

# CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

## Cheatham County Board of Education

October 2, 2025

Place: Educational Annex/Board Room

Time: 6:00 PM

1. Call to Order
2. Moment of Silence - Jimmy Harden
3. Pledge of Allegiance - Jimmy Harden
4. Roll Call
5. Approval of Agenda
6. Presentations, Awards Recognitions

**ACESA**

Juliana Puco, Teacher

**ECES**

Sarah Anderson, Teacher

**KSES**

Olivia Cox, Grow Your Own Teacher

**PEFAMS**

Baylee Gawrys, Teacher

**PVES**

Tammy Seeber, Teacher

**WCES**

Amy Gupton, Teacher

**CMS**

Davis Holland, Teacher

**HMS**

Devin Allen, Teacher

**SMS**

Angelia Bailey, Teacher

**CCCHS**

Amzi Spain, Counselor

**HHS**

Krystal Moberly, Librarian

**SHS**

Riley Suits, Teacher

**RA**

Debra Duncan, Assistant

**Daycare**

Jessica Thomas, PVES Employee Daycare

**Transportation/Maintenance**

Brenda McClain, Bus Driver

**Central Office**

Sherri Shambaugh and Raeanna Varney, Payroll

7. Public Forum

8. School Improvement Plan (SIP) Goal Update
  - ECES, Layne Cooper
9. Executive Committee
10. Five Year Plan
  - Wendy Cox, HR
11. Elected Officials - Opportunity for Elected Officials to Address Board
12. Consent Agenda
  - A. Minutes: September 11, 2025
  - B. Disposal of surplus equipment/materials
    1. SHS Principal Wenning requests the disposal of the following broken/unusable items: a broken art kiln, a small black cart, a green plastic/metal table, 3 boxes of outdated library books, white folding table, brown wooden chair and 3 blenders.
    2. PVES Principal Galbreth requests the disposal of the following broken/unusable items: 14 broken desks and 30 broken chairs.
13. Budget and Finance
  - A. Summary
    - report presented
  - B. Ed Debt Request HVAC - \$3,779,982.00
  - C. Fund Balance Request - Coaching/Arts Bonus - \$342,444.00
  - D. Ed Debt Request Maintenance/Tech Building - \$350,000.00
  - E. Fund Balance Request - Holiday Employee Bonus  
 \$1,000.00 Full Time, \$500.00 Part Time - Fund 141 (142 & 143 employees) \$921,000.00/ Fund 146 \$37,000.00
  - F. Federal Project budget amounts with carryover  
 Consolidated Admin - \$181,110.29  
 Title IA - \$743,691.68  
 Title ID - \$55,063.86  
 Title IIA - \$214,801.46  
 Title III - \$37,066.31  
 Title IV - \$59,906.72  
 IDEA - \$1,688,775.83  
 IDEA PS - \$98,538.98
14. Old Business
  - A. Policy Updates
    1. Policy 1.901 Charter School Applications - second reading
    2. Policy 1.903 Charter School Oversight - second reading
    3. Policy 1.905 Charter School Renewal - second reading

4. Policy 1.906 Charter School Revocation - second reading
5. Policy 4.603 Promotion and Retention - second reading
6. Policy 1.407 School District Records - second reading
15. New Business
  - A. PVES Gymnasium - "Jerre Williams Gymnasium"
16. Brief comments from Board Members
17. Announcements
18. Adjourn

