

MINUTES

The Campbell County Board of Education met in regular session on Tuesday, August 14, 2012, 6:00 p.m., at the courthouse in Jacksboro, Tennessee. The following school board members were present: Chairman Mike Orick, Johnny Byrge, J.L. "Sarge" Collins, Johnny Creekmore, Scott Hill, Eugene Lawson, David Lynch, Rector Miller, Josh Parker, Homer Rutherford. Director of Schools, Donnie Poston was present and Gail Parks kept the minutes.

Prayer by Josh Parker.

Pledge of Allegiance by Scott Hill.

I. Roll Call and Call to Order

The Board of Education went into Executive Session with Attorney Cantrell.

Meeting Reconvened.

II. Recognition of Guests

Chairman Orick recognized Mr. Sexton from Scott County and Mr. Crawford with Anderson County for School Board member Evaluation.

III. Approval of Consent Agenda

A. Minutes of the previous meetings

1. July 10, 2012, regular session meeting. (Attachment)
2. July 30, 2012, finance committee meeting. (Attachment)
3. July 30, 2012, building committee meeting. (Attachment)
4. July 30, 2012, athletic committee meeting. (Attachment)

B. Approve Executive Actions.

1. Award Technology Equipment bid to Personal Computer Systems.
I-3 system - \$750.00, I-5 system - \$835.00, Netbook - \$445.00.
2. Award Copy Paper bid to Contract Paper Group in the amount of \$27.37 per case.

C. Dilapidated equipment.

<u>Jacksboro Middle School</u>	<u>Jellico High School</u>
2 door cabinet - 1410703124	2 metal shelves
Laminating machine - 1415015146	

D. Approve Campbell County High School JROTC activities for the 2012-2013 school year.

Motion by Parker, second by Byrge to approve the Consent Agenda.

Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

IV. Approval of Regular Agenda

Motion by Hill, second by Rutherford to approve the Regular Agenda.

Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

V. Comments from the Chair

Chairman Orick informed the board and audience of the Stony Fork property being sold to Mr. Bobby Adkins in the amount of \$29,000.

VI. Director's Monthly Report

Director Poston request everyone remember Ms. Eunice Reynolds during her illness and upcoming surgery. Campbell County has increased math and TVASS scores and the State Department complimented Campbell County on this achievement.

VII. Recognize Jeff Marlow, Director of Finance

- A. Monthly Financials. Nothing at this time.
- B. Approve Budget Amendments and Resolutions. Nothing at this time.
- C. Reviewing of Bids.
 - 1. Custodial Supplies for 2012-2013 school year.
 - Norvex Supply - \$22,968.38
 - Kelsan - \$39,744.10
 - Ellison Sanitary Supply - \$21,768.85

Recommendation to award lowest and best bid to meet specifications to Ellison Sanitary Supply in the amount of \$21,768.85. This is also the recommendation of Assistant Director, Larry Nidiffer.

Motion by Byrge, second by Creekmore to award custodial supplies bid to Ellisons Sanitary Supply.

Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

- D. Request permission to advertise Bids.
 - 1. Request permission to advertise bids for gymnasium floor and bleachers at Jacksboro Elementary School.
 - 2. Request permission to advertise bids for commercial refrigerator for Culinary Arts at Campbell County High School.
 - 3. Request permission to advertise bids for commercial grill and floor mixer for Culinary Arts at Jellico High School.

Motion by Miller, second by Creekmore to approve request to bid items VII D 1 through 3.

Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

E. Request permission to accept contracts. Nothing at this time.

F. Update from Faye Comer regarding individual school activity funds.

Mrs. Comer stated all school accounts were not completely closed out. There was a shortfall in the drink commission and she has requested all bookkeepers to do an update.

VIII. Items for Action:

A. Approve revised Attendance policy 6.200. 2nd reading.

Motion by Hill, second by Lynch to approve the Attendance Policy 6.200 on 2nd Reading.

Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

Descriptor Term:

Descriptor Code

Issued Date:

Review Annually,
In April

Attendance

Rescinds:

Issued:

6.200

Attendance is a key factor in student achievement; therefore, students are expected to be present each day (180) school is in session.

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

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school; (6 years through 17 years).
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

The principal shall be responsible for ensuring that:³

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;
4. Written excuses are submitted for absences, tardiness and early check –outs;
5. System-wide procedures for accounting and reporting are followed.

