

Regular Meeting of the Trousdale County Board of Education

Thursday, August 17, 2023

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:55 PM.

Robert Atwood: Present

Deanna Bode: Present electronically

John Kerr: Present

Racheal Petty: Present

Barbara Towns: Present

1. AGENDA:

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

1.B. Invocation – Mr. Robert Atwood, Board Member

1.C. Pledge of Allegiance – Ms. Rachael Petty, Board Member

1.D. Time for Public Comment

1.E. Invitation for audience to address items on the Agenda

1.F. Approval of the Agenda for August 17, 2023

Approval of the August 17, 2023, Agenda passed with a motion by Racheal Petty and a second by Barbara Towns.

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for August 17, 2023

Approval of the August 17, 2023, Consent Agenda passed with a motion by Robert Atwood and a second by Racheal Petty.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

2.B. Approval of Minutes from July 20, 2023

2.C. Approval of Executive Decision - Middle School Fundraiser – Attachment A

2.D. Approval of PTO Fundraiser - Football Field Goal Contest – Attachment B

- 2.E. Approval of PTO Fundraiser - Fall PTO Craft Sale – Attachment C**
- 2.F. Approval of High School Girls Basketball Fundraiser - Pancake Breakfast – Attachment D**
- 2.G. Approval of High School Girls Basketball Fundraiser - BSN Team Store – Attachment E**
- 2.H. Approval of FFA Fundraiser - Mums & Pumpkin Sale – Attachment F**
- 2.I. Approval of Elementary School - Fall Library Book Fair – Attachment G**
- 2.J. Approval of Elementary School - Spring Library Book Fair – Attachment H**
- 2.K. Approval of Elementary Field Trip Request - 2nd grade Hermitage – Attachment I**
- 2.L. Approval of Policy Revision - 5.1061 Employee Health Insurance – Attachment J**
- 2.M. Approval of Policy Revision - 1.900 Charter School Authorizing Principals – Attachment K**
- 2.N. Approval Policy Revision - 1.901 Charter School Applications – Attachment L**
- 2.O. Approval Policy Revision - 1.902 Charter School Agreements – Attachment M**
- 2.P. Approval Policy Revision - 1.903 Charter School Oversight – Attachment N**
- 2.Q. Approval Policy Revision - 1.904 Charter School Intervention – Attachment O**
- 2.R. Approval Policy Revision - 1.095 Charter School Renewal – Attachment P**
- 2.S. Approval Policy Revision - 1.906 Charter School Revocation – Attachment Q**
- 2.T. Approval of Budget Amendment 141-72620 Maintenance of Plant - Public School Security Grant**

Amend the 2023-24 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
DEBIT Revenue	46980-PSSG	Other State Grants		56,497.55
GRAND TOTALS				\$56,497.55
Amend the 2023-24 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72620	Maintenance of Plan		
	790-PSSG	Other Equipment		56,497.55
GRAND TOTALS				\$56,497.55

2.U. Approval of Budget Amendment 143-73100 School Food Service Program - P-EBT

Amend the 2023-24 143 Food Service School Budget by debiting Revenue. Amendments are to include:

DEBIT Revenue	47114-PEBT	USDA- Other		3,256.00
GRAND TOTALS				\$3,256.00

Amend the 2023-24 143 Food Service School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	73100	School Food Service Program		
	105-PEBT	Supervisor		716.00
	119-PEBT	Accountants/Bookkeepers		2,144.00
	201-PEBT	Social Security		178.00
	204-PEBT	State Retirement		176.00
	212-PEBT	Medicare		42.00
GRAND TOTALS				\$3,256.00

2.V. Approval of Budget Amendment 143-710 Food Service Program

Amend the 2023-24 143 Food Service School Budget by debiting Equity. Amendments are to include:

DEBIT Equity	34570	Restricted for Operation of Non-instructional Services		
GRAND TOTALS				\$200,458.76

Amend the 2023-24 143 Food Service School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	73100	School Food Service Program		
	710	Food Service Equipment		200,458.67
GRAND TOTALS				\$200,458.67

2.W. Approval of Budget Amendment 142-71100 Regular Instruction Program - TN ALL Corps

Amend the 2023-24 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:				
		Subfund: 935 TN ALL Corps		
DEBIT Revenue	47401	American Rescue Plan Act Grant #1		73,537.73
GRAND TOTALS				\$73,537.73
Amend the 2023-24 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71100	Regular Instruction Program		
	116	Teachers		48,605.00
	163	Education Assistants		7,962.73
	201	Social Security		3,525.00
	204	State Retirement		3,875.00
	207	Medical Insurance		8,750.00
	212	Employee Medicare		820.00
GRAND TOTALS				\$73,537.73

2.X. Approval Budget Amendment 142-72220 Special Education Support Services - ARP IDEA

Amend the 2023-24 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:				
		Subfund 903: ARP IDEA Part B		
DEBIT Revenue	47402	American Rescue Plan Act Grant #2		293.44
GRAND TOTALS				\$293.44
Amend the 2023-24 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72220	Special Education Support Services		
	499	Other Supplies & Materials		293.44
GRAND TOTALS				\$293.44

3. SCHOOL DISTRICT HIGHLIGHTS: Trousdale County Fair – Angie Williams

Ms. Williams reported that the County “Youth Fair” has been a Trousdale County tradition since 1955. The “Trousdale County Fair,” as it is now called celebrated its 68th anniversary this year as one of the longest consecutive agricultural fairs without a fair ground as our fair utilizes the high school campus to hold its exhibits for which Ms. William’s expressed the fair board’s appreciation.

