

**Board of Education**  
**July 25, 2024 6:00 PM**  
Central Services Board Room

The Cumberland County Board of Education met in a special session on Thursday, July 25th 2024, in the Library at Cumberland County High School, where the meeting was called to order by Chairman Boston at the approximate hour of 6:15 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

**BOARD MEMBERS:**

Teresa Boston:	Present
Mr. Nick Davis:	Absent
Ms. Anita Hale:	Present
Mrs. Rebecca Hamby:	Absent
Mr. Chris King:	Present
Ms. Sheri Nichols:	Present
Robert Safdie:	Present
Ms. Shannon Stout:	Present
Ms. Elizabeth Stull:	Present

1. Call to Order (See above)
2. Moment of Silence/Pledge of Allegiance - Boston led the board members in a Moment of Silence. After a moment of silence, Boston led the audience in the Pledge of Allegiance.
3. Welcome to Visitors

Teresa Boston: They're in such late notice and moving the venue. We appreciate everyone being here.

(Audio)

Teresa Boston: Thank you. OK.

4. Special Recognition

Teresa Boston: Next on the agenda, do we have any special recognitions? OK, there are no special recognitions this evening.

5. Roll Call (See Above)

But let the records show that Miss Becky Hamby and Mr. Nick Davis are absent.

6. Declaration of Conflict - 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?"

Boston and King certified by saying "I do".

7. \*Approval of Regular and Special Called Minutes (See Exhibit #1)

Teresa Boston: OK. Thank you. Next on your agenda is the approval of the regular and special call minutes. I'll entertain a motion to approve.

Chris King: Madam Chair, move to approve.

Teresa Boston: OK, second, so we have a first and we have a second. Any discussion?

(Silence)

Teresa Boston: All in favor?

All board members: Aye.

Teresa Boston: All opposed?

(Silence)

Teresa Boston: Thank you.

Motion to approve regular and special called minutes.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Boston

Yes: 7, No: 0

**MOTION: Motion Carried**

8. \*Approval of Agenda (See Exhibit #2)

Teresa Boston: Next on the agenda is the approval of the agenda. I'll entertain a motion to approve.

Safdie: Madam chair, I'll make a motion to approve.

Teresa Boston: We have a first.

Anita Hale: Second.

Teresa Boston: I have a second. Any discussion?

Shannon Stout: Yes. Motion to move #15, which was the board evaluation discussion to #17, which is the DOS evaluation discussion. So we can just. Have the discussion regarding evaluations all at one time.

Teresa Boston: So 14 and 15 move to 17.

(Audio)

Shannon Stout: Yes, it looked like it was kind of duplicate on there actually.

Teresa Boston: OK, we have a motion. That requires a second

Chris King: Second.

Teresa Boston: Thank you. Motion to move 14 and 15 to #17 and have that discussion all at once. All in favor?

All board members: Aye.

Teresa Boston: All opposed?

(Silence)

Teresa Boston: So. OK, now let's go back to the agenda. So we have the 1st and 2nd. Any discussion there? All in favor?

All board members: Aye.

Teresa Boston: All opposed?

(Silence)

Teresa Boston: Agenda has been approved.

Motion to approve the agenda

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Hale

Yes: 7, No: 0

**MOTION: Motion Carried**

Motion to to move #14 and #15 to #17.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

9. Acknowledgement of Elected Officials Teresa Boston: Because we are sitting kind of, I think Miss Stone and Miss Mull are the only two elected officials. Am I correct? I don't want to miss anyone. If not, thank you for being here. We'll appreciate it. Next on the agenda is the community comments. I'm going to assume that you come up to this little podium. We don't have a microphone, so you may want to speak a little bit louder. First on the community comments is Linda Clark.

10. Community Comments - Boston stated there are # community members that have signed up to speak before the board.

Linda Clark  
2266 HWY 68 Crossville TN  
Pro-Tem Chair

Thomas Abdown, J.D.  
Poplar Dr., P.O. Box 164 Crossville TN  
Constitutional Library, Musical Program, Calligraphy

11. School Board Reports - Boston stated there are # community members that have signed up to speak before the board.

Linda Clark  
2266 HWY 68 Crossville TN  
Pro-Tem Chair

Thomas Abdown, J.D.  
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11.A. TLN Report

Shannon Stout: OK. Just a couple of things tonight. First off, I wanted. To give a congratulations to a couple of folks right here in our county that have been appointed. To Doctor Ina Maxwell, who's been appointed to the Board of Education. So we'll have one of our very own here that will be serving on the State Board of Education. So that's exciting. And then we have Becky Atkinson who. Actually is the Librarian here at CCHS and she's been appointed. To the state textbook and instructional Material Quality Commission. So again, it's great. We've got two of our local folks that will be involved in helping with policies and procedures and. Fulfilling, I guess the guidelines of the law. For our state. So it'll be great to have them, they're both appointed by Speaker Sexton. Just a couple of things for the TLM report, legislative wise, those of us who went to the Summer Law Institute last week, we got it viewed overview on some highlights of the laws and the policy changes that have to be made because of it, that was very informative. I wanted to bring our attention to one of the new laws. Because we are looking at one of the policies that address that

tonight, policy 6.300 code of conduct and discipline. This new law increases the consequences of bullying and cyber bullying, making the penalty the same as that for harassment. Bullying is defined as an act that substantially interferes with the students, educational benefits, opportunities or performance, and if the act takes place off school property or outside of a school sponsored activity, it is it is directly specifically or directed specifically out of student or students and has had the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process, or if the act takes place on school grounds at any school sponsored activity. On school, provided equipment or transportation or any official school bus stop, so pretty long description of what they consider the bullying to be and this new law mandates that officers make an official report if they are aware that a minor has been a victim of bullying or cyber bullying. They must also notify parents. Of the incident, if the victim is a minor. Students aged 18 or older who are found guilty of bullying will face a Class A misdemeanor. Those under 18 will be charged with the delinquent act. The law already went into effect this month, July 1st. So we'll want, like I said, we'll want to make sure that we've. Got that reflected in that policy that we're covering tonight. The other piece that I wanted to cover is federal law dealing with Title 9. So a federal District Court in Kentucky has issued a preliminary injunction prohibiting the US Department of Education from implementing the newly revised Title 9 regulations in Tennessee, Kentucky, Ohio, Indiana, Virginia and West Virginia. This means that the new Title 9 regulations will not go into effect in Tennessee on August 1st unless the District Court or an appellate court remove the preliminary injunction. So we don't need to worry about implementing anything new with Title 9 at this point.

Robert Safdie: Thank you.

Sheri Nichols: Thank you, Shannon.

Shannon Stout: This concludes it.

## 12. Board Member(s) Report from Training(s) Not discussed

## 13. Legal Report

Earl Patton: The only update that I have for you is a Kirkland case that we've been following, that's the case that involved the fall in the bleachers at Pleasant Hill. That case has been completely dismissed at this point. That happened right after the last meeting that you had. So that's been. Then yeah, so that's been taken care of. And so currently you. I don't believe you have any pending litigation.

Teresa Boston: Could you say that louder?

(Laughs)

Earl Patton: Education is

(Audio)

Earl Patton: Knock on wood.

Teresa Boston: Knock on that wood.

Earl Patton: That's where things stand.

### 13.A. \*Genesis Road Property

Earl Patton: Yes.

(Audio)

Earl Patton: OK, so when the Board acted on that. In retrospect, when we got to the actual transfer process, as you may recall, I think the board voted to. Make the property surplus and also to sell it to Mr. Hill for \$400. That was agreed to. So, the problem with that. Is that under The Financial Management Act of 1981. The finance director has to be the one that sells that property. And speaking with Mr. Burnett, the County Earl Patton. He's of the opinion and he has received some backup opinion from CTAS that the only method by which the Finance director can sell that property is by public sale. So, what the board effectively did was what I would refer to as ultravirus. It's, It was beyond your authority because you weren't able to. Make a private transaction like that, unfortunately. So what the board indicated that it wanted to do is impossible to do. So it's. What I would suggest is basically just bringing everything back to square one. There may be another way to do it, but it's not that way.

Teresa Boston: OK, if I make a motion. Can you help me lead it? Lead through it.

Earl Patton: Yes, ma'am.

Teresa Boston: OK, so if we. We, agreed to sell it to Mr. Hill under a negotiated sellers what we thought. So if, can I make a motion to declare the property. Non surplus and that the agreed sale is null and void.

Earl Patton: Rescinded, sure.

Teresa Boston: Rescind it all.

(Audio)

Chris King: Rescind the last.

(Audio)

Teresa Boston: Yes, resend the last.

(Audio)

Earl Patton: I think Mr. King's right on right on.

(Audio)

Teresa Boston: Do I, do we have to do anything other than that?

Earl Patton: No, ma'am, I don't. I don't think to bring you back square one, but no anything else is not.

Teresa Boston: I'll make that motion.

Chris King: Second.

Teresa Boston: OK, so we have a 1st and 2nd. Any discussion?

(Silence)

Teresa Boston: OK, all in favor

All Board members: Aye

Teresa Boston: All opposed?

(Silence)

Teresa Boston: OK, motion carries. So we are. Square one.

Earl Patton: Yes ma'am.

Teresa Boston: Thank you.

Shannon Stout: So this will, go to the finance director and he will be working.

(Audio)

Shannon Stout: What's the next step?

Earl Patton: You're back to square one, the Board arguably owns that property, and it's no longer declared surplus. The board can take another look at it in the future. Certainly possible, Mr. Hill may have another proposal as well so. I think you can just take that as it goes.

Robert Safdie: Thank you for straightening that out.

Earl Patton: Yes sir.

Motion to declare the property. Non surplus and that the agreed sale is null and void. Rescind it all.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

14. DOS Evaluation

Discussed with 17.

15. Board Evaluation

Discussed with 17.

16. Director's Report

16.A. \*2024-2025 Meeting Dates

(See Exhibit #3)

Teresa Boston: Next on the agenda is 24-25 meeting dates. I'll entertain a motion to approve those.

Chris King: Chair, move to approve.

Teresa Boston: OK, Second?

Elizabeth Stull: I'll second.

Teresa Boston: OK, so we have a 1st and 2nd. Any discussion?

Shannon Stout: Question, I noticed that the board meeting for June was showing 6/19. Which is the third Thursday versus. 6/26, which is the Fourth? I just want to make sure. That we're ending this correct?

William Stepp: Yeah, I have annual training that week every year so we bumped it earlier so I could be. At the meeting.

Shannon Stout: Cheers.

William Stepp: We didn't, so I had to drive. I drove back from training and then flew out. The next morning.

(Audio)

William Stepp: It's up to you.

(Audio)

Teresa Boston: All in favor?

All Board Members: Aye

Teresa Boston: Opposed?

(Silence)

Motion to approve meeting dates.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Stull

Yes: 7, No: 0

**MOTION: Motion Carried**

#### 16.B. \*Board Attorney Contract

Teresa Boston: OK, thank you, Mr. Patton. OK, carrying down next on the agenda is the board attorney contract. Right now we are going month to month, is that correct?

Earl Patton: That's correct.

Teresa Boston: Which your contract calls for.

Earl Patton: Yes, ma'am and I have, after much deliberation and I have decided not to ask the board to renew my contract. So it's been good about 20, 23, 22 years, I think, but I think it's time to move on and focus on the private aspect of my practice. Which is just fortunately growing and taking a lot out of myself currently, so it's been a pleasure. But, and I'll be happy to ride another 30 days to the board, but after that I would request to enter into a contract if I'm needed beyond that, I would ask to. Start charging my regular rate. Right now my contract is at \$175 an hour. So what I would ask is that anything after 30 days if that's needed, which it may not be, but that I just charge at my regular rate which is \$275 an hour.

Teresa Boston: I'm going to just say you have served this board well

Hale: Yes, thank you.

Teresa Boston: For a long time.

(Audio)

Teresa Boston: I'd like to have a little stick of all the phone calls. To do that.

Earl Patton: It's been an honor.

Teresa Boston: Well, you have. You have served this board well for a long period of time and we appreciate it.

(13.A. \*Genesis Road Property - Discussion took place before returning to 16.B)

Teresa Boston: OK. 16 C. Could we go back up to 16B? For a moment. How would this board like to proceed? In notice. To attorneys, how far out? Do we want to go? I mean district wide.

Shannon Stout: Is it? Is it book a position that we advertise for like any other open position?

Teresa Boston: Well, the board retains the attorney, so I think it would be up to this board on how you want to do that.

Robert Safdie: Well it's a professional service this board has a right to simply choose, not advertise, choose and make a suggestion at the board meeting there. This is the person that, for instance, that you chose. Vote on it, or you can make the attorneys come in and make presentations so that the board is a little bit educated about. Who they want to select.

Shannon Stout: That's. That's the route I'd like to go. Because that gives us an opportunity to look at. How, what kind of contract they want? What kind of fees they would charge so we can determine?

Teresa Boston: Well, I think we have to make it public. I think you have to send notification. To, I would first start local attorneys and.

Robert Safdie: Yeah, I think local attorneys are often.

Teresa Boston: And see what interest is shown. And then, once we send out notice, we see what interest is shown. And then we can set something up to where they come. A special called or whatever. To where they come in and they. Tell us. But I think that notification should include. Some expectations. Or if I can just call Earl.

(Laughter)

Teresa Boston: I know how we work.

Shannon Stout: Well, expectations would be a bit of like a job description. The things we're looking to have fulfilled with this position.

Teresa Boston: Right. Because the first thing that they're going. To ask is.

Robert Safdie: How much money I make?

Teresa Boston: Thank you.

(Audio)

Teresa Boston: You're going to ask what the schedule would be and what that would look like, how many hours a month is going to be required, some more than others. Of. Could we send out?

Chris King: Madam Chair, we've got an HR here. I would think that get their opinions first.

Teresa Boston: Get their what?

Chris King: Opinion.

(Audio)

Sheri Nichols: Get HR's opinion first?

(Audio)

Teresa Boston: On what?

(Audio)

Chris King: Yes

(Audio)

Teresa Boston: I know

(Audio)

Chris King: How we go about circulating.

(Audio)

Shannon Stout: Providing notice.

(Audio)

Teresa Boston: Where is miss?

Robert Safdie: There she is.

Teresa Boston: There you go. Miss Jolley, would you suggest that we get this? I mean, it's not like we're going to post it on our website. I think we need to do a personal, letter, to the attorneys that are in town, see what kind of interest we get.

Neeli Jolley: I can certainly do that. There would be a start.

Teresa Boston: Could you maybe write something up?

Neeli Jolley: Certainly

Teresa Boston: OK and then maybe e-mail it to the board members and then we'll go from there sending it out. But I think. You'd like that sent. Out as quickly as possible, right?

(Earl Patton Nods Yes)

(Audio)

Shannon Stout: So, sooner we start the better.

Robert Safdie: You don't have a son or daughter that's an attorney?

(Laughter)

Teresa Boston: He is a speech therapist.

(Audio)

Teresa Boston: OK

(Audio)

Elizabeth Stull: When is your contract been up? Is in the end, it's up right now.

Shannon Stout: The end of June

Elizabeth Stull: So then we're, it was the end of June it was up?

Shannon Stout: Yeah.

Teresa Boston: We're doing

Elizabeth Stull: So 30 days additional would take us to the end of August. Is that what you're saying?

(Audio)

Elizabeth Stull: So we would need to go ahead and have someone in place by the end of August and then?

(Audio)

Elizabeth Stull: Or your rates would go up for additional time in September.

Earl Patton: Sure, sure.

Shannon Stout: And it would be on a needed basis, an hourly needed basis.

Teresa Boston: It'd be just a flat rate.

Earl Patton: Yes.

Teresa Boston: no matter what you do

Earl Patton: Yes ma'am.

Teresa Boston: OK? Mr. King.

Chris King: Yes?

Teresa Boston: I'm going to make a motion that we task Mr. Stepp and Miss. Jolley, thank you. To kind of develop a notification to go out to, the local attorneys could we get that out?

(Audio)

Teresa Boston: I'm sorry.

Miss Stone: I just wanted to say that what we call them is an RFP. When your request for providers and that's what you're doing looking for someone with a professional background and that you know if you could estimate the amount of time you think it would take and probably help them. But I think you're looking for an RFP.

Robert Safdie: And what was that?

(Audio)

Miss Stone: RFPs, which you call that you know versus like bids or something like that, you're looking for professional services and that's the term they use in our accounting finance.

(Audio)

Robert Safdie: The request for professional services? RFP?

Miss Stone: I think it's provider, RFP, you know I think the P stands for provider, but it is when you're doing like for an architect or you're doing for something like that. Then it's going to vary based on their skill and their background and what they're bringing.

Teresa Boston: I've made a motion that we test Mr. Stepp and Miss Jolley to develop a letter to send out to the local attorneys. And if we could get that out, maybe within. And if you could let us know what that looks like

William Stepp: I'll send it to you before it goes out.

Teresa Boston: Before it goes out and maybe if we've got, would a week be sufficient for you, Mr. Stepp?

William Stepp: Yeah, we'll get.

Teresa Boston: OK.

(Audio)

Shannon Stout: Question because I know it's been a while since we've had to do this right? Is it? Is it typical just to? So we'll solicit that might not be the best word, but solicit to local attorneys versus outside the local area.

Teresa Boston: Well if it.

(Audio)

Teresa Boston: Go ahead.

Earl Patton: Just going to suggest. I would suggest finding somebody local. Well if you can. I'll tell you that. The to the extent that you've got to have somebody that that's available to you for emergency meetings.

(Audio)

Anita Hale: Right, right I agree.

(Audio)

Earl Patton: Everything like that, I think that would be an important consideration.

(Audio)

Teresa Boston: And you don't go into travel expenses and you're going to go into travel expenses.

Anita Hale: Yes.

Teresa Boston: Or if you don't, we may not find anybody local and that's we may not have anybody interested.

Shannon Stout: And then from there, we would go beyond.

(Audio)

Teresa Boston: If we need to, yes, if we feel the need, but I need a second on the motion.

Robert Safdie: I will second.

Teresa Boston: OK

(Audio)

Robert Safdie: Move to discussion.

(Audio)

Teresa Boston: And then we're

(Audio)

Teresa Boston: I think we've already had discussion, but that's fine.

(Audio)

Robert Safdie: What time do you think you would be able to put an article in the paper? Concerning this interest that we have in finding a local attorney.

Media: Tuesday.

(Audio)

Robert Safdie: Tuesdays paper?

(Audio)

Teresa Boston: Tuesdays. Good.

(Audio)

Sheri Sheri Nichols: She said Tuesday paper.

(Audio)

Robert Safdie: Thank you.

(Audio)

Teresa Boston: But then if Mr. Stepp and Miss Jolley will kind of. Do a formal, you know. Notice this is what we have open. If you are interested, contact. Central office.

William Stepp: Could be me.

Teresa Boston: Yeah.

William Stepp: I'll get the information to you guys.

Teresa Boston: Yeah.

Robert Safdie: I don't have any discussion questions.

Teresa Boston: OK. Any more discussion?

(Silence)

Teresa Boston: If not all in favor?

All Board Members: Aye.

Teresa Boston: All opposed?

(Silence)

Teresa Boston: OK.

Sheri Nichols: Thank you.

Earl Patton: Thank you.

(Audio)

Robert Safdie: Thank you for your service.

(Audio)

(Laughter)

Robert Safdie: Is that laughter or crying?

(Laughter)

Sheri Nichols: Don't know how you do it. Balancing your practice and us and you parents.

(Audio)

Earl Patton: That's that's a major. That's a major consideration is.

Teresa Boston: Well, you're starting to travel with

(Audio)

Teresa Boston: Cause now you have to go to them, because they don't always

(Audio)

Motion to task Mr. Stepp and Miss. Jolley to develop a notification to go out to the local attorneys.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Safdie

Yes: 7, No: 0

**MOTION: Motion Carried**

16.C. \*CCEA & CCBOE MOU

(See Exhibit #4)

William Stepp: OK, so next we got the MOU between the Cumberland County Education Associations and the Board of Education. I met several times and this is the document.

(Audio)

Teresa Boston: What are the main major changes?

Shannon Stout: So that's what I was going to ask. A lot of pages to look through without comparing to last year.

Teresa Boston: What were the major changes?

William Stepp: There wasn't a lot of changes. It's a pretty good MOU. You know, to start out with our intent was not to take anything away, that's for sure. Want to support the teachers, but it's about a 23 page document that goes through their rights above the actual contract, and I'm trying to scroll through down to the changes, updated some policies that are written in it.

(Audio)

William Stepp: Because the policies were updated, so we got the links for those in there that follow up with each one of the conditions. If you'll scroll down to page 13, Miss Diane. Oh, you don't have the blue, though. Yeah you do, there it is. So the blue are the changes, so there's just some minor changes added on.

Teresa Boston: What about the dress code? Was that addressed in here to everybody's? Happy?

Unknown Female: Yes.

Teresa Boston: OK, yes. Now, well, we need to go back and change our policy to coordinate?

William Stepp: We did, they updated everything.

Teresa Boston: They did the policy?

William Stepp: Do you have an updated? Policy yet? Oh, we're going to.

Teresa Boston: OK.

William Stepp: The last page has the insurance benefits, which are great in Cumberland County.

Teresa Boston: I'll make a motion. We approve.

Anita Hale: Second

Teresa Boston: Any more, any further discussion?

(Silence)

Teresa Boston: If not all in favor?

All Board Members: Aye.

Teresa Boston: All opposed?

(Silence)

Motion to approve the CCEA & CCBOE MOU.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hale

Yes: 7, No: 0

**MOTION: Motion Carried**

16.D. \*Request for District Funds

(See Exhibit #5)

William Stepp: So the next is a request for district funds. As you know, we've had one county wide middle school soccer team for several years. It is now going to one that feeds into Stone and one that feeds into Cumberland County High School. So it's a brand new program, so they're having to get uniforms and all the stuff that goes with that, all the supplies. I would recommend if we do this for Cumberland County feeder soccer team, we would also do the same thing for Stones Middle School. Even though they didn't send in the letter. But this is something we do. We want to do for both because they're both new.

Teresa Boston: Could, is there any way you could look up the policy which addresses that? Because I thought it was only for national competitions.

Shannon Stout: Yeah, I pulled that up and looked at that today and it does say specifically competitions

Teresa Boston: Right.

Shannon Stout: up to the 1500

William Stepp: This, yeah, this isn't asking for competitions, funds. This is asking for new program.

Shannon Stout: Something entirely different.

William Stepp: Completely different. Yeah. This is two brand new teams that came about because of a, the board voted to do that.

Robert Safdie: You know, I just want. I just want to say that, you know, I really support. You know, providing them with some startup money, but how do we how do we deal with? With the since it's, this will be one of the first things we do, though you know the band, for instance, says we want to start a jazz ensemble, and we need instruments for the jazz ensemble and it's go down the list of new of existing of existing sports and activities and what responsibility will we have in funding those I support that but that's the question.

William Stepp: These are two brand new programs without booster clubs. When you looking at Band and other things, when you start a separate music ensemble or something like that, you

already have a lot of those instruments and you can you can get the music. So it's not like starting brand new because of those kids are in band and they already have a booster program supporting marching band concert band, small groups. So this is just brand new, these kids.

Teresa Boston: How much totally are we asking for?

William Stepp: They say, the cost for the uniforms and the equipment the kids need is \$75 per child.

Teresa Boston: And they've got 25 students.

William Stepp: They got total 55 count the girls and the boys.

Elizabeth Stull: That's just the one school you're asking.

William Stepp: That's just the one school. So I do.

Teresa Boston: So that's 110 students at \$75. Where would this money come from?

William Stepp: It would have to be in a budget amendment that comes out of the fund balance.

Teresa Boston: I know that from, out of the fund balance?

Robert Safdie: Was that 70, \$7,500?

Elizabeth Stull: No, \$8,250.

Teresa Boston: 82, because we've got 110.

Elizabeth Stull: \$8,300.

Teresa Boston: My fear and this is just a concern because. I mean, then you get into. Buying for every sport. You know, they come to the board. For every sport, and I'm not certain that we can. Afford that? But I don't want their.

Elizabeth Stull: We've had one team.

Teresa Boston: Our soccer teams, not to be able.

Elizabeth Stull: And we're dividing it. Yeah, we're doing it into two teams now, so it's something that's already been existing, but we're turning into two teams.

Robert Safdie: Well, the recommendation of our director of school is to, fund both.

Elizabeth Stull: Right.

William Stepp: If you approved it, fund one, I would fund both whatever that amount per child would be. It doesn't have to be a full amount, it can be.

Shannon Stout: Well, and that was the question I have. Because he does write. (Audio) That he's attaching a price quote, but I didn't see. (Audio) Attached.

Teresa Boston: It was requesting this

(Audio)

Shannon Stout: Just roughly based on the number of students that 25 girls, 30 boys and then I times to buy the \$75 and I came up with \$4,125 so.

Elizabeth Stull: But that's only for the one school. If we're doing both schools.

(Audio)

Teresa Boston: So \$8,200 for both schools.

(Audio)

Shannon Stout: Double, yeah. So I didn't know if that was the right calculation or if the price quote was different than that?

Elizabeth Stull: That would give them the opportunity to go ahead and have or have their uniform and then get their own booster clubs going so then they can go out and support themselves so.

(Audio)

Sheri Nichols: It gives them a step up.

(Audio)

Robert Safdie: And soccer is really popular.

Elizabeth Stull: Correct,

Sheri Nichols: It's very popular.

Elizabeth Stull: And then it's something that's already going on, so you don't want to take it away.

Teresa Boston: Is this, this is middle school, right?

William Stepp: Correct, and they split because of the action of the board. Wanted to do the county wide teams.

Sheri Nichols: Yes, we created this.

William Stepp: So we had to get them into feeder situations so that both schools, high schools have feeder programs.

Anita Hale: Where now the high schools have soccer teams

William Stepp: They do.

Anita Hale: They fund.

Teresa Boston: Yes.

William Stepp: They do.

Elizabeth Stull: This is for the middle school.

Shannon Stout: This is middle school

Teresa Boston: This is for the middle school.

William Stepp: Middle school, correct.

Anita Hale: Which we don't have the middle schools.

(Audio)

Shannon Stout: I know

(Audio)

Teresa Boston: We don't have

(Audio)

Robert Safdie: Well

(Audio)

Elizabeth Stull: Well, no, we don't have middle schools.

(Audio)

Robert Safdie: 5th, 6th and 7th, 8th grade

(Audio)

Anita Hale: But we started the program.

(Audio)

Robert Safdie: Unit, we call it a middle school

(Audio)

Shannon Stout: The middle school students. Put it that way right?

(Audio)

Chris King: Wherever they come from.

(Audio)

Robert Safdie: Is there a motion on the floor? I'll make a motion that we take out of the fund balance \$8200.

Anita Hale: What was your motion again?

Robert Safdie: To take out of the fund balance \$8200 to support. Both programs, both new programs in middle school.

Elizabeth Stull: I'll second that.

(Audio)

Anita Hale: How much does that leave us in the fund balance?

Teresa Boston: Oh, I mean, 8200 is.

William Stepp: It's like 1.4. Is that right?

Unknown Female: Yeah.

William Stepp: 1.7 million?

Teresa Boston: But you're at the very beginning,

Anita Hale: Right.

Teresa Boston: Of your year, and we have no idea what's coming.

Robert Safdie: Well, schools first.

Unknown Female: Mhmm Yeah.

Teresa Boston: Oh, good call, good come back.

(Laughter)(Audio)

Sheri Nichols: Oh. I like. I like when Elizabeth said, too, that once we get them that step up, then they can start pulling in their parents and their people and their support and start building those teams together. So.

Robert Safdie: Right.

(Audio)

Sheri Nicols: I think we need to do that.

Chris King: Madam chair, can we get a second?

Teresa Boston: Not a second, not at this point

(Audio)

Elizabeth Stull: Yes, I second it.

(Audio)

Teresa Boston: Elizabeth, we have a second. We're in discussion.

Chris King: We are in discussion. Did we provide money to the other head teams?

Teresa Boston: No.

Sheri Nicols: They haven't asked yet.

Robert Safdie: If.

(Audio)

Chris King: And I think they're going to.

Teresa Boston: You set a precedence.

Sheri Nichols: Well, we sort of did that. We did, fund schools sports.

Robert Safdie: These are these.

Teresa Boston: We never funded.

Robert Safdie: Are new teams that are just opening or starting right now. The other teams have been in existence and

(Audio)

Robert Safdie: Although the idea to treat everyone the same, not everyone is a brand new team starting.

(Audio)

Sheri Nichols: So do we, have other things that would be new?

William Stepp: Countywide basketball.

Elizabeth Stull: Yeah, but the basketball programs

William Stepp: As far as the JV.

Elizabeth Stull: have already been in place.

William Stepp: In each elementary school.

Elizabeth Stull: Yeah.

William Stepp: They have not been Stone Memorial middle school basketball.

Elizabeth Stull: No, they already have their own funding so that funding should be. Able to go ahead and.

Sheri Nichols: No.

William Stepp: It's at each individual school, the funding stays at the schools.

Sheri Nichols: Yeah.

Teresa Boston: They're raising their monies now.

William Stepp: Correct.

Elizabeth Stull: So then they already have their booster clubs.

(Audio)

William Stepp: They're at the beginning, same as soccer right now.

Teresa Boston: Yeah, it's the same as.

Shannon Stout: So the only question now.

William Stepp: Four teams.

Shannon Stout: We could conceivably seem to do the same thing for.

William Stepp: Yeah, four teams just like soccer. Four teams.

Teresa Boston: Any further discussion?

Robert Safdie: I just remember many, many years ago. Where the band was starting up and they had a pull boosters. It was a terrible time for elementary schools to raise money for instruments. And. I felt that the board or the school system should help. And we're in a situation right now where we have two teams that are in middle school and they're asking for our assistance. And personally, I feel like it's a good thing to do. And those other issues can be sorted out as they come to the new board.

(Laughter)(Audio)

Teresa Boston: Thank you. Thank you. Thank you.

(Laughter)(Audio)

Robert Safdie: Thank you. Thank you.

(Laughter)(Audio)

Elizabeth Stull: Open the door for additional students to be able to participate with having the additional teams as well. Because this has been an established just the one team, now we're going two. So additional students have the opportunity to play.

Chris King: Madam chair, I'd like to move to place this on the table till the director can come back with a recommendation for us.

Teresa Boston: Can ya, what is your recommendation?

William Stepp: Well, I mean, these programs and the basketball programs are all were all created from the board's action. So I mean I think some support of these programs would be a good thing because they're brand new.

Robert Safdie: So your recommendation is?

Sheri Nichols: Do this.

William Stepp: Whatever amount you would be willing to fund to help them start up.

Shannon Stout: So if we give a lesser amount, what would be their resources for stop gapping the difference before they need to purchase these items and?

William Stepp: Same as everybody else.

Teresa Boston: Yeah, whatever the other.

William Stepp: Parents and fundraising and boosters and.

Teresa Boston: Yes.

William Stepp: All the above.

Shannon Stout: Would they have time to do that before they would need to purchase the?

William Stepp: Well, it's two different. You're looking at two different seasons, so some play in the fall, some play in the spring. My guess is they've already started this process of ordering and all that kind of stuff. So sometimes the vendor will allow you to bill it out throughout the months instead of having to pay one lump sum at the beginning of the season. Positive they can handle whatever cost there is.

Elizabeth Stull: Cause soccer is going to start

William Stepp: Throughout the year.

Elizabeth Stull: Right away in the fall here.

William Stepp: Yeah, we got girls, one season. Boys, another season.

Robert Safdie: Do you think it's unreasonable for us to, support, the, two teams that

William Stepp: Be four soccer teams and four basketball teams. That are in the same they're all. In the same boat.

Elizabeth Stull: But right now we're only dealing with soccer team.

Anita Hale: And none of it could come out of athletics. Does any of it, or that's just paying for the coaches and that kind of thing.

Teresa Boston: That's supplements

William Stepp: Supplements are already there. This is for the player, uniforms and the stuff that each player needs.

Anita Hale: Yes, Sir.

Robert Safdie: I'd like to withdraw my motion.

(Audio)

Robert Safdie: I'd like to withdraw my motion.

Teresa Boston: Are you willing to withdraw your second?

Elizabeth Stull: Do I have to? No?

Teresa Boston: No.

Robert Safdie: I was thinking that maybe we should. We should. Provide partial funding. The parents are, parents still have an obligation. And if their children are going to. Play on a middle school team. The price of uniforms they can be selective on what type of uniforms they want and they can control the cost a little bit more. So if there were a second motion to provide partial funding, let's say half. Of the amount. And then see how it plays out.

Elizabeth Stull: I will withdraw my second.

Robert Safdie: Now, am I allowed to make another motion?

Shannon Stout: Amended motion.

Teresa Boston: We've got three. If you wanted to table, but we've got our recommendation.

Chris King: There is nothing to table now, so it's gone.

Teresa Boston: OK, thank you.

Robert Safdie: So I'd like to make a motion.

(Audio)

Robert Safdie: Half that amount, to half that amount of the requested amount to the soccer teams.

Elizabeth Stull: I second that.

(Audio)

Teresa Boston: So that would be.

William Stepp: Four soccer team.

Teresa Boston: So that would be roughly \$1000 each. \$1050 each. No. Yes, \$1050 to each team. Does that have a second?

Elizabeth Stull: I second.

Teresa Boston: OK. Elizabeth. Second, any further discussion?

Chris King: They just need to be ready to fund everything else.

Robert Safdie: You know, that's why I

Teresa Boston: If we approve this. Although you know, I like to. Tag on to the no student left behind. I want everybody to be able to play and to have what they need. It's going to be tough because of all of the athletics we. Have going on. For the board to fund all of them. And and I think if we're opening. But you've had your motion, you've second it. Is there any further discussion?

(Silence)

Teresa Boston: OK, Miss Nichols?

Sheri Nichols: Yes.

Teresa Boston: Miss Stull?

Elizabeth Stull: Yes

Teresa Boston: Miss Hale?

Anita Hale: Yes.

Teresa Boston: Mr. Safdie?

Robert Safdie: Yes.

Teresa Boston: Mr. King?

Chris King: No.

Teresa Boston: Miss Stout?

Shannon Stout: Yes.

Teresa Boston: And miss Boston votes yes, so motion care.

(Audio)

Motion to take out of the fund balance \$8200 to support both new middle school soccer programs.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Stull

**MOTION: Motion Withdrawn**

Motion to provide half the requested funds to both new teams.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Stull

Yes: 6, No: 1 King: No

**MOTION: Motion Carried**

(See Exhibit #6)

William Stepp: So next is approval of this Disciplinary Hearing Authority board members for this next school year. We do this every year.

Teresa Boston: I'll make a motion we approve.

Chris King: Second.

Teresa Boston: Any discussion?

(Silence)

Teresa Boston: All in favor?

All Board Members: Aye

Teresa Boston: All opposed?

(Silence)

Motion to approve the DHA board members.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

#### 16.F. \*Approval of District Testing Coordinator

(See Exhibit #7)

William Stepp: Next is something we have to do every year. Also, approval of the district testing coordinator.

Chris King: Madam chair, move to approve.

Teresa Boston: OK, I'll second that. Any discussion?

(Silence)

Teresa Boston: All in favor?

All Board Members: Aye

Teresa Boston: All opposed?

(Silence)

Teresa Boston: Motion carries.

Motion to approve district testing coordinator.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Boston

Yes: 7, No: 0

**MOTION: Motion Carried**

#### 16.G. Bus Driver's Certificate of Completion Policy 3.400

(See Exhibit #8)

William Stepp: The next is just to show you we're following policy and we've been providing bus driver certificates for. A long time. It's just a sample. Somebody requested just to see what it looked like. So once they completed all their requirements, they get this and we're good to go.

Chris King: No vote.

William Stepp: No voting item. Any questions?

(Silence)

#### 16.H. SRO Annual Report

(See Exhibit #9)

William Stepp: Next is the annual SRO report and they are doing amazing job. I don't know. Everybody had a chance to go to that training, but it was absolutely amazing.

(Audio)

Anita Hale: It was very good.

Teresa Boston: Now does this include? This does not include our safe school counselors.

William Stepp: That's a separate report.

Teresa Boston: Could we get that report in August?

William Stepp: I'll get it on the next one. Yep.

Teresa Boston: Yeah, please, just to see. Because if this is what your. SRO's are doing. And you've got you've got 700 students and we've got 6400 student consultations. That's a lot.

Anita Hale: Yeah.

William Stepp: And that's, they're walking the buildings every day, so they're having contact all day, every day with this.

Anita Hale: They do an awesome job.

William Stepp: Absolutely.

Elizabeth Stull: Yes they do.

Sheri Nichols: Training was incredible.

Shannon Stout: It's great to see all the agencies out there.

Sheri Nichols: Oh, I felt very safe in that room.

(Audio)

Teresa Boston: Even though they were blanks, you felt very good.

(Audio)

Shannon Stout: And some good criminology students.

Sheri Nicols: Oh my goodness.

(Audio)

Shannon Stout: Actors, they did some pretty good screaming,

(Audio)

Sheri Nicols: some screaming.

(Audio)

#### 16.I. Stellar Therapy Renewal

(See Exhibit #10)

William Stepp: So next is the stellar therapy agreement renewal. This for our coordinate school health and nurses we've been doing. We've had this agreement with them for about 5 years.

Robert Safdie: Move to approve.

Anita Hale: Second.

Teresa Boston: This does not have a voting, do we have to vote on this?

Robert Safdie: Sorry.

Teresa Boston: OK.

(Audio)

#### 16.J. 3rd and 4th Grade Academic Data (See Exhibit #11)

William Stepp: Next is third and 4th grade academic data. We've had some growth in both not as much as we want. We got a lot of areas opportunity that we're working on. We'll have a full academic. This is just, like a press release. We'll have a full academic report in August. They just released the TCAP this last week. So we're crunching numbers right now. Principals are crunching numbers and, we'll have a full report on the whole systems data next month, is the goal.

#### 16.K. Homestead Elementary Update

William Stepp: Next is just a quick update on Homestead. The specs have been turned into the finance departments to get a bid out. So we got that going on also the last time we met, we had a request to have. A couple of options. On how to fix Homestead. So now that Mr. Chamberlain is back in country, him and I and my people will be meeting to walk the campus to look at what it would look like to enclose the walkways so we'll get a quote for that and kind of get a run. Down on. Both options to safety. Both options. What challenges? What are the pros and cons and all that? So we're in that process and I don't know how long it will take Mr. Chamberlain to do a mock up of all the all of that, that's a completely different way to do it. So we're going to look at that.

Sheri Nichols: May I join you on the walkthrough?

William Stepp: Mhmm.

Teresa Boston: Where do we stand on the fencing?

William Stepp: So the fencing specs are in and to the finance department ready to be bid out.

Shannon Stout: How about the playground?

William Stepp: Working on that right now.

Sheri Nichols: Swings moved?

William Stepp: Swings have already been moved over to the side.

(Audio)(Whispering)

William Stepp: I don't, she's out of country, out of state.

#### 16.L. School Updates No Discussion

#### 16.M. Annual Planning Calendar

(See Exhibit #12)

William Stepp: The annual planning calendar is next. That's what we go over every month. Personnel reports. And since it's summer, we don't have a lot of newsletter and calendars ready yet. Usually it is the high schools and but they're starting to get things in and that's. All the directors report.

(Audio)

#### 16.N. FYI (See Exhibit #13)

No Discussion

16.N.1. Personnel Reports No Discussion

16.N.2. School News Articles No Discussion

16.N.3. School Calendar of Events No Discussion

17. TSBA Evaluation Services for DOS & Board and Updating DOS Review

(See Exhibit #14)

Teresa Boston: OK. Next on the agenda is the. Board evaluation and the director evaluation. Earl, did you receive any of those?

Earl Patton: I did. I got back. I want to say three. Maybe four responses.

(Audio)

Teresa Boston: OK. OK. Well, I think Miss Stout kind of put it on hold when she sent out the e-mail. But TSBA evaluation. Miss Stout you wanted to talk about that?

Shannon Stout: Yes, yes, please. So couple things, Earl and y'all asking if we could go ahead and put a pause on it. There are a couple of things I was thinking of. One, I'm he had mentioned that he was looking at a way to maybe distribute them electronically, but ended up with landing on. Hand delivering them or scanning them and sending and doing them manually. Last time we did our board and DOS evaluations, we went ahead and just went through TSBA. There is not an additional charge. It's included for our member services, which so we're already paying them for it. They're all set up to handle that electronically. Administer it to calculate it and send us the results. So my recommendation was instead of utilizing our attorney. This isn't a legal matter, that we go ahead and utilize TSBA

Sheri Nichols: We pay.

Shannon Stout: And let them just do it electronically. Nice and neat. Not having to worry about doing it manually.

Anita Hale: One thing.

Shannon Stout: So that was the first piece. And I included in the e-mail to y'all so you can see that it's free with membership of board and the Superintendent that's from their website. When we had our last retreat, I guess we called it with TSBA after our last evaluation, then had recommended and we had all talked about revisiting Mr. Stepp's evaluation and ours, but we had more discussion about revisiting his it's, I don't know how long these evaluations have been in place, they've been used. Not have they changed since you've been on the board? Miss Boston? Evaluations?

Teresa Boston: Roughly we made tweaks,

Shannon Stout: Little tweaks here and there.

Teresa Boston: Here and there.

Shannon Stout: So one of the recommendations from him, and that's actually in our new policy

Teresa Boston: Recommendation from who?

Shannon Stout: From Ben, from Ben.

Teresa Boston: OK.

Shannon Stout: And that's in our new policy that we adopted. Is that we work with Mr. Stepp, together to come up with the evaluation. So we need to make sure that we are in line with our new policy, so we need to work with him and put together this new evaluation, which we had not done prior to Earl sending this out. That was the other thing.

Elizabeth Stull: But our evaluation, our policy, says that we're supposed to do this twice a year and our year is literally at the end.

Shannon Stout: Actually, our new policy that we adopted says annually.

Elizabeth Stull: It was supposed

Shannon Stout: This is annually.

Elizabeth Stull: To be twice a year because that was what the board was.

Shannon Stout: No, we had talked. That was actually my recommendation to do it twice, when we met very early on as a Board. Just being new and Mr. Stepp being new that we'd be able to do it a couple of times a year, so there weren't any surprises. We could all stay in contact with each other and talk about anything that we may need to adjust or work on. But the policy that we've adopted is an annual evaluation. So we have done an annual evaluation of Mr. Stepp already this year. So that has been satisfied per our policy, we've adopted. However, we need to get a good evaluation in place for Mr. Stepp that's updated. And the recommendation from TSBA that I sent to y'all and that was included here in the documents for the meeting. They have performance evaluation guidelines that they provide for the Superintendent. It's recommended model for all of us to use. In this evaluation guidelines, there's three parts to it. There's the administrator survey which Mr. Stepp conducts with all of his supervisors. There's board observational data, which is the part that we do which would be Appendix B, and then there's a second section. That's the they say, quantitative, I call it. Objective which is achievement of the boards so that ties in directly with our goals and our strategic plan. So numbers, you know how are we doing? How is Mr. Stepp doing and moving us through the goals that we've set as a district. So I just wanted to bring all this information forth and. Request that we, as a board, work to revise this and get a good evaluation in place. Work with Mr. Stepp. He and I have met a couple times already and we started drafting some things out. I'm sure he'd appreciate. Input from other board members on it, but we could come together with a good draft and a really good review. This is the review that we use to determine are we going to renew his contract? Are we going to give him a Raise? It needs to be a good review with good information in here that the board can make determinations from.

(Audio)

Shannon Stout: And so when I met, we went through the recommended. They get a whole slew. You see Diane's, Miss Diane is scrolling down a whole slew of questions that you can pick from. And so we went through you. Got a couple of samples from other districts. Right, Mr. Stepp? So we were working with that and we were working with some of these questions and coming. Up with the, a section E and started a little bit of work on section C around our five year strategic plan.

Anita Hale: Whatever we choose to do, I think that there needs to be a section in there where you can have personal comments and not just. Mark in the box. You can have written comments.

(Audio)

Teresa Boston: Does the one that we have now have a place for personal comments? I think it does.

Earl Patton: I'll have to look back.

(Audio)

Anita Hale: One time we did one where there was some personal comments and the other one is what did.

(Audio)

Teresa Boston: So the current one is, does have a place for personal comments.

Earl Patton: Yeah.

Teresa Boston: That's what I thought.

(Audio)

Teresa Boston: Yeah.

Shannon Stout: And the supervisor one does as well. Because we see those. When Mr. Step provides that information to us. So my recommendation was that we just. Table doing the. My motion would be to table doing the evaluation right now and let's do a little work on this and then come back to it.

Sheri Nichols: Create one.

(Audio)

Anita Hale: I thought we already did an evaluation.

(Audio)

Teresa Boston: Well, it was sent out because those evaluations are supposed to be done in May. And on the planning calendar, I missed it. It was not put on the agenda. So I think we need to move forward and then that gives you plenty of time to develop one for next, May.

Anita Hale: Yes.

Elizabeth Stull: I guess I don't understand why, it.

Anita Hale: Reinvent the wheel at this late date.

Teresa Boston: Yes.

Elizabeth Stull: Well, that and why the other evaluations didn't get sent in just because you had asked to pause. That was something that the whole board then needed to go ahead and discuss, to pause that.

Shannon Stout: Right, So that's what we're doing.

Elizabeth Stull: But it was already sent out before then.

(Audio)

Anita Hale: Right.

Shannon Stout: Well, it was sent out without the board discussing that it was going. To be sent out so.

Elizabeth Stull

Because it was supposed to be done according to the Fannin County.

Shannon Stout

But that's no longer per our policy, it's a once a year thing, so now it's an additional and we adopted this policy, couple several months ago. We didn't have our meeting last month. So that's why I just wanted to bring it to everybody's attention so we can make sure we're operating within policy and that we do a good review. This is going to be the third time that we will have done our review on Mr. Stepp with the same exact review.

Sheri Nichols: Nothings changing.

Shannon Stout: Yeah, and a lot has changed in the two years that he's been here with our TISA, with our strategic plan, with. A lot of what's going on in the district has changed and we're using the same evaluations. So why are we going to go through the motions of doing this evaluation for a third time? Again, what do we hope to gain from this that we didn't gather from the prior two? Because it's the exact same thing. And yes, to your point Ms. Stull, we have had time to work on this because it was February that we had the retreat with Ben through TSBA.

(Audio)

Shannon Stout: We never had any meetings called on it. We never had any work sessions on it. We never had anything on it.

Elizabeth Stull: But then.

Shannon Stout: Until it came out that it was going to, we were going to do it.

(Audio)

Sheri Nichols: Someone.

(Audio)

Sheri Nichols: Because of recommendations that Ben gave us.

Shannon Stout: I mean, I guess it would if we do it again, we've got one more review with just the same

Sheri Nichols: Same stuff.

Shannon Stout: Information that we've already done twice and I don't see how that's going to. Help Mr. Stepp.

Sheri Nichols: Yes.

Shannon Stout: Yeah, or the district.

(Audio)

Shannon Stout: And I'd suggest that while we are, I emailed Ben to see if they had a some sample ones for board as well for board evaluations as well, because I'd recommend we go ahead and redo ours as well. So that way we can go ahead and align several of the questions because this is a partnership and there's certain things that we're tied into with Mr. Stepp, so we can. Get ours updated as well. Made my motion.

Sheri Nichols: Second.

Teresa Boston: So we've got a first and second, I'm assuming we've had discussion. Yeah, it does sound so. Miss Nichols?

Sheri Nichols: Yes.

Teresa Boston: Miss Stull?

Elizabeth Stull: No.

Teresa Boston: Miss Hale?

Anita Hale: No.

Teresa Boston: Mr. Safdie?

Robert Safdie: I'm going to abstain and the reason why I'm abstaining is I will no longer be a member of this board in 45 days.

Shannon Stout: That's a good point. We have a whole new board coming in.

Robert Safdie: Right.

Shannon Stout: Be nice to. Have them involved in this.

(Audio)

Teresa Boston: Mr. King?

Chris King: Yes.

Teresa Boston: Ms. Stout?

Shannon Stout: Yes.

Teresa Boston: And chair votes no. So that's tied motion.

Robert Safdie: So does that mean that the board is going to use the same items as we?

Teresa Boston: Well, I think that would be next. We've got to do something because we're already in find and I think the current board has every right. To, you know, evaluate what we've seen, what we've

done, whether it's us or whether it's the director. I don't think you. Push that off. I think we have every right to evaluate.

Shannon Stout: Well, certainly that is not the purpose for that. The purpose is to get a good evaluation and update a good evaluation in place, which this current board has had the opportunity since February to work on, and now we're going to administer the same one again.

Teresa Boston: I think that's not.

Shannon Stout: Instead of stepping back and doing this.

Teresa Boston: Well, administering the same one does not mean it's bad. But it gives you time to develop. The new evaluations that you think that will give you more information? But I think we.

Sheri Nichols: How do you get new information? If you're asking the same questions?

Teresa Boston: I may answer it differently.

(Audio)

Shannon Stout: And just keep in mind that our new policy does stay one a year. So this will be our second one for the year. And Mr. Stepp with the calendar that we have, we will need to adjust with the calendar for next year to reflect the new policy.

(Audio)

Shannon Stout: Because it's on there for twice next year.

Teresa Boston: I'm going to make a motion that we move forward with the ones we've got so we can get that in. And we can get the board evaluated and the director evaluated. Direct Earl to send those out. Get them back in and let's see where we fall.

Anita Hale: I thought we already did that?

Teresa Boston: And that gives you plenty of time to develop with TSBA if you so choose.

Shannon Stout: So why can we not use TSBA to collect it?

(Audio)

Shannon Stout: Rather than.

(Audio)

Anita Hale: I thought we already did that?

(Audio)

Teresa Boston: Because my motion said that we direct Earl.

Anita Hale: I brought it to Earl's office.

(Audio)

Shannon Stout: I sent an e-mail asking for a pause, so hopefully you saw that e-mail before doing that.

Elizabeth Stull: But that didn't mean everybody agreed with the e-mail.

Shannon Stout: No, it didn't, but pausing until the board meeting is certainly, A.

Sheri Nichols: A request she can make.

Shannon Stout: Yes, especially since it was sent out without the board having any kind of notice or discussion that we were going to do it. So asking for the board to gather together and have a logical discussion about it, I don't think it's, you know, everybody got that e-mail.

Elizabeth Stull: I think we did discuss that several months ago. That we were going to be doing a board evaluation and a director evaluation.

Shannon Stout: And in the process we approved new policy.

(Audio)

Teresa Boston: OK, I need a second before we

Elizabeth Stull: Second.

Teresa Boston: Thank you, before we further any discussion. I think this is already a little bit behind schedule. I'd like to bring it up to schedule, get this over with. We can have a meeting and go over the results whether they're the results that more information, additional information would provide. I'd like to see. These done and Earl can send them out, resend them out. And we can get them back to Earl within seven days and get the results. So that's my motion. Any more discussion? OK, Miss Nichols?

Sheri Nichols: No.

Teresa Boston: Miss Stull?

Elizabeth Stull: Yes.

Teresa Boston: Miss Hale?

Anita Hale: Yes.

Teresa Boston: Mr. Safdie?

Robert Safdie: Yes.

Teresa Boston: Mr. King?

Chris King: Of course not.

Teresa Boston: Miss. Stout?

Shannon Stout: No.

Teresa Boston: And chairman votes yes so, motion carries. Earl, if you would please get those to the board. Thank you.

(Audio)

Motion to table doing the evaluation right now and let's do a little work on this and then come back to it.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Nichols

Yes: 3, No: 3, Pass: 1  
King: Yes, Nichols: Yes,  
Stout: Yes

**MOTION: Motion Failed**

Motion to move forward with the ones we've got so we can get that in.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Stull

Yes: 4, No: 3 King: No,  
Nichols: No, Stout: No

**MOTION: Motion Carried**

#### 18. DOS Climate Survey Results

(See Exhibit #15)

Teresa Boston: Next on the agenda is the DOS climate survey results. How do y'all want? I mean, has everyone had an opportunity to look at these? Any comments on them? The climate survey?

(Audio)

Anita Hale: Very positive.

Teresa Boston: I think they

Anita Hale: Very positive.

Teresa Boston: I think so. And I think they gave us the, what we asked for.

Anita Hale: Right.

Teresa Boston: You now know where your environment lies, your atmosphere.

Shannon Stout: A little more than 400.

Teresa Boston: Yeah, 400 out of 1000 employees so.

(Audio)

Teresa Boston: I don't think we, have

Robert Safdie: Statistically, that'll be fine.

Teresa Boston: I think statistically, if someone would like to go over them more so more in depth, we'll be more than happy to do so. If not, I think you can review those yourself and if you have any questions.

Shannon Stout: Mr. Stepp, were you able to gather or glean some good information from this that. You think would be helpful?

(Audio)

William Stepp: Yeah. Anytime you have surveys, it's great to hear what the employees. Feel that are going well and not going well and we adjust as we go.

Shannon Stout: Anything that you don't need to say specifically, that was some information that came out of this that you thought might create some changes or some?

William Stepp: There's always opportunities presented and, we work on that with my team each time we meet so.

Shannon Stout: I'm glad to hear this is helpful.

(Audio)

Teresa Boston: Any further discussion?

(Audio)

19. \*Policy 1.101

(See Exhibit #16)

Teresa Boston: If not, I had put on the agenda 1.101 of, for a specific reason. On page 2, #8 to approve bids. While reviewing some of the other counties surrounding us. I noticed on their agendas they were approving the bids, so I looked this up. We don't have any bids that. Come back to us once we budget. And the bids are sent out. We don't ever see them again, so I'd like to make a motion that we start putting those bids. On the agenda to start approving.

William Stepp: Which bids have you not seen? I guess would be my question,

Teresa Boston: Well, any bids?

William Stepp: Because we've had discussions multiple times. Like when Mr. Davis wanted more details from the bids before he would approve it so.

Teresa Boston: Well, I think those bids come back.

William Stepp: We've had. They come to you guys and then after.

Teresa Boston: Never seen those bids.

William Stepp: But which ones have you not seen? I guess my question

Teresa Boston: Well, I'll tell you what. I'll send you an email tomorrow for all of the.

William Stepp: Because, we usually. Yeah, that'd be great because we're usually go through the board and then it goes to the county Commission for approval.

Teresa Boston: Well, the bids for, and I don't have it, but I can tell you that there's not any

William Stepp: We'll get you information.

Teresa Boston: Bids on our agendas for us to approve. Now whether you question them individually. I don't have privy to those conversations, but anything that goes to county finance that comes back as a bid. The only ones we ever see are the big ticket items like. The auditorium and things of that nature, if we put out a bid for doors and windows. We budget them. But we don't see the bids themselves. And this policy says we are to approve the bids. And I'd just like to see those start being put on the agenda. So if we budgeted 250,000 for fencing at Homestead and the bid comes back as 100. Then we know we've just gained some ground,

William Stepp: Correct.

Teresa Boston: but we don't have that information unless those bids come back before this board. And that I'd just like to see those start being put on the agenda.

Robert Safdie: Would that. Would there be any delay? Would that cause a delay in moving the bid forward?

Teresa Boston: It it might, it very well might, but it's not going to be a lengthy period of time.

William Stepp: Are you including things that are like already on a state contracted list that we can just order from?

Teresa Boston: What do you mean?

William Stepp: So there's a process through the state that they've already approved, certain things that you can get off the state list. It's already been bid out or whatever, Kim, you want to explain that?

(Audio)

Kim Bray: County policies that anything over \$25,000 has to go out to bid.

Teresa Boston: Right.

Kim Bray: We do very few of those. Most of the things we get quotes for and there's

(Audio)

Kim Bray: but if they are on state contract. On the tips contract, or one of the state contracts you can use that contract number because the state has already vetted those people and said they've got the best price for "X". And we do that sometimes, but most of ours are through the quoting process, we really don't bid much of

(Audio)

Teresa Boston: Who approves those quotes?

Kim Bray: I do. As far as if they need, we know we always have to take the lowest one that goes back to the county finance office as well.

Teresa Boston: Well, so does finance have anything to do with us approving those quotes?

Kim Bray: Yes

Teresa Boston: OK, so we're sending something out to bid. You're calling it, we're just sending it out for somebody to quote.

(Audio)

Kim Bray: A bid is, it goes through the County Finance Office and advertised for so many days. Then it comes back to the County Finance Committee, that Mr. Stepp is a member of and they review those bids.

Teresa Boston: They approve those bids, so the board has absolutely nothing. No say so. In it whatsoever.

(Audio)

Teresa Boston: I understand that, but I'm not sure that every entity in the county has the TCA code that says they're supposed to approve the bids, so I think they're we've got a play on words. What's a quote and what's a bid?

(Audio)

Teresa Boston: Is it a quote or is it a bid?

(Audio)

Teresa Boston: So anything over \$25,000 is a bid and we should be approving that.

(Audio)

Kim Bray: Policy and our procedure and the county says we have to send us to the county Finance Director. He is who she is, the purchasing agent for the whole county.

Teresa Boston: Right, right.

Kim Bray: They put all of those out. They come back and then we all go and Mr. Stepp is on that committee and they looked at the bids and then they vote on which one to accept.

Teresa Boston: So we've appropriated funds, but the county Finance Committee. Approves what we're spending.

(Audio)

Kim Bray: The lower bid, the lower bid wins.

Shannon Stout: Well, I know whenever you come to us.

Rebecca Stone: The superintendent is on it, someone in the Sheriff's Department, the school systems represented, it represents all the bodies.

(Audio)

Rebecca Stone: Quote is still regulated by. You have to have a certain number of quotes. There's so many laws and regulations and she's actually spot on.

Teresa Boston: Right.

Rebecca Stone: Up to 25,000. You can do quotes only. But if it's over, you have to bid it out. And as long as it falls under the range that the school board approved or the county commissioners approved the you know, whatever. Then it can be approved by the by that puts over that amount you set aside. It has to come back to you.

Shannon Stout: And that's what when you always have us approved, moving that money, do you show the bid and you say it's the lowest bid and we say yes, we'll approve allocating money for this particular, sorry quote.

Teresa Boston: So is anything under 25,000 is quote anything over 25,000 is a bid.

William Stepp: So the last bid y'all saw was Pineview roof.

(Audio)

Kim Bray: \$10,000 I get three quotes.

Teresa Boston: So we've not done anything in the county, in the school district since we approved, Pineview roof that has been over 25,000?

(Audio)

Teresa Boston: OK, I would really like to see that information come before the board even if you do it during your. Financial presentation just so that we know where we stand budget wise.

Kim Bray: Would you like me

(Audio)

Teresa Boston: I think after the bids come back. So we just know where. After they, after the county finance approves it. Then send it if you could, and I don't care, just add it to your presentation. And Earl? Could you give us? Not now, but just look into this and see what we're supposed to actually be doing.

Earl Patton: Absolutely.

Teresa Boston: With the bid.

Earl Patton: There are as this situation with property we just dealt with. There are a number of provisions that. Where laws are, exist that indicate they're these are duties of the board, or these are things that the board has authority over. That the 1981 act does supersede. So it is that that may be what you're.

Teresa Boston: Can you look at that?

Earl Patton: I'd be happy to.

Teresa Boston: Thank you, I appreciate that.

Kim Bray: I'd look at that as well, counties that have their bids on their agenda are not act 81 counties.

Teresa Boston: And they may not be. I just found it very strange that if you look at the different agendas of each counties. They specifically approved those bids.

(Audio)

William Stepp: Correct.

(Audio)

Teresa Boston: Yeah. If you'd look at that.

Shannon Stout: Would it help then if Earl doesn't find anything else, would it help then to maybe put another footnote on her policy that would cover our County Financial act that we operate under? Because then would that make it better for the policy wise since we are?

Teresa Boston: Lets get Earl's opinion, then, we know where we stand. If it has something to do with the Financial Act of 1981, and that's what they're doing. Then, this to approve. Bids.

Shannon Stout: This falls within that scope.

Teresa Boston: Yeah, it falls within the scope. That's all I want to know, plus too, I think if we if we budgeted. Like 750,000, for north school. And it comes back in, the bids comes back in at 500. Well, we know we've just gained 250,000. And then you might make a decision based on that. Differently, coming out of the fund balance. So I mean I think it's information, financial information, this board would benefit from.

Motion to start putting bids on the agenda for board approval.

**VOICE VOTE:** (mover-yes) Boston

**MOTION: Motion Withdrawn**

20. School Board Committees No discussion.

20.A. Policy Committee

20.A.1. \*Approval of First and Second Reading of Policies

(See Exhibit #17)

Teresa Boston: OK. Next on the agenda is Policy Committee, Miss Hamby is not with us. I think, Miss Stone, you're going to.

Elizabeth Stull: Yes, so bear with me because I just found out about taking over this part literally right before the meeting. I believe if I'm, not mistaken, Miss Diane, these are the first and final reading on these policies.

Diane McCartney: They are that you all mentioned. You want to get in play by the time.

(Audio)

Elizabeth Stull: Correct, because these are the ones that came down from the new law changes. So policy 1.200 method of election of officers, that one was not part of that. But.

Teresa Boston: That was one that was sent to us. By the Policy Committee.

Elizabeth Stull: Correct.

Teresa Boston: OK.

Elizabeth Stull: Motion to approve. Any motion to approve or any discussion on it?

Teresa Boston: Do you want to do them individually or collectively?

Elizabeth Stull: Well, there's two. We did have two policies we had questions on. So 4.301 and policy 6.4052, if we could just pull those two out. And lets, anybody have any questions on any additional policies?

Anita Hale: Which 2 are you pulling out?

Elizabeth Stull: The, 4.301.

(Audio)

Anita Hale: The interscholastic athletics, OK.

Elizabeth Stull: And then the 6.4052, which is at the bottom.

(Audio)

Anita Hale: The opioid.

Elizabeth Stull: Yes.

Anita Hale: I had a question on that.

Shannon Stout: And I think we need to relook at this 6.300 just to make sure that that includes. That we've got the proper reference for the cyber bullying and the bullying on that.

Elizabeth Stull: Yes, OK. If we could just pull those three and if we wanted to go ahead and entertain a motion to approve all the rest.

Teresa Boston: The remainder of them were. Changing legislature?

Elizabeth Stull: Correct

Teresa Boston: Is that? Correct.

Shannon Stout: I had a few questions about the 1.2 so if we can pull that one as well.

Elizabeth Stull: OK, and pull that one, OK. So 1.501, 1.800, 2.403, 2.806, 3.202, 3.205, 4.201, 4.213, 4.403, 4.600, 4.603, 5.307, 5.701, 5.802, 6.203, 6.309, 6.316, 6.318 and 6.409 and entertain a motion to approve all of those first and final.

Shannon Stout: Motion to approve all of the policies that you just listed off.

(Laughter)

Sheri Nichols: And I second.

(Audio)

Teresa Boston: Committee it doesn't need second.

(Audio)

Elizabeth Stull: All in favor?

All Board Members: Aye.

Elizabeth Stull: OK. So then we can go back to policy 1.200 and you've had some questions.

Shannon Stout: Yeah, so I just said this came out of Policy Committee and unfortunately I wasn't able to make. The last Policy Committee meeting due to traffic in Nashville, we had had a little bit of discussion Policy Committee prior to that. It got tabled, so I was. I see that. We updated legislative representative, so the term matches now instead of liaison. My question was around the Pro Tem for serving one year. Term until the successor is named or the no longer members of the board, so that wasn't something that. We had talked about originally we had talked about. There was some concern amongst some of the board members about the three-week time gap that we're going to experience between September 1st and September 26th in which we won't have a chair or vice chair available. Because of the, election year process that happens every two years. So I know there was a concern about that and we had talked about well, if that's a concern, then at the meeting next month we could vote a Pro Tem in. To stop gap. That, and that's per Roberts rules of order. So I wasn't quite sure what the reasoning was for why we were. Setting someone up on a one year term for Pro Tem when it is a temporary person that would step in the situation that the chair, vice chair. Can't course see their duties for a meeting. They need to step in for it on a temporary case by case basis. And we haven't ever had a problem with that. Any of the board meetings since I've been on the board or since I've been visiting the board meetings. So I was just wondering why are we looking at doing a one year term for that, making a change to a permanent policy when it hasn't been an issue and it's for a temporary? Situation.

Sheri Nichols: Situation.

Elizabeth Stull: I think just in the event where we had that two years ago where we didn't have a chair or a vice chair and we're going into another year where we're going to start with that

one. They just think being prepared right off the bat versus having to. Wait, it was three weeks. Go ahead and have that. Done.

Shannon Stout: It's just so simple. At the August meeting to vote somebody in place.

Robert Safdie: Right.

Shannon Stout: Whoever we vote. In it's kind. Of it's for a whole year term.

Anita Hale: Yeah, that's what this policy is saying would be all year.

Robert Safdie: Question, so would it be better to change the policy and say the Pro Tem would be selected by the elected by the, Board until the chairman is elected.

Shannon Stout: Yeah, but that's. I mean, that's in Robert's rules of order that our policy already says we follow. So if we hit this situation again in, in August in two years, which maybe we can be strategic and not. Be in this. Situation with both positions, but if we hit that again then we just know Roberts rules of order that last August meeting knowing we're going to have that. Three-week gap. That we can go. Ahead and vote for somebody at that. Point it's a done deal.

Sheri Nichols: If you need to.

Teresa Boston: So you're stating take that out of policy, just put it on the agenda for August. And that cures that.

Shannon Stout: That cures that and we wouldn't need that last line about the Pro Tem. Assuming all responsibilities, because

Robert Safdie: that's what the Pro Tem does.

Shannon Stout: that's what we're doing, that's the Pro Tem does, that's for Roberts Rules of order.

Sheri Nichols: Earl, you had something?

