

Regular Meeting of the Trousdale County Board of Education
February 14, 2019, 6:00 PM
Trousdale County Board of Education
103 Lock Six Road
Hartsville, TN 37074

Attendance Taken at 5:58 PM:

Present Board Members:

Anthony Crook
John Kerr
Mary Helen McGowan
Regina Waller

Absent Board Members:

Denice Jackson

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. Mary Hellen McGowan, Board Member
- 1.d. **Invitation to audience to address items on the Agenda**
- 1.e. **Approval of the Agenda for February 14, 2019**

Approval of the February 14, 2019, Agenda passed with a motion by Mary Helen McGowan and a second by Anthony Crook.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

2. CONSENT AGENDA:

2.a. Approval of the Consent Agenda for February 14, 2019

Approval of the February 14 Consent Agenda passed with a motion by Anthony Crook and a second by John Kerr.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

2.b. Approval of Minutes from January 17, 2019

2.c. Approve 2018-19 Evaluation of the Director of Schools - Attachment A

2.d. Approve Elementary Bookfair Fundraiser - Attachment B

2.e. Approve Middle School Baseball Fundraiser - Attachment C

2.f. Assistant Athletic Director/Football Operations

Approve the creation of an Assistant Athletic Director for Football Operations. An annual \$500 supplement shall be provided with the Athletic Director supplement being decreased to \$2,000 beginning with the 2019-20 school year.

2.g. Approve Budget Amendment 141-44570 Gifts & Contributions

Amend the 2018-19 141 General Purpose School Budget by debiting line item Revenue. Amendments are to include:				
DEBIT Revenue	44570	Contributions & Gifts		11,800.00
GRAND TOTALS				\$11,800.00
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72210	Regular Instruction Program		
	432	Library Books / Media		2,000.00
	72410	Office of the Principal		
	499	Other Supplies		9,800.00
GRAND TOTALS				\$11,800.00

2.h. Approve Budget Amendment 141-71100-185 Educational Incentive

Amend the 2018-19 141 General Purpose School Budget by debiting line item Revenue. Amendments are to include:				
DEBIT EXPENDITURES	71100	Regular Instruction Program		
	185	Educational Incentive		131,279.29
	201	Social Security		7,829.30
	204	State Retirement		12,678.46
	212	Medicare		1,903.58
GRAND TOTALS				\$153,690.63
Amend the 2018-19 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71150	Alternative Instruction Program		
	185	Educational Incentive		2,403.59
	201	Social Security		149.02
	204	State Retirement		216.32

	212	Medicare		34.85
	71200	Special Education Program		
	185	Educational Incentive		71,137.96
	201	Social Security		4,410.54
	204	State Retirement		6,982.49
	212	Medicare		1,031.51
	71300	Vocational Education Program		
	185	Educational Incentive		7,001.26
	201	Social Security		434.07
	204	State Retirement		732.33
	212	Medicare		101.52
	72130	Other Student Support		
	185	Educational Incentive		5,221.11
	201	Social Security		323.70
	204	State Retirement		509.39
	212	Medicare		75.70
	72210	Regular Instruction Program		
	185	Educational Incentive		11,237.70
	201	Social Security		386.76
	204	State Retirement		652.50
	212	Medicare		162.96
	72220	Special Education Program		
	185	Educational Incentive		2,777.77
	201	Social Security		172.22
	204	State Retirement		290.55
	212	Medicare		40.28
	72410	Office of the Principal		
	185	Educational Incentive		31,499.90
	201	Social Security		1,952.99
	204	State Retirement		3,294.88
	212	Medicare		456.76
GRAND TOTALS				\$153,690.63

2.i. Approve Policy Revision -1.501 Visitors to the Schools - Attachment D

2.j. Approve Policy Revision - Section 504 and ADA Grievance Procedures - Attachment E

2.k. Approve Policy Revision - 6.203 School Admissions - Attachment F

2.l. Approve Policy Revision - 6.204 Attendance of Non-Resident Students - Attachment G

2.m. Review School Board Policies - 5.100 - 5.309 Personnel

3. SCHOOL DISTRICT HIGHLIGHTS - Board of Education

Dr. Satterfield recognized the Board of Education for its outstanding accomplishments from January. He noted that Trousdale County Schools are

presently rated Thirteen in the State by NICHE for the 2018-19 school year. He noted that the school's successes would be impossible without the outstanding leadership of Ms. Regina Waller who has served for 12 years, Ms. Denice Jackson who has served for 10 years, Mr. Anthony Crook who has served for 8 years, and Mr. John Kerr who has served for one year. The Board members were provided gifts from Dr. Satterfield. Ms. Waller stated that she contributed the Board's success to the positive working relationships among all members.

