

Regular Meeting of the Trousdale County Board of Education

Tuesday, September 17, 2019

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:36 PM

Anthony Crook: Present

Denice Jackson: Present

John Kerr: Present

Mary Helen McGowan: Present

Regina Waller: Present

1. AGENDA:

1.A. Call to Order – Ms. Regina Waller, Chairperson

1.B. Invocation – Mr. John Kerr, Board Member

1.C. Pledge of Allegiance – Ms. Denice Jackson, Board Member

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

1.E. Approval of the Agenda for September 17, 2019

Motion to approve the Agenda for September 17, 2019, passed with a motion by Mary Helen McGowan and a second by Denice Jackson.

Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for September 17, 2019

Motion to approve the Consent Agenda for September 17, 2019, passed with a motion by Mary Helen McGowan and a second by Anthony Crook.

Anthony Crook: Yea

Denice Jackson: Yea

John Kerr: Yea

Mary Helen McGowan: Yea

Regina Waller: Yea

2.B. Approval of Minutes from August 15, 2019

2.C. Approve Junk Property - Expired Elementary Reading Textbooks – Attachment A

- 2.D. Approve Meme's Creations Mascot and Logo Use Request – Attachment B**
- 2.E. Approve Field Trip Request - FFA Soil Judging Contest – Attachment C**
- 2.F. Approve Elementary Fundraiser - Veterans Day T-shirts – Attachment D**
- 2.G. Approve Elementary Fundraiser - School Candle Sale – Attachment E**
- 2.H. Approve Middle School Fundraiser - Student Council Candy Sale – Attachment F**
- 2.I. Approve Middle School Fundraiser - Book Fair – Attachment G**
- 2.J. Approve Budget Amendment 141-72120 Health Services**

Amend the 2019-20 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
DEBIT Revenue	46590 HSSL	Other State Education Funds		755.00
GRAND TOTALS				\$755.00
Amend the 2019-20 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72120	Health Services		
	198	Non-certified Substitute Teachers		700.00
	201	Social Security		44.00
	212	Employer Medicare		11.00
GRAND TOTALS				\$755.00

2.K. Approve Budget Amendment 141-73300 Community Services

Amend the 2019-20 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
DEBIT Revenue	46590 LEAPS	Other State Education Funds		2,500.00
	44570 LEAPS	Community Services		2,500.00
GRAND TOTALS				\$5,000.00
Amend the 2019-20 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:				
CREDIT EXPENDITURES	73300	Community Services		
	189	Other Salaries & Wages		4,000.00
	201	Social Security		190.00
	212	Employer Medicare		45.00
	499	Other Supplies & Materials		765.00

GRAND TOTALS				\$5,000.00

2.L. Approve Budget Amendment 141-73300 Community Services

Amend the 2019-20 141 General Purpose School Budget by debiting Revenue. Amendments are to include:

DEBIT Revenue	46980 STS	Other State Grants		2,685.00
GRAND TOTALS				\$2,685.00

Amend the 2019-20 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	73300	Community Services		
	599 STS	Other Charges		2,685.00
GRAND TOTALS				\$2,685.00

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

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue and Expenditures. Amendments are to include:

		Subfund 102: Title I		
DEBIT Revenue	47141	Title I Grants to LEAs		38,435.93
DEBIT Expenditures	71100	Regular Instruction Program		
	207	Medical Insurance		5,750.00
	72130	Student Support		
	599	Other Charges		500.00
GRAND TOTALS				\$44,685.93

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	116	Teachers		15,282.00
	429	Instructional Supplies & Materials		22,003.93
	722	Regular Instruction Equipment		6,000.00
	72210	Regular Instruction Program		
	599	Other Charges		1,400.00
GRAND TOTALS				\$44,685.93

2.N. Approve Budget Amendment 142-72210 Regular Instruction Program - Title IV

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 202: Title IV	
DEBIT Revenue	47189	Eisenhower Professional Development State Grants	129.55
	47590	Other Federal Through State	8,997.07
GRAND TOTALS			\$9,126.62

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	72210	Regular Instruction Program	
	599	Other Charges	9,126.62
GRAND TOTALS			\$9,126.62

2.O. Approve Budget Amendment 142-71100 Regular Instruction Program - Title IV

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 440: Title IV	
DEBIT Revenue	47590	Other Federal Through State	3,339.56
GRAND TOTALS			\$3,339.56

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program	
	429	Instructional Supplies & Materials	3,339.56
GRAND TOTALS			\$3,339.56

2.P. Approve Budget Amendment 142-71100 Regular Instruction Program - Title V

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 602: Title V	
DEBIT Revenue	47148	Rural Education	2,561.61
GRAND TOTALS			\$2,561.61

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program	
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	429	Instructional Supplies & Materials	2,561.61
GRAND TOTALS			\$2,561.61

2.Q. Approve Budget Amendment 142-71200 Special Education Program – IDEA

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue and Expenditures. Amendments are to include:

		Subfund 902: IDEA	
DEBIT Revenue	47143	Special Education - Grants to States	31,344.71
DEBIT Expenditures	71200	Special Education Program	
	116	Teachers	768.00
	207	Medical Insurance	12,400.00
GRAND TOTALS			\$44,512.71

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71200	Special Education Program	
	163	Educational Assistants	30,583.11
	204	State Retirement	1,850.00
	429	Instructional Supplies & Materials	4,579.60
	499	Other Supplies & Materials	500.00
	725	Special Education Equipment	5,000.00
	72220	Special Education Program	
	499	Other Supplies & Materials	2,000.00
GRAND TOTALS			\$44,512.71

2.R. Approve Budget Amendment 142-71200 Special Education Program - IDEA PreSchool

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 912: IDEA PreSchool	
DEBIT Revenue	47145	Special Education PreSchool Grants	8,856.37
GRAND TOTALS			\$8,856.37

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71200	Special Education Program	
	429	Instructional Supplies & Materials	4,428.00

	725	Special Education Equipment		4,428.37
GRAND TOTALS				\$8,856.37

2.S. Approve Budget Amendment 142-72210 Regular Instruction Program - Consolidated Administration

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 011: Consolidated Administration		
DEBIT Revenue	47590	Other Federal Through State		2.93
GRAND TOTALS				\$2.93

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	72210	Regular Instruction Program		
	524	In-service / Professional Development		2.93
GRAND TOTALS				\$2.93

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

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 102: Title I		
DEBIT Revenue	47141	Title I Grants to LEAs		336.00
GRAND TOTALS				\$336.00

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	429	Instructional Supplies & Materials		336.00
GRAND TOTALS				\$336.00

2.U. Approve Budget Amendment 142-72210 Regular Instruction Program - Title II

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 202: Title II		
DEBIT Revenue	47189	Eisenhower Professional Development State Grants		5,804.43
GRAND TOTALS				\$5,804.43

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	72210	Regular Instruction Program		
	524	In-service / Professional Development		5,804.43
GRAND TOTALS				\$5,804.43

2.V. Approve Budget Amendment 142-71100 Regular Instruction Program - Title IV

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 440: Title IV		
DEBIT Revenue	47590	Other Federal Through State		17.00
GRAND TOTALS				\$17.00

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	429	Instructional Supplies & Materials		17.00
GRAND TOTALS				\$17.00

2.W. Approve Budget Amendment 142-71100 Regular Instruction Program - Title V

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 602: Title V		
DEBIT Revenue	47148	Rural Education		1,174.45
GRAND TOTALS				\$1,174.45

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	429	Instructional Supplies & Materials		1,174.45
GRAND TOTALS				\$1,174.45

2.X. Approve Budget Amendment 142-71200 Special Education Program – IDEA

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 902: IDEA		
DEBIT Revenue	47143	Special Education Grants to States		58.00
GRAND TOTALS				\$58.00

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71200	Special Education Program		
	429	Instructional Supplies & Materials		58.00
GRAND TOTALS				\$58.00

2.Y. Approve Budget Amendment 142-71200 Special Education Program - IDEA PreSchool

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 912: IDEA PreSchool		
DEBIT Revenue	47145	Special Education PreSchool Grants		64.00
GRAND TOTALS				\$64.00

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71200	Special Education Program		
	429	Instructional Supplies & Materials		64.00
GRAND TOTALS				\$64.00

2.Z. Approve Budget Amendment 142-71300 Vocation Education Program - Perkins Reserve

Amend the 2019-20 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 803: CTE Perkins Reserve Consolidated		
DEBIT Revenue	47131	Vocational Education - Basic Grants to States		15,814.00
GRAND TOTALS				\$15,814.00

Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:

CREDIT EXPENDITURES	71300	Vocational Education Program		
	499	Other Supplies & Materials		4,695.00
	730	Vocational Instruction Equipment		11119
GRAND TOTALS				\$15,814.00

2.AA. Approve Budget Amendment 143-73100 Food Service

Amend the 2019-20 143 Food Service School Budget by debiting Revenue. Amendments are to include:

DEBIT Revenue	49800	Transfer In		725.00
GRAND TOTALS				\$725.00
Amend the 2019-20 142 Federal Projects School Budget by crediting line item expenditures. Amendments are to include:				
CREDIT EXPENDITURES	73100	Food Service		
	422	Food Supplies		725.00
GRAND TOTALS				\$725.00

2.AB. Approve TSBA Policy Revision Policy 6.313 Discipline Procedures –

Attachment H

2.AC. Approve Instruction Partners Science Contract – Attachment I

2.AD. Review School Board Policies 1.100 - 1.808 School Board Operations

- 3. SCHOOL DISTRICT HIGHLIGHTS: Middle School - Ms. Chelsea Jones – Mr. McCall** introduced Ms. Chelsea Jones a fifth year teacher at the school who also serves as the Student Council sponsor and as an assistant volleyball coach at the school that is currently undefeated. Ms. Jones has been recognized as a highly-effective teacher over the past two years. Ms. Jones accredits her success to the overwhelming instructional coaching and feedback she has received from the Trousedale County school district administration which she did not receive from the district by which she was formerly employed. She stated that although she has struggled with classroom management in past years, she has learned that she can be assertive and that students will still like and respect you.