# HUMAN RESOURCES & CAPITAL GOALS

***Cheatham County School District***

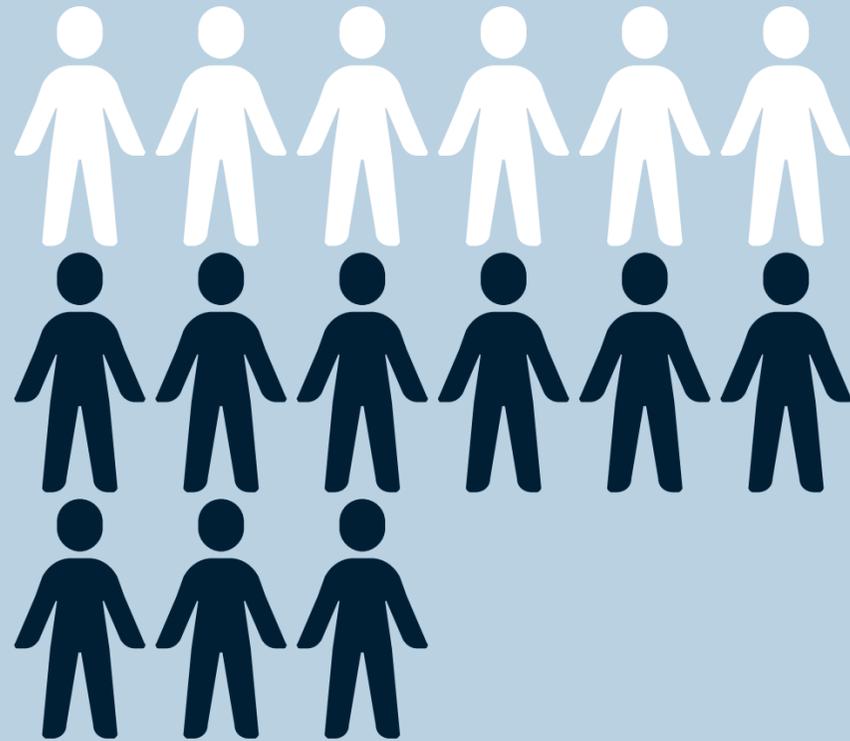




# HUMAN CAPITAL GOALS

- \*Promote employment***
  - \*Recruit, hire, and retain effective employees***
  - \* Build capacity through professional learning programs***
  - \* Provide training, coaching, and mentoring***
- 

# MARKETING/RECRUITING



- *Grow Your Own*
- *CTE licensure (LOTL)*
- *Job Fairs/Partnerships*
- *Insurance Coverage*
- *Competitive Salary*
- *Bonuses/Longevity*

# CURRENT STATUS

- *1 Certified teacher*
- *5 Classified assistants*
- *4 SPED teachers*
- *33 Job-Embedded teachers*





# BUILDING CAPACITY

- *New Hire Orientation*
- *Job-Embedded Coordinator*
- *Early Dismissal Professional Development*
- *Aspiring Administrators Academy*
- *Collaboration & Share*
- *HR Newsletter*
- *Communication & Opportunitites*

# GOALS

- *Continue to improve coaching, mentoring, and job-embedded support*
- *Employ an EL teacher for every two schools*
- *Employ a gifted/talented teacher in each school*





# CONCLUSIONS

*Thank you to our Board Members for demonstrating to our employees that you value them and recognize their importance as an asset to the success of our District. With improved salaries, bonuses, lower insurance costs, and numerous other attractive opportunities that our employees receive, we have become a sought-after district in which to work.*



Thank  
you!

<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Charter School Applications</b>	Descriptor Code: <b>1.901</b>	Issued Date: <b>05/02/24</b>
	<b>First Reading 9 11 2025</b>	<b>Second Reading 10 2 2025</b>	Rescinds: <b>1.901</b>
			Issued: <b>03/04/21</b>

1 *General*

2 This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to  
 3 charter schools converting from existing public schools. Proposals from existing charter school  
 4 operators or replicators and applicants proposing to contract with educational service providers shall be  
 5 in accordance with state law.<sup>1</sup>

6 **APPLICATION PROCESS<sup>2</sup>**

7 A prospective charter school sponsor shall send the Director of Schools/~~designee~~ notice of its intent  
 8 sixty (60) days prior to February 1st of the year preceding the year in which the proposed charter  
 9 school plans to begin operation as a charter school. The Director of Schools/~~designee~~ shall determine  
 10 whether the sponsor has selected the correct application category within ten (10) business days of  
 11 receiving the letter of intent and notify the sponsor within five (5) business days of a determination that  
 12 the incorrect application category has been selected.<sup>2</sup>

13 A sponsor seeking board approval of an initial charter school application shall complete the forms  
 14 provided by the ~~Tennessee Department of Education~~ State Board of Education in coordination with the  
 15 ~~Tennessee Public Charter School Commission~~ (“the Commission”). The application shall provide all  
 16 the information required by law. The sponsor shall demonstrate that the proposed charter school meets  
 17 the purpose prescribed by ~~state~~ law for the formation of a charter school, and the proposed charter  
 18 school will be able to implement a viable program of quality education for its students.