4. PRINCIPALS' REPORTS:

4.A. Trousdale County Elementary School – Due to an emergency, Ms. Badru was unable to attend; however, Dr. Satterfield presented Ms. Badru’s report from her prepared notes. Ms. Badru reported that students were working to get back into the routines of school. She explained that student discipline at school and on the bus continues to be a learning curve for younger students. She said that teachers are providing strong instruction and challenging students to improve student-to-student conversations about the instructional content. She reported that Monday, August 21, is the beginning of LEAPs Afterschool Academy and TN ALL Corps tutoring. Students who were accepted into the program must attend an orientation tonight at 6 PM. Students whose parents have not attended this orientation will not be able to participate in the program until the orientation is completed. She said to please email Kathy Atwood for additional information. Students who were retained in grades K-2 or utilized a pathway for fourth grade promotion will begin the ALL Corp tutoring on Monday as well. She stated that the school presently has (687) students in grades Pre-K through 5th grade which is about the same as it was during the same time last year. Ms. Badru concluded by stating that some sickness is beginning to be reported which consists mainly of stomach illness and allergies.

4.B. Jim Satterfield Middle School

Mr. McCall reported that the middle school has had a great start to the school year with very limited discipline or transportation issues. As of 8/17/23, student enrollment is at 329. We have had 21 students transfer in and 15 transfer out. JSMS had its first Professional Development day on Friday, August 4th. Our big focus over all content areas were the Standard Analysis Documents from the 2022-2023 TNReady assessment. This day, reflecting and analyzing data based on student performance last year, gave us the opportunity to adjust our instruction and pacing for this year to improve student outcomes in 2023-24.

Mr. McCall stated that he and Mr. Gulley had begun instructional walkthroughs last week. With our walkthrough process this year, our feedback focus is on our power indicators and student work.

We had our first pep rally Tuesday, August 1st, to kick off our Volleyball and Football seasons. JSMS beat Cannon County 16-12 on the Creekbank that same night. The Jackets are currently 3-0 and travel to Jackson Co next Tuesday. This year’s team is coached by BJ West in the 3rd year. His assistants this year are Jason Evitts, DJ Linville, Eric Eden, and Ethan Copas. This year’s team has 40 players.

Volleyball season started last week. The Lady Jackets currently sit at 1-1, with a win over Smith Co and loss to Macon County. They play tonight at Jackson Co and this weekend at the

Clash on the Hill Tournament at Smith Co. Coach Mackenzie Dixon is in her 1st year as head coach of the Lady Jackets and is assisted by Chelsea Jones. The Lady Jackets have 18 players.

4.C. Trousdale County High School

Dr. Kuhn stated that there are currently 404 students at the High School. There have been several new enrollment requests this week. The Junior class is the largest class with 115 students. He stated that the biggest discipline issue so far has been cell phones and some students that are still used to sleeping in late. Overall, the established routines from last year have carried over nicely into the new year. Students are getting to classes quickly. Last week the school started classroom walkthroughs that includes feedback sessions. The feedback sessions are happening sooner this year and incorporate a thorough focus of student work from each class.

Dr. Kuhn highlighted the first football game on 8/18 against Livingston. Homecoming is quickly approaching on 9/8. The process of nominating everyone began this week. He stated that volleyball will start their season at East Robertson on 8/22 and the first home game is 8/24 against Smith Co.

4.D. Student School Board Representative – Kallie Cornwell presented fall sports schedules and information as well as Senior Class officers to the Board. She explained the Student Council is selling parking spaces #73 - #125 for students to paint their own parking space. Kallie explained how the Student Council would have to sell (50) spaces at \$40 each to pay for the annual recoating of the parking spaces. Dr. Kuhn explained his procedures for pre-approving individual murals before a student would be allowed to paint his/her parking space. Kallie explained the Student Council's plan for extending the homecoming court for this season. She also explained the Student Council's plan for starting an annual powder-puff football that is presently slated for Thursday, September 28. Kallie concluded that she and Dalton Malmin will be working at the upcoming TSBA Fall District Meeting in September.

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Hough, Chelsey	High School Business Education Teacher
Nannie, Ashley	Educational Assistant
Schiffer, Rachael	Cook
Harper, Tina	Cook

Resignations:

Gregory, Tiffany	Cook
Wallace, Lily	Educational Assistant

Termination:

Mungle, Misty	Cook
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5.B. Academic and Goal Updates – Dr. Satterfield stated that the first fifteen days of school have gone successfully well. He stated that schools have gotten off to an early start with

supporting the early grades' universal reading screener, the LEAPS afterschool program, and conducting instructional walkthroughs. He stated the PowerSchool Parent Portal will open for parents on August 11. Dr. Satterfield explained how the TN ALL Corps tutoring program would work for grades K-4 students with it being held in conjunction with the LEAPS AfterSchool program. He updated the Board about the new Trousdale PreK program that is led by Miss Natalie Presley which still has three available student slots for any family that is still interested. Dr. Satterfield informed the Board about the new Enbridge grant that has been set up to support high-skill, high-wage, and high-demand career options which targets the school's mechatronics and nursing education programs. Dr. Satterfield concluded by updating the Board about the district's current transportation challenges. He commended Ms. Cody Dale Claridy and Ms. Dawn Reed for running the before and after school student holding areas that are necessary as the district currently doubles three bus routes. However, Dr. Satterfield stated that bus route #3 and #14 would soon be dissolved as they have a new bus driver presently in training.

