

**Board of Education**  
**May 25, 2023 6:00 PM**  
Central Services Board Room

The Cumberland County Board of Education met in a regular session on Thursday, May 25, 2023, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:00 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

**BOARD MEMBERS:**

Teresa Boston:	Present
Mr. Nick Davis:	Absent
Ms. Anita Hale:	Present
Mrs. Rebecca Hamby:	Present
Mr. Chris King:	Present
Ms. Sheri Nichols:	Present
Robert Safdie:	Absent
Ms. Shannon Stout:	Present
Ms. Elizabeth Stull:	Present

Also in Attendance:

Earl Patton, Attorney  
Mo Charnot, Media  
Julie Timson, CCEA Representative

1. Call to Order- Ms. Teresa Boston(See above)
2. Moment of Silence/Pledge of Allegiance  
[Benjamin King-Pine View Elementary](#)- Ms. Teresa Boston- Boston led the board members in a Moment of Silence. After a moment of silence, Benjamin King from Pine View Elementary led the audience in the Pledge of Allegiance. Benjamin King was awarded a certificate of appreciation for his participation in tonight's meeting.
3. Welcome to Visitors - Ms. Teresa Boston - Boston advised, okay we would like to welcome all of our visitors. I see that we have a full house tonight and we certainly appreciate it.
4. Special Recognition - Ms. Teresa Boston - Boston advised, Special Recognition, Mr. Stepp. Stepp replied, we don't have anything for this evening.

5. Roll Call (See Above) - Boston advised, Mr. Safdie is out of the country and will not be with us tonight and Mr. Davis had a previous engagement.
6. Declaration of Conflict - Mr. Earl Patton- Declarations of Conflict - Per TCA 49-2-202 Board of Education Members who have relatives (per the statute: relative means: Spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you) employed by the system are asked to raise your hands to identify yourself. "Do you certify that the votes that you make tonight will be in the best interest of the school system, regardless of the effect that your vote may have upon the employment of your relative or relatives?" Boston and King certified by saying individually, "I do."
7. \*Approval of 4/27/23 Minutes (See Exhibit #1) Boston advised, next on the agenda is the Approval of the April 27, 2023 Minutes. Hamby advised, motion to approve. King advised, second. Boston replied, okay can we possibly look at page 23? On the very top, it said motion carried. That particular motion actually failed. That was the one that was confusing about the resolution and the movement failed. Does that make sense? Webb replied, yes. Boston continued, could we amend to include that correction? Hamby replied, yes I'll amend my motion. King replied, yes. Boston asked, any further questions? No one responded. A Voice Vote was taken.

Motion to approve April 27, 2023 minutes. With the correction on page 23 changing the motion from carried to motion failed.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

8. \*Approval of Agenda (See Exhibit #2) Boston advised, next is the approval of the agenda. Hamby advised, I make a motion we approve. Stout advised, second. Boston replied, okay so we have a first and second to approve the agenda. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve the agenda as presented.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Stout

Yes: 7, No: 0

**MOTION: Motion Carried**

9. Acknowledgement of Elected Officials - Boston advised, next on the agenda is the Acknowledgment of our Elected Officials. I think we've got Mrs. Mall and Mr. Patterson. We appreciate you being here. Mr. Patterson, you're getting to be a regular. We appreciate that. We really do. Thank you for being here.

10. Community Comments - Boston next is our Community Comments. I think we have one on there. If you would, please come forward. I know your name, but you have to state your name for the audience. Your address and the nature of your company.

**Nathan Clouse**

Subject: Tennessee Middle School Athletic Association - Community and parents not being able to voice their opinions and lack of communication regarding TMSAA. How the TMSAA rules affect the students and sports in Cumberland County Schools.

11. School Board Reports - Boston continued, next on the agenda is our School Board Reports. Mrs. Shannon Stout, do you happen to have anything on the 3rd grade retention? Stout replied, I do have a little bit on the 3rd grade retention. Boston replied, well then our TLN Report please.
  - 11.A. TLN Report - Ms. Shannon Stout - Stout continued, and I have a few other things I wanted to bring you all up to speed on. So several of the bills that have been passed by the House and Senate that I've previously reported on are being signed or have been signed by the governor and are now law. If anybody's interested in tracking the signed legislation, you can go out to the Secretary of State website and then under the public chapters section and that brings up the 113th General Assembly and that lists all of the laws there. All of the bills that have been signed into law. So you can track it by going out to the site. Regarding the 3rd grade retention law. The Department of Education advised that they'll have the TCAP scores back by 5/19, which we're already passed. So have we gotten our TCAP scores back? Stepp replied, yes. Stout replied, fantastic. Okay and the students have the opportunity to increase their score by retaking the test prior to the start of summer school. So have we set our retesting dates? Stepp replied, yes we've already retested this week. Stout replied, okay so this week, fantastic. Alright, so I guess the DOE is committed to a turnaround time of 48 hours on those. Stepp replied, yes we got them pretty much immediately. Stout continued, okay so we've got our retests back right. Do we have an idea percentage-wise of where we are with that? Stepp replied, yeah so there's several different filters that we go through 3rd grade retention model. I'm going to give you the wide open version, but we have several filters we're going through right now with contacting parents, working on summer school, signing up for tutoring or not signing up for tutoring. Every person at different levels have different options, but just the top end of this, 53 % of our 3rd grade students had to retake the ELA portion of the TCAT. The retake was completed on Monday May 22nd. We had 36 additional students meet the proficiency goal from the retake. So we start the next step to preparing to assist families to complete their appeal to the TDOE. That's another filter where parents can appeal, this whole process and then additional students have signed up for summer school as a result as well. So we're getting everyone filtered into the right places. The principals have been amazing on contacting parents. This is a very, very tough process. I will say this is, it's just tough. It's hard on parents, hard on kids, hard on teachers. I mean this has been a really difficult thing that the principals have done amazing job to work through in their buildings. Anyone I sat down and talked to they can tell me by name who the kids that are affected, who gets to move on, who gets to move on to 4th grade, but has to sign up for tutoring. Who needs to do 90 % of summer school, then do tutoring. There's several different avenues for the 3rd grade students on the flow chart that the State Department set out. So it's a very clean flow chart and I can send that along with what I just read to you guys through email. That way you have it. Stout replied, that would be great and I found out that they actually came back with that approaching percentage of being 5 %. So for those folks that actually increased that retake score by 5% was considered approaching. So that puts them in the category where it's summer school versus summer school and tutoring. Stepp replied, well on the retake if you go to the proficiency goal, then you can move on. Boston asked, does it appear that we're going to have to retain that many 3rd graders? Stepp replied, no. So that's what the summer program is for. So the summer programming if you attend

90% of that and you're at a certain level, then you move on and do this or if you're at a little lower level, then you move on and do tutoring. There's several different layers to this side. Boston asked, did they have to retest? Stepp replied, they will retest this summer, correct. Stout replied, at the end of the summer. Stepp continued, and then 4th grade, there's a program for them as a 4th grader that they can sign up for, which is tutoring and some other things. So this is a very complicated situation, but I think the biggest thing about this is, is this the right way to handle. Stout replied, well next year it'll be different, right, because they're going to be doing benchmarks along with the TCAP. So it'll be improved next year. Stepp replied, next year if we use the state 3rd grade, we're going to be required to use the state benchmarking system which is AMES Web. We're probably going to adopt that K-3 we're working on that right now, but they'll be required there to use that. So that can be another filter that if they score a certain on benchmark, but not on the TCAP, then that's another filter where they can move on or have different interventions. Stout replied, so we'll want to be keeping in mind that we may have several students that are going to require tutoring going into next year even after summer school. Stepp replied, correct. Stout continued, budget wise. Boston asked, will ESSER provide that tutoring? Stepp replied, that's part of it, but we will need to provide that. ESSER runs out after next year. Boston asked, yeah, but I mean for right now? ESSER is providing. Stepp replied, part of it. because what we're going to run into some of the students that are going to need this tutoring are also qualified and required to get extra 30 minutes or 45 minutes depending on what RTI level they're on. If they're level two or three, we got to give them time there and if they're in this state then we got to give them tutoring on top of that. So these principles are going to earn their money. They are due already. I didn't mean. Stout replied, but it's more now. Stepp continued, there's a lot to going into having to call parents that you've worked with three and four years to share information like this. It's very challenging. Stout replied, that's my understanding. Boston replied, these were COVID babies. These were COVID kindergartners. So we picked the worst possible year in which to start this. I just wanted to throw that out there so everybody would at least show a little compassion for these babies, because they were COVID babies. Hamby advised, and this came from the government. Not from us, we didn't make this law. Stepp replied, yeah legislation. Hamby continued, legislation. We didn't make this law. Stepp replied, and this is another reason why I brought up a few times us start working on strategic planning for Early Childhood stuff and it's getting more help into the community because that is a huge need every direct services talks about. There's a shortage of Early Childhood. Stout replied, we don't want it getting to 3rd grade into this situation. Nichols replied, get ahead of it. Stout replied, it's my understanding that the parents have 14 days to appeal after receiving the notice. Stepp replied, so we're working with them now calling, getting them in. We're going to help them do it on site if we can. If not, walk them through it, but the principals are all making these phone calls too. Stout replied, thank you and then we have not heard, I have not heard TSBA has not heard a specific turnaround time by the DOE regarding parent appeals, but they've already put out on their site that the final retention notification has to be given to families at least 10 days before the first day of school. Stepp replied, we're on all that. We're tracking all timelines. The actual appeal window correct me if I'm wrong, is May 30th. That's when it opens. So that's why we're already out of school. So that's why it's going to be difficult. The next week the principals are really going to be working overtime to try to help these families out, because that appeal process is also another gateway to 4th grade. Stout replied, okay alright, so that was kind of the summary that I had of where we were and I wanted to find out from Mr Stepp where we were county-wise. Not just what the guidelines were state-wise. Stepp replied, we're real consistent across the whole state. There's certain pockets of communities that had 70% proficiency, 65% proficiency, but for the most part, in the Upper Cumberland I think Trousdale was a little higher, but the rest of us were lower on the proficiency rate. Running around 50% to 55-ish, but then when you go through the filters it gets down in the 40% and then, hopefully with summer programming and all that, it'd be 1%. Stout replied, down to almost nothing. Stepp replied, this is a goal. Stout continued, which is

good if we can give them the help they need to raise them to where they need to be. So they're not falling behind moving on to 4th grade. Okay so that's what I had on the 3rd grade retention.

Stout continued, I just wanted to bring up a couple other things that are going to impact budget and policy. Under the Governor's School Safety Budget, this came up a little bit last night at the budget meeting, but I wanted to address that with the whole board. It's going to be distributed through two different grants. One for General School Safety and the other for the SROs. The General School Safety Grant is going to be managed by the Department of Education and the district's going to need to submit the request with the things that we are looking to utilize those funds for. The SRO Grants can be managed by the Department of Safety and the school district along with local law enforcement will need to work together to submit that request and I think you mentioned that then the way that our district works with the county that the funds would go to the law enforcement. Stepp replied, the law agency. Stout continued, so right now we're still waiting to hear on how that grant process is going to work. So we don't have the details of what you to be submitted in one yet.

Stout continued, School Safety Law. There was a law that's going to affect what we need to do with our policies and under SB 247 and HB 322. Primary entries must be monitored by school employees during start and end of school, but they're allowing the schools to adopt whatever process they want to use to meet that law through our school policies. So we'll want to be aware of that for policies.

Stout continued, and then budget wise. There was also maternity and paternity leave law that passed. It was actually sponsored by our own representative, Sexton. It requires local education agencies to provide licensed employees of six paid work weeks after a birth or stillbirth of the employee's child or employees adoption of a newly placed minor child. The six weeks do not have to be taken consecutively, but do have to be used within six months and both parents can use it at the same time. So if we have spouses working at the district, they can both take it at the same time. So we'll want to take that in consideration.

Stout advised, you all may or may not have heard already that our current Commissioner of Education, Penny Schwinn is stepping down and Governor Lee has already appointed a new commissioner who will be starting on July 1st. Her name is Lizette Gonzalez Reynolds and she's coming from Texas. We talked briefly about this last time. Stepp replied, can I make a side note to that? Stout replied, yeah go ahead. Stepp continued, our new commissioner is a lobbyist from Texas. Does not have a teaching degree in education. Has a bachelor's, I think in Political Science. So the new Commissioner of Education has zero background in education outside of lobbying or working up in politics. Stout replied, we may have some challenges ahead of us. Nichols replied, what is he thinking. Boston asked, was she already in the system? Stepp replied, Texas. She's coming from Texas. Stout replied, via California.

Stout continued, we had mentioned at the last meeting that looked like there might be a special session called and it's looking like it's going to be scheduled for the 21st of August. You would ask about that Teresa and they're calling it a special session regarding safety. We'll see if that transpires.

Stout advised, I also wanted to mention that if our board decides we want to submit any legislative resolutions for the 2024 Legislative Session, we need to have them submitted to TSBA by September 19th in preparation for the annual convention in November. So we'll just keep that in the back of our mind as things start occurring if there's anything we want to put together as a resolution

to send in. Boston advised, I'd like to get together and rewrite this 3rd grade retention law and send it to them and see what they do. Stout replied, well let's base it on the new one that's passed and make sure that let's just make sure the changes we wanted to goes with that. Alright that concludes my TLN Report.

12. Board Member(s) Report from Training(s) - Boston asked any more board members that have attended any training that they'd like to report on? No one responded.
13. Legal Report - Mr. Earl Patton - Boston advised, next on the agenda is Mr. Patton your Legal Report. Make it sweet. Patton replied, I really have nothing for you. There's no litigation and I have no updates for you on anything that I've reported to you about in the past. We'll probably have some new updates next month.
14. JROTC-Mr. Harry Dodson - Boston advised, now we've got, next on the agenda is Mr. Harry Dodson. Stepp replied, yes it looks like he was not able to make it. We were just going to do a Q and A on ROTC, but looks like he didn't make it. I got all the applications in all of our letter requests in the program in. We're just waiting to hear back from the 7th Brigade. I know the Budget Committee is considering salaries right now. So I don't have an exact yes take this program. So once I get that I will send that directly to you, Mrs. Boston. So we can proceed, but we need to proceed. Stout asked, is Mr. Dodson just running late or do you think he's not going to be able to make it. Stepp replied, he's gonna make it. If he does show up late I'll call him out. Boston replied, we can always put it on hold. If he does, we'll work him in there.
15. Director's Report- Mr. William Stepp - Boston advised, next on the agenda is our Director's report.
  - 15.A. \*Agreement to Administer School Nutrition (See Exhibit #3) Stepp advised, okay first is the Agreement to Administer the School Nutrition. This is something we vote on every year. Boston replied, right. I'll entertain a motion to approve. Hale advised, second. Boston advised, you need to make a motion. Hale replied, I'll make a motion to approve. Hamby advised, second. Boston replied, okay so we have a motion and a second on the Agreement to Administer School Nutrition. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) Hale

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

- 15.B. \*Strategic Compensation/Differentiated Pay Plan (See Exhibit #4) Stepp advised, next is the approval of the Strategic Compensation Differentiated Pay Plan. This also comes in front of you every year. Mrs. Bray got a group together, so that they could modify and work this up. Boston asked, any questions and I'll entertain a motion to approve. King advised, move to approve. Stout advised, second. Boston replied, so we have a motion and a second to approve the Strategic Compensation Differentiated Pay Plan. That's a mouthful. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Stout

Yes: 7, No: 0

**MOTION: Motion Carried**

15.C. \*Parental Survey (Optional) for Community Vaccination Needs (See Exhibit #5) Stepp advised, so the next is approval of a survey that's coming from the University of Tennessee Nursing. It's a Community Registered Nurse Navigator. They want to do a survey statewide. In any surveys we send out, we always go through the board to vote on. It is optional. It's not required. Hamby asked, and will this be overseen by our Mrs. Polson. Stepp replied, yeah it'll be through the Coordinate School Health. She's already spoken. Hamby advised, I'll make a motion that we approve. Hale advised, second. Boston replied, so we have a first and second to approve the Vaccination Needs Survey. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Hale

Yes: 7, No: 0

**MOTION: Motion Carried**

15.D. \*Bid Acceptance for SPED Bus (See Exhibit #6) Stepp continued, next is is approving a bid on a Special Education bus that is coming. We had a bid for this last time and then supply chain cost or materials cost whatever, jettied on us. So we had to re-bid out. Boston asked, they changed the bid on us? They changed the amounts. Stepp replied, yeah they said they couldn't honor the bid. Mr. Patton did all his legal use on that one. Boston replied, right and there is. Patton replied, there's still the possibility of addressing that now that we've got this in. If the board approves this bid then we'll, I'll be talking with you between now and the next meeting. Boston replied, oh perfect. There is a just to let everybody know. There is a budget amendment that we will be visiting during the Financial Report in regards to this bid, but we have to either accept or reject the bid. So I'll entertain a motion. Stout advised, move to accept. King advised, second. Boston replied, we have a first and a second on to accept the bid and this is for a SPED bus. Any discussion? Hale asked, will this come out of SPED funds? Stepp replied, yes. Boston replied, the money was there and they changed the bid on us. So this is essentially, you're trying to get a bus. A Voice Vote was taken.

Motion to approve the bid as presented.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

15.E. \*CO-OP Renewal for Trinity Academy (See Exhibit #7) Stepp advised, next is the Trinity Academy Co-op Renewal Agreement. We do this every year for athletics. Hamby advised, I'll make a motion that we approve. King advised, second. Boston replied, okay so we have a first and second to approve the Trinity Academy Co-op Renewal. Any discussion? Hale advised, I just have a question, because we do this for the sports someone and I'll ask Mr. Stepp about this had entertained the idea of the marching band. Homeschoolers wanting to be part of the marching band. Stepp advised, there's a new bill coming through legislation where they include to allow homeschoolers. I don't know if it's been approved yet or not but allow homeschoolers to be included in whichever programs they want to. In education, they're not one currently except through TSSAA homeschool with football I believe. Currently we're kind of, our hands are kind of tied. Boston asked, is that something that we can kind of monitor? Stepp replied, yeah we should know by the end of this month. I hope. Boston replied, okay. Stout advised, I need to check on that one, because I don't remember where that one landed out of the 278 bills. Boston asked, any further discussion. No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

15.F. \*Personnel Recommendations (See Exhibit #8) Stepp advised, next once a year, you have the Personnel Recommendations of tenure and then non-tenure and then non-certified. Boston advised, I'll make a motion to approve. Hamby advised, second. Boston replied, we have a motion and a second to approve the Personnel Recommendations. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

15.G. \*Request to Apply for No Kid Hungry School Nutrition Grant (See Exhibit #9) Stepp advised, next is through Mrs. Hamby. This is the request to apply for No Kid Hungry School Nutrition Grant. Hamby advised, I'll make a motion to approve. Nichols advised, I'll second that. Boston replied, so we have a first and second on the No Kid Hungry School Nutrition Grant. How much is this grant? Kathy Hamby replied, we've actually received it and you'll see a budget resolution. It's a little over \$57,000 dollars to be used for the Summer Meal Outreach and for breakfast. Boston replied, I would strongly suggested we approve it. We've already seen the money. We have a first and second. Any further discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Nichols

Yes: 7, No: 0

**MOTION: Motion Carried**

15.H. \*Request for Competition Funds (See Exhibit #10) Stepp advised, okay next is a request for Competition Funds. As you know the Crab Orchard Archery Team is on the archery competition circuit and winning. They went to National, did great there. They're now about to head to the world. That is in Myrtle Beach and they're requesting funds to cover travel costs and that sort of thing. Hamby asked, how much? Boston replied, well that's, I'm going to if you don't mind. We are going to get there. We have a policy that allows for anyone that goes to Nationals to come before this board and request assistance in the funding. We have set a limit on the request, because at one time we had several. It's \$1,500 the request. What I'd like to do is waive, I'd like to make a motion to waive that policy just based upon the limits of \$1,500. (motion #1) We have had no one come before this board this year. We still have \$7,500 in that budget line. Hamby advised, I will second that. Boston replied, okay so we have a first and second and this is to waive the policy just on the limit amount that they can request. Stout asked, and are we sure there's not going to be any other requests coming in the school year? Boston replied, we are at the end of the school year. Stout replied, so this would be it. Boston replied, well I mean there could be somebody, but that would leave us a certain amount for until June 30th and then June 30th our new budget takes over. Hamby asked, do we need a capper? Are we going to allow them to request the full? Boston replied, no, no, no. I'd like to make a motion to waive the policy limits first. Then we can move over to the actual request. Hamby replied, I am just trying to get it all out there. Stepp advised, currently any clubs that are going to Nationals, I work through supervisors. It sounds like they already have theirs covered, because they do that regularly. The archery is kind of new, so they're working on. Nichols replied, fundraisers and stuff. Stepp continued, yeah. Hamby replied, I think it's amazing. Nichols and Stout replied, I do too me too. Nichols and Hamby advised, so proud of all of them. Boston replied, so we have a motion and a second to waive the limits on our policy for clubs to come before this board that goes to Nationals. Any further discussion? No one responded. A Voice Vote was taken.

Boston advised, Mrs. Miniard has done an incredible job. She has paid for a lot of their competitions out of her own pocket. Stepp replied, her and her parents. Boston continued, and we kind of had to coax her just a little bit to send in this request and what I would like to do is make of motion that we approve \$3,000 for her to take these children. There's 36 children. One of them will stay one night. Part of them will stay two nights and this will pay for their travel, their hotels. Even

if they don't get their fundraising set up by next year I hope they go to the world and I hope we see them again next year. I would like to make a motion that we approved \$3,000 for Mrs. Miniard's program. Hamby advised, I'll second. Stout asked, how much were they asking for or how much do they need? I should say. Boston replied, well she didn't really have it down to give us. Stepp replied, she had how many rooms, the cost per night. Boston continued, we calculated it up. Stepp replied, she gave us a rough listing. Stout asked, and that \$3,000 should cover the bulk of it? Boston replied, the \$3,000 most of it sufficiently will recover we think. Nichols advised, it's gas and lodging, food. Stepp replied, most of it. Stepp replied, we've got families driving, so there's different people paying different costs. So they didn't take a bus, so the way the archery team survived, is parents invested their own money. Paid for, it's like having a kid in travel ball. You pay for everything basically. Boston replied, well and there again we had a limit of \$1,500 and bless her heart and I will bless it. She just gave us the rough figures of hotel rooms, how many nights they were going to stay. Approximately what the entry fee would be. The entry fees like what \$1,200? Beaty replied, \$1,800. Boston continued, okay so I was not that far off. So this should sufficiently pay for the hotels and the travel and the entry fee. Stepp replied, most of it. Boston replied, so that's my motion and we had a second. Is there any more discussion? No one responded. A Roll Call Vote was taken.

Motion to waive the policy just on the limit amount that they can request.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

Motion to approved \$3,000 for Mrs. Miniard's program (Crab Orchard Archery Team)

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

15.I. \*TMSAA - Stepp advised, okay so the next item is TMSAA. It will cost money. The Athletic Committee recommended that the school board pay for each Elementary School's cost. Since there are co-ops and those things going on. So we started looking at this back in August. We had Mr. Patton called in many, many coaches to talk about it. The government side of Athletics is all I've been talking about. So we've met five, six times. We're trying to count how many times we've met with them. We asked them to go back and talk to their parents and talk to their kids and talk to their people about that. You know obviously some didn't get the message and some did, but this move does do governance and what I've said this whole time, those that have been in the committee meeting. Some of the principals have been in there. I am not changing any sport at any school at all. No basketball program is going anywhere. There's one challenge and that's Pine View. In Pine View with the 6th, 7th, and 8th. We're going to co-op with Crab Orchard and the principals at Crab

Orchard and Pine View have worked it out where they're sharing cheerleaders, doing some games at Pine View.

Some games at Crab Orchard, but when you have a small school like that it is very hard to get a full team together. They culminated into a meeting today for about an hour with all the Middle School coaches. We talked through any issues they had. We made phone calls to TMSAA to make sure we're getting the right information. Coaches are good to go and ready to move on. Yes there are some sports to go TMSAA and to play in the state tournaments, would have to change their season. Softball, volleyball would have to move to where most of the counties around us have it. Into the right season, so that if they play out of the district or the conference they're in, they move on to the state and start playing in playoffs. The way the basketball would work is every school will keep their basketball. Our teams, we'll still actively recruit and try to get as many students in there as we can and they'll be kind of their own conference. Is what TMSAA said. So they're still going to play each other. We're still going to have the county tournament at the end where the whole community comes in and then one maybe two teams depending on how many are in this region, go on to the region championships and state championships. So this allows us to compete even outside our county, which is great. Now everyone of our basketball teams will play each other, but the schedule's open where they can schedule other games if they want to. Other games with more competitive teams or if you're like Pineview and Crab Orchard somebody that's equitable as far as talent. So that you can have some really solid good games. This also helps us getting referees, so we'll be able to get referees that are TSSAA sanctioned and they've gone through all the training. So we're excited about that and we're adding programs. So we're going to be able to add student athletes and what I mean by that is I'm going to talk through this supplement sheet. There is a supplement, but we're going from bowling, tennis, track and field to two teams. One for Stone, one for Cumberland County High School. Girls soccer is going to be a transition. We're not sure we can go to two teams because of participation this year, but eventually we would add more participants in girls soccer. Boys soccer, I think they've already worked it out we're we have two teams one for Cumberland County, one for Stone. Boys golf, two teams now instead of one. Girls golf, I'll try to go to two instead of one depending on participation. Wrestling go to two instead of one. They got girls wrestling and then cross country also. They'll have feeders going to each school. So we're actually going to add opportunities for kids. So we want to beef It up and get even more. I know the golf teams are already one feeder is already exploding with a lot of players. So we're excited about that. So that's the direction we're going with Middle School Athletic Association. Obviously, I started the meeting out today sharing the board's new mission and vision and your core beliefs and one of the core beliefs and one of our buckets for our strategic plan for the next five years is Athletics. How do we get more students involved. How do we create a bigger umbrella over it so we're not just coaching just the sport. We're coaching character, life skills. You know a lot of the coaches already do that, but creating that county-wide initiative is the direction we're going. So this item is on here because it is \$300 an elementary school. So it's a \$2,700 expense that would go on the budget for next year for us to become members. Stout advised, I'll make a motion to approve for discussion. Nichols replied, I'll second. Boston advised, so we have a first and second motion on the floor for TMSAA to move forward with that program. Any discussion? Hamby advised, yes I have something to say. For one I believe that this should have been an open forum for parents to be able to come in and discuss and talk about what is going on and understand it. I know as a board member, I don't understand most of it. Yes, you explained quite a bit right there, but that's not a good explanation. I have an issue with we've already lost, you know football teams, soccer teams. All this stuff in the past and then we're looking at changing cross-country to the Fall. When we've always done the Spring. Where I mean this involves a whole lot of things that is not being explained real well in my opinion. I believe that it should be opened up for parents to be able to come in and talk, coaches come in and talk. You said you've had meetings, but there's been a lot of parents that have not been included in those meetings or they have been set at a time

of day that a lot of the parents could not participate. So that's just, that's my thoughts, that's my opinion. I don't agree with it. I think more needs to be sought out and I think more explanation needs to be out there. Stout replied, a couple questions from Mr. Stepp and Mr. Patton. You've touched on a few of the pros, but can you just summarize really quickly what the pros would be for making the shift for the students? Stepp replied, yeah the pros and we're adding teams so we're going to get more students involved. We're going to have access to TSSAA referees for all the sports that we need them. This also gives every sport is under the same governance and rules. This creates seasons for each sport, so that it doesn't conflict with other school sponsored sports. Patton advised, it will add a couple million dollars in catastrophic insurance for those athletes that you know, now our athletes will be covered additionally under TSSAA, TMSAA catastrophic insurance, which is very very significant when you consider \$300 dollars per school and you get that level of insurance. We had an athlete this year who is already you know, faced thousands of dollars and things from an accident and when we had those umbrellas it really helps. It will really help us as far as scheduling. It'll help us to schedule, it'll help our students to participate in a wider variety of competition levels. You know, some of our really good teams can go play other really good teams and our others that maybe are still you know, still working don't find themselves in a 62 to 12 type game. Where they're potential for embarrassment. There's a level for everybody. So that everybody can feel successful. That's just a few off the top of my head. You know some of the main ones, but it just so many more opportunities. Especially in terms of when we fall under a calendar. We'll fall under that TMSAA calendar. It really takes the pressure off of the athlete to have to choose where he has to be on any given day. TMSAA you know, other than summer. Summer is unrestricted and they you know, they'll battle for athletes, the coaches will. But once school starts there, you know it really releases them pressure wise, you know one coach can't say well you've got to be here and another one well no I need you here. That's all regulated and it really takes the pressure off of students and families. So that's some of the major things. Stepp replied, and I will say we've had open meetings. We've asked the coaches bring whoever you want. Talk to your parents. We had school board members that joined in with us on a couple of the meetings. Hamby asked, were those the ones that were at two o'clock during the day? Stepp replied, there was only one at two o'clock during the day, because I had military duty and I had to leave. It had nothing to do with restricting parents. There was only one time was it like that the rest were 3:30, 4:00, 4:30. Hamby replied, I must have missed those announcements. Stepp continued, I believe the second meeting I think Mrs. Boston was it you and Mr. Davis that came and Mr. Safdie was there. So we've been doing this in public. I'm sorry if the word didn't go out. I know all the principals knew and I think are in support of this. All the 80s coaches and we met with coaches today and they left happy. They all understand what we need to do. We understand that certain teams can't make a seasoned transition this year, because schedules have already been made. We've already worked through that. So they'll play where they'd normally played if they weren't able to be with TMSAA on the schedule making side. So it's a transition. Not everything is going to work out perfect, but we've worked through that. Mr. Patton has, Mr. Davis you know, 80s coaches. So we've had it out there since August. Stout advised, I know the discussion has been going on for quite some time. How many counties are involved with? Stepp replied, TMSAA is across the whole state of Tennessee and I believe they said out of the 145 school systems there were about 75 or 80. Is that correct? Patton replied, I think so. Stepp continued, somewhere in that and they're just continuing to add. So Putnam County where I was before, added it two years ago and their TMSAA and TSSAA. They also have fifth grade basketball programs and stuff like that too, that don't go under TMSAA. Stull replied, so we talked about the pros on it. What are the cons and then also addressing the students that play in JV and Varsity? Stepp replied, so the JV or we call elementary basketball, the third, fourth, fifth grade. They'll fall under a season, but they don't fall under TMSAA. So they'll be able to play. Sixth grade can play on JV. They just can't play on both, however we talked today and we figured out though but sixth graders could practice with the

varsity and play on the JV. They just can't play with the varsity and with the JV. So that's one of the rules that they have and a lot of that has to do with age, maturity level, size, all that kind of stuff. Boston asked, are we calling the JV team? Stepp replied, we currently call it JV. It's really elementary, but they currently call that third, fourth, fifth. They even sometimes have first and second graders in certain schools. They got out there already starting to play basketball. Stout asked, do we know how many of the students play both right now? Stepp asked, play on both JV and Varsity? Stout replied, yes. Stepp continued, I'm not sure. Nichols asked, how long Mr. Paton has this been; how long have you been thinking about going into this process? Patton replied, it actually started with the Athletic Committee of the previous board. There were a handful of coaches that had mentioned interest in going TMSAA and so I brought it to the Athletic Committee at that time. They asked for a survey. We did a survey, you know and it was just an email survey to all of the coaches at that time. Emailed me back, talk to all your people and let me know, you know, how would this set of bylaws affect your sport. So it goes back that far. From that then the next year, which brings us to the current Athletic Committee, current board. So some of those coaches came back and said you know what happened to that TMSAA thing? We would like to revisit that and so that's how that got started again back in August. You know, we had those meetings. I did a second survey, said talk to your folks. Please give me the input. How is this going to affect your sport? So you know it goes back two years since then. Nichols replied, so some of the frustration was a lack of communication with some of the coaches and parents. The word didn't get out there. Patton advised, there were obviously lack of communication something, somewhere. From what people have said. I can't say that I understand it, because we worked so hard to get it out there, you know, but I'm not going to deny that it's happened. I just don't understand it. Stepp advised, and there was a narrative of people that have been coaching here. The first meeting we had, they were talking about exactly what the gentleman earlier was talking about splitting basketball. I said in that meeting probably 50 times, Debbie, you were there. How many times did I say I am not talking about that? Beaty replied, every other word. Stepp continued, every time somebody opened it up. So that has never been my intent and never will be my intent to limit access to athletics for kids. I want it to grow and if you look at my history I believe the Middle School basketball champs were my previous Middle School where I grew athletics and coaching and all that and opportunities and the six years I was at upper I mean we had six or five, four state championships. So I'm all about athletics. I'm all about hiring coaches and paying coaches well. I'm all about giving kids great opportunities and this is one of those steps to move towards higher competition across the board. Stull replied, so then going back to my question was, what are the cons then about joining? Stepp replied, well the athletics right now will run the same. The only con that has been brought to me as a negative is like they can't play school basketball all year or a certain sport all year. There's a season and then they can utilize travel ball or baseball has a really strong recreation ball in town and utilize those other outlets, but what we're trying not to do is having a school sport trump another school sport. There'll be some layover transfer and we talk to coaches about that today. You have to talk to each other to work through this transition so that if a child is playing football and basketball starts September the 25th there's still some football going on. So you've got to compromise and let that child finish that season, but still participate in the new season. That happens at high school every year. That happens at middle school every year, but we're trying to create those opportunities to be able to play different sports representing your school, because the best programs have this type of setup. Stout asked, other than the budget deadline that we're working under for determining on figuring this \$2,700 for the budget. Is there some timeline or deadline that we have for? Stepp replied, so we've been talking the timeline from the beginning. The coach's opinion there's a natural break at the dead period in the summer and that's when we would transition and that was the coaches. That was their majority opinion. Mr Paton, is that about right? Patton replied, that is correct. There are some things we've had to go ahead and do in

preparation for the possibility. Just simply because people have to make schedules for the fall. They've had tryouts that sort of thing and so there are some things we've had to do based on whenever we go. We're prepared either way. Stout replied, and I believe the principals support this, correct? The principals nodded yes from the audience. Stepp asked, am I missing anything? Stout asked, and the Athletic Committee? We don't have the members here from that, but was it their recommendation? Boston replied, well I think Mr. Davis has been very active and are you (Mr. King) on the Athletic Committee? King replied, yes. Boston continued, then you speak. King replied, I don't remember voting for anything like this. Stepp replied, it was a discussion. Stout replied, okay so there's no recommendation coming out of the committee at this point. King replied, I don't remember one. Stout replied, so if our natural break point is the summer and the only real hard deadline we're under is the budget piece for the \$2,700. Is there any reason that we couldn't have scheduled some kind of informational meeting for parents to come and for the Athletic Committee to be able to meet and make whatever their recommendation is and then have it come back to us? Nichols replied, Mr. Patton too, get everybody together. Hale advised, I've had a lot of parents call me concerned about this, saying that they have not had opportunity to talk and I know that some of the meetings I would want to attend, but I couldn't at the particular times that some of them were set and I you know I came to the 4:30 ones as much as I possibly could come. Because I used to sit on the Athletic Committee, but I feel like we need to give parents the opportunity to understand it a little better. Stepp replied, I'm available, Mr. Patton's available. When you get parent phone calls, you're welcome to send them to me or call me and ask me if that information is correct or not. That type of stuff. I mean I can help you out anytime. Hamby advised, I just feel like it would be better if it was an actual meeting where the parents could all come and everybody get a good grip on what is actually happening. Instead of let's talk to this parent, then this parent, because what's happening is miscommunication in between coming from this person to this person and this person. Instead of having everybody together and then the information. Stout replied, hearing it directly. Hamby continued, hearing it only once, because miscommunication happens whenever you've got this one's saying this and this one's saying this. So I feel like we need. Stout replied, could we postpone the vote, make a motion to postpone the vote on this until the June school board meeting. With the understanding that there would be an announced meeting to parents? Boston replied, well let me add one thing. As far as the budget is concerned we are under a time constraint. We could go ahead and include that in the budget with the condition that if the program passes the board's vote. Stout replied, we're talking \$2,700 not \$27,000. Boston continued, we're talking about by the time you do the supplement, you're talking \$18,000. Stout replied, \$18,000 total okay and we've got that in our budget list that we've been looking at. So we can still take it into consideration for budget, but before we pull the trigger on moving forward. Would that delay anything with being able to get the program rolling the way we need to if we could compromise anything? Patton replied, if we did it at the June meeting, the dead period is the time in which we had the switch over. You know, right after the dead period last week in June, first week in July. So really if we could get it done in June, you know it's not to say it would be impossible later, but it would bring difficulties if we didn't get it done in June. So we had time to roll over and July, implement it. Stout replied, so we would definitely need to postpone until the June meeting and have it on the agenda for the June meeting, but we need to get the other meetings scheduled in the meantime. Boston replied, well we could always do a special called for that particular or specific issue. Stout replied, if we find we need to push it up. Boston continued, if we need to do it sooner. I mean that can be done. So we have a couple of possibilities there. Stout replied, because it sounds like there's a lot of pros and we've got Mr. Patton and sounds like the Athletic Committee, Mr. Stepp that are interested and it seems like it aligns with where we want to go with the Strategic Planning, but getting some more community input and having a little more discussion to make sure everybody's on the same page. Nichols replied, it would not hurt. Boston replied, well you always want parents to have a voice and be involved. Stout replied, and we want a good

understanding of it. Boston replied, but right now we have a motion and a second on the floor. Stout replied, I'll withdraw my motion for approval and I'll remove my second. Stout continued, and I will make a motion to postpone voting on the TMSAA until at the latest the June board meeting. Nichols replied, or a special call. Stout continued, or if we need to do it earlier special call. Boston replied, so say that to just to continue. Stout continued, to postpone it until the June board meeting or sooner by special call if necessary. Nichols asked, and then do you have to put in order that they can gather a meeting with the parents and the interested parties, Stout replied, with the understanding that there'll be a community meeting and another Athletic Committee meeting. King replied, I would think so. Stout continued, prior to it coming before the board. Boston replied, that Athletic Committee could actually sponsor that meeting and make sure they get that information out to the public and then, the recommendation comes from the Athletic Committee. Then that would give it some support, because that means that they have spoken to parents, to coaches, to whomever they need to speak with. So I have a motion to continue this agenda item until the June board meeting or special called if needed or Athletic Committee meeting if you wanted to add that. Stout replied, with the understanding there'll be a community and/or Athletic Committee. Community or combined athletic and community meeting. We're making this a very long motion. I don't know if we need to get that in the weeds. Boston replied, so we have a motion. Nichols replied, I will second it definitely. Boston replied, we have a second. Any further discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Nichols

**MOTION: Motion Withdrawn**

Motion to postpone it until the June board meeting or sooner by special call if necessary. With the understanding that there'll be a community meeting and another Athletic Committee meeting prior to it coming before the board.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Nichols

Yes: 7, No: 0

**MOTION: Motion Carried**

15.J. Annual Planning Calendar (See Exhibit #11) Stepp advised, okay next is our Annual Planning Calendar. We look at that every month.

15.K. FYI (See Exhibit #12)

15.K.1. Attendance Report Stepp advised, warm body count.

15.K.2. Personnel Report Stepp advised, personnel reports, nutrition, and other.

15.K.3. Substitute List Stepp continued, substitute list.

15.K.4. School News Articles Stepp continued, newsletters from each of the schools are awesome.

15.K.5. School Calendar of Events Stepp advised, calendar of events.

16. School Board Committees Boston advised, next on the agenda School Board Committees. Mrs. Hamby, if you would be so kind, the Policy Committee.

16.A. Policy Committee - Ms. Rebecca Hamby

Motion to approve first and final readings as presented.

**VOICE VOTE:** (mover-yes) Hamby

Yes: 7, No: 0

**MOTION: Motion Carried**

16.A.1. \*Approval of First and Final Reading of Policies (See Exhibit #13) Hamby replied, okay we have approval for first and final reading of policies 4.300 Extracurricular Activities, 5.100 Personal Goals and Objectives, 5.403 Drug and Alcohol Testing for Employees, 5.701 Substitute Teachers, 6.201 Compulsory Attendance Ages, 6.203 Schools Admissions, 6.300 Code of Conduct and Discipline, 6.308 Bus Conduct, 6.309 Zero Tolerance Offenses, 6.316 Suspension Expulsion and Remand, and these came out of the Policy Committee. So we don't need a second. Boston advised, just to make everyone aware this is for first and final reading. Hamby replied, and all the others that were for review only are on the Consent Agenda. Boston asked, okay so do we have any discussion on any of the policies that have been named and reviewed? No one responded. A Voice Vote was taken.

16.B. Athletic Committee - Mr. Nick Davis - Boston advised, next is the Athletic Committee.

Mr. King, Mr Davis is absent. Do you have anything that you'd like to report? King replied, I think we've already talked. Boston replied, everything that was the subject matter we've discussed.

16.C. Budget Committee Meeting - Ms. Teresa Boston - Boston advised, next is the Budget Committee meeting and so far we've had three meetings. We'll have another one next week and hopefully have a budget to present to the: we're close, we're real close. By June 1st, I think most of us have attended those budget meetings. So we're kind of aware of what's going on, but I think we're close. Stout asked, do we need to, are we going to need to schedule a special call before then as well. with having the budget call. Boston replied, I think we're working on that right now and I think we'll make that announcement, but I'm not ready to be there just yet.

16.D. Building and Grounds Committee - Mr. Robert Safdie - Boston advised, next is Building and Grounds Committee. Shannon, I think with Mr. Safdie, he had asked you to report. Stout replied, yeah we didn't have a meeting this last month for Building and Grounds, but we're going to be working on setting one up for next month. We've got the bid from Mr. Chamberlin that was

requested for looking at the maintenance schedule and then I don't know if we're going to have, are we expecting the the rebid back on South possibly by then? Boston replied, they won't rebid that until the resolution is done. It's approved or rejected, one of the two. Stout asked, so we won't have a rebid to discuss? Boston replied, pretty much. Stout continued, so right now I'm gathering to see if we've got anything else we're going to need to meet on, but otherwise just Mr. Chamberlin's bid looks like it's about it for our meeting on the June 5th.

16.E. Safety Committee - Ms. Rebecca Hamby - Boston advised, next is the Safety Committee, Mrs. Hamby. Hamby replied, right now we have not had a meeting as of late, but we are going to be working on some with the new bills that are being passed down with safety. I will be trying to put together some things in to where we can have some discussions. So we're working on something and it's probably going to be in July when we have a meeting about all of that. Boston advised, we should have some kind of information on the Safety Grants. Hamby replied, yes.

16.F. Contract Committee - Ms. Teresa Boston - Boston advised, next is the Contract Committee. We have not met. We have not had any new contracts to review.

17. Chief Financial Officer's Report - Boston advised, so next on the agenda is the Chief Financial. You're the CFO right now. Bray replied, I'm a little bit of everything.

17.A. Monthly Financial Report (See Exhibit #14) Bray advised, well basically you had an opportunity to review the statements. The years winding down. I have made a few budget amendments so that we move some money around. So that we can accommodate some accounts that needs a little extra, but all in all I think we're where we need to be this time of year. The only thing that really concerns me is I was a bit distressed when I got the sales tax report, because it has turned around the opposite direction.

17.B. Monthly Sales Tax Report (See Exhibit #15) Bray continued, hopefully in the next two months we can make some of that back, but it was a \$40,000 difference in what was originally projected. Boston asked, it was how much? Bray replied, \$40,000 just for the month. Now we're still running ahead for the year, which is good, but we also need to keep in mind there's a two-month lag here. So really these numbers are cash register receipts from March, but it was a bit distressing when I first saw it. Boston asked, but right now it appears that we're \$213,000 ahead? Bray replied, no \$173,000. There was an updated one that was sent out. Nichols advised, but summer's coming. So it's going to get better. Boston asked, is there any questions in regards to the summary statement? Boston asked, and you think we're where we need to be? Bray replied, I think with the budget cleanup amendments that have been done I think we should be. Boston asked, and we're doing those where we're over in some areas and under in some areas. Bray replied, correct. Boston asked, is that why all of these budgets, with the exception of the SPED bus? Bray replied, some of them are and then I move some money so that we could buy an additional big bus and then I recorded our funds that we'll get from the state for summer school and I think the rest will be just cleanup, amendments. 141,142, and then Mrs. Hamby's 143. Boston replied, if you'd like to start going over those.

17.C. \*141 Budget Amendments (See Exhibit #16) Bray replied, it's just a General Budget Cleanup. Taking money from some accounts and putting it in the other. So that we won't have a deficit at the end of the year, because you cannot end in the negative. Boston asked, so that is the \$161,675 correct? Bray replied, correct. Boston asked, does the board want to take these one at a time or do you want to group them together? Hamby asked, can we group them together? Boston replied, if you just read through all of them, then we'll group them. Bray continued, this just records the summer school funds that we'll get from the State of Tennessee. We have to put those in the

budget, so that we can start paying people for summer school. Boston asked, do we have those monies yet? Bray replied, no it's a reimbursement. It's already been approved in e-Plan. This is basically from the Special Education Department, so we move some money so that we can pay the SPED teachers for summer school and I think the final one is my budget amendment. Move some money so we can buy an additional full-size bus. Boston asked, is that all of the 141s? Bray replied, yes ma'am. Boston advised, okay I would entertain a motion to approve the 141s. Stout replied, motion to approve 141 budget amendments. King replied, second. Boston replied, okay so we have a first and a second to approve all of the budget resolutions with the 141. Any further discussion? No one responded. A Roll Call Vote was taken.

Motion to approve 141 budget amendments as presented.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

17.D. \*142 Budget Amendments (See Exhibit #17) Bray continued, okay and I believe the next ones are 142s and all of these are budget cleanups from Federal Programs. To make everything match in e-Plan and look all perfect. Boston asked, any questions? If not I'll entertain a motion for the 142s. Stout replied, motion to approve the 142 budget amendments. King replied, second. Boston replied, okay so I have a first and second to approve the 142 budgeted amendments. Any discussion? No one responded. A Roll Call Vote was taken.

Motion to approve the 142 budget amendments as presented.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

17.E. \*143 Budget Amendments (See Exhibit #18) Bray advised, I believe the final ones would be Mrs. Hamby's. I'm sure she would be happy to entertain any questions that anybody has. This is all nutrition based. Boston replied, 143s, which is our nutrition fund. I'll entertain a motion to approve. Nichols replied, I'll make a motion to approve 143. Hale replied, second. Boston replied, we have a first and second to approve the 143 budget amendments. Any discussion? No one responded. A Roll Call Vote was taken.

Motion to approve the 143 budget amendments as presented.

**VOICE VOTE:** (mover-yes) Nichols

(seconder-yes) Hale

Yes: 7, No: 0

**MOTION: Motion Carried**

18. \*Consent Agenda (See Exhibit # 19) Boston advised, next on the agenda is our Consent Agenda. Hamby advised, I make a motion that we approve the Consent Agenda. King advised, second. Boston replied, so we have a first and second over the approval of the; I have one question and one question only and then I'll shut up. The computers that we are sending out with the seniors. Do we retire those in our inventory? Stepp replied, yes. Boston asked, is that? Stepp continued, the value is down below \$5.00. Boston replied, right, but do we have to do a formal retirement? Like a party or anything. Stepp replied, I don't think so. Boston replied, so we don't have to do anything? Stepp replied, I'll check with the other counties that do that to make sure, but I don't think we have to vote on doing that. Boston replied, okay I just didn't know if we had to retire it from us. Stepp replied, we retire stuff all the time. Boston replied, if we have to submit a list to retire them? That was my only question. If it's not on here I'm fine. Any further questions about the consent agenda? No one responded. Boston continued, we have a first and second to approve the Consent Agenda. Any more discussion? No one responded. A Voice Vote was taken.

Motion to approve the Consent Agenda as presented.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) King

Yes: 7, No: 0

**MOTION: Motion Carried**

- 18.A. \*Review Only Policies
  - 18.B. Volunteer Lists
  - 18.C. \*Approval of Overnight and Out of State Field Trips
  - 18.D. \*Approval of Contracts
  - 18.E. \*School Wide Fundraisers
  - 18.F. \*Approval of Disposal of Surplus Property
  - 18.G. \*Executive Approval
19. Old Business Boston asked, any old business that anyone would like to discuss? No one responded.
20. Questions from Media - Boston asked if there were any questions from the media. No questions were asked.

21. Adjournment - Hamby advised, motion to adjourn. Stout seconded the motion. The meeting adjourned 7:16 pm.

Motion to adjourn at 7:16 p.m.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Stout

Yes: 7, No: 0

**MOTION: Motion Carried**

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**William Stepp**  
**Director of Schools**

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**Teresa Boston**  
**Chairperson of the Board**

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on June 11, 2023.

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**Tabitha Webb**  
**Board of Education Recorder**

**(\* Indicates Board Approval Required**

**Board of Education**  
**April 27, 2023 6:00 PM**  
Central Services Board Room

The Cumberland County Board of Education met in a regular session on Thursday, April 27, 2023, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:00 pm. Boston welcomed everyone to the meeting and appreciated everyone for attending.