4. PRINCIPALS' REPORT:

4.a. Elementary School - Ms. Badru stated that the elementary school had just recently completed its second instructional review for the year noting that math seemed to be stronger than ELA. She stated that the school is presently focusing on daily formative assessment practices as well as incorporating daily writing in response to reading a text-based prompt. Ms. Badru stated that all coaching conversations focus on these instructional practices. She noted that the biggest instructional challenge continues to be on deeper student engagement.

Ms. Badru stated that the school is focusing on forging parent partnerships in a proactive manner to reduce chronic student absenteeism. Ms. Badru concluded her presentation about how the school color committee was working to together to make paint selections for each of the school's grade level wings.

4.b. Middle School - Mr. McCall informed the Board that the middle school had just completed its second instructional review of the year for which was quite pleased especially in ELA. He stated that he had recently completed his second quarter data meetings with Dr. Satterfield where school goal attainment conversations centered on achievement, growth, and reduction of chronic student absenteeism.

Mr. McCall updated the Board on the implementation of an SRO in the school. He stated that although this year has been a learning process, everything has gone well noting that student communication is the key to a successful program. Mr. McCall concluded his report by articulating the school's role in supporting student career pathways and the Ready Graduate indicator. He stated that the school is presently planning three college visits, a career exploration fair, a job fair, and an 8th grade parent's meeting in March.

4.c. High School - Unavailable due to the district basketball tournament.

4.d. Student School Board Representative - Representative absent

5. DIRECTOR'S REPORT:

5.a. Employment Notifications

Satterfield, Blake	Head Football Coach/Athletic Director
Johnson, Ben	Assistant AD/Football Operations

Fergusson, John	
Pat	resignation, Night Janitor
Stafford, Julie	resignation, SpEd Teacher/Bus Driver

5.b. Academic and Goal Updates - Dr. Satterfield updated the Board about the school district's ongoing strategic planning process that includes the recent completion of each school's individual needs assessments, the Board's goals and then compiling all the goals and strategies into the state's new InformTN

platform. He noted how the strategic planning process would eventually drive the FY20 school budget. He updated the Board about the middle school's new Science Standards pilot, the governor's new GIVE Act, and the Tennessee Pathways Certification for which the district will feature the Mechatronics and Nursing Education vocational programs.

5.c. Project Updates - Dr. Satterfield stated that everyone is ready to get started with the elementary construction projects for which the Board will select today. He stated the work of the color committee is concluding and the contractor is ready to start painting in approximately a week. He noted that the Board would order the student cubbies/lockers separately, outside of the construction contract.

6. NEW BUSINESS:

6.a. Renovations to Trousdale County Elementary

Dr. Satterfield recommended awarding the bid to FTM Contracting due to the lowest price per linear foot of wainscot painting that will be used on all the school's corridors making the FTM bid the lowest bid.

FTM Contracting Construction	\$1,009,000
- \$1.00 linear ft. for corridor wainscot	

Orion Building Corporation	\$1,008,300
- \$1.90 linear ft. for corridor wainscot	

Scope of Work:

- Interior Painting (wall base, library carpet)
- Door & Window Replacement
- Restroom Renovation
- Water fountain replacement

Motion to award construction bid to FTM Contracting for Renovations to Trousdale County Elementary School Contract passed with a motion by John Kerr and a second by Mary Helen McGowan.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

6.b. Elementary School Mini-grant Application - Attachment F

Elementary School Mini-grant application in the amount of \$2,666 to support school initiatives and goals.