5.C. Project Updates – Dr. Satterfield updated the Board about the progress of the high school greenhouse and the relocation of the nursing education classroom to a more spacious classroom. He stated that the school presently has (16) students enrolled in the new Teaching As a Profession (TAP) pathway. He turned the meeting over to John Cheney, architect, who updated the Board about the elementary roof and football fieldhouse projects. Mr. Cheney introduced Mr. Don Collins who stated that the firm is presently working on survey requirements and would later conduct a geotechnical survey. Mr. Cheney presented preliminary site plans of the new field house that would be built near College Street with the Board.

Mr. Cheney stated that he and the structural engineer have already begun examination of the elementary school roof structure. He stated that they would return in the next few weeks to complete their analysis, noting that their evaluation is somewhat a challenge due to the fact that no architectural plans of the roof structure exist. He stated it was essential to understand the structure of the roof before preparing bid documents. The Board reemphasized that it wanted to have a 1/12 slope like the middle school roof, which Mr. Cheney stated that he would include in the bid documents. Mr. Cheney stated that he would be working on both the elementary roof and the fieldhouse concurrently.

6. NEW BUSINESS:

6.A. After School TN ALL Corps ELA Tutoring Compensation

Dr. Satterfield explained that the new requirement to provide TN ALL Corp tutoring for students who have the pathway option to be promoted to the 4th grade as well as students who are retained in grades K-2. He stated that the new law requires the school to provide ELA tutoring for those students a minimum of :30 minutes two times per week that the school provides on Tuesdays and Thursdays. In order to maximum effectiveness, Dr. Satterfield recommended using certified teachers at a rate of \$42.00 per hour which is the same rate that the district compensates summer learning camp teachers.

Approval to compensate after school TN ALL Corp teachers at\$42.00 per hour passed with a motion by Robert Atwood and a second by Deanna Bode.

Barbara Towns: Yea
 Deanna Bode: Yea
 John Kerr: Yea
 Racheal Petty: Yea
 Robert Atwood: Yea

6.B. Approval Budget Amendment 142-71100 Regular Instruction Program-ESSER 3.0

Amend the 2023-24 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:				
		Subfund 936: ESSER 3.0		
DEBIT Revenue	47401	American Rescue Plan Act Grant #1		163,794.98
GRAND TOTALS				\$163,794.98
Amend the 2023-24 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71100	Regular Instruction Program		
	116	Teachers		30,302.00
	163	Education Assistants		17,600.00
	201	Social Security		2,920.00
	204	Pensions		3,015.00
	212	Employee Medicare		690.00
	429	Instructional Supplies & Materials		3,122.98
	72120	Health Services		
	131	Medical Personnel		3,385.00
	201	Social Security		210.00
	204	Pensions		305.00
	212	Employee Medicare		50.00
	72410	Office of the Principal		
	104	Principals		2,800.00
	139	Assistant Principals		72,340.00
	161	Secretaries		4,500.00
	201	Social Security		4,938.00
	204	Pensions		5,180.00
	207	Medical Insurance		8,800.00
	212	Employee Medicare		1,155.00
	72610	Operation of Plant		
	166	Custodial Personnel		2,184.00

	201	Social Security		136.00
	204	Pensions		130.00
	212	Employee Medicare		32.00
GRAND TOTALS				\$163,794.98

142-71100 ESSER 3.0 Budget Amendment, Passed with a motion by Barbara Towns and a second by Racheal Petty.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

7. ACCOUNT ANALYSIS:


8. VENDOR CHECKS:

9. EXPENDITURES & ENCUMBRANCES:

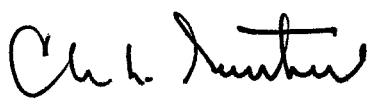
10. ADJOURN:

Motion to Adjourn, passed with a motion by Racheal Petty and a second by John Kerr.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea



Chairperson



Director of Schools



Trousdale County Schools

Request for Fundraising Activity

School: ☐ TCES ☒ JSMS ☐ TCHS

Student Group/Activity: JSMS

Net Amount Expected/Goal: 3,000

1. Specific Purpose of the Fundraiser:

This is our yearly school-wide fundraiser to replenish the general fund which is used throughout the year for various activities such as concessions, teacher/school/student supplies, classroom items purchased by the school, printer charges, and pay monthly bills. This will also be used for landscaping the front of the school

2. Specific Use of the Funds Acquired:

Concessions, Teacher/student supplies, classroom items (not funded by Central Office), some monthly bills, Landscaping

3. Specify the structure of the fundraiser; the activity, items to be sold, beginning and ending dates, etc.

Students will sell various items in school wide fundraisers. Kick off Date August 15th Vendor: Troy Roberts- School Services Inc.

4. Describe how students will be involved in the fundraising activity:

____ J. Brim McCall _____

Sponsor's Signature

____ 8-2-23 _____

Date

____ J. Brim McCall _____

____ 8-2-23 _____

Date

Principal's Signature *Ch. Hunter*

____ 8/17/23 _____

Director's Signature

Date
*Ex Decision 8/2/23

Board Approved: 8/17/23



Trousdale County Schools
Request for Fundraising Activity

Attachment B

School: ☐ TCES ☐ JSMS ☒ TCHS

Student Group/Activity:

Football Field goal contest @ high school
home games.

Net Amount Expected/Goal:

\$1,000

Specific Purpose of the Fundraiser:

To spotlight TC PD with the high school and
allow for the audience to have some fun during half-time
attempting to have a successful field goal.

Specific Use of the Funds Acquired:

Future events that support at minimum the
high school, if not all 3 schools.

