

Regular Meeting of the Trousdale County Board of Education

Thursday, November 16, 2023

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:59 PM.

Robert Atwood: Present

Deanna Bode: Present

John Kerr: Present

Racheal Petty: Present

Barbara Towns: Present

1. AGENDA:

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

1.B. Invocation – Mr. John Kerr, Chairman

1.C. Pledge of Allegiance – Mr. Robby Atwood, 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 November 16, 2023

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for November 16, 2023

Approval of the November 16, 2023, Consent Agenda passed with a motion by Robert Atwood and a second by Barbara Towns.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

2.B. Approval of Minutes from October 26, 2023

2.C. Approval High School Cheerleader Fundraiser – Attachment A

2.D. Approval of Budget Amendment 142-72120 Health Services - Title IV

Amend the 2023-24 142 Federal Projects School Budget by debiting line item expenditures. Amendments are to include:				
		Subfund 440: Title IV		
DEBIT EXPENDITURES	71100	Regular Instruction Program		
	429	Instructional Supplies & Materials		4,500.00
GRAND TOTALS				\$4,500.00
Amend the 2023-24 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72120	Health Services		
	399	Other Contracted Services		4,500.00
GRAND TOTALS				\$4,500.00

2.E. Approval Budget Amendment 142-71100 Regular Instruction Program - ESSER 3.0

Amend the 2023-24 142 Federal Projects School Budget by debiting line item expenditures. Amendments are to include:				
		Subfund 936: ESSER 3.0		
DEBIT EXPENDITURES	71100	Regular Instruction Program		
	116	Teachers		17,200.00
GRAND TOTALS				\$17,200.00
Amend the 2023-24 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71100	Regular Instruction Program		
	188	Bonus Payments		17,200.00
GRAND TOTALS				\$17,200.00

2.F. Approval of TSBA Policy Revision - 1.105 School Board Legislative Involvement – Attachment B

2.G. Approval of TSBA Policy Revision - 1.701 School District Planning – Attachment C

2.H. Approval of TSBA Policy Revision - 2.400 Revenues – Attachment D

2.I. Approval of TSBA Policy Revision - 2.8051 Debit Cards, Credit Cards, & Credit Lines – Attachment E

2.J. Approval of TSBA Policy Revision 4.603 Promotion and Retention – Attachment F

3. SCHOOL DISTRICT HIGHLIGHTS: Mr. Rob Joines informed the Board about the school's first Small Bands State Championship that was recently awarded. Mr. Joines and Mr. Paxton commended the support the band receives from Dr. Kuhn, Mr. McCall, and Dr. Satterfield. Mr. Paxton took the opportunity to highlight several former students who are presently performing in college bands including the University of Tennessee, Bethel, and Tennessee Tech.

4. PRINCIPALS' REPORTS:

4.A. Trousdale County Elementary School – Ms. Badru discussed the school's attendance along with her student incentives to reduce chronic absenteeism at the school. She emphasized her theme of teaching students to "be kind" in everything they do. Ms. Badru discussed her classroom observations and progress with Stage 1 teacher evaluations. She concluded by highlighting the recent Veteran's Day program that was held at the school on Saturday, November 11. She noted that the Saturday program was very well attended and well received by our veterans.

4.B. Jim Satterfield Middle School - Dr. Satterfield provided Mr. McCall's report. Mr. McCall was in attendance at the middle school basketball game. Dr. Satterfield stated that the school disseminated Q1 benchmark reports to parents along with the most recent mid-Nine-week grade reports. The Q1 reports were provided to parent who were unable to attend the most recent Parent-Teacher Conference in October. Dr. Satterfield stated that the school would be preparing for the Q2 benchmark assessments when teachers return from Thanksgiving break. Dr. Satterfield concluded by updating the Board about the athletic successes of the school's basketball teams and the sponsorship of the school's first dance of the year.

