

Under certain circumstances or exceptional situations where it creates an inconvenience to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is part of a team in all phases of team activity.

1. Travel release forms will be made available to all athletes.
2. Parents must make prior arrangements with the coach in advance of the trip by having the approval travel release on file in the coach’s office or in the coach’s possession on the day of the trip.
3. Should a parent approach a coach and request their son/daughter ride home with them or someone else, the coach shall agree upon receiving written release of responsibility for the athlete.

### IV. Procedure Relative to the Use of School buses

#### A. Bus guidelines

1. The coach shall give to the driver a trip itinerary and a team travel roster listing the names, addresses and phone numbers of all passengers. This list is required in the event of an accident and should be made available to law authorities.
2. A coach must accompany the bus when a sport is on the road.
3. A first aid kit must accompany all athletic trips and contain the “Emergency Medical Forms” for each athlete.
4. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.

5. All athletes should be instructed to be at the point of departure 15 minutes prior to the designated time.
6. Athletes who miss the bus and arrive at the contest later shall not be permitted to participate unless there are extreme circumstances.
7. No food or drink is permitted on the bus unless the driver has given prior approval due to the length of the trip.
8. In the event approval has been granted, the coach is responsible to see that the bus is left in clean condition.
9. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated. Gambling in any form will not be allowed.
10. All students are expected to dress appropriately and neatly for out of town trips.
11. Only players, coaches, cheerleaders, chaperones or other invited school officials may ride buses provided for athletic teams. No exceptions maybe made to this rule.
12. When a bus is chaperoned by only one coach, he/she should position him/herself near the center of the bus for supervision. Whenever two or more coaches are on the bus, one coach should sit in the rear to eliminate horseplay.
13. Only assigned personnel may ride on school transportation. No spectators or coaches' family members are permitted.
14. Coaches are to instruct their athletes not to wear spikes or cleats inside school transportation without the driver's permission.
15. Bus radios, if permitted will not be played at an excessive noise level.
16. The emergency door shall only be used in case of emergency or unless authorized by the driver.
17. The coach will check with the driver to be sure that students have everything off the bus upon return to school.
18. The coach shall see to it that the locker room of the host school is left in a clean and orderly condition with no damage. Report any incidents involving team members to the principal as soon as possible.
19. All students shall return home on the same bus or vehicles in which they traveled to the contest. The only exceptions would be if they have secured a travel release.

#### B. Trip cancellation

1. When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the transportation supervisor, coach, and the building principal. All parties concerned should be notified.
2. Bus drivers will have the final authority on the decision as to staying or coming home due to weather conditions.

### V. The coach and principal will organize overnight trips.

## Locker Room and Related Facilities

### I. Locker Room responsibilities

#### A. Security

1. Each coach is responsible for the action of members of his/her squad for the time they report for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time that the athletes are to report for practices, games, meets, home or away, and stays until the last athlete has left.

3. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
4. Since many coaches will be using the locker room office area (coaches office), each coach must make effort to keep this area as neat and clean as reasonably possible. The custodian will clean this area as scheduled.
5. Each coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the principal.

#### B. Control of keys

1. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the principal or designee. All coaches will return their keys to the principal on the final day of the school year, unless permission has been granted for summer use of the athletic area.
2. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.
3. If keys to the athletic area are lost, the coach should report this to the principal immediately.

## **II. Locker Room Procedures**

#### A. Athlete rules

1. Rough housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
2. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players is allowed in the locker room.
4. No glass containers are permitted in locker room.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
6. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sport session.
7. Athletes may use the phone in the locker offices to call home upon permission of the coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time. Pay phones are to be utilized for other calls.
8. Other needed rules may be added with the approval of the principal and coach.

## **Athletic Injuries**

### **I. Medical Aspects and Safety**

#### A. Responsibilities

1. The coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
2. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must

understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.

3. It is the responsibility of the coach in charge of a team to have a complete list of emergency telephone numbers and pertinent student health information and a first aid kit at every practice and contest.
4. Encourage heavy fluid intake before, during, and after practice sessions.

#### B. Emergency procedures

1. Check for consciousness and vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured should be kept at a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat related illnesses.
5. When there is any question as to the extent, seriousness or nature of the injury by the coach seek professional medical help immediately.
6. Notify the parents of the injured athlete immediately.
  - a) Parents should assume the responsibility of contacting the family physician for any injury.
  - b) Less serious injuries, have parents provide transportation for the necessary medical attention.
7. Call 911 as needed.
8. The athlete's parents' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the "Emergency Medical Authorization" card that is carried at all times in the team's medical kit.
9. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the Emergency Medical Authorization card. He/she should continue to try to contact the parents.
10. Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

## II. Accident/Injury Report Procedures

#### A. Reporting Procedures

1. The coach will complete the "Athletic Injury Report" form immediately following any athletic injury that requires medical professional or health care personnel. This includes athletic injuries or accidents that involve any students under their control during a practice, contest or while traveling to or from a contest.
2. The form shall be turned into the principal's office the following morning with the coach retaining a copy.
3. Copies of the report shall be immediately sent to the Central Office and to the parents.
4. The coach shall list the injury on the log that is kept in the athletic training room.
5. Coaches should follow up on all injuries by attempting to personally contact the parents.

#### B. Return to Participation

Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the family physicians, must have a written statement allowing return to competition.

### III. Suggested Items for a Coaches' First Aid Kit

Adhesive	Ammonia ampules
Antiseptic soap (phisoderm, etc.)	Band-Aids (1 by 3)
Blood pressure cuff and stethoscope	Butterfly bandages
Chalk	Cotton (sterile)
Cotton tipped applicators	Elastic bandages
Elastic tape role (elasticon, etc.)	Tweezers
Mirror (hand)	Moleskin
Non-adhering sterile pad (3 by 3)	Oral thermometer
Pen light	Plastic bags
Rubber gloves	Sponge rubber
Surgical scissors	Tape adherent
Tape scissors	Tongue depressors
Triangular bandages	Towels

NOTE: The amounts will depend on the number of players and amounts used in previous years.

In addition to the items listed above for the training kit, the following items may be needed at the sideline:

Ice-crushed	Water-individual cups or containers
Stretcher	Air splints-both arm and leg
Spine board – Particularly important in football games	

### **Awards Banquets**

The coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of the session. The coach may choose to work with a support club, or a group of selected parents in planning the type of awards ceremony under the supervision of the principal.

Cumberland County  
Schools

Elementary/Middle  
School Athletics

Procedure Manual

Effective 6/1/17

Elementary/Middle School  
Athletic  
Procedure Manual

*Board Approved 2/23/17*

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## **FOREWORD**

These procedures provide a reference for regulations, existing rules, and information in effect concerning the Cumberland County Elementary Athletic program. It is intended that this guide will contribute to a better understanding of athletic procedures and policies and help to provide guidelines toward a consistent, harmonious, and efficient athletic program.

This guide will be used to assist the members of the athletic staff and the administration in developing a mutual framework of operation. Adhering to these policies and procedures will provide continuity and consistency in all elementary programs.

**These administrative procedures shall be required reading of all coaches employed by Cumberland County Schools.**

## Goals and Objectives

- I. To provide a positive image of school athletics at Cumberland County Elementary Schools.
- II. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
- III. To ensure growth and development that will raise the number of individual participants: that will give impetus to increasing attendance at each contest: that will enable a program of continuing upkeep and improvement of facilities.
- IV. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for the following:
  - A. Physical, mental, and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interest on activity programs for student body, faculty, and community that will generate a feeling of unity.
  - F. Achievement of initial goals as set by the school in general and the student as an individual.
  - G. Provisions for worth use of leisure time in later life, either as a participant or spectator.
- V. To provide a superior program of student activities that include appropriate activities for every boy and girl.
- VI. To provide opportunity for a student to experience success in an activity he or she selects.
- VII. To provide sufficient activities to have an outlet for a wide variety of students interest and abilities.
- VIII. To provide those student activities which offer the greatest benefits for the greatest number of students.
- IX. To create a desire to succeed and excel.
- X. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- XI. To be socially competent and operate within a set of rules, thus gaining a respect for authority and the rights of others.
- XII. To develop an understanding of the value of activities in a balanced educational process.

# Elementary/Countywide Program School Head Coach Job Description

Title: Elementary Athletic Head Coach

## Qualifications:

1. Is employed in the Cumberland County School System  
Note: Non-faculty coaches who have completed the required TSSAA courses and are recommended by the school principal may qualify to be the head coach. Please note, a faculty representative must be present at all practices and games.
2. Has the ability to organize and supervise a total sports program.
3. Has substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

Reports to: Principal

support any additional coaching staff.

Job Goals: To instruct athletes in the fundamental skill, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

## General:

1. The success of the athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be left to the coach to exercise common sense and good judgment.

## Duties and Responsibilities:

1. Has a thorough knowledge of all the Athletic Policy approved by the Cumberland County Board of Education and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations: implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels and is aware of all public/staff/department meetings that require attendance.

## Responsibilities of Staff:

1. Established the fundamental philosophy, skills and techniques to be taught by staff and designs conferences, clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Perform such other duties, which may be assigned by the principal.

#### Administrative Duties:

1. Assists the principal in scheduling, providing transportation and requirements for tournaments and special sport events.
2. Assists the principal in preparing the facility schedule, adheres to facility schedule, and coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advises the principal and recommends policy, method or procedural changes.
6. Complete end-of-season obligations in order to consider their coaching assignments finalized.

#### Responsibilities to Students:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives regular attention to a student athlete's grades, conduct, and health concerns.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention, and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to the principal's office within 24 hours.
6. Directs student managers, assistants, and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
8. Encourages participation in other sports without pressure to specialize in one sport.

#### Finance and Equipment:

1. Participates in the budgeting function with the principal by establishing requirements for the next season, recommends equipment guidelines as to type, style, color or technical specifications, and operates within budget appropriations.
2. Is accountable for all equipment and collects the cost of any equipment lost or not returned; arranges for issuing, storing, reconditioning, and cleaning of equipment and submits annual inventory and current records; discards equipment with the approval of the principal.
3. Properly marks and identifies all equipment before issuing or storing.

4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games; checks on general cleanliness of the facility; responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows, and locks before leaving the building if custodians are not on duty and instills in each player a respect for equipment and school property, its care and proper use.
7. Permits athletic department-issued equipment to be worn only during practice sessions and interscholastic contest, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for gym classes, work or job, socially, or school wear.

**Public Relations:**

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, Little League programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media.
4. Responsible for maintaining good public relations with news media, parent organizations, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.

**Other:**

1. Head coach and principal prepare assistant athletic coach job descriptions for floor coaches, instructional coaches, and volunteer coaches.
2. The Director of Schools will appoint a Central Office certified or non-certified person who will be responsible for supervising the countywide program in all elementary sports and will be referred to as the “System Wide Athletic Director”.

**Annual Reviews:**

1. All coaches are required to annually watch the videos at [www.nfhslearn.com](http://www.nfhslearn.com) regarding concussion policy and sudden cardiac death policy. Corresponding paperwork must be signed annually.
2. Coaches are also responsible for signatures in parent packet that include: Player Physicals, Concussion Awareness Form, Sudden Cardiac Arrest Form, Player Conduct Form and Parent Conduct Form. All coaches are required to meet with their Coach’s Council annually.

## **Code Of Ethics For Coaches**

- The function of a coach is properly educating students through participation in interscholastic competition.
- The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success.
- The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

- The coach must constantly uphold the honor and dignity of the profession. In all personal contact with student athlete, officials, athletic directors, school administrators, parents, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The language used by the coach should be clean and appropriate at all times. Profanity in the presence of students is unacceptable. The coach should strive to keep an even temper and restrain from using tactics that are mean spirited towards players or parents.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use. Coaches shall not use tobacco products in front of students at anytime.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements; the coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contest, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student athletes special consideration.
- The coach should treat prospective players, team players, and their parents with fairness and dignity.
- The winning coach should be considerate of the score with local teams. In football when the score reaches a 28-point spread, the coach should consider all manner of options as to not run up the score on the opponent. In basketball when the score reaches a 30-point spread the use of “full court press” should be avoided. “Running up the score” past a 30-point spread should be avoided.
- The coach should avoid using negative motivational techniques.

## **Coaches Area Of Responsibility**

### **I. Teachers first**

- A. Teach athletes to protect themselves
- B. Teach proper fundamentals
- C. Do not engage in negligent entrustment (entrusting authority/activity to someone who is not qualified to carry out that particular authority/activity).
  1. Team Captain
  2. Volunteer Assistant
  3. Manager

### **II. Failure to Properly Supervise**

- A. If you are not there, you will be liable.
- B. The more hazardous or the more contact, all the more closely the activity must be supervised. No student should supervise a drill.
- C. You must be at least immediately accessible.
  1. Accessible to all aspects of practice or activity
  2. Systematic overseeing of practice or activity



- a. Systematic Supervision
- b. Written itinerary
- c. Emergency policies
- d. Locker room rules/regulations posted

### **III.School policy**

- A. Coaches must know and fulfill school policy in every situation.

### **IV. Reasons for Coach and Administrative Liability**

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an under qualified or unqualified individual.
- C. Failing to teach proper skills.
- D. Failing to teach protective skills.
- E. Failing to inspect, repair, and recondition equipment properly.
- F. Failing to provide proper and effective equipment.
- G. Failing to teach athletes to inspect their own equipment.
- H. Failing to properly play an activity.
- I. Failing to create and set policies and procedures for an activity.
- J. Failing to follow and enforce such policies and procedures.
- K. Failing to adopt safety standards.
- L. Failing to match or equate athletes.
- M. Failing to properly administer first aid.
- N. Failure to warn of inherent dangers of the activity.
- O. Failing to assess an injury or incapacity in an athlete.
- P. Failing to keep adequate and accurate records.

### **V.Duties of a Coach**

- A. Provide safe environments.
- B. Properly plan an activity.
- C. Evaluate their athletes or students for injury.
- D. Match or equate athletes.
- E. Provide and maintain proper effective equipment.
- F. Warn of inherent risks of a sport.
- G. Supervises closely.
- H. Know and use emergency procedures and first aid.
- I. Keep adequate records.
- J. Know documents, post and operationalize school policies.
- K. Keep a schedule.

### **VI. Coaching Techniques**

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions that is open to athletes' parents.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with parent, trainer, doctor and parents.
- E. Construct a well-organized game plan.
- F. Do not deny athlete rest or water at any time.

- G. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- H. Keep assistant coaches, student managers and statisticians well inform as to what is expected.
- I. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

## **VII. Publicity and Promotion**

- A. The reporting of news items and games results will rest with the coaches and their staff and approval of the principal. They are responsible for the promotion of their program by:
  - a. Faxing or emailing results immediately following contest to the local news outlets and system wide athletic director.
  - b. Following up with additional materials and stats in writing.
  - c. Make arrangements for player interviews/photographer sessions.
  - d. Providing daily announcements for the PA system.
  - e. Holding meetings with parents to discuss the season, the process and reasons for a few closed practice sessions.
  - f. Sponsoring clinics for youth leagues and coaches.
  - g. Signing all written correspondence and getting principal's approval prior to distribution to players and their parents.

## **VIII. Points to Remember – Coaches can keep problems to a minimum if they do the following;**

- Follow system and state rules and regulations.
- Make sure every athlete and his/her parent understands all policies and issues unique to the season.
- Insist that athletes obey system and state policies.
- Complete forms on time and turning them into the office.
- Keep the administration and the parents informed at all times.
- Co-operate with the administration, other coaches, faculty members, and maintenance staff.
- Keep accurate records on all athletes.
- Keep athletes under control.
- Check the progress of athletes and helping out whenever possible.
- Work with, not against, the administration.

## **Additional Coaching Requirements by Sport**

**Middle School and Countywide:** All middle school and countywide coaches report to the feeder high school coach for their program.

**Elementary Basketball:** Elementary head basketball coaches will attend a coach's clinic (four hour minimum) with the high school basketball program in which his/her school feeds in to.

## **Students' Eligibility Rules**

### **I. Definitions:**

1. The "first official day of school": Registration day, traditionally the first abbreviated day of school for students in our county.

2. “Enrolled”: When the student’s parent(s) or guardian has completed and returned the registration form required for attendance at the school on or after the first official day of school; and one of the following applies to the student:
  - The student attends classes for three days; or
  - The student engages in three or more days of practice after the first official day of school; or
  - The student participates in an athletic contest after the first official day of school.
  - A student cannot be enrolled in more than one school at any time.
3. “Bona Fide Change of Physical Residence”: A move from one community to another that justifies a change of schools; or Court action which changes the custody rights pertaining to a student and where the person who is given custody of the child lives in a different school zone than that where the student lived previously. Where a family continues to maintain a previous residence for the residential purposes of that family or any of its members, the move is not one that justifies a change of schools. Therefore, the student would not be eligible for the remainder of that school year in the newly enrolled school. Athletes who have participated in athletics at a particular elementary school and wish to transfer to another elementary school must have a Bona Fide Change of Physical Address to the zoned school that they wish to attend. This shall include transfers between school years. If there is no Bona Fide Change of Address (move is performed by approved out of zone request), the athlete will not be eligible for 12 months from the date of the last contest the student participated. Eligibility only applies to the sports the student participated in the previous year.
4. “Dual Residence”: When the student’s parents or guardians live separately in different school zones or the student’s parents or guardians own and/or live in multiple households in different school zones. The student’s enrollment at one or the other schools at the beginning of the school year determines the “Bona Fide Physical Residence” for the student at that particular school during that one school year for the purposes of participating in sports. The student may be eligible to participate in sports at another school only if there is a “Bona Fide Physical Residence” of the parent or guardian, as defines in Paragraph 3 directly above.
5. Home school students must meet the requirements defined in TCA 49-6-3050 (b)
6. Students may participate in multi-sports. However, the in-season sport must take precedence. If the student quits the in-season sport during the season, then he/she must wait until the season is over to resume full participation in the off-season sport.