Describe how students will be involved in the fundraising activity:

N/A - unless they buy a ticket to have an attempt
at kicking a field goal.

Nancy Wibel

Sponsor's Signature

8/9/23

Date

Chris Hunter

Principal's Signature

8/18/23

Date

Chris Hunter

Director's Signature

8/18/23

Date

Board Approved:

8/17/23



Trousdale County Schools
Request for Fundraising Activity

Attachment C

School: ☒ TCES ☒ SMS ☒ TCHS

Student Group/Activity: Fall PTO Craft Sale on 9/23

Net Amount Expected/Goal: \$1,000

Specific Purpose of the Fundraiser:

To host a family friendly event that allows the PTO to raise funds to support future events supporting the teachers and staff at all 3 schools

Specific Use of the Funds Acquired:

Holiday gifts for all 3 schools.

Describe how students will be involved in the fundraising activity:

N/A. TC PTO delivers the event at 1st Baptist Church in Havbille where about 30 vendors set-up.

Nancy Wiggels
Sponsor's Signature

8/9/23
Date

Principal's Signature

Date

Ch. Hunter
Director's Signature

8/18/23
Date

Board Approved: 8/17/23



Trousedale County Schools Request for Fundraising Activity

Attachment D

School: ☐ TCES

☐ JSMS

☒ TCHS

Student Group/Activity: Girls' Basketball Players / Princesses & Superheroes Pancake Breakfast

HS/MS

Net Amount Expected/Goal: \$2,000

Specific Purpose of the Fundraiser:

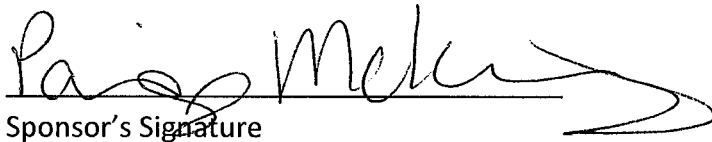
Raise money for the girls' basketball program

Specific Use of the Funds Acquired:

Jerseys, Officials, Equipment, Transportation, Meals, Apparel, Locker room updates

Describe how students will be involved in the fundraising activity:

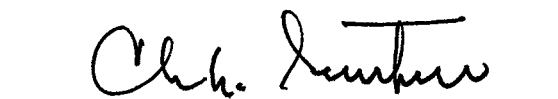
Activities such as: dressing up as either a princess or superhero, serving pancakes, nail painting, face painting, and temporary tattoos


Sponsor's Signature

7/21/2023
Date


Principal's Signature

7/21/23
Date


Director's Signature

8/10/23
Date

Board Approved:

8/17/23



Trousedale County Schools
Request for Fundraising Activity

Attachment E

School: ☐ TCES

☐ JSMS

☒ TCHS

Student Group/Activity: Girls' Basketball Players / BSN – Team Store

HS only

Net Amount Expected/Goal: \$1,000

Specific Purpose of the Fundraiser:

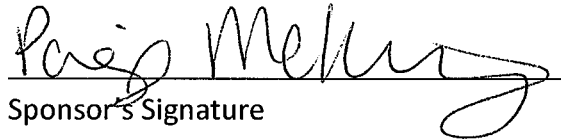
Raise money for the girls' basketball program

Specific Use of the Funds Acquired:

Jerseys, Officials, Equipment, Transportation, Meals, Apparel, Locker room updates

Describe how students will be involved in the fundraising activity:

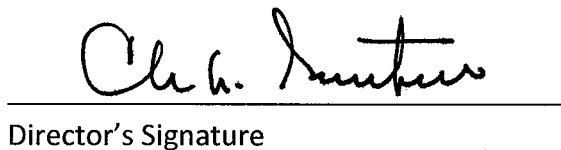
Asking the community to purchase items on the Team Store


Sponsor's Signature

7/21/23
Date


Principal's Signature

7/21/23
Date


Director's Signature

8/18/23
Date

Board Approved:

8/17/23



Trousedale County Schools
Request for Fundraising Activity

Attachment F

School: ☐ TCES

☐ JSMS

☒ TCHS

Student Group/Activity:

TCHS FFA Mums/Punking Sk

Net Amount Expected/Goal:

\$ 2,000

September

Specific Purpose of the Fundraiser:

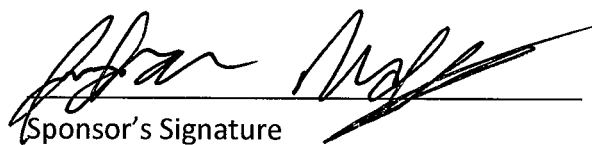
The purpose of this fund raiser is to raise money for the ffa chapter

Specific Use of the Funds Acquired:

The funds required will go towards paying dues, Chapter meetings, and ffa trips.

Describe how students will be involved in the fundraising activity:

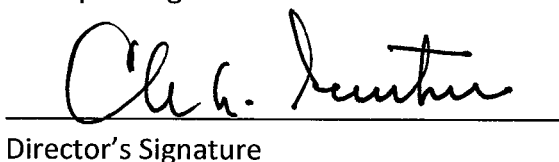
Students will Market & sell the mums/punking & be responsible for delivering/ coordinating plant deliveries.


Sponsor's Signature

7/24/23
Date


Principal's Signature

7/24/23
Date


Director's Signature

8/18/23
Date

Board Approved:

8/17/23



Trousdale County Schools Request for Fundraising Activity

Attachment G

School: ☒ TCES

☐ JSMS

☐ TCHS

Student Group/Activity: TCES Library Book Fair 10-6-23 - 10-12-23

Net Amount Expected/Goal: \$2,500

Specific Purpose of the Fundraiser:

To raise funds for activities in the library and reading rewards.