4. PRINCIPALS' REPORT:

- 4.A. Trousedale County Elementary School – Ms. Badru** updated the Board about the construction progress taking place at the school, noting how the improvements have changed the culture of the school. She stated that there is a new feeling of safety and security at the school due to the new doors and thumb locks. Ms. Badru said that the staff are very grateful of the improvements and that they are trying to take good care of the painting and upgrades so they will last for many years to come. She informed the Board of upcoming events at the school that includes the annual Veteran's Day program on November 11 and the most recent Grandparents' Day at which the cafeteria fed 1,100 students and visitors. Ms. Badru stated that the school enrollment is increasing every day with parents stating that the number one reason of relocation is due to the quality of our school district. Ms. Badru concluded by discussing the success of the school's K-2 teachers that participated in the portfolio growth model noting that every teacher received the highest Level 5 score for 2018-19.

- 4.B. Jim Satterfield Middle School – Mr. McCall** highlighted the instructional leader

professional developments which principals and assistants are presently receiving through video analysis and feedback provided by Instruction Partners. He stated that parents have received their student's first mid-nine week grade reports noting that that our first parent-teacher conference would be in just three weeks. He stated that some of the teacher professional development time had been used for the development of nine-week benchmark assessments that begin at the end of the month. Mr. McCall added that the new Amplify Science curriculum is being well received by both students and teachers. Mr. McCall concluded by discussing the process and findings of the most recent school safety assessment which was very helpful in reflecting on school security practices each year.

4.C. Trousdale County High School – Ms. Dickerson stated that the most recent September 13 professional development was very productive where teachers participated in *“Thinking Through the Lesson”* exercise that required teachers to analyze a sample curriculum lesson plan and evaluate the corresponding assessment through a TNReady lens. Ms. Dickerson updated the Board about progress with Stage 1 (first year) or new teacher evaluation observations that includes a pre-observation conference, a complete classroom observation followed by a post-observation conference of each new teacher. Ms. Dickerson informed the Board about the school's college preparation efforts that included 17 student registrations with Cumberland University and with Tennessee Tech coming on September 29 to provide registration assistance with all the senior students. Ms. Dickerson stated that the 9th grade health screening went better than any in the previous years. She concluded her report describing her professional development experiences as well as the school's most recent safety assessment and the school's safety protocols.

4.D. Student School Board Representative

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Non-certified Personnel

Carter, Patti	Non-faculty Coach, High School Volleyball
Evitts, Chad	Non-faculty Coach, High School Football
Howell, Jessie	Substitute Teacher
Oldham, Jessie	Substitute Teacher
Seise, Ruth	Cook, Elementary School
Timberlake, Corey	Non-faculty Coach, High School Football

LEAPS AfterSchool Program

Atwood, Jessica	Tutor
Brown, Amy	Substitute
Brown, Katelynn	Student Mentor
Dixon, Chris	Substitute
Garcia, Deli	Student Mentor
Hankins, Marie	Enrichment/Technology Teacher
Leonard, Leah	Technology Teacher
Loerch, Melissa	Technology Teacher
McKoin, Jolin	Tutor

Morton, Marilyn	Tutor
Oliver, Michael	Enrichment Teacher
Robertson, Rannye	Substitute
Roberts, Anna	Enrichment Teacher
Roddy, Conner	Tutor
Stanley, Victoria	Tutor
Young, Tyria	Tutor

5.B. Academic and Goal Updates – Dr. Satterfield provided the Board with a Powerpoint presentation for the Board highlighting how every school was designated as a Reward School for 2019 and how the school district was named one of twenty school districts that received the highest Exemplary School District designation. Dr. Satterfield emphasized that the district's 98.4% graduation rate, 53.6% ready graduate rate, and chronic absenteeism rate of 9.0% for which each indicator received the highest accountability score rating. Dr. Satterfield noted that out of 146 school districts in Tennessee, Trousdale County Schools rated #12 in grades 3-8 ELA, #13 in grades 3-8 Math, #13 in English I, and #2 in Integrated Math I, II, and III.

5.C. Project Updates – Dr. Satterfield informed the Board that he is pursuing liquidated damages from FTM for not completing the installation of the elementary school doors and windows by July 20. Presently, he is working with Cope Architecture and FTM to complete the elementary school projects. He concluded that the elementary gym floor would be refinished during the fall break.

