

Regular Meeting of the Trousdale County Board of Education

Wednesday, January 15, 2025

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 6:02 PM.

Robert Atwood: Present

Deanna Bode: Present

John Kerr: Present

Racheal Petty: Present

Chris Woodard: Present

1. AGENDA:

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

1.B. Invocation – Mr. Robert Atwood

1.C. Pledge of Allegiance – Ms. Deanna Bode

1.D. Time for Public Comment

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

1.F. Approval of the Agenda for January 15, 2025

Approval of the January 15, 2025, Agenda passed with a motion by Racheal Petty and a second by Chris Woodard.

Chris Woodard: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for January 15, 2025

Approval of the January 15, 2025, Consent Agenda passed with a motion by Racheal Petty and a second by Deanna Bode.

Chris Woodard: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

2.B. Approval of Minutes from December 20, 2024

2.C. Approval of Executive Decision - Employee CDL Salary Supplement

In 2022-23, the Board agreed to add \$2,000 to Bryan Holder's salary when he obtained a CDL bus driver's endorsement. Mr. Holder achieved his CDL bus driver's endorsement in December and is now eligible for the \$2,000 salary increase upon Board approval.

2.D. Approval of High School FBLA Fundraiser – Attachment A

2.E. Approval of Middle School Football Fundraiser – Attachment B

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

2.G. Approval of TSBA Policy Revision - 5.118 Background Investigations – Attachment D

2.H. Approval of High School Softball Fundraiser – Attachment E

2.I. Approval of High School Band Booster Fundraiser – Attachment F

3. SCHOOL DISTRICT HIGHLIGHTS:

4. PRINCIPALS' REPORTS:

4.A. Trousdale County Elementary School – Ms. Badru was absent due to the death of her husband; therefore, Mrs. Porter, Assistant Principal, provided the school's report in her absence. Mrs. Porter stated that student report cards were sent home to families on January 9 along with Q2 winter benchmark and with universal reading screener reports. Mrs. Porter said that all the Q2 winter benchmarks have been made up or completed since school resumed on January 7. She stated that student attendance has been good with some student sicknesses being reported, noting that the school has had a good start since returning from the Christmas break. Mrs. Porter concluded by saying that the most recent 2-hour delay procedures went well without any issues.

4.B. Jim Satterfield Middle School - Mr. Gulley was absent due to a family illness; however, he provided a written report to the board presented by Dr. Satterfield. Mr. Gulley's report included a report on the completion of the most recent Q2 benchmark results from December. He reported that 100% of the ELA and Math benchmarks were completed before Christmas break and 98.6% of all benchmarks were completed by the January 6 professional development day. He stated that the 2-hour late procedures have worked well at the middle school and that 95% of all students were present on the last 2-hour delay day. Mr. Gulley concluded by stating that although it was a short turnaround from the December benchmarks to report card day on January 9, all student report cards were completed and sent home to all parents on January 9. He added that daily student attendance is presently running at an exceptional 95% rate.

4.C. Trousdale County High School – Mr. McCall informed the Board that the most recent January 6 professional development day was most useful as the school spent the majority of the time reviewing student Q1 and Q2 benchmark results and planning adjustments to instruction to ensure students reach proficiency. He stated that the school has completed (5) instructional days since Christmas break and the school is presently reporting a comfortable

17 to 40 absences per day. He stated that he and the staff are presently analyzing the most recent Tripod student survey along with classroom walkthroughs in order to support effective instruction. Mr. McCall stated that his 2-hour delay plan for inclement weather has been successful in maximizing instruction.

4.D. Student School Board Representatives – Student representatives Elizabeth Denning and Hana Tucker highlighted the upcoming high school basketball homecoming that will take place on Friday vs. White House Heritage. The representatives announced the King and Queen including the homecoming court. The representatives concluded by stating that the senior class rank and averages will be forthcoming next month.