Earl Patton: No, I'm just reading, maybe, yeah, maybe questions answered, but.

Shannon Stout: Robert's Rules of order says chair, vice chair and on the secretary, Per our policy, Mr. Stepp is Secretary, so if something should happen and the chair and vice chair can't do it, Mr. Stepp can always call and start a meeting and then we vote on a Pro Tem for the meeting. So that's like an emergency kind of situation. But in August we can just vote.

Earl Patton: Guess my question was it wasn't, super clear, and I guess it is now, but when you say approach. I think what the intention is to say that it would be a Chairman Pro Tem, I mean Pro Tem just means temporary. So I mean if the Pro Tem is, if the idea is that they would be.

(Audio)

Earl Patton: They would fill in for the chair if there's an absence in with both the chair and the Vice chair. I don't know. Seems like you should say chairman Pro Tem instead of just a Pro Tem.

(Audio)

Elizabeth Stull: And that.

(Audio)

Earl Patton: It's reasonable to me, confusing otherwise.

(Audio)

Shannon Stout: Yeah, but being. That Roberts rules of order cover that. We're good to go. We don't need a

(Audio)

Shannon Stout: Change

(Audio)

Earl Patton: You may recall the difficulty ran into the last time this became an issue

Teresa Boston: Yes.

Earl Patton: That you didn't have a chairman or a vice chair?

Teresa Boston: And that's going to be the case.

(Audio)

Shannon Stout: Come in and they sit until the first meeting board meeting.

Robert Safdie: You know, there are lots of lots of things. I believe that Robert rules. Roberts rules of order. States. For instance, just our policy say that we elect a chairperson and officers.

(Audio)

Teresa Boston: Yes.

(Audio)

Shannon Stout: And the sports too.

(Audio)

Robert Safdie

But Roberts rules of order says already states that. So why should we even have that in? And the reason why I'm saying that is when you get a new board in and they may not be familiar with Robert's rules of order. A one sentence, clarification of a Pro Tem chairman. Will be elected in August.

Shannon Stout: Well, that would only be. If we need to do that.

(Audio)

Robert Safdie: That's right.

(Audio)

Shannon Stout: Yeah.

(Audio)

Robert Safdie: So.

(Audio)

Shannon Stout: If we run into a situation again. If you wanted to break it out and put that in policy.

Teresa Boston: Well, I think this could be reworded to be effective and efficient. Because this is the second time in a two year period that you're going to find yourselves in this position and you can't, there's a lot of things that you cannot do. Until you have a chair, there's a lot of activity that just doesn't happen and we ran into that last year last time and it was very difficult to get that done. And so.

Shannon Stout: So

(Audio)

Teresa Boston: I don't mind sending it back to Policy Committee. To work on the wording to get it right. I don't mind that at all, but I wouldn't just discard it because Robert's rules order says so.

Elizabeth Stull: I think it's a good idea to have it in policy as well, just to have that.

(Audio)

Anita Hale: Yes.

Elizabeth Stull: Second piece in there that this is what we're going to follow.

(Audio)

Shannon Stout: So then do we also need to say if the if the chair, vice chair and secretary aren't available and we need to have a meeting that that we're going to elect a Pro Tem to run that meeting? I mean, are we going to cover all the circumstances with Pro Tem in the policy?

Robert Safdie: Well, there's only one circumstance that we're looking at right now. That is, In September 1st, when there's no chairman. How are we going to deal with that? You say Robert's rules of order says we appoint.

Teresa Boston: You can't conduct business.

Robert Safdie: You can't, well. It would make it a lot simpler if you put a Pro Tem chairman in some fashion in this policy. So that the board knows that it has to elect a Pro Tem on a temporary basis. That will just make things a lot easier. And you can.

Shannon Stout: So adding a line that would address in an election year if.

Robert Safdie: Right. That's perfect.

Shannon Stout: There is no chair and vice chair.

Robert Safdie: That would be declared.

Shannon Stout: Then the board at the last meeting of the current board year will vote a Pro Tem in place.

Sheri Nichols: For that month.

Robert Safdie: That would be perfect.

Shannon Stout: for, yeah, until the first board meeting of the new board.

Robert Safdie: Right. It's kind of it's wordy, but it's exactly what needs to be said.

Shannon Stout: Well, it would certainly spell it out, yeah.

(Audio)

Shannon Stout: And then we would just follow Robert's rules of order in any other situation where we need to Pro Tem.

Robert Safdie: Right, because the hierarchy is pretty clear, Chair was not there, Vice Chairman, Vice Chairman, second.

Shannon Stout: Well, and that was my question here with putting it in and electing someone for a whole year. Someone we've got that pecking order in place.

Robert Safdie: Well, we don't. I think that's inappropriate. In here. And it's just a temporary.

(Audio)

Sheri Nichols: Sending it back for rewording.

Robert Safdie: Send it, send it back to reword.

Teresa Boston: I'm going to make a motion that we send 1.200 back to the Policy Committee. Too fine tune the wording

Robert Safdie: Shannon, good idea.

Earl Patton: Just a caution to you that you may not. Where you may not see the forest for the trees here, I mean. One specific thing that we ran into is. When you look at your policy 1.400 and it kind of corresponds with the code. For example, you know. The board shall hold such meetings as necessary to transact the business of the board. Such meetings shall be called by the chair whenever in the chairs judgment, the interest of school would require it. Or, when requested to do so by a majority of the board. So it becomes questionable whether you can even. Call a meeting.

(Audio)

Shannon Stout: Well if we have a majority of the board.

(Audio)

Earl Patton: Well, sure, you have a majority of the board that gets together and votes, you know, then you know how.

(Audio)

Shannon Stout: We have the vice chair, right, the vice chair. The chair is not available and if the Vice chair is not available, then Mr. Stepp and he can get with the board and say this is, something that needs to. We need a decision on this. Can we call this meeting and? Then the majority of the board could say yes, we need to. Have this meeting.

Robert Safdie: But all that can be.

Teresa Boston: Avoided.

(Audio)

Robert Safdie: Avoided by simply making a rule.

(Audio)

Shannon Stout: Uh huh, correct.

(Audio)

Robert Safdie: Clarification.

(Audio)

Shannon Stout: For that three weeks.

(Audio)

Shannon Stout: But I think you are potentially beyond the three weeks or your returning in three weeks.

Robert Safdie: Either way.

Teresa Boston: I don't think you're gonna need one beyond.

Shannon Stout: Well, I haven't seen a need for it.

Teresa Boston: I mean, so you're gonna need one from September 1st.

Robert Safdie: I mean, because September 1st, someone's gonna have to call the meeting

Teresa Boston: Step in and.

Robert Safdie: And like that

Shannon Stout: and we need to address that.

Teresa Boston: Until

Shannon Stout: Yeah, which? This wasn't really doing because it says that we'll vote in September for it. Which is already after that three-week gap. So it's like we need to address that three week gap which we would. Do like say in August.

Robert Safdie: Right, and then there's the other issue is if I, if I remember correctly, when the new board came in two years ago. Question was who we vote for? You know. How do we? How do we don't. We need to postpone the elections until October. Because no one knew who was to be elected.

Shannon Stout: I think that was a concern of Nick's.

(Audio)

Robert Safdie: Nick's not here to defend it we'll move on.

(Audio)

Teresa Boston: It was. Quite the ordeal. So I think that if we go ahead and take care of this now, you don't find yourself in that position.

Shannon Stout: Sounds like a good plan.

Teresa Boston: What are the other policies?

Elizabeth Stull: Oh

Shannon Stout: 4.301 interscholastic athletics.

Elizabeth Stull: Yes, and the question was we were. Having that one. Look, look that

(Audio)

Elizabeth Stull: I'm sorry.

Teresa Boston: That is the home school, right?

Elizabeth Stull: That, yes, the one of the that my computer is not responding. I'm sorry.

Anita Hale: Down there?

Elizabeth Stull: Yes, one of the, but please go down just a little. Bit more Miss Diane, sorry. The chapter number was incorrect from TSBA.

William Stepp: It's corrected.

Teresa Boston: Now, does this this coordinate with?

William Stepp: It is what Ben Torres sent me directly, that I emailed you guys.

Elizabeth Stull: TSBA just had mixed up the,

Sheri Nichols: Wrong number.

Elizabeth Stull: did they put in the wrong number on that? So

(Audio)

Teresa Boston: OK, so TSBA sent it to. Us with the wrong.

Elizabeth Stull: Yes.

William Stepp: It's corrected.

Teresa Boston: And it's corrected. So can we go ahead and approve that?

(Audio)

Teresa Boston: Second.

Anita Hale: Second.

Teresa Boston: Well, it comes out of committee, so it doesn't need a second.

Anita Hale: Yes.

Elizabeth Stull: All in favor?

All board members: Aye.

Elizabeth Stull: And then the next one is policy 6.4052. The opioid antagonist, one of the issues was the fact that this was going to allow any antagonist to be in the possession of a stimulant to also being administered by a student to any additional, any other person. There's no age limit on this? I mean you could technically have a preschooler in possession of this and be allowed to go ahead and administer this, and then also there's no liability whatsoever then. For said child.

Teresa Boston: What was legislature's intent?

Earl Patton: Can I read you directly from the statute?

Teresa Boston: Yes, please.

Earl Patton: School within an Lea or a non public school shall not prohibit a student, employee or visitor from possessing an opioid antagonist while the person is on school, property or attending a school sponsored activity held at a location that is not school property.

Sheri Nichols: We're talking about Narcan.

(Audio)

Earl Patton: Yes.

Elizabeth Stull: But not only.

(Audio)

Sheri Nichols: Students can carry Narcan.

Elizabeth Sull: not only.

Earl Patton: It says, that's what, yes.

(Audio)

Robert Safdie: Is that a spray or is that a needle where you?

Earl Patton: Yes.

Robert Safdie: Stick on their thigh?

(Audio)

Sheri Nichols: Yes, yes.

(Audio)

Robert Safdie: No, clarify that for me.

Teresa Boston: It doesn't have to be nasal.

(Audio)

Sheri Nichols: Doesn't have to be.

Robert Safdie: But if they, if it comes in a little package where they, can go like this.

Sheri Nichols: Multiple ways.

Robert Safdie: So that the student carrying that can go up to another student to go.

(Audio)

Teresa Boston: Yeah, that.

Anita Hale: Why?

(Audio)

Elizabeth Stull: So many issues that I have with that, it's

(Audio)

Sheri Nichols: Yeah.

(Audio)

Elizabeth Stull: There's no age limit on it. There's no, there's no liability. And as a parent. I mean, I'd have a problem with that, as you know, to just have any child have that.

(Audio)

Sheri Nichols: Cause they get a high from that?

(Audio)

Anita Hale

I think I would have trouble with that.

Elizabeth Stull: but it doesn't also list just one type. That means it's a blanket.

Earl Patton: That's taken directly from the statue.

Robert Safdie: Yeah.

Shannon Stout: So.

Robert Safdie: They don't have choices.

Shannon Stout: We've got, a week and a half to

Teresa Boston: No, it says.

Shannon Stout: Put together resolution as forward and get some feedback to legislation.

Robert Safdie: Right, that's a good idea.

Shannon Stout: If you want to do that.

Teresa Boston: Well, and it also says we may not prohibit. Do we have to put in the policy that they can carry. We just don't have to prohibit it. And is this TSBA's recommendation? OK.

Robert Safdie: Yeah

(Audio)

Robert Safdie: I agree with you.

Teresa Boston: I'm, I'd really like to send this back to policy for more discussion.

Anita Hale: Yeah.

Robert Safdie: What are what are?

(Audio)

Elizabeth Stull: But I don't know if we have any other, options?

(Audio)

Robert Safdie: Earl? What are our options here in terms of adopting? Can we adopt it five months from now?

Shannon Stout: Well, it'll be affected when the law was signed.

Earl Patton: Meaning, exactly. I mean it's effective now. I mean, because it's state law.

Teresa Boston: Right. We just can't prohibit, but do we have to adopt it in the policy? Or can we word it like that? We, they, well

(Audio)

Sheri Nichols: Mr. Stepp.

William Stepp: It was, it's state law. I mean, it doesn't matter if we have a policy or not, we still have to follow state law.

Shannon Stout: Policy should reflect state law.

Earl Patton: I don't know if this is one of those laws that says. You're you know that you. Must adopt A policy by this state, but. I don't not that I'm aware of. I don't know that.

William Stepp: You can send it back and we can do some more research.

Anita Hale: Yeah, I think we need to do more research.

Elizabeth Stull: Finding out if we actually have to adopt a policy for it.

William Stepp: Yeah, we'll dig into it.

Elizabeth Stull: Whether or not it's state law being it's state law, but it's, do we actually have to adopt a policy for it.

William Stepp: Yeah, we'll dig into it.

Shannon Stout: TSBA should have an answer.

(Audio)

Sheri Nichols: Who is the writer of this Shannon? Do you know?

Shannon: Hmm?

Sheri Nichols: Who wrote this? Do you know?

Shannon Stout: I don't know who was the sponsor on this Bill.

Elizabeth Stull: Well, most of it is.

Sheri Nichols: I'm saying Narcan supplier.

(Audio)

Robert Safdie: Right, right.

(Audio)

Sheri Nichols: Come on, pharmacist, pharmacy.

(Audio)

Elizabeth Stull: Most of it is coming right from.

Sheri Nichols: Drug company.

(Audio)

Elizabeth Stull: The statue, so I mean.

William Stepp: It's already state board.

Sheri Nichols: Yeah.

William Stepp: State board policy so.

Elizabeth Stull: Is it also stated in the statute that? There's, no liability for the student?

Earl Patton: It does. I do recall seeing that.

Teresa Boston: There is no liability for students.

Sheri Nichols: So I had a kid with this. There's nothing. You can do.

Robert Safdie: Right. If your kid has one of those things and they go like this to another. Student.

Elizabeth Stull: Yeah I just.

Robert Safdie: Yeah.

Elizabeth Stull: OK, so motion to.

Sheri Nichols: Send it back to policy.

Robert Safdie: Send it back to policy.

Elizabeth Stull: Send it back to policy.

Teresa Boston: I'll make a motion, we. Send it back to policy.

Anita Hale: Second.

Teresa Boston: All in favor?

All board members: Aye.

Robert Safdie: Does anybody want to call TSBA and complain?

(Audio)

William Stepp: I'll get clarification.

(Audio)

Teresa Boston: Thank you.

Earl Patton: The liability part. I don't know the students, are specifically exempted from any liability it talks about. If the student, is injured or harmed in the administration of an opioid antagonist. Says student by school nurse, school resource officer, other training school personnel under this subsection.

(Audio)

Earl Patton: And the school nurse and or school resource officer, school employee shall not be held responsible for the injury unless the school nurse, school resource officer, or school employee administered the opioid antagonist with an intentional disregard for safety.

Elizabeth Stull: So the student is left out of that.

Earl Patton: Yes.

Elizabeth Stull: OK.

Teresa Boston: At that level.

Elizabeth Stull: And that.

(Audio)

Earl Patton: And maybe that's the.

(Audio)

Teresa Boston: That's going back. Next on the agenda is.

(Audio)

Elizabeth Stull: That's 6.300 that is code of conduct and discipline.

Shannon Stout: I was looking at page two and Mr. Stepp, you could probably provide a little guidance on this. So page two, line 9 and 10, we list bullying and cyber bullying as a level one, misbehavior. And so then there's disciplining procedures that follow that. And it doesn't. Mention in that. The guidelines of that needing to be reported, like the new law says. It looks like we get to Level 3 and level 5 before we start looking at reporting. Reporting to law enforcement officials. So I just want to make sure wherever that bullying and cyber bullying is, we've got the disciplinary procedures reflect that has to be reported. To the law enforcement.

Teresa Boston: Are there procedures not?

(Audio)

William Stepp: We have to report any bullying incident and investigate, no matter if it is or isn't.

Shannon Stout: But this actually says.

(Audio)

William Stepp: I understand we'll add it now that I know that's something.

Shannon Stout: So I didn't know like would that still fall under a level one or is that going to be bumped up to a higher level because they're considering it to be the?

William Stepp: I think every incident is individually specific. As an administrator. I think that team needs to do the investigation and the judgment of it.

Shannon Stout: Because based on the law, they're saying if it meets that. Definition. It mandates that officers make an official report. So we need to have. This go back and make some things.

William Stepp: We'll go back and look at it. Yeah. No.

Elizabeth Stull: Motion to.

Shannon Stout: It didn't look like it reflected what the law said.

Elizabeth Stull: Motion to send back code of conduct and discipline policy 6.300.

Anita Hale: Second.

Elizabeth Stull: We need a motion.

Shannon Stout: That's the motion. Oh, you didn't make the motion. I'll make the motion to go back to Policy Committee to make sure the wording is aligned with the new laws.

Anita Hale: Second.

Teresa Boston: Any discussion?

William Stepp: This was the TSBA recommendation, by the way, this was the TSBA recommend. These are all TSBA recommendations.

Anita Hale: Yeah.

Sheri Nichols: Right.

(Audio)

Teresa Boston: All in favor?

All board members: Aye.

Teresa Boston: Motion carries. Is that the last of our?

Elizabeth Stull: That is the end of the Policy Committee. Yes

Sheri Nichols: Thank you.

Motion to Motion to approve 1.501, 1.800, 2.403, 2.806, 3.202, 3.205, 4.201, 4.213, 4.403, 4.600, 4.603, 5.307, 5.701, 5.802, 6.203, 6.309, 6.316, 6.318 and 6.409 first and final.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Nichols

Yes: 7, No: 0

**MOTION: Motion Carried**

Motion to send 1.200 back to the Policy Committee. To fine tune the wording.

**VOICE VOTE:** (mover-yes) Boston

**MOTION: Motion Unseconded**

Motion to approve policy 4.301 after TSBA correction.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Boston

Yes: 7, No: 0

**MOTION: Motion Carried**

Motion to send 6.4052 back to policy.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hale

Yes: 7, No: 0

**MOTION: Motion Carried**

Motion to send 6.300 back to Policy Committee to make sure the wording is aligned with the new laws.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Hale

Yes: 7, No: 0

**MOTION: Motion Carried**

20.B. Arts, Athletics and Activities Committee Teresa Boston: As far as athletics and activities. Mr. Davis is not present, but I, there was nothing that came out of committee. Last month.

20.C. Budget Committee Meeting Teresa Boston: Budget committee. There was nothing that came out. We just approved some minutes.

20.D. Building and Grounds & Safety Committee

20.D.1. CCHS Soccer Field Fence

(See Exhibit #18)

Robert Safdie: There was nothing that came out of that meeting our items to be discussed

Teresa Boston: Discussed.

Robert Safdie: Of 20D1, which is the CCHS soccer and field fence and Mr. Stepp, would you like to?

William Stepp: Yeah, it's just they're wanting to put a barrier fence up between the practice, football practice field in the soccer field, and it's being the, all the proceeds are being donated. So there's no cost to the board.

(Audio)

Robert Safdie: I'll make a motion to support.

Shannon Stout: Second.

Robert Safdie: All in favor? Any discussions?

Anita Hale: What happened, is the, was the fence torn down because of the building of the.

William Stepp: No this is the other side. It's a four foot fence.

(Audio)

Anita Hale: Oh, OK, Thank you.

Robert Safdie: Any other discussions?

(Silence)

Robert Safdie: All in favor say "aye".

All board members: Aye.

Robert Safdie: Opposed?

(Silence)

Robert Safdie: Motion passes.

Teresa Boston: Thank you

Motion to Motion to support barrier fence between soccer field and practice football field at CCHS.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Stout

Yes: 7, No: 0

**MOTION: Motion Carried**

## 21. Chief Financial Officer's Report

### 21.A. Monthly Financial Report

(See Exhibit #19)

Teresa Boston: Chief Financial officers report. Miss Kim?

(Audio)

Kim Bray: but since this is May I'd like to just move to June. Because May is actually included in June, just keep in mind that all,

(Audio)

Kim Bray: not all have been made for the year, but basically. The way it stands right now we pretty much broke even for the year. We have a little bit of a deficit at the end that there are some final accruals that need to be made, but All in all, I think we had a pretty good year everybody stayed in budgets. They do very well managing their departments and I think this Is

(Audio)

Kim Bray: And I should have a more complete report next

(Audio)

### 21.B. Monthly Sales Tax Report

(See Exhibit #20)

Kim Bray: as far as sales tax

(Audio)

Kim Bray: This is the report that I was given for the they're not done June and July yet. So hopefully they'll have those accruals made and I'll come back to you next time. We are still behind for the year and they will, I don't see a way that we'll catch up.

#### 21.C. \*141 Budget Amendments

(See Exhibit #21)

Kim Bray: Are we ready for our budget amendment?

Shannon Stout: Yes, ma'am.

Kim Bray: OK. The first one is. The rollover for the healthy students stronger learners. This is grant that Miss Marsha applied for and received we will get the full grant again this year, but this was from funds that she wasn't able to spend before the year was out because we weren't awarded the grants for later on in the year. See, the next one is a rebate that the maintenance department received on all of their Lowe's purchases from last year. So basically I'm just requesting we take these funds and put that rebate back into their maintenance and repair. And then the final one is just some funding that came in the last day of the year. This is some funds from the federal government that some of our schools participate in. It's some sort of a survey they complete and they get \$600.00 basically, I didn't have time to ask the county finance department to write checks. So that money flowed into the fund balance and I'm just requesting that we take it out of the fund balance so that I can pay it to the schools.

Chris King: Madam Chair, move to approve all of the 21 C.

Teresa Boston: Could we have a second please?

Robert Safdie: Second.

Teresa Boston: OK. So we have a motion and a second to approve all the 141 budget amendments. Any discussion?

(Silence)

Teresa Boston: If not all, in favor?

All board members: Aye.

Teresa Boston: all opposed?

(Silence)

Teresa Boston: Motion carries.

Motion to approve all of the 21.C.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Boston

Yes: 7, No: 0

**MOTION: Motion Carried**

21.D. \*142 Budget Amendments

(See Exhibit #22)

Kim Bray: Next are 142. This is our new federal CTE, Perkins grant. Looks like we're awarded \$156,289. We don't want to say no.

Shannon Stout: That's right.

Sheri Nichols: Yeah, awesome.

Kim Bray: And this this is just some additional fund

(Audio)

Shannon Stout: Thanks for the work.

(Audio)

Sheri Nichols: Yeah, amazing.

(Audio)

Chris King: Madam chair, move to approve all 142 items.

Teresa Boston: OK, I'll entertain a second.

Shannon Stout: I'll second.

Teresa Boston: So we have a 1st and 2nd. Any discussion?

(Silence)

Teresa Boston: If not all, in favor?

All board members: Aye.

Teresa Boston: All opposed?

(Silence)

Teresa Boston: Motion carries.

(Audio)

Teresa Boston: Thank you, Miss Bray.

Elizabeth Stull: Thank you.

Motion to approve all 142 items.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Stout

Yes: 7, No: 0

**MOTION: Motion Carried**

22. \*Consent Agenda

(See Exhibit #23)

Teresa Boston: Next on the agenda is the consent agenda.

Chris King: Madam chair?

Teresa Boston: Yes, Sir.

Chris King: Move to approve.

Teresa Boston: I'll second that. Any discussion? If not all in favor?

All board members: Aye.

Teresa Boston: All opposed?

(Silence)

Teresa Boston: Consent agenda is approved.

Motion to approve consent agenda.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Boston

Yes: 7, No: 0

**MOTION: Motion Carried**

22.A. \*Approval of Overnight and Out of State Field Trips

22.B. \*Approval of Contracts

22.C. \*School Wide Fundraisers

22.D. \*Approval of Disposal of Surplus Property

22.E. \*Executive Approval

Teresa Boston: 22.E executive approval, There were just a couple of items that we had to go ahead and do an executive approval on, due to time frame. I'll entertain a motion to approve. Those.

Anita Hale: Move to approve.

Teresa Boston: I'll move a second.

(Audio)

Teresa Boston: Any discussion?

(Audio)

Teresa Boston: I'm going to go ahead and do a separate approval. All in favor?

All board members: Aye.

Teresa Boston: All opposed?

(Silence)

Teresa Boston: Motion carries.

Motion to approve executive approval.

**VOICE VOTE:** (mover-yes) Hale

(seconder-yes) Boston

Yes: 7, No: 0

**MOTION: Motion Carried**

23. Old Business

Teresa Boston: Any old business?

Robert Safdie: Yes, I have an old business item.

Teresa Boston: Which one?

Robert Safdie: 55 years ago, the graduating class of Cumberland County High School was celebrating its 55th anniversary reunion. Just want to inform you all that we survived.

(Laughter)

(Audio)

Robert Safdie: And it's old business because we are that old.

24. Questions from Media - Boston asked if there were any questions from the media. No questions were asked.

25. Adjournment

Teresa Boston: I'll entertain a motion to adjourn.

Overlapping voices: Second.

Teresa Boston: OK. All in favor?

All board members: Aye.

Teresa Boston: All opposed?

(Silence)

Teresa Boston: Thank you so much.

Motion to adjourn at 8:09 p.m.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Safdie

Yes: 7, No: 0

**MOTION: Motion Carried**

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**William Stepp**  
**Director of Schools**

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**Teresa Boston**  
**Chairperson of the Board**

Comment I, Jason McGhee hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on August 18, 2024.

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**Jason McGhee**

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

**Board of Education**  
**May 21, 2024 4:30 PM**  
Central Services Board Room

The Cumberland County Board of Education met in a special session on Tuesday, May 21,2024, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 4:30 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

**BOARD MEMBERS:**

Teresa Boston: Present  
Mr. Nick Davis: Absent  
Ms. Anita Hale: Present  
Mrs. Rebecca Hamby: Present  
Mr. Chris King: Present  
Ms. Sheri Nichols: Present  
Robert Safdie: Present  
Ms. Shannon Stout: Present  
Ms. Elizabeth Stull: Present

1. Call to Order- Ms. Teresa Boston (See above)
2. Moment of Silence/Pledge of Allegiance- Ms. Teresa Boston - Boston led the board members in a Moment of Silence. After a moment of silence, Stepp led the audience in the Pledge of Allegiance.
3. Roll Call (See Above) Boston advised, let the record show that Mrs. Stull and Mrs Stout are both doing zoom and Mr. Davis is missing in action.
4. Community Comments - Boston advised, next on our agenda is Community Comments.

Name: Kandi Newcome 300 Old Grassy Cove Rd. Crossville, TN

**Subject:** Security fence around the entire boundary at Homestead Elementary School.

Name: Linda Clark 2266 Hwy 68 Crossville, TN

**Subject:** Budget Process Observations

5. \*Approval of Agenda (See Exhibit #1) Boston advised, next on the agenda item is the approval of the agenda. Hamby asked, madam chair, before we do that may I make a motion that we amend the agenda to add the Baby Birds for discussion and vote? Boston asked, is that a motion? Hamby replied, yes that is a motion. Boston asked, so you're making a motion to approve the agenda with the addition of Baby Birds for discussion and vote. Boston replied, we need a second on that. The motion is that we approve

the agenda with the addition of adding Baby Birds for discussion and vote. Stull replied, second. Boston continued, Mrs, Stull has seconded that motion. Any discussion? King asked, can we vote even though it's not on the agenda with a star? We're just now adding it. Boston replied, approval of the agenda is right besides number five. King replied, yeah, so we're adding an item that wasn't here before on there, to vote on. Hamby replied, we can amend the agenda for a discussion and vote item, yes. King replied, okay, but you said for discussion and vote. So is it discussion or vote? Hamby replied, we'll put it as vote and then. Boston replied, well, once there's a motion, there will be discussion. Stull asked, can we vote on it, on the motion? Boston replied, that's what her, we're going to have. Yes, okay there's no discussion. A Roll Call Vote was taken. Boston replied, motion carries. So that's added to the agenda and the agenda has been approved. (Baby Birds discussion was discussed in detail under #10 AP and Above Salary discussion.)

Motion to approve the agenda with the addition of adding Baby Birds for discussion and vote.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Stull

Yes: 5, No: 3 King: No,  
Safdie: No, Stout: No

**MOTION: Motion Carried**

6. \*Maintenance Budget

(See Exhibit #2) Boston replied, next on the agenda is the Maintenance Budget. I had this added as an item. Everything that you see on here, is included in the budget. So I just wanted to make sure everybody knew kind of what this incorporated. Just in case you were not here. You didn't have a chance to review it. So this is just a FYI and are there any questions regarding any of the maintenance projects that we have chosen? If there's not, then we'll move forward. Safdie asked, I got a question. Mr. Stepp, do you feel comfortable with the current maintenance budget as being considered for approval. Stepp replied, yes. We've considered this a lot and came up with this. So there was Mrs. Kington, Mrs. Bray and I. Safdie replied, and the, tell me how we're handling the fencing. Stepp replied, yeah. Y'all have voted to move that money to the maintenance line item this year. So what we talked about was y'all asked, we want you to meet with County Commission, board together. We had that meeting to discuss short term and long-term goals. So the fencing can be bid out and taken care of. So out of that if we feel that is the short term fix for right now. Stull asked, and that fencing is going around everything? Boston replied, the perimeter. Stepp continued, it can be the perimeter if we have that much money. We talked about starting out with the back. So that back end is fenced in where all the playgrounds are going to be. Where we talked about starting. Boston replied, we moved 433 is that correct? The most crucial item right now is Martin Elementary sewer. Stepp replied, correct. Boston continued, so those bids are just now coming back. Bray replied, not even bid. I'm getting quotes right now, so we can put our bid package together. Boston replied, okay. So we are getting quotes on that, that we estimated about 250. Bray replied, correct. Boston continued, the remainder of that was kind. Bray replied, we used of part of that for the Pine View roof. \$168,000 of that we moved and then anything left we could use whatever you folks decide. Boston replied, should be about \$182. Bray replied, somewhere in that. Boston replied, and I think the fencing was quoted at \$195, something like that. I think I calculated up we were going to need about \$14,000 to go ahead, if we fence. Bray replied, if they honor that quote, of course. That quote is. Stepp replied, two years old. Boston replied, two months old and I agree, but that money is kind of earmarked in maintenance. Bray replied, and it's in that line for that fence, but it's in this year's current budget. Bray replied, correct. Boston continued, not the projected. Stepp replied, 23-24. Boston continued, right. Are there any more questions about the

maintenance that we had, that we proposed? Hale replied, so we did earmark it and we are going to start on that project? Boston replied, it's in the maintenance line. Hale replied, yes ma'am. Boston continued, and so if we determine that is the short-term fix that we want, all we' have to do is vote at a board meeting to spend that money for the fencing. Safdie replied, or to get a bid. Boston replied, or to get a bid. Boston continued, and if we need additional funding, where would that money come from? We'd have to specify that, but I know that had been the main discussion is to move all that money over to fix. We moved \$172 over for Pine View roof separately and this is the outcomes money? Bray replied, correct. Boston replied, which was about 603? Bray replied, 603, 605. Boston replied, something like that and then we moved the remainder of it over last board meeting into the maintenance line. So that's in the process. Safdie replied, so it's not like we haven't been doing anything. We we're working on it. Bray replied, were moving, we're sort of like those turtles you said, but yes we have been moving. Boston replied, if there's no further discussion, no more questions. Elizabeth did you or Mrs. Stout have any more questions regarding the maintenance budget? Stull and Stout replied, no.

7. \*Classified Salary Scale (See Exhibit #3) Boston replied, next is the Classified Salary Scale. We have to vote to approve that. I'll entertain a motion. Safdie replied, so moved. Hamby replied, second. Boston replied, so we have a first and we have a second. King asked, did we vote on the maintenance budget? Boston replied, it's included in the budget. The Budget Committee voted on that. I just wanted everybody to see exactly and make sure there were no further questions. That was not a voting item, necessarily. Hale replied, I have a question with this one. On this scale, this is for the non-certified. Do they get any kind of insurance package? Do we give them an insurance package? Bray replied, yes ma'am. We pay everyone single coverage 100%, but any dependence they have, they have to pay for that themselves. Hale replied, okay I thought we did, but I was just making sure. Bray replied, medical and dental. Boston replied, that was one of the draw cards for our bus drivers, is the medical insurance. So we have a first and second. Is there any discussion on the classified salary scale? No one responded. A Voice Vote was taken. Boston replied, motion carries. So classified has been approved.

Motion to approve Classified Salary Scale.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 8, No: 0

**MOTION: Motion Carried**

8. \*Non-Certified Supervisor and Safe Schools Counselor Salary Scales (See Exhibit #4) Boston replied, next on the agenda is the Non-Certified Supervisor and Safe School Counselor Salary Scale and we have to approve this as well. I'll make a motion we approve. Hamby replied, second. Boston continued, we have a first and a second. Any discussion on this? No one responded. A Voice Vote was taken. Boston replied, so the Non-Certified Supervisor and Safe School Counselor Salary Scales has been approved. Motion carries.

Motion to approve Non-Certified Supervisor and Safe Schools Counselor Salary Scales.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 8, No: 0

**MOTION: Motion Carried**

9. \*Certified Salary Scale (See Exhibit #5) Boston advised, next on the agenda is the Licensed Instructional Personnel Certified Salary Scale below Assistant Principal and I'll entertain a motion that we approve that. Hamby replied, I'll make a motion we approve. Hale replied, second. Boston replied, okay so we've got a first and second. Any discussion on this one? No one responded. A Voice Vote was taken. Boston replied, motion carries.

Motion to approve Certified Salary Scale.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Hale

Yes: 8, No: 0

**MOTION: Motion Carried**

10. \*AP and Above Salary Scale (See Exhibit #6) Boston advised, next on the agenda is the Assistant Principal and Above Salary Scale. I'll need a motion to approve. Hamby replied, I make a motion we approve. Safdie replied, second. Boston replied, we have a first and second. Any discussion on this? No one responded. A Voice Vote was taken. Boston asked, how did you ladies vote, Mrs. Stull and Mrs. Stout? Stull and Stout responded. aye. Boston continued, so Mr. King was our no vote. Motion carries for the Licensed Instructional Personnel, Assistant Principal and above.

(Baby Birds Discussion) Boston advised, next is the budget itself. Oh excuse me, where did you want to put Baby Birds? Hamby replied, we can talk about Baby Birds now if you'd like. Boston replied, okay before we start off the budget let's do that. Hamby continued, we had got the funding, the grant. Not the full funding, but there was an ISM Grant and Mrs. Boston you may have to help me with that. The ISM Grant doesn't have anything to do with Baby Birds. Hamby replied, not the ISM Grant. Boston replied, it's the TEIS. Hamby continued, the TEIS, sorry. To many acronyms there. We got the TEIS Grant funding and I think we were told that we could not supplement that, but we can. Cameron Sexton said the Department of Education said that we can supplement with local money to replace the TEIS Grant funding that previously existed to keep providing services. Stepp replied, yeah we met with TEIS and cleared all that. Hamby asked, so the program is going to continue? Stepp replied, you would have two different programs going on. You'd have the services for TEIS, that's what they pay for. If y'all want to open a daycare, then there would be a daycare, but we're going through the process of all the children being approved for 5 hours, four hours, three hours, whatever that is. So we're right in the middle of discussions with TEIS on what exactly is allowed, who's grandfather in, who's not. So there's a lot of discussions going on. Hamby replied, okay well, I just wanted it brought up, because one time we thought we could not help supplement that grant. Stepp continued, you would be funding a different type of program. So we'd have the TEIS services that TEIS provides depending on their numbers, and then we would basically be funding a daycare. Hamby replied, that would keep the 18-month-old and

older is still in the program. Stepp replied, yeah. So the grant pays for one thing, and we're you're asking if we can pay for a daycare. The grant doesn't allow the daycare option anymore, daycare services and that's statewide. So we met with them for, I don't know, an hour or so. For a while, trying to figure out all the new ways that they're wanting things to be done. To figure out how many hours they can serve under the grant as compared to not under the grant. All that kind of stuff, so we're still working on that with them. Hamby replied, I just don't want to see any of these kids left out. Nichols replied, yeah they changed the rules. That's the biggest thing. It's not what we want, it's what they're going to let us do. So we'll have to come up with some serious money to run a daycare. If we want to keep going with the way it's going now. Safdie replied, but if we run daycare here, why don't we run daycare at the Homestead? Why don't we run daycare at all the other schools? We're not designed to do that, okay. Although it's a wonderful idea. Nichols replied, great idea. Safdie continued, but we're not designed. Nichols replied, and it's needed. Safdie continued, and I think yes it is needed. I think what we need to do is just give this a rest for right now and let the Director of Schools and the Program Director work this thing out with existing new rules that this organization has imposed on us and then, next year, if there's a consensus that the new board would like to start something like that, then they can work it out with the Director of Schools and staff. Boston replied, I have a question. Do we have contract services that come into that building and provide? Holton replied, so basically right now, kids come two days a week, two and a half hours, for two days. They can come 15 minutes early and stay 15 minutes late if they need OT or PT therapy, but if they can't get those services in that two and a half hours, it has to be outside of that two and a half hours, but the way that we are trying to set it up where they can continue to get that therapy at Baby Birds. When they come for whatever amount of time they're allotted. So we are working to try to continue that. Boston replied, my question was do we have someone from the outside or do we provide all of those services? Holton replied, TEIS pays for those services. Boston replied, who does the actual service? I mean who actually works with the child? Safdie asked, do we subcontract out? Holton replied, it's contracted out with Karen Henderson and Melanie Schultz. Stepp replied, it's a different person for each service usually. Holton replied, she doesn't contract with Cumberland County Schools anymore. She just contracts with TEIS. Boston asked, but they come into the building and work with these children. Is it 1 hour, 2 hours or whatever I want to say, their IEP, but it wouldn't be an IEP? Holton replied, I think it's probably from the way they made it sound 30 minutes. 30 minutes of Developmental OT or PT therapy. Boston asked, individually or can they do a group? Holton replied, they can do a group, but typically those therapies are done individually. Safdie replied, I've got another question. If the child is brought onto the Cumberland County School campus and they have an accident, whose insurance pays for it? Holton asked, while they're in therapy? Safdie replied, yeah. Holton replied, they're still in the TEIS teacher supervision. They're not taking out, those contracted services are background checked. All drug test of all of those things, but they are still in the supervision of our teachers during therapy TEIS. Safdie asked, then you say that so if they have an accident, then does state pay for the insurance or does a state, who handles the insurance? This was a problem we had many moons ago with the daycare, when starting a daycare. The issue was who is liable and what is the liability that we have for starting a a daycare center with the children? Now I think that in previous years the liability was too great and we opted not to provide daycare services, because of that and I guess I want to know what is, have the rules changed. I'm an old dinosaur, you know and. Stepp replied, I can find that out and get that to you on who exactly is liable. Holton replied, in the grant it says credentials professional liability insurance Cumberland County Schools will keep on file documentation of licensure or credentials as appropriate for each staff member's specialty area and copies that the grantee Cumberland County Schools will keep a copy of the insurance pertaining to professional liability. Safdie replied, that's professional liability and what about accidental? Holton replied, says liability of the state under the grant contract exceeds 900. Safdie replied, well that's a good question that needs to be answered or should be answered. Stepp replied, I can get an answer pretty quickly and get it to y'all today if I can. Safdie continued, so for instance, there's two questions or two components that I'm asking about. One is the

liability we have with the existing program that's been funded by the state and the other is if we start a daycare option, which is separate from that, then who's liable? Stepp replied, well if we be paying that and funding that then the school system be liable for the daycare risk. Boston replied, yeah risk management. Stull asked, what hours are we looking at as far as the daycare option to have coverage after the services are provided. Boston asked, did you hear that question Mrs. Holton? Holton replied, so currently the TEIS Grant pays for two full-time employees, the teacher and the director and an assistant. So those people will be paid just like a teacher and an assistant for Cumberland County Schools. So their benefits and their pay, full-time pay will be. Boston replied, her question was what hours are we looking at? Holton replied, so we can offer 2 and a half hours of services per day, but the staff is paid for full-time hours. Stull replied, so the children would only be there for the 2 and a half hours a day like they currently are right now. It wouldn't exceed that time frame. Is that correct? Holton replied, that's for TEIS. Now the daycare, if you started a daycare, you could set whatever those hours that you want to be. Boston asked, what is it operating currently? As we speak, what hours are the kids there? Holton replied, 8:00 to 10:30. Boston continued, right now we currently have 2 and 1/2 hours. Holton replied, yes correct. Stepp replied, it's twice a week, so they alternate days, who comes which days, because you can only have eight kids per adult. Stull replied, I guess if that's what we're currently doing and that's what we're going to be doing. What exactly I guess would be changing or what would be adding? Boston asked, what would be changing? Holton replied, so we have proposed that and this is just a proposal, because it's an IFSP team decision, but we've proposed that we can run two days a week, two and a half hour sessions, 8 to 10:30. So if a kid needs two and a half hours they can come on Monday. If they need 5 hours, they can come on Monday and Tuesday. Then we'd set it up where on Wednesday and Thursday if a kid needs an hour and a half, they could come from 8:00 to 9:30. If they need 3 hours, they could come from 8 to 10:30 that day and the same on Thursday. So we've adjusted it where open 8 to 10:30 and we can serve whatever hours they tell us to serve. Stepp replied, so every child's needs are different. So that's why we have so many different time slots. That's why it's a complex setup that Mrs. Holton's doing a great job handling, but each child is different. So if you have one child that needs 2 and a half hours and somebody else that only needs one, well that's 2 and a half hours where we can't pull in another kid cuz we're at eight. Does that make sense? So you got those numbers. You're changing throughout those days and hours, but we got to stick to that 8:1 ratio. We don't have a choice on that. Stull replied, so each child would just be allotted their number of hours for therapy. That's the portion changing. Stepp replied, correct. Stull continued, from what it currently is. They automatically get those two and a half hours, twice a week and if they don't need two and a half hours in that week, then they wouldn't be there both of those days. Stepp replied, correct. Holton replied, so TEIS has told us that kids should not automatically get two days, two and a half. It should have been more on an individual basis decision previously, but moving forward you know that decision will be made on the amount of hours, but the max they can have is 2 and a half hours per day. Stepp replied, and what they said when we spoke to them about that, if you stick to those hours then you can actually serve more children that way that have certain needs. So that's how they explained it to us. Boston replied, so we're looking at keeping the program open the 4 days that we consistently have. Hamby replied, okay that was one of my questions. Boston continued, you just won't have the kids there for more than two and a half hours or whatever hours they need. Holton replied, so for example, a kid might have come Monday and Tuesday 5 hours last year. This year the team might say you only need two and a half hours. So now instead of only serving one kid, 5 hours, I'll be able to serve two kids for two and a half hours each. So we're hoping to increase the number of kids that get to come to Baby Birds. Safdie replied, one of the questions that I think is important is how will the socialization process continue with these new hours? Holton replied, so we currently, in a classroom, we can have up to 15 kids right now and we had three classrooms. So there was approximately five kids in each room with a new schedule we're running right now there'll be two adults, with four children. So there will be four children together, two adults more than likely in the same room. Where this year, we've had three different rooms based on ages, but now we'll only be in one room, but there will be four kids together at

any given time. Safdie replied, do you feel that's given the parameters of what the state is giving you, do you feel that is sufficient? Holton replied, I don't know that they would have got any more the other way, just because they would have got more different children on at recess, because all the classes went down to recess together, but the majority of their time they spent in their classrooms, which had a total of five kids. So that aspect doesn't change and they're really going to have higher adult ratio to children now. To be able to get more one on one for each child. Boston asked, how many children are in the program currently? Holton replied, currently we have 27. Safdie asked, do you anticipate a greater number of students participating next year? Holton replied, so what we have is we have some kids with extended option. They can choose to stay till they're five right now. So we do think some of the 27s stayed with Baby Birds so they could have services through the summer and then are planning to come to the school age program in August. Some families are not planning on that, so I think we're going to see a difference in some kids are going to go to a different program like the school age program. Some kids are going to stay at Baby Birds and then the kids that stay at Baby Birds, we going to try to get them as much services that they've had. Similar to what they've had in the past, but eventually our hope is that if we can serve every kid for two and a half hours instead of five we can double the number of kids that are getting that service, because right now we have kids on a waiting list that can't come, because we don't have a spot. Boston asked, so we do have a waiting list? Holton replied, they stopped enrollment when all of this started. Boston replied, and you really won't know what the program will actually look like until you get those evaluations. Holton replied, so I met with them, me, Mr. Stepp meet with them yesterday and they said okay what hours are you going to be open? I said I'm going to be open Monday through Thursday 2 and a half hours each day. They said, well how many kids do you want? I said I will serve whatever kids you give me. Whatever amount of time you tell me, 5 hours if you tell me three, if you tell me one. She said other places are saying we're only serving kids an hour and a half. We are leaving it up to whatever that IFSP team decides that is best for that child. Then that's what we're going to do. Stull asked, so will all of this then be decided when the new session rolls over in July? Holton replied, so we had a meeting yesterday, today we have another meeting tomorrow with the service providers and different staff with TEIS and the goal would be that all families would meet as with an IFSP team meeting in the month of June. So the decisions are made to start July 1. Boston asked, are you comfortable with this transition? Holton replied, I think that I'm doing the best with the parameters I'm given. I think that I still am trying to give every kid that can get the services get services. I think that you know we're doing the best we can and I think that we are continuing to keep the validity of the program that we have now. We want it to be good services and I think that we are continuing to do that even with the number of parameters that we've been given. Boston replied, if you find after those evaluations are given to you and you have more, we would welcome you to come back before this board if we can help. Hamby replied, so madam chair, with the discussion I don't think we need a vote. Sounds like they. Boston replied, I think you've got it well in hand. Hamby continued, I will withdraw that. Boston replied, thank you. Thank you for the information that was my goal. I wanted information, because I really hadn't heard exactly what was going on. So thank you. Safdie replied, thank you for raising that question.

Motion to approve AP and Above Salary Scale.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Safdie

Yes: 7, No: 1 King: No

**MOTION: Motion Carried**

11. \*Proposed Budget(See Exhibit #7) Boston replied, next on the agenda is the actual budget. Has everyone had the opportunity to review this budget in depth and with all your heart and soul? Hamby replied, I think our eyes are crossing, because the numbers. Boston continued, I think we've talked it to death. Does anybody have a question? Do we want, I think Mrs. Bray has been practicing to go through this yet again, haven't you? Bray replied, yes. Boston replied, is that necessary or do we have specific questions? Safdie replied, I guess the question that I have is it necessary for the public? To have our meetings, our budget meetings in the past been sufficient enough to inform the public of what we were doing? Boston replied, I've received several communications that now that we are videoing all of our committee meetings. That several people have watched this budget, have looked at it. Yes sir. Stull replied, I've had several comments to that as well, that they have been watching the budget meetings. Boston continued, so I think our public has been, those that are interested have been well informed. Hamby replied, yes and I've heard the same comments, but now that we are videoing. Boston replied, we can do this one of two ways and I'm open either way. This budget came out of a Budget Committee and I think most of us were in attendance for the majority of those. I think we had good attendance on those. We can ask specific questions or we can have Mrs. Bray go through it and hit the highlights and I'll do it either way you want to do that. Nichols replied, she wouldn't have to go through it again. She's gone through it so many times. Hamby replied, exactly. I think if someone's got a specific question, go ahead and ask that specific question, but I think Mrs. Bray has went over and like we said, the public has been very informed. Anybody can go online and print it out. Boston replied, Mrs. Bray does not want to give me the opportunity to start asking question. She does not. Stout replied, the only thing that I was going to ask is if she could just hit on the sheets that just had the most recent changes from the last Budget Committee Meeting. Bray replied, I think on the AP and Above Salaries. So that's going to hit your principal page and then your supervisor pages. All those salary lines for the certified supervisors. Boston replied, and on page 28, Kim you've still got your box truck on there. Bray replied, I took it out of the total. I saw that, but I've taken it off my copy now. Boston replied, that's the only thing I saw. Bray replied, and then the aviation. We took the four scholarships, knocked that down to two and that's the only changes that I made. Safdie asked, the box truck, what line is that? Bray replied, on the very last page on capital outlay. Boston replied, line 799. and that is just your school and department needs that we give out each year. Go to page 28. Stout replied, from what I see, the dollar amount changed, but the comment just hadn't been removed. Boston replied, that is correct. Bray replied, that's on me. Boston replied, that is correct. Safdie replied, so we crossed out the one box truck. Boston replied, that's it. I mean I just saw that, because I didn't want it going out. Bray replied, well I caught it today just before I walked in. Boston replied, I did to. Those are the only changes that have been made since our last meeting. Any other questions? Stout replied, yeah quick question. I know on page 28 under the building improvements line 707, we had the balance on CCHS and then we listed Homestead in the comments there and we had that at zero. What was the intent with that? Are we going to if that full balance doesn't go to CCHS, it stays there in that line for Homestead or were we going to talk a little bit about funding that line for Homestead? Boston replied, I think at this point we really don't know what we're funding. The money for the fencing is in the current year's budget and I think that is as far as we have gotten on that. We wanted that Homestead to be there and if at a later date, we want to move some money into that Homestead line, if we have outcomes money that come in, we can always put it there. We can put it there as the need arises. That was my thought. I don't think we were specifically funding anything since the fencing was in the current budget. Stout replied, okay so once we land on the amount that's going to fencing and possibly moving the playground if it's going to be more than what's left from the martin electric on this years, then we would need to be looking to fund that line? Boston replied, transfer money. You can do a resolution and once the County Commission approves this budget and the state approves this budget, you can if we were to receive a gift from the state, let's say. Then you could always vote and do a resolution that the money go in there earmarked for Homestead. Safdie replied, I really look forward to gifts from the state. Boston replied, you never know. The outcomes money was a gift and we put it to very good use. Any other questions? Stout

replied, so I wanted to hear from Mr. Stepp. I know he's been going through this process with the Budget Committee. This budget looks very different than what he originally sent out to all of us. His recommended balance budget. So I just wanted to hear from him now that the changes have been made. Does he feel that with these changes we are indeed supporting the Strategic Plan that we have in place and he and the staff will be able to be successful in moving forward in our top priorities for next year? Stepp replied, yes. Stout replied, well that was one simple answer to a long question. Safdie replied, it's appreciated. Stout replied, okay. Boston replied, well you've kind of the best of all worlds. We've got a fund balance, not as much as we had last year, but with the restrictions that have been put on us, I think and the maintenance, we've got a very heavy maintenance plan. Some of the big items are being taken care of and I mean we've done the best we could do with the resources that we have and still have something just in case it rains. Stout replied, and it looks like with the certified we've closed the gap down pretty good to that \$50,000 minimum that we have to hit. So looks like we're about 34-25 away. When I was looking at that from where we need to be to hit the \$50,000 minimum by the deadline. Boston replied, yes and we've got Kim two years on that? Bray replied, yes. Boston continued, 2026. Stout continued, so that'll be a little less over the next couple years than what we've been looking at. Boston asked, okay any other discussions? Any comments? If not I'll entertain a motion to approve this budget. Let's get it out to the County Commission. Hamby replied, move to approve. Boston replied, so we've got a motion on the floor that we approve this budget. I'll entertain a second to. Safdie replied, so moved. Boston continued, so we've got a first and a second. A Roll Call was taken. Boston continued, so motion carries. This budget will go out to the County Commission. I think we propose it June 6 at 4:30pm. Did everyone get that date? We present our budget June 6 at 4:30pm to the County Commission, but this will give them about two and 1/2 weeks to review.

Motion to to approve the proposed budget.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Safdie

Yes: 7, No: 1 King: No

**MOTION: Motion Carried**

12. Old Business

13. Questions from Media

14. Adjournment Boston replied, so if no further business, I'll entertain a motion to adjourn. Hamby replied, I make a motion we adjourn. Safdie replied, second. Boston replied, so we have a first and second to adjourn. A Voice Vote was taken. The meeting adjourned at 5:17pm.

Motion to adjourn at 5:17 p.m.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Safdie

Yes: 8, No: 0

**MOTION: Motion Carried**

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**William Stepp**  
**Director of Schools**

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**Teresa Boston**  
**Chairperson of the Board**

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on June 18, 2024.

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

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

**Board of Education**  
**May 23, 2024 6:00 PM**  
Central Services Board Room

The Cumberland County Board of Education met in a special session on Thursday, May 23, 2024 in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:00 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

**BOARD MEMBERS:**

Teresa Boston:	Present
Mr. Nick Davis:	Absent
Ms. Anita Hale:	Present
Mrs. Rebecca Hamby:	Present
Mr. Chris King:	Present
Ms. Sheri Nichols:	Present
Robert Safdie:	Present
Ms. Shannon Stout:	Absent
Ms. Elizabeth Stull:	Present

1. Call to Order- Ms. Teresa Boston (See above)
2. Moment of Silence/Pledge of Allegiance  
-Audrey Richard-HES  
-Emery Richards-HES- Ms. Teresa Boston- Boston led the board members in a Moment of Silence. After a moment of silence, Stepp led the audience in the Pledge of Allegiance. Boston advised, all the children that were scheduled to lead our Pledge of Allegiance got caught in the storm, so they will have to be reassigned to June. That's what I understand.
3. Welcome to Visitors - Ms. Teresa Boston - Boston advised, none of our high school students are here. I don't blame them. Welcome to all of our visitors. I understand we have got a house full and we appreciate everybody being here.
4. Special Recognition - Ms. Teresa Boston (See Exhibit #1) Boston advised, our special recognition. Mrs. Leslie Eldridge, you're doing the CTSO? Eldridge replied, yes ma'am. Whenever you're ready. Boston replied, take it away. Eldridge replied, good evening. The Career and Technical Education Department would like to take a few minutes and recognize our CTSO students. Of course, CTSO stands for our Career and Technical Student Organizations. These students that we are recognizing tonight have placed at either the state competition level or the national competition level. So they are a step above their peers in competitions. Dr. Eldridge called each school, club and student name to be recognized. See Exhibit #1 for the detailed clubs and student lists.

Dr. Eldridge introduced Miss Abby Grace Lowe, a sophomore at CCHS and currently the FCCLA Vice President of Community Service and Public Relations for the state of Tennessee. Miss Lowe gave the following closing remarks.

Good evening. I'm honored to speak tonight on behalf of my peers that are involved in various Career and Technical Student Organizations. First we would like to thank our teachers, administrators, supervisors, and school board members for supporting students involved in CTSO's in Cumberland County. Without your support, we would not have been able to compete, travel and experience all that these organizations have to offer. I personally have had the opportunity to travel all over the state of Tennessee, San Diego, California, Denver, Colorado and have plans to attend a National Conference in Seattle, Washington this summer. Traveling across the country would not have been possible without the financial support of our parents', the community and the Board of Education. I've also been recently elected to serve on the FCCLA State Officer Team I feel that these experiences have helped me develop my leadership skills and prepared me to enter the workforce as a confident, well-rounded individual. Thank you.

Stepp advised, next we'd like to recognize two excellent educators who reached a pinnacle in their life. They have earned their PhDs. So if Dr. Lauren Matthews is here and Dr Jerry Butram if y'all will come out front. Dr. Lauren Matthews got her doctorate in Curriculum and Instruction from South College and Dr. Butram got his doctorate in Music Education from Liberty University.

5. Roll Call (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 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?" "Boston and King certified by saying individually, I do."
7. \*Approval of 4-25-24 Minutes (See Exhibit #2) Boston advised, next on the agenda is approval of the 4-25-24 minutes. I'll entertain a motion to approve. Hale replied, move to approve. Hamby replied, second. Boston replied, okay so we have a first and second. Any discussion? No one responded. A Voice Vote was taken. Boston advised, motion carries. Minutes have been approved.

Motion to approve 4-25-24 minutes as presented.

**VOICE VOTE:** (mover-yes) Hale

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

8. \*Approval of Agenda(See Exhibit #3) Boston advised, next is the approval of the agenda. Hamby replied, I make a motion to approve. Hale replied, second okay. Boston replied, we have a first and a

second. Any discussion? No one responded. A Voice Vote was taken. Boston advised, motion carries. The agenda is approved at this time.

Motion to approve the agenda.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Hale

Yes: 7, No: 0

**MOTION: Motion Carried**

9. Acknowledgement of Elected Officials - Boston advised, at this time we would like to welcome our County Commissioners, our elected officials that are here. We've got Mrs. Stone, Mr. Patterson, and Mrs. Mull and we appreciate you being here and showing interest in this school district.

10. Community Comments - Boston advised, next on the agenda is Community Comments.

**Name - Kandi Newcome** 300 Old Grassy Cove Road Crossville, TN

Subject: Security Fence around the total boundary at Homestead Elementary School

11. School Board Reports - Boston continued, next on our agenda is our Committee Reports. Mrs. Stout is not here. So, unless someone else is going to do the TLN Report, we'll wait till next month.

11.A. TLN Report - Ms. Shannon Stout

12. Board Member(s) Report from Training(s) - Boston asked, did anyone attend any training that they would like to share? No one responded.

13. Legal Report - Mr. Earl Patton - Boston advised, then next on our agenda is our legal report and Mr. Patton. Patton replied, there is no meaningful updates to any of the pending litigation that the board is dealing with right now. Hopefully have something more for you next month.

14. Genesis Road Property/David Hill (See Exhibit #4) Boston advised, okay next on the agenda is the Genesis Road Property with Mr. David Hill and I think all of us have looked at this. What year did we get that property? Can you give us a little background on it? Patton replied, sure. 1926, I think is the date of the deed. Mr. Hill is here and you know it was deeded to the board back then by Rasmusstrand and you know Mr. Hill has pointed out that there may be some issues with the property description. I don't believe that that affects the board's legal title to the property. The assessor's office has the entire 150 acre track value at \$703,000. It's approximately 150 acres. The 2 acre section that the board arguably owns, you know I think it would have to be surveyed to really have an understanding of exactly what this board arguably has. I pointed out to the board that Tennessee Code Annotated 49-6-2006 provides that the board has the power to dispose of any property, the title to which is vested in the board, further that if in the opinion of a majority of the board members, a negotiated sale will realize the best price obtainable for any property. The board shall advertise in the newspaper of general circulation in the county that the property is for sale and a negotiated sale shall not be completed until 30 days after the publication of the legal notice and the board shall by majority vote of the members at a regular meeting approve and record the price and name of the purchaser of any property so sold. There are two other options in the law that the board has with regard to disposing of real property that it owns.

One is by an internet auction and the other is that the board has the authority to transfer that property to the county, but what I've expressed to the board is I don't believe that the board has the authority simply to just quick claim it, unless this board makes a determination that it has no value. Boston asked, and we got this property in 1926. Patton replied, yes ma'am. Boston asked, have we ever used it? Patton replied, no ma'am, not that I'm aware of. Boston asked, I mean, were aware that? Patton replied, I think at one time, I think there was some information that there was a school on the property, the Genesis School. Hill advised, I'm here to answer any questions that the board may have with regard to this. It's my understanding in regard to that question. In 1926 the property was conveyed from Mr. Strand to the County Board. That deed was actually recorded in 1933. 7 years later and I don't understand that. The property apparently was used as my father told me that there used to be a school there. Boston asked, in the 30s? Hill replied, I don't know. I mean, my dad, there used to be a school there. The other thing, I guess there was, in other words. I believe my father. I don't know how long it was there. I don't know when it was shuttered, but it was eventually apparently closed. Everyone in this room isn't even aware that there ever was a school there, but my father passed 20 something years ago, but while he was a live obviously he told me there was a school there. So that's all I know about it. In response to that question. Nichols asked, is there physical building on that? Hill replied, no ma'am. Nichols replied, nothing is on it. Is it usable? I mean is uphill, downhill? Hill replied, it's flat and with respect to the comment on the deed there is a question there also. So if you look at the description itself, it's interesting because it speaks two hickory trees and oak saplings and fences and all these other things that, and a road that I guess was the Genesis Road as it appeared in 1926, which isn't the same Genesis Road that's out there today and so I think Mr. Patton is accurate to the extent that reformation through whatever proceeding this body chooses to establish the closure of the title. That then there would need to be some decision through surveyors looking at it to figure out as of today what does that look like. Boston asked, where is it? Hill replied, where is it? Nichols asked, how much does it cost to have a survey done? Boston replied, more than the properties worth? Hill replied, I would deflect that one. (Audio) Safdie asked, and how long has Mr. Hill been paying for the taxes on it property? When did it come in possession of your family? Hill replied, my father took a 4/5th interest title in that property sometime in the mid 50s. Boston replied, it was 50, 56. Hill continued, 55, 56, something like that and there was a group of gentlemen that were friends of his that had other ownership interest in that. I think it's unique that they had fifths anyway, so in any event, ultimately in the 60s it was David Shaffer's father and my father that owned it. David Shaffer's father owned 1/5th and my father owned 4/5ths. In the '90s those were transferred separately to Mr. Shaffer and me. Safdie replied, so basically for almost. Hill replied, 55 over 55 years sir. Safdie continued, actually 50 plus 24 almost 75 years that your family has been paying taxes on that property. I find no value in the property at all and I think maybe the first step is to surplus the property. I'd like to make a motion to surplus that property and declare and then after that I will declare the value of the property would \$200 an acre be an appropriate? Hill replied, that would be a total of \$400. If assuming there's actually two acres there. Safdie asked, would that be reasonable? Hill replied, I can agree to that tonight, sir. Safdie replied, so let's make a motion. I would like to make a motion to cease the property. Is there a second? Boston asked, is there a second. Boston replied, I'll second. Nichols replied, I agree. Boston asked, is there any discussion on this property? No one responded. Boston continued, if not let's go ahead and do a Roll Call. A Roll Call Vote was taken. Boston advised, the motion carries. We now have surplus 2 acres. Safdie replied, I would like to make a motion to transfer the property with a value of \$200 an acre to Mr. Hill. Hill replied, yes sir. Well it would actually and the note the letter indicates exactly who is the 4/5th owner and the 1/5th owner and I think it would go over equally to the owners of the larger track in which this was parked out, so many years ago and that would be my wife and me as written there. My wife and myself on the 4/5th, Mr. Shaffer on the 1/5th. Hamby asked, so would be split up as 4/5ths and 1/5ths that \$400 would, if there's two. Hill replied, I will pay the \$400 and we'll go collect from Mr. Shaffer. Collect the 1/5th of that. Boston replied, okay you have a motion to. Safdie replied, to sell the property. Nichols replied, Mr. Patton has the look on his face. Patton replied, well I'm sorry I was waiting for the right opportunity,

but just for the record that's a negotiated sale that you're talking about. Boston replied, which has to be published. Patton continued, it has to be published, so if the board intends to do that, just I mean we'll do the legal work that needs to be done, but according to the statute that has to be published. Safdie asked, well what does, since the value of the property is? I made a nominal motion \$200, because back in 1950 that property probably didn't have a value of \$200. Patton replied, well Mr. Safdie we're not dealing with that many years ago. I mean this board, I don't know, you know I understand what you're saying and this board has the authority to deal with this property in whatever way this nine member board decides to, but you've got some legal hurdles that you've just got to get over. Boston asked, is that TCA code that instructs us? Patton replied, yes, 49-6-2006. Hamby asked, it would be published and then once it has ran its course, then we proceed with what we're doing? Paton replied, that is correct. Hamby continued, as long as there is no objection from anyone. Patton replied, that's correct. Hamby continued, so I mean. Patton replied, as I read the statute. I think that's all that has to be done. Boston replied, let's make a motion to turn the matter over to Earl to. Nichols asked, can we acknowledge Mrs. Stone. Boston replied, oh I'm sorry. Stone replied, I'm just wondering if you could change the terminology from a negotiated sale to transfer for the property to the current owners instead of a negotiated sale. Boston replied, we are the current owners. Stone replied, no I meant to the property owners like the railroad when they sold the property you have the right to buy the property that adjoined your property, but the word negotiated sale sounds like somebody else could offer on it. Boston replied, well that's the way the statute reads that's what I'm trying to. Hamby replied, okay hold on, hold on. You're our legal counsel. Patton replied, I am. Hamby continued, you need to. Safdie replied, okay I withdraw my motion. Boston replied, can we make a motion to turn this matter over to Mr. Patton as legal counsel, so that he can follow the guidelines. Patton replied, sure. Boston continued, to get this property sold. Whether it has to be published and then once it's published Mr. Hill you can bid on the property, as published. Patton replied, no. That's not what it says, okay. Again, if the board, if in the opinion of a majority of the board members, a negotiated sale would realize the best price obtainable for the property, which is what I'm hearing you say. Boston replied, yes sir. Patton continued, the board shall advertise in a newspaper of general circulation in the county that the property is for sale and a negotiated sale shall not be completed until 30 days after the publication of the legal notice. Boston asked, so all we have to do is file notice? Patton replied, correct. That's what I'm telling you. Boston replied, okay I'm a slow learner. Safdie asked, so can you recommend a motion? Boston replied, we've kind of negotiated a price here. You're fine with that price. Hill replied, I took it. Boston continued, so I'll make a motion that we have a negotiated sale that shall be published 30 days and then the property shall be transferred to Mr. Hill and Mr Shaffer. Is that okay? Patton replied, that's fine, yes. Hill replied, point of order. You're in a motion. I'll wait. Hamby replied, second. Boston replied, let's go for discussion. Mr. Hill replied, thank you. With respect to the dollars per acre. I would request that it's \$400 to transfer whatever right title and interest you may have in the property that's reflected in that deed, because setting it per acre I think we all agree we don't know how much is out there and therefore, by couching it in terms of whatever you got in this deed you're selling it to Mr. Shaffer and me for \$400 and I would request that be how that is couched in your documentation. Hamby replied, I agree. Safdie replied, that's fine. Hamby asked Patton, and you will take care of all of that. Patton replied, yes ma'am. Boston replied, that's discussion. Do we need to reword a motion or do you think I'm sufficient. Patton replied, no. I don't think you need to reword your motion. I think that my understanding was that the agreement was for \$400 to be paid for the interest in that property. Boston replied, and then it be published in the paper. Whatever it needs to be done. Patton replied, correct. Boston continued, at the end of 30 days you can complete the transaction. Patton replied, well I can't sign on behalf of the board, but yes. I can prepare the paperwork. Hill replied, I'll help. Boston asked Webb, did you get that motion? Webb replied, yes. Boston continued, okay it involves financial. Are there any further discussion? A Roll Call Vote was taken. Boston advised, motion carries and see that man down there. Hill replied, that it'll be published and at the end of the publishing period, if no one objects to that proposal, then the transaction sir. Patton replied, correct. Boston replied, perfect.