6. NEW BUSINESS:

6.A. Elect School Board Chairman for 2019-20

Motion to elect Regina Waller as School Board Chairperson for the 2019-20 school year passed with a motion by Mary Helen McGowan and a second by Denice Jackson.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Yea
Mary Helen McGowan:	Yea
Regina Waller:	Yea

6.B. Elect School Board Vice-Chairman for 2019-20

Motion to elect Mary Helen McGowan as School Board Vice-Chairperson for the 2019-20 school year passed with a motion by Denice Jackson and a second by John Kerr.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Yea
Mary Helen McGowan:	Yea
Regina Waller:	Yea

6.C. Elect School Board Pro Tem for 2019-20

Motion to elect Denice Jackson as School Board Pro Tem for the 2019-20 school year

passed with a motion by John Kerr and a second by Mary Helen McGowan.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Yea
Mary Helen McGowan:	Yea
Regina Waller:	Yea

6.D. Elect TSBA Delegate Assembly Members for 2019-20

Motion to elect Mary Helen McGowan and Anthony Crook as members to the 2019 TSBA Delegate Assembly passed with a motion by Regina Waller and a second by Denice Jackson.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Yea
Mary Helen McGowan:	Yea
Regina Waller:	Yea

6.E. Elect County Commission Education Committee Representative for 2019-20

Motion to appoint John Kerr as Education Committee Representative for the 2019-20 school year passed with a motion by Regina Waller and a second by Anthony Crook.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Yea
Mary Helen McGowan:	Yea
Regina Waller:	Yea

6.F. Special Education Behavioral Program

Dr. Satterfield informed the Board that due to an increase in the enrollment of students with special behavioral needs, the district was presently unable to adequately meet the needs of these students as well as to adequately protect staff. He stated that the district was presently experiencing challenges with three students of which one had been accepted to Genesis Learning Center with two more on the waiting list. He stated that he needed permission to create a behavior class which would require an additional teacher and educational assistant. He stated that he would not start the class should Genesis acquire additional openings.

Motion to create a teacher position with an educational assistant position passed with a motion by John Kerr and a second by Mary Helen McGowan.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Yea

Mary Helen McGowan: Yea
Regina Waller: Yea

6.G. Approve Policy Revision 6.310 Student Dress Code – Attachment J

The Board discussed allowable size of student headbands that has become more popular this school year. In order to maintain an appropriate learning environment, a motion to allow headbands not to exceed 2 ½ inches passed with a motion by Mary Helen McGowan and a second by Denice Jackson.

Anthony Crook: Yea
Denice Jackson: Yea
John Kerr: Yea
Mary Helen McGowan: Yea
Regina Waller: Yea

6.H. Approve Student-Faculty Reward School Day Programs

The Board discussed ideas for rewarding both staff and students for their accomplishments for each school being recognized as a Reward School and the school district being awarded Exemplary District status.

Motion to set aside one day for student and staff celebrations for being named Reward Schools and Exemplary School District with the Board of Education purchasing each employee a t-shirt and financially supporting each school's celebration events passed with a motion by John Kerr and a second by Denice Jackson.

Anthony Crook: Yea
Denice Jackson: Yea
John Kerr: Yea
Mary Helen McGowan: Yea
Regina Waller: Yea

6.I. Declare September 20, 2019 as Bus Driver Appreciation Day

Motion to declare September 20, 2019, as Bus Driver Appreciation Day passed with a motion by Anthony Crook and a second by Mary Helen McGowan.

Anthony Crook: Yea
Denice Jackson: Yea
John Kerr: Yea
Mary Helen McGowan: Yea
Regina Waller: Yea

6.J. Declare October 17, 2019 as Custodian Appreciation Day

Motion to declare Oct. 17, 2019 as Custodian Appreciation Day passed with a motion by Anthony Crook and a second by John Kerr.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Yea
Mary Helen McGowan:	Yea
Regina Waller:	Yea

7. ACCOUNT ANALYSIS:

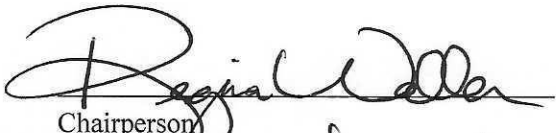
8. VENDOR CHECKS:

9. EXPENDITURES & ENCUMBRANCES:

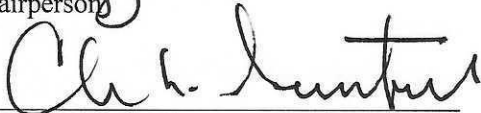
10. ADJOURN:

Motion to Adjourn passed with a motion by Anthony Crook and a second by Denice Jackson.

Anthony Crook:	Yea
Denice Jackson:	Yea
John Kerr:	Yea
Mary Helen McGowan:	Yea
Regina Waller:	Yea



Chairperson



Director of Schools

Journey's Textbooks
Houghton Mifflin Harcourt

Kindergarten

66 books of Vol. 1 = ISBN# 9780547912301

66 books of Vol. 2 = ISBN# 9780547912295

5 sets of Teacher Editions

First Grade

80 books of Vol. 1 = ISBN# 9780547885377

80 books of Vol. 2 = ISBN# 9780547885384

80 books of Vol. 3 = ISBN# 9780547885391

80 books of Vol. 4 = ISBN# 9780547885414

80 books of Vol. 5 = ISBN# 9780547885421

80 books of Vol. 6 = ISBN# 9780547885452

6 sets of Teacher Editions

Second Grade

60 books of Vol. 1 = ISBN# 9780547885476

60 books of Vol. 2 = ISBN# 9780547885483

5 sets of Teacher Editions

Third Grade

71 books of Vol. 1 = ISBN# 9780547885490

71 books of Vol. 2 = ISBN# 9780547885513

5 sets of Teacher Editions

Fourth Grade

90 books = ISBN# 9780547885520

5 sets of Teacher Editions

Fifth Grade

81 books = ISBN# 9780547885537

5 sets of Teacher Editions

9/13/2019



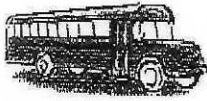
Trousdale County Board of Education:

Please find this letter as a request for renewal of permission to use the Trousdale County and Jim Satterfield logos with the business known as Meme's Creations, license #5462.