4.C. Trousdale County High School - Dr. Kuhn reported the school received their ACT results by which he was pleasantly surprised with the results. There were 64 students who chose to retake the ACT which was an optional offering. Across the board, scores improved by an average of 2 points from the previous year while 37 students increased their score from the previous year. There was one student that increased their science score from a 16 to a 30. There are 31 students who scored a 21 or higher and 2 students who had composites scores above 30. Since entering TCHS, Dr. Kuhn has placed a focus of using the ACT.org website to take the practice tests. Many of the students have stated that this helped them. Many students stated that the test was harder than they expected. With ACT being online this year, students may be becoming more comfortable with testing on the computer. Even the sections that they said were the hardest, the students grew the most in those areas such as Math and Science. The school is presently registering 10th and 11th grade students to the ACT on December 9 at Trousdale County High. After only the first day, registration is already up to 35 students.

4.D. Student School Board Representative – Kallie Cornwell informed the Board about the upcoming school Halloween party and costume contest. She stated that the Student Council is conducting a sock drive for the homeless and that the school will be participating in the Rotary food drive where the winning homeroom will be treated with a pizza party. Kallie reported that

the nursing education students had started clinicals this week and that student drug tests were required in order to work at the nursing home. She concluded by noting that the basketball teams would be participating in Hall of Fame games and that the first wrestling match would be held on Saturday.

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Belcher, Kendra	Substitute Teacher
Gregory, Danielle	Substitute Teacher
Schnitker, Tyler	Bus Driver

5.B. Academic and Goal Updates – Dr. Satterfield informed the Board that the elementary school presently has (27) more students than at the same time last year while enrollment at the middle and high schools were about the same as the previous year. He highlighted the amazing Veteran’s Day program sponsored by the elementary school and Ms. Badru. He updated the Board about the Mid-Nine Week student progress reports that were disseminated to parents yesterday along with upcoming student perception surveys that will begin on November 27. He discussed the anticipated roll-out of the new 2024-25 school district calendar, which he plans to make public on December 1. He concluded by informing the Board of the National ACT testing day that will held at Trousdale County High on Saturday, December 7, and about the upcoming ELA instructional walkthroughs that will be conducted at the end of the month.

5.C. Project Updates – Dr. Satterfield stated that he anticipates the completion of the greenhouse by December 1. He stated that Mr. Mabry visited Watertown High’s greenhouse during the most recent professional development day. Mr. Mabry stated that the visit was most helpful in preparing to manage our new greenhouse. He stated that the architect did not meet with the Board in November but will meet with the Board in December at which time he expects John Cheney to provide a timeline for bid documents for both the elementary school roof and the new athletic facility.

6. NEW BUSINESS:

6.A. High School Wellness - Family Life Curriculum

Approval of the Centerstone Family Life curriculum to provide state required Family Life Curriculum for 9th and 10th grade wellness students passed with a motion by Robert Atwood and a second by Barbara Towns.

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

6.B. Approval TSBA Policy Revision - 2.601 Fundraising Activities – Attachment G
Approval of revision to policy 2.601 Fundraising Activities passed with a motion by Racheal Petty and a second by Robert Atwood.

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

7. ACCOUNT ANALYSIS:

8. VENDOR CHECKS:

9. EXPENDITURES & ENCUMBRANCES:

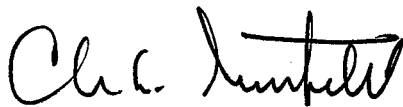
10. ADJOURN:

Motion to Adjourn passed with a motion by Robert Atwood and a second by Barbara Towns.

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

Attachment A

School: TCES JSMS TCHS

Student Group/Activity:

TCHS Cheer

Net Amount Expected/Goal:

2000 (1000 for each program)

Specific Purpose of the Fundraiser:

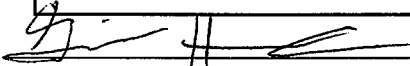
The specific purpose of this fundraiser is to have high school cheerleaders work directly with participants (ages 5- 13) on fundamental cheer skills. Participants will learn dances and cheers performed by the high school cheer programs. Each participant will pay 50 dollars to participate. They will be split into groups depending on their skill level (skills needed for each camp will be on the sign up sheet). Individuals with beginner skills will be from 8-10 and will learn proper motions, simple cheers, thigh stands, a simple dance, and basic tumbling such as hand stands, cartwheels backbends, and forward rolls. Intermediate students will be from 10:30-12:30 and will learn intermediate level cheers, shoulder sits, intermediate level tumbling such as round offs and back walkovers , and an intermediate level dance. Advanced students will work on proper crowd engagement technique, multi-step cheers, shoulder sits/stands, a multi step dance, and tumbling skills from a back handspring on

Specific Use of the Funds Acquired:

The fund will be used to build the cheer budget for necessary items for the cheer program this season.

Describe how students will be involved in the fundraising activity:

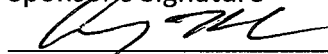
The students will demonstrate and teach the materials to the students in groups that they shine in (tumblers in tumbling, bases and flyers in stunt, stand-out dancers teaching dance and cheer). Their goal is to build a positive learning experience for the participants



Sponsor's Signature

10/24/23

Date



Principal's Signature

10/24/23

Date



Director's Signature

11/17/23

Date

Board Approved: Nov. 16, 2023

Trousdale County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 11/16/23
		Rescinds: 1.105	Issued: 07/21/22

1 The Board shall work for the passage of new laws designed to improve public education in Tennessee.
 2 Likewise, the Board shall work for the repeal or modification of existing laws and for the defeat of
 3 proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns
 6 and make its position known to their elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, other local officials, and
 8 community groups in creating public awareness and support for legislative priorities;
- 9 3. The Board shall annually select one (1) of its members to serve as its legislative liaison;
- 10 4. The Board shall work with its legislative liaison, TSBA, and other concerned groups in
 11 developing an annual legislative program; and
- 12 5. The Board shall include in its budget appropriate resources to cover costs, including travel
 13 expenses, necessary to ensure active participation in the legislative process.

Cross References

Board Member Development Opportunities 1.204

Trousdale County Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 11/16/23
		Rescinds: 1.701	Issued: 08/16/18

1 *General*

2 The Board shall develop and implement a written five (5) year strategic plan that addresses identified
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
4 every two (2) years and shall align with requirements of the State Board of Education.¹ The Director of
5 Schools shall develop any necessary measures to implement this policy.

6 **BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹**

7 The Board shall develop annual plans with specific goals for improving student performance and that
8 operationalize the district's five (5) year strategic plan. This will be incorporated into the TISA
9 accountability report that must be approved by the Board and filed with the Department of Education
10 each November 1st.²

11 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
12 of the retreat shall be to:

- 13 1. Review progress on the implementation of priorities, initiatives, and long-range plans;
- 14 15 2. Determine which goals have been achieved and whether any new efforts are needed;
- 16 17 3. Review major issues that may affect the school system in the future; and
- 18 19 4. Create an annual plan for district improvement.

20 **SCHOOL IMPROVEMENT PLAN¹**

21 The principal of each school shall work with the Director of Schools to develop and implement a
22 school improvement plan that is student focused and in support of the board improvement plan. The
23 plan shall be updated annually and address the long-range strategic plan of the school district.¹
24

Legal References

1. TCA 49-1-613; TRR/MS 0520-01-02-.31(8); State Board of Education Policy 2.101
2. TCA 49-3-112

Cross References

- Role of the Board of Education 1.101
In-Service and Professional Learning Opportunities 5.113
Qualifications and Duties of the Director of Schools 5.802

Trousdale County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 11/16/23
		Rescinds: 2.400	Issued: 05/08/03

1 *General*

2 Any money collected by any school shall be documented with a receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. To be included in this accounting
5 are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions, and
6 all fundraising activities. Each principal shall determine the reconciliation method to be used for all
7 events which require a ticket.¹

8 **FEES**

9 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
10 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
11 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
12 use its equipment.² School fees shall be waived for students who receive free or reduced-price lunches.³
13 No student will be penalized for nonpayment of any school fee.