Motion to surplus that property and then after that I will declare the value of the property \$200 an acre. I make a motion to cease the property.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Boston

Yes: 7, No: 0

**MOTION: Motion Carried**

Motion to transfer the property with a value of \$200 an acre to Mr. Hill.

**VOICE VOTE:** (mover-yes) Safdie

**MOTION: Motion Withdrawn**

Motion to have a negotiated sale that shall be published 30 days and then the property shall be transferred to Mr. Hill and Mr Shaffer.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

15. Director's Report- Mr. William Stepp - Boston advised, next on the agenda is our Director's Report.

15.A. \*Personnel Recommendations (See Exhibit #5) Stepp replied, first item is our personnel recommendations. We do this every year, at this time. Boston replied, I'll entertain motion to approve the personnel recommendations. Safdie replied, so moved. Hamby replied, second. Boston replied, so we have a first and second. Any discussion. No one responded. A Voice Vote was taken. Boston advised, motion carries.

Motion to personnel recommendations as presented.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

15.B. \*Strategic Compensation/Differentiated Pay Plan (See Exhibit #6) Stepp advised, next is our differentiated pay. This is done every year using a teacher committee. Boston replied, I'll entertain a motion to approve the differentiated pay. Nichols replied, I'll second it. Boston replied, okay so we have a first and second. Any discussion? Safdie replied, I would just like to say that budget process that was used as well as the other processes that we're going to improve was just phenomenal and thank you. Thank the board for all the work that it's done. Boston replied, I have one question. Is it listed on here what you might say stipend, bonuses that we give to hard to fill positions? Have we added counselors? Stepp replied, yes. Boston replied, thank you. Any other discussions, questions? Webb asked, who made the motion? Boston asked, Safdie did you make the motion. Safdie replied, yes, I made the motion. A Voice Vote was taken. Boston advised, motion carries.

Motion to approve the differentiated pay as presented.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Nichols

Yes: 7, No: 0

**MOTION: Motion Carried**

15.C. \*Request to Accept Project RAISE Grant (See Exhibit #7) Stepp advised, the next is request to accept the grant Project RAISE Grant. This is through our Special Education Department and it's \$9,999 used for recruitment and retention of school psychologists and counselors. King replied, madam chair, move to approve. Hamby replied, second. Boston replied, so we have a first and a second. Any discussion? No one responded. A Voice Vote was taken. Boston advised, motion carries.

Motion to accept Project RAISE Grant.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

15.D. \*Approval for No Kid Hungry Grant (See Exhibit #8) Stepp advised, next is the approval for the No Kid Hungry Grant. This is for this summer and it's just additional money to supplement wages

for all the summer staff that work all summer. Hamby replied, I make a motion to approve. Boston asked, how much is that grant? Boston replied, I'll second. Kathy Hamby replied, it could be up to \$5,000. Boston replied, okay that's the one that was up to \$5,000. Okay, thank you. So we have a first and second. Any discussion? No one responded. A Voice Vote was taken.

Motion to accept the No Kid Hungry Grant.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Boston

Yes: 7, No: 0

**MOTION: Motion Carried**

15.E. \*CPR Agreement with American Red Cross (See Exhibit #9) Stepp advised, next is our CPR agreement with American Red Cross. We used to be with the American Heart, but we try to stay in step with the hospital. So this would be moving to the Red Cross. Hamby replied, I make a motion to approve. King replied, second. Boston replied, so we have first and second to approve the American Red Cross Agreement. Any discussion? No one responded. A Voice Vote was taken. Boston advised, motion carries.

Motion to approve the American Red Cross Agreement.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

15.F. \*MOU between CCSS and ETCH for Telehealth Services (See Exhibit #10) Stepp advised, the next is the MOU between Cumberland County Schools and ETCH for the telehealth services. This is not the grant that y'all approved that we could apply for, but this is from the East Tennessee Children found it and they said they would support two schools this next school year. Boston asked, what schools are those? Stepp replied, South Elementary and Cumberland County High School. Stone Elementary and CCHS, but this is not the matching grant that y'all approved for us to apply for. Hamby asked, this is just the agreement between us and East Tennessee Children? Stepp replied, they're going to support Stone and CCHS this next year with this. Hamby asked, so we would not be out? Stepp replied, no money this year. Safdie asked, and there's no obligation for us to continue that? Stepp replied, no, this is a MOU just for this next school year. Safdie replied, thank you. Hamby replied, as pretty much as a trial to see how this works. Stepp replied, pilot, yeah. Hamby replied, pilot program. Boston asked, do I have a motion? Hamby replied, I'll make a motion we approve. Safdie replied, I'll second. Boston replied, so we have a first and a second to approve the MOU between Cumberland County School District and for TeleHealth Services. Hale replied, I have some questions. Boston replied, okay yes ma'am. Hale continued, how is this grant going to work? Stepp replied, this isn't a grant, but they're going to have these, well I'll let Mrs. Polson explain the process again. Polson replied, so East Tennessee Children's is going to work

with these two schools and pilot the telehealth. They're going to provide us with the equipment we need as of right now on borrow until we know whether that grant goes through. If the grant goes through, then it will significantly help us throughout the district, but this will allow us to pilot and get started working through the process of training everybody on up. Hale asked, so will it be like they're on television? You know, they're on a television. What will happen if there's other children in the nurses station at this time? Polson replied, that's a thing that we're going to have to work through. We'll probably have the other children sitting outside or in a waiting area and then them online with the provider. Hale asked, but how would this, I mean if the nurse is tied up with one student, then all these other children are just waiting. Does that happen already? Polson replied, I mean you can only take care of one person at a time. Hale replied, yes ma'am, yes ma'am. Polson continued, so you know that's kind of how it is. It just going to take, until we get used to it. It'll take a little while, but they are going to give us some support at first and we'll side by side run the program with us and then as we learn the equipment and the needs of the position then it will go faster. Hale replied, okay. Hamby replied, I have been in a few schools close to the nurses station and there's always kids lined up. Stull asked, how much extra time is it going to take per child to see through the telehealth? Polson replied, well it's going to depend on how quickly they'll get to see them. So East Tennessee has given, they have more dedicated services just to telehealth as of this Spring. They hired a person just to telehealth, so it's going to be quicker to see them. Before you have to make an appointment just like you would on any teledoc. You make an appointment, then the kid would have to wait until that appointment time, but now it's going to be a little bit quicker. Stull asked, and how many schools or clinics is this dedicated doctor servicing? Polson replied, I have no idea, because it would be probably the region, east region, but they assured me that it would be a pretty quick. They would not be waiting for a lengthy period of time and I've talked to several different bordering communities. Fentress County has telemedicine with East Tennessee Children and they love it. Love it because you know it's going to help with chronic absenteeism. It's going to help with you know the kids that cannot get service any other way. Stull asked, what about from a liability standpoint for the nurses who are actually administering the tests to the children versus the doctor on the other end and what's that liability for us here? Polson replied, far as liability they assume liability because they're the diagnostician. I can perform the procedure and we have insurance that covers them, umbrella insurance, but then on the other end they're the diagnostician. It's essentially their responsibility to diagnose and treat. So they would assume liability on that. Stull replied, I guess one of my concerns is the fact that we're education. We're not the doctor's office, we're not the ones treating these kids for whatever it is that they're coming in for and I feel that that starts to go ahead and blur the lines with bringing in a doctor's office through a video and the parents aren't present for that. Whether or not. Polson replied, the parents can be present online as well. Stull continued, they can, but they may not be and you're having to coordinate that then with the doctor's office, the parent and your office with the nurse that's seen however many kids who's waiting to be seen, because you've got to go ahead and coordinate between telehealth and the parent as well. I mean we're like I said we're education and I feel that that's where we really should stay is in. Safdie asked, how would that be different from the school nurses who are currently employed by our school system providing services to the children that come to the nursing station? Stull replied, well it's providing additional services that we do not offer, that we cannot offer without a physician's oversight with those children. Safdie replied, how do you, let me ask one more question, because you brought up a good point and it's worth discussing. Parental permission to see a doctor. How is that going to happen? Polson replied, the parent will sign up for the services, then if they need them during the year, then they'll call the parent before we see them. They'll have the option to be online at the same time. So I can be at work, see my student and what the doctor's seeing at the same time. Like a zoom meeting. Safdie replied, so your parents are going to be given an opportunity to sign on to that service and then you're going to or the service is going to contact the parent if the child is sick or needs some sort of,

what would we call it, medical service? Polson replied, right. Safdie continued, some type of diagnostic or something. I got a stomach ache and so they talk to, they want to go to this ETCH TeleHealth Service, but before they would walk in or as in the office then the parent would be called. I think that's pretty reasonable. Hamby replied, I have spoken to some like in Fentress County and they absolutely and it works great for them, because I've had questions also. I've had questions presented to me. I've had you know and so and it was a learning curve, but once it was learned and I myself do telehealth appointments with my doctor. So I love telling. Safdie asked, how do you, I received one email from a concerned constituent that said in the email how do you handle privacy? How is the privacy issue handled? Polson replied, well I mean just like you would handle any privacy issue. Once you close the door, you're behind doors with a provider at one time. Safdie asked, is there any difference between that kind of privacy and youngster coming into your regular nursing station. The door is closed and. Polson replied, well they triage pretty fast when they come in on a normal basis, but if I were going to see a physician I'm going to shut the door so that way there is nothing said that everybody else can hear you. Safdie replied, so you don't see that type of privacy an issue? Polson replied, I don't see it as an issue. Safdie replied, thank you. Hale asked, what about the parents that will just send their child to school, because they're not feeling well and they'll say oh well you can go to school because the doctor will be there to check you out? Polson replied, honestly they already do that. They send to the school and at 7:45 they are already in the clinic, but you know think about it in a different light. You're looking at a kid who if they get services from telemedicine, then it's an early on treatment. They're not spreading two or 3 days and then going to the doctor. You know it's getting them services earlier than they would have otherwise and again I do not want to take away from a primary care physician. If they prefer their primary care. I want them to go to their primary care, but this is just an additional service that maybe it will help some of the kids that do not have access. Stull asked, what about from a liability standpoint of you know there's rapid strep tests and what if they're not always 100%. What about the fact that you know it comes back it's negative and yet that child is positive and they've been sent back to the classroom, because well your strep test is negative and that ends up spreading to all the other children, because you know weren't sent home instead and sent to a doctor? Hamby replied, if they get a negative test at a doctor they're not put off from school. Stull replied, no not necessarily, but they've been taken out of school to go see the doctor. Hamby replied, they come right back to school. Stull replied, they may come back, but they may also stay home, because the parent still has the ability to keep them home at that point too. If they're still not feeling good. Safdie replied, I've got a question to add to that sort of just playing off what you said. Do you ever get kids that come to school with a fever, because their parents send them to school? Polson replied, children who may have had ibuprofen before they to school and develop a fever while they are at school? Safdie replied, that's my point. They come to school anyway. Polson replied, and again this is a pilot. We'll see if it works, see if it's a benefit to our kids and go from there. Stull asked, have they said anything as far as after this year what would it look like as far as if it rolled out into other schools what would our costs be? Because this year we're not having to incur any cost from it, but what about you know, we've got all the other schools not just these two? So what would that look like? Polson replied, without the grant it' be \$10,000 for school as of right now, but if they have funding, grant funding on their side, then they would extend that to us as well. So sometimes they'll have grant funding that they can help us with, but I'm hoping that we get the grant which will help us with the actual equipment. Safdie replied, let me ask one more question. Again, that was a good point that you made. So are you saying that this telehealth service even if there was no grant and we opted to implement it, it would only cost us \$1,000 a school? Polson replied, 10,000,000. Safdie replied, my hearing aid didn't work. Boston asked, has that answered all of questions medicines. Nichols asked, medicines are not going to be like pain meds, nothing like that. Polson replied, anything that they gave them would be sent to their pharmacy for their parent to pick up. Nichols replied, got it. Polson continued, so you know that would be, but they would have their antibiotic

soon as home or whatever they is. Stull asked, is there a list of things that only the things that they're going to be treating or is it a wide range? Polson replied, it would just be Urgent Care like if you were going for an Urgent Care Clinic. So it's not going to be anything extensive, but it you know urgent care. Nichols replied, right got it. Thinking that it saves money and time for them, time missing from school. Boston asked, well they do bill their insurance right? Polson replied, they will bill their insurance and they'll have a co-pay like for my child, I would have a co-pay. Just like I was seeing a teledoctor on my insurance. Boston asked, who do they give that copay to? Polson replied, it will be the Tennessee Children. They'll do all of the billing. All of the receiving, all of that is theirs. All my nurse is going to do is facilitate the appointment, like a nurse with in a doctor's office. Hamby replied, the students on TennCare, they don't have a copay. Polson replied, right. Hale replied, so it's just like it would be like instead of the nurse calling the parent and say your child's very sick, you need to come pick them up. They will already get diagnosed right there at school. Polson replied, that is the goal, yes and if they positive for strep you know I may look at their throat and ehheh and they don't have a temperature, but if we're doing a strep screen, then I'll know whether they have strep or not. Safdie asked, are there hours? Polson replied, ,school hours. Safdie continued, school hours, so it's it's 8 hour day. So basically we'll have if this is approved we would have a physician call for 8 hours a day and the charges for their services would be billed to their parents. This is not a free service, it's only a service that we incorporate in our schools. Giving parents an opportunity to have a doctor or physician. (Audio) Hamby replied, with the pilot program it's going to allow us to see how much extra work it's going to put on our nurses and if it's worth it. King replied, call the question. It's time to vote. Boston replied, I understand. Safdie replied, I think she explained it pretty well. Boston replied, well I just want to make sure everybody understands and they have their opportunity to ask the questions they need. Any further discussions? No one responded. A Voice Vote was taken and then a Roll Call Vote for clarification. Boston advised, motion carries.

Motion to approve the MOU between Cumberland County School District and for TeleHealth Services.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Safdie

Yes: 5, No: 2 Hale: No,  
Stull: No

**MOTION: Motion Carried**

#### 15.G. Renewal of SPED Contracted Service

##### Agreements

(See Exhibit #11) Stepp advised, next is the renewal of the Special Education Contract Service Agreements that we do each year. Boston asked, can we can we just lump some these? Stepp replied, yes. Hamby replied, it doesn't have an asterisk. Do we have to vote on these? Boston replied, yes. Stepp replied, 15g, all items of 15g. Boston replied, right, I'll make a motion that we approve all items of 15g Contracted Service Agreements. SLP S Seiber, SLP C Hamilton, Stellar Therapy Services, Sidekick Therapy, OT-K Henderson, Behavioral Services - Easter Seals, LBJ & C, TEIS Baby Birds. Hamby replied, I'll second. Boston asked, any discussion? No one responded. A Voice Vote was taken. Bostin advised, motion carries.

Motion to approve all items of 15g Contracted Service Agreements. SLP S Seiber, SLP C Hamilton, Stellar Therapy Services, Sidekick Therapy, OT-K Henderson, Behavioral Services - Easter Seals, LBJ & C, TEIS Baby Birds.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

15.H. 142 Budget Summary (See Exhibit #12) Stepp advised, next is 142 Federal Budget Summary. All these items go through Tennessee Department of Education for approval. Boston replied, and we do have to. This does not have an asterisk, but we are required to approve these. Any questions? No one responded. Boston continued, I'll entertain a motion to approve. Safdie replied, so moved. Hamby replied, second. Boston replied, we have a first and a second. Any discussion? No one responded. A Roll Call Vote was taken. Boston advised, motion carries.

Motion to approve the 142 Federal Budget Summary.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

15.I. 143 Budget Summary (See Exhibit #13) Stepp advised, next item is the 143 Budget Federal and some State. It's Central Cafeteria Fund 143 Budget Summary. Boston replied, okay I'll entertain a motion to approve. Hale replied, move to approve. Hamby replied, second. Boston replied, so I have a first and second. Any discussion? No one responded. A Roll Call was taken. Boston advised, motion carries.

Motion to approve the Central Cafeteria Fund 143 Budget Summary.

**VOICE VOTE:** (mover-yes) Hale

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

15.J. School Update

15.K. Annual Planning Calendar (See Exhibit #14) Stepp advised, next item is the annual planning calendar.

15.L. FYI (See Exhibit #15)

15.L.1. Attendance Report Stepp continued, for your information is the attendance reports.

15.L.2. Personnel Report Stepp continued, personnel reports.

15.L.3. Substitute List Stepp continued, substitute list.

15.L.4. School News Articles Stepp continued, school news.

15.L.5. School Calendar of Events Stepp continued, school calendars and that's all the director's reports. Boston replied, thank you.

16. \*Approval of Board Recorder Boston replied, okay next on the agenda is item #16 approval of board recorder. Mrs. Tabitha has turned in her resignation. She's got a lot going on with her family. We hate to see her go. We love Mrs. Tabitha. Hamby asked, what if we deny your resignation? I'm kidding I would not do that. I'm just kidding. Boston replied, I don't know that there's an option there. Mr. Jason McGhee, who also works in the technology department, has a desire to take this position and this position it works for the board, is employed by the board. So I'll entertain a motion. Hamby replied, I'll make that motion to place Jason McGhee as our recorder in place of Mrs. Tabitha. Boston replied, and this will take effect July 1st. Safdie asked, do we need a motion to accept her resignation? Boston replied, no. We've already had this conversation. So I've got a first. I need a second. Hale replied, second. Boston replied, okay so I have a first and second. Any discussion? Hamby replied, I will say Tabitha, you will be missed as our reporter. You do an amazing job and you will continue to be in our thoughts and prayers. Boston replied, but Jason I know you will do a great job. Hale replied, Jason will do really well. Boston continued, she's just prettier. Hamby replied, you've got big, big shoes to fill. Boston continued, since this involves finances, I'm going to do a Roll Call. A Roll Call Vote was taken. Boston advised, so we have not accepted Tabitha's resignation and we have placed Mr. Jason McGhee in that position. Thank you Jason.

Motion to place Jason McGhee as our recorder in place of Mrs. Tabitha. Effective July 1st.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Hale

Yes: 7, No: 0

**MOTION: Motion Carried**

17. School Board Committees Boston advised, next on the agenda is School Board Committees. Mrs, Rebecca if you will lead us off.

17.A. Policy Committee - Ms. Rebecca Hamby - Hamby replied, we had nothing this month and so we will move right on to June. I think we may have something, but right now we have nothing. Boston replied, okay, so we had no policies.

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

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

17.B. Arts, Athletics and Activities Committee - Mr. Nick Davis - Boston advised, Athletics Committee. We had nothing, did we? Hamby replied, nope. Boston replied, because Mr. Davis is not here to give that report.

17.C. Budget Committee Meeting - Ms. Teresa Boston - Boston advised, next would be our Budget Committee Meeting Report and there's a lot to report, but the main thing is we have worked, we have met and the board has approved and submitted I hope a budget to the commission. We present that budget on 6-6 at 4:30. That's all I'm going to report.

17.D. Building and Grounds & Safety Committee - Mr. Robert Safdie - Boston advised, Mr. Safdie, Building and Grounds Committee. Safdie replied, nothing to report. Boston replied, nothing to report.

18. Chief Financial Officer's Report

18.A. Monthly Financial Report (See Exhibit #16) Boston advised, Mrs. Bray. Bray replied, well the year is winding down. We've got a couple of more months and we're still where I feel like we need to be. Our revenues are at about 80%. Expenditures at 74.47%. Is there any questions on the actual financial statement? Boston asked, is that where you would expect us to be? Bray replied, yes ma'am. We've got 10 months in, two months to go. Safdie asked, is that a smile on your face? Bray replied, absolutely. Can you tell?

18.B. Monthly Sales Tax Report (See Exhibit #17) Bray continued, next up is the Sales Tax Report and as we have known all year, we are not going to achieve what was budgeted, but we're still running ahead of last year. We were pretty close for the month. We're only about \$12,000 off, but we're still going to be behind for the year. So we will not achieve what was budgeted, but like I said we are ahead of where we were last year. Boston replied, so the reflection is actually April or is it? Bray replied, well actually, it's two months from that, back. Boston replied, okay. I knew that was part of it. Bray replied, I know it's a little tricky. If no questions there, we can start through this lovely pile of budget amendments.

18.C. \*141 Budget Amendments (See Exhibit #18) Bray replied, and all I can say is tis the season. Basically all of these are except for a few are just cleanup amendments. The first one we'll start with is our CTE General Fund. This is just moving some money around. Basically, what I do this time of year with all the departments, we look and we make sure that all of our budget lines will be positive at the end of the year and any adjustments that we need to make. That's what we're doing. The first one is CTE. You want me to do all the 141s at one time? King replied, madam chair move to approve 18.c, 18.d, and 18.e in its entirety. Hale replied, I have a question. Boston replied, we need a second on this motion. Safdie replied, I'll second. Boston replied, okay discussion. Hale replied, I was just going to ask Mrs. Bray you always talk about cleanup. Cleanup, what do you mean by cleanup? Bray replied, basically anytime a budget it's just a projection. Sometimes you're going to be over in certain line, sometimes you're going to be a little short, so you have to move money from one line to the other, because at the end of the year you can't have any negatives in any of these lines and what I do instead of doing this each as we go I just waited till the end of the year. Basically what the county does, that's the same process that they use and we're just doing it all at one time. Instead of boring you guys every month with it. Hale replied, thank you. Boston asked, okay any other questions? No one responded. A Roll Call Vote was taken. Boston advised, so all of the 141s and 142s, I'm assuming 143s are approved. King replied, yes.

Motion to approve 18.c, 18.d, and 18.e in entirety.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Safdie

Yes: 7, No: 0

**MOTION: Motion Carried**

18.D. \*142 Budget Amendments (See Exhibit #19) See 18.C. for detailed discussion and vote.

18.E. \*143 Budget Amendments (See Exhibit #20) See 18.C. for detailed discussion and vote.

19. \*Consent Agenda (See Exhibit #21) Boston advised, next on the agenda is the consent agenda. King replied, madam chair move to approve the consent agenda. Hamby replied, second. Boston replied, so we have first and second on the consent agenda. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve the Consent Agenda.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

19.A. \*Approval of Overnight and Out of State Field Trips

19.B. \*Approval of Contracts

19.C. \*Approval of Grants

19.D. \*School Wide Fundraisers

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

19.F. \*Executive Approval

20. Old Business Boston asked, is there any old business. Stepp replied, I just like to let you know the the budget was hand delivered straight to the Finance Department and I've emailed the county mayor the electronic copies of that. Boston asked, did anybody smile or say where it goes. Stepp replied, yeah there was very positive comments, so it's good.
21. Questions from Media - Boston asked if there were any questions from the media. Jessica Ceballos asked, just a clarification about the newspapers role in the purchase or moving of the property for David Hill. What do you need from the newspaper? Patton replied, we will have to pay for publication, okay

to the chronicle and we'll get in touch with them to do a legal notice in the paper. Ceballos replied, okay, thank you.

- 22. Adjournment - Boston advised, I'll entertain a motion to adjourn. Hamby replied, motion to adjourn. Safdie replied, second. A Voice Vote was taken. The meeting adjourned at 7:09 p.m.

Motion to adjourn at 7:09 p.m.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Safdie

Yes: 7, No: 0

**MOTION: Motion Carried**

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**William Stepp**  
**Director of Schools**

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**Teresa Boston**  
**Chairperson of the Board**

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on June 18, 2024.

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

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

**(\* Indicates Board Approval Required)**  
**July 25, 2024 at 6:00 PM - Board of Education Meeting**

1. Call to Order

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Procedural Item

2. Moment of Silence/Pledge of Allegiance

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Procedural Item

3. Welcome to Visitors

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Procedural Item

4. Special Recognition

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Information Item

5. Roll Call

**Agenda Item Type:** Procedural Item

6. Declaration of Conflict

**Speaker(s):** - Mr. Earl Patton

**Agenda Item Type:** Procedural Item

7. \*Approval of Regular and Special Called Minutes

**Agenda Item Type:** Action Item

**Attachments:** (2)

- [May 21, 2024 Special Called Meeting](#)
- [May 23, 2024 BOE Minutes](#)

8. \*Approval of Agenda

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [Agenda](#)

9. Acknowledgement of Elected Officials

**Agenda Item Type:** Action Item

10. Community Comments

**Agenda Item Type:** Information Item

11. School Board Reports

**Agenda Item Type:** Information Item

11.A. TLN Report

**Speaker(s):** - Ms. Shannon Stout

**Agenda Item Type:** Information Item

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

**Agenda Item Type:** Information Item

13. Legal Report

**Speaker(s):** - Mr. Earl Patton

**Agenda Item Type:** Information Item

13.A. \*Genesis Road Property

**Agenda Item Type:** Action Item

14. DOS Evaluation

**Agenda Item Type:** Action Item

15. Board Evaluation

**Agenda Item Type:** Action Item

16. Director's Report

**Speaker(s):** - Mr. William Stepp

**Agenda Item Type:** Information Item

16.A. \*2024-2025 Meeting Dates

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [2024-2025 Meeting Dates](#)

16.B. \*Board Attorney Contract

**Agenda Item Type:** Information Item

16.C. \*CCEA & CCBOE MOU

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [MOU CCEA CCBOE 2025](#)

16.D. \*Request for District Funds

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [CCHS MS Soccer Request for Funds](#)

16.E. \*Approval of DHA Board Members

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [Approval of DHA Board](#)

16.F. \*Approval of District Testing Coordinator

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [District Testing Coordinator](#)

16.G. Bus Driver's Certificate of Completion Policy 3.400

**Agenda Item Type:** Action Item  
**Attachments:** (1)

- [Bus Driver Certificate](#)

16.H. SRO Annual Report  
**Agenda Item Type:** Action Item  
**Attachments:** (1)

- [Annual SRO Report for 2023-2024](#)

16.I. Stellar Therapy Renewal  
**Agenda Item Type:** Action Item  
**Attachments:** (1)

- [Stellar Therapy Agreement Renewal 24-25](#)

16.J. 3rd and 4th Grade Academic Data  
**Agenda Item Type:** Action Item  
**Attachments:** (1)

- [Academic Data](#)

16.K. Homestead Elementary Update  
**Agenda Item Type:** Action Item

16.L. School Updates  
**Agenda Item Type:** Action Item

16.M. Annual Planning Calendar  
**Agenda Item Type:** Information Item  
**Attachments:** (1)

- [2024-2025 Planning Calendar](#)

16.N. FYI  
**Agenda Item Type:** Information Item

16.N.1. Personnel Reports  
**Agenda Item Type:** Information Item  
**Attachments:** (3)

- [CCSNP Personnel Report](#)
- [CCSNP Personnel Report for July](#)
- [Personnel Report](#)

16.N.2. School News Articles  
**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Phoenix Newsletter](#)

16.N.3. School Calendar of Events

**Agenda Item Type:** Information Item

**Attachments:** (3)

- [CCHS Calendar](#)
- [Phoenix Calendar](#)
- [Stone Elem Calendar](#)

17. TSBA Evaluation Services for DOS & Board and Updating DOS Review

**Agenda Item Type:** Action Item

**Attachments:** (2)

- [TSBA Review Evaluation Services](#)
- [TSBA Evaluation Guidelines](#)

18. DOS Climate Survey Results

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [DOS Climate Survey Results](#)

19. \*Policy 1.101

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [1.101 Role of the Board of Education](#)

20. School Board Committees

**Agenda Item Type:** Information Item

20.A. Policy Committee

**Speaker(s):** - Ms. Rebecca Hamby

**Agenda Item Type:** Committee Report Item

20.A.1. \*Approval of First and Second Reading of Policies

**Agenda Item Type:** Action Item

**Attachments:** (23)

- [1.200 Method of Election of Officers](#)
- [1.501 Visitors to the Schools](#)
- [1.800 School Calendar](#)
- [2.403 Surplus Property Sales](#)
- [2.806 Bids and Quotations](#)

- [3.202 Emergency Preparedness Planning and Training](#)
- [3.205 Security](#)
- [4.201 Class Size Ratios](#)
- [4.213 Family Life Education](#)
- [4.301 Interscholastic Athletics](#)
- [4.403 Library Materials](#)
- [4.600 Grading System](#)
- [4.603 Promotion and Retention](#)
- [5.307 Physical Assault Leave](#)
- [5.701 Substitute Teachers](#)
- [5.802 Qualification and Duties of the Director of Schools](#)
- [6.203 School Admissions](#)
- [6.300 Code of Conduct and Discipline](#)
- [6.309 Zero Tolerance Offenses](#)
- [6.316 Suspension-Remand](#)
- [6.318 Admission of Suspended or Expelled Students](#)
- [6.4052 Opioid Antagonist](#)
- [6.409 Reporting Child Abuse](#)

20.B. Arts, Athletics and Activities Committee

**Speaker(s):** - Mr. Nick Davis

**Agenda Item Type:** Committee Report Item

20.C. Budget Committee Meeting

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Committee Report Item

20.D. Building and Grounds & Safety Committee

**Speaker(s):** - Mr. Robert Safdie

**Agenda Item Type:** Committee Report Item

20.D.1. CCHS Soccer Field Fence

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [CCHS Soccer Field Fence](#)

21. Chief Financial Officer's Report

**Agenda Item Type:** Information Item

21.A. Monthly Financial Report

**Agenda Item Type:** Information Item

**Attachments:** (2)

- [Financial Report \(JUNE MTG\)](#)
- [Financial Report \(JULY\)](#)

21.B. Monthly Sales Tax Report

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Sales Tax Report \(JUNE MTG\)](#)

21.C. \*141 Budget Amendments

**Agenda Item Type:** Action Item

**Attachments:** (3)

- [141 BA Healthy Students Grant](#)
- [141 BA Purchase Rebate](#)
- [141 BA Student Health Profile Payments 2024](#)

21.D. \*142 Budget Amendments

**Agenda Item Type:** Action Item

**Attachments:** (2)

- [142 BA Perkins Basic Budget Adoption](#)
- [142 BA Perkins Reserve Condolidated Budget Adoption](#)

22. \*Consent Agenda

**Agenda Item Type:** Consent Agenda

22.A. \*Approval of Overnight and Out of State Field Trips

**Agenda Item Type:** Consent Item

**Attachments:** (3)

- [SMHS Overnight Request-Cross Country](#)
- [SMHS Overnight Request-Girls Soccer](#)
- [Stone Elem Overnight Request Charleston, SC](#)

22.B. \*Approval of Contracts

**Agenda Item Type:** Action Item

**Attachments:** (4)

- [North & Strawbridge Agreement](#)
- [Pine View School Picture Agreement](#)
- [SMHS & Five Star Food Service Agreement](#)
- [Stone Elem School Photos and Yearbook Agreement](#)

22.C. \*School Wide Fundraisers

**Agenda Item Type:** Consent Item

**Attachments:** (5)

- [North School-Wide Fundraiser PTO-Chocolate](#)
- [North School-Wide Fundraiser](#)

- [North School-Wide Fundraiser PTO](#)
- [Pleasant Hill School-Wide Fundraiser](#)
- [SMHS School-Wide Fundraisers \(x3\)](#)

22.D. \*Approval of Disposal of Surplus Property

**Agenda Item Type:** Consent Item

**Attachments:** (10)

- [Brown Elem Retired Inventory](#)
- [CTE Retired Inventory](#)
- [Federal Programs Retired Inventory](#)
- [Food Service Retired Inventory](#)
- [Phoenix Retired Inventory](#)
- [Pine View CTE Retired Inventory.docx](#)
- [Pine View Retired Inventory.docx](#)
- [SMHS Retired Inventory](#)
- [Stone Elem Retired Inventory](#)
- [Transportation Dept Retired Inventory](#)

22.E. \*Executive Approval

**Agenda Item Type:** Consent Item

**Attachments:** (3)

- [Approval of the SY 24-25 Agreement to Administer the School Nutrition Programs Packet EA](#)
- [142 BA 21st CCLC EA](#)
- [143 Budget Amendment - Central Cafeteria Fund \(143\) End of Year Cleanup EA](#)

23. Old Business

**Agenda Item Type:** Action Item

24. Questions from Media

**Agenda Item Type:** Information Item

25. Adjournment

**Agenda Item Type:** Action Item

**Comments:**

# 2024-2025 MEETING DATES

## ASST PALS MEETING DATES

2nd Tuesday of Each Month 9a-11a  
Professional Development Room @ Central

Aug 20, 2024	Jan 14, 2025
Sept 10, 2024	Feb 11, 2025
Oct 8, 2024	March 11, 2025
Nov 12, 2024	April 8, 2025
Dec 10, 2024	May 13, 2025

## PALS MEETING DATES

1st Thursday of Each Month 1p-3p  
Principal's Meeting Room @ Central

Aug 1, 2024	Jan 9, 2025
Sept 5, 2024	Feb 6, 2025
Oct 3, 2024	March 6, 2025
Nov 7, 2024	April 3, 2025
	May 1, 2025

## LEADERSHIP RETREAT-JULY 22 AND JULY 29, 2025

### BOARD OF EDUCATION MEETING DATES

(Semi-Sacred Dates)  
(Pending Board Approval)

July 25, 2024	Jan 23, 2025
Aug 22, 2024	Feb 27, 2025
Sept 26, 2024	March 27, 2025
Oct 24, 2024	April 24, 2025
Dec 5, 2024	May 22, 2025
	June 19, 2025

### SACRED DATES

Aug 5, 2024	System Convocation
Aug 22, 2024	Retirement Reception 5:15 pm
April 22, 2025	TOY/POY/SOY/EOY Banquet
May 2, 2025	Champion of Hope Breakfast
May 12, 2025	CCHS Class Night
May 13, 2025	SMHS Class Night
May 14, 2025	Phoenix Graduation
May 15, 2025	CCHS Graduation
May 16, 2025	SMHS Graduation
June 24 or 26, 2025	Summer School Graduation

### SUPERVISOR MEETINGS 9AM

Principal's Meeting Room

Aug 14, 2024	Jan 15, 2025
Sept 11, 2024	Feb 12, 2025
Oct 9, 2024	March 12, 2025
Nov 13, 2024	April 16, 2025
Dec 10, 2024	May 13, 2025
	June 11, 2025

### TEACHER COUNCIL MEETINGS

Meetings will be at First National Bank of TN, 2nd  
floor, beginning at 4:30 pm

September 25, 2024  
January 22, 2025  
April 23, 2025

# Memorandum of Understanding

between

The Cumberland County Education Association and  
The Cumberland County Board of Education

Effective Date: May 28, 2024

Expiration Date: May 28, 2027

# Article I: Basic Agreement Provisions

## Section A: Preamble

This Agreement is made and entered into on this [28th day of May, 2024](#), by and between the Cumberland County Board of Education, and the representatives of the professional employees of the Cumberland County Board of Education appointed as provided in TCA § 49-5-605.

## Section B: Recitals

This Memorandum of Understanding (MOU) memorializes the understanding reached by the Board and the representatives of the professional employees of the Board as to the terms and conditions of the professional employees' service.

### 1. Recognition Clause

The Board hereby recognized the Cumberland County Education Association (CCEA) as the sole Professional Employee Organization (PEO) and exclusive bargaining representative for "certified teaching professional employee"

### 2. Staff Relations and Communications

- a. The District administrative personnel and the PEO representatives shall meet by mutual agreement, as needed, for the purpose of reviewing the administration of the existing MOU and policy.
- b. The PEO shall follow the chain of command as depicted in Board Policies and Procedures before contacting or meeting the Board for the purposes of reviewing the administration of the MOU.
- c. Conflicts or discrepancies between Board Policy and this MOU will be resolved according to the Professional Educators Collaborative Conferencing Act of 2011, Sections 49-5-601 through 49-5-609.

### 3. BOE HyperLinks to Policy

The hyperlinks embedded in this MOU to Board Policy are intended to allow immediate, convenient access to present BOE policy, current with the signing of this document. These embedded links are not intended to nor will they prevent the BOE from amending any of its policies.

## Section C: Definitions

Terms defined in the Preamble of this Agreement have their assigned meanings, and the following terms have the assigned meanings throughout this Agreement:

1. "Board of Education" or "Board" means the Cumberland County Board of Education.
2. "Collaborative conferencing" means the process by which the chair of a Board of education and the Board's professional employees, or such representatives as either party or parties may designate, meet at reasonable times to confer, consult and discuss and to exchange information, opinions and proposals on matters relating to the terms and conditions of professional employee service, using the principles and techniques of interest-based collaborative problem-solving.
3. "Complaint" is a claim by any employee, parent, student, or community member against another employee. If the complaint cannot be reconciled through discussion between the parties involved, then a formal complaint, which is in written form, can be submitted to the principal or supervisor. A written complaint has specific procedural requirements outlined in [BOE Policy 5.501](#).
4. "Day" means any weekday, Monday through Friday, on which schools are open during the normal school year. For complaints and grievances, the first day to be counted shall begin at 8:00 a.m. the following school day. When school is not in session, a "day" shall be Monday through Friday, excluding holidays.
5. "Professional Employee's Organization Team" means those representatives who are chosen pursuant to TCA § 49-5-605 to represent professional employees in collaborative conferencing with the Board.
6. "Grievance" means any claim by any employee or the professional employees' organization that there has been a violation, misinterpretation, or misapplication of the terms of this agreement, or a violation, misinterpretation, or misapplication of any written policy or practice of the Board.
7. "Grievant" means any professional employee, group of two (2) or more professional employees, or professional employees' organization bringing a claim pursuant to the Grievance Procedure found in Section III of this Agreement.

8. "Management Personnel" means those professional employees certified by the Board of Education to represent the Board in the collaborative conferencing process.
9. "Management team" means employees who devote a majority of their time to the system-wide area or areas of professional personnel management, fiscal affairs or general management and shall specifically include principals, assistant principals, supervisors and others whose principle responsibilities are administration rather than teaching.
10. "Memorandum of Understanding" or "MOU" means the written document that memorializes and records the understanding reached by the Board of Education and its professional employees, or their respective representatives, if so designated, as to the terms and conditions of professional services set forth in this part.
11. "Professional Educators Collaborative Conferencing Act of 2011" or "PECCA" means the process described and authorized pursuant to TCA § 49-5-601 et seq.
12. "Professional employee" or "*employee*" means any person employed by any local board of education in a position that requires a license issued by the department of education for service in public elementary and secondary schools of this state, supported, in whole or in part, by local, state or federal funds, including personnel tenured, probationary, on leave, certified classroom teachers, school counselors, speech personnel, school psychologists, and librarians, but shall not include any member of the management team, as defined in this part, or summer school employees, substitute teachers, teaching assistants, all other non-certified staff or retired teacher who is employed as a teacher in accordance with Tennessee Code title 8, chapter 36, part 8.
13. "Professional Employees Organization" or "PEO" means any organization with membership open to professional employees, as defined in subdivision (8) of TCA § 49-5-602, in which the professional employees participate and that exists for the purpose of promoting the professional status and growth of educators and the welfare of students.
14. "Representative" includes any person, or group of persons, organization or association that is designated and authorized by the professional employees or the local board of education to act for the professional employees or the local board, respectively, in the collaborative conferencing process.

15. "Supervisor" means any professional employee of a local board of education whose full-time job responsibilities consist of oversight of other professional employees or curriculum development or both.
  
16. "Working conditions" means those fundamental matters that affect a professional employee financially or the employee's employment relationship with the board of education and that are specifically designated as such under this part. The term "working conditions" or "terms and conditions of professional service" is intended to be narrowly defined and does not include any matters not specifically designated under this part, pursuant to TCA § 49-5-601 et seq.

## **Section D: Rights**

### 1: Use of Facilities

The PEOs and their members shall have the right to make use of school buildings and facilities at all reasonable hours for meetings and any equipment, including but not limited to computers, copy machines, other duplicating equipment, and audiovisual equipment when such equipment is not otherwise in use. All costs of materials, supplies, and repair of any damage to equipment will be the responsibility of the user group.

### 2: Communications

The PEOs shall have the right to post notices of activities and matters of concern on employee bulletin boards, at least one of which shall be provided in each system operated building in areas designed for employee use, such as employee lounges and workrooms, but not in areas open to the public or students. The PEOs shall have the right to use the school system's regular interschool mail delivery system and employee mailboxes, including email, for communications to employees or members. The PEOs assume full responsibility for any materials distributed and are liable for content.

### 3: Access to Members

Representatives of the PEOs and their respective affiliates shall be permitted to transact official PEO business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

#### 4: Release Time

At the beginning of each school year, the Board shall provide release time up to ten (10) days to be used by professional employees who are officers or official representatives of the PEOs provided that:

- a. Notice is given to the building principal at least twenty-four (24) hours prior to the date leave is to be taken. The building principal may waive this time limit in emergencies.
- b. A suitable substitute is available.
- c. The PEO shall pay the Board the local cost of the substitute teacher.
- d. No one representative may take more than five (5) of those days and no more than two days can be taken in succession.

#### 5: Rights of Professional Employees

Professional employees have the right to self-organization, to form, join or be assisted by organizations, to participate in collaborative conferencing with local boards of education through representatives of their own choosing and to engage in other concerted activities for the purpose of other mutual aid and benefit; provided, that professional employees also have the right to refrain from any or all such activities. TCA 49-5-603

#### 6: MOU Education

It shall be the joint responsibility of the Board and PEO to ensure that all professional employees have access to the MOU through the HR Portal on the BOE website.

## **Article II: Salary and Wages**

### **Section A: Salary Schedule**

The salary of each professional employee covered by the board of education approved salary schedule is set forth and updated annually in Appendix A, which is incorporated by reference into this Agreement.

### **Section B: Placement on Salary Schedule**

#### 1: Adjustment to Salary Schedule

Each professional employee shall be placed on his/her proper step of the salary schedule as of July 1, in the new contract school year as provided in Section B part 2 below. Any professional employee who is employed for at least 100 days of the 200- day contract year shall be given full credit for one (1) year of service toward the next incremental step for the following year.

## 2: Credit for Experience

Each employee shall be awarded full credit for allowable teaching experience and academic training as established under the State Board of Education's Rules, Regulations and Minimum Standards.

## 3: Method of Payment

### a. Pay Periods

Each professional employee shall be paid in 24 equal installments on the 15<sup>th</sup> and last day of each month. Employees shall receive their paychecks by direct deposit.

### b. Exceptions

When a pay date falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last working day prior to the holiday, vacation, or weekend.

### c. Final Pay

Procedures are as follows: When an employee terminates employment prior to the end of the contract year, all wages will be paid out based on actual days worked. BOE provided benefits will end on the last day of the month an employee terminates employment. Final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily returned to the district. When the employee terminates employment after completing the contract year, wages will be paid out through the end of July. Any premium payments for insurance will be deducted from the July 15<sup>th</sup> check. Insurance terminates on August 31<sup>st</sup>. The employee may choose to pay upfront for the August premiums through County Finance, if they are paid in full by June 15<sup>th</sup>.

## Section C: Traveling Employees

### 1. Travel Reimbursement

The Board shall reimburse travel for official school business when a professional employee is required to use a personal vehicle for such travel. Reimbursement shall be made at the current BOE established rate. Examples of such travel would include travel between school facilities for professional employees assigned to more than one (1) facility per school day, field trips, and other business of the Board. For clarity, routine daily commuting between a teacher's home and primary work location would not qualify for reimbursement under the section. [BOE policy 2.8041](#)

## 2. Automobile Liability:

When traveling on school business in an employee-owned vehicle, under Tennessee Code 56-7-1101, the automobile insurance policy of the owner of the vehicle is primary. Any other coverages that may be available to the owner are not applicable unless and until the limits of all coverages provided by the owner's policy first are exhausted.

To use a private vehicle for school purposes, primarily in transporting students, the employee must have the written permission of the Director or his/her designee and proof of vehicle liability insurance coverage.

# Article III: Grievance Procedures

## Section A: Definitions

### 1. Grievance

Grievance means any claim by any employee or the professional employees' organization that there has been a violation, misinterpretation, or misapplication of the terms of this agreement, or a violation, misinterpretation, or misapplication of any written policy or practice of the Board.

### 2. Grievant

Grievant means any professional employee, group of two (2) or more professional employees, or professional employees' organization bringing a claim pursuant to the Grievance Procedure found in [BOE policy 5.5011](#).

## Section B: Process

1. A teacher may not file a grievance on grade level or building assignments or transfers under state statute. TCA 49-2-301(b)(1) (EE) and 49-5-510.
2. A teacher may file a grievance based on a procedural error (e.g. the evaluation result was caused by data errors). However, a teacher may not file a grievance based on an employment decision the district made based on the evaluation results.
3. The Grievance form is Appendix B and is to be used when filing a grievance. The time limitations listed herein are intended to expedite the processing of all grievances. Said time limitations may be extended by mutual agreement of the parties. [BOE Policy 5.5011](#)

# Article IV: Insurance

## A. Plan Types

### 1. Health and Major Medical

The Board shall provide a comprehensive health insurance plan to each professional employee through the insurance program provided by the State of Tennessee. If at any time the BOE opts out of the State Teacher Insurance Program, this article will be revised by the Collaborative Conferencing Team.

#### PREMIUMS

The Board agrees to pay insurance costs for full time certified personnel as listed below:

Coverage	BOE Share	Employee Share
Employee Only	100%	0%
Employee + Children	100%	0%
Employee + Spouse	100% of Employee Only plus 45% of balance	Balance after BOE pays for Employee portion
Employee + Spouse + children	100% of Employee and Child plus 45% of balance	Balance after BOE pays for Employee plus child portion

- Employees are responsible for the balance through payroll deduction.
- Certified employees married to a Cumberland County employee (certified or non certified) are covered at 100%.

Refer to APPENDIX C with the current year's premium rates and employee out of pocket expense.

### 2. Life and AD&D

Each professional employee shall be provided \$25,000 of coverage under a group life insurance paid by the Board. Professional employee coverage shall include a double indemnity clause for Accidental Death and Dismemberment.

This plan shall allow, during open enrollment, participating employees at their own expense to purchase an additional amount of term life coverage at the group rate, which shall be payable by payroll deduction.

### 3. Workers' Compensation

#### a. Reporting Claims

All employees are eligible to receive Workers' Compensation benefits. All accidents/injuries, no matter how small or seemingly insignificant, must be reported to an employee's direct supervisor immediately and to the school nurse. The CCBOE has established a medical panel consisting of general practitioners to treat on-the-job injuries. Employees shall only choose from any of the general practitioners listed on the medical panel for treatment of on-the-job injuries. Failure to report a work-related injury or to use a district medical provider may result in loss of benefits or claim denial. Refer to the employee handbook or your school nurse for more information.

b. Unpaid Leave - When Benefits are Paid.

An employee taken off work by the authorized treating physician for less than 14 calendar days is not entitled to temporary disability benefits for the first seven (7) calendar days. Employees may choose to use up to 5 sick days, if available, for the first 5 school days. If the authorized treating physician requires the injured employee to miss more than 14 days, benefits are due from the first day of disability, (unless the employee used sick days during the first five days). Employees are not allowed to receive worker's compensation benefits and sick day pay concurrently.

[BOE Policy. 3.602](#) and Tennessee Risk Management.

4. Dental Insurance

Each professional employee shall be covered by the Delta Dental Plan of Tennessee. The Board agrees to pay the employee portion of the coverage with the employee agreeing to pay the remaining costs for family coverage. Dental coverage premiums shall be paid via payroll deduction. If at any time the BOE opts into the State Insurance Program, this Article will be revised by the Collaborative conferencing team.

5. Flexible Benefit Program

The Board agrees to establish a Flexible Benefit Program under Section 125 of the Internal Revenue Service Code. The Plan year is January 1 through December 31. Open enrollment is held in October. More information is available through the HR Portal for plan benefits. The program shall include the following reimbursement plans:

- (a) Medical expense reimbursement
- (b) Dependent care assistance

6. Voluntary Benefits

The employee is responsible for the costs to participate in voluntary insurance options. Open enrollment is typically in October. Payments are made through payroll deduction. Information regarding the various plans including the flex plan, vision, life insurance, disability and other insurance products are available on the HR Portal located on the district's website.

## **Section B: Coverage**

The Board-provided insurance programs shall be for 12-consecutive months for the duration of this Agreement at the premium costs described for each insurance type described in Section A and Appendix C. A person hired as a full-time professional employee will be covered by medical and life insurance on the date of eligibility. Dependent coverage is available at that time if desired.

## **Section C: Description**

The Board shall provide each professional employee with a description of the insurance coverages provided pursuant to this Agreement at time of employment and at open enrollment. The description shall clearly outline the terms, conditions, and limitations of such coverage. The Board shall provide all necessary insurance information in the form of applications, enrollment meetings, and through the HR Portal on the District's website.

## **Section D: Continuation**

The Board shall continue to make benefit contributions as described above for professional employees on paid leave and those on unpaid Family and Medical Leave Act (FMLA) leave up to 12 weeks. FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months.

Teachers on Board approved unpaid leave shall have the option to continue any or all the Board paid insurance programs by paying the premiums to the Board each month. Contact HR for important premiums and payment due dates.

## **Section E: Selection of Carriers**

The Board shall provide a comprehensive health insurance plan to each professional employee through the insurance program provided by the State of Tennessee. If at any time the BOE opts out of the state plan this article will be revised by the Collaborative Conferencing Team before any new carrier is chosen.

## **Article V: Fringe Benefits**

### **Section A: Out of Zone/District Attendance**

Children of professional employees may attend the school facility where the professional employee works or another Board facility offering the appropriate grade level for the employee's child.

### **Section B: Professional Employee Admission to School Athletic Events**

Professional employees and members of their household shall receive free admission to school district sanctioned regular season athletic events. The employee's allocated free admissions are personal and non-transferable. The employee shall present a CCS issued employee identification.

## Section C: Professional Employee Dress Code

Wear appropriate dress according to district guidelines (see below).

### CCSchools Dress Code

CCS employees are expected to exhibit the following characteristics through dress:

- Maturity
- Cleanliness
- Professionalism
- Competency
- Pride
- Good judgment
- Modesty

The following code should be implemented in all CCS facilities:

- Jeans may be worn every payday and every Friday as well as at principal discretion.
- All clothing should be clean, well-fitted, and free from rips or tears.
- Inappropriate tattoos should be covered (curse words, racial topics, and sexual images).
- Piercings are limited to earring, nose studs, and small nose rings (no septum or other facial piercings permitted).

School administrators at the building level will be responsible for upholding/enforcing the dress code. Consideration should be given to employee role/safety, medical conditions, and religious exemptions when enforcing the professional dress code.

## Article VI: Working Conditions

### Section A: Complaint

A complaint is a claim by any employee, parent, student, or community member against another employee. If the complaint cannot be reconciled through discussion between the parties involved, then a formal complaint, which is in written form, can be submitted to the principal or supervisor. A written complaint has specific procedural requirements outlined in [BOE Policy 5.501](#). If any parent or citizen has a complaint with any school personnel, then [BOE Policy 5.501](#) shall be followed to resolution.

The employee shall have the right to be accompanied or assisted by a representative of his/her choice at any meeting, conference, or review of the complaint.

The provisions of this article do not apply to investigations under Board Policy 5.500, Anti-harassment/Discrimination.

[BOE Policy 5.501 Complaints](#)

### Section B: Committees

1: [Teacher Council](#)

A **Teacher Council** shall be established to strengthen the educational program through research, recommendation, implementation, and evaluation to best meet the needs of the employees, the students, the schools, and the community. Among other topics the **Teacher Council** may collaborate with the Director of Schools on such matters as curriculum improvements, supply and equipment needs, professional development opportunities, and other related matters regarding the effective operation of the school system.

a. Membership

The members of the committee shall be the selected building level Teacher of the Year. If the TOY is not able to fulfill this duty a replacement will be selected by the teachers.

b. Rules of Procedure

The **Teacher Council** and the Director of Schools shall establish an annual calendar of meeting dates for the current school year.

2: School Calendar Committee

Recognizing the importance of a school calendar that meets the needs of professional employees, students, parents, and the community, a School Calendar Committee shall be established.

The School Calendar Committee shall consist of 17 members: Two BOE members, one elementary parent, one high school parent, one high school principal, two elementary principals, one PEO representative, one high school teacher, two elementary teachers, two high school students, the Director of Schools, Chief Academic Officer, HR Director, and the SIS Director.

## **Section C: Facilities**

### 1: Space and Storage:

The Board shall provide in each school the following facilities:

- a. Space for each professional employee within each instructional area in which to store his/her instructional materials and supplies.
- b. An appropriately furnished and air-conditioned room reserved for the exclusive use of teachers as a break/workroom. Although employees are expected to exercise reasonable care in maintaining the appearance and cleanliness of said room, it shall be cleaned and maintained regularly by the school custodial staff. A microwave and refrigerator will be provided in all break/workrooms for faculty and staff at a maximum of 1 per hallway/wing.
- c. A communication system which allows employees to communicate with the main building office from their classrooms.
- d. Write-On Board space in every classroom.
- e. Books, copy paper, and other such materials and supplies essential to fulfill daily instructional responsibilities.
- f. Computers, printers and copiers essential for the preparation of instructional materials will be provided.
- g. Adequate parking facilities for employees shall be provided.

### 2: Itinerant Employees

Adequate and Appropriate facilities for professional employees who work in more than one school building shall be provided in each school in which they work to permit the effective discharge of their duties.

## **Section D: Technology in the Classroom**

### 1: Equipment

Each classroom-based professional employee shall be provided an adequate and appropriate device such as a computer or tablet designed to accommodate the needs of his/her classroom.

Additionally, each classroom shall be equipped with such devices as may be needed to project, print, or otherwise allow the employee to deliver instruction in an interactive manner. Examples of instructional technology may include devices such as printers, projectors, cameras, smart boards, and the accessories necessary for connecting such devices.

Each classroom and each device shall be connected as required into an integrated network. The system shall be used by professional employees for data management, communication, and delivery of instruction.

Classroom facilities shall be modified as needed to accommodate ever-evolving instructional technology.

A written record acknowledging receipt of any portable equipment issued for the employee's use off campus shall be maintained by the administration. Such records shall include the model, serial number, and condition of the equipment at the time it is issued as well as notice of obligations regarding the care of such equipment. In no case shall employees be held accountable for the replacement cost of any issued, portable equipment beyond current fair market value. Such receipt shall indicate the original purchase date of the equipment and its cash value at the time of purchase. The CCBOE Technology Usage Agreement is available on the district website, Technology Department. Safe schools training is required annually for Acceptable Use of Technology.

## 2: Training

Each professional employee shall be provided professional development opportunities in the use of anticipated technology and patterns for integration of technology in the instructional program.

Training shall be provided before such technology is placed in the classroom, when possible.

Technology training for professional employees shall be provided during the regular school day or on planned in-service days. Such training shall be hands-on and highly interactive. Recipients will be provided an opportunity to evaluate the effectiveness of the training sessions.

## 3: Implementation

**Safety:** Students shall be provided training in the safe and appropriate use of technology.

**Equity:** All professional employees and students shall have access to the new technologies based on the local replacement schedule, including training, funding, and participation.

## **Section E: Nondiscrimination**

The PEOs and Board agree there shall be no discrimination, intimidation, discipline, or coercion by either the Board or its representatives or members of the PEOs or its representatives or members against an employee because of his or her participation or refusal to participate in PEO membership or activities. Further, there shall be no discrimination or retaliation against any teacher because of his/her membership in a PEO, his/her participation in any activities of the PEO or collaborative conferencing with the Board, or his/her institution of any grievance or complaint under this Agreement. ([TCA? FED](#))

## **Section F: Personnel File**

This provision guarantees employees the right to request access to the employee's personnel file or employee file, whether maintained by the employee's principal, supervisor, Director of Schools, Board of Education or any other official of the school district. Files will be provided within one business day of the request. No anonymous materials shall be maintained in an employee's file or files. [BOE Policy 5.114](#)

## **Section G: Assault and Threat of Harm to Professional Employees**

A professional employee may use reasonable force as is necessary to protect him/herself or a student from attack or injury. Any assault shall be reported to the principal or his/her designee at once. The principal or designee shall contact the police and file a full report with the office of the Director of Schools.

Assault is defined in TCA 39-13-101. Aggravated Assault is defined in TCA 39-13-102. Threats concerning school employees are defined in TCA 39-13-114.

[BOE Policy 5.307](#)

## **Section H: Length of Workday**

### 1. Length of the workday

The minimum workday for teachers shall be seven and one-half (7 ½) hours. Professional employees are expected to be at their assigned work location fifteen (15) minutes prior to the start of the instructional day and must remain at their assigned work location for fifteen (15) minutes after the conclusion of the instructional day if they have no other professional responsibilities that require them to be present earlier or to stay later than the aforementioned language. The Board may establish specific sign-in requirements for professional employees to report their presence. ([TN State Board Rule 520-01-03-03](#))

### 2. Abbreviated Days

The day school is dismissed for Winter Break and Summer Break will be abbreviated workdays for professional employees. These days will be counted as a full workday.

### 3. School Delay

Should the school day start on a delay or should schools close early due to inclement weather or for other just cause, professional employees shall report fifteen (15) minutes prior to the revised start of the instructional day, noting that administration may use discretion to release staff as soon as possible.

## Section I: Meetings

Recognizing the importance of a total educational program in the development of students, it is agreed that before and after school faculty meetings, site-based decision-making meetings, professional learning community meetings, departmental and committee meetings, and parent conferences are a part of a professional employee's professional responsibility. Professional employees shall assume these responsibilities as necessary and/or as assigned by the building principal (or designee) with the following guidelines:

1. Faculty meetings, committee and departmental meetings, professional learning community, or grade level meetings held after school shall be adjourned no later than ninety (90) minutes after the conclusion of the instructional day. Faculty, committee, department, professional learning community, or grade level meetings occurring before school shall adjourn no later than fifteen (15) minutes prior to the start of the instructional day.
2. No professional employee shall be required to attend more than three (3) such meetings per school month, except in an emergency.
3. The notice for any meeting must be given to professional employees at least one (1) week prior to the scheduled meeting except in an emergency.
4. Professional employees have the right to suggest any items for meeting agendas.

## Section J: Extra Duty Assignments

### 1. Extra Duty Assignments

Such duty includes bus/car duty, lunch supervision, hall duty, ballgame duty, etc. and shall be assigned by the building principal. Duties shall be distributed fairly among the faculty and the duty schedule distributed to professional employees. Professional employees who are unable to fulfill their assigned duty or are on short term leave shall be responsible for finding a suitable replacement and notifying the appropriate building administrator.

Short term subs will not be required to do extra duty assignments. Long term/interim subs may be assigned extra duty assignments by building principal discretion.

### 2. Additional Assignments

Pay procedures for certified employees working outside the 200-day contract.

Reference [BOE Policy 2.810 and Procedure 2.811](#)

- a. Certified teachers who agree to teach an additional class during their planning period will be compensated at an additional ¼ of their daily rate. These employees will be compensated on the December 31 and May 31 payrolls. Timesheets are required for payment. These employees will only be compensated for actual days worked. Sick days, vacation days, holidays, breaks or snow days will not be reimbursed.
- b. Certified teachers who work extra hours as assigned by their administrator or by Central Services staff in an educational role will be reimbursed at a rate established by the Chief Financial Officer. This will include tutoring, Saturday school, summer school, or any other approved assigned role outside of a teacher's customary duties.
- c. Certified teachers who choose to work in the summer or on breaks to assist maintenance and repairs of buildings will be paid \$15.00 per hour.
- d. All additional work, schedule for work, and pay scale for work MUST be approved by the Chief Financial Officer before work begins.

## **Article VII: Leave**

### **Section A: Types of Temporary Leave**

Professional employees are afforded a variety of leave options through BOE policy. Please refer to the specific leave policy or call HR for guidance.

- 5.300 [Short Term](#)
- 5.301 [Emergency and Legal and Jury Duty](#)
- 5.302 [Sick Leave, Bereavement, Transfer upon employment, Maternity-Adoption, Unused Sick at Termination, Sick Bank](#)
- 5.303 [Personal and Professional](#)
- 5.304 [Long-Term](#)
- 5.305 [FMLA](#)
- 5.306 [Military](#)
- 5.307 [Physical Assault](#)
- 5.308 [Sabbatical](#)
- 5.309 [Legislative](#)

### **Section B: Other Types of Temporary Leave**

Other Authorized Hourly Leave.

It is recognized that the presence of all teachers on campus at required times is necessary for the proper supervision of students. Accordingly, any departure from the campus when students are present must be requested through the building principal and will be granted at the discretion of the principal.

Principals or administrative supervisors shall keep a tally of the amount of time individual employees are released under [BOE Policy 5.301](#) and when the total time reaches 1 day the employee shall be charged with one day of applicable leave.

# Article VIII: Payroll Deductions

## Section A: Contributions

Upon appropriate written authorization from a professional employee, the Board shall deduct as designated from the employee's payroll check and make appropriate remittance of additional contributions and/or donations to the authorized organization.

# Article IX: Final Provisions

## Section A: Savings

If any article or part of this Agreement is held to be invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any article or part should be restrained by such court, the remainder of the Agreement shall not be affected, and the parties may agree to re-enter collaborative conferencing for the purpose of bringing the MOU into compliance with the law.

## Section B: Modification of Agreement (Reopeners)

1. Prior to the expiration of this agreement, either party-Board or PEO-may request, in writing to the other party, to return to the table to discuss the modification of Articles that depend upon funding from local governing bodies or state agencies.
2. Any items included within the memorandum that require funding shall not be considered effective until such time as the body empowered to appropriate funds has approved a budget that includes sufficient funding. If the amount of funds appropriated is less than the amount required to address the matters of collaborative conferencing, then the parties may continue to confer to reach agreement within the amount of funds appropriated.

## Section C: Duration

The provision of this Agreement shall be effective as of May 28, 2024, and remain in full force and effect until May 28, 2027.

