

School Board Meeting
September 8, 2022 6:30 PM
HJSHS Library

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. August 2022 Bills
 - B. August 2022 Financial Report
 - C. August 11, 2022 Regular Board Meeting
- IV. Agenda Approval
- V. Regular Agenda
 - A. Coordinated School Health, Family Resource and Pre-K Budgets
 - B. TSBA Superintendent Evaluation Instrument
 - C. Board Policy Updates - 1st Reading
 - 1. 4.205 Enrollment in Advanced Courses
 - 2. 4.210 Credit Recovery
 - D. Superintendent's Report
 - 1. Personnel Report
- VI. Citizens Concern
- VII. Adjournment

School Board Meeting

August 11, 2022 6:30 PM
HJSHS Library

Attendance Taken at 6:30 PM.

Rev. Mark Hodge: Present
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Present
Mr. Leon McNeal: Present
Ms. Valeria Wedley: Absent

Also present: Dr. Janice Epperson, Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

Motion passed: Motion to approve the Consent Agenda as presented passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

A. July 2022 Bills

B. July 2022 Financial Report

C. July 7, 2022 Regular Board Meeting

IV. Agenda Approval

Motion passed: Motion to approve the agenda passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

V. Regular Agenda

A. Budget Amendment

Motion passed: Motion to approve passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent

Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

B. Transition School to Work Grant

Motion passed: Motion to approve passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

C. Board Policy Updates - 2nd Reading

Motion passed: Motion to withhold 4.600 and 6.200 to vote on separately passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

Motion passed: Motion to approve all other policies at one time passed with a motion by Mr. Wayne McLemore and a second by Mr. Leon McNeal.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 3, Nay: 0, Absent: 2

Motion passed: Motion to approve 4.600 and 6.200 passed with a motion by Mr. Leon McNeal and a second by Rev. Mark Hodge.

Rev. Mark Hodge: Yea
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Nay
Mr. Leon McNeal: Yea
Ms. Valeria Wedley: Absent
Yea: 2, Nay: 1, Absent: 2

1. 1.102 Board Members

2. 1.104 Memberships

3. 1.105 School Board Legislative Involvement

4. 1.204 Board Member Development Opportunities

- 5. 2.806 Bids and Quotations
- 6. 3.202 Emergency Preparedness Plan
- 7. 4.101 Instructional Standards
- 8. 4.210 Credit Recovery
- 9. 4.212 Virtual Education Program
- 10. 4.402 Reconsideration of Textbooks and Instructional Materials
and 4.403 Library Materials
- 11. 4.406 Use of the Internet
- 12. 4.600 Grading Systems
- 13. 5.119 Employment of Retirees, 5.200 Separation Practices for Tenured
Teachers, 5.201 Separation Practices for Non-Tenured Teachers,
and 5.701 Substitute Teachers
- 14. 5.201 Separation Practices for Non-Tenured Teachers
- 15. 6.200 Attendance
- 16. 6.204 Attendance of Non-Resident Students
- 17. 6.318 Admission of Suspended or Expelled Students
- 18. 6.409 Reporting Child Abuse

D. Superintendent's Report

- Back to School Bash and Books from Bikers had a great turnout and was very successful.
- Online Registration is very important and needs to be done every year.
- Humboldt City Schools new website launches on Friday.
- Congratulations to Charlencia Taylor for being chosen to serve on the 2022-23 TN Rural Stem Collaborative.
- Student Spotlight - Reid Smith, Class of 2023.
- 3rd grade retention meeting with parents will be scheduled soon.
- 2021-22 Student Data is embargoed and will be released to the public on August 15th.

1. Personnel Report

The Board was updated as to the personnel changes that have taken place since the July Board Meeting.

VI. Citizens Concern

VII. Adjournment

Motion passed: Motion to adjourn passed with a motion by Mr. Leon McNeal and a second by Mr. Wayne McLemore.

Rev. Mark Hodge: Yea
 Mr. Terry Johnson: Absent
 Mr. Wayne McLemore: Yea
 Mr. Leon McNeal: Yea
 Ms. Valeria Wedley: Absent
 Yea: 3, Nay: 0, Absent: 2

Valeria Wedley, Chairman Date

Dr. Janice Epperson, Superintendent Date

Humboldt City Schools
 Coordinated School Health Budget Amendment
 2022-2023

Amendment #4

Account Number	Description	Budget
141-46591-CSHP	Revenue	85,000.00
141-72120-105-CSHP	Supervisor	38,916.00
141-72120-189-CSHP	Other Salaries and wages	13,296.00
141-72120-201-CSHP	Social Security	3,238.00
141-72120-204-CSHP	State Retirement	3,556.00
141-72120-206-CSHP	Life Insurance	264.00
141-72120-207-CSHP	Medical Insurance	8,197.00
141-72120-208-CSHP	Dental Insurance	294.00
141-72120-212-CSHP	Medicare	758.00
141-72120-307-CSHP	Communication	375.00
141-72120-499-CSHP	Other Supplies	14,606.00
141-72120-524-CSHP	Staff Development	<u>1,500.00</u>
		85,000.00

