

**Cleveland City Schools**  
**Board of Education Regular Meeting**  
**November 4, 2019 5:30 PM**  
Administrative Office Building, Board Room

1. Pledge of Allegiance
2. \*Consent Agenda
  - A. \*Approval of Regular Agenda
  - B. \*Approval of Minutes from September 30, 2019 Regular Board Meeting
  - C. \*Approval of Overnight Field Trips
  - D. \*Approval of Second Reading of Policies 2.403 and 3.202
  - E. \*Approval of LEA Compliance Report
  - F. \*Approval of Cleveland Middle School Carpet Request
3. Regular Agenda
  - A. Director's Update
  - B. Spotlight
    1. AP Scholars
  - C. \*Approval and Presentation of Tenure Faculty
  - D. \*First Reading of Policies 4.201, 6.309, 6.411, 6.600, and 6.603
  - E. Site Committee
    1. \*CHS Chiller and Cooling Tower
  - F. LEANfrog Compensation Study
  - G. Student Representative's Update
  - H. Strategic Plan Update - Special Education
  - I. Energy Program Update

- J. Discipline & Culture Committee Update
- K. Review and Discussion of TSBA Delegate Assembly Resolutions
- 4. "B" Agenda
  - A. Financial Report
  - B. Personnel Report
  - C. TSBA Legislative and Legal Institute
  - D. School Highlights
  - E. Dates to Remember

## **Board of Education Regular Meeting**

September 30, 2019 4:30 PM

Administrative Office Building, Board Room

### **Attendance Taken at 5:30 PM.**

#### Present Board Members:

Mr. Tom Cloud  
Mr. Charlie Cogdill  
Ms. Krista McKay  
Mr. Steve Morgan  
Ms. Peggy Pesterfield  
Ms. Dawn Robinson

#### Absent Board Members:

Ms. Carolyn Ingram

### **1. Pledge of Allegiance**

### **2. \*Consent Agenda**

- 2.A. \*Approval of Regular Agenda
- 2.B. \*Approval of Minutes from September 3, 2019 Regular Board Meeting
- 2.C. \*Approval of Overnight Field Trips
- 2.D. \*Approval of Second Reading of Policies 1.101, 1.202, 1.2021, 4.605, 6.200, 6.308, 6.506

Tom Cloud suggests reducing the number of students per chaperone on overnight trips. Dr. Dyer said that the Field Trip Committee looked into this ratio last year. There are chaperones in the hallways monitoring at night also.

Dawn Robinson suggests adding the name of the group or team on the field trip form. Dr. Dyer said that we will be sure names are listed.

Motion to approve Consent Agenda passed with a motion by Mr. Tom Cloud and a second by Mr. Steve Morgan.

Mr. Tom Cloud	Yes
Mr. Charlie Cogdill	Yes
Ms. Carolyn Ingram	Absent
Ms. Krista McKay	Yes
Mr. Steve Morgan	Yes
Ms. Peggy Pesterfield	Yes
Ms. Dawn Robinson	Yes
Yes: 6, No: 0	

### **3. Regular Agenda**

#### **3.A. Director's Update**

Dr. Dyer provided an update:

- Congratulations to Michael Kahrs; he was named SE TN Supervisor of the Year.
- Jeannie Long, CHS science teacher, was named a Tennessee finalist for the Presidential Award for Excellence in Mathematics and Science Teaching.
- TDOE/TOSS Superintendent Study Council met this month and focused on the

State's strategic plan.

- Chamber President Mike Griffin toured CHS and CTE Department; he was impressed with the program.
- Director's Road Show started this month. Dr. Dyer had a great day at Arnold Memorial Elementary; he will spend a day at all the schools this year.
- United Way Poverty Simulation last week helped administrators understand the needs of students in poverty situations.
- Parent Leadership group met with Dawn Robinson and Dr. Dyer. He also met with CHS Leadership group. Both groups discussed the Strategic Plan focus group questions. We are compiling these responses to help in planning later this year.
- Last week, school administrators and students joined Dr. Dyer at the TOSS presentation on Building Culture in Murfreesboro. School administrators from across the country were there as well as Flip Flippen with Capturing Kids Hearts.
- Elementary STEM Night is tonight at CHS.
- Redefining Ready National Conference is this week; Dr. Dyer and Jeff Elliott will be presenting at the conference in Chicago.
- We are open on Columbus Day, October 14. November 1st is a Professional Development Day. Fall Break is next week.

Autumn O'Bryan shared how the UTC Volleyball Tournament was moved to Raider Arena. Board members voiced appreciation for this event and all the activities at CHS.

### **3.B. Spotlight**

#### **3.B.1. AP Scholars**

Due to a scheduling conflict, this will be moved to the November meeting.

### **3.C. Site Committee**

#### **3.C.1. Final Architect Report on Candy's Creek Cherokee Elementary School**

Brian Templeton of Upland Design Group reported that the contractor has a few remaining punch list items that will be done during Fall Break such as replacing some floor tiles and addressing some electrical items. Contractor returned and prepared the yard in front and back; we need rain now. Brian hopes to close the project officially in November.

Brian Templeton submitted the school to the TSBA School of the Year competition. We received back \$240,000 of unused testing and contingency funds. Hal Taylor reported that the City will be taking the large dirt pile out soon, and then they will smooth out the area. Brian Templeton reported that the TVA grant we received required an efficiency rating of 6% more than code; our building was 14% more efficient than code. Board members voiced appreciation for Brian Templeton and his work on the building project.

Board members thanked Lisa Earby for the wonderful dedication this afternoon at Candy's Creek Cherokee Elementary School. They voiced appreciation for the students, choir, and JROTC cadets. Board members were pleased to meet Principal Chief Richard Sneed of the Eastern Band of the Cherokees who attended the program.

Brian Templeton reported that Upland Design has looked into the chiller issue at CHS. Their engineers are evaluating the chiller. The existing chiller was 500 tons; the engineers think that the actual size needed is 300 tons. Brian expects the study to be completed by October 4. They will

need 30 days to put a bid together. The goal is to have the new cooling system before spring when weather gets warm. Hal Taylor estimates that the cost will cost \$200,000-\$300,000. Steve Morgan said that we will set a Site Committee meeting after the report is ready.

### **3.C.2. \*Candy's Creek Cherokee Elementary School Traffic Lane Expansion**

Hal Taylor said that Candy's Creek Cherokee Elementary School needs an expanded drive for stacking cars off Georgetown Road. The City will work with us on the project. Steve Morgan presented the motion from the Site Committee.

Motion to approve widening of front drive at Candy's Creek Cherokee Elementary School passed with a motion by the Site Committee and a second by Peggy Pesterfield.

Mr. Tom Cloud	Yes
Mr. Charlie Cogdill	Yes
Ms. Carolyn Ingram	Absent
Ms. Krista McKay	Yes
Mr. Steve Morgan	Yes
Ms. Peggy Pesterfield	Yes
Ms. Dawn Robinson	Yes

Yes: 6, No: 0

### **3.D. \*First Reading of Policies 2.403 and 3.202**

Dr. Dyer reported Policy 2.403 & 3.202 are updated to fit new state laws.

Motion to approve first reading of policies 2.403 and 3.202 passed with a motion by Mr. Steve Morgan and a second by Ms. Krista McKay.

Mr. Tom Cloud	Yes
Mr. Charlie Cogdill	Yes
Ms. Carolyn Ingram	Absent
Ms. Krista McKay	Yes
Mr. Steve Morgan	Yes
Ms. Peggy Pesterfield	Yes
Ms. Dawn Robinson	Yes

Yes: 6, No: 0

### **3.E. Student Representative's Update**

Hayes Martin provided an update:

- Band performed in a competition this weekend; they were first overall. The percussion and color guard were also awarded first place.
- Theater department play *A Family Reunion to Die For* has two more shows this week.
- JROTC placed 6th in their first competition. They were pleased and know what to expect for the next one.
- Homecoming Week was fun with dress up days and the first Homecoming Dance that we have had in years. Football team also won.
- JROTC will host a military ball for veterans and their families later in the year. Cadets hosted a car wash on Saturday to raise money for it.
- This is Bradley Week; we are excited about the game on Friday night.

Charlie Cogdill commented that the JROTC did a great job presenting at the Kiwanis Club.

### **3.F. Strategic Plan Update: Portrait of a Graduate**

Dr. Dyer reported that he plans to incorporate the Portrait of a Graduate in the Strategic Plan. Autumn O'Bryan provided an overview of the Portrait of a Graduate program, a North Star for system transformation. She presented information on Generation Z which represents anyone born 1995-

2010. This program will help us to build relationships, provide opportunities for collaboration, and emphasize communication skills. The ultimate goal is to determine a brand for the CCS graduate. Board members discussed the initiative.

**3.G. Discipline & Culture Committee Update**

Kelly Kiser and Doug Moore shared the goals of the Student Discipline and District Culture Committee Goals.

- Review existing CCS discipline policies and align policies to trauma informed best practices.
- Develop a plan for communicating and implementing trauma informed discipline practices across CCS.
- Assess CCS overall culture for areas of strength and areas of need.
- Develop a strategy to build a strong overall CCS district culture and address areas of identified need.

**3.H. Report on TSBA Fall District Meeting**

Board Members shared information from the TSBA Fall District Meeting.

**3.I. 2020 NSBA Events**

Dawn Robinson announced the NSBA events for 2020. If anyone is interested in attending, please let Andrea know.

Dawn Robinson adjourned by general consent.

**4. "B" Agenda**

- 4.A. Financial Report
- 4.B. Personnel Report
- 4.C. School Highlights
- 4.D. Dates to Remember

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Chairperson

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Date

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Director of Schools

**Trip ID**            **1028**

**Booked By**

**Booked By** Enicks IV, William  
**Email** william\_enicks@att.net  
**Phone** 4237856017  
**Pager**  
**Cellular**

**Booking Details**

**Trip Name** Cross Country State Championships  
**Status** Approved  
**Trip State** Active  
**Created Date** 10/28/2019 12:33:00 PM

**Departing Location** Cleveland High School  
**Organization** Overnight  
**Trip Destination** Percy Warner Park, Brentwood TN  
**Trip Type** Round Trip  
**Trip Package**

**Trip Departure Date Time** 11/1/2019 11:00:00 AM  
**Driver Departure Time**  
**Participant Drop Off Time**  
**Destination Arrival Date Time**

**Trip Return Date Time** 11/2/2019 4:00:00 PM  
**Driver Return Time**  
**Participant Pick Up Time**  
**Destination Departure Date Time**

**Driver Start Location**  
**Participant Drop Off Location**  
**Estimated Round Trip Mileage** 0

**Driver End Location**  
**Participant Pick Up Location**

**Trip Contact**

**Name** Enicks IV, William  
**Email** william\_enicks@att.net  
**Phone** 4237856017  
**Pager**  
**Cellular**

**Attendees**

**Faculty** Coach Enicks, *Carrie & Jason Dasher*  
**Supervising Adults** Coach Enicks  
**Number of students** *7 male athletes*                      **Cost per student** \$0.00  
**Number of adults** 3    **Cost per adult** \$0.00  
**Totals Attendees** 10

**Categorization**

**Budget Code** 100  
**Budget Code Description** School  
**Recommended Min Age** 0                                      **Recommended Max Age** 0  
**Educational Objective** Compete in TSSAALarge School State Cross Country Championships

**Notes**

**Special Needs and/or** None  
**Trip Requirements**  
**Driving Directions**

**Required Services**

**Transportation Type** Car  
**Number Of Vehicles** 3

Trip ID

984

9E

**Booked By**

Booked By Franklin, Mandy

Email mfranklin@clevelandschools.org

Phone 4233815951

Pager

Cellular

**Booking Details**

Trip Name Blythe-Bower Jr. Beta Club State Convention

Status Approved

Trip State Active

Created Date 10/21/2019 2:38:00 PM

Departing Location Blythe Bower Elementary

Organization Overnight

Trip Destination Gaylord Opryland Resort and Convention Center

Trip Type Round Trip

Trip Package

Trip Departure Date Time 11/24/2019 12:00:00 PM

Trip Return Date Time 11/25/2019 11:00:00 PM

Driver Departure Time

Driver Return Time

Participant Drop Off Time

Participant Pick Up Time

Destination Arrival Date Time

Destination Departure Date Time

Driver Start Location

Driver End Location

Participant Drop Off Location

Participant Pick Up Location

Estimated Round Trip Mileage 0

**Trip Contact**

Name Franklin,

Mandy

Email mfranklin@clevelandschools.org

Pager

Phone 4233815951

Cellular

**Attendees**

Faculty Mandy Franklin, Kim Foxworth, April Salyer, Kim Davison, Kayla Caldwell, Prisavia Croft, Casey Price

Supervising Adults

Number of students 32

Cost per student \$75.00

Number of adults 7

Cost per adult \$0.00

Totals Attendees 39

**Categorization**

Budget Code 100

Budget Code Description School

Recommended Min Age 0

Recommended Max Age 0

Educational Objective 4th and 5th grade Jr. Beta Club members from Blythe-Bower will compete with Jr. Beta Clubs from across the state of Tennessee in various academic, talent, technology, engineering, and design competitions. These competitions allow our students to showcase their talents and wealth of knowledge they have acquired over their elementary school career.

**Notes**

Special Needs and/or Trip Requirements 12- male students 20-females students

Driving Directions

**Required Services**

Transportation Type Charter Bus

**Trip ID**

**1033**



**Booked By**

**Booked By** Tucker, Reggie

**Email** rtucker@clevelandschools.org

**Phone** 4234578264

**Pager**

**Cellular**

**Booking Details**

**Trip Name** CHS Boys Basketball - Thanksgiving Classic

**Status** Approved

**Trip State** Inactive

**Created Date** 10/28/2019 3:11:00 PM

**Departing Location** Cleveland High School

**Organization** Overnight

**Trip Destination** Holiday Inn Express & Suites, 308 Henderson *Chapel Rd, Pigeon Forge, TN*

**Trip Type** Round Trip

**Trip Package**

**Trip Departure Date Time** 11/29/2019 11:30:00 AM

**Trip Return Date Time** 11/30/2019 11:00:00 PM

**Driver Departure Time**

**Driver Return Time**

**Participant Drop Off Time**

**Participant Pick Up Time**

**Destination Arrival Date Time**

**Destination Departure Date Time**

**Driver Start Location**

**Driver End Location**

**Participant Drop Off Location**

**Participant Pick Up Location**

**Estimated Round Trip Mileage** 0

**Trip Contact**

**Name** Tucker,

Reggie

**Email** rtucker@clevelandschools.org

**Pager**

**Phone** 4234578264

**Cellular**

**Attendees**

**Faculty** Reggie Tucker, Keith Elliott, Charles Condo

**Supervising Adults**

**Number of students** 12

**Cost per student** \$0.00

**Number of adults** 3

**Cost per adult** \$0.00

**Totals Attendees** 15

**Categorization**

**Budget Code** 500

**Budget Code Description** Other

**Recommended Min Age** 0

**Recommended Max Age** 0

**Educational Objective**

**Notes**

**Special Needs and/or** Keith Elliott will be driving the school bus.

**Trip Requirements**

**Driving Directions**

**Required Services**

**Transportation Type** School Bus

**Number Of Vehicles** 1

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Surplus Property Sales</b>	Descriptor Code: <b>2.403</b>	Issued Date: <b>04/10/07</b>
		Rescinds: <b>2.403</b>	Issued: <b>09/08/03</b>

~~It is the Board's intent that surplus property, instead of being destroyed, shall be sold.<sup>1</sup> A list of surplus items, valued at \$250 or above, shall be approved by the Board before the surplus sale. Any property sold at surplus shall have Cleveland City Schools identification removed from it.~~

~~As used in this policy, surplus property and equipment are the personal property and equipment no longer having an intended use by the school system and no longer suitable for use.~~

~~The Director of Schools or his designee shall prepare a list of unusable items for Board approval.<sup>1</sup> The list shall contain the following information: name of item, date of purchase, and reason for disposal.~~

~~All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.~~

~~Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is of less value than five hundred dollars (\$500).<sup>2</sup>~~

~~If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.<sup>3</sup>~~

~~Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve all surplus equipment prior to the materials being disposed of at the end of the school year.~~

## **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS<sup>4</sup>**

~~When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:~~

- ~~1. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or~~
- ~~2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold, and the awarding agency shall have a right to an amount calculated by~~

multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

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**Legal References**

1. ~~TCA 49-6-2006; TCA 49-6-2007; TCA 49-6-2208;  
TCA 12-2-403(a)(1)-(4)  
Education Department General Administration  
Regulations (EDGAR) 43 Subtitle A Part 80.32~~
2. ~~34 CFR 80.3-52~~

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**Cross References**

~~Inventories 2.702~~

**Legal References**

3. TCA 49-6-2006(b)(3); TCA 49-6-2208
4. TCA 49-6-2007; Public Acts of 2019, Chapter No. 413
5. TCA 12-2-403(a)
6. 2 CFR § 200.313

**Cross References**

Duties of Officers 1.201  
Inventories 2.702  
Textbooks 4.401

<b>Cleveland City Board of Education</b>			
Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>12/11/17</b>
		Rescinds: <b>3.202</b>	Issued: <b>08/01/16</b>

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board  
3 approval of the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb  
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and  
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall  
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with  
8 emergency response agencies. ~~These procedures shall be in written form and distributed to all staff,~~  
9 ~~students, and parents.~~

10 **FIRE AND SAFETY DRILLS**

11 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)  
12 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.  
13 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted  
14 throughout the year.<sup>2</sup>

15 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
16 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
17 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
18 each school's office.<sup>3</sup>

19 ~~The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and~~  
20 ~~shall give all school personnel instructions on how to properly use fire extinguishers.~~

21 **ARMED INTRUDER DRILLS**

22 The ~~Director of Schools or his/her designee principal~~ shall ensure that ~~each the~~ school safety team  
23 conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.<sup>4</sup>

24 **AED DRILLS**

25 ~~Any school with an AED~~ All schools shall conduct a CPR and AED drill to ensure ~~students are aware~~  
26 ~~awareness~~ of the steps that must be taken in the event of a medical emergency. The principal shall ~~be~~  
27 ~~responsible for ensuring~~ ensure that the drill occurs.<sup>5</sup>

28 ~~The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and~~  
29 ~~shall give all school personnel instructions on how to properly use fire extinguishers.~~

1 The Director of Schools shall develop the necessary administrative procedures on AED and CPR  
 2 training, planning, notification, and maintenance to comply with state law.

### 3 MEDICAL EMERGENCIES/PANDEMIC FLU

4 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
 5 and consult with the local and state health departments and other local emergency or healthcare  
 6 providers in protecting students and the community from further infection. The Director of Schools  
 7 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>6</sup>

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#### Legal References

1. ~~TRR/MS 0520-1-3-.03(18)~~
2. ~~Public Acts of 2017, Chp. No. 451~~
3. ~~TCA 68-102-137(b), (f)~~
4. ~~Public Acts of 2017, Chp. No. 313~~
5. ~~TCA 49-2-122(b)(2)(A)~~
6. ~~Tennessee Department of Health Pandemic Influenza  
 Response Plan;  
[http://health.state.tn.us/ceds/PDFs/2006\\_PanFlu\\_Plan.pdf](http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf)~~

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#### Legal References

7. TRR/MS 0520-01-03-.03(15); TCA 49-6-804
8. TCA 68-102-137(b)
9. TCA 68-102-137(f)
10. TCA 49-6-807
11. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2019,  
 Chapter No. 391
12. TCA 49-6-3004(a), (e); TCA 49-5-404

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#### Cross References

- ~~Emergency Closings 1.8011  
 Community Use of School Facilities 3.206~~

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#### Cross References

- Emergency Closings 1.8011  
 Safety 3.201  
 Community Use of School Facilities 3.206

## 2019 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the Tennessee Department of Education (TDOE) employs to ensure LEAs faithfully execute those laws and rules. New to the report is the attached LEA compliance self-assessment that is specific to Chapter 0520-01-03 of the SBE rules. Chapter 0520-01-03 is highlighted in the self-assessment because (a) it comprises the minimum requirements for the approval of schools and (b) data collected via the self-assessment can inform the department's baselines for school approval related-compliance.

LEAs must complete this report, including the self-assessment, and, if applicable, the corrective action form, and submit it to the department. During completion, each LEA should carefully check the status of its compliance with all state education laws and SBE rules. The self-assessment can be used to structure an internal compliance review. The department verifies and monitors LEA compliance via multiple data sources (e.g., Education Information System) and will consider those sources when making final decisions regarding an LEA's compliance status. The commissioner of education is charged with taking corrective action when an LEA is not in compliance with state education laws and SBE rules and is not following a TDOE-approved plan addressing areas of noncompliance. The commissioner may waive a state board rule or statute. The LEA waiver request form, which is accessible [here](#), includes exceptions.

I certify that the LEA is in compliance with all Tennessee education statutes and SBE rules.

I certify that, with the exception of the areas reflected in the attached corrective action plan, the LEA is in compliance with all Tennessee education statutes and SBE rules.

Completion of each field below is required.	
<b>LEA Name</b>	
<b>Superintendent/Director of Schools Name</b>	<b>School Board Chair Name</b>
<b>Superintendent/Director of Schools Signature</b>	<b>School Board Chair Signature</b>
<b>Date of School Board Approval</b>	
<b>UPLOAD COMPLETED REPORT TO <a href="#">ePlan</a> (including the self-assessment, and, if applicable, the corrective action form)</b>	
<b>DUE DATE: November 29, 2019</b>	

## Appendix B

### LEA Compliance Self-assessment

**Instructions:** The self-assessment below reflects areas from Chapter 0520-01-03 of State Board of Education Rule 0520-01-03, which is informally referred to as the school approval rule. For each area, indicate the LEA's degree of compliance. Click on a hyperlink to access details for an area within that subsection.

An area marked "Noncompliant" or "Not Applicable" requires an explanation in Appendix C. Please be advised that "Not Applicable" is appropriate in limited cases only (e.g., "Graduation Requirements" for a K-5 LEA).

Finally, it may be helpful to provide a blank copy of the self-assessment to each principal. Those school-level responses could be used to inform the LEA-level self-assessment. **Only submit the LEA-level self-assessment to the department.**

Compliant	Noncompliant	Not Applicable	Rules of the State Board of Education Chapter 0520-01-03 Minimum Requirements for the Approval of Public Schools
			<a href="#">0520-01-03-.02 ORGANIZATION OF SCHOOLS</a>
			Length of School Day for Students
			<a href="#">0520-01-03-.03 ADMINISTRATION OF SCHOOLS</a>
			Teacher Assignment
			Salaries and Licensure for all Licensed Personnel
			Class Size for Grades Kindergarten (K) through Twelve (12)
			Planning Time
			Duty Free Lunch Period
			Summer Schools
			Student Evaluation in Grades Kindergarten (K) through grade eight (8)
			Admission and Enrollment of Students
			Students Transferring From One School to Another

			Public Virtual Schools
			Records and Reports
			School Fees
			Withholding of Student Grades for Debts Owed to the School
			School Board, District School Improvement Planning
			Multi-Hazard Emergency Operations Plans
			<b>0520-01-03-.05 STATE ACADEMIC STANDARDS</b>
			Academic Standards
			Experimental Projects and Special Courses
			Grading and Promotion
			<b>0520-01-03-.06 GRADUATION</b>
			Graduation Requirements
			Testing for Credit
			Work-Based Learning Experiences
			Enrollment in College Level Courses
			The High School Equivalency Testing (HISSET) Program and the Issuance of Equivalency Diplomas
			<b>0520-01-03-.07 LIBRARY INFORMATION CENTER</b>
			School Library Information Center
			Library Information Center Personnel
			Library Information Center Collection
			<b>0520-01-03-.08 PUPIL PERSONNEL SERVICES</b>

			<p>Local Board of Education Standards and Policies for the Following:</p> <ul style="list-style-type: none"> <li>(a) Attendance Services</li> <li>(b) Guidance Services</li> <li>(c) School Psychological Services</li> <li>(d) School Social Work Services</li> <li>(e) School Health Services</li> </ul>
			<p>School Health Services Program:</p> <ul style="list-style-type: none"> <li>(a) Written policy requiring a physical examination for every child entering school for the first time</li> <li>(b) Written policy requiring a physical examination for every student participating in interscholastic athletics</li> <li>(c) Written policy for excluding pupils with communicable diseases and for readmitting them following recovery</li> <li>(d) Written policy for handling drug/alcohol problems</li> <li>(e) Procedures for reporting suspected cases of child abuse and neglect</li> <li>(f) Requirement for each new employee to present a physician certificate showing a satisfactory health record</li> <li>(g) Inclusion of HIV, HIV-Related Illness, and AIDS provisions</li> </ul>
			<b>0520-01-03-.09 SPECIAL EDUCATION PROGRAMS AND SERVICES</b>
			<a href="#">RULE 0520-01-09 – Special Education Programs and Services</a>
			<b>0520-01-03.-10 WAIVERS</b>

## Appendix C

### Noncompliance Corrective Action Plan

**Instructions:** Using the template reflected below, (a) provide a rationale for any area marked “Not Applicable” in the self-assessment and/or (b) report all areas of noncompliance and include corrective action details. Examples are included in the template. Click the attachment (paper clip) icon in the PDF navigation pane to access the Word version of the template.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted.	<ul style="list-style-type: none"> <li>▪ Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing.</li> <li>▪ Coordinate fingerprinting scheduling, results processing, and related communications.</li> <li>▪ Notify the TDOE director of school approval of compliance plan completion.</li> </ul>	<p>Human Resources Director</p> <p>Human Resources Director</p> <p>Human Resources Director (with director of schools copied)</p>	<p>October 11, 2019</p> <p>October 14 – December 6, 2019</p> <p>December 9, 2019</p>
SBE Rule 0520-01-03-.03 – Class Size	While no <u>individual</u> K-12 classes within the district exceed the maximum number of students, class size <u>averages</u> at the three elementary schools are not in compliance.	We submitted a waiver request to the commissioner on October 2, 2019 — approval is pending.	NA	NA
0520-01-03-.03 ADMINISTRATION OF SCHOOLS – Public Virtual Schools	The district has not established a virtual school.	NA	NA	NA

## Appendix D

For your convenience, the following is a list of helpful links to various state education laws and SBE rules available online.

Public chapters regarding education passed during the 2019 legislative session:

[https://www.tn.gov/content/dam/tn/education/legal/2019\\_legislative\\_report.pdf](https://www.tn.gov/content/dam/tn/education/legal/2019_legislative_report.pdf)

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance/rules.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding applicable laws or SBE rules, please contact TDOE's general counsel, Christy Ballard, at (615) 741-2921.



October, 21, 2019

Dr. Dyer,

We have been approached by Rock Bridge Community Church to use our theater for their services. As part of this partnership, they would like to upgrade our theater in exchange for an equitable rental charge.

The first upgrade they would like to make is to replace the carpet in the CMS theater. This project is needed as it is on the long-term plan for Cleveland City Schools.

Mr. Taylor and I have spoken to the school board attorney, Mr. Brown and he advised us to get a proposal in writing, which is attached. Please let me know how you would like for us to proceed with this proposal.

Thank you,

A handwritten signature in blue ink that reads 'Leneda Laing'.

Leneda Laing, CMS Principal

121 W. Crawford St.  
Dalton, GA 30720  
T 706.279.3175

info@rockbridge.cc

rockbridge.cc



**October 8, 2019**

Dear Dr. Laing & Mr. Ingram,

Rock Bridge Community Church would like to propose upgrading the carpet and expanding the sound booth in the theater at Cleveland Middle School. We would like to do this as part of our partnership with the school as we host our weekly Sunday services, monthly First Wednesday services, and other events as they arise at the school. Below you will find the details of the proposed project.

- Sub-contractor hired by Rock Bridge:
  - *TC Construction*  
*1449 Houston Valley Rd Ringgold, GA 30736*  
*Tim Chesser 706-260-0885*
- Remove roll carpet, strip glue from concrete and replace with 18x18 carpet tiles, with reducer strips on stair nose.
- Rebuild and recover portable stage stairs, with coordinating carpet.
- Labor for the project is estimated at \$15,850
- Materials for the project is estimated at \$6,000
- It is expected to take five 8 hour days of work to complete the project
  - It can be completed in 2 ½ weekends if necessary.

Please let me know if there are questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "John David Boreing".

John David Boreing  
Director of Strategic Initiatives  
Rock Bridge Community Church  
931-797-9906  
johndavid@rockbridge.cc

ONE CHURCH, MULTIPLE LOCATIONS

CALHOUN | CHATSWORTH | CLEVELAND | DALTON | HIXSON | RINGGOLD

## AP Scholars

Granted to students who receive scores of 3 or higher on three or more AP Exams.

Michael Adriaanse

Evan Griffin

Ester Proctor

Kathleen Alcock

Madison Hobbs

Anna Renshaw

Katherine Blake

Jacob Lee

Krista Riad

Elena Burton

Kaitlyn Madson

James Salazar

Brayden Conn

Oliver McDougal

Gabriel Shoop

Torr Coulthard

James Miles

Matthew Sonnier

Chloe Cribbs

Nathan Pan

Skyler Stone

Matthew Freake

Aarsh Patel

Harper Fuller

Annabelle Pelley

Kali Gilbreath

Preston Pham

## AP Scholar with Honor

Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.

Jane Anderson

Kelsie Hartley

Zachary Bianucci

Matthew Marino

Joseph Brown

Savannah Pitts

Daniel Collins

Katie Rockhill

Todd Deluca

Jaynae Wright

Sarah Elkins

## **AP Scholar with Distinction**

Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams.

Emma Brannen

Olivia Eilf

Sara McKay

Lake Preston-Self

Lauren Proctor

Joseph Watson

## **National AP Scholar**

Granted to students in the United States who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams.

Lauren Proctor

KK  
10/21/19  
PK

# Memo

**To:** Russell Dyer, Ed.D.  
**From:** Kelly Kiser  
**Date:** October 28, 2019  
**Re:** Tenure Recommendations for the November 4, 2019 Board Meeting

The following employees are eligible for professional tenure with the Cleveland City Schools System. They have received evaluations demonstrating an overall effectiveness level of above expectations (4) or significantly above expectations (5) during the last two years of the probationary period.