19 Electronic copies of applications shall be submitted to the Board ~~and Tennessee Department of~~  
 20 ~~Education and the Commission~~ on or before 11:59 p.m. Central Time on February 1<sup>st</sup> of the year  
 21 preceding the year in which the proposed charter school plans to begin operation as a charter school. If  
 22 the 1<sup>st</sup> of February falls on a Saturday, Sunday, or holiday on which the school district offices are  
 23 closed, applications will be accepted on the next business day on or before 11:59 p.m. Late  
 24 applications will not be accepted, without exception. The sponsor shall pay an application fee of  
 25 \$2,500.00. ~~The Director of Schools/designee shall report each application received to the Commission~~  
 26 ~~no later than ten (10) days after receipt.~~<sup>2</sup>

27 The Board shall determine whether an application is complete within ten (10) business days of  
 28 receiving the application and shall notify the sponsor within five (5) business days of the determination  
 29 if the application is determined to be incomplete.<sup>3</sup>

30 **REVIEW TEAM<sup>1</sup>**

1 If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and  
2 evaluating charter school applications. The team shall be composed of members of the administrative  
3 staff for the district, community members, and a member of the Board with relevant educational,  
4 organizational, financial, and legal experience. At the board meeting in December of each year, the  
5 Director of Schools/designee shall make a recommendation to the Board on which members of his/her  
6 administrative staff should be appointed to the team. The Board shall name the members of the team at  
7 its meeting in January of each year. The Board shall designate a Chair of the review team as the  
8 contact person for answering questions about the application process and receiving applications. The  
9 Director of Schools/designee shall develop an orientation for the team to ensure consistent evaluation  
10 standards and the elimination of real or perceived conflicts of interest.

11 The Board shall require the Director of Schools/designee to develop a procedure for receiving,  
12 reviewing, and ruling on applications for the establishment of charter schools by the review team. The  
13 procedure shall include a timeline for the application and review process. A copy of the procedure,  
14 including the review criteria, shall be available on the district's website.

15 The review team shall:

- 16 1) Evaluate all charter school applications based on the review criteria established by state law;  
17 and
- 18 2) Recommend one of the following options to the Board for each application: approve, reject, or  
19 reject with stipulations for reconsideration<sup>4</sup>  
20

#### 21 **APPROVAL/DENIAL OF APPLICATION<sup>4</sup>**

22 The Board shall rule by resolution on the approval or denial of a charter application within ninety (90)  
23 days of receipt of the completed application, or the application shall be deemed approved by law. The  
24 Director of Schools/designee shall report the action taken by the Board to the Department of Education  
25 and the Commission.

#### 26 *Approval*

27 The sponsor of a charter school that is approved by the Board shall enter into a written agreement with  
28 the Board, which shall be binding on the charter school's governing body. This agreement, known as  
29 the charter agreement, shall be in writing and signed by the sponsor and the Board.

30 The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state  
31 and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.<sup>6</sup>

32 Charter schools approved by the Board are expected to implement the application as submitted and  
33 approved. Material variations in operations from the approved application require amendment pursuant  
34 to statute and the charter school agreement.<sup>7</sup>

35 The Board shall not provide services to charter schools that are not requested during the application  
36 process except for those services that are required under state or federal laws. Services agreed to be  
37 provided to the charter school by the Board shall be provided at board actual cost. The Board and  
38 charter school shall execute a service contract for any additional services.

1 New charter school agreements are approved for a ten (10) year period.<sup>8</sup> The Board may revoke or  
2 deny renewal of a charter school agreement for any of the reasons enumerated in state law.<sup>9</sup>

### 3 *Denial*

4 If the initial charter school application is denied, the Board shall notify the sponsor in writing within  
5 ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the  
6 sponsor may submit an amended application. Upon receipt of the grounds for denial, the sponsor shall  
7 have thirty (30) days within which to submit an amended application to correct the deficiencies. The  
8 Board shall have sixty (60) calendar days either to deny or to approve the amended application, or the  
9 application shall be deemed approved by law.<sup>5</sup>

10 If the amended charter school application is denied, the Board shall notify the sponsor in writing  
11 within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an  
12 appeal. Within ten (10) days of final denial, an appeal may be filed with the Tennessee Charter School  
13 Commission.<sup>10</sup>