14 **EXTENDED SCHOOL PROGRAM**

15 Extended school funds shall be collected at the individual schools and receipted and deposited in the
16 school bank account. The principal shall report the collections and pay the Board by school check.⁴

17 **FINES**

18 A student will be held responsible for the cost of replacing any materials or property which the student
19 loses or damages,⁵ including textbooks, library books, equipment, and buildings. All money collected as
20 fines shall be placed in the system-wide school fund.

21 **TUITION INCOME**

22 Tuition collected from nonresident students shall be placed in the system-wide school fund.

23 **RENTAL INCOME**

24 The principal will collect and remit to the central office all money received for use of a particular school
25 facility or other school property.

1 GRANTS

2 Grants for educational purposes made available by the state and/or federal government may be sought
3 by the school district but only when the conditions of their availability are in harmony with the
4 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
5 receive grants, but funds shall be recorded in a separate restricted fund account.⁴

6 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶

7 District staff are prohibited from collecting funds through online payment methods.

Legal References

1. TCA 49-2-110(a); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-4
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-37
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-8

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Food Service Management 3.500
Textbooks and Instructional Materials 4.400
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709

Trousdale County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Credit Cards & Credit Lines	Descriptor Code: 2.8051	Issued Date: 11/16/23
		Rescinds:	Issued:

1 *General*

2 District credit cards shall be maintained by the Director of Schools/designee through procedures
3 developed and maintained in the district office for the purchase of appropriate goods and services for
4 district or school related purposes only.¹ Credit cards will be kept in a secure location, and account
5 numbers will remain confidential. Principals shall be the only employees authorized to apply for a
6 credit card on a school's behalf.

7 The Director of Schools/designee shall review and approve credit card transactions prior to use.
8 Purchases which are not approved by the Director of Schools or the Director of Finance will be
9 reimbursed to the district within ten (10) days of notification.

10 **AUTHORIZED USE**

11 Credit cards may be used for transactions in which the use of a standard purchase order is either
12 impossible or would result in a delay of the delivery of goods or services during an emergency. Credit
13 cards may also be used to facilitate out-of-town travel for official school business.

14 Credit card users shall be held accountable for appropriate use of credit cards. Unauthorized use of a
15 credit card, or credit line shall be grounds for disciplinary action, including termination of
16 employment. Cash advances using district credit cards are prohibited.

17 Any school employee that purchases items with the credit card, or any approved credit line shall follow
18 the guidelines outlined below:

- 19 1. Original receipts for each purchase shall be turned into the bookkeeper within three (3) working
20 days of purchase;
- 21 2. If the credit card is used to pay for a conference or training, a copy of the registration form shall
22 be turned in;
- 23 3. The bookkeeper or a separate employee shall check off on purchases and the physical inventory
24 that is purchased;
- 25 4. All purchases shall be district or school related purchases;
- 26 5. If there is any incurred finance or late charges, the responsibility will belong to the person or
27 program associated with said charges; and
- 28 6. Under no circumstances will the credit card, or credit line be used to make personal purchases.
- 29
- 30
- 31
- 32
- 33

- 1 All employees shall provide a detailed invoice for all credit card purchases. Credit card statement shall
- 2 be reconciled with corresponding invoices(s) prior to payment.

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; Section 4-11 through 4-13

Cross References

Executive Committee 1.301
Purchasing 2.805
Purchase Orders and Contracts 2.808

Trousdale County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 11/16/23
		Rescinds: 4.603	Issued: 09/15/22

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment;
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
28 released; or
- 29
- 30 3. Student's attendance record.

31

1 PROMOTION PLANS⁵

2 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
3 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
4 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
5 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
6 counselor, or other appropriate school personnel.

7 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
8 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
9 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
10 will include additional requirements for promoting students in these grades. A copy of the plan will be
11 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
12 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
13 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
14 promotion plan.

15 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
16 promoted to the next grade level unless retention is required per additional requirements for students in
17 third and fourth grade.⁶

18 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
19 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
20 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
21 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
22 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
23 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
24 year.⁷

25 RETENTION⁶

26 A student may be retained when such retention is in the best interests of the student or when retention
27 is required per additional requirements for students in third and fourth grade.