Motion to approve Elementary School Mini-grant Application passed with a motion by Mary Helen McGowan and a second by Anthony Crook.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

7. Account Analysis


8. Vendor Checks

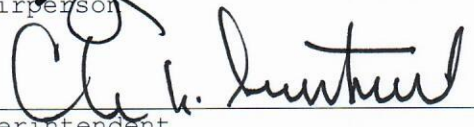
9. Expenditures & Encumbrances

10. ADJOURN:

Motion to Adjourn passed with a motion by Anthony Crook and a second by Mary Helen McGowan.

Anthony Crook	Yes
Denice Jackson	Absent
John Kerr	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes


Chairperson


Superintendent

2018-19 Director's Evaluation Survey										Attachment			
Keeps all board members informed on issues, needs, and operation of the school system.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
1	0.00%	0	0.00%	0	0.00%	0	40.00%	3	5	4.6	23		
Supports board policy and actions to the public and staff.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
2	0.00%	0	0.00%	0	0.00%	0	60.00%	2	5	4.4	22		
Has a harmonious relationship with the board.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
3	0.00%	0	0.00%	0	0.00%	0	40.00%	2	5	4.4	22		
Upon request, provides clear explanations of alternatives for recommendations.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
4	0.00%	0	0.00%	0	0.00%	0	40.00%	2	5	4.2	21		
Works toward creating and maintaining a high degree of understanding and respect between staff and the board.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
5	0.00%	0	0.00%	0	0.00%	0	20.00%	1	5	4	20		
Advises the board on need for new or revised policies.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
6	0.00%	0	0.00%	0	0.00%	0	20.00%	1	5	4	20		
Refrains from criticizing the board or members of the board.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
7	0.00%	0	0.00%	0	0.00%	0	40.00%	2	5	4.4	22		
Exercises good judgment and objectivity in making recommendations.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
8	0.00%	0	0.00%	0	0.00%	0	40.00%	2	5	4.2	21		
Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
9	0.00%	0	0.00%	0	0.00%	0	20.00%	1	5	4	20		
Understands and executes the intent of board policy.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					
10	0.00%	0	0.00%	0	0.00%	0	20.00%	1	5	4	20		
Seeks and accepts constructive criticism of his work.													
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points					

	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
11	0.00%	0	0.00%	0	40.00%	2	40.00%	1	5	3.8	19	
Keeps board informed on employment, promotion, and dismissal of personnel.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
12	0.00%	0	0.00%	0	0.00%	0	100.00%	5	0	5	4	20
Is an effective spokesman for the school system.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
13	0.00%	0	0.00%	0	0.00%	0	80.00%	4	1	5	4.2	21
Is respected and supported by the community in conducting the operation of the schools.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
14	0.00%	0	0.00%	0	80.00%	4	20.00%	1	0	5	3.2	16
Builds public support for the school district.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
15	0.00%	0	0.00%	0	60.00%	3	20.00%	1	1	5	3.6	18
Defends principals in the face of pressure or partisan influence.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
16	0.00%	0	0.00%	0	20.00%	1	40.00%	2	2	5	4.2	21
Develops cooperative relationships with the news media.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
17	0.00%	0	0.00%	0	40.00%	2	20.00%	1	2	5	4	20
Participates actively in community life and events.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
18	0.00%	0	20.00%	1	40.00%	2	40.00%	2	0	5	3.2	16
Achieves status as a community leader in public education.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
19	0.00%	0	0.00%	0	20.00%	1	40.00%	2	2	5	4.2	21
Works effectively with public and private agencies.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
20	0.00%	0	0.00%	0	40.00%	2	40.00%	2	1	5	3.8	19
Establishes strong relationships with public and private agencies.												
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Total	Average	Points				
21	0.00%	0	20.00%	1	40.00%	2	20.00%	1	1	5	3.4	17

