

Regular Meeting of the Trousdale County Board of Education

Thursday, January 21, 2021

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 6:04 PM.

Anthony Crook: Present

John Kerr: Present

Jason Sullivan: Present

Barbara Towns: Present

Regina Waller: Absent

1. AGENDA:

1.A. Call to Order – Mr. John Kerr, Chairman

1.B. Invocation – Mr. John Kerr, Chairman

1.C. Pledge of Allegiance - Mr. Jason Sullivan, Board Member

1.D. Invitation to audience to address items on the Agenda

1.E. Approval of the Agenda for January 21, 2021

Approval of the Agenda for January 21, 2021, passed with a motion by Jason Sullivan and a second by Anthony Crook.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Absent

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for January 21, 2021

Approval of the Consent Agenda for January 21, 2021, passed with a motion by Barbara Towns and a second by Anthony Crook.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Absent

2.B. Approval of Minutes from December 17, 2020

2.C. Declare Used Student Calculators as Junk Property

Declare 52 Texas Instrument TI-Nspire Graphing Calculators from the high school as junk property.

2.D. Approve Elementary School Fundraiser - Attachment A

2.E. Approve Removal of Great American Financial as 403(b) vendor – Attachment B

2.F. Approve Extension of Federal FFCRA Employee Leave

Extend federal FFCRA employee leave to March 31, 2021. This act only extends unused FFCRA leave and does not add any additional time. This act allows employees to utilize unused leave for allowable reasons.

2.G. Approve School Psychologist Tuition Payment Contract

The Board agrees to reimburse Melissa Loerch, Special Education Supervisor, for all tuition, books, and Praxis examinations necessary to obtain a School Psychologist endorsement. Dr. Satterfield will enter into a Contract with Ms. Loerch.

2.H. Approve Budget Amendment 142-72220 Special Education Support

Amend the 2020-21 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:

		Subfund 902: IDEA Part B		
DEBIT EXPENDITURES	72220	Special Education Support		
	135	Assessment Personnel		14,000.00
GRAND TOTALS				\$14,000.00

Amend the 2020-21 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	72220	Special Education Support		
	105	Supervisor		14,000.00
GRAND TOTALS				\$14,000.00

2.I. Approve Budget Amendment 142-71100 Regular Instruction Program - ESSER

Amend the 2020-21 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:

		Subfund 931: ESSER		
DEBIT EXPENDITURES	72130	Other Student Support		
	348	Postal Charges		2,605.00

GRAND TOTALS				\$2,605.00
Amend the 2020-21 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71100	Regular Instruction Program		
	348	Postal Charges		2,605.00
GRAND TOTALS				\$2,605.00

2.J. Approve TSBA Policy Revision - 4.400 Textbooks & Instructional Materials – Attachment C

3. SCHOOL DISTRICT HIGHLIGHTS: Kathy Atwood, Health Coordinator, reported to the Board that the Tennessee Commission on Children and Youth recently ranked Trousdale County Schools third in the State based on children's well-being. Ms. Atwood highlighted the county's efforts to reduce teen pregnancy which has been lowered from 24% to 7.4% over recent years to obtain a state ranking of 20. Other key components were the school district's education ranking which is second in the state with a second place graduation rate of 98.9% and grades 3-8 Reading and Math both ranking third in the state out of 147 Tennessee school districts. Ms. Atwood said this recognition is something that the entire community should be proud of.

4. PRINCIPALS' REPORT:

4.A. Trousdale County Elementary School - Ms. Badru stated that the recent NIET administrator training focusing on remote instruction was very beneficial. From a student learning loss or failure perspective, Ms. Badru stated that the focus is more on the deficiencies in phonics of reading in grades K-2, while focusing more on standards deficiencies in grades 3-5. She noted that the school is calling and emailing parents constantly regarding student deficiencies and steps the parents and the school can take to alleviate possible student retention. Ms. Badru explained the school's most recent transition to distance learning due to the quarantining of the entire food service staff. She reminded the Board that the school's distance learning plan includes Chromebooks for grades 3-5 while grades K-2 will utilize teacher websites and a physical paper-pencil packet pickup. She noted that the school will not use the postal service. Ms. Badru concluded by informing the Board of present planning to address learning loss in the upcoming summer camps.