5. DIRECTOR’S REPORT:

5.A. Employment Notifications

Link, Sloan	Volunteer Coach, Middle School & High School Softball
Poss, Bethany	Full-time Substitute Teacher, resignation
Reed, Dawn	1st grade Teacher, resignation (January 31)

5.B. Academic and Goal Updates – Dr. Satterfield reported that present student membership is running at 1,377 students which is the exact enrollment at the same time in January in 2024. He informed the Board that all Q2 benchmark assessments have been completed for which all parents received grade reports on Thursday, January 9. He stated that the Tripod student survey reports were provided to principals on January 3 and made available to teachers on January 14. He reminded parents to save the date of June 2-27 for this year’s 2025 Summer Learning Camp and that online registration would be opening up at the end of the month on January 31 and would remain open until March 7. Dr. Satterfield concluded by reminding families that the FAFSA application is currently open through April 15, TCAP/EOC assessment window is April 14 through May 2, final examinations are May 20 and 21, and summer learning camp will be June 2 through 27.

5.C. Project Updates – Dr. Satterfield announced that the new elementary roof project has been completed. He stated that there are some ceiling tiles that need to be replaced but that the contractor has agreed to replace all ceiling tiles that were damaged during the roof installation. Dr. Satterfield stated that the foundation work for the new athletic field house “is stuck in the mud;” however, the construction company still thinks they can get the foundation installed before the end of the month. Dr. Satterfield stated that they will need improvement in the current weather conditions in order to have the foundation completed by the end of January.

6. NEW BUSINESS:

6.A. Policy Revision 5.802 Qualifications and Duties of the Director of Schools – Attachment G

Motion to accept revisions to policy 5.802 Qualifications and Duties of the Director of Schools passed with a motion by Robert Atwood and a second by Chris Woodard.

Chris Woodard: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.B. Opposition Resolution - Education Freedom Scholarship Act (Vouchers)

Mr. Atwood made the motion NOT to support the opposition resolution to Education Freedom Scholarship Act as presented by Dr. Satterfield.

Motion to oppose the opposition resolution to the Education Freedom Scholarship Act passed with a motion by Robert Atwood and a second by Racheal Petty.

Chris Woodard: Yea
Deanna Bode: Nay
John Kerr: Nay
Racheal Petty: Yea
Robert Atwood: Yea

6.C. Tenure Recommendation - Monica Burg (Jenkins)

Motion to grant tenure to Monica Burg (Jenkins) passed with a motion by Robert Atwood and a second by Chris Woodard.

Chris Woodard: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.D. Tenure Recommendation - Chapel Carter (Smith)

Motion to grant tenure to Chapel Carter (Smith) passed with a motion by Robert Atwood and a second by Deanna Bode.

Chris Woodard: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.E. Tenure Recommendation - Savannah Cox

Motion to grant tenure to Savannah Cox passed with a motion by Racheal Petty and a second by Robert Atwood.

Chris Woodard: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.F. Tenure Recommendation - Laura Holt

Motion to grant tenure to Laura Holt passed with a motion by Robert Atwood and a second by Deanna Bode.

Chris Woodard: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.G. Tenure Recommendation - Ashley Navarro

Motion to grant tenure to Ashley Navarro passed with a motion by Deanna Bode and a second by Robert Atwood.

Chris Woodard: 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 Deanna Bode and a second by John Kerr.

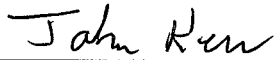
Chris Woodard: Yea

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: Community Yard Sale - FB/LA - 4-8-25

Net Amount Expected/Goal: Unknown

Specific Purpose of the Fundraiser:

Raise money by hosting a community yard sale. Participants will pay for a certain amount of space.

Specific Use of the Funds Acquired:

All funds will go toward state/national conferences.

Describe how students will be involved in the fundraising activity:

Students will promote the event. Some volunteers will be expected day of.