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#### Legal References

1. [TCA 49-13-106; State Board of Education Policy 6.111](#)
2. [TCA 49-13-107; Public Acts of 2025, Chapter No. 275 TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01\(1\)\(b\),\(e\)](#)
3. [TRR/MS 0520-14-01-.01\(1\)\(i\)](#)
4. [TRR/MS 0520-14-01](#)
5. [TCA 49-13-108; Public Acts of 2025, Chapter No. 275 TRR/MSS 0520-14-01](#)
6. [TCA 49-13-128](#)
7. [TCA 49-13-110\(d\)-\(e\); TRR/MSS 0520-14-01](#)
8. [TCA 49-13-110\(c\)](#)
9. [TCA 49-13-122](#)
10. [TCA 49-13-108\(b\)\(5\)](#)



# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <h2 style="text-align: center;">Charter School Oversight</h2>	Descriptor Code: <b>1.903</b>	Issued Date: <b>05/02/24</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading</b>  <b>9 11 2025</b> </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px; margin-left: 200px;"> <b>Second Reading</b>  <b>10 2 2025</b> </div>	Rescinds: <b>1.903</b>	Issued: <b>10/03/19</b>

1 *General*

2 The Board shall oversee and annually evaluate charter schools to ensure they meet the performance  
 3 standards and targets set forth in the charter agreement.<sup>1</sup> The Board shall create a comprehensive  
 4 performance, accountability, and compliance monitoring system based on the charter agreement and  
 5 communicate the results to each charter school. At a minimum, the monitoring system shall address  
 6 academic, financial, and organizational performance standards as outlined in the charter agreement and  
 7 required by the State Board of Education.<sup>1</sup> The Board shall utilize the results when making renewal,  
 8 revocation, and intervention decisions. Reports on charter school oversight shall be compiled by  
 9 Director of Schools/designee and published on the district’s webpage at least annually.

10 The Board shall communicate with the charter schools in its portfolio as needed, including both the  
 11 school leader and governing board, and provide timely notice of any material charter agreement  
 12 violations and performance deficiencies.

13 The Board shall articulate and enforce stated consequences for failing to meet performance  
 14 expectations or compliance requirements.

15 **MONITORING SYSTEM**

16 The Director of Schools/designee shall implement a performance and compliance monitoring system  
 17 per the terms of the charter agreement. This information will be provided to the Board on an ongoing  
 18 basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid  
 19 in this, the Director of Schools/designee shall develop a reporting calendar that outlines when  
 20 information required by state law shall be provided by the charter school.

21 **SITE VISITS**

22 A site visit to each charter school shall be conducted annually. The purpose shall be to collect data and  
 23 other qualitative information that cannot be obtained otherwise. The Director of Schools/**designee** shall  
 24 develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after  
 25 the site visit, including review of the documents and data, classroom observations, and interviews.  
 26 These visits shall minimize administrative burdens and avoid operational interference.

27 The Board shall provide the charter school with a report that summarizes the outcome of the visit. The  
 28 report shall provide an analysis of relevant data and include general recommendations, if applicable.<sup>2</sup>

## 1 CHARTER SCHOOL REPORTING

2 Charter schools shall provide the information required by the charter agreement and state law to the  
3 Board. The Director of Schools/~~designee~~ shall develop a reporting calendar that defines and  
4 communicates the process, methods, and timing of gathering and reporting data to the Board.<sup>2</sup>

5 By September 1, the governing body of an approved charter school shall make a written report to the  
6 Board.<sup>3</sup> The annual report shall include:

- 7 1. A report on the progress of the school in achieving the goals outlined in the charter school  
8 agreement;
- 9 2. A financial statement disclosing the financial health of the charter school, including the costs of  
10 the administration, instruction, and other spending categories of the school and  
11
- 12 3. A detailed accounting, including the amounts and sources, of all funds received by the charter  
13 school, other than the funds received per state law.<sup>4</sup>  
14

15 This reporting requirement shall begin in the year after the year in which the charter school begins  
16 operation.

17 Multiple charter schools overseen by a single governing board shall report their performance as  
18 separate, individual charter schools. Each school shall be independently accountable for its  
19 performance.

20 Each charter school governing body shall submit an annual audit of all accounts and records, to include  
21 internal school activity and cafeteria funds, to the Board as soon as practical after June 30.<sup>5</sup>

## 22 AUTHORIZER REPORTING AND REVIEW

23 By December 1, the Board shall report to the Department of Education detailing the authorizer fees  
24 collected in the previous school year and the authorizing obligations fulfilled using the fee.<sup>6</sup> By  
25 January 1, the Board shall submit an annual authorizer report to the ~~Department of Education and the~~  
26 State Board of Education ~~and make the report available on the district website.~~<sup>7</sup> The Director of  
27 Schools/designee shall prepare the reports and provide the information to the Board prior to  
28 submission.