4.B. Jim Satterfield Middle School - Mr. McCall first updated the Board noting that the school presently had an enrollment of 292 students. He described the most recent professional development day that was held on January 4 that included training on TCAP assessment security and the use of the state provided SchoolNet formative assessment platform. He briefed the Board about planning conversations in preparation for summer school in addition to addressing student failures from the first semester. He noted that Dr. Satterfield had recently provided Principal training on teacher evaluations through the lens of remote instruction that he described as a great training. Mr. McCall concluded by stating that the school health protocols are working well and that the new CDC guidance that reduced quarantines from 14 to 10 days has been very helpful in getting staff back to school sooner, noting that student positive cases have dropped.

4.C. Trousdale County High School – Ms. Dickerson stated that the new PE teacher, Mr. Justin McGettigan, who replaced Coach Dyer is doing an excellent job. She informed the Board that the school presently has 45 students on distance learning due to COVID quarantines, noting that the majority of students keep their assignments up while on quarantine. Ms. Dickerson updated the Board about the first semester failure report where the school has developed an action plan to help students pass their course work. Strategies include allowing students to revise and resubmit assignments, tutoring, counseling, calling students and their parents as well as emailing. Ms. Dickerson stated that she expects to have a larger than usual summer school or credit recovery due to students' failures that are typically associated with students who will not submit assignments. She stated that the NIET training was amazing from the support around focusing on teacher strengths as opposed to weaknesses. She described the classroom walkthrough protocols that are completed virtually through Google Classroom instead of in person. Ms. Dickerson highlighted the work and benefits of the school nurse. She stated that she works the entire day screening students and staff and working with parents to ensure that symptomatic and asymptomatic students follow Tennessee Department of Health guidance. She concluded by stating that our basketball teams are the only ones in the district that have not missed games due to quarantines this year.

4.D. Student School Board Representative – Cooper Helson reported to the Board about the most recent Pre-ACT test for sophomores, yearbook sales, basketball Senior Night, basketball district tournament, recent athletic scholarship commitments by Claire Belcher and Elijah Henderson. Cooper concluded by informing the Board that the freshman Pre-ACT will be on February 9.

5. COVID-19 HEALTH COORDINATOR REPORT –Kathy Atwood, Health Coordinator, reported that she presently had 39 employees signed up to receive the COVID vaccine when the Governor allows schools to move into phase 1b. Ms. Atwood provided the Board with the most recent COVID-19 County Snapshot showing an average positive rate of 13.5% over the last 7 days along with the White House Task Force map which now places 94 of Tennessee's 95 counties in the highest or red zone indicating over 10% positivity rate. Ms. Atwood concluded by saying that statistics are slowly dropping off and are somewhat better than last reported in December. However, we are still in the danger zone, and we need to continue to emphasize and practice our proven mitigation practices. Chairman Kerr commended the work of Ms. Atwood and the school nurses.

6. DIRECTORS' REPORT:

6.A. Employment Notifications

East, Jason	Substitute Bus Driver
Eden, Renee	Educational Assistant, Elementary School
Warner, Brook	Resignation, Educational Assistant, Elementary School