To promote the love of reading

Specific Use of the Funds Acquired:

Purchase rewards for reading challenges and competitions

Describe how students will be involved in the fundraising activity:

Students will be able to purchase books and materials

Mary Fair
Sponsor's Signature

8-1-23
Date

ABadum
Principal's Signature

8/1/23
Date

Ch. Hunter
Director's Signature

8/18/23
Date

Board Approved: 8/17/23



Trousdale County Schools Request for Fundraising Activity

Attachment H

School: ☒ TCES ☐ JSMS ☐ TCHS

Student Group/Activity: TCES Library Spring Bookfair 3-8 - 3-14

Net Amount Expected/Goal: \$2,500

Specific Purpose of the Fundraiser:

To raise funds for activities in the library and reading rewards.

To promote the love of reading

Specific Use of the Funds Acquired:

Purchase rewards for reading challenges and competitions

Describe how students will be involved in the fundraising activity:

Students will be able to purchase books and materials

M. Faines

Sponsor's Signature

8-2-2023

Date

Almeta Bahr

Principal's Signature

8/2/23

Date

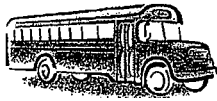
Ch. Hunter

Director's Signature

8/18/23

Date

Board Approved: 8/17/23



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: Andrew Jackson's Hermitage

Address: 4580 Rachel's Lane, Nashville, TN 37076

Date(s) of Event: Thursday, November 16, 2023

Approximate Mileage: 86 miles (round trip) Student Fee: \$ 7.00 + gas and bus driver

Group Attending: 2nd grade Approximate #: 120

Teacher(s) in Charge: Kimberly Harper, Laura Wilson, Stephanie Colburn
Becky Connor, Katie Blackburn, Connor Graves

Departure Time: 8:00 Return Time: 1:30

How will students benefit from this trip? In CKLA we study the War of 1812. This field trip will help our students make connections to that domain of study.

Lunch details: sack lunches from school

Parents or Chaperones: None

Non-participating students or classes will They will work on math and reading acceleration down in the library with Mrs. Raines.

Demetria Badm
Principal's Signature

For Central Office Use Only

8/11/23
Date

Director's Signature

Date

Transportation Director's Signature

Date

Assigned Bus Driver(s): _____

Trousdale County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employee Health Insurance	Descriptor Code: 5.1061	Issued Date: 08/17/23
		Rescinds: 5.1061	Issued: 07/23/15

1 The TCBOE shall pay the following state health insurance premiums:

- 2 • For Full-Time Certified Staff:
- 3 ○ 100% of all Single plans
- 4 ○ 75% of all other plans and tiers
- 5 • For Full-Time Non-Certified Staff:
- 6 ○ 90% of Single Limited plan
- 7 ○ 75% of all other Limited Plan tiers
- 8 ○ 10% of all other plans and tiers including Premier, Standard and CDHP

9 The TCBOE shall provide insurance to Board Members based on the same classifications and rates as
 10 stated above for Certified and Non-Certified members.

11 The TCBOE shall provide insurance to school bus drivers regardless of part-time or full-time status
 12 base on the same classifications and rates as stated above.

13 Upon initial employment of any newly hired employee coming from another school district concerning
 14 health insurance, if the district from which the employee has left has a plan year that differs from the
 15 district's local plan year (September 1 through August 31), which results in said employee being
 16 uninsured prior to September 1, the Board of Education will cover the total cost of the health insurance
 17 premium(s) for the period of time coverage is needed (not to exceed two months) before the district's
 18 plan year begins.

Trousdale County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Authorizing Principles	Descriptor Code: 1.900	Issued Date: 08/17/23
		Rescinds:	Issued:

The Trousdale County Board of Education shall ensure that only high-quality charter schools are authorized to operate within the district and adhere to the State Board of Education's quality charter authorizing standards. To accomplish this, the Board shall adopt the following authorizing principles that require charter schools to maintain high standards, while upholding school autonomy and protecting student and public interests.¹

MAINTAINING HIGH STANDARDS

Charter schools shall be held accountable for meeting the performance standards and targets set forth in their charter agreement. The Board shall maintain high standards for the charter school(s) it oversees and close any charter school that fails to meet the standards and targets established in the charter agreement or set by state law.²

UPHOLDING SCHOOL AUTONOMY

Charter school governing boards shall be independent of the Board and have the authority to make instructional programming, financial, personnel, school culture, and scheduling decisions. The Board shall assume responsibility not for the success or failure of individual schools but for holding schools accountable for their performance.

The Board shall only impose requirements on charter schools in its portfolio when there is a legal basis or compelling reason to do so.

PROTECTING STUDENT AND PUBLIC INTERESTS

The Board shall ensure clarity, consistency, and public transparency in authorizing policies, practices, and decisions regarding any charter school. The Board shall hold charter school governing boards accountable for being fiscally responsible and transparent.

Charter schools are part of the public education program and shall adhere to non-selective, nondiscriminatory practices and ensure the fair treatment of all students. They shall provide appropriate services to all enrolled students in accordance with state and federal laws.³ Charter school governing boards shall ensure fiscal responsibility and transparency.