Jonathan Adcock, CMS (old tenure law)
Micah Bradbury, CHS
Kirsten Donnelly, Arnold
Amora Guy, Stuart
Tiana Hubbard, Arnold
Ashley Keith, CMS
Derrick Marr, CMS
Brenda Martin, Blythe-Bower
Amber Montgomery, Yates
Crystal Morrison, Blythe-Bower
Hilary Reid, CHS
Claire Ruth, Ross
Dana Storey, Ross
Evan Vermillion, CMS
Nicole Williams, CHS

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term:  <b>Class Size Ratios</b>	Descriptor Code: <b>4.201</b>	Issued Date: <b>07/09/01</b>
		Rescinds: <b>IDA</b>	Issued: <b>10/11/99</b>

1 ~~The Board shall not discriminate on the basis of gender, race, national origin, creed, age, or marital~~  
2 ~~status in its educational programs or activities.~~

3 ~~Curriculum material utilized shall reflect the cultural and racial diversity present in the United States~~  
4 ~~and the variety of careers, roles and life styles open to women as well as men in our society. One of the~~  
5 ~~objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias~~  
6 ~~on the basis of gender, ethnicity, religion and disability. The curriculum shall foster respect and~~  
7 ~~appreciation of the cultural diversity found in our country and an awareness of the rights, duties and~~  
8 ~~responsibilities of each individual as a member of a pluralistic society.<sup>1</sup>~~

9 ~~The course of study in the schools shall include those subjects required by the Legislature and~~  
10 ~~Tennessee State Board of Education as follows: reading, writing, spelling, arithmetic, English,~~  
11 ~~geography, hygiene, sanitation, music, drawing, black history and culture, physical education, and free~~  
12 ~~enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and~~  
13 ~~smoking of cigarettes and their effect upon the human system; history of Tennessee and its~~  
14 ~~Constitution; history of the United States and its Constitution; displaying of the American flag;~~  
15 ~~highway safety; and defensive driving.<sup>2</sup>~~

16 ~~The Board reserves the right to add additional courses and to amend the content of prescribed courses~~  
17 ~~as experience and the process of curriculum development indicate the desirability of such change.~~

18 *General<sup>1</sup>*

19 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not  
20 exceed the maximum allowed by state law.

## 21 **WAIVERS**

22 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend  
23 the career and technical education (CTE) classes in grades nine through twelve (9-12) as long as these  
24 class sizes do not exceed the maximum.

25 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education  
26 may grant a waiver from the maximum class sizes.

27

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Legal References

- ~~1. 42 U.S.C. 12101; 34 CFR § 106.34~~
- ~~2. TCA 49-6-1001 through 49-6-1205; TCA 49-6-1301~~

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Legal References

3. TCA 49-1-104; TRR/MS 0520-01-03-.03(3)

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Cross References

- ~~Student Goals 6.100~~  
~~Complaints and Grievances 6.305~~

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Cross References

- Graduation Requirements 4.605  
Religious Content of Courses 4.804  
Student Goals 6.100  
Student Concerns, Complaints, and Grievances 6.305

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Zero Tolerance Offenses</b>	Descriptor Code: <b>6.309</b>	Issued Date: <b>06/20/13</b>
		Rescinds: <b>6.309</b>	Issued: <b>06/02/03</b>

1 In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

## 2 **WEAPONS & DANGEROUS INSTRUMENTS**

3 Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon **on school**  
4 **buses, on school property, or while on school sponsored outings.**<sup>1</sup> ~~in school buildings or on school~~  
5 ~~grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored~~  
6 ~~activity, function or event.~~<sup>1</sup>

7 Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or  
8 anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily  
9 injury or anything that in the manner of its use or intended use is capable of causing death or serious  
10 bodily injury.<sup>2</sup>

11 Violators of this section shall be subject to suspension and/or expulsion from school.

12 *Firearms (as defined in 18 U.S.C. § 921)*<sup>3</sup>

13 In accordance with state law, any student who brings **to school or is in unauthorized possession of or**  
14 **possess** a firearm on school property shall be expelled for a period of not less than one (1) calendar  
15 year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-  
16 by-case basis.<sup>4</sup>

## 17 **DRUGS**

18 In accordance with state law, any student who unlawfully possesses any drug including any controlled  
19 substance, **controlled substance analogue**, or legend drug **on school grounds or at a school-sponsored**  
20 **event**, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools  
21 shall have the authority to modify this expulsion requirement on a case-by-case basis.<sup>5</sup>

## 22 **ASSAULT**

23 In accordance with state law, any student who commits aggravated assault ~~as defined in § 39-13-102 or~~  
24 **commits assault that results in bodily injury**<sup>6</sup> upon any teacher, principal, administrator, any other  
25 employee of the school or school resource officer shall be expelled for a period of not less than one (1)  
26 calendar year. The Director of Schools shall have the authority to modify this expulsion requirement  
27 on a case-by-case basis.<sup>5</sup>

## 28 **ELECTRONIC THREATS**

1 ~~In accordance with state law, any student who transmits by an electronic device any communication~~  
 2 ~~containing a credible threat to cause bodily injury or death to another student or school employee and~~  
 3 ~~the transmission of such threat creates actual disruptive activity at the school that requires~~  
 4 ~~administrative intervention shall be expelled for a period of not less than one (1) calendar year. The~~  
 5 ~~director of schools shall have the authority to modify this expulsion requirement on a case-by-case~~  
 6 ~~basis.~~<sup>6</sup>

7 **NOTIFICATION**

8 When it is determined that a student has violated this policy, the principal of the school shall notify the  
 9 student’s parent(s)/ ~~or~~ guardian(s) and the criminal justice or juvenile delinquency system as required  
 10 by law.<sup>7</sup>

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Legal References

1. ~~TCA 39-17-1309~~
2. ~~TCA 39-11-106(a)(5)(A)(B)~~
3. ~~18 U.S.C. 921~~
4. ~~20 U.S.C. § 8921; TCA 49-6-4216(b); TCA 49-6-3401(g)~~
5. ~~TCA 49-6-3401(g); TCA 49-6-4216(b)~~
6. ~~TCA 49-6-4216(a)(2)(C)~~
7. ~~TCA 49-6-4209; TCA 39-17-1312~~

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Legal References

1. TCA 39-17-1309(b)
2. TCA 39-11-106(a)(5)
3. 18 USCA § 921(a)(3); 20 USCA § 7961(b)(3)
4. TCA 49-6-3401(g)
5. TCA 39-13-102
6. TCA 39-13-101(a)(1)
7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)

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Cross References

- ~~Drug-Free Schools 6.307~~
- ~~Suspension/Expulsion/Remand 6.316~~

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Cross References

- Code of Conduct 6.300
- Drug-Free Schools 6.307
- Suspension/Expulsion/Remand 6.316

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Wellness</b>	Descriptor Code: <b>6.411</b>	Issued Date: <b>05/07/18</b>
		Rescinds: <b>6.411</b>	Issued: <b>08/01/16</b>

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious  
2 practices and the impact that such practices have on student academic achievement, health, and well-  
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be  
4 followed by all schools in the district.<sup>1</sup>

## 5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and  
7 existing wellness related programs and services in schools and the surrounding community based on  
8 state law and State Board of Education CSH standards and guidelines. The district's Coordinated  
9 School Health Coordinator shall be responsible for overseeing compliance with State Board of  
10 Education CSH standards and guidelines in the school district.

## 11 **SCHOOL HEALTH ADVISORY COUNCIL<sup>2, 3</sup>**

12 A district school health advisory council shall be established to serve as a resource to school sites for  
13 implementing policies and programs and develop an active working relationship with the county health  
14 council. The council shall consist of individuals representing the school and community, including  
15 parents, students, teachers, school administrators, health professionals, school food service  
16 representatives, and members of the public. The primary responsibilities of the council include but are  
17 not limited to:

- 18 1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations  
19 as to physical activity and nutrition policies;
- 20 2. Ensuring all schools within the district create and implement an action plan related to all  
21 School Health Index modules;
- 22 3. Ensuring that the results of the action plan are annually reported to the council; and
- 23 4. Ensuring that school level results include measures of progress on each indicator of the School  
24 Health Index.

25 The State Board of Education's Coordinated School Health and Physical Activity Policies shall be used  
26 as guidance by the Council to make recommendations. The Board will consider recommendations of  
27 the Council in making policy changes or revisions.

28 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,  
29 **community members**, and administrators.<sup>2</sup> The Team will hold Healthy School Team meetings during  
30 the school year to assess needs and oversee planning and implementation of school health efforts. The  
31 Director of Schools/designee will ensure compliance with the school ~~USDA Wellness Policy~~ **wellness**

1 ~~policy~~, to include an assessment of the implementation of the ~~USDA Wellness Policy~~ wellness policy  
2 and the progress made in attaining the policy goals. The assessment will be made available to the  
3 public.

#### 4 **COMMITMENT TO NUTRITION**

5 All schools within the district shall participate in the USDA child nutrition programs, which may  
6 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the  
7 Summer Food Service Program, and the After School Snack Program.<sup>4,5,6</sup>

8 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate  
9 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be  
10 encouraged. All food including vending machines, fundraising items, and concessions must meet  
11 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.<sup>4,5,6</sup> The  
12 school principal/designee shall be responsible for overseeing the school district's compliance with the  
13 State Board of Education Rules and Regulations for sale of food items in the school district.<sup>2,5,6</sup>

#### 14 **DISTRICT GOALS**

15 The district will promote healthy nutrition through various activities, including nutrition related  
16 newsletters, informational links on the district website, healthy eating posters and bulletin boards in  
17 dining areas, and informational booths at various community functions. Nutrition education will be  
18 offered as part of a standards based program designed to provide students with the knowledge and  
19 skills needed to promote and protect their health as outlined in the State Board of Education  
20 Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers  
21 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with  
22 a healthy breakfast.

#### 23 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

24 The Board recognizes that physical activity is extremely important to the overall health of a child.  
25 Schools shall support and promote physical activity. Physical activity may be integrated into any areas  
26 of the school program.

27 Physical Education classes shall be offered as part of a standards based program designed to provide  
28 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All  
29 physical education classes shall comply with the State Board of Education's Physical Education  
30 Standards. In addition to the district's ~~structured~~ physical education program, non-structured physical  
31 activity periods shall be offered as required by law.<sup>7</sup> ~~Non-structured physical activity will consist of~~  
32 ~~temporary withdrawal or cessation from usual school work or sedentary activities (e.g., walking,~~  
33 ~~jumping rope, playing volleyball, outdoor play, indoor play, etc.). Weather permitting, elementary~~  
34 ~~schools are encouraged to provide a minimum of 15 minutes of non-structured outdoor, physical~~  
35 ~~activity per day.~~

36 Schools shall continue to offer after school sports and activities. Physical activity shall not be  
37 employed as a form of discipline or punishment.

1 **COMMITMENT TO CURRICULUM<sup>3</sup>**

2 All applicable courses of study should be based on State-approved curriculum standards.

3 **SCHOOL HEALTH INDEX<sup>3</sup>**

4 All schools within the district shall annually administer a baseline assessment on each of the ~~three~~  
5 recommended School Health Index modules. Results shall be submitted to the School Health Advisory  
6 Council and reported to the State Department of Education.

7 **RECORD KEEPING COMPLIANCE**

8 The district's Coordinated School Health Coordinator shall ensure that records demonstrating  
9 compliance with community involvement requirements are maintained. The Coordinated School  
10 Health Coordinator shall additionally document that the school wellness policy and triennial  
11 assessments are made available to the public.<sup>8</sup>

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**Legal References**

- ~~1. TCA 49-1-1002~~
- ~~2. SBOE Policy 4.204~~
- ~~3. SBOE Policy 4.206~~
- ~~4. 42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))~~
- ~~5. TRR/MS 0520-01-06~~
- ~~6. 7 C.F.R. § 210 and 220~~
- ~~7. Public Acts of 2017, Chapter No. 99~~
- ~~8. 7 C.F.R. § 210.31(f)~~

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**Legal References**

9. TCA 49-1-1002
10. State Board of Education Policy 4.204
11. State Board of Education Policy 4.206
12. 42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
13. TRR/MS 0520-01-06
14. 7 C.F.R. § 210 and 220
15. TCA 49-6-1021
16. 7 C.F.R. § 210.31(f)

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**Cross References**

~~Student Suicide Prevention 6.415~~

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**Cross References**

Student Suicide Prevention 6.415

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Records</b>	Descriptor Code: <b>6.600</b>	Issued Date: <b>06/15/15</b>
		Rescinds: <b>6.600</b>	Issued: <b>07/09/01</b>

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health  
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the  
3 student through his/her school career.<sup>1</sup>

4 The name used on the record of the student entering the school system must be the same as that shown  
5 on the birth certificate, unless evidence is presented that such name has been legally changed. If the  
6 parent does not have, or cannot obtain a birth certificate, then the name used on the records of such  
7 student shall be as shown on documents which are acceptable as proof of date of birth.

8 The name used on the records of a student entering the system from another school must be the same  
9 as that shown on records from the school previously attended unless evidence is presented that such  
10 name has been legally changed as prescribed by law.

11 When a student transfers to another school within the system **or to a school outside of the system**, copies  
12 of the student's records, including the student's disciplinary records, shall be sent to the transfer school.<sup>7</sup>

13 ~~When a student transfers to a school outside the system, copies of the student's records, including the~~  
14 ~~student's disciplinary records, shall be sent to the transfer school.~~<sup>7</sup>

15 All records shall be remitted in accordance with the Family Education Rights and Privacy Act  
16 (FERPA).

## 17 ACCESS TO STUDENT RECORDS

18 Student records shall be confidential. Authorized school officials shall have access to and permit  
19 access to student education records for legitimate educational purposes.<sup>2</sup> A "legitimate educational  
20 interest" is the official's need to know information in order to:

- 21 1. Perform required administrative tasks;
- 22 2. Perform a supervisory or instructional task directly related to the student's education; **and**
- 23 3. Perform a service or benefit for the student or the student's family such as health care,  
24 counseling, student job placement, or student financial aid.

25 Authorized school officials may release information from or permit access to a student's education  
26 record without the parent(s)/**guardian(s)** or eligible student's\* prior written consent in the following  
instances:

- 27 1. To comply with a judicial order or lawfully issued subpoena. The school system will make  
28 a reasonable effort to notify the student's parent(s)/**guardian(s)** or the eligible student before making a  
disclosure;

- 1        2. If the disclosure is an item of directory information;
- 2        3. To comply with the requirements of child abuse reports to the extent known by the school  
3        officials including the name, address, and age of the child; the name and address of the person  
4        responsible for the care of the child, and the facts requiring the report;<sup>3</sup>
- 5        4. When certain federal and state officials need information in order to audit or enforce legal con-  
6        ditions related to federally-supported education programs in the school system;
- 7        5. When the school system has entered into a contract or written agreement for an organization to  
8        conduct scientific research on the system's behalf to develop tests or improve instruction,  
9        provided that the studies are conducted in a manner which will not permit the personal  
10       identification of students and their parent(s)/guardian(s) by individuals other than representatives  
11       of the organization and the information will be destroyed when no longer needed for the purpose for  
12       which the study was conducted;
- 13       6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by  
14       the Internal Revenue Code;
- 15       7. To accrediting organizations to carry out their accrediting functions;
- 16       8. When a student seeks or intends to enroll in another school district or a post-secondary school.  
17       Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records  
18       transferred under this provision;<sup>4</sup>
- 19       9. To financial institutions or government agencies that provide or may provide financial aid to a  
20       student in order to establish eligibility, to determine the amount of financial aid, to establish  
21       conditions for the receipt of financial aid, and to enforce financial aid agreements.
- 22       10. To make the needed disclosure in a health or safety emergency when warranted by the serious-  
23       ness of the threat to the student or other persons, when the information is necessary and needed  
24       to meet the emergency, when time is an important and limiting factor, and when the persons to  
25       whom the information is to be disclosed are qualified and in a position to deal with the  
26       emergency.
- 27       11. To the Attorney General or his designee for official purposes related to the investigation or  
28       prosecution of an act of domestic or international terrorism. An educational agency that, in  
29       good faith, produces education records in accordance with an order ~~issued under this Act~~ shall  
30       not be liable to any person for that production.<sup>5</sup>
- 31       12. To any agency caseworker or other representative of a state or local child welfare agency or  
32       tribal organization authorized to access the student's educational records when such agencies or  
33       organizations are legally responsible for the care and protection of the student.<sup>6</sup>

34 Authorized school officials may release information from a student's education record if the student's  
35 parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent  
36 must include:

- 1 1. A specification of the records to be released;
- 2 2. The reasons for the disclosure;
- 3 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
- 4 made;
- 5 4. The signature of the parent(s)/**guardian(s)** or eligible student; **and**
- 6 5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

9 The student's parent(s)/**guardian(s)** or the eligible student\* may obtain a copy of any records disclosed under this provision.

10 The school system will maintain an accurate record of all requests to disclose information from or to permit  
11 access to a student's education records. The system will maintain an accurate record of information it  
12 discloses and access it permits. The system will maintain this record as long as it maintains the student's  
education record.

13 The record will include at least:

- 14 1. The name of the person or agency that makes the request;
- 15 2. The interest the person or agency has in the information;
- 16 3. The date the person or agency makes the request; and
- 17 4. Whether the request is granted and, if it is, the date access is permitted or the disclosure is
- 18 made.

19 ~~Additional administrative procedures for operation are available at the Administrative Office Building.~~

20 \* *The student becomes an "eligible student" when he/she reaches age **eighteen** (18) or enrolls in a post-*  
21 *secondary school, at which time all of the above rights become the student's right.*

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~~Legal References~~

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~~Cross References~~

1. ~~USCA 20-1232g; TCA 10-7-503; TCA 10-7-504~~
2. ~~TCA 10-7-504(a)(4); 20-USC 1232g~~
3. ~~TCA 37-1-403~~
4. ~~TRR/MS 0520-1-3-.03(1)(e)~~
5. ~~USA Patriot Act of 2001 § 507~~
6. ~~Uninterrupted Scholars Act of 2013~~
7. ~~TCA 49-6-3001(e)(1)~~

~~School Board Records 1.407~~  
~~Promotion and Retention 4.603~~  
~~Attendance 6.200~~  
~~Child Custody/Parental Access 6.209~~  
~~Disciplinary Hearing Authority 6.317~~  
~~AIDS 6.404~~

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Legal References

1. 20 USCA § 1232g; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, *et seq.*
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(9)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)

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Cross References

School District Records 1.407  
Promotion and Retention 4.603  
Testing Programs 4.700  
Attendance 6.200  
Withdrawals 6.207  
Child Custody/Parental Access 6.209  
Bus Safety and Conduct 6.308  
Corporal Punishment 6.314  
Disciplinary Hearing Authority 6.317  
Admission of Suspended/Expelled Students 6.318  
AIDS 6.404

# Cleveland City Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Records Use of Records</b>	Descriptor Code: <b>6.603</b>	Issued Date: <b>12/09/02</b>
		Rescinds: <b>6.603</b>	Issued: <b>07/09/01</b>

~~Authorized school officials will have access to and permit access to student education records for legitimate educational purposes.<sup>1</sup> A “legitimate educational interest” is the official’s need to know information in order to:~~

- ~~1. Perform required administrative tasks;~~
- ~~2. Perform a supervisory or instructional task directly related to the student’s education;~~
- ~~3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.~~

~~Authorized school officials may release information from or permit access to a student’s education record without the parent(s) or eligible student’s\* prior written consent in the following instances:~~

- ~~1. To comply with a judicial order or lawfully issued subpoena. The school system will make a reasonable effort to notify the student’s parent(s) or the eligible student before making a disclosure;~~
- ~~2. To provide directory information;~~
- ~~3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address and age of the child, the name and address of the person responsible for the care of the child, and the facts requiring the report;<sup>2</sup>~~
- ~~4. To respond when certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the school system;~~
- ~~5. To conduct scientific research on the system’s behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted;<sup>3</sup>~~
- ~~6. To appropriate officials if the parent(s) claim the student as a dependent as defined by the Internal Revenue Code;~~
- ~~7. To carry out accrediting functions;~~

~~8.—To enroll a student in another school district or a post-secondary school. Parent(s) of students or eligible students have a right to obtain copies of records transferred under this provision;<sup>4</sup>~~

~~9.—To provide information to financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid and to enforce financial aid agreements.~~

~~10.—To make the needed disclosure in a health or safety emergency when warranted by the seriousness, of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.~~

~~11.—To provide information to the Attorney General or his designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order issued under this Act shall not be liable to any person for that production.<sup>5</sup>~~

~~Authorized school officials may release information from a student's education record if the student's parent(s) or the eligible student gives written consent for the disclosure. The written consent must include:~~

- ~~1.—A specification of the records to be released;~~
- ~~2.—The reasons for the disclosure;~~
- ~~3.—The person, organization, or class of persons or organizations to whom the disclosure is to be made;~~
- ~~4.—The signature of the parent(s) or eligible student;~~
- ~~5.—The date of the consent and, if appropriate, a date when the consent is to be terminated. The student's parent(s) or the eligible student may obtain a copy of any records disclosed under this provision.~~

~~The school system will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The system will maintain an accurate record of information it discloses and access it permits. The system will maintain this record as long as it maintains the student's education record.~~

~~The record will include at least:~~

- ~~1.—The name of the person or agency that makes the request;~~
- ~~2.—The interest the person or agency has in the information;~~
- ~~3.—The date the person or agency makes the request; and~~
- ~~4.—Whether the request is granted and, if it is, the date access is permitted or the disclosure is made.~~

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Legal References

1. ~~USCA 20-1232g; TCA 10-7-503; TCA 10-7-504~~
2. ~~TCA 37-1-403~~
3. ~~TRR/MS 0520-1-3 .09.14(7)(h) (k)~~
4. ~~TRR/MS 0520-1-3 .03(11)(e)~~
5. ~~USA Patriot Act of 2001 § 507~~



# Compensation Assessment Board Report

November 2019



ASSESS



IMPROVE



SUSTAIN

# Work Completed

- Conversion of current pay structure into individual schedules for positions in order to make accurate comparisons
- Matching of positions to market descriptions for non-educational positions
- Request of peer schedules/incumbent data via direct communication and survey development and deployment for education positions and supplements
- Mapping of peer schedules to match CCS structure for education positions for teacher position
- Analysis of market values for non-education positions
- Receipt of Compensation Strategy
- Analysis of peer data for education positions
- Compilation of supplement data for peer districts
- Analysis of supplement data
- Development of recommendations for all positions reviewed, schedules associated and supplement data

# Types of Analysis Completed

- Current Salary Schedules vs. Market Value Analysis
- Incumbents vs. Market Value Analysis
- Current Salary Schedules vs. Peer Salary Schedules for appropriate positions
- Incumbents vs. Peer Salary Data Analysis
- Supplements vs. Peer supplements Analysis

# Positions Reviewed

- Teacher
- CTE Teacher
- Assistant Principal – Elementary
- Assistant Principal – Middle
- Assistant Principal – High
- Principal – Elementary
- Principal – Middle
- Principal – High
- Chief Academic Officer/Assistant Director of Schools
- Director of Innovation
- School Psychologist
- Instructional Support Specialist
- RTI Facilitator
- Supervisor of Elementary Education and School Counselors
- Supervisor of Special Populations
- Accountant
- Administrative Assistant (Operations)
- Administrative Assistant/Receptionist (PT) (School Nutrition)
- Bookkeeper (School Nutrition)
- Bus Driver
- Nutrition Technician/Cashier/Cook
- Coordinator of School Health
- Director of Business Operations
- Director of Human Resources
- Director of Operations
- Director of Student Information Systems
- Director of Student Services
- Educational Assistant/Paraprofessional
- Industrial Electrician
- Industrial HVAC & Refrigeration Technician
- Industrial Plumber
- General Maintenance Position
- Lead Diesel Mechanic
- Operations Supervisor
- Payroll Clerk
- Routing/Transportation Assistant
- School Bookkeeper
- Student Information Specialist
- Student Support Specialist
- Supervisor of School Nutrition
- System Administrator
- Computer Technician

# Overview of Market Findings

- For most positions reviewed, the starting rates are significantly below market value. Exceptions to this are: Accountant, Coordinator of School Health, Student Information Specialist, Bus Driver, and Educational Assistant.
- Incumbents in most positions are paid within the market range.
- Technology positions are paid below market value.
- The market value for Director positions does not represent the same equity the current schedules represent as internal value.
- The total compensation growth for the positions reviewed range from 37.42% (Operations Supervisor) to 93.62% (AOB Secretaries/Bookkeepers Schedule).
- The average annual growth for the positions reviewed according to the current pay structure range from 1.02% (Directors) to 4.32% (Nutrition workers).
- The projected 2019 percent increase across the Cleveland City market is 2.6%.

# Overview of Peer Comparison Findings

- Peer districts do not pay Teachers for some of the higher degree levels that CCS currently pays - BS+16 or MS+16.
- CCS pays Teachers higher than the average pay at all degree levels for the beginning and ending pay.
- Oak Ridge and Maryville pay higher for degree and experience in some cases.
- CCS pays Principals better than provided local peers but less than some peers such as Maryville, Oak Ridge and Bartlett City.
- CCS Assistant Principals' pay range is less than most peers.
- Like CCS, peers pay CTE Teachers on the Teacher schedule with extended days.
- Incumbents are all paid in line with market.
- Entry pay is lower than market in most cases.

# CCS Compensation Philosophy

- To attract and retain highly qualified employees with required education, certification, experience, and skills to achieve our mission, vision, and strategic goals.
- To maintain internal equity for employees performing similar functions based on requisite knowledge, skills, complexity, autonomy, experience, score, and decision-making or supervisory responsibility required to perform those functions.
- To recognize and reward continued positive length of service to the system, our students, our families, and our community.
- To be fiscally responsible, provide cost effective guidelines, and to meet all applicable board policies, as well as state and federal laws.

# General Schedule Recommendations

- Develop graded schedules that group positions by similar levels of responsibility, internal value, and market value (as determined to be appropriate).
- Develop ranges for each schedule that are more aligned with market values.
- Raise starting rates of schedules where current rates are less than 90% of market.

# Specific Schedule Recommendations

## Teacher Schedule

- Discontinue pay for BS + 16 and MS + 16 in order to sustain paying teachers competitively with the market.
- Develop Director, Principal, Assistant Principal and Supervisor standards by assigning standard value to each position, whether keeping the current values or creating an index of values to ensure internal alignment is kept in tact and market competitiveness is maintained.
- Develop professional salary schedules that align with market and internal value for positions such as Accountant, Student Information Specialist and Student Support Specialist.

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# Specific Schedule Recommendations

## Technology Schedule

- Increase the incumbents' pay for Technology positions to meet market.
- Develop 2-3 new Technology schedules based in market data.

## Child Nutrition Schedule

- Increase entry wages to market for workers.
- Reduce job growth to 20-25% to ensure sustainability.

## Operations Schedule

- Increase entry pay for all positions to meet market.
- Develop 2-3 graded schedules for Operations positions and assign positions by required duties, skills and complexity.

# Specific Schedule Recommendations

## Teacher Assistant Schedule

- Pay is within market but may exceed market at the higher steps and lacks sustainability. CCS may benefit from a new schedule with a job pay growth of 20-25% percent.

## Develop new pay schedules to replace the School Secretary Schedule and the AOB Secretaries/Bookkeepers Schedule.

- Develop 3-4 new schedules for all administrative and bookkeeper positions using the market pay as baseline for entry pay with a job pay growth of 20-25%.
- Align jobs with comparable duties, qualifications and job complexity into the appropriate new schedule.

# Findings/Recommendations for Supplements

- CCS pays higher supplements than many of the peers provided.
- There are a couple of activities where CCS pays less. When comparing high school to middle school sport supplements, CCS generally pays similarly to peers. Middle school supplements are half or two-thirds of the high school supplement for the same sport.
- It is recommended that CCS document the expected duties and expected time associated with each supplement to provide accountability and ensure equity as sports and extracurricular activities evolve and middle school sports become more of a time commitment.

# LEAN frog

People • Process • Technology



## School Board Presentation

### Profile

School	# of SWD	# of teachers	# of Assistants	Student to Adult Ratio
Arnold	43	2	2	10.7
Blythe Bower	103	4	4	12.9
Candy's Creek Cherokee	53	2	2	13.3
Mayfield	65	2	2 + 1	13
Ross	33	2	2	8.3
Stuart	35	3	4	5
Discovery Pre K	34	2	2	8.5
Yates	28	2	2	7
CMS	192	9	11	9.6
CHS	232	11	12	10.1
<b>Totals</b>	<b>818</b>	<b>39</b>	<b>44</b>	<b>9.84 average</b>

### Budget

Sped GP	\$4,498,671.31	
IDEA part B	\$1,201,042.42	
IDEA PS	\$69,342.36	
<b>Total</b>	<b>\$5,769,056.09</b>	spent on students with disabilities.

### Extended Resource Classroom Update

- ERC in every school.
- Only 6 students are placed in programs outside of their zoned school.
- Adding an assistant to Mayfield ERC.

### Grants received for this year:

- IDEA discretionary (ages 6-12) \$77,985.90
  - Funds a behavior support specialist.
- IDEA Preschool discretionary (ages 3-5) \$25,943.00
  - Funds integrated therapy training.
- Sunrise Rotary \$10,000.00
  - Funds Sensory Room Project at Ross.
- **Total funds received from grants:** **\$113,928.90**

### Challenges

- Speech and Language
  - New school creates logistical challenges.