32	0.00%	0	0.00%	0	20.00%	1	40.00%	2	40.00%	2	5	4.2	21
Participates with staff, board, and community in studying, problem solving, and developing curriculum and instructional improvements.													
33	0.00%	0	0.00%	0	40.00%	2	60.00%	3	0.00%	0	5	3.6	18
Organizes a planned program of staff evaluation and improvement.													
34	0.00%	0	0.00%	0	20.00%	1	40.00%	2	40.00%	2	5	4.2	21
Models the highest professional standards to staff and community.													
35	0.00%	0	0.00%	0	20.00%	1	40.00%	2	40.00%	2	5	4.2	21
Is an effective advocate of lifelong learning.													
36	0.00%	0	0.00%	0	0.00%	0	80.00%	4	20.00%	1	5	4.2	21
Creates an environment which encourages staff to constantly strive for improvement.													
37	0.00%	0	0.00%	0	20.00%	1	60.00%	3	20.00%	1	5	4	20
Incorporates technology as a teaching-learning strategy.													
38	0.00%	0	0.00%	0	0.00%	0	80.00%	4	20.00%	1	5	4.2	21
Encourages staff to be innovative in problem-solving.													
39	0.00%	0	0.00%	0	20.00%	1	60.00%	3	20.00%	1	5	4	20
Has an understanding of the needs of the school program, plant, facilities, equipment, supplies, and the budget required.													
40	0.00%	0	0.00%	0	20.00%	1	20.00%	1	60.00%	3	5	4.4	22
Supervises operations, insisting on competent and efficient performance.													
41	0.00%	0	0.00%	0	20.00%	1	60.00%	3	20.00%	1	5	4	20
Ensures that funds are spent wisely, and adequate control and accounting are maintained.													
42	0.00%	0	0.00%	0	20.00%	1	60.00%	3	20.00%	1	5	4	20

Works effectively with board, staff, and community to develop both long and short range strategic plans.										
43	Significantly Below Expectations 0.00%	Below Expectations 0	At Expectations 40.00%	Above Expectations 2	Significantly Above Expectations 20.00%	Expectations 1	Total 5	Average 3.8	Points 19	
Keeps board and community informed on progress towards short and long range plans.										
44	Significantly Below Expectations 0.00%	Below Expectations 0	At Expectations 60.00%	Above Expectations 3	Significantly Above Expectations 20.00%	Expectations 1	Total 5	Average 3.6	Points 18	
Personally involved in academic planning of strategies goals, and projected student outcomes.										
45	Significantly Below Expectations 0.00%	Below Expectations 0	At Expectations 40.00%	Above Expectations 2	Significantly Above Expectations 20.00%	Expectations 1	Total 5	Average 3.8	Points 19	
							Average	3.96	890	
Level 4										
Level	Effectiveness Rating									
5 1125 - 956	85% *% is based off of the State Rubric				Significantly Above Expectations					
4 955 - 787	70% *% is based off of the State Rubric				Above Expectations					
3 786 - 618	55% *% is based off of the State Rubric				At Expectations					
2 617 - 450	40% *% is based off of the State Rubric				Below Expectations					
1 < 449	20% *% is based off of the State Rubric				Significantly Above Expectations					



Trousdale County Schools
Request for Fundraising Activity

Attachment - B

School: X ☐ TCES ☐ JSMS ☐ TCHS

Student Group/Activity: TCES Spring Book Fair

Net Amount Expected/Goal: \$5,000

Specific Purpose of the Fundraiser:

The purpose of the book fair is encourage reading by getting new books in the hands of our students to support our 90 % reading goal.

Specific Use of the Funds Acquired:

The funds acquired will be used to purchase new books and supplies for the library.

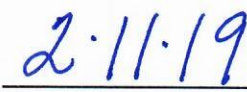
Describe how students will be involved in the fundraising activity:


Students will actively engage in the vetting process for acquiring new books.

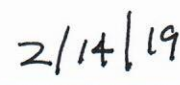

Sponsor's Signature

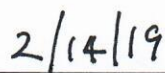

Date


Principal's Signature


Date


Director's Signature


Date

Board Approved: 



**Trousdale County Schools
Request for Fundraising Activity**

School: JSMS

Student Group/Activity: Middle School Baseball / 10-10 Support Letter

Each player submits 10 Names and Address for a support letter
Written and mailed out asking for a minimum \$10 support
donation.

Specific Purpose of the Fundraiser: To tell community about the middle school baseball team's goals and purpose. To also ask for financial support. This has been a very successful fundraiser for the program in the past. Middle School Baseball did not do any fundraising activities in 2018.

Specific Use of the Funds Acquired: Funds used for the general operating of the program. Uniforms, equipment, balls, umpiring fees, etc.