28 *Decision of Retention – General*⁸

29 If a student is retained, the Principal shall develop an individualized academic remediation plan within
30 thirty (30) calendar days after the beginning of the next school year. A copy of the plan shall be
31 provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development. The
32 plan shall include at least one of the following strategies:

- 33 1. Adjustment to the current instructional strategies or materials;
- 34
- 35 2. Additional instructional time;
- 36
- 37 3. Individual tutoring;
- 38

- 1 4. Modification to the student’s classroom assignment to ensure the student receives
2 instruction from a teacher with a level of overall effectiveness of above expectations (level
3 4) or significantly above expectations (level 5); or
4
- 5 5. Attendance or truancy interventions.

6 A student shall not be retained more than once in any grade. The progress of students who are retained
7 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
8 school year in which the student is retained. The Director of Schools shall develop procedures to
9 ensure appropriate recordkeeping of students who are retained.

10 *Decision of Retention – Third Grade*⁹

11 Third grade students shall not be promoted to the next grade unless they are determined to be
12 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
13 (ELA) based on the student’s most recent TCAP test.

14 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 15 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
16 portion of the student’s most recent TCAP test may be promoted if:
17
 - 18 a. The student is an English language learner and has received less than two (2) full years
19 of ELA instruction;
 - 20 b. The student was previously retained in grades K-3;
 - 21 c. The student is retested before the next school year and scores proficient in ELA;
 - 22 d. The student attends a learning loss bridge camp before the next school year, maintains a
23 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
24 test at the end of the camp; or
 - 25 e. The student receives tutoring for the entirety of the next school year in accordance with
26 state law.
 - 27 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
28 ELA standards by scoring within the fiftieth percentile on the most recently
29 administered state-provided benchmark assessment and the district provides tutoring
30 services to the student during the entire fourth grade school year and notifies the
31 student’s parent/guardian, in writing, of the benefits of enrolling the student in summer
32 programming.
- 33
- 34 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
35 the student’s most recent TCAP test may be promoted if:
36
 - 37 a. The student is an English language learner and has received less than two (2) full years
38 of ELA instruction;
 - 39 b. The student was previously retained in grades K-3;
 - 40 c. The student is retested before the next school year and scores proficient in ELA; or

- 1 d. The student attends a learning loss bridge camp before the next school year, maintains a
2 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
3 school year in accordance with state law.

4 *Decision of Retention – Fourth Grade*⁹

5 Students in the following categories shall show adequate growth in the following ways before being
6 promoted to the fifth grade:

- 7 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
8 next school year in accordance with state law or because of attending a learning loss bridge
9 camp must maintain a ninety percent (90%) attendance rate; and
10
11 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
12 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
13 student may be promoted to fifth grade.

14 A student shall not be retained more than once in fourth grade.

15 *Decision of Retention – Students with Disabilities*¹⁰

16 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
17 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
18 TCAP was due to the student's disability. The school district shall not retain a student with a disability
19 or a suspected disability that impacts their ability to read.

20 **APPEALS**^{7,11}

21 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
22 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
23 made in writing and submitted to the within five (5) business to a committee that is chaired and appointed
24 by the principal. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice
25 of the appeal hearing and shall be given the opportunity to address the committee. Upon receipt of written
26 notice, the committee shall conduct a hearing within ten (10) business days to determine if the student
27 will be promoted and issue such decision within five (5) business days. Upon notification of the
28 committee decision, the principal shall send written notification to the Director of Schools and the
29 parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such
30 action within (5) business days to the Director of Schools.

31 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
32 decision shall be issued within (5) business days.

33 Within five (5) business days of the Director of Schools rendering a decision, the student's
34 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
35 Following the review, the Board may affirm or overturn the decision of the Director of Schools. The
36 action of the Board shall be final.