**BOARD MEMBERS:**

Teresa Boston: Present  
Mr. Nick Davis: Present  
Ms. Anita Hale: Present  
Mrs. Rebecca Hamby: Present  
Mr. Chris King: Present  
Ms. Sheri Nichols: Present  
Robert Safdie: Present  
Ms. Shannon Stout: Present  
Ms. Elizabeth Stull: Present

**Others in Attendance:**

Earl Patton, Attorney  
Neil Perak, Stone Memorial High School  
Elijah Vandever, The Phoenix School

1. Call to Order- Ms. Teresa Boston (See above)
2. Moment of Silence/Pledge of Allegiance  
[Hallie Evans-CCHS](#)  
[Kylie Tanner-CCHS](#)- Ms. Teresa Boston  
- Boston led the board members in a Moment of Silence. After a moment of silence, Hallie Evans and Kylie Tanner from Cumberland County High School led the audience in the Pledge of Allegiance. Hallie and Kylie were awarded a certificate of appreciation for their participation in tonight's meeting.
3. Welcome to Visitors - Ms. Teresa Boston - Boston advised, I'd like to say a very special welcome to all of our visitors. Thank you for being with us tonight and showing interest in our children in our school district. We appreciate that more than you know.
4. Special Recognition  
[-TSBA SCOPE Student Recognition](#)

Owen Brown  
Kami Farley  
Emily Griffis  
Camdyn Holbrook  
Elijah Vandever - Ms. Teresa Boston

- Boston advised, Mr. Stepp our Special Recognition. Stepp advised, so tonight we want to recognize our students who have participated in the Tennessee School Board Associations, SCOPE. So, annually, TSBA hosts the Student Congress on Policies and Education SCOPE Conference. Which brings together 9 through 12th grade students from across the state to discuss certain topics in education. Participants will explore education issues through mock school board meetings, group discussions and debates with their peers. These events are designed to give students an understanding of how school boards operate. So the following students represented Cumberland County Schools: Owen Brown, Kami Farley, Emily Griffis, Camdyn Holbrook and Elijah Vandever. Safdie asked, Mr. Stepp, may I ask them a question? Stepp replied, absolutely. Safide asked, what was your debate topic? Griffis replied, we did quite a few actually. We did one about whether or not we should have doordash policies at school. Farley replied, our explosive club sports could take a PE credit. Stepp replied, thank you guys so much.

5. Kids First Award (See Exhibit #1) - Mr. Atkinson advised, we nominated Tabitha Troglin for the Kids First Awards and I'm going to read a little bit about her. She's been volunteering to help with CCHS FFA for the last five years. She's been a tremendous asset to our program. She's put in countless hours chaperoning field trips, coaching, judging teams, and helping with fundraisers. Just pretty much anything that we need, she is always there. She was instrumental in helping establish and start the Farm Day. The Fall Farm Day, I know some of you guys have been to. We've done it the past two years. She's been there from start to finish both years. Tremendous help there. She's also been instrumental in establishing our partnership with Aviagen. I don't know if you guys know that, but we have had a 12-week program with a Aviagen. This year, both at CCHS and at Stone. Where our kids have got to experience all aspects of the poultry industry. From one of the leading poultry companies in America and in the world. So it's been a tremendous asset for us and our kids to see what kind of jobs are out there and what kind of jobs are available in Cumberland County for the poultry industry. So she's done anything you ask. She's more than willing to do. Not just me, but I got a phone call from SMHS and several other people saying Tabitha needs this award and we couldn't be more pleased that she got it. So Mrs. Tabitha Troglin. Stepp replied, The Kids First Award awarded to Mrs. Tabitha Troglin for exceptional selfless service to the kids at Cumberland County Schools. Thank you for your continued support and love for our kids.
6. Roll Call (See Above) Boston advised, I would also like to welcome our Student Representative, Neil Perak from SMHS and Elijah Vandever from The Phoenix School.
7. Declaration of Conflict - Mr. Earl Patton- Declarations of Conflict - Per TCA 49-2-202 Board of Education Members who have relatives (per the statute: relative means: Spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you) employed by the system are asked to raise your hands to identify yourself. "Do you certify that the votes that you make tonight will be in the best interest of the school system, regardless of the effect that your vote may have upon the employment of your relative or relatives?" Boston and King certified by saying individually, "I do."
8. \*Approval of Regular and Special Called Minutes (See Exhibit #2 and #3) Boston advised, approval of the Regular and Special Called Minutes. I'll entertain a motion to approve. Stout replied, motion to approve. King replied, second. Boston asked, do you want to do all; group them together? Stout replied, sure. Boston continued, we have a motion and a second to approve the Special Call Meeting on March

the 15th, March the 16th Regular Meeting, April the 5th Special Call Minutes, and April the 13th Special Call Minutes. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve the Special Call Meeting on March the 15th, March the 16th Regular Meeting, April the 5th Special Call Minutes, and April the 13th Special Call Minutes.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 9, No: 0

**MOTION: Motion Carried**

9. \*Approval of Agenda (See Exhibit #4) Boston advised, next on the agenda is the Approval of the Agenda. I'd like to make a motion to approve the agenda with one amendment. Number 15 Junior Reserve Officer Training Corpse. In other words, JROTC would have an asterisk by it. So we could vote on that program and there is not. So if we could make that amendment to the agenda. Hamby advised, I'll second that. Boston replied, okay any discussion? No one responded. A Voice Vote was taken.

Motion to approve the agenda with one amendment. Number 15 Junior Reserve Officer Training Corpse (JROTC) add an asterisk.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

10. Acknowledgement of Elected Officials - Boston advised, this time we would like to acknowledge our elected officials. I think we have Mrs. Colleen Mall and Mrs. Sue York. Thank you both for being here. Hamby advised, and Mr. Patterson. Boston continued, John you slipped in. Welcome, we're glad you're here with us. We always appreciate our County Commissioners being here. They support our schools in so many different ways and we appreciate you taking the time.
11. Community Comments - Boston advised, Community Comments. I think we only have one. Mrs. Timson, if you would be so kind. Please state your name and your address.

Mrs. Julia Timpson 6960 South York Highway Clark Range, Tennessee

**Subject:** Professional Development Days, May 23rd and May 24th. Discussed possible date changes due to scheduled activities for the proposed dates.

12. School Board Reports - Boston continued, next on the agenda is our School Board Reports. First is the TLN Report, Mrs. Shannon Stout

## 12.A. TLN Report - Ms. Shannon Stout - Stout read, 4.27.23 TLN Report

- The General Assembly finished their business for the year and adjourned on Friday April 21st. They will reconvene at 12:00 noon (CST) on Tuesday, January 9, 2024.

### **Budget Passed by the General Assembly:**

The General Assembly approved a \$56.2 billion fiscal year 2023-2024 budget. A summary of major K-12 public education items that will be funded during the upcoming year are listed below:

- More than \$1 billion in overall TISA funding
- \$140 million for one school resource officer for each public school
- \$40 million for school safety grants
- \$125 million to increase teacher salaries
- \$21.5 million to increase funding for summer learning camps
- \$10 million for summer transportation grants
- \$7.6 million for tutoring services for K-3 students who may be retained
- \$15.5 million for six weeks paid family leave for school district employees

**SB0281 / HB0329:** Increase teacher pay through yearly incremental plan to \$50k minimum by 2026/2027 school year. **Passed by House & Senate within the fiscal year budget.**

**HB0784 / SB0556:** Reimbursement of licensure expenses by DOE if obtaining TN license or endorsement while employed in a TN LEA. **Taken "off notice" in the Finance, Ways & Means Committee on 4/18.**

**HB0437 / SB0300:** 3rd Grade retention bill which was passed by the House & Senate. Awaiting Gov. Lee's signature. **Does not go into effect until 23-24 school year.** The new bill will allow:

- Students who receive a TCAP score of "approaching" and are in the 50th percentile or above to be promoted to 4th grade, as long as they are provided with summer school and tutoring options.
- School systems have permission to assist parents of third graders who are being retained with the appeals process.
- Requires that data be tracked to determine the effectiveness of summer school, tutoring, and student retention; also requires that data be reported to the Tennessee General Assembly.
- Requires that any student who is retained in grades K-3 be provided with a tutor for remediation purposes.
- Gives the Tennessee Department of Education permission to contract with up to three qualified tutoring agencies.

**HB0322 / SB0274:** Bill places several new safety requirements on schools. All newly built, or remodeled, schools will have bulletproof windows and doors. An armed security guard will be placed at every public school. There are also requirements to increase mental health resources and for every public and private school to make annual safety plans. Additionally, a state-level safety team will be established by The Commissioner of Safety, which will include a representative from The Department of Education and the following agencies:

- TBI
- Homeland Security
- Department of Mental Health and Substance Abuse Services
- Department of Health
- State Board of Education

- Tennessee Association of School Resource Officers
- Department of Intellectual and Developmental Disabilities
- Tennessee Sheriff's Association
- Tennessee Association of Chiefs of Police

This bill would also require that each school safety team, private school, and church-related school do at least one of the following each year:

- Armed intruder drill, conducted in coordination with the appropriate local law enforcement agency.
- Incident command drill without students present to prepare school staff and law enforcement agencies on what to expect in the event of an emergency situation in the school.
- Emergency safety bus drill without students present to prepare school staff and law enforcement agencies on what to expect in the event of an emergency on a school bus.

**Passed by Senate & House & signed by both Speakers. Awaiting Gov signature.**

**HB0424 / SB1221**: authorizes a person who teaches under a temporary permit to satisfy the clinical experience required of candidates of an educator preparation provider for licensure if certain requirements are met. **Passed by Senate & House & signed by both Speakers. Awaiting the Governor's signature.**

**HB0270 / SB0197**: Remove average class size requirement but leave max class size limit in place with the option of the LEA to request a waiver from the Dept of Ed to exceed max class size. LEA BOE & DOS with a need for max size limit waiver are required to make request to Department of Education who has 5 business days to respond if an issue. If no response, request is approved for entire school year. This would go in effect 2023-2024 school year & provide flexibility to local LEAs. Passed Senate Committee 3/6. **NOT PASSED** by K-12 Subcommittee on 3/21. **Bill Dead.**

**HB0158 / SB0102**: prohibit Tennessee public school districts from forcing teachers to participate in "implicit bias training". **Passed by Senate & House awaiting both Speaker & Gov signatures.**

**HB0843 / SB1060**: The bill states that books that meet the definition of obscene in state law would not even come up for review or a vote by an LEA but should instead be immediately removed. The bill states that books that contain nudity in whole or in part, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse, as those terms are defined in Tennessee Code Annotated 39-17-901, is patently offensive, or appeals to the "prurient interest" must not be maintained in a school's library collection. The bill also sets a time limit of 60 days from when a complaint is filed about an obscene book in a school library collection. If a school board does not vote on a book, it will be deemed inappropriate, removed, and then sent for review to the Tennessee Textbook and Instructional Materials Quality Commission. **Passed by Senate & House & awaiting both Speaker & Governor's signatures.**

**SB 0466 / HB 1269** Specifies that a teacher or other employee of a public school or LEA is not required to refer to a student using the student's preferred pronoun if the pronoun is not consistent with the student's biological sex; insulates a teacher or other employee of a public school or LEA from civil liability and adverse employment action for referring to a student using the pronoun that is consistent with the student's biological sex. **Passed Senate & House. Awaiting Speaker & Governor's Signatures.**

13. Board Member(s) Report from Training(s) - Boston advised, next on our agenda is Board Members Reports from Training. Is there any board member that has attended training that would like to share with us? Stout advised, since the last board meeting that we had, I've attended the Understanding ADA Laws and Understanding Student Data Privacy Laws virtually.
14. Legal Report - Mr. Earl Patton - Boston advised, Mr. Patton your Legal Report. Patton replied, I've advised the board in the past concerning a case-style Humphries versus Gail van, which is a case that stems from a bus accident that was not our bus driver's fault back in April of 2021. That case, the only reason the board was named in that case is because we have insurance that has an uninsured or underinsured motorist provision and so we were named for the potential that there would be excess

coverage needed. That case is settled without economic impact to the board or its insurers. So that's the update that I have for you tonight. Boston replied, perfect. I know under Legal Report are you going to make any references to the policies that we have been discussing? If not, that's fine. Patton replied, I had not planned on it. Boston replied, okay.

Boston continued, I just want to clarify one thing and I was going to do it under your legal report. There is a perception, according to Ben Torres, that I have had the 23-24 budget for quite some time and I have been holding it hostage. That is incorrect. That is, I received the 23-24 budget and I think Mrs. Diana will verify this. I picked it up Friday morning. That's the copy you ran for me. It was emailed to me April the 18th and I received it on Friday after I pled with Mrs. Diane to run me a hard copy and indicated that I would look at it over the weekend. We would try to get that moving the first of this week and then there arose some questions. I just wanted; I got it the same day that the remainder of this board received the 23-24 budget proposal. I just wanted that shared, because that perception was just untrue. So however, that information got out there, my personal integrity would not allow me to hold any document hostage and that was the word that was used to me. So I I wanted to clarify that while we had all board members present and to clarify that, that I got it the same day that you did. Hale advised, I don't think I've received a copy of it. Boston replied, it's in the email. Hale continued, not one that I can open, I can't open now. Boston replied, I couldn't open mine either. So that's why. I'm technically challenged. Stout asked, did it not open in Google Docs for you? Hale replied, nope, it does not open on my computer at home. Boston continued, but I received it just in hard copy form where y'all received it on the same date. So as long as that is cleared up, I can feel comfortable that my integrity has not been questioned, because I would absolutely never ever do that to this point or to this district. So I'll move on now.

15. Junior Reserve Officer Training Corps (JROTC)-Mr. Harry Dodson - Boston replied, next on the agenda is the Junior Reserve Officer Training Corpse. Stepp advised, so this one here where the commander is listed in your agenda. That's Mr. Harry Watson. He's the commander over the 7th Brigade of the Junior Reserve Officer Training Corps out of Fort Knox. I visited with him last Friday. He actually came and did a site visit. I've been speaking with him back and forth for many months. As most of you know one of my goals was to get JROTC back into the schools. He has worked with me and sat down and showed me all the requirements. We have to get on what's called an Order of Merit List or OML. So what we have to do is send in a couple of letters, one for each of the high schools or if we want to do three, and then I also have some government paperwork we have to fill out form 3168. I believe it is and what I'm asking tonight and it looks pretty positive. So there's two options here. Once we get on that Order of Merit list. We can qualify; they score our Order of Merit. They have points for different things. So like if you're a Title 1 school you get so many points or if you're different things, get different points. So we want to maximize the points on that. If we get up on the OML List high enough to where they'll recognize their schools as the next one in line to get our JROTC program. Then what they'll do is they'll supply everything, all the uniforms. They have some drone programs. You know, they have a ranger group. They have all kinds of different groups that are options in JROTC and they'll fund all of that and they fund half of the salary of those instructors. So if you get a core up to 150 students, then it's two instructors and so on and so forth. There's a lot of guidelines to it. So that's one way to get on the OML List. There's another way that, if we get approved for the National Defense Cadet Corps, we would fully fund the person, but they would supply everything. Is how I understood it. So we'd actually just be providing the salary for a person at each school and they will fund the supplies is how I understand it. So we'd actually just be providing the salary for a person at each school and they will fund the supplies and all the other things we need. We do have facilities for it, so we have to show that. We also have the outdoor facilities for it. We obviously have the community interest. I think across the whole community to have these programs back at the high schools. So what I asked Mrs. Boston to add this to vote on is for you all to vote on for me to proceed to get on the OML list and go

ahead. If we get accepted, be able to provide those programs to our high schools. King advised, madam chair, move to approve. Hale advised, second. Boston asked, any discussion? Safdie replied, yeah we've had a JROTC program in our school. I think as far back as 2008 and then it was closed down because the salary range for the two Military Officers who were became teachers succeeded the teacher's salary and even then I think when we paid half of it, it was like paying more than what normal teachers were getting. I have no doubt that the program is valuable. I just want to know will we have a stopping point to evaluate the salaries even though, they were providing the uniforms and other paraphernalia on this program. Whether or not we will be able to evaluate the salary situation and determine whether or not we can afford that or not. Will there be a stopping point to evaluate that? Stepp replied, yeah I can get all that information we presented at the next board meeting. Safdie replied, okay. Stepp continued, or I can just email it out to you and then we can talk about it at the board meeting. However you'd like that. Safdie replied, I think we need to; I don't know what the appropriate Robert Rules of Order situation would be. For instance if their last salaries as a Commanding General in the forces for 160,000 or 155,000. Then we'll be paying you, know \$60,000 to \$70,000 plus all the insurance and other benefits. So I think we need to somehow; I think I'd like to be able to discuss that at the next board meeting or at a budget meeting. Be brought before the budget committee and then presented to the board. Boston advised, we are, correct me if I'm wrong, Mr. King, but the motion is to allow Mr. Stepp; we're not approving the program. We're allowing Mr. Stepp to move forward and investigate it. Safdie replied, in that case my discussion is over. Boston replied, that was very good information. Am I correct that is your motion? Just allow him to proceed? King replied, yeah. Boston asked, any further discussion? No one responded. Boston continued, **so the motion is that we are giving Mr. Stepp permission to pursue the JROTC and see what needs to be done and what is required to be done to bring it back to this county.** Is that what everybody believes? No one asked any questions. Boston continued, okay any further discussion? Stepp advised, part of that process is I will get us on the OML List for selection. Boston asked, then do we discuss the cost? Stepp replied, I can find out the cost. It depends on who applies for the job and all those variables. Like he said, it could be a General, it could be a First Sergeant. You know, those are two vastly different paid positions in the military. King advised, one other point, that's a 260-day position. So year round not just 200 day. Boston asked, so it's a 260 position? Stepp replied, yeah so they're getting paid more months and that's why the salary was so much higher. Safdie advised, I have no problem with JROTC program. I think the structure is wonderful. I need a little analysis of the salaries and see whether we can afford it. Stepp replied, absolutely. Hamby advised, we are giving him permission for him to move on and add us to the OML List. Davis asked, question. Who would those people report to or who would be responsible for them? Stepp replied, they are our employees. Davis continued, okay, so it would be the same hiring process. Boston asked, certified non-certified positions? Stepp replied, they would work to get either their occupational license or the teacher certification. Mr King might know better than I. King replied, yeah there's a JROTC license, so they get that license to teach. Boston asked, they would be responsible for obtaining that license? Stepp replied, yes. Boston continued, or is that something that we would? King replied, like any other teacher, but there is a license for that. Boston replied, okay, once we get on the Order of Merit list, what does that mean? Stepp replied, so that's a selection process, so it could be one to a hundred and if we don't have as many points of like a title one school, then we could be at 18. But if these other 17 schools are on that list and ready to go and they're offered a program and they turn it down, they keep bumping it. Until they get there. So what happened last year the 19th school on that list actually got it, because so many schools turned it down before they got to and the only difference between going through that process and the other process is the OML. When we get chosen through that process they pay half of the salary. If we do it through the NDCC, The National Defense Cadet Corp, I believe I'm correct. Then we would be paying the full salary. That's the only difference. Everything else, they supply everything. They do all the above. So it's a very valuable program, invaluable to our students growing up really. For the ones that fit into that, you know. It's not for everybody obviously. Neither is aviation. Stout replied, well it's rounding out some of the CTE. Stepp

continued, so currently out of the 16 clusters, we have 15 of those in this county. We're very CTE rich, have been that way for a long time, which is great. You saw several CTE kids here tonight. So this will round it out to where we provide 16 of the 16 clusters that the state of Tennessee promotes for Career and Technical Education. Davis asked, would you mind speaking a little bit to the educational impacts and opportunities that are presented. Stepp replied, absolutely. Davis continued, on what these, well you know just obviously the initial program itself. Stepp replied, I've had a ROTC program in the school I was at the whole time I was there. It is a huge leadership program. It teaches a lot of discipline, pride, character, integrity. It goes through the whole process of developing young leaders, but it goes through it's a military way. You know a classroom. That classroom's a company and there's a company commander and then there's a brigade commander and then a whole process of enlisted Cadets and everybody has a leadership role and you earn your way up by taking more responsibility. That can lead into any profession in this world. It's just massive, so there's all kinds of different programs. They have Ranger teams and they compete through physical fitness and obstacle courses. They have rifle teams. They now have drone teams, so what they're doing in these ROTC programs. They're creating pathways that lead into the jobs. The M.O.'s in army. So it's not a recruiting program, if you're in ROTC you don't have to go into the military, but it has had a huge impact. I had about 100 Cadets out of a 900 person school. So it was an amazing program for us the school I was at. I'm sure other educators can probably tell you the same coming from different areas where they have these programs. Nichols advised, Clark Range has an incredible program. I've been there a few times to see it. Stepp continued, so our local MOA, Military Officer Association supports almost, well all of them in the Upper Cumberland. So we got that support, five programs. So we have that support already. We got the Veteran Wars support. I've got several County Commissioners supporting it. Rotaries, I mean I've mentioned it everywhere I've been and everybody is like are you really going to be able to do that? So I'm going to try. I don't take no very well, so hopefully we'll get it rolling, but there's two options. If we don't get on the OML List I would probably come to the board to vote to do the NDCC Program where we maybe add one position at each of the schools and start the program. Safdie advised, let me also clarify or add on to my comment about one of the reasons why the program's not refunded for JROTC. The student enrollment had declined about 12 to 13 students, so with that low enrollment it couldn't cost justify itself. Okay, but the program itself was phenomenal. Stepp replied, yes sir. Hale advised, my son was in it whenever we had it in Cumberland County for the two years and he enjoyed it and learned so much from it and I thought there was more in it then just 14 or so, because when I went to those things there was a lot of young men and young women. I had students that joined the program and it was a great program. I was sad that it was not offered anymore in Cumberland County. Stepp replied, they also offer millions of dollars in scholarships. So there's a lot of benefit through scholarships for several different things, not just JROTC. Safdie advised, you know, with that lower enrollment we've got to remember that we've got Billy Stepp here to provide leadership. Anything that program will enroll with high students. Stout replied, just saying selfishly, now in this state we've got a bill that fast tracks veterans through their teaching certificate. So send them off to the military and let them get their education do their part and then we can fast track them in as a teacher. Boston advised, so the motion on the floor and second is that we allow Mr. Stepp to move forward with the JROTC program and see what is involved in bringing it back to this county. Any further discussion? No one responded. A Voice Vote was taken.

Motion to give Mr. Stepp permission to pursue the JROTC and see what needs to be done and what is required to be done to bring it back to this county

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Hale

Yes: 9, No: 0

**MOTION: Motion Carried**

16. Excel Energy Group Presentation-Mark Gregory (See Exhibit #5 ) - Mr. Mark Gregory presented and discussed his Energy Group presentation on Energy Savings LED lighting for Cumberland County facilities. Mr. Gregory will conduct a FREE audit analysis and report back to Mr. Stepp his findings and cost estimate to implement the recommended changes. Mr. Stepp will report to the board at a later board meeting to discuss and request approval.
17. Director's Report- Mr. William Stepp - Boston advised, next on the agenda is our Director's report.

17.A. \*Student EW Appeal from DHA

Stepp advised, so on 17.A this is the appeal from the DHA. Boston advised, this is one that we have to cast a vote on. A student has issued an appeal from the DHA and from Mr. Stepp to the board. We would be approving; what we are doing is voting on whether to hear the appeal or whether to not hear the appeal. Am I correct? Hamby advised, and uphold the DHA decision. Patton replied, expound a little bit it may help just to kind of review what the law says that the board is to review the record of the matter, which I think the board has done. Boston replied, we all have. Patton continued, so after the board reviews the record, the board has to choose between either A denying a board hearing and in that event, the board can choose but is not required to affirm the decision of the DHA. Overturn the decision of the DHA or to modify the decision of the DHA to a lesser punishment. Or the board can grant a hearing and if that's the case, there's a series of things that you have to do. Boston replied, okay. So I will entertain a motion. King replied, I moved to deny the hearing. Safdie replied, I'll second. Boston continued, okay so we have a motion to deny the hearing and a second. Any discussion? King replied, I think it's clear from what we looked at, every step has been followed correctly. Boston called for a Roll Call Vote. Boston continued, so we have denied an appeal from the student from the DHA decision. Hamby asked, do we need to make a motion to a uphold the DHA? Boston asked, Earl do we have to make a motion to uphold or do we just deny? Patton replied, no. A denial is sufficient. The board doesn't have to say anything else. Davis asked, we do not have to affirm the DHS's? Patton replied, no sir.

Motion to deny the hearing.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Safdie

Yes: 9, No: 0

**MOTION: Motion Carried**

- 17.B. \*Math Textbook Adoption Approval (See Exhibit #6) - Stepp advised, next on the agenda is the Math Textbook Adoption Approval. The board has to approve. This was a long process. There's a board policy that describes the committee that we have to use. It was a committee of teachers. They

spent several sessions in reviewing all the approved materials from ECOE and they voted and this is what each grade band voted as our new math textbook for moving forward. Boston advised, I'll entertain a motion to adopt the math textbook. Hamby advised, I'll make a motion to adopt the math textbook. Nichols advised, second. Boston advised, so we have a first and a second to adopt the math textbook, that they have reviewed. A little history as I actually sat on the Math Standards Board creating this math textbook and I've never been so confused in my life. I'm just telling you. If it had not been for Kim Herrings I would not have known. Any discussion? No one responded. A Voice Vote was taken.

Motion to adopt the math textbook.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Nichols

Yes: 9, No: 0

**MOTION: Motion Carried**

17.C. \*Request to Apply & Participate in Federal Grants (See Exhibit #7) - Stepp advised, so next is a Request to Apply and Participate in Federal Grants. So if you look at this, these are several of the Federal Grants that Dr. Wittenbarger is working on. The last two are competitive, so what we're asking here is for a motion to move forward and if awarded to be able to accept the grants. Boston advised, ESSER 2 and ESSER 3 are on here. Stepp replied, yeah so ESSER 2 is sun setting as we know, but we'll still have some liquidation we'll be doing in July. So we have to approve that to happen and then ESSER 3 obviously, auditorium. We got tutors and several other things and the Cox Grant. That's a competitive grant, a matching grant and then stronger connections grant. Those two are competitive. The rest we work on every year right. Boston asked, this is just participating and if we are awarded to accept the award? Stepp replied, yes ma'am. Boston continued, we're doing it in one fail sweep. Stepp replied, if that's okay with the board. Boston replied, yes. I'll make a motion that we vote to participate and should we be granted these grants, should be awarded these grants that we accept them and comply with what we need to. Hamby advised, I will second that. Boston asked, did everybody understand that motion? I'm not even sure I understood that motion. I just want to get it all in one fail sweep. Any discussion? No one responded. A Voice Vote was taken.

Motion to participate and should we be granted these grants, should be awarded these grants that we accept them and comply with what we need to.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

17.D. \*Approval of Food Services Equipment Bid Packet (See Exhibit #8) - Stepp advised, next is an equipment bid for the Nutrition Program that Mrs. Hamby's turned in for you to vote on. Boston

advised, I'll entertain a motion to approve. Safdie replied, move to approve. Hamby replied, second. Boston replied, so we have a motion on the floor to approve the CCSNP equipment bid. Any discussion? Hale advised, I think this is just regular things that we usually do. Is it Mrs. Hamby? Hamby replied, yes. Boston replied, it's all the equipment. When you submit a bid, you give us a lot to read. Any further discussion. No one responded. A Voice Vote was taken.

Motion to approve the CCSNP equipment bid.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

17.E. \*Approval of Food Service Annual Bid Packet (See Exhibit #9) - Stepp advised, next is a Food Service Annual Bid. This is each year. Boston asked, this is where you bid out the food, right? Hamby replied, yes. If it's so much you have to competitively get it, right? Hamby replied, yes. Anything over \$25,000 dollars. Stout advised, motion to approve. Boston replied, motion to approve. Safdie and Hale replied, second. Boston replied, and we have Mr. Safdie second. Any discussion. No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Safdie

Yes: 9, No: 0

**MOTION: Motion Carried**

17.F. \*Innovative School Model Overview (See Exhibit #10) - Stepp advised, next is the Innovative School Model Grant Overview. It's hard to read, because it's out of e-plan and we couldn't print it out of e-plan. So electronically, we ran into some issues, but basically what this does is overview all the things that Innovative School Model Grant will be covering. Whether it's personnel, equipment, middle school programming. So this Innovative School Tomorrow Grant had a lot of things required of it. So you're expanding or implementing high quality CTE programming, addressing skills gaps between regional industry needs and the skill level students. Expanding early post-secondary opportunities for students and so on and so on. There was several credentials that Dr. Eldridge did a great job of creating a plan to match our needs here in Cumberland County and something to note on the positions here. I had a good question earlier from Mr. Davis. On the positions Dr. Eldridge is putting positions in. There's going to be several new positions and you'll see that in there, but they generate more TISA money. So the first year it's a 100% funded by the ISM Grant and then each year it graduates down until the fourth year it's our expense, but by then the programming will be set up. So that we're actually getting paid for it by TISA. So it would be more money from TISA. It won't be us having to pull from that current budget. It's going to add

money each year. Stout asked, so it'll be sustainable? Stepp replied, oh yes sustainable through the TISA formula, absolutely. King advised, we might even make some money. Stepp replied, I think the way we've had CTE has been set up in this county. Like I said earlier, we're CTE rich. We have some awesome teachers in that area. We're going to maximize that funding. So it's exciting. I know the County Commissioners, we got some visits set up for them to both schools here in May. One day I have to change, because it's a conflict with their Budget Committee, but we'll get that fixed. Boston asked, what is the amount? Stepp replied, 6.2 million is the total. So it's 1 million for Cumberland County High School, 1 million for Stone Memorial, \$500,000 for all the elementary schools except Pineview. Pineview is \$250,000, I believe is that correct? Eldridge replied, \$200,000. Stepp replied, \$200,000, so I was close. Boston asked, have we received this grant or is this just permission to participate? Stepp replied, it's already been approved through the plan. TDOE has already approved this grant. We will be getting this money. There'll be a budget amendment later on where we have to budget that money that we are getting. Boston replied, I'll make a motion to approve. Hamby replied, second. Boston replied, okay. Any further discussion? You had me at 6.2. You should have just let off with that. Any further discussion? No one responded. A Voice Vote was taken. King advised, don't we need to do a Roll Call because it's money? Boston replied, we'll we didn't do the federal. This is just accepting the grant. Now if it comes back and we have to I guess divot; do you want me to do a Roll Call? King replied, I think it clears it up. There's no question. Boston replied, okay let's do a roll call on this. This is the motion on the Innovative School Model Overview Grant money 6.2 million. A Roll Call Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

17.G. \*CTE Work Based Learning Coordinator Job Description-ISM (See Exhibit #11) - Stepp advised, next is a job description for a person who will only be doing work-based learning and it will be supporting not only the Industry 4.0 Coordinator. Well that is what it's going to be doing and that is a new diploma program that a student can choose when they're a sophomore in high school. If they plan on going the industry route. So we can change, we can work on the flexibility of the classes and courses they take and also work-based learning you're allowed to have three credits your junior, three credits your senior year. So this supports that. Now currently we have work-based learning coordinators at each school, but it's usually somebody that already has a teaching load and they'll do one period here or two periods of students. With the direction we're going with the career framework that the board has adopted. We want to go from 100 to 600 or whatever number we can get in that area. Boston continued, okay so that's the declining salary. Stepp replied, right. We get TISA money for work-based learning. So the more students in work-based learning, the more money we get. All these are based on that funding structure. Boston asked, this is a new position? Stepp replied, yes ma'am it will be. King advised, I moved to approve. Boston replied, okay Mr King moved to approve. Stout advised, second. Boston replied, we have a second. Any further discussion? No one responded. A Voice Vote was taken.

Motion to approve the CTE Work Based Learning Coordinator Job Description as presented.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Stout

Yes: 9, No: 0

**MOTION: Motion Carried**

17.H. \*CTE Middle School Career Coach Job Description-ISM (See Exhibit #12) - Stepp advised, next job description is also new, but it is going to support the CTE programs and our career exploration that we're pushing down into the middle schools. So they will be working basically our Human Services person, which is usually Family and Consumer Science or different courses like that would work half providing that CTE program in the school and then the other half would be taken care of 6th through 8th grade career exploration. The goal is to match what we've been talking about when they become a sophomore or a freshman in high school. They're already, I might go that industry path or I want to be in this CTE program. In fact we've already prepped them, so that they're ready their junior and senior year to go and work either internships, work-based learning or practicums, and this would be at every middle school, every elementary school. Hale asked, would this position have to be certified? Stepp replied, it will be. What we're matching them up with CTE teachers. So like the Family and Consumer Science teacher, who's already certified, works half of that or part of the day doing that. The other part of the day supporting the career side. So we're really trying to beef up that education of the child before they get to high school and start working on Career Technical Education or College Pathway if they go that way. Boston replied, and this is also a new job description? Stepp replied, yes. Boston continued, that's covered under the Innovative School Model? Stepp replied, yes ma'am. Hale asked, and they would be in all of the elementary schools, what we consider elementary schools? This coach would be. Stepp replied, yes. For half of their time. The other half, they'll teach a CTE course. All of that generates money from the TISA. So in four years, the goal in all these positions is be fully funded by TISA. King advised, madam chair, move to approve. Hamby advised, second. Boston advised, we have a move to approve the CTE Middle School Career Coach Job Description. We have a first and a second. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

17.I. \*Request for Grant Participation BBLC (See Exhibit #13) - Stepp advised, next is a grant through Special Education that we do. Boston asked, how much is this? Stepp replied, \$15,210.00. Boston replied, okay just checking. Stepp continued, yes ma'am. Boston asked, this is just a request to participate or if we're awarded to accept. Stepp replied, yes in the program. So once we get it, we'll get that money, but it'll still be a budget amendment when the money comes. Boston replied, perfect. King advised, madam chair, move to approve. Boston replied, okay. So we have a

motion to approve the BBLC Grant Participation. Stout advised, second. Boston continued, and we have a second. Any further discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Stout

Yes: 9, No: 0

**MOTION: Motion Carried**

17.J. \*Request for Grant Participation DIDD (See Exhibit #14) - Stepp advised, next one is also a Special Education Grant. It's to get adult changing tables for Martin Elementary and it's for \$5,000. Boston advised. I'll entertain a motion to approve. King advised, move to approve. Safdie advised, second. Boston continued, okay so we have a first and a second to approve the DIDD Grant Participation. Further discussion? No one responded. A Voice Vote was taken.

Motion to approve as presented.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Safdie

Yes: 9, No: 0

**MOTION: Motion Carried**

17.K. \*Stockpile Days Calendar Amendment (See Exhibit #15) - Stepp advised, so the next is the stockpile days that Mrs. Timson was talking about earlier. Some school systems use it. Some don't. We don't have to accept this, but we could use it in a lot of areas. So some of the other areas not listed there will be the new math textbook. Mrs. Hamby said she definitely could use it with her people, also Transportation. So stockpile days can only be used if you have snow days left over. So let's say we hit 13 snow days. We can't use it. So it's really unpredictable. Different counties use them different ways. I know I was talking with the director in Warren County and what they've done is they actually use one stockpile day. He applied for it already, for next year. They use one stockpile day on the parent-teacher conference day. So they do professional development till noon and then the parent-teacher conference is 12 to 6 and it's because they have a lot of factory workers. So first shift can go, second shift can go and third shift can go. So that was a need in their community. So they use two of them for that during the school year and it's built into the calendar. Other school systems, I really didn't know this process until the Study Council. I have a Director's Study Council about 15 Upper Cumberland Directors and they were all talking about it and how they're going to use it for professional development and with all their employees. So if it's teacher assistance they'll be a professional development for that at the school or county-wide. You can bury this in and it's flexible and I am going to ask the state department your question to see. You know I'll make it work if the teachers; I know I've had several principals say our building is good with it. I've had several principals say that. There has been; I've gotten one email with concerns listed and they were legitimate concerns. There is some of this you have to be flexible to do and parents will,

but I think a month out, it might be enough for them to make plans, but you know there's a lot to consider when we do this, but I can't change the calendar. The board can only vote on that. So I brought the option, but I didn't, I haven't instituted it yet. Hamby asked, so you could, can you still ask for that to be like the 12th and the 19th instead of? Stepp replied, I'm going to ask them. Nichols advised, because I would hate to have somebody to reschedule a whole field trip. That would be awful. Stepp replied, well typically when this happens this way. Stout asked, can we make a motion before we get into the discussion? Since this is a voting item? Boston replied, it's okay. I'd like to make a motion that we approve the two development days and ask in that motion that Mr. Stepp question as to whether we can coordinate the days around plans. You know like honors banquets and things of that nature. If the state approves that, then Mr. Stepp and his staff would have the authority to go ahead and plan those. Hamby advised, then I will second that. Boston asked, now does that make sense? Multiple board members replied, yes. Stout advised, just from the discussion part about going with Mrs. Timson said. I had contact from a few teachers that were thankful for the opportunity, but concerned about the timing of it, because of these things that are already scheduled that are difficult to be moved. So yeah I mean if we could, I think you said June 12th and June 19th. I'm sorry May 12th and May 19th looked like good days, so if that's something we can do. Hamby advised, we need to make sure of anything that might be scheduled on those days, because I mean if there's finals if there's anything else that's scheduled on. We really need to look at the whole picture. Hale advised, I think changing the calendar at this date and time is not a good idea. I think that we set the calendar a year ago and maybe it might be something that we can do for next year, because I've had several calls and emails about things that are going on those particular days and honor programs, reward things that the teachers have promised their students and big disappointment for students whenever they don't get their reward day. This kind of thing and I know the teachers have already worked the days because they add the 30 minutes in. Stepp advised, I would definitely give the teachers paid holidays if the state would let me, but they will not let me. Davis asked, if we ask to modify the days. How long does that process take and then how long? Stepp replied, they email pretty quick back, a day or two. I think some of the looks I'm seeing in principles faces, there's different challenges at elementary compared to high school also. So I think Kelly did you want to, Mrs. Smith. Smith replied, May 12th is the Dave Kirk drawing for the car. Hamby advised, May 12th will not work. After having a detailed in depth conversation. A Roll Call Vote was taken.

Motion to approve the two development days and ask in that motion that Mr. Stepp question as to whether we can coordinate the days around plans. You know like honors banquets and things of that nature. If the state approves that, then Mr. Stepp and his staff would have the authority to go ahead and plan those.

**VOICE VOTE:** (mover-yes) Boston

(seconder-yes) Hamby

Yes: 7, No: 2  
Hale: No,  
Safdie: No

**MOTION: Motion Carried**

17.L. Mallory Varner, Speech/Language Pathologist Agreement (See Exhibit #16) - Boston advised, okay moving on to number 17 now. Stepp advised, this is just an agreement that we have every year. We're short personnel, so we have

two contracts or what they call agreement services and then Calvin University the next one is the same. Just agreements we have.

17.M. Calvin University Agreement - See 17.L

17.N. Annual Planning Calendar (See Exhibit #18) - Stepp advised, Annual Planning Calendar. So that is for the board. It is our normal every month reports.

17.O. FYI (See Exhibit #19)

17.O.1. Attendance Report - Stepp advised, Attendance Reports.

17.O.2. Personnel Report - Stepp continued, Personnel Reports.

17.O.3. Substitute List

17.O.4. School News Articles - Stepp continued, School News Articles. So these are new samples of newsletters, but they go out once a week. Principals are doing awesome with the communication. So I thank you guys for doing a great job.

17.O.5. School Calendar of Events - Stepp continued, and the calendars. Okay you're doing a great job of keeping those up too. So that's awesome. Thank you.

18. School Board Committees - Boston advised, next on the agenda is School Board Committees. First on the agenda would be the Policy Committee, Mrs. Hamby.

18.A. Policy Committee - Ms. Rebecca Hamby

18.A.1. \*Approval of First and Final Reading of Policies (See Exhibit #20) - Hamby advised, approval for First and Reading Policies. We have 1.106 Code of Ethics, 1.1062 Non-Retaliation, 1.107 Board Member Conflict of Interest, 2.300 State Aid Federal Eligibility Determination, 2.402 investment Earnings, 4.209 Alternative Credit Options, 4.501 School Volunteers, 5.115 Assignment Transfer and 5.602 Staff Time Schedules and now I will go through these one at a time. I just want to get the numbers out there. Some of them had TSBA changes. Some have district changes. Sorry, I have misplaced my notes, but I will look at yours. Okay, this first one, which is the 1.106 Code of Ethics, this was the writing in red and all of that was TSBA changes and then we had I think one district recommendation change. This came from Policy, so we do not need a second, but if you would like and it's up to the board I can go through each one of them and then we can vote on it as a whole or do you want to vote on each one? Boston advised, well it's the first and final reading on all of these. I'm assuming that everyone has went through their packet and read these policies. So I think we can bring them together. Hamby advised, let's group them together and I won't go through each one. So we don't need a second. Boston advised, and this is for the first and final reading. So we have a recommendation coming out of the Policy Committee on these particular policies. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve the first reading of policies listed above.

**VOICE VOTE:** (mover-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

18.A.2. \*Approval of Second Reading of Policies (See Exhibit #21) - Hanby advised, Policy #1.809 Civility. It was on a Second Reading and this too came from the committee and there was just a few wording changes to Director of Schools and designee. So this also does not need a second. Boston asked, okay any discussion? No one responded. A Voice Vote was taken.

Motion to approve the seconded reading of the policies listed above.

**VOICE VOTE:** (mover-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

18.B. Athletic Committee - Mr. Nick Davis - Boston advised, next is the Athletic Committee, Mr Davis. So we've not met in a little while. There's still been a lot of things that have been taking place. Kind of behind the scenes that are really encouraging. There's a Character Banquet scheduled in the next week or so with a collaboration from the Crossville Sports Council. They've invited student athletes to be recommended as those of good character to represent their school and their communities. It's a really neat undertaking. They've embarked on hiring Mr. Al Wilson from the University of Tennessee to come in to be a speaker to those in attendance. It's going to be a very, very encouraging moment for those youngsters. I know Mr. Stepp and Mr. Patton have been working on creating some framework for the TMSAA conversion, which will impact you know our middle school athletics. So there's a lot of moving pieces to that. So they're working on that internally. The subcommittee that was assembled to support the Strategic Planning Committee. We're scheduled to meet next week. I believe on the 4th to continue our efforts in building our plan and how we're going to kind of continue to navigate through that Strategic Plan and give us that framework to help us really make a difference where we haven't in years past. So we'll be looking to have a meeting, hopefully, next week or the week after as an Athletic Committee. To bring some more of that information to the table.

18.C. Budget Committee Meeting - Ms. Teresa Boston - Boston advised, next is the Budget Committee Meeting. We have not had as of yet, started our budget meetings. I'm assuming that's coming up fairly quickly.

18.D. Building and Grounds Committee - Mr. Robert Safdie (See Exhibit #22) - Boston advised, next is Building and Grounds Committee, Mr Safdie. Safdie advised, we had a meeting last month and here is a proposal, CCHS Band Tower proposal. I think our band director is here. Would you like to explain to the board what your proposal is all about? Just very briefly. Johnson replied, what our proposal is, is to build an observation platform on the CCHS band practice field for myself and

other band staff. To be able to have kind of an elevated position to view rehearsals from. So we can fix formations on the field. We've tried very hard to help them sound their best and this platform will help them look their best in the marching band aspect as well. Safdie replied, okay I'd just like to add that he provided us with a 12-page diagram of the other areas. Just excellent work. Thank you so very much. So I guess the band boosters are paying for it all and do we need a motion to approve since it was approved by the Building and Grounds Committee? Boston replied, I think, probably. A very quick motion to approve. Stout advised, motion to approve. Hale advised, second. Stepp replied, just to let everybody know. I'll meet with Mr. Johnson if this is approved, on that new procedure that building grounds asked me to create for the new construction. So we'll be meeting and looking at that procedurally that process. A Voice Vote was taken.

Motion to approve the CCHS Band Tower Proposal as presented.

**VOICE VOTE:** (mover-yes) Safdie

Yes: 9, No: 0

**MOTION: Motion Carried**

18.E. Safety Committee - Ms. Rebecca Hamby - Boston advised, next is the Safety Committee. Mrs. Hamby. Hamby advised, we're just still working on and looking at some reports that I'm waiting on from the schools. I believe, I did ask and I want to know what drills we have done in each of the schools and so still waiting on that and we're just looking at moving forward and we have asked that the window film be sent to the Budget Committee. So we're just going to move forward and we're going to continue to work and keep our staff and our students safe and I will do everything I can to make that happen.

18.F. Contract Committee - Ms. Teresa Boston - Boston advised, next is the Contract Committee. We have had no contracts in which to review to meet. That's kind of a as needed committee.

19. Chief Financial Officer's Report Boston advised, so next on the agenda is the Chief Financial Officers Report.

19.A. Monthly Financial Report (See Exhibit #23) - Safdie advised, at this point I would like you to know that the board is very concerned about your family and wishes you all the hope and deal with the grievance that you're feeling right now. We are all concerned about it and our condolences for you. Bray replied, I appreciate that, thank you. Boston advised, can we throw into one of the three jobs that you're currently doing. Nichols replied, bless you and thank you for your diligence in keeping up with all of it while you were away. You're pretty amazing. We appreciate you.

Bray replied, things are beginning to wind down. I feel like that we're on track pretty much with everything. Everybody needs to keep in mind that a lot of our revenue has already been collected. We will not get a BEP payment in May. It will be June. Most of property taxes have been completed, so you need to sort of keep that in mind as far as the expenses. Everything in total is online. Now you're going to see tonight and in the coming couple of months. There'll be some budget amendments to get some cleanup done between some accounts and between the lines on those accounts, but in total we're in good shape. As far as Budget Committee, I'm ready when you are Madam Chair. I've done the best I can do, so we might as well just dive on in. Boston replied,

that's when I agree. The only thing I understand is that the Maintenance Budget has changed somewhat. Bray replied, right I took all the projects that were on the bottom, that were basically requests from the principals. I removed those. Boston asked, could you forward out to the board members a new and improved maintenance. Bray replied, the only thing that I left in there, is just the things that are on our schedule that we do every five years. Stepp replied, the top part hasn't changed. Bray replied, the top part is not changed. I eliminated some. Boston asked, could you take the bottom off and just email it out to everybody? Bray replied I can. Boston replied, thank you. Bray asked, is there any questions before we get to the budget amendments? Safdie advised, we have one comment. You know the chart of accounts that we use. They're pretty complicated. Is there any resource where if I want to know exactly what 44530 or 44570 or some of these other very general topics that insisted of in terms of real categories? You know what groups of expenses that they entail. Bray replied, well basically the titles that you see on this page are the group topic. Whether it's Pre-K or whether it's Fiscal Services, Human Resources and a lot of the categories within those groups or subcategories. As they call them, are the same Travel, Wages, Taxes. They're the same no matter what the category is. Now there is a uniform chart of accounts that the state puts out that's available, but I don't know that that would help you in any way, but I'll be happy to send that to you. Safdie replied, well thank you. We'll consider that later on. Bray replied, it's just kind of an accounting thing. Safdie replied, I know and sometimes that's real confusing, because when you look at it there's so many. Bray replied, correct it can be a bit overwhelming and I do apologize.

19.B. Monthly Sales Tax Report (See Exhibit #24) - Bray advised, the only other thing I have and I completely skipped over the Sales Tax Report. We're still running ahead for the year. I hope it holds, because those extra funds should come to us, but we're still running \$200,000 ahead. So buy local. Safdie asked, can you talk to anybody about you know why there's sales tax are incorrect? Bray replied, well they tried. This was an estimate and this was their best estimate when they did this budget at the forecast and basically at that point when he was doing this Bucc'ee's wasn't there yet. They knew it was coming. He was just doing his best guess estimate, because it's totally new and they really didn't know what to anticipate. He's done pretty good to guess a year out. Is there any other questions? No one responded.

19.C. \*141 Budget Amendments (See Exhibit #25) - Bray continued, I'll just throw myself under the bus right now. There were two budget amendments that came in very late, but I have been diligently working with our County Finance Director to make sure that I have all the language in those to their specifications. As far as our two construction projects. This is not something I do every day. So I had to work with him on it to make sure I had every eye dotted and every t-crossed and that was why they were late getting to you. Stout replied, better to be correct than to rush. Bray continued, I don't want to get before the County Budget Committee and them saying no. So I worked very closely with him. The first one that you see is just a general budget amendment because we have now picked up the South Project. GP is going to be responsible for the engineering cost. So I just moved some money around so that we can cover those. Hamby asked, which one are you? Bray replied, the first one. This is part of our responsibility for the balance on the auditorium. This was part of that indirect cost and now all I'm doing is moving that funds into the actual budget and then transporting it into Construction. Now we talked about doing this, because we're going to owe our portion of it. It's a little bit over \$400,000. So this is part of it. Boston asked, do you want to take these one at a time? Bray replied, it doesn't matter to me. Boston asked the other board members and they preferred taking the amendments one at a time. Boston continued, okay then I'll entertain a motion to approve. Hamby advised, motion to approve. King advised, second. Boston replied, okay so we have a motion and a second to approve the budget amendment and I think this total was 335. **(Motion #1)** A Roll Call Vote was taken.

Bray advised, the next one. This is basically the same thing. I needed about \$47,000 more. So there was some money in the HVAC equipment lines and maintenance that I discussed with Mary, that we don't think we will have to use between now and the end of the year. Hopefully, fingers crossed, but she has some substantial funds left there. So I took it from there and this will get us to the total that we need in that construction line. Now this is just for our portion of the auditorium. Boston asked, so far we've moved \$335. Bray replied, plus \$47 and then there was already \$45,000 in that construction line that I will use. That was left over from something else that I had no idea what, but it's been sitting there all year. So I'm going to utilize those funds and that will give us a total of roughly \$427,000. Bray replied, which is our portion of that construction project. Boston asked, CCHS? Bray replied, correct. Stout asked, our portion meaning, that amount that we didn't have? Bray replied, ESSER will come first. ESSER will pay first and this will be our responsibility, but we have to go ahead once they sign that contract and record this liability and we have to have the appropriation there in order to do that and that's what we're doing. Boston advised, okay I'll entertain a motion to approve. Stout advised, so moved. King advised, second. Boston replied, okay so we have a motion and a second to approve the \$47,000 budget amendment. **(Motion #2)** Any further discussion? No one responded. A Roll Call Vote was taken.

