

CHEATHAM COUNTY BOARD OF EDUCATION BOARD MEETING AGENDA

Cheatham County Board of Education

December 11, 2025

Place: Educational Annex/Board Room

Time: 6:00 PM

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

A. **Employees of the Month**

ACESA

Lynne Smith, Assistant

ECES

Melissa Jones, Teacher

KSES

Leah Jones, Teacher

PEFAMS

Megan Batson, Teacher

PVES

Amber Pennington, Academic Specialist

WCES

Sarah Roberts, Teacher

CMS

Gracelyn Coggins, Assistant

HMS

Jamie Slot, Teacher

SMS

Mallory Beecher, Student Services Coordinator

CCCHS

Dr. Haley Harwell, Teacher

HHS

Kenneth Albritton, Teacher

SHS

Carolyn Pendarvis, Teacher

RA

Krystal Brown, Counselor

Daycare

Wanda Givens, HMS Teacher Daycare Director

Transportation/Maintenance

Billy Graham, Bus Driver

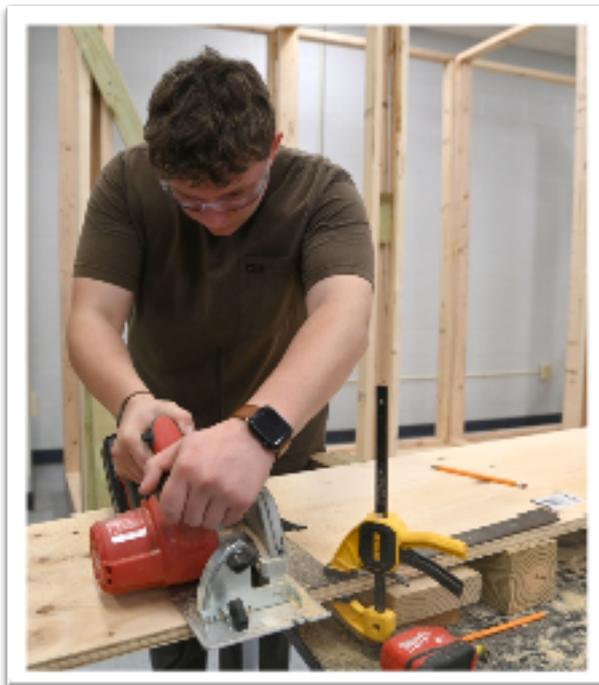
Central Office

Angela Patterson, DOS Administrative Assistant/Board Secretary

- B. The Sycamore Middle School Girls soccer team qualified this year for the first-ever TSSAA state soccer tournament. The Lady Knights placed third in Class A, beating Gatlinburg-Pittman Middle School 9-0. SMS beat Bellevue Middle School to win the

sectional championship and qualify for the state tournament. Coaches: Kurt Thompson and Diana Fish

7. Public Forum
8. School Improvement Plan (SIP) Goal Update
 - Sarah Spain, Pegram Elementary Fine Arts Magnet School Principal
9. Executive Committee
10. Five Year Plan
 - Tim Adkins
11. Elected Officials - Opportunity for Elected Officials to Address Board
12. Consent Agenda
 - A. Minutes: November 6, 2025
 - B. Disposal of surplus equipment/materials
 1. Resha Garrison, Nutrition Supervisor requests disposal of the following broken/unusable items: SHS Cold Line and PVES Steamer.
 2. Wendy Cox, Human Resource Supervisor requests disposal of four broken/unusable office chairs.
13. Budget and Finance
 - A. Summary
 - B. Grow Your Own - \$21,651.19
 - C. Additional Consolidated Allocations
 - Title I +474.17
 - Title ID +9.96
 - Title II +34.35
 - Title III +127.55
 - D. Public Safety Security Grant - \$108,634.58
14. Old Business
15. New Business
 - A. Future School Calendars
 - B. Policy Revisions
 1. Policy 5.106 Application and Employment
 2. Policy 3.300 Equipment and Supplies Management
 3. Policy 2.811 Personal School Property Disposal Procedure
16. Brief comments from Board Members
17. Announcements
18. Adjourn



FIVE-YEAR PLAN PARTNERSHIPS/ COMMUNITY ENGAGEMENT

Relationships, Communications

GOAL ONE: Cultivate relationships and improve communication between the district and all stakeholders