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**Signature of Board Chairman**

---

**Date**

**Cumberland County Collaborative  
Conferencing Team**

<b>Management Personnel</b>	<b>Representatives of Professional Employees</b>
Anita Hale, Board Member	Julia Timson, CCEA President
Dr. Rebecca Farley, Chief Academic Officer	David Walker, CCHS Teacher
Kim Bray, Chief Operating Officer	Becky Smith, SMHS Teacher
Dr. William Maddox, 9-12 Supervisor	Lisa Parker, Frank P Brown Teacher
Karri Hobby, Pre-K – 8 Supervisor	Gail Reed, Crab Orchard Teacher
Kara Spicer, Principal	Ashton Hayes, North Cumberland Teacher
Kelly Smith, Principal	April Shelton, Crab Orchard Teacher

## Appendix B: Grievance Procedures

Grievance Steps and Time Frames		
Time Frame	Step	Description
40 business days		No grievance shall be recognized by the BOE unless it has been presented to the appropriate level in writing within 40 days after the aggrieved person knew of the act.
	Step 1	Employee or Association presents the grievance in writing to immediate supervisor
Within 10 business days		After receipt of grievance, supervisor arranges for meeting with grievant
Within 10 business days		After the meeting, the immediate supervisor issues written response
Within 10 business days	Step 2	After receipt of response, grievant may refer to DOS
Within 10 business days		DOS shall arrange for a meeting
Within 10 business days		After the meeting, the DOS issues written response
Within 10 business days	Step 3	Following the DOS response, grievant may request a BOE review
Within 30 business days		BOE reviews the case then holds a hearing
Within 15 business days		Following the hearing, BOE renders a written decision

# Appendix C: Insurance Premiums - Cost Share Health Insurance



## 2024 CUMBERLAND COUNTY SCHOOLS

### HEALTH INSURANCE MONTHLY PREMIUMS JANUARY 1, 2024 - DECEMBER 31, 2024

NETWORK	COVERAGE LEVEL	MONTHLY PREMIUM	CERTIFIED MONTHLY COST		NON-CERTIFIED MONTHLY COST	
			CC-BOE RATES	EE RATES	CC-BOE RATES	EE RATES
			<b>BLUE CROSS PPO AND CIGNA LOCAL PLUS</b>			
<b>PREMIER PLAN</b>	EMPLOYEE	713.00	713.00	0.00	713.00	0.00
	EMPLOYEE + CHILD(REN)	1175.00	1175.00	0.00	713.00	462.00
	EMPLOYEE + SPOUSE	1604.00	1113.95	490.05	713.00	891.00
	EMPLOYEE + CHILD(REN) + SPOUSE	1852.00	1479.65	372.35	713.00	1139.00
<b>STANDARD PLAN</b>	EMPLOYEE	662.00	662.00	0.00	662.00	0.00
	EMPLOYEE + CHILD(REN)	1092.00	1092.00	0.00	662.00	430.00
	EMPLOYEE + SPOUSE	1490.00	1034.60	455.40	662.00	828.00
	EMPLOYEE + CHILD(REN) + SPOUSE	1721.00	1375.05	345.95	662.00	1059.00
<b>LIMITED PPO</b>	EMPLOYEE	625.00	625.00	0.00	625.00	0.00
	EMPLOYEE + CHILD(REN)	1031.00	1031.00	0.00	625.00	406.00
	EMPLOYEE + SPOUSE	1407.00	976.90	430.10	625.00	782.00
	EMPLOYEE + CHILD(REN) + SPOUSE	1625.00	1298.30	326.70	625.00	1000.00
<b>CDHP/H.S.A.</b>	EMPLOYEE	546.00	546.00	0.00	546.00	0.00
	EMPLOYEE + CHILD(REN)	900.00	900.00	0.00	546.00	354.00
	EMPLOYEE + SPOUSE	1228.00	852.90	375.10	546.00	682.00
	EMPLOYEE + CHILD(REN) + SPOUSE	1419.00	1133.55	285.45	546.00	873.00

NETWORK	COVERAGE LEVEL	MONTHLY PREMIUM	CERTIFIED MONTHLY COST		NON-CERTIFIED MONTHLY COST	
			CC-BOE RATES	EE RATES	CC-BOE RATES	EE RATES
			<b>CIGNA OPEN ACCESS And BCBST Network P</b>			
<b>PREMIER PLAN</b>	EMPLOYEE	788.00	788.00	0.00	788.00	0.00
	EMPLOYEE + CHILD(REN)	1260.00	1260.00	0.00	788.00	472.00
	EMPLOYEE + SPOUSE	1754.00	1222.70	531.30	788.00	966.00
	EMPLOYEE + CHILD(REN) + SPOUSE	2002.00	1593.90	408.10	788.00	1214.00
<b>STANDARD PLAN</b>	EMPLOYEE	737.00	737.00	0.00	737.00	0.00
	EMPLOYEE + CHILD(REN)	1177.00	1177.00	0.00	737.00	440.00
	EMPLOYEE + SPOUSE	1640.00	1143.35	496.65	737.00	903.00
	EMPLOYEE + CHILD(REN) + SPOUSE	1871.00	1489.30	381.70	737.00	1134.00
<b>LIMITED PPO</b>	EMPLOYEE	700.00	700.00	0.00	700.00	0.00
	EMPLOYEE + CHILD(REN)	1116.00	1116.00	0.00	700.00	416.00
	EMPLOYEE + SPOUSE	1557.00	1085.65	471.35	700.00	857.00
	EMPLOYEE + CHILD(REN) + SPOUSE	1775.00	1412.55	362.45	700.00	1075.00
<b>CDHP/H.S.A.</b>	EMPLOYEE	621.00	621.00	0.00	621.00	0.00
	EMPLOYEE + CHILD(REN)	985.00	985.00	0.00	621.00	364.00
	EMPLOYEE + SPOUSE	1378.00	961.65	416.35	621.00	757.00
	EMPLOYEE + CHILD(REN) + SPOUSE	1569.00	1247.80	321.20	621.00	948.00

**CUMBERLAND COUNTY BOARD OF EDUCATION**

**SALARY SCHEDULE**

**LICENSED INSTRUCTIONAL PERSONNEL - BELOW ASSISTANT PRINCIPAL**

**Approved**

**5/22/24**

SYSTEM WIDE YRS OF EXPERIENCE	Bachelors		Masters		Educational Specialist		DOCTORATE	
	Teacher	System- Wide Specialist	Teacher	System- Wide Specialist	Teacher	System- Wide Specialist	Teacher	System- Wide Specialist
0	46,575	48,346	50,093	51,974	53,326	55,088	57,774	59,084
1	47,011	48,800	50,749	52,659	54,885	56,666	58,394	59,719
2	47,447	49,253	51,418	53,355	54,973	56,754	58,394	59,719
3	47,883	49,707	52,096	54,060	55,235	57,058	59,319	60,643
4	48,319	50,160	52,783	54,774	55,906	57,773	60,497	61,874
5	48,754	50,614	53,480	55,499	57,016	58,909	61,687	63,084
6	49,840	51,697	54,346	56,400	58,488	60,429	63,293	64,730
7	49,941	51,818	54,474	56,533	59,678	61,666	64,571	66,034
8	50,414	52,402	55,784	57,791	61,399	63,459	66,471	67,961
9	51,321	53,341	56,915	58,956	62,663	64,756	67,841	69,378
10	51,793	53,833	57,174	59,208	62,917	65,024	68,096	69,640
11	53,820	55,852	58,890	61,126	64,201	66,348	69,483	71,072
12	53,946	55,984	59,029	61,271	64,474	66,635	69,776	71,359
13	54,114	56,254	59,805	61,944	65,786	67,980	71,208	72,836
14	54,666	56,812	60,080	62,213	66,042	68,268	71,454	73,078
15	55,339	57,531	61,298	63,490	67,401	69,653	72,928	74,590
16	55,581	57,773	61,311	63,503	67,414	69,666	72,941	74,603
17	56,120	58,346	62,327	64,539	68,550	70,849	74,198	75,887
18	56,132	58,359	62,340	64,552	68,564	70,861	74,211	75,900
19	56,993	59,259	63,375	65,641	69,734	72,073	75,529	77,251
20	57,263	59,540	63,677	65,954	70,067	72,418	75,892	77,622
21	57,534	59,823	63,981	66,269	70,403	72,765	76,256	77,996
22	57,807	60,107	64,286	66,585	70,740	73,114	76,622	78,371
23	58,081	60,392	64,592	66,903	71,078	73,465	76,991	78,747
24	58,356	60,679	64,900	67,222	71,419	73,817	77,361	79,126
25	58,633	60,968	65,209	67,543	71,761	74,171	77,732	79,507
26	58,633	60,968	65,209	67,543	71,761	74,171	77,732	79,507
27	58,633	60,968	65,209	67,543	71,761	74,171	77,732	79,507
28	58,633	60,968	65,209	67,543	71,761	74,171	77,732	79,507
29	58,633	60,968	65,209	67,543	71,761	74,171	77,732	79,507
30	58,633	60,968	65,209	67,543	71,761	74,171	77,732	79,507

**Footnotes:**

Note 1: See State Board of Education Rules, Regulations and Minimum Standards 0520-2-4-.01(15), Advanced Academic Training Acceptable for Purposes of Salary Rating on the License, regarding master's degree, education specialist's degree, and doctor's degree designations.

Note 2: Occupational education teachers with less than a bachelor's degree who hold the occupational education license shall be paid on a bachelor's degree.



# Cumberland County High School

660 Stanley Street • Crossville, TN 38555  
Telephone (931) 484-6194 • Fax (931) 456-6872

Dear Board of Education,

Our county-wide middle school soccer program is officially getting split into two teams, one for each high school. In the past we've not had enough players to provide each high school with a feeder program of its own, but recently our sport has been growing and the time is right for us to create two separate teams.

With the growth of our sport comes some growing pains, mainly in the way of finances. Even though soccer is becoming more and more popular every year, we unfortunately still have a hard time funding our programs. Take a non revenue sports team and split it in two and you can see the need for monetary assistance.

I do believe that once our program is established, and one of the largest costs is taken care of i.e. uniforms, that we will be self-sufficient. That will give us time to create a booster club, find sponsors, and establish a team culture that people will want to support. My high school programs do not generate much money from our gates, but with a lot of hard work and creative booster officers, we've been able to fund our programs and give our student-athletes an above average high school sports experience.

With all of that stated, I would request financial aid in providing our new Cumberland County Middle School Soccer Program with new game uniforms.

To get each player the bare minimum of uniforms is about \$75 per player. That cost includes a home and away game top, one pair of game shorts, and home and away socks. I've included the price quote from our BSN sales representative for these particular items.

We are hoping to have about 25 players in the girls program and we will likely have 30 in the boys program. I understand that this is a lot of money, and any assistance would be greatly appreciated.

Thank you for your consideration,

Cub Whitson  
Cumberland County High School  
Jets Soccer  
Head Coach





William G. Stepp • Director of Schools

Teresa Boston • Board Chair

11 July 2024

To: Billy Stepp  
Fr: Bo Magnusson  
Re: DHA Membership Proposal

Seeking your approval of the following individuals to serve on the Disciplinary Hearing Authority Board for the 2024-2025 school year.

Bo Magnusson, Chairman  
Dr. Rebecca Farley  
Dr. William Maddox  
Dr. Leslie Eldridge  
Dr. Justin Whittenbarger  
Marlene Holton  
Karri Hobby



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

To: Cumberland County Board of Education  
From: William Stepp, Director of Schools

This letter is to inform you that Rebecca Farley will be serving as the District Testing Coordinator for the 2024-2025 school year.

Thank you,

  
William Stepp



## CERTIFICATE OF COMPLETION

# Driver Name

Has met and completed all the requirements for Cumberland County Schools to be a school bus driver in accordance with Cumberland County Board of Education policies and procedures as well as State Law TCA 49-6-2107.

---

Date

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Transportation Supervisor Signature

Cumberland County Schools  
2023-2024 SRO Annual Report

<i><b>ACTIVITY</b></i>	<i><b>TOTALS</b></i>
Reports (Offense/Incident)	410
Arrests/Citations	316
Violence Related	106
Disorderly Conduct	37
Theft Related	23
Weapon Related	14
Traffic Related	8
Drug Related	33
Alcohol Related	5
Student Consultations	6442
Parent Consultations	1249
Faculty Consultations	2536
After Hour Events	160
School Meetings	143
Classroom Instruction	128



# Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

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## MEDICAID REIMBURSEMENT PROGRAM – SCHOOL NURSING SERVICES PROGRAM ADMINISTRATION CONTRACT AGREEMENT

This Services Agreement (the “Agreement”) is made on this \_\_\_\_ day of \_\_\_\_, 2024, by and between **Cumberland County Schools** (hereinafter known as "School District") and **Stellar Therapy Services, LLC** (hereinafter known as "Contractor") with its principal office in Chattanooga, TN, 37421.

**WHEREAS**, the Centers for Medicare and Medicaid Services letter to State Medicaid Directors, SMD#14-006, dated December 15, 2014, states that Medicaid reimbursement is available for covered services that are provided to Medicaid beneficiaries regardless of whether there is any charge for the service to the beneficiary or the community at large; and the School District desires that the Contractor provide billing and related administrative services in connection with healthcare services provided to School District students who are TennCare enrollees.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, School District and Contractor hereby agree as follows:

1. **Term.** The term of this Agreement shall be from **July 1, 2024, through June 30, 2025.**
2. **Administrative Services.**
  - (a) Contractor shall provide the following services to SCHOOL DISTRICT during the term of this Agreement (the “Administrative Services”):
    - On behalf of School District, Contractor shall prepare and submit to appropriate Managed Care Organizations (as defined under TennCare) all claims for identified eligible healthcare services that are provided to TennCare Eligible School District Students either by service providers who are directly employed by School District (“School District Providers”) or who have a current contract with Board of Education (“Contract Providers”).
    - Assist in credentialing of eligible providers on behalf of the School District. To be eligible for claiming, nursing services must be performed under the supervision and order of a Physician, a Physician’s Assistant, or a Nurse Practitioner. Claims for nursing services will be submitted using the credentials and provider number for the supervising Physician, Physician’s Assistant, or Nurse Practitioner.



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- Ensure that all consents and physicians' orders on behalf of the TennCare Eligible School District Students are in place in order for Contractor to bill for services provided thereto.
- Assist in obtaining all billing numbers and credentials required for the School District to receive Medicaid payments.
- Train School District Providers or Contract Providers as needed on documentation and clinical requirements related to school-based healthcare services submitted for Medicaid reimbursement.
- Review and assist School District in the identification of appropriate notices and consents required to be provided students (or their parents or legal guardians) under applicable state and federal laws.
- Perform quality assurance reviews related to compliance with State and Federal regulations with results available to School District.
- Upon the date of expiration or termination of this Agreement for any reason (the "Termination Date"), Contractor shall have the option to bill exclusively for all claims for services provided to Eligible School District Students by School District Providers or Contract Providers having dates of service on or prior to the Termination Date (the "Pre-Termination Charges"). This option shall conclusively be deemed to have been exercised by Contractor unless Contractor notifies School District on or prior to the Termination Date that it has elected not to exercise this option. If Contractor exercises such option, Contractor shall bill exclusively for all Pre-Termination Charges and provide standard reports in connection therewith for a period of up to one hundred twenty (120) days following the Termination Date (the "Post-Termination Period"). Contractor shall have the right to reduce the duration of the Post-Termination Period at any time by providing written notice to School District specifying the shorter Post-Termination Period. Contractor shall continue to receive its monthly Administrative Services Fee on all Pre-Termination Charges collected during the Post-Termination Period. Upon expiration of the Post-termination Period, Contractor shall cease providing the Post-Termination Services to School District.

(b) The parties agree to work together in good faith to address issues arising under applicable state and federal laws, policies, procedures, and requirements pertaining to the Administrative Services, so that the Administrative Services shall be structured and performed in accordance with such laws.

(c) All revenue and income resulting from the Administrative Services and the direct clinical services provided by the Contractor hereunder shall belong to and accrue to the benefit of School District,



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unless otherwise agreed by the parties. The parties shall work together to establish appropriate accounts into which such revenues shall be deposited in order to comply with applicable laws.

(d) During the term of this Agreement, School District will not use the services of any other billing or claims processing companies for the purpose of submitting claims for services performed by School District Providers or Contract Providers for TennCare Eligible School District Students.

(e) To the extent that is necessary to facilitate submission of claims for eligible services, after notice and consent by the School District, Contractor shall provide services for the purpose of providing oversight for nursing services for identified students provided by School District healthcare workers and will serve as the billing entity for the nursing services. When these services are performed by a Physician's Assistant or Advanced Nurse Practitioner, Contractor will provide required physician oversight of the services according to Tennessee State laws. Subject to the terms of this Agreement, the time of performance of the Services shall be as mutually agreed upon by Contractor and School District. Contractor will follow established program protocols agreed upon by all parties.

(f) Contractor represents and warrants that s/he possesses all licenses and qualifications necessary to perform the Supervision Services and agrees to maintain (at his/her expense) such licenses and qualifications, and to conduct himself in accordance with the ethics and standards of the AANP, AAPA and AMA and all applicable rules and regulations according to the applicable health licensure for performance of the Services throughout the term of this Agreement.

(g) School District is prohibited from hiring or causing to be hired any person associated with the Contractor without the expressed written consent of the Contractor for a period of one year from the cessation of this contract or the cessation of working relationship of said person with Contractor.

### **3. Compensation.**

(a) In consideration for the Administrative Services provided by Contractor, School District agrees to pay Contractor a Fee for Administrative Services equal to twenty percent (20%) of total revenues received in connection with services provided to Eligible School District Students by School District Providers or Contracted Providers and billed by Contractor.

(b) Contractor will provide regular reports to School District of revenue received by Contractor as a result of services performed by school nurses. This revenue will be distributed monthly by Contractor to School District. The Fee for Administrative Services will be deducted from this disbursement. If revenue is received by School District directly from insurance companies, then Contractor shall invoice School District on a monthly basis for the Fees under this Agreement, and SCHOOL DISTRICT shall be responsible for paying all Fees within thirty (30) days of receipt of Contractor's invoice therefor.



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(c) The parties represent and warrant to the other that all compensation payable to Contractor by School District hereunder has been determined in arms-length bargaining and is consistent with fair market value. Furthermore, the parties represent and warrant that all compensation hereunder was not determined in a manner that takes into account the volume or value of any referrals or other business generated between the parties.

#### 4. **FERPA Compliance.**

School District and Contractor shall comply with the Family Education Rights and Privacy Act of 1974 (20 U.S.C. § 1232g) (FERPA) and its accompanying regulations (34 C.F.R. 99). Contractor warrants that it is familiar with requirements of FERPA and its accompanying regulations and that it will comply with all applicable FERPA requirements in the performance of its duties in this contract. Contractor agrees to cooperate with School District as required by FERPA and its regulations in the performance of its duties in this contract. Contractor agrees to maintain the confidentiality of all education records and student information and use such records and information for the exclusive purpose of performing its duties in this contract (See Attachment).

#### 5. **SCHOOL DISTRICT RESPONSIBILITIES.**

(a) School District agrees to provide or cause to be provided to Contractor timely, accurate, complete and up-to-date information required by Contractor to perform the Administrative Services, which information may include without limitation demographic, charge, diagnosis, patient or treatment related information. School District represents and warrants that all clinical documentation provided to Contractor will be true, accurate and complete and up-to-date at the time of provision. School District will notify Contractor when it becomes aware that any inaccurate or incomplete information has been supplied to Contractor, including but not limited to errors that may affect CPT codes or ICD-10 codes or their equivalents. School District shall notify Contractor promptly of all non-chargeable patient visits or services.

(b) School District represents and warrants that the School District Providers and Contract Providers will perform their services in accordance with standards adopted by the governing bodies of their specialty and that such services are and will be medically necessary, usual, customary and reasonable.

(c) School District acknowledges that the timing and amount of collections generated by the Administrative Services are subject to numerous variables, and that School District's failure to comply with the requirements of this Agreement may materially interfere with the Administrative Services. School District additionally acknowledges that Contractor's ability to perform the Administrative Services may be affected by the inability or failure of third party payors beyond the control of Contractor



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to accurately process data, complete provider enrollment or credentialing on a timely basis, or adopt systems to comply with requirements imposed by federal or state laws.

(d) If Contractor exercises its option to perform Post-Termination Services, then School District shall ensure that it provides to Contractor all data and back-up information pertaining to the Pre-Termination Charges promptly after receipt thereof. The parties acknowledge that Contractor cannot properly provide the Post-Termination Services without such data and information. If School District fails to comply with its obligations under this Section, School District agrees that it shall release and hold Contractor harmless from any claims, losses or damages relating to or arising from Contractor's performance of the Post-Termination Services.

**6. Professional Liability Insurance.** Contractor will provide proof of insurance with coverage and limits satisfactory to School District's Office of Risk Management.

**7. Acknowledgments.**

(a) Contractor and School District acknowledge and agree that Contractor will act as an independent contractor in the performance of the Services, and that this Agreement shall not be deemed to create an agency, employment, partnership or joint venture relationship between SCHOOL DISTRICT and Contractor. In that regard, while Contractor is subject to general terms and conditions in connection with the performance of the Services, Contractor and School District acknowledge that Contractor shall, at all times, exercise independent discretion and control over the performance of the Services.

(b) Contractor and School District acknowledge and agree that they have had a sufficient opportunity to review the terms of this Agreement.

(c) Contractor and School District acknowledge and agree that in executing this Agreement it is not relying nor has it relied upon any other representation or statement made by either party or by any of either party's owners, partners, officers, employees or agents with regard to the subject matter hereof. Both parties have carefully read and fully understand all of the provisions of this Agreement and are voluntarily entering into this Agreement.

**8. Force Majeure.** Neither party shall be liable for any failure or delay in the performance of its obligations under this Agreement, due in whole or in part to any cause beyond its sole control, including without limitation fire, accident, labor dispute or unrest, flood, riot, war, terrorism, rebellion, insurrection, sabotage, transportation delays, shortage of raw materials, energy or machinery, public health emergency, acts of God or the civil or military authorities of the state or nature, or the inability, due to the aforementioned causes, to obtain necessary labor or facilities.

**9. Tax Liabilities.** All taxes applicable to any amounts paid by School District to Contractor under this Agreement shall be Contractor's liability and School District shall not withhold or pay any amounts for



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federal, state or municipal income tax, Social Security taxes, or unemployment or worker's compensation taxes. Contractor hereby acknowledges its personal liability for the tax imposed by the Internal Revenue Code of 1986, and the payment, when applicable, of estimated quarterly taxes and the filing, when applicable, of quarterly Internal Revenue Service forms for the declaration of estimated tax by individuals. Upon request by School District, Contractor agrees that he will provide documentation evidencing compliance with all applicable federal, state and municipal tax laws, rules and regulations. Notwithstanding the foregoing, School District shall be solely responsible for all taxes associated with revenues generated from the services provided the TennCare Eligible School District Students by School District Providers and submitted to Managed Care Organizations by contractor as a part of the Administrative Services.

**10. Preservation of Records.** Contractor and School District agree that they shall cause the healthcare records generated in connection with the services of the School District Providers and Contract Providers to be maintained for at least seven (7) years after the furnishing of any healthcare services pursuant to this Agreement. To the extent required by applicable law, Contractor and School District shall, upon written request, make available to the Secretary of the Department of Health and Human Services (the "Secretary" or the Secretary's duly authorized representatives, the Comptroller General of the United States (the "Comptroller General") or the Comptroller General's duly authorized representatives, such books, documents or records as may be necessary to certify the nature and extent of the cost of any services rendered pursuant to this Agreement. All such books, documents and records shall be subject at all times to all applicable legal requirements, including, without limitation, such criteria and procedures for seeking and obtaining access as may be required in regulations promulgated by the Secretary.

**11. Notices.** Any notice or other communications required or permitted hereunder shall be sufficiently given if delivered in person or sent by registered or certified mail, postage prepaid, addressed as set forth under each parties signature to this Agreement. Such notice or communication shall be deemed to have been given as of the date so delivered or mailed.

**12. Change Of Circumstances.** In the event (i) Medicaid, TennCare, any applicable third-party payer or any federal, state or local legislative or regulatory authority establishes or has any law, rule, regulation, policy, procedure or interpretation thereof which establishes a material change or has an adverse effect in the method or amount of reimbursement or payment for the use of or services services provided to Eligible School District Students by School District Providers and submitted to Managed Care Organizations by Contractor as a part of the Administrative Services, (ii) any or all of such payers/authorities establishes any law, rule, regulation, policy, procedure or interpretation thereof which establishes or creates a substantial risk of violation of any federal, state or local anti-fraud and abuse law, or (iii) any or all of such payers/authorities impose requirements which require a material change in the manner of either party's



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operations under this Agreement and/or the costs related thereto, then, upon the request of either party affected by any such change in circumstances or adverse effect, the parties shall enter into good faith negotiations for the purpose of establishing such amendments or modifications as may be appropriate in order to accommodate the new requirements and change of circumstances while preserving the original intent of this Agreement to the greatest extent possible. If, after thirty (30) days of such negotiations, the parties are unable to reach an agreement as to how or whether this Agreement shall continue, then either party may terminate this Agreement upon thirty (30) days prior written notice.

**13. Governing Law.** This Agreement is made and entered into the State of Tennessee and shall in all respects be interpreted, enforced, and governed under the laws of that state.

**14. Severability.** Should any provision of this Agreement be declared or determined by any court to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal or invalid part, term, or provision shall be deemed not to be a part of this Agreement.

**15. Entire Agreement.** This Agreement sets forth the entire agreement between the parties hereto, and fully supersedes any and all prior agreements or understandings between them pertaining to the subject matter hereof. It is agreed that this Agreement may be modified only by written agreement, executed by both parties.

**16. Headings.** The headings inserted in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

**17. Counterparts.** This Agreement may be executed in two counterparts, both of which shall constitute an original.



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IN WITNESS WHEREOF, the parties hereto have executed this Agreement through their duly authorized representatives below.

**School District**

**Stellar Therapy Services, LLC**

Signed By: \_\_\_\_\_

Signed By: Holly Christopher

Title: \_\_\_\_\_

Title: CFO

Signature: \_\_\_\_\_

Signature: 

**SEND INVOICES TO:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_



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## ATTACHMENT Authorization and Acknowledgement of Compliance of Privacy Laws

**Whereas**, School District has contracted with Stellar Therapy Services, LLC, for the provision of administrative and billing services related to certain healthcare services described within the contract.

**Whereas**, The above referenced contract may require the disclosure by the School District to Stellar Therapy Services, LLC, of certain personally identifiable student information that is confidential under the Family Educational Rights and Privacy Act (FERPA).

**Whereas**, 34 C.F.R. 99.31 and 34 C.F.R. 99.35, authorize an educational agency or institution to disclose personally identifiable information from an education record of a student without the consent required by Sec. 99.30 to authorized representatives of School District and local educational authorities in connection with an audit or evaluation of Federal or state supported education programs, or for the enforcement of or compliance with Federal legal requirements which relate to those programs.

Therefore, the School District and Stellar Therapy Services, LLC, hereby agree as follows:

1. Stellar Therapy Services, LLC, is authorized to maintain certain student information for the sole purpose of compliance with the requirements of the above referenced contract. This personally identifiable student and parent information may include but not be limited to: Name, Social Security Number, Telephone Numbers, Attendance Record, Disability Information, Grades, Date of Birth, Address, Race, Gender, and Enrollment Record.
2. Stellar Therapy Services, LLC, as authorized representative of School District for the sole purpose of complying with the requirements of the above contract agrees to comply fully with FERPA by maintaining the confidentiality of all student information and to use the information solely to fulfill its obligations under the above referenced contract with School District.
3. Stellar Therapy Services, LLC, agrees to destroy all confidential student information when it is no longer needed for purposes of fulfilling its obligations under the above referenced contract.

## Cumberland County Schools Show Gains in ELA Scoring

The Cumberland County School System is encouraged and excited about the release of 3rd and 4th Grade TCAP ELA (English Language Arts) results. Last week, the Tennessee Department of Education (TDOE) released state-wide data from the Spring 2024 ELA TCAP assessment. According to the most recent raw data received, Cumberland County has shown growth in both 3rd and 4th grade English Language Arts scoring.

Spring 2024 raw scores indicated that 38.9% of 3rd graders scored in the meets/exceeds category on the ELA portion of the TCAP assessment. Cumberland County Schools also had 38.7% of 4th graders scoring in the meets/exceeds category on their ELA portion of TCAP.

Out of 212 students that took the retest, 25 of them increased their score to meet expectations. It is also notable that 5 students increased their score to exceed expectations.

These scores would not have been possible without the incredible determination and commitment of our staff and students. We are so proud of our students for their hard work resulting in this academic accomplishment. Cumberland County Schools continues to be thankful to our dedicated teachers, administrators, and school support staff for their dedication to the success of all Cumberland County students.

Additional TCAP results with state and federal accountability rules applied will be released by TDOE later this summer. Parents will be able to check their child's assessment scores through the TCAP parent portal which will be posted by the Department of Education and Cumberland County School System as soon as it is provided by the state.

# Cumberland County Board of Education

## 2024-2025 Annual Planning Calendar

### JULY

- Summer Law Institute
- Approval of DHA Board Members 6.317
- Appoint System Testing Coordinator
- Annual Utilization Report SRO's
- Celebration and Orientation for New Teachers
- Vendor Contracts – School

### AUGUST

- Service Celebration (Convocation)
- Professional Achievement Celebration (Convocation)
- Annual Notification of Student Rights 6.601
- Retirement Celebration
- Apply for Grants CSH and SS

### SEPTEMBER

- Election of Officers
- Appointment of TLN Representative 1.105
- Appoint Committees 1.300
- Fall District Meeting
- TSBA Boardsmanship Code of Ethics & New Board Member In-service

### OCTOBER

- School Compliance Document
- Approval of Compliance Report

### NOVEMBER

- Food Service Annual Report
- Director of Schools Evaluation
- Board Self Evaluation
- TSBA Leadership Conference/Annual Conference
- TASBO

### DECEMBER

- Budget Preparation Calendar 2.200
- Student Activity Funds Audit Report 2.900
- Distribute Budget Requests to Staff
- School/System Report Card
- DEC 1 Report-HR
- Accountability Presentation

### 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/Ongoing
- Completed Task
- Disregard Task
- Non-Applicable This Year

### JANUARY

- State Financial Audit Review
- Prioritize Budget Request
- Insurance Benefits Review
- BOE Retreat – Annual Review of Strategic Plan
- Strategic Plan Update

### FEBRUARY

- Legislative and Legal Institute
- Safety committee 3.201
- Budget Preparation
- Tenure Teacher Election and Celebration

### MARCH

- Certification of Textbook Adoptions 4.401
- Budget Preparation

### APRIL

- Budget Preparation
- Present Preliminary Budget

### MAY

- Employee Non-Rehire Notification
- Submit Budget and Salary Scales for Approval
- Director of Schools Evaluation
- Board Self Evaluation
- Approve Tuition Fees 6.204
- Approval of Travel Compensation Rates 2.804
- Review Attorney Contract (bi-annually)
- Review SRO Contracts
- Strategic Compensation Plan Approval
- Non-Rehire/Non-Tenure Notifications 5.201

### JUNE

- Approve Annual Budget 2.200
- Submit Budget to County Government
- Federal Consolidated Plans (ESSA, IDEA, CTE, VPK, Homeless, 21<sup>st</sup> CCLC)
- Coordinated School Health Report

### ON GOING

- Attendance Monthly Report
- Financial Monthly Report
- Maintain Board of Distinction
- Policy Review and Update
- School Visits
- Administrative Evaluations
- Monthly Administrative Meetings
- Personnel Report
- Work Sessions
- TSBA Training



William G. Stepp ● Director of Schools

Teresa Boston ● Board Chair

June 13, 2024

Mr. Stepp and Cumberland County Board of Education,

I am submitting to you the Cumberland County School Nutrition Program’s staff changes:

**New Hires:**

Name	Location	Date	Replacing
Denise Bailey	Stone Elementary Summer Program	05/28/2024	Additional Summer Meal Program Position
Jennifer Hamby	North Cumberland Elementary Café	06/17/2024	Tiffany Sharp
Rebecca Blaylock	Pleasant Hill Café	06/10/2024	Shannon Lance
Meggan Stone	North Cumberland Elementary Café	08/05/2024	Margaret Platz

**Resignations/Retirements:**

Name	Location	Date	Status
Deborah Walley	Brown Elementary Café	05/25/2024	Accept Retirement
Tiffany Sharp	North Cumberland Elementary Café	05/21/2024	Accept Resignation

**Transfers:**

Name	Location (From/To)	Date	Replacing
Elesha Green	SMHS Café to SMHS Custodian	05/28/2024	
Sandra Pryor	Martin Café to South Café	08/05/2024	Sherry Clem

**Terminations:**

Name	Location	Date	
Rebecca Havrilka	The Phoenix School Café	06/14/2024	

All background check requirements have been completed.

Respectfully,  
*Kathy Hamby*

Kathy Hamby  
 School Nutrition District Supervisor  
 Cumberland County Board of Education – Central Services



William G. Stepp ● Director of Schools

Teresa Boston ● Board Chair

July 16, 2024

Mr. Stepp and Cumberland County Board of Education,

I am submitting to you the Cumberland County School Nutrition Program's staff changes:

**New Hires:**

Name	Location	Date	Replacing
Maria Miranda Iezza	Martin Café	07/24/2024	Lois Wilbanks
Debbie Hilton	CCHS Café	07/24/2024	Michelle Owens
Laura Davis	Martin Café	07/24/2024	Isaias Medina-Navarro
Karri Jo Matthews	Pleasant Hill Café	07/24/2024	Shannon Lance
Robert Barlow	Café Sub	08/12/2024	N/A
Angela Sumrell	South Cumberland Café	08/05/2024	Nicole Cohen
Margaret Platz	Café Sub	08/12/2024	N/A

**Resignations/Retirements:**

Name	Location	Date	Status
Summer Corson	Homestead Café	06/28/2024	Accept Resignation
James Havrilka	South Cumberland Café	07/09/2024	Accept Resignation

**Transfers:**

Name	Location (From/To)	Date	Replacing

**Terminations:**

Name	Location	Date	

All background check requirements have been completed.

Respectfully,  
*Kathy Hamby*

Kathy Hamby  
 School Nutrition District Supervisor  
 Cumberland County Board of Education – Central Services

**CERTIFIED****New Hires:**

<b>Name</b>	<b>Location</b>	<b>Date</b>	<b>Replacing/Position</b>
Sharon Daniels	System Wide	8/5/24	100-Day Contract
Lillian Fox	System Wide	8/5/24	100-Day Contract
Keena Inman	System Wide	8/5/24	120-Day Contract
Holly Libbey	System Wide	8/5/24	PT Homebound Tchr
Megan Nicholson	NCE	8/5/24	Kayla Patterson
Whitney Delaney	Phoenix/BBLC	7/1/24	260 to 210 days
Megan Shaw	CCHS	7/1/24	205 to 210 days
Caitlin Berta	SES	8/5/24	Brandi Wilson
Kinsey Cobble	SMHS	8/5/24	James Jones
Gabrielle Piercy	SCE	8/5/24	New Hire
Megan Houston-Lane	CCHS	7/1/24	205 to 210 days
Randy Herring	CCHS	7/1/24	Kim Cram (increased to 220 days)
Robin Hull	CCHS	7/1/24	205 to 210 days
Justin Nivens	CCHS	7/1/24	210 to 215 days
Christina VanMeter	CCHS	7/1/24	210 to 215 days
Kelli Carroll	SMHS	7/1/24	Anna Bryant
Elana Douglas	SMHS	8/5/24	Ethan Tipton
Amber Wakefield	CCHS	8/5/24	Skye Thomason
Marie Carroll	PHS	8/5/24	Chasity Bohannon
Chester Goad	MES	8/5/24	Mackenzie Clark
Jenny Elrod	CCHS	7/29/24	Steve Miller
Patricia Koehl	COE	8/5/24	120-day contract
Christi Stevens	BES	8/5/24	Kelsey Sexton
Susan Denton	COE	7/2/24	105-day contract
Martha Jones	COE	7/2/24	105-day contract
Leah Threet	COE	7/2/24	65-day contract
Eva Young	COE	7/2/24	105-day contract
Cassie Kirkland	PVE	8/5/24	Katherine Broomhead
Tracey Velong	SMHS	8/5/24	120-day contract
Sara Epley	BES	8/5/24	Rita Melton
Marilyn Bowman	BES	7/1/24	100-day contract
Martha McClendon	BES	8/5/24	Myra Dial
Elizabeth Hassler	BES	7/1/24	100-day contract
Karen Walker	BES	7/1/24	100-day contract
Braidon Miller	NCE	8/5/24	New Hire/new 4 <sup>th</sup> gr

**Resignations/Retirements**

<b>Name</b>	<b>Location</b>	<b>Date</b>	<b>Status</b>
Abbie Bouldin	HES	6/10/24	Resign
Meghan Carvell	CCHS	6/12/24	Resign

Meta Patrice Compton	HES	5/24/24	Resign
Kim Cram	CCHS	6/3/24	Resign
Shelbi Fisher	NCE	6/13/24	Resign
Cederick Hall	COE	5/2/24	Resign
Karen Hicks	SMHS	6/12/24	Resign
Sabrina Pelfrey	BES	6/17/24	Resign
Blake Saldana	SMHS	5/24/24	Resign
Ethan Tipton	SMHS	6/10/24	Resign
Erika Green	SES	5/24/24	Resign
Jacob Johnson	CCHS	7/10/24	Resign
Cindy Miniard	COE	5/28/24	Resign
Jerry Buttrum	PHS	6/24/24	Resign
Chelsea Phillips	SMHS	6/28/24	Resign

### Transfers

Name	From/To	Date
Maria Angel	CCHS/SMHS	8/5/24
Chasity Bohannon	PHS/HES	8/5/24
Katherine Broomhead	PVE/NCE	8/5/24
Bryanna Brossman	CCHS/SMHS	8/5/24
Anna Bryant	SMHS/CCHS	8/5/24
Amanda Capps	SES/Phoenix	8/5/24
Catheryn Clark	NCE/MES	8/5/24
Jennifer Lawrence	HES/SMHS	8/5/24
Kayla Patterson	NCE/COE	8/5/24
Heather Phillips	HES/NCE	8/5/24
Tiffany Reeves	Phoenix/COE	8/5/24
Kelsey Sexton	BES/NCE	8/5/24
Sarah Wheeler	SES/Central	8/5/24
Karon Wyatt	NCE/SES	8/5/24
Jeffrey Guittar	PHS/HES	8/5/24
Lindsey Akin	CCHS/SMHS	8/5/24
Rebecca Flynn	HES/CCHS	8/5/24

### Terminations

Name	From/To	Date

### NON-CERTIFIED

#### New Hires:

Name	Location	Date	Replacing
Candace Gossett	CCHS	5/20/24	Dustin Brossman
Amanda Hamby	COE	7/19/24	Charlene Kirkland (PT Position to FT Position)
Vivyana Medina	SES	8/5/24	Keeli Edwards

Christina Page	NCE	8/5/24	Connie Morgan
Josiah Henry	CCHS	7/19/24	Jannie McCloud
Amanda Hamby	COE	7/19/24	PT to FT
Tina Lybarger	CCHS	7/19/24	Collette Windom
Stacy Dalton	PHS	8/5/24	Monica Graham

**Resignations/Retirements:**

<b>Name</b>	<b>Location</b>	<b>Date</b>	<b>Status</b>
Rashell James	HES	5/24/24	Resign
Corey Miller	PHS	5/24/24	Resign
Jannie McCloud	CCHS	5/28/24	Retire
Kayla Rucker	SCE	5/24/24	Resign
Megan Wyatt	HES	6/11/24	Resign
Kollett Windom	CCHS	6/30/24	Resign
Karen Morley	Transportation	7/10/24	Retire

**Transfers**

<b>Name</b>	<b>From/To</b>	<b>Date</b>
Ali Jo Barnes	Phoenix/SMHS	8/5/24
Natalie Canfield	BES/MES	8/5/24
Amy Gaynor	Phoenix/COE	8/5/24
Kelsey Turner	HES/CCHS	8/5/24
Rebecca Wheeler	SES/SMHS	8/5/24
Chantilly Young	MES/COE	8/5/24
Edna Scarbrough	HES/SCE	8/5/24
Athena Hall	HES/SCE	8/5/24

**Terminations**

<b>Name</b>	<b>From/To</b>	<b>Date</b>

# Summer School



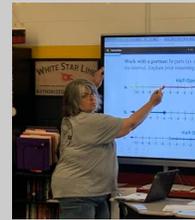
Kiley Allen  
English 11 & 12



# 9th Grade Learning

## Camp

Laura Betsinger



Shaun



Hinda



## Phoenix Happenings

Harold  
Wheeler  
Social Studies



Incoming freshman getting some fundamental skills in ELA & Math.



Jason Conforti  
Science & English



Amanda Capps - Bridge Math

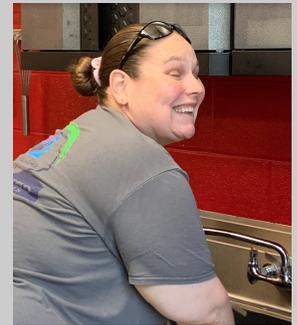


Class under the pavilion...

Shawna Womack  
Secretary



Emily Hargis  
Assistant



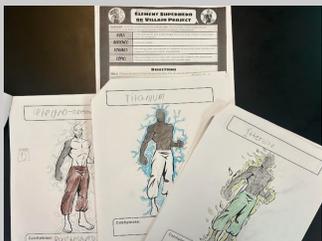
Cafe Professionals Vicki Shepherd & Brooke Campbell  
feeding the kiddos

Ginnie Wheeler  
Special Education



Chemistry isn't so scary when you have

Superheroes or  
Officer Phipps!



:-) It's always a good day when you get a T's Icee!!





# AUGUST



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>BLUE BASH</b>	2 <b>FALL SPORTS PICS</b>	3 Soccer-Chronicle cup @ Duer
4	5 <b>CONVOCATION</b>	6 <b>ADMIN DAY #1</b>	7 1st day for students 10:00 dismissal	8 <b>ADMIN DAY #2</b> Soccer @ Bradley	9 1st full day for students	10
11	12	13 <b>STAFF &amp; UNDERCLASSMAN PICS</b> Soccer- vs Rockwood 5pm	14	15 <b>SENIOR PICTURES</b> Soccer-@ Kingston 6pm		17
18	19	20 Soccer-@ Oliver Springs 5:30pm	21	22	23 Soccer- Smoky mtn cup TBA	24
25	26	27	28	29 Soccer-vs Oneida 5:30	30	31



# July 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Safe Schools Training Opens	2	3	4 Independence Day	5	6 National Fried Chicken Day
7	8	9 Cow Appreciation Day	10	11	13 National French Fry Day	14 National Mac & Cheese Day
15	16 Moon Landing Anniversary	17	18	19	20	21 Full Moon
22 National Hammock Day	23	24	25	26	27	28 National Milk Chocolate Day
29	30	31				



# Stone Elementary

## August 2024

### Mission:

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



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Enrollment Day 7-10 Dismissal at 10 am	8	9 First full day for students	10
11	12	13	14	15 Back to School night 4-5:30 pm Title 1 Mtg 5:30-6 pm	16	17
18	19	20 Beginning Band Workshop 6-7 pm	21 Beginning Band Workshop 6-7 pm	22 Beginning Band Workshop 6-7 pm	23	24
25	26	27 Beginning Band Workshop 6-7 pm	28 Beginning Band Workshop 6-7 pm	29 Beginning Band Workshop 6-7 pm	30	31

## **Board Evaluations**

**Your school board should participate in an annual board evaluation to:**

- Set a proper example. All other employees of the system are evaluated annually. Send a message that the board believes in leadership by example.
- Identify areas where improvement is needed, as well as focusing on areas where the board excels. Every board has problems and identification of them is prerequisite to a solution.
- Keep the board mindful of its own operations and procedures. During board self-assessments, the board frequently identifies ways to improve operating procedures and overall effectiveness.

### **Fee:**

- Board Evaluation (using TSBA's instrument) Tabulation Service Only: Free with Membership

## **Superintendent Evaluations**

- TSBA provides a superintendent Evaluation service to assist boards in fulfilling its accountability responsibilities.
- The purpose of the evaluation is to promote performance. Going through the evaluation process is a means for the attainment of this goal. In order for the school board to fulfill its accountability responsibilities, it is imperative that it clearly establishes expectations for the school system and the superintendent. These expectations should be in measurable terms so that the superintendent and board can accurately assess the progress being made toward the goals established by the board of education.

### **Fee:**

- Superintendent Evaluation (using TSBA's instrument) Tabulation Service: Free with membership

## Performance Evaluation Guidelines

1. An Annual evaluation of the Director of Schools shall take place in June.
2. The evaluation shall be based on the duties and responsibilities of the Director of Schools as set forth by the laws of the State of Tennessee and his/her contract.
3. The evaluation instrument utilized in this process shall be cooperatively developed by the Board and Director of Schools.
4. The evaluation rating scale to be used is as follows:
  - 5 – Significantly above expectations
  - 4 – Above expectations
  - 3 – At expectations
  - 2 – Below expectations
  - 1 – Significantly below expectations
5. A satisfactory score will be if the average overall score is 3.00 or above.
6. Weighted sectional averages will be:
  - Section I Qualitative:
    - Appendix A-Administrator Survey \_\_\_\_\_%
    - Appendix B-Board Observational Data \_\_\_\_\_%
  - Section II Quantitative:
    - Appendix C-Achievement of Board \_\_\_\_\_%
    - Goals/Strategic Plan
7. Appendix A needs to be distributed to administrators in May in order to be completed and included in the written evaluation to Director of Schools in June.
8. Appendix B and C needs to be distributed to all board members in May in order to be completed and included in the written evaluation to Director of Schools in June.
9. The Board shall meet with the Director of Schools to discuss the evaluation results at the June board meeting. The evaluation shall include a recommendation for improvement in any areas where the Board deems the Director of School's performance to be unsatisfactory or in need of improvement.
10. The Director of Schools shall have the right to make a written or oral response to the evaluation.
11. A copy of the written evaluation shall be delivered to the Director of Schools two weeks prior to the June board meeting.

<p style="text-align: center;"><b>Appendix A</b> <b>Administrator's Perceptions of</b> <b>Director's Performance</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. The director develops clear expectations.					
2. The director models good communication skills					
3. The director is knowledgeable about the curriculum.					
4. The director ensures that funds are spent wisely.					
5. The director holds me accountable for my job responsibilities.					
6. The director supports professional learning activities for teachers and administrators.					
7. The director maintains positive relationships with administrators.					
8. The director ensures the safety of students and school personnel.					
9. The director ensures the safety of students and school personnel.					
10. The director administers the schools in accordance with state laws.					
11. The director has an effective plan to recruit effective employees.					
12. The director takes an active leadership role in the instructional improvement.					
13. The director evaluates my performance in a fair and consistent manner.					
14. The director interacts effectively with system employees.					
15. The director is accessible to administrators.					
16. The director develops good staff morale and loyalty to the system.					
17. The director works effectively with the school board.					
18. The director involves administrators as much as possible in decision-making.					
19. The director listens to suggestions from the administrative staff.					
20. The director demonstrates a caring attitude.					

<p style="text-align: center;"><b>Appendix B</b></p> <p style="text-align: center;"><b>Board Observational Data</b></p> <p style="text-align: center;"><b>Board Relationships</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Keeps all board members informed on issues, needs and operation of the school system, including employment, promotion and dismissal of personnel.					
2. Has a harmonious relationship with the board.					
3. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.					
4. Maintains a high degree of understanding and respect between staff and the board.					
5. Recommends policies to the board that comply with state law and State Board of Education and Tennessee Department of Education rules and regulations; that protect the security and integrity of the district infrastructure and the data it contains; and that protect the rights and confidentiality of staff and students.					
6. Interprets and executes the intent of board policy through the development of administrative procedures.					
7. Seeks and accepts constructive criticism of work from the board.					
8. Supports board policy and actions to the public and staff.					
9. Remains impartial toward the board, treating all board members alike.					
10. Maintains/improves relations with the Board by consistent and appropriate interpersonal and professional interactions including but not limited to periodic joint seminars, workshops and training sessions.					
11. Refrains from criticism of members of the board.					
12. Uses legal counsel in governance and procedures to avoid civil and criminal liabilities.					
13. Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an earnest effort to resolve such difference immediately.					
14. Bases position with regard to matters discussed by the board upon principle, and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time the superintendent supports the decision of the board, as long as he/she remains in its employ.					
<b>Total Mean Score for Board Relationships</b>					

<p style="text-align: center;"><b>Appendix B</b></p> <p style="text-align: center;"><b>Board Observational Data</b></p> <p style="text-align: center;"><b>Community Relationships</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Is an effective spokesperson for the school system.					
2. Models the highest professional standards to the community.					
3. Builds public support for the school district.					
4. Develops cooperative relationships with the news media.					
5. Works effectively with public and private agencies.					
6. Uses information about family and community concerns, expectations, and needs regularly.					
7. Secures available community resources to help the school district solve problems and achieve goals.					
8. Establish partnerships with area businesses, institutions of higher education, and community groups to strengthen programs and support school district goals.					
9. Treats community stakeholders equitably.					
10. Recognizes and values diversity.					
11. Uses public resources and funds appropriately and wisely.					
12. Models community collaboration for staff.					
13. Encourages parental involvement.					
<b>Total Mean Score for Community Relationships</b>					

<p style="text-align: center;"><b>Appendix B</b></p> <p style="text-align: center;"><b>Board Observational Data</b></p> <p style="text-align: center;"><b>Staff and Personnel Relationships</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Develops good staff morale and loyalty to the system.					
2. Treats all personnel fairly.					
3. Delegates authority to staff members appropriately.					
4. Identifies and applies appropriate policies, criteria and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity.					
5. Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development.					
6. Offers professional development that is focused on student learning consistent with the school districts vision and goals.					
7. Considers diversity in developing learning experiences.					
8. Uses technologies in teaching and learning.					
9. Recognizes staff for their professional achievements.					
10. Models learning for staff.					
11. Provides shared leadership and decision-making opportunities for staff that promotes a climate of collaboration and collegiality.					
<b>Total Mean Score for Staff and Personnel Relationships</b>					

<p style="text-align: center;"><b>Appendix B</b></p> <p style="text-align: center;"><b>Board Observational Data</b></p> <p style="text-align: center;"><b>Facilities, Finance and Human Resources</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs, including bond issues and capital improvement plans.					
2. Ensures the maintenance of school property and the safety of personnel and property.					
3. Meets and works collaboratively with the Board and appropriate staff to determine priorities for budgeting and the effective allocation of space and human resources.					
4. Utilizes human and material resources outside the district that may support and/or enhance the achievement of goals and objectives.					
5. Provides accurate and timely reports to the board on the financial condition of the school system.					
6. Ensures that the school plant, equipment and support systems operate safely, efficiently, and effectively.					
7. Develops and monitors long-range plans for school and district technology and information systems and makes informed district decisions about computer hardware and software and staff developing needs while allocating resources consistent with district plan.					
8. Acquires, allocates and manages district resources in compliance with all laws to ensure the effective and equitable support of all of the district's students, schools and programs.					
9. Creates and maintains a safe, clean, and aesthetically pleasing environment at all schools.					
10. Demonstrates budget management including financial forecasting, planning, cash flow management, account auditing and monitoring and oversees the district's fiduciary responsibilities.					
11. Establishes and sustains partnerships with community agencies to provide additional resources to support the social and emotional growth and development of at-risk students.					
<b>Total Mean Score for Facilities, Finance and Human Resources</b>					

<p style="text-align: center;"><b>Appendix B</b> <b>Board Observational Data</b> <b>Vision</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Works effectively with board, staff, and community to develop long- range strategic plans.					
2. Initiates communication and facilitates cooperation and collaboration among staff regarding the district's mission, curriculum and program initiatives.					
3. Keeps board and community informed of progress towards long- range goals.					
4. Clearly articulates system's vision, mission and priorities to community and media.					
5. Inspires others to achieve the vision of the school system.					
6. Recognizes and celebrates the contributions of school community members to the realization of the vision.					
7. Ensures that the vision shapes the educational programs, plans, and activities.					
8. Uses assessment data related to student learning to develop the school district vision and goals.					
9. Uses relevant demographic data pertaining to students and their families in developing the school district mission and goals.					
10. Seeks and obtains needed resources to support the implementation of the school district mission and goals.					
11. Monitors, evaluates and advises the vision, mission, and implementation plans regularly.					
<b>Total Mean Score for Vision</b>					

<p style="text-align: center;"><b>Appendix B</b></p> <p style="text-align: center;"><b>Board Observational Data</b></p> <p style="text-align: center;"><b>Student Achievement</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Develops, implements, promotes and monitors continuous improvement in student achievement by using a variety of appropriate techniques.					
2. Applies effective methods of providing, monitoring, evaluating and reporting student achievement.					
3. Establishes curriculum planning to anticipate occupational trends and school-to-career needs.					
4. Uses child development and learning theories to create developmentally appropriate curriculum and instruction.					
5. Develops the curriculum design and delivery system based on curricular and assessment standards as well as effective and innovative practices.					
6. Provides equitable access for students and staff to technologies that facilitate productivity and enhance learning.					
7. Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.					
8. Reviews analyses of student academic achievement through standardized test results and other academic sources.					
9. Applies and communicates qualitative and quantitative findings to identify strengths and weaknesses in programs and practices in order to ensure continuous improvement.					
10. Develops, monitors and assesses district and school improvement plans, including the regular review and analysis of district's test scores by school and sub-groups.					
11. Formulates plan to assess appropriate teaching methods and classroom management strategies for all learners.					
12. Analyzes available instructional resources including applications of technology and assign them in cost effective and equitable manner to enhance student outcomes.					
13. Works collaboratively with members of the staff in using student achievement data to determine relevant professional development opportunities.					
14. Meets with principals regularly to provide feedback on goal achievement and to assess ongoing school improvement efforts.					
15. Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures and facilities design processes to support various teaching strategies and desired student outcomes.					
16. Reviews, reports and reacts appropriately to state accountability measures.					
17. Identifies, clarifies and addresses barriers to student learning.					
18. Recognizes and celebrates student accomplishments.					
19. Models learning for students.					
<b>Total Mean Score for Student Achievement</b>					

<p style="text-align: center;"><b>Appendix B</b></p> <p style="text-align: center;"><b>Board Observational Data</b></p> <p style="text-align: center;"><b>Management and Operations</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Recognizes, studies and applies emerging trends as appropriate.					
2. Ensures that operational plans and procedures to achieve the vision and goals of the school district are in place.					
3. Manages time to maximize attainment of organizational goals.					
4. Identifies potential problems and opportunities.					
5. Confronts and resolves problems in a timely manner.					
6. Aligns financial, human, and material resources to the goals of school district.					
7. Identifies multiple points of view for problem solving situation and involves stakeholders in decisions affecting schools.					
8. Solicits staff input to discuss issues and to promote effective problem-framing and problem-solving skills.					
9. Demonstrates professional and effective conflict resolution skills.					
10. Uses effective group-process and consensus building skills.					
11. Uses effective communication skills.					
12. Participates in professional learning that is aligned with strategic plan and enhances leadership skills.					
13. Implements and enforces school district code of conduct and appropriate and effective disciplinary policies, procedures and programs in a timely and consistent manner.					
14. Promotes a climate of trust and teamwork within the district.					
15. Clearly communicates expectations regarding behavior and procedures for handling disciplinary problems to students, staff, parents and other members of the community.					
16. Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.					
<b>Total Mean Score for Management and Operations</b>					

<p style="text-align: center;"><b>Appendix B</b></p> <p style="text-align: center;"><b>Board Observational Data</b></p> <p style="text-align: center;"><b>Integrity, Fairness and Ethics</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Examines personal and professional values to develop a personal and professional code of ethics that demonstrates personal integrity.					
2. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.					
3. Serves as a role model.					
4. Accepts responsibility for school operations.					
5. Considers the impact of one's administrative practices on others.					
6. Uses the influence of the office to enhance the educational program rather than for personal gain.					
7. Treats people fairly, equitably, and with dignity and respect.					
8. Protects the rights and confidentiality of students and staff.					
9. Demonstrates appreciation for and sensitivity to the diversity in the school community.					
10. Exhibits multicultural and ethnic understanding and sensitivity.					
11. Recognizes and respects the legitimate authority of others.					
12. Examines and considers the prevailing values of the diverse school community.					
13. Expects and promotes that others in the school community will demonstrate integrity and exercise ethical behavior throughout the district.					
14. Fulfills legal and contractual obligations.					
15. Applies laws and procedures fairly, wisely, and considerately.					
16. Maintains the physical and emotional wellness necessary to meet the responsibilities of the position.					
<b>Total Mean Score for Integrity, Fairness and Ethics</b>					

<p style="text-align: center;"><b>Appendix B</b></p> <p style="text-align: center;"><b>Board Observational Data</b></p> <p style="text-align: center;"><b>Political/Social/Cultural Context</b></p>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
1. Ensures that the environment in which schools operate is influenced on behalf of students and their families.					
2. Ensures that communication occurs among the school community concerning trends, issues, and potential changes in the environment in which schools operate.					
3. Ensures that there is ongoing dialogue with representatives of diverse community groups.					
4. Ensures that the school community works within the framework of policies, laws, and regulations enacted by local, state, and federal authorities.					
5. Ensures that lines of communication are developed with decision-makers outside the school community.					
6. Promotes and expects a district-based climate of tolerance, acceptance and civility.					
7. Establishes a culture that encourages responsible risk-taking while requiring accountability for results.					
<b>Total Mean Score for Political/Social/Cultural Context</b>					

<h2>Appendix C</h2> <h3>Annual Objectives</h3>	5 - Significantly Above Expectations	4 - Above Expectations	3 - At Expectations	2 - Below Expectations	1 - Significantly Below Expectations
<b>Performance Objective 1: Ensure that there is a continuous improvement plan for student achievement and growth.</b>	*Add achievement goals to #4-14				
1. Ensure the improvement plan is clear and data based.					
2. Examine data, set goals and stay the course or initiate change as necessary.					
3. Resources are clearly aligned with improvement plan.					
4. English Language Arts Grades 3-5 reached (add achievement goal)					
5. English Language Arts Grades 6-8 reached (add achievement goal)					
6. English Language Arts Grades 9-12 reached (add achievement goal)					
7. Mathematics Grades 3-5 reached (add achievement goal)					
8. Mathematics Grades 6-8 reached (add achievement goal)					
9. Mathematics Grades 9-12 reached (add achievement goal)					
10. Science Grades 3-5 reached (add achievement goal)					
11. Science Grades 6-8 reached (add achievement goal)					
12. Science Grades 9-12 reached (add achievement goal)					
13. High School ACT scores increased by (add achievement goal)					
14. Graduation Rate increased by (add achievement goal)					
15. English Language Arts Grades 3-5 scored at a level 3 or higher.					
16. English Language Arts Grades 6-8 scored at a level 3 or higher.					
17. English Language Arts Grades 9-12 scored at a level 3 or higher.					
18. Mathematics Grades 3-5 scored at a level 3 or higher.					
19. Mathematics Grades 6-8 scored at a level 3 or higher.					
20. Mathematics Grades 9-12 scored at a level 3 or higher.					
21. Science Grades 3-5 scored at a level 3 or higher.					
22. Science Grades 6-8 scored at a level 3 or higher.					
23. Science Grades 9-12 scored at a level 3 or higher.					
24. High School ACT scores scored at a level 3 or higher.					
<b>Performance Objective 2: Develop a school district strategic plan.</b>					
25. Annual and long-range goals, along with measurable objectives and strategies, have been established with input from Board, staff and community members.					
26. A district-wide vision has been created with input from Board and staff.					

<b>Performance Objective 3: Evaluate the organizational structure of the district and reorganize as necessary to achieve maximum effectiveness.</b>					
1. The reorganization of personnel and a revised organizational chart has been developed.					
2. If necessary, a fiscal review with budgetary recommendations.					
<b>Performance Objective 4: Develop a comprehensive plan to promote school system and increase parent and community involvement.</b>					
1. Promotional tools for the school system have been developed such as blogs, podcasts, videos and brochures.					
<b>Performance Objective 5: Work with the school board to develop and implement an annual plan for promoting school system and increasing communication and support with the county commission/city council.</b>					
1. The board adopts an annual agenda for promotion, which includes activities, which the board and/or the Director will complete during the year. The plan must include activities to build support from the County Commission/City Council.					
<b>Performance Objective 6: Develop a budget for the school board as outlined in school policies, activities in the school board annual agenda, and guidelines established by the State Department of Education.</b>					
1. A budget document has been formulated using procedures required by school board policies, activities in the school board annual agenda, and guidelines established by the State Department of Education.					
<b>Performance Objective 7: Ensure the Board's annual agenda is developed and implemented.</b>					
1. Evidence that annual agenda items referencing the Director of Schools have been completed or are ongoing and nearing completion.					
<b>Performance Objective 8: Provide and promote activities that give the school board an opportunity to review its effectiveness and improve the relationship between individual school board members, and the school board as a whole with the Director of Schools.</b>					
1. Information regarding improvement activities such as workshops, clinics, conventions, board retreats, etc.					
2. Information regarding criteria for individual school board member recognition (e.g., Boardmanship Awards), school board recognition (e.g., Board of Distinction) and the criteria required for school board district and state recognition.					
3. A self-evaluation instrument that reviews school board effectiveness and allows for each school board member to make recommendations and suggestions for improvement has been distributed to the Board for their review.					

# Director of Schools Overall Evaluation Score

## Section I Qualitative:

Appendix A-Administrator Survey \_\_\_\_\_ %

Appendix B-Board Observational Data \_\_\_\_\_ %

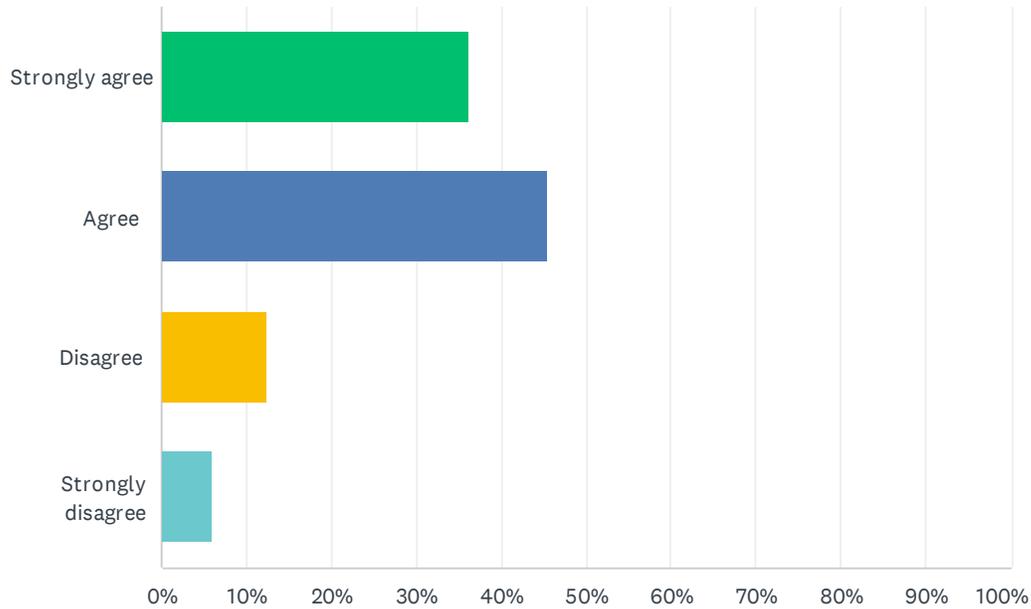
## Section II Quantitative:

Appendix C-Achievement of Board  
Goals/Strategic Plan \_\_\_\_\_ %

Overall Evaluation Score: \_\_\_\_\_

## Q1 An atmosphere of mutual respect and trust within the School District is facilitated by leadership.

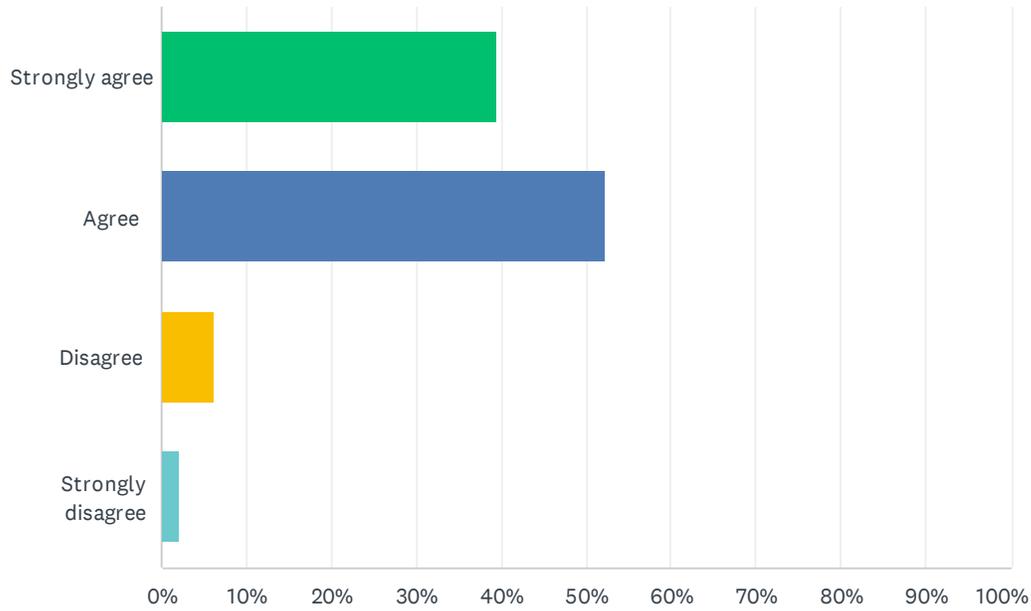
Answered: 419 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	36.28%	152
Agree	45.35%	190
Disagree	12.41%	52
Strongly disagree	5.97%	25
<b>TOTAL</b>		<b>419</b>

## Q2 I am generally satisfied with being an employee of the Cumberland County School District.

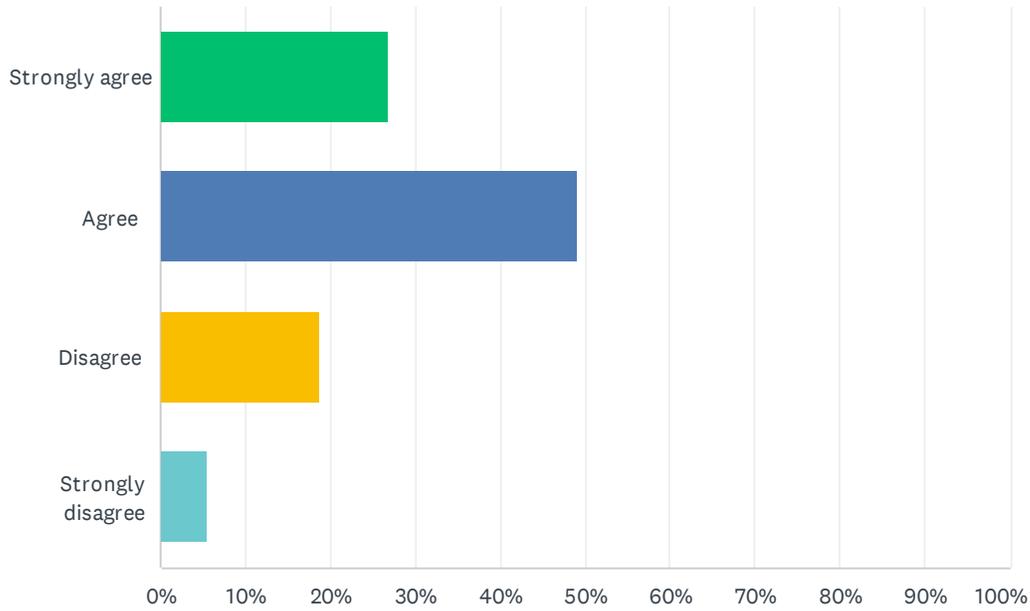
Answered: 419 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	39.38%	165
Agree	52.27%	219
Disagree	6.21%	26
Strongly disagree	2.15%	9
<b>TOTAL</b>		<b>419</b>

### Q3 District and school leadership encourages input and acknowledges/responds to that input.

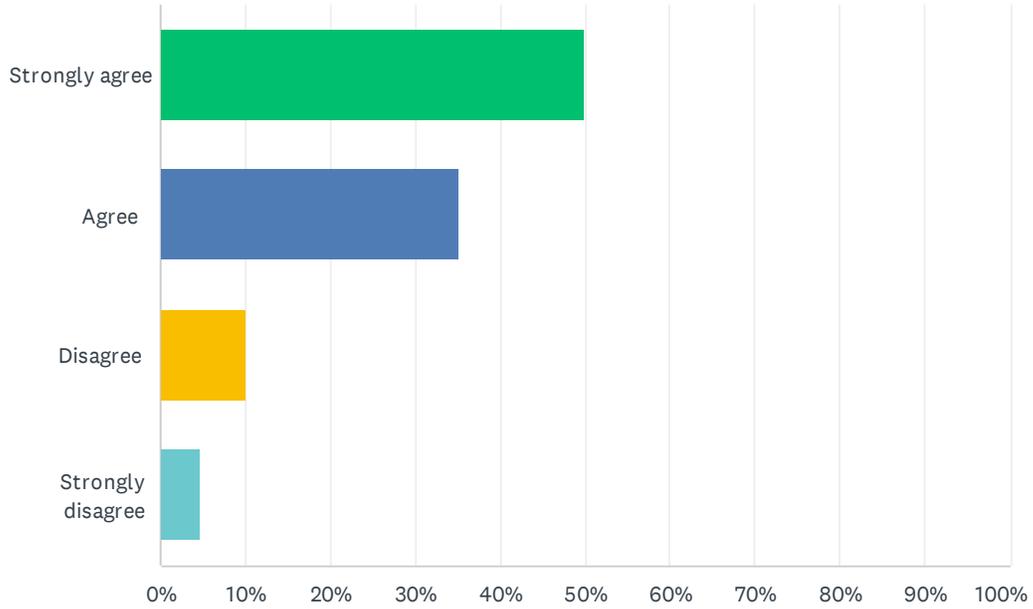
Answered: 418 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	26.79%	112
Agree	49.04%	205
Disagree	18.66%	78
Strongly disagree	5.50%	23
<b>TOTAL</b>		<b>418</b>

### Q4 My direct supervisor provides clear direction on the district and school goals along with my role in achieving those goals.