Bray continued, now this is the one I started just because it was on top of my stack. As I said, we are now responsible for the engineering fees that we will encumber for the project at South, because it is no longer ESSER. So I had to move some additional funds to the Engineering Services line in order for us to do that. Now it may not come to the hundred thousand mark. I just wanted to be certain that we had enough there. Boston asked, and these were excess funds in those lines. As to what you felt they were excess. Safdie asked, when do we expect the bids to be for that project? Bray replied, well they're already in. We've just got to wait to go before I think we got the approval for the CCHS auditorium. We've got to go back for South. Safdie replied, we rebid South. Bray continued, we rebid South and then we'll we'll go before the County Commission next week for CCHS Auditorium. Stout asked, so moving this over for the Engineering Services for South that's the service that we're going to pay for, regardless of whether we choose to move forward with the new bid or not. Correct? Just confirming, thank you. Bray replied, they're going to expect to get paid regardless. They do their work on the front end. Stout replied, but then we own what they have provided to us, to use at any time going forward. Bray replied, yes. Boston asked, do you have a date on that rebid? Bray replied, not yet. I have not seen anything from. Boston replied, Kim said it would take about three weeks. Bray replied, but now I've not seeing it go out, but I'm not saying he has it, but normally I get a copy of it. Boston replied, that's fine. I'll entertain a motion to approve the Engineering Services. Stout advised, motion to approve. Davis advised, second. Boston replied, so we have a motion and a second for the \$100,000 for the resolution for Engineering Services. **(Motion #3)** A Roll Call Vote was taken.

Bray continued, and this is moving the money from Fund Balance to the construction line for the South project. Hamby advised, motion to approve. Safdie advised, second. **(Motion #5)** Boston advised, okay so we have a motion and a second to move the 2.2 million dollars for the South Cumberland Elementary Building Project Resolution. Stout replied, I'm sorry discussion. We have a motion, discussion. So as not to put the cart before the horse. I wanted to move to postpone the motion until South rebid is received and we have progressed further with the 23-24 budget process. **(Motion #4)** So we know where we stand. We don't even know what the rebid is going to come in at and we're wanting to approve moving this amount over. We don't even know if it's going to be this amount. Hamby replied, well I would feel better about knowing that it is allocated and it is there. We do not believe this bid is going to come in any higher than this. So therefore that locks this in. If for some reason we choose not to cover the bid or not to take the bid then it just rolls back over to something else. I'm not going to remove my motion. Stout replied, you don't need to. I've

made the move on it, so then I guess we have to vote on my move to postpone the motion until South rebid's received and we have progressed further with the 23-24 budget process. We have more information. What's it going to cost and what our budgets going to look like. Boston advised, we need a second. King advised, second. Stout continued, what's going to cost and what our budget's going to look like. Boston replied, we are doing a roll call vote on Mrs. Stout's move that we postpone this resolution. Mrs. Nichols advised, I'm really confused. Discussion was made explaining the motion by multiple board members. Stout replied, so my motion was to move to postpone the motion that was made until South rebid is received and we have progressed further with the 23-24 budget process. So we get the rebid back and see what the cost is before we pull money out and reallocate it for it and we wait until we get a little further along in the budget planning process. So we know what it's going to look like with TISA next year. It's so I'm making the movement to postpone the motion to approve. Nichols asked, so what is the benefit? I mean where do we differ on your motion and her motion? Boston replied, she (Hamby) made a motion to approve the resolution. She (Stout) made a motion or she moved to postpone. Hamby replied, I'm making a motion to go ahead and move the money and it allocates it and it's there. She has made the motion to postpone. Nichols replied, and don't put the money in there. Stout replied, so until we get the rebid, so we know what it's going to cost and go to a little further into the budget planning process. Hale asked, we've not voted on the first motion? Hamby replied, we don't have to since she moved or made a motion to postpone it and we have a no and a no and we're waiting on Sheri. Nichols replied, Sheri's still confused. Safdie replied, either way it will work out, because either way the board is going to have to look at the bids and then decide whether to go on with the project or not or whether to fund it or how much to fund it depending on what the bids are. So either way it's going to work out. Shannon's motion is cautionary, saying why make it move now, because we don't have the bids in and Mrs. Hamby's motion is to go ahead and get this over with and just move the money. So when the bids come in, we don't have that step to have to go through. Boston replied, this encumbers the funds for that specific project. Stout replied, reserves them. Hamby replied, for the South Project. Multiple board members spoke at the same time (audio) After additional clarification, Boston continued with the Roll Call Vote. Boston replied, so the move fails. We're going back to the motion to go ahead and move these funds and Kim we had to show that we have the money. Bray replied adequate appropriation. Boston replied, we have adequate appropriation in the line and we're genning to use it. Okay so the motion that we are currently bidding on is to approve this resolution. We have a first and a second. A Roll Call Vote was taken. Boston replied, so the resolution passes.

Bray continued. okay this next one is a grant for North Kids Club. We got the exact same grant last year. This just allows that program to purchase things that benefit that program. Two of our employees is part of the grant. They get a bonus and then the rest is used for things for that particular program. They bought the program equipment and a lot of new things for the program there at North. This is the after-school program. Hamby advised, move to approve. Hale advised, second. **(Motion #6)** Boston advised, okay so the motion is to approve the North Kids Club Grant Resolution for \$57,095.58. Any discussion? No one responded. A Voice Vote was taken.

Bray continued, I believe the next one is a General Budget Cleanup. A Special Education Department, some of it's budget cleanup and then Cassie wrote me a note that this allowed them to purchase for the CDC department at Martin a washing machine. Safdie advised, move to approve. Hamby advised, second. **(Motion #7)** Boston replied, so we have a motion to approve and a second on the resolution for \$14,574.10. A Roll Call Vote was taken.

Bray continued, this is the one we've all been waiting for. This is our Innovative School Model Grant for 6.2 million dollars. Hamby advised, I make a motion that we approve. Stout

advised, second. **(Motion #8)** Boston replied, so we have a first and a second on the Innovative School Grant Models Grant. Any discussion? No one responded. A Roll Call Vote was taken.

Motion to approve the 141 Budget Amendment General Budget Reallocation to BOE Construction Account as presented.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) King

Yes: 9, No: 0

**MOTION: Motion Carried**

Motion to approve the 141 Budget Amendment General Budget Reallocation for CCHS Auditorium as presented.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 9, No: 0

**MOTION: Motion Carried**

Motion to approve the 141 Budget Amendment General Fund Reallocation as presented.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) Davis

Yes: 9, No: 0

**MOTION: Motion Carried**

Motion to postpone the approval of the 141 Budget Amendment General Fund Reallocation South Bldg Project.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 2, No: 7 Boston: No,  
Davis: No, Hale: No, Hamby:  
No, Nichols: No, Safdie: No,  
Stull: No

**MOTION: Motion Carried**

Motion to approve the 141 Budget Amendment General Fund Reallocation South Bldg Project as presented.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Safdie

Yes: 7, No: 2 King: No,  
Stout: No

**MOTION: Motion Carried**

North Kids Club as presented.

Motion to approve the 141 Budget Amendment

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Hale

Yes: 9, No: 0

**MOTION: Motion Carried**

Motion to approve the 141 General Fund Budget Amendment as presented.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

Motion to approve the 141 Innovative School Model Grant Budget Amendment as presented.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Stout

Yes: 9, No: 0

**MOTION: Motion Carried**

19.D. \*142 Budget Amendments (See Exhibit #26) - Bray replied, I believe the next two are also from the Special Education Department, but they're both from her Federal Budget and the note she gave you was just basic budget cleanup. Boston asked, so that the 1 0. Bray replied, that's at 142-901-7120, that's Federal Sped. Stepp advised, they have already been approved by the State Department. Hamby asked, is there any way that we could group these together? Bray replied, they have already been approved in e plan. King replied, madam chair move to group these together and approve. Hamby replied, and I'll second that. Boston replied, okay so we have a motion to, they're all 142 uh resolution and they belong to the Federal Programs. Bray replied, just Sped and regular Federal programs. Boston asked, any discussion. No one responded. A Roll Call Vote was taken.

Motion to approve the 142 901 IDEA Budget Amendment, 142 911 IDEA Budget Amendment, 142 Budget Amendment TN ALL Corps, 142 Perkins Basic Budget Amendment, 142 TEIS Budget Amendment, 142 Title 1 Budget Amendment, 142 Title 2 Budget Amendment, and the 142 Title 3 Budget Amendment as presented.

**VOICE VOTE:** (mover-yes) King

(seconder-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

20. \*Consent Agenda (See Exhibit #27) - Boston advised, next on your agenda is your Consent Agenda. Safdie advised, move to approve. Hamby advised, second . Boston replied, we have a first and a second on the Consent Agenda. Any discussion? No one responded. A Voice Vote was taken.

Motion to approve the Consent Agenda as presented.

**VOICE VOTE:** (mover-yes) Safdie

(seconder-yes) Hamby

Yes: 9, No: 0

**MOTION: Motion Carried**

20.A. \*Review Only Policies

20.B. \*Approval of Volunteers

20.C. \*Approval of Overnight and Out of State Field Trips

20.D. \*Approval of Contracts

20.E. \*Approval of Grants

20.F. \*School Wide Fundraisers

20.G. \*Approval of Disposal of Surplus Property

20.H. \*Executive Approval

21. Old Business - Boston advised, next would be old business to discuss, questions. Safdie advised, I was looking at you know the Strategic Plan and I just wanted to compliment the Director of Schools for following up with this procedure and talk a little bit about you know, the concept of team on the Board of Education and whether we're in the board or outside of a meeting. Our official capacity is only when we are meeting in an accrued meeting. Sometimes we have to act independently, but to act independently doesn't mean we're not part of a team. So in in my personal references to how we, I perceive this board is whether I do things with you or not, whether I attend a larger meeting or a smaller meeting. I am still part of the team of the Board of Education and I hope that you all feel that way too, because everyone has different schedules. Everybody knows their responsibilities and sometimes it's very hard when you realize that in some cases you're on an island unto itself, because the official capacity of us is here at this particular moment or at a called meeting. So I can relate and I'm sorry to take so long but I I can relate my own story about learning about the budget. I asked Mrs. Bray about the lines on the chart of accountants, because it took me about a year to go over each chart of the account. A number and then learn what they represented. Of course in one ear and out one ear, but it took me a year and then it took me two years during my board of first residence as a board member to to figure it out and understand what was taking place. That the idea is that there was a work session on the budget. I attended that. I attended it and worked with the Director of Schools almost on a weekly basis to learn about the budget and I was constantly on the phone with TSBA learning about the budget and it was enough to get me through, but if I had just to rely on a single meeting to learn about the budget it would not have happened for me. It took two years for me to do that. Davis replied, question for you. Do you feel that if we were to meet with more frequency on specific matters as a group as opposed to committees that'd be beneficial? Safdie replied, it just depends on what you know for instance in talking about the budget there's a process that's taking place and it's always rushed at this time. We've exactly one month and one week, perhaps or two weeks to discuss the budget, but that process will be explained as the full budget. I think you all got copies of the budget right. We're talking about a budget right now. A Budget Committee and catching up with what it all means. I think that you know we'll have time to do that. I leave it up to the chairperson to arrange the meeting dates with the Director of Schools and that's what has to happen, because that's part of our policy. All right and unless the policy has changed those things will take place and it'll be rushed. It always is, I mean I've been on the board 15 years and it's always been rushed, because we don't get a final budget until May 17th. We don't know what the budget is even though there is a proposal now. Okay, there's a a proposed budget, right. That the Director of Schools has created and gave to us today. That proposal has not been reviewed, but we're talking about team work. So if you need more activity to become part of a team, to feel your part of the team, then you need to work together with the chairperson to arrange those meetings. Okay, but whether I'm able to attend those meetings, because of personal conflicts, because it doesn't mean I'm not part of the team. Okay, I'm always a member of the Cumberland County Board of Education and now you probably feel that way too. Stout advised, transparency and inclusivity is very important and we all committed to that at the beginning of the year. Safdie continued, I just wanted to relate and give you a perspective on my first years. Two years to understand the budget. I was

constantly. I was chairman one year and then the next year I was vice chairman and it just took me all that time to continue to do research and this year it seemed a more complicated and I'm just glad that we have Mr. Stepp looking at TISA and how it's unfolding and I'm glad we have a chairperson who's been you know staying on top of what needs to be done. Davis asked, what deadlines do we have right now? Like pressing, like this has to be done by next date? Boston replied, we don't. We do need to get the; the County Commission will give us a date to present. As long as we have our budget approved by the day before, which is what we did last year. Which was June the 8th we presented and as long as we have an approved budget by that. In reviewing back years, we've been as late as June the 15th in presenting the board. Safdie replied, and I've seen as late as the last day in June, because we turned in the budget and then the County Commission or the Finance Committee said they needed more information. Boston replied, yeah and they could send it back and they did last year. Davis replied, and that's the reason I asked, is trying to, in the spirit of building a Strategic Plan, being a new board member, aspiring to be a teammate, being able to plan for a date and time where all the information is available for all of us to review. With enough time to prepare, so we're not crammed. Boston replied, we have all of the information. Davis continued, right, but I don't I don't have the platform to have open conversation with each of you other than individually. Stout replied, or explanation. Boston asked, I mean Mrs. Bray are you available? Bray replied, always. Boston continued, Mrs. Bray is always available. You're welcome to sit down with her. Until we get to that point you know, we would look. Safdie advised, it's been difficult and again I'm not trying to. Hamby replied, and committee meetings will be set soon. Safdie continued, sorrow, but you know for the past three and four weeks Mrs. Bray has been going through a tragedy in her life right now. So sometimes that communication isn't available. Although she stays in touch okay, but I'm just saying that. Davis asked, what did our budget schedule say we were going to do? What did it say? Stout replied, if I can piggyback on that just really quick. Most certainly and out of respect for Mrs. Bray working three positions right now and everything else that she has going on. Trying to combine some sort of session where everybody can get the same information from her versus she or Mr. Stepp having to individually work with everybody on their questions, because a lot of us are going to have the same ones and some of us are new to this process entirely, and those of you who've been through the process before, TISA is new entirely. So we're all kind of going into this new and fresh with what we're doing at this point. Stull advised, part of that is the fact that we are tied to the fact that we can only do it in either an open meeting or one-on-one. Hamby advised, and we will have committee meetings that we can all join in and ask questions. Stout replied, one of the concerns is that in our Annual Operating Budget Policy, which Nick you're asking about the timeline and what the plan is. It says the board shall provide a proposed budget in accordance with the budget timeline established by the board and the County Commission. We haven't been given a timeline. If a budget timeline is not agreed upon, the board shall submit a proposed budget to the County Commission no later than May 1st. May 1st is like a few days away so and we've had no work sessions, committee meetings. We just got the budget information from the first draft last Friday, per our request. Boston replied, okay, I mean this is getting away from old business. This is new business, so if you want to discuss it, I would strongly suggest you know, contact Mr. Stepp and find out; he and I should get together soon and set a timeline, but we do not have to our budget to the County Commission by May 1st. Stout asked, so what is the timeline we've agreed with the County Commission? Boston replied, they will give us, they don't know yet what day they're going to have us present our budget. They will let us know that at the end of May. Safdie replied, I mean if we have to modify that policy to make it a little more general and I certainly would look at. Boston replied, yes. Stout replied, I think we need to look over our policies as a whole and make sure that we're operating within them and if there's something we do need to modify, because it just doesn't fit going forward. So that's something we can talk about in a work session. This kind of piggybacks off of under old business. I was madam chair going to make a motion to set a date for an Informational Professional Development Budget Training Session on the 23-24 budget in process. Boston replied, you can't make a motion. I mean that's not on the agenda. It was brought up during old business, but it it's not on the

agenda and why are you making a motion? Stout replied, because I've been told that we need to make a motion and vote if we want to have this kind of meeting. To get some training on the on the budget. Safdie asked, when will you and Mr. Stepp set a date with the Executive Committee to review the budget? Boston replied, I have no idea. Safdie replied, my request is to do it immediately. Okay, Mr. Stepp, we've got it, immediately. The board members are asking questions and I think the Executive Committee is the first step. Stepp replied, yes sir. I have military duty tomorrow. So it'll probably be Monday. Safdie replied, Monday okay. Stepp continued, I'll leave tonight. Safdie continued, that's right. The next two weekends after this weekend. Do you have anything scheduled madam chair person? Boston asked, on Monday. Safdie replied, yes. Boston replied, no. Safdie continued, all right so figure out a time, do it, so that we can move forward please. Boston replied, I think Mr. Stepp being the Director of Schools and myself being the chairman. I think we can handle that, but thank you. Safdie replied, I hope so. You're welcome. Boston continued, I appreciate that. You've made a motion to do what? Stout replied, to set a date for an Informational Professional Development Budget Training Session for the 23-24 budget in process. Boston replied, okay. I mean you'll need second. King advised, second. Boston asked, any further discussion? No one responded. Boston replied, okay I'm going to go ahead and do a Roll Call. The motion on the floor is to set a date for an informational and training on the budget. Stout replied, budget and process. Boston continued the budget and process. Safdie replied, I'm a little confused. Is this a legal issue? Boston replied, no. I have no idea. Safdie well I have no problems with setting a date, but I think the Executive Committee. Boston replied, I think we've got to get where we need to be before we can set a date to do an informational. If you want to do an informational, I'm not sure what information you're looking for. Stout replied, on the budget process and on the departments and the what funds Federal, ESSER, local, school you know. How all that goes into the buckets for the departments and what the process. Boston replied, let's go ahead and address your motion. The Roll Call Vote continued. Boston replied, we'll we'll postpone that until we have some further dates.

Motion to fill in later

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 2, No: 7King: Yes,  
Stout: Yes

**MOTION: Motion Failed**

Motion to set a date for an Informational Professional Development Budget Training Session on the 23-24 budget in process.

**VOICE VOTE:** (mover-yes) Stout

(seconder-yes) King

Yes: 4, No: 5Davis: Yes,  
King: Yes, Nichols: Yes,  
Stout: Yes

**MOTION: Motion Failed**

- 22. Questions from Media - Boston asked if there were any questions from the media. No questions were asked.
- 23. Adjournment- Boston advised, I'll entertain a motion to adjourn. Hamby moved and Stout seconded a motion to adjourn at 8:04pm.

Motion to adjourn at 8:04p.m.

**VOICE VOTE:** (mover-yes) Hamby

(seconder-yes) Stout

Yes: 9, No: 0

**MOTION: Motion Carried**

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**William Stepp**  
**Director of Schools**

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**Teresa Boston**  
**Chairperson of the Board**

Comment I, Tabitha Webb hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on May 16, 2023.

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**Tabitha Webb**  
**Board of Education Recorder**

**(\*) Indicates Board Approval Required**

BEFORE THE BOARD OF EDUCATION OF CUMBERLAND COUNTY, TENNESSEE

IN RE E.W., a minor under the age of eighteen (18) years  
An Appeal to the Board of Education from a decision of the  
Cumberland County Schools' Disciplinary Hearing Authority.

ORDER

This cause came to be heard before the Cumberland County Board of Education on the 27<sup>th</sup> day of April, 2023, at approximately 6:50 p.m., during the course of its regular April meeting, upon the appeal taken by the parent of Student E.W., a minor under the age of eighteen (18) years, from the decision of William Stepp, Director of Cumberland County Schools, to uphold the decision of the Cumberland County Schools Disciplinary Hearing Authority, which upheld the decision of the Administration of North Cumberland Elementary School, to suspend student EW for a calendar year following that student bringing a number of knives to school.

Pursuant to Board Policy 6.317, the Board did review the record established in this cause and convened to vote on whether or not to grant hearing before the Board of Education in this cause. The Board did vote, unanimously, with 100% of Board members participating, to deny student E.W. a hearing by the Board of Education in this matter.

It is therefore ORDERED, ADJUDGED and DECREED that the requested hearing is denied.

ENTER this 9 day of <sup>May</sup>~~April~~, 2023. *tg*



TERESA BOSTON,  
CHAIRPERSON  
CUMBERLAND COUNTY BOARD OF EDUCATION

(\*) Indicates Board Approval Required  
May 25, 2023 at 6:00 PM - Board of Education Meeting

1. Call to Order

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Procedural Item

2. Moment of Silence/Pledge of Allegiance

[Benjamin King-Pine View Elementary](#)

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Procedural Item

3. Welcome to Visitors

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Procedural Item

4. Special Recognition

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Information Item

5. Roll Call

**Agenda Item Type:** Procedural Item

6. Declaration of Conflict

**Speaker(s):** - Mr. Earl Patton

**Agenda Item Type:** Procedural Item

7. \*Approval of 4/27/23 Minutes

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [4-27-23 Minutes](#)

8. \*Approval of Agenda

**Agenda Item Type:** Action Item

9. Acknowledgement of Elected Officials

**Agenda Item Type:** Action Item

10. Community Comments

**Agenda Item Type:** Information Item

11. School Board Reports

**Agenda Item Type:** Information Item

11.A. TLN Report

**Speaker(s):** - Ms. Shannon Stout

**Agenda Item Type:** Information Item

12. Board Member(s) Report from Training(s)

**Agenda Item Type:** Information Item

13. Legal Report

**Speaker(s):** - Mr. Earl Patton

**Agenda Item Type:** Information Item

14. JROTC-Mr. Harry Dodson

**Agenda Item Type:** Action Item

15. Director's Report

**Speaker(s):** - Mr. William Stepp

**Agenda Item Type:** Information Item

15.A. \*Agreement to Administer School Nutrition

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Approval of the SY 2023-2024 Agreement to Administer the School Nutrition Programs](#)

15.B. \*Strategic Compensation/Differentiated Pay Plan

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Strategic Compensation Differentiated Pay Plan](#)

15.C. \*Parental Survey (Optional) for Community Vaccination Needs

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Vaccination Needs Survey](#)

15.D. \*Bid Acceptance for SPED Bus

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [SPED Bus Bid](#)

15.E. \*CO-OP Renewal for Trinity Academy

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [Trinity Academy CO-OP Renewal Agreement](#)

15.F. \*Personnel Recommendations

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [Personnel Recommendations](#)

15.G. \*Request to Apply for No Kid Hungry School Nutrition Grant

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [Request to Apply - No Kid Hungry Grant](#)

15.H. \*Request for Competition Funds

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [Crab Orchard Archery Request for Funds](#)

15.I. \*TMSAA

**Agenda Item Type:** Action Item

15.J. Annual Planning Calendar

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Planning Calendar](#)

15.K. FYI

**Agenda Item Type:** Information Item

15.K.1. Attendance Report

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Warm Body Count](#)

15.K.2. Personnel Report

**Agenda Item Type:** Information Item

**Attachments:** (2)

- [CCSNP Personnel Report](#)
- [Personnel Report](#)

15.K.3. Substitute List

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Substitute Board List](#)

15.K.4. School News Articles

**Agenda Item Type:** Information Item

**Attachments:** (10)

- [Brown Newsletter](#)
- [CCHS Newsletter](#)
- [Crab Orchard Newsletter](#)
- [Martin Newsletter](#)

- [North Newsletter](#)
- [Phoenix Newsletter](#)
- [Pine View Newsletter](#)
- [Pleasant Hill Newsletter](#)
- [SMHS Newsletter](#)
- [South Newsletter](#)

15.K.5. School Calendar of Events

**Agenda Item Type:** Information Item

**Attachments:** (2)

- [Phoenix Calendar](#)
- [SMHS Calendar](#)

16. School Board Committees

**Agenda Item Type:** Information Item

16.A. Policy Committee

**Speaker(s):** - Ms. Rebecca Hamby

**Agenda Item Type:** Committee Report Item

16.A.1. \*Approval of First and Final Reading of Policies

**Agenda Item Type:** Action Item

**Attachments:** (10)

- [4.300 Extracurricular Activities](#)
- [5.100 Personnel Goals & Objectives](#)
- [5.403 Drug & Alcohol Testing for Employees](#)
- [5.701 Substitute Teachers](#)
- [6.201 Compulsory Attendance Ages](#)
- [6.203 Schools Admissions](#)
- [6.300 Code of Conduct and Discipline](#)
- [6.308 Bus Conduct](#)
- [6.309 Zero Tolerance Offenses](#)
- [6.316 Suspension,Expulsion,Remand](#)

16.B. Athletic Committee

**Speaker(s):** - Mr. Nick Davis

**Agenda Item Type:** Committee Report Item

16.C. Budget Committee Meeting

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Committee Report Item

16.D. Building and Grounds Committee

**Speaker(s):** - Mr. Robert Safdie

**Agenda Item Type:** Committee Report Item

16.E. Safety Committee

**Speaker(s):** - Ms. Rebecca Hamby

**Agenda Item Type:** Committee Report Item

16.F. Contract Committee

**Speaker(s):** - Ms. Teresa Boston

**Agenda Item Type:** Committee Report Item

17. Chief Financial Officer's Report

**Agenda Item Type:** Information Item

17.A. Monthly Financial Report

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Financial Report](#)

17.B. Monthly Sales Tax Report

**Agenda Item Type:** Information Item

**Attachments:** (1)

- [Sales Tax Report](#)

17.C. \*141 Budget Amendments

**Agenda Item Type:** Action Item

**Attachments:** (4)

- [141 BA General Budget Clean Up](#)
- [141 BA Summer Learning](#)
- [141 BA Summer School](#)
- [141 BA Transportation Equipment](#)

17.D. \*142 Budget Amendments

**Agenda Item Type:** Action Item

**Attachments:** (8)

- [142 BA 21st CCLC](#)
- [142 BA ESSER 2.0](#)
- [142 BA Federal 901 Clean Up](#)
- [142 BA Federal 911 Clean Up](#)
- [142 BA Innovative High School](#)
- [142 BA SPED Bus](#)
- [142 BA Title I](#)
- [142 BA Title II](#)

17.E. \*143 Budget Amendments

**Agenda Item Type:** Action Item

**Attachments:** (5)

- [143 BA CCSNP End of Year Clean Up May 2023](#)
- [143 BA CCSNP Equipment Assistance Grant 2023](#)
- [143 BA CCSNP Local Foods for Schools 2023](#)
- [143 BA CCSNP No Kid Hungry Outreach Gant](#)
- [143 BA CCSNP Wage Line 204 Clean Up](#)

18. \*Consent Agenda

**Agenda Item Type:** Consent Agenda

18.A. \*Review Only Policies

**Agenda Item Type:** Consent Item

**Attachments:** (52)

- [2.9001 Board Funding of Student Competitions](#)
- [3.200 Buildings and Grounds Management](#)
- [3.201 Safety](#)
- [3.205 Security](#)
- [4.607 Waivers of Statutes, Rules & Regulations](#)
- [5.100 Personnel Goals & Objectives](#)
- [5.101 Line & Staff Relations](#)
- [5.103 Job Descriptions](#)
- [5.106 Application & Employment](#)
- [5.114 Personnel Records](#)
- [5.116 Staff Positions](#)
- [5.117 Procedure for Granting Tenure](#)
- [5.201 Separation Practices for Non-Tenured Teachers](#)
- [5.300 Short Term Leave of Absence](#)
- [5.302 Sick Leave](#)
- [5.304 Long-Term Leave of Absence for Professional Personnel](#)
- [5.306 Military Leave](#)
- [5.309 Legislative Leave](#)
- [5.400 Personnel Health Examinations & Communicable Disease](#)
- [5.402 Hepatitis B \(HBV\)](#)
- [5.500 Discrimination & Harrassment of Employees \(Sexual, Racial, Ethnic, Religious\)](#)
- [5.501 Complaints](#)
- [5.601 Conflict of Interest](#)
- [5.606 Political Activities](#)
- [5.610 Staff-Student Relations](#)
- [5.611 Ethics](#)
- [5.700 Interim Employees](#)
- [5.702 Student Teachers](#)
- [5.800 Director of Schools](#)
- [5.801 Director of Schools Recruitment & Selection](#)

- [5.1141 Teacher Effect Data](#)
- [5.5011 Grievances](#)
- [6.100 Student Goals](#)
- [6.202 Home Schools](#)
- [6.207 Withdrawals](#)
- [6.208 Release During School Hours](#)
- [6.209 Child Custody & Parental Access](#)
- [6.302 Procedural Due Process](#)
- [6.303 Interrogations & Searches](#)
- [6.304 Student Discrimination, Harrassment, Bullying, Cyber-Bullying & Intimidation](#)
- [6.306 Interference & Disruption of School Activities](#)
- [6.307 Drug-Free Schools](#)
- [6.318 Admission of Suspended or Expelled Students](#)
- [6.406 Student Phychological Services](#)
- [6.407 Student Social Services](#)
- [6.503 Homeless Students](#)
- [6.504 Migrant Students](#)
- [6.505 Students in Foster Care](#)
- [6.4051 Glucagon & Diazepam Gel \(Diastat\)](#)
- [6.4052 Opioid Antagonist](#)
- [6.4081 Safe Relocation of Students](#)
- [6.5001 Service Animals](#)

18.B. Volunteer Lists

**Agenda Item Type:** Consent Item

**Attachments:** (5)

- [CCHS Volunteer List](#)
- [County Wide Volunteer List](#)
- [Homestead Volunteer List](#)
- [SMHS Volunteer List](#)
- [Stone Elem Volunteer List](#)

18.C. \*Approval of Overnight and Out of State Field Trips

**Agenda Item Type:** Consent Item

**Attachments:** (12)

- [Brown Elem Overnight Request BETA](#)
- [CCHS Overnight Request FBLA](#)
- [CCHS Overnight Request FCCLA](#)
- [CCHS Overnight Request FFA](#)
- [CCHS Overnight Request FFA Camp](#)
- [CCHS Overnight Request FFA June](#)
- [CCHS Overnight Request HOSA](#)

- [CCHS Overnight Request Lady Jets Soccer](#)
- [Crab Orchard Overnight Request Archery](#)
- [SMHS Overnight Request Boys Basketball](#)
- [SMHS Overnight Request Boys Basketball-Memphis](#)
- [SMHS Overnight Request Skills USA](#)

18.D. \*Approval of Contracts

**Agenda Item Type:** Action Item

**Attachments:** (1)

- [Stone Elem & Strawbridge Agreement](#)

18.E. \*School Wide Fundraisers

**Agenda Item Type:** Consent Item

**Attachments:** (2)

- [Martin School-Wide Fundraiser](#)
- [North School-Wide Fundraiser](#)

18.F. \*Approval of Disposal of Surplus Property

**Agenda Item Type:** Consent Item

**Attachments:** (11)

- [CCHS Retired Inventory](#)
- [CTE & SPED Retired Inventory](#)
- [Federal Retired Inventory](#)
- [Federal Retired Inventory2](#)
- [Homestead Retired Inventory](#)
- [Phoenix Retired Inventory](#)
- [Phoenix Retired Inventory Chromebooks](#)
- [Phoenix Retired Inventory2](#)
- [Pine View Retired Inventory.docx](#)
- [Pleasant Hill Retired Inventory](#)
- [SMHS Retired Inventory](#)

18.G. \*Executive Approval

**Agenda Item Type:** Consent Item

19. Old Business

**Agenda Item Type:** Action Item

20. Questions from Media

**Agenda Item Type:** Information Item

21. Adjournment

**Agenda Item Type:** Action Item

**Comments:**



William G. Stepp • Director of Schools

Mrs. Teresa Boston • Board Chair

Date: May 15, 2023

To: Mr. William G. Stepp, Director of Schools  
Mrs. Teresa Boston, Board of Education Chair

*Kathy Hamby*

From: Kathy Hamby, School Nutrition District Supervisor

Subject: Approval of the SY 2023-2024 Agreement to Administer the School Nutrition Programs Packet

The Cumberland County School Nutrition Program requests approval of the SY 2023-2024 Agreement to Administer the School Nutrition Programs packet. The packet must be updated and approved annually, and it is required to participate in the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, and the Seamless Summer Option Meals Program.

The packet contains the following:

- The School Year 2023-2024 Agreement to Administer the School Nutrition Programs and Policy Statement for Providing Free and Reduced-Price Meals to Students (17 pages) (Mr. Stepp's signature is required on page 17)
- Local Agriculture Products Compliance Plan (1 page) (Mrs. Boston's and Mr. Stepp's signatures are required)
- Provision 2 Information for Parents (3 pages)
- Instructions for Applying for Free and Reduced-Price School Meals (2 pages)
- 2023-2024 Household Application for Free and Reduced-Price School Meals (2 pages)
- Community Eligibility Provision (CEP) Notification Letter (1 page)
- Request for Waiver of School Fees (1 page)
- Offer Versus Serve Procedures (1 page)
- Procedures for Civil Rights Compliance (2 pages)
- Meal Charge Administrative Procedures and BOE Policy 3.500 (4 pages)

\*\*\*Additional general information and nutritional outreach will be provided to parents as needed.

A Spanish version of all the above documents will be available to families.

**\*All forms must be signed in blue ink.\***

**Please return the original signed copy for submission to the Tennessee State Department of Education.**

# School Year 2023-24 Agreement to Administer the School Nutrition Program(s)

School Breakfast Program- Child Nutrition Grant (CFDA 10.553)  
National School Lunch Program- Child Nutrition Grant (CFDA 10.555)  
Seamless Summer Option- Child Nutrition Grant (CFDA 10.555)  
Afterschool Snack Program- Child Nutrition Grant (CFDA 10.555)  
Special Milk Program- Child Nutrition Grant (CFDA 10.556)

This Agreement ("Agreement") exists to achieve the purposes of:(1) the Richard B. Russell National School Lunch Act, as amended (42 U.S.C. § 1751-1760) and regulations governing the National School Lunch Program (7 CFR 210 and 245) and (2) the Child Nutrition Act of 1966, as amended (7 U.S.C. § 1771- 1985), and regulations governing the School Breakfast Program (7 CFR 220 and 245) and (3) the Special Milk Program for Children (7 CFR 215); (4) Public Law 105 - 336 authorizing reimbursement for snacks, (5) Public Law 85-478, as amended authorizing the Seamless Summer Option (formerly known as the Seamless Summer Food Service Program; (6) Public Law 108-265 to amend the National School Lunch Act and Child Nutrition Act of 1966 to provide children with increased access to food and nutrition assistance, to simplify program operations and improve program management; (7) Public Law 111-296 the Healthy, Hunger Free Kids Act of 2010; (8) 2 CFR Part 225 (formerly Office of Management and Budget (OMB) Circular A-87) which stipulates allowable and unallowable expenses in the non-profit School Nutrition Program; (9) Tennessee Code Annotated (T.C.A.) Title 49, Chapter 6, Part 23 governing the operation of the School Nutrition Programs within the state of Tennessee; and (10) State Board of Education rules, regulations, and minimum standards for the operation of the public school system, Chapter 0520-01-06 governing the operation of the School Nutrition Programs within the State of Tennessee.

The Tennessee Department of Education, hereinafter referred to as the "State Agency (SA)," and the School Food Authority (SFA), listed below, hereinafter referred to as the "SFA" agree to comply with the conditions of this Agreement which are based on public laws, regulations, statutes, policies, procedures and best practices that govern the School Nutrition Programs to be operated by the SFA.



### **The State Agency (SA)**

- a. Agrees that to the extent of funds available, it shall reimburse the SFA in connection with meals, snacks and milk served to children in the indicated program(s) in schools, institutions or sites included in the Agreement and/or amended Agreement during the effective period of this Agreement; agrees that during any fiscal year, the amount of reimbursement paid to the SFA for meals and snacks served to children in each school, institution or site shall not exceed the amount equal to the number of meals or snacks by types (free, reduced, paid), served to children, multiplied by the assigned rates;
- b. Agrees that it will supply, in writing or electronically, to the SFA's School Nutrition Program Administrator, all changes, additions and deletions to federal and state regulations and policies of the Tennessee Department of Education and State Board of Education that govern the operation of the programs;
- c. Will operate in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, national origin, sex, age, or disability;
- d. Reserves the right to disallow any claim for reimbursement, to withhold School Nutrition funds and/or to recover any School Nutrition funds which are used in a manner that is not in accordance with federal and state laws and regulations or the terms of this Agreement;
- e. Shall execute this Agreement.

### **The School Food Authority (SFA)**

- a. Application. An official of an SFA shall make written application to the State Agency (SA) for any school in which it desires to operate the Program. Applications shall provide the State Agency (SA) with sufficient information to determine eligibility. The SFA shall also submit for approval a Free and Reduced-Price Policy Statement in accordance with part 245 of Chapter 7 of the Code of Federal Regulations.
- b. Agreement. The Parties establish this Agreement, as each SFA approved to participate in the program is required under 7 CFR 210.9 to enter into a written agreement with the State Agency (SA) that may be amended as necessary. Nothing in the preceding sentence shall be construed to limit the ability of the State Agency (SA) to suspend or terminate this Agreement in accordance with 7 CFR 210.25. The SFA and participating schools under its jurisdiction shall comply with all provisions of 7 CFR parts 210, 215, 220 and 245. This Agreement shall provide that each SFA shall, with respect to participating schools under its jurisdiction:
  1. Maintain a nonprofit school nutrition program and observe the requirements for and limitations on the use of nonprofit school nutrition program revenues set forth in 7 CFR 210.14 and limitations on any competitive school food service as set forth in 7 CFR 210.11 and T.C.A. § 49-6-2307;



2. Limit its net cash resources in the School Nutrition Program to an amount that does not exceed three (3) months average expenditures for its nonprofit School Nutrition Program or such other amount as may be approved by the SA in accordance with 7 CFR 210.19 (a); agrees that indirect costs may be recovered from the School Nutrition Program only from a reserve fund that exceeds three (3) months' operating expenses as outlined in T.C.A. § 49-6- 2305 Reserve Fund;
3. Maintain a system of financial accounting as prescribed under 7 CFR 210.14, 220.13 and 225;
4. Comply with uniform administrative requirements, cost principles, and audit requirements of federal awards in 2 CFR part 200 as applicable;
5. Serve meals, during meal periods, which meet the requirements for food components and dietary standards as prescribed in 7 CFR 210.10 and 220.8;
6. Price meals as a unit;
7. Serve meals free or at a reduced price to all children who are determined by the local educational agency to be eligible for such meals under 7 CFR part 245;
8. Comply with the requirements of Provision 2, the Community Eligibility Provision, and reimbursement alternatives if applicable;
9. Claim reimbursement at the assigned rates only for reimbursable free, reduced price, and paid meals served to eligible children in accordance with 7 CFR parts 210 and 220. Agree that the SFA official who electronically signs the claim shall be responsible for reviewing and analyzing meal counts to ensure accuracy as specified in 7 CFR 210.8 and 220.9 governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the withholding of payments, suspension or termination of the program as specified in 7 CFR regulations. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft or fraudulent activity, the penalty specified in 7 CFR 210.26 and 220.19 shall apply;
10. Count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by the State Agency (SA);
11. Submit claims for reimbursement in accordance with 7 CFR 210.8 and 220.11;
12. Comply with the requirements of the United States Department of Agriculture regulations regarding nondiscrimination (7 CFR parts 15, 15a, 15b);
13. Not discriminate against any child because of his or her eligibility for free or reduced-price meals in accordance with the approved Free and Reduced-Price Policy Statement;



The program applicant hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency. (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Part 35, 42, and 50.3);
- ix. Food and Nutrition Services (FNS) directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement;
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and



copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession

of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

14. Enter into an agreement with United States Department of Agriculture to receive donated foods as required by 7 CFR part 250;
15. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable state and local laws and regulations, and comply with the food safety requirements of § 210.13 and 220.13;
16. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the United States Department of Agriculture;
17. Maintain necessary facilities for storing, preparing and serving food;
18. Upon request, make all accounts and records pertaining to its school food service available to the State Agency (SA) and to FNS, for audit or review, at a reasonable time and place. Such records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3-year period as long as required for resolution of the issues raised by the audit;
19. Maintain files of currently approved and denied free and reduced-price applications, which must be readily retrievable by school;
20. Maintain files of the names of children currently approved for free meals through direct certification with the supporting documentation, as specified in 7 CFR 245.6(b)(5) of Chapter 7 of the Code of Federal Regulations which must be readily retrievable by school. Documentation for direct certification must include information obtained directly from the appropriate state or local agency, or other appropriate individual, as specified by FNS, that:
  - i. A child in the Family, as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations, is receiving benefits from SNAP (formerly Food Stamp Program), Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF), as defined in § 245.2 of this chapter; if one child is receiving such benefits, all children in that family are considered to be directly certified;
  - ii. The child is a homeless child as defined in § 245.2 of Chapter 7 of the Code of



Federal Regulations;

- iii. The child is a runaway child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations;
  - iv. The child is a migrant child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations; or
  - v. The child is a Head Start child as defined in § 245.2 of Chapter 7 of the Code of Federal Regulations.
21. Retain the individual applications for free and reduced-price meals and meal supplements submitted by families for a period of 3 years after the end of the fiscal year to which they pertain or as otherwise specified under paragraph (b)(17) of 7 CFR 245.2;
  22. No later than December 31 of each year provide the State Agency (SA) with a list of all elementary schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced-price meals as of the last operating day the preceding October. In addition, each SFA shall provide, when available for the schools under its jurisdiction, and upon the request of a sponsoring organization of day care homes of the Child and Adult Care Food Program, information on the boundaries of the attendance areas for the elementary schools identified as having 50 percent or more of enrolled children certified eligible for free or reduced-price meals.
- c. Afterschool care requirements. Those SFAs with eligible schools (as defined in 7 CFR 210.10(n)(1)) that elect to serve meal supplements during afterschool care programs, shall agree to:
1. Serve meal supplements which meet the minimum requirements prescribed in 7 CFR 210.10;
  2. Price the meal supplement as a unit;
  3. Serve meal supplements free or at a reduced price to all children who are determined by the SFA to be eligible for free or reduced-price school meals under 7 CFR part- 245;
  4. If charging for meals, the charge for a reduced-price meal supplement shall not exceed 15 cents;
  5. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this Agreement;
  6. Claim reimbursement for no more than one meal supplement per child per day;
  7. Review each afterschool care program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year, except that an afterschool care program operating year-round shall be reviewed during the first four weeks



of its initial year of operation, once more during its first year of operation, and twice each school year thereafter;

8. Agree to provide organized, regularly scheduled activities in a structured and supervised environment, including an educational or enrichment activity;
  9. Comply with all requirements of 7 CFR 210, except that, claims for reimbursement need not be based on "point of service" meal supplement counts (as required by 7 CFR 210.9(b)(9)).
- d. Seamless Summer Option (SSO). Those SFAs with eligible schools that elect to serve meals and meal supplements with the seamless summer option, shall agree to:
1. Feed children in low-income areas during the summer months (or during extended breaks of a year-round school schedule). The National School Lunch Act at 42 USC 1761(a)(8) allows public and non-profit school food authorities/ Local Educational agency (SFA/LEA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to operate the Seamless Summer Option. The SFA/LEA will follow requirements, where applicable, in the NSLP and SBP regulations at 7 CFR Parts 210, 220 and 225 for this option.
  2. Apply with the location and description of the option site, percentage of free or reduced-price meals, type of site and method of advertisement;
  3. Adhere to the special provisions of the Seamless Summer Option, which are described in the following sections (4-23);
  4. Demonstrate financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites;
  5. Follow SSO policy (established in the body of regulations, instructions, handbooks, and other written guidance) to choose SSO sites.
  6. Restricted Open Site is an open site initially (open to all children through age 18 in the community), but later restricted by the district for security, safety or control reasons;
  7. Closed enrolled a site of which is open to only enrolled children, as opposed to the community at large, which at least 50 percent of enrolled children at the site are eligible for free or reduced-price school meals under National School Lunch Program and School Breakfast Program, as determined by approval of application in accordance with 7 CFR 225.15(f), or on the basis of documentation the site meets the definition of "Areas in which poor economic conditions exist, referred to as area eligible;
  8. The SFA will not claim any meals under SSO at any site without receiving prior approval from the State Agency (SA);



9. All persons meeting the definition of Children in the Summer Food Service Program (SFSP) federal regulations at 7 CFR 225.2 are eligible to participate. This includes all persons in the community who are 18 years of age and under and (as defined at 7 CFR 225.2) those persons over age 18 who meet the State Agency (SA) definition of mentally or physically disabled persons;
10. The SFA/LEA will follow NSLP meal service requirements for lunch or snacks (7 CFR 210.10) and SBP meal service requirements (7 CFR 220.8) for breakfast. With State Agency (SA) approval, the SFA/LEA may serve a supper meal, using applicable NSLP meal service requirements for lunches;
11. Meals will be counted at the point of service;
12. Second meals are not reimbursable and may not be claimed;
13. Production and menu records will be maintained that show compliance with meal requirements;
14. The designated lunch period will be between the hours of 10 a.m. and 2 p.m., unless otherwise exempted by FNS (such as supper service that would not occur during these hours);
15. The SFA/LEA may allow "offer versus serve" meals at SSO sites;
16. Off-site consumption of meals will not be allowed, except as part of a scheduled event such as a planned field trip;
17. The number and types of meals will comply with the SFSP requirements at 7 CFR 225.16(b), as described below in sections #18-23;
18. All sites except camps or migrant sites: with State Agency (SA) approval, the SFA/LEA may serve up to two meals at all sites. Meal service may include breakfast, lunch, snack, or supper. The SFA/LEA may not claim both lunch and supper meals at the same site on the same day;
19. There will be no charge for meals served to eligible participants;
20. Meals at all approved SSO sites, except camps, will be served free to all children in accordance with 7 CFR 225.6(e)(4) of the SFSP regulations;
21. The SFA/LEA may claim meals at the "free" rates prescribed by USDA for the NSLP (including snacks) and the SBP. Supper meals, if permitted by the State Agency (SA), may be claimed at the free rate for NSLP lunches. All lunches and suppers served under this amendment will receive the standard commodity support rate available for the NSLP. SSO sites that qualify for the severe need breakfast rate will continue to receive this differential;
22. On the monthly claim filed with the State Agency (SA), the SFA/LEA must identify meals served at SSO sites separately from other NSLP or SBP meals served at other sites;



23. The SFA/LEA will review the meal counting, claiming, and meal pattern compliance within the three (3) weeks of starting operations for all sites that are newly approved to operate the Seamless Summer Feeding Option or that are operated by non-SFA/LEA personnel;
- e. The Fresh Fruit and Vegetable Program (FFVP) allows selected schools to receive reimbursement for the cost of making free fresh fruits and vegetables available to students during the school day. The following conditions must be met:
  1. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day;
  2. All schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables;
  3. Schools with the highest free and reduced-price enrollment will be selected;
  4. Yearly training with any updates shall be available to all FFVP schools;
  5. Selected schools must meet the following criteria: be an elementary school, represent the highest percentage of students certified for free and reduced-price benefits, participate in the NSLP, complete an annual application and/or update for the FFVP;
  6. A per-student allocation of \$50-\$75 per year will be made;
  7. Provide a serving of fruit or vegetable only to teachers who are directly responsible for serving the fruit or vegetable;
  8. Submit a monthly claim for reimbursement;
  9. May use no more than 10% of your school's total grant for administrative costs;
  10. Receive reimbursement for the costs of purchasing, preparing, and serving fresh fruits and vegetables to children in your schools.

**The SA and the SFA mutually agree that:**

- a. Schools or sites may be added or deleted by amending this Agreement as the need arises and references herein to schools or sites within the SFA shall be deemed to include all schools or sites as added through the Site Application.
- b. Both shall cooperate with USDA officials and contractors conducting evaluations and research in the School Nutrition Programs.
- c. For the purpose of this Agreement, the following terms will mean respectively:



1. *Adult*: means a person who is (1) a staff member or employee of a school, including all faculty, supervisory and other personnel and (2) not under 21 chronological years of age in non-profit Residential Child Care Institutions (RCCIs) and (3) not a student of high school grade or under as determined by the state education agency in schools as defined in 7 CFR 210.2;
2. *Child*: means (a) a student of high school grade or under as determined by the state education agency, who is enrolled in an educational unit of high school grade or under as described in paragraph (a) and (b) of the definition *school* including students who are mentally or physically disabled as defined by the state and who are participating in a school program established for the mentally or physically disabled; or (b) a person under 21 chronological years of age who is enrolled in an institution or center as described in paragraph (c) of the definition of school or (c) for purposes of reimbursement for meal supplements served in after school care programs, an individual enrolled in an after school care program operated by an eligible school who is twelve (12) years of age or under or in the case of migrant workers and children with disabilities, not more than eighteen (18) years of age or under;
3. *Meals*: means food served at a school under the indicated programs which meets the applicable nutritional requirements set forth in the regulations and policies; *Meals* include breakfast, lunch or snack;
4. *Non-profit School Nutrition Program*: means meal service operated by the SFA for the benefit of children, all of the income from which is used solely for the operation or improvement of such meal service and for no other purpose;
5. *School*: (a) an educational unit of high school grade or under, recognized as part of the educational system in the state and operating under public or non-profit private ownership in a single building or complex of buildings; (b) any public or non-profit private classes of pre-primary grade when they are conducted in the aforementioned schools; or (c) any public or non-profit, private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and, if private, is licensed to provide residential child care services under the appropriate licensing code by the state or a subordinate level of the government, with the exception of residential summer camps, which participate in the Summer Food Service Program for Children, Job-corps Centers funded by the Department of Labor, and private foster homes; the term "Residential Child Care Institution" includes, but is not limited to: homes for the mentally, emotionally, or physically impaired, and unmarried mothers and their infants; group homes; half-way houses; orphanages; temporary shelters for abused children and for runaway children; long term care facilities for chronically ill children; and juvenile detention centers; a long term care facility is a hospital, skilled nursing facility, intermediate care facility, or distinct part thereof, which is intended for the care of children confined for thirty (30) days or more;
6. *School Food Authority*: means the governing body which is responsible for the administration of one or more schools, institutions or sites, and which has the legal authority to operate the NSLP, the SBP, the SMP, the SSO and/or the ASSP therein.