## **II. Age:**

No student shall be eligible to compete in elementary athletics during any school year if the student becomes 15 years of age on or before August 1, and no student shall be eligible to compete at junior varsity level (sixth grade and below) in elementary athletics during any school year if the student becomes 13 years of age on or before August 1.

All countywide and middle school sports participants must be in 7<sup>th</sup> or 8<sup>th</sup> grade

Varsity Basketball Cheer squads will be comprised of sixth through eighth grade students. Fifth graders may cheer on varsity at the coaches' discretion with proper documentation of above average skill.

JV Cheer squads will be comprised of third through fifth grade students.

Schools with total enrollment (K-8) of less than 350 do not have grade restrictions.

## **III. Enrollment:**

To be eligible to participate in athletics, a student must be enrolled at the school where they intend to participate in sports.

#### IV. Student Transfer

1. A student will be eligible to participate in sports after transferring to a different school ~~during the course of any given school year~~ if:
  - a) The student was originally enrolled in a school within his or her school zone and experiences a Bona Fide Change of Residence into the school zone where the new school is located; or
  - b) The student was attending a school where his or her parent is an employee and the experiences a Bon Fide Change of Residence into the school zone where the new school is located; or
  - c) The student was attending a school where his or her parent is an employee and that student's parent is transferred to a different school. In that case, the student may transfer to either the school for which his physical residence is zoned or the school to which his or her parent has been transferred.
  - d) The student transfer is a result of a zoning decision that is *unrelated to employee zoning privileges. Employees may not transfer their student multiple times.*
2. ~~Students enrolled at a school out of their zone (their physical residence requires attendance at a school other than the one they attend), and who are not attending such school as a child of an employee of that school, establishes enrollment at that school for the remainder of that school year. If such a student transfers to a different school, in the event of a Bona Fide Change of Residence or otherwise, said student will not become eligible for sports for 12 months after the last sporting event that the student participated.~~

#### V. Eligibility Reports

To be eligible students must have their names, and birth dates, *school of attendance, date of physical exam, and proof of insurance* submitted by each coach to the principal of the school and the Coordinator of Elementary Athletics ~~prior to the first official game~~ *within 5 days of initial participation*. At the end of each grading period a copy of each student's academic grades must be submitted by the coach, to the principal of the school and the System Wide Athletic Director.

#### VI. Enrollment, Physical Exam, and Health Insurance

To be eligible for sports participation:

1. It is required that no student be permitted to participate in practice sessions or in athletic contests until there is on file with the principal a preparticipation medical evaluation form signed by a doctor of medicine, osteopathic physician, physicians assistant, or certified nurse practitioner stating that the student has passed a physical examination, not prior to April 15, and that in their opinion the student is physically fit to participate in interscholastic athletics. In lieu of the form, the principal may accept a signed statement from the health care provider certifying that the student has passed a physical examination that encompasses all elements on the preparticipation medical evaluation form and attesting that in their opinion the student is physically fit to participate in interscholastic athletics.
2. No student shall be required to submit to a physical exam if his/her parent(s) or legal guardian shall file with the principal a signed, written statement (affirmed under the penalties of perjury) declining such physical examination on grounds of sincerely held beliefs or practices.
3. It is required that no student be permitted to participate in practice sessions or in athletic contests until there is on file a parental consent certificate signed by a parent or legal guardian stating that the student has the consent of his/her parent(s) or legal guardian to participate.
4. The student's parent must provide proof of health insurance to the school's principal prior to the first practice. If a student uses the health insurance offered by the school system, they must carry the 24-hour per day policy.

5. The student's parents must complete the Concussion and Sudden Cardiac Death informational forms and the Player and Parent Conduct Forms prior to initiation of practice.

**VII. School Attendance:**

To be eligible a student must be in regular attendance with no unexcused absences. Each unexcused absence will mandate a two-quarter suspension from the next local elementary game played. On game days during the school week (Monday through Friday), a student must be in attendance as required in Board Policy 4.300 (at least one minute over half a day or 3 hours and 31 minutes) that day in order to be eligible to play in any sports contest held that day. (Friday absences do not affect weekend game eligibility)

**VIII. Academic Eligibility:**

To be eligible a student cannot have more than one (1) failing grade for each nine-week period. Students who fail to maintain adequate academic standards shall be ineligible for the following nine-week period; effective the day grade cards go out. (Academic eligibility for students participating in sports during the first nine-week period will be determined by the last nine weeks of the previous year until first mid-nine weeks progress reports are reported. To be eligible a student cannot have more than one (1) failing grade on this progress report. Students who fail to maintain adequate academic standards shall be ineligible for the remainder of this grading period; effective the day progress reports go out.)

**IX. Unsportsmanlike Conduct:**

Student athletes ejected from any game (in county or out of county) for unsportsmanlike conduct in any sport will be suspended for one game in football and two games in all other sports. They will not be eligible for participation in the next contest of the same sport and at the same level of competition, varsity or junior varsity. If it is thought by the principal, the System Wide Athletic Director, or the Director of Schools that a longer-term suspension is in order, the suspension may be longer than one game with the Director of School having the final say in the matter. A written report must be provided to the System Wide Athletic Director within 48 hours of any player ejection. If a player is ejected for a second time for unsportsmanlike conduct, the player will face penalties up to suspension from all sports up to a 12-month period.

**X. Academic Ineligible Players:**

Academic ineligible players may practice with the team but must not participate in any game until they become eligible at the end of the next nine week grading period; effective the day grade cards go out.

**XI. Playing An Ineligible Player:**

If any ineligible player participates in a game, the offending school must forfeit that game, regardless of any agreement between coaches.

**XII. Co-op Teams:**

Schools unable to fill a complete team, may co-op with another designated school and are subject to all other eligibility requirements enumerated above. The District Athletic Director will evaluate and approve co-op assignments.

Middle school team/countywide teams are considered co-op teams. The teams are established by the System Wide Athletic Director with the support of each individual high school. The team and coaches will report to the high school coach for the sport they are playing. All players will be required to play for the team that feeds the high school that their elementary school presently feeds. Feeder schools are defined by the official bus transportation pattern. All financial accounts

will be housed at the high school level. Countywide teams are an exception due to only having one countywide team.

### **XIII. Recruiting**

Athletic recruiting is prohibited. Athletic recruiting is the use of influence on a student or the parents or guardians of a student by any person(s) directly or indirectly associated with the school to secure or retain a student for athletic purposes. In the event that there is a violation of this rule, there shall be a penalty against the school.

The penalty enforced for this violation will be determined by the Director of Schools or his/her designee based on consideration of the number of violations involved, the number of student athletes involved, the nature of the violation(s), the individual(s) responsible for the violation(s) and the extent to which the violation may have been knowing, deliberate, or in reckless disregard for the provisions of this rule and the commentary that accompanies this rule.

#### **Guidelines for Understanding The Recruiting Rule**

1. Athletes or prospective athletes should be treated no differently than students who are not athletes. Students should be seen as students and not singled out for the athletic ability.
2. To avoid the appearance of impropriety, a coach who is contacted by any student or family or individual about attending a school where he or she is the coach should inform that person that he or she needs to contact the administrative official of the school who normally deals with the admission process.
3. To avoid the appearance of impropriety, any meeting with coaches regarding athletes or prospective athletes should be part of the admission process at the school and should take place at the school.

### **XVI. Special Cases Involving Hardship**

The Director of Schools or his/her designee shall have the authority to set aside the effect of any eligibility rule upon an individual student when: the circumstances were unforeseen and unavoidable, the application of the rule proves an undue hardship for the student, or the application of the rule would not accomplish the purpose for which the rule was established.

### **Coaches' Eligibility Rules**

- I. To be eligible, each head coach, assistant coach and/or volunteer coach must be approved by the principal and the Director of Schools. New coaches must view the required TSSAA coaching videos "Fundamentals of Coaching" and "First Aid, Health, and Safety for Coaches" at [www.nfhslearn.com](http://www.nfhslearn.com)  
All coaches are required to annually watch the videos at [www.nfhslearn.com](http://www.nfhslearn.com) regarding concussion policy and sudden cardiac death policy. Corresponding paperwork must be signed annually. Coaches are also responsible for signatures in parent packet that include: Player Physicals, Concussion Awareness Form, Sudden Cardiac Arrest Form, Player Conduct Form and Parent Conduct Form. All coaches are required to meet with their Coach's Council annually.
- II. Unsportsmanlike Conduct –The following will be required if a coach is ejected for unsportsmanlike conduct in any sport during any game that our school is represented whether in county or out of county.

- A. The coach and school will be required to submit a written report of the incident to the System Wide Athletic Director within 48 hours of the incident.
  - B. The coach will be suspended and will not be eligible to coach for a minimum of one football game or two games in all other sports in the next contest of the same sport and at the same level of competition, varsity or junior varsity. The suspension may be extended for a longer period of time if deemed necessary by the principal or Director of Schools.
  - C. The school shall not allow the suspended coach to attend games while under suspension. In addition to what is presently required when a coach is ejected for unsportsmanlike conduct, a meeting shall be held with the coach, principal, and the System Wide Athletic Director, with a report on the meeting and plans to directly address the matter to be filed with the Director of School by the System Wide Athletic Director.
  - D. Upon the second ejection for unsportsmanlike conduct within the same season, the coach will face additional penalties up to removal of privileges to coach.
- III. Duties – To be eligible each coach must complete all tasks assigned to him/her in the Cumberland County Schools Elementary Athletic Procedures Manual, and any other responsibilities that their building level administrators may assign.

## **Purchasing**

### **I. Procedures for Purchasing**

All purchasing of athletic equipment must be done through the principal and must be within the approved budget. Listed below are the guidelines for the purchasing of athletic equipment and supplies:

- A. The requesting coach must submit to the principal two bids or quote sheets listing the desired purchases of \$500 or more, three bids for \$1,000 or more. Should use local vendors or vendors closest to our area when possible. Must give detailed specifications or brand, color, size, stripes, number, etc.
- B. The principal will determine which supplier will receive the order based on budget, price, quality and delivery time. If prices are in the same range, consideration will be given to local dealers and those who best stand behind the product.
- C. The principal's office will initiate a purchase order to be signed by the principal to start the purchasing process. The coach and the principal should sign the purchase order.
- D. The coach will notify the principal if the order is short or defective.
- E. Coaches or persons who purchase equipment without a purchase order will be held responsible to personally pay for this equipment. No one can authorize a purchase without the principal's approval.
- F. Coaches are not to bill personal items to the school account with athletic suppliers.
- G. Coaches should submit a budget to the principal by the end of the season for the next season. Any amendments to the budget are discouraged.

## **Inventory/Care Of Equipment**

### **I. Procedures for Inventory/Care of Equipment**

Coaches will be responsible for the care, issuing and storage of athletic equipment and uniforms for their programs.

- A. The coach shall provide to the principal an Equipment-Uniform Checkout Sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
- B. Coaches shall submit their athletic inventories to the principal within two weeks of the end of the season.
- C. Once equipment and uniforms have been used to the point where they are no longer serviceable, the following procedure will be used for disposal with principal approval:
  - 1. Uniforms may be sold through the athletic office at a reduced price or thrown away.
  - 2. Equipment maybe sold or given away with written liability release.
- D. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.
- E. All football helmets must be reconditioned every 2 years.

## Practices and Games

The coaches, in conjunction with the System Wide Athletic Director, are responsible for scheduling all interscholastic athletic contests for each team within the athletic program. Elementary games shall not conflict with high school games unless such conflict is made absolutely avoidable by circumstances beyond the control of elementary school officials.

- I. During each sport season, coaches shall submit to the System Wide Athletic Director the following information:
  - A. The dates for the beginning and ending of the season and the game schedule during the season.
  - B. The complete schedule, including all practice dates and times should be submitted to building level principals, including summer schedules.
  - C. Required and voluntary practice must have a Cumberland County BOE employee present at all times.
  - D. This information shall be submitted to the D.O.S. through the principal or the System wide Athletic Director, and shall be approved by the System Wide Athletic Director.
- II. There is a parental expectation for open practice sessions. Closed practice sessions may occur after a parent meeting is held to explain the purpose, the need, and the number of closed practice sessions scheduled. This must have principal approval.
- III. Each elementary school participating in basketball must schedule and play every other participating elementary school in the county at least one time. The game scheduled by the System Wide Athletic Director determines tournament seed.
- IV. No participating school shall play more than ten (10) football games in a season.
- V. ~~No restrictions during summer months.~~ **Dead Period Rule – No coaching, observing, or contact between coach and players in sport involved. There is no practice, no open facilities, no weight training/conditioning, no loaning or renting of facilities for athletic purposes. The Dead Period, which is to be observed by all schools (High School, Middle School, and Elementary School) is NFHS Week 52 and NFHS Week 1 totaling 14 days. Other than dead period, coaches may practice as much as they want in the summer with building level principal approval.**
- VI. Students may participate in multi-sports. However, the in-season sport must take precedence. If the student quits the in-season sport during the season, then he/she must wait until the season is over to resume full participation in the off-season sport.

- VII. Rules on bad weather and holidays: No school means no required practice can be held. Voluntary practice may occur with no penalty imposed on students who cannot attend. Games will not be played when there is no school.
- VIII. Weekend practices (one day only).
- IX. No participating school shall play more than twenty-two (22) regular season basketball games. Any out of county game or tournament must not take precedence over county games.
  - A. A game is when admission is charges and four quarters are played.
  - B. Each tournament counts as two call games. (0520-1-2.08) TCA
  - C. A sports calendar for the next school year will be prepared and approved each year by the principal by May 30<sup>th</sup>.
- X. Ample warm up time must be provided for all sports.  
 Football requires 15 minutes warm up before the game can begin.  
 Basketball requires 10 minutes warm up before each girls and boys game.
- XI. All coaches must adhere to requirements of the heat index policy for practice and games.
- XII. At no time during the varsity season will an elementary basketball team be permitted to hold practice at the host high school for the Elementary Basketball Tournament unless approved by the System Wide Athletic Director due to unforeseen facility issues at their own elementary facility. Practicing elementary teams in the high school facility provides an unfair competitive advantage that if given to one school should be provided to all schools.

## Costs

- I. Profits from the varsity elementary basketball tournament shall be divided equally among participating schools.
- II. Admission charges for elementary sports shall be set by the Principal’s Association and adjusted periodically.
  - A. Current admission charges are for regular season.
 

Preschool children.....	Free
Retired Employee (with pass card)....	Free
Students (K-12).....	\$2.00
Adults.....	\$4.00
  - B. Admission charges for Tournament.
 

Preschool children.....	Free
Retired Employee (with pass card)....	Free
Students (K-12).....	\$3.00
Adults.....	\$4.00

## Supervision, Disputes, and Penalties

- The head coach is responsible for squad members during practices and athletic contest.
- The building principal is responsible for the general supervision of his/her teams.
- The system-wide athletic program shall be under the general supervision of the System wide Athletic Director.
- General disputes about the athletic program should be resolved by the Director of Schools. If the dispute involves a referee (an official) in anyway, then the head of the officials shall be invited to attend the meeting and submit information.
- If the individual would like to file a grievance of the Director's decision, they must do so in writing within 7 calendar days. The grievance will be added to the next Board of Education agenda.
- Penalties may be imposed. Any coach and/or principal who violates the rules herein or the Code of Ethics is subject to penalties that may include but not limited to reprimand, suspension from practices and/or games, revocation of coaching credentials and/or a personal fine not to exceed \$100.00 per infraction.

## **Summary Of Responsibilities For Supplemental Pay For Certified And Non-Certified Employees**

The duties of the school employee include but are not limited to:

- \*1. Tryouts
  2. Collect athletic physical exam forms
  3. Uniform assignments, care, and inventory
- \*4. Eligibility lists and updates
- \*5. Schedule and attend practice
- \*6. Travel on the bus to away games
- \*7. Supervise students before, after and during practice and games
  8. Coach
- \*9. Follow all purchasing procedures
- \*10. Handle parent meetings, concerns and complaints
- \*11. Fulfill pre-season and post-season obligations
- \*12. Attend coaches meetings and implement rules
- \*13. Work with principal on team publicity and promotion
- \*14. Maintain emergency kit and monitor student medical issues and injuries
- \*15. Maintain CPR and Blood-borne pathogen training
- \*16. Listed as coach of record and sits on the bench
- \*17. Monitors team volunteers
- \*18. Set up for games and be responsible for locker rooms, keys, facility maintenance, squad, and locker assignment.
- \*19. Report directly to the Principal
- \*20. Inventory, order and recondition equipment

\*These responsibilities cannot be delegated to a volunteer.

## **Procedures For Hiring Officials**

- I. All contests between member schools shall use officials who are approved by the Principal's Association.**

Additional county regulations:

- A. The decisions and interpretations of the rules by officials are final.
- B. Any team leaving the contest area before the conclusion of the contest because of dissatisfaction with the officiating will render the school liable to disciplinary action by the association.

## **II. Contracting of Officials**

The sole responsibility of assigning and contracting officials belongs to the assigned officer of the local official's association used.

## **III. Ethical Behavior Toward Officials**

Officials contracted to officiate at Cumberland County Elementary Schools are guests of the schools and should be treated accordingly. Upon arrival, officials shall be greeted by a designated school employee.

