

**Regular Meeting of the Trousdale County Board of Education**

Thursday, October 17, 2019

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:48 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 October 17, 2019**

Motion to approve the Agenda for October 17, 2019, passed with a motion by John Kerr and a second by Anthony Crook.

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 October 17, 2019**

Motion to approve the Consent Agenda for October 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.B. Approval of Minutes from September 17, 2019**

**2.C. Approve High School Basketball Fundraiser - Intra-squad Scrimmage – Attachment A**

**2.D. Approve High School Cheerleader Fundraiser - Pom-Pom Sale – Attachment B**

**2.E. Approve Middle School Field Trip Request – Attachment C**

**2.F. 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	44570	Contributions & Gifts		700.00
GRAND TOTALS				\$700.00
Amend the 2019-20 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:				
CREDIT EXPENDITURES	73300	Community Services		
	429	Instructional Supplies & Materials		700.00
GRAND TOTALS				\$700.00

**2.G. Approve Budget Amendment 141-73300 Community Services**

Amend the 2019-20 141 General Purpose School Budget by debiting line item expenditures. Amendments are to include:				
DEBIT EXPENDITURES	73300	Community Services		
	105 LEAPS	Supervisor/Director		1,002.08
	429	Instructional Supplies		1,002.08
GRAND TOTALS				\$2,004.16
Amend the 2019-20 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:				
CREDIT EXPENDITURES	73300	Community Services		
	105	Instructional Supplies & Materials		1,002.08
	429 LEAPS	Instructional Supplies		1,002.08
GRAND TOTALS				\$2,004.16

## 2.H. Approve Budget Amendment 141-72130 Other Student Support

Amend the 2019-20 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
<b>DEBIT Revenue</b>	46590	Other State Education Funds		30,350.00
<b>GRAND TOTALS</b>				<b>\$30,350.00</b>
Amend the 2019-20 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72130	Other Student Support		
	309	Contracts with other Government Agencies		30,350.00
<b>GRAND TOTALS</b>				<b>\$30,350.00</b>

## 2.I. Approve Budget Amendment 142-71100 - Title IV

Amend the 2019-20 142 Federal Projects School Budget by debiting line item expenditures. Amendments are to include:				
		<b>Subfund 440: Title IV</b>		
<b>DEBIT EXPENDITURES</b>	71100	Regular Instruction Program		
	429	Instructional Supplies & Materials		97.70
<b>GRAND TOTALS</b>				<b>\$97.07</b>
Amend the 2019-20 141 General Purpose School Budget by crediting Revenue. Amendments are to include:				
<b>CREDIT Revenue</b>	47590	Other Federal Through State		97.70
<b>GRAND TOTALS</b>				<b>\$97.07</b>

## 2.J. 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:				
		<b>Subfund 011: Consolidated Administration</b>		
<b>DEBIT Revenue</b>	47590	Other Federal Through State		97.70
<b>GRAND TOTALS</b>				<b>\$97.07</b>
Amend the 2019-20 141 General Purpose School Budget by crediting line item expenditures. Amendments are to include:				
<b>CREDIT EXPENDITURES</b>	72210	Regular Instruction Program		

	524	In-Service/Staff Development		97.70
<b>GRAND TOTALS</b>				<b>\$97.07</b>

**2.K. Approve Consolidation of Obsolete High School Restricted Accounts to School General Fund** - High School requests Board approval to consolidate obsolete school restricted accounts into the school's general fund in the amount of \$1,763.73. Track-\$984.70, Future Homemakers of America-\$68.30, Spanish Club-\$85.41, Jacket Nation-\$12.95, HOSA \$549.44, Jacket Journal-\$62.92.

**2.L. Approve Policy Revision 5.6002 Staff Dress Code** – Attachment D

**2.M. Approve 2019-20 School-wide Goal Indicators** – Attachment E

**3. SCHOOL DISTRICT HIGHLIGHTS:** McKenna Linton, Elementary Student – Ms. Badru introduced McKenna Linton, first grade student, who recently dictated a letter to her mother about how she appreciates her SRO Officer Monica Carson. McKenna said that she inspires to grow up and become an SRO just like Officer Carson.