- d. This Agreement is effective for the programs as approved in the electronic application for the period commencing July 1 and ending the following June 30; the Agreement will be permanent for each school year thereafter unless legislation changes and new requirements are added and/or deleted. This must be signed by the Director of Schools and maintained at the SFA level. Approval in the Tennessee: Meals, Accounting, and Claiming (TMAC) system will be made as soon as SFAs submit the appropriate information through the TMAC system.
- e. The SFA/LEA shall comply with all requirements of 7 CFR 245.6(f) when disclosing students' free and reduced-price eligibility status without parental consent. This includes the requirement that SFAs/LEAs may only disclose such information to persons determined to be "directly connected" with the administration or enforcement of a federal education program, state education program, state health program, or a means-tested nutrition program, as well as to persons directly connected with the Comptroller General Office or law enforcement for an authorized activity. Eligibility information shall not be made generally available to all school officials. Only individuals with a legitimate "need to know" to provide a service or carry out an authorized activity may access or use eligibility information. Teachers, guidance counselors, principals, or other school officials who are not providing assistance under the appropriate statutory or regulatory requirements cannot have access to eligibility information. The SFA/LEA is responsible for determining whether it is legally permissible and appropriate for an individual to have access to and/or disclose students' free and reduced price eligibility information.
- f. State agencies, SFAs/LEAs, and schools must also ensure data systems, records, and other means of accessing a student's eligibility status are limited to officials directly connected with administration or enforcement of federal or state program or activity. Online data systems shall have a masking or de-identification capability to prevent unauthorized access to free and reduced price eligibility status.
- g. The State Agency (SA) may withhold Federal School Nutrition funds from the SFA when there is evidence of material non-compliance with the terms and conditions of this Agreement; the State Agency (SA) may also withhold Federal School Nutrition funds for failure of the SFA to take corrective action within sixty (60) days of notification of non-compliance as a result of a USDA mandated review, an Additional Administrative Review (AAR) or Technical Assistance (TA) Review; the State Agency (SA) may terminate this Agreement with the SFA immediately upon receipt of evidence that the terms and conditions of this Agreement or any of the regulations specified herein have not been fully complied with the SFA; any termination of the Agreement by the State Agency (SA) shall be in accordance with applicable laws and regulations.
- h. The terms of this Agreement shall not be modified or changed in any way other than by written amendment, agreed to in writing by both parties here to.

# Policy Statement for Providing Free and Reduced Price Meals to Students

This document is part of the Agreement between the SFA and the SA to administer the School Nutrition Programs.

The SFA accepts responsibility for providing **free and reduced-price meals and/or free milk and afterschool snacks** to eligible children in the schools under its jurisdiction.

The SFA assures the Tennessee Department of Education that the school district will uniformly implement the following policies to administer the program(s) in schools under its jurisdiction. In fulfilling these responsibilities, the SFA agrees to the following provisions:

- A. Serve meals free to children from households whose income is at or below the free meal eligibility scale listed in the current income eligibility guidelines, or whose participation in SNAP (formerly Food Stamp Program) or Families First also called Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) qualifies them for direct certification for free meals, or whose migrant, homeless, runaway or foster child status or other federally-approved status as described in a policy memorandum issued by the United States Department of Agriculture, entitles them for categorical eligibility for free meals;
- B. Serve meals at a reduced price to children from households whose income is at or below the reduced price meal eligibility scale listed in the current income eligibility guidelines and/or use other available resources for the student co-pay for reduced price breakfast meals (\$ .30 per meal) or paid meals to serve breakfast meals at no charge to students who are eligible for reduced price meals or paid meals;
- C. Set reduced price charges for lunch and breakfast at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast. Reduced price charges for lunch shall be set at \$ .40 or less, reduced price breakfast shall be served free of charge to qualifying students using the state allocation provided under Session Law 21-345 or at \$ .30 or less and reduced-price snacks shall be served at \$ .15 or less;
- D. Ensure food is not used as a means of rewarding or punishing students for any purpose;
- E. Ensure no physical segregation of, nor any other discrimination against, any child because of his/her inability to pay the full price. The names of children eligible to receive free or reduced-price meals shall not be distributed, published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens, tickets, identification numbers or any other means. Further assurance is given that children eligible for free or reduced-price meals shall not be required to:
  1. Work for their meals;
  2. Use separated dining room areas;

3. Go through a separate serving line;
  4. Enter the dining room through a separate entrance;
  5. Eat meals at a different time;
  6. Eat a meal different from the one sold to children paying the full price.
- F. Operate the School Nutrition Programs so that no child shall be discriminated against on the basis of race, color, national origin, sex, age, or disability.
- G. Authorize the School Nutrition Administrator/Designee to serve as the Determining Official for the LEA; the Determining Official shall determine student's meal eligibility status based on the 2023-2024 eligibility guidelines. This official agrees that information on the application will be used to determine the child's eligibility for only those benefits designated by the parent/guardian. The determining official is also authorized to make decisions about extending school meal benefits to students residing in households where other students are directly certified for free meals and who are subsequently eligible to receive them based USDA guidance. (Note: The Determining Official may not serve as the Hearing Official. See Item K.)
- H. Develop and make available to each child's parent or guardian, a letter as outlined herein, including a household application for free or reduced-price meals, at the beginning of each school year. The school system must develop a procedure and keep it on file for disseminating applications (school packets, email, website, or combination, etc.). This procedure must define if applications will be paper or electronic and how they will be returned. Parents will be responsible for completing a household application and returning it to the school or Board of Education for review. Such applications and documentation of action taken will be maintained for three (3) years after the end of the school year to which they pertain. Applications are effective for one year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be provided an application for meal benefits. If a child transfers from one school to another under the jurisdiction of the LEA, his eligibility for free or reduced-price meals will be transferred to, and honored by, the receiving school. Parents or guardians will be notified within 10 working days of the acceptance or denial of their applications. Children will be served meals immediately upon the submission of a complete application; children whose applications are approved for free meal benefits shall not incur charges during the application processing period.

Use data from the state agency's Direct Certification Technology System to issue meal benefits to students who are directly certified for free meals and to notify the students' households of free meal benefits and allow the household the opportunity to decline free meal benefits should they choose to do so.

Public Law 111-296 allows certification of a foster child for free meals, without application, if the local educational agency or other child nutrition program institution obtains documentation from an appropriate state or local agency indicating the status of the child as a foster child whose care and placement is the responsibility of the state or that the foster child has been placed with a caretaker household by a court. The foster child is categorically eligible and may be certified without an application. Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on



the same household application that includes their non-foster children. This will streamline the application process and may help the foster family's non-foster children qualify for free or reduced-price meals based on household size and income.

In processing the application, the LEA would certify the foster child for free meals, and then make an eligibility determination for the remainder of the household based on the household's income (including personal income earned by the foster child) or other categorical eligibility information reported on the application. Foster payments received by the family from the placing agency are not considered income and do not need to be reported. The presence of a foster child in the household does not convey eligibility for free meals to all children in the household in the same manner as FNS, Temporary Assistance for Needy Families (TANF), Food Distribution Program.

When an application is denied, parents or guardians will be provided written notification in a language that parents and guardians can understand, to the extent practicable, which shall include the following:

1. Reason for the denial of benefits, (for example: income in excess of allowable limits or incomplete application);
  2. Notification of the right to appeal the denial of benefits;
  3. Specific instructions on how to appeal;
  4. Statement reminding parents that they may reapply for free and reduced-price benefits at any time during the school year. (Note: The reasons for ineligibility shall be properly documented and retained on file at the LEA level.)
- I. Select and verify by November 15 the eligibility of a sample of the approved free and reduced-price applications on file as of October 1. The SFA further agrees to maintain the following records relative to verification for a period of three (3) years:
1. Total number of applications on file as of October 1<sup>st</sup>;
  2. Documentation of the samples election;
  3. Summary of all verification activities and outcomes;
- II. Conduct a second party review of applications to ensure the applications are complete and benefits are accurately issued if a computerized system is not used.
- III. Identify individuals within the district who are authorized to serve as liaisons in the following areas:
- Migrant
  - Homeless/Runaway
  - Head Start
  - Even Start
  - Foster Child

These liaisons will be authorized to provide official, accurate information to the SFA's determining official for the purpose of determining categorical eligibility for students who meet pre-established



- L. Designate a Hearing Official to establish and use a fair hearing procedure under which:
1. A household can appeal a decision made on the original application.
  2. A household can appeal an adverse action made because of verification of an application.
  3. The SFA can challenge the continued eligibility of any child. During the appeal and hearing, the child who was determined to be eligible based on the application submitted will continue to receive free or reduced price meals or free milk.

The Hearing Official must be someone not involved in the original eligibility determination. It is suggested that the Hearing Official hold a position at a higher administrative level than that of the Determining Official.

### **Hearing Procedure**

Prior to initiating the hearing procedure, the school official, the parent(s) or the guardian may request a conference to provide an opportunity for the parent(s)/guardian(s) and school official(s) to discuss the situation, present information, obtain an explanation of data submitted in the application and the decisions rendered. Such a conference shall not in any way prejudice nor diminish the right to a fair hearing.

The designated hearing official shall ensure that the hearing procedure provides the following for both the household and the LEA:

1. A publicly-announced, simple method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, the documents, and records presented to support the decision under appeal;
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to its time and place;
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross examine any adverse witness(s);
7. That the hearing will be conducted and the decision be made by an official who did not participate in the decision under appeal (or any previous conference);
8. That the decision of the hearing official will be based on the oral and documentary evidence presented at the hearing and entered into the hearing record;



9. That the parties concerned and any designated representative thereof be notified in writing of the decision;
  10. That for each hearing, a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision;
  11. That such written record must be retained for a period of three (3) years after the close of the school year to which it pertains; these records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.
- M. Submit a public/press release annually to notify the public of the process for applying for free and reduced-price meal benefits or maintain a copy of the press release from the state which is issued statewide. At such time during the course of the year the LEA is informed of major employers contemplating or experiencing large layoffs, or other conditions that would result in loss of income to households, the LEA will provide specific information about applying for free or reduced-price school meal benefits to employees whose children may be enrolled in the LEA. In addition, the LEA agrees to provide such a public release whenever there is a change in eligibility criteria, unless specifically exempted from doing so.
- N. Establish a written procedure to collect money from children who pay for their meals and milk and to account for the number of free, reduced price, and full price and alternate meals served. The procedure described will be used so that no other child in the school will be aware of such procedure or the identity of the children receiving free or reduced-price meals or free milk.
- O. Submit to the Tennessee Department of Education, School Nutrition Program, Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37243-0389, any revisions to the administrative procedures outlined in this policy statement before implementation. Such changes will be effective only upon approval by the department. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

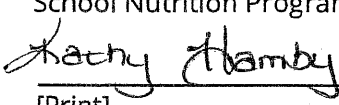
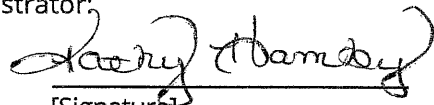
## Agreement to Administer the School Nutrition Program(s) for Local Education Agencies/SFAs School Year 2023-24

My signature below indicates that I understand and agree to all the terms and conditions contained in the 2023-24 Agreement and Free and Reduced-Price Policy Statement to operate the School Nutrition Program(s) and will ensure all school personnel abide with the provisions set forth in the Agreement and Policy Statement.

Cumberland County School Nutrition 180  
 \_\_\_\_\_  
 [Name of SFA] [SFA Agr#]  
 System UEI Number: SXTNU919LHNG Indirect Cost Rate: 11.47%

**On behalf of the School Food Authority:**

Director of Schools:  
 \_\_\_\_\_  
 [Print] \_\_\_\_\_ May 25, 2023  
[Signature] [Date]

School Nutrition Program Administrator:  
  May 25, 2023  
 [Print] [Signature] [Date]

**On behalf of the Tennessee Department of Education:**

State Director, School Nutrition Program:  
 Bill Byford \_\_\_\_\_  
 [Print] \_\_\_\_\_ \_\_\_\_\_  
[Signature] [Date]

**NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After completing the automated Agreement renewal process, reviewing the Agreement and the Policy Statement, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.**

# Local Agriculture Products Compliance Plan School Year 2023-24

T.C.A § 49-6-2303(6)

Cumberland County School Nutrition

180

\_\_\_\_\_  
[Name of SFA]

\_\_\_\_\_  
[SFA Agr#]

I/we certify to the Tennessee Commissioner of Education that the School Nutrition Program was implemented according to this plan for compliance and that we will make efforts to:

- Make available to our school nutrition program local agriculture products, freshness and transportation cost to be considered
- Allow flexible bidding process to assist farmers to bid competitively on portions of a given bid, rather than the entire bid
- Require that all food provided for public school use meet or exceed food safety standards for commercial food operations

Each local school board shall submit this plan for compliance 60 days prior to the beginning of the school year. In subsequent school year, each local school board shall submit modifications to this plan 60 days prior to the beginning of the school year.

## On behalf of the School Food Authority:

Director of Schools:

\_\_\_\_\_  
[Print]

\_\_\_\_\_  
[Signature]

May 25, 2023  
\_\_\_\_\_  
[Date]

School Board Chairperson:

\_\_\_\_\_  
[Print]

\_\_\_\_\_  
[Signature]

May 25, 2023  
\_\_\_\_\_  
[Date]

**NOTE: This signature page must be provided in conjunction with the electronic renewal of the agreement between the SFA and the Tennessee Department of Education, to administer the School Nutrition Program(s). After reviewing the Local Agriculture Products Compliance Plan, please sign in blue ink and upload to the application packet in the Tennessee: Meals, Accounting, and Claiming (TMAC) system.**



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**PENNY SCHWINN**  
COMMISSIONER

4/4/2023

## **Disclaimer**

The State of Tennessee is submitting the following disclaimer for the School Nutrition Program Agreement for the 2023-24 school year. By making this submission, Tennessee makes no concessions as to the scope of the terms “sex” or “discrimination” as they appear in Title IX of the Education Amendments of 1972 and the Food and Nutrition Act or implementing regulations. Tennessee does not concede that USDA’s extension of those statutes to issues pertaining to sexual orientation and gender identity is a valid funding condition, and the State reserves the right to challenge that condition in any appropriate forum. The State expressly incorporates by reference any arguments raised in its pending litigation against the USDA. *See Tennessee v. USDA*, No. 3:22-CV-257 (E.D. Tenn.). Tennessee notes that, in imposing requirements related to sexual orientation and gender identify, USDA relied on an interpretation by the U.S. Department of Education that was enjoined from implementation by a federal court. *See Tennessee v. Dep’t of Educ.*, No. 3:21-CV-308, 2022 WL 2791450, at \*1 (E.D. Tenn. July 15, 2022).

Tennessee maintains that it administers the SNAP program in compliance with the antidiscrimination provisions of Title IX and the Food and Nutrition Act, as they are properly interpreted.

Sincerely,

William Byford

State Nutrition Director, TDOE



William G. Stepp ● Director of Schools

Teresa Boston ● Board Chair

## School Meal Programs Letter to Parents

### Provision 2 Meal Program

We are pleased to inform you that Cumberland County has been given the opportunity to operate a meal certification option that will establish a meal program that will allow for all students at South, Cumberland County High and Stone Memorial High to receive 1 breakfast and 1 lunch at NO charge.

This programs allows schools to only collect free and reduced applications once every 4 years. This requirement can be extended upon approval every 8 years.

In order to participate in the program, we must collect free/reduced meal applications this year to establish our base year for South Cumberland, Cumberland County High School, and Stone Memorial High School.

#### **What does this mean for your child(ren) attending the school(s) identified above?**

All students enrolled at the above schools are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 23-24 school year. Once you complete the attached meal application and return it, no further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee. You may send money at any time for your child to purchase extra items if you wish.

If you have any further questions, please contact us at 931/484-66722.

Respectfully,

*Kathy Hamby*

Kathy Hamby

School Nutrition District Supervisor

[khamby@ccschools.k12tn.net](mailto:khamby@ccschools.k12tn.net)

Cumberland County BOE - Central Services

## Provision 2

### What is Provision 2?

Provision 2 is an option for schools participating in the National School Lunch and School Breakfast Programs to reduce paperwork, simplify the logistics of operating school meals programs, and offer meals at no charge to all students.

Any school that participates in either or both school meal programs may opt for Provision 2. Schools using Provision 2 do not have to collect, process, or verify school meal applications or keep track of meals served by fee category (free, reduced-price, and paid) for at least three out of every four years.

Provision 2 schools have the option to serve only breakfast or lunch, or both breakfast and lunch, to all students at no charge — and use economies of scale from increased participation and significant administrative savings to offset the cost of offering free meals to all students.

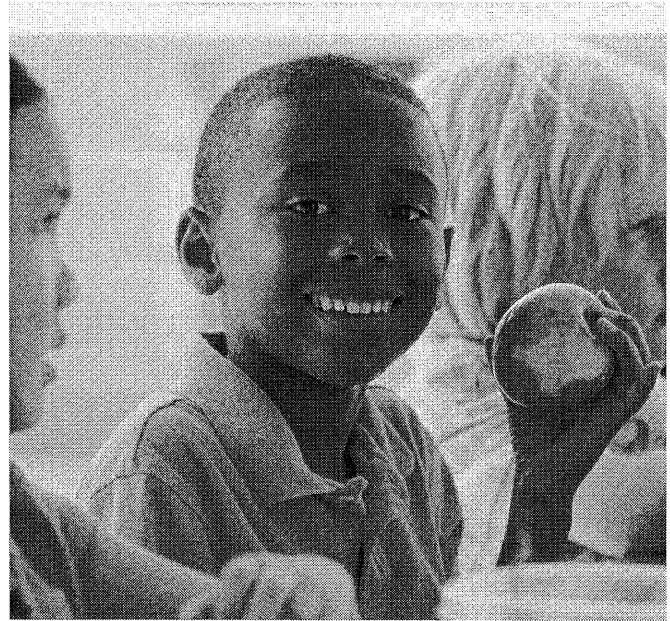
### Why Provision 2?

#### Increase Participation

- Reduce stigma — When all children are offered a meal at no charge, more children participate and stigma that the school meal programs are only for low-income children is eliminated.
- Breakfast after the bell — Offering meals at no charge makes it easier to implement breakfast models that boost participation, like breakfast in the classroom.

#### Streamline Meal Service

- No need to collect fees from students at the point of service — All students eat at no charge.
- Students do not have to punch in their personal identification numbers or swipe their student identification cards — Schools collect only total meal counts instead of counting each meal served by free, reduced-price, and paid.



- Faster serving lines — More students can get through the line and students spend more time eating and less time waiting.

#### Decrease administrative work

- Simplify paperwork — Collect, process, and verify household applications at most once every four years.
- Significant administrative savings — Reduce labor costs associated with: distributing, collecting and processing applications, and conducting verification of household applications; tracking meals served by fee categories; and collecting payments including unpaid meal fees.
- Free up employees' time for other possible areas of food service — Employee hours previously spent on administration can be shifted to meal preparation and service.
- Economies of scale — When meals are served at no charge to all students, more children participate; higher meal participation leads to lower per-meal costs.

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Promote good nutrition and help improve student achievement

- Children who eat school meals have more nutritious diets than children who don't, regardless of income level.
- Better nutrition leads to better academic performance, behavior, and learning environments.
- Providing school meals at no charge promotes the value of good nutrition to all students.

### How Does Provision 2 Work?

Provision 2 runs on a four-year cycle with certain requirements in the first year and reduced administrative requirements in subsequent years:

- Year 1 — In the first year of Provision 2, known as the "base year," schools collect household applications and track meals served by fee categories (free, reduced-price, and paid) as they would under the traditional program, however, schools also provide meals to all students at no charge. Reimbursements for the base year are provided based on the number of meals served in each fee category.
- Years 2–4 — For at least the three years following the base year, schools do not collect household applications and are only required to submit total meal counts for reimbursement. Schools continue to provide meals to all students at no charge. Reimbursements for years 2–4 are based on the percentages of free, reduced-price, and paid meals served during the base year. The base-year percentages are applied to the total number of meals served during each of the following years.
- Renewals — At the end of each four-year cycle, a school may continue under Provision 2 for another four years without establishing a new base year or collecting new household applications if the income level of the school's population has not substantially improved by more than 5 percent, based on census, direct certification, or other approved data. The school's reimbursements then would continue to be based on the percentages of free, reduced-price, and paid from the previous cycle's base year.

### Is Provision 2 Right for All Schools?

Schools with high percentages of low-income students – 75 percent or more in some cases – are able to use Provision 2 for both breakfast and lunch and break even. Some schools have opted to use Provision 2 for just breakfast when the percentage of free and reduced-price students is as low as 60 percent.

When schools use Provision 2 for breakfast only, they have to continue collecting school meal applications, but there are still benefits. Offering breakfast free to all students increases breakfast participation which frequently lags behind lunch participation. It also makes it easier for schools to provide breakfast in the classroom, which ensures that all students have the opportunity to begin their school day with a healthy meal.

Many high-poverty schools that could implement Provision 2 may also qualify for the Community Eligibility Provision, another federal option for schools to offer free breakfast and lunch to all students. For more on the community eligibility division, see *FRAC's website*. School districts should consider both options and determine which provision would work best for the district financially.

### How to Get Started With Provision 2

Schools should first consider the changes in expenses and revenues that would occur under Provision 2. Contact FRAC for more information on Provision 2 cost-benefit analysis worksheets that have been developed in several states.

School nutrition programs should contact their state agencies for assistance on how to implement Provision 2 in some or all of their schools.

The U.S. Department of Agriculture's Provision 2 guidance and other information about Provision 2 are posted on USDA's website at <http://www.fns.usda.gov/school-meals/provisions-1-2-and-3>

#### For more information, contact:

Food Research & Action Center  
202-296-2200  
frac.org

# HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Cumberland County. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Cumberland County School Nutrition Program, Alice Treadway, 931-484-6722, or [treadwaya@ccschools.k12tn.net](mailto:treadwaya@ccschools.k12tn.net).

**PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.**

## STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:

- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending Cumberland County Schools regardless of age.

<p><b>A) List each child's name.</b> Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</p>	<p><b>B) Is the child a student at Cumberland County Schools</b> Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend Cumberland County Schools. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.</p>	<p><b>C) Do you have any foster children?</b> If any children listed are foster children, mark the "Foster Child" box next to the child's name. If you are ONLY applying for foster children, after finishing <b>STEP 1</b>, go to <b>STEP 4</b>. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</p>	<p><b>D) Are any children homeless, migrant, or runaway?</b> If you believe any child listed in this section meets this description, mark the "Homeless, Migrant, Runaway" box next to the child's name and complete all steps of the application.</p>
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## STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN SNAP OR FAMILIES FIRST

**If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:**

- The Supplemental Nutrition Assistance Program (SNAP).
- Temporary Assistance for Needy Families (TANF) or Families First.

**A) If no one in your household participates in any of the above listed programs:**

- Leave **STEP 2** blank and go to **STEP 3**.

**B) If anyone in your household participates in any of the above listed programs:**

- Write a case number for SNAP or Families First. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your local assistance office, or call 1-866-311-4287.
- Go to **STEP 4**.

## STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

**How do I report my income?**

- Use the charts titled "**Sources of Income for Adults**" and "**Sources of Income for Children**," printed on the back side of the application form to determine if your household has income to report.
- Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.
  - Gross income is the total income received before taxes.
  - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the check boxes to the right of each field.

#### 3.A. REPORT INCOME EARNED BY CHILDREN

A) Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.  
*What is Child Income?* Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

#### 3.B. REPORT INCOME EARNED BY ADULTS

Who should I list here?

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
  - People who live with you but are not supported by your household's income AND do not contribute income to your household.
  - Infants, Children, and students already listed in STEP 1.

B) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." Do not list any household members you listed in STEP 1. If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.

C) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.  
*What if I am self-employed?* Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

D) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.

E) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.

F) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back, and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

G) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

A) Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

B) Print and sign your name and write today's date. Print the name of the adult signing the application and that person signs in the box "Signature of adult."

C) Mail Completed Form to: Cumberland County School Nutrition Program, 368 Fourth Street, Crossville, TN. 38555

D) Share children's racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced price school meals.

# 2023-2024 Prototype Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).

Apply online:  
<https://family.titank12.com/>

## STEP 1

List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Child's First Name	MI	Child's Last Name	Grade	Student? Yes No	Foster Child	Homeless, Migrant, Runaway

Check all that apply

## STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

Case Number: \_\_\_\_\_

If NO > Go to STEP 3. If YES > Write a case number here then go to STEP 4 (Do not complete STEP 3)

Write only one case number in this space.

## STEP 3

Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

### A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child income

\$ \_\_\_\_\_

How often?

Weekly	Bi-Weekly	2x Month	Monthly
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work			Public Assistance/ Child Support/Alimony			Pensions/Retirement/ All Other Income					
	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly	Weekly	Bi-Weekly	2x Month	Monthly

Total Household Members (Children and Adults)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member

Check if no SSN

## STEP 4

Contact information and adult signature. Mail Completed Form To: Cumberland County School Nutrition Program, 368 Fourth Street, Crossville, TN, 38555

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available) \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone and Email (optional) \_\_\_\_\_

**INSTRUCTIONS Sources of Income**

Sources of Income for Children	
Sources of Child Income	Example(s)
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages
- Social Security - Disability Payments - Survivor's Benefits	- A child is blind or disabled and receives Social Security benefits - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
-Income from person outside the household	- A friend or extended family member regularly gives a child spending money
-Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust

**OPTIONAL Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one): Race  Hispanic or Latino  Not Hispanic or Latino  Black or African American  Native Hawaiian or Other Pacific Islander  White (check one or more):  American Indian or Alaskan Native  Asian

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

**To file a program complaint of discrimination**, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

fax: (202) 690-7442; or  
email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Sources of Income for Adults**

Earnings from Work	Public Assistance / Alimony / Child Support	Pensions / Retirement / All Other Income
- Salary, wages, cash bonuses - Net income from self-employment (farm or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances) - Allowances for off-base housing, food and clothing	- Unemployment benefits - Worker's compensation - Supplemental Security Income (SSI) - Cash assistance from State or local government - Alimony payments - Child support payments - Veteran's benefits - Strike benefits	- Social Security (including railroad retirement and black lung benefits) - Private pensions or disability benefits - Regular income from trusts or estates - Annuities - Investment income - Earned interest - Rental income - Regular cash payments from outside household

**Do not fill out For School Use Only**

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24 Monthly x 12

Total Income

How often?

Weekly	Bi-Weekly	2x/Month	Monthly
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Household Size

**Categorical Eligibility**

Eligibility	Free		Reduced		Denied	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Determining Official's Signature

Date

Confirming Official's Signature

Date

Verifying Official's Signature

Date

Mr. William Stepp  
Director of Schools



Mr. Teresa Boston  
Board of Education Chair

*Feeding Hungry Minds*

**Cumberland County Board of Education**

368 Fourth Street  
Crossville, TN 38555  
Phone: 931-484-6135  
Fax: 931-484-6491

**Dear Parents and Guardians:**

We are pleased to announce that your school will continue to implement an option available to select schools in Tennessee that participate in the National School Lunch and School Breakfast Programs. It is called the Community Eligibility Provision (CEP)

The Community Eligibility Provision, a key provision of The Healthy, Hunger-Free Kids Act of 2010, allows the nation's highest poverty districts and schools to serve all students free meals without the burden of collecting household applications. This alternative saves districts and schools time and money by streamlining paperwork and administrative requirements. CEP gives foodservice professionals more time to focus on preparing nutritious meals their students will enjoy and gives students more time to eat those meals by cutting down on time spent in the lunch line. Because all students receive meals at no charge, individual children at CEP schools no longer must worry about the stigma associated with free or reduced-price status. And most importantly, by offering all students a nutritious breakfast and lunch at no cost, CEP helps boost participation, helping schools ensure more students come to class well-nourished and ready to learn. For more information, visit:

**<http://www.fns.usda.gov/school-meals/community-eligibility-provision>**

**What does CEP mean for my student(s) who attend a participating school?** In a CEP school, **all** students receive a nutritious breakfast and lunch at no cost, regardless of family income.

**What if my child changes schools?** Your child is eligible for free meals at the school where he/she is currently enrolled. If he/she eats meals at or transfers to a non-CEP school during the 2023-2024 school year, you may be responsible for meal charges. If transferring to a non-CEP school, a free/reduced application is required to be considered for free or reduced-price meals.

**Withdrawn students and/or graduating students with money left in the child's meal account?** Please request any money left in your child's meal account no later than 10 days after the last day of enrollment. Requests should be written and can be made to the following address above or to the email below. Please include the following information: child's name, your name, phone number, and the correct address for the check to be mailed. A request can also be made to transfer the funds to a sibling or another account. Any money left in your child's account after the 10 days of the withdrawal or graduation will be transferred to an "extra money" account and be deemed as a donation in our computer system to be used for other students in need.

**If paying with cash, ALL change will be applied to the student's meal account.** This helps to decrease the spread of germs and gives students more time to eat meals by cutting down on time spent in the lunch line. You may pay in cash, check or at [family.titank12.com](http://family.titank12.com)

If you have any questions, please contact Kathy Hamby at [khamby@ccschools.k12tn.net](mailto:khamby@ccschools.k12tn.net) or 931-484-6722.

Respectfully,

Kathy Hamby

Kathy Hamby, SNS District Supervisor  
Central Services – School Nutrition Program

# 2023-2024 REQUEST FOR WAIVER OF SCHOOL FEES

Dear Parent/Guardian:

*You do not have to complete the form below to get free and reduced-price meals.*

*You MUST complete it to receive the benefits listed below.*

(1) If your student is eligible for free or reduced meal benefits, the Cumberland County Board of Education will not charge certain fees for him/her to participate in the following programs for which other students are charged:

*Determined at each school per Principal and BOE Policies.*

(2) Cumberland County Schools Board of Education will supply the following supplies required to participate in all courses offered for credit or grade:

*Determined at each school per Principal and BOE Policies.*

Sincerely,

*Kathy Hamby*

Kathy Hamby  
School Nutrition Supervisor

**To receive these benefits, you are required to check the benefits you want to receive and sign the following permission:**

*Once processed, these forms will be kept on file in the school front office.*

\_\_\_\_ I want my student's fees waived for the activities that qualify for fee waiver.

\_\_\_\_ I want my student's fees waived for the supplies that qualify for fee waiver.

*I understand that I will be releasing information that will show that I am applying for free and reduced-price benefits under the national school lunch program. School officials may verify all information used to determine my student's free or reduced-price lunch eligibility. If my social security number is included on the application, it may only be used by the Board of Education in this verification process. I give up my rights to confidentiality for these purposes only. I certify that I am the parent/guardian of the child for whom application is being made.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

**THIS REQUEST SHOULD BE RETURNED TO:**

**THE SCHOOL CAFETERIA (for processing)**

**APPROVED BY SCHOOL STAFF FOR FEE WAIVER** \_\_\_\_ **YES** \_\_\_\_ **NO**

## Offer versus Serve Procedure

The Cumberland County School Nutrition Program uses the Food-Based Menu Planning, Traditional Category for both Lunch and Breakfast. The selection option is called Offer versus Serve. Offer versus Serve (OVS) allows students in grades K – 12 to decline a certain number of food items in the meal. The goals of OVS are to minimize plate waste and to offer more food choices. The following are the conditions of OVS:

- At a minimum, students must be offered one full serving of all five required components for lunch:
  - Fruit
  - Grain
  - Meat/Meat Alternate
  - Milk
  - Vegetable
- At a minimum, students must be offered one full serving of the required components for breakfast consisting of 4 items:
  - Fruit/Vegetable
  - Grains/Meat/Meat Alternate
  - Milk
- Students can decline two of the five required food components for lunch.
- Students can decline one of the four required food items for breakfast.
- Serving sizes must be at least equal to the minimum required quantities by age or grade group.
- The meals are priced as a unit, and a student's decision to decline the allowed number of food items or components does not affect the charge for the meal.
- For an OVS lunch to qualify as a reimbursable meal, it must contain certain combinations of foods. Servers and cashiers will monitor the components of the reimbursable meal (3 of the 5 required components must be present).
- For an OVS breakfast to qualify as a reimbursable meal, it must contain certain combinations of foods. Servers and cashiers will monitor the components of a reimbursable meal (3 of the 4 required items must be present).
- Students will be encouraged randomly as needed to take all five components for lunch and four items for breakfast.
- For a meal to be considered reimbursable, the student must take at least ½ cup of Fruit or Vegetable.

Due to the new PK meal pattern, the OVS option does not apply, and PK students must receive all meal components/items but can pick a variety of food items within those components/items.

## Procedures for Civil Rights Compliance

In compliance with USDA policy, the Cumberland County School Nutrition Program ("our LEA") will disseminate, abide by, and enforce the following guidelines:

1. Our LEA will provide "And Justice For All" posters to all participating schools. (Poster can be located at [www.fns.usda.gov/cr/justice.htm](http://www.fns.usda.gov/cr/justice.htm); click on 475C.pdf for the correct poster and the poster size must be 11"x17".)
2. Our LEA will make available to all participating schools a copy of the Non-Discrimination Statement.
3. TDOE will provide a news release annually to the public regarding program activities, requirements and benefits, and a nondiscrimination statement to be placed in a prominent place in the release.
4. Our LEA's School Nutrition Program (SNP) will provide annual civil rights training to all individuals identified as front line staff, including those who take applications, make benefit decisions, or provide a meal.
5. Our LEA will utilize the data collection procedures currently existing in TDOE.
6. Our LEA's SNP will inform each participating school of the required civil rights complaint procedures necessary for compliance with FNS 113-1, which is:
  - a. Our LEA's SNP will develop a written complaint procedure for discrimination and will disseminate this information to all food service staff and make the complaint procedure available to all program recipients.
  - b. Our LEA's SNP will record all verbal and written complaints of discrimination and forward those complaints to TDOE by contacting Christy Ballard, Staff Attorney at phone (615) 741-2921, fax: (615) 532-4791, or email: [Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov).
7. Our LEA will provide access to language translation services.
8. Our LEA has designated the following individual in the LEA to receive School Nutrition complaints of discrimination:

Kathy Hamby, SN District Supervisor  
368 Fourth Street  
Crossville, TN 38555  
931-484-6722  
[khamby@ccschools.k12.tn.net](mailto:khamby@ccschools.k12.tn.net)

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**Civil Rights Complaint Form**  
School Nutrition Program

School (System)/Institution _____ Date of the Incident _____
Name of person or persons accused of discrimination: _____

Complaint: Written: \_\_\_\_\_ (Attach copy) Verbal: \_\_\_\_\_

Complaint Filed by: Name _____ Date _____
Address _____ City _____ State _____ Zip Code _____
Telephone _____ FAX _____ E-Mail _____

Nature of complaint (include location, date, time, circumstances surrounding the alleged incident, and description of what happened)

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Names/signatures of witnesses:

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Complaint received by: \_\_\_\_\_ State Notification Date \_\_\_\_\_

This institution is an equal opportunity provider.

# Cumberland County Schools Meal Charge Administrative Procedure

**Effective Date:** July 1, 2023

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via packets that are given to each student at the start of each school year. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure with the enrollment packet.

## **Local Charge Administrative Procedure – Student Fees & Fines (Policy Reference: 6.709)**

Cumberland County School Nutrition believes in the importance of providing healthy nutritious meals for our students. Just as with any services, there is an expense involved with every meal that we provide. Our county has a very high population of free and reduced students and our free and reduced onboarding process functions extremely well. The guidelines outlined in this procedure have been developed to protect and nurture the children of our school system. While it would be best if all meals for all students were paid in full, that is simply not possible, although we are moving towards that goal. We must set standards and procedures to address high student cafeteria charges.

### **General**

Students who are unable to pay for their meals at the time of the meal service are allowed to charge:

- ✓ Breakfast
- ✓ Lunch

Students charging for breakfast and/or lunch will receive normal reimbursable meals. A la cart items are never allowed to be charged.

### **Charge Limits and Household Notification**

All students will be given a verbal reminder regarding low balances. Students will also be given a verbal reminder of a negative balance after the first meal by the cashier. Additionally, negative balance notices will be sent out by the Cumberland County School Nutrition Program via charge letter, phone, and email. The parents will be contacted by a school district representative to notify them of the negative balance and include education/assistance on the free and reduced school lunch forms and process.

The café manager will provide a list of all negative balances to the principal or designee at least weekly.

### **Alternate meals**

No alternate meals will be given.

## **Delinquent Debt**

Delinquent debt is defined as overdue unpaid meal charges that are considered collectible, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year (beyond June 30). Before the SFA requests payment of the outstanding debt, the household's debt will be delinquent until it is deemed by the Director of Schools that it be classified as bad debt. Collection attempts will continue as long as the debt is deemed delinquent as a joint effort of the School Cafeteria Manager, the School Office Administrative Staff, the Cumberland County School Nutrition Office, and the Director of Schools' Office. **Furthermore, all unpaid charge accounts could be turned over to the Department of Children's Services, the BOE Attorney, and collections.**

## **Repayment plans**

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact Kathy Hamby at [khamby@ccschools.k12tn.net](mailto:khamby@ccschools.k12tn.net) or 931-484-6722 for establishing a repayment plan.

## **Bad Debt**

Bad debt is determined to be uncollectable when further collection efforts for delinquent debt are deemed useless or too costly. Delinquent debt will be considered as bad debt as deemed by the Director of Schools.

- Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable (section 200.426 of subpart E).
- Bad debt must be written off as an operating loss as deemed by the Director of Schools; the nonprofit school food service account (NSFSA) resources may not be used to cover the costs related to the bad debt. These funds may come from the school district's general fund, school or community organizations, or any other non-federal sources.
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained according to record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

## **Additional Resources**

Families may find assistance with applying for free or reduced-price school meals by contacting Kathy Hamby, School Nutrition District Supervisor at [khamby@ccschools.k12tn.net](mailto:khamby@ccschools.k12tn.net) or 931-484-6722.

## Cumberland County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Food Service Management</b>	Descriptor Code: <b>3.500</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>3.500</b>	Issued: <b>02/23/17</b>

- 1 The School Nutrition Program shall be operated on a nonprofit basis and shall comply with all rules  
2 and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service  
3 of foods and will meet all state and federal and local requirements necessary for participation.<sup>1</sup>
- 4 The system's food service supervisor will oversee the program. All products and services necessary for  
5 the operation of the school nutrition department shall be procured using a procurement plan which  
6 must comply with federal and state purchasing procedures.
- 7 School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit  
8 and Vegetable Program, School Breakfast Program, Seamless Summer Option, and Afterschool Snack  
9 Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as  
10 defined by federal regulations.<sup>2</sup>
- 11 As required for participation in the School Nutrition Programs, the Board agrees to the following:
- 12 1. Meals/snacks must be made available to all students in attendance.
- 13 2. Free and reduced-price meals/snacks must be made available to students who are determined  
14 eligible for these benefits.
- 15 Students who participate in no-cost or reduced-cost meals will not be distinguished in any way from  
16 other students during food service.
- 17 Students will be permitted to bring their lunches from home and to purchase allowable beverages and a  
18 la carte items at school.
- 19 Procedures for implementing guidelines established by the State Department of Education, School  
20 Nutrition Program are on file in the district food service procedures manual.
- 21 *Students Requesting Modified Meals*
- 22 The School Nutrition Program shall make reasonable modifications to accommodate children with  
23 disabilities. These modifications will be made on a case-by-case basis when supported by a written  
24 statement from a licensed healthcare professional who is authorized to write prescriptions under state  
25 law.
- 26 The Director of Schools shall develop procedures for notifying parents/guardians of the process for  
27 requesting meal modifications, and arrange for an impartial hearing process to resolve grievances  
28 related to requests for modifications based on a disability.

1 *Competitive Foods*

2 The sale of competitive foods must comply with all local procedures, but at a minimum must be as  
3 stringent as the current state and federal regulations concerning competitive foods.<sup>3</sup>

4 *Charging Meals*

5 In the event a student does not have adequate funds to purchase a meal, he/she will be allowed to  
6 charge the meal.

7 The Director of Schools shall ensure that this policy is provided in writing to all households at the start  
8 of each school year and to households that transfer to the school during the school year.

9 *Collection of Unpaid Meal Charges*

10 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to  
11 the end of the school year. Uncollected charges from the previous fiscal year shall be considered  
12 delinquent debt. The Director shall establish reasonable methods and a timeframe for collection of  
13 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.  
14 Upon recommendation of the Director, the Board may classify delinquent debt as bad debt, which shall  
15 be considered uncollectable and categorized as an operating loss.<sup>4</sup>

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Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR § 200.426

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Cross References

Deposit of Funds 2.500  
Financial Reports and Records 2.701

**Cumberland County Strategic Compensation/Differentiated Pay Plan**  
**Final**  
Descriptive Summary  
2023-2024

1. **Experience/Educational Degree:** Cumberland County will continue to differentiate pay according to years of experience and educational degree obtained.
2. **Hard to Staff (Total 3):** A total of \$3,000 will be reserved to attract, hire, and retain high quality candidates to fill hard to staff positions. This amount reflects \$3,000 for new hard to staff positions.
  - a. The successful candidate would be eligible for a total of \$3,000 over a three-year period. An initial stipend (Year 1) of \$1,000 will be allocated for up to three identified and verified hard to staff positions for 2023-2024. If the teacher remains in that position for 2 additional years and maintains a Level of Effectiveness of at least a 3 for each of those years, then that teacher will receive an additional \$1,000 for year 2 and year 3.

Procedure:

- The Human Resource Supervisor, in a coordinated effort with the department supervisor and the principal of the school housing the hard to staff position, will authorize the initial stipend prior to the position posting. The steps to identify a “hard to staff position” will be:
    1. The HR Supervisor will review district historical data on positions and our ability to fill them with qualified
    2. Stipends for Year 3 will be paid in December. If the teacher leaves the “hard to staff position” during the school year, the stipend for that year will be prorated accordingly based on actual time worked, and final pay will be adjusted.
3. **Additional Roles:** A total of \$97,200 is set aside to differentiate pay according to assigned roles. Cumberland County will pay:
    - a. **Lead Teachers (148):** In an ongoing capacity, these effective teachers (Level 3, 4, or 5) are selected by individual school principals to serve as leaders who may be assigned to:
      - participate and redeliver state training regarding standards, best practices and assessments, both formative and summative
      - lead PLC sessions among colleagues in the same grade and/or content area
      - serve in leadership roles regarding curriculum, pacing, assessment, instructional strategies and resources, and behavior management
      - Schools are allotted the following slots based on enrollment:
        1. Brown 11
        2. Crab Orchard 10
        3. Homestead 15
        4. Martin 15
        5. North 13
        6. Pine View 4
        7. Pleasant Hill 12
        8. South 12

9. Stone	15
10. CCHS	19
11. SMHS	19
12. Phoenix	3

- Lead teachers will be paid \$400 for their additional roles, for a districtwide total of \$59,200.

- b. **Textbook Leaders (26):** These school-level leaders will serve to train their school colleagues in the math textbook adoption process which will include standards alignment, resource appropriation, and effective instruction. A stipend of \$400 will be allocated for this role, for a total of \$10,400.
- c. **School Improvement Plan Chairman (12):** These individuals are charged with the data input and narrative responses in ePlan for their school's annual improvement plan. A stipend of \$400 will be allocated for these roles, for a total of \$4,800 districtwide.
- d. **School wide Positive Behavior Support (SWPBS) Chairman (24):** This person serves as the coordinator of the positive behavior support program and is charged with the design, implementation, communication, and record keeping of this essential system. A stipend of \$400 will be allocated for these roles, (\$800 per school) for a total of \$9,600 districtwide.
- e. **School-level IT Lead (24):** These individuals are tasked to provide technological support to the instructional programs at their home school. A stipend of \$400 will be allocated for these roles for a total of \$9,600.
- f. **On my way 2 K facilitators (9):** These individuals provide two one-hour sessions for pre-K parents to assist them in preparing their children for kindergarten. A stipend of \$400 will be allocated for these roles for a total of \$3,600.
- g. **Portfolium Peer Reviewers (6):** Portfolium Peer Reviewers are those teachers designated in PreK and kindergarten who are assigned to participate in the Portfolium scoring process on behalf of Cumberland County. The teachers selected must have the following qualifications:
  - Three years teaching experience in the grade level or subject area
  - Rich understanding of standards
  - Familiarity with scoring student work
  - Comfort with using technology
  - Participation in virtual training and a satisfactory score on the online certification test

These single session presenters will be paid \$500. However, this money is reimbursed from the state, and is therefore, not included in the additional strategic compensation package.



NURSING

Big Orange, Big Ideas.

COMMUNITY  
REGISTERED  
NURSE  
NAVIGATOR

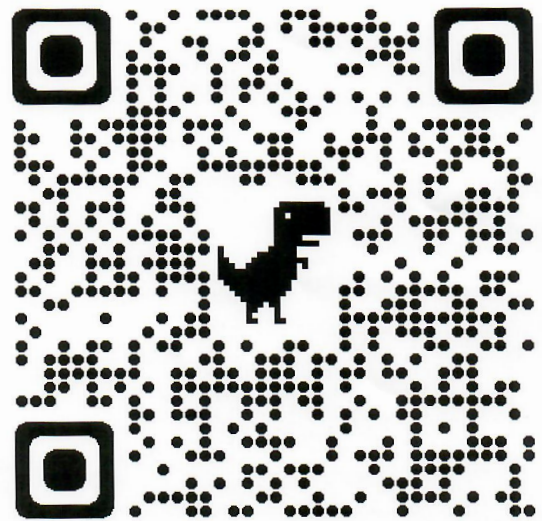
Routine Immunization  
rates are in decline  
statewide.

Help us find out why!

BE HEARD!



Take our survey!



crnn.utk.edu

crnn.utk.edu

Scan QR code with camera on your  
personal device to take the survey.

### Understanding Community Vaccination Needs for Children & Adolescents (Birth-18 yrs.)

County where you live: \_\_\_\_\_ Home Zip Code: \_\_\_\_\_

All responses are anonymous.

Below is a list of things that may cause problems for parents getting their children immunizations. On a scale of 0 to 4, with 0 being “not a problem at all” to 4 being a “very big problem,” please CIRCLE your answers. **NOTE:** In this survey “clinic” refers to the place you get your child his or her immunizations.

	Not A Problem		Very Big Problem		
1. I didn't know when my child needed to get his/her shots	0	1	2	3	4
2. I didn't know where to take my child to get his/her shots	0	1	2	3	4
3. There were no appointments available at the clinic for shots	0	1	2	3	4
4. The shots cost too much	0	1	2	3	4
5. The clinic/facility wasn't open at a time I could go	0	1	2	3	4
6. I didn't have a ride to the clinic	0	1	2	3	4
7. I didn't have someone to take care of my other children	0	1	2	3	4
8. My child was sick and could not get his/her shots	0	1	2	3	4
9. The clinic wait was too long	0	1	2	3	4
10. I couldn't get time off from work	0	1	2	3	4
11. Getting my child in for shots is too much trouble	0	1	2	3	4
12. I just forgot	0	1	2	3	4
13. I'm scared of the side effects of the shots	0	1	2	3	4
14. I worry about how safe shots are	0	1	2	3	4
15. I worry about the number of shots my child gets at one time	0	1	2	3	4
16. I worry about what is in the shots	0	1	2	3	4
17. I worry my child might get sick from the shot	0	1	2	3	4
18. If something bad happened to my child after a shot, I would feel like it is my fault	0	1	2	3	4
19. My health care provider told me NOT to get my child his/her shots	0	1	2	3	4
20. I don't believe in getting kids shots	0	1	2	3	4
21. I don't think kids' shots are important	0	1	2	3	4
22. I don't think the shots work to prevent diseases	0	1	2	3	4
23. I don't think keeping my child up-to-date on shots is important	0	1	2	3	4

**Please continue on the back.**

Please fill out the following to help us understand any differences between different groups:

1. How many children live in your household? \_\_\_\_\_

2. What is the age of the youngest child living in your household? \_\_\_\_\_

IF UNDER 6, do you use paid childcare services for this child?

- No       Yes, center-based childcare       Yes, home-based childcare

3. What is your relationship to this child?

- Mother       Father       Grandparent       Other Relative       Other

4. Is the immunization status of this child up-to-date?

- No       Yes       Unsure

5. Does this child have a health condition that may put him/her at a higher risk of side effects from immunizations?

- No       Yes; please specify condition(s): \_\_\_\_\_

6. Does this child have any kind of health care insurance? This includes prepaid plans such as HMOs, or government plans such as Medicare, TennCare, or Indian Health Service.