Official's checklist:

- A. Officials parking available.
- B. Dressing room cleaned and supplied with necessities.
- C. Notification as to special events, e.g. Homecoming, Parents Night, etc.
- D. Clarification on any local playing conditions or ground rules.
- E. Half-time refreshments are available.
- F. Pay vouchers in order.

Coaches should introduce themselves to the officials prior to the contest and extend a cordial welcome. During and after the contest, the coach's relationship with the official shall be on a professional level. Should an occasion arise for the coach to question the official concerning a contest situation, it shall be done in a respectful manner within the contest rules. Judgment calls of the official should not be challenged. At no time is the coach or a member of the bench to berate the official in such a manner as to incite the spectators. Coaches who promote a positive contest relationship with the officials can expect likewise treatment from the official.

## **Transportation Policies**

### **I. General Transportation Policy**

If transportation is provided, all players, personnel and coaches of athletic teams will be transported in authorized school vehicles when the contest has been scheduled away from the school site.

### **II. Approved Modes of Transportation**

All athletic teams will be transported by the following modes in priority order:

1. School bus – driven county bus – employed bus driver
2. Licensed private carriers – specially chartered trips
3. Private auto – see Board Policy 3.404

### **III. Procedures for Transportation Procurement**

- A. The coach shall be responsible for making transportation arrangements for all athletic teams.

1. The head coach shall submit to the principal three weeks prior to the start of the season, a schedule listing the departure and estimated return time for all away contests.
2. Ten days prior to the first away contest, the coach shall submit all “Bus Request Forms” for the entire sports season to the transportation supervisor.
3. Any changes in the departure time or circumstances of the trip are to be made through the principal.
4. All subsequent trip requests are to be made to the transportation office 10 days prior to the date of the trip or the morning following a contest cancellation/postponement or tournament advancement.
5. All team members should be informed of the estimated time of return one day prior to the trip. The convenience will help parents to schedule a school pick-up.

#### B. Breakdowns, delays and accidents

1. In the event of a breakdown or accident, the driver has been instructed in the proper procedures to follow. Remember, while in transit, the driver is in charge.
2. When an accident or breakdown occurs, it is the coach’s responsibility to provide for the supervision and protection of the students.
  - a) Students should remain together and on the bus unless instructed otherwise by the driver or other authority, e.g. police.
  - b) Students should be supervised at all times.
  - c) Coached should call the school at the first available opportunity.
3. In the event of unusual or unanticipated delays in returning to school, please call the principal. If possible, instruct students to call home and inform their parents of the delay.

#### C. Travel release

Under certain circumstances or exceptional situations where it creates an inconvenience to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is part of a team in all phases of team activity.

1. Travel release forms will be made available to all athletes.
2. Parents must make prior arrangements with the coach in advance of the trip by having the approval travel release on file in the coach’s office or in the coach’s possession on the day of the trip.
3. Should a parent approach a coach and request their son/daughter ride home with them or someone else, the coach shall agree upon receiving written release of responsibility for the athlete.

### **IV. Procedure Relative to the Use of School buses**

#### A. Bus guidelines

1. The coach shall give to the driver a trip itinerary and a team travel roster listing the names, addresses and phone numbers of all passengers. This list is required in the event of an accident and should be made available to law authorities.
2. A coach must accompany the bus when a sport is on the road.
3. A first aid kit must accompany all athletic trips and contain the “Emergency Medical Forms” for each athlete.
4. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.

5. All athletes should be instructed to be at the point of departure 15 minutes prior to the designated time.
6. Athletes who miss the bus and arrive at the contest later shall not be permitted to participate unless there are extreme circumstances.
7. No food or drink is permitted on the bus unless the driver has given prior approval due to the length of the trip.
8. In the event approval has been granted, the coach is responsible to see that the bus is left in clean condition.
9. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated. Gambling in any form will not be allowed.
10. All students are expected to dress appropriately and neatly for out of town trips.
11. Only players, coaches, cheerleaders, chaperones or other invited school officials may ride buses provided for athletic teams. No exceptions maybe made to this rule.
12. When a bus is chaperoned by only one coach, he/she should position him/herself near the center of the bus for supervision. Whenever two or more coaches are on the bus, one coach should sit in the rear to eliminate horseplay.
13. Only assigned personnel may ride on school transportation. No spectators or coaches' family members are permitted.
14. Coaches are to instruct their athletes not to wear spikes or cleats inside school transportation without the driver's permission.
15. Bus radios, if permitted will not be played at an excessive noise level.
16. The emergency door shall only be used in case of emergency or unless authorized by the driver.
17. The coach will check with the driver to be sure that students have everything off the bus upon return to school.
18. The coach shall see to it that the locker room of the host school is left in a clean and orderly condition with no damage. Report any incidents involving team members to the principal as soon as possible.
19. All students shall return home on the same bus or vehicles in which they traveled to the contest. The only exceptions would be if they have secured a travel release.

#### B. Trip cancellation

1. When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the transportation supervisor, coach, and the building principal. All parties concerned should be notified.
2. Bus drivers will have the final authority on the decision as to staying or coming home due to weather conditions.

### V. The coach and principal will organize overnight trips.

## Locker Room and Related Facilities

### I. Locker Room responsibilities

#### A. Security

1. Each coach is responsible for the action of members of his/her squad for the time they report for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time that the athletes are to report for practices, games, meets, home or away, and stays until the last athlete has left.

3. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
4. Since many coaches will be using the locker room office area (coaches office), each coach must make effort to keep this area as neat and clean as reasonably possible. The custodian will clean this area as scheduled.
5. Each coach shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the principal.

#### B. Control of keys

1. All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the principal or designee. All coaches will return their keys to the principal on the final day of the school year, unless permission has been granted for summer use of the athletic area.
2. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.
3. If keys to the athletic area are lost, the coach should report this to the principal immediately.

## **II. Locker Room Procedures**

#### A. Athlete rules

1. Rough housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
2. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players is allowed in the locker room.
4. No glass containers are permitted in locker room.
5. All spiked or cleated shoes must be put on and taken off outside of the locker room. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
6. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sport session.
7. Athletes may use the phone in the locker offices to call home upon permission of the coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time. Pay phones are to be utilized for other calls.
8. Other needed rules may be added with the approval of the principal and coach.

## **Athletic Injuries**

### **I. Medical Aspects and Safety**

#### A. Responsibilities

1. The coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
2. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must

understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.

3. It is the responsibility of the coach in charge of a team to have a complete list of emergency telephone numbers and pertinent student health information and a first aid kit at every practice and contest.
4. Encourage heavy fluid intake before, during, and after practice sessions.

#### B. Emergency procedures

1. Check for consciousness and vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured should be kept at a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat related illnesses.
5. When there is any question as to the extent, seriousness or nature of the injury by the coach seek professional medical help immediately.
6. Notify the parents of the injured athlete immediately.
  - a) Parents should assume the responsibility of contacting the family physician for any injury.
  - b) Less serious injuries, have parents provide transportation for the necessary medical attention.
7. Call 911 as needed.
8. The athlete's parents' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the "Emergency Medical Authorization" card that is carried at all times in the team's medical kit.
9. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the Emergency Medical Authorization card. He/she should continue to try to contact the parents.
10. Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

## II. Accident/Injury Report Procedures

#### A. Reporting Procedures

1. The coach will complete the "Athletic Injury Report" form immediately following any athletic injury that requires medical professional or health care personnel. This includes athletic injuries or accidents that involve any students under their control during a practice, contest or while traveling to or from a contest.
2. The form shall be turned into the principal's office the following morning with the coach retaining a copy.
3. Copies of the report shall be immediately sent to the Central Office and to the parents.
4. The coach shall list the injury on the log that is kept in the athletic training room.
5. Coaches should follow up on all injuries by attempting to personally contact the parents.

#### B. Return to Participation

Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the family physicians, must have a written statement allowing return to competition.

### III. Suggested Items for a Coaches' First Aid Kit

Adhesive	Ammonia ampules
Antiseptic soap (phisoderm, etc.)	Band-Aids (1 by 3)
Blood pressure cuff and stethoscope	Butterfly bandages
Chalk	Cotton (sterile)
Cotton tipped applicators	Elastic bandages
Elastic tape role (elasticon, etc.)	Tweezers
Mirror (hand)	Moleskin
Non-adhering sterile pad (3 by 3)	Oral thermometer
Pen light	Plastic bags
Rubber gloves	Sponge rubber
Surgical scissors	Tape adherent
Tape scissors	Tongue depressors
Triangular bandages	Towels

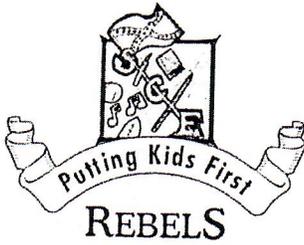
NOTE: The amounts will depend on the number of players and amounts used in previous years.

In addition to the items listed above for the training kit, the following items may be needed at the sideline:

Ice-crushed	Water-individual cups or containers
Stretcher	Air splints-both arm and leg
Spine board – Particularly important in football games	

### **Awards Banquets**

The coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of the session. The coach may choose to work with a support club, or a group of selected parents in planning the type of awards ceremony under the supervision of the principal.



## South Cumberland Elementary School

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

Darrell G. Threet  
Principal

To: Mary Kingston, Maintenance Supervisor  
Mrs. Janet C. Graham, Director of Schools  
Mr. Jimmy Inman, Building and Grounds Committee Chair

From: Darrell G. Threet *Darrell G Threet*

Date: Apr. 2, 2019

Re: Additionl awnings

Please approve the addition of two awnings to front of South Cumberland.

Project details are attached.

# Cumberland County Board of Education

368 Fourth Street, Crossville, TN 38555

## Section 1

Due to the fact that equipment, after purchase, will become the property of Cumberland County Schools and will expect to be maintained by Cumberland County Schools Maintenance Department, equipment purchases must be reviewed and approved. Maintenance can work on most types of equipment, but inventory is only kept on like items and models. When something is purchased different from the normal equipment, maintenance time and cost increases.

Date Apr. 2, 2019

School Name South Cumberland Elementary

Project Description Addition of two awnings to front of building.

Estimated Value \$7120

Funding Source Capital Outlay, PTO, and School funds if needed

## Section 2

Specs and Model information must be sent to Maintenance Department for review. These documents must include detailed model information and expected maintenance and service requirements.

### Approved by:

Director of Maintenance \_\_\_\_\_

Director of Schools \_\_\_\_\_

## QUOTES

### PURCHASES OF \$500.00 TO \$4999.99

1. Identify item quoted: canopy to cover walks from K + L classes
2. Number of items quoted: 2
3. Date of quotes: 3/12/19 3/18/19
4. Name of person giving quotes or copy of quotes from company:

Anderson Aluminum - Doug Anderson \$7612.00

Awning Worx - Matt Prowse \$7900.00

Golden Years Remodeling - Harry McCulley \$7120.00

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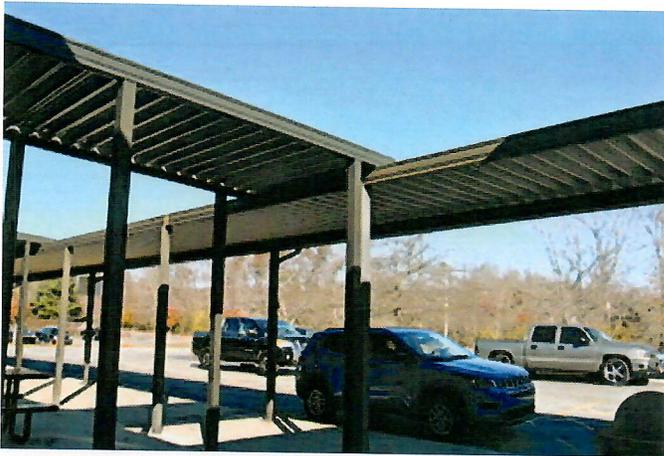
\$500 TO \$999.99 – 2 QUOTES REQUIRED  
\$1000.00 TO \$4999.99 – 3 QUOTES REQUIRED

Effective Date 7/1/1996

One end of each will be attached to the building as shown here as the existing ones do.



And the other ends will extend over existing awning as shown here.





Rissa Hale <haler2@ccschools.k12tn.net>

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## Canopy Estimate

1 message

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**Whitney Anderson** <anderson.aluminum@comcast.net>  
Reply-To: Whitney Anderson <anderson.aluminum@comcast.net>  
To: haler2@ccschools.k12tn.net

Tue, Mar 12, 2019 at 10:22 PM

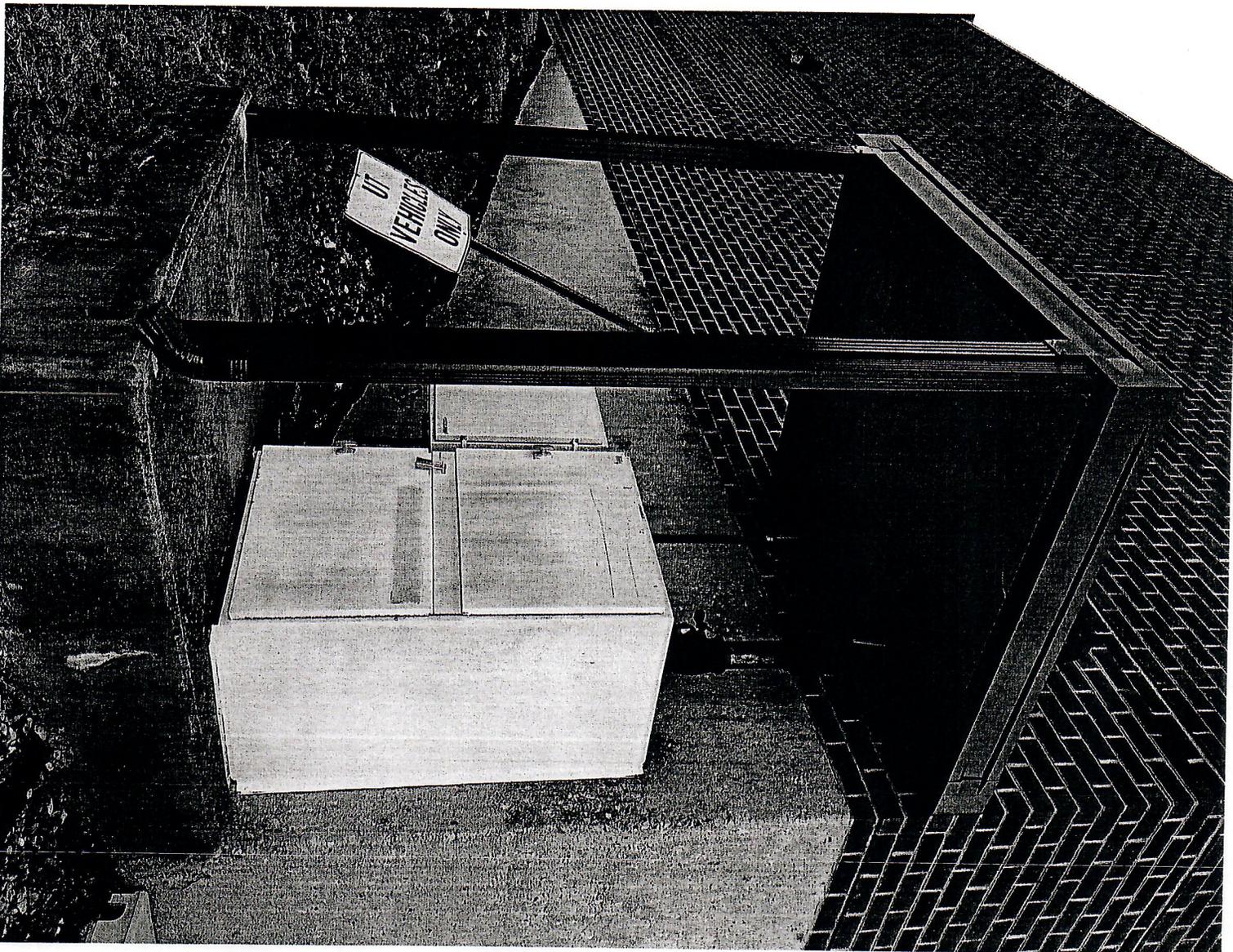
I have attached the estimate for the two walkway canopies from the building to the existing canopy. We can install these in about four days. We can match the existing canopies but the railing style will be a little different (note picture). We will install the posts in concrete in the ground. We will require a signed contract and a deposit before we will prepare the material. I included a picture of the bronze railing. Its rare when we use the w-pan, so I don't have a picture of the w-pan, but the style hasn't changed on those. The new w-pans will match exactly with your current w-pans. Please contact me at this email address or the phone number below with any questions.

Anderson Aluminum has been serving the Knoxville area for over 15 years. We are currently licensed in the state of Tennessee. We carry \$1,000,000 workman's comp. insurance and \$1,000,000 general liability. These are available upon request. Anderson Aluminum is a family owned business. Our professional team has over 30 years experience with all types of canopies, awnings, carports, screen rooms, and glass rooms. We offer a one year workmanship warranty, as well as a 15 year limited manufacturer warranty on the material. We are a Better Business Bureau accredited company with an A+ rating. Please take a look at our work at [www.andersonaluminumonline.com](http://www.andersonaluminumonline.com). If you have any questions or concerns, please feel free to call at the number provided below or write to us at this e-mail address. Thank you for your time and consideration.