#### **4. PRINCIPALS' REPORT:**

**4.A. Trousdale County Elementary School** – Ms. Badru explained how the school was utilizing student led conferencing in the 4<sup>th</sup> and 5<sup>th</sup> grades during the most recent Parent-Teacher Conference. She also discussed how she was streamlining parent-teacher conferences to focus on the 90% Reading Goal and student wellness. She stated that the goal of parent-teacher conferences was to inform parents about their student's proficiency on the 2019 TNReady assessment as well as discussing student progress from the first quarter's benchmark assessment.

Ms. Badru discussed school programming for students upon their return from fall break. Some student events include crazy socks day, favorite jersey day, pink out day, and favorite book character day. Ms. Badru notified the Board about the school's upcoming Reward School Day, Veteran's Day and Thanksgiving events. Ms. Badru concluded that the school has completed a great first quarter of instruction. She attributed a lot of the school's success to PLC planning and student data analysis.

**4.B. Jim Satterfield Middle School** – Mr. McCall was not present due to Parent-Teacher Conference.

**4.C. Trousdale County High School** – Ms. Dickerson was not present due to Parent-Teacher Conference.

**4.D. Student School Board Representative** – Josie Garrett, absent.

## 5. DIRECTORS' REPORT:

### 5.A. Employment Notifications

#### Non-certified Personnel

Alegre, Leticia	Cook, Elementary School
Belcher, Kelsey	Substitute Teacher
Belcher, Kendall	SpEd Educational Assistant, Elementary School
Holt, Laura	Substitute LEAPS
Reynolds, Kimberly	Enrichment Teacher
Rippetoe, Deborah	Substitute Cook
Schmidt, Jared	Non-faculty Coach, High School Baseball

Cato, Tina	resignation, Educational Assistant, Elementary School
Grant, Kelli	resignation, Cook, Elementary School

**1.A. Academic and Goal Updates** – Dr. Satterfield discussed the goals and objectives of Parent-Teacher Conference that include the dissemination of the most recent TNReady parent reports and Q1 benchmark assessments. He stated that the main goal is for parents to gain a thorough understanding of their child's proficiency level that is often a better indicator of college and career readiness than grading. Dr. Satterfield updated the Board on the progress of this year's teacher evaluation process, which he likes to refer to as instructional coaching.

Dr. Satterfield stated that he had recently provided a TVAAS student data training for Principals who practice with teachers in identified focus areas. He informed the Board about planning for the middle school science partnership with Instruction Partners to help support the new science curriculum in Grades 6-8. Dr. Satterfield informed the Board about updates within the career technical pathways that includes the Tennessee Pathways application, career aptitude assessments, the new Virtual Job Shadowing program, dual enrollment, and work toward a senior capstone experience for this school year.

Dr. Satterfield concluded by updating the Board about upcoming school-community events such as the Rotary food drive, Chamber of Commerce footballs, Rotary Follies, and the Community Thanksgiving Meal. He stated that the schools have set Friday, November 1, as the district-wide Reward School celebration day.

**1.B. Project Updates** – Dr. Satterfield informed the Board that there will be a lot of construction projects taking place during fall break. The fire hood suppression system will be replaced in the elementary kitchen as well as a floor drain will have to be cut out of the floor and repaired due to a collapsed drain line. The gym floor will be refinished because the floor company was unable to get into the gym during summer construction to the building. Dr. Satterfield stated that all fire alarms at all schools will be inspected during fall break without disruption while students are out of school.

## 2. NEW BUSINESS:

### 2.A. New Elementary Kindergarten Teaching Position

Motion to create a new Kindergarten teaching position to meet minimum rules and requirements for teacher ratios 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

## 3. ACCOUNT ANALYSIS:


## 4. VENDOR CHECKS:

## 5. EXPENDITURES & ENCUMBRANCES:

## 6. 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



Trousdale County Schools  
Request for Fundraising Activity

Attachment A

School: ☐ TCES ☐ JSMS ☒ TCHS

Student Group/Activity: TCHS Basketball

Net Amount Expected/Goal: \$500

Specific Purpose of the Fundraiser:

Play an intra-squad scrimmage on Thursday, November 7<sup>th</sup> for the community and pass out prizes for children in attendance.

Specific Use of the Funds Acquired:

Funds will be used to season specific needs such as new water bottles, balls, scorebooks, etc.

Describe how students will be involved in the fundraising activity:

Student-athletes will play in the scrimmage as well as pass out prizes to children.