- No       Yes       Unsure

7. What is your age? \_\_\_\_\_

8. Please select one or more of the following categories to describe your race:

- White       Black/African American       Middle Eastern or North African  
 American Indian, Native American, Alaska Native, or Indigenous       Asian  
 Native Hawaiian or Other Pacific Islander       Some other Race, Ethnicity, or Origin:  
\_\_\_\_\_

9. Are you of Hispanic or Latino origin?

- No       Yes

10. What is the highest grade or year of school you have completed?

- Less than high school       Associate degree  
 Some high school       Bachelor's degree  
 High school diploma/GED       Master's degree  
 Vocational or Technical Program or Training       Doctorate or Professional degree (e.g., Ph.D.,  
M.D., J.D., etc.)  
 Some college

11. Please think about your total combined family income during 2021 for all members of the family. Include money for jobs, social security, retirement income, unemployment payments, public assistance, and so forth. Also include income from interest, dividends, net income from business, farm, rent, or any other money income received. Please select the range for that amount before taxes:

- Less than \$5,000       \$60,001-\$75,000  
 \$5,001-\$10,000       \$75,001-\$150,000  
 \$10,001-\$20,000       \$150,001 or more  
 \$20,001-\$40,000       Not sure  
 \$40,001-\$60,000

**THANK YOU!**



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

Kathleen Martin  
Transportation Supervisor

Monday, May 1, 2023

To: Mr. William Stepp, Director of Schools  
Board of Education

From: Kathleen Martin, Transportation Supervisor  
Transportation Department

RE: Bid Acceptance Letter

I recommend that we accept the bid from Mid-South Bus Center on the new SPED bus. Mid-South beat the competitor's pricing by \$12,672.75 per bus, which includes installation of the camera systems.

Copies of the bids are attached.

Respectfully,

Kathleen Martin

Telephone  
(931) 484-8212

**CUMBERLAND COUNTY  
DEPARTMENT OF FINANCE**

Facsimile  
(931) 484-2570

2 North Main Street, Suite 303  
Crossville, Tennessee 38555-4583

B. Nathan Brock, Director of Finance

**BID ADDENDUM**

**Special Needs School Buses**


The following addendums are related to the Cumberland County, Tennessee Request for Bid Proposals originally dated April 10, 2023:

**Addendum #1:**

The attached specification sheet in the original bid package has been revised changing the bus spec to a "Type C" Special Needs Bus.

**Addendum #2:**

The bid opening date has been extended to **April 27, 2023 at 2:00 P.M.** local time.

 4/19/2023

B. Nathan Brock,  
Director of Finance

**Bidders should acknowledge these bid addendums and include a signed copy of this document in their bid response:**

**Vendor Name:** Cumberland International Trucks

**Authorized Signature:** Ashley E. Scurlock Ashley E. Scurlock

**Date:** 04.20.2023

# Cumberland County, Tennessee

## 21 + 2 w/c Passenger Special Needs Conventional School Bus

**Notes to Bidder:**

1. Bidder must have a fully licensed in-state sales and service facility. State Dealer License # is 00091001
2. Salesman's dealer license # is 00016021 Dealer owned mobile technical support vehicle required.
3. Manufacturer should meet the world wide quality assurance programs of ISO9001. **X**
4. You must return a copy of these specs with your bid response noting all exceptions and deviations. **✓**
5. Factory direct deliveries are not acceptable, product must have a pre-delivery inspection at in-state facility. **✓**
6. Expected delivery date is: Spring 2024

<u>Equipment</u>	<u>Description</u>	<u>YES</u>	<u>NO</u>	<u>List Exception</u>
ISO Certification	Copy of ISO certification is enclosed		<b>X</b>	
Bus Type	Type C-must submit proposed plan with bid showing knee room Must meet all state and federal school bus requirements	<b>X</b>		to short timeframe & include
Engine location	Front, tilt hood	<b>✓</b>		
Year Model	New model 2024 or newer conventional style school bus	<b>✓</b>		
Seating Capacity	21 ambulatory with 2 w/c (3rd tie down under removeable seats)	<b>✓</b>		
Delivery	Delivered to the Cumberland County School Bus Garage	<b>✓</b>		
Manuals	Include owners manual	<b>✓</b>		
Service Training	Provide a minimum of 12 hours product service training at no charge for body and chassis components	<b>✓</b>		
Warranty	36 months/50,000 miles bumper to bumper-body & chassis	<b>✓</b>		
Warrnty-Towing	Two years towing for engine problems	<b>✓</b>		
<b>CHASSIS</b>	<b>CHASSIS</b>			
Axle Ratio	70 mph maximum	<b>✓</b>		
Air Compressor	18.7 cfm	<b>✓</b>		
Air dryer	Bendix IP with heater	<b>✓</b>		
Air tanks	3,460 cubic inch capacity	<b>✓</b>		

AD-95i

Alternator	270 amp Leece Neville-no exceptions
Axle, front	10,000 lbs. with synthetic lube
Axle, rear	19,000 lbs. with synthetic lube
Batteries	Three batteries at 2850 CCA's minimum, group 31, cut-off switch
Block Heater	750 watt with bumper mounted receptacle
Brakes	Air Disc Brakes, air drain valves behind battery door
Brakes	ABS with traction control and electronic stability control
Brakes, front	Bendix ADB22X
Brakes, rear	Bendix ADB22X
Bumper 3/16" steel, front	12" with electric crossing control arm and stowage magnet
Bumper 3/16" steel, rear	Reinforced concave design
Cooling system	Radiator to have 700 square inches
Driveline	Guards around each shaft
Engine Rating	200 HP. Minimum Cummins 6.7 with 5 yr. warranty
Engine Type	2021 EPA certified Inline 6 cylinder diesel, turbo brake
Exhaust	Below rear bumper with mitigator
Frame	50,000 lbs. psi, battery box shall be frame mounted
Fuel filter	Cummins spin on type at the engine
Fuel / Water separator	Detroit heated fuel/water separator or equal
Fuel Tank	60 gallons between frame rails behind rear axle
Fuel Tank	Include fuel fill door & sender access plate at interior floor
High/low Idle switch	Dash mounted
Instruments	Speedometer, Tachometer, Voltmeter, Oil pressure, Dual air gauges
Instruments	Transmission temperature gauge, cruise control
Instruments	Air filter restriction indicator
Shocks	Front shocks and air ride rear
Springs, front	3 leaf parabolic rated at 9,000 lbs. minimum
Springs, rear air ride	21,000 lbs.
Starting aid	Grid heater
Steering wheel	Tilt/telescopic steering column
Tires	Seven-tubeless radials 255/70R22.5 16ply, Hankook or Michelin
Tow hooks	Front and rear mounted
Transmission	Allison PTS 2500 Series automatic, transynd fluid with 7 year warranty

325

21,000

Auto Drain Valves

no magnet

through rear bumper

Air Ride

x

Wheel Base	179"	X	193" wb
Wheels	Disc hub piloted, 22.5 X 8.25, include spare tire and wheel, black	✓	
Wiring	Multiplex only-Color & number coded-body and chassis-CEEA+		
<b>BODY</b>	<b>BODY</b>		
Access Panel	Interior access panel above driver's window with latch	✓	
Air Horn	Roof mounted above driver's window	✓	
Battery Compartment	Frame mounted with roller tray	✓	
Body Mounts	Two bolts required for each body mount	✓	
Driver's Dome	All dome lights to be LED with separate switch for driver	✓	
Defroster fans	Dual 6" dash mounted fans	✓	
Door, emergency	Tinted upper & lower glass, vandallock, 3 point latch	✓	
Door, entrance	Outward opening, air operation, with left and right assist rails, vandallock	✓	
Directional Front	Turn signals integrated into headlight housing	✓	
Driver Arm Rests	Right and left sides, folding	✓	
Driver Storage	Over driver's window	✓	
Emergency exits	Two push out windows w/ buzzers	✓	
Emergency exits	One roof hatch, to be Escape Advantage brand	X	1 per side Brand Specialty hybrid
Flooring	Black rubber floor covering over 5/8" plywood	✓	
Flooring	Composite aisle trim	✓	metal aisle trim
Flooring	No rear wheelhousings-flat floor	✓	
Headroom	77 inches, minimum	✓	78" full length
Headlining	Acoustic headlining, driver's area	✓	
Heaters	91,000 BTU front w/ removable filter	✓	
Heaters	84,000 BTU rear w/ removable filter behind rear lift	✓	
Heaters	Blue stripe heater hoses minimum, booster pump	✓	? booster pump
Heaters	Dash mounted water regulator valve	✓	
Heaters	Dual heater cut off valves	✓	
Identification	6" Black letters, both sides-CUMBERLAND COUNTY SCHOOLS	✓	
Identification	6" numbers, both sides, front, rear	✓	
Insulation	2" thick insulation in roof, front, rear, and side walls R value=6.0	X	1 1/2 R value 5.7
Insulation	1/2" rubber sound absorbing foam installed under driver toeboard	✓	
Lights	Interior dome lights, dual rows-all LED, stepwell light-LED	✓	

Lights	Halogen headlights, wig-wag, alarm, LED crossmember back up
Lights	Eight way warning lights, stop, tail, reverse lights-LED
Lights	Clearance & Cluster lights to be flush mounted LED
Lights	Amber daytime running lights, LED side directionals, monitor
Mirrors	Interior - 6" X 30" non-glare
Mirrors	All exterior mirrors to be heated
Mud Flaps	Front and Rear
Paint	Yellow with black rubrails, white roof
Parts Report	Copy of complete Bus Parts printout available on-line at no charge
Reflective Tape	"SCHOOL BUS" front and rear caps to be reflective
Reflective Tape	Side pushout windows and rear of bus, 2" sides
Reflectors	To be mechanically attached
Roof Bows	One piece
Rub rails	Provide four rubrails
Rub rails	Painted black
Safety	Fire extinguisher, seat belt cutter, triangle flares,
Safety	First aid kit, body fluids clean up kit
Seat Frames	Frames to be powder coated black
Seat Space	29" minimum knee space, precise location when removed/installed
Seat Barriers	Five pocket barrier cover at rear of driver's seat
Seats / Driver	Heated air ride seat with tilt back, fabric insert, adjustable back
Seats / Driver	Lap and shoulder belt with seat warning belt indicator
Seats / Passenger	Seven 39" with 3 lap/shoulder belts per seat, 2 removeable, 1 ICS
Side Panels	Interior - Aluminized steel side walls
Solenoid	Disconnect all body circuits
Strobe	Roof mounted LED with brush guard
Stoparm	Include LED strobe lights
Vents	Two vents-driver's fresh air & static roof vent
Windows, Passenger	Black frames with 12" openings, tinted glass
Windows Driver	Double sliding, aluminum sash, tempered
Windshield	One piece with tinted band, bonded in place
Windshield	Two grip handles beside windshield
Wipers	Intermittent feature



3 piece

Wiring	CEEA+ multiplex wiring-Color & number coded-body & chassis	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
Noise Suppression	Switch to cancel all noise producing accessories	
Child Reminder	Passenger advisory system to meet State specs	
Alarm	Backing 112 db	
Document Holder	To meet State specs	
Lift	Braun, meeting requirements of FMVSS 403/404	
Air Conditioner	Front "in-wall", dash, and rear "in-wall" 126,000 BTU's total, dual compressors	
Tie Downs	Two Sure-Lock retractable wheelchair tie downs to be included	
Radio	AM/FM/PA, four speakers, J1939, weather band, reverse mute	
Camera System	Seon two head digital to be included	
Two-way radio	Installed two-way radio compatible with existing fleet	
Stepwell	Black steps with LED exterior door light	
Entrance Door	Nylon handle mounted to exterior door leaf	
Cell Phone Outlet	Dual USB charge ports required	
Document Holder	To meet State specs	

I have read the above specifications and agree to all therein. I submit the following bid:

Type "C" Special Needs School Bus: \$ 142,550.75 each

Delivery Date After Receipt of Order: Days ARO Spring 2024

Make: IC Bus Model: PB110 Year: 2025

Cumberland

Ashley Scurlock

Company Name  
640 Massman

Persons Submitting Bid  
615-598-3572

Address  
Nashville TN

Phone Number  
AScurlock@c1t+te.com

City, State and Zip Code  
Ashley Scurlock

Email Address  
4-25-2023

Authorized Signature

Date

Telephone  
(931) 484-8212

**CUMBERLAND COUNTY  
DEPARTMENT OF FINANCE**

Facsimile  
(931) 484-2570

**2 North Main Street, Suite 303  
Crossville, Tennessee 38555-4583**

**B. Nathan Brock, Director of Finance**

**REQUEST FOR BID PROPOSALS**

Sealed bids for the following item will be received by the Finance Director of Cumberland County until **April 20, 2023 at 2:00 P.M.**, local time, and publicly opened immediately thereafter on the same day:

**Special Needs School Bus**

Requirements for this procurement are attached.

Any bid received after the stated time, notwithstanding, shall be rejected. Cumberland County reserves the right to accept or reject any and/or all bids and to wave formalities and technicalities, insofar as it is legally authorized to do so in the interest of the County.

*M Brock 4/10/2023*

---

B. Nathan Brock,  
Director of Finance

## **S P E C I F I C A T I O N S**

### **Special Education Bus**

The Government of Cumberland County, Tennessee is requesting bids for one (1) school bus for use by the Board of Education – Special Education Department. The unit shall be new and of current production. Used or refurbished units are not acceptable.

#### **Benchmark**

The attached specifications have been approved by the Cumberland County Board of Education and are included for reference as a benchmark of quality for school buses. These specifications are for reference as equipment that has been determined "*acceptable*". The specifications are not intended to restrict or eliminate vendors from proposing other brands of equipment. Deviations from these specifications are expected. The intent is to provide a benchmark for all competitors to base their proposals on. ***PROPOSALS FROM ALL BUS MANUFACTURERS ARE ENCOURAGED AND EXPECTED.***

#### **Delivery**

Bidders shall state maximum date of delivery to Cumberland County, Tennessee. Unit is F.O.B. Crossville, Tennessee.

#### **Contact Person**

The contact person for delivery coordination on this bid is Kathleen Martin, Transportation Supervisor. She may be reached at (931) 484-6762 during regular business hours.

No revisions to these specifications are official unless a bid addendum is issued by the Finance Department.

#### **Contract Award**

If a purchase contract is awarded, the award shall be based upon the proposal that County determines is in the best interest of Cumberland County in regard to product safety, performance, durability, suitability of use by department, cost of acquisition, warranty, cost of maintenance and date of delivery.

#### **Sealed Bid**

Bidders are required to submit the original and two (2) copies of their bid proposal and supporting documents. Bid envelope must be sealed with the name, address and telephone number of the bidder on the outside of the

envelope and clearly marked "**Sealed Bid – Special Education Bus**" and delivered to:

Cumberland County Finance Department  
Attn: B. Nathan Brock, Finance Director  
Cumberland County Courthouse  
2 North Main Street; Suite 303  
Crossville, Tennessee 38555

Bids delivered to any other department or location will not be considered. Cumberland County reserves the right to accept or reject any and/or all bids and waive formalities and technicalities, insofar as it is legally authorized to do so in the interest of the County.

***NOTE: Bids may NOT be submitted via facsimile, e-mail or other electronic media.***

Conflict of Interest: Tennessee Code Annotated 5-21-121 is attached for bidders reference. Any firm, corporation, partnership, association or individual submitting a bid on this procurement affirms that they are in compliance with the State of Tennessee statute.

Investment Activities with Iran: Tennessee Code Annotated 12-12-106 is attached for bidders reference. Any firm, corporation, partnership, association or individual submitting a bid on this procurement must affirm that they are in compliance with the State of Tennessee statute.

**Cumberland County, Tennessee  
 Attn: Finance Department  
 2 North Main Street; Suite 303  
 Crossville, TN 38555**

The Cumberland County Board of Education intends, by this bid, to purchase one or more 16+1w/c=17 Passenger Special Needs School Bus"

**Bus must meet all Federal and State School Bus minimum requirements.  
 Bid price must include delivery to Crossville, Tennessee**

**NOTICE OF INSTRUCTIONS TO BIDDER:** Each line of specifications requires a response. In the event that the specifications proposed by the bidder are exactly and unequivocally identical to the specifications established by the Board of Education, including brand name, the bidder may respond with a check mark in the "YES" box. In all other cases, and for all alternate brand name items, the bidder is required to check the "NO" box and must provide written specifications for the exception. **Please note that the bidders with exceptions will always be considered. This format allows the Board of Education the flexibility to make an informed comparison from manufacturer to manufacturer in order to make a qualified decision as to award.** The terms, "No structural differences", "We are equal to your proposed specifications", etc., will not be permitted. It is the responsibility of the Board of Education and their representatives to determine if a substitution is "equal" or not. Failure to comply, will render the bid invalid for material non-compliance to our proposed specifications.

16 +1 w/c = 17 Passenger Special Needs School Bus - Special Education Departme		Check One		List / Explain Exception
Specifications	Description	YES	NO	
Minimum 36 Passenger body shell	New 2024 or later model Chassis, Type A , Gas, DWR			
State & Federal specs	To meet all of the State of Tennessee & FMVSS for school buses			
Year Rating	15 year vehicle			
<b>CHASSIS</b>	<b>CHASSIS</b>			
Gross Vehicle Weight	minimum 14,200 lbs GVWR, approx 159" Wheel Base.			
Alternator	minimum 220 Amp alternator, prefer dual 110 amps			
Batteries	2 batteries @ 770 CCA each w/ skirt battery compartment			
Brakes	4 wheel disc Hydraulic w/ anti-lock			
Front Bumper	Chassis manufacturer Standard			
Rear Bumper	10", bolted to frame, painted Black			
Driveline	Guards around each shaft			
Airbag	Driver's airbag			

<b>Specifications</b>	<b>Description</b>	<b>YES</b>	<b>NO</b>	<b>List / Explain Exception</b>
Engine Rating	Gas, minimum 6.6 liters			
Engine Cooling	Heavy duty cooling			
Exhaust	Exhaust to exit rear of bus at the rear bumper			
Fuel Tank	minimum 33 gallon capacity, with spring loaded fuel door			
Instruments	Speedometer			
Instruments	Voltmeter			
Instruments	Fuel Gauge			
Instruments	Cruise Control			
Instruments	Oil Pressure			
Instruments	Engine temperature			
Instruments	Trip odometer			
Shocks	front and rear			
Steering	Full power with Tilt			
Tires	LT225/75R16E All Season Tires			
Tow Hooks	Rear frame mounted tow hooks			
Transmission	Electronic, Automatic 6 - speed, w/ overdrive			
Wheels	Disc 16 inch, with covers			
Wheel Base	approx 159"			
Wiring	Color & number coded			
Wiring	Protected w/ Blade type fuses			
Undercoat	Complete undercoat required			
<b><u>BODY</u></b>	<b><u>Description</u></b>			
Camera	Seon TH4H500 two head digital camera system			
Compartment	Skirt Mtd - exterior side storage comp w/ sliding tray, approx 8 cu. ft.			
Crossing Arm	Front bumper mounted electric crossing arm w/ retainer			
Driver's Storage	Mounted above driver's window			
Entrance Door	Outward opening, manual			
Entrance Door Step	Driver's door step			
Emergency Door	37" X 52", w/ retainer, upper & lower tinted glass			
Lift Door	Positioned at the rear of the right side w/ upper tinted window, include a chain retainer and exterior light			
Flooring	Driver's side floor mat			
Flooring	black with aisle trim			
Flooring	5/8" Plywood subflooring			
Flooring	Flat floor design			



Dear Mr. Patton,

Trinity Academy, a private Christian school in Crossville, would like to formally request from the Cumberland County Board of Education a Co-op agreement with the Cumberland County School system for athletic purposes for the 2023-2024 school year sports programs.

Our students have enjoyed the opportunity to participate in the middle school sports programs and our desire is for that relationship to continue.

We kindly appreciate your favorable vote in this regard.

Sincerely,

A handwritten signature in black ink, appearing to read "Corey Wade", written in a cursive style.

Corey Wade

Head of Schools

Trinity Academy

140 Rome Rd.

Crossville, TN

38555

**County Wide and Central Services  
Personnel Recommendations for Fiscal Year 2023/2024**

<b>Renewed</b>			
<b>Tenured</b>	<b>Non-Tenured</b>	<b>Non-Certified</b>	
Andrews, Cynthia	Bernabei, Theresa	Abston, Christina	McCartney, Diane
Burks, Tracy	Cantrell, Erica	Alford, Terri	McClellan, Katy
Capps, Amanda	Eldridge, Leslie	Aytes, James	McGhee, Jason
Casteel, Robbie	Farmer, Amber	Aytes, Joshua	Melton, Donald
Davis, Kristyn	Hobby, Karri	Bray, Kim	Noel, Marilyn
Farley, Rebecca	Kiley, Cheryl	Burnett, Joseph	Norrod, Jennifer
Flowers, Rachel	Marsh, Maegan	Burns, Vinson	Patterson, Jay
Garrett, Joy	Potter, Jennfier	Cox, Tiffany	Phipps, Penny
Helton, Sandy	Tindell, Michelle	Farley, Elbert	Randol, Joshua
Holton, Dorothy	Wendig, Christa	Garren, Nancy	Ross, Zenia
Inman, Keena		Green, Deborah	Segers, Curt
Kerley, Karen		Griffith, Ruth	Seiber, Robert
Keys, Allie		Hamby, Kathlene	Sherrill, Murel
Lavoie, Joanna		Hargrove, Rebecca	Sherrill, Robert
Maddox, William		Hassler, Kimberly	Smith, Heather
Magnusson, Ronny		Holloway, Michelle	Tripp, Billie
Morehead, Rhonda		Hull, Johnathan	Turner, Vickie
Overstreet, Patricia		Hyder, Brenda	Webb, Jeffery
Polson, Marsha		Kington, Mary	Webb, Tabitha
Rofe, Jessica		Mathews, Cassie	Wilson, Kelvin
South, Michele			
VanWinkle, Breanna			
VanWinkle, Julie			
Warner, Cassie			
Whittenbarger, Justin			
<b>Renewed with Conditions</b>			
<b>Tenured</b>	<b>Non-Tenured</b>	<b>Non-Certified</b>	
		Miller, Christopher	
<b>Non-Renewed</b>			
<b>Tenured</b>	<b>Non-Tenured</b>	<b>Non-Certified</b>	

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

**Frank Brown Elementary  
Personnel Recommendations for Fiscal Year 2023/2024**

<b>Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
Adkins, Jessica	Buck, Bethany	Brewer, Mary
Bailey, Paula	Goss, Amanda	Brock, Rebecca
Beaty, Lance	Herrick, Samantha	Brown, Shanasta
Buchanan, Andrew	Iles, Julie	Canfield, Natalie
Cole, Michelle	Lane, Grace	Carson, Cathy
Cox, Jennifer	Linn, Kelsey	Dalton, Pamela
Davis, Ashley	Maynard, Brianna	Donnell, Shelia
Dial, Myra	McDonald, Elizabeth	Gibson, Alesha
Harris, Kimberly	Pelfrey, Sabrina	Hargis, Tammy
Hazel, Heather	Sims, Miranda	Hartman, Melissa
Hill, Jamie	Stockton, Lindsey	Hubbard, Takeitha
Houston, Amanda	VanWinkle, Hannah	Johnson, Andrea
Houston, Kevin	Woodall, Katelyn	Kessler, Christina
Kemmer, Lou Cindy		Lockwood, Charlotte
Leahy, Richard		Mifflin, Donna
Lewis, Kasi		Norris, Lisa
Lewis, Kevin		Otto, Ellen
Marsee, Aaron		Phillips, Laura
Melton, Rita		Potter, Lance
Morgan, Katie		Wyatt, Jessica
Nakdimen, Charlotte		
Owen, Andrew		
Parker, Lisa		
Phillips, Aprel		
Speich, Stephanie		
Standefer, Rebecca J		
Thurman, Kelly		
<b>Renewed with Conditions</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
<b>Non-Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
	Suttles, Brooke	

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

**Cumberland County High  
Personnel Recommendations for Fiscal Year 2023/2024**

<b>Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
Akin, Lindsey	Allen, Mary Jane	Beaty, Joseph
Akin, Robert	Baker, Jenna	Bennett, Linda
Allen, Kiley	Beaty, Melissa	Coggins, Jannell
Atkinson, Jason	Boyd, Michael	Cope, Laci
Atkinson, Rebecca	Brady, Laura	DeBruyn, Karen
Bowen, Stuart	Brown, Roger	DeMarcus, Kristy
Brewer, Laura	Buck, Kalinda	Dignan, Bree
Davis, Rachel E	Calahan, Larry Scott	Dolinich, Michael
Denney, Taylor	Carvell, Meghan	Elliott, Deborah
DiBiccaro, Michael	Cook, Craig	Gilbert, Wanda
Dixon, Roger	Copass, Hulen	Jones, Kristina
Filler, Daisy	Cram, Kimberley	Lybarger, Tina
Foster, William	Eich, Bradley	Margrave, Angie
Gilpin, Laura	Hardt, Jesse	McCloud, Jannie
Hall, Brenda	Hobbs, Kaytlin	Moore, Christopher
Hall, Jonathan	Johnson, Bruce	Packett, Megan
Hull, Robin	Johnson, Jacob	Painter, Timothy
Margrave, William	Keith, Collin	Patton, Laura
McCoy, Emmy	Lea, Maryselle	Pitts, David
McInerney, Daniel	Martin, Sistina	Recchia, Channon
Nelson, Patricia	Miller, Steven	Sisco, Amy
Pennington, Carrie	Moomey, Krista	Stewart, David
Petersen, Lauren	Nivens, Justin	Swafford, Teresa
Phipps, Darcy	Pardue, Charles	Webster, Patricia
Phipps, Richard	Pratt, Carla	Whitcomb, James
Pickard, Anna	Repasky, Noah	Windom, Kollett
Rickman, Vaughn	Sitton, Benjamin	Young, Mary
Robbins, Angela	Thomason, Skye	
Smith, Staci	Tumulty, Michael	
Whitson, Jordan	Varner, Kimberly	
Wilson, Daniel	Walker, David	
Wright, Jeffery	Wynn, Kenneth	

<b>Renewed with Conditions</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
		Pitts, David
<b>Non-Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>

***Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores*

# Crab Orchard Elementary

## Personnel Recommendations for Fiscal Year 2023/2024

<b>Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
Armes, Lindsey	Davis, Sarah	Allred, Michele
Beaty, Debra	DeLorenzo, Drew	Beard, Laura
Bowman, Heather	Eller, Kesley	Burns, Margie
Findley, Bonita	Grumbles, Kerry	Collins, Amber
Hall, Cederick	Michael, Brandon	Collins, Ashley
Hillis, Creshia	Smith, Patricia	Davenport, Rachel
Jackson, Erin	Wise, Katelyn	Edwards, Jerry
Kerley, Brianna		Edwards, Penny
Kuffel, Todd		Graves, Pamela
Marsee, Jessica		Holbrook, Lora
Matthews, Nekesha		Jasiel, Janet
Miniard, Cindy		Kemmer, Valarie
Moss, Tori		Kirkland, Anna
Pettus, Deborah		Monday, Joetta
Pugh, Jacqueline		Overall, Susan
Reagan, Ashley		Reed, Rebecca
Reed, Linda		Sherrill, Glenda
Shelton, April		Thompson, Joan
Smith, Janice		Tuttle, Jennifer
Smith, Kayce		Wylie, Chrystal
VanNatter, Billie		
White, Amanda		
<b>Renewed with Conditions</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
<b>Non-Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
	Hess, Timothy	
	Oliver, Christine	

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

# Homestead Elementary

## Personnel Recommendations for Fiscal Year 2023/2024

<b>Renewed</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
Alva, Suzanne	Bramer, Tracy	Andreasen, Miranda
Baldwin, Amanda	Burgess, Chelsey	Breeding, Emalee
Bridges, Wendy	Compton, Meta Patrice	Carson, Helene
Burgess, Ashleigh	Green, Erika	Cochran, Shelly
Conner, Camille	Griffin, Julia	Collier, Melanie
Cooper, Patricia	Houghton, Amber	Connolly, Pamela
Cotton, Cristy	Kilby, Emily	Davis, Jessica
Davis, Rachel	Myers, Lori	Day, Courtney
Edmonds, Mary Elizabeth	Plemmons, Brandalyn	Grogan, Destiny
Hancock, Jackie	Pugh, Destiny	Grogan, Haley
Holt, Heather	Rector, Brittany	Hedgecoth, Gabrielle
Kuffel, Sarah	Richard, Jennifer	Hassler, Bryan
Martin, Brandy	Rollins, Shayla	Holton, Alexis
Mathews, Lauren	Sorbet, Evangeline	James, RaShell
Miller, Krista	Standefer, Rebecca L	Kellum, Loretta
Pugh, Jill	Wadlington, Kayla	Kirtley, Sharon
Pugh, Teresa	Wheeler, Sarah	McClain, Michael
Richards, Cynthia		Miller, Bettyann
Rollins, Jessica		Norrod, Brooke
Scruggs, Brooke		Prater, Cynthia
Smith, Jacqueline		Ramsey, Emily
Thompson, Misty		Sapp, Joy
Thompson, Tamara		Schwartzkopf, Stephanie
Underwood, Lori		Smith, Hope
Watts, Elizabeth		Taylor, John
Webb, Dreama		Thurman, April
West, Shannon		Tollett, Tonia
		Torres, Jonathan
		Turner, Kelsey
		Wallace, Darlene
<b>Renewed with Conditions</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
<b>Non-Renewed</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
	Bailey, Denise	Allred, Lillian

***Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores*

# Glenn Martin Elementary

## Personnel Recommendations for Fiscal Year 2023/2024

<b>Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
Barker, Terry	Asberry, Jennifer	Adams, Amber
Barnett, Laurel	Bilbrey, Bailee	Ashburn, Donna
Baxter, Chealsey	Chevier, Kathleen	Blouin, Cathleen
Brown, Laura	Dennis, Lindsey	Brannum, Joseph
Brown, Stephanie	Douglas, Elana	Bryson, Melissa Jo
Buffkin, Bradford	Green, Joshua	Christopher, Blanche
Buffkin, Melissa	Johnson, Olivia	Cole, Angela
Butters, Emily	Miles, Jesse	Cooper, Jerry
Christopher, Rachel	Nellessen, Kimberly	Foster, Charcey
Davis, Rose	Petru-Gilbert, Jennifer	Futrell, Samantha
Fabus, Jeffrey	Tollett, Katelyn	Jones, Nicole
Farley, Keri	Toy, Ansley	Kindrick, Lonnie
Fish, Cara		McCowan, Brooke
Floyd, Amanda		McGhee, Sara
Goad, Joy		Mifflin, Kristie
Graham, Nicole		Orme, Deborah
Handlon-Nelson, Kimberly		Pagano, Michele
Hayes, Ashton		Parsons, Ramona
Hazelton, Duane		Phipps, Frances
Henry, Mary Elizabeth		Rayder, Quinton
Johnson, Kelly		Rimes, Michelle
Lowe, Kasey		Springer, Avery
McGhee, Franklin Dewayne		Stults, Misty
Morrow, Lisa		VanHorn, Valarie
Norris, Ashlee		Viera, Rosa
Randolph, Angela		Waldo, Steve
Robinson, Catherine		Webb, Stephanie
Sears, Baylee		Whittle, Debbie
Simmons, Bryan		Williams, Cora
Smith, Jeffrey		Young, Chantilly
Smith, Leslie		Zelnik, Ruth
Smith, Teresa		
Stephens, Kimberly		
Taylor, Robert		
Turner, Kristina		
VanWinkle, Christie		
Wyatt, Amy		
<b>Renewed with Conditions</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
<b>Non-Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
		Davis, Ariel
		Phy, Shelby

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

# North Cumberland Elementary

## Personnel Recommendations for Fiscal Year 2023/2024

<b>Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
Beard, David	Bailey, Emma	Bowman, Katherine
Capps, Jessica	Clark, Catheryn	Bowman, Stephanie
Carroll, Ellen	Conley, Layne	Brown, Deanie
Davis, Dwayne	Daenell, Gretchen	Carey, Jason
Draper, Natasha	Delk, Daniel	Clark, Jonathan
Goss, Misty	Fisher, Shelbi	Cole, Darryl
Hedgecoth, Mark	Frashier, Kathryn	Cole, Hope
Hennessee, Courtney	Fuhrman, Thomas	Cooper, Linda
LaRue-Garrett, Toni	King, Shelly	Deck, Teresa
Moore, Aimee Jo	Leahy, Tabitha	Findley, Carolyn
Reeves, Tiffany	O'Neal, Shannon	Fox, Betty
Smith, Malisa	Patterson, Kayla	Gibson, Jennifer
Strickland, Nancy	Rector, Mallorie	Goss, Loretta
Sweeten, John	Rodriquez, Laura	Kidwell-Reeves, Regina
Timson, Julia	Sexton, Cody	McCreery, Aaron
Trivett, Lillian	Wikete, Margaret	Morgan, Connie
Turner, Chasidy	Wyatt, Karon	Phillips, Doris
York, Paula		Phillips, Teresa
		Ramsey, Juanita
		Roysdon, Bethany
		Schneider, Rene
		Walker, Charity
		Young, Riley
<b>Renewed with Conditions</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
<b>Non-Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
	Carlen, Amanda	
	Christian, Julie	
	Martinez, Rene	

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

# The Phoenix School

## Personnel Recommendations for Fiscal Year 2023/2024

<b>Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
Delaney, Whitney	Betsinger, Laura	Barnes, Ali Jo
Hurley, Vanessa	Conforti, Jason	Barreto, Carol
Jones, Anita	Hinds, Shaun	Bass, John
Kington, George	Patton, Gregory	Buckner, Amy
Lowe, Mitchell	Robinson, Casey	Davenport, Kimberly
Miller, Linda	Stokes, Trentan	Earhart, Laura
Norrod, Erin		Gaynor, Amy
Owens, Lavonda		Hargis, Emily
Rimmer, Shella		Knox, Sherry
Shirley, Jr, Ross		Lewis, Regina
Smith, Donald		Reagan, Regina
Smith, Sherry		Womack, Shawna
Wheeler, Ginnie		Wyatt, Lisa
Wheeler, Harold		
<b>Renewed with Conditions</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
<b>Non-Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
	Brown, Cynthia	

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

# Pine View Elementary

## Personnel Recommendations for Fiscal Year 2023/2024

<b>Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
Barnes, Christine	Corbin, Ashley	Blakely, Marilyn Kay
Cowley, Teresa	McDonald, Matthew	Edington, Patricia
Eldridge, Leslie	Slagle, Chassady	Gibbons, Alma
Jones, Heather	Viar, Mica	Givens, Angela
Moody, Stacy	Womack, Julie	Kerley, Dottie
Niles, Tina		Kindrick, Bonita
Shadden, Summershea		Nealon, Ramona
Speich, Patricia		Waldo, Christy
Spicer, Kara		Willis, Kayla
<b>Renewed with Conditions</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
<b>Non-Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>

***Bold \* indicates tenure eligibility for FY 2023/2024 pending LOE scores***

# Pleasant Hill Elementary

## Personnel Recommendations for Fiscal Year 2023/2024

<b>Renewed</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
Atkinson, Allysa	Burgess, Leigh Ann	Barrier, Angela
Atkinson, James	Buttrum, Jerry	Benson, Tonya
Barnwell, Jennifer	Collins, Krystal	Bumbalough, Teresa
Blyly, Taylor	Diana, Cristyn	Davison, Annette
Brown, Shaun	Dodson, Rhonda	Deck, Dwana
Buckner, Tracie	Hughes, Tara	Edwards, Christine
Burgher, Kristen	Kolenda, Jamie	Green, Tammy
Campbell, Michele	Reno-Demick, Ariel	Hassler, Kelly Jo
Carter, Kimberly	White, Tiffany	Hinch, Brittany
Conatser, Brian	Yegenian, Vicken	Keyes, Lee Ann
England, Elizabeth		Mathias, Ruby
Grenz, Gretchen		Miller, Corey
Hill, Kelli		Mitchell, Jeri
Hill, Lisa		Murphy, Natasha
Hunter, Sarah		Piper, Laura
Jacobs, Teresa		Scarborough, Karen
Janow, Angie		Walker, Toni
Lowe, Brandy		Wallace, Christy
Mahaney, Julie		Whittenburg, Calynn
Mullinix, Amanda		
Nash, Sylvia		
Phillips, Tammy		
Phipps, Rhonda		
Roysden, Brandi		
Savage, Olivia		
Stewart, Susan		
Taylor, Pamela		
Thompson, Teresa		
<b>Renewed with Conditions</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
<b>Non-Renewed</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
	Landrem, Leslie	
	Neese, Robin	

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

**Stone Memorial High  
Personnel Recommendations for Fiscal Year 2023/2024**

<b>Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
Berta, Drew	Akins, Galen	Beaty, Maxine
Bilbrey, Brittany	Anderson, Amanda	Cardwell, Zjhanna
Bolin, Mark	Bennett, Christopher	Garrett, Sharon
Bryant, Anna	Berta, Andrew	Hamby, Patricia
Buck, Michael	Bohannon, Chasity	Hendrickson, Gloriela
Burris, Christopher	Brown, Nathan	Holloway, Nicki
Capps, Neil	Dunbar, Annalee	Kling, Karl
Fragopoulos, Eleni	Hawn, Ivan	Kurek, Sherrie
Goss, Samuel	Hunter, Brent	Lawrence, Jennifer
Greene, James	Johnson, Alyxandra	Lewis, Travis
Harelson, Marcy	Kitts, Moriah	Manning, Jeffery
Headrick, Kristina	Lee, Crystal	Morrison, Brandon
Hicks, Karen	Lewis, Aaron	Mullinax, Hellen
Hoyt-Phillips, Caleen	Lewis, Kalyn	Murphy, Jackie
Johnson, Kylee	Long, II, John	Potter, Peggy
Kemmer, John	Manning, Jordan	Potter, William
Keyes, Melissa	Martin, Kenny	Reagan, Vaneisa
Kidwell, Laura	Martin, Victoria	Schank, Lonna
Luetkemeyer, Tristessa	McDonald, Todd	Schwartzkopf, Dianne
Miller, Melissa	McKie, Nicole	Smith, Susie
Moldenhauer, Julie	Permenter, Victoria	Stafford, Phillip
Moore, April	Qualls, Justin	Walter, Kellie
Parker, Brian	Samber, Derik	
Phillips, Chelsea	Seay, David	
Raby, Jess	Smith, Jamie	
Saldana, David	Tipton, Ethan	
Smith, Carol	Troino, Matthew	
Smith, Kelly		
Smith, Rebecca		
St Onge, Marcela		
Tatum, Thomas		
Williams, Lesley		
Wyatt, Sharmain		
Wyatt, Tonia		

<b>Renewed with Conditions</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
<b>Non-Renewed</b>		
<b><u>Tenured</u></b>	<b><u>Non-Tenured</u></b>	<b><u>Non-Certified</u></b>
	Dixon, Maria	
	Graham, Monica	
	Manegre, Debra	

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

**South Cumberland Elementary  
Personnel Recommendations for Fiscal Year 2023/2024**

<b>Renewed</b>		
<b>Tenured</b>	<b>Non-Tenured</b>	<b>Non-Certified</b>
Allen, Blake	Bean, Heather	Bell, Beth
Atkinson, Jon	Brewer, Tiffany	Bilbrey, Donna
Casey, Andrea	Cook, Lauren	Burgess, Fannie
Christmas, Amber	Laborde, Mario	Dotson, James
Cole, Whitney	Leichter, Caitlin	Elmore, Vicki
Davis, Robin	Maxwell, Mary	Frazier, Darla
Dykes, Stacy	Pimentel, Tiffany	Green, Laura D
Fox, Cynthia	Walker, Kristin	Hollis, Jacob
Gray, Teresa	White, Jamie	Hyder, Kelly
Hall, Dawn		Lowe, Janice
Herring, Randall		Matthews, Kay
Holt-Brown, Jodie		Moomey, Daniel
Inman, Christy		Morgan, Eunice
McAnally, Amie		Rucker, Kayla
Pharris, II, Samuel		Strain-Smith, Ricky
Pharris, Sarah		Tollett, Rachell
Phillips, Tiffany		Ward, Christina
Potter, Margaret		Williams, Mary
Scarbrough, Jenny		Wilson, Paula
Vance, Erica		
Wood, Amy		
Woody, Chelsey		
Wyatt, Julie		
Wyatt, Rachel		
Wyatt, Vickie		
<b>Renewed with Conditions</b>		
<b>Tenured</b>	<b>Non-Tenured</b>	<b>Non-Certified</b>
<b>Non-Renewed</b>		
<b>Tenured</b>	<b>Non-Tenured</b>	<b>Non-Certified</b>

**Bold** \* indicates tenure eligibility for FY 2023/2024 pending LOE scores

# Stone Elementary

## Personnel Recommendations for Fiscal Year 2023/2024

<b>Renewed</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
Barnes, Stephanie	Carter, Amber	Abels, Denise
Barnwell, Nannette	Davis, Jennifer	Adams, Delores
Brown, Shannon	Dickerson, Todd	Atkin, Sheryl
Cox, Bridgette	Dishman, Blaze	Catherwood, Sheila
Dukes, Carrie	Flatt, Macey	Croley, Bethany
England, Katie	Hawkins, Brittany	Davis, Beverly
Gibson, Daniel	Lopez, Kristin	Dixon, Lloyd
Goodwin, Jamie	Marlowe, Laurel	Green, Laura C
Hawes, Alice	McDonald, Cheryl	Grenz, Micah
Isbell, Samantha	McDonald, Rachel	Hawkins, James
Johnson, Heather	Sparks, Robert	Hayes, Kathy
Jones, Carolyn	Stevens, Katelyn	Honeycutt, Karolyn
Kiser, Tamara	Tolbert, Danielle	Johns, Mary
Morgan, Dana		Keck, Abbie
Patton, Willie		Kirkland, Nicholas
Ridley, Tiffany		McConnell, Katherine
Roberts, Natalie		Morton, Lori
Sather, Sheri		Simmons, Karrie
Sixkiller, Monica		Sitton, Michael
Smith, Kasey		Swafford, Russell
Stewart, Tammy		Webb, Jo Ellen
Whitson, Crystal		Wheeler, Rebecca
Willis, Jenell		
Wilson, Brandi		
Wilson, Janet		
<b>Renewed with Conditions</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
<b>Non-Renewed</b>		
<u>Tenured</u>	<u>Non-Tenured</u>	<u>Non-Certified</u>
	Davidson, Tena	
	Rosenthal, Angela	

**Bold \* indicates tenure eligibility for FY 2023/2024 pending LOE scores**

## Transportation

### Re-Hired

#### Non-Certified

Alley	Michelle	Findley	Danny	Melton	Dianne
Baldwin	Clifford	Garber	Linda	Morgan	Katie
Bell	Kathie	Gardner	Kimberly	Morley	Karen
Boulais	John	Golliher	Karen	Nunley	Walter
Bowman	Patsy	Grenz	Gretchen	Phillips	Judith
Bowman	Sharon	Grogan	Destiny	Randolph	Vicky
Bowman	Sherri	Guthmiller	Raymond	Ritchie	Rodney
Brown	Danielle	Gutierrez	Sharyl	Robbins	Larry
Cole	John	Hall	Jamie	Schwartzbeck	Daniel
Conatser	Brian	Hargis	Gary	Seffron	Dustin
Conda	Michele	Heiserman	John	Selby	Melissia
Conda	Travis	Howard	Christopher	Shanks	Scot
Cooper	Jeffery	Howard	Kevin	Sisco	Amy
Cooper	Sharon	Hubbard	Ronald	Skowron	Edward
Cox	Valorie	Ivey	Robert	Smith	Donald
Daniel	Jackie	Johnson	Stanford	Smith	Glenda
Davenport	Kimberly	Knox	Sherry	Squires	Linwood
Denton	Shawn	Lavergne	Ronnie	Thompson	Daniel
DeRossett	Jessica	Lewis	James	Upchurch	Wayne
Dishman	Steve	Martin	Kathleen	Webster	Teresa
Edwards	Jerry	Martin	Rita	Weir	Steven
Fallon	George	Mathias	Ruby		

#### Non-Renewed

##### Non-Certified

#### Retiring/Resigning

##### Non-Certified

Morrow

Betty

Cumberland County School Transportation personnel are nominated annually in May for rehire. The above list details the employees that are being recommended for rehire as well as the ones who are not being recommended for rehire for the 2023-2024 school year.



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

To: Cumberland County Board of Education  
Mr. William Stepp, Director of Schools

From: Cumberland County School Nutrition Program *Kathy Hamby*

Date: April 24, 2023

Re: For Rehire, School Nutrition Staff

Cumberland County School Nutrition Staff are nominated annually in May for rehire. Attached is the list of the employees who are being recommended for the school year 2023-2024:

Ballard, Ward	Elmore, Albert	Myers, Jessica	Tuttle, Meggan
Barnwell, Inge	Fields, Kahly	Nail, Ashley	Valeri, Susan
Bates, Sharon	Genovese, Rachel	Neal, Patience	Velluto, Sharon
Beaty, Pamela	Gilbert, Sara	Nolan, Teresa	Vivace, Samantha
Bivens, Rebecca	Golliher, Hollie	Norrie, Tracy	Wagner, Deborah
Blaylock, Cindy	Grayson, Crystal	Parsons, Aleah	Walden, Deborah
Boggs, Sheila	Grayson, Sharon	Phipps, Ashley	Walley, Deborah
Boryszewski, Anna	Green, Elesha	Platz, Margaret	Watson, Lisa
Brannum, Summer	Haney, Connie	Price, Teresa	Whitcomb, Lita
Bray, Helen	Havrilka, James	Pugh, Theresa	Winningham, Hope
Brock, Robin	Havrilka, Rebecca	Rector, Brenda	Wyatt, Stacey LeeAnn
Burgess, Emila	Hawkins, Heather	Richardson, Kayla	
Campbell, Brooke	Hayes, Vanessa	Rodgers, Michelle	
Coley, Aimee	Hendee, Sharon	Russell, Sherry	
Cooper, Leslie	Hoffman, Hunter	Ryan, Lindsey	
Cooper, Virginia	Houston, Teresa	Shepherd, Vickie	
Corson, Dalton	Hutchens, Tina	Smith, Amanda	
Corson, Summer	Johnson, John	Smith, Holly	
Crawford, Debbie	Johnson, Paula Sue	Stepp, Tammera	
Davis, Dakota	Kilby, Bonnie	Stoddard, Jessica	
Davis, Kisha	Lansford, Jennifer	Stover, Misty	
Davis, Peggy	Law, Emily	Strader, Dena	
Delk, Sonya	Lee, Terry Ann	Tate, Betty	
Demetro, Cynthia	Lewis, Elizabeth	Taylor, Karen	
Derrick, Tabitha	Linson, Angela	Temple, Jennifer	
Dillon, Donna	Lockridge, Michael	Thomas, Nicolette	
Dizzini, Jennifer	Martin, David	Tollett, Jessica E.	
Doran, Ryan	McCreey, Sarah	Treadway, Alice	
Dunlap, MariLynn	Medina-Navarro, Isaias	Treadway, James	
Eldridge, Sherry	Miller, Brenda	Turner, Melissa L.	
Eller, Vickie	Murphy, Margot	Turner, Melissa R.	



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

To: Cumberland County Board of Education  
Mr. William Stepp, Director of Schools

From: Cumberland County School Nutrition Program *Kathy Hamby*

Date: April 24, 2023

Re: Non Rehire, School Nutrition Staff

Cumberland County School Nutrition Staff are nominated annually in May for rehire. Attached is the list of the employees who are not being recommended for the school year 2023-2024:

Brock, Shannon



William G. Stepp ● Director of Schools

Teresa Boston ● Board Chair

May 15, 2023

Mr. William Stepp  
Cumberland County Board of Education  
368 Fourth Street  
Crossville, TN 38555

Re: Approval to Apply for the No Kid Hungry School Nutrition Grant

Dear Mr. Stepp and Cumberland County Board of Education,

The Cumberland County School Nutrition Program is requesting approval to apply for the No Kid Hungry School Nutrition Grant for Breakfast and for the Seamless Summer Option (Summer Meal Program). Up to \$30,000 is available for each grant for a cumulative amount of up to \$60,000.

Please see the attached 2 pages for information about the grant. Due to the time the grant was released and was due, the grant applications have already been tentatively submitted pending BOE approval.

Respectfully,

Kathy Hamby  
School Nutrition District Supervisor  
Cumberland County Board of Education/Central Services

The No Kid Hungry School Nutrition Summer Grant Opportunity will provide funding to school districts to maximize child nutrition programs and other meal programs to ensure children and families have access to healthy meals during the summer months.

No Kid Hungry knows that school districts play an essential role in ensuring students receive nutritious meals to learn, grow, and thrive to reach their full potential. This summer we are offering grants to school districts operating the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) in rural communities and wish to serve non-congregate feeding models.

### **NO KID HUNGRY GRANT PRIORITIES**

#### **Communities Experiencing Inequalities:**

No Kid Hungry is committed to addressing the systemic and structural health, social, and economic inequities that disproportionately impact historically under-resourced communities. To ensure we are supporting individuals and communities most impacted by these inequities, No Kid Hungry will prioritize funding school districts impacting the following communities:

- Communities where 50% or more of the population identifies as Black, Hispanic/Latino, Native American, Asian, Hawaiian Native, or Pacific Islander
- Rural communities that face unique challenges in addressing hunger.
- Communities experiencing extreme economic hardship, determined through multiple data points
- Communities where members experience intersecting social and environmental inequities

Please visit the No Kid Hungry website to learn more about [No Kid Hungry's grantmaking](#) beliefs and values, and how [No Kid Hungry prioritizes grant funds](#).

Share Our Strength's goal is to support school districts in expanding non-congregate options in rural communities. Funds will be prioritized to support applications with a strong and sustainable plan for maximizing participation in the child nutrition programs and/or leveraging other programs to combat food insecurity such as student and family outreach and engagement, and federal nutrition program enrollment.

### **USE OF FUNDS**

Funds are intended to support school districts in implementing non-congregate meal programs this summer. Strategies may include:

- Ensuring maximum student participation and improving meal quality in the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO)
- Promoting awareness of non-congregate meal availability to students and families, especially for free and reduced-price eligible students
- Promoting and supporting enrollment of SNAP, WIC, Pandemic EBT programs as well as the Child Tax Credit

#### **APPLICATION DUE DATE**

Rolling Deadline

#### **GRANT AMOUNT**

Grant amounts will vary, depending on size and need of each applicant.