Thank you,  
Whitney Anderson  
Anderson Aluminum  
1713 Tipton Station Road  
Knoxville, Tn 37920  
P: 865-684-9320

---

**2 attachments**



Estimate

# Anderson Aluminum

1713 Tipton Station Road  
Knoxville, Tn 37920  
865-806-6474

Salesperson:	Doug Anderson
Date:	March 12, 2019
Job Site Location:	South Cumberland Elementary School

Item No.	Qty.	Description	Amount
1	2	Furnish and install a 7 ft. x 29 ft. aluminum canopy, ivory w-pans, bronze posts and railing, 12 ft. posts (concreted into ground), post drains, includes all necessary hardware and sealer to complete job	\$7,612.00

Total	\$7,612.00
Amount:	
Deposit:	\$2,000.00
Amount Due Upon Completion:	\$5,612.00



# PROPOSAL

Harry McCulley d/b/a

## GOLDEN YEARS REMODELING

72 Basses Creek Lane ~ Crossville, TN 38572

931.248.3358

PROPOSAL SUBMITTED TO: <i>South Cumberland Elementary</i>	PHONE: <i>768-6713</i>	DATE: <i>4-01-19</i>
STREET:	JOB NAME:	
CITY, STATE, ZIP:	JOB LOCATION:	
ARCHITECT:	DATE OF PLANS:	JOB PHONE:

We hereby submit specifications and estimates for:

*INSTALL 2 SIDEWALK COVERS.  
BROWN ALUMINUM FASCIA  
BIEGE W PANS  
BRONZE 4x4' POSTS  
APPROXIMATELY 28" x 7" EACH  
6 POSTS EACH - IN GROUND.*

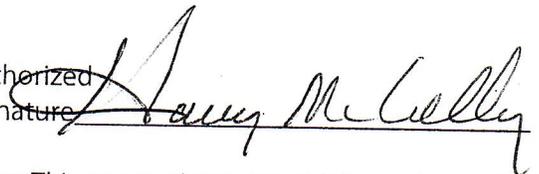
**We Propose** hereby to furnish material and labor - complete in accordance with the above specifications, for sum of:  
*Seventy-one hundred, twenty & 100* Dollars (\$ *7120<sup>00</sup>*)

Payment to be made as follows: \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal: The above prices, specifications, and Conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized  
Signature



**Note:** This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Signature \_\_\_\_\_

# Cumberland County Board of Education

## SUMMARY FINANCIAL STATEMENT March 31, 2019

### 141 GENERAL PURPOSE SCHOOL FUND

#### ACCT. DESCRIPTION

	Budget	Actual March	Total YTD	% of Budget
<b>REVENUES</b>				
40110 Current Property Tax	\$ 8,912,184	\$ 293,031	\$ 8,906,482	100%
40120 Trustee's Collections - Prior Year	\$ 160,000	\$ 31,100	\$ 195,643	122%
40130 Cir Clk/Clk & Master Coll. Pr. Yr.	\$ 120,000	\$ 6,457	\$ 62,122	52%
40140 Interest and Penalty	\$ 107,000	\$ 11,686	\$ 57,999	54%
40162 Payments in Lieu of Taxes - Utilities	\$ -	\$ -	\$ -	0%
40210 Local Option Sales Tax	\$ 9,366,621	\$ 676,708	\$ 6,476,603	69%
40270 Business Tax	\$ 4,700	\$ 220	\$ 3,023	64%
40275 Mixed Drink Sales	\$ 46,000	\$ 3,803	\$ 34,673	75%
43517 Tuition - Other	\$ 150,000	\$ 12,073	\$ 94,364	63%
43570 Receipts from Individual Schools	\$ 45,000	\$ 6,920	\$ 50,773	113%
43990 Other Charges for Services Dual Credit	\$ 26,000	\$ 9,680	\$ 23,195	89%
44120 Lease/Rentals	\$ 12,000	\$ 796	\$ 5,547	46%
44145 Sale of Surplus Materials	\$ 2,000	\$ 476	\$ 2,312	116%
44146 E-rate (phone)	\$ 15,000	\$ -	\$ -	0%
44160 Retirees' Insurance Payments	\$ 200	\$ -	\$ -	0%
44170 Miscellaneous Refunds	\$ 142,039	\$ (58,642)	\$ 163,147	115%
44560 Damages Recovered from Individuals	\$ 250	\$ -	\$ 315	126%
44570 Contributions and Gifts	\$ 19,495	\$ -	\$ 10,012	51%
44990 Other Local Revenue	\$ 13,500	\$ 1,568	\$ 12,163	90%
46511 Basic Education Program	\$ 33,373,000	\$ 3,341,400	\$ 26,731,200	80%
46515 Early Childhood Education	\$ 1,068,265	\$ -	\$ 445,037	42%
46590 Other State Education Funds	\$ 614,000	\$ 57,862	\$ 477,621	78%
46591 Coordinated School Health	\$ 100,000	\$ -	\$ 57,854	58%
46594 Family Resource Centers	\$ 29,611	\$ -	\$ 29,084	98%
46610 Career Ladder Program	\$ 150,000	\$ -	\$ 92,612	62%
46980 Other State Grants (transfer only)	\$ -	\$ -	\$ -	
46981 Safe Schools	\$ 235,610	\$ -	\$ 42,642	18%
47143 Education of the Handicapped Act	\$ 50,000	\$ -	\$ -	0%
48130 Contributions from Commission	\$ -	\$ -	\$ -	0%
48610 Donations	\$ 17,650	\$ -	\$ 1,750	10%
49700 Insurance Recovery	\$ -	\$ -	\$ 6,125	
49800 Operating Transfers	\$ -	\$ -	\$ -	0%
<b>Total Revenues</b>	<b>\$ 54,780,125</b>	<b>\$ 4,395,138</b>	<b>\$ 43,982,294</b>	<b>80%</b>

<b>EXPENDITURES</b>	<b>Budget</b>	<b>Actual March</b>	<b>Total YTD</b>	<b>% of Budget</b>
71100 Regular Instruction Program	\$ 26,333,922	\$ 1,985,171	\$ 16,854,385	64%
71150 Alternate Instruction Program	\$ 150,045	\$ 12,204	\$ 103,452	69%
71200 Special Education Program	\$ 3,195,315	\$ 244,588	\$ 1,980,933	62%
71300 Vocational Education Program	\$ 3,329,451	\$ 253,208	\$ 2,113,720	63%
71400 Student Body Education Program	\$ 457,307	\$ 13,036	\$ 319,815	70%
72110 Attendance	\$ 72,957	\$ 6,348	\$ 53,680	74%
72120 Health Services	\$ 558,339	\$ 44,314	\$ 360,175	65%
72130 Other Student Support	\$ 1,470,526	\$ 112,491	\$ 934,058	64%
72210 Regular Instruction Program	\$ 1,245,287	\$ 75,780	\$ 844,772	68%
72220 Special Education Program	\$ 573,974	\$ 79,447	\$ 399,176	70%
72230 Vocational Education Program	\$ 374,211	\$ 41,566	\$ 251,013	67%
72250 Technology	\$ 1,346,396	\$ 52,791	\$ 1,051,804	78%
72310 Board of Education	\$ 1,134,111	\$ 50,765	\$ 931,535	82%
72320 Office of the Director	\$ 277,831	\$ 21,643	\$ 193,338	70%
72410 Office of the Principal	\$ 3,698,058	\$ 308,855	\$ 2,536,422	69%
72510 Fiscal Services	\$ 140,763	\$ 11,499	\$ 106,241	75%
72520 Human Services/Personnel	\$ 152,639	\$ 8,940	\$ 94,022	62%
72610 Operation of Plant	\$ 5,054,132	\$ 383,483	\$ 3,605,569	71%
72620 Maintenance of Plant	\$ 2,844,803	\$ 184,857	\$ 894,387	31%
72710 Transportation	\$ 2,800,835	\$ 131,855	\$ 1,658,604	59%
73300 Community Services	\$ 215,153	\$ 13,788	\$ 135,426	63%
73400 Pre School	\$ 1,150,094	\$ 120,871	\$ 753,360	66%
76100 Regular Capital Outlay	\$ 647,920	\$ 4,125	\$ 75,857	12%
82130 Debt Services Principal	\$ 266,936	\$ -	\$ 195,746	73%
82230 Debt Services Interest	\$ 31,944	\$ -	\$ 23,958	75%
99100 Transfers Out	\$ 750,000	\$ -	\$ -	0%
<b>TOTAL</b>	<b>\$ 58,272,949</b>	<b>\$ 4,161,625</b>	<b>\$ 36,471,445</b>	<b>63%</b>

April 12, 2019

Mrs. Janet Graham  
Cumberland County School District  
368 4th Street  
Crossville, TN 38555

Dear Mrs. Graham,

The Future Business Leaders of America (FBLA) chapter at Cumberland County High School represented CCHS and Cumberland County Schools this March in Chattanooga at our State Leadership Conference (SLC). Through participation in FBLA, our students are learning to be leaders in their classrooms, schools, communities and future careers. These students have worked hard and succeeded in their endeavors. We are pleased to announce that five individuals from CCHS qualified to compete at the National Leadership Conference (NLC) this summer in San Antonio, TX from June 29 - July 2. Due to prior commitments within other organizations, only three students will be able to attend the NLC and compete for national honors.

Our students have already gained valuable skills and confidence through their participation at the SLC but we know that the NLC will provide them with experiences that will last long past their time at CCHS and truly prepare them for their post-secondary education and future careers. We are excited about the opportunity they have been presented with to represent our club, school and county.

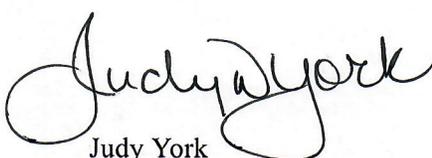
The cost of sending these students to nationals is expected to be about \$2,500. That would cover hotel, registration and flights to San Antonio. The cost of conference registration will be covered bringing the total needed to cover the cost of students' flight and hotel to approximately \$2,150. We are hoping to raise enough funds to cover the entire cost of flight and hotel for our students as they will still be spending a significant amount of money on meals and other activities. Throughout the year, our FBLA chapter has operated Jet Java, a coffee cart for CCHS students and staff. We will have about \$500 that the club will be able to contribute toward our \$2,150 goal.

In order to make this trip a reality, we need the help of our school, county school system and community to reduce the costs of travel and hotels. The purpose of this letter is to ask the Board of Education for help to meet our financial goals. We are asking for a donation of \$1,500 to help send our students to San Antonio. Thank you for your consideration and we are so thankful for your support of our students in all that they do.

Sincerely,



Jillian Guy  
FBLA sponsor



Judy York  
FBLA sponsor

# Board of Education Funds Request for Extra Curricular Trips

Date: 4-13-19 School: CCHS

Club / Activity Name: Future Business Leaders of America

Sponsor Name: Jillian Guy

Purpose of Trip: FBLA National Leadership Conference / Competition

3 # of students 1 # of chaperones \_\_\_\_\_ grade range

Type of Transportation: flights (~\$400x3)

Type of Accommodations: hotel

2 # of rooms 5 # of nights \$200 cost per night 0 # of meals

\$ 1,000 Total Cost for Hotel Accommodations \$ \_\_\_\_\_ provided by club  
Maximum cost per meal

**List fundraising activities and profit:**

Jet Java coffee cart: ~ \$500.00

What are students paying for? meals & activities

**Central Office Use Only:**

Amount Originally Requested: \_\_\_\_\_

Received on: \_\_\_\_\_

Committee Review/ Approval: \_\_\_\_\_

Board Approved on: \_\_\_\_\_

Amount awarded: \_\_\_\_\_

Check Requested on: \_\_\_\_\_ by: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_

April 1, 2019

Mrs. Janet Graham  
Cumberland County School District  
368 4<sup>th</sup> Street  
Crossville, TN 38555

Dear Mrs. Graham,

The Family, Career and Community Leaders of America (FCCLA) Groups from CCHS, Martin Elementary, and Stone Elementary are requesting funds from the Cumberland County School Board of Education to be able to send our students to the FCCLA National Leadership Conference in Anaheim, CA this summer. Students have prepared projects and done community service events throughout this school year and have advanced from Districts and State competitions to qualify for Nationals. It is a great honor for these students to represent their schools and their county at the national level.

24 students from across all three schools have qualified for the National Leadership Conference. The overall cost for the trip is estimated at \$44,873 which includes, transportation, housing, registration, meals, and extracurricular activities. The cost per student is close to \$2,035. In previous years our CTE Department has been able to provide transportation, lodging, and registration for all of the students who have qualified. However, this year they are only able to contribute registration costs. This reduces our organizations cost to \$38,473.

We have organized many fundraisers and are asking for contributions from community groups and sponsors. We are estimating to make about \$6,500 from these events and contributions. That reduces the cost that the students will need to pay to about \$1,400 per student. This is a large amount for each student to come up with. Several students may not be able to attend because of the increased cost from previous years and we are asking for as much help as we can get to allow these students to represent Cumberland County at the national level.

Sincerely,



Rachel Shoemaker  
FCCLA Advisor  
Cumberland County High School



Kelly Masters  
FCCLA Advisor  
Martin Elementary  
Stone Elementary

# Board of Education Funds Request for Extra Curricular Trips

Date: 4/1/19 School: CCHS, Martin, & Stone Elem.

Club / Activity Name: FCCLA (all 3 schools) ↑

Sponsor Name: Rachel Shoemaker & Kelly Masters

Purpose of Trip: FCCLA National Leadership Conference & Competitions

24 # of students      4 # of chaperones      6-12 grade range

Type of Transportation: school bus & flight

Type of Accommodations: hotel & registration

7 # of rooms    7 # of nights    \$1,323.00 cost per night      0 # of meals

\$ 9,261.00 Total Cost for Hotel Accommodations      \$ 25 Maximum cost per meal

\$ 10,700.00 estimated for flights

**List fundraising activities and profit:**

car wash = \$1,500.00	}	all totals are <u>estimates</u>
wal-mart day = \$2,000.00		
painting party = 500.00		
f-silver donations = \$2,000.00		
doughnut sales = \$500.00		
<u>\$6,500.00 Total</u>		based on last year or other groups doing similar events.

What are students paying for? \_\_\_\_\_

meals → estimated \$400 each  
extracurricular activities → \$312 each > \$712.00 each

**Central Office Use Only:**

Amount Originally Requested: \_\_\_\_\_

Received on: \_\_\_\_\_ Committee Review/ Approval: \_\_\_\_\_

Board Approved on: \_\_\_\_\_ Amount awarded: \_\_\_\_\_

Check Requested on: \_\_\_\_\_ by: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_



# Stone Memorial High School

2800 Cook Road · Crossville, TN 38571

Telephone (931) 484-5767

**William S. Maddox**

*Principal*



April 17, 2019

Mrs. Janet Graham  
Cumberland County School District  
368 4<sup>th</sup> Street  
Crossville, TN 38555

Dear Mrs. Graham,

The Stone Memorial High School FCCLA Club has been very successful this year. FCCLA gives our students the opportunity to develop real world skills that prepare you to be college and career ready. It also gives them the opportunity to explore various pathways in Family and Consumer Science and develop leadership skills.

We begin preparing in October for our competitions. These students fundraise all year long selling candy and selling faculty lunch plates once a month. Our students have very busy schedules and devote their time to FCCLA. Several of our students are athletes, work after school, and are involved with the community. Students competed at the District Level and 14 students advanced to the State Competition. We are excited to announce that seven of our FCCLA members have advanced to the National Leadership Competition. This year the competition will be held in Anaheim, California on the week of June 28<sup>th</sup>- July 5<sup>th</sup>.

In order for our students to make this trip, we need financial support to pay for travel. The total amount needed is \$2,800.00. Our students will continue to fundraise to support this competition. The purpose of this letter is to ask if it would be possible for the Board of Education to make a donation of \$1,500.00 to our club.

We appreciate your support of our students and their accomplishments.

Sincerely,

Lesley Williams  
FCCLA Sponsor

Sharmain Wyatt  
FCCLA Sponsor

William S. Maddox  
Principal



# Stone Memorial High School

2800 Cook Road · Crossville, TN 38571

Telephone (931) 484-5767

**William S. Maddox**

*Principal*

April 16, 2019

Mrs. Janet Graham  
Cumberland County School District  
368 4<sup>th</sup> Street  
Crossville, TN 38555

Dear Mrs. Graham,

The Stone Memorial High School HOSA, Future Health Care Professionals Club, has qualified for the HOSA International Conference and Competition in Orlando, Florida on June 18-22, 2019. It has been two years since our club has qualified to take part in this event.

Our Health Sciences Program of Study at Stone Memorial has been very successful, as we are training students to be prepared for the workplace as Licensed Certified Nursing Assistants and/or prepared for post-secondary education in the medical field. Our students are in high demand in our local medical facilities, especially our students with nursing assistant certification.

HOSA plays a vital role in helping our students to develop teamwork and leadership skills. Within the HOSA organization, students have the opportunity to network with other future medical professionals and develop new skills and abilities in the area of leadership.

We have practiced for countless hours before and after school in preparation for this event and are looking forward to representing Stone Memorial High School and the Cumberland County School District in this prestigious competition.

We are respectfully requesting funding from the Board of Education to assist in covering the expenses of this trip. Our expenses include conference registration fees, hotel accommodations, airfare, and meals. The projected cost of this trip is \$4,500.00. We would like to request a donation of \$1,500.00 to assist in the expenses. Any assistance the Board of Education can give will be greatly appreciated.

Thank you for your continued support of our future health care leaders.