Sponsor's Signature

9/12/19

Date

Principal's Signature

9/12/19

Date

Director's Signature

10/17/19

Date

Board Approved: 10/17/19



Trousdale County Schools  
Request for Fundraising Activity

Attachment B

School: ☐TCES ☐JSMS ☒XTCHS

Student Group/Activity: Cheerleading

Net Amount Expected/Goal: 1750.00

Specific Purpose of the Fundraiser:

Raise money for cheerleaders

Specific Use of the Funds Acquired:

Funds will be used during the year to off-set expenses for individual cheerleaders.

Describe how students will be involved in the fundraising activity:

Selling pom-poms at athletic events.

Sylvia M. Coe

Sponsor's Signature

9/12/19

Date

James Quinn

Principal's Signature

9/12/19

Date

Chh. Dunbar

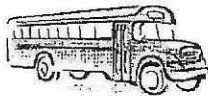
Director's Signature

10/17/19

Date

Board Approved: 10/17/19





Attachment C

## 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: Tennessee State Museum

Address: 1000 Rosa Parks Blvd Nashville

Date(s) of Event: November 14, 2019

Approximate Mileage: 100 (round trip) Student Fee: \$ 10

Group Attending: 4th grade Approximate #: 100

Teacher(s) in Charge: Jones, Ewen, Davenport, Wilkerson, Dies

Departure Time: 8:30 AM Return Time: 2:30 pm

How will students benefit from this trip? Students will view an

agrarian society from TN (to relate to what  
they study in social studies). Math, ELA, and →

Lunch details: Cici's pizza

Parents or Chaperones: will provide their own transportation

Non-participating students or classes will be left in a supervised  
area completing work left by the teachers.

For Central Office Use Only

7/12  
Principal's Signature  
Ch. Lumbert  
Director's Signature

10-2-2019  
Date  
10/22/19  
Date

\_\_\_\_\_  
Transportation Director's Signature

\_\_\_\_\_  
Date

Assigned Bus Driver(s): \_\_\_\_\_

# Trousdale County Board of Education

Monitoring:  <b>Review: Annually, in March</b>	Descriptor Term:  <b>Staff Dress Code</b>	Descriptor Code: <b>5.6002</b>	Issued Date: <b>10/17/19</b>
		Rescinds: <b>5.6002</b>	Issued: <b>11/09/17</b>

1 The dress code policy is in effect for the following groups of employees: certified personnel, teacher  
 2 assistants, substitute teachers, full time substitutes, office personnel, cafeteria managers, student  
 3 teachers and janitors.

4 The following items are **not admissible** under this policy:

5 **Women:**

- 6 • jogging pants (cotton, nylon type with elastic at cuffs)
- 7 • spaghetti straps
- 8 • all jeans
- 9 • skirts shorter than 2 inches above the middle of the knee
- 10 • tank tops
- 11 • shorts/skorts
- 12 • tight pants — no panty lines showing
- 13 • sleeveless — all shirts, tops and dresses shall have sleeves and cover the shoulders
- 14 • tops must meet and cover waist line (no midriff skin showing)
- 15 • tee shirts
- 16 • see-through material
- 17 • open-back shirts
- 18 • low-cut revealing tops (if cleavage shows when bending over, then it's too low cut)
- 19 • spandex material
- 20 • leggings of any type
- 21 • shoes — allowable flip flops shall consist of a leather or imitation leather material where strap
- 22 attachments are not visible on the underside of the shoe
- 23 • dirty, worn-looking tennis shoes

24 **Men:**

- 25 • sandals
- 26 • tee shirts
- 27 • all jeans

1 ***Other recommendations:***

2 **Men:**

- 3 • shirt must be tucked into pants — squared hemmed shirts may be worn un-tucked that do not
- 4 exceed 6" beyond the waistline
- 5 • shirt must have a collar
- 6 • sweater or vest is permissible
- 7 • shirts must be button up or polo 3 button packet style with a collar

8 **Everyone:**

- 9 • if clothing items has belt loops showing, then a belt must be worn
- 10 • all tattoos that display alcohol, tobacco, drugs, profanity, weapons, sexually suggestive phrases
- 11 or images, racial or ethnical slurs and/or slogans, gang symbols and/or disruptive groups must
- 12 be covered by appropriate clothing
- 13 • tennis shoes are allowed if clean and neat in appearance
- 14 • sandals allowed for females
- 15 • clothing must be clean and wrinkle-free (iron if needed)
- 16 • capri or cropped slacks are permitted
- 17 • earrings are the only type of body piercing jewelry permissible; jewelry affixed to an
- 18 employee's nose, tongue, cheek, lip, or eyebrow is not allowed (effective 7/1/2020)