6.B. Academic and Goal Updates – Dr. Satterfield noted that being #3 in the State in Whole Child metrics is something that the entire community and school district should be proud of and should celebrate. He emphasized that the district prioritizes health and safety and that although we may be in a COVID "dark winter," our percent of cases and quarantines have dropped somewhat and that we should be proud of the work that is being done to protect staff

and students in the midst of the pandemic. Dr. Satterfield noted present enrollment at 1,274 students, which is 33 students less than at the same time last year. He reminded parents to review and become familiar with individual school closure plans which are available on the school website. He reminded everyone that in the event of a closure due to COVID that the school provides 5-day instruction, which should not be confused with the present hybrid plan that provides 5-day instruction for which 2 days are in person. Dr. Satterfield reminded the Board and parents that learning model decisions, such as virtual school became permanent for the semester beginning January 5, 2021. The rule is necessary to ensure clarity and consistency concerning upcoming TCAP assessment in the spring. Dr. Satterfield discussed planning for the upcoming summer school that will be required from the most recent legislation to address learning loss from COVID school closures. He reminded parents that there will not be any social promotions and that summer school opportunities will be provided for all students presently in Kindergarten through 12th grade. Although summer plans require state approval, present planning includes providing summer school experiences from 8:00 am. to 12:00 pm. Monday through Thursday from June 1 to July 2. He noted that more information will be released to parents as such information becomes available.

6.C. Project Updates - Dr. Satterfield highlighted the Board of the walkthrough of the middle school noting needed window and ceiling tile replacement for which he hopes can be addressed in the second round of federal stimulus funding. He stated that the new roof is drying out the school and the roofing company is on schedule to complete the project by the completion date of March 31.

7. NEW BUSINESS:

7.A. Policy Revision 6.200 Attendance - Attachment D

Recommendation to add to page 2, line 7, 10. School endorsed activities to read that; students in good standing may request from the principal permission to attend up to 5 five excused school-endorsed activities per school year, passed with a motion by Barbara Towns and a second by John Kerr.

Anthony Crook:	Yea
Barbara Towns:	Yea
Jason Sullivan:	Yea
John Kerr:	Yea
Regina Waller:	Absent

7.B. Naming Agriculture Pavilion

Sammy Taylor Agriculture Pavilion. Passed with a motion by Jason Sullivan and a second by Anthony Crook.

Anthony Crook:	Yea
Barbara Towns:	Yea
Jason Sullivan:	Yea
John Kerr:	Yea

Regina Waller: Absent

8. ACCOUNT ANALYSIS:

9. VENDOR CHECKS:

10. EXPENDITURES & ENCUMBRANCES:

11. ADJOURN:

Motion to Adjourn, passed with a motion by Anthony Crook and a second by Barbara Towns.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Yea



Chairperson



Director of Schools



Trousedale County Schools
Request for Fundraising Activity

Attachment A

School: ☒ TCES ☐ JSMS ☐ TCHS

Student Group/Activity: TCES

Net Amount Expected/Goal: \$1,000

Specific Purpose of the Fundraiser:

The specific purpose of this fundraiser is to raise money to be used for student rewards and incentives.

Specific Use of the Funds Acquired:

Funds will be used to purchase student rewards and incentives for academic achievement, as well as other resources to promote students' attendance and learning.

Describe how students will be involved in the fundraising activity:

Families will have the opportunity to purchase a mini cake and stuffed animal to be delivered to students the Thursday and Friday before Valentine's day. (If the school/district is closed at that time, other arrangements will be made for families to pick-up at school.)

Kellie Porter

Sponsor's Signature

1/12/21
Date

Demetria Badru

Principal's Signature

1/12/21
Date

Ch. L. Lenth

Director's Signature

1/22/21
Date

Board Approved: 1/21/21

Removal of Great American Financial Resources from list of approved 403(b) providers under AFPlanServ Plan Document

AFPlanServ, TCBOE's 3rd Party Administrator of the district's 403(b) and/or 457(b) plan, has informed us that Great American Financial Resources, a former provider of 403(b)s and/or 457(b)s for the district, will no longer pay administration fees. By doing so, Great American Financial Resources can no longer remain an approved investment provider unless the TCBOE agrees to pay those fees. We have no current employees who contribute to the Great American 403(b)s nor 457(b)s.