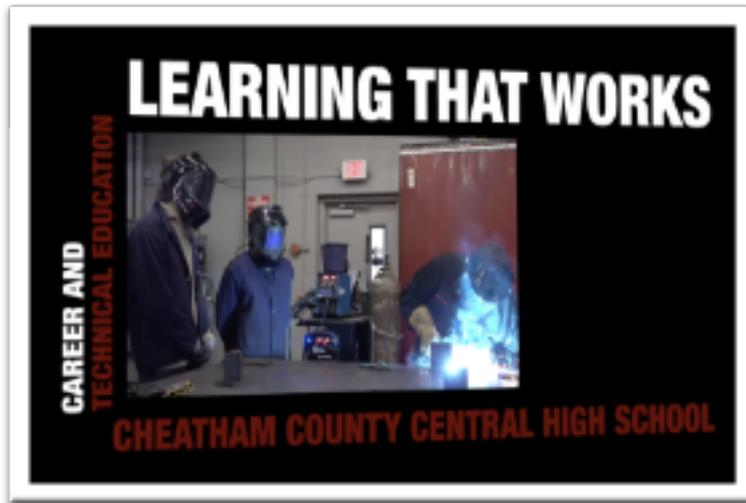


After successfully piloting our Listen and Learn luncheons in the 2023-2024 school year in our elementary schools, we continued them in at our three middle schools last year and will host the luncheons this year in our three high schools:

- February 10 – CCCHS
- February 18 – SHS
- March 11 - HHS

Relationships, Communications

GOAL ONE: Cultivate relationships and improve communication between the district and all stakeholders



We created a video series highlighting our high school CTE programs of study in 2025. We will highlight our middle school CTE programs in the spring of 2026.

Relationships, Communications

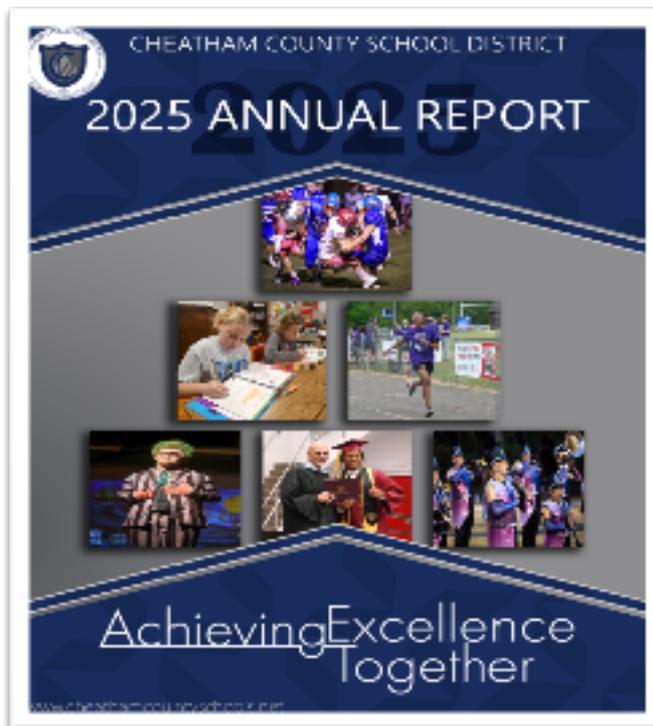
GOAL ONE: Cultivate relationships and improve communication between the district and all stakeholders



Mark your calendars: We will host our annual State of the District breakfast on Tuesday, January 27 at Cheatham Middle School. Breakfast begins at 8:30 a.m. and the program at 9 a.m.

Relationships, Communications

GOAL ONE: Cultivate relationships and improve communication between the district and all stakeholders



We will publish our 2025 Annual Report (our eighth edition) and distribute it at our State of the District Breakfast. Sycamore High School Digital Arts and Design teacher Levi Cooper and his students are designing the publication.

Increase Family Engagement Activities

GOAL TWO: Provide family engagement activities that will address academic, social and emotional growth of students



The Cheatham County School District and other organizations formed the Cheatham County Homeless Coalition in 2023. We host quarterly meetings to raise awareness about how homelessness affects individuals and families in our county. We will host our second Point in Time homeless count on the night of Tuesday, January 27.

Increase Family Engagement Activities

GOAL TWO: Provide family engagement activities that will address academic, social and emotional growth of students



We provide a district food bank that is housed at Riverside Academy. Family and Community Involvement Coordinator Claudette Fizer oversees this program.

We are partnering with the Cheatham County Literacy Council and Cheatham County Public Library to host “Meet Me at the Library” programs this year.

Increase Student Learning Opportunities

GOAL THREE: Support student learning, engagement and service opportunities through partnerships and connections



We will continue to grow our annual Career Fair for high school seniors entering the workforce after graduation.

Our 2026 Career Fair is set for Friday, May 8 at Cheatham County Central High School.