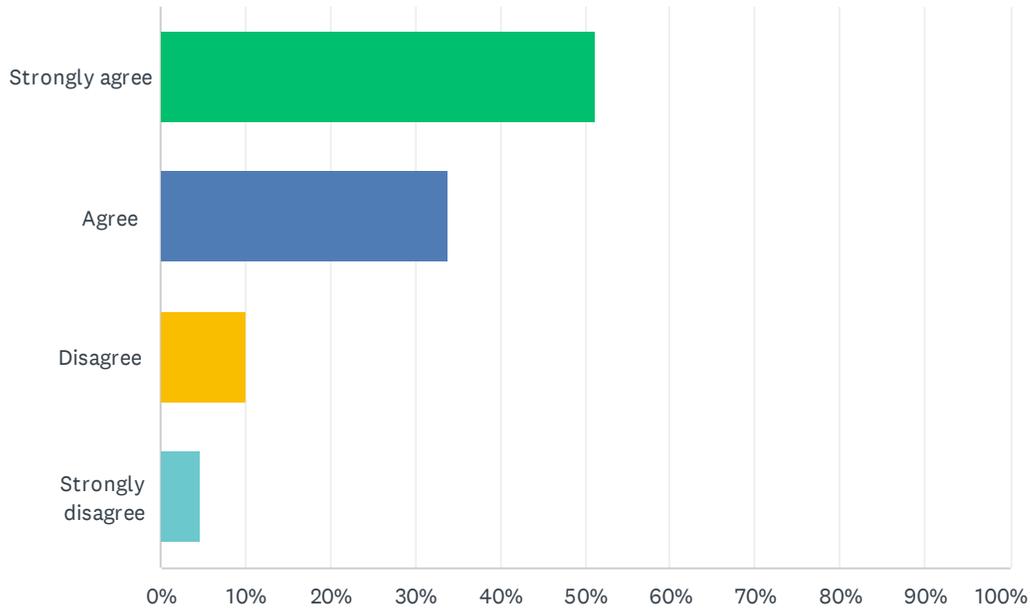
Answered: 418 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	209
Agree	35.17%	147
Disagree	10.05%	42
Strongly disagree	4.78%	20
<b>TOTAL</b>		<b>418</b>

## Q5 I feel comfortable raising issues and concerns with my direct supervisor.

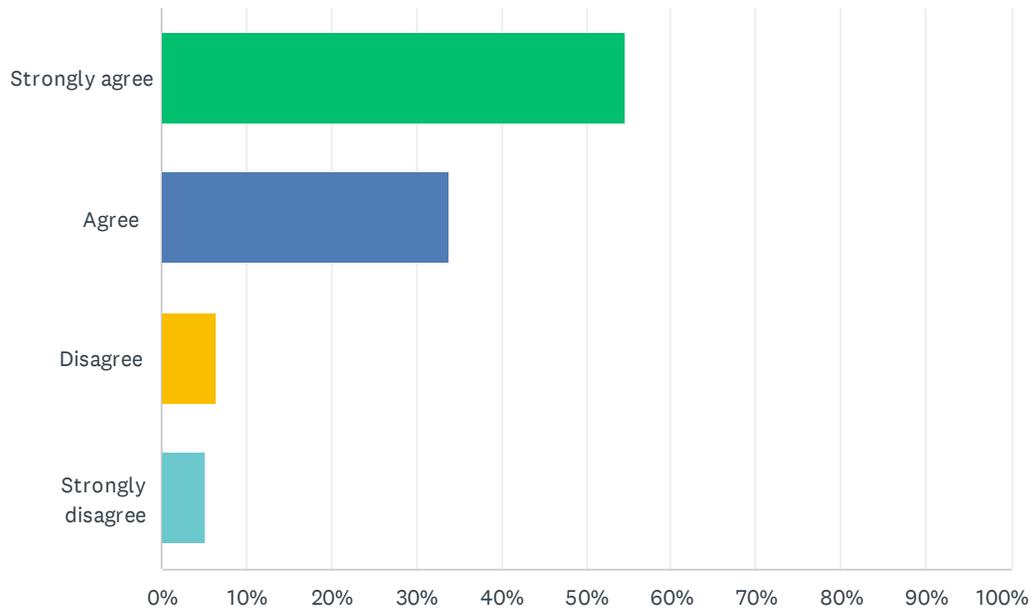
Answered: 418 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	51.20%	214
Agree	33.97%	142
Disagree	10.05%	42
Strongly disagree	4.78%	20
<b>TOTAL</b>		<b>418</b>

## Q6 I feel supported and recognized by my direct supervisor.

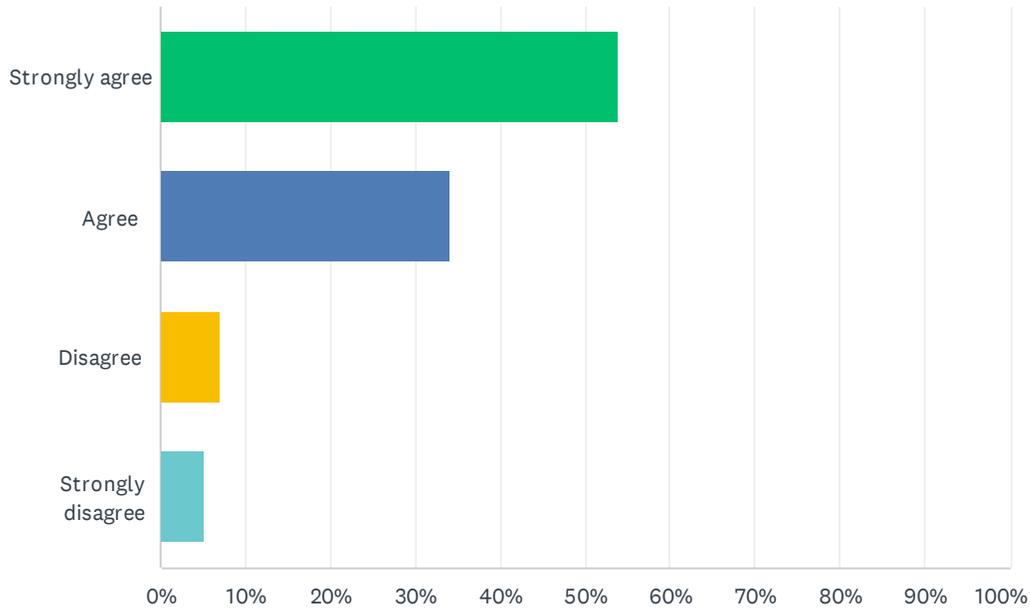
Answered: 418 Skipped: 1



ANSWER CHOICES	RESPONSES	
Strongly agree	54.55%	228
Agree	33.97%	142
Disagree	6.46%	27
Strongly disagree	5.02%	21
TOTAL		418

## Q7 My direct supervisor develops good morale and loyalty to the school and district.

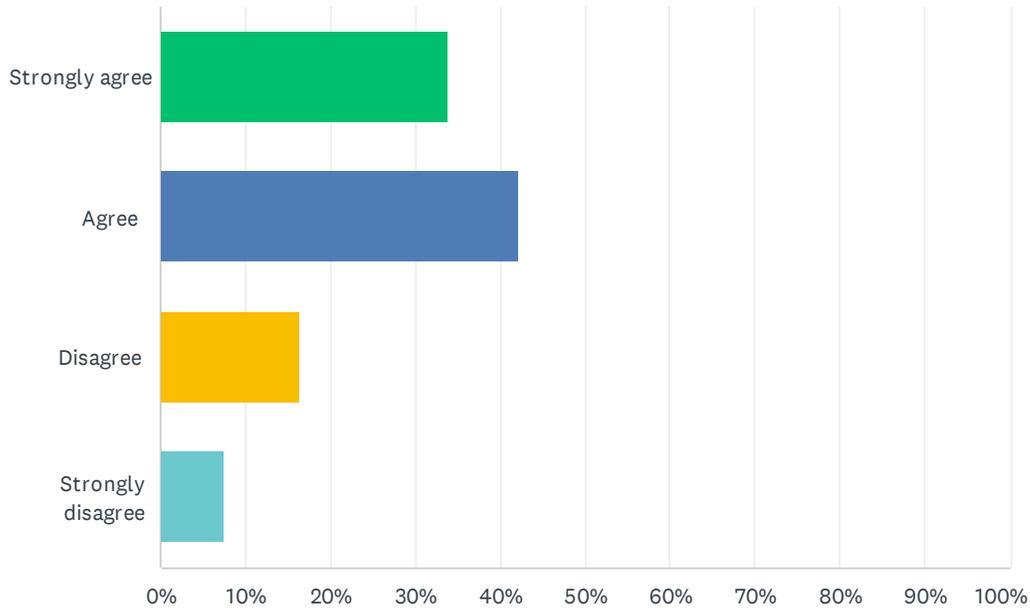
Answered: 417 Skipped: 2



ANSWER CHOICES	RESPONSES	
Strongly agree	53.96%	225
Agree	34.05%	142
Disagree	6.95%	29
Strongly disagree	5.04%	21
<b>TOTAL</b>		<b>417</b>

## Q8 The Director of Schools develops good staff morale and loyalty to the Cumberland County school district.

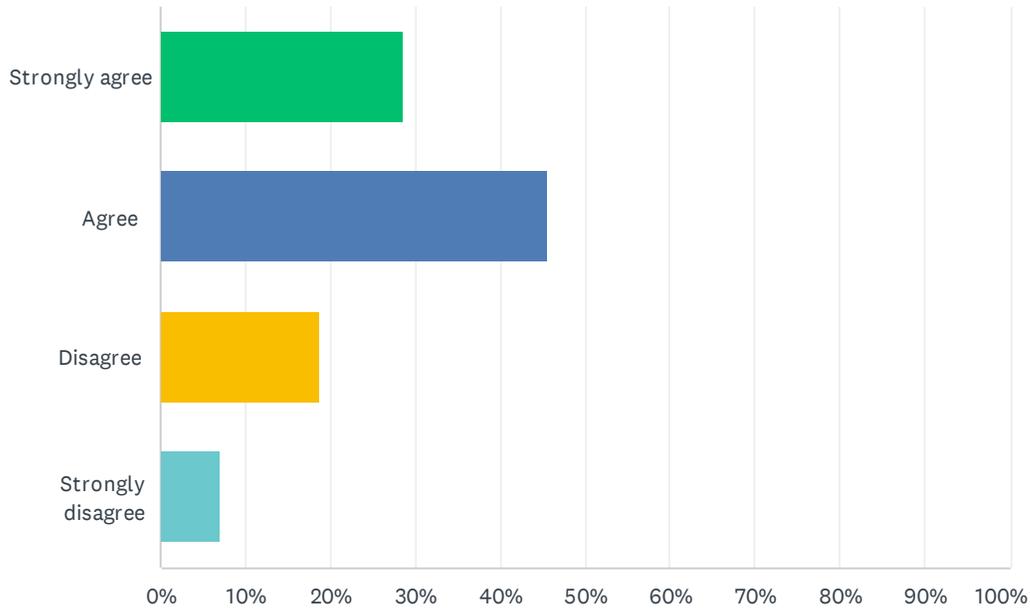
Answered: 416 Skipped: 3



ANSWER CHOICES	RESPONSES	
Strongly agree	33.89%	141
Agree	42.31%	176
Disagree	16.35%	68
Strongly disagree	7.45%	31
TOTAL		416

## Q9 The Director of Schools encourages district-wide suggestions for improvement.

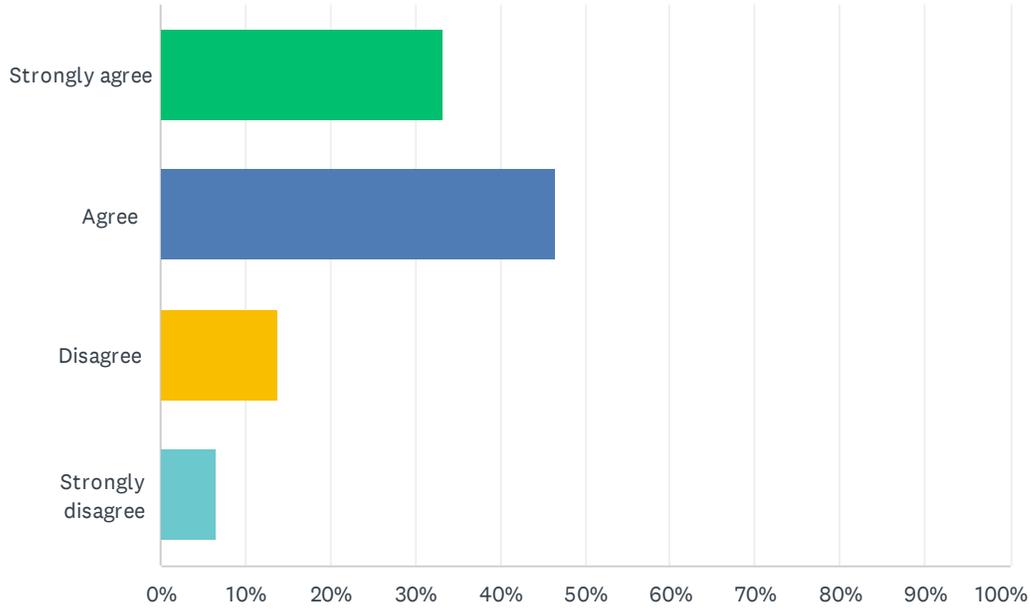
Answered: 415 Skipped: 4



ANSWER CHOICES	RESPONSES	
Strongly agree	28.67%	119
Agree	45.54%	189
Disagree	18.80%	78
Strongly disagree	6.99%	29
<b>TOTAL</b>		<b>415</b>

## Q10 I feel the Director of Schools supports and recognizes schools and employees within the district.

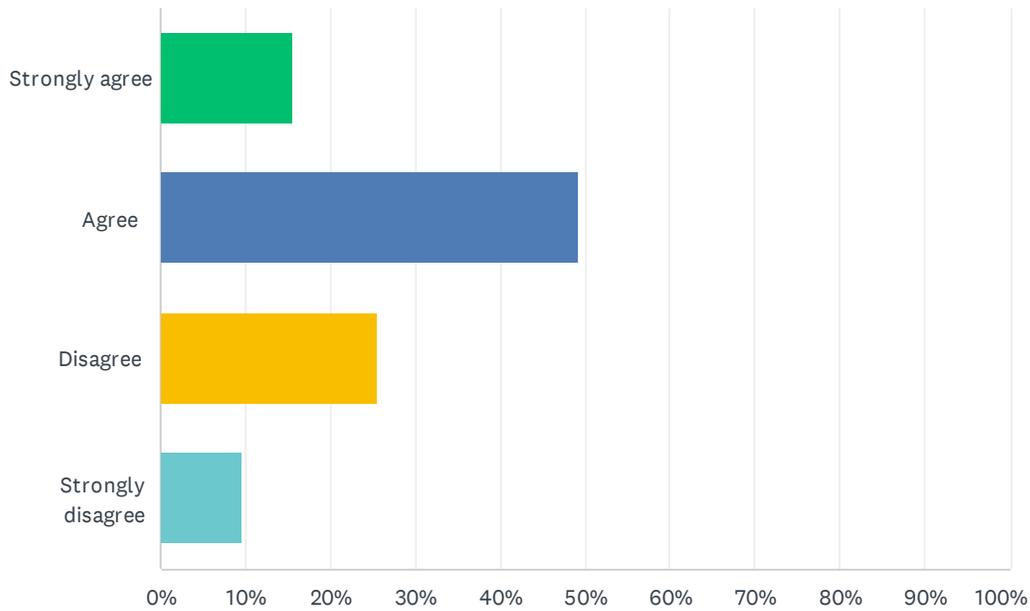
Answered: 414 Skipped: 5



ANSWER CHOICES	RESPONSES	
Strongly agree	33.33%	138
Agree	46.38%	192
Disagree	13.77%	57
Strongly disagree	6.52%	27
<b>TOTAL</b>		<b>414</b>

### Q11 I feel supported by the Cumberland County Board of Education.

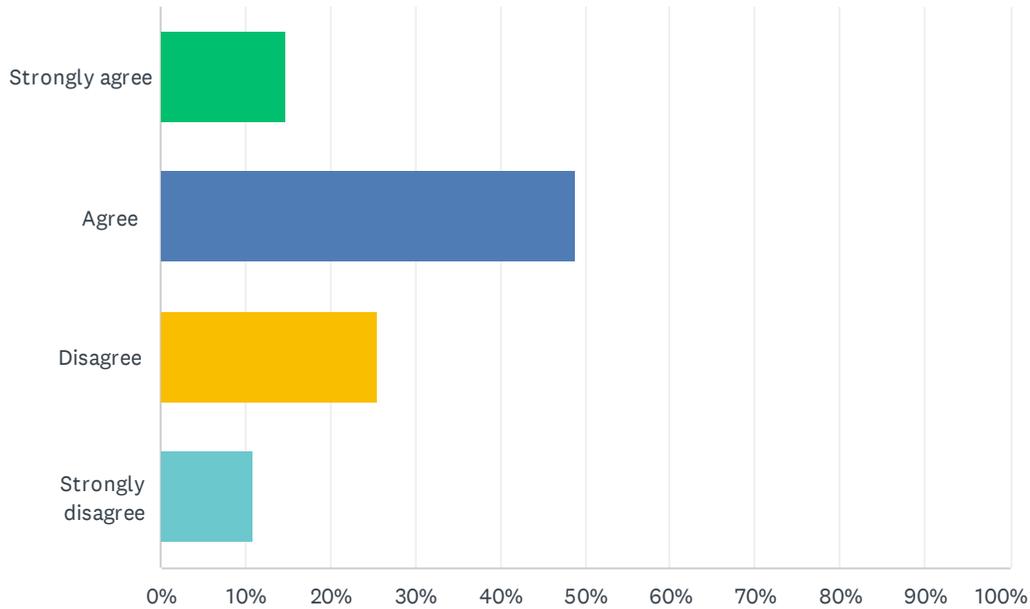
Answered: 413 Skipped: 6



ANSWER CHOICES	RESPONSES	
Strongly agree	15.50%	64
Agree	49.15%	203
Disagree	25.67%	106
Strongly disagree	9.69%	40
TOTAL		413

## Q12 The Cumberland County Board of Education exemplifies mutual respect and trust for the district.

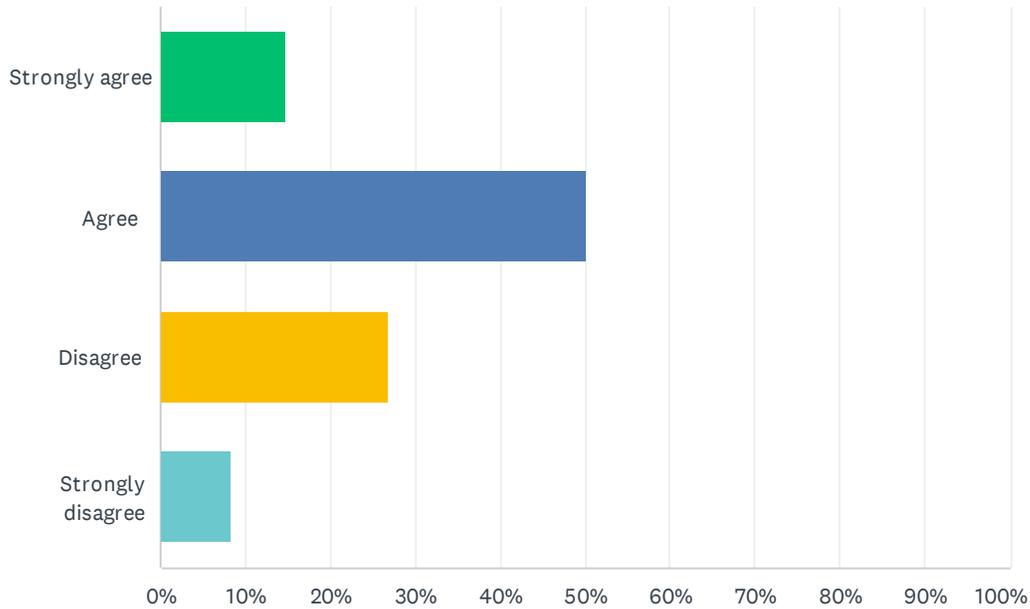
Answered: 412 Skipped: 7



ANSWER CHOICES	RESPONSES	
Strongly agree	14.81%	61
Agree	48.79%	201
Disagree	25.49%	105
Strongly disagree	10.92%	45
<b>TOTAL</b>		<b>412</b>

### Q13 The Cumberland County Board of Education operates with a clear vision of the district strategic plan and district goals.

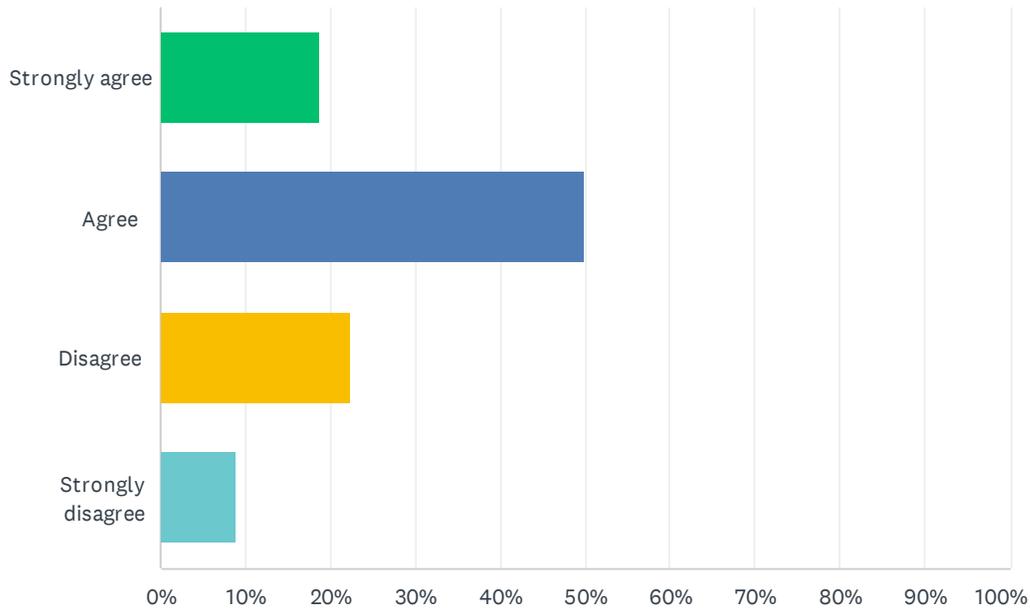
Answered: 413 Skipped: 6



ANSWER CHOICES	RESPONSES	
Strongly agree	14.77%	61
Agree	50.12%	207
Disagree	26.88%	111
Strongly disagree	8.23%	34
<b>TOTAL</b>		<b>413</b>

### Q14 The Cumberland County Board of Education represents and promotes the Cumberland County School District well within the community.

Answered: 412 Skipped: 7



ANSWER CHOICES	RESPONSES	
Strongly agree	18.69%	77
Agree	50.00%	206
Disagree	22.33%	92
Strongly disagree	8.98%	37
<b>TOTAL</b>		<b>412</b>

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Role of the Board of Education</b>	Descriptor Code: <b>1.101</b>	Issued Date: <b>08/24/23</b>
		Rescinds: <b>1.101</b>	Issued: <b>12/05/19</b>

1 The Board will oversee the operation of the school district in compliance with state and federal laws.<sup>1</sup>

2 The Board shall strive to provide the best education opportunities possible for all children.

3 The Board will function only when in session. The Board's required functions include, but are not  
4 limited, to the following:

## 5 **GENERAL**

6 1. To develop and adopt a strategic plan in consultation with the Director of Schools;<sup>2</sup>

7

8 2. To adopt all policies required by state or federal law;<sup>3</sup>

9

10 3. To approve school zones;<sup>4</sup>

11

12 4. To approve the district calendar;<sup>5</sup>

13

14 5. To adopt district safety plans;<sup>6</sup>

15

16 6. To approve the closure of facilities, if needed;<sup>1</sup>

17

18 7. To approve an insurance provider;<sup>1</sup> and

19

20 8. To approve/modify the agenda at the beginning of the board meeting.<sup>1</sup>

## 21 **FISCAL**

22 1. To approve and adopt the budget;<sup>1</sup>

23

24 2. To approve purchases outside the budget on a case-by-case basis in accordance with board  
25 policy;<sup>1</sup>

26

27 3. To approve budget transfers;<sup>7</sup>

28

29 4. To adopt the district salary schedule;<sup>8</sup>

30

31 5. To approve a differentiated pay plan;<sup>9</sup>

32

- 1       6. To approve funding for the district maintenance plan and capital requests;<sup>1</sup>  
 2  
 3       7. To approve the location and scope of new building projects;<sup>1</sup> and  
 4  
 5       8. To approve bids.<sup>1</sup>

## 6   **INSTRUCTION AND STUDENTS**

- 7       1. To adopt the curriculum;<sup>1</sup>  
 8  
 9       2. To adopt textbooks;<sup>10</sup>  
 10  
 11       3. To review student disciplinary issues appealed to the Board and make a final determination;<sup>11</sup>  
 12  
 13       4. To authorize or prohibit the use of corporal punishment;<sup>12</sup>  
 14  
 15       5. To approve or deny admission of students expelled from other school districts;<sup>13</sup> and  
 16

## 17   **PERSONNEL**

- 18       1. To employ and evaluate the Director of Schools;<sup>1</sup>  
 19  
 20       2. To grant tenure to eligible teachers;<sup>14</sup> and  
 21  
 22       3. To dismiss tenured teachers.<sup>15</sup>

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### Legal References

1. TCA 49-2-203
2. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613
3. TCA 49-2-207
4. TCA 49-6-403(c)
5. TCA 49-6-3004
6. TCA 49-6-804(a)
7. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)
8. TCA 49-3-306(a)
9. TCA 49-3-306(h)
10. TCA 49-6-2207(a)(1)
11. TCA 49-6-3401(c)(4)(C)
12. TCA 49-6-4104
13. TCA 49-6-3401(f)
14. TCA 49-5-504(b); TCA 49-2-203(a)(1)
15. TCA 49-5-511

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### Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- School District Planning 1.701
- Annual Operating Budget 2.200

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Method of Election of Officers</b>	Descriptor Code: <b>1.200</b>	Issued Date: <b>12/01/22</b>
		Rescinds: <b>1.200</b>	Issued: <b>10/07/99</b>

1 At the first regular meeting in September each year, the Board shall organize by electing a chairman,<sup>1</sup> a  
2 vice chairman, a parliamentarian, a [Legislative Representative](#), and a [Pro-Tem](#) to serve one-year terms or  
3 until a successor is named or they are no longer members of the Board. In the event that an officer's seat  
4 on the board is vacated, the Board shall elect a successor to serve the remainder of the officer's term.  
5 Each board officer shall be eligible for re-election. ~~A TLN Representative will also be elected.~~

6 If no officer of the Board is serving at the time of the organizational meeting, any member shall call the  
7 meeting to order and preside until a chairman is elected as the first order of business.

8 If the office of chairman is vacated prior to the expiration of the annual term, the vice chairman shall  
9 assume all responsibilities of the chairman until a new chairman is elected. [In the event there is no](#)  
10 [chairman or vice chairman the pro-tem will assume all responsibilities of the chairman until a new](#)  
11 [chairman is elected.](#)

12 ~~A majority of the Board may call for a special meeting to elect officers in the event vacancies occur in~~  
13 ~~both the Chairman and Vice Chairman positions.~~

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Legal Reference:

1. TCA 49-2-202(c)(2)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Visitors to the Schools</b>	Descriptor Code: <b>1.501</b>	Issued Date: <b>07/27/17</b>
		Rescinds: <b>1.501</b>	Issued: <b>02/06/97</b>

1 Except on occasions, such as school programs, athletic events, open house, and similar public events, all visitors  
2 will report to the school office when entering the school and will sign a log book. Authorization to visit elsewhere  
3 in the building or on the school campus will be determined by the principal or designee. Guest passes shall be  
4 issued for all persons other than students and employees of the school.<sup>1</sup>

5 In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the  
6 grounds or into the school buildings during the hours of student instruction except students assigned to that school,  
7 the staff of the school, parents of students, and other persons with lawful and valid business on the school  
8 premises.<sup>2</sup>

9 Persons who come onto school property shall be under the jurisdiction of the site administrator/designee.  
10 Individuals who come onto school property or who contact employees on school or district business are expected  
11 to behave accordingly. **The Director of Schools shall develop a visitor code of conduct to be presented to the board**  
12 **attorney, and then, approved by the Board.**<sup>3</sup> Specifically, actions that are prohibited include, but are not limited to:  
13

- 14 • Cursing and use of obscenities;
- 15 • Disrupting or threatening to disrupt school or office operations;
- 16 • Acting in an unsafe manner that could threaten the health or safety of others;
- 17 • Verbal or written statements or gestures indicating intent to harm an individual or property; and
- 18 • Physical attacks intended to harm an individual or substantially damage property.

19  
20 **The visitor code of conduct shall be posted on the district's website as well as the school's**  
21 **website, and copies of the code shall be provided to all teachers, counselors, administrative**  
22 **staff, and other school employees. In addition, each school entrance shall have the visitor code**  
23 **of conduct posted prominently along with the phone number of someone in the school's**  
24 **administration who can answer questions about the code.**

25  
26 **Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct,**  
27 **along with the phone number of someone in the school's administration who can answer**  
28 **questions about the code. Parent(s)/guardian(s) shall sign a statement acknowledging that they**  
29 **have read and understood the code of conduct.**

## 30 **CONSEQUENCES FOR CODE OF CONDUCT VIOLATION**

- 1 The principal or his/her designee has the authority to exclude from the school premises any persons disrupting
- 2 the educational programs in the classroom or in the school, disturbing the teachers or students on the premises,
- 3 or on the premises for the purpose of committing an illegal act.<sup>1,2</sup>
  
- 4 The principal shall contact law enforcement officials when he/she believes the situation warrants such measures.

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Legal References

1. ~~TCA 49-6-2008; TCA 39-14-406~~  
TCA49-2-303(b)(4)
2. TCA 49-6-208; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

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Cross References

Board-Community Relations 1.500  
Section 504 and ADA Grievance Procedures 1.802  
Vendor Relations 2.809  
Safety 3.201  
Security 3.205  
School Volunteers 4.501  
Care of School Property 6.311  
~~Civility 1.900~~

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Calendar</b>	Descriptor Code: <b>1.800</b>	Issued Date: <b>01/06/05</b>
		Rescinds: <b>1.800</b>	Issued: <b>01/06/98</b>

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the Director  
2 of Schools, an official school calendar for the next two succeeding school years. The calendar will  
3 identify holidays, vacation days, summer sessions and other extensions of the school year. The calendar  
4 is developed by the Director of Schools, supervisor(s) of instruction and the Board. It may be revised  
5 by the Board, upon recommendation of the director of schools, due to inclement weather or other factors.

6 The regular school year shall be 200 days<sup>1</sup> and scheduled as follows:

- 7 A minimum of 180 student attendance days;
- 8 A minimum of five (5) days in-service education for all certificated personnel;
- 9 One (1) day for parent-teacher conferences;
- 10 Ten (10) days paid vacation for all certificated personnel;
- 11 Four (4) discretionary days.

14 Extended contracts shall include twenty (20) days for each additional month employed.

15 The director of schools shall plan each year's program accounting for a 200-day year and shall  
16 recommend it to the Board for approval. The calendar shall be distributed to the school staff at the  
17 opening of the school term.

## 18 STUDENT ATTENDANCE DAYS

19 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or inclement  
20 weather, the time lost shall be made up to the required minimum unless otherwise approved by the State  
21 Department of Education.<sup>1</sup>

## 22 IN-SERVICE EDUCATION

23 Each day of in-service education included in the school calendar shall be equivalent to not less than six  
24 (6) hours of planned activities.<sup>2 3</sup>

## 25 DISCRETIONARY DAYS

26 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as  
27 student attendance days, in-service days or administrative days, which may be used by administrators,

- 1 faculty and staff for preparation for commencement of classes, record keeping, grading examinations,  
2 parent-teacher conferences and other classroom functions.<sup>1</sup>

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Legal References:

1. TCA 49-6-3004(a)(1)-(6)
2. ~~State Board of Education Guidelines for Planning Approvable In-Service Education Activities~~
2. Public Acts of 2024, Chapter No. 573
3. TN Dept of Education, *Guidelines for Planning Approvable In-Service Education Activities*

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Cross References:

Board Member Development Opportunities 1.204  
Reporting Student Progress 4.601  
Compensation Guides and Contracts 5.110  
In-Service & Staff Development Opportunities 5.113  
Attendance 6.200



# Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>2.403</b>	Issued: <b>09/26/19</b>

## 1 General

2 When equipment, books, materials, and other surplus property no longer have an intended use by the  
3 system or are no longer capable of being used because of condition, the **The Director of School shall prepare**  
4 **a list of unusable items for Board approval. Board shall declare them surplus property and authorize their**  
5 **disposal.** The list shall contain name of item, date of purchase and reason for disposal. <sup>1</sup>

6 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation  
7 at least seven (7) days prior to the sale. <sup>2</sup> Notice shall also be published on a news and information website in  
8 accordance with state law. <sup>3</sup>

9 Surplus Property, which has no value or has a value of less than five hundred dollars (\$500) may be  
10 disposed of without the necessity of bids. In order for such disposal without bids, **the principal of the**  
11 **school with the surplus property,** the Director of Schools and the Chair of the Board **must shall all** agree in  
12 written form that the property is of **no value or is of** less value than five hundred dollars (\$500).<sup>4</sup>

13 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the system,  
14 the Board shall approve other methods of disposal.<sup>5</sup>

15 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve  
16 all surplus equipment prior to the materials being disposed of at the end of the school year.

## 17 DISPOSAL OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>46</sup>

18 When equipment that was purchased with federal dollars is no longer needed for the original project or  
19 program or for other activities currently or previously supported by a federal agency, disposition of the  
20 equipment shall be made as follows:

- 21 1. Items of equipment with a current per-unit fair market value of less than \$5,000.00 may be  
22 retained, sold, or otherwise disposed of with no further obligation to the awarding agency.  
23
- 24 2. Items of equipment with a current per-unit fair market value in excess of \$5,000.00 may be  
25 retained or sold, and the awarding agency shall have a right to an amount calculated by  
26 multiplying the current market value or proceeds from sale by the awarding agency's share of  
27 the equipment.

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Legal References

1. TCA 49-6-2006(b)(3); TCA 49-6-2208
2. TCA 49-6-2007(b); Public Acts of 2019, Chapter No. 413
3. TCA 12-2-403(a) Public Acts of 2024, Chapter No. 793
4. 2 CFR § 200.313 TCA 49-6-2007(d)
5. TCA 12-2-403(a)
6. 2 CFR § 2003.313(e)

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Cross References

Duties of Officers 1.201  
Inventories 2.702  
Textbooks and Instructional Materials 4.400  
Textbooks 4.401

# Cumberland County Board of Education

Monitoring: <b>Date last reviewed: January 2005</b>	Descriptor Term: <b>Bids and Quotations</b>	Descriptor Code: <b>2.806</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>2.806</b>	Issued: <b>08/25/22</b>

## 1 *General*

2 All purchases of supplies, materials, equipment, and contractual services in excess of  
3 twenty-five thousand dollars \$25,000.00 including those of individual schools, shall be based on  
4 competitive bids.<sup>1</sup> These bids shall be solicited by advertisement in a newspaper of general circulation  
5 within the school district **and by publication on a news and information website in accordance with the**  
6 **state law**<sup>2</sup>. The purchasing agent shall advertise for bids and receive quotations. The advertisement may  
7 be waived by the purchasing agent in an emergency.<sup>2 3</sup>

8 All purchases of twenty-five thousand dollars (\$25,000.00) or less, including those of individual schools,  
8 may be made in the open market without newspaper notice, but shall, whenever possible, be based on at  
9 least three (3) competitive bids.<sup>2 3</sup>

10 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or  
11 all bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons  
12 relative to the purpose of the purchase.<sup>3 4</sup> Any bid may be withdrawn prior to the scheduled time for the  
13 opening of bids. Any bid received after the time and date specified shall not be considered.

14 The bidder to whom the award is made may be required to enter into a written contract.

15 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding  
16 or other purchasing procedures is **strictly** prohibited.

## 17 **EXEMPTIONS FROM COMPETITIVE BIDDING**

18 Contracts for legal services, educational consultants, services from an insurance provider, and similar  
19 services by professional persons or groups of high ethical standards shall not be based upon competitive  
20 bids but shall be awarded on the basis of recognized competence and integrity.<sup>4 5</sup>

21 **Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market**  
22 **without public advertisement or competitive bidding. Whenever possible, however, at least three (3)**  
23 **documented quotes shall be obtained.**<sup>6</sup>

## Legal References

1. TCA 49-2-203(a)(3); TCA 12-3-1212; Public Acts of ~~2022~~ 2024, Chapter No. ~~1016~~ 513
2. ~~TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2);~~  
Public Acts of ~~2022~~ 2024, Chapter No. 793 ~~1016~~
3. TCA 49-2-203(a)(~~D~~e)(3)(A)-(B);  
TCA 49-2-206(b)(2); TCA 12-3-1212;  
Public Acts of 2024, Chapter No. 513
4. ~~TCA 12-3-1209; TCA 12-4-107; Public Acts of~~  
~~2022, Chapter No. 719; TCA 29-20-407~~ TCA 49-  
2-203(a)(3)(D)(i)(c)
5. TCA 12-3-1209; TCA 12-4-107; TCA 29-20-407
6. Public Acts of 2024, Chapter No.661

## Cross References

Executive Committee 1.301  
Consultants 1.303  
Conflict of Interest 5.601

Version Date: March 6, 2023

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# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Planning and Training</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>07/27/23</b>
		Rescinds: <b>3.202</b>	Issued: <b>08/25/22</b>

1 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
2 approval of the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb  
3 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
4 medical emergencies.

5 The principal of each school shall develop and implement emergency preparedness drills, which, shall  
6 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
7 emergency response agencies. However, the procedures/plans shall not be open to the public for  
8 inspection. In addition, any meetings involving school safety plans are not subject to the open meeting  
9 laws.

## 10 FIRE AND SAFETY DRILLS

11 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
12 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.<sup>2</sup>  
13 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
14 throughout the year.<sup>2</sup>

15 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
16 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
17 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
18 each school's office.<sup>3</sup>

19 The principal shall regularly check the quantity, locations and conditions of fire extinguishers and shall  
20 give all school personnel instructions on how to properly use fire extinguishers.

21 **The district shall work with local law enforcement and the local fire department to develop a procedure**  
22 **for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025**  
23 **and shall be reviewed and updated annually thereafter.<sup>4</sup>**

## 24 ANNUAL DRILLS<sup>4,5</sup>

25 The principal shall ensure that the school safety team conducts each of the following type of drills  
26 annually:

- 27 1. An armed intruder drill in coordination with local law enforcement;
- 28 2. An incident command drill; and
- 29 3. An emergency safety bus drill.
- 30
- 31

## 1 AED DRILLS<sup>5 6</sup>

2 All schools with an Automated External Defibrillator (AED) shall conduct a Cardiopulmonary  
3 Resuscitation (CPR) and AED drill to ensure students are aware of the steps that must shall be taken in  
4 the event of a medical emergency. The principal shall ensure the drill occurs.<sup>5</sup>

5 The Director of Schools shall develop the necessary administrative procedures on AED and CPR  
6 training, planning, notification, and maintenance to comply with state law.

## 7 MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6 7</sup>

8 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
9 and consult with the local and state health departments and other local emergency or healthcare  
10 providers in protecting students and the community from further infection. The Director of Schools  
11 shall develop procedures for health emergencies in accordance with state law and regulations.

## 12 RECORD OF DRILLS

13 A record of all fire or safety drills, including the time and date shall be kept in each school's office.

## 14 REMOTE LEARNING DRILLS<sup>7 8</sup>

15 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately  
16 reflect how students will transition to remote learning in the event of a disruption to school operations.  
17 Students shall not be asked or required to transition to remote learning at any time during the drill.

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### Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. ~~TCA 49-6-807~~; Public Acts of ~~2023~~ 2024, Chapter No. ~~367~~ 563
5. ~~TCA 49-2-122~~; TCA 49-6-~~1208~~ 807
6. ~~TCA 49-6-3004(a), (e)~~; ~~TCA 49-5-404~~ TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No. 625
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

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### Cross References

Emergency Closings 1.8011  
Safety 3.201  
Community Use of School Facilities 3.206

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>3.205</b>	Issued: <b>07/22/21</b>

## 1 **General<sup>1</sup>**

2 The Director of Schools shall establish procedures to protect school property, which shall include, but  
3 not limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;  
5
- 6 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other  
7 school facilities or equipment without appropriate faculty supervision;  
8
- 9 3. Controlling the issuance of building keys, master keys, security codes; and  
10
- 11 4. Developing programs which contribute to the proper care and use of school facilities and  
12 equipment.  
13
- 14 5. Ensuring that equipment purchased with federal funds as directed by federal and state law.<sup>2</sup>

15 **All exterior doors leading into a school building shall be locked at all times and access to school  
16 buildings is limited to the school's primary entrance during the school day as well as when students are  
17 present outside of regular school hours.<sup>3</sup>**

18  
19 The principal shall **immediately** call law enforcement officials **and the Director of Schools** in cases  
20 involving illegal entry, **assault and battery resulting in serious personal injury or involving the  
21 use of a weapon, building damage, theft, or vandalism endangering life health, or safety, or valid  
22 threats of mass violence<sup>4</sup>.**

23 ~~The principal shall notify the Director of Schools as soon as practical, but no longer than twenty-four  
24 (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry.~~

25 The Director of Schools/designee is authorized to sign a criminal complaint and to press charges. The  
26 Director of Schools shall report all signing of such complaints to the Board.

## 27 **AFTER SCHOOL HOURS**

28 **[The following is the default if the district does not create alternate local procedures.]** If, outside  
29 of regular school hours, there is a need to unlock the doors during a school activity, a school district  
30 employee shall be stationed by the door to ensure access is limited to authorized persons.<sup>3</sup>

31

## 1 LAW ENFORCEMENT SERVICES<sup>1</sup>

2

3 The Board may enter into collaborative partnerships with appropriate law enforcement  
4 agencies. Partnerships may include, but not limited to, education and recreational programs,  
5 delinquency prevention and mentoring initiatives.

6 The Board may enter into a memorandum of understanding (MOU) with a chief of a law enforcement  
7 agency to provide school policing. Any memorandum of understanding shall address, at a minimum,  
8 the following issues:

- 9 1. Any School Resource Officer (SRO) assigned under a memorandum **must** **shall** be in  
10 compliance with all laws, regulations and rules of the Peace Officer Standards and Training  
11 Commission at the time of assignment and remain compliant throughout his or her  
12 assignment.
- 13 2. As a condition of assignment, any SRO **must** **shall** participate in forty (40) hours of basic  
14 training in school policing within twelve (12) months of assignment. Every year thereafter the  
15 SRO shall participate in a minimum of sixteen (16) hours of training specific to school  
16 policing. All training programs shall be approved by the Peace Officers Standards and  
17 Training Commission.<sup>3</sup> **5**
- 18 3. Any SRO assigned under the memorandum remains an employee of the law enforcement  
19 agency, subject to that agency's direction, control, supervision and discipline.
- 20 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent  
21 of the Director of Schools.
- 22 5. In the event that more than (1) one SRO is assigned to a school district, the law enforcement  
23 agency shall designate (1) one of the SROs as the senior SRO. The duties of the senior SRO,  
24 however designated, shall include, but not be limited to, the following:
  - 25 a. To represent and carry out the policies of the law enforcement agency assigning the  
26 SROs.
  - 27 b. To supervise the SROs in the performance of their duties;
  - 28 c. To consult with the Director regarding the best use of the available resources for  
29 school policing; and
  - 30 d. To resolve disputes between the SROs and students or **faculty** **staff** members.
- 31 6. The memorandum may be effective for any length of time, including continuing until  
32 terminated by the parties, and may contain any reasonable notice requirement for the  
33 termination of the memorandum. However, the memorandum shall contain a provision  
34 allowing the Director of Schools to suspend the active participation of any SROs in the event  
35 that the Director of Schools **believes that such suspension is best for** **determines that** the health,

1 safety or well being of the students or **faculty** **staff** member. **require the immediate**  
2 **suspension.**

### 3 **CYBERSECURITY**<sup>4 6</sup>

4 The Director of Schools/designee shall develop an administrative procedure regarding the district's  
5 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect  
6 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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#### Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217 817
4. ~~TCA 49-6-805(9)~~ Public Acts of 2024, Chapter No. 882
5. TCA 49-6-4217
6. TCA 49-6-805(9)

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#### Cross References

- Visitors to the Schools 1.501
- Inventories 2.702
- Care of School Property 6.311

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Class Size Ratios</b>	Descriptor Code: <b>4.201</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>4.201</b>	Issued: <b>01/23/20</b>

1 **General<sup>1</sup>**

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not  
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend  
6 the size of the career and technical education (CTE) classes in grades ~~nine~~ six through twelve (~~9-6-12~~)  
7 as long as these class sizes do not exceed the maximum **class size set for CTE. For grades six through**  
8 **eight (6-8), the class size may be extended, but the class size and average must not exceed those for**  
9 **general education classes in grades seven through twelve (7-12).** <sup>2</sup>

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education  
11 may grant a waiver from the maximum class sizes.

12 **The Director of Schools shall apply for additional waivers as needed in compliance with the state law.**

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Legal References

1. TCA 49-1-104; TRR/MS 0520-01-~~03-02.03~~  
31(~~3~~)(4)
2. TCA 49-1-104(g); Public Acts of 2024, Chapter No.  
712

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Cross References

Graduation Requirements 4.605  
**Waivers of Statute, Rules and Regulations 4.607**  
Religious Content of Courses 4.804  
Student Goals 6.100  
Student Concerns, Complaints, and Grievances 6.305

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Family Life Education</b>	Descriptor Code: <b>4.213</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>4.213</b>	Issued: <b>08/26/21</b>

## 1 *General*

2 ~~A The school district shall maintain a program of~~ family life education **program shall be implemented**  
3 **within the school district in compliance with state law<sup>1</sup>.** ~~which conforms to guidelines established by~~  
4 ~~the State Board of Education.<sup>4</sup>~~

5 A parent/guardian who chooses not to have a student participate in the family life education program  
6 shall submit such request in writing to the principal. A student who is excused from the program shall  
7 be assigned alternative **health** activities and shall not be penalized academically.

## 8 **FAMILY LIFE INSTRUCTION**

9 The curriculum for the family life education program shall, in a manner that is age-appropriate and  
10 factually and medically accurate, including the following: <sup>2</sup>

- 11 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 12
- 13 2. Encourage sexual health by helping students understand how the whole person is affected by  
14 sexual activity as well as other risk behaviors;
- 15
- 16 3. Provide information about human reproduction, including conception, birth, and prenatal care,  
17 as well as the process of adoption and its benefits;
- 18
- 19 4. Provide information on the family unit and the responsibilities and consequences related to sexual  
20 activity, including the challenges of single teen parenting;
- 21
- 22 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual  
23 activity;
- 24
- 25 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual  
26 abuse, including such abuse that may occur in the home, and human trafficking in which a victim  
27 is the child, **and internet crimes against children**;
- 28
- 29 7. Provide instruction on the prevention of dating violence;
- 30
- 31 8. Encourage communication between parent(s)/guardian(s) and students; and

- 1 9. Address the legal aspects of sexual activity with emphasis on the rights of the student and;  
2  
3 10. Include the presentation of high-quality, computer-generated animation or high-definition  
4 ultrasound of at least three (3) minutes in duration that shows the development of the brain, heart,  
5 and other vital organs in early fetal development per state academic standards.<sup>3</sup>

6 Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten  
7 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit  
8 instruction on detection, intervention, prevention, and treatment of child sexual abuse and human  
9 trafficking of children.<sup>4</sup>

10 The family life education program shall be reviewed annually to assure that the prohibited items of  
11 instruction, as provided for in state law,<sup>5</sup> are not included in curriculum.

## 12 TRAINING ON INSTRUCTION

13 Personnel involved in instruction will conduct such instruction with maturity and discretion. Personnel  
14 providing family life instruction shall receive training prior to presenting such instruction.

## 15 REPORTING<sup>2</sup>

16 At the beginning of each school year, the Director of Schools shall provide the contact information to  
17 the Department of Children's Services of each employee or trained professional providing instruction  
18 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The Director  
19 shall also report on the curriculum selected by the Board of Education.

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### Legal References

1. TCA 49-6-1302; Public Acts of 2021, Chapter No. 290
2. TCA 49-6-1304; Public Acts of 2024, Chapter No. 571
3. TCA 49-6-1304(b); Public Acts of 2024, Chapter No. 795
4. Public Acts of 2024, Chapter No. 970
5. TCA 49-6-1304(b)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Interscholastic Athletics</b>	Descriptor Code: <b>4.301</b>	Issued Date: <b>12/07/23</b>
		Rescinds: <b>4.301</b>	Issued: <b>01/26/23</b>

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be  
2 treated differently from another person or otherwise be discriminated against in any athletic program  
3 of the school. Equal athletic opportunities shall be provided for members of both sexes.<sup>1</sup> Student  
4 athletes shall only be allowed to participate in athletic activities or events that align with the student's sex  
5 indicated on his/her original birth certificate.<sup>2</sup> The Director of Schools/designee shall require the  
6 parent/guardian to provide the student's original birth certificate prior to participation in any  
7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's  
8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the  
9 student's sex at birth.

10 Interscholastic athletics shall be administered as a part of the regular school program and shall be  
11 the principal's responsibility. Principals shall ensure that school regulations regarding participation in a  
12 sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal  
13 or his/her designee must accompany an athletic team on trips. Transportation of teams to athletic  
14 games is approved by the Board, provided the team's school reimburses the Board for mileage.

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control  
16 of High School athletics.<sup>3</sup> Bylaws of the Tennessee Middle School Athletic Association shall regulate the  
17 operation and control of all Elementary/Middle school athletics. The Cumberland County Athletic  
18 Manual will serve as standard operating procedures for elementary and middle school athletics. The  
19 Director of Schools shall develop a code of conduct for all coaches to follow in order to ensure the health  
20 and safety of athletes.<sup>4</sup>

## 21 **INSURANCE & PHYSICAL EXAMINATIONS**

22 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must  
23 provide proof of independently secured catastrophic coverage and liability coverage, with the school  
24 system as a named insured, of not less than the limits set forth in State law.<sup>5</sup> It shall be the  
25 responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all  
26 students participating in interscholastic athletics.

27 Prior to participation in interscholastic athletics, every student must complete an annual physical  
28 examination.<sup>6</sup> The parents/guardians of each student shall be responsible for covering the cost of  
29 the examination, and these records shall be on file in the principal's office.

30 In order to create a drug-free educational and athletic environment and to limit the potential liability  
31 for the schools as a result of injury or health problems arising from substance abuse, the Board  
32 authorizes drug testing for students who participate in extracurricular activities.

1 Students in grades 7 through 12 who desire to participate in extracurricular activities are subject to  
2 random selection for mandatory substance screening. The drug testing program is not punitive, but is  
3 designed to create a safe, drug-free environment for students involved in extracurricular activities and  
4 assist them in getting help when needed.

#### 5 **SCHEDULING CONFLICTS**

6 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any  
7 group of students for the purpose of attending the practice of any interscholastic sport during the school  
8 day without written permission from the Board.<sup>7</sup> This does not prevent regular physical training lessons  
9 in the daily school program.

10 Students shall not be required to attend a school athletic event or event related to participation on a school  
11 athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday.  
12 The student's parent/guardian shall notify the coach in writing three (3) full school days prior to the  
13 event.<sup>8</sup>

#### 14 **SEVERE WEATHER<sup>4</sup>**

15 Severe weather is any type of weather that could impede the safety of any athlete by compromising the  
16 playing conditions of the interscholastic sport.<sup>4</sup> Severe weather includes, but is not limited to, thunder,  
17 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be  
18 discussed with all players, coaches, and officials, if applicable.

19 All coaches who oversee or participate in outdoor training, practice, or competition shall annually  
20 complete a heat illness prevention course approved by the Tennessee Department of Health as well as  
21 receive training on activity modifications based on environmental conditions.

#### 22 **PROHIBITION AGAINST HAZING**

23 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or  
24 tolerate hazing activities.<sup>9</sup>

#### 25 **HOME SCHOOLS STUDENT PARTICIPATION<sup>10</sup>**

26 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA  
27 guidelines. If a school is not a member with these organizations, home school students that are zoned  
28 for the school shall be permitted to participate in interscholastic athletics to the same extent as other  
29 students.

## Legal References

1. 34 CFR § 106.41; 20 USCA § 1681 *et seq.*
2. TCA 49-6-310(a)
3. TRR/MS 0520-01-02-.08(1)
4. TCA 49-6-3601
5. TCA 29-20-403
6. 20 USCA § 1232h(c); TRR/MS  
0520-01-13-.01(1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120
10. **Public Acts of 2024, Chapter No. 658**

## Cross References

Special Use of School Vehicles 3.402  
Student Insurance Program 3.601  
Extracurricular Activities 4.300  
Attendance 6.200

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Library Materials</b>	Descriptor Code: <b>4.403</b>	Issued Date: <b>08/24/23</b>
		Rescinds: <b>4.403</b>	Issued: <b>07/27/23</b>

## 1 General

2 The Director of Schools/Designee shall be responsible for library collection development. He/she shall  
3 post the list of library materials online. Library materials shall be reviewed to ensure the content aligns  
4 with state law.<sup>4</sup> Prior to the purchase of new materials, librarians shall review the age and maturity level  
5 along with the reading level of the selected items for suitability. <sup>1</sup> A list of new materials shall be  
6 reviewed by Director's designee.

7 Director's Designee shall be responsible for periodically reviewing the district's library collection  
8 in line with the standards established below. Any materials found to be out of alignment with the standards  
9 shall be removed, and this action shall be documented in writing and presented to the Director of Schools and  
10 the Board.

## 11 STANDARDS<sup>2</sup>

12 The library collection shall adhere to the following criteria:

- 13 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 15
- 16 2. Materials shall be appropriate for the age and maturity levels of the students who may access
- 17 them. The determining factor will be based on an assessment of any mature themes or content
- 18 (i.e., violence, sexual content, vulgar language, substance abuse);
- 19
- 20 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
- 21
- 22 4. The collection as a whole shall offer a variety of viewpoints.

23 Any materials that meet the following criteria shall be removed and excluded from the district's library  
24 collection:

- 25 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
- 26 violence, or sadomasochistic abuse as defined in state law<sup>3</sup>;
- 27 2. Are patently offensive as defined in state law; or
- 28 3. Appeal to the prurient interest as defined in state law.

29 The Board shall be notified why any library materials are challenged or removed pursuant to this policy.

## 1 COMPLAINTS<sup>4</sup>

2 If a complaint is made by an employee, student, or parent/guardian, **the person receiving this complaint**  
3 **shall: this process is to be followed:**

- 4 1. Inform the complainant of the selection procedures and make no commitments.
- 5
- 6 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 7
- 8 3. Inform the principal (and other appropriate personnel).
- 9
- 10 4. Keep challenged materials available for use during the reconsideration process.
- 11

12 Upon receipt of the completed form, the principal shall notify the Director of Schools. The  
13 principal may request review of the challenged materials by an ad hoc materials review committee  
14 within **ten (10) thirty (30) days. If the principal appoints a** ~~The review committee is appointed by~~  
15 ~~the principal and it should~~ includes certified library media personnel, representatives from  
16 classroom teachers, **and one or more parents, and may include one or more students. The principal**  
17 **will inform the Director of Schools of the review committee's progress.**  
18

19 The **review committee shall take the** following steps **should occur** after receiving the  
20 challenged materials:

- 21
- 22 a. Read, view, or listen to the contested material in its entirety;
- 23 b. Check general acceptance of the material by reading recognized and evaluative reviews;
- 24 c. Determine the extent to which the material is appropriate for the age and maturity levels  
25 of the students who have access to the materials and whether the material is suitable for,  
26 and consistent with, the educational mission of the school;
- 27 d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging  
28 the material for its strength and value; and

29 **The principal shall** present a recommendation to the Director of Schools. **The Director of Schools shall**  
30 **assess the findings along with the recommendation of the principal and present a recommendation to**  
31 **the Board.**

32 **The Board shall evaluate the recommendations of the principal and the Director of Schools along with**  
33 **the material to determine whether it is appropriate for the age and maturity levels of the students who**  
34 **have access to the materials and whether the material is suitable for, and consistent with, the**  
35 **educational mission of the school. The Board shall review the findings and affirm, overturn, or modify**  
36 **the decision within sixty (60) days from which the feedback was received.**

### 37 **Tier Two**

38 **The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.**  
39 **He/she shall review the recommendation presented by the review committee along with the principal's**  
40 **recommendation and make the determination whether the material is appropriate for the age and**

1 maturity levels of the students who have access to the materials and whether the material is suitable  
2 for, and consistent with, the education mission of the school. The DOS shall make a determination and  
3 notify the complainant.

#### 4 ~~Tier Three~~

5 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the  
6 material to determine whether the material is appropriate for the age and maturity levels of the students  
7 who have access to the materials and whether the material is suitable for, and consistent with, the  
8 education mission of the school.

9 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the  
10 students who have access to them or is not suitable for, and consistent with, the educational mission of  
11 the school, the material shall be removed from the library collection.

## 12 REMOVAL OF LIBRARY MATERIALS

13 If it is determined that the material is not appropriate for the age and maturity levels of the students  
14 who have access to them or it not suitable for, and consistent with, the educational mission of the  
15 school, the material shall be removed from the library collection.

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#### Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982) TCA 49-6-3803
2. Public Acts of 2023 2024, Chapter No. 472 782
3. TCA 39-17-901
4. TCA 49-6-3803

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#### Cross References

Textbooks and Instructional Materials 4.400  
School and System Websites 4.407  
Controversial Materials 4.801

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <b>Grading System</b>	Descriptor Code: <b>4.600</b>	Issued Date: <b>04/25/24</b>
		Rescinds: <b>4.600</b>	Issued: <b>07/27/23</b>

1 The Director of Schools shall develop an administrative procedure to establish a system of grading and  
2 assessment for evaluating and recording student progress and to measure student performance in  
3 conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall  
4 follow all applicable statutes and rules and regulations of the State Board of Education. The  
5 grading/assessment system shall be uniform district-wide at comparable grade levels, except that the  
6 Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes  
7 in grades K-3 according to state rules and regulations.<sup>1</sup>

8 The Director of Schools shall submit a copy of the grading, reporting and assessment systems to the  
9 Board before the system is implemented.<sup>2</sup> These guidelines shall be communicated annually to students  
10 and parents/guardians.<sup>†</sup>

11 Conduct grades are based on behavior and shall not be deducted from scholastic grades.

## 12 **GRADING SYSTEM: GRADES NINE - TWELVE (9-12)<sup>† 2</sup>**

13 Schools teaching grades (9) nine through (12) twelve shall use the uniform grading system established  
14 by the State Board of Education. Using the uniform grading system, students' grades shall be reported  
15 for the purposes of application for post-secondary financial assistance administered by the Tennessee  
16 Student Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage  
18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 Letter grades transferred into the Cumberland County School System will be converted to numerical  
25 grades for figuring class rank and scholarship purposes. Each letter grade will be assigned a numerical  
26 grade that falls within the mid-point of the grade scale used in this system.

27 Transfer Scale: A+ = 100; A = 95; A- = 90; B+ = 89; B = 85; B- = 80; C+ = 79; C = 75; C- =  
28 70; D+ = 69; D = 65; D- = 60; F = 59

29 This grading system shall be uniform throughout the school system for each grade.

1 GPA calculations will be called Lottery GPA and Local Weighted GPA. The Lottery GPA will be  
2 based on a 4.0 scale. The Local Weighted GPA will be based on a 5.0 scale. Teachers will continue to  
3 add additional points to the final grade of the course, and the following guidelines will be adhered to:

- 4 • One half (1/2) quality point shall be added to the numerical quality point value corresponding to  
5 the letter grade received for the honors course.
- 6 • One (1) quality point shall be added to the numerical quality point value corresponding to the  
7 letter grade received in a Statewide Dual Credit Course, Dual Enrollment Course, or an Advanced  
8 Placement Course.

9 Final Grade notification - The following courses shall include the addition of listed percentage points  
10 added to grades used to calculate the semester average.

- 11 • ~~Honors courses—three points~~
- 12 • ~~Local dual enrollment courses—Students must be enrolled in a post-secondary institution to~~  
13 ~~receive five four additional points beginning in the 2024-2025 school year.~~
- 14 • ~~Statewide dual credit courses—students enrolled in a statewide dual credit course must sit for the~~  
15 ~~dual credit exam to receive four additional points.~~
- 16 • ~~AP courses—In order to receive five additional points, students are required to take the~~  
17 ~~corresponding AP exam.~~
- 18 • ~~Industry Certifications—CTE courses that are aligned to an industry certification recognized by~~  
19 ~~the Tennessee Department of Education will receive an additional four points if the student sits for~~  
20 ~~the industry certification exam.~~
- 21 • **Honors courses-(3) three percentage points;**
- 22 • **Local and Statewide Dual Credit, Capstone Industry Certification Aligned-(4) four percentage**  
points; and
- 23 • **Advanced Placement, Cambridge International, College Level Exam Program (CLEP),**  
**International Baccalaureate Courses, and Dual Enrollment Courses-(5) five percentage points.**

## 24 **LOTTERY SCHOLARSHIPS<sup>3</sup>**

25 Each school counselor shall provide incoming freshman with information on college core courses  
26 required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT  
27 score, etc.) that must be met in order to receive a scholarship.

28 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal  
29 Student Aid (FAFSA). The FAFSA is available at the guidance office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).  
30 Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit application  
31 in a timely manner.

32 Elementary school counselors should explain the HOPE Scholarship and its requirements to their  
33 students and impress upon them the benefits of making good grades.

## 34 **LOTTERY SCHOLARSHIP DAY**

35 Each school year, prior to scheduling courses for the following school year, schools teaching students  
36 in grades 8-11 shall conduct a lottery scholarship day for students and their parents.<sup>4</sup>

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Legal References

1. ~~TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; TCA 49-6-407 TCA 49-2-203(b)(16); TCA 49-2-3001(b)(1)(H)~~
2. ~~TCA 49-2-203(b)(16); TCA 49-2-301(b)(1)(H)~~  
TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301 TCA 49-6-407
3. TCA 49-4-904, 905, 907
4. TCA 49-4-932(f)

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Cross References

Alternative Credit Options 4.209  
Credit Recovery 4.210  
Reporting Student Progress 4.601  
Honor Roll, Awards, & Class Ranking 4.602  
Promotion and Retention 4.603  
Transcript Alterations 4.608

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Promotion and Retention</b>	Descriptor Code: <b>4.603</b>	Issued Date: <b>12/07/23</b>
		Rescinds: <b>4.603</b>	Issued: <b>12/01/22</b>

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and  
3 federal law. All decisions shall be made in consultation with a student's IEP and or/504 team, if  
4 applicable. <sup>1</sup>

5 Students who have difficulty in achieving the requirements for promotion may be considered for  
6 retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for  
7 retention shall include:<sup>2</sup>

- 8
- 9 1. Ability to perform at the current grade level;
  - 10 2. Results of local assessments, screening or monitoring tools;
  - 11 3. State assessments, as applicable;
  - 12 4. Home Literacy Reports;<sup>3</sup>
  - 13 5. Overall academic achievement of the student;
  - 14 6. Likelihood of success with more difficult material if promoted to the next grade;
  - 15 7. Attendance record; and
  - 16 8. The student's maturity.

16 Students may be identified for retention after the February 1<sup>st</sup> deadline if the delay in identifying a student  
17 is due to:<sup>4</sup>

- 18
- 19 1. Date of enrollment; or
  - 20 2. Additional information acquired after results of local assessment, screening or monitoring are  
21 released.