The teacher shall be responsible for the following activities:⁴

1. Marking daily attendance beginning with the first day of school. (The teacher may wish to keep a temporary roll during the first two weeks of school).
2. Marking daily attendance in each class where students change from one classroom to another.
3. Making sure that any student who enters class late has an admit slip to enter class.
4. Teachers' grade/attendance records and daily absentee lists are considered documentary evidence for attendance auditing purposes and must be kept for a minimum of five years. If the computer attendance program produces a document (file) showing attendance activities, then the teachers' grade/attendance records only have to be kept for one year following the school year for which they are prepared.
5. To direct teachers to change attendance reports when a student was actually absent is a violation of **Tennessee Code Annotated – 49-5-201** which states that teachers shall record accurately the number of pupils present and the number absent each day.⁵

The Board shall determine annually and include in the school calendar a plan for using up to three (3) abbreviated school days and the procedures for making up missed instructional days.⁶ In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian. Upon issuance of a standing order by the juvenile court, LEA officials shall be allowed to release student record information to local law enforcement agencies and to juvenile justice system officials to assist such officials in effectively serving the student whose record was released. Officials and authorities receiving such information shall not disclose the information to any other party without prior written consent of the parent.⁷

The Parent/Guardian shall be responsible for the following:

1. The student attends each day school is in session (180 days).
2. The student is present at the designated school's start time. (Not tardy).
3. The student is dismissed at the designated school's dismissal time. (No early dismissals).
4. Keeping record of the dates students have missed school or have excused or unexcused absences.
5. Sending excuses to the designated attendance person for each school within five (5) days upon returning after the student's absence(s).

ABSENCES:

Is defined as not being present for an entire school day, a major portion of the school day or the major portion of any class or activity during the school day for which the student is scheduled.

UNEXCUSED ABSENCES/UNLAWFUL ABSENCES:

Absences not excused for reasons within the Campbell County Board Policy are considered unlawful absences.

Out-of- school suspensions are not considered unlawful, but are unexcused. Excessive suspensions will affect driving privileges, but are not used in truancy petitions. Suspensions are reported to Juvenile Court as a violation of a student's county or state probation.

TRUANCY:

A student is considered truant by the State of Tennessee at five (5) unlawful days. Per TCA -49-6-3007, "After a child has five (5) unlawful absences, the director of schools will provide written notice to the Parent(s)/guardian(s) stating the child's attendance at school is required."⁸ Excessive unlawful days are referred to Juvenile Court and/or law enforcement officials.

One exception to the above rule exists for children who have already been before the Juvenile Court Judge for reasons which may include but not limited to truancy; as a result, have a Valid Court Order for school attendance. This order does not permit parent notes for absences; only medical or legal notes will be excused. Because it requires that the child not to have any further unlawful absences, a violation of the Valid Court Order could be filed against the child for only one (1) unlawful absence. Jurisdiction for Valid Court Orders can be extended to age 19 by Juvenile Court.

Students and their parent/guardian will be required to attend a meeting of the Truancy Review Board after a student has received five (5) or more unexcused absences during the current school year or has excessive excused absences during the current school year. Meeting notices requiring the student and parent/guardian to appear at the Truancy Review Board will be mailed out to parent/guardian prior to the said meeting.

However, if the letter is returned (wrong address), the student will be responsible for bringing home the letter from school. A parent/guardian failing to attend the Truancy Review Board hearing or make other arrangements will be subject to a petition to juvenile court. The attendance policies of the

Campbell County Board of Education and their reasons for the student's unexcused or excessive excused absenteeism will be discussed at the meeting of the Truancy Review Board. Also, any discrepancies in the student's

attendance record will be discussed. The Truancy Review Board will decide whether to petition the student's parents to court or recommend other appropriate action(s). All excuses should be turned in to the designated person at the school responsible for absenteeism within five (5) days after the absence. Doctors or legal authorities may fax in excuses within the five (5) day grace period after the student's absence. The parent/guardian must arrange with the doctor or legal authorities to fax the excuse to the student's school.