Cleveland City Schools  
Energy Management Report  
Fiscal Year 2018-2019

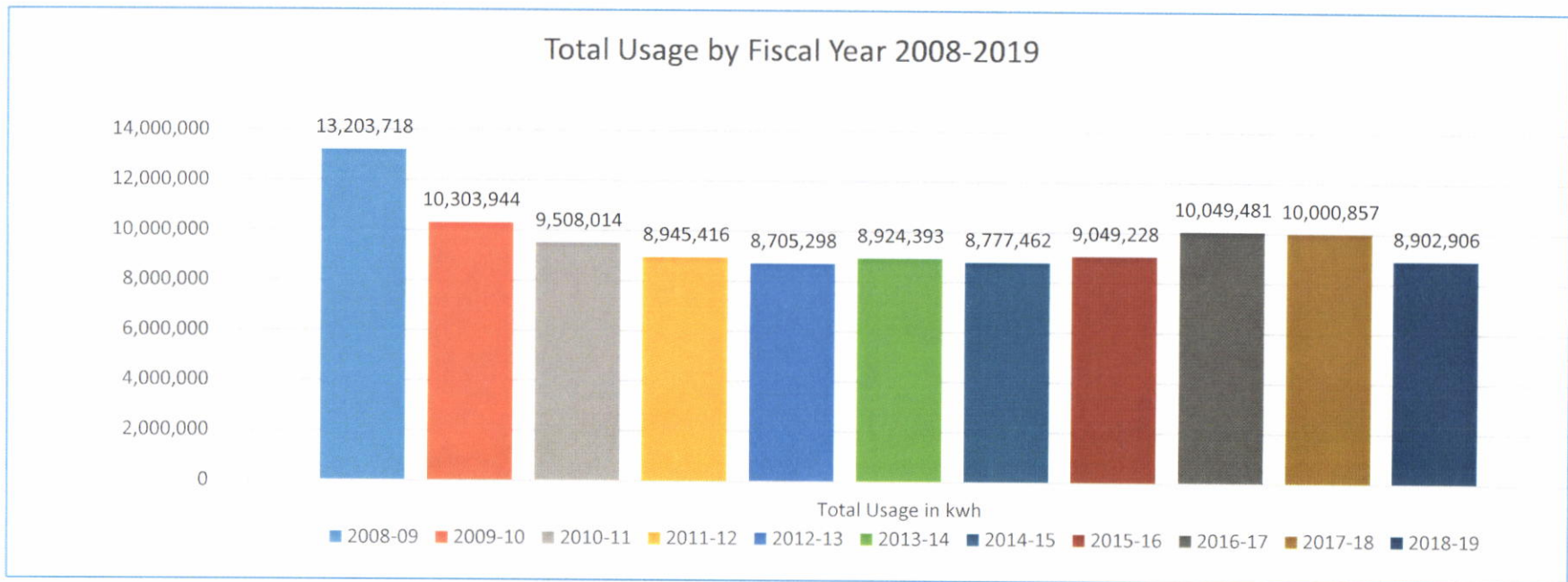


Cleveland City School Board  
11/4/19

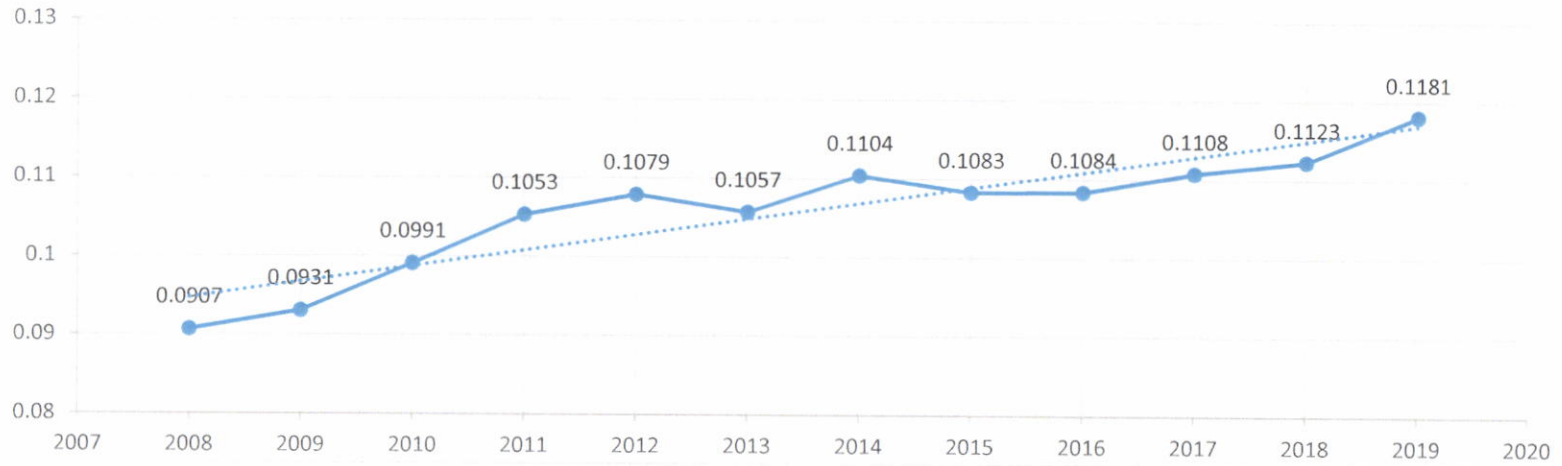
## Comparison of Cleveland City Schools Buildings by Cost/Floor Area for 2008 to 2019

	Floor Area (Sq Ft)	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
<b>School</b>												
<b>CMS*</b>	243963	\$1.21	\$0.94	\$0.89	\$0.82	\$0.81	\$ 0.81	\$ 0.79	\$0.79	\$0.87	\$0.91	\$0.93
<b>Mayfield*</b>	94000	\$1.08	\$0.80	\$0.85	\$0.85	\$0.86	\$ 0.89	\$ 0.95	\$0.93	\$0.91	\$0.92	\$0.81
<b>Arnold*</b>	69748	\$1.27	\$1.00	\$0.97	\$0.95	\$0.92	\$ 0.96	\$ 0.96	\$0.90	\$0.97	\$1.01	\$0.99
<b>CHS*</b>	429605	\$1.18	\$0.98	\$1.08	\$0.95	\$0.92	\$ 0.94	\$ 0.92	\$0.98	\$1.13	\$1.08	\$1.00
<b>Stuart</b>	75504	\$1.61	\$1.10	\$0.97	\$0.93	\$0.94	\$ 0.95	\$ 0.99	\$0.98	\$1.07	\$1.02	\$0.92
<b>Blythe Bower</b>	144895	\$1.23	\$1.00	\$1.08	\$1.11	\$0.99	\$ 1.04	\$ 1.08	\$1.04	\$1.11	\$1.08	\$1.05
<b>EL Ross</b>	54324	\$1.96	\$1.65	\$1.41	\$1.28	\$1.23	\$ 1.23	\$ 1.35	\$1.18	\$1.35	\$1.35	\$1.12
<b>Admin. Bldg</b>	7532	\$2.27	\$1.61	\$1.34	\$1.24	\$1.26	\$ 1.34	\$ 1.43	\$1.34	\$1.35	\$1.37	\$1.28
<b>Yates</b>	46629	\$1.79	\$1.53	\$1.65	\$1.45	\$1.36	\$ 1.46	\$ 1.44	\$1.38	\$1.52	\$1.43	\$1.32
<b>Denning Center</b>	25610	\$2.06	\$1.56	\$1.41	\$1.36	\$1.53	\$ 1.50	\$ 1.43	\$1.25	\$1.60	\$1.42	\$1.44
<b>Maintenance</b>	8646	\$2.63	\$2.17	\$2.00	\$1.70	\$1.88	\$ 1.97	\$ 2.05	\$1.83	\$2.14	\$2.22	\$2.00
<b>Total</b>	<b>1200456</b>	<b>\$1.27</b>	<b>\$1.01</b>	<b>\$1.03</b>	<b>\$0.98</b>	<b>\$0.96</b>	<b>\$ 0.99</b>	<b>\$ 0.99</b>	<b>\$0.96</b>	<b>\$1.09</b>	<b>\$1.07</b>	<b>\$1.01</b>
Figures are cost per square foot												
<b>* These Buildings have Geothermal HVAC Syst</b>												
**CHS added Science wing in February 2011 44,000 SF												
***CHS Arena added in April 2016												

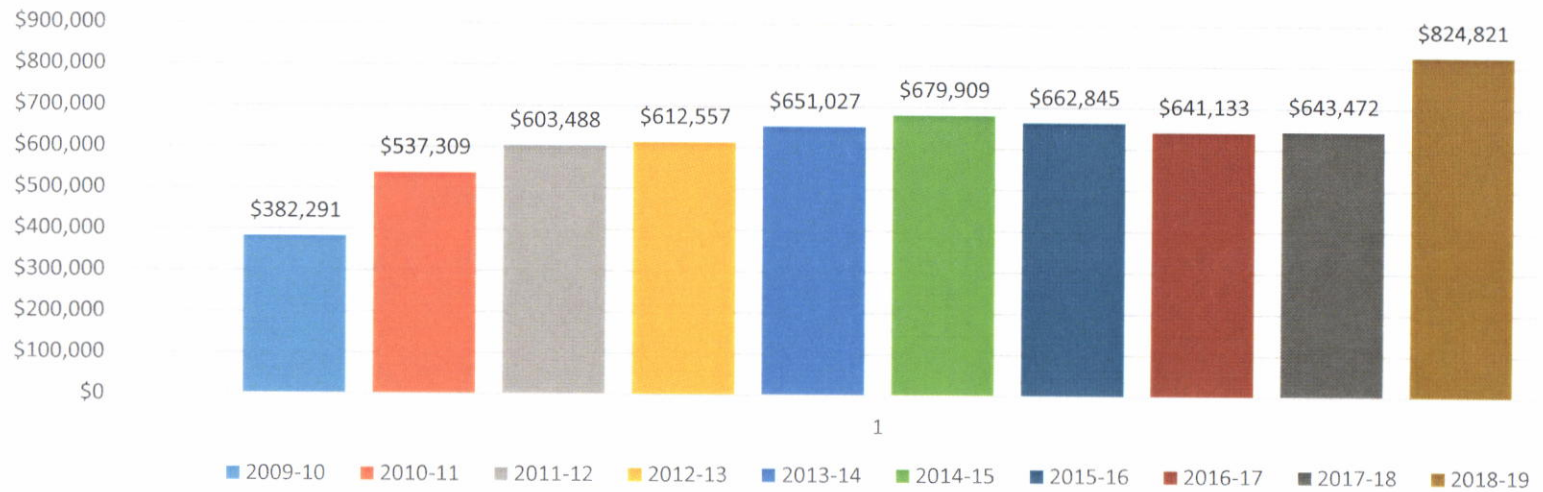
Fiscal Year	Total Energy Costs	Savings in \$\$\$	Total Usage in kwh	Savings in kwh	Cost Avoidance \$\$\$	Cost Avoidance %	Calendar Year	Cost/kwh
2008-09	\$ 1,495,667.00		13,203,718				2008	0.0907
2009-10	\$ 1,189,198.00	-\$306,469.00	10,303,944	-2,899,774	\$382,291	24.30%	2009	0.0931
2010-11	\$ 1,190,303.00	-\$305,364.00	9,508,014	-3,695,704	\$537,309	31.10%	2010	0.0991
2011-12	\$ 1,153,717.00	-\$341,950.00	8,945,416	-4,258,302	\$603,488	34.40%	2011	0.1053
2012-13	\$ 1,126,888.00	-\$368,779.00	8,705,298	-4,498,420	\$612,557	35.20%	2012	0.1079
2013-14	\$ 1,158,503.00	-\$337,164.00	8,924,393	-4,279,325	\$651,027	36.00%	2013	0.1057
2014-15	\$ 1,161,233.00	-\$334,434.00	8,777,462	-4,426,256	\$679,909	36.90%	2014	0.1104
2015-16	\$ 1,163,866.00	-\$331,801.00	9,049,228	-4,154,490	\$662,845	36.80%	2015	0.1083
2016-17	\$ 1,315,948.00	-\$179,719.00	10,049,481	-3,154,237	\$641,133	33.90%	2016	0.1084
2017-18	\$ 1,293,365.00	-\$202,302.00	10,000,857	-3,202,861	\$643,472	33.20%	2017	0.1108
2018-19	\$ 1,209,483.00	-\$286,184.00	8,902,906	-4,300,812	\$824,821	40.40%	2018	0.1123
							2019	0.1181



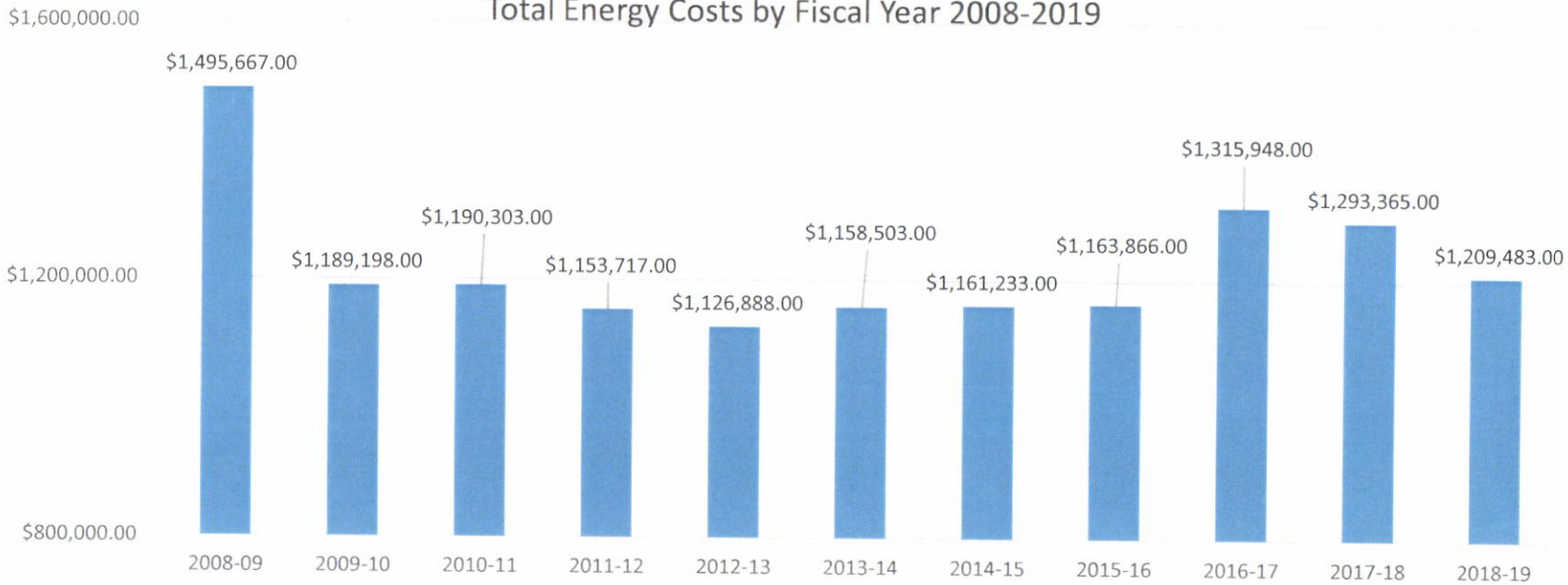
Cost/kwh 2008-2019



Cost Avoidance by Fiscal Year 2009-2019



Total Energy Costs by Fiscal Year 2008-2019



Energy Summary

	Use				Cost					
	BATCC	Actual	Avoid	Avoid %	BATCC	Actual	Avoid	Avoid %	Other Savings	Total Savings \$
Electric (KWH)	140,845,187	91,789,757	49,055,430	34.8%	\$15,313,997	\$9,841,693	\$5,472,304	35.7%	\$1,901	\$5,474,205
Natural Gas (CCF)	1,143,104	814,052	329,053	28.8%	\$1,310,739	\$815,967	\$494,772	37.7%	\$1,689	\$496,461
Water (KGAL)	28,261	25,040	3,221	11.4%	\$90,138	\$81,031	\$9,108	10.1%	\$857	\$9,965
Water & Sewer (KGAL)	138,018	116,936	21,083	15.3%	\$1,188,037	\$962,662	\$225,375	19.0%	\$19,931	\$245,306
<b>Total (KBTU)</b>	<b>598,303,490</b>	<b>397,121,657</b>	<b>201,181,833</b>	<b>33.6%</b>	<b>\$17,902,912</b>	<b>\$11,701,353</b>	<b>\$6,201,559</b>	<b>34.6%</b>	<b>\$24,377</b>	<b>\$6,225,936</b>

Sorted by Cost Avoidance %

Cost Avoidance Summary By Building CAP - 01B3

Place	BATCC Cost	Actual Cost	Cost Avoidance	Cost Avoidance %
[ELR] E L ROSS ELEMENTARY	\$157,681	\$61,105	\$96,575	61.2%
[GRS] G R STUART ELEMENTARY	\$150,717	\$69,772	\$80,944	53.7%
[AOB] ADMINISTRATIVE OFFICE	\$19,952	\$9,675	\$10,277	51.5%
[DC] DENNING CENTER	\$73,617	\$36,833	\$36,784	50.0%
[MES] MAYFIELD ELEMENTARY	\$142,073	\$76,180	\$65,894	46.4%
[DPY] D P YATES PRIMARY	\$110,107	\$61,581	\$48,526	44.1%
[CMS] CLEVELAND MIDDLE	\$391,191	\$226,428	\$164,763	42.1%
[AES] ARNOLD ELEMENTARY	\$102,310	\$68,747	\$33,563	32.8%
[CHS] CLEVELAND HIGH	\$638,450	\$430,303	\$208,147	32.6%
[BBE] BLYTHE-BOWER ELEMENTARY	\$224,074	\$151,510	\$72,563	32.4%
[MNT] MAINTENANCE	\$23,459	\$17,255	\$6,204	26.4%
[CCCES] CANDY'S CREEK CHEROKEE ELEMENTARY SCHOOL	\$5,450	\$5,450	\$0	0.0%
<b>Totals:</b>	<b>\$2,039,080</b>	<b>\$1,214,840</b>	<b>\$824,241</b>	<b>40.4%</b>

Tennessee School Boards Association

# DELEGATE ASSEMBLY

## Credentials Committee:

Jerry Anderson, Greeneville, Chairman

Jimmie Garland, Clarksville/Montgomery County

Treva Maitland, Gibson County Special

Wayne McNeese, Wilson County

Jo Williams, Anderson County

Kay Williams, Arlington



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Saturday, November 16, 2019 • 2:30 p.m.  
Gaylord Opryland Resort & Convention Center  
Tennessee AB Ballroom

# 2019 Delegate Assembly Rules

The Delegate Assembly will operate under *Robert's Rules of Order Revised*. However, the following additional rules shall apply if adopted by the Delegate Assembly:

1. A delegate must speak from a microphone, state his or her full name and school district, and limit comments on a motion to three minutes.
2. No delegate will be recognized more than once on the same question until all others seeking recognition have had an opportunity to speak. No delegate may defer his or her time to another delegate.
3. Amendments to position statements and resolutions made from the floor must be submitted in writing to the Chair and the official reporter before or at the time the motion is made on the floor. *An amendment form is provided in the Delegate Assembly Handbook. Additional copies may be obtained in the meeting room.*
4. Resolutions that conflict with position statements previously adopted by the Association may be declared out of order by the Chair.

TENNESSEE SCHOOL BOARDS ASSOCIATION

**Delegate Assembly**  
**Tennessee AB Ballroom**  
**November 16, 2019**  
**Agenda**

2:30 p.m.	Delegate Check-in	Credentials Committee
2:45 p.m.	Call to Order	Kathy Hall, Johnson City <i>TSBA President</i>
2:46 p.m.	Pledge of Allegiance	Kathy Hall
2:47 p.m.	Report from Credentials Committee	Jerry Anderson, Greeneville <i>Credentials Committee Chairman</i>
2:48 p.m.	Necrology Report and Moment of Silence	Brett Henley, Coffee County <i>TSBA Vice President</i>
2:50 p.m.	Adoption of Consent Agenda	
	<ul style="list-style-type: none"><li>• Approval of Agenda</li><li>• Approval of Rules</li><li>• Approval of Minutes</li><li>• Annual Report of the Executive Director</li><li>• Nominating Committee Report <i>(Election of Officers)</i></li><li>• Planning and Development Committee Report <i>(Action to Accept)</i></li><li>• Finance Committee Report <i>(Action to Accept)</i></li></ul>	Dr. Tammy Grissom, <i>TSBA Executive Director</i>  Faye Heatherly, Campbell County <i>TSBA Immediate Past-President, Committee Chairman</i>  Mark Clark, Fayetteville <i>TSBA President-Elect, Committee Chairman</i>  Keys Fillauer, Oak Ridge <i>TSBA Treasurer, Committee Chairman</i>
2:51 p.m.	Annual Report of the President	Kathy Hall
3:00 p.m.	Constitution and Bylaws Committee Report <i>-Action on Proposed Changes</i>	Brett Henley, Coffee County <i>TSBA Vice President, Committee Chairman</i>
3:05 p.m.	TSBA Board of Directors' Legislative Report <i>-Action on Position Statements</i> <i>-Action on Resolutions</i>	Ben Torres, <i>TSBA Assistant Executive Director/ General Counsel</i>
4:00 p.m.	Installation of Officers for 2020	Faye Heatherly
4:05 p.m.	Presentation to 2019 TSBA President	Mark Clark
4:10 p.m.	Comments by 2020 President	Mark Clark
4:15 p.m.	Adjournment	

**DELEGATE RIBBONS ARE REQUIRED FOR ADMISSION.**



# **1** | 2018 Delegate Assembly Minutes

## **Tennessee School Boards Association Minutes of the 2018 Delegate Assembly**

The 2018 Delegate Assembly of the Tennessee School Boards Association met on Saturday, November 3, 2018, in the Tennessee ABC Ballroom of the Gaylord Opryland Resort & Convention Center in Nashville, Tennessee. Presiding was TSBA President Faye Heatherly who called the meeting to order at 2:48 p.m. President Heatherly began the meeting by leading the Pledge of Allegiance.

### **CREDENTIALS COMMITTEE**

Jerry Anderson, Greeneville, reported that 221 eligible delegates checked in and received an electronic voting keypad.

### **NECROLOGY REPORT**

Vice President Mark Clark, Fayetteville, gave the necrology report followed by a moment of silence.

President Heatherly announced that electronic voting keypads would be used again this year. She provided basic instructions for use and then, using a sample question, called for the delegates to test their keypads.

### **ADOPTION OF CONSENT AGENDA**

**CROCKETT COUNTY/ARLINGTON:** Motion to approve the consent agenda.  
**Motion carried.**

### **ANNUAL REPORT OF THE PRESIDENT**

President Heatherly presented the annual report of the President. She stated that all goals and strategies outlined in the 2018 TSBA Planning Elements have been achieved. She reported on meetings conducted and attended by TSBA and highlighted events on the local and national level.

### **CONSTITUTION AND BYLAWS COMMITTEE REPORT**

President Heatherly called on TSBA Vice President and Chairman of the Constitution and Bylaws Committee Mark Clark to present the proposed changes to the TSBA Constitution and Bylaws being recommended by the committee for approval.

Clark, on behalf of the Board of Directors, recommended that the assembly adopt the changes to the TSBA Constitution and Bylaws as presented in the Delegate Assembly packet.

**FRANKLIN SPECIAL/UNICOI COUNTY:** Motion to adopt the changes to the TSBA Constitution and Bylaws as presented in the Delegate Assembly packet. **Motion carried.**

## TSBA BOARD OF DIRECTORS' LEGISLATIVE REPORT

President Heatherly called on Ben Torres, TSBA Deputy General Counsel & Director of Government Relations, to present the Legislative Report. He began by giving an update on federal resolutions from last year's Delegate Assembly.

Torres first presented the recommendations to the TSBA Position Statements as presented in the Delegate Assembly packet.

**WILLIAMSON COUNTY/WHITE COUNTY:** Motion to adopt the recommendations to the TSBA Position Statements as presented in the Delegate Assembly packet. **Motion Carried.**

Torres then presented to the Delegate Assembly the following resolutions for consideration by the delegates.

**CUMBERLAND COUNTY/JACKSON-MADISON COUNTY:** Motion to adopt Resolution 1: *Appreciation to Faye Heatherly.* **Motion carried.**

**MCNAIRY COUNTY/TULLAHOMA:** Motion to adopt Resolution 2: *Funding of School Nurse Positions.* **Motion carried.**

**TROUSDALE COUNTY/MCNAIRY COUNTY:** Motion to adopt Resolution 3: *Local Funds for Teacher Salaries.* **Motion carried.**

**JOHNSON CITY/ARLINGTON:** Motion to adopt Resolution 4: *Use of ACT Suite of Assessments in lieu of End-of-Course Exams.* **Motion carried.**

Tim Belisle, Johnson City, spoke in support of this resolution.

**TULLAHOMA:** Motion to adopt Resolution 5: *Support of the Administration of the ACT or SAT Suite of Assessments to Meet TCAP and "Every Student Succeeds Act" Requirements in our End-of-Course Assessments at the High School Level and at the 3-8 Grade Levels.* **Motion failed due to lack of a second.**

**KINGSPORT/UNICOI COUNTY:** Motion to adopt Resolution 6: *The Tennessee School Boards Association recommends that legislation be enacted to include students who elect to drive an automobile to school as a primary mode of transportation and park on school property (as determined by each specific LEA) in the approved population of students subject to random testing for the presence of drugs in the student's body in accordance to TCA 49-6-4213.* **Motion failed.**

Lisa Moore, Rutherford County, spoke in opposition and asked for a legal explanation that would justify support of this resolution.

Susan Lodal, Kingsport, spoke in support.

Angie Agle, Oak Ridge, expressed a concern that off campus parking would occur by candidates to avoid random drug testing.

Abby Carroll, Athens City, expressed a concern that this resolution could infringe upon the rights of students with medical conditions that may be medicated under a physician's supervision but drive to school.

**ARLINGTON/FRANKLIN SPECIAL:** Motion to adopt Resolution 7: *Additional Funding for Security Officers*. **Motion carried.**

Jeff Hicks, Lakeland, spoke in support.

Troy Weathers, Bradley County, spoke in opposition.

**ATHENS/JACKSON-MADISON COUNTY:** Motion to adopt Resolution 8: *Accountability in Public Education*. **Motion carried.**

**ATHENS/OAK RIDGE:** Motion to adopt Resolution 9: *Amend Letter Grading of Tennessee Schools*. **Motion carried.**

**WILLIAMS COUNTY/TIPTON COUNTY:** Motion to adopt Resolution 10: *Support the Exemption of Military Veterans, Reservists, and National Guard Members from the Age Requirement to Drive School Buses*. **Motion carried.**

**WILLIAMSON COUNTY/HICKMAN COUNTY:** Motion to adopt Resolution 11: *Threat Assessment Teams*. **Motion carried.**

**MARION COUNTY/TIPTON COUNTY:** Motion to adopt Resolution 12: *ACT National Career Readiness Certificate*. **Motion carried.**

**ATHENS/HOUSTON COUNTY:** Motion to adopt Resolution 13: *Tennessee Code Annotated Review*. **Motion carried.**

**HARDIN COUNTY/FAYETTE COUNTY:** Motion to adopt Resolution 14: *Fund Balance Interest*. **Motion carried.**

**HUMBOLDT/TULLAHOMA:** Motion to adopt Resolution 15: *Assessment Administration Time*. **Motion carried.**

**BRADLEY COUNTY/CROCKETT COUNTY:** Motion to adopt Resolution 16: *Teacher Salaries*. **Motion carried.**

**BRISTOL/GREENEVILLE:** Motion to adopt Resolution 17: *Maintenance of Effort Notification*. **Motion carried.**

### **INSTALLATION OF 2019 OFFICERS**

Nominating Committee Chairman, Todd Ganger, Washington County, installed the 2019 officers: President, Kathy Hall of Johnson City; President-Elect, Mark Clark of Fayetteville; Vice President, Brett Henley of Coffee County; Treasurer, Keys Fillauer of Oak Ridge; and Immediate Past-President, Faye Heatherly of Campbell County.

### **PRESENTATION TO 2018 PRESIDENT**

President-Elect Kathy Hall presented outgoing President Faye Heatherly with a plaque and resolution of appreciation for her service as the 2018 President.

### **COMMENTS BY 2019 PRESIDENT**

President-Elect Kathy Hall expressed gratitude to the membership for the opportunity to serve as the 2019 TSBA President. She gave remarks and shared her vision for the coming year.

The meeting adjourned at 3:45 p.m.

**Respectfully submitted,**

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**Faye Heatherly, President**

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**Dr. Tammy Grissom, Executive Director**



# 2 | Report of the Executive Director

Dr. Tammy Grissom  
*Executive Director*

# Executive Director's Annual Report 2019

## Legislative Services

The following laws were passed during the 2019 Legislative Session.

**Public Chapter 38** – As enacted, this new law reduces, from 25 to 23, the age required for a person to receive an initial school bus endorsement if the person is an honorably discharged veteran of the United States armed forces, a member of the national guard or reserves, or a licensed teacher employed by a local education agency (LEA).

**Public Chapter 144** – It is unlawful to sell a vapor product to a minor or for a minor to possess a vapor product. This new law amends the definition of a vapor product to include those that emit a visible or non-visible vapor and any substance used to refill a vapor cartridge. The new law also amends certain exceptions to the general prohibition against smoking/vaping on school grounds and are as follows:

- Extends the prohibition to vapor products in addition to smoking tobacco;
- Extends the requisite distance from schools for smoking/vaping from 50 feet to 100 feet; and
- Removes the exception for smoking/vaping after school hours.

**Public Chapter 153** – As enacted, this new law requires an LEA to report to the department of education for each year that the LEA receives an increase in state funding for instructional wages and salaries and how the increase was utilized by the LEA; requires the department of education to report the information to the Basic Education Program (BEP) review committee and requires the BEP review committee to include the information in its annual report on the BEP.

**Public Chapter 154** – As enacted, this new law requires, instead of authorizes, the Tennessee school safety center to establish school safety grants to assist LEAs in funding programs that address school safety. It also revises other various provisions regarding school safety grants.

**Public Chapter 192** – This new law reduces, from no less than four to no more than four, the number of high school students who may serve on a local board of education. The law now aligns with current practices and also removes the requirement that a student serving on a board of education be enrolled in a college preparatory or technology track.

**Public Chapter 219** – As enacted, this new law revises various provisions of the Tennessee Public Charter Schools Act of 2002 and creates a public charter school commission.

**Public Chapter 248** – As enacted, this new law makes various changes to state education laws; revises certain duties of the commissioner of education; transfers certain duties from the department of education to local boards of education; and transfers certain duties from the state board of education to LEAs.

**Public Chapter 256** – This new law requires each LEA to adopt a policy allowing parents to view video footage collected from a school bus camera. The policy must comply with all state and federal privacy laws, set a duration for the LEA to maintain the recording, and require that the video be viewed under supervision of the director or designee. The law does not require an LEA to install cameras, only that they adopt a policy if already utilizing school bus cameras.

**Public Chapter 376** – As enacted, this new law authorizes LEAs that receive pre-kindergarten program approval to utilize a comparable alternative measure of student growth approved by the state board of education and adopted by the LEA, rather than the pre-k/kindergarten growth portfolio model approved by the state board of education in the evaluation of pre-kindergarten and kindergarten teachers. It also creates a portfolio review committee.

**Public Chapter 394** – As enacted, this new law authorizes LEAs to establish a threat assessment team for the purpose of developing comprehensive, intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment.

**Public Chapter 421** – As enacted, this new law requires LEAs and public charter schools to adopt a trauma-informed discipline policy and requires the department of education to develop guidance on trauma-informed discipline practices that LEAs must use to develop a trauma-informed discipline policy.