Describe how students will be involved in the fundraising activity: Student-Athletes will provide a minimum 10 names and addresses for letters to be mailed out. Coach Cothron will handle the rest: writing the letter, mailing out, return envelopes, and collection of funds to be turned into the school bookkeeper.

Sponsor's Signature

Date

2/11/19

Principal's Signature

Date

2/11/19

Director's Signature

Date

2/14/19

Trousdale County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 02/14/19
		Rescinds: 1.501	Issued: 03/15/18

1 All visitors shall report to the school office and sign a log book when entering the school during
 2 operational hours. Guest passes shall be issued for all persons other than students and employees of the
 3 school. All visitors shall be required to surrender a photo ID in exchange for obtaining a guest pass
 4 which shall be return upon exiting the school.

5 In order to maintain the conditions and atmosphere suitable for learning and safety, no other person
 6 shall enter onto the grounds or into the school buildings during operational hours except students
 7 assigned to that school, the staff of the school, parents of students, and other persons with lawful and
 8 valid business on the school premises.¹ Other than Parent-Teacher Conferences and Open House, no
 9 other person shall be allowed in corridors, classrooms, cafeterias, auditoriums, or gymnasiums without
 10 a prior ~~invitation issued~~ **approval** by the school principal. Authorization to visit elsewhere in the
 building shall be determined by the principal.

11 The principal or his/her designee has the authority to exclude from the school premises any persons
 12 disrupting the educational programs in the classroom or in the school, disturbing the teachers or
 13 students on the premises, or on the premises for the purpose of committing an illegal act.

14 The principal shall engage law enforcement officials when he/she believes the situation warrants such
 15 measures.

16 BOARD MEMBERS

17 Individual board members shall not use their position as a member to visit a school or classroom for
 18 the purpose of evaluation except as directed by the Board of Education.

19 Individual board members may visit schools and/or classrooms as a parent but will be subject to the
 20 same rules and regulations that apply to any other parent.

Legal References

1. TCA 49-6-2008; TCA 39-14-406

Cross References

Board-Community Relations 1.500
 Section 504 and ADA Grievance Procedures 1.802
 Vendor Relations 2.809
 Safety 3.201
 Security 3.205
 School Volunteers 4.501
 Care of School Property 6.311

Trousdale County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Section 504 and ADA Grievance Procedures	Descriptor Code: 1.802	Issued Date: 02/14/13
		Rescinds: 1.802	Issued: 05/08/03

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that : No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.¹

Title II of the Americans with Disabilities Act, 1990 provides that : No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.²

COORDINATOR³

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non-compliance with the Acts or alleging any actions that would be prohibited by the Acts.

NOTICE⁴

ADA/Section 504 Coordinator: Linda Carey, Federal Programs Supervisor
130 Lock Six Rd, Hartsville, TN 37074
(615) 374-2193
lindacarey@tcschools.org

~~The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator.~~

Methods of initial and continuing notification may include the posting of notices, publication in newspapers and student and employee handbooks and distribution of memoranda or other written communications.

COMPLAINT PROCEDURE⁵

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.⁶ If a parent/guardian requests a Section 504 hearing, the parent/guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

Written Request for Hearing

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make a written request for a due process hearing to the Section 504 coordinator. The written request must be made on a form provided through the Central Office.

Impartial Hearing Officer

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406; TDD: 877-521-2172
Email: OCR.Atlanta@ed.gov

Scheduling of Hearing

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

Legal Representation at Hearing

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties' questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

Dismissals

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

Hearing

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

Witnesses

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

Format of Presentation

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

Submission of Exhibits

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

Closing Arguments

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

Review Procedure/Appeal

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

Legal Reference:

1. 34 CFR § 104.4(a)
2. 42 USCA §12112(a)
3. 28 CFR § 35.107
4. 28 CFR § 35.106; 34 CFR § 104.8
5. 28 CFR § 35.170;172
6. 34 CFR §104.36

Trousdale County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 02/14/19
		Rescinds: 6.203	Issued: 03/13/13

Any student entering a Trousdale County school for the first time (including pre-school, kindergarten, those transferring from other school systems at any grade level, and those from non-public schools) must present to the principal:

1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;¹
2. Evidence of a current medical examination.² There shall be a complete medical examination of every student entering school for the first time. This applies to preschool, kindergarten, first grade and other students for whom there is no health record as a part of their cumulative record;
3. Evidence of state-required immunization on the Tennessee Certificate of Immunization Form;³ and
4. Two verified proofs of address of parent or legal guardian showing residency within the limits of Trousdale County, Tennessee. (Proof of residency may also be requested at any other time as deemed necessary by the Director of Schools.)
5. Proof of residency shall include utility bills (gas, electric, and water hook-up verification), and property tax statement, or signed lease agreement, or voter registration, or driver's license with corresponding address.