Students placed on probation by the Truancy Review Board will be subject to the conditions of the probation for the remainder of the specific grade cluster. Students and their parent(s)/guardian(s) will be allowed to appear before the Truancy Review Board one (1) time during the grade cluster of Kindergarten through fifth (5th) grade, one (1) time during the grade cluster of sixth (6th) grade through eighth (8th) grade, and one (1) time during the grade cluster of ninth (9th) through twelfth (12th) grade. Students and their parents will only be allowed to appear before the Truancy Review Board a total of three times during their school career (grades Kindergarten- 12th grade).

Students placed on probation by the Truancy Review Board will automatically be petitioned to juvenile court if they miss additional unexcused absences in the current school year or miss five (5) or more unexcused absences during a subsequent school year for the specific cluster.⁹

The Attendance Supervisor or designee for the student's home school will make all referral notices to the Truancy Review Board. A letter will be mailed to the student's home address. If the letter is returned to Campbell County Board of Education, a phone call will be made to the student's parent/guardian. However, if these attempts fail, a petition to the courts will be filed.

EXCUSED ABSENCES:

- 1. Medical:** (Doctor, Dentist, Psychiatrist, or Nurse Practitioner). Medical excuses are subject to verification and acceptance; Campbell County Board of Education reserves the right to deny medical excuses. Only dates specified on the note will be excused as medical. If medical notes appear to be excessive, this may result in referral of the student to the Truancy Review Board for further review.
- 2. Legal:** Appearances or legal mandates. (Valid notes REQUIRED from any of the legal courts, truancy review board, child and family services and etc. with the date and time on the excuse).
- 3. Death:**
 - A:** In the immediate family. (Immediate family shall include: parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student's household). Three (3) days will be excused with proper documentation from the funeral home. Additional days will be excused at the discretion of the principal only.
 - B:** Of others: the principal may approve as excused absence with appropriate documentation.

4. **Religious Observances**¹⁰

5. **Lice:** Two days (2) are excused to treat head lice. And only three (3) occurrences per year are excused. After three occurrences DCS will be notified.

6. **School sponsored activities:** the activity must be school-planned, school-directed, and teacher-supervised.¹¹

7. **Military:** One- day absence when the parent/guardian is deployed for military service and one- day absence when the parent/guardian returns from military service.¹²

Parent Written Notes:

Limited to **SIX (6)** handwritten notes by the parent(s) or guardian(s) will be acceptable for a student during the calendar school year. One hand written note per day is accepted. Only the principal will determine what six (6) handwritten notes are excused.

Excusable parent notes shall include: (Limited to one per day absent and six per school calendar year)

1. Student related illness not necessary for a medical visit.
2. Serious illness of immediate family member (Immediate family shall include: parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student's household).
3. Family emergencies.
4. Circumstances which, in the judgment of the principal, warrant a parent note.
5. Checking –out early (early release) and signing in late (tardy) without Excused

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absence documentation; (Checking out and signing in will be excused on the same basis as full day absences. Students must be present on three fourth (3/4) or longer of each class period to counted present for that period. The length of a class period will be determined by the administration of each school.

ABSENTEE PROCEDURE:

1. Absence Note(s):

a. All notes to excuse an absence must be presented within five (5) school days from the return of the absence. Notes to excuse an absence not presented within five (5) days after the return from an absence will not be accepted by school officials. On the first day back at school, a student should report to the designated person and present his or her excuse or note.

b. All parental hand written notes should contain the following information: student's full legal name, reason for absence, date of each day absent, daytime phone number of the parent and/or guardian and the parent's name (signature). All other notes must be on the stationary of the doctor, dentist or judge with the phone number and signature of the appropriate official. Each day absent or portion thereof must be listed on the note (date and time).

2. Late Arrivals (Tardy):

Students arriving late to school must sign in at the office. Elementary students (Grades P-K-8th) should be accompanied by their parent/guardian for safety reasons. Students should present a note to the office and the parent may sign the student in on the designated sign-in sheet.

3. Early Dismissal (Check-out):

Elementary students (Grades K-8) must be signed out in the front office by the parent/guardian or emergency designee. Verification of identity may be required. The sign-out sheet should be completely filled out and signed by the responsible person. High school students (Grades 9-12) should present their request to the office before first period begins on the day for which the student is to be dismissed. A note signed by the parent/guardian with the following information: student's full legal name, daytime phone number where the parent can be reached for verification, if the student is driving himself or herself, and time to be dismissed should be written on the note. Early dismissals will be counted as unexcused absence until a note is presented from a doctor, dentist, or other legal person within five (5) days of the early dismissal. These procedures will allow the school to avoid unnecessary interruptions, and help insure the safety of your son/daughter.