**Public Chapter 442** – As enacted, this new law requires students to pass a civics test to receive a full diploma upon graduation from high school and revises and enacts other provisions relating to the civics test.

**Public Chapter 465** – As enacted, this new law revises certain provisions regarding alternative schools.

**Public Chapter 475** – As enacted, this new law requires that the Tennessee comprehensive assessment program (TCAP) tests administered in the 2019-2020 school year be administered in paper format and revises provisions regarding physical education.

**Public Chapter 506** – As enacted, this new law enacts the "Tennessee Education Savings Account Pilot Program."

## Legal Services

**Tennessee Council of School Board Attorneys.** The Tennessee Council of School Board Attorneys consists of 92 attorneys, 54 of whom also hold membership in the NSBA Council of School Attorneys (COSA). These attorneys regularly meet during the year to share information and discuss pending litigation which affect public schools. Additionally, the TCSBA listserv allows members to share relevant information and to seek input from their peers on important school law issues. Those who are members of COSA also have access to a nationwide listserv of school attorneys. TCSBA is currently in the process of developing an online web portal that will allow TCSBA members to communicate on a more regular basis and share files and other documents.

The TCSBA continues to hold an Attorneys Only CLE event each year between February and April. The event is free to TCSBA members and provides an opportunity for school lawyers to obtain CLE credit. On March 1, 2019, 29 attorneys attended the CLE meeting at TSBA headquarters, and each received four (4) hours of CLE credit, (three (3) hours of general and one (1) hour of ethics credit). Topics included: Legislative Update; A Legal Update from the State Board of Education; the Scope of Review for a Teacher Dismissal Case; and Ethics for School Board Attorneys.

**Legal Resources.** The legal department continues to provide, on the TSBA website, the following resources: Basics of *Robert's Rules of Order*; A Resource Guide to Open Meetings and Open Records; Hearing Officer Lists; Collaborative Conferencing Information; and a School Board Candidate Guide. Complimentary monthly legal lunch webinars on various topics are also provided by the legal department.

**Amicus Briefs.** TSBA filed an amicus curiae brief in support of Henry County Schools. An amicus curiae (Latin for "friend of the court") is a person or group who is not a party to a court proceeding but has a strong interest in the matter. The incident in question involved the director's decision to transfer an assistant principal to a different position within the system after learning that the employee did not possess an administrator's license. The case is pending a decision from the Tennessee Supreme Court.

**School Law Update.** This in-house publication is distributed to members as relevant legal news becomes available so that we can provide relevant, timely legal information to school attorneys, school board members, superintendents, and staff.

**Summer Law Institute.** Two (2) Summer Law Institutes were conducted with 59 attendees participating in Jackson and 423 in Gatlinburg. Both sessions covered a number of relevant education law issues including: Legislative Update; Fair Labor Standards Act; the New Requirements of Carl Perkins; Social Media and Public Meetings; Educating Special Education Students in the Least Restrictive Environment; Tennessee's Response to the Opioid Crisis; and a

one (1) hour Attorneys Only Ethics CLE session on ethical issues facing a school attorney and school board.

**Legal Workshop.** Each year, TSBA offers a legal workshop immediately prior to the Opening General Session of the TSBA Annual Convention. Topics for 2019 include: Sports Law and a question-and-answer session with a panel of school board attorneys.

### **Policy Services**

The policy department has 128 policy subscribers. Over 3,800 policy revisions/maintenance requests have been completed so far this year. Additionally, the department generated 26 policy recommendations based on new statutory and/or regulatory requirements and conducted a webinar regarding these recommended changes.

In an ongoing effort to provide helpful information to districts, the policy department is creating a model administrative procedure manual as well as model employee and student handbooks. These resources will provide districts with a template so they can customize to best fit their needs and will be available in 2020 to TSBA policy subscribers.

The policy department is preparing to conduct an annual audit of policies required by law for all subscribing districts. This audit will provide subscribers with missing policies and updated policies required by state and federal law. A comprehensive review of the department's base policy manual was conducted recently to ensure policy language and legal references were accurate.

### **Publications and Communications**

**Facebook.** TSBA continues to maintain its presence on Facebook. We are providing relevant information for our members and acting as a source for news updates, articles, photos, and upcoming events. TSBA evaluates the Facebook fan page through analytics and tracking statistics in order to better supply our audience with necessary information. TSBA has a total of 1,024 likes and 1,115 followers.

**Twitter.** TSBA increased its Twitter followers to 1,719 followers and continues to use hashtags to promote our Annual Convention and other special meetings and events/campaigns.

**School Board Week.** TSBA continued its annual promotion of School Board Week in 2019 with the theme "School Boards: Preparing Students for Careers." Media and board secretaries were provided with a toolkit of materials designed to increase awareness and appreciation of school boards and their work in the community. The week was also promoted through the Association's social networks.

**TSBA Journal.** TSBA's magazine, *the Journal*, transitioned to being published bi-annually and continues its focus on local school districts and schools, with each issue featuring informative, inspiring and factual education articles. *The Journal* is produced as a hard copy for all members

and is also available through a digital version which allows for the growth of our readership dispersion and web connection through company links.

**Distance Learning.** TSBA continues the use of distance learning equipment for various meetings. This remote connection provides members the option to decrease travel and still have the opportunity to attend TSBA meetings.

**BoardTalk.** TSBA's electronic newsletter continues to be published on a weekly basis. The focus continues to be to provide free information to board members through local, state, and national educational articles addressing issues, displaying achievements, and communicating deadlines.

**MailChimp (eblasts).** TSBA continues to communicate with members through the Mailchimp email program to provide educational news, media releases, and other important messages.

**Mobile Application.** TSBA utilizes this application to serve as a tool for convention attendees to access information while at the event. TSBA also utilizes an advocacy application: TSBA On the Hill. This tool is updated on a regular basis and provides members with access to a variety of advocacy tools before, during, and after the General Assembly session. The application includes the following features: notifications, bill tracker, multiple schedules and calendars, live updates, directories, and legislative resources.

**Podcast.** TSBA produced podcast episodes on the following topics this year: 10 Things All School Board Members Need to Know (Part 1 & 2); Open Meetings and Why It Matters; ESSA Checklist; Hope & the School Bus; Election Results; Ask the Attorneys; School Finance; InsideOut Initiative with TSSAA; TSBA OPEB Trust; *Robert's Rules of Order*; Tennessee Digital Resources Library; Collaborative Conferencing; Mental Health Awareness: (Part 1 & 2); School Safety Part 1: School Board Perspective; and School Safety Part 2: Law Enforcement Perspective. The episodes are provided on a monthly basis, and we currently have up to 110 listeners per episode.

## **Board Development**

**TSBA Boardsmanship Program.** In 2019, 52 board members earned Level I, 38 board members earned Level II, 34 board members earned Level III, 20 board members earned Level IV, and 7 board members earned Level V.

**School Board Academies.** During the 2018-19 school board academy training cycle, the following modules were offered: Orientation (3); Board Policy & Operations (3); Board/Superintendent Relations (3); Advocating the Board's Vision (3 plus 2 distance learning locations); School Finance (3); School Law (3 plus 2 distance learning locations); Planning: A Joint Venture (4); and Legal Issues Impacting School Boards (online). Other modules included three (3) optional credit modules: TSBA Summer Law Institute (2); TSBA Board Chairman Workshop; and TSBA Leadership Conference.

**Day on the Hill.** There were over 220 school board members, superintendents, and other participants that attended the annual TSBA Day on the Hill event. The meeting took place on February 18-19, 2019 at the DoubleTree Nashville Downtown.

**SCOPE.** The 2019 Student Congress on Policies in Education (SCOPE) conference drew over 350 high school delegates from across the state. The event was held at the MTSU campus. During a mock school board meeting, students discussed amending the student welfare policy to provide one mental health counselor per 500 students but no less than one per school. In the afternoon session, the students debated the following topics: high school graduation requirements shall include several pathways/options; students shall have the option of substituting club sports for physical education requirements; fighting on school grounds shall be a zero-tolerance offense; and the board shall use the Latin system instead of selecting a valedictorian and salutatorian.

**Leadership Conference.** Over 400 board members and superintendents registered for the 2019 Leadership Conference led by Dr. Tammy Grissom along with guest speakers Chris Winton, Dr. Bryan Johnson, Donna Mason, Jonathan Criswell, Jody Redman, Joe Ehrmann, Craig Colquitt, and Brink Fidler. Topics included: What the Employer Voices Say, Board Leadership Through Future Ready Strategic Plan; ACT Resources: WorkKeys and National Career Readiness Certificate; A Path and A Plan; Leadership for Systemic Change: The InsideOut Initiative That Empowers School Communities To Provide Students with Transformative, Life Sustaining Sports Experiences; Leadership On and Off the Field: The Importance of Family and Literacy; and Taking the Lead to Create Safer Schools.

**Convention.** “Literacy Empowers” was the 2019 Annual Convention theme. Over 620 individuals registered which included board members, superintendents, exhibitors, and guests. Attendees were able to gain useful information to take home to their districts through two (2) general session presentations and 31 clinics covering a variety of topics.

### **Personnel Services**

**Superintendent Searches.** TSBA conducted a superintendent search for Henry County and Dyersburg.

**Superintendent Evaluations.** TSBA assisted the following systems: Decatur County, DeKalb County, Greene County, Hardeman County, Hickman County, Humboldt, Jefferson County, Johnson City, Millington, Rutherford County, Tipton County, and Washington County.

**Board Evaluations.** TSBA tabulated board evaluations for the following systems: Arlington, Athens, Franklin Special, Greene County, Jackson-Madison County, Knox County, Marion County, McMinn County, Rutherford County, Sequatchie County, and Stewart County.

### **Member Services**

**Board Self-Assessments.** TSBA assisted the following systems: Anderson County, Arlington, Athens, Cheatham County, Franklin Special, Greene County, Hawkins County, Jackson-Madison

County, Johnson City, Knox County, Marion County, McMinn County, Monroe County, Rutherford County, and Stewart County.

**BuyBoard.** BuyBoard is an online purchasing cooperative designed to streamline the purchasing process and help its members make confident buying decisions. The following school systems have joined the cooperative: Arlington, Athens, Bartlett, Bedford County, Bells, Benton County, Bradley County, Campbell County, Chester County, Collierville, Dickson County, Dyer County, Elizabethton, Franklin Special, Germantown, Giles County, Grainger County, Greeneville, Hamilton County, Hardeman County, Hardin County, Hawkins County, Haywood County, Henry County, Houston County, Huntingdon, Jackson-Madison County, Lakeland, Maury County, Metro/Davidson County, Milan, Millington, Monroe County, Moore County, Morgan County, Murfreesboro, Oak Ridge, Obion County, Paris Special, Putnam County, Rogersville, Rutherford County, Sevier County, Shelby County, South Carroll, Stewart County, Sumner County, Trenton Special, Unicoi County, Warren County, Washington, and Williamson County.

Additionally, the following cities, counties, and other local government entities are members: City of Alcoa, City of Bartlett, Blount County, City of Camden, Town of Chapel Hill, City of Chattanooga, City of Clinton, Town of Collierville, City of Dyersburg, First Utility District of Knox County, City of Franklin, City of Germantown, Town of Greeneville, Hamblen County, Hamilton County, City of Harriman, Harriman Utility Board, Johnson County, City of Kingsport, Lebanon Housing Authority, City of Lewisburg, Loudon County, Marshall County, McMinn County, City of McMinnville, Monroe County, City of Murfreesboro, Roane County, Robertson County, Rutherford County Fire Department, City of Savannah, Southwest Tennessee Community College, Tullahoma Utilities Authority, University of Tennessee, Warren County, and City of White House.

**BOEconnect.** TSBA's online meeting service allows boards to create meeting documents, such as agendas and supporting information, and then post these documents online making them accessible to board members and the public. We currently have, along with our own TSBA Board of Directors, the following systems utilizing this service: Arlington, Austin Peay State University, Bartlett, Bedford County, Bradley County, Cleveland, Collierville, Cumberland County, Elizabethton, Franklin Special, Germantown Municipal, Gibson County Special, Hamilton County, Haywood County, Henry County, Hickman County, Humboldt, Jackson-Madison County, Johnson City, Lauderdale County, Marshall County, Maury County, Morgan County, Murfreesboro, Oak Ridge, Putnam County, Sullivan County, Trenton Special, Trousdale County, Tullahoma, Union City, Williamson County, and Wilson County.

**TSBA OPEB Trust:** The TSBA OPEB Trust helps those systems wishing to pre-fund their OPEB liability. The trust is administered by TSBA, an entity answerable directly to its members. The school system's investment will lower their annual required contribution (ARC) and their overall OPEB liability. By pooling resources, the TSBA OPEB trust will lower per-system costs and has the potential to increase the system's return on investment. The following systems are members of the Trust: Shelby County, Hickman County, Johnson County, Jackson-Madison County, Claiborne County, Collierville, Arlington, Bartlett, Lakeland, and Millington.

**School Facilities Services.** TSBA continues to partner with the Tennessee School Plant Managers Association (TSPMA) to assist school boards in the area of school facilities.

**“My Tennessee Public Schools” Website.** TSBA continues to host a website to provide boards of education with a resource to help parents get acquainted with the Tennessee public school system. Though many of the specific questions that parents have can best be answered by contacting the individual school, this site presents general information about how to enroll, understand the school system, and get involved with their child's education. The site aims to create a comfortable experience for those entering the Tennessee public school system by answering commonly asked questions and offering advice on how best to be prepared.

**Tennessee Digital Resources Library.** TSBA continues to provide the Tennessee Digital Resources Library (TDRL) which is an innovative statewide initiative that provides teachers and administrators free access to a vast collection of curated educational resources including best teaching practices and strategies for creating individualized learning experiences for students. It is a way for our teachers and students to find digital content in a single, ever growing library, filled with vetted, standards-aligned content. The TDRL won the 2019 Corporate Award from the Education Commission of the States.

### **Governance and Administration**

**Board of Directors.** Your president, Kathy Hall of Johnson City, and 17 other dedicated school board members have joined together this year to form a visionary and highly effective TSBA Board of Directors. Each of your board members has served unselfishly, and each has worked cooperatively to develop an effective leadership team. The Board launched the TSBA District Data Dashboard, designed to assist local boards of education in preparing students for relevant pathways of success. They also created a Tennessee Impact Coalition which developed a data guide that includes ever-increasing social problems impacting our schools such as poverty, single-parent households, opioid and other drug abuse, juvenile crime, hunger, homelessness, and unemployment. TSBA has partnered with the USDA to assist counties with forming councils to address these issues.

**Membership.** We are proud to announce that we continue to be 100% in membership.

**Staff.** Your TSBA staff is composed of dedicated, hard-working, and talented people. They have each shown a willingness to go well beyond the call of duty and to do whatever it takes to provide quality service to Tennessee’s school boards and their members.



# 3 | Report of the Nominating Committee

## Committee Members

Faye Heatherly, Campbell County (East), Chairman

Debbie Shedden, Hawkins County (Northeast)

Farrel Vincent, Tipton County (Delta)

Gary Anderson, Williamson County (Mid-Cumberland)

Dana Welch, Gibson County Special (Northwest)

Brenda Jacobs, Lawrence County (South Central)

Bill Graham, Dayton City (Southeast)

Janie Milender, Hardin County (Southwest)

Bill Zechman, Warren County (Upper Cumberland)

# 2020 Nominations

(TSBA Officers will assume office January 1, 2020.)

*(Pursuant to the TSBA Constitution and Bylaws, the President-Elect automatically assumes the role of President and the President automatically assumes the role of Immediate Past-President).*

## President



**Mark Clark, Fayetteville**, currently serves as the TSBA President-Elect. He served as the 2018 TSBA Vice-President and the 2017 TSBA Treasurer. He also served as South Central District Director from 2012-2016. Mark served on the Fayetteville Board of Education from 1994-1998 during his term as a Fayetteville Alderman, and after a four-year term as Fayetteville's Mayor, he returned to the School Board in 2002 as an elected member. Mark served as Vice Chairman of the School Board from 2004-2008 and as Chairman from 2008-2015. In 2014, he was named to the All Tennessee School Board. Mark received a Bachelor of Science degree in Electrical Engineering from Tennessee Tech University and a Master of Science degree in Electrical Engineering from Southern Methodist University. Subsequently, he completed 18 months of post-graduate work in engineering and mathematics at Auburn University, during which, time he taught undergraduate courses in engineering. Mark retired from Federal service after 31 years with the Defense Intelligence Agency, and he currently serves as a Vice President at QuantiTech, Inc. in Huntsville, Alabama. Mark leads

congregational singing, teaches classes, and serves as a deacon at the Washington Street Church of Christ. He and his wife, Laura, have four children, Sara, Will, Travis, and Megan who, along with husband Alex, has graced them with four grandchildren.

## Immediate Past President



**Kathy Hall, Johnson City**, currently serves as the TSBA President. She has also served as the 2018 TSBA President-Elect and the 2017 TSBA Vice President. She is in her fourth term on the Johnson City Board of Education and was first elected in 2005. She served as Board Chairman from 2008-2015. She is actively engaged on her board and as a volunteer in Johnson City Schools. Kathy achieved Level V/Master School Board Member status in the TSBA Boardsmanship program. Her participation in TSBA has also included: Northeast District Director, Board of Directors as At-Large Member, the Tennessee Legislative Network Board, the Tennessee Legislative Action Committee, and a presenter and moderator at the TSBA Annual Convention. Kathy was twice honored as Outstanding School Board Member of the year by the Tennessee PTA and received the Tennessee School Board Member of the Year/C. Hal Henard Distinguished Service Award in 2017. Kathy is a former advertising executive with a Bachelor of Individualized Study degree from the University of Minnesota.

Along with a devotion to school board governance, she is an active community leader and volunteer with involvement on several committees and boards, including: the Johnson City Public Library board, Junior Achievement, Chamber Workforce and Education Committee, Friends of the Library, PTA's, and many church committees. Her favorite activity is spreading her love of books to children through story-times at elementary schools. She and her husband, Duke, have one son, Hunter, who is currently a senior in college.

*(The following recommendations are being made by the TSBA Nominating Committee and are subject to confirmation by election at the Delegate Assembly meeting.)*

### President-Elect



**Brett Henley, Coffee County**, currently serves as the TSBA Vice President. He also served as the 2018 TSBA Treasurer and the 2017 TSBA South Central District Director. He served as a 2016 TSBA At-Large Member and has been a member of the Coffee County Board of Education since 2010. He has served as Board Chairman since 2014 and was the Chairman for the Director's Evaluation Committee from 2012-2013. He has served on the Manchester Chamber of Commerce Education Committee since 2012. Brett is the Manager of Henley Propane Inc. and Henley Mini Storage, in addition to being a Certified Flight Instructor. He and his wife, Chrissy, who is the Deputy Court Clerk in Coffee County, have two children: daughter, Ashley, who received her doctorate in Physical Therapy degree in 2016 and currently works for Intelligent Physical Therapy; and son, Andrew, a student at Tennessee Tech, majoring in Software Engineering.

### Vice President



**Keys Fillauer, Oak Ridge**, currently serves as the TSBA Treasurer. He has served on the Oak Ridge Board of Education since 2001. He has served as Board Chairman since 2009 and was Parliamentarian from 2007-2009. He is a former TSBA Board of Director, having served as the East District Director from 2014-2016 and as TSBA At-Large Member in 2010. He was selected for the All Tennessee School Board in 2012. Keys serves as the current Foreman for the Anderson County Grand Jury and served on the Oak Ridge Boys and Girls Club Board from 2000-2007 and was Vice President for four of those years. He currently serves as President of the Knoxville Ronald McDonald House. He is a member of the Oak Ridge Sports Hall of Fame and Anderson County Hall of Fame. Keys has his Bachelor of Science degree from the University of Tennessee in Chattanooga and is currently President of Fillauer Family Partnership. He is a retired teacher and coach of 31 years. He and his wife, Melanie, have one son, Parks, who is completing his Ph.D in Clinical Psychology at the University of Tennessee in Knoxville.

### Treasurer



**Candy Morgan, Maryville**, currently serves as the TSBA East District Director. Candy first served on the TSBA Board of Directors as 2018 At-Large Member before being appointed to fill an unexpired term as East District Director. Candy has served on the Maryville Board of Education since 2012 and served as Vice Chairman in 2016-2018. She served as Board Secretary in 2014-2016 and as Tennessee Legislative Network Representative since 2012. She served on the Tennessee Legislative Action Committee; TSBA Journal Editorial Advisory Board; SCOPE Group Leader; and as a TSBA Ambassador of Education. She has served as the Maryville City Schools Foundation Chair in 2012; Vice Chair in 2011; and Ex-Officio Member in 2013-2017. She is the Past-President of four parent/teacher organizations at local schools, has achieved Level IV in the TSBA Boardsmanship Program, and has served as a TSBA Convention presenter. She is active in her community having served on the Junior Service League in 2004-2010 and the Leadership Blount Class of 2013. She is a graduate of the East Tennessee Regional Leadership Association Class of 2019. She is a founding

member and current Board of Director for Blount County Youth Court since 2013. She has served on the Educators Roundtable for Blount Partnership Workforce Board since 2017. She also is the Chair of the Leadership Blount Alumni Committee. Candy has a Bachelor of Science degree from Troy University. She enjoys photography as a hobby. Candy and her husband, Pat, have three children, Hannah, Emily, and Will.



# 4 | Report of the Planning & Development Committee

## Committee Members

Mark Clark, Fayetteville, Chairman

Julie Bennett, Marion County, Vice Chairman

Helen G. Martin, Warren County

Pat Welsh, Tullahoma

Jo Williams, Anderson County

## MISSION STATEMENT

To assist school boards in effectively governing school districts.

## GOALS

*All objectives will be met by December 31, 2020.*

### GOVERNANCE AND ADMINISTRATION

**Goal: To provide a functional organizational structure.**

Objective 1: Maintain 100% membership of all school boards in Tennessee.

- Strategy A: Provide Accidental Death and Dismemberment insurance coverage to all local school board members.
- Strategy B: Mail a New Board Member packet to each new board member.
- Strategy C: Ensure superintendents of member boards are aware of all membership services.

Objective 2: Maintain good communication with school boards.

- Strategy A: Maintain e-mail addresses of all board members and superintendents.
- Strategy B: Maintain distribution list for school board members.
- Strategy C: Maintain pictorial directory of school board members and superintendents.
- Strategy D: Contact each school system at least once during the year.
- Strategy E: Provide each school board member a TSBA calendar of activities and events.

Objective 3: Review and revise roles and responsibilities for TSBA staff to meet the changing needs of school boards.

- Strategy A: Maintain a Performance Evaluation Program for TSBA staff and design staff development to maximize the abilities of employees.
- Strategy B: Provide friendly, helpful, responsive staff visible to the membership.
- Strategy C: Maintain up-to-date job manuals for each employee.
- Strategy D: Provide professional development opportunities for all employees.

## EDUCATIONAL SERVICES

**Goal: To develop board member knowledge, skills, and attitudes that promotes quality boardsmanship.**

Objective 1: Provide training to ensure that all board members meet the basic boardsmanship competencies.

- Strategy A: Conduct and update notebooks and materials for the following School Board Academy modules: Orientation (1), Board Policy (3), Board/Superintendent Relations (3), Advocating Your Board's Vision (3 plus two distance learning sites), School Finance (3), School Law (3), Planning: A Joint Venture I & II, and Teaming and the School Board upon request.
- Strategy B: Offer School Board Academy eBoardsmanship online module to school board members who have completed the core modules.
- Strategy C: Offer School Board Academy "Legal Issues Impacting School Boards" online module and continue to explore more online modules.
- Strategy D: Conduct Board Chairman Workshop.
- Strategy E: Conduct nine Fall District Meetings across the state.
- Strategy F: Conduct an Annual Leadership Conference in conjunction with the Convention.
- Strategy G: Conduct an Annual Convention.
- Strategy H: Offer one-hour webinars on a variety of school board governance issues.

Objective 2: Strengthen the effectiveness of boards and their members.

- Strategy A: Provide a Boardsmanship Awards Program to recognize board members' efforts to improve their boardsmanship skills.
- Strategy B: Provide online "experiences" submission form for requirements of boardsmanship award program.
- Strategy C: Provide online sample of Level V Portfolio.
- Strategy D: Honor boards and individual board members with the following awards: School Board Member of the Year/C. Hal Henard Distinguished Service Award, All Tennessee School Board, School Board of the Year, Board of Distinction, Quarter Century Club, and Scholar's Circle.
- Strategy E: Honor students with a Student Recognition Award.

Strategy F: Honor school volunteers with a School Volunteer Award.

Strategy G: Conduct board evaluations upon request.

Strategy H: Provide online board self-evaluation form.

Strategy I: Conduct board retreats upon request.

## **LABOR RELATIONS SERVICES**

**Goal: To provide services which enhance board personnel relationships.**

Objective 1: Maintain collaborative conferencing information page on the TSBA website.

Objective 2: Provide assistance to systems participating in collaborative conferencing.

Strategy A: Review, critique, and recommend additions/revisions to Memoranda of Understanding upon request.

Strategy B: Offer a workshop or webinar on collaborative conferencing.

Strategy C: Maintain a Collaborative Conferencing guide.

Objective 3: Maintain a Memorandum of Understanding library for systems involved with collaborative conferencing.

Objective 4: Conduct annual survey of districts to determine those participating in collaborative conferencing.

## **MEMBER SERVICES**

**Goal: To provide services to assist boards in their school board operations.**

Objective 1: Conduct superintendent searches and evaluations as requested.

Objective 2: Review superintendent contracts as requested.

Objective 3: Conduct Annual Board Secretaries' Conference in May that includes an annual business meeting of the Tennessee Association of Board Secretaries and one in November during the TSBA Annual Convention.

Objective 4: Maintain distribution list for board secretaries.

Objective 5: Market BOEconnect, an online software tool that will enable school boards to more efficiently organize and distribute material and documents for board meetings.

- Objective 6: Conduct Prospective Superintendents Academy for those who aspire to become a superintendent.
- Objective 7: Market BuyBoard, a purchasing cooperative that enables school districts to save money and streamline their purchasing process.
- Objective 8: Partner with Tennessee School Plant Managers' Association to assist school boards in the area of school facilities.
- Objective 9: Maintain Tennessee Public Schools website to provide boards with a resource to help parents get acquainted with the Tennessee public school system.
- Objective 10: Oversee and manage the Tennessee Digital Resources Library in partnership with TOSS, TETA, and Tennessee Book Company.

## **LEGAL SERVICES**

**Goal: To provide information and interpretation of school laws for board members, administrators, and board attorneys.**

Objective 1: Facilitate legal understanding for school board members and school officials.

Strategy A: Prepare a legal article for *TSBA Journal* as needed.

Strategy B: Conduct two Summer Law Institutes.

Strategy C: Produce electronic school law updates as needed.

Strategy D: Respond to local school board requests to enter appellate cases as amicus curiae when appropriate and approved by the TSBA Board of Directors.

Strategy E: Maintain the Open Meetings and Records Guide.

Strategy F: Maintain the Student Discipline Guide.

Strategy G: Maintain the Teacher Discipline Guide.

Strategy H: Maintain the Student Constitutional Rights Guide.

Strategy I: Offer monthly "Legal Lunch" webinars.

Objective 2: Facilitate networking and interaction among school board attorneys.

Strategy A: Continue to increase the membership in the Tennessee Council of School Board Attorneys through renewals and recruitment of new members.

Strategy B: Maintain listserv and website for TCSBA members.

## LEGISLATIVE SERVICES

**Goal: To monitor and influence legislation related to public education.**

Objective 1: Increase legislative information available to the membership.

- Strategy A: Provide weekly on-line and traditional legislative reports summarizing the week's legislative activity and informing membership on the status of legislation.
- Strategy B: Provide issue briefs to membership for use in communications with legislators.

Objective 2: Enhance communication and mobilize resources to influence legislation.

- Strategy A: Provide current legislative information to all members.
- Strategy B: Encourage each board to select a board member to serve as their local legislative representative.
- Strategy C: Conduct pre-convention legislative workshop.
- Strategy D: Conduct legislative clinic at TSBA Annual Convention.
- Strategy E: Provide an annual Legislative and Legal Institute to enhance communication between legislators, board members, superintendents, and other school officials.
- Strategy F: Conduct a legislative survey on current issues at Fall District Meetings.
- Strategy G: Solicit resolutions from local boards for debate and adoption at the Delegate Assembly.
- Strategy H: Provide membership with an online Advocacy Guide to enhance legislative advocacy efforts.
- Strategy I: Collaborate with other public education organizations to implement common legislative priorities.
- Strategy J: Draft sample resolutions for member boards as needed.

Objective 3: Increase TSBA visibility in the General Assembly.

- Strategy A: Communicate regularly with legislators and staff.
- Strategy B: Provide information quickly and accurately to legislators upon request.
- Strategy C: Testify before legislative committees on legislation important to school board members.

Objective 4: Increase TSBA recognition in the United States Congress.

Strategy A: Communicate regularly with and visit at least annually the Tennessee Congressional delegation.

Strategy B: Maintain active state membership in NSBA's Federal Relations Network.

Strategy C: Encourage Tennessee board member participation in the annual NSBA Advocacy Institute.

## **POLICY SERVICES**

**Goal: To develop better methods to assist school boards in the area of policymaking and implementation.**

Objective 1: Improve existing policy services and develop new services to meet growing policy needs of school boards.

Strategy A: Provide notification of statutory changes to policies required by law to all TSBA member systems.

Strategy B: Provide sample policies required by law upon request to all TSBA member systems.

Strategy C: Maintain on TSBA website an updated list of policies required by state and federal laws or regulations.

Strategy D: Provide a customized policy service on a contracted basis.

Strategy E: Provide a maintenance service for those systems that have contracted for customized manual.

Strategy F: Maintain TSBA base policy manual that is consistent with local, state, and federal law and regulations.

Strategy G: Conduct annual policy update webinar for policy subscribers.

Strategy H: Lead boards to eliminate administrative detail from policy and include it in administrative procedures.

Strategy I: Maintain sample administrative procedures to complement TSBA base policy manual.

Strategy J: Maintain sample Employee Handbook.

Strategy K: Maintain sample Student Handbook.

## INFORMATION SERVICES/COMMUNICATIONS

**Goal:** To provide information to enhance boardmanship.

Objective 1: To assist school board members in becoming recognized education leaders in their communities.

Strategy A: Publish *TSBA Journal* bi-annually and BoardTalk at least weekly and distribute to all board members, superintendents, legislators, and subscribers.

Strategy B: Highlight member school districts in each edition of the *TSBA Journal*.