19 ***Last Working Day of the Week Attire:***

- 20 • wind suits or jogging suits — top and bottom must match
- 21 • denim or colored jeans — neat attractive, not too tight or frayed hemline, not faded or wrinkled
- 22 • tee shirts — no inappropriate language on shirt
- 23 • sweatshirts
- 24 • school shirts or logo team shirts
- 25 • overalls, must be neat

26 ***Other Categories:***

27 **Field trip** — no shorts, except for athletic events (for example, Special Olympics) or a local park  
28 dress appropriately, a trip to the pumpkin patch would denote a different attire than a  
29 trip to TPAC. Remember that you are a role model that represents our school system

30 **P.E.**

31 **Educators** — jeans or chino/twill shorts permitted  
32 wind suits are permitted  
33 tee-shirts (no undershirts)

34 **Coaches** — shorts are permitted  
35 wind suits/athletic suits are permitted

on "Game Day" team tee shirts or team attire is permitted

**Agriculture** — jeans are permitted when working with equipment that is more likely to damage clothes of other material types (welding, mechanicing where grease and oil would get on clothes)

**Janitors** — no shorts  
no tank tops  
no sleeveless less shirts; only when school is in session;  
does not apply to summer, weekends or holidays when no students are present

***Consequences For Not Abiding by Dress Code***

**1st offense** — Verbal reprimand with a witness, send home to change and return to school within a specific time limit

**2nd offense** — Written reprimand signed by employee, to be placed in personnel file, send home and change and return to school in a timely manner or a specific time limit

**3rd offense** — Written reprimand signed by employee, send home without pay for three (3) days and come before director and/or Board.

Each teacher will have to read the dress code and sign it; agreeing to abide to it. A copy of the signed dress code will be kept on file with director. Refusal to sign will be kept on file with director. Refusal to sign will be considered an insubordinate act resulting in termination.

## Trousdale County School Wide Benchmarks

Indicators (14)	Chronic Absent Rate	Kindergarten Reading Proficiency	1st Grade Reading Proficiency	2nd grade Reading Proficiency	2nd grade Reading Achievement	2nd grade Math Achievement	3rd grade Reading Proficiency	3rd grade Reading TVAAS	3rd grade Math TVAAS	4th grade Reading TVAAS	4th grade Math TVAAS	5th grade Reading TVAAS	5th grade Math TVAAS	Parent Satisfaction Survey	\$3,000
ELEMENTARY SCHOOL	≤ %	DIBELS Composite Score ≥ 90%	DIBELS Composite Score ≥ 90%	DIBELS Composite Score ≥ 90%	O/M	O/M	DIBELS Composite Score ≥ 90%	Level 4 Index > 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index > 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	≥ 4.0	
2019-20															

\*May achieve AMO indicator by reaching TDOE established Absolute Performance Success Rates for ELA and Math

Indicators (11)	Chronic Absent Rate	6th grade Reading TVAAS	6th grade Math TVAAS	6th grade Social Studies TVAAS	7th grade Reading TVAAS	7th grade Math TVAAS	7th grade Social Studies TVAAS	8th grade Reading TVAAS	8th grade Math TVAAS	8th grade Social Studies TVAAS	Parent Satisfaction Survey	\$3,000
MIDDLE SCHOOL	≤ %	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index > 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index > 1.0 or % O/M	≥ 4.0	
2019-20												

\*May achieve AMO indicator by reaching TDOE established Absolute Performance Success Rates for ELA and Math

Indicators (12)	Chronic Absenteeism	Graduation Rate	Ready Graduate	ACT Composite	Percent ≥ 21 ACT	Int Math 1 TVAAS	Int Math 2 TVAAS	Int Math 3 TVAAS	English 1 TVAAS	English 2 TVAAS	US History TVAAS	Parent Satisfaction Survey	\$3,000
HIGH SCHOOL	≤ %	≥ 95%	%	21.0	≥ %	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index > 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	Level 4 Index ≥ 1.0 or % O/M	≥ 4.0	
2019-20													

\*May achieve AMO indicator by reaching TDOE established Absolute Performance Success Rates for ELA and Math