22 **VOLUNTARY RETENTION**

23 A parent/guardian of a student enrolled in kindergarten through second grade may choose to  
24 retain his/her student in the current grade level if:

- 25
- 26 1. The student has documented academic or behavioral delay; and
  2. The parent/guardian believes that retention may benefit the student. <sup>5</sup>

## 1 **PROMOTION PLANS**<sup>5 6</sup>

2 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within  
3 fifteen (15) calendar days and an individualized promotion plan shall be developed to help the student  
4 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504  
5 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school  
6 counselor, or other appropriate school personnel.

7 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements  
8 that will verify whether a student has made sufficient progress to be promoted to the next grade level,  
9 and be tailored to the student's learning needs. Promotion plans for the students in third and fourth grade  
10 will include additional requirements for promoting students in these grades. A copy of the plan will be  
11 provided to the student's parent(s)/guardians(s), and the school shall offer the opportunity for a parent-  
12 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then  
13 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the  
14 promotion plan.

15 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be  
16 promoted to the next grade level unless retention is required per additional requirements for students in  
17 third and fourth grade.<sup>6 7</sup>

18 If a student has not demonstrated sufficient academic progress according to his/her promotion by the end  
19 of the school year, the student shall be eligible to enroll in a summer reading or learning program, if  
20 available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days  
21 prior to the start of the next school year if the student was enrolled in summer program. However, if the  
22 student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision  
23 for retention at least thirty (30) calendar days prior to the start of the next school year.<sup>8</sup>

## 24 **RETENTION**<sup>6 7</sup>

25 A student may be retained when such retention is in the best interest of the student or when retention is  
26 required per additional requirements for students in third and fourth grade.

### 27 *Decision of Retention-General*<sup>8 9</sup>

28 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
29 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of

1 the plan shall be provided to the student’s parent(s)/guardian(s) within ten (10) calendar days of its  
2 development. This plan shall include at least one of the following strategies:

- 3 1. Adjustment to the current instructional strategies or materials;
- 4 2. Additional instructional time;
- 5 3. Individual tutoring;
- 6 4. Modification to the student’s classroom assignment to ensure the student received instruction  
7 from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly  
8 above expectations (level 5); or
- 9 5. Attendance or truancy interventions.

10 A student shall not be retained more than once in any grade. The progress of students who are retained  
11 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school  
12 year in which the student is retained. The Director of Schools shall develop procedures to ensure  
13 appropriate recordkeeping of students who are retained.

#### 14 *Decision of Retention- Third Grade*<sup>910</sup>

15 Third grade students shall not be promoted to the next grade unless they are determined to be proficient  
16 (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts (ELA)  
17 based on the student’s most recent TCAP test.

18 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 19 1. A student in third grade receiving a performance level rating of “approaching” on ELA  
20 portion of the student’s most recent TCAP test may be promoted if:
  - 21 a. The student is an English language learner and has received less than two (2) full  
22 years of ELA instruction;
  - 23 b. The student was previously retained in grades K-3;
  - 24 c. The student is retested before the next school year and scores proficient in ELA;
  - 25 d. The student attends a learning loss bridge camp before the next school year, maintains  
26 a ninety percent (90%) attendance rate, and demonstrates adequate growth on the  
27 post- test at the end of the camp; or
  - 28 e. The student receives tutoring for the entirety of the next school year in accordance  
29 with state law.
  - 30 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in  
31 ELA standards by scoring within the fiftieth percentile on the most recently

1 administered state-provided benchmark assessment and the district provides tutoring  
2 services to the student during the entire fourth grade school year and notifies the  
3 student's parent/guardian, in writing, of the benefits of enrolling the student in  
4 summer programming.  
5

- 6 2. A student in third grade receiving a performance level rating of "below" on the ELA  
7 portion of the student's most recent TCAP test may be promoted if:
- 8 a. The student is an English language learner and has received less than two (2) full years  
9 of ELA instruction;
  - 10 b. The student was previously retained in grades K-3;
  - 11 c. The student is retested before the next school year and scores proficient in ELA; or
  - 12 d. The student attends a learning loss bridge camp before the next school year, maintains  
13 a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the  
14 next school year in accordance with the state law.

#### 15 *Decision of Retention-Fourth Grade*<sup>10</sup>

16 Students in the following categories may be promoted to fifth grade if they demonstrate adequate  
17 growth on the fourth-grade ELA portion of the TCAP test: shall show adequate growth in the  
18 following ways before being promoted to the fifth grade:

- 19 ~~1.~~ A student who ~~is~~ was promoted to the fourth grade due to receiving tutoring for the  
20 entirety of the next fourth-grade school year in accordance with state law or because of  
21 attending a learning loss bridge camp must maintain a ninety percent (90%) attendance  
22 rate; and
- 23 2. A student receiving tutoring for the entirety of the next school year in accordance with  
24 state law shall be required to show adequate growth on the fourth grade ELA portion of  
25 TCAP before the student may be promoted to fifth grade. A student who was promoted  
26 to fourth grade due to attending a learning loss bridge camp while maintaining a ninety  
27 percent (90%) attendance rate and receiving tutoring for the entirety of the fourth-grade  
28 school year.

29 ~~A student shall not be retained more than once in fourth grade.~~ If a student that was promoted to fourth  
30 grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade  
31 ELA portion of the TCAP test, then the following shall occur:

- 32 1. The student's principal shall convene a conference consisting of the following parties: the  
33 student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
- 34 2. The conference shall review the student's fourth grade ELA performance to determine if  
35 the student should be promoted to fifth grade.  
36

- 1           3. At the conclusion of the conference, a majority of the parties shall agree to one of the  
2 following:  
3           a. The student will be promoted to fifth grade and be assigned a tutor for the entirety  
4 of the student's fifth-grade year; or  
5           b. The student will be retained in fourth grade. A student shall not be retained more  
6 than once in fourth grade.  
7

8 *Decision of Retention-Students with Disabilities*<sup>10 11</sup>

9 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the  
10 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of  
11 TCAP was due to the student's disability. The school district shall not retain a student with a disability  
12 or a suspected disability that impacts their ability to read.

13 **APPEALS**<sup>11 8,12</sup>

14 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
15 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
16 made to a committee appointed by the principal within 10 business days. The student and his/her  
17 parent(s) /guardian(s) shall be provided written or actual notice of the appeal hearing and shall be  
18 given the opportunity to address the committee. The committee shall conduct a hearing within 10  
19 business days to determine if the student will be promoted and issue such decision with 10 business  
20 days. Upon notification of the committee decision, the principal shall send written notification to the  
21 Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise parent(s)/  
22 guardian(s) of their right to appeal such action within 10 business days to the Director of  
23 Schools/designee.

24 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
25 decision shall be issued within 10 business days.

26 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's  
27 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.  
28 Following the review, the Board may affirm or overturn the decision of the Director of  
29 Schools/designee. The action of the Board shall be final.

30 For students where retention is required per the additional requirements for students in third and fourth  
31 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.<sup>12 13</sup>

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 Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. ~~TRR/MS 0520-01-03-.16(6)~~ Public Acts of 2024, Chapter No. 829
6. TRR/MS 0520-01-03-.16(6) ~~(f)~~
7. TRR/MS 0520-01-03-.16(6) ~~(e)~~ (f)
8. TRR/MS 0520-01-03-.16(6) ~~(g)~~ (e)
9. TRR/MS 0520-01-03-.16 ~~(7)~~ (6)(g)
10. ~~29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.~~; TRR/MS 0520-01-03-.16(7) (e)
11. ~~TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)~~; 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. ~~TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-0203-.1716(7)(f)~~; TCA 49-6-3102(e)(1)
13. TRR/MS 0520-01-03-.16(7)(f)

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 Cross References

Credit Recovery 4.210  
 Grading System 4.600  
 Reporting Student Progress 4.601  
 Attendance 6.200  
 Student Assignments 6.205  
 Homeless Students 6.503  
 Student Records 6.600

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Physical Assault Leave</b>	Descriptor Code: <b>5.307</b>	Issued Date: <b>07/27/23</b>
		Rescinds: <b>5.307</b>	Issued: <b>04/27/23</b>

## 1 General

2 **Employees shall be notified of their right to report a physical assault to the appropriate law**  
3 **enforcement agency.**<sup>1</sup>

4 An **teacher employee** who is absent from assigned duties as a result of personal injury caused by physical  
5 assault or other violent criminal acts committed in the course of the teacher's employment duties,  
6 shall receive his/her full salary and full benefits until the **teacher employee** is released by his/her  
7 physician to return to work or his/her physician determines the teacher is permanently unable to return  
8 to work. **Hourly employees shall receive an amount representing the average number of hours the**  
9 **employee works for the district per pay period along with their full benefits, if available, until the**  
10 **employee is permanently unable to return to work. An hourly employee is not eligible to receive the**  
11 **continued pay and benefits if he/she has been employed by the district for less than one (1) full pay**  
12 **period.**<sup>2</sup> ~~If the teacher receives workers' compensation or other similar benefits, the Board shall pay~~  
13 ~~the difference between that amount and the teacher's full salary.~~<sup>4</sup>

14 **If the employee receives workers' compensation or other similar benefits, the Board shall pay the**  
15 **difference between that amount and the employee's full salary or average pay, as applicable.**<sup>2</sup> **The**  
16 **district shall pay the full salary or average salary, or the difference between the employee's full salary**  
17 **or average pay, as applicable, and the workers' compensation or similar benefits, if any, for up to one**  
18 **(1) year.**

## 19 PHYSICIAN STATEMENT

20 A signed statement listing the cause of the absence shall be provided by the employee on forms furnished  
21 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all  
22 claims. A certificate from the physician on forms furnished by the Director of Schools may also be  
23 required to verify the extent of the injury.<sup>2 3</sup>

### Legal References

1. ~~TCA 49-5-714(a)~~; Public Acts of **2023 2024**,  
Chapter No. ~~343~~ **915**
2. **TCA 49-5-714(a)**; Public Acts of **2024**, Chapter No.  
**839**
3. **TRR/MS 0520-01-02-.04(4)(b)**

### Cross References

- Worker's Compensation 3.602  
Sick Leave 5.302  
Long Term Leaves of Absence 5.304

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>5.701</b>	Issued: <b>09/22/22</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies until  
2 a licensed teacher is available.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the Board or  
3 by a third-party employer through an agreement between such third-party employer and the Board.

4 Substitute teachers employed by third-party entities shall be subject to the same unemployment benefit  
5 eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

## 6 APPLICATION/QUALIFICATIONS

7 Criminal history record checks, fingerprinting, and pre employment drug screen of applicants for  
8 substitute teaching are required.<sup>3</sup>

9 Applicants with revoked **or suspended** licenses or certificates according to the Department of Education  
10 shall not be hired.<sup>4</sup>

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with  
12 board policy, state, laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Human Resource Director, who will maintain file(s)  
14 which may include transcripts, credentials, recommendations, and other pertinent information.

## 15 COMPENSATION

16 If employed directly by the district, the compensation of substitute teachers shall be determined  
17 annually by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the  
19 same as a retired substitute teacher with an active teaching license. This only applies to teachers who  
20 retired after July 1, 2011, through July 1, 2016.<sup>5</sup>

## 21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught or  
24 shall be a retired teacher that held the appropriate endorsement.<sup>6</sup>

25 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to  
26 the state salary schedule.<sup>1</sup>

## 1 EMERGENCY NEEDS

2 All paraprofessionals, secretaries and attendance clerks are approved substitute teachers for use in  
3 emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute  
4 teacher being unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
7 for both positions at the same time.

## 8 TRAINING AND ORIENTATION

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and  
10 development programs for substitute teachers **that includes the annual school safety training required by**  
11 **state law.** <sup>7</sup>

## 12 RESPONSIBILITIES

13 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited  
14 to bus duty and playground supervision.

## 15 RE-EMPLOYMENT/TERMINATION

16 On an annual basis, the Director of Schools, with input from the principals, shall determine which  
17 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
18 acceptable level shall not be re-employed.

19 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
20 the principal and/or third-party employer if they wish to terminate their service as substitutes.

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### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)(C)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. **Public Acts of 2024, Chapter No. 735; TCA 49-6-805 (7)**

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### Cross References

Background Investigations 5.118  
Employment of Retirees 5.119

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Qualifications and Duties of the Director of Schools</b>	Descriptor Code: <b>5.802</b>	Issued Date: <b>04/27/23</b>
		Rescinds: <b>5.802</b>	Issued: <b>07/22/21</b>

1 **QUALIFICATIONS:**

- 2 1. A professional educator's license.  
3 2. A master's degree in education with a preference for a doctorate degree.  
4 3. Three (3) years of successful experience in school administration.  
5 4. Such other qualifications as the Board deems desirable.

6 **REPORTS TO:** The Board of Education.

7 **SUPERVISES:** All administrative and supervisory personnel in the district.

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational  
9 programs and services.

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall  
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the  
12 financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be  
13 assigned by the Board. The Director of Schools may delegate these duties together with appropriate  
14 authority but may not delegate nor relinquish ultimate responsibility for results or any portion of  
15 accountability.

16 **ESSENTIAL FUNCTIONS:**

17 *General Administrative*

- 18 1. Provides leadership in identification of priorities and assures that all activities reflect those  
19 Board-established priorities.
- 20 2. Prepares and recommends short- and long-range plans for Board approval and implements those  
21 plans when approved.
- 22 3. Prepares, in conjunction with the Board chairman, agenda recommendations relative to all  
23 matters requiring board action, including all facts, information, options, and reports, needed to  
24 assure informed decisions. Provides advice and counsel to the Board on matters before it.
- 25 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record  
26 of the proceedings of all meetings of the Board and of its official acts.
- 27 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.  
28 Recommends policies or courses of staff action.

- 1 6. Develops administrative procedures to implement Board policy or for the items deemed  
2 necessary for the efficient operation of the schools and disseminates these procedures to  
3 appropriate staff.
- 4 7. Keeps the Board informed regarding development in other districts or at state and national levels  
5 that would be helpful to the district.
- 6 8. Ensures that all local, state/federal standards for the health and safety of the students and staff  
7 are maintained and that required reports are maintained.
- 8 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and  
9 the rules and regulations of the State Board.<sup>1</sup>

#### 10 *Financial Management*

- 11 1. Provides direction to and supervision of school business functions. Encourages development and  
12 implementation of sound business practices. Continually assesses business practices to achieve  
13 efficiency.
- 14 2. Prepares annually, a budget and submits it to the Board for approval. Presents approved budget  
15 to the appropriate local funding body for adoption.
- 16 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the  
17 public-school funds and submits them to the local funding body.
- 18 4. Ensures that funds are spent prudently by providing adequate control and accounting of the  
19 district's financial and physical resources.

#### 20 *Personnel Administration*

- 21 1. Establish lines of authority, which shall be approved by the Board and shown on the **system**  
22 **district** organization chart. Lines of authority shall not restrict the practical working relationships of  
23 all staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and  
25 recommends to the Board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-  
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such action  
29 to the Board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters  
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates directly or through delegation all actions of the Board relating to personnel  
33 matters to all and receives from employees, communications to be made to the Board.

- 1 7. Evaluates principals annually.
- 2 8. Informs the Office of Educator Licensing of licensed educators or educators who have a  
3 temporary teaching permit who have been suspended or dismissed, or who have resigned,  
4 following allegations of conduct, including sexual misconduct, which, if substantiated, would  
5 warrant consideration for license suspension or revocation, or formal reprimand or who have  
6 been convicted of a felony. **The This report shall be made if the licensed educator has pleaded  
7 guilty or nolo contendere to, or has been convicted or otherwise found guilty of such an offense  
8 or equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days  
9 of the suspension, dismissal, or resignation, or of receiving knowledge of the felony conviction.**<sup>2</sup>

#### 10 *Instructional Leadership*

- 11 1. Serves as the chief school executive. Ensures the development and maintenance of a positive  
12 educational program designed to meet the needs of the community and to carry out the policies  
13 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,  
14 is available to all students.
- 15 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major  
16 changes in tests and time schedules to be used in the schools.
- 17 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 18 4. Develops guidelines and direction for monitoring the effectiveness of existing and new pro-  
19 grams.
- 20 5. Conducts a periodic audit of the total school program and advises the Board of recommendations  
21 or the educational advancement of the schools.
- 22 6. Seeks out available sources for grant funding to support programs and projects.
- 23 7. Ensures that the goals of the school system are adequately reflected in its educational program  
24 and operations.

#### 25 *Community/Public Relations*

- 26 1. Promotes community support of the schools. Interprets district programs and services, reports  
27 plans, events and activities of interest and solicits community opinions regarding school and  
28 educational issues.
- 29 2. Identifies available community resources and links to social service agencies that support  
30 education and healthy child development.
- 31 3. Develops strategies to promote parental involvement in their children's education and provides  
32 opportunities for parent-teacher interaction.
- 33 4. Maintains contact and good relations with local media.
- 34 5. Ensures that the district interests will be represented in meetings and activities of municipal and  
35 other governmental agencies.

1           6. Represents the school system and its interests in community organizations, activities, and  
2           projects.

3   **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board  
4   and the Director of Schools. Salary to be determined by the Board.

5   **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law  
6   and the Board's policy on evaluation of the Director of Schools.

7   **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and  
8   level of work being performed by the person assigned to this position. They are not intended to be a  
9   complete list of responsibilities, duties, and skills required of personnel so assigned.

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Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);  
TCA 49-5-106 (f); Public Acts of ~~2021~~ 2024,  
Chapter No. ~~211~~ 577

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Cross References

Executive Committee 1.301  
Board-Media Relations 1.502  
Administrative Procedures 1.601  
Administrative Committees 1.602  
Administrative Reports 1.603  
School District Planning 1.701  
Job Descriptions 5.103  
Application and Employment 5.106  
Evaluation of the Director of Schools 5.803

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>08/24/23</b>
		Rescinds: <b>6.203</b>	Issued: <b>05/25/23</b>

## General

Any student entering school for the first time ~~should~~ **shall** present:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
2. Evidence of a current medical examination.<sup>2</sup> ~~There shall be evidence of a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record; and~~
3. Evidence of state-required immunization **or exemption as authorized by state law.**<sup>3</sup>
  - a. ~~Exceptions will be granted to any student whose parent or guardian files with school authorities a signed, written statement that such measures conflict with one of the following:~~
    1. ~~His/her religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic;~~<sup>5</sup> **or**
    2. ~~Due to medical reasons if the student has a written statement from his/her doctor excusing him from such immunization.~~<sup>7</sup>

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.<sup>4</sup>

A child whose care, custody and support has been assigned to a resident of the district by a power of attorney or order of the court shall be enrolled in school provided appropriate documentation has been filed **with the central office.**<sup>5</sup>

A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school **district system.**

~~The residence of a non-custodial parent may not be used in determining the residence of a student.~~

## ADJUCATED DELINQUENT STUDENT<sup>6</sup>

~~If a student has at any time been adjudicated delinquent for any offences listed in TCA 49-6-3051(b), the parents/guardian(s) and a school administrator of any school having previously received similar~~

1 notice from the juvenile court or another source shall provide to the school principal/designee the abstract  
 2 or other similar written information when any such student;<sup>7</sup> A principal or principal's designee may ask  
 3 a parent/guardian in writing if their student has been adjudicated delinquent for an offense listed in TCA  
 4 49-6-3051 within thirty (30) days of the student first enrolling in the school and when any such student:

5 ~~1. Initially enrolls in an LEA;~~

6 ~~2.~~ 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or

7 ~~3.~~ 2. Changes schools within this state.

8 This information shall be shared only with school employees who have responsibility for classroom  
 9 instruction of the student, the school counselor, social worker, or psychologist who is developing a plan  
 10 for the student while in the school, ~~the clerk responsible for data entry,~~ and the school resource officer.  
 11 Such information is otherwise confidential and shall not be released to others. The written notification  
 12 shall not become a part of the student's record.<sup>7</sup>

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#### Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-13-.01(1)(a); 20 USCA § 1232h(c)
3. TCA 49-6-5001(c)
4. TCA 49-6-~~5001(b)(2) (3)~~ 5106
5. TCA 49-6-~~5001(c)(2)~~ 3001(c)(6)
6. TCA 37-1-153(e), 154; TCA 49-6-~~5106~~ 3051; Public Acts of 2024, Chapter No. 721
7. TCA 49-6-3051(d)

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#### Cross References

- Admission of Suspended/Expelled Students 6.318
- ~~Physical Examinations and Immunizations 6.402~~
- Homeless Students 6.503
- Migrant Students 6.504
- Students in Foster Care 6.505
- Students from Military Families 6.506

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct and Discipline</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>07/27/23</b>
		Rescinds: <b>6.300</b>	Issued: <b>05/25/23</b>

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
2 behavior and discipline, which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students  
3 in pre-kindergarten and kindergarten shall utilize alternative disciplinary practices such as time-out, 1  
4 (one) minute for each year of the student’s age. Exclusionary discipline shall only be used as a measure  
5 of last resort.<sup>2</sup> The development of each code shall involve principals and faculty members of each  
6 level and shall be based on evidence-based behavior supports and interventions.<sup>3</sup>

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
8 protect all members of the educational community in the exercise of their rights and duties to maintain  
9 a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These misbehaviors  
10 apply to student conduct on school buses, on school property, and while students are on school  
11 sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall ensure  
12 that disciplinary measures are implemented in a manner that:<sup>5</sup>

- 13 1. Balances accountability with an understanding of traumatic behavior;
- 14
- 15 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
16 allowed in school;
- 17
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
19 behavioral intervention plans;
- 20
- 21 4. Creates consistent rules and consequences; and
- 22
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
25 trauma-informed discipline practices: RTI<sup>2</sup>B, multi-tiered system of supports, or behavior intervention  
26 plans. Principals shall use appropriate discipline management techniques when enforcing the code of  
27 conduct.

## 28 MISBEHAVIORS: Level I

29 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
30 guidelines or interferes with the orderly operation of the school, which can usually be handled by an  
individual staff member.

31 *Examples* (not an exclusive listing):

- 1 \* Classroom disturbances
- 2 \* ~~School or~~ classroom tardiness
- 3 \* Cheating and lying
- 4 \* Abusive language
- 5 \* ~~Non-defiant~~ failure to do assignments or carry out directions
- 6 \* Wearing, while on the grounds of a public school during the regular school day, clothing
- 7 that exposes underwear or body parts in an indecent manner that disrupts the learning
- 8 environment<sup>6</sup>
- 9 \* Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 10 cyber-bullying, and/or hazing)

11 *Disciplinary Procedures:*

- 12 \* Immediate intervention by the staff member.
- 13 \* **The staff member** Determine what offense was committed and its severity.
- 14 \* **The staff member** determine **who committed the offense and if** ~~offender and that~~ he/she
- 15 understands the nature of the offense.
- 16 \* **The staff member** employs appropriate disciplinary options.
- 17 \* Record of the offense and disciplinary action **shall be** maintained by staff member.

18 *Disciplinary Options:*

- 19 \* Verbal reprimand
- 20 \* Special assignment
- 21 \* Restricting activities
- 22 \* Counseling
- 23 \* Withdrawal of privileges
- 24 \* **Issuance of demerits**
- 25 \* Strict supervised study
- 26 \* Detention
- 27 \* Corporal punishment
- 28 \* In-school suspension
- 29 \* RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

30 **MISBEHAVIORS: Level II**

31 Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school.  
32 Included in this level are misbehaviors which do not represent a direct threat to the health and safety of  
33 others but have educational consequences serious enough to require corrective action on the part  
34 of administrative personnel.

35 *Examples* (not an exclusive listing):

- 36 \* Continuation of unmodified Level I **mis**behaviors
- 37 \* Using forged notes or excuses
- 38 \* Disruptive classroom behavior

1 *Disciplinary Procedures:*

- 2 \* Student is referred to principal for appropriate disciplinary action.
- 3 \* Principal meets with student and staff member
- 4 \* Principal hears accusation made by staff member, permits student the opportunity of explaining his/her conduct.
- 5 \* Principal takes appropriate disciplinary action and notifies staff member of action.
- 6 \* Record of offense and disciplinary action maintained by principal.

7 *Disciplinary Options:*

- 8 \* Teacher/schedule change
- 9 \* Peer counseling
- 10 \* Referral to outside agency
- 11 \* In-school suspension
- 12 \* Transfer
- 13 \* Detention
- 14 \* Suspension from school-sponsored activities or from riding school bus
- 15 \* Out-of-school suspension (not to exceed ten (10) days).
- 16 \* RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

17 **MISBEHAVIORS: Level III**

18 Acts directly against persons or property but whose consequences do not seriously endanger the health  
19 or safety of others in the school.

20 *Examples (not an exclusive listing):*

- 21 \* Continuation of unmodified Level I and II misbehaviors
- 22 \* Fighting (simple)
- 23 \* Vandalism (minor)
- 24 \* Use, possession, sale, and/or distribution, and/or being under the influence of tobacco, or alcohol
- 25 \* Use, possession, sale, or distribution of drug paraphernalia
- 26 \* Use, sale, distribution, and/or being under the influence of drugs
- 27 \* Stealing
- 28 \* Threats to others
- 29 \* Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying, cyber-bullying, and or hazing)
- 30

31 *Disciplinary Procedures:*

- 32 \* Student is referred to principal for appropriate disciplinary action.
- 33 \* Principal meets with student and staff member
- 34 \* Principal hears accusation and allows the student the opportunity to explain his/her conduct.
- 35
- 1 \* Principal takes appropriate disciplinary action and notifies the staff member of the

- 2 action.
- 3 \* Principal may refer incident to Director of Schools and make recommendations for
- 4 consequences.
- 5 \* Record of offense and disciplinary action maintained by principal or Director of
- 6 Schools.

7 *Disciplinary Options:*

- 8 \* In-school suspension
- 9 \* Detention
- 10 \* Restitution from loss, damage or stolen property
- 11 \* Out-of-school suspension not to exceed ten (10) days
- 12 \* Social adjustment classes
- 13 \* Transfer
- 14 \* Alternative School
- 15 \* RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

16 **MISBEHAVIORS: Level IV**

17 Acts which result in violence to another's person or property, or which pose a threat to the safety of

18 others in the school. These acts are so serious that they usually require administrative actions which

19 result in the immediate removal of the student from the school, the intervention of law enforcement

20 authorities and/or action by the Board.

21 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school

22 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or

23 death to another person.<sup>7</sup>

24 *Examples (not an exclusive listing):<sup>8</sup>*

- 25 \* Unmodified Level I, II and III **mis**behaviors
- 26 \* Death threat (hit list)
- 27 \* Threat of mass violence of school property or at a school-related activity\*
- 28 \* Extortion
- 29 \* Bomb threat\*
- 30 \* Possession/use/transfer of dangerous weapons
- 31 \* **Assault**
- 32 \* Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 33 employee of the school, or a school resource officer\*
- 34 \* Aggravated Assault \*
- 35 \* Vandalism
- 36 \* Theft/possession/sale of stolen property
- 37 \* Arson
- 38 \* Possession of unauthorized substances (i.e. any controlled substance, controlled
- 39 substance analogue, or legend drug)\*

- 40 \* Use, or transfer of unauthorized substances
- 41 \* Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 42 \* Cyber-bullying, and/or Hazing)
- 43 \* Electronic threat to cause bodily injury or death to another student or school employee\*

44 *Disciplinary Procedures:*

- 45 \* Law enforcement officials and the Director of Schools are immediately contacted, if applicable.<sup>9</sup>
- 46 \* Principal confers with appropriate staff members and with the student.
- 47 \* Principal hears accusations and permits offender opportunity to explain his/her conduct.
- 48 \* Parents/guardians are notified.
- 49 \* Law enforcement officials are contacted.
- 50 \* Incident is reported, and recommendations made to the Director of Schools.
- 51 \* The principal notifies the staff members of the resolution.
- 52 \* If the student’s placement is to be changed, adequate notice of the charges shall be
- 53 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 54 disciplinary hearing.

*Disciplinary Options*

- \* Other hearing authority or Board action which results in appropriate placement
- \* Alternative schools
- \* RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

\*Designates zero tolerance offenses.

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Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-2802
8. TCA 39-16-517; TCA 49-6-3401(g); Public Acts of 2023, Chapter No. 299

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Cross References

- Security 3.205
- Traffic and Parking Controls 3.403
- Procedural Due Process 6.302
- Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
- Title IX & Sexual Harassment 6.3041
- Interference/Disruption of School Activities 6.306
- Bus Safety and Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Corporal Punishment 6.314
- Detention 6.315
- Suspension 6.316
- Safe Relocation of Students 6.4081

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>07/27/23</b>
		Rescinds: <b>6.309</b>	Issued: <b>05/25/23</b>

1 In order to ensure a safe and secure learning environment, the following offenses shall not be  
2 tolerated:<sup>1</sup>

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
- 4 2. Unlawful possession of any drug, including any controlled substance, controlled substance  
5 analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>
- 6 3. Aggravated assault;<sup>4</sup>
- 7 4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, administrator any other  
8 employee of the school, or school resource officer; or
- 9 5. **Valid** threats of mass violence on school property or at a school-related activity **as determined**  
10 **by a threat assessment team.**<sup>6</sup>

11 Committing any of these offenses shall result in a student being expelled from the regular school  
12 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of  
13 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance  
14 offenses may be assigned to an alternative school or program at the discretion of the Director of  
15 Schools.<sup>7</sup>

16 When it is determined that a student has violated this policy, the principal of the school shall notify the  
17 student's parent or guardian and the criminal justice or juvenile delinquency system as required by  
18 law.<sup>8</sup>

## Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; **TCA 49-6-3401 (g)(2)(D)**; Public Acts of  
**2023** **2024**, Chapter No. **299** **882**
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1);  
**Public Acts of 2024, Chapter No. 882**

## Cross References

- Threat Assessment Team 3.204**
- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension 6.316
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Safe Relocation of Students 6.4081

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Suspension/Remand</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>5/25/23</b>
		Rescinds: <b>6.316</b>	Issued: <b>12/03/20</b>

## 1 *General*

2 Any principal, ~~principal teacher or assistant principal (herein called principal)~~ may suspend any student  
3 from attendance **in a specific class or school related activity without suspending the student from**  
4 **attendance** at school. Based on the severity of the offense, a principal may suspend a student from  
5 attendance at school and any school activities

6 Students may be suspended for good and sufficient reasons including, but not limited to:<sup>1</sup>

- 7 1. Willful and persistent violation of the rules of the school;
- 8
- 9 2. Immoral or disreputable conduct, including vulgar or profane language;
- 10
- 11 3. Violence or threatened violence against the person of any personnel attending or assigned to
- 12 any school;
- 13
- 14 4. Willful or malicious damage to real or personal property of the school, or the property of any
- 15 person attending or assigned to the school;
- 16
- 17 5. Inciting, advising or counseling of others to engage in any of the actions that would justify
- 18 suspension;
- 19 6. Marking, defacing or destroying property;
- 20
- 21 7. Possession of a pistol, gun or firearm on school property;<sup>2</sup>
- 22
- 23 8. Possession of a knife, or other weapons, as defined in state law, on school property;<sup>3</sup>
- 24
- 25 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar obscene
- 26 or threatening language;
- 27
- 28 10. Unlawful use or possession of barbitol or legend drugs, as defined in state law.<sup>4</sup>
- 29
- 30 11. Engaging in behavior, which disrupts a class or school-sponsored activity;
- 31
- 32 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
- 33 explosive or destructive device including chemical weapons on school property or at a school
- 34 sponsored event; **or an invalid threat of mass violence;**<sup>5</sup>
- 35

1 13. One (1) or more students initiating a physical attack on an individual student on school  
2 property or at a school activity, including travel to and from school;

3  
4 14. Assault against a school employee as defined in state law;<sup>6</sup>

5  
6 15. Off-campus criminal behavior resulting in felony charges;

7  
8 16. When behavior poses a danger to persons or property and disrupts the educational process; or

9  
10 17. Any other conduct prejudicial to good order or discipline in any school.

11 Except in emergency, a principal shall not suspend any student until that student has been advised of  
12 the nature of his/her misconduct, questioned about it and allowed to give an explanation.

13 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a  
14 reasonable belief that the student, or another to whom the student was coming to the defense of, may  
15 have been facing the threat of imminent danger of death or serious bodily injury, then the student may  
16 not face any disciplinary action.<sup>5</sup>

17 When a student is suspended, the principal shall notify the parents/guardians and the Director of  
18 Schools/designee of the following:

- 19 1. Student's suspension
- 20 2. Cause for the suspension; and
- 21 3. Any conditions for readmission which may include a meeting of the parents/guardians, student  
22 and the principal.

23 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be  
24 permitted to take such final examination or submit such required work as necessary to complete the  
25 course of instruction for that semester, subject to conditions prescribed by the principal.<sup>6</sup>

#### 26 **IN-SCHOOL SUSPENSION:**<sup>7</sup>

27 In-school suspension shall be offered to students as an alternative program (if applicable) to complete  
28 academic assignments and receive credit for work completed.

29 Students given an in-school suspension in excess of one (1) day from classes shall attend either special  
30 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for  
31 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all  
32 times and has textbooks and classwork assignments from his/her regular teachers.

#### 33 **SUSPENSIONS LONGER THAN FIVE DAYS**<sup>8</sup>

34 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for  
35 improving the student's behavior.

#### 36 **SUSPENSIONS LONGER THAN TEN DAYS**<sup>9</sup>

1 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written  
 2 notice to the parents/guardians and the student of the right to appeal the decision. All appeals shall be  
 3 filed within five (5) days of receipt of notice. These appeals may be filed by the parents/guardians, the  
 4 student, or any person holding a teaching license who is employed by the school district if requested by  
 5 the student.

6 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If  
 7 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

## 8 **SCHOOL-SPONSORED EVENTS<sup>6</sup>**

9 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)  
 10 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that  
 11 is not directly related to a student's grade in a course of instruction.

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### Legal References

1. TCA 49-2-203(a)(7);  
TCA 49-6-3401(a)
2. TCA 39-17-1309(b)
3. TCA 39-17-1309
4. TCA 53-10-101; TCA 39-17-454
5. ~~TCA 49-6-3401(i)~~ Public Acts of 2024, Chapter No. 882
6. ~~TCA 49-6-3401(d)~~ Public Acts of 2024, Chapter No. 915; TCA 39-13-101
7. TCA 49-6-3401(b)(1)(i)
8. TCA 49-6-3401(e)(3) (d)
9. ~~TCA 49-6-3401(a)-(c); Goss v. Lopez, 419 U.S. 565 (1975); 20 USCS § 1415; TCA 49-6-3401(b)~~
10. TCA 49-6-3401(c)(3)
11. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCS § 1415;

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### Cross References

Traffic and Parking Controls 3.403.  
 Code of Conduct 6.300  
 Procedural Due Process 6.302  
 Interference/Disruption of School Activities 6.306  
 Drug Free Schools 6.307  
 Bus Safety and Conduct 6.308  
 Zero Tolerance Offenses 6.309  
 Dress Codes 6.310  
 Student Disciplinary Hearing Authority 6.317  
 Alternative Education 6.319

# Cumberland County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>6.318</b>	Issued: <b>09/22/22</b>

1 The Board may deny admission of any student (except those in state custody) who has been expelled  
 2 or suspended from another school system in Tennessee or another state even though the student  
 3 has established residency in the district in which seeks enrollment is sought.

4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding  
 5 the suspension/expulsion from the former school district. **and The principal may ask the parent(s)/guardian(s)**  
 6 **in writing if their student has been adjudicated delinquent for an offense listed in TCA 9-6-3051 and submit any**  
 7 **records to the Director of Schools. <sup>1</sup>Based on the results of the investigation, the Director of Schools shall** make a  
 8 recommendation to the Board to approve or deny the request.

9 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

10 A student may be dismissed if it is determined subsequent to the enrollment that the student has been  
 11 suspended or expelled from the former school district.<sup>1</sup>

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Legal References

1. ~~TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)~~  
 Public Acts of 2024, Chapter No. 721
2. TCA 49-6-3401(f); 20 USCA § 1232g(b)(4), (h)

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Cross References

- School Admissions 6.203  
 Student Records 6.604

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date: <b>05/25/23</b>
		Rescinds: <b>6.4052</b>	Issued: <b>04/26/18</b>

## 1 **General**

2 The district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure  
3 locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> **The opioid**  
4 **antagonist shall be stored in accordance with the manufacturer's instructions.** <sup>2</sup>School nurses and other  
5 school personnel expected to provide emergency care to students shall be trained according to the  
6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may  
7 utilize the school's supply of opioid antagonists to respond to a drug overdose, under a standing  
8 protocol from a physician.

9 **School district staff shall not prohibit a student, employee, or visitor from possessing an opioid**  
10 **antagonist while the person is on school property or attending a school-sponsored activity held at a**  
11 **location that is not school property.** <sup>2</sup>

## 12 **PARENTAL NOTIFICATION**

13 The school system shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist  
14 has been administered.

## 15 **PROCEDURES**

16 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists  
17 as well as procedures regarding record keeping and reporting after any incident.

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### Legal References

1. State Board of Education Policy 4.205; **TCA 49-50-1604**
2. **Public Acts of 2024, Chapter No. 629**

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Reporting Child Abuse</b>	Descriptor Code: <b>6.409</b>	Issued Date: <b>08/25/22</b>
		Rescinds: <b>6.409</b>	Issued: <b>10/22/20</b>

## 1 *General*

2 The Director of Schools shall:<sup>1</sup>

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional  
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;  
5 **and submit this information to the Department of Children's Services;**  
6
- 7 2. Require that the Coordinator and the Alternate receive appropriate training;  
8
- 9 3. Supply the Coordinator with all necessary resources;  
10
- 11 4. Ensure that all employees working directly with students annually complete the child abuse  
12 training program required by state law.<sup>2</sup>

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of  
14 child abuse or child sexual abuse.

## 15 **REPORTING**

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.<sup>3</sup> If personnel  
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed  
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law  
19 enforcement.<sup>4</sup> When alleged abuse involves someone employed by, previously employed by, or  
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement  
21 prior to notifying the Coordinator.<sup>5</sup>

22 The report shall include, to the extent known by the reporter:<sup>6</sup>

- 23 1. The name, address, telephone number, and age of the child;  
24
- 25 2. The name, telephone number, and address of the parents or persons having custody of the child;  
26
- 27 3. The nature and extent of the abuse or neglect; and  
28
- 29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the  
30 abuse or neglect.

31 The Director of Schools/designee shall develop reporting procedures, including sample indicators of  
32 abuse and neglect, and shall disseminate the procedures to all school personnel.

## 1 CONFIDENTIALITY

2 District employees shall keep all information regarding any child abuse confidential in accordance  
3 with state law.

## 4 INVESTIGATIONS

5 School administrators and employees have a duty to cooperate, provide assistance, and information in  
6 child abuse investigations<sup>7</sup> including permitting Department of Children’s Services child abuse review  
7 teams to conduct interviews while the child is at school. The principal may control the time, place, and  
8 circumstances of the interview but may not insist that a school employee be present even if the  
9 suspected abuser is a school employee or another student. The principal is not in violation of any laws  
10 by failing to inform parent(s)/guardian(s) that the child is to be interviewed even if the suspected  
11 abuser is not a member of the child's household.<sup>8</sup>

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### Legal References

1. TCA 49-6-1601; **Public Acts of 2024, Chapter No. 571**
2. TCA 37-1-408; **Public Acts of 2022, Chapter No. 841**
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. **Public Acts of 2022, Chapter No. 781 TCA49-6-1601(d)(1)(B)(v)**
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

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### Cross References

Recommendations and File Transfers 5.203  
Staff-Student Relations 5.610  
Interrogations and Searches 6.303  
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Promoting Student Welfare 6.400

# Cumberland County Board of Education

368 Fourth Street, Crossville, TN 38555

## Section 1

Due to the fact that these additions, remodels or construction projects when completed become the sole responsibility and liability of Cumberland County Schools, all projects must be reviewed by the Building and Grounds committee and approved by the full Board of Education

Date May 8<sup>th</sup>, 2024

School Name CCHS

Project Name Fence at Soccer field

Project Description Instal a 8ft Galvanized fence between the Soccer field and Practice Football field

Estimated Value \$9,828.00

Funding Source \_\_\_\_\_

## Section 2

Plans, designs, installation information and process for funding must be submitted to the Maintenance Department for review. These documents must include Fire Marshall, Codes Inspectors, Playground Inspectors and Insurance approval as needed.

### Approved by:

Director of Maintenance Mary Kinglen

\_\_\_\_\_ Fire Marshall

\_\_\_\_\_ Code Inspectors

\_\_\_\_\_ Playground Inspectors

\_\_\_\_\_ Insurance Approval

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

Building and Grounds Committee \_\_\_\_\_

Board of Education Approval Date \_\_\_\_\_

Teeple Fencing  
931-200-2674

079700

*Quote*

teeplefencing@gmail.com

ORDER INFO

customer's order no. \_\_\_\_\_ phone \_\_\_\_\_ date \_\_\_\_\_

name  
*CCHS Soccer*

address

city, state, zip

sold by \_\_\_\_\_  
cash  charge  check  shipping information \_\_\_\_\_  
c.o.d.  on acct.  # \_\_\_\_\_

quantity	description	price	amount
1	<i>39A 252ft 8ft tall</i>		
2	<i>Galvanized</i>		
3			
4	<i>- per white lines</i>		
5	<i>- no gates</i>		
6	<i>- 9 gauge</i>		
7			
8			
9	<i>\$9,828</i>		
10			
11			
12			
13			
14			
15			
16			

received by \_\_\_\_\_

**Cumberland County Finance  
Summary Financial Statement  
May 2024**

**DRAFT / PRELIMINARY**

141 General Purpose School		Year-To-Date					Month-To-Date				
Account	Description	Budget Estimate	Total	Actual	Encumbered	% of Budget	Budget Estimate	Total	Actual	Encumbered	% of Avg
							Avg/Mth				
<b>Revenues</b>											
40110	Current Property Tax	1,863,921.00	1,854,149.05	1,854,149.05	0.00	99.48%	155,326.75	0.00	0.00	0.00	0.00%
40120	Trustee's Collections - Prior Year	163,519.00	92,914.36	92,914.36	0.00	56.82%	13,626.58	0.00	0.00	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	108,155.00	74,560.50	74,560.50	0.00	68.94%	9,012.92	5,882.04	5,882.04	0.00	65.26%
40140	Interest And Penalty	91,724.00	66,764.45	66,764.45	0.00	72.79%	7,643.67	5,244.42	5,244.42	0.00	68.61%
40210	Local Option Sales Tax	16,680,255.00	13,361,099.18	13,361,099.18	0.00	80.10%	1,390,021.25	1,342,564.66	1,342,564.66	0.00	96.59%
40270	Business Tax	4,855.00	3,866.50	3,866.50	0.00	79.64%	404.58	399.00	399.00	0.00	98.62%
40275	Mixed Drink Sales	80,465.00	57,361.02	57,361.02	0.00	71.29%	6,705.42	5,197.27	5,197.27	0.00	77.51%
43517	Tuition - Other	110,000.00	117,772.00	117,772.00	0.00	107.07%	9,166.67	14,973.55	14,973.55	0.00	163.35%
43570	Receipts From Individual Schools	60,000.00	103,656.37	103,656.37	0.00	172.76%	5,000.00	37,331.30	37,331.30	0.00	746.63%
43990	Other Charges For Services	26,000.00	7,689.50	7,689.50	0.00	29.58%	2,166.67	0.00	0.00	0.00	0.00%
44120	Lease/Rentals	7,719.00	6,323.60	6,323.60	0.00	81.92%	643.25	102.09	102.09	0.00	15.87%
44145	Sale Of Recycled Materials	5,000.00	4,050.18	4,050.18	0.00	81.00%	416.67	42.25	42.25	0.00	10.14%
44170	Miscellaneous Refunds	110,000.00	197,747.67	197,747.67	0.00	179.77%	9,166.67	33,637.54	33,637.54	0.00	366.95%
44530	Sale of Equipment	0.00	5,250.00	5,250.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
44540	Sale of Property	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
44560	Damages Recovered From Individuals	500.00	2,784.50	2,784.50	0.00	556.90%	41.67	1,169.00	1,169.00	0.00	2805.60%
44570	Contributions & Gifts	15,000.00	19,110.81	19,110.81	0.00	127.41%	1,250.00	100.00	100.00	0.00	8.00%
44990	Other Local Revenues	14,000.00	18,554.25	18,554.25	0.00	132.53%	1,166.67	2,689.50	2,689.50	0.00	230.53%
46511	Basic Education Program	47,198,485.00	43,162,222.87	43,162,222.87	0.00	91.45%	3,933,207.08	319,055.68	319,055.68	0.00	8.11%
46515	Early Childhood Education	1,059,450.00	996,749.49	996,749.49	0.00	94.08%	88,287.50	131,198.48	131,198.48	0.00	148.60%
46590	Other State Education Funds	738,274.96	624,869.93	624,869.93	0.00	84.64%	61,522.91	6,094.64	6,094.64	0.00	9.91%
46591	Coordinated School Health - ARRA	113,000.00	74,246.39	74,246.39	0.00	65.70%	9,416.67	14,363.15	14,363.15	0.00	152.53%
46594	Family Resource Centers - ARRA	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
46610	Career Ladder Program	100,000.00	81,417.96	81,417.96	0.00	81.42%	8,333.33	0.00	0.00	0.00	0.00%
46640	Vocational Equipment	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
46981	Safe Schools-ARRA	282,868.89	132,280.46	132,280.46	0.00	46.76%	23,572.41	0.00	0.00	0.00	0.00%
46990	Other State Revenues		17,274.84	17,274.84	0.00	0.00%		0.00	0.00	0.00	
46790	Other Vocational	6,137,431.04	1,376,651.13	1,376,651.13	0.00	22.43%	511,452.59	0.00	0.00	0.00	
47141	ESEA Title 1		0.00	0.00	0.00	0.00%		0.00	0.00	0.00	
47401	American Rescue Plan Grant #1	0.00	60,184.08	60,184.08	0.00	0.00%	0.00	(120,950.04)	(120,950.04)	0.00	#DIV/0!
47590	Other Federal Through State	60,184.08					5,015.34	0.00	0.00		0.00%
47990	Other Federal Direct Revenue	333,000.00	0.00	0.00	0.00	0.00%	27,750.00	0.00	0.00	0.00	0.00%
48610	Donations	0.00	23,599.16	23,599.16	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
48990	Other Revenue	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
49600	Proceeds from Sale of Capital Assets	0.00	32,400.00	32,400.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
49700	Insurance Recovery	0.00	47,301.89	47,301.89	0.00	0.00%	0.00	1,584.02	1,584.02	0.00	#DIV/0!
<b>Total</b>	<b>Revenues</b>	<b>\$ 75,363,806.97</b>	<b>\$ 62,622,852.14</b>	<b>\$ 62,622,852.14</b>	<b>\$ -</b>	<b>83.09%</b>	<b>\$ 6,280,317.25</b>	<b>\$ 1,800,678.55</b>	<b>\$ 1,800,678.55</b>	<b>\$ -</b>	<b>28.67%</b>

**Expenditures**

71100	Regular Instruction Program	(30,355,462.00)	24,083,441.19	24,062,351.59	21,089.60	-79.34%	(2,529,621.83)	2,417,758.73	2,407,769.26	9,989.47	95.58%
71150	Alternative Instruction Program	(346,710.00)	293,621.78	293,621.78	0.00	-84.69%	(28,892.50)	29,592.94	29,592.94	0.00	102.42%
71200	Special Education Program	(5,427,421.00)	4,404,495.13	4,404,495.13	0.00	-81.15%	(452,285.08)	416,811.41	417,038.69	(227.28)	92.16%
71300	Career And Technical Education	(3,799,515.00)	4,566,339.25	4,516,302.86	50,036.39	-120.18%	(316,626.25)	412,454.74	456,832.58	(44,377.84)	130.27%
71400	Student Body Education Program	(681,239.00)	550,273.89	550,273.89	0.00	-80.78%	(56,769.92)	106,781.65	106,781.65	0.00	188.10%
72110	Attendance	(220,842.00)	201,049.82	200,689.82	360.00	-91.04%	(18,403.50)	15,894.10	25,496.10	(9,602.00)	86.36%
72120	Health Services	(767,563.00)	714,455.15	703,505.15	10,950.00	-93.08%	(63,963.58)	83,815.79	94,077.19	(10,261.40)	131.04%
72130	Other Student Support	(2,141,340.00)	1,432,369.67	1,408,705.12	23,664.55	-66.89%	(178,445.00)	152,287.44	150,727.30	1,560.14	85.34%
72210	Regular Instruction Program	(1,378,911.00)	1,141,475.38	1,111,475.38	30,000.00	-82.78%	(114,909.25)	113,310.69	83,512.84	29,797.85	98.61%
72220	Special Education Program	(800,703.00)	842,510.63	842,254.57	256.06	-105.22%	(66,725.25)	74,071.02	74,171.02	(100.00)	111.01%
72230	Career And Technical Education	(539,796.00)	442,978.57	442,361.60	616.97	-82.06%	(44,983.00)	57,729.63	57,613.13	116.50	128.34%
72250	Technology	(1,578,682.00)	1,419,999.64	1,327,852.27	92,147.37	-89.95%	(131,556.83)	82,452.46	88,149.21	(5,696.75)	62.67%
72310	Board Of Education	(1,154,080.00)	937,474.91	937,474.91	0.00	-81.23%	(96,173.33)	60,938.24	61,338.24	(400.00)	63.36%
72320	Office Of The Superintendent	(329,165.00)	273,570.30	272,819.30	751.00	-83.11%	(27,430.42)	25,345.40	25,556.90	(211.50)	92.40%
72410	Office Of The Principal	(4,629,221.00)	3,906,852.89	3,906,852.89	0.00	-84.40%	(385,768.42)	381,876.87	381,876.87	0.00	98.99%
72510	Fiscal Services	(299,611.00)	236,587.56	236,587.56	0.00	-78.96%	(24,967.58)	24,872.88	24,872.88	0.00	99.62%
72520	Human Services/Personnel	(210,792.00)	145,026.70	145,026.70	0.00	-68.80%	(17,566.00)	18,515.07	18,515.07	0.00	105.40%
72610	Operation Of Plant	(5,788,084.00)	4,743,358.10	4,713,499.68	29,858.42	-81.95%	(482,340.33)	484,389.24	488,829.28	(4,440.04)	100.42%
72620	Maintenance Of Plant	(4,146,920.00)	3,584,953.16	1,802,681.95	1,782,271.21	-86.45%	(345,576.67)	498,895.98	304,578.51	194,317.47	144.37%
72710	Transportation	(3,931,857.00)	3,440,836.43	2,717,487.04	723,349.39	-87.51%	(327,654.75)	281,434.57	314,105.42	(32,670.85)	85.89%
72905	American Rescue Plan Act Expenditure	0.00	0.00	0.00	0.00	0.00%	+	0.00	0.00	0.00	0.00%
73300	Community Services	(160,274.00)	177,536.73	131,722.71	45,814.02	-110.77%	(13,356.17)	27,665.30	14,652.28	13,013.02	207.14%
73400	Early Childhood Education	(1,423,112.00)	1,160,907.31	1,160,561.31	346.00	-81.58%	(118,592.67)	109,137.56	109,137.56	0.00	92.03%
76100	Regular Capital Outlay	(235,000.00)	377,626.37	311,899.45	65,726.92	-160.69%	(19,583.33)	51,932.53	75,566.03	(23,633.50)	265.19%
82130	Education Debt Service	(24,328.00)	0.00	0.00	0.00	0.00%	(2,027.33)	0.00	0.00	0.00	0.00%
82230	Education Debt Service	(61.00)	0.00	0.00	0.00	0.00%	(5.08)	0.00	0.00	0.00	0.00%
99100	Transfers Out	(1,000,000.00)	0.00	0.00	0.00	0.00%	(83,333.33)	0.00	0.00	0.00	0.00%
<b>Total</b>	<b>Expenditures</b>	<b>\$ (71,370,689.00)</b>	<b>\$ 59,077,740.56</b>	<b>\$ 56,200,502.66</b>	<b>\$ 2,877,237.90</b>	<b>82.78%</b>	<b>\$ (5,947,557.42)</b>	<b>\$ 5,927,964.24</b>	<b>\$ 5,810,790.95</b>	<b>\$ 117,173.29</b>	<b>99.67%</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>\$ 3,993,117.97</b>	<b>\$ 3,545,111.58</b>	<b>\$ 6,422,349.48</b>	<b>\$ (2,877,237.90)</b>	<b>-88.78%</b>	<b>\$ 12,227,874.66</b>	<b>\$ (4,127,285.69)</b>	<b>\$ (4,010,112.40)</b>	<b>\$ (117,173.29)</b>	<b>33.75%</b>

**Cumberland County Finance  
Summary Financial Statement  
June 2024**

**DRAFT / PRELIMINARY**

141 General Purpose School

Year-To-Date

Month-To-Date

Account	Description	Year-To-Date					Month-To-Date				
		Budget Estimate	Total	Actual	Encumbered	% of Budget	Budget Estimate Avg/Mth	Total	Actual	Encumbered	% of Avg
<b>Revenues</b>											
40110	Current Property Tax	1,863,921.00	1,861,772.25	1,861,772.25	0.00	99.88%	155,326.75	0.00	0.00	0.00	0.00%
40120	Trustee's Collections - Prior Year	163,519.00	92,814.18	92,814.18	0.00	56.76%	13,626.58	0.00	0.00	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	108,155.00	80,290.95	80,290.95	0.00	74.24%	9,012.92	5,730.45	5,730.45	0.00	63.58%
40140	Interest And Penalty	91,724.00	70,475.12	70,475.12	0.00	76.83%	7,643.67	3,410.01	3,410.01	0.00	44.61%
40210	Local Option Sales Tax	16,680,255.00	14,697,823.99	14,697,823.99	0.00	88.12%	1,390,021.25	1,336,724.81	1,336,724.81	0.00	96.17%
40270	Business Tax	4,855.00	4,180.00	4,180.00	0.00	86.10%	404.58	313.50	313.50	0.00	77.49%
40275	Mixed Drink Sales	80,465.00	57,361.02	57,361.02	0.00	71.29%	6,705.42	0.00	0.00	0.00	0.00%
43517	Tuition - Other	110,000.00	126,427.35	126,427.35	0.00	114.93%	9,166.67	8,655.35	8,655.35	0.00	94.42%
43570	Receipts From Individual Schools	60,000.00	115,043.71	115,043.71	0.00	191.74%	5,000.00	11,387.34	11,387.34	0.00	227.75%
43990	Other Charges For Services	26,000.00	26,617.50	26,617.50	0.00	102.38%	2,166.67	18,928.00	18,928.00	0.00	873.60%
44120	Lease/Rentals	7,719.00	6,669.48	6,669.48	0.00	86.40%	643.25	345.88	345.88	0.00	53.77%
44145	Sale Of Recycled Materials	5,000.00	5,034.23	5,034.23	0.00	100.68%	416.67	984.05	984.05	0.00	236.17%
44170	Miscellaneous Refunds	110,000.00	214,801.01	214,801.01	0.00	195.27%	9,166.67	17,053.34	17,053.34	0.00	186.04%
44530	Sale of Equipment	0.00	5,250.00	5,250.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
44540	Sale of Property	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
44560	Damages Recovered From Individuals	500.00	4,316.50	4,316.50	0.00	863.30%	41.67	1,532.00	1,532.00	0.00	3676.80%
44570	Contributions & Gifts	15,000.00	19,110.81	19,110.81	0.00	127.41%	1,250.00	0.00	0.00	0.00	0.00%
44990	Other Local Revenues	14,000.00	18,554.25	18,554.25	0.00	132.53%	1,166.67	0.00	0.00	0.00	0.00%
46511	Basic Education Program	47,198,485.00	46,675,777.47	46,675,777.47	0.00	98.89%	3,933,207.08	3,513,554.60	3,513,554.60	0.00	89.33%
46515	Early Childhood Education	1,059,450.00	1,081,092.43	1,081,092.43	0.00	102.04%	88,287.50	84,342.94	84,342.94	0.00	95.53%
46590	Other State Education Funds	738,274.96	695,126.97	695,126.97	0.00	94.16%	61,522.91	70,257.04	70,257.04	0.00	114.20%
46591	Coordinated School Health - ARRA	113,000.00	88,809.15	88,809.15	0.00	78.59%	9,416.67	14,562.76	14,562.76	0.00	154.65%
46594	Family Resource Centers - ARRA	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
46610	Career Ladder Program	100,000.00	81,417.96	81,417.96	0.00	81.42%	8,333.33	0.00	0.00	0.00	0.00%
46640	Vocational Equipment	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
46980	Other State Grants	0.00	35,000.00	35,000.00	0.00	0.00%	0.00	35,000.00	35,000.00	0.00	#DIV/0!
46981	Safe Schools-ARRA	282,868.89	140,490.46	140,490.46	0.00	49.67%	23,572.41	8,210.00	8,210.00	0.00	34.83%
46990	Other State Revenues		58,714.31	58,714.31	0.00	0.00%		41,439.47	41,439.47	0.00	
46790	Other Vocational	6,137,431.04	1,557,275.36	1,557,275.36	0.00	25.37%	511,452.59	180,624.23	180,624.23	0.00	
47141	ESEA Title 1		0.00	0.00	0.00	0.00%		0.00	0.00	0.00	
47401	American Rescue Plan Grant #1	0.00	0.00	0.00	0.00	0.00%	0.00	(60,184.08)	(60,184.08)	0.00	#DIV/0!
47590	Other Federal Through State	60,184.08	65,584.08	65,584.08	0.00	108.97%	5,015.34	65,584.08	65,584.08	0.00	1307.67%
47990	Other Federal Direct Revenue	333,000.00	0.00	0.00	0.00	0.00%	27,750.00	0.00	0.00	0.00	0.00%
48610	Donations	0.00	23,599.16	23,599.16	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
48990	Other Revenue	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
49600	Proceeds from Sale of Capital Assets	0.00	32,400.00	32,400.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
49700	Insurance Recovery	0.00	38,375.20	38,375.20	0.00	0.00%	0.00	(8,926.69)	(8,926.69)	0.00	#DIV/0!
<b>Total</b>	<b>Revenues</b>	<b>\$ 75,363,806.97</b>	<b>\$ 67,980,204.90</b>	<b>\$ 67,980,204.90</b>	<b>\$ -</b>	<b>90.20%</b>	<b>\$ 6,280,317.25</b>	<b>\$ 5,349,529.08</b>	<b>\$ 5,349,529.08</b>	<b>\$ -</b>	<b>85.18%</b>

**Expenditures**

71100	Regular Instruction Program	(30,355,462.00)	28,709,274.50	28,675,131.50	34,143.00	-94.58%	(2,529,621.83)	4,625,833.31	4,612,779.91	13,053.40	182.87%
71150	Alternative Instruction Program	(346,710.00)	344,760.54	344,760.54	0.00	-99.44%	(28,892.50)	51,138.76	51,138.76	0.00	177.00%
71200	Special Education Program	(5,427,421.00)	5,254,967.22	5,254,967.22	0.00	-96.82%	(452,285.08)	850,472.09	850,472.09	0.00	188.04%
71300	Career And Technical Education	(3,799,515.00)	5,226,106.18	5,225,589.98	516.20	-137.55%	(316,626.25)	659,766.93	709,287.12	(49,520.19)	208.37%
71400	Student Body Education Program	(681,239.00)	583,013.64	583,013.64	0.00	-85.58%	(56,769.92)	32,739.75	32,739.75	0.00	57.67%
72110	Attendance	(220,842.00)	221,181.18	221,181.18	0.00	-100.15%	(18,403.50)	20,131.36	20,491.36	(360.00)	109.39%
72120	Health Services	(767,563.00)	845,455.77	844,506.59	949.18	-110.15%	(63,963.58)	131,000.62	141,001.44	(10,000.82)	204.81%
72130	Other Student Support	(2,141,340.00)	1,671,707.59	1,669,807.59	1,900.00	-78.07%	(178,445.00)	239,337.92	261,102.47	(21,764.55)	134.12%
72210	Regular Instruction Program	(1,378,911.00)	1,257,850.23	1,257,850.23	0.00	-91.22%	(114,909.25)	116,374.85	146,374.85	(30,000.00)	101.28%
72220	Special Education Program	(800,703.00)	954,873.86	954,873.86	0.00	-119.25%	(66,725.25)	112,363.23	112,619.29	(256.06)	168.40%
72230	Career And Technical Education	(539,796.00)	508,071.29	508,071.29	0.00	-94.12%	(44,983.00)	65,092.72	65,709.69	(616.97)	144.71%
72250	Technology	(1,578,682.00)	1,493,642.34	1,408,857.34	84,785.00	-94.61%	(131,556.83)	73,642.70	81,005.07	(7,362.37)	55.98%
72310	Board Of Education	(1,154,080.00)	983,417.74	983,417.74	0.00	-85.21%	(96,173.33)	25,689.35	25,689.35	0.00	26.71%
72320	Office Of The Superintendent	(329,165.00)	296,287.90	296,287.90	0.00	-90.01%	(27,430.42)	22,717.60	23,468.60	(751.00)	82.82%
72410	Office Of The Principal	(4,629,221.00)	4,629,235.98	4,629,235.98	0.00	-100.00%	(385,768.42)	722,383.09	722,383.09	0.00	187.26%
72510	Fiscal Services	(299,611.00)	256,332.46	256,332.46	0.00	-85.56%	(24,967.58)	19,744.90	19,744.90	0.00	79.08%
72520	Human Services/Personnel	(210,792.00)	157,421.83	157,421.83	0.00	-74.68%	(17,566.00)	12,395.13	12,395.13	0.00	70.56%
72610	Operation Of Plant	(5,788,084.00)	5,106,897.07	5,083,003.32	23,893.75	-88.23%	(482,340.33)	363,538.97	369,503.64	(5,964.67)	75.37%
72620	Maintenance Of Plant	(4,146,920.00)	3,835,591.97	2,457,222.71	1,378,369.26	-92.49%	(345,576.67)	250,638.81	654,540.76	(403,901.95)	72.53%
72710	Transportation	(3,931,857.00)	3,820,212.42	3,112,966.56	707,245.86	-97.16%	(327,654.75)	379,375.99	395,479.52	(16,103.53)	115.79%
72905	American Rescue Plan Act Expenditure	0.00	0.00	0.00	0.00	0.00%	-	0.00	0.00	0.00	0.00%
73300	Community Services	(160,274.00)	196,463.02	150,862.02	45,601.00	-122.58%	(13,356.17)	18,926.29	19,139.31	(213.02)	141.70%
73400	Early Childhood Education	(1,423,112.00)	1,360,173.96	1,360,073.96	100.00	-95.58%	(118,592.67)	199,266.65	199,512.65	(246.00)	168.03%
76100	Regular Capital Outlay	(235,000.00)	382,087.08	355,357.27	26,729.81	-162.59%	(19,583.33)	4,460.71	43,457.82	(38,997.11)	22.78%
82130	Education Debt Service	(24,328.00)	0.00	0.00	0.00	0.00%	(2,027.33)	0.00	0.00	0.00	0.00%
82230	Education Debt Service	(61.00)	0.00	0.00	0.00	0.00%	(5.08)	0.00	0.00	0.00	0.00%
99100	Transfers Out	(1,000,000.00)	0.00	0.00	0.00	0.00%	(83,333.33)	0.00	0.00	0.00	0.00%
<b>Total</b>	<b>Expenditures</b>	<b>\$ (71,370,689.00)</b>	<b>\$ 68,095,025.77</b>	<b>\$ 65,790,792.71</b>	<b>\$ 2,304,233.06</b>	<b>95.41%</b>	<b>\$ (5,947,557.42)</b>	<b>\$ 8,997,031.73</b>	<b>\$ 9,570,036.57</b>	<b>\$ (573,004.84)</b>	<b>151.27%</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>\$ 3,993,117.97</b>	<b>\$ (114,820.87)</b>	<b>\$ 2,189,412.19</b>	<b>\$ (2,304,233.06)</b>	<b>2.88%</b>	<b>\$ 12,227,874.66</b>	<b>\$ (3,647,502.65)</b>	<b>\$ (4,220,507.49)</b>	<b>\$ 573,004.84</b>	<b>29.83%</b>

**Cumberland County, Tennessee  
Local Option Sales Tax Collections  
General Purpose School Fund  
FY 2023-2024**

Month	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	<u>FY 23-24 Budget</u>	<u>FY 23-24 Actual</u>	<u>Difference</u>
August	\$ 801,418	\$ 838,289	\$ 870,571	\$ 1,020,777	\$ 1,166,927	\$ 1,351,767	\$ 1,432,873	\$ 1,434,099	\$ 1,226
September	\$ 780,570	\$ 819,089	\$ 865,871	\$ 952,467	\$ 1,107,995	\$ 1,364,864	\$ 1,446,756	\$ 1,362,368	\$ (84,388)
October	\$ 765,307	\$ 825,937	\$ 846,819	\$ 919,285	\$ 1,083,881	\$ 1,264,424	\$ 1,340,289	\$ 1,298,385	\$ (41,905)
November	\$ 779,901	\$ 787,757	\$ 859,937	\$ 973,849	\$ 1,106,688	\$ 1,299,471	\$ 1,377,439	\$ 1,294,789	\$ (82,650)
December	\$ 732,522	\$ 806,666	\$ 871,317	\$ 983,974	\$ 1,132,259	\$ 1,289,256	\$ 1,366,611	\$ 1,366,010	\$ (601)
January	\$ 751,619	\$ 779,663	\$ 827,204	\$ 977,133	\$ 1,159,721	\$ 1,298,903	\$ 1,376,837	\$ 1,314,873	\$ (61,964)
February	\$ 898,277	\$ 942,493	\$ 1,057,209	\$ 1,278,153	\$ 1,304,344	\$ 1,471,897	\$ 1,560,211	\$ 1,630,073	\$ 69,863
March	\$ 643,613	\$ 676,708	\$ 731,082	\$ 897,298	\$ 965,550	\$ 1,156,878	\$ 1,226,291	\$ 1,130,567	\$ (95,724)
April	\$ 652,075	\$ 690,817	\$ 710,630	\$ 828,199	\$ 999,451	\$ 1,131,461	\$ 1,199,349	\$ 1,187,369	\$ (11,979)
May	\$ 781,890	\$ 815,144	\$ 854,049	\$ 1,178,207	\$ 1,264,205	\$ 1,398,362	\$ 1,482,264	\$ 1,342,565	\$ (139,699)
June	\$ 758,856	\$ 825,043	\$ 828,973	\$ 1,096,183	\$ 1,185,985	\$ 1,309,063	\$ 1,387,607		
July Accrual	\$ 814,461	\$ 878,558	\$ 947,306	\$ 1,114,903	\$ 1,298,919	\$ 1,399,744	\$ 1,483,729		
Total	\$ 9,160,509	\$ 9,686,164	\$ 10,270,968	\$ 12,220,428	\$ 13,775,928	\$ 15,736,090	\$ 16,680,255	\$ 13,361,099	\$ (447,821)

**Resolution #**  
Cumberland County, Tennessee  
General Program School Fund

WHEREAS the General budget requires revision to record rollover funding from the Healthy Students Stronger Learners grant in the amount of \$14,846.51.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of July 2024, that the following budget amendment be adopted.