Strategy C: Maintain the TSBA website, Facebook and Twitter account, and mobile app with easily accessible information and update continuously to keep the sites current and visually appealing.

Strategy D: Provide “New Board Member Guide” to school systems for their new board member onboarding process.

Strategy E: Offer podcasts on a variety of education topics.

Objective 2: To promote understanding of school boards and their work.

Strategy A: Design a School Board Week Packet for electronic distribution to all school systems and local media outlets.

Strategy B: Recognize a Board with an excellent program by granting an Award of Excellence.

Strategy C: Conduct a Student Congress on Policies in Education conference (SCOPE).

Strategy D: Provide school board candidate information for those interested citizens seeking seats on their local board of education.

Objective 3: To maintain positive relationships with the media.

Strategy A: Send out news releases on all TSBA functions and people-related news.

Objective 4: Increase participation/advertising with firms that provide goods and services to school systems.

Strategy A: Promote the various levels of the Business Affiliate Program to increase membership.

Strategy B: Host a tradeshow at the Annual Convention.

- Strategy C: Solicit new vendors/advertisers through various communication outlets including assistance from local member boards.
- Strategy D: Provide kiosks in the TSBA Headquarters' main lobby for business affiliates to advertise their products.

## **FINANCE**

### **Goal: To handle funds in a financially sound manner.**

Objective 1: Ensure Association operates according to sound financial procedures.

- Strategy A: Ensure that all financial procedures meet general accounting standards.
- Strategy B: Create an annual budget and include on financial statements.

Objective 2: Maximize investment opportunities.

- Strategy A: Ensure that funds are received in a timely manner to benefit from the potential interest income.
- Strategy B: Periodically evaluate the inflow and outflow of funds and realign investment strategies as needed.
- Strategy C: Evaluate different investment vehicles to ensure that funds are optimally invested for the best rate of return.

Objective 3: Maintain School Board Academy contract with the Tennessee Department of Education.

- Strategy A: Submit invoices to TDOE in a timely manner.
- Strategy B: Process School Board Academy per diems from school board members that have completed their mandated training in a timely manner.

Objective 4: Support and oversee the administration of the TSBA OPEB Trust.

- Strategy A: Prepare financial statements for the Trust.
- Strategy B: Prepare quarterly statements for each Trust member.
- Strategy C: Schedule Trust meetings and develop board meeting agenda and provide supporting materials for each meeting.
- Strategy D: Provide OPEB Trust Welcome Packet to newly appointed OPEB Trustees.
- Strategy E: Provide OPEB Trust Informational Packet to potential Trust members.



# 5 | Report of the Finance Committee

## Committee Members

Keys Fillauer, Oak Ridge, Chairman  
Dale Viox, Arlington, Vice Chairman  
Todd Ganger, Washington County  
Faye Heatherly, Campbell County  
Bobby Henderson, Hardeman County  
Regina Waller, Trousdale County

**TENNESSEE SCHOOL BOARDS ASSOCIATION**

**AUDITED FINANCIAL STATEMENTS  
AND OTHER INFORMATION**

**DECEMBER 31, 2018 AND 2017**

TENNESSEE SCHOOL BOARDS ASSOCIATION

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# TENNESSEE SCHOOL BOARDS ASSOCIATION

## INTRODUCTION

Tennessee School Boards Association (“TSBA”) is pleased to present its Annual Financial Report for the years ended December 31, 2018 and 2017.

### **Responsibility and Controls**

TSBA is responsible for the financial statements and related information included in this report. A system of internal accounting controls is maintained to provide reasonable assurance that assets are safeguarded and that the books and records reflect only authorized transactions. Limitations exist in any system of internal controls. However, based on recognition that the cost of the system should not exceed its benefits, management believes its system of internal accounting controls maintains an appropriate cost/benefit relationship.

Management believes that its policies and procedures provide guidance and reasonable assurance that TSBA’s operations are conducted according to management’s intentions and to a high standard of business ethics. In management’s opinion, the financial statements present fairly, in all material respects, the net position of TSBA as of December 31, 2018 and 2017, and the changes in its net position and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

### **Audit Assurance**

The unmodified opinion of our independent external auditors, Crosslin, PLLC, is included in this report.

**TENNESSEE SCHOOL BOARDS ASSOCIATION  
BOARD OF DIRECTORS**

Officers:

Faye Heatherly	- President
Kathy Hall	- President-Elect
Mark Clark	- Vice President
Brett Henley	- Treasurer

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District Directors:

Marty Burlison  
Dr. Lee Carter  
Candy Morgan  
Regina Waller  
Pat Welsh  
Bobby Henderson  
Julie Bennett  
Todd Ganger  
Jimmie Garland

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At-Large Members:

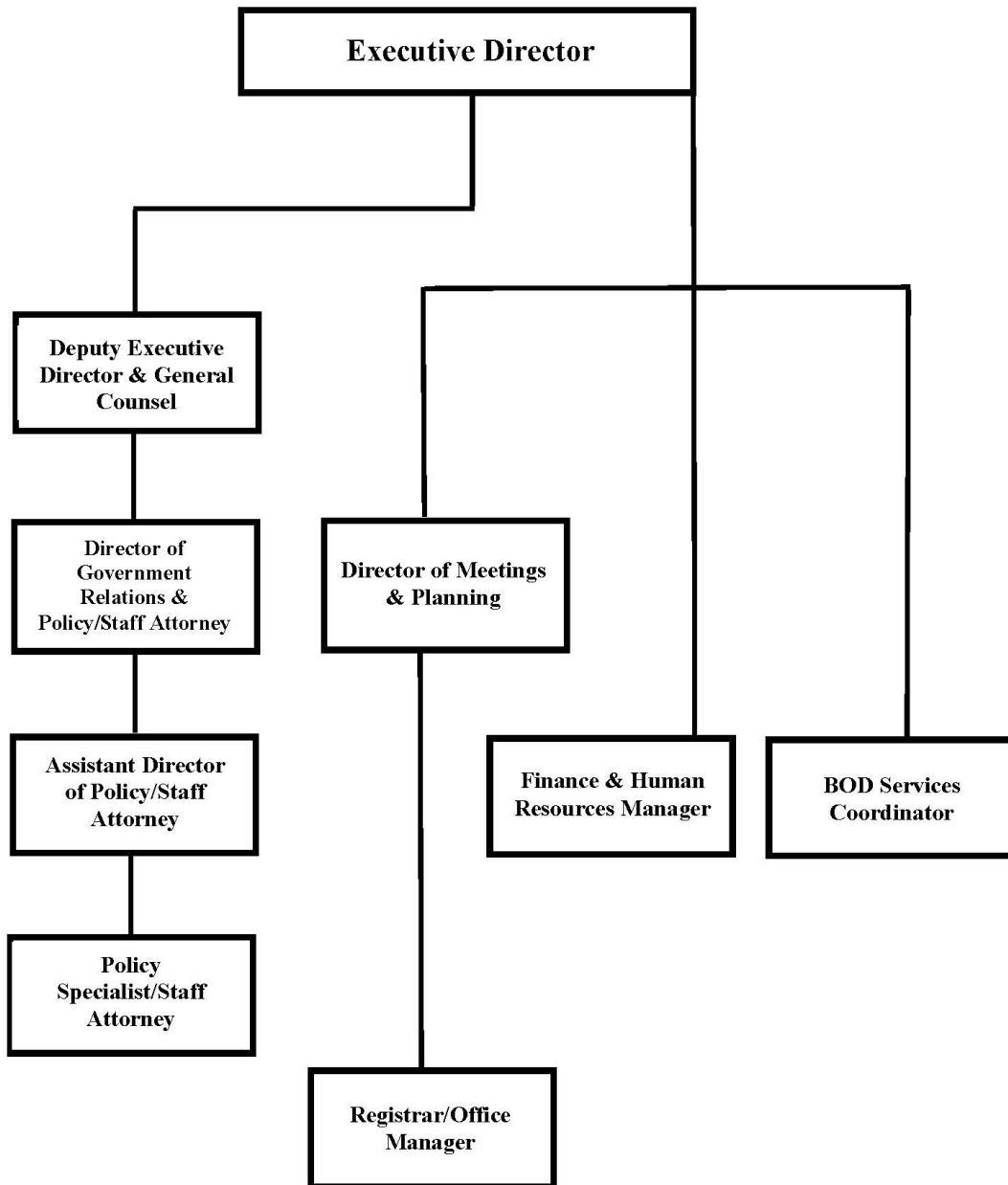
Jo Williams  
Janice Hampton  
Anna Shepherd  
Dr. Dale Viox

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Ex-Officio Member:

Bob Alvey

**TENNESSEE SCHOOL BOARDS ASSOCIATION  
ORGANIZATIONAL CHART**



INDEPENDENT AUDITOR'S REPORT

The Board of Directors  
Tennessee School Boards Association  
Nashville, Tennessee

**Report on the Financial Statements**

We have audited the accompanying financial statements of the Tennessee School Boards Association ("TSBA") as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements, which collectively comprise TSBA's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TSBA as of December 31, 2018 and 2017, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 7 through 12 and pension plan schedules and information on pages 35 through 38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audits of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

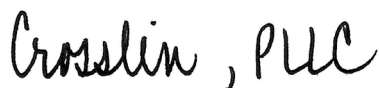
Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise TSBA's basic financial statements. The introductory section and the schedule of expenditures of state awards, as required by the State of Tennessee, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of expenditures of state awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audits of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 7, 2019, on our consideration of TSBA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of TSBA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering TSBA's internal control over financial reporting and compliance.



Nashville, Tennessee  
August 7, 2019

TENNESSEE SCHOOL BOARDS ASSOCIATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS

Tennessee School Boards Association's ("TSBA") management's discussion and analysis ("MD&A") is intended to provide an overview of the financial activities for the years ended December 31, 2018 and 2017. This section is placed at the beginning of the annual report to provide information about the past and current financial condition of TSBA. MD&A should not be taken as a replacement for the annual report, which includes the independent auditor's opinion, basic financial statements and other supplemental information that presents all of the financial activities of TSBA.

**FINANCIAL HIGHLIGHTS**

*Fiscal Year 2018:*

- TSBA's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$4,159,770 (net position) as of December 31, 2018. This compares to the previous year when net position was \$4,045,041.
- Total net position at December 31, 2018, is comprised of the following:
  - Investment in capital assets of \$1,904,843 and
  - Unrestricted net position of \$2,254,927.
- Net position increased by \$114,729 during the year ended December 31, 2018, primarily due to an increase in invested in capital assets offset by investment losses.

*Fiscal Year 2017:*

- TSBA's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$4,045,041 (net position) as of December 31, 2017. This compares to the previous year when net position was \$3,336,376.
- Total net position at December 31, 2017, is comprised of the following:
  - Investment in capital assets of \$1,663,828 and
  - Unrestricted net position of \$2,381,213.
- TSBA's total net position increased \$708,665, primarily due to increases of \$275,721, \$61,428, \$37,418, and \$29,000 in investment income, educational events, convention income, and business affiliate income, respectively.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial statements consist of three parts: management's discussion and analysis ("MD&A"), the basic financial statements, and required supplementary information. The financial statements include statements of net position, statements of revenues, expenses and changes in net position, statements of cash flows and notes to the financial statements.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS

The statements of net position provide a record or snapshot of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources at the close of each fiscal year. They present the financial position of TSBA on a full accrual historical cost basis. The statements of revenues, expenses and changes in net position present the results of the business activities over the course of each fiscal year. The statements of cash flows are related to the other financial statements by the way they link changes in assets, deferred outflows, liabilities, and deferred inflows to the effects on cash and cash equivalents over the course of the fiscal years. The notes to the financial statements provide useful information regarding TSBA's significant accounting policies, significant account balances and activities, certain material risks, obligations, commitments, contingencies and subsequent events, as applicable.

**FINANCIAL ANALYSIS**

**Net Position**

*Fiscal Year 2018 as Compared to Fiscal Year 2017:*

	<u>2018</u>	<u>2017</u>	<u>Amount Change</u>
Current assets	\$3,575,993	\$3,678,392	\$(102,399)
Noncurrent assets - capital assets	1,904,843	1,663,828	241,015
Deferred outflows of resources	<u>147,023</u>	<u>99,333</u>	<u>47,690</u>
Total assets and deferred outflows of resources	<u>5,627,859</u>	<u>5,441,553</u>	<u>186,306</u>
Current liabilities	1,202,323	1,040,328	161,995
Noncurrent liabilities	167,299	205,412	( 38,113)
Deferred inflows of resources	<u>98,467</u>	<u>150,772</u>	<u>( 52,305)</u>
Total liabilities and deferred inflows of resources	<u>1,468,089</u>	<u>1,396,512</u>	<u>71,577</u>
Investment in capital assets	1,904,843	1,663,828	241,015
Unrestricted	<u>2,254,927</u>	<u>2,381,213</u>	<u>(126,286)</u>
Total net position	<u>\$4,159,770</u>	<u>\$4,045,041</u>	<u>\$ 114,729</u>

- Net position increased by \$114,729, during the year ended December 31, 2018, primarily due to increases of \$241,015, \$28,459, and \$25,143 in invested in capital assets, convention revenue, and school board academy grants, respectively. This increase was offset with investment losses of \$159,270 and increased salaries expense of \$83,477 over the prior year.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS

*Fiscal Year 2017 as Compared to Fiscal Year 2016:*

	<u>2017</u>	<u>2016</u>	<u>Amount Change</u>
Current assets	\$3,678,392	\$3,348,631	\$ 329,761
Noncurrent assets - capital assets	1,663,828	1,376,279	287,549
Deferred outflows of resources	<u>99,333</u>	<u>262,829</u>	<u>(163,496)</u>
Total assets and deferred outflows of resources	<u>5,441,553</u>	<u>4,987,739</u>	<u>453,814</u>
Current liabilities	1,040,328	1,039,166	1,162
Noncurrent liabilities	205,412	480,753	(275,341)
Deferred inflows of resources	<u>150,772</u>	<u>131,444</u>	<u>19,328</u>
Total liabilities and deferred inflows of resources	<u>1,396,512</u>	<u>1,651,363</u>	<u>(254,851)</u>
Investment in capital assets	1,663,828	1,376,279	287,549
Unrestricted	<u>2,381,213</u>	<u>1,960,097</u>	<u>421,116</u>
Total net position	<u>\$4,045,041</u>	<u>\$3,336,376</u>	<u>\$ 708,665</u>

- TSBA's total net position increased \$708,665, primarily due to increases of \$275,721, \$61,428, \$37,418, and \$29,000 in investment income, educational events, convention income, and business affiliate income, respectively.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS

**Changes in Net Position**

*Fiscal Year 2018 as Compared to Fiscal Year 2017:*

	<u>2018</u>	<u>2017</u>	<u>Amount Change</u>
Operating revenues:			
Charges for services	\$ 2,013,854	\$1,974,414	\$ 39,440
Department of Education grants:			
School Board Academies	270,606	245,463	25,143
Other services	<u>143,311</u>	<u>130,070</u>	<u>13,241</u>
Total operating revenues	<u>2,427,771</u>	<u>2,349,947</u>	<u>77,824</u>
Operating expenses:			
Cost of services	955,740	896,058	59,682
Administration	1,133,148	1,080,115	53,033
Depreciation	<u>64,278</u>	<u>55,762</u>	<u>8,516</u>
Total operating expenses	<u>2,153,166</u>	<u>2,031,935</u>	<u>121,231</u>
Operating income	274,605	318,012	( 43,407)
Investment (loss) income	( 159,270)	390,653	(549,923)
Loss on sale of capital assets	<u>( 606)</u>	<u>-</u>	<u>( 606)</u>
Increase in net position	<u>\$ 114,729</u>	<u>\$ 708,665</u>	<u>\$(593,936)</u>

- Total operating revenues and operating expenses increased by \$77,824 and \$121,231, respectively. Operating revenues increased mainly due to increases of \$25,143 and \$28,459 in school board academy grants and convention revenue, respectively. Operating expenses increased mainly due to an increase of \$83,477 in salaries over the prior year. Investment activity decreased \$549,923 mainly due to unrealized losses on investments during 2018 compared with unrealized gains on investments during 2017.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year 2017 as Compared to Fiscal Year 2016:

	<u>2017</u>	<u>2016</u>	<u>Amount Change</u>
Operating revenues:			
Charges for services	\$ 1,974,414	\$ 1,849,414	\$ 125,000
Department of Education grants:			
School Board Academies	245,463	257,687	( 12,224)
Other services	<u>130,070</u>	<u>114,246</u>	<u>15,824</u>
Total operating revenues	<u>2,349,947</u>	<u>2,221,347</u>	<u>128,600</u>
Operating expenses:			
Cost of services	896,058	851,906	44,152
Administration	1,080,115	1,075,821	4,294
Depreciation	<u>55,762</u>	<u>51,541</u>	<u>4,221</u>
Total operating expenses	<u>2,031,935</u>	<u>1,979,268</u>	<u>52,667</u>
Operating income	318,012	242,079	75,933
Investment income	<u>390,653</u>	<u>114,932</u>	<u>275,721</u>
Increase in net position	<u>\$ 708,665</u>	<u>\$ 357,011</u>	<u>\$ 351,654</u>

- Total operating revenues increased by \$128,600 due to increased educational events, convention income, and business affiliate income. Total operating expenses increased by \$52,667 due to additional costs incurred during 2017 for a staffing addition and employee benefits. Investment income increased \$275,721 mainly due to unrealized gains on investments during 2017.

**CAPITAL ASSETS**

TSBA's capital assets consist of land, building, and related improvements totaling \$1,574,462, \$1,306,852, and \$1,346,659, net at December 31, 2018, 2017, and 2016, respectively. Capital assets also consist of furniture and fixtures, equipment, and automobiles of \$80,381, \$51,326, and \$29,620, net at December 31, 2018, 2017, and 2016, respectively. During 2018, TSBA capitalized \$305,650 in building renovations, which were included in construction in progress at December 31, 2017. As of December 31, 2018, TSBA had \$250,000 in construction in progress, which was related to software purchases. There are no estimated costs to complete as the software purchases were placed into service in January 2019. Further information regarding capital assets can be found in Note C to the financial statements.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS

**ECONOMIC ENVIRONMENT AND NEXT YEAR'S BUDGET**

TSBA's management considered many factors when developing the annual operating budget for the fiscal year ending December 31, 2019. The key factor was the consistency of expenses and the expectation that meeting attendance and contracted services would increase as in previous years.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the TSBA's financial position and operations, both from a long-term viewpoint and for the current operating period. If you have any questions about this report or would like to request additional information, contact the Tennessee School Boards Association's Finance Department at 525 Brick Church Park Drive, Nashville, Tennessee 37207.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
STATEMENTS OF NET POSITION

	December 31,	
	2018	2017
<b>ASSETS</b>		
Current assets:		
Cash and cash equivalents	\$ 702,740	\$ 625,308
Investments	2,279,834	2,693,625
Accounts receivable	551,435	329,520
Prepaid expenses	41,984	29,939
Total current assets	3,575,993	3,678,392
Noncurrent assets:		
Capital assets not being depreciated	445,500	501,150
Capital assets subject to depreciation, net	1,459,343	1,162,678
Total noncurrent assets	1,904,843	1,663,828
Total assets	5,480,836	5,342,220
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Pensions	147,023	99,333
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	9,569	11,285
Unearned revenues	1,192,754	1,029,043
Total current liabilities	1,202,323	1,040,328
Noncurrent liabilities:		
Net pension liability	142,034	180,534
Compensated absences	25,265	24,878
Total noncurrent liabilities	167,299	205,412
Total liabilities	1,369,622	1,245,740
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Pensions	98,467	150,772
<b>NET POSITION</b>		
Investment in capital assets	1,904,843	1,663,828
Unrestricted	2,254,927	2,381,213
Total net position	\$ 4,159,770	\$ 4,045,041

See accompanying notes to financial statements.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

	<u>Year Ended December 31,</u>	
	<u>2018</u>	<u>2017</u>
OPERATING REVENUES		
Charges for services	\$ 2,013,854	\$ 1,974,414
Department of Education Grants - School Board Academies	270,606	245,463
Other services	<u>143,311</u>	<u>130,070</u>
Total operating revenues	<u>2,427,771</u>	<u>2,349,947</u>
OPERATING EXPENSES		
Cost of services	955,740	896,058
Administration	1,133,148	1,080,115
Depreciation	<u>64,278</u>	<u>55,762</u>
Total operating expenses	<u>2,153,166</u>	<u>2,031,935</u>
OPERATING INCOME	<u>274,605</u>	<u>318,012</u>
NONOPERATING (EXPENSES) REVENUES		
Investment (loss) income	(159,270)	390,653
Loss on disposal of capital assets	<u>(606)</u>	<u>-</u>
Total nonoperating (expenses) revenues	<u>(159,876)</u>	<u>390,653</u>
Increase in net position	114,729	708,665
NET POSITION, BEGINNING OF YEAR	<u>4,045,041</u>	<u>3,336,376</u>
NET POSITION, END OF YEAR	<u>\$ 4,159,770</u>	<u>\$ 4,045,041</u>

See accompanying notes to financial statements.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
STATEMENTS OF CASH FLOWS

	Year Ended December 31,	
	2018	2017
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from customers and users	\$ 2,137,611	\$ 2,091,256
Receipts from government grants	231,956	296,823
Payments to suppliers	(1,103,228)	(1,036,773)
Payments to or on behalf of employees	(1,137,529)	(1,040,621)
Net cash provided by operating activities	128,810	310,685
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Purchase of capital assets, net	(305,293)	(343,311)
Net cash used in capital and related financing activities	(305,293)	(343,311)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Sales (purchases) of investments, net	141,876	(82,004)
Interest received	112,039	86,781
Net cash provided by investing activities	253,915	4,777
Net increase (decrease) in cash and cash equivalents	77,432	(27,849)
Cash and cash equivalents, beginning of year	625,308	653,157
Cash and cash equivalents, end of year	\$ 702,740	\$ 625,308
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Operating income	\$ 274,605	\$ 318,012
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	64,278	55,762
Changes in operating assets and liabilities:		
Accounts receivable, net	(221,915)	29,320
Prepaid expenses	(12,045)	(1,054)
Accounts payable	(1,716)	(7,650)
Unearned revenues	163,711	8,812
Compensated absences	387	(1,648)
Net pension liability and related amounts	(138,495)	(90,869)
Total adjustments	(145,795)	(7,327)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>\$ 128,810</b>	<b>\$ 310,685</b>

See accompanying notes to financial statements.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting framework and the significant accounting principles and practices of the Tennessee School Boards Association (“TSBA”) are discussed in subsequent sections of this Note. The remainder of the Notes are organized to provide explanations, including required disclosures, of the TSBA’s financial activities for the fiscal years ended December 31, 2018 and 2017.

Reporting Entity and Related Entities

The Tennessee School Boards Association was established in 1939 to provide services for local public school districts. In 1953, the Tennessee Legislature officially recognized the TSBA as “the organization and representative agency of the members of school boards of Tennessee” and further authorized the TSBA to provide services by collecting dues from school boards.

As described in GASB Statement No. 34, paragraph 134, TSBA meets the definition of a special purpose government (“SPG”). TSBA is a legally separate entity that is engaged in only business-type activities. Business-type activities are defined as activities that are financed in whole or in part by fees charged to external parties for goods or services. SPGs engaged only in business-type activities are required to present the financial statements required for proprietary funds, which includes Management’s Discussion and Analysis (“MD&A”), basic financial statements, and Required Supplementary Information (“RSI”).

The governing body of TSBA is its Board of Directors, composed of 18 members, 14 of whom are elected and four of whom are appointed by the elected TSBA Board of Directors.

Measurement Focus, Basis of Accounting and Basis of Presentation

The financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

TSBA distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from grant agreements and providing services and producing and delivering goods in connection with the principal ongoing operations. The principal operating revenues of TSBA include charges to members or applicants for goods, services, or privileges provided, and operating grants. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

All of the TSBA's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets and long-term liabilities, are included in the accompanying statements of net position. Net position is reported in three components, when applicable:

*Investment in Capital Assets* - This component of net position consists of capital assets, net of accumulated depreciation of those assets. If TSBA had debt related to the acquisition or construction of capital assets, this net position category would be presented "net" of such related debt. At December 31, 2018 and 2017, TSBA had no debt directly related to its capital assets.

*Restricted* - This component consists of net position restricted by grantors, contributors, or laws and regulations of other governments and restrictions imposed by law or through constitutional provisions or enabling legislation, reduced by liabilities and deferred inflows of resources related to those assets. At December 31, 2018 and 2017, TSBA did not have restricted net position.

*Unrestricted* - This component of net position consists of net position that does not meet the definition of "investment in capital assets" or "restricted."

Cash and Cash Equivalents

Cash and cash equivalents include cash deposits in checking and investment accounts and certificates of deposit, with original maturities of three months or less. Cash and cash equivalents are reported at carrying amounts which reasonably estimate fair value.

Investments

Investments that mature more than three months after date of purchase are reported at fair value. Fair value is the last reported sales price at current exchange rates on a national exchange (See Note B).

Capital Assets

TSBA's capital assets with cost generally exceeding \$1,000 and useful lives of more than one year are stated at historical cost. The costs of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets are depreciated using the straight-line method.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Estimated useful lives for depreciable assets are as follows:

Building	40 years
Land improvements	20 years
Automobiles	5 years
Furniture/fixtures	5 - 7 years

Maintenance and repairs are charged to operations when incurred. Betterments and major improvements, which significantly increase values, change capacities or extend useful lives are capitalized. Upon sale or retirement of capital assets, the cost and related accumulated depreciation are removed from the respective accounts, and any gain or loss is included in the results of operations.

Deferred Outflows/Inflows of Resources

In addition to assets, the statements of net position report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then.

TSBA's deferred outflows of resources relate to its participation in the pension plan administered by the Tennessee Consolidated Retirement System ("TCRS"). Deferred outflows of resources for pensions may result from actuarial losses related to the differences between expected and actual experience for the pension plan's adopted economic and demographic assumptions, differences between expected and actual investment earnings, as well as employer contributions made subsequent to the measurement date (See Note F).

In addition to liabilities, the statements of net position report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until then.

TSBA's deferred inflows of resources relate to the TCRS pension plan. Deferred inflows of resources may result from actuarial gains related to the difference between expected and actual experience for the plan's adopted economic and demographic assumptions and differences between expected and actual earnings on plan investments (See Note F).

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Compensated Absences

It is the policy of TSBA to permit employees to accumulate amounts of earned, but unused, vacation pay benefits up to 90 hours, which will be paid to the employee upon separation from service. At December 31, 2018 and 2017, a long-term liability for accrued compensated absences has been recorded representing TSBA's commitment to fund such costs with future financial resources.

Unearned Revenues

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

In the basic financial statements, membership dues for fiscal year 2019 and 2018, are billed during fiscal year 2018 and 2017, and have been recorded as unearned revenue totaling \$792,879 and \$780,668, respectively. Policy department fees for multiple year policy contracts and other amounts that were billed during fiscal year 2018 and 2017 have also been booked as unearned revenue totaling \$399,875 and \$248,375, respectively.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

TSBA is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Risk Management

TSBA is exposed to normal business risks and carries insurance for various exposures such as property damage, automobile liability, executive protection and workers' compensation. There have been no significant changes in coverage or settlements in excess of insurance coverage during the past three years.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Fair Value of Financial Instruments

Assets and liabilities recorded at fair value in the statements of financial position are categorized based on the level of judgment associated with the inputs used to measure their fair value. Level inputs, are as follows:

Level 1 - Values are unadjusted quoted prices for identical assets in active markets accessible at the measurement date.

Level 2 - Inputs include quoted prices for similar assets in active markets, quoted prices from those willing to trade in markets that are not active, or other inputs that are observable or can be corroborated by market data for the term of the instrument. Such inputs include market interest rates and volatilities, spreads and yield curves.

Level 3 - Certain inputs are unobservable (supported by little or no market activity) and significant to the fair value measurement. Unobservable inputs reflect the best estimate of what hypothetical market participants would use to determine a transaction price for the asset or liability at the reporting date.

TSBA's financial instruments consist of cash equivalents, accounts receivable, investments, and accounts payable. The recorded values of accounts receivable and accounts payable approximate their fair values based on their short-term nature or market interest rates. Cash equivalents and investments are recorded at fair value using Level 1 inputs.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of TSBA's participation in the Public Employee Retirement Plan of the TCRS, and additions to/deductions from TSBA's fiduciary net position have been determined on the same basis as they are reported by the TCRS for the Public Employee Retirement Plan. For this purpose, benefits (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms of the Public Employee Retirement Plan of TCRS. Investments are reported at fair value.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

B. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Deposit and Investment Policy

TSBA's policy for deposits and investments distinguishes between operating reserves, investment reserves and capital reserves. Operating reserves shall be deposited in federally insured certificates of deposit, savings accounts, and money market funds that invest in government backed securities. Irrespective of the investment accounts selected, no operating reserves shall be invested in any security with a maturity exceeding one year.

Investment reserves may be invested as follows:

1. Federally insured certificates of deposit, savings accounts, and money market funds that invest in government backed securities.
2. Bank repurchase agreements, bankers' acceptances, and commercial paper.
3. U.S. Treasury Bills and U.S. government securities that are backed by the full faith and credit of the U. S. government.
4. AAA rated bonds.

Capital reserves, equities, and fixed income investments are each limited to a maximum of 70% of the portfolio with targets of 60% and 40%, respectively, with the exception that the above formula may be altered to either reduce market risk or optimize opportunities to capitalize on expected market movement. Maturities of fixed income securities will not exceed 10 years. At December 31, 2018 and 2017, TSBA is invested in exchange - traded mutual funds with a broad-range of underlying investments. TSBA employs an outside investment firm to manage its portfolio and ensure compliance with its investment policies.

Deposits in financial institutions are required by State statute to be secured and collateralized by the institutions. The collateral must meet certain requirements and must have a total minimum market value of 105% of the value of the deposits placed in the institutions, less the amount protected by federal depository insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies and obligations of the State and its subdivisions. Collateral requirements are not applicable for financial institutions that participate in the State of Tennessee's collateral pool. As of December 31, 2018 and 2017, TSBA's deposits were held by financial institutions that participate in the bank collateral pool administered by the Treasurer of the State of Tennessee. Participating banks determine the aggregated balance of their public fund accounts. The amount of collateral required to secure these public deposits must be at least 105% of the average daily balance of all public deposits held. Collateral securities required to be pledged by the participating banks to protect their public fund accounts are pledged to the State Treasurer on behalf of the bank collateral pool.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

B. CASH, CASH EQUIVALENTS, AND INVESTMENTS - Continued

The securities pledged to protect these accounts are pledged in the aggregate rather than against each individual account. The members of the pool may be required by agreement to pay an assessment to cover any deficiency. Under this additional assessment agreement, public fund accounts covered by the pool are considered to be insured for purposes of credit risk disclosure in accordance with GASB Statement No. 40, *Deposit and Investment Risk Disclosures*.