Humboldt City Schools
 Family Resource Center Budget Amendment
 2022-2023

Amendment #5

Account Number	Description	Budget
141-46594-FRC	Revenue	29,611.65
141-73300-189-FRC	Other Salaries and Wages	23,033.28
141-73300-201-FRC	Social Security	1,488.00
141-73300-204-FRC	State Retirement	2,472.00
141-73300-206-FRC	Life Insurance	126.63
141-73300-207-FRC	Medical Insurance	2,050.00
141-73300-208-FRC	Dental Insurance	93.74
141-73300-212-FRC	Medicare	348.00
		<hr/>
		29,611.65

Outreach program to assist families and
 Students with basic needs

Humboldt City Schools
 Pre-K Budget Amendment
 2022-2023

Amendment #3

Account Number	Description	Budget	
141-46515-ECE	Revenue	412,197.16	
141-73400-105-ECE	Supervisor	3,000.00	Supervisor
141-73400-116-ECE	Teachers	197,945.00	4 Teachers
141-73400-163-ECE	Educational Assistants	83,822.40	4 Educational Assistants
141-73400-189-ECE	Other Salaries and Wages	18,747.00	.25 Instructional Coach, .10 Instructional Technology Coach
141-73400-201-ECE	Social Security	18,631.89	
141-73400-204-ECE	State Retirement	25,527.94	
141-73400-206-ECE	Life Insurance	1,219.58	
141-73400-207-ECE	Medical Insurance	51,776.00	
141-73400-208-ECE	Dental Insurance	1,250.00	
141-73400-212-ECE	Medicare	7,777.35	
141-73400-399-ECE	Other Contracted Services	2,500.00	
		<u>412,197.16</u>	

**Humboldt DOS Performance Evaluation-
Board Observational Data**

Board Observational Data	5 – Significantly Above Expectations	4 –Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
BOARD RELATIONSHIPS					
1. Keeps all board members informed on issues, needs and operation of the school system.					
2. Keeps board informed of employment, promotion, and dismissal of personnel.					
3. Has a harmonious relationship with the board.					
4. Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.					
5. Maintains a high degree of understanding and respect between staff and the board.					
6. Interprets and executes the intent of board policy.					
7. Seeks and accepts constructive criticism of work.					
8. Supports board policy and actions to the public and staff.					
9. Remains impartial toward the board, treating all board members alike.					
10. Refrains from criticism of individual or group members of the board.					
11. Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an earnest effort to resolve such difference immediately.					
12. Bases position with regard to matters discussed by the board upon principle, and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time the superintendent supports the decision of the board, as long as he/she remains in its employ.					
Total Mean Score for Board Relationships					

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
COMMUNITY RELATIONSHIPS					
1. Is an effective spokesperson for the school system.					
2. Models the highest professional standards to the community.					
3. Builds public support for the school district.					
4. Develops cooperative relationships with the news media.					
5. Works effectively with public and private agencies.					
6. Uses information about family and community concerns, expectations, and needs regularly.					
7. Secures available community resources to help the school district solve problems and achieve goals.					
8. Establish partnerships with area businesses, institutions of higher education, and community groups to strengthen programs and support school district goals.					
9. Treats community stakeholders equitably.					
10. Recognizes and values diversity.					
11. Uses public resources and funds appropriately and wisely.					
12. Models community collaboration for staff.					
13. Encourages parental involvement.					
Total Mean Score for Community Relationships					
STAFF AND PERSONNEL RELATIONSHIPS					
1. Develops good staff morale and loyalty to the system.					
2. Treats all personnel fairly.					
3. Delegates authority to staff members appropriately.					
4. Recruits and assigns the best available personnel.					
5. Organizes a planned program of staff evaluation.					
6. Offers professional development that is focused on student learning consistent with the school districts vision and goals.					
7. Considers diversity in developing learning experiences.					
8. Uses technologies in teaching and learning.					
Total Mean Score for Staff and Personnel Relationships					