- 1 For students where retention is required per the additional requirements for students in third and fourth
- 2 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
- 3 accordance with state law.¹²

Legal References

1. 20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115
2. TRR/MS 0520-01-03-.16(5)
3. TCA 49-1-905(e)
4. TRR/MS 0520-01-03-.16(4)
5. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. TRR/MS 0520-01-03-.16(7)(f)

Cross References

- Credit Recovery 4.210
- Grading System 4.600
- Reporting Student Progress 4.601
- Attendance 6.200
- Student Assignments 6.205
- Homeless Students 6.503
- Student Records 6.600

Trousdale County Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 11/16/23
		Rescinds: 2.601	Issued: 08/15/19

1 *General*

2 The following guidelines shall be followed:¹

- 3 1. Fundraising activities including those from school support organizations shall be authorized by
4 the Board and shall be for the purpose of supplementing funds for established school programs
5 and not for replacing funds which are the responsibility of the Board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Director of Schools' office in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the students
9 or paid into the activity fund of the school for use by the school. No school employee shall
10 personally benefit from any fundraising activity.
- 11 4. The principal shall obtain written approval from the Director of Schools/designee for all
12 fundraising activities, including online fundraising activities, that involve the participation of the
13 general student population in the marketing process of the fundraising effort. All ~~other~~
14 fundraising activities, including online fundraising activities, shall have written approval from
15 the principal and comply with all administrative procedures issued by the Director of Schools.
16 The authorization request shall contain the following information:²
- 17 a. A list of the proposed fundraising activities;
- 18 b. Purpose of the fundraising activity;
- 19 c. Proposed uses of funds raised;
- 20 d. Expected student involvement in fundraising activity (school-wide, individual class, or
21 club); and
- 22 e. Margin of profit and how it is to be paid to the school.
- 23 5. The Director of Schools shall determine whether or not the activity will benefit the school,
24 contribute to the welfare of the student body, and supplement, not replace, funds necessary to
25 fulfill the Board's required contributions.
- 26 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
27 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
2 who do not participate in fundraising activities shall not be punished or discriminated against in
3 any way.

4 This policy shall not be construed as preventing a teacher from using instructional or informational
5 materials even though the materials might include reference to a brand, a product, or a service.

6 **LOTTERIES**

7 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
8 among purchasers of chances by means of tickets through a random selection process.³

9 **ONLINE FUNDRAISING¹**

10 The school district is authorized to utilize online fundraising (~~e.g., crowdfunding~~). The Director of
11 Schools/designee shall ensure that adequate internal controls are established and will determine, on a
12 case-by-case basis, when using online fundraising is appropriate.

13 An employee shall not engage in online fundraising for educational purposes in his/her official
14 capacity as a district employee or make any reference to non-school sponsored fundraisers, online or
15 otherwise, that would lead another to believe such activity is an approved school fundraiser. Online
16 fundraising shall not be used on behalf and for the benefit of an outside party.

17 *Individual Schools*

18 Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all
19 fundraising requirements established by the Board and the *Tennessee Internal School Uniform*
20 *Accounting Policy Manual*. The principal/designee of each school shall have access to the established
21 fundraising account to ensure all funds are properly accounted for, and the information is recorded in
22 the school's accounting records by the designated personnel.

23 **FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴**

24 On approval of the principal, an employee may be authorized to raise and use funds for the following
25 noneducational purposes:

- 26 1. Bereavement support;
- 27
- 28 2. Award recognition;
- 29
- 30 3. Employee morale;
- 31
- 32 4. Banquets; or
- 33
- 34 5. Other situations at the principal's discretion.

35 These funds shall be derived from vending machine revenue, donations, or special designated gifts.

1 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,
2 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the
3 procedures are consistent with board policy and state law and disseminate them to all employees.

4 **RECORDKEEPING¹**

5 For Board approved fundraisers, the Principal shall ensure that the appropriate records are maintained
6 for each fundraising activity and shall be responsible for collecting and maintaining the appropriate
7 documents that show the approving, tracking, and monitoring of each fundraising activity from
8 beginning to end.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-28
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605
Gifts 6.710