Sincerely,

Crystal Welch, RN, MSN, RD, LDN  
Health Science Instructor/HOSA Advisor

Megan Malone Apuzzo, RN, BSN  
Health Science Instructor/HOSA Advisor

# Board of Education Funds Request for Extra Curricular Trips

Date: 4/16/19 School: SMHS

Club / Activity Name: HOSA Future Healthcare Professionals

Sponsor Name: Megan Malone Apuzzo & Crystal Welch

Purpose of Trip: HOSA International Leadership Conference / Competition

3 # of students 2 # of chaperones 11<sup>th</sup> grade range

Type of Transportation: plane

Type of Accommodations: hotel

2 # of rooms 5 # of nights \$ 356.<sup>48</sup> cost per night 0 # of meals

\$ 1782.40 Total Cost for Hotel Accommodations \$ 20 provided by club  
Maximum cost per meal

### List fundraising activities and profit:

Walking Horse Show - Concession Stand Operation approx \$1500.00 (June 8, 2019)

Car Washes - expected income \$500.00

Coke Sale - expected income \$200-300.00

What are students paying for? meals and extracurricular activities

### Central Office Use Only:

Amount Originally Requested: \_\_\_\_\_

Received on: \_\_\_\_\_ Committee Review/ Approval: \_\_\_\_\_

Board Approved on: \_\_\_\_\_ Amount awarded: \_\_\_\_\_

Check Requested on: \_\_\_\_\_ by: \_\_\_\_\_

Budget Account Number: \_\_\_\_\_

RESOLUTION # \_\_\_\_\_  
Cumberland County, Tennessee  
General Purpose School Fund

WHEREAS, the College, Career and Technical Education(CCTE) Department is projecting to spend more in the Staff Development line than budgeted,

WHEREAS, the Administrative Travel line within this budget page is projected to have a surplus.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this \_\_\_\_ day of \_\_\_\_\_, 2019, that the following budget amendment be adopted:

---

CCTE Professional Development

Increase Expenditures:			
141.72230.524	CTE Support – Staff Development		\$5,700.00
		Total Increase:	\$5,700.00
Decrease Expenditures:			
141.72230.355	CTE Support – Administrative Travel		\$5,700.00
		Total Decrease:	\$5,700.00

SPONSORED BY:

\_\_\_\_\_  
BOE Member

APPROVED BY:

\_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
Director of Schools

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

RESOLUTION # \_\_\_\_\_  
Cumberland County, Tennessee  
General Purpose School Fund

WHEREAS, the College, Career and Technical Education (CCTE) Department is projecting to spend more in the Contracted Services line than budgeted due to the high number of industry certifications and student club competition travel and

WHEREAS, other lines within these budget pages are projected to have a surplus.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this \_\_\_\_ day of \_\_\_\_\_, 2019, that the following budget amendment be adopted:

---

CCTE Contracted Services

Increase Expenditures:			
141.71300.399	CTE Instruction – Contracted Services		\$7,678.00
		Total Increase:	\$7,678.00
Decrease Expenditures:			
141.71300.429	CTE Instruction – Supplies		\$2,000.00
141.71300.499	CTE Instruction – Textbooks		\$1,278.00
141.71300.730	CTE Instruction – Equipment		\$4,400.00
		Total Decrease:	\$7,678.00

SPONSORED BY:

\_\_\_\_\_  
BOE Member

APPROVED BY:

\_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
Director of Schools

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

RESOLUTION # \_\_\_\_\_  
Cumberland County, Tennessee  
General Purpose School Fund

WHEREAS, the Board of Education has been awarded the Additional Targeted Support and Improvement federal grant from the State of Tennessee.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this \_\_\_\_ day of \_\_\_\_\_, 2019, and by the Cumberland County Commission meeting on this \_\_\_\_ day of \_\_\_\_\_, 2019, that the following budget amendment be adopted:

---

Additional Targeted Support and Improvement Grant

Increase Revenue:		
142.47141.172	Federal Funds – Title I Grants to LEA – ATSI Grant	\$125,000.00
	Total Increase:	\$125,000.00
Increase Expenditures:		
142.71100.116.172	Federal – Reg. Instruction – Teachers	\$ 28,528.38
142.71100.201.172	Federal – Reg. Instruction – SS	\$ 2,182.42
142.71100.210.172	Federal – Reg. Instruction – Unemployment Comp	\$ 52.50
142.71100.212.172	Federal – Reg. Instruction – Medicare	\$ 127.25
142.71100.299.172	Federal – Reg. Instruction – Worker’s Comp	\$ 111.55
142.71100.429.172	Federal – Reg. Instruction – Instr. Supp/Materials	\$ 23,020.50
142.71100.722.172	Federal – Reg. Instruction – Equipment	\$ 61,753.00
142.72210.189.172	Federal – Reg. Instruction Support – Other Wages	\$ 4,000.00
142.72210.201.172	Federal – Reg. Instruction Support – SS	\$ 222.40
142.72210.204.172	Federal – Reg. Instruction Support – State Retirement	\$ 418.40
142.72210.212.172	Federal – Reg. Instruction Support – Medicare	\$ 83.60
142.72210.308.172	Federal – Reg. Instruction Support – Consultants	\$ 4,500.00
	Total Increase:	\$125,000.00

SPONSORED BY:

\_\_\_\_\_  
BOE Member

APPROVED BY:

\_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
Director of Schools

Ayes: \_\_ Nays: \_\_ Abstain: \_\_\_\_\_

Sponsor:

\_\_\_\_\_  
County Commissioner

Approval:

\_\_\_\_\_  
County Mayor

Attest:

\_\_\_\_\_  
County Clerk

Budget Committee Vote:

Ayes: \_\_ Nays: \_\_ Abstain: \_\_\_\_\_

**Cumberland County**  
**Basic Education Program Allocation**  
**2019-2020**  
**April Estimate**

**Instructional Salaries Funding**

Total Full Funding - Instructional		\$22,317,000	
Less: Required Local Matching Funds 31.12%		<u>6,946,000</u>	
<b>State Share of Instructional Funding 68.88%</b>	(1)	<b>\$15,371,000</b>	

**Instructional Benefits Funding**

Total Full Funding - Instructional		\$7,347,000	
Less: Required Local Matching Funds 31.12%		<u>2,287,000</u>	
<b>State Share of Instructional Funding 68.88%</b>	(2)	<b>\$5,060,000</b>	

**Classroom Funding**

Total Full Funding - Classroom		\$7,501,000	
Less: Required Local Matching Funds 24.35%		<u>1,826,000</u>	
<b>State Share of Classroom Funding 75.65%</b>	(3)	<b>\$5,675,000</b>	

**Non-Classroom Funding**

Total Full Funding - Non-Classroom		\$15,806,000	
Less: Required Local Matching Funds 47.69%		<u>7,538,000</u>	
<b>State Share of Non-Classroom Funding 52.31%</b>	(4)	<b>\$8,268,000</b>	

**Total State BEP Funding Allocation** (1) + (2) + (3) + (4) **\$34,374,000** (5)

FY19 Local Contribution

Total Required Local Matching Funds		<u>18,597,000</u>	(6)	<b>18,728,505</b>
Total BEP Funding - State and Local		\$52,971,000	(5) + (6)	

**Additional Information**

Student Counts (Weighted average of months 2,3,6, and 7)	2018-19	2017-18
Total ADMs	7,080	7,102
Career and Technical ADMs Served	493	513
Special Education ADMs Identified and Served	1,570	1,699
<b>System FY18 Weighted Average Salary</b>	<b>\$43,349</b>	
<b>Statewide FY18 Weighted Average Salary</b>	<b>\$46,369</b>	
<b>Required Instructional Salary Budget Increase</b>	<b>\$375,000</b>	
<b>IEA Program - per pupil amount</b>	<b>\$7,482</b>	
<b>Fiscal Capacity Indices</b>		
TACIR Index	0.668%	
CBER/Fox Index	0.788%	
TACIR 50% & CBER 50%	0.728%	



# North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571

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

Jennifer Magnusson, Principal

April 17, 2019

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

Dear Mrs. Graham and Board Members,

Please approve the following volunteers for the 2018-2019 school year. The appropriate volunteer application is on file in the school office.

Thank you,

Jennifer Magnusson  
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.*

Joanne Caldwell  
Bobby Gene Barnes  
Julia Georgette Barnes  
Audrey Trine  
Jessica Dillon



Justin Whittenbarger, Principal

1219 Cook Road, Crossville, TN 38555

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

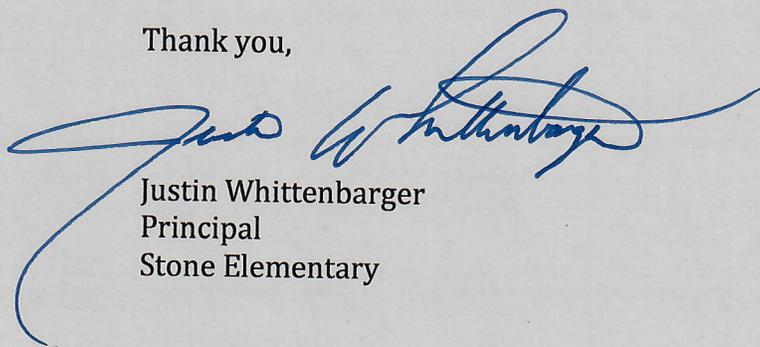
stoneel.ccschools.k12tn.net

April 15, 2019

Mrs. Graham and the Cumberland County Board of Education:

I respectfully request that the following Level I volunteers be approved for Stone Elementary School for the 2018-2019 school year.

Thank you,



Justin Whittenbarger  
Principal  
Stone Elementary

Level 1 Volunteers:

Carden, D'Nice
----------------

Whittenbarger, Taunee
-----------------------



**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: Apr. 16, 2019

Re: Volunteers

Please approve the following additional volunteer(s) for the 2018-2019 school year.  
The appropriate volunteer application is on file and references have been checked.

Christine Nixon – Level II  
Alfred C. Seitner – Level II  
Scott C. Woodard – Level II



**CRAB ORCHARD  
ELEMENTARY SCHOOL**

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

April Volunteers:

Jeremy Cole

*Debbie Beaty*





Jane Franklin <jfranklin@ccschools.k12tn.net>

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## Volunteers

1 message

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**Mary Elizabeth Edmonds** <medmonds@ccschools.k12tn.net>

Thu, Apr 18, 2019 at 3:12 PM

To: Jane Franklin <jfranklin@ccschools.k12tn.net>

Jane,

I am so sorry, I know this was due yesterday and I apologize that I am a day late! This was buried under my testing stuff. If you can't get it on the agenda, I totally understand.

Shelly Cochran  
Rosaura Ouslan  
Emily Selby  
Justin Selby  
Barbara Weyhrich

--  
Mary Elizabeth Edmonds, Ed.S.  
Assistant Principal  
Homestead Elementary School  
[3889 Highway 127](#) South  
Crossville, TN 38572  
931-456-8344

April 11, 2019

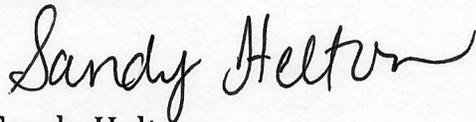
Mrs. Janet Graham  
Cumberland County Board of Education  
486 Fourth Street  
Crossville, TN 38555

Dear Mrs. Graham,

Please accept this request for permission to take the PHS Middle School Archery Team to the NASP Eastern National Tournament in Louisville, Kentucky. The NASP National Eastern Tournament is held on May 9-11th, 2019. The PHS middle school archery team qualified to participate in the tournament on Friday, May 10th. This would be an overnight trip with the team leaving from school mid day on May 9th and returning to school on May 11th around 7pm.

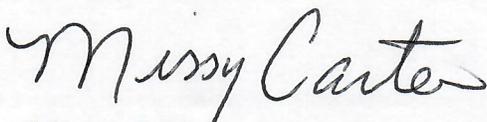
Our middle school team looks forward to competing in a national archery tournament and are very excited for the opportunity to represent Pleasant Hill Elementary. This is a wonderful experience for our students and we appreciate your time and consideration.

Thank you,



Sandy Helton

Pleasant Hill Elementary archery sponsor



Missy Carter

Pleasant Hill Elementary Principal

# Cumberland County Board of Education Administrative Procedures

Issued: July 2004	Procedure: <b>Field Trip and Excursions</b>	Policy Reference: 4.302 Exhibit B
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## Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_

Overnight

Out of State

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Pleasant Hill Elementary Subject/Grade Level 6th-8th - Archery members  
 Trip Requested By Sandy Helton Date of Trip May 9th - May 11th, 2019  
 Destination Kentucky Exposition Center and Attractions City Louisville State Kentucky  
 Departure time 11 a.m. Return 5 p.m. Admission per student: \$ 20.00  
 Special Services needed such as school nurse, handicap vehicle, etc. n/a

Please check type of Activity:

- |   |   |
|---|---|
| <input type="checkbox"/> Academic Field Trip  | <input checked="" type="checkbox"/> Competition                     |
| <input type="checkbox"/> Incentive Field Trip | <input type="checkbox"/> Sports                                     |
| <input type="checkbox"/> School Clubs         | <input type="checkbox"/> Special Classroom Trip (description) _____ |
| <input type="checkbox"/> Band/Chorus          | <input type="checkbox"/> Other _____                                |

Teachers: Sandy Helton  
Shaun Brown

# of Students 21

Total: \_\_\_\_\_

Total: 21

Additional Chaperones (if needed) \_\_\_\_\_

- Cafeteria notified       Purchase order requested       Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)

Sandy Helton      931-267-9121      \_\_\_\_\_      \_\_\_\_\_  
 Sponsoring Teacher's Signature      Cell Phone #      Principal's Signature      Date

<i>For transportation Department Only</i>			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total miles _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor	Director of Schools		

<i>This section to be completed for out-of-state or overnight school sponsored trips only</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Director of Schools Signature

April 11, 2019

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

Dear Mrs. Graham,

Please accept this request for permission to take the PHS Middle School Archery Team to the NASP Eastern National Tournament in Louisville, Kentucky. The NASP National Eastern Tournament is held on May 9-11th, 2019. The PHS middle school archery team qualified to participate in the tournament on Friday, May 11th. This would be an overnight trip with the team leaving from school mid day on May 9th and returning to school on May 11th around 7pm.

Our middle school team looks forward to competing in a national archery tournament and are very excited for the opportunity to represent Pleasant Hill Elementary. This is a wonderful experience for our students and we appreciate your time and consideration.

Thank you,



Sandy Helton

Pleasant Hill Elementary archery sponsor



Missy Carter

Pleasant Hill Elementary Principal

# Cumberland County Board of Education

## Administrative Procedures

Issued: July 2004	Procedure: <b>Field Trip and Excursions</b>	Policy Reference: 4.302 Exhibit B
----------------------	--	--------------------------------------

### Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_

Overnight

Out of State

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Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Pleasant Hill Elementary Subject/Grade Level 6th-8th-Archery members  
 Trip Requested By Sandy Helton Date of Trip May 9th- May 11th, 2019  
 Destination Kentucky Exposition Center and Attractions City Louisville State Kentucky  
 Departure time 11 a.m. Return 5 p.m. Admission per student: \$ 20.00  
 Special Services needed such as school nurse, handicap vehicle, etc. n/a

Please check type of Activity:

- |   |   |
|---|---|
| <input type="checkbox"/> Academic Field Trip  | <input checked="" type="checkbox"/> Competition                     |
| <input type="checkbox"/> Incentive Field Trip | <input type="checkbox"/> Sports                                     |
| <input type="checkbox"/> School Clubs         | <input type="checkbox"/> Special Classroom Trip (description) _____ |
| <input type="checkbox"/> Band/Chorus          | <input type="checkbox"/> Other _____                                |

Teachers: Sandy Helton # of Students 21  
Shaun Brown  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Total: \_\_\_\_\_ Total: 21

Additional Chaperones (if needed) \_\_\_\_\_

- Cafeteria notified    
  Purchase order requested    
  Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)

Sandy Helton 931-267-9121  
 Sponsoring Teacher's Signature     Cell Phone #     Principal's Signature     Date

<i>For transportation Department Only</i>			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total miles _____	
Amount to be paid driver \$ _____		Amount for Fuel \$ _____	
_____ Transportation Supervisor		_____ Director of Schools	

<i>This section to be completed for out-of-state or overnight school sponsored trips only</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Director of Schools Signature

**Cumberland County High School**  
*660 Stanley Street*  
*Crossville, TN 38555*  
*Telephone 931.484.6194*  
*Fax 931.484.6872*

*Jon Hall, Principal*  
*hallj@ccschools.k12tn.net*

To: Mrs. Janet Graham, Director of Schools  
& the Cumberland County Board of Education  
Date: April 9, 2019  
Re: Trip Request

Dear Mrs. Graham & the Cumberland County Board of Education,

I am requesting permission to take the C.C.H.S. Math Club on a trip to Atlanta, Georgia on Friday, May 31, 2019. We plan to leave at 6:00 A.M. on May 31 and return that night between 11:00 -12:00 P.M. When we arrive in Atlanta, we will take the students to Six Flags Over Georgia for the day. This trip is planned to reward an exceptional group of students for their performance in the classroom as well as at math competitions. Any consideration given to this request will be greatly appreciated.