Cash and Cash Equivalents

The carrying amount of the cash and cash equivalents at December 31, 2018 and 2017 totaled \$702,740 and \$625,308, respectively, and the corresponding bank balances were \$727,962 and \$631,521, respectively. The difference between the carrying amounts of cash and cash equivalents and the corresponding bank balances is due primarily to outstanding checks and deposits. The balance of cash and cash equivalents was covered by the State collateral pool, federal depository insurance, or collateralized with securities held by TSBA's agent in TSBA's name.

Investments

TSBA's investments consist of the following:

	December 31, 2018	
	Fair Value/ Carrying Amount	Cost
Cash and cash equivalents	\$ 76,062	\$ 76,062
Exchange traded and mutual funds	<u>2,203,772</u>	<u>2,323,922</u>
Total	<u>\$2,279,834</u>	<u>\$2,399,984</u>

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

B. CASH, CASH EQUIVALENTS, AND INVESTMENTS - Continued

	December 31, 2017	
	Fair Value/ Carrying Amount	Cost
Cash and cash equivalents	\$ 25,379	\$ 25,379
Exchange traded and mutual funds	<u>2,668,246</u>	<u>2,291,442</u>
Total	<u>\$2,693,625</u>	<u>\$2,316,821</u>

Investments are valued using Level 1 inputs, as described in Note A.

The following schedule summarizes the investment (loss) income and its classification in the statements of revenues, expenses, and changes in net position for the years ended December 31, 2018 and 2017:

	2018	2017
Interest and dividend income	\$ 112,039	\$ 86,781
Investment fees and expenses	( 4,784)	( 4,418)
Realized gains on investments	220,048	20,220
Unrealized (losses) gains on investments	<u>(486,573)</u>	<u>288,070</u>
Total investment (loss) income, net	<u>\$(159,270)</u>	<u>\$ 390,653</u>

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

C. CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2018, is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Transfers</u>	<u>Ending Balance</u>
Capital assets not being depreciated:					
Land	\$ 195,500	\$ -	\$ -	\$ -	\$ 195,500
Construction in progress	<u>305,650</u>	<u>250,000</u>	<u>-</u>	<u>(305,650)</u>	<u>250,000</u>
Total	<u>\$ 501,150</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$(305,650)</u>	<u>\$ 445,500</u>
Capital assets subject to depreciation:					
Building and improvements	\$ 1,489,744	\$ 8,359	\$ -	\$ 305,650	\$ 1,803,753
Automobiles	33,342	-	-	-	33,342
Furniture/fixtures	214,615	1,535	-	-	216,150
Equipment and technology	<u>97,640</u>	<u>46,005</u>	<u>(13,707)</u>	<u>-</u>	<u>129,938</u>
Total cost	<u>1,835,341</u>	<u>55,899</u>	<u>(13,707)</u>	<u>305,650</u>	<u>2,183,183</u>
Less accumulated depreciation for:					
Building and improvements	( 378,392)	( 46,399)	-	-	( 424,791)
Automobiles	( 32,230)	( 1,112)	-	-	( 33,342)
Furniture/fixtures	( 198,314)	( 3,922)	-	-	( 202,236)
Equipment and technology	<u>( 63,727)</u>	<u>( 12,845)</u>	<u>13,101</u>	<u>-</u>	<u>( 63,471)</u>
Total	<u>( 672,663)</u>	<u>( 64,278)</u>	<u>13,101</u>	<u>-</u>	<u>( 723,840)</u>
Capital assets subject to depreciation, net	<u>\$ 1,162,678</u>	<u>\$( 8,379)</u>	<u>( 606)</u>	<u>\$ 305,650</u>	<u>\$ 1,459,343</u>

During 2018, TSBA capitalized \$305,650 in building renovations, which were included in construction in progress at December 31, 2017. As of December 31, 2018, TSBA had \$250,000 in construction in progress, which was related to software purchases. There are no estimated costs to complete as the software purchases were placed into service in January 2019.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

C. CAPITAL ASSETS - Continued

Capital assets activity for the year ended December 31, 2017, is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Transfers</u>	<u>Ending Balance</u>
Capital assets not being depreciated:					
Land	\$ 195,500	\$ -	\$ -	\$ -	\$ 195,500
Construction in progress	<u>-</u>	<u>305,650</u>	<u>-</u>	<u>-</u>	<u>305,650</u>
Total	<u>\$ 195,500</u>	<u>\$ 305,650</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 501,150</u>
Capital assets subject to depreciation:					
Building and improvements	\$ 1,489,744	\$ -	\$ -	\$ -	\$ 1,489,744
Automobiles	33,342	-	-	-	33,342
Furniture/fixtures	274,707	15,450	( 113)	(75,429)	214,615
Equipment and technology	<u>-</u>	<u>22,211</u>	<u>-</u>	<u>75,429</u>	<u>97,640</u>
Total cost	<u>1,797,793</u>	<u>37,661</u>	<u>( 113)</u>	<u>-</u>	<u>1,835,341</u>
Less accumulated depreciation for:					
Building and improvements	( 338,585)	( 39,807)	-	-	( 378,392)
Automobiles	( 25,561)	( 6,669)	-	-	( 32,230)
Furniture/fixtures	( 252,868)	( 1,773)	113	56,214	( 198,314)
Equipment and technology	<u>-</u>	<u>( 7,513)</u>	<u>-</u>	<u>(56,214)</u>	<u>( 63,727)</u>
Total	<u>( 617,014)</u>	<u>( 55,762)</u>	<u>113</u>	<u>-</u>	<u>( 672,663)</u>
Capital assets subject to depreciation, net	<u>\$ 1,180,779</u>	<u>\$ ( 18,101)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,162,678</u>

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

D. COMPENSATED ABSENCES

The following is a summary of changes in compensated absences:

	December 31, 2018			
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Payments</u>	<u>Ending Balance</u>
Liability for accrued vacation leave	<u>\$24,878</u>	<u>\$49,969</u>	<u>\$(49,582)</u>	<u>\$25,265</u>

	December 31, 2017			
	<u>Beginning Balance</u>	<u>Additions</u>	<u>Payments</u>	<u>Ending Balance</u>
Liability for accrued vacation leave	<u>\$26,526</u>	<u>\$48,187</u>	<u>\$(49,835)</u>	<u>\$24,878</u>

E. STATE OF TENNESSEE DEPARTMENT OF EDUCATION GRANTS

School Board Academies

During 2018, TSBA entered into a grant contract with the State of Tennessee. Under the provisions of the grant contract, which was effective for the 12 months beginning on July 1, 2018 and ending June 30, 2019, TSBA agreed to update up to 10 modules to be used in training school board members using state-of-the-art instructional technology and activities. The maximum compensation allowable under the provisions of this agreement is \$229,300, which includes per diem reimbursement for board members attending school board academy functions. As of December 31, 2018, \$50,701 was accrued on this grant and included in receivables.

During 2017, TSBA entered into a grant contract with the State of Tennessee. Under the provisions of the grant contract, which was effective for the 12 months beginning on July 1, 2017 and ending June 30, 2018, TSBA agreed to update up to 10 modules to be used in training school board members using state-of-the-art instructional technology and activities. The maximum compensation allowable under the provisions of this agreement is \$229,300, which includes per diem reimbursement for board members attending school board academy functions. As of December 31, 2018, \$12,051 was accrued on this grant and included in receivables.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

E. STATE OF TENNESSEE DEPARTMENT OF EDUCATION GRANTS - Continued

Revenue from these grants is summarized as follows:

	2018	2017
2016 - 2017 contract	\$ -	\$122,773
2017 - 2018 contract	189,858	122,690
2018 - 2019 contract	80,748	-
	\$270,606	\$245,463

F. PENSION PLAN

*General Information about the Pension Plan:*

Plan Description

Employees of TSBA are provided a defined benefit pension plan through the Public Employee Retirement Plan, an agent multiple-employer pension plan administered by the Tennessee Consolidated Retirement System (“TCRS”). The TCRS was created by state statute under Tennessee Code Annotated Title 8, Chapters 34-37. The TCRS Board of Trustees is responsible for the proper operation and administration of the TCRS. The Tennessee Treasury Department, an agency in the legislative branch of state government, administers the plans of the TCRS. The TCRS issues a publically available financial report that can be obtained at <https://treasury.tn.gov/Retirement/Boards-and-Governance/Reporting-and-Investment-Policies>.

Benefits Provided

Tennessee Code Annotated Title 8, Chapters 34-37 establishes the benefit terms and can be amended only by the Tennessee General Assembly. The chief legislative body may adopt the benefit terms permitted by statute. Members are eligible to retire with an unreduced benefit at age 60 with 5 years of service credit or after 30 years of service credit regardless of age. Benefits are determined by a formula using the member’s highest five consecutive year average compensation and the member’s years of service credit. Reduced benefits for early retirement are available at age 55 and vested. Members vest with five years of service credit. Service related disability benefits are provided regardless of length of service. Five years of service is required for non-service related disability eligibility. The service related and non-service related disability benefits are determined in the same manner as a service retirement benefit but are reduced 10 percent and include projected service credits. A variety of death benefits are available under various eligibility criteria.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
 NOTES TO FINANCIAL STATEMENTS  
 DECEMBER 31, 2018 AND 2017

F. PENSION PLAN - Continued

Member and beneficiary annuitants are entitled to automatic cost-of-living adjustments (“COLAs”) after retirement. A COLA is granted each July for annuitants retired prior to the 2<sup>nd</sup> of July of the previous year. The COLA is based on the change in the consumer price index (“CPI”) during the prior calendar year, capped at 3 percent, and applied to the current benefit. No COLA is granted if the change in the CPI is less than one-half percent. A one percent COLA is granted if the CPI change is between one-half percent and one percent. A member who leaves employment may withdraw their employee contributions, plus any accumulated interest.

Employees Covered by Benefit Terms

At the measurement date of June 30, 2018, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits	17
Inactive employees entitled to but not yet receiving benefits	33
Active employees	<u>8</u>
	<u>58</u>

Contributions

Contributions for employees are established in the statutes governing the TCRS and may only be changed by the Tennessee General Assembly. Employees are non-contributory. TSBA makes employer contributions at the rate set by the Board of Trustees as determined by an actuarial valuation. For the measurement years ended June 30, 2018 and 2017, the actuarially determined contributions (“ADC”) for TSBA were \$129,508 and \$178,886, respectively, based on rates of 15.62% and 23.78% of covered payroll, respectively. By law, employer contributions are required to be paid. The TCRS may intercept TSBA’s state shared taxes if required employer contributions are not remitted. The employer’s ADC and member contributions are expected to finance the costs of benefits earned by members during the year, the cost of administration, as well as an amortized portion of any unfunded liability.

*Net Pension Liability:*

TSBA’s net pension liability as of December 31, 2018 was measured as of June 30, 2018, and the total pension liability used to calculate net pension liability was determined by an actuarial valuation as of that date. TSBA’s net pension liability as of December 31, 2017 was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by actuarial valuation as of that date.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

F. PENSION PLAN - Continued

Actuarial Assumptions

The total pension liability as of June 30, 2018 and 2017 actuarial valuations was determined using the following actuarial assumptions:

2018:

Inflation	2.5%
Salary increase	Graded salary ranges from 8.72% to 3.44% based on age, including inflation, averaging 4.00%
Investment rate of return	7.25%, net of pension plan investment expenses, including inflation
Cost-of-living adjustment	2.25%

2017:

Inflation	2.5%
Salary increase	Graded salary ranges from 8.72% to 3.46% based on age, including inflation, averaging 4.00%
Investment rate of return	7.25%, net of pension plan investment expenses, including inflation
Cost-of-living adjustment	2.25%

Mortality rates for 2018 and 2017 were based on actual experience including an adjustment for some anticipated improvement.

The actuarial assumptions used in the June 30, 2018 and June 30, 2017 actuarial valuations were based on the results of an actuarial experience study performed for the period July 1, 2012 through June 30, 2016. The demographic assumptions were adjusted to more closely reflect actual and expected future experience.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

F. PENSION PLAN - Continued

The long-term expected rate of return on pension plan investments for 2018 and 2017 was established by the TCRS Board of Trustees in conjunction with the June 30, 2016 actuarial experience study. A blend of future capital market projections and historical market returns was used in a building-block method in which a best estimate of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) is developed for each major asset class. These best-estimates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.5 percent. The best estimates of geometric real rates of return and the TCRS investment policy target asset allocation for each major asset class for 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Real Rate of Return</u>	<u>Target Allocation</u>
U.S. equity	5.69%	31%
Developed market international equity	5.29%	14%
Emerging market international equity	6.36%	4%
Private equity and strategic lending	5.79%	20%
U.S. fixed income	2.01%	20%
Real estate	4.32%	10%
Short-term securities	0.00%	<u>1%</u>
		<u>100%</u>

The long-term expected rate of return on pension plan investments for 2018 and 2017 was established by the TCRS Board of Trustees as 7.25 percent based on a blending of the factors described above.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

F. PENSION PLAN - Continued

Discount Rate

The discount rate used to measure the total pension liability was 7.25 percent for 2018 and 2017. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current rate and that contributions from TSBA will be made at the actuarially determined contribution rate pursuant to an actuarial valuation in accordance with the funding policy of the TCRS Board of Trustees and as required to be paid by state statute. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make projected future benefit payments of current active and inactive members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Changes in the Net Pension Liability – 2018:*

	<u>Total Pension Liability</u> (a)	Increase (Decrease) <u>Plan Fiduciary Net Position</u> (b)	<u>Net Pension Liability</u> (a) - (b)
Balance at June 30, 2017 measurement date	\$ 4,228,325	\$ 4,047,791	\$ 180,534
Changes for the year:			
Service cost	46,324	-	46,324
Interest	304,451	-	304,451
Differences between expected and actual experience	74,535	-	74,535
Contributions-employer	-	129,508	(129,508)
Net investment income	-	335,080	(335,080)
Benefit payments, including refunds of employee contributions	( 150,648)	( 150,648)	-
Administrative expense	-	( 778)	778
Net changes	<u>274,662</u>	<u>313,162</u>	<u>( 38,500)</u>
Balance at June 30, 2018 measurement date	<u>\$ 4,502,987</u>	<u>\$ 4,360,953</u>	<u>\$ 142,034</u>

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

F. PENSION PLAN - Continued

*Changes in the Net Pension Liability - 2017:*

	<u>Total Pension Liability</u> (a)	<u>Increase (Decrease) Plan Fiduciary Net Position</u> (b)	<u>Net Pension Liability</u> (a) - (b)
Balance at June 30, 2016 measurement date	\$ 4,059,603	\$ 3,605,376	\$ 454,227
Changes for the year:			
Service cost	52,360	-	52,360
Interest	302,915	-	302,915
Differences between expected and actual experience	( 86,854)	-	( 86,854)
Changes in assumptions	46,490	-	46,490
Contributions-employer	-	178,886	(178,886)
Net investment income	-	410,342	(410,342)
Benefit payments, including refunds of employee contributions	( 146,189)	( 146,189)	-
Administrative expense	-	( 624)	624
Net changes	<u>168,722</u>	<u>442,415</u>	<u>(273,693)</u>
Balance at June 30, 2017 measurement date	<u>\$ 4,228,325</u>	<u>\$ 4,047,791</u>	<u>\$ 180,534</u>

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability as of June 30, 2018 and 2017, using the discount rate of 7.25 percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.25 percent) or 1-percentage-point higher (8.25 percent) than the current rate:

	<u>1% Decrease (6.25%)</u>	<u>Current Discount Rate (7.25%)</u>	<u>1% Increase (8.25%)</u>
<u>2018:</u>			
TSBA's net pension liability (asset)	\$770,192	\$142,034	\$(376,224)
<u>2017:</u>			
TSBA's net pension liability (asset)	\$799,523	\$180,534	\$(313,134)

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

F. PENSION PLAN - Continued

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions:*

(Negative Pension Expense) Pension Expense

For the years ended December 31, 2018 and 2017, TSBA recognized (negative pension expense) and pension expense of \$(5,575) and \$32,304, respectively.

Deferred Outflows of Resources and Deferred Inflows of Resources

As of December 31, 2018 and 2017, TSBA reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
<u>2018:</u>		
Differences between expected and actual experience	\$ 55,901	\$80,085
Net difference between projected and actual earnings on pension plan investments	-	18,382
Changes in assumptions	23,244	-
Contributions subsequent to the measurement date of June 30, 2018	<u>67,878</u>	<u>-</u>
Total	<u>\$147,023</u>	<u>\$98,467</u>
<u>2017:</u>		
Differences between expected and actual experience	\$ -	\$149,192
Net difference between projected and actual earnings on pension plan investments	-	1,580
Changes in assumptions	34,867	-
Contributions subsequent to the measurement date of June 30, 2017	<u>64,466</u>	<u>-</u>
Total	<u>\$99,333</u>	<u>\$150,772</u>

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018 AND 2017

F. PENSION PLAN - Continued

The amount shown above for “Contributions subsequent to the measurement date” will be recognized as a reduction to net pension liability in the following measurement period.

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions as of December 31, 2018, will be recognized in pension expense as follows:

Year Ended December 31,

2019	\$ 264
2020	6,492
2021	(17,595)
2022	( 8,483)

In the table shown above, positive amounts will increase pension expense while negative amounts will decrease pension expense.

**REQUIRED SUPPLEMENTARY INFORMATION**

TENNESSEE SCHOOL BOARDS ASSOCIATION  
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND  
RELATED RATIOS BASED ON PARTICIPATION IN  
THE PUBLIC EMPLOYEE PENSION PLAN OF TCRS  
YEAR ENDING DECEMBER 31  
(MEASUREMENT YEAR ENDING JUNE 30)  
(UNAUDITED)

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
<b>TOTAL PENSION LIABILITY</b>					
Service cost	\$ 46,324	\$ 52,360	\$ 42,312	\$ 46,038	\$ 46,753
Interest	304,451	302,915	298,575	288,002	268,516
Change in benefit terms	-	-	-	-	-
Difference between expected and actual experience	74,535	( 86,854)	( 146,639)	( 42,929)	90,479
Change of assumptions	-	46,490	-	-	-
Benefit payments	<u>( 150,648)</u>	<u>( 146,189)</u>	<u>( 146,676)</u>	<u>( 146,126)</u>	<u>( 144,342)</u>
Net change in total pension liability	274,662	168,722	47,572	144,985	261,406
Total pension liability beginning	<u>4,228,325</u>	<u>4,059,603</u>	<u>4,012,031</u>	<u>3,867,046</u>	<u>3,605,640</u>
Total pension liability ending (a)	<u>\$ 4,502,987</u>	<u>\$ 4,228,325</u>	<u>\$ 4,059,603</u>	<u>\$ 4,012,031</u>	<u>\$ 3,867,046</u>
<b>PLAN FIDUCIARY NET POSITION</b>					
Contributions - employer	\$ 129,508	\$ 178,886	\$ 120,508	\$ 126,884	\$ 116,086
Net investment income	335,080	410,342	93,500	106,025	492,973
Benefit payments	( 150,648)	( 146,189)	( 146,676)	( 146,126)	( 144,342)
Administrative expenses	<u>( 778)</u>	<u>( 624)</u>	<u>( 583)</u>	<u>( 457)</u>	<u>( 486)</u>
Net change in plan fiduciary net position	313,162	442,415	66,749	86,326	464,231
Plan fiduciary net position - beginning	<u>4,047,791</u>	<u>3,605,376</u>	<u>3,538,627</u>	<u>3,452,301</u>	<u>2,988,070</u>
Plan fiduciary net position - ending (b)	<u>\$ 4,360,953</u>	<u>\$ 4,047,791</u>	<u>\$ 3,605,376</u>	<u>\$ 3,538,627</u>	<u>\$ 3,452,301</u>
Net pension liability (a) - (b)	<u>\$ 142,034</u>	<u>\$ 180,534</u>	<u>\$ 454,227</u>	<u>\$ 473,404</u>	<u>\$ 414,745</u>

See accompanying notes to required supplementary information.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND  
RELATED RATIOS BASED ON PARTICIPATION IN  
THE PUBLIC EMPLOYEE PENSION PLAN OF TCRS  
YEAR ENDING DECEMBER 31  
(MEASUREMENT YEAR ENDING JUNE 30) - Continued  
(UNAUDITED)

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Plan fiduciary net position as a percentage of total pension liability	96.85%	95.73%	88.81%	88.20%	89.27%
Covered payroll	\$829,115	\$752,410	\$771,501	\$812,320	\$739,872
Net pension liability as a percentage of covered payroll	17.13%	23.99%	58.88%	58.28%	56.06%

Notes to Schedule:

*Changes of assumptions - In 2017, amounts reported as changes of assumptions resulted from changes to the inflation rate, investment rate of return, cost-of-living adjustment, salary growth, and mortality improvements.*

*This is a 10-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.*

See accompanying notes to required supplementary information.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
SCHEDULE OF EMPLOYER CONTRIBUTIONS BASED ON PARTICIPATION  
IN THE PUBLIC EMPLOYEE PENSION PLAN OF TCRS  
MEASUREMENT YEAR ENDING JUNE 30  
(UNAUDITED)

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Actuarially determined contribution	\$129,508	\$ 117,527	\$120,508	\$126,884	\$116,086
Contributions in relation to the actuarially determined contribution	<u>129,508</u>	<u>178,886</u>	<u>120,508</u>	<u>126,884</u>	<u>116,086</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$( 61,359)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll Contributions as a percentage covered payroll	\$ 829,115 15.62%	\$ 752,410 23.78%	\$771,501 15.62%	\$812,320 15.62%	\$739,872 15.69%

*This is a 10-year schedule; however, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule in future fiscal years until 10 years of information is available.*

See accompanying notes to required supplementary information.

TENNESSEE SCHOOL BOARDS ASSOCIATION  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

*Valuation date:* Actuarially determined contribution rates were calculated based on the June 30, 2017 actuarial valuation.

*Methods and assumptions used to determine contribution rates:*

Actuarial cost method	Entry Age Normal
Amortization method	Level dollar, closed (not to exceed 20 years)
Remaining amortization period	Varies by year
Asset valuation	10-year smoothed within a 20 percent corridor to market value
Inflation	2.5 percent
Salary increases	Graded salary ranges from 8.72 to 3.44 percent based on age, including inflation, averaging 4.00 percent
Investment rate of return	7.25 percent, net of investment expense, including inflation
Retirement age	Pattern of retirement determined by experience study
Mortality	Customized table based on actual experience including an adjustment for some anticipated improvement
Cost of living adjustments	2.25 percent

*Changes of assumptions:* In 2017, the following assumptions were changed: decreased inflation rate from 3.00 percent to 2.50 percent; decreased the investment rate of return from 7.50 percent to 7.25 percent; decreased the cost-of-living adjustment from 2.50 percent to 2.25 percent; decreased salary growth graded ranges from an average of 4.25 percent to an average of 4.00 percent; and modified mortality assumptions.

See accompanying notes to required supplementary information.

## **OTHER INFORMATION**

TENNESSEE SCHOOL BOARDS ASSOCIATION  
 SCHEDULE OF EXPENDITURES OF STATE AWARDS  
 YEAR ENDED DECEMBER 31, 2018

<u>Program Name</u>	<u>RFS Number</u>	<u>State Grant Grantor Agency</u>	Balance at 1/1/2018 (Receivable) <u>Payable</u>	<u>Receipts</u>	<u>Expenditures</u>	Balance at 12/31/2018 (Receivable) <u>Payable</u>
School Board Academies	33105-00314	TN Dept. of Education	\$(12,051)	\$ 12,051	\$ -	\$ -
School Board Academies	33105-00119	TN Dept. of Education	<u>-</u>	<u>219,905</u>	<u>(270,606)</u>	<u>(50,701)</u>
Total state awards			<u>\$(12,051)</u>	<u>\$231,956</u>	<u>\$(270,606)</u>	<u>\$(50,701)</u>

NOTE - BASIS OF PRESENTATION

The schedule of expenditures of state awards is presented in accordance with the requirements of the *State of Tennessee Audit Manual*, on the accrual basis of accounting.

See independent auditor's report.

INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Board of Directors  
Tennessee School Boards Association  
Nashville, Tennessee

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Tennessee School Boards Association (“TSBA”) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise TSBA’s basic financial statements, as listed in the table of contents, and have issued our report thereon dated August 7, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered TSBA’s internal control over financial reporting (“internal control”) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of TSBA’s internal control. Accordingly, we do not express an opinion on the effectiveness of TSBA’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether TSBA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of TSBA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering TSBA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Crosslin, PLLC*

Nashville, Tennessee  
August 7, 2019

TENNESSEE SCHOOL BOARDS ASSOCIATION  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED DECEMBER 31, 2018

TSBA had no prior audit findings.



# 6 | Report of the Constitution and Bylaws Committee

## Committee Members

Brett Henley, Coffee County, Chairman

Candy Morgan, Maryville, Vice Chairman

Marty Burlison, Tipton County

Lee Carter, Huntingdon Special

Jimmie Garland, Clarksville/Montgomery County

Rick Wimberly, Williamson County

# CONSTITUTION AND BYLAWS

## ARTICLE I Name of Organization

**This organization shall be called the Tennessee School Boards Association.**

## ARTICLE II Purposes of the Association

**Section 1. To work for the general advancement and improvement of public education in Tennessee.**

**Section 2. To work for the most efficient and effective organization of the public schools.**

**Section 3. To work for adequate, dependable and equitable financial support of the public schools of the State.**

**Section 4. To gather and disseminate information and experience on school activities and affairs.**

**Section 5. To study proposed educational legislation to the end that the various school boards may be informed of such legislation.**

**Section 6. To provide the General Assembly of the State of Tennessee with pertinent information incident to the passage of sound educational legislation.**

**Section 7. To advocate and work for legislation which will guarantee that the schools will be able to meet the challenges of a changing society.**

**Section 8. To sponsor, develop and encourage any program considered desirable to improve public education in Tennessee.**

**Section 9. To hold conferences for the mutual exchange of ideas and experiences of school board members.**

**Section 10. To cooperate with other organizations and agencies which are interested in public education.**

A. TSBA shall maintain membership in the National School Boards Association upon the approval of the annual dues by the Board of Directors.

B. The President and the President-Elect shall serve as voting delegates to the NSBA Annual Convention. Alternates shall be selected by the Board of Directors. Voting delegates shall represent the interests of the Board of Directors.

C. The Executive Director and other appropriate staff members, as determined by the Executive Director, shall attend the NSBA Annual Convention with the voting delegates and alternates.

D. The Executive Director, President and other officers or directors as chosen by the Board, shall attend the NSBA Summer Leadership Seminar each year.

E. Membership and participation in or support of other national or regional educational organizations shall be maintained upon approval of the Board of Directors.

**Section 11. To accomplish such other purposes as may be approved by the membership of this organization acting in an annual meeting or called meeting by the Board of Directors.**

A. The Board of Directors may develop and adopt legislative programs based upon the position statements and resolutions adopted by the Delegate Assembly.

B. The following policy statement shall be used on all formal presentation of materials to the Legislature:

“The Tennessee School Boards Association is a voluntary association of the school boards of the State of Tennessee desiring

to serve as an information agency in the improvement of education, both at the state and local levels. It provides its member boards and the Legislature with facts concerning proposed, pending and adopted legislation, as well as the pros and cons and TSBA's positions on vital issues pertaining to education."

C. The actions and statements of the Board of Directors shall be in keeping with the intent, meaning and spirit of the resolutions adopted by the Delegate Assembly. The Executive Director and staff shall promote and defend the purposes, resolutions and position statements of the Association on educational issues.

D. The President, Executive Director and staff are authorized to seek the enactment and realization of resolutions and position statements adopted in the Delegate Assembly.

**Section 12. The Association is formed and will be operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954.**

### **ARTICLE III Policy**

**It shall be the policy of the Association to formulate its program on the position statements and resolutions approved by the majority of the delegates present in a Delegate Assembly, except the authority to act for the Association between regular annual meetings is delegated to the Board of Directors.**

### **ARTICLE IV Membership**

**Section 1. The voting membership of this Association shall be comprised of all county, city and special school district boards of education which shall comply with the requirements of the Tennessee School Boards Association as outlined by the Constitution and Bylaws.**

A. The annual membership service fee for each board of education will consist of a

basic fee of \$600 + a graduated fee based upon current expenditures of the school district (not including capital outlay).

The graduated portion is determined by multiplying the current expenditures of the district (from the most recent Annual Statistical Report) by a factor of 0.000225 for the first \$20,000,000 and a factor of 0.00006 for the next \$50,000,000 and 0.000005 for amounts above \$70,000,000.

Notice of a proposed increase to the annual membership service fee shall be given to all member boards at least 20 days prior to the meeting of the Delegate Assembly.

B. Those school boards which have paid the membership service fee for the current year by January 1 shall be considered to be member boards and be entitled representation in the business of the Association as prescribed by the Constitution and Bylaws.

C. A school board failing to pay the current year's membership service fee by January 1 will not receive the services of the Association until payment is made.

**Section 2. All past presidents shall be honorary life members of the Association.**

**Section 3. Different types of associate memberships may be determined by the Board of Directors. Fees for such members shall be set by the Board.**

A. Former school board members are eligible for Associate Membership upon payment of a membership fee. Such membership shall carry with it all privileges except those of voting and holding office in the Association.

B. Business Affiliate Membership shall be extended to businesses and concerns providing goods and services to schools, school systems and school boards. Such firms shall be deemed as forthright and honorable and shall have indicated interest in the improvement of the operation of Tennessee's public school systems.

**ARTICLE V**  
**Officers and Their Election**

**Section 1. The officers of this Association shall be President, the Immediate Past President, a President-Elect, a Vice President and a Treasurer.**

**Section 2. The offices of President-Elect, Vice President and Treasurer shall be elected by a majority vote at the regular Delegate Assembly. If there is but one candidate for any office the election may be voice; otherwise, it shall be by ballot. They shall serve for a term of one year and shall remain in office until their successors are elected. Officers shall take office on January 1 following their election.**

**Section 3. The President-Elect shall automatically succeed to the office of President upon completion of his or her term.**

**Section 4. The President shall automatically hold the office of Immediate Past President upon completion of his or her term.**

A. The nine members of the Nominating Committee from the developmental districts shall be appointed by the TSBA President from their respective developmental district at or before the Fall District Meeting prior to the meeting of the Delegate Assembly. Nominees shall be members of school boards holding membership in TSBA. The President shall attempt to assure that the total membership of the committee will reflect the cultural, sexual, racial and ethnic diversity of the school boards in Tennessee.