Trousdale County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 08/17/23
		Rescinds: 1.901	Issued: 09/21/17

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to
3 charter schools converting from existing public schools. Proposals from existing charter school
4 operators or replicators and applicants proposing to contract with educational service providers shall be
5 in accordance with state law.¹

6 **APPLICATION PROCESS**

7 A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent
8 sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed
9 charter school plans to begin operation as a charter school. The Director of Schools/designee shall
10 determine whether the sponsor has selected the correct application category within ten (10) business
11 days of receiving the letter of intent and notify the sponsor within five (5) business days of a
12 determination that the incorrect application category has been selected.²

13 A sponsor seeking board approval of an initial charter school application shall complete the forms
14 provided by the Department of Education. The application shall provide all the information required by
15 state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed
16 by state law for the formation of a charter school, and the proposed charter school will be able to
17 implement a viable program of quality education for its students.

18 Electronic copies of applications shall be submitted to the Board and the Tennessee Department of
19 Education on or before 11:59 p.m. Central Time on February 1st of the year preceding the year in
20 which the proposed charter school plans to begin operation as a charter school. If the 1st of February
21 falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will
22 be accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted,
23 without exception. The sponsor shall pay an application fee of \$2,500.00.²

24 The Board shall determine whether an application is complete within ten (10) business days of
25 receiving the application and shall notify the sponsor within five (5) business days of the determination
26 if the application is determined to be incomplete.³

27
28 **REVIEW TEAM¹**

29 If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and
30 evaluating charter school applications. The team shall be comprised of members of the administrative
31 staff for the district, community members with relevant educational, organizational, financial, and legal
32 experience. At the board meeting in December of each year, the Director of Schools/designee shall

make a recommendation to the Board on which members of his/her administrative staff should be appointed to the team. The Board shall name the members of the team at its meeting in January of each year. The Board shall designate a Chair of the review team as the contact person for answering questions about the application process and receiving applications. The Director of Schools/designee shall develop an orientation for the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts of interest.

The Board shall require the Director of Schools/designee to develop a procedure for receiving, reviewing, and ruling on applications for the establishment of charter schools by the review team. The procedure shall include a timeline for the application and review process. A copy of the procedure, including the review criteria, shall be available on the district's website.

The review team shall:

1. Evaluate all charter school applications based on the review criteria established by state law; and
2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration.⁴

APPROVAL/DENIAL OF APPLICATION⁵

The Board shall rule by resolution on the approval or denial of an initial charter school application within ninety (90) calendar days of receipt of the completed application, or the application shall be deemed approved by state law. The Director of Schools/designee shall report the action taken by the Board to the Department of Education.

Approval

The sponsor of a charter school that is approved by the Board shall enter into a written agreement with the Board which shall be binding on the charter school's governing body. The charter school agreement shall be in writing and signed by the sponsor and the Board.

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

Charter schools approved by the Board are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to state law and the charter school agreement.⁷

The Board shall not provide services to charter schools that are not requested during the application process except for those services that are required under state or federal law. Services agreed to be provided to the charter school by the Board shall be provided at board actual cost. The Board and charter school shall execute a service contract for any additional services.

New charter school agreements are approved for a ten (10) year period.⁸ The Board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁹

1 *Denial*

2 If the initial charter school application is denied, the Board shall notify the sponsor in writing within
3 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the
4 sponsor may submit an amended application. Upon written receipt of the grounds for denial, the
5 sponsor shall have thirty (30) calendar days within which to submit an amended application to correct
6 the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the
7 amended application, or the application shall be deemed approved by state law.⁵

8 If the amended charter school application is denied, the Board shall notify the sponsor in writing
9 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an
10 appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public
11 Charter School Commission.¹⁰

Legal References

1. TCA 49-13-106; State Board of Education Policy 6.111
2. TCA 49-13-107; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01(1)(b),(e)
3. TRR/MS 0520-14-01(1)(i)
4. TRR/MS 0520-14-01
5. TCA 49-13-108; TRR/MSS 0520-14-01
6. TCA 49-13-128
7. TCA 49-13-110(d)-(e); TRR/MSS 0520-14-01
8. TCA 49-13-110(c)
9. TCA 49-13-122
10. TCA 49-13-108(b)(5)

Trousdale County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Agreements	Descriptor Code: 1.902	Issued Date: 08/17/23
		Rescinds:	Issued:

1 General

2 Charter agreements shall articulate the rights and responsibilities of each party regarding school
3 autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure,
4 performance consequences, and other material terms. These agreements shall be separate from the
5 application and contain terms and performance standards under which the school shall operate.¹

6 All charter agreements shall:¹

- 7 1. Clearly state the rights and responsibilities of the school and the authorizer;
- 8
- 9 2. Define the material terms of the agreement as being those relevant to renewal;
- 10
- 11 3. Allow amendments subject to the approval of both parties;
- 12
- 13 4. State and respect the autonomies to which schools are entitled (e.g. programming, staffing,
- 14 budgeting, and scheduling);
- 15
- 16 5. Define performance standards, criteria, and conditions for renewal, intervention, revocation,
- 17 and non-renewal;
- 18
- 19 6. State the amount of the authorizer fee and when it will be collected;
- 20
- 21 7. Establish the consequences for meeting or not meeting standards as outlined by the Board;
- 22
- 23 8. State the statutory, regulatory, and procedural terms and conditions for the school's operation;
- 24
- 25 9. State reasonable pre-opening requirements or conditions for new schools to ensure that they
- 26 meet all health, safety, and other legal requirements prior to opening;
- 27
- 28 10. State the responsibility and commitment of the school to adhere to essential public education
- 29 obligations, including admitting and serving all eligible students so long as space is available,
- 30 and not expelling or counseling out students except pursuant to a legal discipline policy
- 31 approved by the Board; and
- 32
- 33 11. State the responsibilities of the school and the authorizer in the event of school closures.