Thank you!

A handwritten signature in dark ink, appearing to read "A Carman". The signature is fluid and cursive, with the first letter "A" being particularly large and stylized.

Amanda Carman
Owner



Trousdale County Schools Request for School Trip

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☒ TCHS ☐ Other: _____
(Please specify)

Transportation Requested: ☐ Bus ☒ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: Regional Soils Judging Contest FFA, Lewisburg TN

Address: UT Experimental Station

Date(s) of Event: Sept. 19, 2019

Approximate Mileage: unknown (round trip) Student Fee: \$ None

Group Attending: FFA Soils Team Approximate #: six

Teacher(s) in Charge: Dan Dickerson

Departure Time: 12:00 Return Time: unknown

How will students benefit from this trip? Evaluate soil types, slope, drainage, land capability class
home site suitability, best use capability

Lunch details: School

Parents or Chaperones: none

Non-participating students or classes will _____

For Central Office Use Only

[Signature]
Principal's Signature
[Signature]
Director's Signature

9/9/19
Date
9/18/19
Date

Transportation Director's Signature _____

Date

Assigned Bus Driver(s): _____



Trousdale County Schools Request for Fundraising Activity

Attachment - D

School: ☒ TCES ☐ JSMS ☐ TCHS

Student Group/Activity: Veterans Day T-Shirts

Net Amount Expected/Goal: \$1000

Specific Purpose of the Fundraiser:

The purpose of this fundraiser is to sell Veterans Day T-shirts to students, parents and teachers to help aid in purchasing new choir risers for the music department at TCES.

Specific Use of the Funds Acquired:

The funds will help pay for new choir risers for the music department at TCES.

Describe how students will be involved in the fundraising activity:

Students will be involved by purchasing the Veterans Day t-shirts.

Rachel Edmister
Sponsor's Signature

9-11-19
Date

Demetria Spahr
Principal's Signature

9-11-19
Date

Ch. L. Lumber
Director's Signature

9/18/19
Date

Board Approved: 9/17/19



Trousedale County Schools Request for Fundraising Activity

Attachment E

School: ☒ TCES

☐ JSMS

☐ TCHS

Student Group/Activity:

Fall Fundraiser – Yankee Candles

Opening Ceremony on 9/24/19 – Closing Ceremony on 11/25/19

Net Amount Expected/Goal:

9000.00

Specific Purpose of the Fundraiser:

Semester reward for behavior and attendance.

Specific Use of the Funds Acquired:

These funds will go to encourage and promote attendance and Jacket expectations. Students will be able to participate in a Reward Day Bouncy House during activity for fall and spring. Students will have the opportunity to win different awards for attendance.

Funds will also be used to purchase new walkie-talkies to be used throughout the building as well as to purchase t-shirts for every child in the building for Field Day.

Describe how students will be involved in the fundraising activity:

Students will be encouraged to participate by selling items, but all students will be rewarded during and at the end of fundraiser with a dance party. If students raise over \$15,000, one student from each grade will be chosen to silly string the principal.

Kim Smoot
Sponsor's Signature

8/27/19
Date

Demetrius Badin
Principal's Signature

8-26-19
Date

Chh. Numbur
Director's Signature

9/18/19
Date

Board Approved:

9/17/19



Trousdale County Schools
Request for Fundraising Activity

Attachment F

School: ☐ TCES

☒ JSMS

☐ TCHS

Student Group/Activity: JSMS Student Council

Net Amount Expected/Goal: \$600.00

Specific Purpose of the Fundraiser:

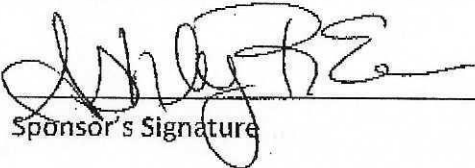
To raise money to cover the operating cost for the 2019-2020 school year.

Specific Use of the Funds Acquired:


Money will be used to purchase concessions for the October dance, food products for teacher appreciation on power Fridays, school beautification items for parent teacher conferences, and offset the cost of locker decals.

Describe how students will be involved in the fundraising activity:

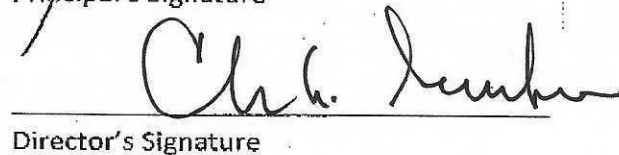
Students will sell rock candy for \$1.00. All sales will be made outside of school hours and off of school property. No candy will be sold during the regular school day.