Therefore, it is recommended that we DO NOT AGREE to pay the AFPlanServ administration fee to retain Great American Financial Resources as an approved provider of our Plan. We understand that Great American Financial Resources will be deselected from our 403(b) and/or 457(b) plan as an approved provider effective immediately and will no longer be eligible to receive contributions, transfers, rollovers, and exchanges. Hardship distributions and Plan loans will also no longer be permitted.

Trousdale County Board of Education			
Monitoring: Review: Annually, in November	Descriptor Term: Textbooks and Instructional Materials	Descriptor Code: 4.400	Issued Date: 01/21/21
		Rescinds: 4.401	Issued: 06/19/14

1 *General*

2 All classrooms shall be equipped with the textbooks and instructional materials needed to provide quality
3 learning experiences for students in accordance with state law.¹ The Board shall provide a wide range of
4 textbooks and instructional materials that cover all levels of difficulty, generate critical thinking, and
5 support the educational programs.

6 **SELECTION²**

7 The responsibility to select textbooks and instructional materials, as recommended by the State Textbook
8 Commission, rests with the local textbook selection committees, subject to approval by the Board. Use
9 of textbooks and instructional materials not on the list approved by the State Textbook Commission is
10 permissible if the Board submits a waiver to the State Board of Education and such waiver is approved.

11 The Director of Schools shall establish a procedure for providing citizens of the community with an
12 opportunity to examine proposed textbooks and instructional materials prior to their final adoption,³
13 including public notice of the time and location at which textbooks and instructional materials may be
14 examined. Once approved by the Board, the Director of Schools shall post the list of all approved
15 textbooks and instructional materials on the school district's website and send a copy of the list to the
16 Commissioner of Education.²

17 **DISTRIBUTION**

18 The Director of Schools shall designate an employee to be responsible for the purchase and distribution
19 of textbooks and instructional materials in each school. Students shall receive these items at no cost.

20 **CARE OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS⁴**

21 Textbooks and instructional materials are property of the Board and shall be returned at the end of the
22 school year, upon completion of the course, or upon withdrawal from a course or school.
23 Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and
24 instructional materials received and used by their children. The Director of Schools shall be responsible
25 for developing an administrative procedure regarding the replacement of lost or damaged textbooks and
26 instructional materials.

27 **REVIEW OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS³**

28 A list of textbooks and instructional materials shall be revised annually by principals under the direction
29 of the Director of Schools.

- 1 Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional
- 2 materials including, but not limited to, teaching materials, handouts, and tests that are developed by
- 3 and graded by their child's teacher.
- 4 The Director of Schools shall develop procedures for the inspection of materials and distribute these
- 5 procedures to each principal.

Legal References

1. TCA 49-6-2207; TCA 49-2-203(a)(3)
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202(d); TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Surplus Property Sales 2.403
Reconsideration of Instructional Materials and Textbooks
4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Trousdale County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: <h2 style="text-align: center;">Attendance</h2>	Descriptor Code: 6.200	Issued Date: 01/21/21
		Rescinds: 6.200	Issued: 11/19/20

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present
 2 each day school is in session. The Director of Schools shall develop appropriate administrative
 3 procedures to implement this policy.

4 The attendance supervisor shall oversee the entire attendance program which shall include:¹

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

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

17 Absences shall be classified as either excused or unexcused as determined by the principal. Students are
 18 allowed five (5) parental verifications per school year that may serve as excused absences. Excused
 19 absences shall include:⁴

- 20 1. Personal illness/injury;
- 21 2. Illness of immediate family member;
- 22 3. Death in the family;
- 23 4. Extreme weather conditions;
- 24 5. Religious observances;⁵
- 25 6. College visits;

7. Pregnancy;
8. Summons, subpoena, or court order;
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control; or
10. School endorsed activities. Students in good standing may request from the principal permission to attend up to (5) five excused school endorsed activities per school year.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

General

The Director of Schools will provide written notice to parent(s)/Guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

Three (3) unexcused tardies and/or early dismissals shall equal one (1) day unexcused absence.