Average grant amounts typically range from \$5,000 - \$30,000.

Budget requests may include:

- Meal service supplies and equipment.
- Costs of hiring additional staff positions, increasing hours for existing staff, and providing incentives for staff retention, recruitment, and training.
- Technology requests, including point-of-service machines.
- Cleaning supplies/equipment, including hand washing stations and PPE.
- Program outreach, benefit enrollment assistance (SNAP, WIC, etc.), and marketing costs.
- Transportation costs associated with meal delivery such as refrigerated trucks or fuel, however costs associated with home delivery will not be considered for this funding opportunity.
- Additional expenses as needed.

## TO NOTE

Grants may be funded through corporate partners working with Share Our Strength. You will be notified upon receipt of the grant award if a corporate partner is sponsoring the grant award.

Additionally, we understand that meal service plans may vary and change throughout the summer term. Please submit your application with your current thinking for how your school district plans to operate non-congregate meal service throughout the grant period and any potential emergency service plans. If you are awarded funds, you will be required to submit progress reports that accurately describe your school meals implementation and other meal programs, as well as changes in participation and meal service delivery as programming adjusts to the evolving operating environment.

## APPLICATION INSTRUCTIONS

1. Visit the No Kid Hungry Grants Portal at <https://nokidhungry.force.com>. Please do not use Internet Explorer or Microsoft Edge when registering or working within the portal.
2. To create a new account, click "New User." If you have previously used the Portal, log into your account with those existing credentials.
3. Click "Start a New Application" on the Home page of the No Kid Hungry Grants Portal.
4. Input the following access code to gain access to the application: **TNSchoolNutrition2023**. Click "Start Application" to begin.
5. Be sure to input all required answers and save frequently as you are inputting information.
6. Once all questions are completed, click "Review Application."
7. Download your application as a PDF and then click "Submit."

## APPLICATION REQUIREMENTS

Applicants will be required to provide the following information:

- Detailed description of grant funding program objectives,
- Information about your current and planned food and nutrition programs for Summer 2023.
- School Nutrition Director and Superintendent contact information.
- Historic district-wide enrollment and monthly meals participation for applicable programs.
- Detailed budget of anticipated use of funding within the grant period.
- Strategies used to elevate and address the needs of people of color in your community.

## QUESTIONS?

Program related: Marissa Spady, [mspady@strength.org](mailto:mspady@strength.org)

Technical or portal-related: [GrantsHelpDesk@strength.org](mailto:GrantsHelpDesk@strength.org)



**CRAB ORCHARD  
ELEMENTARY SCHOOL**

240 School Road  
Crab Orchard, TN 37723  
PHONE: (931) 484-7400 FAX: (931) 456-5655  
Principal: Debbie Beaty  
Asst. Principal: Todd Kuffel

May 15, 2023

Mr. Stepp and Board of Education Members:

Crab Orchard Elementary Archery Teams are headed to the World Archery Tournament, June 8-10, 2023, in Myrtle Beach, South Carolina.

The Teams are currently fundraising to help with expenses. If possible, we would like to request a donation from the Board of Education to help with the travel expenses.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Miniard".

Cindy Miniard, Coach

A handwritten signature in cursive script that reads "Debbie Beaty".

Debbie Beaty, Principal

# Cumberland County Board of Education

## 2022-2023 Annual Planning Calendar

### JULY

- Summer Law Institute
- Approval of Members 6.317- BO
- Appoint System Testing Coordinator
- Annual Utilization Report SRO's-Bo
- Orientation for New Teachers
- Field Trip Approval
- Vendor Contracts – School

### AUGUST

- Service Celebration (Convocation)
- Professional Achievement Celebration (Convocation)
- New Teacher Celebration and Orientation
- Retirement Celebration
- Apply for Grants FRC, CSH, and SS
- New Board Member In-service

### SEPTEMBER

- Election of Officers
- Appointment of TLN Representative 1.105
- Appoint Committees 1.300
- Accountability Presentation
- Fall District Meeting
- TSBA Boardmanship Code of Ethics

### OCTOBER

- Student Activity Funds Audit Report 2.900
- School Compliance Document
- Approval of Compliance Report

### NOVEMBER

- Annual Notification of Student Rights 6.601
- Food Service Report 3.500
- Financial Report for Last Fiscal Year 2.701
- TSBA Leadership Conference/Annual Conference
- School/System Report Card
- Salary and Benefit Review Task Force
- TASBO

### DECEMBER

- Budget Preparation Calendar 2.200
- Distribute Budget Requests to Staff
- DEC 1 Report-HR

### JANUARY

- State Financial Audit Review
- Prioritize Budget Request
- Insurance Benefits Review
- Tenure Teacher Election and Celebration
- BOE Retreat – Annual Review of Strategic Plan
- Strategic Plan Update

### FEBRUARY

- Day on the Hill
- Safety committee 3.201
- Budget Preparation

### MARCH

- Certification of Textbook Adoptions 4.401
- Budget Preparation

### APRIL

- Budget Preparation
- Present Preliminary Budget
- District Solutions Bus Advertising Contract

### MAY

- Employee Non-Rehire Notification
- Approval Facilities Use Fees 3.206
- Submit Budget
- Director of Schools Evaluation
- Approve Tuition Fees 6.204
- Approval of Travel Compensation Rates 2.804
- Review Attorney Contract (bi-annually)
- Review SRO Contracts
- Strategic Compensation Plan Approval
- Year End Experience Report-HR

### JUNE

- Non-Rehire/Tenure Notifications 5.201
- Approve Annual Budget 2.200
- Submit Budget to County Government
- Federal Consolidated Plans (ESSA, IDEA, CTE, VPK, Homeless, 21<sup>st</sup> CCLC)
- Coordinated School Health Report
- Submit Salary Scales for Approval

### WORK SESSIONS OR RETREAT TOPICS

- School System Report Card
- Coordinated School Health
- Facility Planning
- 5-year Capital Improvement Plan
- Salary and Benefits Review

- Pending Task
- Initiated Task
- Completed Task
- Disregard Task

### ON GOING

- Attendance Monthly Report
- Financial Monthly Report
- Maintain Board of Distinction
- Policy Review and Update
- Monitor School Zones
- School Visits
- Administrative Evaluations
- Employee Advisory Council
- Student Advisory Council
- Monthly Administrative Meetings
- Personnel Report
- Work Sessions
- TSBA Training

5/4/23

Cumberland County Schools Enrollment

	Pre-K	SE	K	1	2	3	4	5	6	7	8	9	10	11	12	9+	Total	K-3	4-6	7-8
Brown	20		57	83	51	69	70	73	61	66	66						<b>616</b>	260	204	132
Crab Orchard	17		40	29	52	46	57	43	50	41	53						<b>428</b>	167	150	94
Homestead	40		74	73	56	63	68	83	69	84	54						<b>664</b>	266	220	138
Martin	37		80	71	83	87	88	70	67	74	65						<b>722</b>	321	225	139
North	20		49	50	63	53	57	55	70	53	58						<b>528</b>	215	182	111
Pine View	19		18	15	17	23	16	21	14	15	21						<b>179</b>	73	51	36
Pleasant Hill	19		52	62	62	63	64	64	77	62	63						<b>588</b>	239	205	125
South	38		51	57	52	61	67	52	64	47	63						<b>552</b>	221	183	110
Stone	20		58	53	71	65	72	56	56	70	85						<b>606</b>	247	184	155
CCHS												250	240	227	156		<b>873</b>			
SMHS												300	244	233	175		<b>952</b>			
Phoenix																71	<b>71</b>			
<b>Total</b>	<b>230</b>	<b>0</b>	<b>479</b>	<b>493</b>	<b>507</b>	<b>530</b>	<b>559</b>	<b>517</b>	<b>528</b>	<b>512</b>	<b>528</b>	<b>550</b>	<b>484</b>	<b>460</b>	<b>331</b>	<b>71</b>	<b>6779</b>	<b>2009</b>	<b>1604</b>	<b>1040</b>



William G. Stepp ● Director of Schools

Teresa Boston ● Board Chair

5/17/2023

Mr. Stepp and Cumberland County Board of Education,

I am submitting to you the Cumberland County School Nutrition Program's staff changes:

**New Hires:**

Name	Location	Date	Replacing
Joshua Rowland	CCSNP Café Substitute	5/11/2023	N/A

**Resignations/Retirements:**

Name	Location	Date	Status
Hazel Houston	Stone Elementary	5/26/2023	Retirement

**Transfers:**

Name	Location (From/To)	Date	Replacing
N/A			

**Terminations:**

Name	Location	Date	
N/A			

All background check requirements have been completed.

Respectfully,

*Kathy Hamby*

Kathy Hamby

School Nutrition District Supervisor

Cumberland County Board of Education – Central Services

**CERTIFIED**

**New Hires:**

Name	Location	Date	Replacing

**Resignations/Retirements**

Name	Location	Date	Status
Krystal Griffis	PHS	6/30/23	Resign
Chelsey Hamilton	Central	5/26/23	Resign
Shawn Cooley	CCHS	5/26/23	Resign

**Transfers**

Name	From/To	Date

**Terminations**

Name	From/To	Date

**NON-CERTIFIED**

**New Hires:**

<b>Name</b>	<b>Location</b>	<b>Date</b>	<b>Replacing</b>
Sharon Kirtley	HES	4/25/23	Bryan Hassler
Jonathan Clark	North	4/19/23	Vacant Position
Raymond Guthmiller	Transportation	4/17/23	--
Lynn Bartelson	Transportation	5/16/23	--

**Resignations/Retirements:**

<b>Name</b>	<b>Location</b>	<b>Date</b>	<b>Status</b>
Lisa Phillips	Central	5/26/23	Retire
Sherrie Weir	Transportation	5/16/23	Resign
Steven Weir	Transportation	5/26/23	Resign
Jack Daniel	Transportation	5/26/23	Resign
Robyn Boyd	Transportation	4/18/23	Resign
Dustin Seffron	Transportation	5/22/23	Resign
Janelle Cook	HES	4/28/23	Resign
Michelle Garrett	Stone Elem	5/5/23	Resign

**Transfers**

<b>Name</b>	<b>From/To</b>	<b>Date</b>

**Terminations**

<b>Name</b>	<b>From/To</b>	<b>Date</b>

SUBSTITUTES

<u>NAME</u>
Burgess, Amber
Caminske, Kurt
Carroll, Kelli
Carter, Ashley
Clark, Mackenzie
Henson, Tabitha
Inman, Robin
Kerley, Christy
Mailhiot, Marianne
Martin, Cynthia
Selby, Amanda
Tackett, Ashley

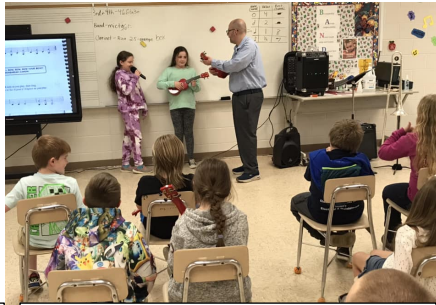
# BES May 2023 Newsletter



## FRANK P. BROWN ELEMENTARY SCHOOL



Dr. Speich has been reading with students this spring. BES is blessed to have such an encouraging, involved, inspiring principal



Brown Elementary third graders learned to play the ukulele in music class. They enjoyed strumming and singing songs.



BES recognized their inspiring teachers, staff, and volunteers at a luncheon in their honor on May 9. Thank you One Bank of Tennessee for providing our delicious lunch.



CCHS Grad Walk 2023



PreK studied the letter P and had a Peeps Tasting. Mr. Lewis joined in the activity.



BES enjoyed Superhero Day in the school cafeteria.



Park Ranger, Mark Houston, from Cumberland Mountain State Park came to Brown Elementary with his owl "Bobbie" to discuss animal adaptations with our fourth grade students.



Frank P Brown Elementary School and library have been named to the Renaissance Accelerated Reader National Honor Roll!

# CCHS MAY NEWSLETTER

## CCHS Sweetheart Pageant

Congratulations to our 2023 CCHS Sweetheart Queen and her Court:  
2<sup>nd</sup> runner-up Alissa Parsons, 3<sup>rd</sup> runner-up Marleigh Gargac, Queen Cheyenne Emery, 1<sup>st</sup> runner-up Carly Turner and 4<sup>th</sup> runner-up Macey Warner.



## CUMBERLAND COUNTY HIGH SCHOOL



Last weekend, CCHS art students competed in and won the Blue Ribbon Bumper Sticker Contest For Child Abuse Prevention and Awareness. Pictured are: Cheyenne Davis (1st place), Jacob Neal (3rd place), Marilyn Roysden & Rachel Rowland (both honorable mention). Not pictured is Danielle Bogie (2nd place). Way to go, Jets!

# SKILLS USA



## FLYING.....

### WHAT JETS DO BEST!

CCHS Aviation students Blake Bowman and BreOnna Inman placed 2nd this week at the Skills USA State Drone competition. They are pictured with CCHS teacher Jon Hall.

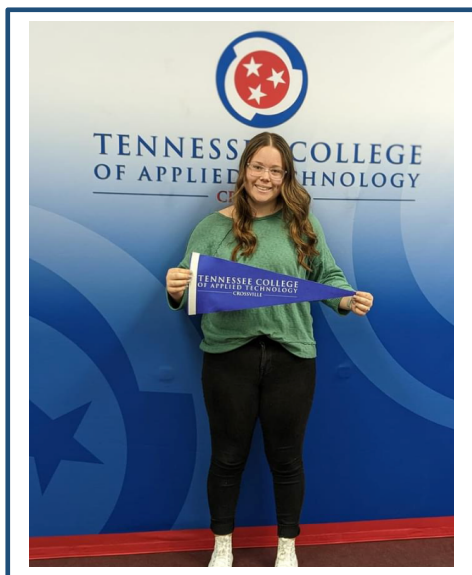


CCHS Students  
Ryan Kilburn and  
Nathaniel Edwards placed 3rd  
overall in Occupational Suitcase  
Displays. Great job representing  
CCHS!

# TCAT SIGNING DAY



**Congratulations to our seniors who participated in TCAT signing day !  
These students have made the decision to attend TCAT after graduation.**



# CUMBERLAND COUNTY HIGH SCHOOL

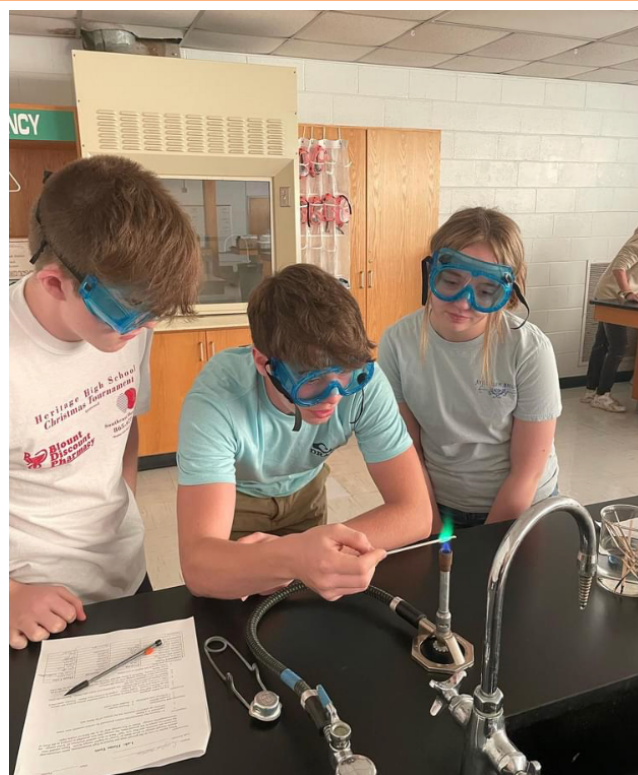


French Exam Scores are in and CCHS has lots of bragging to do! These students earned "Certificat d'Mérite" for their efforts on the National French Exam. Pictured are level 1 students: Talieha Howard, Alyssa Hunter, Nathaniel Ritter, Richard Abel, Spencer Webb, Katrina Brossoit-Terzo, Cheyenne Davis, and Kayla Hunter.

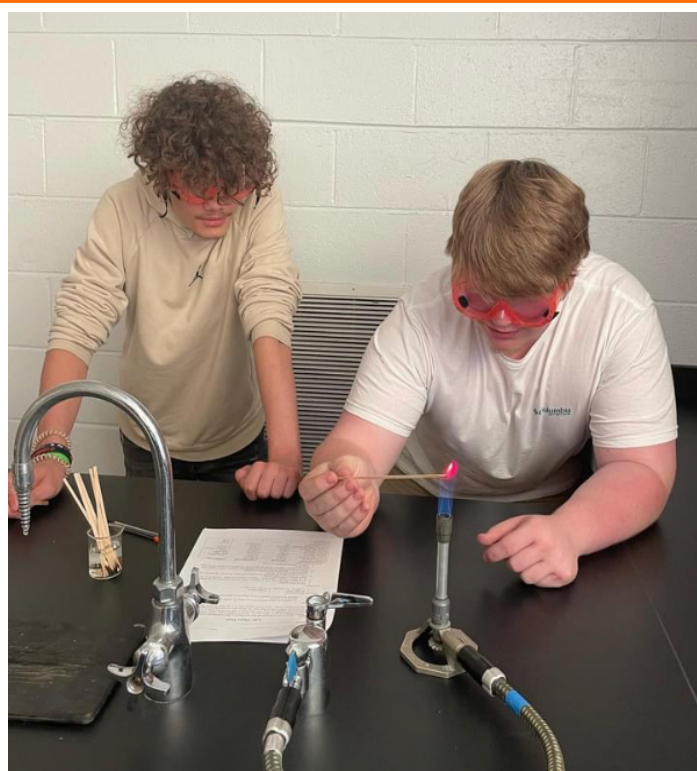
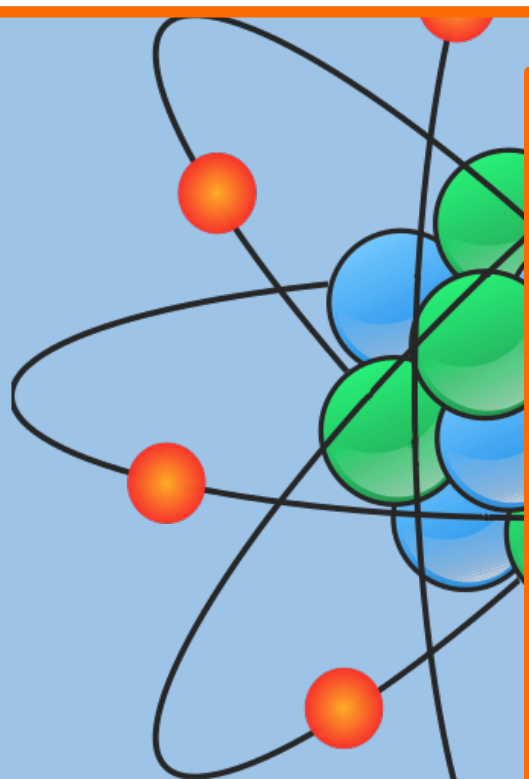
# NATIONAL FRENCH EXAM



Thomson Bray, Ryelly Smithson, and Emma Hill. Not pictured: Lauren Wilson, Madison Clanton, and Mela Weingarten. Congratulations!



Chemistry students investigated the color emitted from different ions today! Who said learning couldn't be fun.



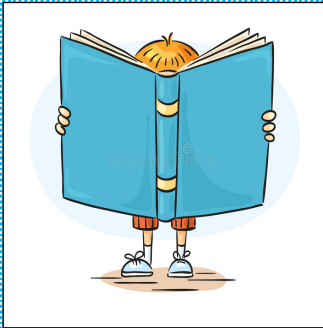
# Mr. Hardt Engineering Class



Last weekend, Jacob Atkinson reset the school record in pole vault at 13-9 (the best jump in AA this season) to win and qualify for state again. Braden Templeton finished 3rd, Whitley Atkinson finished fourth, and Laila Selby also qualified for state with the second best jump in AA middle Tennessee today. Pictured are our jumpers, Jacob Atkinson and Laila Selby. #GoJets!



The CCHS Reader Volunteer Club recently donated \$400 of books to the kindergarten and first grade classrooms at Martin Elementary School. What a fantastic club project!



Reader Volunteer Club



We are so excited to announce that our Poultry Judging Team placed 17th in the State today in Cookeville Tennessee! We are so beyond proud of them for their hard work! 🐔



CCHS HOSA competed at the state level last week during HOSA State Conference in Knoxville. Winners are: Kia Norris (4th in Cultural Diversity and Disparities in Healthcare), Frankie Shao and Kia Norris (Silver level Barbara James Recipients) and Raelynn Pacheco (new HOSA State Reporter/Historian). Thank you all for representing CCHS so well! Congratulations and good luck in Dallas at the national competition!

H  
O  
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A



# CRAB ORCHARD NEWS

May 2023



## WHAT A GOOD COOKIE

Crab Orchard's very own Maddy Young was honored in Nashville with the Silver Award from the Girl Scouts. Her continued service to her community is amazing to watch.



## SENIOR WALK

Previous Crab Orchard Elementary students came and walked the halls of our school one last time before they graduate. We will always love you and there is nothing you can do about it!

## CRAB ORCHARD RUNNERS SPED THEIR WAY TO THE VICTORY!



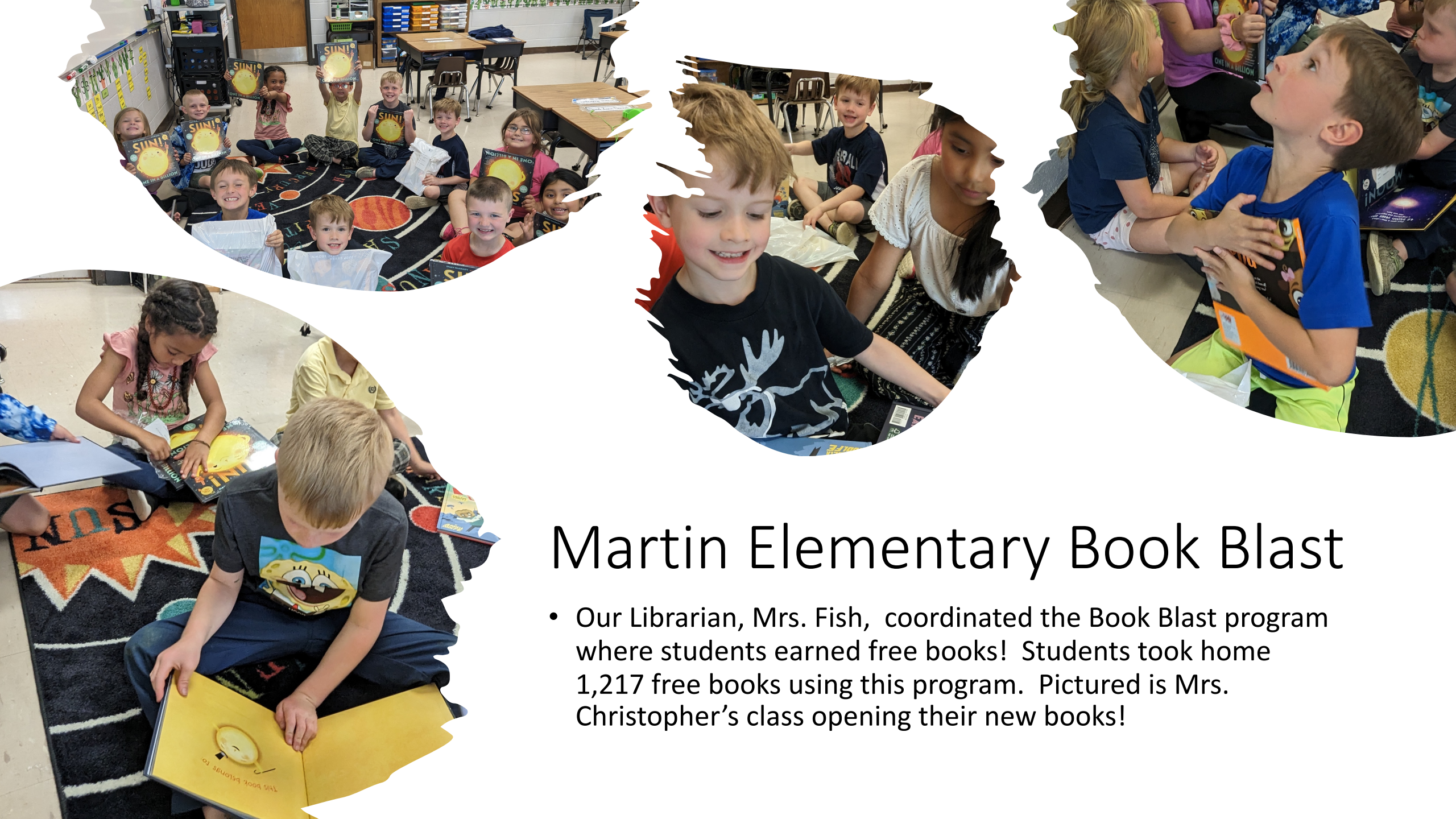
Many of our students at Crab Orchard Elementary set new personal records throughout the cross country season. Crab Orchard Junior Varsity boys cross country ran for the top spot in the county. A big shoutout to Shayla Green for overall first place winner in JV girls.



# Martin Elementary News

Mrs. Wyatt's  
21<sup>st</sup> century  
students  
participated in  
a campus  
cleanup on  
Earth Day.

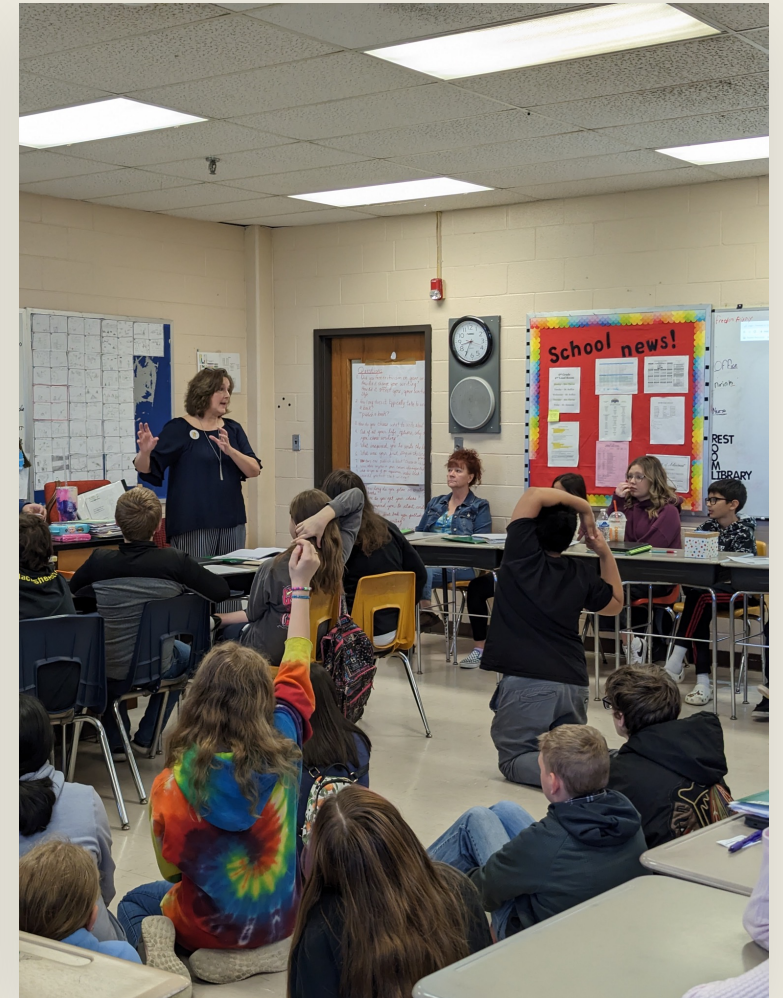
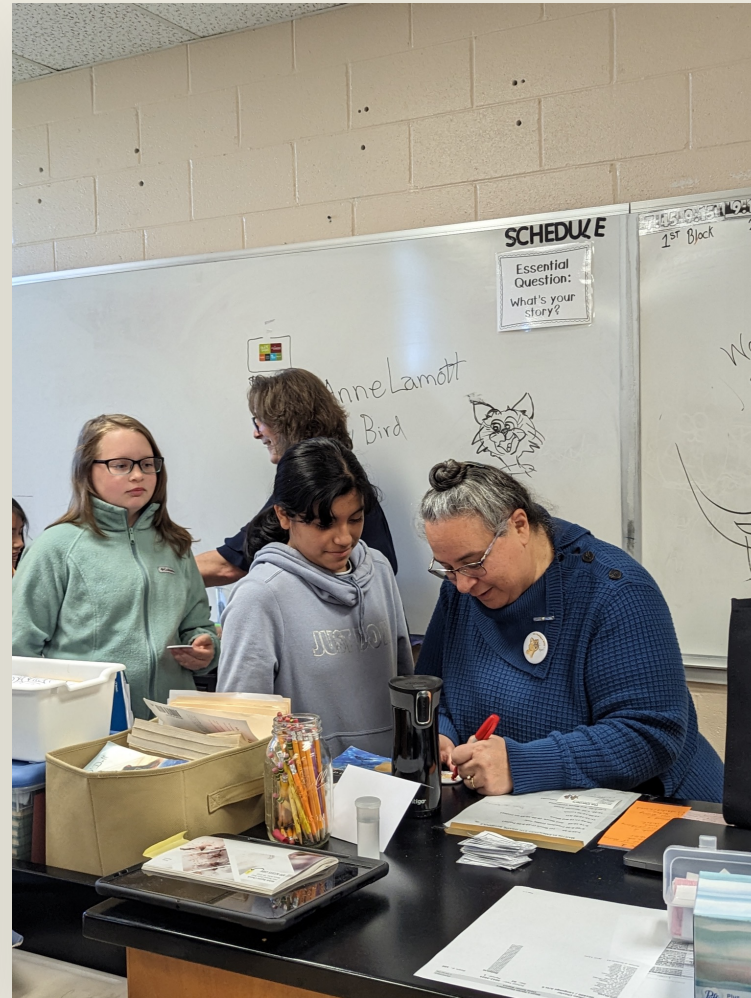
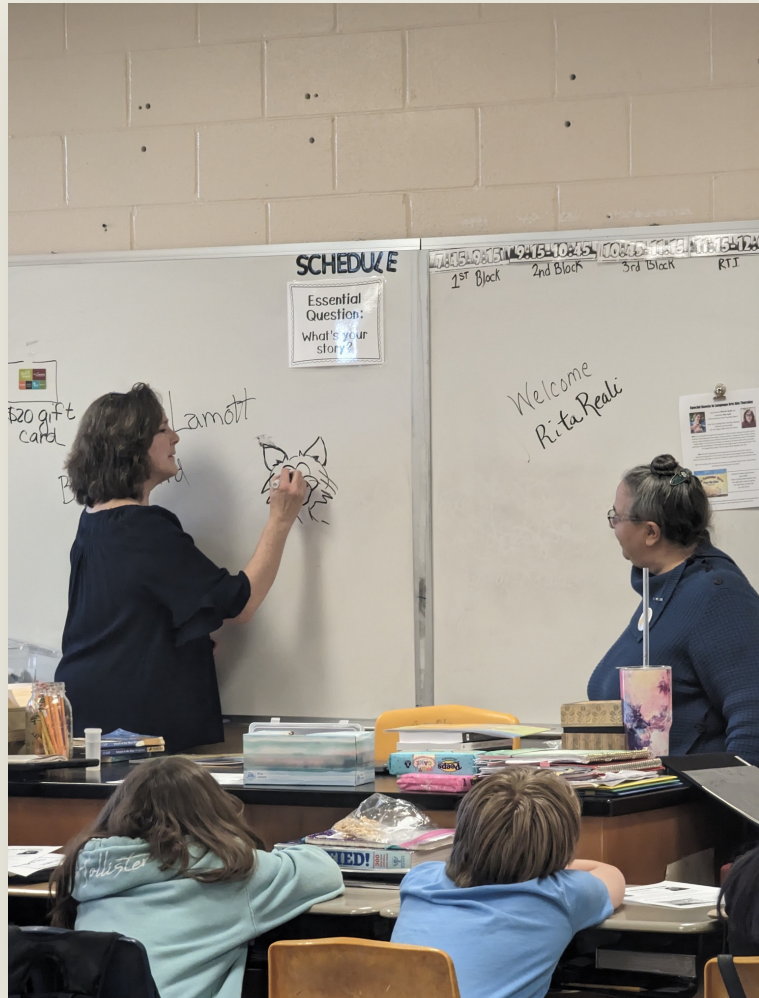




# Martin Elementary Book Blast

- Our Librarian, Mrs. Fish, coordinated the Book Blast program where students earned free books! Students took home 1,217 free books using this program. Pictured is Mrs. Christopher's class opening their new books!

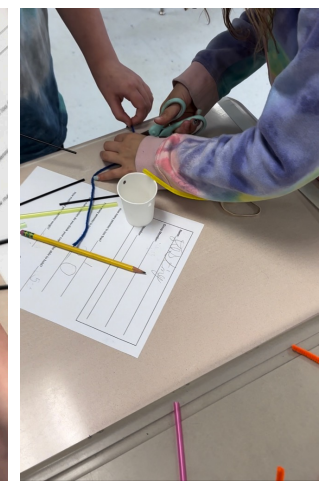
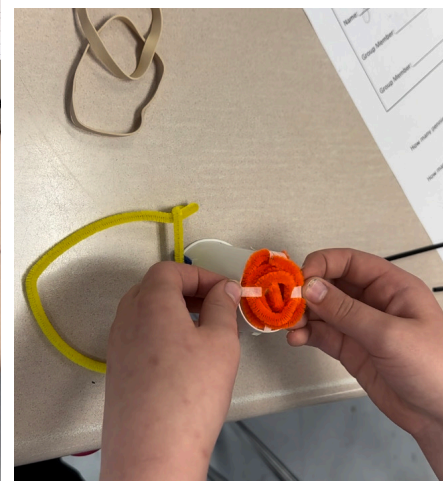
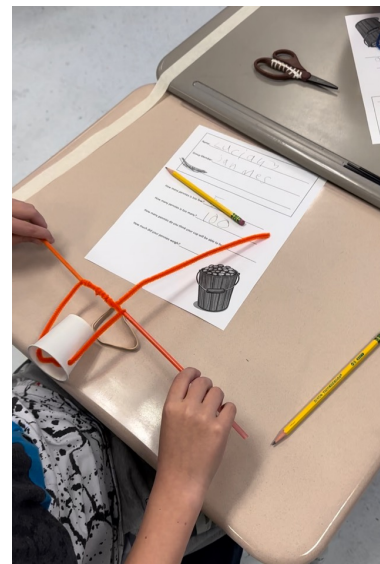
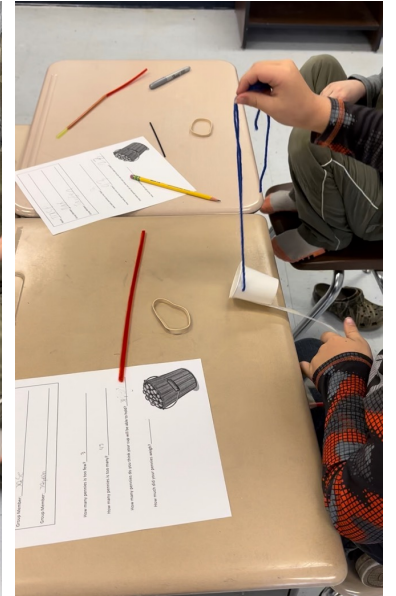
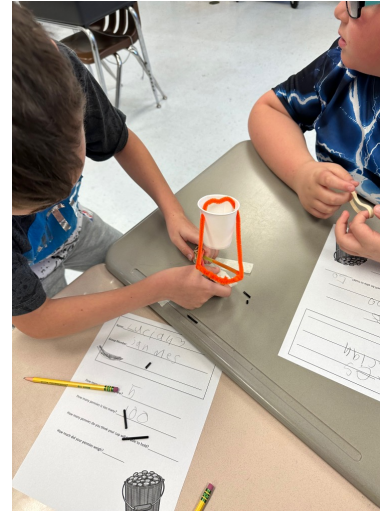
Mrs. Chevier's 6<sup>th</sup> grade ELA students participated in a writer's workshop with local writers and illustrators.



Students are enjoying reading during library class in the new bean bag chairs and new library layout!



Using Martin's new STEM carts, third-grade students were challenged to build a structure to hold pennies. The competition was fierce as groups vied to create the strongest and most innovative structures to hold the most pennies. These budding engineers proved that with creativity, collaboration, and perseverance, anything is possible!





# 2<sup>nd</sup> Grade had been busy!

Students enjoyed a trip to Centennial Park and participated in a Wildlife program at the Cumberland Mountain State Park.



MES Middle School students attended a field trip to the Ronae State Community College STEM Center.

# MES Millionaires took a trip to the bookstore and lunch at Gondola!





Kindergarten Students planted flowers for Mother's Day Gifts

MES  
Appreciation  
Cookout was a  
huge success!



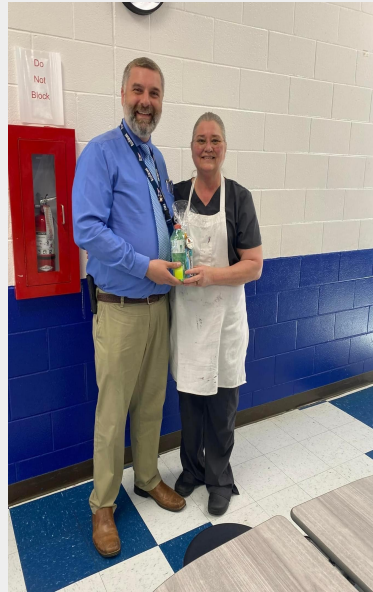


# North News

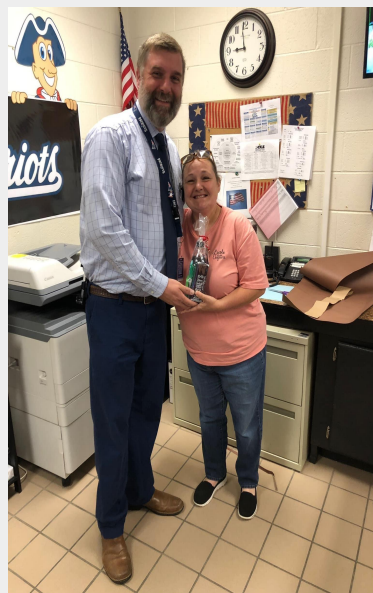


## Faculty and Staff Appreciation

The always supportive PTO ensure everyone at North feels appreciated.



Better than a thousand days of diligent study is one day with a great teacher.



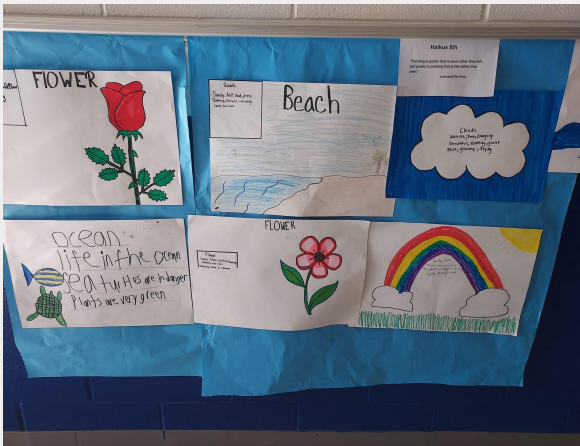


# North News



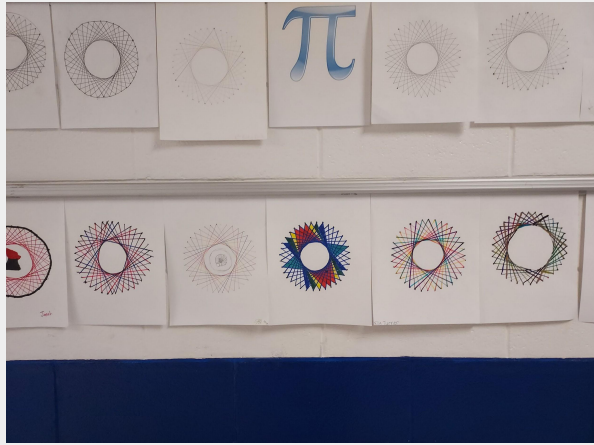
## Budding Artists

With the support of Mrs. Trivett, students across all grade levels showcase their work at the NCE Art Show.

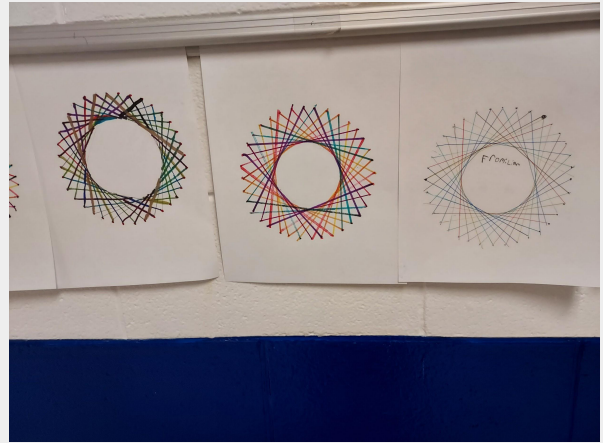
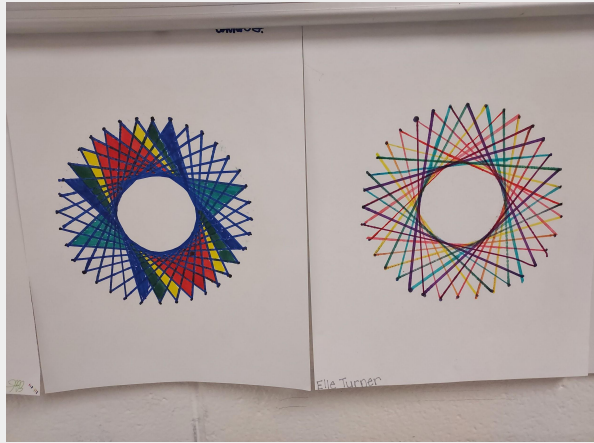




# North News



Grades 4-8 participate in creating a circle by only using straight lines to celebrate Pi Day on March 14.



On May 8th, 2023, Ryder Hayes represented North Cumberland in the 4H speech contest. He brought home a blue ribbon in the beef category!





# North News



## NORTH HAS TALENT!

A special thanks to Mrs. Goss for hosting our annual Talent Show. Great fun was had by all!





### Mary Laffery Scholarship TSNA Chapter 29 Recipient



## Phoenix Happenings



### Phoenix CTE Classes

assemble the tables and benches that will grace the recently completed pavilion in front of the school.



Phoenix Cafe Manager, Meggan Tuttle is shown congratulating Elijah Vandever, recipient of the Mary Laffery TSNA Chapter 29 Scholarship.

**Elijah Vandever** wins Lion's Club scholarship. Congratulations!



### Senior Joseph Carter

shows off woodworking skills taught by Principal Mitch Lowe during afterschool classes.

### Lunch Heroes

Ms. Meggan and Ms. Becky received lovely tote bags with goodies for being our heroes and so awesome!



**Summer School** starts Tuesday, May 30 and runs thru Thursday June 22!

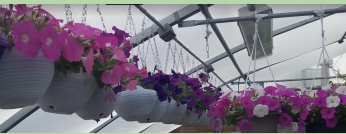
### Plants, plants, and more plants

Mr. Smith and the CTE agriculture classes at Phoenix have wrapped up a successful year with a plant sale. Mr. Smith would like express his appreciation to everyone who purchased plants and supported

### BOE Student Representatives



Student representatives to the Board of Education from the three high schools were recognized for their service at the recent monthly meeting. Third from left is Phoenix representative, Elijah Vandever.





May 2023



# 22-23 Pioneer Memories



MAY 2023



PLEASANT HILL  
ELEMENTARY

# WE BRING THE STING

Once a Hornet, Always a Hornet! CCHS Class of 2023 visits for a final walk in the halls!

8th Grade Trip to Dollywood and Wilderness!



TCAP Pep-Rally!!



Saying  
THANK YOU  
to our  
Nurse and  
Front Office  
Staff!!

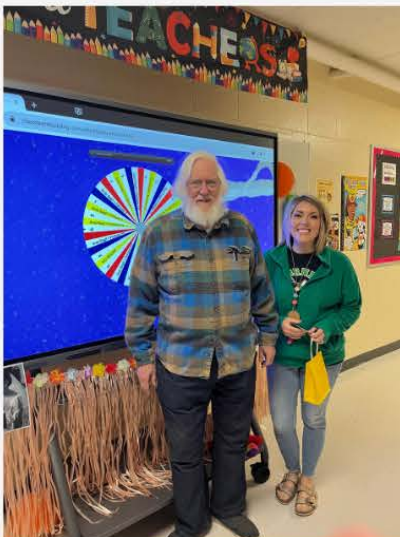


## TEACHER APPRECIATION WEEK: "SURVIVOR: TEACHER EDITION"



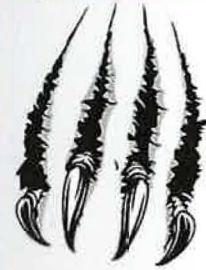
Teachers spun the wheel...  
completed challenges...  
won prizes... and had  
FUN!!!

The Mayor of Pleasant Hill,  
Don Dowdy, joined in the fun...





# SMHS



## May Newsletter



Mrs. Keyes and her Physical Science class are enjoying outdoor learning at the Pavilion.



Mr. Long and his CTE class built Libraries and donated to a local student.



Mr. Tipton has done a great job at SMHS getting students involved in Band. (Concert & Marching Band)



Perfect Attendance and Panther Pack drawing winners. All Panther Pack students got a sweet treat at lunch.



# SOUTH CUMBERLAND

EVERY CHILD

EVERY DAY

## SOUTH VISITS DC

The South Rebels were able to take 32 members of their 8th grade class to visit our Nation's Capital. Among getting to tour the Capitol Building and all the war memorials, four Rebels, Myra Elliott, Iain Gargac, Lilly Lewis, and Ivy Watson, were given the honor of Wreath Bearers at the Tomb of the Unknown Soldier at Arlington Cemetery. A truly special and somber moment for our Rebels to witness and take part.

Ivy Watson and Iain Gargac overlook the Tomb with a Guard as Taps are played.



The White House



Iwo Jima Memorial

### A South Tradition

Class of 2023 Valedictorian Anna Davidson and Salutatorian Jorjabell Anderson are both alumni of South Cumberland. Great Job, Girls!



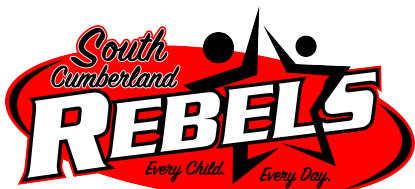
### Record Breaking Reader

8th grader Emily Carrell has read a whopping 10,148,739 words this school year and earned 1,500 points!