Sponsor's Signature

8/29/19
Date


Principal's Signature

8/29/19
Date


Director's Signature

9/18/19
Date

Board Approved: 9/17/19



Trousedale County Schools
Request for Fundraising Activity

Attachment G

School: ☐ TCES

☒ JSMS

☐ TCHS

Student Group/Activity:

Scholastic's Book Fair, Oct 8-17

Net Amount Expected/Goal:

\$800-\$900

Specific Purpose of the Fundraiser:

To provide students the opportunity to purchase new books for their reading pleasure and learning

Specific Use of the Funds Acquired:

Reading & learning materials plus needed supplies for library and school.

Describe how students will be involved in the fundraising activity:

Students will come with their ESL classes to browse and purchase. They may also come at break. Book fair will be available at Parent-Teacher Conference.

Geanor Satterfield
Sponsor's Signature

9-4-19

Date

[Signature]
Principal's Signature

9-4-19

Date

Chh. Lumbie
Director's Signature

9/18/19

Date

Board Approved:

9/17/19

Trousdale County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Discipline Procedures	Descriptor Code: 6.313	Issued Date: 09/17/19
		Rescinds: 6.313	Issued: 12/20/18

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school. Codes of conduct for students in pre-kindergarten or kindergarten shall utilize behavior intervention planning and restorative practices as alternative disciplinary practices and shall only use exclusionary discipline as a measure of last resort. The development of each code shall involve principals and staff members of each level and shall be consistent with the relevant policies as adopted by the Board.¹

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged.² These misbehaviors apply to student conduct on school buses, on school property, and while students are on school-sponsored outings. Staff members shall ensure that disciplinary measures are implemented in a manner that:³

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize positive school climate, restorative practices, behavior intervention planning, and building strong brains trauma-informed discipline practices.

MISBEHAVIORS: Level I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

Examples (not an exclusive listing):

- Classroom disturbances

- Classroom tardiness
- Open food or drink in school without permission
- Refusal to participate in required school activities (wellness activities, reading assignments, etc.)
- Violations of classroom rules
- Conduct that disrupts the peace and good order of the learning environment (impudence, profanity, disorderly conduct, and disrespect for authority, etc.)
- Inappropriate public display of affection
- Cheating and lying
- Abusive language
- Bullying, threatening, hazing, or intimidating behavior
- Non-defiant failure to do assignments or carry out directions
- Harassment (Sexual, Racial, Ethnic, Religious)

Disciplinary Procedures:

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.

Disciplinary Options:

- Verbal reprimand
- Special Assignment
- Restricting activities
- Counseling
- Withdrawal of privileges
- Strict supervised study
- Office referral
- Restorative Practices
- Corporal punishment
- In-school suspension
- After school detention

MISBEHAVIORS: Level II

Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors

- School or class tardiness
- School or class truancy
- Use of foul or abusive language
- Disrespect to teacher/staff
- Insubordination (not following the directive of a teacher or other school employee)
- Computer hacking or tampering
- Participation in a school disruption
- Gambling (pitching pennies, dice, or other games of chance)
- Leaving school grounds without permission
- Dress code violation
- Wearing, while on the grounds of the school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment⁴
- Using forged notes or excuses
- Disruptive classroom behavior
- Bullying, threatening, hazing, or intimidating behavior
- Harassment (Sexual, Racial, Ethnic, Religious)
- Refusal to accept Level I/II disciplinary options

Disciplinary Procedures:

- Student is referred to principal for appropriate disciplinary action.
- Principal meets with student and teacher.
- Principal hears accusation made by teacher, permits student the opportunity of explaining his/her conduct, denying it or explaining any mitigating circumstances.
- Principal takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.

Disciplinary Options:

- Teacher/schedule change
- Modified probation
- Behavior modification
- Social probation
- Peer counseling
- Referral to outside agency
- Restorative Practices
- After-school detention
- Saturday School Detention
- Transfer
- Detention
- Suspension from school-sponsored activities or from riding school bus
- Corporal punishment
- Restricting school related honors student is otherwise due
- Out-of-school suspension (not to exceed ten (10) days).

1 MISBEHAVIORS: Level III

2 Acts directly against persons or property but whose consequences do not seriously endanger the health
3 or safety of others in the school.