Courtney Fullenway
Sponsor's Signature

Date

[Signature]
Principal's Signature

Date

Ch. h. Denton
Director's Signature

1/16/25
Date

Board Approved: 1/15/25



Trousdale County Schools Request for Fundraising Activity

Attachment B

School: TCES JSMS TCHS

Student Group/Activity: Football / Fund-a-day Calendar

Net Amount Expected/Goal: \$ 3,000

Specific Purpose of the Fundraiser:

Raise money to help fund the needs of the middle school football program for the upcoming season.

Specific Use of the Funds Acquired:

Cover reconditioning / recertification of equipment, purchase new equipment, payment of officials, and other gaming expenses

Describe how students will be involved in the fundraising activity:

The students will be requesting individuals to fund a specific date on the calendar in that dollar amount. Ex. if you fund the 2nd then you would pay \$2. If you fund the 2nd & 8th = \$10

[Signature]
Sponsor's Signature

1/7/25
Date

[Signature]
Principal's Signature

1/7/25
Date

[Signature]
Director's Signature

1/16/25
Date

Board Approved: 1/15/25

Trousdale County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 01/15/25
		Rescinds: 4.603	Issued: 06/20/24

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 **VOLUNTARY RETENTION⁵**

32 A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain
33 his/her student in the current grade level if:

- 1 1. The student has a documented academic or behavioral delay; and
- 2
- 3 2. The parent/guardian believes that retention may benefit the student.

4 This information shall be submitted in writing within thirty (30) days of the end of the school year. The
5 district shall send written notice to the parent/guardian confirming whether the student is eligible for
6 retention under state law.

7 **PROMOTION PLANS⁶**

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

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

21 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
22 promoted to the next grade level unless retention is required per additional requirements for students in
23 third and fourth grade.⁷

24 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
25 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
26 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
27 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
28 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
29 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
30 year.⁸

31 **RETENTION⁷**

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

34 *Decision of Retention – General⁹*

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

- 1 1. Adjustment to the current instructional strategies or materials;
- 2
- 3 2. Additional instructional time;
- 4
- 5 3. Individual tutoring;
- 6
- 7 4. Modification to the student's classroom assignment to ensure the student receives
- 8 instruction from a teacher with a level of overall effectiveness of above expectations (level
- 9 4) or significantly above expectations (level 5); or
- 10
- 11 5. Attendance or truancy interventions.

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

16 *Decision of Retention – Third Grade*¹⁰

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

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

- 21 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
22 portion of the student's most recent TCAP test may be promoted if:
 - 23 a. The student is an English language learner and has received less than two (2) full years
24 of ELA instruction;
 - 25 b. The student was previously retained in grades K-3;
 - 26 c. The student is retested before the next school year and scores proficient in ELA;
 - 27 d. The student attends a learning loss bridge camp before the next school year, maintains a
28 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
29 test at the end of the camp;
 - 30 e. The student receives tutoring for the entirety of the next school year in accordance with
31 state law; or
 - 32 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
33 ELA standards by scoring within the fiftieth percentile on the most recently
34 administered state-provided benchmark assessment and the district provides tutoring
35 services to the student during the entire fourth grade school year and notifies the
36 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
37 programming.
- 38
- 39
- 40 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
41 the student's most recent TCAP test may be promoted if:
42

- 1 a. The student is an English language learner and has received less than two (2) full years
- 2 of ELA instruction;
- 3 b. The student was previously retained in grades K-3;
- 4 c. The student is retested before the next school year and scores proficient in ELA; or
- 5 d. The student attends a learning loss bridge camp before the next school year, maintains a
- 6 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
- 7 school year in accordance with state law.

8 *Decision of Retention – Fourth Grade*¹⁰

9 Students in the following categories may be promoted to fifth grade if they demonstrate adequate
10 growth on the fourth-grade ELA portion of the TCAP test:

- 11 1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the
- 12 fourth-grade school year; and
- 13
- 14 2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while
- 15 maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the
- 16 fourth grade school year.