4. Late arrivals (sign-in) and early dismissal (check-out) will be counted the same as a full day absences. Parental hand written notes and medical or legal excuses will be counted as if it was a full day absent. Therefore, if your child is tardy or checks-out early he/she must have a medical or legal excuse, or use one of their hand-written notes day as an excuse.

Students must be on time for school and remain in school all day.

EXCESSIVE MEDICAL ABSENCES:

When a student misses two (2) weeks for medical reasons the school nurse should be contacted to evaluate the students need for homebound services.

Therefore, the nurse can evaluate the medical case with the student's medical team and request homebound school for the student. However, it is up to the medical doctor to decide if it is medically necessary to have the student placed in home bound and the length of time homebound studies should be implemented.

CREDIT/PROMOTION DENIAL:

Credit/promotion denial determinations may include student attendance;, however, student attendance may not be the sole criteria.¹³ However, if attendance is a factor, prior to credit/promotion denial, the following should occur:

1. Parent(s)/guardian(s) and student should be ADVISED if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

A student who accumulates five (5) or more unexcused absences in any class and/or course during a semester or grading term will receive a maximum grade of seventy (70), providing his/her average is not lower, in which case they would receive the lower failing grade. Unexcused absences resulting from Out of School Suspension will not count toward the five (5) unexcused absences.

DRIVERS LICENSE/PERMIT:

Students who miss ten (10) unexcused days consecutively or fifteen (15) unexcused days total during a single semester, or fail to pass (3) full unit courses or their equivalence during a single semester will be ineligible to retain a driver's permit or license, or to obtain such if of age. The attendance supervisor or designee will notify the Department of Safety who, within five (5) days of receipt of the notice, will send a notice to the licensee that the license will be suspended. In order to have a driver's permit or license

reinstated, the student must complete thirty (30) days of attendance without an unexcused absence, and make a passing grade in at least three (3) full unit subjects or their equivalence at the conclusion of a subsequent grading period or attain 18 years of age. Students whose driving privileges are suspended a second or subsequent time shall have all driving privileges suspended until the student attains eighteen (18) years of age.¹⁴

STATE-MANDATED END OF COURSE EXAMS:

For high school students taking the End of Course (EOC) test, all End of Course tests will count 25% of their final grade. If the student misses the test and has an EXCUSED (Medical) absence, he/she will be allowed to make up the test on the administered make-up date only. However, if the absence is UNEXCUSED, 25% of the student's grade will be averaged in as a Zero (0).

T-CAP TESTING:

For elementary students taking the TCAP 3-8 Achievement test, 15% of their scores from the test will be included in the student's final grade in the subject areas of math, reading/language arts, science and social studies. Any student who is absent during the TCAP 3-8 Achievement test without an EXCUSED absence, (Medical) will receive a Zero (0) which will be calculated as 15% in the students final grade in each subject area of math, reading/language arts, science and social studies.

It is extremely important that all students are present on testing dates!!!!!!!!!!!!!!!!!!!!!!

GRIEVANCE PROCEDURE FOR ATTENDANCE:

Step 1. If a parent/guardian feels he/she has been granted an unexcused absence unjustly, he/she shall first discuss the matter with the principal. If the unexcused absence is question is not resolved, the parent/guardian has the right to appeal to Step 2.

Step 2: A written statement by the parent/guardian requesting a review of the principal's decision must be submitted to the Campbell County Attendance Review Committee within five (5) days of the Step 1 decision. The Campbell County Attendance Review Committee will consist of the attendance coordinator, the appropriate level instructional supervisor and an appropriate level principal. All correspondence will be addressed to the Campbell County Board of Education, 172 Valley Street, Jacksboro, TN 37757, Attention: Campbell County Attendance Coordinator.

Step 3: If the Campbell County Attendance Review Committee does not resolve the unexcused absence in question, the parent/guardian has the right to appeal to the Campbell County Board of Education.