Sincerely,

*Velma Buck*

Velma Buck, Math Club Sponsor

*JA*

# Cumberland County Board of Education Administrative Procedures

Issued: July 2004	Procedure: <b>Field Trip and Excursions</b>	Policy Reference: 4.302 Exhibit B
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## Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_ Overnight \_\_\_\_\_ Out of State

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. **OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.**

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Cumberland County High Subject/Grade Level Math Club (grades 9-12)  
 Trip Requested By Velma Buck Date of Trip 5/31/19 (Friday) 10:00 day  
 Destination Six Flags Over Georgia City Atlanta State GA  
 Departure time 6:00 Return 11:00 - 12:00 pm Admission per student: \$ Food/Drinks Only by Students  
 Special Services needed such as school nurse, handicap vehicle, etc. \_\_\_\_\_

Please check type of Activity:

- |   |   |
|---|---|
| <input type="checkbox"/> Academic Field Trip                      | <input type="checkbox"/> Competition                                |
| <input checked="" type="checkbox"/> Incentive Field Trip (Reward) | <input type="checkbox"/> Sports                                     |
| <input type="checkbox"/> School Clubs                             | <input type="checkbox"/> Special Classroom Trip (description) _____ |
| <input type="checkbox"/> Band/Chorus                              | <input type="checkbox"/> Other _____                                |

Teachers: Velma Buck # of Students Approx 20-25  
Linda McDuffee  
Kaye Blakely (Retired Teacher)  
 Total: \_\_\_\_\_ Total: \_\_\_\_\_

Additional Chaperones (if needed) \_\_\_\_\_

Cafeteria notified     Purchase order requested     Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed) (Not Needed)

Velma Buck (931) 335-5875    [Signature]    4/16/19  
 Sponsoring Teacher's Signature    Cell Phone #    Principal's Signature    Date

For transportation Department Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total miles _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor _____		Director of Schools _____	

This section to be completed for out-of-state or overnight school sponsored trips only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Director of Schools Signature _____	
Date of Board Approval _____	

# Pleasant Hill Elementary School



486 East Main Street  
Pleasant Hill, TN 38578

Phone (931) 277-3677  
Fax (931) 277-3880  
Missy Carter, Principal  
Abbi Dunford, Assistant Principal

Cumberland County Board of Education  
486 First Street  
Crossville, TN 38555

To: Mrs. Janet Graham and Members of the Cumberland County Board of Education

From: Pleasant Hill Elementary 8<sup>th</sup> Grade Trip Coordinator, Brandy Lowe

Re: School Trip (May 12, 2019 - May 15, 2019)

We are presenting this letter requesting permission to take approximately 25 students in the seventh and eighth grade to Orlando, Florida. The trip is scheduled for May 12-15, 2019. Transportation arrangements have been tentatively set including; bus travel to and from airport and round-trip airfare.

This is a once in a lifetime opportunity for many of our students. Some of them have never traveled outside of the city of Crossville. They have only dreamed of traveling to another state. We will be staying at Universal's Cabana Bay and be touring Universal Studios and Universal Islands of Adventure Theme Parks.

This trip will be an experience they learn from. We hope that seeing other parts of the United States opens up their minds.

Thank you for your support.

Best Regards,

A handwritten signature in blue ink that reads "Brandy Lowe".

Brandy Lowe  
Pleasant Hill Elementary Trip Coordinator

A handwritten signature in blue ink that reads "Missy Carter".

Missy Carter  
Pleasant Hill Elementary Principal

# Cumberland County Board of Education Administrative Procedures

<b>Issued:</b> July 2004	<b>Procedure:</b>  <h2 style="margin: 0;">Field Trip and Excursions</h2>	<b>Policy Reference:</b> 4.302 Exhibit B
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### Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_     
 Overnight  \_\_\_\_\_     
 Out of State  \_\_\_\_\_

**This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.**

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Pleasant Hill Elementary      Subject/Grade Level 7<sup>th</sup>-8<sup>th</sup> grade Travel Group  
 Trip Requested By Brandy Lowe      Date of Trip May 12-14<sup>th</sup>  
 Destination Orlando, Florida Universal Studios      City Orlando      State Florida  
 Departure time 3:00 AM 12-13      Return Wednesday 15<sup>th</sup> 2:30 PM      Admission per student: \$ 16.00  
 Special Services needed such as school nurse, handicap vehicle, etc. N/A

Please check type of Activity:

- |  |  |
|--|--|
| <input type="checkbox"/> Academic Field Trip     | <input type="checkbox"/> Competition   |
| <input type="checkbox"/> Incentive Field Trip    | <input type="checkbox"/> Sports  |
| <input checked="" type="checkbox"/> School Clubs | <input checked="" type="checkbox"/> Special Classroom Trip (description) <u>7/8 grade trip</u> |
| <input type="checkbox"/> Band/Chorus             | <input type="checkbox"/> Other _____   |

Teachers: Brandy Lowe      # of Students 22  
Jamie Atkinson      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_  
 Total: 2      Total: 22

Additional Chaperones (if needed) Lenora Ellis, Danielle Bowman, Tracy Brown, Brian Cowe  
 Cafeteria notified       Purchase order requested       Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)

[Signature]      931.261-2053      M. Cain      4/22/19  
 Sponsoring Teacher's Signature      Cell Phone #      Principal's Signature      Date

For transportation Department Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total miles _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor _____		Director of Schools _____	

This section to be completed for out-of-state or overnight school sponsored trips only	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Director of Schools Signature

**Cumberland County High School**

*660 Stanley Street  
Crossville, TN 38555  
Telephone 931.484.6194  
Fax 931.484.6872*

*Jon Hall, Principal  
hallj@ccschools.k12tn.net*

April 9, 2019

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

Dear Mrs. Graham,

I recommend we award the Cumberland County High School photography bid to Lifetouch National Studios for the 2019-2020 school year. Our school has contracted with this company for several years and we are very pleased with their work. They have agreed to meet our specifications.

Sincerely,



Jon Hall

Attachment



### ACCOUNT & CONTACT INFORMATION

Account Name	Cumberland Co High School		Phone 931-484-6194	Enrollment 1200
Address	660 Stanley St		Fax	Grades 9-12
City, State Zip	Crossville, TN 38555		District Cumberland Co School District	
Contact Title / Role	Name	Phone	Email Address	
Principal	MR JON HALL		HALLJ12@CCSCHOOLS.K12TN.NET	
Secretary	Faith Abston		faith@ccschools.k12tn.net	
Yearbook Advisor	MR DANIEL RICKMAN		DRICKMAN@CCSCHOOLS.K12TN.NET	
Picture Day Contact	Primary Contact-Jon Hall			
EDT Coordinator	Angie Margrave	931-484-6194	amargrave@ccschools.k12tn.net	

### PICTURE DAY EVENTS

Event Type	X	Picture Date	Selling Method	# Photographed	Start Time	End Time	# Cameras	Setup Location
Fall Individuals (Original)	X		PrePay 30%	900	7:30	3:00	3	Gym
Fall Individuals (Retakes)	X		PrePay	240	7:45	12:00	1	Gym
Spring Individuals (Original)								
Groups: Classroom / Pano								
Underclass Grads								
Legacy Sports: _____	X		PrePay 20%	100	1:00	4:00	1	Gym and Fields
Expanded Sports: _____								
Prom / Dance								
Seniors - On Site / Studio	X		Proof 10%	250				
Crossing The Stage								
Commencements								
Other / Service Photos	X		Proof	40	1:00	3:00	1	Meet at Cumberland

### ACCOUNT SERVICES

Parent Notify	<input checked="" type="checkbox"/> Yes / No / (Renew) Provided For 17-18, To Renew Validate SEND FROM:pam REPLY TO:pagibson@lifetouch.com Email Addresses Are These Correct? Yes / No			
Host Portal	Provide Access? Yes - For Commencements, Fall Individual, Group, Senior/Studio Invitation Sent			
Composite	Group		How Are Students Coming To Camera(s)? Circle One Below	
	Hold For: Verification /	SmileSafe Cards	Yes SmileSafe	Last Year Name On Cards Were Sorted By:
Rewards Program	MyFamilyRewards	Staff Package	Yes-Staff3	School Grade Homeroom Teacher Teacher-Period
ID Cards	Student IDs:Yes-628Z	Staff IDs:Yes-623Z	Barcoded IDs:Yes-628Z	I-Depot? Yes / No Punched ID: Yes / No
Yearbook Program	Yes / No Provider: Lifetouch Other: _____			

### NOTES, SPECIAL REQUESTS & PROMOTIONS

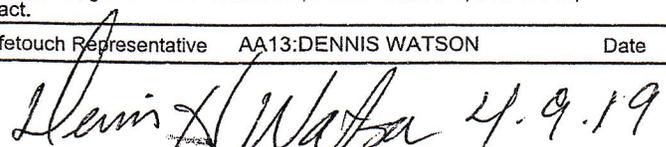
<p>Seniors during Summer: Fall session fee = \$25 that apply toward purchase</p> <p>Seniors during Summer Y/B only = no fee</p> <p>Seniors during school \$25 fee = fall session or Y/B only</p>		<p>Commission Paid on Sales less tax of any paid package orders received through one week after Original Picture Day (Prepay)</p> <p>Commission Paid on Sales less tax of any paid package orders received through final scheduled pickup (Proof and Family Approval)</p> <p>Senior Commission paid only on senior portrait package orders as calculated on December 15th of the current school year</p> <p>Commissions are paid only if sales are greater than \$500.00</p>
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### AGREEMENT TERMS & SIGNATURES

During the Agreement Term, Lifetouch National School Studios Inc. is designated as the Account's exclusive professional photographer to photograph, school and deliver photographs for the programs described above. In exchange for the services, the School will allow access to students, staff and use of school property and information for photography, administration of the photography and distribution of materials. Lifetouch will not disclose confidential information provided by the school or use it for any purpose except to fulfill the services requested to be performed by Lifetouch.

Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the School authorizes Lifetouch to transmit information, including images, to and from the School and Lifetouch, its affiliated companies, their employees, agents and representatives. The School agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, passwords, job numbers and user names.

The terms of this agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the School and Lifetouch. Lifetouch is not liable for delays or losses as a result of strikes, accidents, government restrictions, natural disasters, acts of war, or other causes beyond its control and such delays will not constitute a breach of contract.

School / Account Representative	Date	Lifetouch Representative	AA13:DENNIS WATSON	Date
				4.9.19



Stephanie R. Barnes, Principal

The Phoenix School  
203 Taylor Street  
Crossville, TN 38555

Phone: 931-456-1228  
Fax: 931-456-9862

April 1, 2019

Dear Ladies and Gentleman:

On behalf of The Phoenix Campus, I am requesting the approval of the attached contract between Lifetouch and Phoenix High School for pictures and yearbooks.

Sincerely,

Mrs. Stephanie R. Barnes  
Principal of The Phoenix Campus



### ACCOUNT & CONTACT INFORMATION

Account Name	The Phoenix School		Phone 931-456-1228	Enrollment 50
Address	203 Taylor St		Fax	Grades 9-12
City, State Zip	Crossville, TN 38555		District Cumberland Co School District	
Contact Title / Role	Name	Phone	Email Address	
Principal	Primary Contact-Mrs Stephanie <i>Barness</i>	931-456-1228	barness5@ccschools.k12tn.net	
Secretary				
Yearbook Advisor	Mrs Ginnie Dryden <i>Amanda Brown</i>	931-456-1228	gdryden@ccschools.k12tn.net <i>a brown 1</i>	
Picture Day Contact	Primary Contact-Mrs Stephanie			
EDT Coordinator	<i>Amanda Brown</i>			

### PICTURE DAY EVENTS

Event Type	X	Picture Date	Selling Method	# Photographed	Start Time	End Time	# Cameras	Setup Location
Fall Individuals (Original)	X							
Fall Individuals (Retakes)	X							
Spring Individuals (Original)	X		Proof	60	8:00	1:00	1	Media Center
<del>Groups: Classroom / Pano</del>	X	<i>Spring Make up</i>						
Underclass Grads								
Legacy Sports: _____								
Expanded Sports: _____								
Prom / Dance								
Seniors - On Site / Studio								
Crossing The Stage								
Commencements								
Other / Service Photos								

### ACCOUNT SERVICES

Parent Notify	Yes / No //(Renew) Provided For 17-18, To Renew Validate SEND FROM:NA REPLY TO:NA Email Addresses Are These Correct? Yes / No			
Host Portal	Provide Access? Yes / No Send Email invitation to: _____			
Composite		Group		How Are Students Coming To Camera(s)? Circle One Below
	Hold For: Verification /	SmileSafe Cards	Yes SmileSafe	Last Year Name On Cards Were Sorted By:
Rewards Program	MyFamilyRewards	Staff Package	Yes-Staff3	School Grade Homeroom Teacher Teacher-Period
ID Cards	Student IDs: Yes / No	Staff IDs: Yes / No	Barcoded IDs: Yes / No	I-Depot? Yes / No Punched ID: Yes / No
Yearbook Program:	Yes - Provider: Lifetouch - 2018 YB Job #: 13518518 - 2019 YB Job #: 13518519			

### NOTES, SPECIAL REQUESTS & PROMOTIONS

<i>Yearbook 24 pgs 50 copies \$18.40 Re book</i>	Commission Paid on Sales less tax of any paid package orders received through one week after Original Picture Day (Prepay)
	Commission Paid on Sales less tax of any paid package orders received through final scheduled pickup (Proof and Family Approval)
	Senior Commission paid only on senior portrait package orders as calculated on December 15th of the current school year
	Commissions are paid only if sales are greater than \$500.00

### AGREEMENT TERMS & SIGNATURES

During the Agreement Term, Lifetouch National School Studios Inc. is designated as the Account's exclusive professional photographer to photograph, school and deliver photographs for the programs described above. In exchange for the services, the School will allow access to students, staff and use of school property and information for photography, administration of the photography and distribution of materials. Lifetouch will not disclose confidential information provided by the school or use it for any purpose except to fulfill the services requested to be performed by Lifetouch.

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School / Account Representative	Date	Lifetouch Representative	AA13:DENNIS WATSON	Date
<i>Stephanie R. Barnes</i>	<i>3/17/19</i>	<i>Dennis Watson</i>		<i>3/19/19</i>



## **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: April 15, 2019

Re: Lifetouch Photography/Yearbook contract with South  
Cumberland Elementary

I am recommending Lifetouch to do our school pictures and yearbook for the 2019-2020 school year. Please consider and approve the attached contract with South Cumberland Elementary.

Thank you.

### ACCOUNT & CONTACT INFORMATION

Account Name	South Cumberland Elem Sch		Phone 931-788-6713	Enrollment 706
Address	3536 Lantana Rd		Fax	Grades PK-8
City, State Zip	Crossville, TN 38572		District Cumberland Co School District	
Contact Title / Role	Name	Phone	Email Address	
Principal	Primary Contact-Mr Darrell Threet	931-788-6713	threeta@ccschools.k12tn.net	
Secretary	Ms Vicki Elmore	931-788-6713	elmorev@k12tn.net <del>ccschools.k12tn.net</del>	
Yearbook Advisor	Darla Frazier	931-788-6713	frazierd5@ccschools.k12tn.net	
Picture Day Contact	Primary Contact-Mr Darrell Threet	931-788-6713	haler2@ccschools.k12tn.net	
EDT Coordinator	Rissa Hale			

### PICTURE DAY EVENTS

Event Type	X	Picture Date	Selling Method	# Photographed	Start Time	End Time	# Cameras	Setup Location
Fall Individuals (Original)	X	9-24	PrePay	706	8:30	3:00	3	Gym
Fall Individuals (Retakes)	X	11-25	PrePay	75	8:30	3:00	1	GYM
Spring Individuals (Original)	X	<del>3-12</del>						
Groups: Classroom / Pano	X	<del>3-12</del>	3-12					
Underclass Grads		1-						
Legacy Sports: _____	X	12-11	PrePay	30	8:30	12:00	1	Gym
Expanded Sports: _____								
Prom / Dance								
Seniors - On Site / Studio								
Crossing The Stage								
Commencements								
Other / Service Photos	X	PDG 2-14	Proof	30	8:30	3:00	1	Gym

### ACCOUNT SERVICES

Parent Notify	Yes / No / (Renew) Provided For 17-18, To Renew Validate SEND FROM:pam REPLY TO:pagibson@lifetouch.com Email Addresses Are These Correct? Yes / No			
Host Portal	Provide Access? Yes - For Dance, Fall Individual, Group, Special Event, Sports, S Invitation Sent			
Composite		Group		How Are Students Coming To Camera(s)? Circle One Below
	Hold For: Verification /	SmileSafe Cards	Yes SmileSafe	Last Year Name On Cards Were Sorted By:
Rewards Program	MyFamilyRewards	Staff Package	Yes-Staff3	School Grade Homeroom Teacher Teacher-Period
ID Cards	Student IDs: Yes / No	Staff IDs: Yes / No	Barcoded IDs: Yes / No	I-Depot? Yes / No Punched ID: Yes / No
Yearbook Program	Yes - Provider: Lifetouch - 2018 YB Job #: 10307218 - 2019 YB Job #: 10307219			

### NOTES, SPECIAL REQUESTS & PROMOTIONS

<p>Fall &amp; Spring &amp; Groups 50%          Yearbook - let prep 376 copies \$21.83 per book</p>	<p>Commission Paid on Sales less tax of any paid package orders received through one week after Original Picture Day (Prepay)</p> <p>Commission Paid on Sales less tax of any paid package orders received through final scheduled pickup (Proof and Family Approval)</p> <p>Senior Commission paid only on senior portrait package orders as calculated on December 15th of the current school year</p> <p>Commissions are paid only if sales are greater than \$500.00</p>
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### AGREEMENT TERMS & SIGNATURES

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The terms of this agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the School and Lifetouch. Lifetouch is not liable for delays or losses as a result of strikes, accidents, government restrictions, natural disasters, acts of war, or other causes beyond its control and such delays will not constitute a breach of contract.

School / Account Representative	Date	Lifetouch Representative	Date
Darrell A Threet	4/11/19	Dennis A Watson	4/11/19
Pending BOE Approval			

**Cumberland County High School**

*660 Stanley Street  
Crossville, TN 38555  
Telephone 931.484.6194  
Fax 931.484.6872*

*Jon Hall, Principal  
hallj@ccschools.k12tn.net*

April 16, 2019

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

Dear Mrs. Graham,

We are requesting your permission to enter into a contract with the Balfour Company for yearbook services during the 2019-2020 school year. I am attaching a copy of the proposed contract for your review.