17 If a student that was promoted to fourth grade under one of the provisions above does not demonstrate
18 adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

- 19 1. The student’s principal shall convene a conference consisting of the following parties: the
- 20 student’s parent(s)/legal guardian, the student’s ELA teacher, and the student’s principal.
- 21
- 22 2. The conference shall review the student’s fourth grade ELA performance to determine if the
- 23 student should be promoted to fifth grade.
- 24
- 25 3. At the conclusion of the conference, a majority of the parties shall agree to one of the
- 26 following:
- 27 a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of
- 28 the student’s fifth-grade year; or
- 29 b. The student will be retained in fourth grade. A student shall not be retained more than
- 30 once in fourth grade.

31 *Decision of Retention – Students with Disabilities*¹¹

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

36 **APPEALS**^{8,12}

37 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
38 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
39 made to a committee appointed by the principal within five (5) business days. The student and his/her
40 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given

- 1 the opportunity to address the committee. The committee shall conduct a hearing within ten (10) business
 2 days to determine if the student will be promoted and issue such decision within five (5) business days.
 3 Upon notification of the committee decision, the principal shall send written notification to the Director
 4 of Schools and the parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right
 5 to appeal such action within five (5) business to the Director of Schools.
- 6 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 7 decision shall be issued within five (5) business days.
- 8 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
 9 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 10 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
 11 The action of the Board shall be final.
- 12 For students where retention is required per the additional requirements for students in third and fourth
 13 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.¹³

 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. TCA 49-6-314; TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)
7. TRR/MS 0520-01-03-.16(6)(f)
8. TRR/MS 0520-01-03-.16(6)(e)
9. TRR/MS 0520-01-03-.16(6)(g)
10. TRR/MS 0520-01-03-.16(7)
11. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 et seq.; TRR/MS 0520-01-03-.16(7)(e); Public Acts of 2024, Chapter No. 989
12. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
13. 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 January	Descriptor Term: Background Investigations	Descriptor Code: 5.118	Issued Date: 01/15/25
		Rescinds: 5.118	Issued: 08/16/18

1 *General*

2 Background checks shall be required for applicants, employees, contract workers, and volunteers.¹
 3 Individuals who (1) have been identified by the Department of Children's Services as perpetrators of
 4 child abuse, severe child abuse, child sexual abuse, or child neglect or who pose an immediate threat to
 5 the health, safety, or welfare of children; or (2) are listed on the state's abuse of vulnerable persons
 6 registry maintained by the Department of Health shall not be employed.²

7 The Director of Schools/designee shall develop any necessary corresponding procedures.

8 Applicants and current employees shall be entered into the federal RAP back program.³ Notice of the
 9 following shall be provided:

- 10 1. Possible fees charged by the Tennessee Bureau of Investigation; and
 11
 12 2. Fingerprints will be retained by the Tennessee Bureau of Investigation and the Federal Bureau
 13 of Investigation for all purposes and uses authorized for fingerprint submission.

14 Any costs incurred to perform these background checks and fingerprinting shall be paid by applicants.
 15 The Board **shall** reimburse applicants if the position is offered and accepted.

16 **CONTRACTORS & VOLUNTEERS**

17 To ensure the safety and welfare of students and staff, the district shall require criminal history
 18 background checks and fingerprinting of contractors, and volunteers and any other positions that require
 19 proximity to children. Any costs incurred to perform these background checks and fingerprinting shall
 20 be paid by the applicant. The Board shall not reimburse contractors and volunteers.⁴

21 Background checks shall be required of the individuals listed above at least once every five (5) years
 22 after the initial background check.¹

23 **USE AND DISSEMINATION**

24 Fingerprints or other approved forms of positive identification shall be submitted with all requests for
 25 criminal history record checks for non-criminal justice purposes.⁵ The Director of Schools shall ensure
 26 the Originating Agency Identifier number is on file at all times.