## CHAMPIONS AGAIN

Cumberland United, captained by South 8th Graders, Graham Davidson, Iain Gargac, and Matthew Tellez won their 2nd consecutive Upper Cumberland Middle School Soccer Conference Championship with a 3-0 win over Algood Middle School





# June 2023



Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 ● Summer School Day 3	2 ● Summer School Day 4	3
4 ● Full Moon	5 ● Summer School Day 5	6 ● Summer School Day 6	7 ● Summer School Day 7	8 ● Summer School Day 8	9	10
11	12 ● Summer School Day 9	13 ● Summer School Day 10	14 ● Summer School Day 11	15 ● Summer School Day 12	16	17
18 ● Father's Day	19 ● Summer School Day 13	20 ● Summer School Day 14	21 ● Summer School Day 15 ● Summer Solstice	22 ● Summer School Day 16 ● Summer School Graduation	23	24
25	26	27	28	29	30	1



SUN 28	MON 29	TUE 30	WED 31	THU Jun 1	FRI 2	SAT 3
<ul style="list-style-type: none"> <li>2pm TN Flight Select (Main Gym) (H)</li> </ul>	<p>Memorial Day</p>	<ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>9am Boys Basketball Practice</li> </ul>	<ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>7am Football Workouts</li> <li>9am Boys Basketball Practice</li> </ul>	<p>First Day of LGBTQ+ Pride Month</p> <ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>7am Volleyball Practice (Aux)</li> <li>9am Boys Basketball Practice</li> <li>9am Girls Basketball Practice</li> </ul>	<ul style="list-style-type: none"> <li>8am Boys Basketball Camp @ Knox</li> <li>9am Girls Basketball Practice</li> </ul>	<p>SAT</p> <p>SAT</p> <ul style="list-style-type: none"> <li>7am Weightlifting Competition (Foot)</li> <li>8am Boys Basketball Camp @ Knox</li> </ul>
4	5	6	7	8	9	10
	<ul style="list-style-type: none"> <li>7am Volleyball Practice (Aux)</li> <li>9am Boys Basketball Practice</li> <li>9am Cheer Practice (Aux)</li> <li>9am Girls Basketball Camp @ William</li> <li>9am Girls Soccer Practice</li> </ul>	<ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>7am Volleyball Practice (Aux)</li> <li>9am Boys Basketball Camp @ TTU</li> <li>9am Cheer Practice (Aux)</li> <li>9am Girls Basketball Practice</li> </ul>	<ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>9am Girls Basketball Practice</li> <li>9am Girls Soccer Practice</li> </ul>	<p>Cumb. Co. Inservices</p> <ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>7am Volleyball Practice (Aux)</li> <li>9am Cheer Practice (Aux)</li> <li>9am Girls Basketball Camp @ William</li> </ul>	<ul style="list-style-type: none"> <li>9am Girls Soccer Practice</li> </ul>	<p>ACT</p>
11	12	13	14	15	16	17
	<ul style="list-style-type: none"> <li>7am Volleyball Practice (Aux)</li> <li>9am Cheer Practice (Aux)</li> <li>9am Girls Basketball Camp @ TTU</li> <li>9am Girls Soccer Practice</li> </ul>	<p>Senior Pictures</p> <ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>7am Volleyball Practice (Aux)</li> <li>9am Boys Basketball Camp @ Oakri</li> <li>2 more</li> </ul>	<p>Flag Day</p> <ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>9am Girls Basketball Camp @ Beard</li> <li>9am Girls Soccer Practice</li> </ul>	<ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>7am Volleyball Practice (Aux)</li> <li>9am Boys Basketball Practice</li> <li>2 more</li> </ul>	<ul style="list-style-type: none"> <li>9am Boys Basketball Camp @ BCAT</li> <li>9am Girls Basketball Camp - BCAT @</li> <li>9am Girls Soccer Practice</li> </ul>	<ul style="list-style-type: none"> <li>8am Football 7v7 @ UTC</li> <li>9am Boys Basketball Camp @ BCAT</li> <li>9am Girls Basketball Camp - BCAT @</li> </ul>
18	19	20	21	22	23	24
<p>Father's Day</p>	<p>Juneteenth</p> <ul style="list-style-type: none"> <li>7am Volleyball Practice (Aux)</li> <li>9am Cheer Practice (Aux)</li> <li>9am Girls Basketball Practice</li> <li>9am Girls Soccer Practice</li> </ul>	<ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>7am Volleyball Practice (Aux)</li> <li>9am Cheer Practice (Aux)</li> <li>9am Girls Basketball Camp @ MTSU</li> </ul>	<ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>9am Girls Soccer Practice</li> </ul>	<ul style="list-style-type: none"> <li>7am Football Workouts</li> <li>7am Volleyball Practice (Aux)</li> <li>9am Boys Basketball Practice</li> <li>9am Cheer Practice (Aux)</li> <li>9am Girls Basketball Practice</li> </ul>	<ul style="list-style-type: none"> <li>9am Boys Basketball Camp @ Lebar</li> <li>9am Girls Basketball Practice</li> <li>9am Girls Soccer Practice</li> </ul>	<ul style="list-style-type: none"> <li>9am Boys Basketball Camp @ Lebar</li> <li>9am Girls Basketball Camp @ UTC</li> </ul>
25	26	27	28	29	30	Jul 1

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Extracurricular Activities</b>	Descriptor Code: <b>4.300</b>	Issued Date: <b>09/22/22</b>
		Rescinds: <b>4.300</b>	Issued: <b>02/23/17</b>

1 The following guidelines shall be followed in administering the student activities program:

- 2 1. The Board shall initially approve each specific extracurricular activity so that proper support  
3 and supervision may be assured.  
4
- 5 2. The principal, after obtaining the recommendation of the faculty and the director of schools,  
6 shall determine which clubs and organizations will be permitted.  
7
- 8 3. Each student activity must be under the guidance and direction of a Cumberland County  
9 school employee, who must be present at all times, to include on-board student  
10 transportation. [Level III approved volunteers do not have to have a school employee present.](#)  
11
- 12 4. All student activities must have the approval of the principal.  
13
- 14 5. Student activities occurring before or after regularly scheduled school hours must be under  
15 the supervision of the principal or his/her designee.  
16
- 17 6. Secret organizations shall not be operated in any school.  
18
- 19 7. A student shall not be required to attend a school-sponsored student activity that is scheduled  
20 at a time, which conflicts with his religious practices.<sup>1</sup>  
21
- 22 8. School-sponsored student activities during vacation periods shall be restricted to regularly  
23 scheduled athletic programs and major events, which cannot be scheduled otherwise.  
24
- 25 9. Student groups shall not participate in state or national activities, which are not listed as,  
26 approved activities by regional accrediting associations or state and national principals'  
27 associations without the approval of the director of schools.  
28
- 29 10. A student on in-school or out-of-school suspension shall not be permitted to participate in  
30 school-sponsored activities.  
31
- 32 11. Activities, which restrict participation because of race, color, religion, sex, disabilities, or  
33 national origin, are forbidden.<sup>2</sup>  
34
- 35 12. Activities sponsored by outside groups or agents will be approved only if they are co-  
36 sponsored by the school.

- 1
- 2 13. Students must have attended school at least one-half day to participate in extracurricular
- 3 activities on any given day.

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**Legal References**

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41

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**Cross References**

Special Use of School Vehicles 3.402  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Attendance 6.200  
[Administrative Procedures Volunteer  
Selection and Screening 4.501](#)

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Personnel Goals and Objectives</b>	Descriptor Code: <b>5.100</b>	Issued Date: <b>04/22/21</b>
		Rescinds: <b>5.100</b>	Issued: <b>04/28/11</b>

1 The Board's personnel goals are as follows:

- 2
- 3 1. To ensure that the Director of Schools recruits and employs the best qualified individuals to
- 4 staff the school district;
- 5
- 6 2. To provide compensation, benefits and working environment sufficient to attract and retain
- 7 qualified employees;
- 8
- 9 3. To set goals for educator diversity that take into consideration the diversity of the student
- 10 population;<sup>1</sup>
- 11
- 12 4. To provide an in-service training program for all employees to improve their performance;
- 13 and
- 14
- 15 5. To conduct an evaluation program that will contribute to the continuous improvement of staff
- performance.

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#### Legal References

1. State Board of Education Policy 5.700;  
TCA 49-1-302(g)

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#### Cross Reference

- School District Goals & Objectives 1.700

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Drug &amp; Alcohol Testing for Employees</b>	Descriptor Code: <b>5.403</b>	Issued Date: <b>04/08/04</b>
		Rescinds: <b>5.403</b>	Issued: <b>10/03/02</b>

## REASONABLE SUSPICION DRUG TESTING

Trained supervisors have the responsibility to observe and document the cause for reasonable suspicion and when appropriate, refer the matter to the Director of Schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. After the report is filed, the employee should be notified.

Any employee may be required to submit to substance screening if the following conditions exist: (list is not inclusive)

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributed to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs and/or violations of drug statutes.

## TESTING FOR CDL EMPLOYEES

All drivers and applicants for driver positions who are required to hold a Commercial Driver's License (CDL) to perform their job function must adhere to the requirements of this policy and all procedures relating to this policy.<sup>1</sup>

The use, possession, sale, purchase or transfer of any controlled substances except medically prescribed drugs on school property, while on school business or while operating school vehicles and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or performance and his/her ability to pass

1 required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for  
2 termination as employee of the Board and possible legal prosecution.

3 The use of any prescription drug that could affect the central nervous system or one that would impair  
4 reaction time shall be reported to the Director of Schools/~~Director of~~ Transportation **Supervisor**. Notice  
5 shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice  
6 shall include the duration of ingestion and the possible side effects.

## 7 **Procedures**

8 The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct  
9 breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees  
10 suspected of violating this policy who are involved in a reportable accident or who are periodically or  
11 randomly selected. The procedures are designed not only to detect violations of this policy, but also to  
12 ensure fairness to each employee. Disciplinary action will be taken as necessary.

## 13 **Implementation**

14 The Director of Schools/~~director of~~ Transportation **Supervisor** is authorized to implement this policy and  
15 procedures for the drug testing program, including a periodic review of the program to address any  
16 problems, changes and/or revisions of it, maintenance of all records required by the federal regulations,  
17 and determination upon Board approval of how the program will be accomplished, whether in-house,  
18 contracted or by consortium.

## 19 **Dissemination**

20 The Director of Schools/~~director of~~ Transportation **Supervisor** shall be responsible for communicating  
21 this policy and the procedures to all employees affected by this policy and shall be accountable for its  
22 consistent enforcement.<sup>2</sup> The Director of Schools/~~director of~~ Transportation **Supervisor** is designated to  
23 answer questions about this policy, procedures and all other matters involved in alcohol and controlled  
24 substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

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### Legal References:

1. 49 U.S.C. § 2717, Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).
2. 49 CFR §382.601

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Substitute Teachers</b>	Descriptor Code: <b>5.701</b>	Issued Date: <b>09/22/22</b>
		Rescinds: <b>5.701</b>	Issued: <b>03/17/22</b>

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies until  
2 a licensed teacher is available.<sup>1,2</sup> Substitute teachers may be employed and paid directly by the Board or  
3 by a third-party employer through an agreement between such third-party employer and the Board.

4 Substitute teachers employed by third-party entities shall be subject to the same unemployment benefit  
5 eligibility conditions as substitute teachers employed directly by the Board.<sup>2</sup>

## 6 APPLICATION/QUALIFICATIONS

7 Criminal history record checks, fingerprinting, and pre-employment drug screen of applicants for  
8 substitute teaching are required.<sup>3</sup>

9 Applicants with revoked licenses or certificates according to the Department of Education shall not be  
10 hired.<sup>4</sup>

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with  
12 board policy, state, laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Human Resource Director, who will maintain file(s)  
14 which may include transcripts, credentials, recommendations, and other pertinent information.

## 15 COMPENSATION

16 If employed directly by the district, the compensation of substitute teachers shall be determined  
17 annually by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the  
19 same as a retired substitute teacher with an active teaching license. This only applies to teachers who  
20 retired after July 1, 2011, through July 1, 2016.<sup>5</sup>

## 21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a  
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught or  
24 shall be a retired teacher that held the appropriate endorsement.<sup>6</sup>

25 When substituting for a teacher without sick leave, the substitute shall be certified and paid according to  
26 the state salary schedule.<sup>1</sup>

## 1 EMERGENCY NEEDS

2 All ~~teacher aides~~ **paraprofessionals**, secretaries and **attendance** clerks are approved substitute teachers for  
3 use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or  
4 substitute teacher being unable to arrive on time or remain for the full day.

5 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would  
6 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay  
7 for both positions at the same time.

## 8 TRAINING AND ORIENTATION

9 The Director of Schools shall be responsible for ensuring that there are appropriate training and  
10 development programs for substitute teachers.

## 11 RESPONSIBILITIES

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited  
13 to bus duty and playground supervision.

## 14 RE-EMPLOYMENT/TERMINATION

15 On an annual basis, the Director of Schools, with input from the principals, shall determine which  
16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an  
17 acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying  
19 the principal and/or third-party employer if they wish to terminate their service as substitutes.

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### Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)

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### Cross References

Background Investigations 5.118  
Employment of Retirees 5.119

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Compulsory Attendance Ages</b>	Descriptor Code: <b>6.201</b>	Issued Date: <b>05/22/14</b>
		Rescinds: <b>6.201</b>	Issued: <b>07/08/13</b>

1 Children between the ages of six (6) and seventeen (17) years, both inclusive, must attend a public or  
2 private school.<sup>1</sup> A parent/guardian or legal custodian who believes that their child is not ready to at-  
3 tend school at the designated age of mandatory attendance may make application to the principal of the  
4 public school which the child would attend for a one (1) semester or one year deferral in required at-  
5 tendance. Any such deferral shall be reported to the Director of Schools by the principal.<sup>2</sup> Under certain  
6 circumstances, the Board may temporarily excuse students from complying with the provisions of the  
7 compulsory attendance law.<sup>3</sup>

8 Any child residing within the state who is or will be five (5) years of age on or before August 15 for all  
9 school years thereafter, who makes application for admission, shall be enrolled in the school designated  
10 by the Board.<sup>4</sup>

11 If a child will be five (5) years of age on or before September 30, such child's parent(s)/legal guardian(s)  
12 may request that the child be admitted into kindergarten. Upon a request, the Director of  
13 Schools/[designee](#) shall administer an evaluation and examination. If the results indicate that the child is  
14 sufficiently mature emotionally and academically, then the child may be enrolled into kindergarten. The  
15 Director of Schools shall develop procedures and forms to implement the provisions of this policy.

16 No child shall be eligible to enter first grade without having attended an approved kindergarten program.<sup>5</sup>

17 A child entering a special education program shall be no less than three (3) years of age.<sup>6</sup>

18 A person eighteen (18) years of age or older who applies for admission must have the application ap-  
19 proved by the principal and Director of Schools when:

- 20 1. He/she fails to enroll within thirty (30) calendar days after school officially starts; or
- 21 2. He/she has dropped out of school and wants to re-enter.

22 The compulsory attendance law shall not apply to the following:<sup>7</sup>

- 23 1. A student who has received a diploma or other certificate of graduation;
- 24 2. A student who is enrolled and making satisfactory progress in a course leading to a GED;
- 25 3. A student who is six (6) years or younger and whose parent or guardian has filed notice of intent  
26 to conduct home school with the Director of Schools; or
- 27 4. A student enrolled in a home school who has reached the age of seventeen (17).

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Legal References

1. TCA 49-6-3001 (c)(1)
2. TCA 49-6-3001 (c)(5)
3. TCA 49-6-3005
4. TCA 49-6-201 (b)(3); TCA 49-6-3001 (b)(1)
5. TCA 49-6-201 (8)(d)
6. 20 U.S.C. Sec 5. 1400-1485
7. TCA 49-6-3001 (c)(2)(A)-(D)

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Cross References

Special Education Program 4.202  
Adult Education Program 4.208  
Special Education Students 6.500

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>School Admissions</b>	Descriptor Code: <b>6.203</b>	Issued Date: <b>04/23/20</b>
		Rescinds: <b>6.203</b>	Issued: <b>10/02/03</b>

1 Any student entering school for the first time ~~must~~ **should** present:

- 2
- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of registration;<sup>1</sup>
- 4
- 5 2. Evidence of a current medical examination.<sup>2</sup> There shall be a complete medical examination of
- 6 every student entering school for the first time. This applies to kindergarten, first grade and other
- 7 students for whom there is no health record; and
- 8
- 9 3. Evidence of state-required immunization.<sup>3</sup>

10 The name used on the records of a student entering school must be the same as that shown on the birth  
11 certificate unless evidence is presented that such name has been legally changed through a court as  
12 prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the name  
13 used on the records of such student will be the same as that shown on documents which are acceptable  
14 to the school principal as proof of date of birth.

15 A child whose care, custody and support has been assigned to a resident of the district by a power of  
16 attorney or order of the court shall be enrolled in school provided appropriate documentation has been  
17 filed.<sup>4</sup>

18 A student may transfer into the school system at any time during the year if his/her parent(s) or legal  
19 guardian moves his/her residence into the school system.

20

21 The residence of a non-custodial parent may not be used in determining the residence of a student.

## 22 **ADJUCATED DELINQUENT STUDENT**

23 If a student has at any time been adjudicated delinquent for any offences listed in TCA 49-6-3051(b),  
24 the parents/guardian(s) and a school administrator of any school having previously received similar  
25 notice from the juvenile court or another source shall provide to the school principal/designee the  
26 abstract<sup>5</sup> or other similar written information when any such student;<sup>6</sup>

- 27 1. Initially enrolls in an LEA;
- 28 2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- 29 3. Changes schools within this state.

30 This information shall be shared only with school employees who have responsibility for classroom  
31 instruction of the student, the school counselor, social worker, or psychologist who is developing a plan

1 for the student while in the school, the clerk responsible for data entry, and the school resource officer.  
2 Such information is otherwise confidential and shall not be released to others. The written notification  
3 shall not become a part of the student's record.<sup>6</sup>

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Legal References

1. TCA 49-6-3008(b)
2. TRR/MS 0520-01-03-.08(2)(a)
3. TCA 49-6-5001(c)
4. TCA 49-6-3001(c)(6)
5. TCA 37-1-153, 154
6. TCA 49-6-3051

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Cross References

Admission of Suspended/Expelled Students 6.318  
Homeless Students 6.503  
Migrant Students 6.504  
Students in Foster Care 6.505  
Students from Military Families 6.506

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term: <b>Code of Conduct and Discipline</b>	Descriptor Code: <b>6.300</b>	Issued Date: <b>08/25/22</b>
		Rescinds: <b>6.300</b>	Issued: <b>08/26/21</b>

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of  
2 behavior and discipline, which are appropriate for each level of school.<sup>1</sup> Codes of conduct for students  
3 in pre-kindergarten and kindergarten shall utilize alternative disciplinary practices such as time-out,  
4 1(one) minute for each year of the student's age. Exclusionary discipline shall only be used as a  
5 measure of last resort.<sup>2</sup> The development of each code shall involve principals and faculty members of  
6 each level and shall be based on evidence-based behavior supports and interventions.<sup>3</sup>

7 The following levels of misbehavior and disciplinary procedures and options are standards designed to  
8 protect all members of the educational community in the exercise of their rights and duties to maintain  
9 a safe learning environment where orderly learning is possible and encouraged.<sup>4</sup> These misbehaviors  
10 apply to student conduct on school buses, on school property, and while students are on school  
11 sponsored outings. Staff members have the authority to enforce the code of conduct<sup>3</sup> and shall ensure  
12 that disciplinary measures are implemented in a manner that:<sup>5</sup>

- 13 1. Balances accountability with an understanding of traumatic behavior;
- 14
- 15 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not  
16 allowed in school;
- 17
- 18 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and  
19 behavioral intervention plans;
- 20
- 21 4. Creates consistent rules and consequences; and
- 22
- 23 5. Models respectful, non-violent relationships.

24 In order to ensure that these goals are accomplished, the school district shall utilize the following  
25 trauma-informed discipline practices: RTI<sup>2</sup>B, multi-tiered system of supports, or behavior intervention  
26 plans. Principals shall use appropriate discipline management techniques when enforcing the code of  
27 conduct.

## 28 **MISBEHAVIORS: Level I**

29 This level includes minor misbehavior on the part of the student which impedes orderly classroom  
30 procedures or interferes with the orderly operation of the school, but which can usually be handled by  
31 an individual staff member.

32 *Examples* (not an exclusive listing):

- 1 • Classroom disturbances
- 2 • School or class tardiness
- 3 • Cheating and lying
- 4 • Abusive language
- 5 • Non-defiant failure to do assignments or carry out directions
- 6 • Wearing while on the grounds of a public school during the regular school day, clothing
- 7 that exposes underwear or body parts in an indecent manner that disrupts the learning
- 8 environment<sup>6</sup>
- 9 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 10 Cyber-bullying, and/or Hazing)

11 *Disciplinary Procedures:*

- 12 • Immediate intervention by the staff member.
- 13 • Determine what offense was committed and its severity.
- 14 • Determine offender and that he/she understands the nature of the offense.
- 15 • Employ appropriate disciplinary options.
- 16 • Record of the offense and disciplinary action maintained by staff member.

17 *Disciplinary Options:*

- 18 • Verbal reprimand
- 19 • Special assignment
- 20 • Restricting activities
- 21 • Assigning work details
- 22 • Counseling
- 23 • Withdrawal of privileges
- 24 • ~~Issuance of demerits which might affect citizenship or department grades~~
- 25 • Strict supervised study
- 26 • Detention
- 27 • Corporal punishment
- 28 • In-school suspension
- 29 • RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

30 **MISBEHAVIORS: Level II**

31 Misbehavior whose *frequency* or *seriousness* tends to disrupt the learning climate of the school.  
 32 Included in this level are misbehaviors which do not represent a direct threat to the health and safety of  
 33 others but whose educational consequences are serious enough to require corrective action on the part  
 34 of administrative personnel.

35 *Examples* (not an exclusive listing):

- 36 • Continuation of unmodified Level I behaviors
- 37 • School or class tardiness
- 38 • Using forged notes or excuses

- 1           • Disruptive classroom behavior

2           *Disciplinary Procedures:*

- 3           • Student is referred to principal for appropriate disciplinary action.  
4           • Principal meets with student and teacher.  
5           • Principal hears accusation made by teacher, permits student the opportunity of  
6           explaining his/her conduct.  
7           • Principal takes appropriate disciplinary action and notifies teacher of action.  
8           • Record of offense and disciplinary action maintained by principal.

9           *Disciplinary Options:*

- 10          • Teacher/schedule change  
11          • Modified probation  
12          • Behavior modification  
13          • Social probation  
14          • Peer counseling  
15          • In-school suspension  
16          • Transfer  
17          • Detention  
18          • Corporal punishment  
19          • Suspension from school-sponsored activities or from riding school bus  
20          • Out-of-school suspension (not to exceed ten (10) days).  
21          • RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

22          **MISBEHAVIORS: Level III**

23          Acts directly against persons or property but whose consequences do not seriously endanger the health  
24          or safety of others in the school.

25          *Examples (not an exclusive listing):*

- 26          • Continuation of unmodified Level I and II behaviors  
27          • Fighting (simple)  
28          • Vandalism (minor)  
29          • Use, possession, sale, and/or distribution of tobacco, drugs, and/or alcohol  
30          • Stealing  
31          • Threats to others  
32          • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,  
33          Cyber-bullying, and or Hazing)

34          *Disciplinary Procedures:*

- 35          • Student is referred to principal for appropriate disciplinary action.  
36          • Principal meets with student and teacher.

- 1 • Principal hears accusation and allows the student the opportunity to explain his/her
- 2 conduct.
- 3 • Principal takes appropriate disciplinary action and notifies the staff member of the
- 4 action.
- 5 • Principal may refer incident to Director of Schools and make recommendations for
- 6 consequences.
- 7 • If student's program is to be changed, adequate notice shall be given to the student and
- 8 his/her parents/guardian(s) of the charges against him, his/her right to appear at a
- 9 hearing and to be represented by a person of his/her choosing.
- 10 • Any change in school assignment is appealable to the Board.
- 11 • Record of offense and disciplinary action maintained by principal or Director of
- 12 Schools.

13 *Disciplinary Options:*

- 14 • In-school suspension
- 15 • Detention
- 16 • Corporal punishment
- 17 • Restitution from loss, damage or stolen property
- 18 • Out-of-school suspension not to exceed ten (10) days
- 19 • Social adjustment classes
- 20 • Transfer
- 21 • Alternative School
- 22 • RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

23 **MISBEHAVIORS: Level IV**

24 Acts which result in violence to another's person or property or which pose a threat to the safety of  
 25 others in the school. These acts are so serious that they usually require administrative actions which  
 26 result in the immediate removal of the student from the school, the intervention of law enforcement  
 27 authorities and/or action by the Board.

28 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school  
 29 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or  
 30 death to another person.<sup>7</sup>

31 *Examples (not an exclusive listing):*

- 32 • Unmodified Level I, II and III behaviors
- 33 • Death threat (hit list)
- 34 • Extortion
- 35 • Bomb threat
- 36 • Possession/use/transfer of dangerous weapons \*
- 37 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
- 38 employee of the school, or a school resource officer\*
- 39 • Aggravated Assault \*

- 1 • Vandalism
- 2 • Theft/possession/sale of stolen property
- 3 • Arson
- 4 • Possession of unauthorized substances (i.e. any controlled substance, controlled
- 5 substance analogue, or legend drug)\*
- 6 • Use, possession, sale or distribution of drug paraphernalia
- 7 • Use, sale, distribution and/or being under the influence of drugs
- 8 • Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying,
- 9 Cyber-bullying, and/or Hazing)
- 10 • Electronic threat to cause bodily injury or death to another student or school employee\*
- 11 • Unauthorized possession of a firearm\*

### 12 *Disciplinary Procedures:*

- 13 • Principal confers with appropriate staff members and with the student.
- 14 • Principal hears accusations and permits offender opportunity to explain his/her conduct.
- 15 • Parents/guardians are notified.
- 16 • Law enforcement officials are contacted.
- 17 • Incident is reported and recommendations made to the Director of Schools.
- 18 • The principal notifies the staff members of the resolution.
- 19 • If the student's placement is to be changed, adequate notice of the charges shall be
- 20 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 21 disciplinary hearing.

### 22 *Disciplinary Options*

- 23 • Expulsion
- 24 • Alternative schools
- 25 • RTI<sup>2</sup>B, multi-tiered system of supports or behavior intervention plans

26 \*Expulsion/Remand for a period of not less than one (1) calendar year subject to modification by the  
27 Director of Schools on a case-by-case basis.

### 28 **ADDITIONAL GUIDELINES:**

- 29 • A student shall not be suspended solely because charges are pending against him/her in
- 30 juvenile or other court.
- 31 • A principal shall not impose successive short term suspensions that cumulatively
- 32 exceed ten (10) days for the same offense.<sup>3</sup>
- 33 • A teacher or other school official shall not reduce or authorize the reduction of a
- 34 student's grade because of discipline problems ~~except in department or citizenship.~~
- 35 • A student shall not be denied the passing of a course or grade promotion solely on the
- 36 basis of absences except as provided by board policy.
- 37 • A student shall not be denied the passing of a course or grade promotion solely on the
- 38 basis of failure to:
- 39 ○ pay any activity fee;

- 1                   ○ pay a library or other school fine; or
- 2                   ○ make restitution for lost or damaged school property.

\* Zero tolerance offences

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Legal References

1. TCA 49-6-4005
2. TCA 49-6-3024
3. TCA 49-6-2801
4. TCA 49-6-4002
5. TCA 49-6-4109
6. TCA 49-6-4009
7. TCA 49-6-4008

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Cross References

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Student Discrimination, Harassment, Bullying,  
Cyber-bullying, and Intimidation 6.304  
Title IX & Sexual Harassment 6.3041  
Interference/Disruption of School Activities 6.306  
Bus Safety and Conduct 6.308  
Zero Tolerance Offenses 6.309  
Dress Code 6.310  
Corporal Punishment 6.314  
Detention 6.315  
Suspension 6.316  
Safe Relocation of Students 6.4081

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Bus Conduct</b>	Descriptor Code: <b>6.308</b>	Issued Date: <b>09/26/19</b>
		Rescinds: <b>6.308</b>	Issued: <b>06/26/08</b>

1 In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school  
2 bus except students assigned to that bus, ~~or parents of students~~, or other persons with lawful and valid  
3 business on the bus.<sup>1</sup> A driver may remove a student in the event that the driver finds it necessary for the  
4 safety of the other student passengers or the driver, provided that the driver secures the safety of the  
5 ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible,  
6 but no later than the end of the route, any student refusing to obey the driver or exiting the bus without  
7 the driver's permission at a point other than the student's destination for that trip.<sup>2</sup>

8 The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus  
9 in a manner consistent with the established standards for safety and classroom behavior.

10 Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable  
11 directions given by him/her shall be followed.

12 The principal of the student transported shall be informed by the bus driver of any serious discipline  
13 problem and may be called upon to assist if necessary. A student may be denied the privilege of riding  
14 the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if  
15 he/she disobeys state or local rules and regulations pertaining to student transportation.

16 The suspension of a student from riding the school bus shall follow the same procedures as for any other  
17 school suspension.

18 Any student who gets off the bus at any point between the pick-up point and school must present the bus  
19 driver with a note of authorization from the parent or the principal of the school that the student attends.

20 Any student wishing to ride a bus other than his/her designated bus must have written parental permission  
21 and the approval of the principal or his/her designee.

22 Students who transfer from bus to bus while enroute to and from school shall be expected to abide by  
23 the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

## 24 Use of Video Cameras

25 Video cameras may be used to monitor student behavior on school vehicles transporting students to and  
26 from school or extracurricular activities.

27 Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with  
28 established board policy and regulations governing student conduct and discipline.

1 Photographs and video footage shall be used only to promote the order, safety and security of students,  
2 staff and property.

3 The district shall comply with all applicable state and federal laws related to photographs and video  
4 footage.<sup>3</sup> These materials shall be maintained for a minimum of 60 days. Parent(s)/guardian(s) may  
5 submit a written request to view photographs and video footage to the Director of Schools/designee, and  
6 a time shall be arranged for viewing at the central office within 7 days after the request is made. The  
7 Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity  
8 to review photographs and video footage.<sup>4</sup>

9 The Director of Schools shall develop procedures governing the use of cameras and video cameras in  
10 accordance with the provisions of state and federal law and established board policies.

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Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. Public Acts of 2019, Chapter No. 256

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Cross References

Student Transportation Management 3.400  
Scheduling and Routing 3.401  
Code of Conduct 6.300  
Student Records 6.600  
Annual Notification of Rights 6.601  
Inspection and Correction Procedure 6.602

# Cumberland County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Zero Tolerance Offenses</h2>	Descriptor Code: <b>6.309</b>	Issued Date: <b>10/22/20</b>
		Rescinds: <b>6.309</b>	Issued: <b>08/23/18</b>

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

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;<sup>2</sup>
- 4 2. Unlawful possession of any drug, including any controlled substance, controlled substance  
 5 analogue, or legend drug on school grounds or at a school-sponsored event;<sup>3</sup>
- 6 3. Aggravated assault;<sup>4</sup> or
- 7 4. Assault that results in bodily injury<sup>5</sup> upon any teacher, principal, ~~administrator~~, any other  
 8 employee of the school, or school resource officer.

9 Committing any of these offenses shall result in a student being expelled from the regular school  
 10 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of  
 11 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance  
 12 offenses may be assigned to an alternative school or program at the discretion of the Director of  
 13 Schools.<sup>6</sup>

14 When it is determined that a student has violated this policy, the principal of the school shall notify the  
 15 student's parent or guardian and the criminal justice or juvenile delinquency system as required by  
 16 law.<sup>7</sup>

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Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921; (a)(3)20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 49-6-3401(g)(2); TCA 49-6-3402; Public Acts of 2020, Chapter No. 603
7. TCA 49-6-4209; TCA 39-17-1312; 20 USCA§ 7961(h)(1)

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Cross References

- Code of Conduct 6.300
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319
- Drug-Free Schools 6.307
- Suspension/Expulsion/Remand 6.316

## Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Suspension/Expulsion/Remand</b>	Descriptor Code: <b>6.316</b>	Issued Date: <b>12/03/20</b>
		Rescinds: <b>6.316</b>	Issued: <b>02/23/17</b>

1 Any principal, principal-teacher or assistant principal (herein called principal) may suspend/~~expel~~ any  
 2 student from attendance at school. Based on the severity of the offense, a principal may suspend a student  
 3 from attendance at school and any school activities.

4 Students may be suspended for good and sufficient reasons including, but not limited to:<sup>1</sup>

- 5 1. Willful and persistent violation of the rules of the school;
- 6
- 7 2. Immoral or disreputable conduct, including vulgar or profane language;
- 8
- 9 3. Violence or threatened violence against the person of any personnel attending or assigned to
- 10 any school;
- 11
- 12 4. Willful or malicious damage to real or personal property of the school, or the property of any
- 13 person attending or assigned to the school;
- 14
- 15 5. Inciting, advising or counseling of others to engage in any of the actions that would justify
- 16 suspension;
- 17
- 18 6. Marking, defacing or destroying property;
- 19
- 20 7. Possession of a pistol, gun or firearm on school property;<sup>2</sup>
- 21
- 22 8. Possession of a knife, or other weapons, as defined in state law, on school property;<sup>3</sup>
- 23
- 24 9. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar obscene
- 25 or threatening language;
- 26
- 27 10. Unlawful use or possession of barbitol or legend drugs, as defined in state law.<sup>4</sup>
- 28
- 29 11. Engaging in behavior, which disrupts a class or school-sponsored activity;
- 30
- 31 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
- 32 explosive or destructive device including chemical weapons on school property or at a school
- 33 sponsored event;
- 34
- 35 13. One (1) or more students initiating a physical attack on an individual student on school
- 36 property or at a school activity, including travel to and from school;
- 37

1 14. Off-campus criminal behavior resulting in felony charges;

2  
3 15. When behavior poses a danger to persons or property and disrupts the educational process; or

4  
5 16. Any other conduct prejudicial to good order or discipline in any school.

6 Except in emergency, a principal shall not suspend any student until that student has been advised of  
7 the nature of his/her misconduct, questioned about it and allowed to give an explanation.

8 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a  
9 reasonable belief that the student, or another to whom the student was coming to the defense of, may  
10 have been facing the threat of imminent danger of death or serious bodily injury, then the student may  
11 not face any disciplinary action.<sup>5</sup>

12 When a student is suspended, the principal shall notify the parents/guardians and the Director of  
13 Schools/designee of the following:

14 1. Student's suspension

15 2. Cause for the suspension; and

16 3. Any conditions for readmission which may include a meeting of the parents/guardians, student  
17 and the principal.

18 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be  
19 permitted to take such final examination or submit such required work as necessary to complete the  
20 course of instruction for that semester, subject to conditions prescribed by the principal.<sup>6</sup>

#### 21 **IN-SCHOOL SUSPENSION:<sup>7</sup>**

22 In-school suspension shall be offered to students as an alternative program (if applicable) to complete  
23 academic assignments and receive credit for work completed.

24 Students given an in-school suspension in excess of one (1) day from classes shall attend either special  
25 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for  
26 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all  
27 times and has textbooks and classwork assignments from his/her regular teachers.

#### 28 **SUSPENSIONS LONGER THAN FIVE DAYS<sup>8</sup>**

29 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for  
30 improving the student's behavior.

#### 31 **SUSPENSIONS LONGER THAN TEN DAYS<sup>9</sup>**

32 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written  
33 notice to the parents/guardians and the student of the right to appeal the decision. All appeals shall be  
34 filed within five (5) days of receipt of notice. These appeals may be filed by the parents/guardians, the  
35 student, or any person holding a teaching license who is employed by the school district if requested by  
36 the student.

- 1 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If
- 2 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

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Legal References

1. TCA 49-2-203(a)(7);  
TCA 49-6-3401(a)
2. TCA 39-17-1309(b)
3. TCA 39-17-1309
4. TCA 53-10-101; TCA 39-17-454
5. TCA 49-6-3401(i)
6. TCA 49-6-3401(d)
7. TCA 49-6-3401(b)(1)
8. TCA 49-6-3401(c)(3)
9. TCA 49-6-3401(a)-(c); *Goss v. Lopez*, 419 U.S. 565 (1975); 20 USCS § 1415;

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Cross References

Traffic and Parking Controls 3.403.  
Code of Conduct 6.300  
Procedural Due Process 6.302  
Interference/Disruption of School Activities 6.306  
Drug Free Schools 6.307  
Bus Conduct 6.308  
Zero Tolerance Offenses 6.309  
Dress Codes 6.310  
Alternative Education 6.319  
Disciplinary Hearing Authority 6.317

**Cumberland County Finance  
Summary Financial Statement  
April 2023**

**DRAFT / PRELIMINARY**

141 General Purpose School

Year-To-Date

Month-To-Date

Account	Description	Year-To-Date					Month-To-Date				
		Budget Estimate	Total	Actual	Encumbered	% of Budget	Budget Estimate Avg/Mth	Total	Actual	Encumbered	% of Avg
<b>Revenues</b>											
40110	Current Property Tax	2,818,910.00	2,779,572.51	2,779,572.51	0.00	98.60%	234,909.17	18,204.55	18,204.55	0.00	7.75%
40120	Trustee's Collections - Prior Year	220,379.00	163,517.05	163,517.05	0.00	74.20%	18,364.92	(8.83)	(8.83)	0.00	-0.05%
40130	Cir Clk/Clk & Master Collections-Pr Yr	97,098.00	77,967.52	77,967.52	0.00	80.30%	8,091.50	5,612.31	5,612.31	0.00	69.36%
40140	Interest And Penalty	100,108.00	73,486.84	73,486.84	0.00	73.41%	8,342.33	4,187.64	4,187.64	0.00	50.20%
40210	Local Option Sales Tax	15,683,100.00	11,628,924.14	11,628,924.14	0.00	74.15%	1,306,925.00	1,131,461.57	1,131,461.57	0.00	86.57%
40270	Business Tax	4,249.00	3,644.01	3,644.01	0.00	85.76%	354.08	352.64	352.64	0.00	99.59%
40275	Mixed Drink Sales	67,928.00	55,781.93	55,781.93	0.00	82.12%	5,660.67	0.00	0.00	0.00	0.00%
43517	Tuition - Other	110,000.00	89,002.59	96,870.59	0.00	80.91%	9,166.67	7,868.00	7,868.00	0.00	85.83%
43570	Receipts From Individual Schools	60,000.00	48,736.19	55,008.82	0.00	81.23%	5,000.00	6,272.63	6,272.63	0.00	125.45%
43990	Other Charges For Services	26,000.00	7,689.50	7,689.50	0.00	29.58%	2,166.67	0.00	0.00	0.00	0.00%
44120	Lease/Rentals	8,000.00	3,324.29	4,490.73	0.00	41.55%	666.67	1,166.44	1,166.44	0.00	174.97%
44145	Sale Of Recycled Materials	7,500.00	1,669.35	1,760.85	0.00	22.26%	625.00	91.50	91.50	0.00	14.64%
44170	Miscellaneous Refunds	250,140.00	570,886.75	585,698.61	0.00	228.23%	19,178.33	14,811.86	14,811.86	0.00	77.23%
44530	Sale of Equipment	0.00	632.00	632.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
44560	Damages Recovered From Individuals	1,500.00	189.00	189.00	0.00	12.60%	125.00	0.00	0.00	0.00	0.00%
44570	Contributions & Gifts	15,000.00	9,976.00	9,976.00	0.00	66.51%	1,250.00	0.00	0.00	0.00	0.00%
44990	Other Local Revenues	14,000.00	17,348.99	18,539.74	0.00	123.92%	1,166.67	1,190.75	1,190.75	0.00	102.06%
46511	Basic Education Program	36,787,000.00	29,532,000.00	33,223,500.00	0.00	80.28%	3,065,583.33	3,691,500.00	3,691,500.00	0.00	120.42%
46515	Early Childhood Education	1,059,450.00	422,133.71	696,646.30	0.00	39.84%	88,287.50	274,512.59	274,512.59	0.00	310.93%
46590	Other State Education Funds	597,026.00	620,678.96	680,381.52	0.00	103.96%	49,752.17	59,702.57	59,702.57	0.00	120.00%
46591	Coordinated School Health - ARRA	100,000.00	33,497.23	62,529.07	0.00	33.50%	8,333.33	29,031.84	29,031.84	0.00	348.38%
46594	Family Resource Centers - ARRA	29,611.00	8,668.10	8,668.10	0.00	29.27%	2,467.58	0.00	0.00	0.00	0.00%
46610	Career Ladder Program	117,000.00	49,245.28	49,245.28	0.00	42.09%	9,750.00	0.00	0.00	0.00	0.00%
46640	Vocational Equipment	0.00	10,000.00	10,000.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
46981	Safe Schools-ARRA	199,605.45	0.00	50,494.00	0.00	0.00%	16,633.79	50,494.00	50,494.00	0.00	303.56%
46790	Other Vocational	95,158.00	0.00	0.00	0.00	0.00%		0.00			
47401	American Rescue Plan Grant #1	57,095.58	114,191.16	114,191.16	0.00	200.00%	4,757.97	114,191.16	114,191.16	0.00	2400.00%
47590	Other Federal Through State	0.00	0.00	0.00	0.00	0.00%	0.00	(114,191.16)	(114,191.16)	0.00	#DIV/0!
48610	Donations	5,000.00	0.00	0.00	0.00	0.00%	416.67	0.00	0.00	0.00	0.00%
48990	Other Revenue	0.00	5,000.00	5,000.00				0.00	0.00	0.00	#DIV/0!
49600	Proceeds from Sale of Capital Assets	0.00	8,557.00	8,557.00	0.00	0.00%	0.00	0.00	0.00	0.00	#DIV/0!
49700	Insurance Recovery	0.00	3,085.00	2,040.00	0.00	0.00%	0.00	(1,045.00)	(1,045.00)	0.00	#DIV/0!
<b>Total</b>	<b>Revenues</b>	<b>\$ 58,530,858.03</b>	<b>\$ 46,339,405.10</b>	<b>\$ 50,475,002.27</b>	<b>\$ -</b>	<b>79.17%</b>	<b>\$ 4,867,975.02</b>	<b>\$ 5,295,407.06</b>	<b>\$ 5,295,407.06</b>	<b>\$ -</b>	<b>108.78%</b>

<b>Expenditures</b>											
71100	Regular Instruction Program	(28,516,794.00)	20,124,808.85	20,115,217.74	9,591.11	-70.57%	2,376,399.50	2,108,756.83	2,099,365.72	9,391.11	-88.74%
71150	Alternative Instruction Program	(340,501.00)	202,943.45	202,943.45	0.00	-59.60%	28,375.08	24,224.06	24,224.06	0.00	-85.37%
71200	Special Education Program	(4,190,504.00)	3,000,590.91	2,997,049.43	3,541.48	-71.60%	349,208.67	327,783.33	324,650.66	3,132.67	-93.86%
71300	Career And Technical Education	(3,572,393.00)	2,645,903.86	2,587,280.02	58,623.84	-74.07%	297,699.42	285,767.86	309,151.70	(23,383.84)	-95.99%
71400	Student Body Education Program	(647,203.00)	429,751.65	429,751.65	0.00	-66.40%	53,933.58	16,738.95	16,738.95	0.00	-31.04%
72110	Attendance	(211,782.00)	167,651.26	166,876.26	775.00	-79.16%	17,648.50	14,117.28	13,702.22	415.06	-79.99%
72120	Health Services	(733,330.00)	539,785.04	536,372.43	3,412.61	-73.61%	61,110.83	59,538.99	58,866.14	672.85	-97.43%
72130	Other Student Support	(1,854,042.00)	1,068,841.77	1,068,841.77	0.00	-57.65%	154,503.50	116,993.44	116,993.44	0.00	-75.72%
72210	Regular Instruction Program	(1,224,076.00)	956,170.29	956,170.29	0.00	-78.11%	102,006.33	83,698.92	83,698.92	0.00	-82.05%
72220	Special Education Program	(777,709.00)	605,434.99	604,734.99	700.00	-77.85%	64,809.08	54,938.81	61,234.44	(6,295.63)	-84.77%
72230	Career And Technical Education	(420,578.00)	329,158.69	328,833.69	325.00	-78.26%	35,048.17	35,075.25	34,750.25	325.00	-100.08%
72250	Technology	(1,441,550.00)	1,300,942.83	1,179,051.20	121,891.63	-90.25%	120,129.17	67,444.73	60,407.89	7,036.84	-56.14%
72310	Board Of Education	(1,121,950.00)	838,139.68	838,139.68	0.00	-74.70%	93,495.83	47,422.51	47,422.51	0.00	-50.72%
72320	Office Of The Superintendent	(297,811.00)	275,496.44	237,446.44	38,050.00	-92.51%	24,817.58	22,801.81	26,573.81	(3,772.00)	-91.88%
72410	Office Of The Principal	(4,511,649.00)	3,322,882.33	3,322,882.33	0.00	-73.65%	375,970.75	361,272.17	361,272.17	0.00	-96.09%
72510	Fiscal Services	(202,296.00)	113,930.13	113,930.13	0.00	-56.32%	16,858.00	38,548.59	38,548.59	0.00	-228.67%
72520	Human Services/Personnel	(203,126.00)	165,564.60	165,425.20	139.40	-81.51%	16,927.17	8,236.76	8,236.76	0.00	-48.66%
72610	Operation Of Plant	(5,634,530.00)	4,257,631.92	4,219,478.12	38,153.80	-75.56%	469,544.17	305,127.54	306,691.89	(1,564.35)	-64.98%
72620	Maintenance Of Plant	(3,861,325.00)	2,976,823.37	1,739,990.56	1,236,832.81	-77.09%	321,777.08	61,901.42	585,621.51	(523,720.09)	-19.24%
72710	Transportation	(3,649,152.00)	2,342,500.89	2,335,839.52	6,661.37	-64.19%	304,096.00	226,360.84	269,970.76	(43,609.92)	-74.44%
72905	American Rescue Plan Act Expenditure	(57,095.58)	54,424.89	54,424.89	0.00	-95.32%	4,757.97	3,250.52	43,413.08	(40,162.56)	-68.32%
73300	Community Services	(172,962.00)	97,212.17	97,212.17	0.00	-56.20%	14,413.50	15,043.00	15,043.00	0.00	-104.37%
73400	Early Childhood Education	(1,294,093.00)	971,957.92	971,957.92	0.00	-75.11%	107,841.08	151,052.15	151,052.15	0.00	-140.07%
76100	Regular Capital Outlay	(295,554.00)	154,951.04	146,295.06	8,655.98	-52.43%	24,629.50	17,453.80	19,781.35	(2,327.55)	-70.87%
82130	Education Debt Service	(288,372.00)	288,372.00	288,372.00	0.00	-100.00%	24,031.00	72,093.00	72,093.00	0.00	-300.00%
82230	Education Debt Service	(4,524.00)	4,524.00	4,524.00	0.00	-100.00%	377.00	1,131.00	1,131.00	0.00	-300.00%
99100	Transfers Out	(1,000,000.00)	1,000,000.00	1,000,000.00	0.00	-100.00%	83,333.33	0.00	0.00	0.00	0.00%
<b>Total</b>	<b>Expenditures</b>	<b>\$ (66,524,901.58)</b>	<b>\$ 48,236,394.97</b>	<b>\$ 46,709,040.94</b>	<b>\$ 1,527,354.03</b>	<b>72.51%</b>	<b>\$ 5,543,741.79</b>	<b>\$ 4,526,773.56</b>	<b>\$ 5,150,635.97</b>	<b>\$ (623,862.41)</b>	<b>-81.66%</b>
<b>Total</b>	<b>141 General Purpose School</b>	<b>\$ (7,994,043.55)</b>	<b>\$ (1,896,989.87)</b>	<b>\$ 3,765,961.33</b>	<b>\$ (1,527,354.03)</b>	<b>-23.73%</b>	<b>\$ (675,766.77)</b>	<b>\$ 768,633.50</b>	<b>\$ 144,771.09</b>	<b>\$ 623,862.41</b>	<b>113.74%</b>

**Cumberland County, Tennessee  
Local Option Sales Tax Collections  
General Purpose School Fund  
FY 2022-2023**

Month	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Budget	FY 22-23 Actual	Difference
August	\$ 832,668	\$ 801,418	\$ 838,289	\$ 870,571	\$ 1,020,777	\$ 1,166,927	\$ 1,328,480	\$ 1,351,767	\$ 23,287
September	\$ 749,552	\$ 780,570	\$ 819,089	\$ 865,871	\$ 952,467	\$ 1,107,995	\$ 1,261,390	\$ 1,364,864	\$ 103,474
October	\$ 749,729	\$ 765,307	\$ 825,937	\$ 846,819	\$ 919,285	\$ 1,083,881	\$ 1,233,937	\$ 1,264,424	\$ 30,487
November	\$ 782,832	\$ 779,901	\$ 787,757	\$ 859,937	\$ 973,849	\$ 1,106,688	\$ 1,259,902	\$ 1,299,471	\$ 39,569
December	\$ 722,096	\$ 732,522	\$ 806,666	\$ 871,317	\$ 983,974	\$ 1,132,259	\$ 1,289,013	\$ 1,289,256	\$ 243
January	\$ 706,017	\$ 751,619	\$ 779,663	\$ 827,204	\$ 977,133	\$ 1,159,721	\$ 1,320,277	\$ 1,298,903	\$ (21,374)
February	\$ 899,662	\$ 898,277	\$ 942,493	\$ 1,057,209	\$ 1,278,153	\$ 1,304,344	\$ 1,484,920	\$ 1,471,897	\$ (13,023)
March	\$ 616,158	\$ 643,613	\$ 676,708	\$ 731,082	\$ 897,298	\$ 965,550	\$ 1,099,224	\$ 1,156,878	\$ 57,654
April	\$ 569,641	\$ 652,075	\$ 690,817	\$ 710,630	\$ 828,199	\$ 999,451	\$ 1,137,818	\$ 1,131,461	\$ (6,357)
May	\$ 750,813	\$ 781,890	\$ 815,144	\$ 854,049	\$ 1,178,207	\$ 1,264,205	\$ 1,439,226	\$ 1,398,362	\$ (40,864)
June	\$ 739,433	\$ 758,856	\$ 825,043	\$ 828,973	\$ 1,096,183	\$ 1,185,985	\$ 1,350,177		
July Accrual	\$ 760,924	\$ 814,461	\$ 878,558	\$ 947,306	\$ 1,114,903	\$ 1,298,919	\$ 1,478,746		
<b>Total</b>	<b>\$ 8,879,526</b>	<b>\$ 9,160,509</b>	<b>\$ 9,686,164</b>	<b>\$ 10,270,968</b>	<b>\$ 12,220,428</b>	<b>\$ 13,775,928</b>	<b>\$ 15,683,110</b>	<b>\$ 13,027,283</b>	<b>\$ 173,096</b>

**Resolution #**  
 Cumberland County, Tennessee  
 General Program School Fund

WHEREAS the General budget requires revision to reallocate resources.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted.