Students who are absent three (3) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absence, or requests an attendance hearing, the Director of Schools/designee shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

1 *Progressive Truancy Intervention Plan*⁸

2 Prior to referral to juvenile court, the following progressive truancy intervention plan will be
3 implemented. The Director of Schools/designee shall report student's absences to the appropriate judge
4 when the parent/guardian is unwilling to cooperate in the truancy intervention plan.

5 Students with **three (3) unexcused absences** shall be subject to the progressive truancy intervention
6 framework outlined below.

7 **Tier I**

- 8 1. An attendance hearing that shall be held with the student and the student's parent or guardian.
9 2. An attendance contract that shall be developed and signed by the student, the student's parent
10 or guardian, school principal, and the attendance supervisor. The contract shall include all of
11 the following:
12 a. Specific description of the school's attendance expectations for the student;
13 b. The period for which the contract is effective.
14 c. Penalties for additional absences and alleged school offences, including additional
15 disciplinary action and potential referral to juvenile court, and
16 d. Regularly scheduled follow-up meetings to discuss the student's progress.

17 **Tier II**

18 Tier II interventions must be implemented upon a student's accumulation of additional unexcused
19 absences in violation of the attendance contract required under Tier I.

- 20 1. An individual assessment by the school guidance counselor, school nurse, or principal of the
21 school into the reasons the student continues to be absent from school.
22
23 2. The student maybe referred to counseling, school-based services, or other in-school or out-of-
24 school services aimed at addressing the student's attendance problems.
25
26 3. The intervention shall include a reconvening of the student's attendance hearing.

27 **Tier III**

28 Tier III interventions shall be implemented when Tier II truancy interventions are unsuccessful.

- 29 1. The intervention shall include a reconvening of the student's attendance hearing.
30
31 2. Tier III interventions shall consist of one (1) or more of the following to improve attendance and
32 behavior:
33 a. School-based community service;
34 b. After school course work to make-up assignments in order to improve grades;
35 c. After school course work on Power Fridays to make-up assignments in order to improve
36 grades.
37 d. Course work on designated professional development days to make-up assignments in
38 order to improve grades.

e. Such referrals may include participation by the student's parent or guardian.

In-school or out-of-school suspension shall not be used as part of progressive truancy interventions for unexcused absences from school.

Each referral to juvenile court shall include a statement from the attendance supervisor that the school has applied progressive truancy interventions that have failed to meaningfully address the student's school attendance problem.

MAKE-UP WORK

Students shall be allowed to make-up all tests, coursework and assignments for days which students submit an excused absence to the teacher. The make-up work must be completed within a reasonable time period as determined by the principal.

STATE-MANDATED ASSESSMENT

Students who are absent the day of the scheduled State Assessment must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to make-up the State Assessment in grades 3-12 within the assessment window. Excused students will receive an incomplete in the course until they have taken the EOC exam.

Students who have an unexcused absence shall receive a failing grade of Zero on the State Assessment, which shall be averaged into their final grade.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.⁹ If attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

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

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

ATTENDANCE HEARING¹⁰

- 1 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
2 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
3 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or
4 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The
5 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if
6 the student has met attendance requirements that will allow him/her to pass the course or be promoted.
7 Upon notification of the attendance committee decision, the principal shall send written notification to
8 the director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
9 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
10 appeal such action within two (2) school days to the director of schools/designee.
- 11 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 12 Within five (5) school days of the director of schools/designee rendering a decision, the student's
13 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.
14 Following the review, the board may affirm or overturn the decision of the director of schools/designee.
15 The action of the board shall be final.
- 16 The director of schools/designee shall ensure that this policy is posted in each school building and
17 disseminated to all students, parents, teachers, and administrative staff.

Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3007
7. TCA 49-6-3021
8. TCA 49-6-3007; TCA 49-6-3009
9. TCA 49-2-203(b)(7); TCA 49-6-3002(b)
10. TRR/MS 0520-01-02-.17(2)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600