27 Tennessee and FBI Criminal History Record Information (CHRI) obtained by the district shall be
 28 solely used to verify criminal violations and shall not be disseminated. Results shall be considered
 29 confidential and only accessible to district personnel identified by the Director of Schools. CHRI shall

1 only be accessed by authorized personnel in the performance of their duties and shall never be released
2 to the public.

3 All persons directly associated with the accessing, maintaining, processing, dissemination, or
4 destruction of CHRI shall sign an awareness statement and shall indicate that they have been specially
5 trained on the subject. The training shall provide those with access to CHRI with a working knowledge
6 of federal and state regulations and laws governing the security and processing of criminal history
7 information. The Director of Schools is responsible for ensuring that authorized personnel receive such
8 training within sixty (60) days of employment or job assignment and every three (3) years.

9 **RETENTION AND SECURITY**

10 The Director of Schools shall develop procedures to ensure CHRI is stored in a secure location. Areas
11 in which CHRI is processed and handled shall be restricted to authorized personnel identified by the
12 Director of Schools. The area shall be out of the view of the public and unauthorized personnel. The
13 Director of Schools shall maintain a list of all employees who have access to, can process, disseminate,
14 and/or destroy CHRI.

15 **DISPOSAL OF CHRI**

16 When CHRI is no longer needed, it shall be destroyed by burning, shredding, or other methods
17 rendering the information unreadable. Record destruction shall be conducted under the supervision of
18 the Director of Schools.

19 **MISUSE**

20 Employees who misuse CHRI or violate this policy shall be subject to disciplinary action up to and
21 including termination. Any employee with knowledge of misuse shall immediately report a violation to
22 the Director of Schools.

Legal References

1. [TCA 49-5-413](#)
2. [TCA 49-5-406\(a\)\(1\)](#); [TCA 49-5-403](#);
[TCA 49-5-413\(a\)\(2\)](#), (e)
3. [TCA 49-5-413\(f\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [34 USCA § 40316](#)

Cross References

- School Volunteers 4.501
- Application and Employment 5.106
- Substitute Teachers 5.701



Trousedale County Schools Request for Fundraising Activity

Attachment E

School: TCES JSMS TCHS

Student Group/Activity: Softball / Pancake Breakfast - FEB

Net Amount Expected/Goal: \$2000

Specific Purpose of the Fundraiser:

Use of an area business or school facility resources to offer a pancake breakfast.

Specific Use of the Funds Acquired:

Field renovation and up-keep, team uniforms and supplies.

Describe how students will be involved in the fundraising activity:

Players will sell tickets to the breakfast.

[Signature]
Sponsor's Signature

7-22-24
Date

[Signature]
Principal's Signature

7-22-24
Date

[Signature]
Director's Signature

1/16/25
Date

Board Approved: 1/15/25

Trousdale County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 01/15/25
		Rescinds: 5.802	Issued: 06/20/24

1 **QUALIFICATIONS**

- 2 1. A current professional educator or administrator license.
- 3
- 4 2. A master's degree in education with a preference for a doctorate degree
- 5
- 6 3. Three (3) years of successful experience in school administration
- 7
- 8 4. Such other qualifications as the Board deems desirable

9 **REPORTS TO:** The Board of Education

10 **SUPERVISES:** All administrative and supervisory personnel in the district

11 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
12 programs and services

13 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall
14 extend to all activities of the district, to all phases of the educational program, to all aspects of the
15 financial operation, to all facility management, and to the conduct of such other duties as may be assigned
16 by the Board. The Director of Schools may delegate these duties together with appropriate authority but
17 may neither delegate nor relinquish ultimate responsibility for results or any portion of accountability.

18 **ESSENTIAL FUNCTIONS**

19 *General Administrative*

- 20 1. Provides leadership in identification of priorities and assures that all activities reflect those
21 board-established priorities.
- 22 2. Prepares and recommends short and long-range plans for board approval and implements those
23 plans when approved.
- 24 3. Prepares, in conjunction with the Chair, agenda recommendations relative to all matters
25 requiring board action, including all facts, information, options, and reports needed to assure
26 informed decisions. Provides advice and counsel to the Board on matters before it.
- 27 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
28 of the proceedings of all meetings of the Board and of its official acts.