B. The Immediate Past President shall serve as chairman of the Nominating Committee and as one of the nine representatives on the committee.

C. Recommendations for nominees for TSBA officers must be submitted to the TSBA offices no later than ~~45~~ 60 days prior to the meeting of the Delegate Assembly. Recommendations may only be submitted by school boards holding membership in TSBA and nominees shall be members of TSBA member boards. Recommendations shall be submitted on

the official form available from TSBA offices. No individual shall be a candidate for more than one office.

D. At least 30 days prior to the meeting of the Delegate Assembly, the Nominating Committee shall nominate one or more nominees for office to be filled and shall report the committee's nominations to the President and Executive Director.

E. The Executive Director shall transmit to TSBA member school boards and delegates of the Delegate Assembly the slate of nominees for offices to be filled as presented by the Nominating Committee, together with pertinent biographical information for each nominee, at least 20 days prior to the meeting of the Delegate Assembly.

F. In the event a nominee becomes unable to serve, the Nominating Committee, at the call of its chairman, shall select an alternate candidate and transmit to member school boards and delegates its amended report as soon as feasible.

G. Additional nominations from member school boards may be made at the opening session of the Delegate Assembly by preparing and disseminating to the President of the Association pertinent biographical information and a signed letter from each nominee confirming willingness to serve.

**ARTICLE VI**  
**Duties of Officers**

**Section 1. The President shall preside at all meetings of the Association and of the Board of Directors, shall be a member ex-officio of all committees except the Nominating Committee, and shall perform all other duties usually pertaining to the office.**

A. The President or the President's representative shall attend the annual convention of the National School Boards Association and shall be one of the Association's voting delegates at the convention.

B. The President shall serve as the Chairman of the Federal Relations Network

and shall attend the Advocacy Institute and the NSBA Summer Leadership Seminar.

C. The President shall be the official representative of the Association at state and national meetings. If the President is unable to attend such meetings, the President's designee shall represent the Association.

**Section 2. The President-Elect shall assume the powers and duties of the President in his/her absence and shall succeed to the presidency when a vacancy occurs in the office. In the event a vacancy occurs in the office of President-Elect, the office shall remain vacant until an election to fill the vacancy is held at the regular annual Delegate Assembly.**

A. The President-Elect will serve as chairman of the Planning and Development Committee.

**Section 3. The Vice President shall perform such other duties as from time to time may be assigned by the President or the Board of Directors.**

A. The Vice President will serve as chairman of the Constitution and Bylaws Committee.

**Section 4. The Immediate Past President shall advise and counsel with other officers and employees of the Association.**

A. It shall be the duty of the Immediate Past President to serve as chairman of the Nominating Committee. If the Immediate Past President is unable or unwilling to serve for some reason, then the Board of Directors shall select a chairman of the Nominating Committee from the membership of the Board of Directors.

**Section 5. The Treasurer shall receive monthly financial reports from the Executive Director and shall consult with him/her on the financial conduct of the Association. S/he shall make a full report at the annual Delegate Assembly and at other times when requested by the Board of Directors.**

A. The Treasurer shall serve as chairman of the Finance Committee.

## **ARTICLE VII Board of Directors**

**Section 1. The Board of Directors shall be composed of the officers of the Association, the Executive Director in ex-officio capacity, nine district directors, and up to four additional members selected by the Board of Directors for one-year terms. One director shall be elected from each of the nine districts for a term of three years with the districts corresponding development districts as designated by executive order of the Governor of Tennessee. However, a board of education may transfer to another development district by notifying the Executive Director by January 1. Any NSBA officer or director from Tennessee shall be an ex-officio, nonvoting member of the TSBA Board of Directors during his/her term of office.**

A. Any vacancy of any office not otherwise provided for in the Constitution and Bylaws of the Tennessee School Boards Association shall be filled by appointment of the Board of Directors, with such appointment to be effective for the remainder of the term of office. If more than two years remain on the term of the vacated office, the appointment shall be effective until an election to fill the vacancy is held at the fall district meeting.

B. A member of the Board of Directors may resign by submitting a written resignation to the President of the Association. The resignation shall become effective upon acceptance by the Board of Directors.

C. Members of the Board of Directors who are absent from three consecutive regularly scheduled meetings may be subject to removal from the Board of Directors by a majority vote of the remaining members. Any director may be removed by a two-thirds vote of the total Association Board of Directors when in its judgment the best interest of the Association would be served by removal.

**Section 2. Three District Directors shall be elected each year for terms of three**

years. Elections shall occur at the Fall District Meeting in the district in which seats are to be filled. A District Director shall be elected by the board members in attendance from the district in which the vacancy exists.

A. Nominating Committees of at least three members each shall be appointed by the TSBA President at least 30 days prior to Fall District Meetings in the districts where a vacancy will exist. The Committee shall nominate at the Fall District Meeting at least one school board member who is capable and willing to serve in the position of District Director. Additional nominations may be made from the floor during the Fall District Meeting, provided the candidate's credentials have been submitted to the Nominating Committee before the deadline.

B. Nominations for TSBA District Director must be received in the TSBA offices no later than 45 60 days prior to the beginning of Fall District Meetings.

1. Nominations must be endorsed by the local board of education and must be accompanied by a written statement from the nominee confirming the willingness to serve.

2. Nominations shall be submitted on the official form available from TSBA offices.

3. In order to be elected, nominees must receive a majority vote of those present and voting. If there is more than one nominee for a position, voting shall be by written ballot.

4. District Directors shall take office on January 1 following their election.

**Section 3. The duties of the Board of Directors are as follows: (a) it shall employ a salaried Executive Director and shall determine his/her duties, responsibilities and salary; (b) it shall carry on the necessary business of the Association between regular and special meetings thereof; (c) it shall meet when called by the President; (d) it shall determine the place, date and hour of regular meetings of the Association; (e) it shall determine the site of**

**and contract for the headquarters of the Association; (f) it shall adopt policies, rules and regulations necessary for the conduct of the Board of Directors; and (g) it may propose resolutions, position statements, and amendments to the Constitution and Bylaws.**

A. MEETINGS OF BOARD OF DIRECTORS. The Board of Directors shall hold regular quarterly meetings, one just prior to the annual convention.

B. DUTIES OF TSBA DIRECTORS. A school board member who accepts a position on the TSBA Board of Directors shall be prepared to do the following:

1. Represent the school boards of the State as the policy-making body of the Association by (a) attending meetings faithfully; (b) representing the school boards of his or her specific area and the entire state; (c) setting policy and direction, not being involved in administrative detail; (d) acting as a liaison between the Association office and local school boards.

2. Represent and support the Association in the respective TSBA districts, communicate the views of the Association, and obtain information and reaction from those districts through (a) local school boards; (b) regional board associations; (c) school board workshops; (d) other interested individuals and organizations.

3. Develop and maintain the highest standards of rapport in his or her TSBA district through (a) individuals and groups listed in number two above; (b) telephone calls; (c) correspondence (with appropriate assistance from the Association office); (d) attendance and participation in regional and area board meetings; (e) encourage participation in TSBA events and awards.

4. Preside at district meetings.

5. Coordinate membership and recruitment efforts within a district.

6. Present awards to school boards within their district.

7. Carry out any other duties as designated by the President.

**ARTICLE  
VIII  
Committees**

**Committees shall be established by the Board of Directors as may be required to promote the objectives and interests of the Association. The President shall appoint the members.**

A. EXECUTIVE COMMITTEE

1. Functions. The Executive Committee shall have the authority to act between meetings of the Board of Directors on issues that the Executive Committee deems to be emergency in nature subject to review by the Board of Directors. The Executive Committee shall provide to the Board of Directors appropriate notification and topics of discussion prior to such emergency meetings.

2. Composition. The Executive Committee shall be composed of the following members: President, President-Elect, Vice President, Treasurer, and Immediate Past President. The Executive Director shall be an ex-officio member without voting rights.

3. Duration of Office. The term of each member of the Executive Committee shall be concurrent with the term of office as an officer.

4. Chairman. The President of the Association shall serve as chairman of the Executive Committee.

5. Meetings. The Executive Committee shall meet upon reasonable notice, on the call of the President or upon written request of any three members of the Executive Committee. At any meeting of the Executive Committee, three voting members shall constitute a quorum for the transaction of business. Action taken by the Executive Committee shall require a majority vote of those present.

6. STANDING COMMITTEES. The President shall appoint the members and the chairman where not designated by the Bylaws of the following committees with the approval of the Board of

Directors.

7. CONSTITUTION AND BYLAWS COMMITTEE. The Constitution and Bylaws Committee shall study and recommend to the Board of Directors any proposed changes to the Constitution and Bylaws or the Position Statements of the Association.

8. FINANCE COMMITTEE. The Finance Committee shall (a) prepare recommendations on the annual budget for the Board of Directors; (b) prepare and submit to the Board of Directors a report and analysis of the finances of the Association; (c) study and recommend the investment of surplus Association funds; (d) present an annual financial report; (e) conduct an annual audit of the accounts; (f) monitor income producing programs of the association; and (g) recommend a dues structure compatible with the goals and objectives of the Association.

9. PLANNING AND DEVELOPMENT COMMITTEE. The Planning and Development Committee shall (a) review, update and report annual Association goals, objectives and priorities in short- and long-range planning; (b) review, analyze and recommend to the Board of Directors new programs and services; (c) review, analyze and recommend building and equipment needs; (d) review and recommend improvements in TSBA's educational programming; and (e) recommend to the Board of Directors the annual calendar for approval.

B. SPECIAL COMMITTEES. The President, with the approval of the Board of Directors, may appoint special committees as deemed necessary to properly perform or more effectively carry out the work and purposes of the Association. **After a special committee has reported to the Board, it shall be dissolved.**

**ARTICLE IX  
Meetings**

**Section 1. There shall be at least one statewide Delegate Assembly of the Association each year.**

A. The date and site of the annual convention and Delegate Assembly shall be determined by the Board of Directors.

1. Voting and alternate delegates shall be members of local school boards holding membership in TSBA.

2. Voting Procedure. Each member board shall be requested to name official voting delegates and alternates in keeping with the number authorized in the Constitution and Bylaws.

B. Representation at the Delegate Assembly of the annual convention and in all elections or ballots held by the Association shall be by delegates and shall be determined as follows:

Net Pupil Enrollment	Number of School District Delegates
Less than 2,000	2
2,000-5,000	3
5,001-10,000	4
10,001-20,000	6
20,001-40,000	7
More than 40,000	9

Data used for enrollment is taken from the most recent Annual Statistical Report.

C. Registration fees at meetings as are necessary to defray the expense of the Association may be fixed by the Board of Directors.

D. The actions of the Delegate Assembly shall take effect at the close of the Delegate Assembly, with the exception of the terms of service of elected officers which shall begin January 1 following the election.

**Section 2. Special meetings of the Delegate Assembly shall be called by the President and at the request of the Board of Directors.**

A. Voting procedures and representation at special meetings of the Delegate Assembly shall be the same as those used at the annual convention.

**Section 3. A quorum at the Delegate Assembly shall consist of a majority of the number of delegates**

**certified in attendance at the Delegate Assembly meeting.**

## **ARTICLE X Amendments**

**Section 1. Any member of the Association may propose an amendment to the Constitution and Bylaws by submitting the same in writing to the Executive Director at least 45 60 days prior to the meeting of the Delegate Assembly.**

**Section 2. Written notice of the proposed Constitution and Bylaws amendments shall be given to all member boards at least 20 days before the meeting of the Delegate Assembly.**

**Section 3. The Constitution and Bylaws may be amended by a two-thirds majority of those delegates present and voting at the Delegate Assembly.**

## **ARTICLE XI Resolutions and Position Statements**

**Section 1. Any member of the Association may propose resolutions or position statements pertinent to the purposes and objectives of the association by submitting the same in writing to the Executive Director at least 45 60 days prior to the meeting of the Delegate Assembly, unless the Delegate Assembly by a two-thirds (2/3) majority of those present and voting determines otherwise.**

**Section 2. Written notice of the proposed resolutions and position statements shall be given to all member boards at least 20 days before the meeting of the Delegate Assembly.**

**Section 3. Resolutions and position statements may be adopted by a majority of those delegates present and voting at the Delegate Assembly.**

## **ARTICLE XII Parliamentary Authority**

**The rules contained in Robert's Rules of Order Revised shall govern this Association in all cases in which they are applicable and in which they**

**are not inconsistent with this Constitution. Additional rules may apply as adopted by the Delegate Assembly.**

**ARTICLE XIII  
Distribution of Assets**

**Section 1. Upon the dissolution of the Association and after paying or making provision for the payment of all the liabilities of the Association, the remaining assets of the Association will escheat to the state exclusively for the purposes of the Association in such manner as to be used exclusively for charitable, educational, religious or scientific purposes under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).**

**Section 2. No part of the net earnings or funding of the Association shall inure to the benefit of, or be distributed to its officers, directors, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.**

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Amended Feb. 23, 1979  
Amended Feb. 25, 1980  
Amended Mar. 02, 1981  
Amended Mar. 07, 1983  
Amended Mar. 12, 1984  
Amended Nov. 12, 1984  
Amended Nov. 18, 1985  
Amended Nov. 09, 1987  
Amended Nov. 14, 1988  
Amended Nov. 05, 1990  
Amended Nov. 18, 1991  
Amended Nov. 14, 1994  
  
Amended Nov. 13, 1995  
Amended Nov. 18, 1996  
Amended Nov. 10, 1997  
Amended Nov. 16, 1998  
Amended Nov. 12, 2001  
Amended Nov. 17, 2003  
Amended Nov. 15, 2004  
Amended Nov. 14, 2005  
Amended Nov. 13, 2006  
Amended Nov. 12, 2007  
Amended Nov. 17, 2008  
Amended Nov. 14, 2011  
  
Amended Nov. 10, 2013  
Amended Nov. 16, 2014  
Amended Nov. 04, 2017  
Amended Nov. 03, 2018



# 7 | Report of the Board of Directors' Legislative Report

## Members

Kathy Hall, President, Johnson City  
Mark Clark, President-Elect, Fayetteville  
Brett Henley, Vice President, Coffee County  
Keys Fillauer, Treasurer, Oak Ridge  
Faye Heatherly, Immediate Past-President, Campbell County Bobby Henderson, Southwest Director, Hardeman County  
Candy Morgan, East Director, Maryville  
Todd Ganger, Northeast Director, Washington County  
Regina Waller, Upper Cumberland Director, Trousdale County  
Marty Burlison, Delta Director, Tipton County  
Jimmie Garland, Mid-Cumberland Director, Clarksville/Mont. County  
Pat Welsh, South Central Director, Tullahoma  
Julie Bennett, Southeast Director, Marion County  
Lee Carter, Northwest Director, Huntingdon Special  
Helen G. Martin, At-Large Member, Warren County  
Rick Wimberly, At-Large Member, Williamson County  
Dale Viox, At-Large Member, Arlington  
Jo Williams, At-Large Member, Anderson County

## **PROPOSED ADDITIONAL LANGUAGE TO POSITION STATEMENTS**

**SUBMITTED BY:** Sullivan County Board of Education

### **PROPOSED ADDITION:**

Local control is essential to the effective operation of school boards, and school board members should be responsible to the citizens that elected them. School board members have a unique knowledge of local needs and represent the collective will of the community as it relates to public education. As such, a local school board should be politically accountable to the constituents within their district.

TSBA believes the authority of election and retention of school board members should remain solely with the district they represent. The General Assembly should not pass legislation that would jeopardize the local governance structure or enable citizens outside a particular school district to participate in or influence the election of its school board members. Recall procedures should apply to all elected local officials, and grounds for recall should be acts of malfeasance or misfeasance while in office or violation of the oath of office.

Following is a copy of the current TSBA  
Position Statements.



## *Representing the Public in Public Education*

### **POSITION STATEMENTS**

*The Tennessee School Boards Association recognizes the significance and importance of public education to the future of our local communities, state, and nation. Local boards of education are unified in providing Tennessee's children with an exceptional education using all available resources.*

*TSBA believes that improvement of student achievement is the most significant task of the school district and affirms a commitment to the improvement of student learning. The Association acknowledges the challenges that public schools face as well as the need for continued improvement, and its member boards of education are dedicated toward reaching the goal of every child achieving his or her highest potential.*

#### **I. CONTROL AND SUPPORT OF PUBLIC EDUCATION**

##### **A. Governance**

The responsibility for control and support of public schools is legally vested in the General Assembly while in large measure the operation is delegated to local school boards.

TSBA supports continued efforts to reduce state education law for the purpose of eliminating unconstitutional, conflicting, redundant, and unnecessary statutes.

TSBA believes the takeover of local schools or school districts from elected school boards and the communities they serve should take place only as a remedy of last resort. State and federal education policies should be designed to assist local school districts in improving student achievement for all children and not as a disguised means to label public schools as failures. Prior to any state or federal intervention based on a school's or district's failure to meet performance or accountability standards, governments should ensure that local schools and districts receive the necessary resources, support, and time to improve.

##### **B. Local Control**

Local school boards reflect the needs and aspirations of the communities they serve as well as the interests and concerns of professional and nonprofessional employees. Non-partisan lay control is best ensured when educational policy is made by local lay representatives whose undivided attention and interests are devoted to education. While public education may be a federal concern, it is a state responsibility and a local operation.

The authority of the local school board is established by law, and this authority may not be delegated to others. Local boards of education must not relinquish their governance responsibilities.

School boards, subject to the requirements of existing law, should refrain from agreements that compromise their responsibility for representing general public interest in education. They should also resist, by all lawful means, the enactment of laws that would surrender their responsibility for the general public interest to third party agents.

Since local boards know the unique and varied needs of their communities, TSBA believes the General Assembly and State Board of Education should not violate local control through laws, rules, or regulations.

### **C. Fiscal Independence**

TSBA supports the development of a school budget law which provides the opportunity for local school boards to achieve fiscal independence. TSBA supports legislation that allows existing school systems to convert to special school districts.

### **D. Allocation of Public Funds**

TSBA advocates that funds raised by general taxation for educational purposes should be administered by public officials and should not be used to support privately operated schools through tuition tax credits, vouchers, or block grants.

### **E. Federal Financial Support**

TSBA believes federal involvement must recognize that policy decisions regarding education are best determined on the local level, and local boards of education must maintain control of public schools.

Funds from federal sources should be administered by the state and its appropriate agencies through local boards of education, and every program mandated at the federal level by direct or coercive means should be fully funded by the federal government.

### **F. Employment of Superintendents by Boards**

TSBA is dedicated to the principle that the chief school executive officer should be employed by the local board of education and be given authority over all personnel matters.

### **G. Reorganization of School Districts**

TSBA opposes mandatory consolidation of school systems and supports the rationale that school consolidation decisions should be made locally on a case-by-case basis.

### **H. Labor Relations**

TSBA believes that a good working relationship among teachers, personnel, administrators, and school board members is essential to securing an effective learning environment for students.

TSBA supports the process of collaborative conferencing as it will ensure that administrators and educators are working together to accomplish goals and serve the best interests of students.

TSBA opposes any actions to return to collective bargaining or similar processes which would require school boards and/or superintendents to seek the approval of another

organization prior to implementing reforms or making decisions that are best for the district, its students, and its teachers.

TSBA believes that strikes, sanctions, boycotts, or other concerted actions that interfere with the orderly functioning of public school systems are improper procedures to be used by public school employees.

TSBA opposes the enactment of any legislation that would require a school board to go to compulsory binding arbitration when handling a grievance.

### **I. State Funding**

All funding components of the Basic Education Program (BEP) should accurately reflect true costs through an annual cost review and cost determination process. The State should fully fund the BEP and ensure that basic state funding and procedures provide equal opportunities for all school systems.

TSBA strongly believes that any future state-mandated programs or added responsibilities must, without exception, be accompanied by 100% state funding for all direct and indirect costs associated there with and without corresponding reduction of state financial support in any other areas of public education. Waivers of the mandates should occur whenever 100% state funding is not received.

State legislative bodies and regulatory agencies should determine the full impact on local school systems before taking action on proposed legislation, regulations, and guidelines related to education.

### **J. Education Commission of the States**

In order to strengthen the purpose of the Education Commission of the States in bringing together representatives of government, education, and the public in a concerted way to address common educational issues and formulate models of possible courses of action, TSBA believes the governor should appoint a school board representative as an ECS Commissioner from among the four (4) public members allocated to Tennessee.

### **K. Charter Schools**

TSBA recognizes charter schools as one of many options available to school districts to address student achievement and believes decisions related to charter school creation should be made with thoughtful consideration of the potential impact, both positive and negative, on not only the students eligible to enroll in the charter school but also the overwhelming majority of students who will remain in the traditional public schools. To that end, TSBA believes the local board of education, created by law and elected to manage and oversee public education so that all students and families are represented through the democratic process, should be the sole chartering authority for such schools and have clear decision-making authority relative to charter school applications, with board decisions having a presumption of correctness and appeals granted only when evidence proves such decisions were made without good cause.

## **II. RESPONSIBILITIES OF LOCAL SCHOOL BOARDS**

### **A. Philosophy of Local Responsibility**

TSBA believes that the control and operations of public schools are solely the responsibility of local school boards. In accepting this responsibility, it is important that local school boards recognize the impact that education has on the community and the economic development of a region.

### **B. School Board Operation**

School boards should function in a broadly representative, team-spirited manner and should represent open-mindedly the entire district

TSBA recognizes that the survival of the concept of lay control of education and the effectiveness and efficiency of educational programs are directly related to the level of competency of the individual school board members.

### **C. Open and Executive Sessions**

School boards recognize that public schools belong to all the people and that they must conduct board business in open sessions in accordance with the statutes. However, TSBA believes that the “Sunshine Law” should be amended to allow private work sessions relative to board and superintendent evaluations and prospective land acquisition.

### **D. Employment and Compensation of Staff**

TSBA affirms its commitment to nondiscrimination in employment in public education.

TSBA supports alternative preparation for licensure in an effort to attract capable individuals with maturity and a variety of work experiences to the teaching profession.

TSBA supports local boards of education having the flexibility to pay salaries other than on a system-wide basis as determined by training and experience.

### **E. Political Commitment to Education**

TSBA believes that local board members should take an active role in developing political support of public education at all levels of government. Local school boards, through their state and national associations, should play an active role in support of appropriate educational legislation.

### **F. School Board Policies**

TSBA believes that local school boards should adopt clearly defined written policies based on a thorough understanding of the educational process.

### **G. Parental Involvement**

TSBA believes that parental and family involvement in the education of each child is essential to academic success. Local boards of education should make every effort to enhance communication between parents and schools and remove any barriers that prevent them from teaming with school boards, administrators, and teachers to improve student achievement.

### **III. EDUCATIONAL PROGRAM**

#### **A. Accountability**

All students should have equal access to a program of quality education which meets their individual needs.

State accountability data should be utilized by school systems to meet the high achievement goals for all children.

#### **B. Mandated Assessments**

Students should be the ultimate beneficiary of any testing. All state mandated assessments should value student growth and achievement while providing teachers with the information they need to improve instruction and enhance student learning. The loss of student instructional time should be kept to a minimum, and results should be accurate, valid, reliable, and delivered to districts in a timely manner.

#### **C. Curriculum Offerings**

Curriculum offerings should be broad enough to make available to each student an educational opportunity which takes into consideration his/her needs and ability.

#### **D. Educational Environment**

School boards should develop policies and programs that provide a learning environment in each school that is safe and free from disruption.

#### **E. Community Use of Public School Facilities**

TSBA believes that public school facilities should be used as community centers for the encouragement of family participation in wholesome, character-building activities conducive to good citizenship, in compliance with policies of the local board.

#### **F. Selection of Textbooks and Instructional Materials**

TSBA supports the ability of local school boards to select and adopt all textbooks and instructional materials and resists any attempt to infringe on that authority.

#### **G. Extracurricular Activity Eligibility**

TSBA supports the position that individual local boards of education shall determine who may participate in extracurricular activities.

#### **H. Early Childhood Education**

TSBA recognizes that quality educational experiences in early childhood have positive effects on student achievement and supports a comprehensive preschool program and funding that provides all children with an opportunity to participate in pre-kindergarten education.

## **RESOLUTION 1**

### **Appreciation to Kathy Hall** *Submitted by the TSBA Board of Directors*

**WHEREAS**, Kathy Hall has nobly served as the President of the Tennessee School Boards Association during the year of 2019;

**WHEREAS**, she served as TSBA President-Elect in 2018 as well as Vice President in 2017;

**WHEREAS**, she previously served on the TSBA Board of Directors as the Northeast District Director and At-Large Member and the Tennessee Legislative Action Committee;

**WHEREAS**, she is in her fourth term on the Johnson City Board of Education and was first elected in 2005;

**WHEREAS**, she served as Board Chairman from 2008-2015 and is currently Secretary;

**WHEREAS**, she is a Level V Master School Board Member, a recipient of the Scholar's Award in 2018, and was named TSBA School Board Member of the year in 2017;

**WHEREAS**, she was twice honored as Outstanding School Board Member of the year by the Tennessee PTA;

**WHEREAS**, she is a former advertising executive with a Bachelor of Individualized Study degree from the University of Minnesota;

**WHEREAS**, she is extremely active in her community, including service on the following committees and boards: the Johnson City Public Library Board, Junior Achievement, Chamber Workforce and Education Committee, Johnson City Area Arts Council, Friends of the Library, City-Wide Council of PTAs, and School PTAs;

**WHEREAS**, she is extremely active in her church, serving on numerous committees and volunteering her time;

**WHEREAS**, she spreads her love of books to children by reading to over 400 elementary school students most weeks;

**WHEREAS**, her advocacy efforts show her full dedication to the students of Tennessee and her desire to see a brighter future for all children; and

**WHEREAS**, Kathy is dedicated to her family and enjoys spending time with her husband, Duke, and son, Hunter.

**NOW, THEREFORE, BE IT RESOLVED THAT THE TENNESSEE SCHOOL BOARDS ASSOCIATION** expresses appreciation and admiration to Kathy Hall for her relentless dedication to the schools, educators, and students of Tennessee; and

**BE IT FURTHER RESOLVED THAT THE TENNESSEE SCHOOL BOARDS ASSOCIATION** bestows upon her Honorary Lifetime Membership.

## RESOLUTION 2

### INCREASE IN TEACHER SALARIES

*Submitted by Fayetteville City School Board*

**WHEREAS**, the Board of Directors of the Tennessee School Boards Association (TSBA) is charged with carrying out the purposes of the Association, which include the general advancement and improvement of public education in Tennessee and providing the General Assembly with pertinent information incident to passage of sound educational legislation; and

**WHEREAS**, TSBA recognizes that funding for teacher salaries under the Basic Education Program (BEP) under current law is insufficient;

**WHEREAS**, districts are funded based on a district-wide student-teacher ratio, rather than the actual number of teachers a district is required to employ to meet school-level ratio requirements;

**WHEREAS**, the teacher salary used for BEP funding does not represent the actual average teacher salary state-wide;

**WHEREAS**, in 2019, the General Assembly passed Education Savings Account legislation that will divert money that could be allocated towards public education, specifically teacher salaries, to private education institutions;

**WHEREAS**, TSBA believes the State's investment in adequately funding teacher salaries should, at a minimum, match the amount invested in Education Savings Accounts; and

**WHEREAS**, TSBA recognizes that adequately funding teacher salaries is necessary to the efficient and effective operation of public schools in Tennessee.

**NOW THEREFORE, BE IT RESOLVED**, that the Tennessee School Boards Association urges the General Assembly to provide for an increase in the instructional salary component of the BEP equal to the amount of public dollars spent on the Education Savings Account program each year, including all funds associated with administration of the program.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*

## RESOLUTION 3

### BASIC EDUCATION PROGRAM (BEP) FUNDING FORMULA

*Submitted by Clarksville-Montgomery County School Board*

**WHEREAS**, the BEP funding formula exists to help provide funding for the public schools in the State of Tennessee, but there is a need to amend the BEP funding formula to more equitably serve the public school districts and their students;

**WHEREAS**, the existing BEP funding formula for student enrollment is based on the weighted average of reporting periods, thirty percent (30%) in the first half of the year and seventy percent (70%) in the second half of the year;

**WHEREAS**, the data for the first half of the year nearly always reflects that Tennessee public school districts experience their highest student enrollment level for the year in the first half of the year, thereby, increasing the number of teachers needed to meet the mandated student/teacher ratios required in the BEP funding formula;

**WHEREAS**, from an equity standpoint, the weighted distribution should be reversed, such that, the seventy percent (70%) is calculated in the first half of the year and thirty percent (30%) is calculated in the second half of the year, thereby, helping public school districts pay for the required number of teachers driven by student enrollment growth by generating additional funding.

**NOW THEREFORE, BE IT RESOLVED**, that the Tennessee School Boards Association urges the General Assembly to amend the BEP funding formula to more equitably provide funding for student enrollment growth.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*

## RESOLUTION 4

### USE OF EXISTING FUNDING SOURCES TO FINANCE GROW YOUR OWN TEACHER INNOVATIONS

*Submitted by Clarksville-Montgomery County School Board*

**WHEREAS**, due to the tremendous need for public school teachers to serve our students in the public schools of the State of Tennessee and the desire that all public school students receive the best educational opportunities, there is an immediate need for innovated approaches to develop, hire, and retain teachers;

**WHEREAS**, current funding sources could be utilized in such a manner to provide public school districts flexibility to implement internal programs as a means to develop teachers from within each district;

**WHEREAS**, the granting of a waiver of the BEP class size average mandate would create funding resources by permitting class sizes to increase no more than 5 students in school districts committed to using the funding to create, develop, or support teacher residency agreements with Educator Preparation Programs (EPPs) or to establish an EPP for hard-to-staff teacher positions;

**WHEREAS**, these funds can be utilized in several methods such as hiring educational assistants for the purpose of developing teacher residents, funding tuition or fees associated with a district/EPP partnership, funding master teacher supplements associated with job-embedded development of teacher residents, and/or offsetting the costs associated with a district establishing its own EPP for hard-to-staff teaching positions; and

**WHEREAS**, the funds saved by the specific schools within a district participating in the waiver will be directly allocated to those schools.