---

**General Budget Amendment**

**Increase Revenues:**

<u>141-46591</u>	Coordinated School Health	<u>\$14,846.51</u>
Total Increase in Revenue		\$14,846.51

**Increase Expenditures:**

<u>141-72120-499</u>	Other Supplies & Materials	<u>\$14,846.51</u>
Total Increase in Expenditures		<u>\$14,846.51</u>

SPONSORED BY:

APPROVED BY:

---

BOE Member

Chairman of the Board

ATTEST:

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

\_\_\_\_\_  
Director of School

Sponsor: \_\_\_\_\_  
County Commissioner

Approval: \_\_\_\_\_  
County Commissioner

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

**Resolution #**  
Cumberland County, Tennessee  
General Program School Fund

WHEREAS the General budget requires revision to accept a rebate on purchases from Lowes in the amount of \$6,000.01.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of July 2024, that the following budget amendment be adopted.

---

**General Budget Amendment**

**Increase Revenues:**

<u>141-44170</u>	Miscellaneous Refunds	<u>\$6,000.01</u>
Total Increase in Revenue		\$6,000.01

**Increase Expenditures:**

<u>141-72620-335</u>	Maintenance & Repair Services	<u>\$6,000.01</u>
Total Increase in Expenditures		<u>\$6,000.01</u>

SPONSORED BY:

APPROVED BY:

---

BOE Member

Chairman of the Board

ATTEST:

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

---

Director of School

Sponsor: \_\_\_\_\_  
County Commissioner

Approval: \_\_\_\_\_  
County Commissioner

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

**Resolution #**  
Cumberland County, Tennessee  
General Program School Fund

WHEREAS the General budget requires revision to record School Health Profile Payments in the amount of \$5,400.00.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of July 2024, that the following budget amendment be adopted.

---

**General Budget Amendment**

<b>Decrease Fund Balance:</b>		
141-39000	Fund Balance-Unassigned	\$5,400.00
Total Decrease in Fund Balance		\$5,400.00
<b>Increase Expenditures:</b>		
141-72120-599	Other Charges	\$5,400.00
Total Increase in Expenditures		\$5,400.00

SPONSORED BY:

APPROVED BY:

---

BOE Member

Chairman of the Board

ATTEST:

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

\_\_\_\_\_  
Director of School

Sponsor: \_\_\_\_\_  
County Commissioner

Approval: \_\_\_\_\_  
County Commissioner

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

RESOLUTION # \_\_\_\_\_  
Cumberland County, Tennessee  
Perkins Federal Fund

WHEREAS, the school district has been awarded the following federal grant that was included in the original Fund 142 Federal School Budget: CTE Perkins. Whereas, the grant will provide additional money for instructional supplies and materials, equipment, other contracted services, In-service/staff development, contracts with other vehicle owners, and other charges (CTSO).

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25<sup>th</sup> day of July, 2024, and by the Cumberland County Commission meeting on this 19<sup>th</sup> day of August, 2024, that the following budget be adopted:

---

**NEW FEDERAL GRANT: CTE Perkins**

Increase Revenues			
142-801-47131	Federal – Perkins Basic		\$156,289.57
		<b>Total Increase:</b>	<b>\$156,289.57</b>

Increase Expenditures:			
142-801-71300-429	Instructional Supplies & Materials		\$ 27,967.18
142-801-71300-730	Vocational Instruction		\$ 70,000.00
142-801-72130-399PD	Other Contracted Services (PD)		\$ 1,000.00
142-801-72130-524PD	In-Service/Staff Development (PD)		\$ 17,000.00
142-801-72130-599C	Other Charges (CTSO)		\$ 21,357.91
142-801-72230-105	Supervisor / Director		\$ 6,364.48
142-801-72230-201	Social Security		\$ 600.00
142-801-72230-204	Pensions		\$ 600.00
142-801-72230-524	In-Service / Staff Development		\$ 2,500.00
142-801-72710-315C	Contracts with Vehicle Owners		\$ 8,900.00
		<b>Total Increase:</b>	<b>\$156,289.57</b>

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: \_\_\_\_

RESOLUTION # \_\_\_\_\_  
Cumberland County, Tennessee  
Perkins Reserve Consolidated Federal Fund

WHEREAS, the school district has been awarded the following federal grant that was not included in the original Fund 142 Federal School Budget: CTE Perkins Reserve Consolidated. Whereas, the grant will provide additional money for instructional supplies and materials, other supplies & materials, In-service/staff development.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25<sup>th</sup> day of July, 2024, and by the Cumberland County Commission meeting on this 19<sup>th</sup> day of August, 2024, that the following budget be adopted:

---

**NEW FEDERAL GRANT: CTE Perkins Reserved Consolidated**

Increase Revenues			
142-802-47139	Federal – Perkins Reserved Consolidated		\$50,000.00
	<b>Total Increase:</b>		<b>\$50,000.00</b>
Increase Expenditures:			
142-802-71300-429	Instructional Supplies & Materials		\$29,000.00
142-802-71300-499	Other Supplies & Materials		\$20,000.00
142-802-72130-524	In-Service / Staff Development		\$ 1,000.00
	<b>Total Increase:</b>		<b>\$50,000.00</b>

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 Board of Education

## Administrative Procedures

<b>Issued:</b> July 2004	<b>Procedure:</b>  <h3 style="margin: 0;">Field Trip and Excursions</h3>	<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 Stone Memorial H.S.      Subject/Grade Level 7-12  
 Trip Requested By SMHS Cross Country      Date of Trip Nov. 7 - Nov. 9  
 Destination Hendersonville, TN      City Hendersonville      State TN  
 Departure time 8:00 AM      Return 8:00 PM      Admission per student: \$ 0  
 Special Services needed such as school nurse, handicap vehicle, etc. No Bus Requested

Please check type of Activity:

- Academic Field Trip
- Incentive Field Trip
- School Clubs
- Band/Chorus
- Competition
- Sports
- Special Classroom Trip (description) \_\_\_\_\_
- Other \_\_\_\_\_

Teachers: Nichole Barton      # of Students 15  
Chris Vitus  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Total: 2      Total: 15

Additional Chaperones (if needed) parents as needed

Cafeteria notified     
  Purchase order requested     
  Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)

Nichole Barton      (865) 603-4130      Kelly J. Smith      5/30/24  
 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
Date of Board Approval _____	





Stephanie R. Barnes, Principal

---

1219 Cook Road, Crossville, TN 38555

(931)456-5636

Fax (931)456-5369

stoneel.ccschools.k12tn.net

Mr. William Stepp, Director of Schools  
Cumberland County Board of Education  
368 Fourth Street  
Crossville, TN 38555

We respectfully request your approval of our 2025 spring trip to Charleston, SC on May 7th-10th. This trip will provide educational opportunities for all who attend. This trip will be proposed to 8th and 7th graders. If there are still available spots after registration, they will be offered to 6th graders as well. Please see attached itinerary for specific details.

Sincerely,

*Mrs. Brandi L. Wilson*

Brandi Wilson  
CTE

*Mrs. Stephanie R. Barnes*

Stephanie R. Barnes  
Principal

# Cumberland County Board of Education Administrative Procedures

Issued:	Procedure:	Policy Reference:
July 2004	<b>Field Trip and Excursions</b>	4.302 Exhibit B

## 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 afterward filed in the principal's office.

School Stone Elementary      Subject/Grade Level 6-7-8  
 Trip Requested By Robert Sparks | Brandi Wilson      Date of Trip May 7-10, 2025  
 Destination Charleston, South Carolina      City Charleston State SC  
 Departure Time May 7 (AM) Return May 10 (PM)      Admission per student \$ See attached pricing  
 Special Services: Check ALL that apply. Prior approval is required.   
  School Nurse   
  SpED Bus   
  SpED Assistant  
 Student has 504 plan   
 Bus with Lift

Please Check Type of Activity

- Academic Field Trip
- Incentive Field Trip
- School Clubs
- Band/Chorus
- Competition
- Sports
- Special Classroom Trip (Describe) \_\_\_\_\_
- Other Middle School Trip

Teachers Going: Robert Sparks      # of Students 30-40  
Brandi Wilson

TOTAL # of TEACHERS: \_\_\_\_\_      TOTAL # of STUDENTS 40 max

Additional Chaperones (If Needed) \_\_\_\_\_  
 Cafeteria Notified       Purchase Order Requested  
 Substitute Requested (If Needed)       Permission Slip Obtained (Take on trip)

Sponsoring Teacher's Signature Brandi Wilson     
 Cell Phone # 931-200-9893     
 Principal's Signature [Signature]     
 Date 7-15-24

For Transportation Dept Only			
Drivers: 1) _____	2) _____	3) _____	4) _____
Beginning Mileage _____	Ending Mileage _____	Total Miles _____	
Amount to be paid to driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor _____	Director of Schools _____		

*To be completed for out-of-state and overnight school sponsored trips only*

Approved     
 Denied

\_\_\_\_\_  
 Director of Schools      Date of Board Approval



**educational  
travel  
adventures**

**STONE ELEM CHS 25**  
Charleston, SC, May 7 - 10, 2024

## TOUR INCLUDES

---

- Bus transportation throughout your tour
  - Professional tour manager with your group throughout the tour
  - Three nights Hotel accommodation in the Charleston Area
- 
- 3 Breakfasts
  - 3 Lunches
  - 3 Dinners
- Gratuities for the bus driver
  - Gratuities for the tour manager
  - Explore the Historic Charleston City Market
  - Charleston Carriage Tour
  - Security at the hotel for your group so chaperones can sleep easy at night
  - Magnolia Plantation & Gardens
  - Nature train while on the Plantation (if available)
  - Guided Barrier Island Ecological Tour with BBQ
  - Admission and Dinner at Frankie's Fun Park
  - Tour of Fort Sumter
  - Admission to Patriots Point Naval & Maritime Museum - USS Yorktown
  - Guided Ghost & Graveyard Tour
  - One free place in double occupancy for every 10 paying passengers
  - FREE website where travelers can register and pay online with no monthly fees

## TOUR PRICING

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Prices are per person and based on a minimum of 40 paying passengers per bus.

Quad Room	Triple Room	Double Room	Single Room
<b>\$1079</b>	<b>\$1123</b>	<b>\$1212</b>	<b>\$1477</b>
4 people / 2 beds	3 people / 2 beds	2 people / 2 beds	1 person / 1 bed/Adults Only

## Helpful Tips & Documents for Planning Your Trip

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We have provided you with some documents that will help you in the planning, fundraising, and execution of your trip as well as information about our company.

[Download our Trip Planning Manual](#)

[Download our Fundraising Guide](#)

[Download our Sample Parent Trip Information Letter](#)

[Download our Introductory Packet](#)

## TOUR ITINERARY

### Tuesday, May 7, 2024

---

You'll depart on the bus for your trip. The bus should arrive 15 minutes prior to this departure time.

You will take a break for lunch en-route (not included).

You will meet your tour manager and begin your day.

You'll have a little time to Explore the Historic Charleston City Market

You will discover on the historic center of Charleston on a Carriage Tour.

You'll begin your drive to the next stop.

You'll have dinner at the Golden Corral (or similar)

You'll begin your drive to the next stop.

You'll arrive at your hotel.

Uniformed security guard will be at the hotel to monitor the hallways during the night.

### Wednesday, May 8

---

You'll have breakfast.

You'll depart the hotel.

You will start your day by going to visit Magnolia Plantation & Gardens, Charleston's most visited plantation. Founded in 1676 by the Drayton family, Magnolia Plantation has survived the centuries and witnessed the history of our nation unfold before it from the American Revolution through the Civil War and beyond.

You'll board the nature train while on the Plantation (if available).

You'll begin your drive to the next stop.

You will experience and learn this afternoon about marine life as your knowledgeable naturalist guides you during your Barrier Island Ecological Tour. You'll have a beach bbq during your tour.

You'll begin your drive to the next stop.

You'll visit Frankie's Fun Park in Charleston featuring go-carts, bumper boats, arcade games and mini golf. You'll also enjoy dinner.

You will return to your hotel for the evening.

### Thursday, May 9

---

You'll have breakfast.

You'll check out of your rooms and board the bus.

Once aboard, you will experience a relaxing 30 minute narrated cruise to historic Fort Sumter. You will learn about the events which led to the outbreak of America's most bloody war. When you arrive you will be greeted by National Park Service Rangers, who will provide further details about Fort Sumter and its pivotal role in the American Civil War. On the fort you will find a very informative museum with many historic artifacts and a souvenir shop. After your one hour visit, you will enjoy a scenic cruise back to your departure point.

You'll begin your drive to the next stop.

Lunch

You will explore the USS Yorktown Air Craft Carrier at the Patriots Point Naval & Maritime Museum.

You'll begin your drive to the next stop.

You will have dinner at Mellow Mushroom-West Ashley (or similar)

You'll begin your drive to the next stop.

You'll take a guided Ghost & Graveyard Tour. You'll get an exclusive opportunity to walk inside the gates of one of Charleston's oldest graveyards after dark. Learn about the history of Charleston's graveyards and hear the stories of the famous individuals who found their final resting place in the Holy City.

You will return to your hotel on the bus.

### Friday, May 10

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You'll have breakfast.

You'll board your bus and begin the return trip home.

You will receive \$10 per person for lunch for en-route home.

Arrive home

## WHY CHOOSE EDUCATIONAL TRAVEL ADVENTURES?

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Our dedicated team has been traveling with students for over 22 years! Let us make your trip perfect from the planning to the registration and payments to travel time. We offer competitive pricing with no hidden costs or unexpected fees. You're making the right choice with ETA!

### **We can supply you with flyers and PowerPoint presentations.**

You can use these for parent meetings to get the word out about your trip.

### **Customized Website with Online Registration & Payments - FREE.**

Registration and payments are simple with an easy online website customized with all of your trip details. We accept all major credit cards, debit cards, e-checks and if preferred, checks or money orders can be mailed to our office.

### **Itineraries are Customized for You and Your Group is Never Combined with Another!**

You'll have a tour manager and bus dedicated to your group. If you need to make minor changes along the way, that's ok and there are no worries about students from other schools that you have never met before.

### **Enjoy Sit Down Dinners in Restaurants!**

Unless otherwise requested, you won't have to eat all your meals in food courts.

### **Sleep Easy with Night Security at the Hotel.**

If desired, this can be included with your trip.

### **Cancel For Any Reason Insurance!**

For a small charge you can add optional insurance that allows individuals to cancel with little or no penalty.

## WHAT DO I DO NEXT?

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If you like the proposal, we can set up a tour agreement and confirm your group. If there is something you want to change, let us know and we can send you a revised quote. Everything is completely customized and we would be happy to make any changes that you wish. Once you decide on a final trip itinerary we will issue a tour agreement that will outline the payment terms for your group. At that time you can choose to handle the participant registration yourself or via a customized trip website that we can create.

## RESERVATIONS / BOOKING CONDITIONS

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- This quote is valid for fifteen days. We will issue a tour agreement and confirm all services upon your request. No space is currently reserved and prices are not guaranteed until the tour agreement is signed by both parties and your deposit is received.
- Prices are based on the number of paying passengers specified and are subject to change if the minimum number indicated is not booked. Prices vary based on the number of people sharing each room. Each room will hold up to four people and prices have been given based on either one, two, three or four people sharing a room.
- There are no hidden costs or extra fees. If an attraction or location with an admission charge is listed on "Package Includes" then the cost to enter is included. We do not charge higher prices for adults. All participants pay the same price! Current volatility and extreme increases in the cost of fuel has made it necessary to let you know about the possibility of a fuel surcharge. In the past we have always absorbed these charges but we do reserve the right to pass increases (due to fuel costs) imposed by our transportation suppliers on to you. These surcharges have typically been between 1% to 4% of your trip cost.
- A deposit is required with your signed tour agreement to confirm space.
- Final balances and a final rooming list are due sixty days prior to departure.
- Travel insurance is available and strongly recommended. It enables individuals to cancel and receive a full refund due to a family or medical emergency or to cancel for any reason at all and receive a 70% refund. It also provides trip delay coverage in the event of service delay or cancellation by a common carrier.

## REFERENCES

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Educational Travel Adventures has been in business for more than twenty years and has planned successful and memorable tours for thousands of student travelers. Please ask for references so that you may speak with a fellow tour planner about their experiences with our company.





# North Cumberland Elementary School

7657 Hwy. 127 N. ~ Crossville, Tennessee 38571

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

Mary Jane M. Allen, Principal

June 10, 2024

To: Mr. William Stepp, Director of School and  
Cumberland County Board of Education

From: Dwayne Davis

RE: Yearbook and School Photos Contract-Strawbridge Studios

Dear Mr. Stepp and Cumberland County Board of Education Members,

Please approve the attached portrait and yearbook agreement for North Cumberland Elementary for the 2024-25 school year. We are requesting to continue working with Strawbridge Studios for our student portrait and yearbook needs. This company has provided quality photographs and yearbooks to our North Cumberland Elementary families for several years. Additionally, our agreement meets all percentage requirements for fundraisers.

Please feel free to contact me if you have any questions.

Thank you kindly

Dwayne Davis  
North Cumberland Elementary School Assistant 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.*



# Choose Your Bundle Agreement

Office Use Only	
School #	110670
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Renew Sch YR 2024-2025

1 Year     2 Years     3 Years

School North Cumberland Elementary School County Cumberland District Cumberland Phone 931-484-5174  
 Ship Address 7657 Hwy 127 North City Crossville ST TN Zip 38571  
 Mail Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

	Name	Email	Phone
Principal	<u>Ms. Mary Jane Allen</u>	<u>mjallen@ccschools.k12tn.net</u>	_____
Asst. Principal	<u>Mr. Dwayne Davis</u>	_____	_____
Secretary	<u>Bookkeeper: Ms. Carolyn Findley</u>	<u>cfindley@ccschools.k12tn.net</u>	_____
Data Manager	<u>Mrs. Teresa Deck</u>	<u>deckt@ccschools.k12tn.net</u>	_____
Picture Coordinator	<u>Ms. Betty Fox</u>	<u>bfox@ccschools.k12tn.net</u>	_____
YB Sponsor	<u>Ms. Julia Timson</u>	<u>jtimson@ccschools.k12tn.net</u>	_____

Grades at Campus PK-8 Afternoon Pre K  Yes  No # Classrooms 30 Enrollment 650  
 Winter Break 12/20/24 - 1/7/25 Spring Break 3/17/25-3/21/25 Last Day of School 5/23/25

**Strawbridge Studios, Inc. Agrees:** 1. To provide complimentary faculty portraits. 2. To supply each Principal and Secretary with a large desk calendar for the current school year. 3. To guarantee complete satisfaction. Strawbridge Studios agrees to retake any portrait or provide a complete refund.

**FACULTY** Group Date 8/8/24 Time TBD Location Gym, on Bleachers # in Picture 75+  
 **FAC Individuals on Fall Picture Day** Individual Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

**FALL** Date 8/26/24 Time 7:45am Location Gym Program Harold Strawbridge Proof  
 Background Fall # PHG 2 Notes \_\_\_\_\_  
**ABS** Date 10/22/2024 Time 7:45am Location Gym Program  PP  SPEC

**CLASS GROUPS** Date 10/22/24 Time 7:45am Location Gym # PHG 1 Retail Price \$ 10  
 Check all that apply  Muslin  Risers  Disk Border S167 Tennessee Border Wholesale Price \$ 1.0

**SPRING** Date 2/24/25 Time 7:45am Location Gym Program Harold Strawbridge Proof  
 Background Spring, TBD Props Spring, TBD # PHG 2

**Use the space below to add any additional programs: Holiday, Clubs, Sports, Band, Dance, Graduation, Panoramic, etc.**

**Fall Sports, Spring Sports** Date 11/13/24 Time TBD Location Gym Program Simply Sports

**NOTES** Basketball and Cheer on 11/13/24

**Clubs and Superlatives** Date 2/24/25 Time TBD Location Indoor/Outdoor Program Simply Sports

**NOTES** Clubs and Superlatives for yearbook.

**Cap & Gown (PK, K, 8th)** Date 4/8/25 Time 7:45am Location Gym Program Prepay Cap & Gown

**NOTES** PK, K, 8th Grade: 1171 - Prepay C&G UC \$40 w/ Grad Folder.

**Step 1: Choose Your Bundle**     1. JE Strawbridge Bundle *3 Value Options*     2. Harold Strawbridge Bundle *2 Value Options*     3. Ken Strawbridge Bundle *1 Value Option*

**Step 2: Pick Your Bundle Options**

Graduation Journey     Extra Photographer     Special Event Photographer     Student IDs     Kinder Folios

Ship to Home     25 Comp. A Pkgs     Comp. Staff Yearbooks     Custom Printing     Comp. Planners & Calendars

Complete separate forms if YES to any of these.

**YEARBOOK**  Yes    **SERVICE ITEMS**  Yes    **SENIORS**  Yes    Sitting Fees \$ \_\_\_\_\_

Mary Jane Allen 5-21-24  
 School Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mary Jane M. Allen  
 Print Name \_\_\_\_\_

Eric McKnight Digitally signed by Eric McKnight Date: 2024.05.21 14:48:01 -0400  
 Strawbridge Studios Representative \_\_\_\_\_  
Eric McKnight  
 Print Name \_\_\_\_\_

05.21.24  
 Date \_\_\_\_\_  
 F17067

Kara L. Spicer  
Principal



P. Lynn Speich  
Assistant Principal

Pine View Elementary School  
349 Daysville Rd. \* Rockwood, TN 37854  
Phone (865) 354-1986 Fax (865) 354-1922

Please approve the following 2024-2025 school picture contract for Pine View School.

Thank you



# Printing Agreement

School ID: \_\_\_\_\_

School: Pine new ES

Address: 349 Daysville Rd

City: Rockwood St: TN Zip: 37854

Phone: 865-354-1986

Contact: Ramona Nealon

Contact Email: nealonr@ccschools.k12TN.NET

Term:  2025  2026  2027  2028  2029

Creation Method: \_\_\_\_\_

Trim Size: 8.5x11

Copies: 100

Pages: 48

Cover:  Hard 120  Soft 114

Applications: \_\_\_\_\_

Lamination: \_\_\_\_\_

Binding:  Saddle Stitched  Perfect Bound  Smyth Sewn

Endsheets: \_\_\_\_\_

Paper: \_\_\_\_\_

Proofs:  Yes  No

Deadline: \_\_\_\_\_

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

Hara Spicer  
School Representative Signature

Hara Spicer  
School Representative (print name)

Mo  
Legacy Yearbooks Representative Signature

Michelle Osabel  
Legacy Yearbooks (print name)

Additional Specifications: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

TOTAL CONTRACT PRICE: \_\_\_\_\_



# Agreement to Provide School Photography Services & Products Elementary and or Middle School

School: Pineview ES  
 Address: 349 Daysville Rd  
 City: Rockwood State: TN Zip: 37854  
 Phone: 865-354-1986  
 Admin Name: Kara Spicer (P)  
 Admin Email: SpicerK@ccschools-142TN.net  
 Hours: 6 AM 4 PM

Y/B Advisor: Christine Barnes  
 Y/B Email: \_\_\_\_\_  
 Coordinator: Ramona Nealon  
 Coordinator Email: nealonr@ccschools-142TN.net  
 Coordinator Cell: \_\_\_\_\_  
 Enrollment: 175 Total Fac. & Staff 35  
 Grade Levels prek-8th

Term:  2024-2025  2025-2026  2026-2027  2027-2028  2028-2029

### Engagement

School hereby engages and appoints Legacy Studios as its exclusive yearbook and portrait photographer for the years listed. Upon its execution of this Agreement, Legacy Studios accepts such appointment and agrees to provide services and products outlined below.

### Legacy Exclusive Industry Advantages

- Industry leading turn-around time on photo packages.
- Legacy's Family Plan – Within the entire school district, after the first two siblings are paid at full price, any additional siblings are free of charge for the same package.
- Administrator or representative will work with Legacy to schedule all date

### Additional Services Provided by Legacy

- Order Flyers for the fall portraits will be provided to the school if requested. We will also provide a PDF version with a pre-pay link that can be emailed to parents in advance of photo day.
- Packages will be sorted to specifications submitted by School (Teacher, Homeroom, Class of Alpha) with cover sheets showing names and packages ordered.
- Class lists, information and pictures are confidential and are not used by Legacy for any other purpose. All student information received is encrypted for a higher level of data security. Legacy Studios follows the industry standard SPOA school administration software standards that meets all federal and state student privacy standards under the FERPA exclusion of school official exception.
- Parents' questions are referred to our customer service 1-800 number listed in their packages. Our customer service will have instant access to images when parents call.
- Download link with all images sorted to fit your administration software specifications using the universal standard with the school unique identifier.
- All sorts and requests can and will be facilitated as long as the Legacy Studios receives the SPOA Universal Standard student data export two weeks prior to picture day along with any additional fields provided for those sorts.

### School/District Agreement

\*School or district agrees to send the "SPOA Universal Standard" student data file under the FERPA exclusion of "school official exception" three weeks prior to picture day.

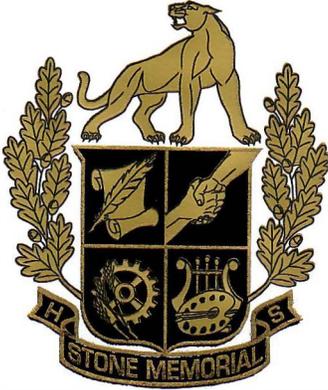
### Additional Details and Notes

- sports bball ? cheer ? XC
- Folios for Kgrad ? 8th
- student ? Staff IDs

Dates: Fall Portraits  Fall Retake  Spring Portraits  Group Pictures  K-Grads  3 8th  
 MS Sports Fall  MS Sports Winter \_\_\_\_\_ MS Sports Spring \_\_\_\_\_ Other Superlatives clubs

School Representative: Kara Spicer  
 Signature: [Signature]  
 Title: Principal  
 Date: 5-31-24

Legacy Representative: Denise Ivers  
 Signature: [Signature]  
 Title: Remitony Manager  
 Date: 5/14/24



Kelly J. Smith  
Principal

## Stone Memorial High School

2800 Cook Road • Crossville, TN 38571  
Telephone (931) 484-5767

June 13, 2024

Director of Schools, Mr. William Stepp and  
Cumberland County Board of Education Members  
368 Fourth Street  
Crossville, TN 38555

Dear Mr. Stepp and Board of Education Members,  
Stone Memorial High School is submitting the attached agreement for your consideration and approval. We would like to use Five Star Food Service again for our food vending machines for the 2024-2025 school year. If you need additional information, please feel free to contact me. Thank you for your consideration of this agreement.

Sincerely,

A handwritten signature in blue ink that reads 'Kelly J. Smith'.

Kelly J. Smith  
Principal



## Agreement

This agreement between Five Star Food Service and Stone Memorial High School, herein after referred to, as the client, will be for the years or dates as follows: 2024 - 2025.

This is not a binding contract and can be terminated with a written 30-day notice from either the client or Five Star Food Service. Five Star Food Service agrees to provide snack machines at the client's location, address as follows:

2800 Cook Road  
Crossville, TN 38571

at no expense to the client. The machines will be maintained and service by Five Star Food Service. The products placed in the machine for sale will be monitored by the client and will be removed at their request. A commission of 15 % of the gross sales will be paid. A statement of the total sales from the machine(s) will be enclosed. Five Star Food Service reserves the right to implement a price increase if the product cost continues to rise.

Accepted by: Kelly J. Smith  
Client Representative

Date: 6/13/24

Accepted by: Allen Mathoney  
FSFS/Canteen Representative

Date: 6-12-24





Stephanie R. Barnes, Principal

---

1219 Cook Road, Crossville, TN 38555

(931)456-5636

Fax (931)456-5369

[stoneel.ccschools.k12tn.net](http://stoneel.ccschools.k12tn.net)

June 10, 2024

Dear Ladies and Gentleman:

On behalf of Stone Elementary School, I am requesting the approval of the attached agreement between Legacy Studios and Stone Elementary School for pictures and yearbooks for the 2024-2025 school year.

Sincerely,

*Mrs. Stephanie R. Barnes*



# Agreement to Provide School Photography Services & Yearbooks

School: Stone Elementary School

Contact: Janie Honeycutt - Bookkeeper

Address: 1219 Cook Rd

Contact Email: janie.honeycutt@ccschools.k12tn.net

City: Crossville St: TN Zip: 38555

Enrollment: 700

Phone: (931) 456-5636 Ext. \_\_\_\_\_

Grade Levels: k-8

Term:  2025  2026  2027  2028  2029

Yearbook Bundle: PAGES 80 COPIES: 200

COVER:  Hard  Soft BINDING:  Saddle  Perfect

TOTAL COST: \$ 24 per book (200 copies = \$4800)

### Engagement

School hereby engages and appoints Legacy Studios as its exclusive yearbook and portrait photographer for the years listed. Upon its execution of this Agreement, Legacy Studios accepts such appointment and agrees to provide services and products outlined below.

### Legacy Exclusive Industry Advantages

- Industry leading turn-around time on photo packages.
- Legacy's Family Plan – Within the entire school district, after the first two siblings are paid at full price, any additional siblings are free of charge for the same package.
- Administrator or representative will work with Legacy to schedule all dates.

### Seniors

- Senior Portrait Studio set-up in school. Portrait days will be scheduled at the request of the adviser and administration. Senior Portrait Session Options will be as listed below
- Per the yearbook adviser, one photo will be chosen by the student for their yearbook portrait before they leave the shoot.

### Additional Services Provided by Legacy

- Order Flyers for the fall portraits will be provided to the school if requested. We will also provide a PDF version with a pre-pay link that can be emailed to parents in advance of photo day.
- Packages will be sorted to specifications submitted by School (Teacher, Homeroom, Class of Alpha) with cover sheets showing names and packages ordered.
- Class lists, information and pictures are confidential and are not used by Legacy for any other purpose. All student information received is encrypted for a higher level of data security.
- Parents' questions are referred to our customer service 1-800 number listed in their packages. Our customer service will have instant access to images when parents call.

### Additional Products & Value Provided by Legacy

- Download link with all images sorted to fit your administration software specifications.
- Photographed/Not Photographed reports provided after photo day.

\* School agrees to provide Legacy Studios an ASCII file and/or email list three weeks prior to initial photography date.

### Additions

- 10% Commission / match, Student and Staff Ids
- FAC Group Framed
- kgard and 8th cap and gown with Folios
- FAIL -TBD, Retake- TBD
- Class Groups, Superlatives, Sports - TBD
- Spring -TBD
- \_\_\_\_\_
- Yearbook - \$24 for Hardcover

Portrait Dates

Portrait Re-Take Dates

\_\_\_\_\_  
\_\_\_\_\_

School Representative

**Mrs. Stephanie R. Barnes**

Legacy Studios Representative

Devan Ivers

Devan Ivers (Jun 5, 2024 14:24 EDT)

Name: Stephanie R. Barnes Date: 6/10/24

Name: Devan Ivers Date: Jun 5, 2024

Title: Principal

Title: Territory Manager

The person signing this Agreement represents that he/she has the authority to execute this Agreement on behalf of the School. The School acknowledges that once executed by the (Company) Nationwide Studios, dba Legacy Studios, dba Legacy Yearbooks, dba Teddy Bear Portraits with offices at 237 Molly Walton Drive, Hendersonville, TN 38085, this is a binding Agreement between the parties and represents that it has all necessary power and authority to enter into this Agreement. This Agreement, including all pricing and/or performance schedules set forth herein, represents the entire agreement between parties.

Legacy will perform the services under this Agreement in a good and workmanlike manner. The Company shall not be liable for delays or losses caused by strikes, accidents, government restrictions, acts of God or other causes beyond its reasonable control and such delays shall not constitute a breach of contract. Except as expressly provided herein, The Company makes no other express or implied warranties and disclaims all implied warranties including, without limitation, any implied warranty(s) of merchantability and/or fitness for a particular purpose. In no event shall The Company be liable for any indirect or consequential damages of any kind, however foreseeable, arising out of this agreement, the work performed hereunder, the services or products provided hereunder, or any orders placed by parents, students or any third party for products sold by The Company as contemplated by this agreement. The liability of The Company, if any, for claims relating to any deficient or defective service or product provided hereunder or sold to any parent, student or third party as contemplated by this agreement shall be limited to the actual fee payable to The Company for the allegedly deficient or defective service or product. The School agrees to indemnify and hold The Company and its affiliates harmless to the fullest extent permitted by law from any and all damages of every kind and character (including reasonable attorney's fees) arising out of claims, defenses, demands, actions or proceedings that may be asserted or brought against The Company by parents, students or any third party.

**SCHOOL ADMINISTRATIVE SOFTWARE UNDERSTANDING** - I understand that the images given to our school for school administration use are only for school administrative software. These images cannot be sold in any way and are owned solely by the copyright owner, the school photographer. These images may not be shared with local printers, businesses or other types of products or services without the written consent of the photographer. I also understand that the school photography industry has adopted a standard for a single export for all school administrative software to help secure our protected copyright as well as to protect Student Data Privacy across the US. I will let my software providers know that this will be the only export used. Any specific or other related requests may be able to be purchased, however the software company should send all inquiries to the respective photographer. I also understand that in order to have services needed for my school, my district or organization that we are responsible for providing the standard student data export as explained in the standard at least three weeks prior to picture day to facilitate any and all services all under the FERPA exception of School Official Exception.

**YEARBOOK INDUSTRY DEADLINE COMPLIANCE** – I understand and will communicate with my yearbook advisor and staff about the following deadlines for underclass and senior portraits. These are simply the industries agreement for the earliest a yearbook company can require your school to submit your underclass or senior sections. There are many other pages that can be submitted prior to these deadlines.

- The earliest deadline for all US Schools that start school on or before August 14th, for both senior portraits and underclass portraits is: First day of December of the contracted school year
- The earliest deadline for all US Schools that start school between August the 14th - August 28th, for both underclass and senior portraits is: Twentieth day of December of the contracted school year
- The earliest deadline for all US Schools that start school after August the 28th, for both senior portraits and underclass portraits is: Twenty-third day of January of the contracted school year

**YEARBOOK DIGITAL GUIDELINES & STANDARDS** – I understand and will communicate with our yearbook advisor and staff that the images given are only to be used for the panel section of the printed yearbook. There are strict copyright laws on these images, and they should NOT be used for covers and any other products or services without the written consent of the copyright holder, the photographer. These guidelines and standards have been established by School Photographers of America, [www.schooltraditions.org](http://www.schooltraditions.org)

**SCHOOL & STUDENT DATA COMPLIANCE** – I understand and agree to provide a full data file three weeks in advance of first scheduled picture day under the FERPA consent requirements of FERPA School Official Exception in order to fulfill contractual obligations for our school administrative software and other required exports where our school or district use the image for student safety requirements.



PROPOSED FUNDRAISING ACTIVITIES

School: North Cumberland

Fund/account name: NCE PTO

Proposed fundraising activities: World's Finest Chocolate

Proposed uses of funds raised: Teacher / Staff Appreciation, Sign fund, Sunshine

Planned purchase date: 26 Aug - 6 Sept 2024

Contingency for funds not utilized: General Savings

Expected student involvement (school-wide or specific school organization) PTO / School-wide

Method by which school will receive profit: at least 50%

Requested by: Christina Page PTO Date: 12 July 2024

Approved by: Mary Jane A. Allen Date: 12 July 2024  
Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Schools\*

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

Updated 8/19/2021



**PROPOSED FUNDRAISING ACTIVITIES**

School: North Cumberland Elementary

Fund/account name: NCE General Funds

Proposed fundraising activities: Strawbridge Picture Sales  
& Strawbridge Yearbook Sales

Proposed uses of funds raised: Digital Sign for NCE  
any overages will be used for  
student supplies

Planned purchase date: August 2024 - April 2025

Contingency for funds not utilized: student supplies

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

Method by which school will receive profit: 40%  
parents will purchase pictures & yearbooks

Requested by: Cash/July/Bookkeeper Date: 6-10-24

Approved by: [Signature] Name/Title: Principal Date: 6-10-24

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Schools\*

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



## PROPOSED FUNDRAISING ACTIVITIES

School: North Cumberland

Fund/account name: PTO

Proposed fundraising activities: Back to School Dance

Proposed uses of funds raised: PTO, Teacher sunshine, Teacher/staff Appreciation

Planned purchase date: 23 Aug 2024

Contingency for funds not utilized: General Savings / Sign

Expected student involvement (school-wide or specific school organization) PTO school-wide

Method by which school will receive profit: at least 50%

Requested by: Christine Page PTO Date: 20 May 2024

Approved by: Mary Jane M. [Signature] Date: 5-20-24  
Name/Title  
Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Schools\*

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

Updated 8/19/2021



## PROPOSED FUNDRAISING ACTIVITIES

School: Pleasant Hill Elem.

Fund/account name: Pleasant Hill School

Proposed fundraising activities: World's Finest Chocolate /  
Krugage Candles

Proposed uses of funds raised: School wide climate / culture  
celebrations, recognition for positive behavior and  
increase attendance.

Planned purchase date: 9/16/24

Contingency for funds not utilized: Carry over for student / teacher  
celebration.

Expected student involvement (school-wide or specific school organization) School Wide

Method by which school will receive profit: Cash / Check as students  
sell their boxes

Requested by: Naomi Parker Date: 6-13-24

Name/Title

Approved by: Naomi Parker Date: 6-13-24

Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Schools\*

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

Updated 8/19/2021



**PROPOSED FUNDRAISING ACTIVITIES**

School: Stone Memorial High School

Fund/account name: Freshmen Academy 2028

Proposed fundraising activities: Krispy Kreme

Proposed uses of funds raised: Prom Graduation, Class night, Senior trip, senior breakfast, Senior shirts

Planned purchase date: November 15, 2024

Contingency for funds not utilized: funds stay with class of 2028

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit: receive little more than half of the cost for profit

Requested by: Caleen Hoyt / Tonia Wyatt Date: 5/23/24

Approved by: [Signature] Name/Title: \_\_\_\_\_ Date: 5/23/24  
Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Schools\*

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



### PROPOSED FUNDRAISING ACTIVITIES

School: Stone Memorial High School

Fund/account name: Student Council

Proposed fundraising activities: Winter Formal Dance

Proposed uses of funds raised: Purchase of materials for class functions like pep rallies, dances, homecoming events, one-time school improvement project

Planned purchase date: 12/2024

Contingency for funds not utilized: funds stay with the Student Council for school projects

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit: All funds minus cost is profit

Requested by: Teriahlyatt Date: 5/23/24

Approved by: Kelly Smith Date: 5/23/24  
Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Schools\*

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

Updated 8/19/2021

# ***Frank P. Brown Elementary School***

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**3766 Dunbar Road  
Crossville, Tennessee 38572  
Phone (931) 788-2248  
Fax (931) 788-2554**

**Stephanie L. Speich  
Principal**

June 19, 2024

Mr. Stepp and Cumberland County Board of Education:

Please allow for the attached list of items to be retired from Brown Elementary inventory.

Thank you,

Dr. Stephanie Speich

Room Number: 08-TO RETIRE  
 Room Name: INVENTORY~BOE-RETIRE  
 Holding  
 Room Type: VIRTUAL

Room Inventory Report  
 Frank P. Brown Elementary~Brown

Date Printed: 6/19/2024

*Stephan Sp*  
 Staff Verification

AMF 2 step wedge		Product No.:	H96
  H98	Manufacturer:	AMF	SKU:
	Model:	unknown	Projected Life: 0
	Product Type:	THERAPY EQUIPMENT	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Price:	\$0.00	
	Other 1:		
	Other 2:		

Tags	Count:	Accessories	Price	Units
1788	1			No Accessories Issued With This Item

Brother HL5140 Printer		Product No.:	H600
  H600	Manufacturer:	Brother	SKU:
	Model:	HL5140	Projected Life: 0
	Product Type:	PRINTER	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Price:	\$0.00	
	Other 1:		
	Other 2:		

Tags	Count:	Accessories	Price	Units
32253	1			No Accessories Issued With This Item

Hamilton Record Player		Product No.:	H1549
  H1549	Manufacturer:	Hamilton	SKU:
	Model:	unknown	Projected Life: 0
	Product Type:	ELECTRONIC	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Pnce:	\$0.00	
	Other 1:		
	Other 2:		

Tags	Count:	Accessories	Price	Units
1800001914	1			No Accessories Issued With This Item

1000464

No Accessories Issued With This Item

<b>Maytag MvWC425BW Clothes Washer</b>		<b>Product No.:</b>	<b>H2343</b>
  H2343	Manufacturer:	Maytag	SKU:
	Model:	MvWC425BW	Projected Life: 0
	Product Type:	WASHER	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Price:	\$0.00	
	Other 1:		
	Other 2:		

<b>Tags</b>	<b>Count:</b> 1	<b>Accessories</b>	<b>Price</b>	<b>Units</b>
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1000463

No Accessories Issued With This Item

<b>Minuteman 36v Battery Charger</b>		<b>Product No.:</b>	<b>H2407</b>
  H2407	Manufacturer:	Minuteman	SKU:
	Model:	unknown	Projected Life: 0
	Product Type:	SHOP EQUIPMENT	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Price:	\$0.00	
	Other 1:		
	Other 2:		

<b>Tags</b>	<b>Count:</b> 1	<b>Accessories</b>	<b>Price</b>	<b>Units</b>
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32753

No Accessories Issued With This Item

<b>Minuteman mc24002qp 240X Floor Scrubber</b>		<b>Product No.:</b>	<b>H2417</b>
  H2417	Manufacturer:	Minuteman	SKU:
	Model:	mc240024qp	Projected Life: 0
	Product Type:	SHOP EQUIPMENT	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Price:	\$0.00	
	Other 1:		
	Other 2:		

<b>Tags</b>	<b>Count:</b> 1	<b>Accessories</b>	<b>Price</b>	<b>Units</b>
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36237

No Accessories Issued With This Item

HON File Cabinet

Product No. H1618

NO  
IMAGE  
AVAILABLE



H1618

Manufacturer: HON  
Model: Vertical  
Product Type: FILE CABINET  
Area: None  
Price: \$209.58  
Other 1:  
Other 2:  
Other 3:

SKU:  
Projected Life: 0

Notes:  
Hayes Conversion - 2020-09-02

Tags

Count: 1

Accessories

Price: Units

32498

No Accessories Issued With This Item

Maytag MEDC3000BW Clothes Dryer

Product No. H2342

NO  
IMAGE  
AVAILABLE



H2342

Manufacturer: Maytag  
Model: MEDC3000BW  
Product Type: DRYER  
Area: None  
Price: \$0.00  
Other 1:  
Other 2:  
Other 3:

SKU:  
Projected Life: 0

Notes:  
Hayes Conversion - 2020-08-02

Tags

Count: 1

Accessories

Price: Units

<b>Pitsco Straw Rocket Launcher</b>		<b>Product No.:</b>	H2704
  H2704	Manufacturer:	Pitsco	SKU:
	Model:	unknown	Projected Life: 0
	Product Type:	INSTRUCTIONAL EQUIPMENT	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Price:	\$0.00	
	Other 1:		
	Other 2:		

<b>Tags</b>	<b>Count:</b> 1	<b>Accessories</b>	<b>Price</b>	<b>Units</b>
32223		No Accessories Issued With This Item		

<b>Pitsco Structure Tester</b>		<b>Product No.:</b>	H2705
  H2705	Manufacturer:	Pitsco	SKU:
	Model:	unknown	Projected Life: 0
	Product Type:	SHOP EQUIPMENT	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Price:	\$0.00	
	Other 1:		
	Other 2:		

<b>Tags</b>	<b>Count:</b> 1	<b>Accessories</b>	<b>Price</b>	<b>Units</b>
3539		No Accessories Issued With This Item		

<b>Cub Cadet 2166 Riding Mower</b>		<b>Product No.:</b>	2001284
  2001284	Manufacturer:	Cub Cadet	SKU:
	Model:	2166	Projected Life: 0
	Product Type:	SHOP EQUIPMENT	Notes:
	Area:	None	Hayes Conversion - 2020-09-02
	Price:	\$0.00	
	Other 1:		
	Other 2:		

<b>Tags</b>	<b>Count:</b> 1	<b>Accessories</b>	<b>Price</b>	<b>Units</b>
36201		No Accessories Issued With This Item		



William G. Stepp Director of Schools

Teresa Boston Board Chair

June 18, 2024

Mr. William G. Stepp

Cumberland County Board of Education

368 Fourth Street

Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting to you the CTE Department's list(s) of items to be retired by the BOE at June's regularly scheduled board meeting. Please include these lists on the consent agenda for retirement approval.

If you have any further questions or concerns, please contact Marilyn Noel.

Sincerely,

Marilyn Noel 

Dr. Leslie Eldridge 

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

Central Services  
**Room Inventory Worksheet**  
6/17/2024

18-TO RETIRE INVENTORY~BOE-RETIRE Holding					Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Assigned To	Serial	Price	
1003979	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	
1003980	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	
1003981	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	
1003982	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	
1003983	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	
1003984	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	
1003985	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	
1003986	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	
1003987	Milwaukee M18 Redlithium Extended Capacity Battery 2-PK	1852 N18	SHOP EQUIPMENT			\$0.00	

Central Services  
**Room Inventory Worksheet**

6/17/2024

18-TO RETIRE INVENTORY~BOE- RETIRE Holding				Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Assigned To	Serial	Price
1003988	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

June 18, 2024

Mr. William G. Stepp, Director  
Cumberland County Board of Education  
368 Fourth Street  
Crossville, TN 38555

Dear Mr. William Stepp and Board of Education,

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

Sincerely,

Dr. Justin Whittenbarger  
Federal Programs Coordinator

# Federal Equipment Inventory List RETIREMENT June 2024

INVENTORY TAG ID #	Title Holder	TAG NOTES	SERIAL NUMBER	Product Type	MANUFACTURER	MODEL	SITE LOCATION	DEPARTMENT	ROOM LOCATION	PURCHASE ORDER NUMBER	FUNDING	PURCHASE PRICE	Percentage of Federal	PURCHASE DATE
10000139	CCS-180	FY08	GUSPROJECTORMOU	FURNITURE	UNKNOWN	UNIVERSAL	BROWN	FEDERAL	08-215	1698	TITLE I	\$149.00	100%	11/15/2007
10000454	CCS-180	FY05	UNKNOWN	CREENZA	SAUDER	MISSION	CENTRAL	FEDERAL	18-203	36144	CONSOLIDATED	\$299.00	100%	2/3/2005
10000455	CCS-180	FY05	UNKNOWN	WORK STATION	SAUDER	MISSION	CENTRAL	FEDERAL	18-203	54425	CONSOLIDATED	\$129.00	100%	2/3/2005
10000458	CCS-180	FY05	UNKNOWN	DESK	SAUDER	MISSION	CENTRAL	FEDERAL	18-203	36144	CONSOLIDATED	\$389.00	100%	2/3/2005
10000459	CCS-180	FY05	UNKNOWN	BOOKSHELF	SAUDER	MISSION	CENTRAL	FEDERAL	18-203	36144	CONSOLIDATED	\$139.00	100%	2/3/2005
10000460	CCS-180	FY05	UNKNOWN	BOOKSHELF	SAUDER	MISSION	CENTRAL	FEDERAL	18-203	36144	CONSOLIDATED	\$139.00	100%	2/3/2005
10000461	CCS-180	FY05	UNKNOWN	BOOKSHELF	SAUDER	MISSION	CENTRAL	FEDERAL	18-203	36144	CONSOLIDATED	\$139.00	100%	2/3/2005
10000462	CCS-180	FY02	UNKNOWN	FILE CABINET	UNKNOWN	UNKNOWN	CENTRAL	FEDERAL	18-203	19607	CONSOLIDATED	\$679.00	100%	6/2/2002
10000463	CCS-180	FY02	UNKNOWN	FILE CABINET	UNKNOWN	UNKNOWN	CENTRAL	FEDERAL	18-203	19607	CONSOLIDATED	\$679.00	100%	6/2/2002
10000477	CCS-180	FY06	UNKNOWN	CREENZA	UNKNOWN	UNKNOWN	CENTRAL	FEDERAL	18-201	36144	CONSOLIDATED	\$569.00	100%	2/3/2005
10000478	CCS-180	FY06	UNKNOWN	BOOKCASE	UNKNOWN	UNKNOWN	CENTRAL	FEDERAL	18-201	36144	CONSOLIDATED	\$369.00	100%	2/3/2005
10000479	CCS-180	FY06	UNKNOWN	HUTCH	UNKNOWN	UNKNOWN	CENTRAL	FEDERAL	18-201	36144	CONSOLIDATED	\$569.00	100%	2/3/2005
10000481	CCS-180	FY06	UNKNOWN	DESK	UNKNOWN	UNKNOWN	CENTRAL	FEDERAL	18-201	36144	CONSOLIDATED	\$569.00	100%	2/3/2005
10000484	CCS-180	FY06	UNKNOWN	CHAIR	BASYX	UNKNOWN	CENTRAL	FEDERAL	18-209	55805	CONSOLIDATED	\$179.50	100%	11/11/2013
10000486	CCS-180	FY13	CW408C	FILE CABINET	HON	UNKNOWN	CENTRAL	FEDEAL	18-209	55605	CONSOLIDATED	\$159.00	100%	11/11/2013
10000487	CCS-180	FY13	CM9JNG	FILE CABINET	HON	UNKNOWN	CENTRAL	FEDEAL	18-209	55605	CONSOLIDATED	\$159.00	100%	11/11/2013
10000488	CCS-180	FY13	UNKNOWN	CHAIR	BASYX	UNKNOWN	CENTRAL	FEDEAL	18-209	55605	CONSOLIDATED	\$179.50	100%	11/11/2013
10001469	CCS-180	FY12	H01331TLHS6	COMPUTER	APPLE	UNKNOWN	BROWN	FEDERAL	08-106	72289	TITLE I	\$854.05	100%	9/26/2011
10001470	CCS-180	FY12	H0133129HS6	COMPUTER	APPLE	UNKNOWN	BROWN	FEDERAL	08-104	72289	TITLE I	\$854.05	100%	9/26/2011
10001471	CCS-180	FY12	H013312FHS6	COMPUTER	APPLE	UNKNOWN	BROWN	FEDERAL	08-124	72289	TITLE I	\$854.05	100%	9/26/2011
10001472	CCS-180	FY12	H01331TPHS6	COMPUTER	APPLE	UNKNOWN	BROWN	FEDERAL	08-105	72289	TITLE I	\$854.05	100%	9/26/2011
10001473	CCS-180	FY12	H01331TKHS6	COMPUTER	APPLE	UNKNOWN	BROWN	FEDERAL	08-105	72289	TITLE I	\$854.05	100%	9/26/2011
10001474	CCS-180	FY12	H013312EHS6	COMPUTER	APPLE	UNKNOWN	BROWN	FEDERAL	08-114	72289	TITLE I	\$854.05	100%	9/26/2011
10001475	CCS-180	FY12	H013312CHS6	COMPUTER	APPLE	UNKNOWN	BROWN	FEDERAL	08-114	72289	TITLE I	\$854.05	100%	9/26/2011
10001650	CCS-180	FY12	PS I	OJECTION SCRE	QUARTET	UNKNOWN	BROWN	FEDERAL	08-114	73007	TITLE I	\$154.13	100%	9/11/2011
10001935	CCS-180	FY12	15072800000000	ELECTRONIC	RENAISSANCE	UNKNOWN	BROWN	FEDERAL	08-211	74266	RTTT	\$100.62	100%	10/2/2012
10005548	CCS-180	FY15	BSXL201MM10	CHAIR	BASYX	VL210	CENTRAL	FEDERAL	18-203	866694	CONSOLIDATED	\$112.59	100%	7/11/2014
10006156	CCS-180	FY16	BF7NLCX122003304	LAPTOP	ASUS	QC18	BROWN	FEDERAL	08-108	93277	TITLE I	\$195.00	100%	10/29/2015
10006163	CCS-180	FY16	BF7NLCX11884630B	LAPTOP	ASUS	QC18	BROWN	FEDERAL	08-108	93277	TITLE I	\$195.00	100%	10/29/2015
10006167	CCS-180	FY16	BF7NLCX118533306	LAPTOP	ASUS	QC18	BROWN	FEDERAL	08-108	93277	TITLE I	\$195.00	100%	10/29/2015
10006291	CCS-180	FY17	FCNLCX05T430521	CHROMEBOOK	ASUS	UNKNOWN	BROWN	FEDERAL	08-307	94725	TITLE I	\$195.00	100%	1/28/2016
10006359	CCS-180	FY16	HBLC96VA1A	TABLE	HON	UNKNOWN	CENTRAL	FEDERAL	18-201	93702	CONSOLIDATED	\$2,599.99	100%	12/5/2015
10006360	CCS-180	FY16	LLR84869	CHAIR	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-201	94102	CONSOLIDATED	\$119.99	100%	12/10/2015
10006361	CCS-180	FY16	LLR84869	CHAIR	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-201	94102	CONSOLIDATED	\$119.99	100%	12/10/2015
10006362	CCS-180	FY16	LLR84869	CHAIR	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-201	94102	CONSOLIDATED	\$119.99	100%	12/10/2015
10006363	CCS-180	FY16	LLR84869	CHAIR	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-201	94102	CONSOLIDATED	\$119.99	100%	12/10/2015
10006364	CCS-180	FY16	LLR84869	CHAIR	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-201	94102	CONSOLIDATED	\$119.99	100%	12/10/2015
10006365	CCS-180	FY16	LLR84869	CHAIR	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-201	94102	CONSOLIDATED	\$119.99	100%	12/10/2015
10006367	CCS-180	FY16	LLR60122	CHAIR	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-201	94102	CONSOLIDATED	\$119.99	100%	12/10/2015
10006368	CCS-180	FY16	LLR60122	CHAIR	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-201	94102	CONSOLIDATED	\$119.99	100%	12/10/2015
10006369	CCS-180	FY16	UNKNOWN	RUG	SAV-MART	UNKNOWN	CENTRAL	FEDERAL	18-201	41147158	CONSOLIDATED	\$387.00	100%	12/15/2015

INVENTORY TAG ID #	Title Holder	TAG NOTES	SERIAL NUMBER	Product Type	MANUFACTURER	MODEL	SITE LOCATION	DEPARTMENT	ROOM LOCATION	PURCHASE ORDER NUMBER	FUNDING	PURCHASE PRICE	Percentage of Federal	PURCHASE DATE
10006447	CCS-180	FY17	UNKNOWN	FILE CABINET	LORELL	LLR60650	CENTRAL	FEDERAL	18-209	97023	CONSOLIDATED	\$169.99	100%	7/25/2016
10006448	CCS-180	FY17	UNKNOWN	FILE CABINET	LORELL	LLR60650	CENTRAL	FEDERAL	18-209	97023	CONSOLIDATED	\$169.99	100%	7/25/2016
10006449	CCS-180	FY17	UNKNOWN	FILE CABINET	LORELL	LLR60650	CENTRAL	FEDERAL	18-209	97023	CONSOLIDATED	\$169.99	100%	7/25/2016
10006450	CCS-180	FY17	UNKNOWN	FILE CABINET	LORELL	LLR60650	CENTRAL	FEDERAL	18-209	97023	CONSOLIDATED	\$169.99	100%	7/25/2016
10006452	CCS-180	FY17	UNKNOWN	IOBILE PEDISTA	LORELL	LLR69431	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$169.99	100%	8/1/2018
10006453	CCS-180	FY17	UNKNOWN	PEDISTAL	LORELL	LLR69430	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$169.99	100%	8/1/2018
10006454	CCS-180	FY17	UNKNOWN	BOOKCASE	LORELL	LLR69499	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$159.99	100%	8/1/2018
10006456	CCS-180	FY17	UNKNOWN	IOBILE PEDISTA	LORELL	LLR69431	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$169.99	100%	8/1/2016
10006457	CCS-180	FY17	UNKNOWN	PEDISTAL	LORELL	LLR69430	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$169.99	100%	8/1/2016
10006458	CCS-180	FY17	UNKNOWN	BOOKCASE	LORELL	LLR69499	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$159.99	100%	8/1/2018
10006460	CCS-180	FY17	UNKNOWN	IOBILE PEDISTA	LORELL	LLR69431	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$169.99	100%	8/1/2016
10006461	CCS-180	FY17	UNKNOWN	PEDISTAL	LORELL	LLR69430	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$169.99	100%	8/1/2016
10006462	CCS-180	FY17	UNKNOWN	BOOKCASE	LORELL	LLR69499	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$159.99	100%	8/1/2018
10006463	CCS-180	FY17	UNKNOWN	CREDENZA	LORELL	LLR69430	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$159.99	100%	8/1/2016
10006464	CCS-180	FY17	UNKNOWN	PEDESTAL	LORELL ANTIQUE	LLR69430	CENTRAL	FEDERAL	18-202	97024	CONSOLIDATED	\$169.99	100%	8/1/2016
10006465	CCS-180	FY17	ATR1009	RUG	TREASURE	UNKNOWN	CENTRAL	FEDERAL	18-202	300139	CONSOLIDATED	\$249.99	100%	8/8/2016
10006566	CCS-180	FY17	LR069SBX	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-304	97839	TITLE I	\$199.00	100%	9/23/2016
10006569	CCS-180	FY17	LR069R36	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-304	97839	TITLE I	\$199.00	100%	9/23/2016
10006573	CCS-180	FY17	LR069JK4	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-304	97839	TITLE I	\$199.00	100%	9/23/2016
10006589	CCS-180	FY17	LR06A4B0	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10006590	CCS-180	FY17	LR069UWX	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10006592	CCS-180	FY17	LR069FW0	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10006594	CCS-180	FY17	LR069S04	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10006595	CCS-180	FY17	LR069R49	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10006598	CCS-180	FY17	LR069SEW	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10006602	CCS-180	FY17	LR06A4BX	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10006615	CCS-180	FY17	LR069SEA	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10006616	CCS-180	FY17	LR069UXA	CHROMEBOOK	LENOVO	80SF N22	BROWN	FEDERAL	08-113	97839	TITLE I	\$199.00	100%	9/23/2016
10007221	CCS-180	FY18	FLHHHT	FILE CABINET	HON	H214PL	CENTRAL	FEDERAL	18-201	102259	CONSOLIDATED	\$100.00	100%	7/10/2017
10007222	CCS-180	FY18	8J2GNP	FILE CABINET	HON	H314PP	CENTRAL	FEDERAL	18-201	102259	CONSOLIDATED	\$100.00	100%	7/10/2017
10007539	CCS-180	FY18	X28Z7503786	PROJECTOR	EPSON	685Wi	BROWN	FEDERAL	08-311	6907	TITLE I	\$1,430.00	100%	9/14/2017
10007825	CCS-180	FY18	LLR69409202A	DESK - WARRANTY	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-202A	97024	CONSOLIDATED	\$169.99	\$1.00	42583
10007826	CCS-180	FY19	LLR69409202B	DESK - WARRANTY	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-202B	97024	CONSOLIDATED	\$169.99	\$1.00	42583
10007827	CCS-180	FY20	LLR69409202C	DESK - WARRANTY	LORRELL	UNKNOWN	CENTRAL	FEDERAL	18-202C	97024	CONSOLIDATED	\$169.99	\$1.00	42583
10007926	CCS-180	FY19	P202U30L	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL	00-000	109637	TITLE I	\$234.51	100%	12/5/2018
10007933	CCS-180	FY19	P202U9VS	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL	00-000	109637	TITLE I	\$234.51	100%	12/5/2018
10007938	CCS-180	FY19	P202U9HC	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL	00-000	109637	TITLE I	\$234.51	100%	12/5/2018
10007939	CCS-180	FY19	P202UGZP	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL	00-000	109637	TITLE I	\$234.51	100%	12/5/2018
10007948	CCS-180	FY19	P202U5VV	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL	00-000	109637	TITLE I	\$234.51	100%	12/5/2018
10008559	CCS-180	FY20	6QP03X2	CHROMEBOOK	DELL	3100	BROWN	FEDERAL	08-024	115017	TITLE I	\$254.51	100%	1/31/2020
10008564	CCS-180	FY20	4WH33X2	CHROMEBOOK	DELL	3100	BROWN	FEDERAL	08-024	115017	TITLE I	\$254.51	100%	1/31/2020
10008569	CCS-180	FY20	JLWV2X2	CHROMEBOOK	DELL	3100	BROWN	FEDERAL	08-024	115017	TITLE I	\$254.51	100%	1/31/2020

INVENTORY TAG ID #	Title Holder	TAG NOTES	SERIAL NUMBER	Product Type	MANUFACTURER	MODEL	SITE LOCATION	DEPARTMENT	ROOM LOCATION	PURCHASE ORDER NUMBER	FUNDING	PURCHASE PRICE	Percentage of Federal	PURCHASE DATE
10008578	CCS-180	FY20	5DWY2X2	CHROMEBOOK	DELL	3100	BROWN	FEDERAL	08-024	115017	TITLE I	\$254.51	100%	1/31/2020
10008613	CCS-180	FY20	F4M33X2	CHROMEBOOK	DELL	3100	BROWN	FEDERAL	08-024	115017	TITLE I	\$254.51	100%	1/31/2020
10008625	CCS-180	FY20	24H73X2	CHROMEBOOK	DELL	3100	BROWN	FEDERAL	08-024	115017	TITLE I	\$254.51	100%	1/31/2020
10009376	CCS-180	FY21	MP1XR9CP	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL		118499	ESSER	\$279.00	100%	2/15/2021
10009386	CCS-180	FY21	MP1XR96R	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL		118499	ESSER	\$279.00	100%	2/15/2021
10009399	CCS-180	FY21	MP1XMNJG	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL		118499	ESSER	\$279.00	100%	2/15/2021
10009437	CCS-180	FY21	MP1XR6YG	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL		118499	ESSER	\$279.00	100%	2/15/2021
10009463	CCS-180	FY21	MP1XR934	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL		118499	ESSER	\$279.00	100%	2/15/2021
10009495	CCS-180	FY21	MP1XS0JS	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL		118499	ESSER	\$279.00	100%	2/15/2021
10009531	CCS-180	FY21	MP1XLDC1	CHROMEBOOK	LENOVO	100E	BROWN	FEDERAL		118499	ESSER	\$279.00	100%	2/15/2021

# Cumberland County Federal Programs Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

**School Name:**                      **Central Services**                      **Date: June 2024**

All items listed below will remain in the Tipweb IT Inventory Program as non-taggable furniture. We are retiring only the tag numbers from the equipment inventory .