Increase Student Learning Opportunities

GOAL THREE: Support student learning, engagement and service opportunities through partnerships and connections



Build upon and engage industry and business partnerships that support our students as CTE Coordinator Jennifer Reist mentioned in November.

We host Career and Technical Education advisory committee meetings twice a year at our three high schools, giving our CTE teachers and students and industry partners time to collaborate.

Increase Student Learning Opportunities

GOAL THREE: Support student learning, engagement and service opportunities through partnerships and connections



CTE Coordinator Jennifer Reist represented the district at the Cheatham County Chamber of Commerce's annual Industrial Roundtable in October.

We will celebrate CTE Month in February 2026 with a marketing campaign that will highlight and showcase all our successes.

Cheatham County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 10/03/24
	First Reading 12 11 2025	Rescinds: 5.106	Issued: 11/02/23

1 **APPLICATION**

2 An individual desiring a position shall make application to the Director of Schools on forms developed
 3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
 4 criminal history background checks and fingerprinting ~~of applicants~~ for all applicants, employees, non-
 5 faculty coaches, chaperones, contract workers, and volunteers.¹ ~~teaching positions and any other~~
 6 ~~positions that require proximity to children.~~¹ If applying for a teaching position, the Director of
 7 Schools shall also check the applicant’s license status in the State Board of Education’s database to
 8 determine if there is a hold on that applicant’s license, and if so, the reasoning behind the hold.²

9 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
 10 also constitute a Class A misdemeanor which must be reported to the District Attorney General for
 11 prosecution.³

12 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
 13 applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

14 *Professional Employees*

15 The application shall include a transcript of credits earned at the colleges or universities attended along
 16 with references from persons such as previous employers, college professors, and supervisors of
 17 student teachers. Other information shall include whether such applicant has been dismissed for cause
 18 from a school system.⁵ If previously employed by a local board of education, the applicant shall
 19 provide evidence of acceptable resignation.

20 No person shall be employed:

- 21 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
 22 of Education;⁶
- 23 2. Who has been identified by the Department of Children’s Services, or on a similar registry in
 24 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
 25 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 26 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
 27 of Health⁷ or on a similar registry in another jurisdiction;
- 28 4. Who has any contagious or communicable disease in such form that might endanger the health
 29 of school children;⁸
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
 31 Tennessee and of the United States of America;⁹

- 1 6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
2 employment for cause; or
3 7. Who does not receive a satisfactory background check.¹⁰

4 *Support Employees*

5 No person shall be employed:

- 6 1. Who has any contagious or communicable disease in such form that might endanger the health
7 of the children;⁸
8 2. Who has been identified by the Department of Children’s Services, or on a similar registry in
9 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
10 child neglect, or who poses an immediate threat to the health, safety, or welfare of children;⁷
11 3. Who is listed on the state’s abuse of vulnerable persons registry maintained by the Department
12 of Health⁷ or on a similar registry in another jurisdiction;
13 4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
14 5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from
15 employment for cause; or
16 6. Who does not receive a satisfactory background check.¹⁰

17 **EMPLOYMENT**

18 After checking references and receiving written recommendations, the Director of Schools shall hire
19 and assign qualified applicants.

20 *Initial Employment for Professional Employees*

21 The Director of Schools shall notify such person, in writing, of the offer and conditions of
22 employment. Upon receipt of employment notification, such person shall have fourteen (14) days to
23 accept or reject, in writing, the offered employment.¹² From the date of the written acceptance, such
24 person is considered to be under employment with the system and is subject to all rights, privileges,
25 and duties.

Legal References

1. [TCA 49-5-406; TCA 49-5-413](#)
2. [State Board of Education Policy 5.501](#)
3. [TCA 49-5-406\(a\)\(2\)\(A\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [TCA 49-2-131](#)
6. [TCA 49-5-403; TCA 49-5-101; TCA 49-5-106](#)
7. [TCA 49-5-413\(e\)](#)
8. [TCA 49-5-404](#)
9. [TCA 49-5-405](#)
10. [TCA 49-5-413\(a\), \(f\)](#)
11. [Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 et seq.](#)
12. [TCA 49-5-406\(b\)](#)

Cross References

Orientation and Probation 5.107
 Compensation Guides & Contracts 5.110
 Background Investigations 5.118
 Recommendations and File Transfers 5.203
 Interim Employees 5.700
 Qualifications and Duties of the Director of Schools 5.802

Cheatham County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: <h2 style="text-align: center;">Equipment and Supplies Management</h2>	Descriptor Code: 3.300	Issued Date: 02/01/16
		Rescinds: 3.300	Issued: 08/03/15

First Reading
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All equipment and materials placed in school buildings by any group or organization become the property of the Board. The Board reserves the right to transfer property to other schools if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed.