4 *Examples (not an exclusive listing):*

- 5 • Continuation of unmodified Level I and II behaviors
- 6 • Fighting (simple) (both parties disciplined, unless one was attacked for no apparent
7 reason) – Minimum remand to the Alternative School for (6) instructional days.
- 8 • Vandalism (minor) (full restitution expected)
- 9 • Use or possession, sale and/or distribution of tobacco in any form (citation shall be
10 issued to the student by the principal and shall require the student and parents to appear
11 in Juvenile Court)
- 12 • Possession or detonation of an incendiary or explosive material (poppers, firecracker,
13 stink bomb, smoke bomb, etc)
- 14 • Destruction of school property (full restitution expected)
- 15 • Pulling a fire alarm when no fire or smoke is visible
- 16 • Possession of drug paraphernalia (including rolling papers)
- 17 • Sexual misconduct
- 18 • Indecent exposure
- 19 • Unauthorized photographing and/or videoing during the school day, on school property
20 (including buses), or during school sponsored events.
- 21 • Unauthorized use of school or district website, images, emblems, etc.
- 22 • Prescription policy violation
- 23 • Stealing
- 24 • Bullying, threatening, hazing, or intimidating behavior
- 25 • Harassment (Sexual, Racial, Ethnic, Religious)
- 26 • Refusal to accept Level I/II/III disciplinary options

27 *Disciplinary Procedures:*

- 28 • Student is referred to principal for appropriate disciplinary action.
- 29 • Principal meets with student and teacher.
- 30 • Principal hears accusation by accusing party and permits offender the opportunity of
31 explaining conduct.
- 32 • Principal takes appropriate disciplinary action.
- 33 • Principal may refer incident to director of schools and make recommendations for
34 consequences.
- 35 • If student's program is to be changed, adequate notice shall be given to the student and
36 his/her parents of the charges against him, his/her right to appear at a hearing and to be
37 represented by a person of his/her choosing.
- 38 • Any change in school assignment is appealable to the Board.
- 39 • Record of offense and disciplinary action maintained by principal or director of schools.

Disciplinary Options:

- Saturday School Detention
- Alternative School (minimum remand for (6) instructional days)
- Suspension from school-sponsored activities or from riding school bus
- Restorative Practices
- Out-of-school suspension not to exceed ten (10) days
- Expulsion
- Restitution from loss, damage or stolen property
- Transfer
- Social adjustment classes
- Detention
- Corporal punishment

MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Examples (not an exclusive listing):

- Unmodified Level I, II and III behaviors
- Use, possession, sale, and/or distribution of drugs, and/or alcohol (citation shall be issued to the student by the principal and shall require the student and parents to appear in Juvenile Court)
- Fighting (bodily harm inflicted). Both parties shall be disciplined, unless one was attacked for no apparent reason. Assailant shall be expelled for a minimum of (30) instructional days. A police report shall be filed on the student by the principal that may require the student and parents to appear in Juvenile Court.
- Verbal threat to do bodily harm (including written statements). Assailant shall be suspended for a minimum of (3) days. A police report shall be filed on the student by the principal that may require the student and parents to appear in Juvenile Court.
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons *
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer*
- Assault/Battery *
- Vandalism (major) (full restitution expected)
- Theft/possession/sale of stolen property (full restitution expected)
- Arson/Possession of unauthorized substances *
- Use/transfer of unauthorized substances
- Bullying, threatening, hazing, or intimidating behavior

- Harassment (Sexual, Racial, Ethnic, Religious)
- Being present on school property, on a school bus or at a school sponsored event or activity under the influence of an illegal drug, controlled substance or alcohol.

Disciplinary Procedures:

- Principal confers with appropriate staff members and with the student.
- Principal hears accusations and permits offender opportunity to explain conduct.
- Parents are notified.
- Law enforcement officials are contacted.
- Incident is reported and recommendations made to the director of schools.
- Complete and accurate reports are submitted to the director of schools.
- Student is given hearing before disciplinary hearing authority.

Disciplinary Options

- Expulsion
- Alternative School
- Other hearing authority or Board action which results in appropriate placement

* Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the director of schools on a case-by-case basis.

ADDITIONAL GUIDELINES:

- A student shall not be suspended solely because charges are pending against him/her in juvenile or other court.
- A principal shall not impose successive short term suspensions that cumulatively exceed ten (10) days for the same offense.
- A teacher or other school official shall not reduce or authorize the reduction of a student's grade because of discipline problems except in deportment or citizenship.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of absences except as provided by board policy.
- A student shall not be denied the passing of a course or grade promotion solely on the basis of failure to:
 - pay any activity fee;
 - pay a library or other school fine; or
 - make restitution for lost or damaged school property.

Instruction Partners Proposal
Trousedale County Schools
September 10, 2019

Overview:

At Instruction Partners, we know that challenging, supportive daily instruction is the key to increasing learning and preparing students for meaningful options beyond school. We partner with schools and districts to support instructional improvement and growth in academic learning.

Context:

Trousdale County School has requested information on continuing with the Science pilot for the 2019-20 school year.

Context on Goals:

For any partnership we enter, we set clear goals. Inspired by the work of Thomas Guskey, we set goals across different levels of district change. During the first years of a partnership, we focus on leading indicators of student learning that are ultimately about seeing changes happen in daily instruction. These indicators include satisfaction, instructional change and changes in quality of student work. We also measure changes in student growth, as measured both on interim assessments and summative state assessments. However, we do not set specific student growth goals, as we view these as lagging indicators of student learning that will begin to change after instructional improvement.