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on documents which are acceptable to the school principal as proof of date of birth.

A child whose care, custody and support has been assigned to a resident of the district by a Power of Attorney **for Care of a Minor Child, a Military Power of Attorney** or an order of the court shall be enrolled in school provided appropriate and properly executed documentation has been filed with the district office.⁴ **Enrollment of students for hardships where not required by law will be determined on a case by case basis. The caregiver must notify the principal of the school if the minor child ceases to reside with the caregiver.** A student may transfer into the school system at any time during the year if his/her parent(s) or legal guardian moves his/her residence into the school system. Those students transferring from outside the State of Tennessee shall provide the above information before attending a Trousdale County school for the first time. Transfers from within Tennessee shall have 30 days from the date of entrance to provide items 1, 2, and 3 above.

Parents, guardians, or legal custodians of students who enter school who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment shall notify the principal by providing the abstract of record required by law or other similar written information. This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released.⁵

Legal References:

1. TCA 49-6-3008(b)
2. TRR/MS 0520-1-3-.08(2)(a); TCA 49-6-5004(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6); TCA 37-1-131(a)(2)
5. TCA 49-6-3051

Trousdale County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Attendance of Non-Resident Students	Descriptor Code: 6.204	Issued Date: 20/14/19
		Rescinds: 6.204	Issued: 06/16/16

1. Except for children of Trousdale County Schools employees, non-resident students are not permitted to enroll in the district.¹ The director of schools retains discretion to contract with another school system(s) to educate Trousdale County students with (disabilities/special needs).
2. ~~When an overcrowded condition occurs in a class or grade, non-resident students will leave the Trousdale County school and return to a school in the county of their legal residence. Non-resident students will leave the Trousdale County school on a last enrolled, first to leave basis.~~
3. A non-resident student whose parent is employed in **by the Trousdale County Board of Education** may enroll in Trousdale County Schools in accordance with applicable law.²

Legal References

¹ TCA 49-6-3104

² TCA 49-6-3113.

Trousdale County Elementary School wants to use the incentive money to support school goals of both DIBELS and Q2/Q3 Benchmarks by celebrating student learning. We seek to reward students for both growth and achievement. Other money may be spent on other student celebrations based on achievement, growth and learning and some prices may vary.

Category	Amount / Award	Number of Students	Total
Dibels Core- Any student in the Core category of DIBELS data for second benchmark	Reached my Reading Goal Award tag	K-2 200	\$100
Dibels- Any student who grew from Intensive to Strategic or Strategic to Core for second benchmark	Keep Calm and Read On Bracelet	K-2 60	\$60
Dibels- Any student in the Core category of DIBELS data for third benchmark	Award Tag	K-2 200	\$100
Dibels- Any student who grew from Intensive to Strategic or Strategic to Core for third benchmark	Award Bracelet	K-2 60	\$60
Q2 Benchmark comparison to last year's TNReady score (Same level or grew a level)	Ice Cream Sundae Party	3-5 150	\$200
Benchmark Growth from Q2 to Q3 (Same score or grew in score points)	Ice Cream Sundae Party	3-5 150	\$200
Overall Achievement Score from Q2 ELA and Math (Highest score from each class)	\$5 Gift Cards	3-5 28	\$140
Overall Achievement Score from Q3 (Highest score from each class)	\$5 Gift Cards	3-5 28	\$140
Attendance Award for missing 5 or less days in a year Q2, Q3 & Q4	Drawing for Amazon Fire Tablets (3 per grading period: 9 total)	Drawing for a total of 9 tablets K-2, 3-5, K-5	\$415
Perfect Attendance for All year	Pizza for Students & Drawing for Amazon Fire Tablet	K-5	\$200