The director of schools shall develop procedures promoting the useful life of equipment and supplies by establishing a thorough, effective and economical operations and maintenance program and providing adequate insurance coverage.

Each employee of the system shall be responsible for the materials, equipment and supplies assigned to him including but not limited to replacement cost of lost or damaged equipment or accessories, i.e. power cords, adapters, etc. In addition, he/she is responsible for the preservation and protection of materials, equipment and supplies not under his/her direct control when such are endangered and when the system employee having direct control is not present or is otherwise unable to act.

Definition of Equipment:

Equipment is "all items with a unit cost of ~~\$5,000.00~~ 10,000 or more and a minimum useful life expectancy of one (1) year or more." *Sensitive minor equipment* is defined as "items purchased with a cost between \$100.00 and ~~\$5,000.00-~~ 10,000" with life expectancy of three (3) years or greater.

Cross References:

Inventories 2.702

Cheatham County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personal School Property Disposal Procedure	Descriptor Code: 2.811	Issued Date: 07/06/15
	First Reading 12 11 2025	Rescinds: 2.811	Issued: 11/07/11

1 When equipment, books, materials, and other personal property no longer have an intended use by the
2 system or are no longer capable of being used because of condition, the Board or Director of Schools
3 shall declare them surplus property and authorize their disposal through sealed bid or public auction.¹

4 **PERSONAL PROPERTY (OTHER THAN TEXTBOOKS)**

5 The Principal shall prepare a list of unusable items for Director of Schools' approval. The list shall
6 contain the following information: name of item, date of purchase and reason for disposal.

7 Surplus personal property which has no value or has a value less than two hundred fifty dollars (\$250),
8 may be disposed of without the necessity of bids. In order for such disposal without bids, the principal
9 of the school with the surplus personal property and the Director of Schools must all agree in written
10 form that the property is of no value or is valued at less than two hundred fifty dollars (\$250).¹

11 Items valued at more than two hundred fifty dollars (250.00) must be bid according to Board policy.
12 Employees and their immediate families are not permitted to bid on surplus items.

13 Proceeds from any sales will be deposited into the general fund.

14 If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the system,
15 the Director of Schools shall approve other methods of disposal.

16 **TEXTBOOKS**

17 The Principal of schools shall prepare for the Director of Schools a list of unusable textbooks which
18 shall include the following information: title, author, publisher, copyright date, subject, grade level,
19 number of copies on hand, date or purchase and reason for disposal.

20 The Director of Schools shall declare the appropriate textbooks as surplus property and shall dispose of
21 them in the following manner:

- 22 1. Principals shall provide a list of unusable textbook titles to staff members and encourage them
23 to select copies for classroom use;
- 24 2. Students shall be given an opportunity to examine and claim books for their personal use;
- 25 3. The remaining books shall be offered for sale to local, state, and federal agencies with
26 educational programs, various businesses, private schools, or individuals who wish to purchase
27 the materials. All proceeds from the sale of these books must be used to supplement textbook
28 purchasing funds; and

- 1 4. When all attempts to place the unusable textbooks have been exhausted, the Director of
2 Schools may dispose of any of the methods provided by §12-2-403(a)(1)-(4) or by other
3 methods approved by the local board of education.²

4 ***Disposition of Equipment Purchased through Federal Projects***

5 Equipment may be disposed of with no obligation to the Federal government, if ALL of the following
6 criteria are met:

- 7 1. Equipment is no longer needed in the current program.
8 2. Equipment is not needed in other programs currently or previously funded by a Federal agency.
9 3. Equipment item has a current per-unit fair market value of less than ~~\$5,000~~10,000.

10 If the LEA disposes of equipment with a fair market value of less than ~~\$5,000~~10,000, the proceeds
11 must be used to support the program for which the equipment was purchased. The LEA must submit an
12 equipment disposition summary to the State (through the Management Consultant) for review.

13 If the equipment's fair market value is more than ~~\$5,000~~10,000, the LEA must submit a cover letter
14 with supporting documentation as per the forms provided by the Office of Management Services to
15 their IDEA Management Consultant for review and submission to the Office of Management Services.
16 Once approval is provided, the LEA may proceed with the disposition process. If items are to be sold
17 after approval for disposition, the proceeds must be used to support the program for which the
18 equipment was purchased.

19 Documentation of such sale and use for the program must be maintained.

20 If authorized or required to sell property, proper sales procedures must be established to ensure the
21 highest possible return.

Legal References

1. TCA 49-6-2007
2. TCA 49-6-2208