- 1 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
2 Recommends policies or courses of staff action.
- 3 6. Develops administrative procedures to implement board policy or for the items deemed
4 necessary for the efficient operation of the schools and disseminates these procedures to
5 appropriate staff.
- 6 7. Keeps the Board informed regarding development in other districts or at state and national levels
7 that would be helpful to the district.
- 8 8. Ensures that all local, state, and federal standards for the health and safety of the students and
9 staff are maintained and that required reports are maintained.
- 10 9. Fulfills all statutory obligations and implements the education laws of the State of Tennessee
11 and the rules and regulations of the State Board of Education.¹

12 *Financial Management*

- 13 1. Provides direction to and supervision of school business functions. Encourages development and
14 implementation of sound business practices. Continually assesses business practices to achieve
15 efficiency.
- 16 2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget
17 to the appropriate local funding body for adoption.
- 18 3. Makes appropriate written reports for the Board, detailing all receipts and expenditures of the
19 school funds, and submits them to the local funding body.
- 20 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
21 district's financial and physical resources.

22 *Personnel Administration*

- 23 1. Establishes lines of authority which shall be approved by the Board and shown on the district
24 organization chart. Lines of authority shall not restrict the practical working relationships of all
25 staff members at all levels.
- 26 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
27 recommends to the Board teachers who are eligible for tenure.
- 28 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
29 professional positions.
- 30 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
31 to the Board for information and record.
- 32 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
33 concerning the welfare and improvement of the schools.

- 1 6. Communicates directly, or through delegation, all actions of the Board relating to personnel
2 matters to all and receives employees' communications to be made to the Board.
- 3 7. Evaluates principals annually.
- 4 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
5 temporary teaching permit who have been suspended or dismissed, or who have resigned,
6 following allegations of conduct, including sexual misconduct, which, if substantiated, would
7 warrant consideration for license suspension, revocation, or formal reprimand or who have been
8 convicted of a felony. This report shall also be made if the licensed educator has pleaded guilty
9 or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or
10 equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days.²

11 *Instructional Leadership*

- 12 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
13 educational program designed to meet the needs of the community and to carry out the policies
14 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,
15 is available to all students.
- 16 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major
17 changes in tests and time schedules to be used in the schools.
- 18 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 19 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
20 programs.
- 21 5. Conducts a periodic audit of the total school program and advises the Board of recommendations
22 for the educational advancement of the schools.
- 23 6. Seeks out available sources for grant funding to support programs and projects.
- 24 7. Ensures that the goals of the school district are adequately reflected in its educational program
25 and operations.

26 *Community/Public Relations*

- 27 1. Promotes community support of the schools. Interprets district programs and services, reports,
28 plans, events, and activities of interest and solicits community opinions regarding school and
29 educational issues.
- 30 2. Identifies available community resources and links to social service agencies that support
31 education and healthy child development.
- 32 3. Develops strategies to promote parental involvement in their student's education and provides
33 opportunities for parent-teacher interaction.
- 34 4. Maintains contact and good relations with local media.

1 5. Ensures that the district interests will be represented in meetings and activities of municipal and
2 other governmental agencies.

3 6. Represents the school district and its interests in community organizations, activities, and
4 projects.

5 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board
6 and the Director of Schools. Salary to be determined by the Board.

7 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
8 and the Board's policy on evaluation of the Director of Schools.

9 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
10 level of work being performed by the person assigned to this position. They are not intended to be a
11 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. TCA 49-2-301
2. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c);
TCA 49-5-106(f); Public Acts of 2024, Chapter No.
577

Cross References

Executive Committee 1.301
Board-Media Relations 1.502
Administrative Procedures 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803