With your approval, we will begin our work with the representatives from Balfour.

Sincerely,



Jon Hall

Attachment



Taylor Publishing Company dba Balfour is hereby authorized as the official publisher of the publication described below.

Please Print

Production Year <b>2020</b>	Title of Book <b>Cumberland County High School</b>		Date <b>04-12-2019</b>	Cust# <b>00000</b>
School <b>Cumberland County High School</b>		Address <b>660 Stanley Street</b>		Phone # <b>9314846194</b>
City <b>Crossville</b>		State <b>TN</b>	Zip <b>38555</b>	Email Address <b>hallj12@ccschools.k12tn.net</b>
Mr., Ms., Dr. <b>Mr.</b>	First Name <b>Jon</b>	Last Name <b>Hall</b>		Title <b>Principal</b>
Copies <b>350</b>	Pages <b>200</b>	Trim Size <b>9</b>	Cover Type <input type="checkbox"/> Softcover <input checked="" type="checkbox"/> Hardcover	Delivery Season <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Sum-Fall
Requested Ship Date <b>05-06-2020</b>			Cust Type <input checked="" type="checkbox"/> HS <input type="checkbox"/> JHS/MS <input type="checkbox"/> Elem	<input type="checkbox"/> K-12 <input type="checkbox"/> Univ <input type="checkbox"/> Fine Book

**COPY PREPARATION (Check one)**

BalfourTools® for Adobe InDesign®   
 StudioWorks+®   
 Encore®  
 BalfourTools® with BalfourGO®   
 StudioWorks+® with BalfourGO®   
 myYear®

<b>BAL4.TV</b>	<b>eYEARBOOK</b>
Activate Yearbook Project for BAL4.TV Codes: (add codes at studio.balfour.com) <input type="checkbox"/> Yes	Purchase: <input type="checkbox"/> School (one subscription for each printed yearbook) <input type="checkbox"/> Consumer (parent/student orders online, 50 minimum)
Price Per Code	(School purchase only) Price per eYearbook                      Estimated eYearbook Distribution Date

The completed books will be shipped on a standard delivery schedule after the final copy shipment is received. Standard delivery schedules vary with product line. Failure to meet deadline requirements or to return proofs within the designated time will result in adjustments to the delivery schedule (ask your representative for other exceptions.) The company will make every effort to return submitted photographs and artwork, however the Company assumes no responsibility for their loss or damage. The company exercises no editorial control over the content of the book, and under Texas Law has no responsibility for its content.

This Contract is contingent upon Government regulations, strikes, fires, or acts of Providence. Prices shown are estimates based on the contract specifications. Changes in specifications can affect the final billing price. The Total Estimated Price shown above is based upon the Company's current price list, which in turn is based upon current material, labor, and other costs. To compensate for cost increases that will be incurred by the Company in the event of delay in the production schedule, the following shall apply: If final copy is received by the Company after December 31 of the Production Year, the total price shall increase by an amount equal to 5 percent of the Total Estimated Price. Prices are contingent on the Company's ability to obtain materials at a reasonable price. Should our suppliers increase their prices by an unexpected amount, the Company may be required to adjust prices accordingly. The Company will notify the Customer prior to manufacture of any such price adjustments.

Applicable sales taxes will be added to the final invoice unless the Customer furnishes evidence of tax-exempt status. The Customer agrees to pay the final invoice within 30 days of the invoice date or pay a late payment fee of 1 1/2% per month of the unpaid balance. Costs associated with collections, including reasonable attorney fees and court costs if it becomes necessary to place this account for collection, will be borne by the Customer. By the authorized signature below, Customer hereby waives notice of acceptance, default and exemption.

Pursuant to V.T.C.A., Government Code §2270.002, the Company affirms that it does not boycott Israel and will not boycott Israel during the term of this contract. The Print Trade Customs of the Printing Industry of America, Inc. are incorporated into the terms of this Contract, except as specifically otherwise stated herein, and are reprinted on the back of this Contract. This contract is subject to acceptance by Taylor Publishing Company dba Balfour in Dallas, Texas, and will be governed by the laws of the State of Texas.

1st Deposit: \$	<u>6,225.00</u> <small>(30% of Total Est. Price)</small>	Date:	<u>11-15-2019</u>	Total	
2nd Deposit: \$	<u>9,337.50</u> <small>(45% of Total Est. Price)</small>	Date:	<u>03-15-2020</u> <small>(Final Copy Deadline)</small>	Estimated	
				Price:	\$ <u>20,750.00</u>

I [we] have read, understand and accept the terms and conditions of this Contract. I further stipulate that I am an authorized representative of the customer named herein and, as such, am authorized to sign this Contract.

Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	Is a Purchase Order Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    P.O. #: _____
Signature (Circle one: Administrator / Adviser / Editor / Manager)	Please Print Name	
Sales Representative (Please Print) <b>Stacey Trail</b>	Rep # <b>930406</b>	Accepted at Balfour LD

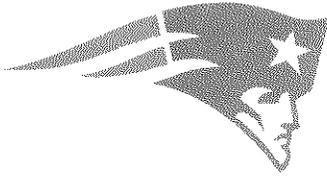
# PRINTING TRADE CUSTOMS

Trade Customs have been in general use in the printing industry throughout the United States and Canada for more than 90 years.

1. **QUOTATIONS/ESTIMATES** A quotation not accepted within 30 days may be changed.
2. **ORDERS** Acceptance of orders is subject to credit approval and contingencies such as fire, water, strikes, theft, vandalism, act of God, and other causes beyond the provider's control. Canceled orders require compensation for incurred costs and related obligations.
3. **EXPERIMENTAL WORK** Experimental or preliminary work performed at the customer's request will be charged to the customer at the provider's current rates. This work may not be used without the provider's written consent.
4. **CREATIVE WORK** Sketches, copy, dummies, and all other creative work developed or furnished by the provider are the provider's exclusive property. The provider must give written approval for all use of this work and for any derivation of ideas from it.
5. **ACCURACY OF SPECIFICATIONS** Quotations are based on the accuracy of the specifications provided. The provider can quote a job at the time of submission if copy, film, tapes, disks, or other input materials do not conform to the information on which the original quotation was based.
6. **VENUE** In the event of suit regarding this contract, then venue and jurisdiction therefore shall be in either the District, State or Municipal Court, as appropriate, of the county of Dallas, State of Texas. The parties agree and stipulate that the essential terms of this contract are to be performed in said Dallas County.
7. **ELECTRONIC MANUSCRIPTS/IMAGES** It is the customer's responsibility to maintain a copy of the original file. The provider is not responsible for accidental damage to media supplied by the customer or for the accuracy of furnished input or final input. Until digital input can be evaluated by the provider, no claims or promises are made about the provider's ability to work with jobs submitted in digital format, and no liability is assumed for problems that may arise. Any additional translating, editing, or programming needed to utilize customer-supplied files will be charged at prevailing rates.
8. **ALTERATIONS/CORRECTIONS** Customer alterations include all work performed in addition to the original specifications. All such work will be charged at the provider's current rates.
9. **PREPRESS PROOFS** The provider will submit prepress proofs along with original copy for the customer's review and approval. Corrections will be returned to the provider on a "master set" marked "O.K.," "O.K. With Corrections" or "Revised Proof Required" and signed by the customer. Until the master set is received, no additional work will be performed. The provider will not be responsible for undetected production errors if:
  - Proofs are not required by the customer.
  - The work is printed per the customer's OK.
  - Requests for changes are communicated verbally.
10. **PRESS PROOFS** Press proofs will not be furnished unless they have been required in writing in the provider's quotation. A press sheet can be submitted for the customer's approval as long as the customer is present at the press during makeready. Any press time lost or alterations/corrections made because of the customer's delay or change of mind will be charged at the provider's current rates.
11. **COLOR PROOFING** Because of differences in equipment, paper, inks, and other conditions between color proofing and production pressroom operations, a reasonable variation in color between color proofs and the completed job is to be expected. When a variation of this kind occurs, it will be considered acceptable performance.
12. **OVERRUNS/UNDERRUNS** Overruns or underruns will not exceed 10 percent of the quantity ordered. The provider will bill for the actual quantity delivered within this tolerance. If the customer requires a guaranteed quantity, the percentage of tolerance must be stated at the time of quotation.
13. **CUSTOMER'S PROPERTY** The provider will only maintain fire and extended coverage on property belonging to the customer while the property is in the provider's possession. The provider's liability for such property will not exceed the amount recoverable from the insurance. Additional insurance coverage may be obtained if it is requested in writing and in the premium is paid to the provider.
14. **DELIVERY** Unless otherwise specified, the price quoted is for a single shipment, without storage, F.O.B. the provider's address. Proposals are based on continuous and uninterrupted delivery of the complete order. If the specifications state otherwise, the provider will charge accordingly at current rates. Charges for delivery of materials and supplies from the customer to the provider or from the customer's supplier to the provider are not included in quotations unless specified. Title for finished work passes to the customer upon delivery to the carrier at the shipping point or upon mailing of invoices for the finished work or a portion thereof, whichever occurs first.
15. **PRODUCTION SCHEDULES** Production schedules will be established and followed by both the customer and the provider. There will be no liability or penalty for delays due to a state of war, riot, civil disorder, fire, strikes, accidents, action of government or civil authority, acts of God, or other cases beyond the control of the provider. In such cases, schedules will be extended by an amount of time equal to the delay incurred.
16. **CUSTOMER-FURNISHED MATERIAL** Materials furnished by customers or their suppliers are verified by delivery tickets. The provider bears no responsibility for discrepancies between delivery tickets and actual counts. Customer supplied paper must be delivered according to specifications furnished by the provider. These specifications will include correct weight, thickness, pick resistance, and other technical requirements. Artwork, film, color separations, special dies, tapes, disks, or other materials furnished by the customer must be usable by the provider without alteration or repair. Items not meeting this requirement will be repaired by the customer or by the provider at the provider's current rates.
17. **OUTSIDE PURCHASES** Unless otherwise agreed in writing, all outside purchases as requested or authorized by the customer, are chargeable.
18. **TERMS/CLAIMS/LIENS** Payment is net cash 30 calendar days from date of invoice. Claims for defects, damages, or shortages must be made by the customer in writing no later than 10 calendar days after delivery. If no such claim is made, the provider and the customer will understand that the job has been accepted. By accepting the job, the customer acknowledges that the provider's performance has fully satisfied all terms, conditions, and specifications. The Provider's Liability will be limited to the quoted selling price of defective goods without additional charge for special or consequential damages. As security for payment of any sum due under the terms of an agreement, the provider has the right to hold and place a lien on all customer property in the provider's possession. This right applies even if credit has been extended, notes have been accepted, trade acceptances have been made, or payment has been guaranteed. If payment is not made, the customer is liable for all collection costs incurred.
19. **LIABILITY**
  1. **Disclaimer of Express Warranties.** The provider warrants that the work is as described in the purchase order. The customer understands that all sketches, copy, dummies, and preparatory work shown to the customer are intended only to illustrate the general type and quality of the work. They are not intended to represent the actual work performed.
  2. **Disclaimer of Implied Warranties.** The Provider warrants only that the work will conform to the description contained in the purchase order. The provider's maximum liability, whether by negligence, contract, or otherwise, will not exceed the return of the amount invoiced for the work in the dispute. Under no circumstances will the provider be liable for specific, individual, or consequential damages.
20. **INDEMNIFICATION** The customer agrees to protect the provider from economic loss and any other harmful consequences that might arise in connection with the work. This means the customer will hold the provider harmless and save, indemnify, and otherwise defend the provider against claims, demands, actions, and proceedings on any and all grounds. This will apply regardless of responsibility for negligence.
  1. **Copyrights.** The customer also warrants that the subject matter to be printed is not copyrighted by a third party. The customer also recognizes that because subject matter does not have to bear a copyright notice to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The customer further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the customer agrees to indemnify and hold the provider harmless for all liability, damages, and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.
  2. **Personal or Economic Rights.** The customer also warrants that the work does not contain anything that is libelous or scandalous or anything that threatens anyone's right to privacy or other personal or economic rights. The customer will, at the customer's sole expense, promptly and thoroughly defend the provider in all legal actions on these grounds as long as the provider:
    - Promptly notifies the customer of legal action.
    - Gives the customer reasonable time to undertake and conduct a defense.
    - The provider reserves the right to use its sole discretion in refusing to print anything the provider deems libelous, scandalous, improper, or infringing on copyright law.
21. **STORAGE** The provider will retain intermediate materials used until the related end product has been accepted by the customer. If requested by the customer, intermediate materials will be stored for an additional period at an additional charge. The provider is not liable for any loss or damage to stored material beyond what is recoverable by the provider's fire and extended insurance coverage.
22. **TAXES** All taxes and assessments levied by any governmental authority are the responsibility of the customer. All amounts due for taxes and assessments will be added to the customer's invoice. No tax exemption will be granted unless the customer's "Exemption Certificate" (or other official proof of exemption) accompanies the purchase order. If, after the customer has paid the invoice, it is determined that more tax is due, then the customer must promptly remit the required taxes to the taxing authority or immediately reimburse the provider for any additional taxes paid.
23. **TELECOMMUNICATIONS** Unless otherwise agreed, the customer will pay for all transmission charges. The provider is not responsible for any errors, omissions, or extra costs resulting from faults in transmission.
24. **PREPARATORY MATERIAL** Artwork, type, plates, negatives, positives, tapes, disks, and other items supplied by the provider shall remain the provider's exclusive property.

Originally formally promulgated, Annual Convention, United Typothetae of America, 1922. Revised and updated and repromulgated, Printing Industries of America, Inc., 1945, 1974, 1985 & 1994. Updated and adopted by the Printing Industries of America, National Association of Printers and Lithographers and Graphic Arts Technical Foundation, 2003.

**Printing Industries of America, Inc.**  
Adopted by Taylor Publishing Company 2012



# North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571

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

Jennifer Magnusson, Principal

April 17, 2019

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

From: Jennifer Magnusson

Re: Yearbook and Picture Contract—Strawbridge Studios

Dear Mrs. Graham and Board Members:

Please approve the attached portrait and yearbook agreement for North Cumberland Elementary for the 2019-2020 school year. We are requesting to continue working with Strawbridge Studios for our student portrait and yearbook needs. This company has provided quality pictures and yearbooks to our North families for several years, and their customer service is exceptional. Additionally, this agreement meets all percentage requirements.

Please feel free to contact me if you have any questions.

Thank you,

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.*

# STRAWBRIDGE studios inc.

PO Box 3005 - Durham, NC 27715-3005

Office Use Only	
School #	_____
<input type="checkbox"/> New	<input type="checkbox"/> Renew Sch YR _____

1 Year     2 Years     3 Years

School NORTH CUMBERLAND County CUMBERLAND Phone 931-484-5174 Fax \_\_\_\_\_  
 Ship Address 7657 US-127 City CROSSVILLE ST TN Zip 38571  
 Mail Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

	Name	Email	Phone
Principal	<u>JENNIFER MAGNUSSON</u>	<u>MAGNUSSONJ@ccschools.k12tn.net</u>	_____
Asst. Principal	_____	_____	_____
Secretary	<u>HEAVEN HANEY</u>	_____	_____
Data Manager	<u>TERESA DECK</u>	_____	_____
Picture Coordinator	_____	_____	_____
YB Sponsor	<u>JULIA TIMSON</u>	_____	_____
Grades at Campus	<u>PK-8</u>	Afternoon Pre K <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Classrooms _____ Enrollment _____
Winter Break	_____	Spring Break _____	Last Day of School _____

**Strawbridge Studios, Inc. Agrees:** 1. To provide complimentary faculty portraits. 2. To furnish the School with a record and annual picture of each student without charge. 3. To supply each Principal and Secretary with a large desk calendar for the current school year. 4. To guarantee complete satisfaction. The Studio agrees to refund complete payment to any student who requests same upon return of their portraits.

**FACULTY** Group Date 8-5-19 Time 3:15 Location GYM # in Picture 70  
 FAC Individuals on Fall Picture Day Individual Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_  
 **FALL** Date 8-23-19 Time 7:55 Location GYM Program SPEC  
 Background TRADITIONAL # PHG \_\_\_\_\_ Notes \_\_\_\_\_ Commission \_\_\_\_\_  
**ABS** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Program  PP  SPEC  
**CHRISTMAS** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Program  PP  SPEC  
 Background \_\_\_\_\_ Props \_\_\_\_\_ #PHG \_\_\_\_\_ Commission \_\_\_\_\_

**CLASS GROUPS** Date 10-24-19 Time 7:55 Location GYM # PHG \_\_\_\_\_ Retail Price \$ \_\_\_\_\_  
 Check all that apply  Muslin  Risers  Disk Border \_\_\_\_\_ Wholesale Price \$ \_\_\_\_\_

**CLUBS** Date 2-21-20 Time \_\_\_\_\_ Location \_\_\_\_\_ #PHG \_\_\_\_\_ Retail Price \$ \_\_\_\_\_ Commission \_\_\_\_\_

**SPORTS/BAND/DANCE** Sports Program OCT 24 TH Band Program \_\_\_\_\_ Dance Program \_\_\_\_\_  
 Check all that apply Sports -  Fall Sports  Winter Sports  Spring Sports  
 Activities -  Band/Orchestra  Prom/Dance  Other \_\_\_\_\_

**SPRING** Date 3-6-20 Time 7:55 AM Location GYM Program \_\_\_\_\_  
 Background \_\_\_\_\_ Props \_\_\_\_\_ # PHG \_\_\_\_\_ Commission \_\_\_\_\_

**GRADUATION** Grade PK/K/8 Cap & Gown WHITE/BLUE/GAUC Tassel RED/WHITE/GAUC #PHG \_\_\_\_\_  
 Date 4-15-19 Time 7:55 Location GYM Program w/ FOLDERS \$  
 Background WOODCASE Props \_\_\_\_\_ # Students \_\_\_\_\_ Commission \_\_\_\_\_  
 Group Picture # in Picture \_\_\_\_\_ Muslin  Yes  No Price \$ \_\_\_\_\_ Commission \_\_\_\_\_

**PANORAMIC** Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ # PHG \_\_\_\_\_ Retail Price \$ \_\_\_\_\_  
 Check all that apply  Muslin  Risers  Disk Border \_\_\_\_\_ Grade \_\_\_\_\_ Wholesale Price \$ \_\_\_\_\_

**YEARBOOK**  Yes **SERVICE ITEMS**  Yes **SENIORS**  Yes Commission \_\_\_\_\_ Sitting Fees \$ \_\_\_\_\_

Due to the cost of production, the school's commission is the same as its percentage of sale when the percentage of sale is under 40%. Sales can be increased by informing parents early or by using our "Choose Your Price" program.