**NOW THEREFORE, BE IT RESOLVED**, that the Tennessee School Boards Association urges the General Assembly to amend the law to permit the waiver of BEP class size average to create funding sources for the development and implementation of Grow Your Own Teacher Innovations.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*

## RESOLUTION 5

### REDUCTION IN THE NUMBER OF STATEWIDE ASSESSMENTS FOR PUBLIC SCHOOL STUDENTS IN TENNESSEE

*Submitted by the TSBA Board of Directors*

**WHEREAS**, the Board of Directors of the Tennessee School Boards Association (TSBA) is charged with carrying out the purposes of the Association, which include the general advancement and improvement of public education in Tennessee and providing the General Assembly with pertinent information incident to passage of sound educational legislation;

**WHEREAS**, TSBA recognizes the benefits of testing and the need for sufficient testing to adequately ensure accountability, evaluate teacher performance, measure student progress, and improve educational outcomes; however, TSBA believes that these goals are best accomplished in a way that minimizes the valuable instructional time taken away from teaching and learning;

**WHEREAS**, TSBA believes that an optimal testing program includes not only a reduction in the number of statewide assessments but an improved process for administration, including a clear purpose for the testing, assurance that the testing provides useful information, and adequate support for teachers and administrators in implementing the testing program;

**WHEREAS**, in too many schools, there is unnecessary testing, not enough clarity of purpose applied to the task, and overconsumption of instructional time, creating undue stress on teachers and students;

**WHEREAS**, the Every Student Succeeds Act (ESSA) sets requirements for state assessment plans as follows: math and ELA assessments must be administered in grades 3 through 8 and at least once in grades 9 through 12; and science assessments must be administered not less than one time during grades 3 through 5, grades 6 through 9, and grades 10 through 12<sup>1</sup>; and

**WHEREAS**, a reduction in the number of statewide assessments and an improvement of the administration process would provide relief to students, parents, and teachers and improve public education in Tennessee.

**NOW THEREFORE, BE IT RESOLVED**, the Tennessee School Boards Association hereby urges the General Assembly and the Tennessee Department of Education to change the requirements of the state academic assessment plan to the following: math and ELA assessments in grades 3 through 8 and at least once in grades 9 through 12; and science assessments not less than one time during grades 3 through 5, grades 6 through 9, and grades 10 through 12.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*

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<sup>1</sup> 20 U.S.C.A. § 6311(b)(2)(A)

## RESOLUTION 6

### CONSISTENT TESTING REQUIREMENTS FOR ALL STUDENTS UTILIZING PUBLIC EDUCATION MONEY

*Submitted by the TSBA Board of Directors*

**WHEREAS**, the Board of Directors of the Tennessee School Boards Association (TSBA) is charged with carrying out the purposes of the Association, which include the general advancement and improvement of public education in Tennessee and providing the General Assembly with pertinent information incident to passage of sound educational legislation;

**WHEREAS**, TSBA recognizes the benefits of testing and the need for sufficient testing to adequately ensure accountability, evaluate teacher performance, measure student progress and improve educational outcomes;

**WHEREAS**, TSBA recognizes the current disparity between the assessments required for students participating in the Education Savings Accounts program and those attending public schools in Tennessee;

**WHEREAS**, TSBA believes that all students should be treated equally; specifically, any state-mandated testing deemed necessary for students attending public schools should also be required for students utilizing public education dollars through Education Savings Accounts; and

**WHEREAS**, any education institution receiving public education dollars should be held to the same standard, including but not limited to, state-mandated testing and other accountability measures.

**NOW THEREFORE, BE IT RESOLVED**, the Tennessee School Boards Association hereby urges the General Assembly to require that any private education institution receiving funds through the Education Savings Account program be held to the same testing requirements as Tennessee public schools.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*

## RESOLUTION 7

### FORMATIVE ASSESSMENT QUESTION BANK ALIGNED WITH STATE MANDATED SUMMATIVE ASSESSMENTS

*Submitted by the TSBA Board of Directors*

**WHEREAS**, the Board of Directors of the Tennessee School Boards Association (TSBA) is charged with carrying out the purposes of the Association, which include the general advancement and improvement of public education in Tennessee and providing the General Assembly with pertinent information incident to passage of sound educational legislation;

**WHEREAS**, TSBA recognizes the benefits of formative assessments which allow teachers to monitor student learning, provide ongoing feedback, identify target areas where students are struggling, and address problems immediately;

**WHEREAS**, although some level of summative assessment may be necessary from an accountability standpoint, Tennessee has focused too heavily on summative assessment, i.e. state mandated end-of-course exams and TNReady, to the exclusion of formative assessment methods;

**WHEREAS**, providing a balance of formative and summative assessments would be most beneficial for public school students in Tennessee because it would allow teachers to identify areas where students need to improve before the summative test that occurs at the end of the school year; and

**WHEREAS**, the Department of Education has expressed an intention to provide such formative assessment questions aligned with its summative testing in previous years but has yet to provide them to districts.

**NOW THEREFORE, BE IT RESOLVED**, the Tennessee School Boards Association hereby urges the General Assembly to require the Tennessee Department of Education to develop a formative assessment question bank that is aligned with state mandated summative assessments for school districts to voluntarily utilize throughout the year.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*

## RESOLUTION 8

### ALTERNATIVE LICENSURE PATHWAYS AND PROFESSIONAL DEVELOPMENT PROGRAMS IN TENNESSEE

*Submitted by the TSBA Board of Directors*

**WHEREAS**, the Board of Directors of the Tennessee School Boards Association (TSBA) is charged with carrying out the purposes of the Association, which include the general advancement and improvement of public education in Tennessee and providing the General Assembly with pertinent information incident to passage of sound educational legislation;

**WHEREAS**, the recruitment and retention of effective educators is a major issue affecting public education in Tennessee;

**WHEREAS**, TSBA recognizes the increasing importance of programs that provide students with the skills needed to meet the labor needs of our local communities and ensure that students are qualified for employment;

**WHEREAS**, existing credentialing and licensure requirements for educators may discourage quality individuals from pursuing a career as an educator even though they may be best suited to educate our students;

**WHEREAS**, an alternate licensure pathway in certain cases would increase recruitment and retention of quality educators and thus benefit students;

**WHEREAS**, educators often have little to no choice in their professional development material, and studies show that self-selected material is much more beneficial; and

**WHEREAS**, providing existing educators with alternatives to traditional methods of licensure advancement, work-based learning, professional development, and endorsement programs, e.g. micro-credential programs, would provide greater flexibility and allow for more intentional and effective professional development through greater choice, increase student outcomes, and promote employee retention.

**NOW THEREFORE, BE IT RESOLVED**, the Tennessee School Boards Association hereby urges the General Assembly, the State Board of Education, and the Tennessee Department of Education to create alternative pathways for licensure attainment, advancement, and professional development, including but not limited to, micro-credentialing and alignment with other professional licenses.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*

## **RESOLUTION 9**

### **CHANGES TO THE STUDENT DISCIPLINE LAWS IN TENNESSEE**

*Submitted by the TSBA Board of Directors*

**WHEREAS**, the Board of Directors of the Tennessee School Boards Association is charged with carrying out the purposes of the Association, which include the general advancement and improvement of public education in Tennessee and providing the General Assembly with pertinent information incident to passage of sound educational legislation;

**WHEREAS**, student discipline is a major issue facing public schools in Tennessee;

**WHEREAS**, inconsistencies and inadequacies in state law need to be addressed to avoid confusion and support consistent student discipline across the state;

**WHEREAS**, laws, such as Tennessee Code Annotated § 49-6-3402, require students in grades 7 through 12 who have been suspended or expelled from the regular school program to be assigned to an alternative school or alternative program if there is space and staff available, which raises many questions as to implementation; and

**WHEREAS**, Tennessee educators and administrators need clarification on a number of student discipline issues, including but not limited to, administration of alternative schools and programs, application of restorative discipline models, and implementation of exclusionary discipline practices.

**NOW THEREFORE, BE IT RESOLVED**, the Tennessee School Boards Association hereby urges the General Assembly to amend the student discipline laws to clearly explain the obligations of school boards and districts.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*

## **RESOLUTION 10**

### **CONSULTATION WITH STAKEHOLDERS PRIOR TO CHANGING THE STATE'S ACCOUNTABILITY MODEL**

*Submitted by the TSBA Board of Directors*

**WHEREAS**, the Board of Directors of the Tennessee School Boards Association is charged with carrying out the purposes of the Association, which include the general advancement and improvement of public education in Tennessee and providing the General Assembly with pertinent information incident to passage of sound educational legislation;

**WHEREAS**, with the passage of the Every Student Succeeds Act, Tennessee developed an accountability system after receiving input from multiple stakeholders;

**WHEREAS**, all stakeholders, including school board members, administrators, teachers, and parents, should be consulted prior to any changes being made in the accountability system;

**WHEREAS**, obtaining the advice and recommendations from these groups will ensure that those involved with the implementation and operation of schools on a day-to-day basis have the opportunity to provide practical, real world experiences that can be incorporated in any proposed changes to the State's accountability model; and

**WHEREAS**, the State Board of Education should review and discuss any proposed changes to the accountability system to ensure full transparency and public participation.

**NOW THEREFORE, BE IT RESOLVED**, the Tennessee School Boards Association urges the General Assembly to require the Tennessee Department of Education to ensure meaningful consultation with stakeholders, including but not limited to, school board members, administrators, teachers, and parents, prior to recommending any changes to the State's accountability model to the State Board of Education for their approval.

*The TSBA Board of Directors recommended this resolution for adoption. 09/27/19*



# **8** | Supplemental Information

# Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the <b>question on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer</b> to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

# Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition)*

**Incidental Motions** - No order of precedence. Arise incidentally and decided immediately.

<b>YOU WANT TO:</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2<sup>ND</sup>?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
§23 Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24 Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33 Parliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	No	None
§33 Request information	<b>Request for information</b>	Yes (if urgent)	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to <b>rescind/ amend something previously adopted...</b>	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majority

# TSBA Proposed Resolutions/Position Statements

## Amendment Form

Amendments must relate to the proposed resolution or position statement. Unrelated amendments may be declared out of order by the Chair. Amendments must be submitted in writing to the Chair before or at the time the motion is made on the floor.

AMEND      **Resolution**      /      **Position Statement**      **Number** \_\_\_\_\_  
(Circle One)

as follows:

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*Note: When amending proposed resolutions, please amend only the text in bold. The rationale is included only for information purposes and is not part of the resolution.*

**Submitted by:**

\_\_\_\_\_ (Name of delegate)

\_\_\_\_\_ (Name of school system)

# TSBA Board of Directors

## OFFICERS

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Kathy Hall  
Johnson City  
President



Mark Clark  
Fayetteville  
President-Elect



Brett Henley  
Coffee County  
Vice-President



Keys Fillauer  
Oak Ridge  
Treasurer



Faye Heatherly  
Campbell County  
Immediate Past-President

## DISTRICT DIRECTORS

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Julie Bennett  
Marion County  
Southeast District Director



Marty Burlison  
Tipton County  
Delta District Director



Todd Ganger  
Washington County  
Northeast District Director



Jimmie Garland  
Clarksville-Montgomery County  
Mid-Cumberland  
District Director



Bobby Henderson  
Hardeman County  
Southwest District Director



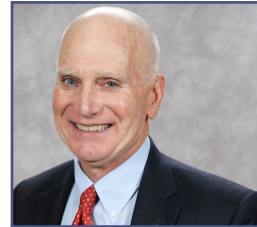
Candy Morgan  
Maryville  
East District Director



Dr. Lee Carter  
Huntingdon  
Northwest District Director



Regina Waller  
Trousdale County  
Upper Cumberland  
District Director



Pat Welsh  
Tullahoma  
South Central  
District Director

## AT LARGE MEMBERS

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Helen G. Martin  
Warren County  
At-Large Member



Dr. Dale Viox  
Arlington  
At-Large Member



Jo Williams  
Anderson County  
At-Large Member



Rick Wimberly  
Williamson County  
At-Large Member



This is a publication of the  
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525 Brick Church Park Drive  
Nashville, TN 37207  
[www.tsba.net](http://www.tsba.net)

**Cleveland City Schools  
Financial Report  
September 2019**

Balance on hand September 1, 2019	3,622,269.02
<b>RECEIPTS</b>	
City Clerk's Monthly Report	3,116,568.46
Contributions & Gifts #44570	6,350.68
Misc. Refund #44170	-42,661.10
Interest Earned	<u>6,790.23</u>
	<u>6,709,317.29</u>
<b>DISBURSEMENTS</b>	
Instruction	2,361,964.21
Special Education	321,443.50
Vocational Education	116,160.12
Attendance	9,162.69
Health Services	45,747.76
Other Student Support	192,450.26
Regular Instruction Support	143,482.34
Special Education Support	11,091.33
Vocational Education Support	13,442.29
Technology Support	37,780.20
Board of Education	-35,628.19
Office of the Superintendent	57,020.77
Office of the Principal	263,952.31
Fiscal Services	28,478.29
Operation of Plant	237,252.84
Maintenance of Plant	112,068.41
Transportation	110,925.36
Food Service	7,206.84
Community Services	0.00
Early Childhood Education	103,396.63
Regular Capital Outlay	2,954.52
Education Debt Service	<u>0.00</u>
	4,140,352.48
Retirement paid	53,754.42
Retirement withheld not paid	-359,303.66
Insurance paid	0.00
Balance October 1, 2019	<u>2,874,514.05</u>
	<u>6,709,317.29</u>

Respectfully submitted,

Russell Dyer  
Director of Schools

## Personnel Items – October 2019

### **Appointments**

Cross, Stephanie, CHS, 1 on 1 Asst., eff. 10/14/2019  
Irwin, Stephanie, MA, Assistant, eff. 10/15/2019  
Murray, Marissa, AR, Assistant, eff. 11/1/2019  
O'Connor, Casey, CHS, Head Swim Coach, eff. 10/4/2019  
Wisley, Madison, CHS, Asst. Swim Coach, eff. 10/21/2019

### **Resignations**

Connell, Kathleen, MA, Assistant, eff. 10/4/2019  
Johnson, Nicola, ST, Speech/Language, eff. 10/30/2019  
McPhearson, Dustin, CHS Baseball Coach, eff. 9/26/2019

### **Retirements**

Trotter, Pam, RO/YA/AR, Speech/Language Asst., eff. 1/6/2020

### **Transfers**

### **Leaves of Absence**

Caldwell, Kayla- (maternity leave), BB, Teacher, eff. 4/15/2020  
Overton, Latishua – (maternity leave), CHS, Teacher, eff. 2/17/2020  
Markel, Ronald – (FMLA), CMS, Teacher, eff. 10/23/2019  
Watson, Sydney- (medical leave) BB, Assistant, eff. 11/7/2019



9:30 a.m.    **BREAK**

9:50 a.m.    **Student Health**  
*What are the Problems and Solutions Available*

Dr. Michelle Fiscus, Medical  
Director of the Vaccine-  
Preventable Diseases and  
Immunization Program, TN  
Dept. of Health

10:50 a.m.    **School Law A to Z**  
*Get an Update on School Law from Around the U.S.*

Ben Torres  
Jennifer White  
Garrett Knisley

11:20 a.m.    **EVALUATION & WRAP-UP**

11:30 a.m.    **ADJOURN**

# School Highlights

For

## Arnold Memorial Elementary School

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### School

During the month of October, the kindergarten students were thrilled to study the life cycle of a pumpkin. The students were actively engaged with several complex text, sequencing the life cycle, identifying key details in non-fiction text, and exploring parts of a pumpkin. After completing the two week unit, we culminated with our trip to Guthrie Farms to visit a pumpkin patch. The students were able to experience the farm, petting zoo, hayride, and the best part was getting to select their perfect pumpkin in the patch. We had an incredible day of learning and making memories at Guthrie Farms!



### Teacher

The kindergarten teachers would like to recognize Becky Buckelew and Stephanie Massengill as two devoted Arnold employees. They are quiet leaders that are supportive of their teammates, as well as the students they serve. Both of these ladies can be seen assisting at various family nights, caring for our kindergarten students, and working hard to ensure all students succeed in daily reading and RTI groups.



## Student

*Highlight one student for a group or personal accomplishment.*

Jerry Lopez and Avah Secress are two amazing students. They are very respectful and they work hard. They have a great involvement in learning and are always trying new things.



# Blythe-Bower Elementary School Highlights

## Jr. BETA Club

Our Junior BETA Club members have been preparing for the Junior BETA Club Convention that will be held at the Gaylord Opryland Hotel in Nashville, Tennessee on November 25<sup>th</sup>. Last year, our BETA Club received seven awards at the convention! We are looking forward to another successful convention, and we are proud of all the hard work our BETA Club members put into their academics and service to others.



## Safety Patrol

Starting in August, several students were selected to serve as Safety Patrol officers to help keep their fellow classmates and our school safe. Safety Patrol is made up of five teams: Special Events, Car Duty, Bus Duty, Morning Helpers, and Gym Patrol. Members serve their school by reminding students of safe hallway and school practices and reminding them of rules when necessary.

## Welcome, Mr. Coulston!

The fifth grade team at Blythe Bower would like to welcome Mr. Terry Coulston to our school! He is married to his wife, Heather, and together they have three boys: Ben, Sam, and Nate. Mr. Coulston is in his 10<sup>th</sup> year of teaching and loves going hiking, kayaking, and playing games. He is teaching writing, math, and science. He is also serving on the Recognition Committee and leading an after-school science club.



# Candy's Creek Cherokee Elementary School

## Board Highlights November 2019

Four teams of teachers, and one individual teacher wrote BCPEF grant proposals this year. Three teams were awarded their grants. These grants will impact all 450+ CCCES students! Mrs. Avery was also awarded a grant from Allied Arts!



### **Personalized Reading with myON**

-Ann Collins, Becca Lay, Dana Storey-  
\$4500



### **Music, Mallets, and Mathematics**

-Lesley Avery, Morgan Burgener-  
\$4993.35



### **Digital Readiness on the Cutting Edge**

-Angela Gardner, Chelsie Isbill, Greg  
Towe-  
\$4998.83



Lesley Avery was awarded an Allied Arts Council Arts in Education grant for \$720 for the show choir performance of Winnie the Pooh kids.



▶ **WE ARE CMS**

**In This Issue:** Cleveland Middle School is a special place. In this month's feature we'll explore just a few of the reasons.

▶ **NEW TEACHER**

**In This Issue:** Meet a new-to-CMS ESL teacher: Mrs. Cori Lawson. Cori will work with our 6<sup>th</sup> and 7<sup>th</sup> grade students.

▶ **STUDENT SPOTLIGHT**

**In This Issue:** Landri Nelson is a 6<sup>th</sup> grader on the green team. She's smart, athletic, and has some wisdom to share.

[cmsraiders.com](http://cmsraiders.com)

Twitter: @RaidersCMS

Facebook: fb.me/RaidersCMS



OCTOBER 2019

# CLEVELAND MIDDLE SCHOOL



## 8th Grade Visits DC

Our 8th Grade Students Took a Trip to Washington, D.C. Over Fall Break



## Extreme Blue

Students and Teachers Get in the Raider Spirit on Extreme Blue Day

# We Are: Cleveland Middle School

Cleveland Middle School is a special place. From world-class academics, athletics, and clubs to a renowned faculty and engaged community, it's a school that we should be proud of. It's a place of learning through discovery. It's a place of experienced teachers. It's a place of caring coaches. It's a place of tradition. It's a school of excellence.

With 1,400 students across three grades, there are a lot of kids here. However, the teachers and administration work to ensure that each and every one of our students is loved, cared for, and receive an outstanding education. The building is really three schools in one with each grade working on its own schedule to ensure the diverse needs of these "middle" students are met. The cognitive and physical differences between a 6th grader



and an 8th grader can be marked and profound. Yet, special care is taken to ensure that each student is in an appropriate environment. Grade levels are broken down into teams. For sixth grade, this takes 460 students and puts them with a peer-group of about 60 with two to three teachers. Here they build community and friendship.

Cleveland Middle School has been a "5" school two years in a row for student growth. That distinction underscores the amazing teaching and learning going on in our classrooms. Teachers are dynamic and interactive, and students are engaged in their lessons. But, we can't rest on our laurels. Cleveland

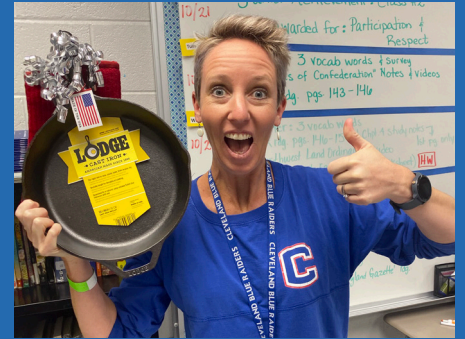
Middle School continues to implement new strategies, teachers regularly attend professional development and conferences to improve their craft, and the administration works with our teachers to continually improve and redefine best-practices to ensure our students receive the best education possible.

Though we do an outstanding job in the regular classrooms, sometimes students need special attention and an alternative environment that helps them to better achieve their academic goals. In a tradition of ever-improving and growing, Cleveland Middle School is proud to introduce a new program this year called "Raider Reset." This small group, alternative setting will run from 2:00-5:30 Monday through Thursday and provide students with a time for restorative discipline practices, time with a counselor, and educational time with an experienced teacher. We're confident that this program will reach our students' individual needs in a more appropriate setting so that we can better educate the whole-student.

Continuing with the idea of reaching every student at their specific level of need, Cleveland Middle School is excited to continue a phenomenal program called "Middle Leaders." This enrichment program allows 15 students from each 6th, 7th, and 8th grade level to meet with leadership students from Cleveland High School during their lunchtime. This program takes place each week, and it focuses on the Capturing Kids Heart model. The high school students serve as mentors to the middle school students, and this program has seen great success. Middle school students look forward to getting to meet with their older mentors, and the program has been rewarding for Cleveland High School students as well.

## Crocktoberfest!

Cleveland Middle School hosted a chili cook-off for faculty and staff on Friday, October 25. This was a wonderful time of camaraderie among the faculty. Prizes were given to the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place chili chefs. Coach Carroll won 1<sup>st</sup>, Shelly Higgins won 2<sup>nd</sup>, and Kay Shelton won 3<sup>rd</sup>.



Stepping out of the classrooms and into our top-notch athletic facilities, the Raiders have had a dominating fall sports season. Our 7th grade football team was undefeated. The 8th grade football team went 7-1. The boys cross country team won



the conference championship, and the girls came in runner up. The tennis girls won their conference, and Estella Clemons won the overall state championship in tennis. Finally, softball finished second in their division. Better yet, the year is just getting started! Cleveland Middle School will soon transition into a whole new round of seasonal sports, and expect great victories to be forthcoming.

The accolades of Cleveland Middle School, its students, the faculty and staff, coaches, and club sponsors are endless. So, suffice it to say that there's a lot going on here, and

CMS is proud of the whole-child educational experience that it provides. There's a long heritage associated with being a Blue Raider, and Cleveland Middle School is excited to usher in a whole new generation of blue-blooded Raiders through its world-class education.

We Are Cleveland Middle School.

## Welcome Mrs. Lawson

Cori Lawson has lived in Cleveland for most of her life having moved here from Springfield, Ohio when in second grade. She grew up in the CCS school system, attending Mayfield Elementary, Cleveland Jr. High, and graduating from Cleveland High School. Cori and her husband, Patrick, will celebrate their 30 year wedding anniversary in January. They have a daughter, Linsy, in her second year of college, and a son, Jace, who is a senior in high school.

Cori Lawson has been working in the Cleveland City Schools system since 2012. She worked as an instructional assistant at Mayfield and completed an interim in ESL in 2014. Having received a Masters of Arts in Teaching from Lee University, she completed the coursework for an ESL endorsement through the Teachers HELP grant.

Cori worked with a wonderful team as a fifth grade math teacher at E.L. Ross Elementary School from 2015-2019. When an opening in ESL came available at CMS for the 2019-2020 school year, she decided to take the leap and apply. Cori is enjoying working in this new position and appreciates how welcoming everyone has been to the CMS family.

Cori has a passion for working with young people and is grateful for the opportunity here at CMS. When not in school, she enjoys a variety of activities with her family and friends such as whitewater rafting, camping, traveling, theater, music, and sporting events.



## Meet 6th Grader: Landri Nelson

Landri Nelson is a sixth grader on the green team at Cleveland Middle School. Though she comes from the county system, Landri is excited to be a Blue Raider and experience its traditions of excellence.



Landri's favorite subject is social studies because she enjoys learning about past civilizations, their religions, and seeing how the world has changed over time. Landri admits that she loves all of her teachers at Cleveland Middle School. In fact, the teachers are her favorite part about the school. She likes that they are selfless and really care about students. However, there are two that really stand out for her. One is Mrs. Shelton, her social studies teacher. She thinks that Mrs. Shelton's class is fun, she's very nice, and she has gone to several of Landri's softball games. The other is Mrs. Ownby, Landri's gym teacher. She notes that Mrs. Ownby has always been nice to her, and one day Mrs. Ownby even gave Landri and her friend popcorn.

Landri is a well-rounded student. As far as clubs go, she is a member of the Beta Club, a basketball team bible study, and the FCA. Outside and on the court, Landri plays softball and basketball. She enjoys softball because of the competition and travel aspects of the sport. Basketball is fun for Landri because she gets to let out a lot of energy and have fun. Although she is a great athlete, Landri wants everyone to know that "school is first." She accented that good grades lead to scholarships concluding, "If you want a D1 sports scholarship, you need a D1 school mindset."

In her free time, Landri enjoys riding horses, swimming, and playing with her dog and cat. Furthermore, Landri loves chocolate and is always looking for a quick snack to indulge her craving.

When she grows up, Landri wants to be a second grade teacher. She has always loved school, and all of her teachers have had such a profound impact on her life that she wants to go into education as a profession.

# School Highlights

For

## Mayfield Elementary – November 2019

### STEM/Dad's Night

A collaboration with the National Honor Society from Cleveland High as well as education majors from Cleveland State Community College resulted in a fun and educational night for students and families. Stations were set up around the gym where families could explore different aspects of STEM such as habitats, the skeletal system, the body, flotation, and observing items under a microscope. 'Thank you' to Mrs. Jeannie Long and Dr. Kay Simpkins for coordinating this event.



## **Bike-Walk Cleveland**



Special guests from Bike Walk Cleveland visited our school this week to advocate for the sport of cycle and offer training. Students were taught the ABC checklist for



cycling: Check Air, Brakes and Chain. Students were also taught safe braking and proper attire for safe riding including helmet and shoes. Thank to Coach Geyer for initiating and hosting this program and to the fine folks at Bike Walk Cleveland.

## **Grandparents Luncheon**

A host of grandparents accepted the invitation to stopped by and eat lunch with their grands. Students were all smiles as they ate lunch in the theater with doting loved ones. After lunch, our guests were invited to visit the book fair which, coincidentally, happened to be in operation at the same time – go figure!



# E. L. Ross School Highlights

October 2019

## Socktober

We have started a new service club, the Ross Rocketeers. Each month, the club is choosing a service project. This month, they collected new socks for our local homeless shelter throughout the month of October. Thanks to our club sponsors and students for serving our community!



## Scream on the Green

The rain kept us from watching our movie outdoors, but it definitely didn't stop the fun! Thank you to Keith Street Ministries for sponsoring Scream on the Green this year. The students voted to watch "Secret Life of Pets 2" on the big screen. It was a great evening!





# STUART ELEMENTARY

*Love • Learn • Lead*

October 2019  
Highlights

## School

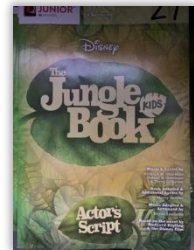


Physical Education has had a busy month. We celebrated "Take Your Parent to PE" week and had over 60 parents come and participate in a PE class with their student. On the Friday before Fall Break, the students participated in Stuart Relay Days (Fall Field Day). It was hot, but a lot of fun was had with many activities and competitions. Our 4<sup>th</sup> and 5<sup>th</sup> grade students also competed in the 2<sup>nd</sup> Annual Deb Hart Cross Country Classic. Over 50 4<sup>th</sup> and 5<sup>th</sup> graders competed in a 1 mile cross country race. The Stuart boys won the

TEAM championship with runners placing 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>! So proud of our students and all of their efforts to be physically active!

Stuart hosted another amazing book fair! Students had the opportunity to build their home library and chase their love of reading. Parents and students spent the week checking out all the cool books and items Scholastic brought to our school.

The cast for Stuart's presentation of the *Jungle Book* has been announced! 40 students tried out for the musical cast and rehearsals are already underway for what may be Stuart's best musical yet! Students in music classes are busy preparing a Veteran's Day program that includes every student in the school. Our students are very proud to honor men and women who have served our country so bravely!







# November 2019

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
					1 <i>Staff Development – No Classes</i>	2
3	4 5:30 – BOE Meeting @ AOB	5	6	7	8	9
10	11	12	13 11:30 am Strategic Planning Lunch w/Community Partners @ CCCES	14 TSBA Annual Conference	15 TSBA Annual Conference	16 TSBA Annual Conference
17	18	19	20 11:30 – Board Visit @ Arnold	21	22	23
24	25 <i>Parent Conferences – No Classes</i>	26 <i>Thanksgiving Break – No Classes</i>	27 <i>Thanksgiving Break – No Classes</i>	28 <i>Thanksgiving Break – No Classes</i>	29 <i>Thanksgiving Break – No Classes</i>	30



# December 2019

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1	2 5:30 – BOE Meeting @ AOB	3	4 12:00 – Director’s Christmas Lunch @ Café Roma	5	6	7
8	9	10	11 11:30 – Board Visit @ Mayfield	12	13	14
15	16	17	18	19	20 <i>Abbreviated Day</i>	21
22	23 <i>Christmas Break – No Classes</i>	24 <i>Christmas Break – No Classes</i>	25 <i>Christmas Day – No Classes</i>	26 <i>Christmas Break – No Classes</i>	27 <i>Christmas Break – No Classes</i>	28
29	30 <i>Christmas Break – No Classes</i>	31 <i>Christmas Break – No Classes</i>				



# January 2020

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
			<b>1</b> <i>New Years Day – No Classes</i>	<b>2</b> <i>Christmas Break – No Classes</i>	<b>3</b> <i>Christmas Break – No Classes</i>	<b>4</b>
<b>5</b>	<b>6</b> <i>InService Day – No Classes</i>  <b>5:30 – BOE Meeting @ AOB</b>	<b>7</b> <i>Staff Development – No Classes</i>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> <i>MLK Day – No Classes</i>	<b>21</b>	<b>22</b> <b>11:30 – Board Visit @ Candy’s Creek Cherokee</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	