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### Legal References

1. [TCA 49-13-111\(d\); State Board of Education Policy 6.111](#)
2. [TCA 49-13-120](#)
3. [TCA 49-13-120\(a\)-\(b\)](#)
4. [TCA 49-13-112\(a\), \(f\)](#)
5. [TCA 49-13-127](#)
6. [TCA 49-13-128\(f\) Public Acts of 2025, Chapter No. 275](#)

7. [TCA 49-13-120\(c\) Public Acts of 2025, Chapter No. 275](#)

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <h2 style="margin: 0;">Charter School Renewal</h2>	Descriptor Code: <b>1.905</b>	Issued Date: <b>05/02/24</b>
	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;"> <b style="color: red;">First Reading</b>  <b style="color: red;">9 11 2025</b> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px; margin-left: 100px;"> <b style="color: red;">Second Reading</b>  <b style="color: red;">10 2 2025</b> </div>	Rescinds: <b>1.905</b>	Issued: <b>10/03/19</b>

1    **INTERIM REVIEW**

2    The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year  
 3    of a charter term in accordance with guidelines developed by the Department of Education. As part of  
 4    this process, the charter school shall submit a report on the progress of the school in achieving the  
 5    goals and objectives set forth in the charter agreement.<sup>1</sup>

6    **CUMULATIVE PERFORMANCE REPORT**

7    Three (3) months prior to the date on which a charter school is required to submit a renewal  
 8    application, the Director of Schools/designee shall submit a performance report to the charter school<sup>+</sup>  
 9    that summarizes the school’s performance record over the charter term and states the summative  
 10    findings concerning the school’s performance and prospects for renewal.<sup>2</sup>

11    **APPLICATION AND EVALUATION**

12    No later than April 1 of the year prior to the year in which the charter school agreement expires, the  
 13    governing body of a charter school shall submit a renewal application to the Board.<sup>+ 3</sup>

14    The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school  
 15    that submits a charter renewal application.

16    The Board will make renewal decisions by February 1<sup>st</sup> in the year the charter school agreement  
 17    expires.

18    **RENEWAL CRITERIA<sup>4</sup>**

19    The Board shall define and communicate with schools the criteria for renewal that is consistent with  
 20    the charter agreement. The Board shall make its renewal decision based on the renewal application,  
 21    annual progress reports, and renewal performance report.

22    Within ten (10) days of the Board voting by resolution on a renewal application, the Director of  
 23    Schools/designee shall promptly notify a school of its renewal recommendation and decision,  
 24    including the reasons for the decision and any rights to an appeal. The Director of Schools/designee  
 25    shall promptly communicate renewal decisions to the school community and public **as well as the**  
 26    **Department of Education and Commission.**

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Legal References

1. [TCA 49-13-121\(k\) ; Public Acts of 2025, Chapter No. 275](#)
2. [State Board of Education Policy 6.111](#)
3. [TCA 49-13-121\(a\) Public Acts of 2025, Chapter No. 275](#)
4. [TCA 49-13-121; State Board of Education Policy 6.111 Public Acts of 2025, Chapter No. 275](#)

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in August</b>	Descriptor Term: <b>Charter School Revocation</b>	Descriptor Code: <b>1.906</b>	Issued Date: <b>05/02/24</b>
	<b>First Reading 9 11 2025</b>	Rescinds: <b>1.906</b>	Issued: <b>10/03/19</b>
		<b>Second Reading 10 2 2025</b>	

1 *General*

2 The Board shall also revoke a charter agreement if the charter school:<sup>1</sup>

- 3 1. Failed to meet the minimum performance requirements set forth in the charter agreement;
- 4
- 5 2. Committed a material violation of any of the conditions, standards, or procedures set forth in
- 6 the charter agreement;
- 7
- 8 3. Failed to meet generally accepted standards of fiscal management; or
- 9
- 10 4. Performed any of the acts that are conditions for non-approval of charter schools under state
- 11 law.