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
FACILITIES AND FINANCE					
1. Demonstrates knowledge of school facilities and develops a process that builds support for buildings' needs.					
2. Ensures the maintenance of school property and the safety of personnel and property.					
3. Provides accurate and timely reports to the board on the financial condition of the school system.					
4. Ensures that expenditures are within the limits approved by the board.					
5. Evaluates financial needs and makes recommendations for adequate financing.					
6. Ensures that the school plant, equipment and support systems operate safely, efficiently, and effectively.					
7. Uses technology effectively to manage school operations.					
8. Manages fiscal resources of the school responsibly, efficiently, and effectively.					
9. Creates and maintains a safe, clean, and aesthetically pleasing environment at all schools.					
Total Mean Score for Facilities and Finance					
VISION					
1. Works effectively with board, staff, and community to develop long-range strategic plans.					
2. Keeps board and community informed of progress towards long-range goals.					
3. Facilitates a community informed of progress towards long-range plans.					
4. Clearly articulates system's vision, mission and priorities to community and media.					
5. Inspires others to achieve the vision of the school system.					
6. Recognizes and celebrates the contributions of school community members to the realization of the vision.					
7. Ensures that the vision shapes the educational programs, plans, and activities.					
8. Uses assessment data related to student learning to develop the school district vision and goals.					
9. Uses relevant demographic data pertaining to students and their families in developing the school district mission and goals.					
10. Seeks and obtains needed resources to support the implementation of the school district mission and goals.					
11. Monitors, evaluates and advises the vision, mission, and implementation plans regularly.					
Total Mean Score for Vision					

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
STUDENT ACHIEVEMENT					
1. Develops, implements, promotes and monitors continuous improvement in student achievement.					
2. Applies effective methods of providing, monitoring, evaluating and reporting student achievement.					
3. Promotes academic rigor and excellence for students so that they are college and career ready.					
4. Maintains a current knowledge of developments in curriculum and instruction and ensures that the instructional program is rigorous and relevant.					
5. Reviews, reports and reacts appropriately to state accountability measures.					
6. Identifies, clarifies and addresses barriers to student learning.					
7. Recognizes and celebrates student accomplishments.					
Total Mean Score for Student Achievement					
MANAGEMENT AND OPERATIONS					
1. Recognizes, studies and applies emerging trends as appropriate.					
2. Ensures that operational plans and procedures to achieve the vision and goals of the school district are in place.					
3. Manages time to maximize attainment of organizational goals.					
4. Identifies potential problems and opportunities.					
5. Confronts and resolves problems in a timely manner.					
6. Aligns financial, human, and material resources to the goals of school district.					
7. Involves stakeholders in decisions affecting schools.					
8. Uses effective problem-framing and problem-solving skills.					
9. Uses effective conflict resolution skills.					
10. Uses effective group-process and consensus building skills.					
11. Uses effective communication skills.					
12. Participates in professional learning that is aligned with strategic plan and enhances leadership skills.					
Total Mean Score for Management and Operations					

	5 – Significantly Above Expectations	4 – Above Expectations	3 – At Expectations	2 – Below Expectations	1 – Significantly Below Expectations
INTEGRITY, FAIRNESS AND ETHICS					
1. Examines personal and professional values.					
2. Demonstrates a personal and professional code of ethics.					
3. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.					
4. Serves as a role model.					
5. Accepts responsibility for school operations.					
6. Considers the impact of one’s administrative practices on others.					
7. Uses the influence of the office to enhance the educational program rather than for personal gain.					
8. Treats people fairly, equitably, and with dignity and respect.					
9. Protects the rights and confidentiality of students and staff.					
10. Demonstrates appreciation for and sensitivity to the diversity in the school community.					
11. Recognizes and respects the legitimate authority of others.					
12. Examines and considers the prevailing values of the diverse school community.					
13. Expects that others in the school community will demonstrate integrity and exercise ethical behavior.					
14. Fulfills legal and contractual obligations.					
15. Applies laws and procedures fairly, wisely, and considerately.					
Total Mean Score for Integrity, Fairness and Ethics					
POLITICAL/SOCIAL/CULTURAL CONTEXT					
1. Ensures that the environment in which schools operate is influenced on behalf of students and their families.					
2. Ensures that communication occurs among the school community concerning trends, issues, and potential changes in the environment in which schools operate.					
3. Ensures that there is ongoing dialogue with representatives of diverse community groups.					
4. Ensures that the school community works within the framework of policies, laws, and regulations enacted by local, state, and federal authorities.					
5. Ensures that lines of communication are developed with decision-makers outside the school community.					
Total Mean Score for Political/Social/Cultural Context					

Signature _____

Date _____

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Enrollment in Advanced Courses	Descriptor Code: 4.205	Issued Date:
		Rescinds:	Issued:

1 *General*

2 Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but
3 not limited to, advanced English language arts, mathematics, or science courses.¹

4 To enroll in these courses, students shall meet the following standards:

- 5 1. Honors Courses: 7-8 – Recommendations for enrollment based on prior success in pre-requisite
6 course and proficiency of TCAP tests.
7
- 8 2. Dual Credit Courses: College Partner determined enrollment requirements.
9
- 10 3. Dual Enrollment: College Partner determined enrollment requirements.