34 PERFORMANCE STANDARDS

1 Charter agreements shall include clear academic, financial, and organizational performance standards.
2 Sources for obtaining this information shall be outlined in the agreement. At a minimum, these
3 agreements shall include the following:

- 4 1. Academic performance standards that set expectations for student achievement and growth,
5 incorporate state and federal accountability systems, and set expectations for postsecondary
6 readiness (for high schools);
7
- 8 2. Financial performance standards that enable the Board to evaluate the charter's financial
9 stability; and
10
- 11 3. Organizational performance standards that define the vital components of the educational
12 program, the financial management standards, state and federal legal requirements, and school
13 environment expectations for which the Board shall hold the charter accountable.

14 The performance standards included in the charter agreement shall establish specific expectations
15 using objective measures of student achievement. This shall be the primary measure of school quality.

16 **FEE-BASED SERVICES**

17 Any fee-based services shall be outlined in a separate agreement. The provision of any such fee-based
18 services shall not be a condition of charter approval, continuation, or renewal.²

Legal References

1. TCA 49-13-110; State Board of Education Policy 6.111
2. State Board of Education Policy 6.111

Trousdale County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Oversight	Descriptor Code: 1.903	Issued Date: 08/17/23
		Rescinds:	Issued:

1 *General*

2 The Board shall oversee and annually evaluate charter schools to ensure they meet the performance
 3 standards and targets set forth in the charter school agreement.¹ The Board shall create a
 4 comprehensive performance, accountability, and compliance monitoring system based on the charter
 5 school agreement and communicate the results to each charter school. At a minimum, the monitoring
 6 system shall address academic, financial, and organizational performance standards as outlined in the
 7 charter school agreement and required by the State Board of Education.¹ The Board shall utilize the
 8 results when making renewal, revocation, and intervention decisions. Reports on charter school
 9 oversight shall be compiled by Director of Schools/designee and published on the district's webpage at
 10 least annually.

11 The Board shall communicate with the charter schools in its portfolio as needed, including both the
 12 charter school leader and governing board, and provide timely notice of any material charter school
 13 agreement violations and performance deficiencies.

14 The Board shall articulate and enforce stated consequences for failing to meet performance
 15 expectations or compliance requirements.

16 **MONITORING SYSTEM**

17 The Director of Schools/designee shall implement a performance and compliance monitoring system
 18 per the terms of the charter agreement. This information will be provided to the Board on an ongoing
 19 basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid
 20 in this, the Director of Schools/designee shall develop a reporting calendar that outlines when
 21 information required by state law shall be provided by the charter school.

22 **SITE VISITS**

23 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and
 24 other qualitative information that cannot be obtained otherwise. The Director of Schools/designee shall
 25 develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after
 26 the site visit, including review of the documents and data, classroom observations, and interviews.
 27 These visits shall minimize administrative burdens and avoid operational interference.

28 The Board shall provide the charter school with a report that summarizes the outcome of the visit. The
 29 report shall provide an analysis of relevant data and include general recommendations, if applicable.²

30 **CHARTER SCHOOL REPORTING**

1 Charter schools shall provide the information required by the charter school agreement and state law to
2 the Board. The Director of Schools/designee shall develop a reporting calendar that defines and
3 communicates the process, methods, and timing of gathering and reporting data to the Board.²

4 By September 1st, the governing body of an approved charter school shall make a written report to the
5 Board.³ The annual report shall include:

6 1. A report on the progress of the charter school in achieving the goals outlined in the charter
7 school agreement;

8
9 2. A financial statement disclosing the financial health of the charter school, including the costs of
10 the administration, instruction, and other spending categories of the charter school; and

11
12 3. A detailed accounting, including the amounts and sources, of all funds received by the charter
13 school, other than the funds received per state law.⁴

14 This reporting requirement shall begin in the year after the year in which the charter school begins
15 operation.

16 Multiple charter schools overseen by a single governing board shall report their performance as
17 separate, individual charter schools. Each charter school shall be independently accountable for its
18 performance.

19 Each charter school governing body shall submit an annual audit of all accounts and records, to include
20 internal school activity and cafeteria funds, to the Board as soon as practical after June 30th.⁵

21 **AUTHORIZER REPORTING AND REVIEW**

22 By December 1st, the Board shall report to the Department of Education detailing the authorizer fees
23 collected in the previous school year and the authorizing obligations fulfilled using the fee.⁶ By
24 January 1st, the Board shall submit an annual authorizer report to the Department of Education and the
25 State Board of Education.⁷ The Director of Schools/designee shall prepare the reports and provide the
26 information to the Board prior to submission.

Legal References

1. TCA 49-13-111(d); State Board of Education Policy 6.111
2. TCA 49-13-120
3. TCA 49-13-120(a)-(b)
4. TCA 49-13-112(a), (f)
5. TCA 49-13-127
6. TCA 49-13-128(f)
7. TCA 49-13-120(c)

Trousdale County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Intervention	Descriptor Code: 1.904	Issued Date: 08/17/23
		Rescinds:	Issued:

1 *General*¹

2 The Board shall develop a clear plan for monitoring charter schools that shall be set forth in the charter
3 agreement. If the Board identifies a deficiency in the academics, finances, or operations of the charter
4 school, the Director of Schools/designee shall communicate the problem to the charter school. Any
5 intervention shall be proportionate to the identified problem and adhere to the provisions of the charter
6 agreement, and intervention strategies shall preserve the school autonomy and responsibility while
7 clearly stating consequences for noncompliance.¹

8 The Director of Schools/designee shall give the charter school timely notice of any charter agreement
9 violations or performance deficiencies requiring intervention. Notices shall state the:

- 10 1. Deficiency;
- 11
- 12 2. Applicable regulatory, performance, or contractual provision(s) not achieved;
- 13
- 14 3. Expected remedy; and
- 15
- 16 4. Timeframe by which the Board expects the deficiency to be remedied or a corrective action
- 17 plan to be submitted.