## 12 NOTICE

13 The Director of Schools/designee shall notify the charter school of the Board’s intent to revoke the  
14 charter agreement in writing at least thirty (30) days prior to the revocation.<sup>2</sup>

15 Within ten (10) days of the Board voting to renew, not renew, or revoke a charter agreement, the  
16 Director of Schools/designee shall report the Board’s decision to the Department of Education **and**  
17 **Tennessee Public Charter School Commission**. The Director of Schools/designee shall also provide a  
18 copy of the Board’s resolution setting forth the decision and the reasons for the decisions, and an  
19 explanation of the right to appeal.<sup>3</sup>

## 20 REVOCATION DUE TO PRIORITY STATUS

21 The Board may revoke a charter school agreement if the charter school is identified as a priority school  
22 under state law. Revocation shall take effect immediately following the close of the school year in  
23 which the charter school is identified as a priority school.<sup>4</sup>

24 The Board shall revoke a charter school agreement if the charter school is identified as a priority  
25 school for two consecutive cycles (**beginning in 2017**). Revocation shall occur immediately after the  
26 close of the school year in which the charter school is identified as a priority school for the second  
27 consecutive cycle.

## 28 PROCEDURES FOR CLOSURE

- 1 The Director of Schools shall develop administrative procedures regarding charter school closures
- 2 prior to the Board denying renewal or revoking a charter agreement.<sup>5</sup> These procedures shall outline a
- 3 detailed protocol that will ensure timely notification to parents, orderly transition of students and
- 4 student records, and disposition of school funds, property, and assets in accordance with state law.

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Legal References

1. [TCA 49-13-122\(b\); State Board of Education Policy 6.111](#)
2. [TCA 49-13-122\(e\)](#)
3. [State Board of Education Policy 6.111 Public Acts of 2025, Chapter No. 275](#)
4. [TCA 49-13-122\(a\)](#)
5. [TCA 49-13-130](#)

# Cheatham County Board of Education

Monitoring: <b>Review: Annually, in December</b>	Descriptor Term: <h2 style="margin: 0;">Promotion and Retention</h2>	Descriptor Code: <b>4.603</b>	Issued Date: <b>09/05/24</b>
	<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>First Reading</b>  <b>9 11 2025</b> </div>	Rescinds: <b>4.603</b>	Issued: <b>02/01/24</b>
		<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;"> <b>Second Reading</b>  <b>10 2 2025</b> </div>	

1 *General*

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

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

- 8 1. The student’s ability to perform at the current grade level;
- 9
- 10 2. The results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State Assessments, as applicable;
- 13
- 14 4. The overall academic achievement of the student;
- 15
- 16 5. The student’s chance for success with more difficult material if promoted to the next grade;
- 17
- 18 6. Attendance record; and
- 19
- 20 7. Social and emotional maturity.
- 21
- 22 8. Home Literacy Reports.<sup>3</sup>

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

- 25 1. Date of enrollment; or
- 26 2. Additional information acquired after results of local assessment, screening, or monitoring are  
 27 released.

28 **VOLUNTARY RETENTION<sup>5</sup>**

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

- 1 1. The student has a documented academic or behavioral delay; and
- 2 2. The parent/guardian believes that retention may benefit the student.<sup>5</sup>

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

## 6 **PROMOTION PLANS<sup>6</sup>**

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

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

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

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

## 30 **RETENTION<sup>7</sup>**

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

### 33 *Decision of Retention – General<sup>9</sup>*

34 If a student is retained, the Director of Schools/designee shall develop an individualized academic  
35 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of

1 the plan shall be provided to the student’s parent(s)/guardian(s) within ten (10) days of its  
2 development. This plan shall include at least one of the following strategies:

- 3 1. Adjustment to the current instructional strategies or materials;
- 4
- 5 2. Additional instructional time;
- 6
- 7 3. Individual tutoring;
- 8
- 9 4. Modification to the student’s classroom assignment to ensure the student receives  
10 instruction from a highly effective teacher; with a level of overall effectiveness of above  
11 expectations (level 4) or significantly above expectations (level 5); or  
12
- 13 5. Attendance or truancy interventions.

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

#### 18 *Decision of Retention – Third Grade*<sup>10</sup>

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

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

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

1           2. A student in third grade receiving a performance level rating of “below” on the ELA portion of  
2           the student’s most recent TCAP test may be promoted if:

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

11    *Decision of Retention – Fourth Grade*<sup>10</sup>

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

14    1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-  
15    grade school year; and

16    2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while  
17    maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth  
18    grade school year.

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

21    1. The student’s principal shall convene a conference consisting of the following parties: the student’s  
22    parent(s)/legal guardian, the student’s ELA teacher, and the student’s principal.