11 9-12 Honors courses, AP, Industry Certification and CLEP courses are open for enrollment to all
12 students.

13 The principal of each school shall have the authority to require additional criteria for the enrollment in
14 advanced courses to fit the needs of the students within the school.

15 **NOTIFICATION¹**

16 Parent(s)/guardian(s) shall be provided written notification of a student’s eligibility to enroll in
17 advanced courses. The notification shall state that a student will remain enrolled in the course unless
18 the parent/guardian timely submits a written request for removal. The Director of Schools shall
19 determine the deadline to submit the request for removal.

20 Students may also be removed from an advanced course if the student’s teacher determines that the
21 student should be removed based on performance after thirty (30) days of instruction and the principal
22 approves the request to remove the student.

23 **COLLEGE LEVEL COURSES²**

24 Students may earn credit by enrolling in a postsecondary institution and taking college level courses.
25 Students who take and pass dual enrollment courses at a postsecondary institution shall have their
26 postsecondary credits accepted for high school credit as a substitution for an aligned graduation
27 requirement course.

- 1 These courses may be offered at the high school, postsecondary institution, or online. If not offered on
- 2 the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to
- 3 enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

- 4 Grades earned in such college level courses shall be used to determine class rank, grade point average,
- 5 and class valedictorian or salutatorian.

Legal References

1. TCA 49-6-1012; State Board of Education
Policy 3.301
2. TRR/MS 0520-01-03-.03(8)

Humboldt City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Credit Recovery	Descriptor Code: 4.210	Issued Date:
		Rescinds:	Issued:

1 *General*¹

2 The Director of Schools shall ensure that credit recovery facilitators receive training regarding course
3 organization, online instruction management, and related technology.

4 Credit recovery teachers shall comply with all State Board of Education certification requirements.¹

5 **ADMISSION AND REMOVAL**²

6 No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- 7 1. The student's parent/guardian gives written consent for the student to enroll in the proposed
8 credit recovery course. Parent(s)/guardian(s) shall be informed that not all postsecondary
9 institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will
10 not accept credit recovery courses for credit; and
11
- 12 2. The student has previously taken an initial, non-credit recovery section of the proposed course
13 and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty
14 percent (50%) in the non-credit recovery section of the course must re-take the course.

15 If a student is seeking to recover credit for the first semester of a two-semester course, the student may
16 not receive the full credit for the course until he/she has enrolled in and passed the second semester of
17 the course and taken any applicable End of Course examinations.

18 The Board shall track students enrolled in credit recovery courses as directed by the Tennessee
19 Department of Education.

20 **INSTRUCTION AND CONTENT**²

21 Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content
22 and instruction.

23 The Director of Schools shall ensure that all credit recovery courses:

- 24 1. Align with Tennessee's current academic standards for the relevant course content area, as
25 approved by the State Board of Education; and
26
- 27 2. Differentiate instruction to address individual student growth needs based on diagnostic
28 assessment or End of Course data.

1 Students in credit recovery programs shall:

- 2 1. Complete a course skill-specific diagnostic to determine skill-specific goals;
3
4 2. Meet individual skill-specific goals in a flexible time frame as established by identified student
5 need; and
6
7 3. Master all individualized skill-specific goals as established by the diagnostic process in order to
8 earn credit.

9 **GRADES²**

10 Students passing credit recovery shall receive a grade of sixty percent (60%) under the state uniform
11 grading system. If the district utilizes a locally-adopted grading scale that differs from the uniform
12 grading scale, a student passing credit recovery shall receive a D.³

Legal References

1. State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(13)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301

Cross References

Virtual Education Program 4.212
Grading System 4.600
Promotion and Retention 4.603

Resignations

Marcus Butler – HJSHS Math
Syreeta Herron – East Elem. Sp. Ed. EA
Eric Stavely – HJSHS Sp. Ed. EA

New Hires

Gail Perry – East Elem. ISS EA
Ashley Wedley – East Sp. Ed. EA
Hannah Carter – Stigall Sp. Ed. EA
Nicole McKnuckles – HJSHS Cafeteria
Udria Sanderlin – HJSHS Sp. Ed. EA
Kristin Coleman – Stigall EA, Bus Driver

Transfer

Destiny Williamson – Stigall EA to East 4th Grade