Context on Costs:

We are a non-profit organization, so our pricing reflects costs - driven by time. Pricing in any given proposal is based on the depth and frequency of the engagement, calculated using the number of schools, the number of subjects, the frequency of walkthroughs, and the number of additional on-site support days. With each of these factors, there is a combination of on-site days, virtual days, and prep time to ensure quality work.

Here is additional detail about the services, goals, and cost:

Science Pilot for SY19-20	
Continued Science Participation	
Scope of Services:	
Networking with other districts working on Science instruction	
<ul style="list-style-type: none">• Instruction Partners will convene 3 network meetings with District and School Leaders from new and returning schools. Building upon the focus from this year, we will collaborate across contexts, inform Science observation tool revisions, and learn from national science experts.	
Walkthroughs of Science classrooms	
<ul style="list-style-type: none">• Instruction Partners will lead two walkthroughs of all pilot participant classrooms over the course of the 2019-2020 school year. Using the Science IPG, we will identify instructional strengths and challenges and track improvement over time. We will develop action steps and support progress monitoring.	

Implementation Support for returning schools

- Instruction Partners will provide virtual opportunities for teachers to convene, learn from each other, and build content knowledge.

Bootcamps (new teachers only)

- 4 free seats for any new Science teachers, or returning teachers who were not able to attend during Summer 2019 at Summer 2020 Bootcamps

Goals:

- Leader satisfaction with delivery: 50%+ of district and school leadership teams strongly agree that working with Instruction Partners was a valuable use of time (and 85%+ agree / strongly agree) (Guskey Level 1)
- Leader clarity about key work ahead and rate of accomplishing this work: 6.5+ average on 7-point scale (Guskey Level 3)
- Teacher satisfaction and learning: 50%+ of teachers who directly engage in support from Instruction Partners (either PD or coaching) strongly agree that working with Instruction Partners was a valuable use of time (and 85%+ agree / strongly agree) (Guskey Level 1)

Price: \$10,000

Instruction Partners Contract Intent Form

Fill this out and we'll send you a specific contract. This serves no binding legal purpose.

Services Selection (please select one):

☐ **Science Pilot for SY19-20**

District Name:	Trousdale County Schools
How should we invoice you? All at once? Two times/year? Quarterly? Monthly? Please consider	
Will you require a PO number on the invoice?	

Trousdale County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 09/17/19
		Rescinds: 6.310	Issued: 03/15/18

1 The dress and grooming of students shall be neat and clean as to, promote a positive educational learning
2 environment.

3 The principal shall take appropriate action when a student's apparel disrupts educational activities and
4 processes of the school, which may include suspension.

5 Principals, faculty and staff members will enforce the student dress code. The principal will be the final
6 judge about whether a student's clothing is appropriate for school or is a distraction to the learning
7 environment.

8 Requirements for student dress in all schools:

- 9 1. All shirts and blouses must cover midriff, back, sides and all undergarments including bra
10 straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
11
- 12 2. Shorts, shirts, divided skirts, dresses and culottes are allowed. Each must be hemmed and be at
13 the top of the knee or longer.
14
- 15 3. All trousers, pants or shorts must be worn at the waist totally covering undergarments at all
16 times, including boxer shorts. Pants and trousers must be worn with both legs down (not one leg
17 rolled up), and may not extend past the sole of the shoe. No holes, rips or tears shall exist on
18 any garment.
19
- 20 4. All coats (outerwear) shall not be worn inside the building during the school day.
21
- 22 5. All clothing and accessories shall be free of the following: profanity; weapons; sexually
23 suggestive phrases or images; racial or ethnical slurs / slogans; gang symbols or disruptive
24 groups; alcohol, tobacco, drugs or advertisements for such products.
25
- 26 6. Earrings (for pierced ears) are the only type of piercing jewelry that may be worn.
27
- 28 7. All tattoos must be covered by appropriate clothing.
29
- 30 8. Safe and appropriate footwear must be worn at all times, shoe laces must be tied or tucked in
31 shoes. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, cleated
32 shoes and bedroom slippers.
33
- 34 9. No head coverings exceeding 2 ½ inches in width shall be worn inside the building (except for
35 religious or medical reason). Bandanas may not be worn anywhere on one's person.

10. No curlers, picks, combs, or hair rakes in the hair.
11. No sunglasses or permanently tinted glasses (without prescription).
12. No dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation.
13. No gloves in the building.
14. No pajamas, loungewear, dorm pants.
15. No fringed garments worn in shop areas which contain machinery.
16. No clothing that would impair the health and safety of the student during the normal school day.
17. Athletes, band members, cheerleaders may wear team issued apparel on game days.
18. Principals may alter the dress code not to exceed eight (8) days during a school year.

Further clarification / other requirements:

- a. Form fitting leotard/spandex type clothing (including sports bras, camisoles, tank tops) is not allowed unless proper outer garments cover it. (Leggings, tights, skinny jeans, and jeggings) are not allowed unless the hips are covered by proper garments.
- b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.
- c. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.
- d. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

Cross References

Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316