23    2. The conference shall review the student’s fourth grade ELA performance to determine if the student  
24    should be promoted to fifth grade.

25    3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:

26    a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student’s  
27    fifth-grade year; or

28    b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth  
29    grade.

30    *Decision of Retention – Students with Disabilities*<sup>11</sup>

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

## 1 APPEALS<sup>8,12</sup>

2 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision  
 3 to retain the student and provided with information on the right to appeal the decision. Appeals shall be  
 4 made to a committee appointed by the principal within ten (10) business days. The student and his/her  
 5 parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given  
 6 the opportunity to address the committee. The committee shall conduct a hearing within ~~five (5)~~ **ten (10)**  
 7 business days to determine if the student will be promoted and issue such decision within ~~three (3)~~ **five**  
 8 **(5)** business days. Upon notification of the committee decision, the principal shall send written  
 9 notification to the Director of Schools/designee and the parent(s)/guardian(s). The notification shall  
 10 advise parent(s)/guardian(s) of their right to appeal such action within ten (10) business days to the  
 11 Director of Schools/designee.

12 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A  
 13 decision shall be issued within ~~three (3)~~ **five (5)** business days.

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

18 For students where retention is required per the additional requirements for students in third and fourth  
 19 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.<sup>13</sup>

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### Legal References

1. [20 USCA § 1400 et seq.](#); [29 U.S.C. § 794 \(Section 504\)](#); [TRR/MS 0520-01-03-.16](#); [TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829 TCA 49-6-314](#); [TRR/MS 0520-01-03-.16\(6\)](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\)](#); [20 USCA § 1400 et seq.](#); [TRR/MS 0520-01-03-.16\(7\)\(e\)](#); [Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\)](#); [TRR/MS 0520-01-02-.17\(7\)](#); [TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

### Cross References

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



<b>Cheatham County Board of Education</b>			
Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>School District Records</b>	Descriptor Code: <b>1.407</b>	Issued Date: <b>08/07/25</b>
	<b>First Reading 9 11 2025</b>	<b>Second Reading 10 2 2025</b>	Rescinds: <b>1.407</b>
			Issued: <b>11/05/20</b>

1 The Director of Schools shall maintain all school district records required by law, regulation and board  
 2 policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records  
 3 maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may  
 4 request in writing and receive copies of open public records subject to the payment of reasonable  
 5 cost.<sup>1,2,3,4</sup>

6 No records pertaining to individual students will be released for inspection by the public or any  
 7 unauthorized persons. In addition, information, records, and plans related to security and safety will not  
 8 be released for public inspection.<sup>5</sup>

9 All requests to inspect or receive copies of records shall be submitted to the district’s public records  
 10 request coordinator, central office administrative assistant.<sup>6</sup> The public records request coordinator shall  
 11 forward request for inspection or copies of records to the appropriate records custodian, Director of  
 12 Schools’ designee.<sup>6</sup>

13 Prior to producing any kind of record, the records custodian shall ensure confidential information is  
 14 redacted. Original documents remain intact and confidential information in copies produced for a  
 15 requestor shall be redacted. The Director of Schools shall develop a procedure to redact confidential  
 16 information.

17 **REQUESTS FOR INSPECTION<sup>2</sup>**

18 Citizens requesting to inspect public records shall submit their request and a government issued photo  
 19 identification card with the citizen’s address to the district’s public records request coordinator during  
 20 normal business hours. Requests may be made in person or by telephone, ~~fax, mail, or email~~ **electronic**  
 21 **transmission, or mail**. The coordinator shall submit the information to the appropriate records  
 22 custodian. The records custodian will contact the citizen and indicate when the records will be  
 23 available to inspect.

24 If the records cannot be made available within seven (7) business days, the records custodian shall  
 25 provide a records production letter indicating the time needed to complete the request.

26 If the request to inspect is denied, the records custodian shall provide the citizen with a records request  
 27 denial letter indicating the basis for the denial.

28 **REQUESTS FOR COPIES<sup>2</sup>**

29 Citizens requesting copies of public records shall complete and submit the Records Request Form and  
 30 a government issued photo identification card with the citizen’s address to the district’s public records

1 request coordinator during normal business hours. The coordinator shall submit the Records Request  
2 Form to the appropriate records custodian.