Tag Number	Serial or ID Number	Description	Reason Retired
10000454	UNKNOWN	CREENZA	RETIRE TAG NUMBER ONLY
10000455	UNKNOWN	WORK STATION	RETIRE TAG NUMBER ONLY
10000458	UNKNOWN	DESK	RETIRE TAG NUMBER ONLY
10000459	UNKNOWN	BOOKSHELF	RETIRE TAG NUMBER ONLY
10000460	UNKNOWN	BOOKSHELF	RETIRE TAG NUMBER ONLY
10000461	UNKNOWN	BOOKSHELF	RETIRE TAG NUMBER ONLY
10000462	UNKNOWN	FILE CABINET	RETIRE TAG NUMBER ONLY
10000463	UNKNOWN	FILE CABINET	RETIRE TAG NUMBER ONLY
10000477	UNKNOWN	CREENZA	RETIRE TAG NUMBER ONLY
10000478	UNKNOWN	BOOKSHELF	RETIRE TAG NUMBER ONLY
10000479	UNKNOWN	HUTCH	RETIRE TAG NUMBER ONLY
10000481	UNKNOWN	DESK	RETIRE TAG NUMBER ONLY
10000484	UNKNOWN	CHAIR	RETIRE TAG NUMBER ONLY
10000486	CW408C	FILE CABINET	RETIRE TAG NUMBER ONLY
10000487	CM9JNG	FILE CABINET	RETIRE TAG NUMBER ONLY
10000488	UNKOWN	CHAIR	RETIRE TAG NUMBER ONLY
10005548	BSXL201MM10	CHAIR	RETIRE TAG NUMBER ONLY
10006359	HBLC96VA1A	TABLE	RETIRE TAG NUMBER ONLY
10006360	LLR84869	CHAIR	RETIRE TAG NUMBER ONLY
10006361	LLR84869	CHAIR	RETIRE TAG NUMBER ONLY
10006362	LLR84869	CHAIR	RETIRE TAG NUMBER ONLY
10006363	LLR84869	CHAIR	RETIRE TAG NUMBER ONLY
10006364	LLR84869	CHAIR	RETIRE TAG NUMBER ONLY
10006365	LLR84869	CHAIR	RETIRE TAG NUMBER ONLY
10006367	LLR60122	CHAIR	RETIRE TAG NUMBER ONLY
10006368	LLR60122	CHAIR	RETIRE TAG NUMBER ONLY

Principal Signature: \_\_\_\_\_

Federal Programs Director Signature: \_\_\_\_\_

# Cumberland County Federal Programs Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

**School Name:**                      **Central Services**                      **Date: June 2024**

All items listed below will remain in the Tipweb IT Inventory Program as non-taggable furniture. We are retiring only the tag numbers from the equipment inventory .			
Tag Number	Serial or ID Number	Description	Reason Retired
10006369	UNKNOWN	RUG	RETIRE TAG NUMBER ONLY
10006447	UNKNOWN	FILE CABINET	RETIRE TAG NUMBER ONLY
10006448	UNKNOWN	FILE CABINET	RETIRE TAG NUMBER ONLY
10006449	UNKNOWN	FILE CABINET	RETIRE TAG NUMBER ONLY
10006450	UNKNOWN	FILE CABINET	RETIRE TAG NUMBER ONLY
10006452	UNKNOWN	MOBILE PEDISTAL	RETIRE TAG NUMBER ONLY
10006453	UNKNOWN	PEDISTAL	RETIRE TAG NUMBER ONLY
10006454	UNKNOWN	BOOKCASE	RETIRE TAG NUMBER ONLY
10006456	UNKNOWN	MOBILE PEDISTAL	RETIRE TAG NUMBER ONLY
10006457	UNKNOWN	PEDISTAL	RETIRE TAG NUMBER ONLY
10006458	UNKNOWN	BOOKCASE	RETIRE TAG NUMBER ONLY
10006460	UNKNOWN	MOBILE PEDISTAL	RETIRE TAG NUMBER ONLY
10006461	UNKNOWN	PEDISTAL	RETIRE TAG NUMBER ONLY
10006462	UNKNOWN	BOOKCASE	RETIRE TAG NUMBER ONLY
10006463	UNKNOWN	CREDENZA	RETIRE TAG NUMBER ONLY
10006464	UNKNOWN	PEDISTAL	RETIRE TAG NUMBER ONLY
10006465	ATR1009	RUG	RETIRE TAG NUMBER ONLY
10007221	FLHHHT	FILE CABINET	RETIRE TAG NUMBER ONLY
10007222	8J2GNP	FILE CABINET	RETIRE TAG NUMBER ONLY
10007825	LLR69409202A	DESK	RETIRE TAG NUMBER ONLY
10007826	LLR69409202B	DESK	RETIRE TAG NUMBER ONLY
10007827	LLR69409202C	DESK	RETIRE TAG NUMBER ONLY

Principal Signature: \_\_\_\_\_

Federal Programs Director Signature: \_\_\_\_\_



# Cumberland County Federal Programs Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

Frank P. Brown  
\_\_\_\_\_  
School Name

5/14/2024  
\_\_\_\_\_  
Date

Tag Number	Serial or ID Number	Description	Reason Retired
10008559			outdated
10007926			outdated
10008569			outdated
10006167			outdated
10006291			outdated
10006163			outdated
10007938			outdated
10007948			outdated
10007939			outdated
10007933			outdated
10008578			outdated
10008613			outdated
10006616			outdated
10009531			outdated
10008625			outdated
10008564			outdated
10006592			outdated
10006598			outdated
10006590			outdated
10006602			outdated
10006569			outdated

  
 \_\_\_\_\_  
 Principal Signature

\_\_\_\_\_  
Federal Programs Director Si

# Cumberland County Federal Programs Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

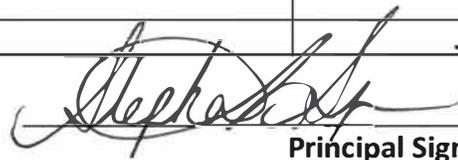
Frank P. Brown

5/14/2024

School Name

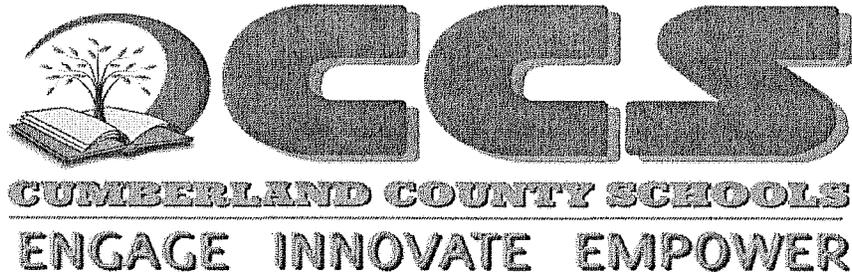
Date

Tag Number	Serial or ID Number	Description	Reason Retired
10006595			outdated
10006594			outdated
10006573			outdated
10001469			outdated
10001471			outdated
10001473			outdated
10001472			outdated
10001470			outdated
10001475			outdated
10001474			outdated
10001935			outdated
10007539			outdated
10006156			outdated
10000139			outdated
10001650			outdated



Principal Signature

Federal Programs Director Signature



William G. Stepp Director of Schools

Teresa Boston Board Chair

July 16, 2024

Mr. William G. Stepp

Cumberland County Board of Education

368 Fourth Street

Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting to you the Food Service Department's list(s) of items to be retired by the BOE at July's regularly scheduled board meeting. Please include these lists on the consent agenda for retirement approval.

If you have any further questions or concerns, please contact Marilyn Noel.

Sincerely,

Marilyn Noel *Man*

Kathy Hamby *KH*

Central Services  
Room Inventory Worksheet

7/15/2024

18-TO RETIRE INVENTORY~BOE- RETIRE Holding				Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Assigned To	Serial	Price
1003979	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00
1003980	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00
1003981	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00
1003982	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00
1003983	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00
1003984	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00
1003985	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00
1003986	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00
1003987	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00

Central Services  
Room Inventory Worksheet

7/15/2024

18-TO RETIRE INVENTORY~BOE- RETIRE Holding				Room Type: VIRTUAL			
Tag	Product	Model	Product Type	Assigned To	Serial	Price	
1003988	Milwaukee M18 Redlithium Extended Capacity Battery 2- PK	1852 N18	SHOP EQUIPMENT			\$0.00	
100629	Hobart 12EFSP Fryer	12EFSP	APPLIANCE		85H09432	\$0.00	
100630	Star 530FA Fryer	530FA	APPLIANCE		FA0301125	\$0.00	
1261B	Kolpak Walk-In Freezer/Cooler	unknown	APPLIANCE			\$0.00	
1262B	Kolpak Walk-In Freezer/Cooler	unknown	APPLIANCE			\$0.00	



Mitch Lowe, Principal

The Phoenix School  
931-456-1228  
203 Taylor Street  
Crossville, TN 38555

Phone:

Fax: 931-456-9862

May 22, 2024

Dear Ladies and Gentlemen:

On behalf of The Phoenix Campus, I am requesting the retirement of the following items by the Cumberland County Board of Education. These items are out dated.

Items to Retire:

#S00443

#51010

#51015

#27681

#27747

#180255064

#180255067

See attached.

Sincerely,

Sharon Miller

Assistant Principal

Room Number: 85-TO RETIRE  
 Room Name: INVENTORY~BOE-RETIRE  
 Holding  
 Room Type: VIRTUAL

**Room Inventory Report**  
 The Phoenix School

Date Printed: 5/20/2024



Staff Verification

Apple 21 inch iMac Computer		Product No.:	H146
  H146	Manufacturer: Apple	SKU:	
	Model: unknown	Projected Life: 0	
	Product Type: COMPUTER	Notes:	
	Area: None	Hayes Conversion - 2020-09-02	
	Price: \$0.00		
	Other 1:		
	Other 2:		

Tags	Count:	1	Accessories	Price	Units
51010			No Accessories Issued With This Item		

Apple iMac Computer		Product No.:	H192
  H192	Manufacturer: Apple	SKU:	
	Model: unknown	Projected Life: 0	
	Product Type: COMPUTER	Notes:	
	Area: None	Hayes Conversion - 2020-09-02	
	Price: \$0.00		
	Other 1:		
	Other 2:		

Tags	Count:	1	Accessories	Price	Units
51015			No Accessories Issued With This Item		

Dell 3100 Chromebook Laptop w/Google Mgt		Product No.:	H929
  H929	Manufacturer: Dell	SKU:	
	Model: 3100	Projected Life: 0	
	Product Type: CHROMEBOOK	Notes:	
	Area: None	Hayes Conversion - 2020-09-02	
	Price: \$0.00		
	Other 1:		
	Other 2:		

Tags	Count:	1	Accessories	Price	Units
S00443			No Accessories Issued With This Item		

<b>HP 8710 Office Jet Pro All-in-One Printer</b>		<b>Product No.:</b>	<b>H1740</b>
  H1740	Manufacturer: HP	SKU:	
	Model: 8710	Projected Life: 0	
	Product Type: PRINTER		
	Area: None	Notes:	
	Price: \$0.00	Hayes Conversion - 2020-09-02	
	Other 1:		
	Other 2:		
Other 3:			

Tags	Count:	1	Accessories	Price	Units
27681			No Accessories Issued With This Item		

<b>Lenovo 80YS N23 Chromebook w/ChromeOS MGT</b>		<b>Product No.:</b>	<b>H2128</b>
  H2128	Manufacturer: Lenovo	SKU:	
	Model: 80YS N23	Projected Life: 0	
	Product Type: CHROMEBOOK		
	Area: None	Notes:	
	Price: \$0.00	Hayes Conversion - 2020-09-02	
	Other 1:		
	Other 2:		
Other 3:			

Tags	Count:	1	Accessories	Price	Units
27747			No Accessories Issued With This Item		

<b>Parco Scientific Microscope</b>		<b>Product No.:</b>	<b>H2641</b>
  H2641	Manufacturer: Parco Scientific	SKU:	
	Model: unknown	Projected Life: 0	
	Product Type: MICROSCOPE		
	Area: None	Notes:	
	Price: \$0.00	Hayes Conversion - 2020-09-02	
	Other 1:		
	Other 2:		
Other 3:			

Tags	Count:	2	Accessories	Price	Units
180255064			No Accessories Issued With This Item		
180255067					

**Kara L. Spicer**  
**Principal**



**P. Lynn Speich**  
**Assistant Principal**

**Pine View Elementary School**  
**349 Daysville Rd. \* Rockwood, TN 37854**  
**Phone (865) 354-1986      Fax (865) 354-1922**

June 13, 2024

Members of the CCBOE,

Please accept this item for retirement from Pine View's CTE inventory list:

<b><u>Property #</u></b>	<b><u>Item Description</u></b>
1001284	Apple 20 inch iMac Computer
3322	Brother CS6000i Sewing Machine
1001160	Dell ES410 Laptop
1001816	Dell Latitude E6420 Laptop
3707	Jensen 60 Steam Engine
1001581	Samsung Camera

Sincerely,

Mrs. Kara Spicer, Principal

**Kara L. Spicer**  
Principal



**P. Lynn Speich**  
Assistant Principal

**Pine View Elementary School**  
**349 Daysville Rd. \* Rockwood, TN 37854**  
**Phone (865) 354-1986      Fax (865) 354-1922**

June 12, 2024

Members of the CCBOE,

Please accept this item for retirement from Pine View's general inventory list:

General:

Item	Inventory Number	Reason for Retirement
GTCO Cal Comp 1077 Interactive Whiteboard	180550026 180550089 37047 36686	Obsolete
Lenovo 80YS N23 Chromebook	45979	Obsolete-not manageable from district

Sincerely,

Mrs. Kara Spicer, Principal



# Stone Memorial High School

2800 Cook Road · Crossville, TN 38571

Telephone (931) 484-5767

**Kelly J. Smith**

*Principal*

TO: Mr. William Stepp, Director of Schools  
Cumberland County Board of Education

FROM: Kelly Smith, Principal  
April Moore, Assistant Principal  
Stone Memorial High School

RE: Inventory Items for Retirement

DATE: June 05, 2024

Dear Mr. Stepp and B.O.E. Members:

Attached you will find a list of inventory items that are slated for retirement. Our SMHS Technology Technician, CTE Auditor, or our School Inventory Auditor have inspected each item. The property no longer serves the staff or students of SMHS or would the property serve another Cumberland County student or employee. Please accept our proposal to retire the items and know that we will follow all proper protocols to dispose of them once approval is granted.

If you have any questions, please feel free to contact us. To ensure that our inventory is accurate and our school materials records are kept current with fidelity, Mrs. Moore is working diligently to collaborate with others, especially technology, special education, and CTE departments to maintain accuracy through TIP-Web IT.

Respectfully submitted,

Kelly Smith  
Principal

April Moore  
Assistant Principal

Stone Memorial High School~SMHS

Room Inventory Worksheet

6/5/2024

79-TO RETIRE INVENTORY~BOE- RETIRE Holding				Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Other #1	Serial	Price
1000706	Table Saw	unknown	SHOP EQUIPMENT			\$0.00
1000708	DeWALT DW911 Radio	DW911	SHOP EQUIPMENT			\$0.00
1001165	OKI C610 Color Printer	C610	PRINTER		AKO6000915 AO	\$0.00
1002545	HP Z240 Tower CPU	Z240 Tower	COMPUTER		2UA6182LG Q	\$1,000.00
1002549	HP Z240 Tower CPU	Z240 Tower	COMPUTER		2UA613138Q	\$1,000.00
1043	Bosch Router Table	unknown	SHOP EQUIPMENT		985390	\$0.00
17075	JVC AV 32F4765 32 inch Flat Screen TV	AV 32F4765	TV			\$0.00
17076	JVC HR XJC195 DVD-VCR Combo	HR XJC195	ELECTRONIC			\$0.00
17342	JVC AV 32F577 32 inch Flat Tube TV	AV 32F577	TV		11121459	\$0.00
17343	JVC HR XVC16BU DVD- VCR Combo	HR XVC16BU	ELECTRONIC		9153659	\$0.00
17528	JVC 32 inch TV	unknown	TV			\$0.00
17529	JVC HR XVC16BU DVD- VCR Combo	HR XVC16BU	ELECTRONIC			\$0.00
18002	JVC AV 32F4765 32 inch Flat Screen TV	AV 32F4765	TV			\$0.00
18104	JVC HR XVC16BU DVD- VCR Combo	HR XVC16BU	ELECTRONIC			\$0.00
18109	JVC AV 32F4765 32 inch Flat Screen TV	AV 32F4765	TV		11211483	\$0.00

Stone Memorial High School~SMHS

Room Inventory Worksheet

6/5/2024

79-TO RETIRE INVENTORY~BOE-RETIRE Holding					Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Other #1	Serial	Price	
18811	JVC TV	unknown	TV		11121467	\$0.00	
18812	JVC DVD-VCR Combo	unknown	ELECTRONIC		9153660	\$0.00	
19117	JVC HR XVC16BU DVD-VCR Combo	HR XVC16BU	ELECTRONIC		HR-XVC16BU09 153229	\$0.00	
19188	JVC 32 inch TV	unknown	TV			\$0.00	
19189	JVC DVD-VCR Combo	unknown	ELECTRONIC		XVC168U	\$0.00	
19211	JVC HR XVC16 DVD-VCR Combo	HR XVC16	ELECTRONIC			\$0.00	
19245	JVC 32 inch TV w/Remote	unknown	TV		RM-C1290G	\$0.00	
19520	JVC AV 32F4765 32 inch Flat Screen TV	AV 32F4765	TV			\$0.00	
19521	JVC HR XVC16BU DVD-VCR Combo	HR XVC16BU	ELECTRONIC			\$0.00	
19534	JVC AV 32F4765 32 inch Flat Screen TV	AV 32F4765	TV		11120374	\$0.00	
19535	JVC HR XJC195 DVD-VCR Combo	HR XJC195	ELECTRONIC		XVC16BU	\$0.00	
19633	JVC AV 32F4765 32 inch Flat Screen TV	AV 32F4765	TV			\$0.00	
19634	JVC HR XJC195 DVD-VCR Combo	HR XJC195	ELECTRONIC			\$0.00	
3062	JVC TV	unknown	TV			\$0.00	
3063	JVC DVD-VCR Combo	unknown	ELECTRONIC		hrxvc06bu	\$0.00	

Stone Memorial High School~SMHS

Room Inventory Worksheet

6/5/2024

79-TO RETIRE INVENTORY~BOE-RETIRE Holding				Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Other #1	Serial	Price
38678	Davis and Sanford Provista GR Tripod	Provista GR	CAMERAS & EQUIPMENT			\$0.00
39838	LG 39LN5700 TV	39LN5700	TV		304MXJX63980	\$0.00



Stephanie R. Barnes, Principal

---

1219 Cook Road, Crossville, TN 38555

(931)456-5636

Fax (931)456-5369

stoneel.ccschools.k12tn.net

May 1, 2024

Mr. Stepp and the Cumberland County Board of Education:

Stone Elementary respectfully requests the following generally funded items be retired from the school's inventory.

Refer to the attached document for a listing of the items we are requesting to BOE-RETIRE.

Sincerely,

Bridgette Cox  
Assistant Principal  
Stone Elementary School

<b>Apple 21 " iMac Computer</b>		<b>Lenovo Computer</b>	<b>Lenovo Computer (cont'd)</b>	<b>Lego Set</b>
44168		S04377	S02923	1000976
44172		S04651	S02924	1002005
44180		S04867	S03393	1002006
		S02843	S01431	1002007
<b>Apple 20" iMac Computer</b>		S02844	S01432	
38174		S02845	S01437	<b>Dell Computer</b>
38064		S02846	S01438	S00290
		S02847	S01439	S00672
<b>Apple MacBook Air</b>		S02848	S01441	S00745
44308		S02849	S01442	S00753
		S02852	S01443	S00786
<b>Apple MacBook Pro</b>		S02853	S01444	S03477
46303		S02854	S01445	S03593
46306		S02855	S01449	
44119		S02856	S01450	
44129		S02857	S01451	
44580		S02858	S01453	
44594		S02859	S01454	
44597		S02860	S01455	
44600		S02861	S01456	
44602		S02872	S01457	
44604		S02873	S01464	
44613		S02875	S01465	
44614		S02876	S01466	
		S02877	S01468	
<b>Knight Wi-Fi Router</b>		S02878	S01475	
28236		S02879	S01476	
		S02880	S01481	
<b>Charger Sync Cart</b>		S02882	S01482	
42480		S02883	S01592	
		S02884		

<b>Brother Printer</b>		S02885	<b>DVD-VCR Combo</b>	
33408		S02886	33182	
		S02887	180550892	
<b>Document Camera</b>		S02888		
24470		S02892	<b>Sharp TV</b>	
		S02893	180740159	
<b>Kindle</b>		S02902		
28182		S02905	<b>Dell Laptop</b>	
		S02906	S00290	
<b>LaserJet Printer</b>		S02907	S00672	
44268		S02909	S00745	
		S02912	S00753	
<b>Kodak Camera</b>		S02913	S00786	
33220		S02917	S03477	
		S02919	S03593	
		S02921		



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

Kathleen Martin  
Transportation Supervisor

June 12, 2024

Dear Mr. Stepp,

The attached list contains buses that we are requesting be removed from service as they have exceeded the number of years and mileage set forth by the state. These buses will be used for spare parts and sold as surplus at a later date.

Bus #92-08	Vin# 1FD4E45P78DA74578
Bus #48-01	Vin# 1BABKCPA81F098562
Bus #49-01	Vin# 1BABKCPAX1F098563
Bus #71-06	Vin# 1T88R4E2661164915
Bus #94-11	Vin# 1FD4E45P78DA74578

Respectfully,

A handwritten signature in blue ink, appearing to read 'Kathleen Martin', is written over a blue horizontal line.

Kathleen Martin

*Richard B. Scott* 24 June 2024  
SUPERINTENDENT DATE  
*James Bostick* 6-24-24  
BOARD CHAIRMAN DATE

## School Year 2024-25 Agreement to Administer the School Nutrition Program(s)

- School Breakfast Program- Child Nutrition Grant (CFDA 10.553)
- National School Lunch Program- Child Nutrition Grant (CFDA 10.555)
- Seamless Summer Option- Child Nutrition Grant (CFDA 10.555)
- Afterschool Snack Program- Child Nutrition Grant (CFDA 10.555)
- Special Milk Program- Child Nutrition Grant (CFDA 10.556)

This Agreement ("Agreement") exists to achieve the purposes of: (1) the Richard B. Russell National School Lunch Act, as amended (42 U.S.C. 1751-1760) and regulations governing the National School Lunch Program (7 CFR 210 and 245) and (2) the Child Nutrition Act of 1966, as amended (7 U.S.C. 1771 – 1985), and regulations governing the School Breakfast Program (7 CFR 220 and 245) and (3) the Special Milk Program for Children (7 CFR 215); (4) Public Law 105 – 336 authorizing reimbursement for snacks, (5) Public Law 85-478, as amended authorizing the Seamless Summer Option (formerly known as the Seamless Summer Food Service Program); (6) Public Law 108-265 to amend the National School Lunch Act and Child Nutrition Act of 1966 to provide children with increased access to food and nutrition assistance, to simplify program operations and improve program management; (7) Public Law 111-296 the Healthy, Hunger Free Kids Act of 2010; (8) 2 CFR Part 225 (formerly Office of Management and Budget (OMB) Circular A-87) which stipulates allowable and unallowable expenses in the non-profit School Nutrition Program; (9) Tennessee Code Annotated (T.C.A.) Title 49, Chapter 6, Part 23 governing the operation of the School Nutrition Programs within the state of Tennessee; and (10) State Board of Education rules, regulations, and minimum standards for the operation of the public school system, Chapter 0520-01-06 governing the operation of the School Nutrition Programs within the State of Tennessee.

The Tennessee Department of Education, hereinafter referred to as the "State Agency (SA)," and the School Food Authority (SFA), listed below, hereinafter referred to as the "SFA" agree to comply with the conditions of this Agreement which are based on public laws, regulations, statutes, policies, procedures and best practices that govern the School Nutrition Programs to be operated by the SFA.

## School Year 2024-25 Agreement to Administer the School Nutrition Program(s)

School Breakfast Program- Child Nutrition Grant (CFDA 10.553)  
National School Lunch Program- Child Nutrition Grant (CFDA 10.555)  
Seamless Summer Option- Child Nutrition Grant (CFDA 10.555)  
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### **The State Agency (SA)**

- a. Agrees that to the extent of funds available, it shall reimburse the SFA in connection with meals, snacks and milk served to children in the indicated program(s) in schools, institutions or sites included in the Agreement and/or amended Agreement during the effective period of this Agreement; agrees that during any fiscal year, the amount of reimbursement paid to the SFA for meals and snacks served to children in each school, institution or site shall not exceed the amount equal to the number of meals or snacks by types (free, reduced, paid), served to children, multiplied by the assigned rates;
- b. Agrees that it will supply, in writing or electronically, to the SFA's School Nutrition Program Administrator, all changes, additions and deletions to federal and state regulations and policies of the Tennessee Department of Education and State Board of Education that govern the operation of the programs;
- c. Will operate in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability;
- d. Reserves the right to disallow any claim for reimbursement, to withhold School Nutrition funds and/or to recover any School Nutrition funds which are used in a manner that is not in accordance with federal and state laws and regulations or the terms of this Agreement;
- e. Shall execute this Agreement.

### **The School Food Authority (SFA)**

- a. Application. An official of an SFA shall make written application to the State Agency (SA) for any school in which it desires to operate the Program. Applications shall provide the State Agency (SA) with sufficient information to determine eligibility. The SFA shall also submit for approval a Free and Reduced Price Policy Statement in accordance with part 245 of Chapter 7 of the Code of Federal Regulations.
- b. Agreement. The Parties establish this Agreement, as each SFA approved to participate in the program is required under 7 CFR 210.9 to enter into a written agreement with the State Agency (SA) that may be amended as necessary. Nothing in the preceding sentence shall be construed to limit the ability of the State Agency (SA) to suspend or terminate this Agreement in accordance with 7 CFR 210.25. The SFA and participating schools under its jurisdiction, shall comply with all provisions of 7 CFR parts 210, 215, 220 and 245. This Agreement shall provide that each SFA shall, with respect to participating schools under its jurisdiction:
  1. Maintain a nonprofit school nutrition program and observe the requirements for and limitations on the use of nonprofit school nutrition program revenues set forth in 7 CFR 210.14 and limitations on any competitive school food service as set forth in 7 CFR 210.11 and T.C.A. § 49-6-2307;
  2. Limit its net cash resources in the School Nutrition Program to an amount that does not exceed three (3) months average expenditures for its nonprofit School Nutrition Program or such



other amount as may be approved by the SA in accordance with 7 CFR 210.19 (a); agrees that indirect costs may be recovered from the School Nutrition Program only from a reserve fund that exceeds three (3) months' operating expenses as outlined in T.C.A. § 49-6- 2305 Reserve Fund;

3. Maintain a system of financial accounting as prescribed under 7 CFR 210.14, 220.13 and 225;
4. Comply with uniform administrative requirements, cost principles, and audit requirements of federal awards in 2 CFR part 200 as applicable;
5. Serve meals, during meal periods, which meet the requirements for food components and dietary standards as prescribed in 7 CFR 210.10 and 220.8;
6. Price meals as a unit;
7. Serve meals free or at a reduced price to all children who are determined by the local educational agency to be eligible for such meals under 7 CFR part 245;
8. Comply with the requirements of Provision 2, the Community Eligibility Provision, and reimbursement alternatives if applicable.
9. Claim reimbursement at the assigned rates only for reimbursable free, reduced price, and paid meals served to eligible children in accordance with 7 CFR parts 210 and 220. Agree that the SFA official who electronically signs the claim shall be responsible for reviewing and analyzing meal counts to ensure accuracy as specified in 7 CFR 210.8 and 220.9 governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the withholding of payments, suspension or termination of the program as specified in 7 CFR regulations. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft or fraudulent activity the penalty specified in 7 CFR 210.26 and 220.19 shall apply;
10. Count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by the State Agency (SA);
11. Submit claims for reimbursement in accordance with 7 CFR 210.8 and 220.11;
12. Comply with the requirements of the United States Department of Agriculture regulations regarding nondiscrimination (7 CFR parts 15, 15a, 15b);
13. Not discriminate against any child because of his or her eligibility for free or reduced price meals in accordance with the approved Free and Reduced Price Policy Statement;

The program applicant hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.);

- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency. (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Part 35, 42, and 50.3);
- ix. Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the



14. Enter into an agreement with United States Department of Agriculture to receive donated foods as required by 7 CFR part 250;
15. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations, and comply with the food safety requirements of § 210.13 and 220.13;
16. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the United States Department of Agriculture;
17. Maintain necessary facilities for storing, preparing and serving food;
18. Upon request, make all accounts and records pertaining to its school food service available to the State Agency (SA) and to FNS, for audit or review, at a reasonable time and place. Such records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit;
19. Maintain files of currently approved and denied free and reduced price applications, which must be readily retrievable by school.
20. Maintain files of the names of children currently approved for free meals through direct certification with the supporting documentation, as specified in 7 CFR 245.6(b)(5) of Chapter 7 of the Code of Federal Regulations which must be readily retrievable by school. Documentation for direct certification must include information obtained directly from the appropriate state or local agency, or other appropriate individual, as specified by FNS, that:
  - i. A child in the Family, as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations, is receiving benefits from SNAP, FDPIR or TANF, as defined in § 245.2 of this chapter; if one child is receiving such benefits, all children in that family are considered to be directly certified;
  - ii. The child is a homeless child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations;
  - iii. The child is a runaway child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations;
  - iv. The child is a migrant child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations; or
  - v. The child is a Head Start child as defined in § 245.2 of Chapter 7 of the Code of Federal

Regulations.

21. Retain the individual applications for free and reduced price meals and meal supplements submitted by families for a period of 3 years after the end of the fiscal year to which they pertain or as otherwise specified under paragraph (b)(17) of 7 CFR 245.2.
  22. No later than December 31 of each year provide the State Agency (SA) with a list of all elementary schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced price meals as of the last operating day the preceding October. In addition, each SFA shall provide, when available for the schools under its jurisdiction, and upon the request of a sponsoring organization of day care homes of the Child and Adult Care Food Program, information on the boundaries of the attendance areas for the elementary schools identified as having 50 percent or more of enrolled children certified eligible for free or reduced price meals.
- c. Afterschool care requirements. Those SFAs with eligible schools (as defined in 7 CFR 210.10(n)(1)) that elect to serve meal supplements during afterschool care programs, shall agree to:
1. Serve meal supplements which meet the minimum requirements prescribed in 7 CFR 210.10;
  2. Price the meal supplement as a unit;
  3. Serve meal supplements free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced price school meals under 7 CFR part 245;
  4. If charging for meals, the charge for a reduced price meal supplement shall not exceed 15 cents;
  5. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this Agreement;
  6. Claim reimbursement for no more than one meal supplement per child per day;
  7. Review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year, except that an afterschool care program operating year round shall be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter; and
  8. Agree to provide organized, regularly scheduled activities in a structured and supervised environment, including an educational or enrichment activity; and
  9. Comply with all requirements of 7 CFR 210, except that, claims for reimbursement need not be based on "point of service" meal supplement counts (as required by 7 CFR 210.9(b)(9)).
- d. Seamless Summer Option (SSO). Those SFAs with eligible schools that elect to serve meals and

meal supplements with the seamless summer option, shall agree to:

1. feed children in low-income areas during the summer months (or during extended breaks of a year-round school schedule). The National School Lunch Act at 42 USC 1761(a)(8) allows public and non-profit school food authorities/ Local Educational agency (SFA/LEA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to operate the Seamless Summer Option. The SFA/LEA will follow requirements, where applicable, in the NSLP and SBP regulations at 7 CFR Parts 210, 220 and 225 for this option.
2. apply with the location and description of the option site, percentage of Free/Reduced price meals, type of site and method of advertisement;
3. adhere to the special provisions of the Seamless Summer Option, which are described in the following sections(4-23)
4. demonstrate financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites;
5. follow SSO policy (established in the body of regulations, instructions, handbooks, and other written guidance) to choose SSO sites.
6. Restricted Open Site is an open site initially (open to all children through age 18 in the community), but later restricted by the district for security, safety or control reasons;
7. Closed enrolled a site of which is open to only enrolled children, as opposed to the community at large, which at least 50 percent of enrolled children at the site are eligible for free or reduced-price school meals under National School Lunch Program and School Breakfast Program, as determined by approval of application in accordance with [7 CFR 225.15\(f\)](#), or on the basis of documentation the site meets the definition of "Areas in which poor economic conditions exist, referred to as area eligible.
8. the SFA will not claim any meals under the seamless option at any site without receiving prior approval from the State Agency(SA);
9. all persons meeting the definition of Children in the Summer Food Service Program (SFSP) federal regulations at 7 CFR 225.2 are eligible to participate. This includes all persons in the community who are 18 years of age and under and (as defined at 7 CFR 225.2) those persons over age 18 who meet the State Agency (SA) definition of mentally or physically disabled persons;
10. the SFA/LEA will follow NSLP meal service requirements for lunch or snacks (7 CFR 210.10) and SBP meal service requirements (7 CFR 220.8) for breakfast. With State Agency (SA) approval, the SFA/LEA may serve a supper meal, using applicable NSLP meal service requirements for lunches.
11. meals will be counted at the point of service.



12. second meals are not reimbursable and may not be claimed.
  13. production and menu records will be maintained that show compliance with meal requirements;
  14. the designated lunch period will be between the hours of 10 a.m. and 2 p.m., unless otherwise exempted by FNS (such as supper service that would not occur during these hours).
  15. the SFA/LEA may allow "offer versus serve" meals at SSO sites.
  16. Off-site consumption of meals shall not be allowed, except as part of an authorized scheduled event, such as a planned field trip, or if the site is approved to operate non-congregate operating in rural areas.
  17. the number and types of meals will comply with to SFSP requirements at 7 CFR 225.16(b), as described below in sections #18-23.
  18. All sites except camps or migrant sites: With State Agency (SA) approval, the SFA/LEA may serve up to two meals at all sites. Meal service may include breakfast, lunch, snack, or supper. The SFA/LEA may not claim both lunch and supper meals at the same site on the same day.
  19. there will be no charge for meals served to eligible participants.
  20. meals at all approved SSO sites, except camps, will be served free to all children in accordance with 7 CFR 225.6(e)(4) of the SFSP regulations.
  21. the SFA/LEA may claim meals at the "free" rates prescribed by USDA for the NSLP (including snacks) and the SBP. Supper meals, if permitted by the State Agency (SA), may be claimed at the free rate for NSLP lunches. All lunches and suppers served under this amendment will receive the standard commodity support rate available for the NSLP. SSO sites that qualify for the severe need breakfast rate will continue to receive this differential.
  22. on the monthly claim filed with the State Agency (SA), the SFA/LEA must identify meals served at SSO sites separately from other NSLP or SBP meals served at other sites.
  23. the SFA/LEA will review the meal counting, claiming, and meal pattern compliance within the three (3) weeks of starting operations for all sites that are newly approved to operate the Seamless Summer Feeding Option or that are operated by non-SFA/LEA personnel.
- e. The Fresh Fruit and Vegetable Program (FFVP) allows selected schools to receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. The following conditions must be met:
1. these fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day;
  2. all schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables;



3. schools with the highest free and reduced price enrollment will be selected;
4. yearly training with any updates shall be available to all FFVP schools;
5. selected schools must meet the following criteria: be an elementary school, represent the highest percentage of students certified for free and reduced price benefits, participate in the NSLP, complete an annual application and/or update for the FFVP;
6. a per-student allocation of \$50-\$75 per year will be made;
7. provide a serving of fruit or vegetable only to teachers who are directly responsible for serving the fruit or vegetable;
8. submit a monthly claim for reimbursement;
9. may use no more than 10% of your school's total grant for administrative costs;
10. receive reimbursement for the costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your schools.

**The SA and the SFA mutually agree that:**

- a. Schools or sites may be added or deleted by amending this Agreement as the need arises and references herein to schools or sites within the SFA shall be deemed to include all schools or sites as added through the Site Application.
- b. Both shall cooperate with USDA officials and contractors conducting evaluations and research in the School Nutrition Programs.
- c. For the purpose of this Agreement, the following terms will mean respectively:
  1. *Adult*: means a person who is (1) a staff member or employee of a school, including all faculty, supervisory and other personnel and (2) not under 21 chronological years of age in non-profit Residential Child Care Institutions (RCCIs) and (3) not a student of high school grade or under as determined by the state education agency in schools as defined in 7 CFR 210.2;
  2. *Child*: means (a) a student of high school grade or under as determined by the state education agency, who is enrolled in an educational unit of high school grade or under as described in paragraph (a) and (b) of the definition *school* including students who are mentally or physically disabled as defined by the state and who are participating in a school program established for the mentally or physically disabled; or (b) a person under 21 chronological years of age who is enrolled in an institution or center as described in paragraph (c) of the definition of school or (c) for purposes of reimbursement for meal supplements served in after school care programs, an individual enrolled in an after school care program operated by an eligible school who is twelve (12) years of age or under or in the case of migrant workers and children with disabilities, not more than eighteen (18) years of age or under;

3. **Meals:** means food served at a school under the indicated programs which meets the applicable nutritional requirements set forth in the regulations and policies; *Meals* include breakfast, lunch or snack;
  4. **Non-profit School Nutrition Program:** means meal service operated by the SFA for the benefit of children, all of the income from which is used solely for the operation or improvement of such meal service and for no other purpose;
  5. **School:** (a) an educational unit of high school grade or under, recognized as part of the educational system in the state and operating under public or non-profit private ownership in a single building or complex of buildings; (b) any public or non-profit private classes of pre-primary grade when they are conducted in the aforementioned schools; or (c) any public or non-profit, private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and, if private, is licensed to provide residential child care services under the appropriate licensing code by the state or a subordinate level of the government, with the exception of residential summer camps, which participate in the Summer Food Service Program for Children, Job-corps Centers funded by the Department of Labor, and private foster homes; the term "Residential Child Care Institution" includes, but is not limited to: homes for the mentally, emotionally, or physically impaired, and unmarried mothers and their infants; group homes; half-way houses; orphanages; temporary shelters for abused children and for runaway children; long term care facilities for chronically ill children; and juvenile detention centers; a long term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for thirty (30) days or more;
  6. **School food authority:** means the governing body which is responsible for the administration of one or more schools, institutions or sites, and which has the legal authority to operate the NSLP, the SBP, the SMP, the SSO and/or the ASSP therein.
- d. This Agreement is effective for the programs as approved in the electronic application for the period commencing July 1 and ending the following June 30; the Agreement will be permanent for each school year thereafter unless legislation changes and new requirements are added and/or deleted. This must be signed by the Director of Schools and maintained at the SFA level. Approval in the Tennessee: Meals, Accounting, and Claiming (TMAC) system will be made as soon as SFAs submit the appropriate information through the TMAC system.
  - e. The SFA/LEA shall comply with all requirements of 7 CFR 245.6(f) when disclosing students' free and reduced price eligibility status without parental consent. This includes the requirement that SFAs/LEAs may only disclose such information to persons determined to be "directly connected" with the administration or enforcement of a federal education program, state education program, state health program, or a means-tested nutrition program, as well as to persons directly connected with the Comptroller General Office or law enforcement for an authorized activity. Eligibility information shall not be made generally available to all school officials. Only individuals with a legitimate "need to know" to provide a service or carry out an authorized activity may access or use eligibility information. Teachers, guidance counselors, principals, or other school officials who are not providing assistance under the appropriate statutory or regulatory requirements

cannot have access to eligibility information. The SFA/LEA is responsible for determining whether it is legally permissible and appropriate for an individual to have access to and/or disclose students' free and reduced price eligibility information.

- f. State agencies, SFAs/LEAs, and schools must also ensure data systems, records, and other means of accessing a student's eligibility status are limited to officials directly connected with administration or enforcement of federal or state program or activity. Online data systems shall have a masking or de-identification capability to prevent unauthorized access to free and reduced price eligibility status.
- g. The State Agency (SA) may withhold Federal School Nutrition funds from the SFA when there is evidence of material non-compliance with the terms and conditions of this Agreement; the State Agency (SA) may also withhold Federal School Nutrition funds for failure of the SFA to take corrective action within sixty (60) days of notification of non-compliance as a result of a USDA mandated review, an Additional Administrative Review (AAR) or Technical Assistance (TA) Review; the State Agency (SA) may terminate this Agreement with the SFA immediately upon receipt of evidence that the terms and conditions of this Agreement or any of the regulations specified herein have not been fully complied with the SFA; any termination of the Agreement by the State Agency (SA) shall be in accordance with applicable laws and regulations.
- h. The terms of this Agreement shall not be modified or changed in any way other than by written amendment, agreed to in writing by both parties hereto.

# Policy Statement for Providing Free and Reduced Price Meals to Students

**This document is part of the Agreement between the SFA and the SA to administer the School Nutrition Programs.**

The SFA accepts responsibility for providing **free and reduced price meals and/or free milk and afterschool snacks** to eligible children in the schools under its jurisdiction.

The SFA assures the Tennessee Department of Education that the school district will uniformly implement the following policies to administer the program(s) in schools under its jurisdiction. In fulfilling these responsibilities, the SFA agrees to the following provisions:

- A. Serve meals free to children from households whose income is at or below the free meal eligibility scale listed in the current income eligibility guidelines, or whose participation in SNAP (formerly Food Stamp Program) or Families First also called Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) qualifies them for direct certification for free meals, or whose migrant, homeless, runaway or foster child status or other federally-approved status as described in a policy memorandum issued by the United States Department of Agriculture, entitles them for categorical eligibility for free meals;
- B. Serve meals at a reduced price to children from households whose income is at or below the reduced price meal eligibility scale listed in the current income eligibility guidelines and/or use other available resources for the student co-pay for reduced price breakfast meals (\$ .30 per meal) or paid meals to serve breakfast meals at no charge to students who are eligible for reduced price meals or paid meals;
- C. Set reduced price charges for lunch and breakfast at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast. Reduced price charges for lunch shall be set at \$ .40 or less, reduced price breakfast shall be served free of charge to qualifying students using the state allocation provided under Session Law 21-345 or at \$ .30 or less and reduced price snacks shall be served at \$ .15 or less;
- D. Ensure food is not used as a means of rewarding or punishing students for any purpose;
- E. Ensure no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price. The names of children eligible to receive free or reduced price meals shall not be distributed, published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets, identification numbers or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:
  1. Work for their meals;

2. Use separate dining room areas;
  3. Go through a separate serving line;
  4. Enter the dining room through a separate entrance;
  5. Eat meals at a different time;
  6. Eat a meal different from the one sold to children paying the full price.
- F. Operate the School Nutrition Programs so that no child shall be discriminated against on the basis of race, color, national origin, sex, age, or disability.
- G. Authorize the School Nutrition Administrator/Designee to serve as the Determining Official for the LEA; the Determining Official shall determine student's meal eligibility status based on the 2023-2024 eligibility guidelines. This official agrees that information on the application will be used to determine the child's eligibility for only those benefits designated by the parent/guardian. The determining official is also authorized to make decisions about extending school meal benefits to students residing in households where other students are directly certified for free meals and who are subsequently eligible to receive them based USDA guidance. (Note: The Determining Official may not serve as the Hearing Official. See Item K.)
- H. Develop and make available to each child's parent or guardian, a letter as outlined herein, including a household application for free or reduced price meals, at the beginning of each school year. The school system must develop a procedure and keep it on file for disseminating applications (school packets, email, website, or combination, etc.). This procedure must define if applications will be paper or electronic and how they will be returned. Parents will be responsible for completing a household application and returning it to the school or Board of Education for review. Such applications and documentation of action taken will be maintained for three (3) years after the end of the school year to which they pertain. Applications are effective for one year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be provided an application for meal benefits. If a child transfers from one school to another under the jurisdiction of the LEA, his eligibility for free or reduced price meal will be transferred to, and honored by, the receiving school. Parents or guardians will be notified, within 10 working days, of the acceptance or denial of their applications. Children will be served meals immediately upon the submission of a complete application; children whose applications are approved for free meal benefits shall not incur charges during the application processing period.

Use data from the state agency's Direct Certification Technology System to issue meal benefits to students who are directly certified for free meals and to notify the students' households of free meal benefits and allow the household the opportunity to decline free meal benefits should they choose to do so.

Public Law 111-296 allows certification of a foster child for free meals, without application, if the local educational agency or other child nutrition program institution obtains documentation from an

appropriate state or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the state or that the foster child has been placed with a caretaker household by a court. The foster child is categorically eligible and may be certified without an application. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes their non-foster children. This will streamline the application process and may help the foster family's non-foster children qualify for free or reduced price meals based on household size and income.

In processing the application, the LEA would certify the foster child for free meals, and then make an eligibility determination for the remainder of the household based on the household's income (including personal income earned by the foster child) or other categorical eligibility information reported on the application. Foster payments received by the family from the placing agency are not considered income and do not need to be reported. The presence of a foster child in the household does not convey eligibility for free meals to all children in the household in the same manner as FNS, Temporary Assistance for Needy Families (TANF), Food Distribution Program.

When an application is denied, parents or guardians will be provided written notification in a language that parents and guardians can understand, to the extent practicable, which shall include the following:

1. Reason for the denial of benefits, (for example: income in excess of allowable limits or incomplete application).
  2. Notification of the right to appeal the denial of benefits.
  3. Specific instructions on how to appeal.
  4. Statement reminding parents that they may reapply for free and reduced price benefits at any time during the school year. (Note: The reasons for ineligibility shall be properly documented and retained on file at the LEA level.)
- I. Select and verify by November 15 the eligibility of a sample of the approved free and reduced price applications on file as of October 1. The SFA further agrees to maintain the following records relative to verification for a period of three (3) years:
1. Total number of applications on file as of October 1st.
  2. Documentation of the sample selection.
  3. Summary of all verification activities and outcomes.
- J. Conduct a second party review of applications to ensure the applications are complete and benefits are accurately issued if a computerized system is not used.
- K. Identify individuals within the district who are authorized to serve as liaisons in the following areas:



- Migrant
- Homeless/Runaway
- HeadStart
- Even Start
- FosterChild

These liaisons will be authorized to provide official, accurate information to the SFA's determining official for the purpose of determining categorical eligibility for students who meet pre-established criteria.

- L. Designate a Hearing Official to establish and use a fair hearing procedure under which:
1. A household can appeal a decision made on the original application.
  2. A household can appeal an adverse action made because of verification of an application.
  3. The SFA can challenge the continued eligibility of any child. During the appeal and hearing, the child who was determined to be eligible based on the application submitted will continue to receive free or reduced price meals or free milk.

The Hearing Official must be someone not involved in the original eligibility determination. It is suggested that the Hearing Official hold a position at a higher administrative level than that of the Determining Official.

### **Hearing Procedure**

Prior to initiating the hearing procedure, the school official, the parent(s) or the guardian may request a conference to provide an opportunity for the parent(s)/guardian(s) and school official(s) to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice nor diminish the right to a fair hearing.

The designated hearing official shall ensure that the hearing procedure provides the following for both the household and the LEA:

1. A publicly- announced, simple method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, the documents, and records presented to support the decision under appeal;
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to its time and place;



5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
  6. An opportunity to question or refute any testimony or other evidence and to confront and cross examine any adverse witness(s);
  7. That the hearing will be conducted, and the decision be made by an official who did not participate in the decision under appeal (or any previous conference);
  8. That the decision of the hearing official will be based on the oral and documentary evidence presented at the hearing and entered into the hearing record;
  9. That the parties concerned, and any designated representative thereof be notified in writing of the decision;
  10. That for each hearing, a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision; and,
  11. That such written record must be retained for a period of three (3) years after the close of the school year to which it pertains; these records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.
- M. Submit a public/press release annually to notify the public of the process for applying for free and reduced price meal benefits or maintain a copy of the press release from the state which is issued statewide. At such time during the course of the year the LEA is informed of major employers contemplating or experiencing large layoffs, or other conditions that would result in loss of income to households, the LEA will provide specific information about applying for free or reduced price school meal benefits to employees whose children may be enrolled in the LEA. In addition, the LEA agrees to provide such a public release whenever there is a change in eligibility criteria, unless specifically exempted from doing so.
- N. Establish a written procedure to collect money from children who pay for their meals and milk and to account for the number of free, reduced price, and full price and alternate meals served. The procedure described will be used so that no other child in the school will be aware of such procedure or the identity of the children receiving free or reduced price meals or free milk.
- O. Submit to the Tennessee Department of Education, School Nutrition Program, Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243-0389, any revisions to the administrative procedures outlined in this policy statement before implementation. Such changes will be effective only upon approval by the department. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

# Agreement to Administer the School Nutrition Program(s) for Local Education Agencies/ SFAs School Year 2024-25

My signature below indicates that I understand and agree to all the terms and conditions contained in the 2024-25 Agreement and Free and Reduced Price Policy Statement to operate the School Nutrition Program(s) and will ensure all school personnel abide with the provisions set forth in the Agreement and Policy Statement.

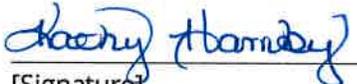
Cumberland County School Nutrition Program	180
[Name of SFA]	[SFA Agr #]
System UEI Number: <span style="color: blue;">SXTNU919LHN6</span>	Indirect Cost Rate: <span style="color: blue;">19.05 %</span>

**On behalf of the School Food Authority:**

Director of Schools:

Mr. William Stepp		June 27, 2024
[Print]	[Signature]	[Date]

School Nutrition Program Administrator:

Mrs. Kathy Hamby		June 27, 2024
[Print]	[Signature]	[Date]

**On behalf of the Tennessee Department of Education:**

State Director, School Nutrition Program:

Joshua Nunnally		
[Print]	[Signature]	[Date]

**NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After completing the automated Agreement renewal process, reviewing the Agreement and the Policy Statement, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.**

# Local Agriculture Products Compliance Plan School Year 2024-25

T.C.A § 49-6-2303-6

Cumberland County School Nutrition Program

180

[Name of SFA]

[SFA Agr #]

I/we certify to the Tennessee Commissioner of Education that the School Nutrition Program was implemented according to this plan for compliance and that we will make efforts to:

- Make available to our school nutrition program local agriculture products, freshness and transportation cost to be considered
- Allow flexible bidding process to assist farmers to bid competitively on portions of a given bid, rather than the entire bid
- Require that all food provided for public school use meet or exceed food safety standards for commercial food operations

Each local school board shall submit this plan for compliance 60 days prior to the beginning of the school year. In subsequent school year, each local school board shall submit modifications to this plan 60 days prior to the beginning of the school year.

## On behalf of the School Food Authority:

Director of Schools:

Mr. William Stepp

[Print]

[Signature]

June 27, 2024

[Date]

School Board Chairperson:

Mrs. Teresa Boston

[Print]

[Signature]

June 27, 2024

[Date]

**NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After reviewing the Local Agriculture Products Compliance Plan, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.**

# 2024-2025 REQUEST FOR WAIVER OF SCHOOL FEES

Dear Parent/Guardian:

**You do not have to complete the form below to get free and reduced-price meals.**

**You MUST complete it to receive the benefits listed below.**

(1) If your student is eligible for free or reduced meal benefits, the Cumberland County Board of Education will not charge certain fees for him/her to participate in the following programs for which other students are charged:

*Determined at each school per Principal and BOE Policies.*

(2) Cumberland County Schools Board of Education will supply the following supplies required to participate in all courses offered for credit or grade:

*Determined at each school per Principal and BOE Policies.*

Sincerely,

*Kathy Hamby*

Kathy Hamby  
School Nutrition Supervisor

**To receive these benefits, you are required to check the benefits you want to receive and sign the following permission:**

*Once processed, these forms will be kept on file in the school front office.*

\_\_\_\_ I want my student's fees waived for the activities that qualify for fee waiver.

\_\_\_\_ I want my student's fees waived for the supplies that qualify for fee waiver.

*I understand that I will be releasing information that will show that I am applying for free and reduced-price benefits under the national school lunch program. School officials may verify all information used to determine my student's free or reduced-price lunch eligibility. If my social security number is included on the application, it may only be used by the Board of Education in this verification process. I give up my rights to confidentiality for these purposes only. I certify that I am the parent/guardian of the child for whom application is being made.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

**THIS REQUEST SHOULD BE RETURNED TO:**

**THE SCHOOL CAFETERIA (for processing)**

**APPROVED BY SCHOOL STAFF FOR FEE WAIVER \_\_\_\_\_ YES \_\_\_\_\_ NO**

Mr. William Stepp  
Director of Schools



Mr. Teresa Boston  
Board of Education Chair

*Feeding Hungry Minds*

**Cumberland County Board of Education**

368 Fourth Street

Crossville, TN 38555

Phone: 931-484-6135

Fax: 931-484-6491

**Dear Parents and Guardians:**

We are pleased to announce that your school will continue to implement an option available to select schools in Tennessee that participate in the National School Lunch and School Breakfast Programs. It is called the Community Eligibility Provision (CEP)

The Community Eligibility Provision, a key provision of The Healthy, Hunger-Free Kids Act of 2010, allows the nation's highest poverty districts and schools to serve all students free meals without the burden of collecting household applications. This alternative saves districts and schools time and money by streamlining paperwork and administrative requirements. CEP gives foodservice professionals more time to focus on preparing nutritious meals their students will enjoy and gives students more time to eat those meals by cutting down on time spent in the lunch line. Because all students receive meals at no charge, individual children at CEP schools no longer must worry about the stigma associated with free or reduced-price status. And most importantly, by offering all students a nutritious breakfast and lunch at no cost, CEP helps boost participation, helping schools ensure more students come to class well-nourished and ready to learn. For more information, visit:

<http://www.fns.usda.gov/school-meals/community-eligibility-provision>

**What does CEP mean for my student(s) who attend a participating school?** In a CEP school, all students receive a nutritious breakfast and lunch at no cost, regardless of family income.

**What if my child changes schools?** Your child is eligible for free meals at the school where he/she is currently enrolled. If he/she eats meals at or transfers to a non-CEP school during the school year, you may be responsible for meal charges. If transferring to a non-CEP school, a free/reduced application is required to be considered for free or reduced-price meals.

**Withdrawn students and/or graduating students with money left in the child's meal account?** Please request any money left in your child's meal account no later than 10 days after the last day of enrollment. Requests should be written and can be made to the following address above or to the email below. Please include the following information: child's name, your name, phone number, and the correct address for the check to be mailed. A request can also be made to transfer the funds to a sibling or another account. Any money under \$25.00 left in your child's account after the 10 days of the withdrawal or graduation will be transferred to an "extra money" account and be deemed as a donation in our computer system to be used for other accounts in need.

**If paying with cash, ALL change will be applied to the student's meal account.** This helps to decrease the spread of germs and gives students more time to eat meals by cutting down on time spent in the lunch line. You may pay in cash, check or at <https://linqconnect.com/>

If you have any questions, please contact Kathy Hamby at [khamby@ccschools.k12tn.net](mailto:khamby@ccschools.k12tn.net) or 931-484-6722.

Respectfully,

Kathy Hamby

Kathy Hamby, SNS District Supervisor

Central Services – School Nutrition Program

## **USDA NONDISCRIMINATION STATEMENT**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue  
SW Washington, D.C. 20250-9410; or
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Revised 09/26/2023

## Offer versus Serve Procedure

The Cumberland County School Nutrition Program uses the Food-Based Menu Planning, Traditional Category for both Lunch and Breakfast. The selection option is called Offer versus Serve. Offer versus Serve (OVS) allows students in grades K - 12 to decline a certain number of food items in the meal. The goals of OVS are to minimize plate waste and to offer more food choices. The following are the conditions of OVS:

- At a minimum, students must be offered one full serving of all five required components for lunch:
  - Fruit
  - Grain
  - Meat/Meat Alternate
  - Milk
  - Vegetable
- At a minimum, students must be offered one full serving of the required components for breakfast consisting of 4 items:
  - Fruit/Vegetable
  - Grains/Meat/Meat Alternate
  - Milk
- Students can decline two of the five required food components for lunch.
- Students can decline one of the four required food items for breakfast.
- Serving sizes must be at least equal to the minimum required quantities by age or grade group.
- The meals are priced as a unit, and a student's decision to decline the allowed number of food items or components does not affect the charge for the meal.
- For an OVS lunch to qualify as a reimbursable meal, it must contain certain combinations of foods. Servers and cashiers will monitor the components of the reimbursable meal (3 of the 5 required components must be present).
- For an OVS breakfast to qualify as a reimbursable meal, it must contain certain combinations of foods. Servers and cashiers will monitor the components of a reimbursable meal (3 of the 4 required items must be present).
- Students will be encouraged randomly as needed to take all five components for lunch and four items for breakfast.
- For a meal to be considered reimbursable, the student must take at least ½ cup of Fruit or Vegetable.

Due to the new PK meal pattern, the OVS option does not apply, and PK students must receive all meal components/items but can pick a variety of food items within those components/item UNLESS the PK are mingled with other students at meal service time.

# Cumberland County Schools Meal Charge Administrative Procedure

**Effective Date:** July 1, 2024

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via packets that are given to each student at the start of each school year. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure with the enrollment packet.

## **Local Charge Administrative Procedure – Student Fees & Fines (Policy Reference: 6.709)**

Cumberland County School Nutrition believes in the importance of providing healthy nutritious meals for our students. Just as with any services, there is an expense involved with every meal that we provide. We are required to set standards and procedures to address any possible cafeteria charge.

### **General**

**Students are able and encouraged to get 1 breakfast and 1 lunch daily at no charge due to all schools participating in the Community Eligibility Provision.**

Students who want a 2<sup>nd</sup> breakfast or lunch will have to buy it as a la cart items and a la cart items are never allowed to be charged.

### **Charge Limits and Household Notification**

All students will be given a verbal reminder regarding low balances so they know when they need additional monies to purchase EXTRA items outside of the normal reimbursable breakfast and lunch.

### **Alternate meals**

No alternate meals will be given. Meals are never changed or withheld as punishment.

### **Delinquent Debt**

Delinquent debt is defined as overdue unpaid meal charges that are considered collectible, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year (beyond June 30). Before the SFA requests payment of the outstanding debt, the household's debt will be delinquent until it is deemed by the Director of Schools that it be classified as bad debt. Collection attempts will continue if the debt is deemed delinquent as a joint effort of the School Cafeteria Manager, the School Office Administrative Staff, the Cumberland County School Nutrition Office, and the Director of Schools' Office. **Furthermore, all unpaid charge accounts could be turned over to the BOE Attorney, and collections. The ONLY unpaid charge accounts would be that of school staff members.**

## **Repayment plans**

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact Kathy Hamby at [khamby@ccschools.k12tn.net](mailto:khamby@ccschools.k12tn.net) or 931-484-6722 for establishing a repayment plan.

## **Bad Debt**

Bad debt is determined to be uncollectable when further collection efforts for delinquent debt are deemed useless or too costly. Delinquent debt will be considered as bad debt as deemed by the Director of Schools.

- Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable (section 200.426 of subpart E).
- Bad debt must be written off as an operating loss as deemed by the Director of Schools; the nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. These funds may come from the school district's general fund, school or community organizations, or any other non-federal sources.
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained according to record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

## **Additional Resources**

Families may find assistance with applying for free or reduced-price school meals by contacting Kathy Hamby, School Nutrition District Supervisor at [khamby@ccschools.k12tn.net](mailto:khamby@ccschools.k12tn.net) or 931-484-6722.

## **IMPORTANT Information from Your School Cafeteria**

Please pay for meals and a la cart items in one of the following ways:

- ➔ Online at <https://linqconnect.com/>
- ➔ Check
- ➔ Cash



If paying with cash, ALL change will be applied to student's meal account. This will help speed up the line to allow more time to eat breakfast and lunch.

Thank you for your help and

**Have a wonderful year!**

# MYPLATE GUIDE TO SCHOOL BREAKFAST

## for Families



### FRUITS

A full cup of fruit is available every day, providing nutrients that are important for kids' health, such as potassium, dietary fiber, vitamin C, and folate (folic acid).



### MILK

Kids and teens need the calcium, protein, and vitamin D found in milk for strong bones, teeth, and muscles.



### VEGETABLES

Every breakfast does not include vegetables, but schools may offer them in place of fruits.



### PROTEIN FOODS

Some breakfast menus may offer items such as eggs, nuts, or meats to pair with whole-grain options.



### GRAINS

Starting every day the whole grains way gives kids and teens B vitamins, minerals, and fiber to feel fuller longer so they stay alert to concentrate at school.



Visit [teamnutrition.usda.gov](http://teamnutrition.usda.gov) for additional tips and activities.



# HOW DOES SCHOOL BREAKFAST HELP FAMILIES?



## Fuels learning

Kids and teens can concentrate on their schoolwork better when they're not hungry. Studies show that kids do better in school when they eat breakfast.



## Provides better nutrition

Studies show that people who eat breakfast have higher intakes of dietary fiber, B vitamins, calcium, iron, and other nutrients.



## Saves time

School breakfast can simplify mornings for families by offering kids and teens healthy options that fit into their schedule.

## HOW CAN FAMILIES HELP THEIR CHILD EAT A HEALTHY BREAKFAST?

- Read the menu with your child to make sure your student knows about all the foods that are included in their school breakfast.
- Find out how your parent organization can work with school nutrition professionals to promote breakfast options at your school, such as Breakfast in the Classroom.



Visit [Choosemyplate.gov/Families](http://ChooseMyPlate.gov/Families) for additional tips and activities for families.

*The School Breakfast Program (SBP) provides cash assistance to States to operate nonprofit breakfast programs in schools and residential child care institutions. The USDA Food and Nutrition Service administers the SBP at the Federal level. State agencies administer the SBP at the State level, and local school food authorities operate the Program in schools.*

Learn more at: [www.fns.usda.gov/sbp/school-breakfast-program-sbp](http://www.fns.usda.gov/sbp/school-breakfast-program-sbp).

FNS-633

August 2016

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# MYPLATE GUIDE TO SCHOOL LUNCH

*for Families*

Grains

## GRAINS

Whole grains give kids B vitamins, minerals, and fiber to help them feel fuller longer so they stay alert to concentrate at school.

## VEGETABLES

Vegetables

A variety of vegetables helps kids get the nutrients and fiber they need for good health.

## MILK

Dairy

Low-fat (1%) or Fat-free milk. Children and teens need the calcium, protein, and vitamin D found in milk for strong bones, teeth and muscles.

Protein

## PROTEIN FOODS

Meat, poultry, fish, dry beans, peas, eggs, nuts, and seeds provide many nutrients including protein and iron. Portion sizes are based upon the nutrition needs of children in various grade groups. School meals also allow cheese, tofu, and yogurt to count as the meat/meat alternate in the school lunch.

## FRUITS

Fruits

Every school lunch includes fruits as well as vegetables. Only 1/2 of the fruits offered may be 100% juice, since whole and cut-up fruits have more fiber.



Visit [teamnutrition.usda.gov](http://teamnutrition.usda.gov) for additional tips and activities.



# HOW DOES SCHOOL LUNCH HELP FAMILIES?



## Provides a balanced meal

It meets one-third of the nutrition needs of most children for the day.



## Helps kids learn where foods come from

Farm to school programs are in 42 percent of schools which increase kids access to locally produced foods and learning activities such as farmers' visits and school gardening.



## Saves time

If you spend 10 minutes a day packing lunch, that adds up to 30 hours (1,800 minutes) each school year.



## Supports learning at school

Research shows that kids with healthier eating patterns have better academic performance.



"We grow fruits and vegetables in our school greenhouse, which are harvested and given to the cafeteria to serve on the salad bar. It's great because the landscaping class gets involved, the leadership classes get involved, and even all the marketing plan classes get involved."



*Nebraska student*

## HOW CAN FAMILIES HELP THEIR CHILDREN ENJOY SCHOOL LUNCH?

- Try new foods at home. Kids need many opportunities to taste a new food to "get used to it."
- Talk with your child about what's on the menu. Make sure he or she knows about all the foods that are included in his or her school.
- Eat lunch at school with your child. Learn more about what's offered and meet school nutrition staff.
- Encourage your child or teen to join in taste-testing events or surveys about school lunch, when available.

Visit **Choosemyplate.gov/Families** for additional tips and activities for families.

*The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.*

Learn more at: [www.fns.usda.gov/nslp/national-school-lunch-program-nslp](http://www.fns.usda.gov/nslp/national-school-lunch-program-nslp).

FNS-632

August 2016

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Budget Amendment # \_\_\_\_\_

Cumberland County, Tennessee

Federal Program School Fund

WHEREAS, the Federal 21st CCLC Budget required a revision to match ePlan approved line items.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 27th day of June 2024, that the following budget amendment be adopted:

Federal 21st CCLC Remaining Funds Budget Amendment

Decrease Revenues: \$1,500.00
142-438-47590

Decrease Expenditures:

142-438-73300-105 Supervisor / Director \$1,100.00
142-438-73300-116 Teachers \$3,771.90
142-438-73300-162 Clerical Personnel \$455.00
142-438-73300-189 Other Salaries & Wages \$1,000.00
142-438-73300-201 Social Security \$330.89
142-438-73300-204 Pensions \$3,781.89
142-438-73300-524 In-Service / Staff Development \$3,831.00
142-438-73300-599 Other Charges \$5,549.17

Total Decrease in Expenditures \$19,819.85
Minus Decrease in Revenue \$1,500.00
Total Decrease in Expenditures \$18,319.85

Increase Expenditures:

142-438-73300-163 Educational Assistants \$16,619.85
142-438-73300-355 Travel \$500.00
142-438-73300-429 Instructional Supplies & Materials \$1,200.00

Total Increase in Expenditures \$18,319.85

SPONSORED BY:

APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Ayes: \_\_\_ Nays: \_\_\_ Abstain: \_\_\_

Director of Schools

Sponsor: County Commissioner

Approval: County Mayor

Attest: County Clerk

Budget Committee Vote: Ayes: \_\_\_ Nays: \_\_\_ Abstain: \_\_\_

EXECUTIVE APPROVED

SUPERINTENDENT DATE 24.JUN.2024
BOARD CHAIRMAN DATE 6-24-24

**CENTRAL CAFETERIA FUND**  
**Line-Item Budget Amendment**

*K. Hamby*

WHEREAS year-end reallocations are required to balance specific lines of the budget where certain lines were under projected.

WHEREAS all lines of the budget are required to end the year with a positive balance. The CCSNP was given the opportunity to receive \$20,000 in additional Commodity DoD Fresh Produce Funds and over 100 cases of frozen whole kernel corn, but some delivery fees are associated with the additional allotments.

THEREFORE, be it resolved that the following budget line-item amendment be approved by the Cumberland County Board of Education meeting this 27<sup>th</sup> day of **June 2024**. The Cumberland County Commission **does not** approve line item amendments not involving wages, but a copy of the amendment will be provided to the Commission for general information.

**Increase Expenditures:**

143.73100.354	Transportation - Commodity Delivery	\$650.00	
<b>Total Increase</b>			<b>\$650.00</b>

**Decrease Expenditures:**

143.73100.422	Food Supplies	\$650.00	
<b>Total Decrease</b>			<b>\$650.00</b>

**SPONSORED BY:** \_\_\_\_\_

BOE Member

**APPROVED BY:** *Terese Boston*

Chairman, Board of Education

**ATTEST:** *William D. Smith*

Director of Schools, Cumberland County

BOE Vote:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**EXECUTIVE APPROVED**  
*William D. Smith*  
SUPERINTENDENT  
*Terese Boston*  
BOARD CHAIRMAN  
DATE 24 JUN 2024  
DATE 6.24.24