Legal References:

1. TRR/Ms 0520-1-3-.08 (1) (a); TCA 49-6-3006.
2. TCA 49-6-3017
3. TCA-49-6-3007
4. Student Membership and Attendance Accountability Procedures Manual 2011-12, (TN Dept. of Ed) A105
5. Student Membership and Attendance Accountability Procedures Manual 2011-12, (ITN Dept. of Ed) D-107
6. Student Membership and Attendance Accountability Procedures Manual 2011-12, (TN Dept. of Ed) B-102
7. TCA 10-7-504 (4);U. S. C. A. 20-1232G
8. TCA -49-6-3007
9. TCA -49-6-3007
10. TRR /MS-0520-1-.3-03 (15); TCA 49-6-2904
11. Student Membership and Attendance Accountability Procedures Manual 2011-12, TN Dept. of Ed) D-104
12. TCA -49-6-3052
13. TCA -49-2-203(b)(7)
14. TCA 49-6-3017

- B. Consider approving Section 1 of proposed changes to Board of Education policy manual.

This items was discussed at the Education Committee and recommended to be approved by the full board.

Motion by Lynch, second by Parker to approve Section 1 of the Board of Education policy manual.

Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

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- C. Approve Director of Schools Evaluation Instrument.

Motion by Parker, second by Hill to approve Director of Schools Evaluation Instrument.

Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

- D. Approve Bullying Prevention forms.

Motion by Parker, second by Rutherford to approve Bullying Prevention Forms.

Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

- E. Approve Finance Committee recommendations.
 - 1. Install HVAC units in break room at Jacksboro Elementary School and field house at Campbell County High School.
 - 2. Restroom doors at concession stand at Campbell County High School.
 - 3. Public Announcement system for Campbell County High School. This will be a matching project not to exceed \$5000.00.

Motion by Miller, second by Hill to approve Finance Committee recommendations.
Orick-yes, Byrge-yes, Collins-yes, Creekmore-yes, Hill-yes, Lawson-yes, Lynch-yes, Miller-yes, Parker-yes, Rutherford-yes. Motion Passed.

IX. Items for Discussion:

- A. Discuss lunch dues/backpack lunch program.

Board member Parker stated he has performed research on this program. Mrs. Woodard stated she has spoken with June Pyle and she has done this program for the last 2 years at White Oak and Wynn Elementary. On Friday afternoons eligible students would be able to take food supplies home with them from the Second Harvest Food Bank. Mrs. Woodard will help coordinate this program.

- B. Discuss system of electronic payment of lunch dues.

Board member Hill stated he has been approached by parents to see if electronic payments could be available. Mrs. Woodard stated their computer has the software that can make this work. Mrs. Woodard stated our finance department along with the Trustee's office would have to be involved. Mr. Marlow will be glad to meet with the group. This will not be any additional cost to the school system. Board member Hill stated this would give the parents another option.

X. Discuss Legal Matters. Nothing at this time.

XI. Discuss Committee Reports.

- A. Update from Education Committee. Nothing at this time.
- B. Update from Building Committee.

Board member Miller stated the Alternative School should be complete by the end of next week. The Building Trades class from Campbell County High School will be recognized at the September board meeting. LaFollette Middle School restroom and Jellico Elementary projects are soon to be completed. Board member Creekmore stated the gymnasium floor at Jellico High School would require complete re-sanding and painting due to the damage. An assessment of the damage will be performed.

- C. Update from Athletic Committee. Nothing at this time.
- D. Update from Finance Committee. Nothing at this time.
- E. Update from Marketing Committee. Nothing at this time.
- F. Update from Safety Committee. A meeting was scheduled for August 22, 2012, 5:00 p.m., at the Central Office location.

XII. Recognize School Board Members

As this would be the last meeting where Mr. David Lynch would serve as school board member, he stated the board had made many accomplishments. Mr. Lynch stated he hoped that he had been of help and that it has been a worthwhile 4 years of working together for the students and teachers. Mr. Lynch introduced the newly elected board member, Mr. Danny Wilson.

Each individual board member stated it was a pleasure to serve and work with board member Lynch and wished him well.

Board member Miller discussed insurance premium. Board member Miller stated the premium has not decreased. Our exposure is the number one liability, the schools need to be secured. Board member Miller stated he has discussed this previously at other meetings. Board member Lawson made a request for someone to check on a leak at Caryville Elementary School. Mr. Johnny Bruce commented by saying this has already been turned over to Tennessee Risk Management. Board member Collins asked Director Poston to look into steps at Jellico Elementary football field along with bleachers and football field.

Meeting adjourned.

Mike Orick
Chairman of the Board

Donnie Poston
Director of Schools