3 The records custodian shall provide an estimate of the reasonable costs to produce the requested  
4 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of  
5 Reasonable Charges found at [https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-  
6 and-guidelines/ScheduleofReasonableCharges.pdf](https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf) shall be used to determine the reasonable cost. The  
7 records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay  
8 the estimated reasonable costs by check prior to the district producing the copies.

9 If the records cannot be made available within seven (7) business days, the records custodian shall  
10 provide a records production letter indicating the time needed to complete the request.

11 If the request for copies is denied, the records custodian shall provide the citizen with a records request  
12 denial letter detailing the basis for the denial.

### 13 **FREQUENT AND MULTIPLE REQUESTS**

14 When the total number of requests for copies made by a requestor within a calendar month exceeds  
15 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to  
16 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be  
17 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The  
18 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable  
19 Charges found at [https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-  
20 guidelines/ScheduleofReasonableCharges.pdf](https://comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf) shall be used to determine the reasonable cost. Further,  
21 the names of persons inspecting records and the date of inspection shall be recorded.

### 22 **DENYING REQUESTS FOR NONCOMPLIANCE<sup>7</sup>**

#### 23 *Requests to Inspect a Public Record*

24 The district shall deny a request to inspect a public record from any citizen that has:

- 25 a. Made two (2) or more requests to view a public record within a six-month period; and
- 26 b. For each request failed to view the record within fifteen (15) business days of receiving  
27 notification that the record was available.

28 Requests from this citizen shall be denied for up to six (6) months from the date of the second records  
29 request. The district's public records request coordinator may waive this denial if he/she determines  
30 that failure to view the record was for good cause.

#### 31 *Requests for Copies of Public Records*

32 The district shall deny a request for copies of a public record from any citizen that has:

- 33 a. Been provided with an estimate of the reasonable cost to produce the requested records;

- 1        b. Agrees to pay such estimated reasonable cost prior to production of the records; and  
2        c. Fails to pay the actual cost after the records have been produced.

3 Additional requests from this citizen shall be denied until the original cost is paid.

#### 4 **RECORDS RETENTION**

5 The Director of Schools and/or his designee(s) shall retain and dispose of school district records in  
6 accordance with the following guidelines:<sup>8</sup>

- 7        1. The Director of Schools and/or his/her designee(s) will determine if a particular record is of  
8        permanent or temporary value in accordance with state law; <sup>9, 10</sup>
- 9        2. Temporary value records which have been kept beyond the required time may be recommended  
10        to the Public Records Commission for destruction;<sup>11, 12</sup>
- 11        3. The records that the State Librarian and Archivist desire to preserve in their facilities will be  
12        transferred to the State Library and Archives. The temporary value records rejected by the State  
13        Library and Archives may be transferred to another institution or destroyed;<sup>11,12,13</sup>
- 14        4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the  
15        Director of Schools desires to destroy the original permanent record, these records must be  
16        reproduced by microfilming or some other permanent reproduction method. Permission to  
17        destroy any original permanent record after microfilming follows the same procedure noted  
18        above for temporary records;<sup>10,12</sup>and
- 19        5. The Director of Schools shall establish procedures to safeguard against the unlawful  
20        destruction, removal or loss of records.<sup>14</sup>

#### 21 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR<sup>15</sup>**

22 Central Office Administrative Assistant  
23 102 Elizabeth Street  
24 Ashland City, TN 37015  
25 (615) 792-5664

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Legal References

1. [TCA 49-2-301\(b\)\(1\)\(Z\)](#)
2. [TCA 10-7-503](#); [Public Acts of 2025, Chapter No. 94](#)
3. [TCA 10-7-506\(a\)](#)
4. [TCA 49-2-104](#)
5. [TCA 10-7-504\(p\)](#)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; [TCA 10-7-503\(a\)\(1\)\(B\),\(C\)](#)
7. [TCA 10-7-503\(a\)\(7\)\(A\)\(vii\)](#)
8. [TCA 10-7-503\(h\)\(6\)](#)
9. [TCA 10-7-401](#)
10. [TCA 10-7-406](#); [TCA 10-7-301\(5\),\(13\)](#)
11. [TCA 10-7-404](#)
12. [TCA 10-7-413](#)
13. [TCA 10-7-414](#)
14. [TCA 39-16-504](#)
15. [TCA 10-7-503\(g\)\(1\)\(D\)](#)

Cross References

Records Request Form 1.407.1  
Public Record Request Response Form 1.407.2  
Financial Reports and Records 2.701  
Personnel Records 5.114  
Student Records 6.600