18 The Director of Schools shall provide charter schools with reasonable time and opportunity to remedy
19 the deficiency or to submit a corrective action plan.

20 **PROGRESSIVE INTEVENTIONS**²

21 The Board shall assign a level of intervention for the charter school as defined by the charter
22 agreement if deficiencies are identified. Depending on the severity of the deficiency, the Board
23 reserves the right to revoke the charter agreement in accordance with state law.

24 *Tier I – Notice of Deficiency*

25 The Board shall provide the charter school with notice of the specific deficiency with supporting
26 documentation as well as information on possible consequences.

27 Possible Deficiency: Include failure to comply with the terms of the charter agreement and/or violation
28 of state law.

1 Possible Consequences: Shall include providing a letter to the charter's governing board and providing
2 terms within a plan of corrective action.

3 *Tier II – Notice of Probationary Status*

4 Tier II shall be implemented if the interventions in Tier I are unsuccessful. These interventions shall
5 consist of providing a letter to the charter's governing board as notice of probationary status, outlining
6 the terms of the probation and the timeline for corrective action.

7 *Tier III – Review of Status*

8 Tier III shall be implemented if the interventions in Tier II are unsuccessful. Intervention at this level
9 shall consist of a recommendation to revoke the charter contract.

10 **REMEDIES¹**

11 Charter schools shall be responsible for notifying the Board:

- 12 1. When a deficiency has been remedied;
13
14 2. If the charter school requires an extension of time to remedy a deficiency; or
15
16 3. If the charter school requests a modification to its corrective action plan.

Legal References

1. State Board of Education Policy 6.111
2. TCA 49-13-122; Public Acts of 2023, Chapter No.
206

Trousdale County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date: 08/17/23
		Rescinds:	Issued:

1 INTERIM REVIEW

2 The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year
 3 of a charter term in accordance with guidelines developed by the Department of Education. As part of
 4 this process, the charter school shall submit a report on the progress of the school in achieving the
 5 goals and objectives set forth in the charter agreement.¹

6 CUMULATIVE PERFORMANCE REPORT

7 Three (3) months prior to the date on which a charter school is required to submit a renewal
 8 application, the Director of Schools/designee shall submit a performance report to the charter school
 9 that summarizes the school's performance record over the charter term and states the summative
 10 findings concerning the school's performance and prospects for renewal.²

11 APPLICATION AND EVALUATION

12 No later than April 1st of the year prior to the year in which the charter school agreement expires, the
 13 governing body of a charter school shall submit a renewal application to the Board.³

14 The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school
 15 that submits a charter school renewal application.

16 The Board will make renewal decisions by February 1st in the year the charter school agreement
 17 expires.

18 RENEWAL CRITERIA⁴

19 The Board shall define and communicate with schools the criteria for renewal that is consistent with
 20 the charter agreement. The Board shall make its renewal decision based on the renewal application,
 21 annual progress reports, and renewal performance report.

22 Within ten (10) days of the Board voting by resolution on a renewal application, the Director of
 23 Schools/designee shall promptly notify a school of its renewal recommendation and decision,
 24 including the reasons for the decision and any rights to an appeal. The Director of Schools/designee
 25 shall promptly communicate renewal decisions to the school community and public.

Trousdale County Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Revocation	Descriptor Code: 1.906	Issued Date: 08/17/23
		Rescinds:	Issued:

General

The Board shall revoke a charter school agreement if the charter school:¹

1. Failed to meet or make sufficient progress toward the performance expectations set forth in the charter school agreement;
2. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter school agreement;
3. Failed to meet generally accepted standards of fiscal management; or
4. Performed any of the acts that are conditions for non-approval of charter schools under state law.

NOTICE

The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the charter school agreement in writing at least thirty (30) days prior to the revocation.²

Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement, the Director of Schools/designee shall report the Board's decision to the Department of Education. The Director of Schools/designee shall also provide the charter school a copy of the Board's resolution setting forth the decision and the reasons for the decisions, and an explanation of the right to appeal.³

REVOCATION DUE TO PRIORITY STATUS

The Board may revoke a charter school agreement if the charter school is identified as a priority school under state law. Revocation shall take effect immediately following the close of the school year in which the charter school is identified as a priority school.⁴

The Board shall revoke a charter school agreement if the charter school is identified as a priority school for two consecutive cycles (beginning in 2017). Revocation shall occur immediately after the close of the school year in which the charter school is identified as a priority school for the second consecutive cycle.

1 **PROCEDURES FOR CLOSURE**

2 The Director of Schools/designee shall develop administrative procedures regarding charter school
3 closures prior to the Board denying renewal or revoking a charter school agreement.⁵ These procedures
4 shall outline a detailed protocol that will ensure timely notification to parents, orderly transition of
5 students and student records, and disposition of school funds, property, and assets in accordance with
6 state law.

Legal References

1. TCA 49-13-122(b); State Board of Education Policy 6.111
2. TCA 49-13-122(e)
3. State Board of Education Policy 6.111
4. TCA 49-13-122(a)
5. TCA 49-13-130