**NOTES** GRANDPARENTS DAY - SEPT 9TH

SAME PROGRAMS/PRICES AS LAST YEAR. 40%

<u>Jennifer Magnusson</u>	<u>4-17-19</u>	<u>Cole Roberts</u>	<u>4/17/19</u>
School Representative Signature	Date	Strawbridge Studios Representative	Date
<u>Jennifer Magnusson</u>		<u>Cole Roberts</u>	
Print Name		Print Name	F12222



**CRAB ORCHARD  
ELEMENTARY SCHOOL**

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

Dear Mrs. Graham and School Board:

Please find attached the 2019-2020 Lifetouch Photography agreement for Crab Orchard Elementary.

Thank you,

A handwritten signature in black ink that reads "Debbie Beaty". The signature is written in a cursive style.

Debbie Beaty  
Principal

### ACCOUNT & CONTACT INFORMATION

Account Name	Crab Orchard Elementary School		Phone	931-484-7400	Enrollment	439 457
Address	240 School Rd		Fax		Grades	PK-8
City, State Zip	Crab Orchard, TN 37723		District	Cumberland Co School District		
Contact Title / Role	Name	Phone	Email Address			
Principal	MS MICHELLE ENGLAND <i>Debbie Beaty</i>		ENGLANDM1@CCSCHOOLS.K12TN.NET <i>beatyde@ccschools.k12tn.net</i>			
Secretary	Ms Glenda Sherrill	931-484-7400	gsherrill@ccschools.k12tn.net			
Yearbook Advisor	Ms Jacque Pugh	931-484-7400	jpugh1@ccschools.k12tn.net			
Picture Day Contact	Primary Contact-Ms Debbie Beaty					
EDT Coordinator						

### PICTURE DAY EVENTS

Event Type	X	Picture Date	Selling Method	# Photographed	Start Time	End Time	# Cameras	Setup Location
Fall Individuals (Original)								
Fall Individuals (Retakes)	X		PrePay	40	8:00	2:00	1	Check with Office
Spring Individuals (Original)								
Groups: Classroom / Pano	X		PrePay	439	7:45	1:00	1	Check with Office
Underclass Grads								
Legacy Sports: _____	X		PrePay	439	8:00	1:00	1	Check with Office
Expanded Sports: _____								
Prom / Dance								
Seniors - On Site / Studio								
Crossing The Stage								
Commencements								
Other / Service Photos								

### ACCOUNT SERVICES

Parent Notify	Yes / No / (Renew) Provided For 17-18, To Renew Validate SEND FROM:NA REPLY TO:NA Email Addresses Are These Correct? Yes / No		
Host Portal	Provide Access? Yes / No Send Email invitation to: _____		
Composite	Group		How Are Students Coming To Camera(s)? Circle One Below
	Hold For: Verification /	SmileSafe Cards <i>Yes</i> SmileSafe	Last Year Name On Cards Were Sorted By:
Rewards Program	MyFamilyRewards	Staff Package <i>Yes-Staff3</i>	School Grade Homeroom Teacher Teacher-Period
ID Cards	Student IDs: Yes / No	Staff IDs: Yes / No	Barcoded IDs: Yes / No I-Depot? Yes / No Punched ID: Yes / No
Yearbook Program	Yes / No Provider: Lifetouch Other: _____		

### NOTES, SPECIAL REQUESTS & PROMOTIONS

*Fall & Spring 40%*  
*Class Group \$3.00 On Group roll*  
*Sports 35%*      *Yearbook 52 pgs 176-200 copies \$25.00*

Commission Paid on Sales less tax of any paid package orders received through one week after Original Picture Day (Prepay)  
 Senior Commission paid only on senior portrait package orders as calculated on December 15th of the current school year  
 through final scheduled pickup (Proof and Family Approval)  
 Commission Paid on Sales less tax of any paid package orders received through one week after Original Picture Day (Prepay)

### AGREEMENT TERMS & SIGNATURES

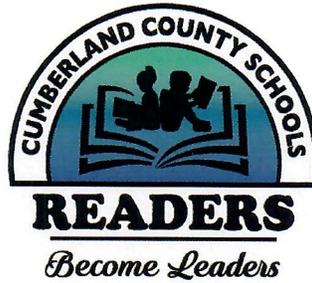
During the Agreement Term, Lifetouch National School Studios Inc. is designated as the Account's exclusive professional photographer to photograph, school and deliver photographs for the programs described above. In exchange for the services, the School will allow access to students, staff and use of school property and information for photography, administration of the photography and distribution of materials. Lifetouch will not disclose confidential information provided by the school or use it for any purpose except to fulfill the services requested to be performed by Lifetouch.

Some of the Lifetouch products and services are provided through an Internet-based application ("Application"). By selecting an Application, the School authorizes Lifetouch to transmit information, including images, to and from the School and Lifetouch, its affiliated companies, their employees, agents and representatives. The School agrees to comply with the security features of the Application and to protect and control access to the Application, including without limitation, passwords, job numbers and user names.

The terms of this agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the School and Lifetouch. Lifetouch is not liable for delays or losses as a result of strikes, accidents, government restrictions, natural disasters, acts of war, or other causes beyond its control and such delays will not constitute a breach of contract.

School / Account Representative	Date	Lifetouch Representative	AA13:DENNIS WATSON	Date
<i>Debbie Beaty</i>	<i>3/19/19</i>	<i>Dennis A Watson</i>		<i>3/19/19</i>

**Mrs. Janet C. Graham**  
**Director of Schools**



**Mr. Dan Schlafer**  
**Federal Programs Director**

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

SENT VIA EMAIL ATTACHMENT

March Twenty-Seventh  
Two Thousand Nineteen

IN RE: Federal Programs Participation Request

Mrs. Janet Graham  
Director  
Cumberland County Schools  
368 4<sup>th</sup> Street  
Crossville, TN 38555

Dear Mrs. Graham,

I respectfully request permission from you and the Cumberland County Board of Education to accept Federal funding for and to participate in the following grant programs during FY20:

Read To Be Ready Coaching Network  
Read To Be Ready Summer Grant  
21<sup>st</sup> Century Community Learning Centers  
Title I, Title II, Title III, Title IV, Title V  
Title IX Homeless Education Assistance Act

I certify and verify that the required assurances, deadlines and needed revisions will be honored.

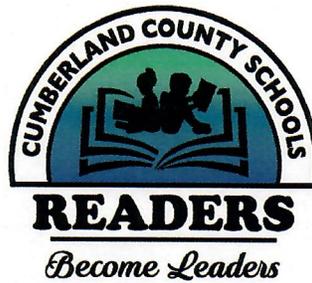
Sincerely,

A handwritten signature in blue ink, appearing to read 'Dan Schlafer', is written over a faint, larger version of the same signature.

Dan Schlafer  
Federal Programs Director

Cc: Vickie Turner, Federal Programs Bookkeeper/Secretary  
Penny Phipps, Federal Programs Bookkeeper/Secretary  
Ina Maxwell, Title III Director  
Kacee Harris, Chief Financial Officer

**Mrs. Janet C. Graham**  
**Director of Schools**



**Mr. Dan Schlafer**  
**Federal Programs Director**

**Cumberland County Board of Education**  
**Federal Programs Department**  
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**Crossville, TN 38555**  
**Phone: 931-484-6135**  
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Federal Programs Director

Cc: Vickie Turner, Federal Programs Bookkeeper/Secretary  
Penny Phipps, Federal Programs Bookkeeper/Secretary  
Ina Maxwell, Title III Director  
Kacee Harris, Chief Financial Officer

**Christie VanWinkle**  
Principal



**Kasey Lowe**  
Assistant Principal

**Glenn L. Martin Elementary School**  
1362 Miller Avenue \* Crossville, TN 38555  
Phone (931) 484-7547 Fax (931) 484-8785

Date: April 11, 2019

From: Christie VanWinkle, Principal

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

Re: Fall Fundraiser

Please approve Mountain Empire Promotions for Glenn L. Martin Elementary 2019-2020 fundraiser. The profit will be 40% of all sales, and this money will be used to purchase playground shade, playground equipment and/or classroom furniture. See attached for the fund raising agreement.

Thank you,

*Christie U. VanWinkle*

Christie U. VanWinkle

MOUNTAIN EMPIRE



PROMOTIONS

"Your Local Advantage"

Fall 2019

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: 3-5-19

Salesperson: Jim P. [unclear]

School: Glenn Martin Elementary

Phone #: (931) 484-7547

Fax #: \_\_\_\_\_

Address: 1362 Miller Ave.

City/State/Zip: Crossville, TN 38555

# of Participants: 700

Sponsor: Christie Vawwinkle

Phone #: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Product: Cookie Dough / Edible / Favors

Kick-Off Date: 8-16-19 1:30 p.m.

Anticipated Sale: \$ 20,000+

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 Service (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.
7. FREE Enthusiastic Kick-Off to Inform and Motivate the Participants!
All Merchandise Is Fully Guaranteed! No Investment Is Required! Guaranteed Profit!

M.E.P.'s CUSTOM PROMOTIONAL PACKAGE:

- 1. MEGA PARTY Reward Party (Info Enclosed)! Includes All Cash and Prizes!
2. MOUNTAIN OF PRIZES - Accumulative Prize Program (Envelope) for Each Student!
3. LIMO LUNCH Trip: Top 10 Sellers - Or - All Students with 60 Items Sold!
4. Daily Drawings During Sale - i.e. 5 Large/5 Small Licensed Plush Characters!
5. Top Teacher - Dinner for 2!
6. Local Service / Exclusive Brochures.
7. Fall/Spring Carnival Option (1/2 Price Rates!)
8. Movie Party / 5.00 Screen!

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!



# North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571  
Ph. 931-484-5174 ~ Fax 931-707-5556

Jennifer Magnusson, Principal

North Cumberland Elementary  
7657 Hwy 127 N.  
Crossville, TN 38571

March 15, 2018

Mrs. Janet Graham and the  
Cumberland County Board of Education  
368 Fourth St.  
Crossville, TN 38555

Dear Mrs. Graham and the Cumberland County Board of Education Members,

North Cumberland Elementary is requesting permission to host a Follett Book Fair for our students. Our book fairs will be held on October 28-November 1, 2019 and again March 26-March 31, 2020.

The Scholastic Book Fair is used as a fundraiser to provide funds for the library. We will use the money raised to support library needs, including new library books, supplies, reading incentives, and technology equipment. The students look forward to the Book Fair for months throughout the year.

We appreciate your consideration in this matter, and look forward to your decision.

Sincerely,

Kristie O'Connor  
North Cumberland Elementary Librarian

**"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.*



# North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571  
Ph. 931-484-5174 ~ Fax 931-707-5556

---

Jennifer Magnusson, Principal

Date: April 3, 2019

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 the attached pieces of equipment. 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.*

Asset Tag	Location	Description	Model Name	Manufacturer	Serial Number	Department	Funding Source	PO Number	Purchase Cost	Date Received	Program	Notes	Asset	Owner ID/Name	Owner Email	Coding Field	Category	Category	Type	Retired From
35523	53-S3	Mower	Red/black rdfl Toro		3730508503	MAINTENANCE	GENERAL										SHOP EQUIPMENT	SHOP EQUIPMENT	Mower	Retired from J. Carey
25760	53-175	Computer	Apple	Apple	W874603RVM	GENERAL	GENERAL			01/01/2009		FY09 42" 19hp, Zero turn		carey1@ccschd	carey1@ccschd	true	ELECTRONICS	ELECTRONICS	Computer	Retired from C. Miller
180593728	53-157	Table	LT Brown 6' Folding			GENERAL	GENERAL							carey1@ccschd	carey1@ccschd	true				Retired from J. Carey



## 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: Apr. 17, 2019

Re: Surplus Inventory

Please approve the item(s) below as surplus inventory. These item(s) need to be disposed of properly. Thank you for your consideration in this matter.

Property

Tag #

180732525 73-159

Laminator 25/Gray

19976

GENERAL

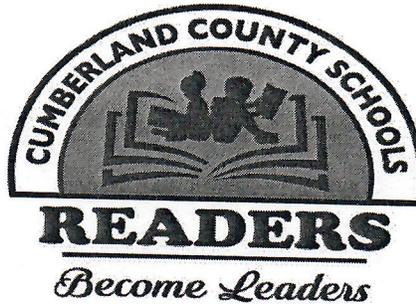
180732815 73-122

Poster Maker Fuji

92201889

GENERAL

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

April 16, 2019

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 Food Service and Special Education Department's list of items to be retired by the BOE at April'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 *Row*  
Kathy Hamby *KH*  
Vicki Presson *VKP*

# FOOD SERVICE's Retirement List for Aril 2019

Asset Tag	Location	Description	Model Name	Manufacturer	Serial Number	Department	Funding Source
102449	73-169	Computer CPU	optiplex 780	Dell	4189597	FOOD SERVICE	FOOD FED

## SPED Retirement List for April 2019

Asset Tag	Location	Description	Model Name	Manufacturer	Serial Number	Department	Funding Source
180352938	25-B107	Computer CPU	white	Apple	A1176	SPED	GENERA
3487S	25-D103	Laptop	A1342	Apple	450220KEFYT	SPED	SPED
180742885	25-D103	Laptop		Dell	00045-605-077-417	SPED	SPED
2592	25-B107	Laser Printer	Grey/Black	Brother	U61444K7J337095	SPED	GENERA
5338	18-310A	iPAD 2	16 GB	APPLE	DMPGTZSVDFHW	SPED	IDEA
5480	74-009	Monitor	Black	DELL	CN-OFJ181-64180-6A5-022S	SPED	DONATION
5482	74-009	Monitor	Black	DELL	CN-OWH318-72872-71M-2W6I	SPED	DONATION
5454	74-009	Computer CPU	BLACK	DELL	JQR9SC1	SPED	DONATION
5455	74-009	Computer CPU	BLACK	DELL	5J7BSC1	SPED	DONATION
5483	74-009	Monitor	Black	DELL	CN-OWH318-72872-71U-3V0I	SPED	DONATION
2014	74-114	Monitor	black	Dell	cn-0wh318-72872-691-2k6i	SPED	SPED
180550357	18-311A	Paper Shredder	CCS70001	Compucessory	HFB00100750	SPED	SPED
1967	18-311A	Comp CPU	mac mini	Apple	ym6453r4wda	SPED	SPED
2889	18-311A	Comp CPU	Mac Mini	Apple	YM453Q4WOA	SPED	SPED

# Cumberland County High School

660 Stanley Street  
Crossville, TN 38555  
Telephone 931.484.6194

Jon Hall, Principal  
[Hallj12@ccschools.k12tn.net](mailto:Hallj12@ccschools.k12tn.net)

April 17, 2019

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

<b>Description</b>	<b>Property Number</b>	<b>Location</b>
Mag One BPR 40	41933	G102
Bookshelf	180255811	L101
Toshiba Box TV	180252500	V104
TV	10654	ADM7
TV	180353413	Front Office
TV	180250537	SRO
VCR	180250536	SRO
TV	180353331	J101
TV	180353448	J103
TV	11240	J107
TV	41919	R Miller Office
DVD	41918	R Miller Offie
TV	38540	PE103
TV	180254748	D103
DVD	180152797	D103
VCR	590	D103
TV	10565	E101
TV	10198	D105
TV	13035	E102
TV	11088	E106
TV	13758	E103
TV	180252304	Choir Room
Dell Monitor	1180	F102
Dell Monitor	1183	F102
TV	180252500	V104
TV	11591	C103
TV	11635	C104
TV	11375	C106
VCR	180254703	C107
TV	180254530	H106
VCR	13955	H106
TV	13954	H106
VCR	180252487	H108
TV	180255949	H108
TV	180256009	H114
TV	180201141	H114
Computer	38474	H114
Dell Monitor	180256019	H114
TV	180256379	H113
MacMini	180352936	H116
Monitor	180251886	H116
Fax Machine	180152760	H116

TV	180250188	Library Backroom
TV	180255835	B106
TV	11138	B106
TV	180353764	B108
TV Cart	180353770	B108
Radio	180353761	B108
DVD	180353763	B108
TV	180353619	A102
Printer	180353614	A102
TV	13294	A104
VCR	13242	G105
TV	180353709	G105
TV	10547	G106
TV	1502	G107
VCR	3033	G107
VCR	180252640	G108
TV	180200375	G108
TV	180256631	G110
VCR	180256633	G110
TV	11869	D107
Printer	43527	D107