**General Budget Amendment**

**Increase Expenditures:**

141-71150-217	Retire-Hybrid Stabilization	\$100.00
141-72110-217	Retire-Hybrid Stabilization	\$725.00
141-72210-105	Supervisor/Director	\$8,000.00
141-72220-161	Secretary	\$1,500.00
141-72220-207	Medical Insurance	\$1,500.00
141-72230-207	Medical Insurance	\$6,000.00
141-72250-105	Director	\$350.00
141-72250-201	Social Security	\$28,000.00
141-72250-204	State Retirement	\$32,000.00
141-72410-162	Clerical Personnel	\$6,200.00
141-72410-217	Retire-Hybrid Stabilization	\$300.00
141-72410-161	Secretaries	\$1,500.00
141-72710-162	Clerical Personnel	\$8,300.00
141-72710-142	Mechanics	\$30,000.00
141-73400-163	Educational Assistants	\$20,000.00
141-73400-195	Substitute Teachers-Certified	\$7,000.00
141-73400-198	Substitute Teachers- Non-Certified	\$8,500.00
141-73400-208	Dental Insurance	\$700.00
141-73400-217	Retire-Hybrid Stabilization	\$1,000.00

Total Increase in Expenditures \$161,675.00

**Decrease Expenditures:**

141-71150-204	State Retirement	\$100.00
141-72110-207	Medical Insurance	\$725.00
141-72210-207	Medical Insurance	\$8,000.00
141-72230-105	Director	\$6,000.00
141-72250-138	Computer Technical Personnel	\$350.00
141-72310-207	Medical Insurance	\$40,000.00
141-71100-201	Social Security	\$20,000.00
141-72410-139	Assistant Principals	\$6,200.00
141-72410-204	State Retirement	\$300.00
141-72710-105	Director	\$8,300.00
141-72710-146	Bus Drivers	\$10,000.00
141-73400-116	Teachers	\$60,700.00
141-73400-204	State Retirement	\$1,000.00

Total Decrease in Expenditures \$161,675.00  
 SPONSORED BY: APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

\_\_\_\_\_  
 Director of School

Sponsor: \_\_\_\_\_  
County Commissioner

Approval: \_\_\_\_\_  
County Commissioner

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

**Resolution #**  
 Cumberland County, Tennessee  
 General Program School Fund

WHEREAS the State of Tennessee has awarded funding for summer learning programs for K-8th grade and summer transportation, and the award is on a reimbursement basis through the General Purpose School fund.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted.

**General Budget Amendment**

**Increase Revenue:**

141-46590	Other State Education Funds	\$858,069.29
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Total Increase in Revenues

\$858,069.29

**Increase Expenditures:**

141-71100-116-SMLRN	Regular Instruction-Teachers	\$455,900.00
141-71100-163-SMLRN	Regular Instruction-Assistants	\$56,448.00
141-71100-189-SMLRN	Regular Instruction-Other Salaries & Wages	\$17,205.00
141-71100-201-SMLRN	Regular Instruction-Social Security	\$40,510.43
141-71100-204-SMLRN	Regular Instruction-State Retirement	\$45,628.23
141-71100-499-SMLRN	Regular Instruction-Other Supplies & Material	\$35,067.88
141-72120-105-SMLRN	Health Services-Director	\$3,780.00
141-72120-131-SMLRN	Health Services-Nurses	\$13,440.00
141-72120-201-SMLRN	Health Services-Social Security	\$1,320.33
141-72120-204-SMLRN	Health Services-State Retirement	\$1,406.68
141-72410-104-SMLRN	Office of the Principal-Principals	\$24,000.00
141-72410-161-SMLRN	Office of the Principal-Secretaries	\$9,408.00
141-72410-201-SMLRN	Office of the Principal-Social Security	\$2,562.72
141-72410-204-SMLRN	Office of the Principal-State Retirement	\$2,840.24
141-72610-166-SMLRN	Operation of Plant-Custodial Personnel	\$7,620.00
141-72610-201-SMLRN	Operation of Plant-Social Security	\$585.00
141-72610-204-SMLRN	Operation of the Plant-State Retirement	\$610.00
141-72610-410-SMLRN	Operation of the Plant-Custodial Supplies	\$8,000.00
141-72710-146-BUS	Transportation-Drivers	\$41,517.52
141-72710-201-BUS	Transportation-Social Security	\$3,176.09
141-72710-204-BUS	Transportation-State Retirement	\$3,321.40
141-72710-425-BUS	Transportation-Fuel	\$83,721.77

Total Increase in Expenditures

\$858,069.29

SPONSORED BY:

APPROVED BY:

BOE Member

Chairman of the Board

ATTEST:

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

Director of School

Sponsor: \_\_\_\_\_  
County Commissioner

Approval: \_\_\_\_\_  
County Commissioner

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

**RESOLUTION # \_\_\_\_\_**  
**Cumberland County, Tennessee**  
**General Program School Fund**

WHEREAS, the General budget requires revision to reallocate funding for Summer School

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day  
of May 2023, that the following budget amendment be adopted:

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**Decrease Expenditures**

<b>141-71200-207</b>	<b>Medical</b>	<b>\$</b>	<b>50,000.00</b>
<b>Total Decrease Expenditures</b>		<b>\$</b>	<b>50,000.00</b>

**Increase Expenditures**

<b>141-71200-116</b>	<b>Teacher</b>	<b>\$</b>	<b>17,000.00</b>
<b>141-71200-499</b>	<b>Other Supplies and Materials</b>	<b>\$</b>	<b>10,000.00</b>
<b>141-72220-399</b>	<b>Other Contracted Services</b>	<b>\$</b>	<b>23,000.00</b>
<b>Total Increase Expenditures</b>		<b>\$</b>	<b>50,000.00</b>

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**BOE Member**

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**Chairman of the Board**

**ATTEST:**

**Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_**

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**Director of Schools**

**Sponsor: \_\_\_\_\_**  
**County Commissioner**

**Approval: \_\_\_\_\_**  
**County Mayor**

**Attest: \_\_\_\_\_**  
**County Clerk**

**Budget Committee Vote:**

**Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_**

**Resolution #**  
 Cumberland County, Tennessee  
 General Program School Fund

WHEREAS the General budget requires revision to reallocate resources.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted.

**General Budget Amendment**

<b>Increase Expenditures:</b>		
141-72710-729	Transportation Equipment	\$36,438.00
Total Increase in Expenditures		\$36,438.00
<b>Decrease Expenditures:</b>		
141-72710-418	Equipment & Machinery Parts	\$7,102.61
141-72710-355	Travel	\$1,500.00
141-72710-524	Staff Development	\$6,735.39
141-72710-188	Bonus Payments	\$13,000.00
141-72710-399	Other Contracted Services	\$8,100.00
Total Decrease in Expenditures		\$36,438.00

SPONSORED BY:

APPROVED BY:

\_\_\_\_\_  
 BOE Member

\_\_\_\_\_  
 Chairman of the Board

ATTEST:

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

\_\_\_\_\_  
 Director of School

Sponsor: \_\_\_\_\_  
 County Commissioner

Approval: \_\_\_\_\_  
 County Commissioner

Attest: \_\_\_\_\_  
 County Clerk

Budget Committee Vote

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

**RESOLUTION # \_\_\_\_\_**  
**Cumberland County, Tennessee**  
**Federal Program School Fund**

WHEREAS, the 21st CCLC Grant Budget required a revision to match ePlan approved line items that were updated for  
2023-2024 Summer School

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day  
of May 2023, that the following budget amendment be adopted:

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**21st CCLC Grant Budget Amendment**

<b>Decrease Expenditures:</b>		
142-438-73300-599	Other Charges	\$15,850.73
<b>Total Decrease in Expenditures</b>		<hr/> \$15,850.73

<b>Increase Expenditures:</b>		
142-438-73300-105	Supervisor/Director	\$1,100.00
142-438-73300-162	Clerical Personnel	\$1,500.00
142-438-99100-504	Indirect Cost	\$13,250.73
<b>Total Increase in Expenditures</b>		<hr/> \$15,850.73

SPONSORED BY:

\_\_\_\_\_  
BOE Member

APPROVED BY:

\_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
Director of Schools

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

Sponsor: \_\_\_\_\_

County Commissioner



Approval: \_\_\_\_\_

County Mayor

Attest: \_\_\_\_\_

County Clerk

Budget Committee Vote:

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

**RESOLUTION # \_\_\_\_\_**  
**Cumberland County, Tennessee**  
**Federal Program School Fund**

WHEREAS, the Federal ESSER 2.0 Budget required a revision to match ePlan approved line items.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day  
of May 2023, that the following budget amendment be adopted:

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**Federal ESSER 2.0 Budget Amendment**

**Decrease Expenditures:**

142-932-76100-304	Architects	\$24,240.22
142-932-76100-706	Building Construction	\$3,100.00

<b>Total Decrease in Expenditures</b>	<u><u>\$27,340.22</u></u>
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**Increase Expenditures:**

142-932-76100-707	Building Improvements	\$27,340.22
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<b>Total Increase in Expenditures</b>	<u><u>\$27,340.22</u></u>
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**SPONSORED BY:**

**APPROVED BY:**

\_\_\_\_\_  
BOE Member

\_\_\_\_\_  
Chairman of the Board

**ATTEST:**

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

\_\_\_\_\_  
Director of Schools

**Sponsor:** \_\_\_\_\_  
County Commissioner

**Approval:** \_\_\_\_\_  
County Mayor

**Attest:** \_\_\_\_\_  
County Clerk

**Budget Committee Vote:**

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_



RESOLUTION # \_\_\_\_\_  
Cumberland County, Tennessee  
Federal Program School Fund

WHEREAS, the Federal 901 budget requires revision for budget clean up.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted:

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**Federal Budget Amendment**

**Increase Expenditures**

142-901-72220-189	Other Salaries & Wages	\$	2,200.00
142-901-72220-201	Social Security	\$	1,000.00
142-901-72220-204	State Retirement	\$	2,000.00
<b>Total Increase of Expenditures</b>		<b>\$</b>	<b>5,200.00</b>

**Decrease Expenditures**

142-901-72220-524	Staff Development	\$	5,200.00
<b>Total Decrease of Expenditures</b>		<b>\$</b>	<b>5,200.00</b>

**SPONSORED BY:**

**APPROVED BY:**

\_\_\_\_\_  
BOE Member

\_\_\_\_\_  
Chairman of the Board

**ATTEST:**

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

\_\_\_\_\_  
Director of Schools

Sponsor: \_\_\_\_\_

County Commissioner

Approval: \_\_\_\_\_

County Mayor

Attest: \_\_\_\_\_

County Clerk

**Budget Committee Vote:**

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

RESOLUTION # \_\_\_\_\_

Cumberland County, Tennessee  
Federal Program School Fund

WHEREAS, the Federal 911 budget requires revision for budget clean up.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Increase Expenditures

142-911-71200-201	Social Security	\$	100.00
Total Increase of Expenditures		\$	100.00

Decrease Expenditures

142-911-71200-725	Special Education Equipment	\$	100.00
Total Decrease of Expenditures		\$	100.00

SPONSORED BY:

APPROVED BY:

\_\_\_\_\_  
BOE Member

\_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
Director of Schools

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Sponsor: \_\_\_\_\_  
County Commissioner

Approval: \_\_\_\_\_  
County Mayor

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**BOE APPROVED, NO COMMISSION ACTION REQUIRED**

RESOLUTION # \_\_\_\_\_

Cumberland County, Tennessee

General Purpose School Fund

WHEREAS, the Innovative High School Grant required a revision to account for a change in needs.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this \_\_\_\_ day of \_\_\_\_\_, 2023, and by the Cumberland County Commission meeting on this \_\_\_\_ day of \_\_\_\_\_, 2023, that the following budget amendment be adopted:

---

**INNOVATIVE HIGH SCHOOL REVISION**

Decrease Expenditures

142-72130-399-951	Other Contracted Services	\$	7716.50
142-72130-524-951	In-Service / Staff Development	\$	224.09
	<b>Total Decrease</b>	\$	<b>7,940.59</b>

Increase Expenditures

142-71300-399-951	Other Salaries and Wages	\$	7,940.59
	<b>Total Increase</b>	\$	<b>7,940.59</b>

SPONSORED BY:

\_\_\_\_\_  
BOE Member

APPROVED BY:

\_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
Director of Schools

Ayes: \_\_ Nays: \_\_ Abstain: \_\_\_\_\_



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## Budget Overview Plus/Minus

Cumberland County (180) Public District - FY 2023 - Innovative High Schools - Rev 2 - Innovative High Schools

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Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

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Account Number	71300 - Vocational Education Program	72130 - Other Student Support	Total
Line Item Number			
399 - Other Contracted Services	326,489.07 +\$7,940.59	13,283.50 -\$7,716.50	339,772.57 +\$224.09
499 - Other Supplies and Materials	10,149.94	0.00	10,149.94
524 - In-Service / Staff Development		2,775.91 -\$224.09	2,775.91 -\$224.09
730 - Vocational Instruction Equipment	105,337.54		105,337.54
<b>Total</b>	<b>441,976.55</b> <b>+\$7,940.59</b>	<b>16,059.41</b> <b>-\$7,940.59</b>	<b>458,035.96</b>
		<b>Adjusted Allocation</b>	<b>458,035.96</b>
		<b>Remaining</b>	<b>0.00</b>

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RESOLUTION # \_\_\_\_\_ -

Cumberland County, Tennessee  
Federal Program School Fund

WHEREAS, the Federal 901 budget requires revision to purchase a SPED Bus

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted:

Federal Budget Amendment

Increase Expenditures

142-901-72710-729	Transportation Equipment	\$	22,312.00
Total Increase of Expenditures		\$	22,312.00

Decrease Expenditures

142-901-71200-429	Instructional Supplies & Materials	\$	22,312.00
Total Decrease of Expenditures		\$	22,312.00

SPONSORED BY:

\_\_\_\_\_  
BOE Member

APPROVED BY:

\_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
Director of Schools

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Sponsor: \_\_\_\_\_

County Commissioner

Approval: \_\_\_\_\_

County Mayor

Attest: \_\_\_\_\_

County Clerk

Budget Committee Vote:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**  
**Cumberland County, Tennessee**  
**Federal Program School Fund**

WHEREAS, the Federal Title I Budget required a revision to match ePlan approved line items resulting from an additional allocation.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted:

---

**Title I Budget Amendment**

<b><u>Increase Revenues:</u></b> <b><u>142-101-47141</u></b>	<b>Additional Allocation</b>	<b>\$10,802.70</b>
<b>Increase Expenditures:</b> <b>142-101-72130-599</b>	<b>Other Charges</b>	<b>\$10,802.70</b>

SPONSORED BY:

\_\_\_\_\_  
BOE Member

APPROVED BY:

\_\_\_\_\_  
Chairman of the Board

ATTEST:

\_\_\_\_\_  
Director of Schools

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_



Sponsor: \_\_\_\_\_  
County Commissioner

Approval: \_\_\_\_\_  
County Mayor

Attest: \_\_\_\_\_  
County Clerk

Budget Committee Vote:

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**RESOLUTION # \_\_\_\_\_**  
**Cumberland County, Tennessee**  
**Federal Program School Fund**

WHEREAS, the Federal Title II Budget required a revision to match ePlan approved line items.

THEREFORE, be it resolved, by the Cumberland County Board of Education meeting on this 25th day of May 2023, that the following budget amendment be adopted:

---

**Title II Budget Amendment**

**Decrease Expenditures:**  
**142-201-72210-599**

**Other Charges**

**\$7,900.00**

**Increase Expenditures:**  
**142-201-99100-504**

**Indirect Cost**

**\$7,900.00**

**SPONSORED BY:**

**APPROVED BY:**

\_\_\_\_\_  
BOE Member

\_\_\_\_\_  
Chairman of the Board



**ATTEST:**

\_\_\_\_\_  
Director of Schools

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**Sponsor:** \_\_\_\_\_  
County Commissioner

**Approval:** \_\_\_\_\_  
County Mayor

**Attest:** \_\_\_\_\_  
County Clerk

**Budget Committee Vote:**

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**CENTRAL CAFETERIA FUND**  
**Line-Item Budget Amendments**

*Henry Hamby*

WHEREAS year-end reallocations are required to balance specific lines of the budget where certain lines were under projected.

WHEREAS all lines of the budget are required to end the year with a positive balance.

THEREFORE, be it resolved that the following budget line-item amendments be approved by the Cumberland County Board of Education meeting this **25th** day of **May**.

The Cumberland County Commission does not approve line item amendments not involving wages, but a copy of the amendment will be provided to the Commission for general information.

**INCREASE EXPENDITURES:**

143.73100.337	Maintenance & Repair Services - Office Equipment	\$	450.00
143.73100.347	Pest Control	\$	300.00
143.73100.399	Other Contracted Services	\$	500.00
143.73100.418	Equipment and Machinery Parts	\$	10,000.00
143.73100.499	Other Supplies and Materials	\$	83,500.00
143.73100.524	In-Service Training	\$	500.00
<b>TOTAL INCREASE</b>			<b>\$ 95,250.00</b>

**DECREASE EXPENDITURES:**

143.73100.422	Food Supplies		\$95,250.00
<b>TOTAL DECREASE</b>			<b>\$ 95,250.00</b>

**SPONSORED BY:** \_\_\_\_\_  
BOE Member

**APPROVED BY:** \_\_\_\_\_  
Chairman, Board of Education

**ATTEST:** \_\_\_\_\_  
Director of Schools, Cumberland County

BOE Vote:

Ayes: \_\_\_\_ Nays: \_\_\_\_ Abstain: \_\_\_\_

RESOLUTION # \_\_\_\_\_

Cumberland County, Tennessee

CENTRAL CAFETERIA FUND

*Handwritten signature: Kathy Abney*

WHEREAS the Cumberland County Board of Education/School Nutrition Program requests the following budget resolution be approved for additional USDA grant funds.

WHEREAS the United States Department of Agriculture (USDA) has selected the State of Tennessee to receive federal funds for Equipment Assistance Grants. These funds are to provide equipment assistance to School Food Authorities (SFAs) participating in the National School Lunch Program. South Cumberland Elementary School has been awarded \$60,000 to purchase a new replacement walk in freezer and cooler. See attached page for more information.

THEREFORE, be it resolved that the budget amendment be approved by the Cumberland County Board of Education meeting this 25<sup>th</sup> day of May 2023 and adopted by the Cumberland County Commission meeting this \_\_\_\_\_ day of June 2023.

**INCREASE REVENUES:**

143.47590 Other Federal through State	\$60,000.00	
<b>TOTAL INCREASE:</b>		<b>\$60,000.00</b>

**INCREASE EXPENDITURES:**

143.73100.710 Food Service Equipment	\$60,000.00	
<b>TOTAL INCREASE:</b>		<b>\$60,000.00</b>

SPONSORED BY: \_\_\_\_\_  
BOE Member

SPONSORED BY: \_\_\_\_\_  
County Commissioner

APPROVED BY: \_\_\_\_\_  
Chairman of the Board

APPROVED BY: \_\_\_\_\_  
County Mayor

ATTEST: \_\_\_\_\_  
Director of Schools

ATTEST: \_\_\_\_\_  
County Clerk

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**PENNY SCHWINN**  
COMMISSIONER

**Date:** March 31, 2023      **SFA Name:** Cumberland County Schools SFA #: 180  
**SFA DUNS Number:** 008486487      **Indirect Cost Rate:** N/A

**Period of Performance:** October 1, 2022-September 30, 2024      **FAIN#:** FAIN 225TN350N8103  
**Account:** FY22 N8103 FY22      **DUNS:** KSHBUKTGFMD5  
**Federal Awarding Agency:** United States Department of Agriculture/Food and Nutrition Services  
Southeast Regional Office

---

**This is not a Research & Development Award.**

**Total Amount Awarded to the State:** \$ 2,144,289      **Federal Award Date:** July 8, 2022

**Total Amount Awarded to the SFA:** \$60,000.00

Dear Mr. Stepp:

The United States Department of Agriculture (USDA) has selected the State of Tennessee to receive **\$2,144,289** in federal funds for Equipment Assistance Grants (**CFDA #10.579**) for FY 2022. These funds are to provide equipment assistance to School Food Authorities (SFAs) participating in the National School Lunch Program. These funds will allow SFAs to purchase needed equipment to serve healthier school meals, improve food safety, and to help support the establishment, maintenance, or expansion of the School Breakfast Program.

We are pleased to inform you that **South Cumberland Elementary** has been awarded **\$60,000** to purchase a **Walk-in Freezer/Cooler Combo Replacement** for use in that school. If for some reason you no longer want these funds for this school and this piece of equipment, please notify us as soon as possible, so that this money may be reallocated to another school.

Payments will be made on a reimbursement basis, up to the award amount, when we receive a copy of your invoice with the equipment serial number, a copy of your cancelled check and any bid documents used to procure the equipment. Details of document submission forthcoming. Please remember that you must follow all federal, state, and local procurement laws when purchasing equipment with these grant awards. As with all federal grant funds, equipment procured using NSLP Equipment Assistance Grant funds must be practical, allowable, and allocable, in order to be reasonable and permissible costs. The performance period for these grants expands over a two-year period. You must have the ability to complete the procurement and expenditure activities by September 30, 2024. **Independent solicitation and awards must be made for each bid. School systems cannot use a bid from another school system.**

RESOLUTION # \_\_\_\_\_

Cumberland County, Tennessee

CENTRAL CAFETERIA FUND

*Handwritten signature: Cheryl Hamby*

WHEREAS, the Cumberland County Board of Education/School Nutrition Program requests the following budget resolution be approved for additional USDA grant funds.

WHEREAS, the Cumberland County Board of Education/School Nutrition Program requests the following budget resolution be approved for additional USDA funds designated to school food authorities (SFAs) administering the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to purchase domestic, locally grown foods, that are unprocessed or minimally processed from local producers, small businesses, and socially disadvantaged farmers/producers. These funds have been designated for CCHS, SMHS, and Phoenix to purchase bulk milk from Mayfield Dairy Farms. Please see the attached page for additional information.

THEREFORE, be it resolved that the following budget amendment be approved by the Cumberland County Board of Education meeting this 25<sup>th</sup> day of **May 2023** and adopted by the Cumberland County Commission meeting this \_\_\_\_\_ day of **June 2023**.

**INCREASE REVENUES:**

143.47114 USDA Other \$96,400.00

**TOTAL INCREASE: \$96,400.00**

**INCREASE EXPENDITURES:**

143.73100.422 Food Supplies \$96,400.00

**TOTAL INCREASE: \$96,400.00**

SPONSORED BY: \_\_\_\_\_  
BOE Member

SPONSORED BY: \_\_\_\_\_  
County Commissioner

APPROVED BY: \_\_\_\_\_  
Chairman of the Board

APPROVED BY: \_\_\_\_\_  
County Mayor

ATTEST: \_\_\_\_\_  
Director of Schools

ATTEST: \_\_\_\_\_  
County Clerk

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**PENNY SCHWINN**  
COMMISSIONER

**Date: April 20, 2023**

**SFA Name: Cumberland County**

**SFA #: 180**

**System DUNS Number: 008486487**

**Indirect Cost Rate: N/A**

**Period of Performance: March 1, 2023 – August 31, 2024 Agreement #: AM23CPLFS000C019**

**Federal Granting Agency: United States Department of Agriculture**

**This is not a Research & Development Grant.**

**Total Amount Awarded to the State: \$ 4,108,280.00**

**State Grant Award Date: January 23, 2023**

**Total Amount Awarded to the SFA: \$ 96,400**

Dear Mr. Stepp,

The State of Tennessee is awarding federal funds from the U.S. Department of Agriculture (USDA) for Local Food for Schools (LFS) Cooperative Grant (CFDA # 10.185). We are pleased to announce that Cumberland County has been selected to receive \$96,400 to operate the Local Food for Schools Cooperative Grant. The performance period of this grant is March 1, 2023 – August 2024. These grant funds will allow your School Food Authorities (SFAs) to purchase domestic, locally grown foods, that are unprocessed or minimally processed from local producers, small businesses, and socially disadvantaged farmers/producers.

In accepting this grant award, your SFA agrees to implement the program fully by spending funds to the maximum extent possible, in a manner consistent with the policies and procedures established by USDA and the Tennessee Department of Education. If you have any questions, please contact our office at (800) 354-3663. We look forward to working with you in creating ways to help students develop lifelong healthy eating habits.

Sincerely,

Bill Byford  
State Director of School Nutrition

CC:  
Kathy Hamby  
Thomas Wilson  
Lynsey Paul

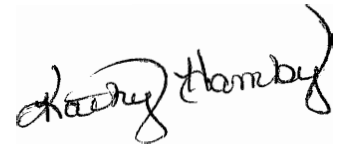
Tennessee Department of Education • School Nutrition Program • 710 James Robertson Parkway • Andrew Johnson Tower, 10th floor • Nashville, TN

Created February 8, 2023

Tel: (800) 354-3663 • Fax: (615) 532-5303 • [tn.gov/education](http://tn.gov/education)

RESOLUTION # \_\_\_\_\_

Cumberland County, Tennessee  
CENTRAL CAFETERIA FUND



WHEREAS, the Cumberland County Board of Education/School Nutrition Program requests the following budget resolution be approved to receive private funding from No Kid Hungry.

WHEREAS, these funds are provided to increase the CCSNP Central Cafeteria Fund budget to support the summer meal program and to assist with breakfast outreach in order to improve access to healthy meals.

THEREFORE, be it resolved that the following budget line-item amendments be approved by the Cumberland County Board of Education meeting this 25<sup>th</sup> day of May 2023 and adopted by the Cumberland County Commission meeting this \_\_\_\_\_ day of June 2023.

**INCREASE REVENUES:**

143.4861 Donations

\$57,500.00

**TOTAL INCREASE**

**\$ 57,500.00**

**INCREASE EXPENDITURES:**

143.73100.165 Cafeteria Salaries

\$34,900.00

143.73100.499 Other Supplies and Materials

\$22,600.00

**TOTAL DECREASE**

**\$ 57,500.00**

SPONSORED BY: \_\_\_\_\_

BOE Member

SPONSORED BY: \_\_\_\_\_

County Commissioner

APPROVED BY: \_\_\_\_\_

Chairman of the Board

APPROVED BY; \_\_\_\_\_

County Mayor

ATTEST: \_\_\_\_\_

Director of Schools

ATTEST: \_\_\_\_\_

County Clerk

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

**CENTRAL CAFETERIA FUND**  
**Line-Item Budget Amendments**

*Kathy Hamby*

WHEREAS reallocations are required to balance specific lines of the budget where certain lines were under projected. Budget Line 143.43100.204 State Retirement was miscalculated during the budget estimate.

THEREFORE, be it resolved that the following budget line-item amendments be approved by the Cumberland County Board of Education meeting this 25<sup>th</sup> day of **May 2023** and adopted by the Cumberland County Commission meeting this \_\_\_\_\_ day of **June 2023**.

**INCREASE EXPENDITURES:**

143.73100.204 State Retirement

\$ 29,535.00

**TOTAL INCREASE**

**\$ 29,535.00**

**DECREASE EXPENDITURES:**

143.73100.422 Food Supplies

\$29,535.00

**TOTAL DECREASE**

**\$ 29,535.00**

SPONSORED BY: \_\_\_\_\_  
BOE Member

SPONSORED BY: \_\_\_\_\_  
County Commissioner

APPROVED BY: \_\_\_\_\_  
Chairman of the Board

APPROVED BY: \_\_\_\_\_  
County Mayor

ATTEST: \_\_\_\_\_  
Director of Schools

ATTEST: \_\_\_\_\_  
County Clerk

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Board Funding of Student Competitions</b>	Descriptor Code: <b>2.9001</b>	Issued Date: <b>07/23/20</b>
		Rescinds: <b>2.9001</b>	Issued: <b>06/22/17</b>

1 The Board may provide funding to aid and assist students to compete in national sponsored competition  
2 based on the following criteria:

- 3 1. School-sponsored activity;
- 4
- 5 2. Funding in the amount of twenty-five percent (25%) up to a maximum of \$1,500 per request;
- 6
- 7 3. Receipts or invoices shall be required; and
- 8
- 9 4. Recommendation of the Director of Schools.

10 Prior to final approval the following documents and/or requests must be completed and approved by  
11 the Director of Schools and Board of Education.

- 12 1. Submit an overnight and/or out of county trip request letter.
- 13
- 14 2. Complete the Administrative Procedure 2.9001 – Board Funding of Student Competitions Form

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Buildings and Grounds Management</b>	Descriptor Code: <b>3.200</b>	Issued Date: <b>06/22/17</b>
		Rescinds: <b>3.200</b>	Issued: <b>02/23/12</b>

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as  
2 comfortable and convenient as the facilities will permit or the use requires.

3 The Director will develop and implement a continuing program of maintenance of all district-  
4 owned buildings and grounds.

5 The following are the responsibilities of the maintenance supervisor:

- 6
- 7 1. Improvement and maintenance of school buildings and grounds;
- 8
- 9 2. Repairs, including repairs of equipment, and painting; and
- 10
- 11 3. Disposal of obsolete equipment.

12 The following are responsibilities of building principals:

- 13 1. To implement adequate custodial programs;
- 14
- 15 2. To oversee the operation of the school plant and require that personnel assigned to the  
16 building keep it in a safe, clean, healthy, and pleasant condition;
- 17
- 18 3. To make continuing checks for hazardous conditions, including safety and operation of  
19 equipment, and prevention of hazardous situations caused by carelessness; and
- 20
- 21 4. To request, on a timely basis, appropriate maintenance and repairs through appropriate  
22 channels.

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Safety</b>	Descriptor Code: <b>3.201</b>	Issued Date: <b>01/24/19</b>
		Rescinds: <b>3.201</b>	Issued: <b>09/28/17</b>

## 1 SCHOOL SYSTEM EMPLOYEES

2 Each employee shall take every reasonable precaution for the safety of themselves, students, visitors  
3 and all others having business with all stakeholders within the school system.<sup>1</sup> Each employee shall  
4 follow all safety policies and guidelines set forth by the school system.<sup>2</sup>

## 5 SYSTEM SAFETY COORDINATOR

6 The responsibility for developing the total safety program shall be delegated by the Director of  
7 Schools to a staff person. This designee, the system safety coordinator, shall be provided with  
8 support, time, budget, and authority commensurate with the task. The system safety coordinator,  
9 acting in an advisory capacity to all heads of major units within the system, shall be responsible for  
10 the promotion and development of an aggressive loss prevention and safety education program for  
11 employees and students of the school system. The supervisor of buildings and grounds is assigned  
12 the duties and responsibilities of system safety coordinator.

13 Other responsibilities include but are not limited to:

- 14 Personal Protective Equipment program (PPE)
- 15 Employee safety training and safety incentive program
- 16 Chairman of safety advisory committee
- 17 Implement a system safety manual

## 18 SAFETY ADVISORY COMMITTEE

19 The principal of each school, the school nutrition, career and technical education, transportation,  
20 and maintenance supervisor(s) shall serve on the system safety advisory committee.

21 The safety committee shall review issues, student accident reports, and research and develop programs  
22 related to safety. The committee shall assist the system safety coordinator in disseminating safety and  
23 loss prevention information throughout the school system. The committee shall meet on an annual  
24 basis.

## 25 EMPLOYEE REPORTING

26 It shall be the responsibility of each employee to report any accident, incident, or unsafe condition  
27 immediately to his/her supervisor.

1 The report shall be filled out by the employee and may include suggestions for corrective action. The  
2 report shall be given to the employee's supervisor who shall take the corrective action as necessary if  
3 the action is in the scope of his/her authority or forward the report to the system safety coordinator for  
4 corrective action.

### 5 **SUPERVISOR REPORTING**

6 The injured employee's supervisor or designee (nurse) shall complete in its entirety, First Report of  
7 Work Injury to the Tennessee Risk Management Trust web site within one (1) working day after  
8 knowledge of such accident. Copies are forwarded to Human Resources. After the employee  
9 completes the Medical Authorization Form, the supervisor shall then also provide additional employee  
10 information to the supporting insurance company(ies) to facilitate prompt handling of workers'  
11 compensation claims. This information shall include the employee's home and work telephone  
12 numbers.

### 13 **SAFETY INSPECTIONS**

14 Each school principal or department supervisor shall conduct or ensure that others conduct a safety  
15 assessment of buildings, equipment, grounds, and protective equipment under his/her supervision at  
16 least twice a year, no later than October 15 and February 28.

17 Copies of this assessment shall be submitted to the system safety coordinator. The system safety  
18 coordinator shall retain the copies of the safety assessment and make them available to the Director of  
19 Schools upon request.

### 20 **ACCIDENT INVESTIGATIONS**

21 It shall be the responsibility of each supervisor of employees injured on the job to investigate all  
22 accidents immediately after the injured employee(s) have received proper emergency medical  
23 attention.

24 The supervisor shall submit the appropriate accident investigation form to the system safety  
25 coordinator and Human Resources. The supervisor shall take the corrective action necessary if the  
26 action is in the scope of his/her authority or forward the report to the system safety coordinator for  
27 corrective action.

---

#### Legal References

1. TCA 49-6-2008
2. TCA 49-6-1003

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#### Cross References

- Visitors to the School 1.501  
Care of School Property 6.311

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Security</b>	Descriptor Code: <b>3.205</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>3.205</b>	Issued: <b>02/28/19</b>

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

2 The Director of Schools shall establish procedures to protect school property, which shall include, but  
3 not limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;  
5  
6 2. Denying students permission to use the classrooms, laboratories, gymnasiums or other  
7 school facilities or equipment without appropriate faculty supervision;  
8  
9 3. Controlling the issuance of building keys, master keys, security codes; and  
10  
11 4. Developing programs which contribute to the proper care and use of school facilities and  
12 equipment.  
13  
14 5. Ensuring that equipment purchased with federal funds as directed by federal and state law.<sup>2</sup>

15 The principal shall call law enforcement officials in cases involving illegal entry, theft, or vandalism.  
16 The principal shall notify the Director of Schools as soon as practical, but no longer than twenty-four  
17 (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry.

18 The Director of Schools/designee is authorized to sign a criminal complaint and to press charges. The  
19 Director of Schools shall report all signing of such complaints to the Board.

20 **LAW ENFORCEMENT SERVICES<sup>1</sup>**

21  
22 The Board may enter into collaborative partnerships with appropriate law enforcement  
23 agencies. Partnerships may include, but not limited to, education and recreational programs,  
24 delinquency prevention and mentoring initiatives.

25 The Board may enter into a memorandum of understanding with a chief of a law enforcement  
26 agency to provide school policing. Any memorandum of understanding shall address, at a minimum,  
27 the following issues:

- 28 1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance  
29 with all laws, regulations and rules of the Peace Officer Standards and Training Commission

- 1 at the time of assignment and remain compliant throughout his or her assignment.
- 2 2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training  
3 in school policing within twelve (12) months of assignment. Every year thereafter the SRO  
4 shall participate in a minimum of sixteen (16) hours of training specific to school policing. All  
5 training programs shall be approved by the Peace Officers Standards and Training  
6 Commission.<sup>3</sup>
- 7 3. Any SRO assigned under the memorandum remains an employee of the law enforcement  
8 agency, subject to that agency's direction, control, supervision and discipline.
- 9 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent  
10 of the Director of Schools.
- 11 5. In the event that more than one SRO is assigned to a school district, the law enforcement  
12 agency shall designate one of the SROs as the senior SRO. The duties of the senior SRO,  
13 however designated, shall include, but not be limited to, the following:
- 14 a. To represent and carry out the policies of the law enforcement agency assigning the  
15 SROs.
- 16 b. To supervise the SROs in the performance of their duties;
- 17 c. To consult with the Director regarding the best use of the available resources for  
18 school policing; and
- 19 d. To resolve disputes between the SROs and students or faculty members.
- 20 6. The memorandum may be effective for any length of time, including continuing until  
21 terminated by the parties, and may contain any reasonable notice requirement for the  
22 termination of the memorandum. However, the memorandum shall contain a provision  
23 allowing the Director of Schools to suspend the active participation of any SROs in the event  
24 that the Director of Schools determines that the health, safety or well being of the students or  
25 faculty members require the immediate suspension.

## 26 **CYBERSECURITY<sup>4</sup>**

- 27 The Director of Schools/designee shall develop an administrative procedure regarding the district's  
28 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect  
29 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

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Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-4217
4. Public Acts of 2021, Chapter No. 335

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Cross References

Visitors to the Schools 1.501  
Inventories 2.702  
Care of School Property 6.311

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Waivers of Statutes, Rules and Regulations</b>	Descriptor Code: <b>4.607</b>	Issued Date: <b>10/05/06</b>
		Rescinds:	Issued:

1 If the Board determines that it is in the best interest of the school district, application may be made to  
2 the Commissioner of Education for a waiver of any state board rule or regulation that inhibits or hinders  
3 the Board's ability to implement programs designed to improve student achievement.<sup>1</sup> However, the  
4 Board will not seek a waiver from those rules and regulations that are specifically excluded by state law.

5 Further, the Board may request from the Commissioner of Education a waiver of state law, rule or  
6 regulation from maximum class sizes in the event a natural disaster has caused displaced students to  
7 become enrolled in the school district.<sup>2</sup>

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#### Legal References:

1. Public Acts, 2006, Public Chapter 727
2. Public Acts, 2006, Public Chapter 579

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Personnel Goals and Objectives</b>	Descriptor Code: <b>5.100</b>	Issued Date: <b>04/22/21</b>
		Rescinds: <b>5.100</b>	Issued: <b>04/28/11</b>

1 The Board's personnel goals are as follows:

- 2
- 3 1. To ensure that the Director of Schools recruits and employs the best qualified individuals to
- 4 staff the school district;
- 5
- 6 2. To provide compensation, benefits and working environment sufficient to attract and retain
- 7 qualified employees;
- 8
- 9 3. To set goals for educator diversity that take into consideration the diversity of the student
- 10 population;<sup>1</sup>
- 11
- 12 4. To provide an in-service training program for all employees to improve their performance;
- 13 and
- 14
- 15 5. To conduct an evaluation program that will contribute to the continuous improvement of staff performance.

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Legal References

1. State Board of Education Policy 5.700;  
TCA 49-1-302(g)

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Cross Reference

School District Goals & Objectives 1.700

# Cumberland County Board of Education

<b>Last Reviewed</b> 04/08/04	Descriptor Term:  <b>Line and Staff Relations</b>	Descriptor Code: <b>5.101</b>	Issued Date: <b>10/08/02</b>
		Rescinds:	Issued:

- 1 The Director of Schools shall establish lines of authority which shall be approved by the Board and  
2 shown on the system organization chart.
- 3 All personnel are expected to keep the person to whom they are immediately responsible informed of  
4 their activities and shall refer matters requiring administrative action to the administrator to whom they  
5 are responsible. That administrator shall refer such matters to the next higher administrative authority  
6 when necessary.
- 7 All personnel shall have the right to appeal any decision made by an administrative officer through  
8 grievance procedures established through board policy.
- 9 Lines of authority do not restrict the cooperative, sensible working together of all staff members at all  
10 levels. The established lines of authority represent direction of authority and responsibility and avenues  
11 for a two-way flow of ideas to improve the program and operations of the school system

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#### Cross References

Assignment/Transfer 5.115  
Complaints and Grievances 5.501

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term:  <b>Job Descriptions</b>	Descriptor Code: <b>5.103</b>	Issued Date: <b>03/04/04</b>
		Rescinds: <b>5.103</b>	Issued: <b>02/06/97</b>

- 1 The Board will approve the broad purpose and function of the position in accord with state laws and  
2 state regulations, approve a statement of duties as recommended by the Director of Schools, and delegate  
3 to the Director of Schools the task of writing, or causing to be written, a job description for the position.
- 4 A copy of each job description shall be provided to the employee and the immediate supervisor and be  
5 included in the employee's personnel record. A copy of all job descriptions shall be maintained in the  
6 Director of Schools' office. Job descriptions shall be used as guides in annual employee evaluations.
- 7 The Director of Schools shall maintain a comprehensive, coordinated set of job descriptions for all such  
8 positions so as to promote efficiency and economy in the staff's operations.

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Cross References:

Evaluation 5.109

Qualifications/Duties of the Director of Schools 5.802

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>5.106</b>	Issued: <b>01/24/19</b>

## 1 APPLICATION

2 An individual desiring a position with the Cumberland County School District shall make application  
3 to the Director of Schools on forms approved by the Board. The district shall require criminal history  
4 background checks, fingerprinting, physical, and 10-panel drug screen of all applicants during a post  
5 offer phase of employment.<sup>1</sup> If applying for a teaching position, the Director of Schools shall also  
6 check the applicant's license status in the State Board of Education's database to determine if there is a  
7 hold on that applicant's license, and if so, the reasoning behind the hold.<sup>2</sup>

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

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

### 13 *Professional Employees*

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

19 No person shall be employed who:

- 20 1. Does not hold a valid license to teach or a temporary permit to teach from the State Board of  
21 Education;<sup>6</sup>
- 22 2. Has been identified by the Department of Children's Services as a perpetrator of child abuse,  
23 severe child abuse, child sexual abuse, or child neglect, or who poses an immediate threat to the  
24 health, safety, or welfare of children.<sup>7</sup>
- 25 3. Is listed on the state's abuse of vulnerable persons registry maintained by the Department of  
26 Health.<sup>7</sup>
- 27 4. Does not present a physician's certificate showing a satisfactory health record or who has any  
28 contagious or communicable disease in such form that might endanger the health of school  
29 children;<sup>8</sup>

- 1 5. Refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee  
2 and of the United States of America;<sup>9</sup>
- 3 6. Fails to make a full disclosure of any prior criminal record and any prior dismissals from  
4 employment for cause;
- 5 7. Does not receive a satisfactory background check.<sup>10</sup>

#### 6 *Support Employees*

7 No person shall be employed who:

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

#### 19 **EMPLOYMENT**

20 After checking references and receiving written recommendations, the Director of Schools may hire  
21 and assign qualified applicants.

#### 22 *Initial Employment for Professional Employees*

23 Upon initial employment, the Director of Schools shall notify such person, in writing, of the offer and  
24 conditions of employment. Upon receipt of employment notification, such person shall respond within  
25 the timeline established by state law.<sup>12</sup> From the date of the written acceptance, such person is  
26 considered to be under employment with the district and is subject to all rights, privileges and duties.

#### 27 *School Bus Drivers Additional Requirements<sup>13</sup>*

28 All new school bus drivers must meet the following requirements:

- 29 1. Be at least 25 years old;
- 30 2. Possess at least five consecutive years of "unrestricted" driving experience; and
- 31 3. Possess "good character, competency and fitness."

32 The new law applies only to persons who receive an "initial school bus endorsement" after January 1,  
33 2018. It does not apply to persons who already possess a school bus endorsement on January 1, 2018.  
34 Also, it does not apply to persons who renew or reinstate a license issued prior to January 1, 2018, that  
35 included a school bus endorsement.

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Legal References

1. TCA 49-5-406
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; Public Acts of 2021, Chapter No. 211
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)
13. TCA 55-50-302

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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

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Personnel Records</b>	Descriptor Code: <b>5.114</b>	Issued Date: <b>05/24/18</b>
		Rescinds: <b>5.114</b>	Issued: <b>04/27/17</b>

1 The Director of Schools/designee(s) shall be authorized to maintain personnel records and to permit  
2 inspection of the same. The following records shall be maintained for all employees as appropriate in  
3 the office of the Director of Schools:

- 4 1. Employee applications and contracts;
- 5 2. Professional certificates and other documents required by state and federal laws and  
6 regulations;<sup>1</sup>
- 7 3. Cumulative information files:
  - 8 a. Date and place of birth
  - 9 b. Work history
  - 10 c. Qualifications
  - 11 d. Physical exams
  - 12 e. Evaluations (non-teachers)
  - 13 f. Military Service
  - 14 g. Criminal history record information

15 All employment will be contingent upon all required documentation (ex. pre-employment physical,  
16 drug test, background check, parapro test completion, etc.) being satisfactorily completed before his or  
17 her first day of employment.

18 The following guidelines regarding records and files shall be followed:

- 19 1. Information contained in personnel records shall be limited to job-related matters;
- 20
- 21 2. The Director of Schools shall be responsible for notifying all employees of the types of  
22 information kept and its uses;
- 23
- 24 3. Employees shall be granted an opportunity to respond in writing to material placed in records;
- 25
- 26 4. Employee records are public records, except for medical records and matters deemed  
27 confidential by law, and shall be open for inspection during regular business hours;<sup>2</sup>
- 28
- 29 5. In accordance with federal law, the district shall release information regarding the professional  
30 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents  
31 upon request for any teacher or paraprofessional who is employed by a school receiving Title I  
32 funds and who provides instruction to their child at that school;<sup>3</sup>
- 33

- 34 6. Members of the public may not obtain the home telephone number, personal cell phone  
35 number, bank account information, social security number, residential street address, driver  
36 license information (except where driving or operating a vehicle is considered to be a part of  
37 the employee's duties), of an employee or of the immediate family members or household  
38 members of an employee, unless release of this information is expressly authorized by the  
39 employee;<sup>4</sup>  
40
- 41 7. A record of the person inspecting and the date of inspection shall be recorded; and  
42
- 43 8. Copies of administrative records may be made under rules determined by the director of  
44 schools.<sup>5</sup>
- 45 Teacher evaluations and other instruments of communication between the teacher and the principal  
46 will be maintained in a secured file in the principal's office, of the school of assignment. Similar files  
47 of principals and supervisors shall be maintained in the office of the Director of Schools.

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**Legal References**

1. TCA 49-2-301(b)(1)(M)
2. TCA 10-7-503, 504
3. 20 USCA § 6311(g)(2)
4. TCA 10-7-504(f)(1)
5. TCA 10-7-506; TCA 49-2-301(b)(1)(CC); TCA 8-50-108

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**Cross References**

School District Records 1.407

# Cumberland County Board of Education

Monitoring: <b>Date Last Received: 04/08/04</b>	Descriptor Term: <b>Staff Positions</b>	Descriptor Code: <b>5.116</b>	Issued Date: <b>04/03/08</b>
		Rescinds: <b>5.116</b>	Issued: <b>12/05/02</b>

## 1 CREATION OF POSITION

2 All staff positions shall be approved through the budget process in accordance with an organizational  
3 plan submitted by the Director of Schools.<sup>1</sup> Before an additional position is established, the Director of  
4 Schools will present to the Board a job description, qualifications, performance responsibilities and the  
5 method by which the performance of these responsibilities will be evaluated.

6 The Director of Schools may revise the organizational plan as long as budgetary amounts are not  
7 exceeded and board policy is not violated. In the event of reorganization, the Director of Schools will  
8 adhere to all applicable reduction in force guidelines and will inform, in a timely manner, each member  
9 of the board of the change and include the change in the Director's report at the next board meeting. If  
10 change in personnel creates additional encumbrance on a future budget, prior approval of the Board is  
11 required.

## 12 REDUCTION IN FORCE

13 When it becomes necessary to reduce the number of positions in the system because of a decrease in  
14 enrollment or for other good reasons, the Board shall abolish the positions and dismiss such employees  
15 as may be necessary.<sup>2</sup>

## 16 Licensed Personnel

17 Reductions in staff will be made according to which have the least detrimental effect on children. In  
18 general, this objective dictates a staff reduction policy which:

- 19 1. Retains the most effective teachers;
- 20 2. Avoids undue increases in class size; and
- 21 3. Provides consideration for the exceptional teacher without exclusive emphasis on seniority.

22 The elimination of a position does not necessarily mean the person occupying the position will be  
23 dismissed. When an employee is released, it is the responsibility of the Director to make a  
24 recommendation to the Board about which employee shall be released and to justify the recommendation  
25 based upon a composite of the following criteria:

- 26 1. Effectiveness in teaching and in related professional responsibilities evidenced by teacher  
27 evaluation;
- 28 2. Adaptability to other assignments (academic and extracurricular);
- 29 3. Evidence of professional growth as well as specialized or advanced training;

- 1 4. Previous history of grade levels and subject areas taught; and  
2 5. Type, length and quality of service made to the teaching profession and the school system.

3 When a teacher is released because of reduction in staff, the teacher shall be given written notice of  
4 release explaining the circumstances or conditions making dismissal necessary.

#### 5 **Non-Licensed Personnel**

6 When a non-licensed employee is released because of a reduction in the number of support positions,  
7 the Director of Schools shall give the employee written notice of dismissal explaining the circumstances  
8 or conditions making termination of employment necessary.<sup>3</sup>

9 The contract of each non-licensed employee shall contain a statement regarding the reduction in force  
10 policy.

#### 11 **RECALL**

12 The Director of Schools shall maintain a preferred re-employment list for tenured teachers whose  
13 position is abolished.<sup>3</sup> The fitness of any teacher for re-employment shall be determined on the basis of  
14 the teacher's competence, compatibility and suitability to properly discharge the duties required by the  
15 position with consideration for the best interests of the students in the school where the vacancy exists.<sup>2</sup>

16 It shall be the responsibility of the separated teacher to notify the Director of Schools in writing of his/her  
17 availability and current address. A professional employee who is placed on the preferred re-employment  
18 list and subsequently refuses the offer of a comparable position will be removed from the preferred list.<sup>4</sup>

19 Any teacher who has been on the preferred list for re-employment for two (2) consecutive years shall,  
20 by April 1 of the second consecutive year, receive notice that the teacher's name shall be removed from  
21 the list. The Director shall send the notice to the last known address of the teacher. A teacher who wishes  
22 to remain on the preferred list for re-employment after the second year shall notify the Director of  
23 Schools in writing by April 15 of the second year and each subsequent year of his or her desire to remain  
24 on the preferred list for re-employment.<sup>4</sup>

25 Employees returning from layoff shall have all previously accrued sick leave and seniority reinstated,  
26 but shall not receive benefits for the period of the layoff.

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#### Legal References:

1. OP Tenn. Atty. Gen. 93-66 (November 29, 1993)
2. TCA 49-5-409(d); TCA 49-2-301 (b)(1) (EE)
3. TCA 49-5-511(b)(1)
4. TCA 49-5-511(b)(4)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually in April</b>	Descriptor Term: <b>Procedure for Granting Tenure</b>	Descriptor Code: <b>5.117</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>5.117</b>	Issued: <b>05/25/17</b>

## 1 **General**

2 To attain tenure,<sup>1</sup> a teacher shall: (1) meet tenure eligibility requirements; (2) be renewed and  
3 recommended by the Director of Schools; and (3) receive a majority vote of the Board.

## 4 **TENURE ELIGIBILITY<sup>2</sup>**

5 A teacher that meets the following requirements is eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has  
7 the equivalent amount of training established and is licensed by the State Board of Education;
- 8 2. Holds a valid teaching license issued by the State Board of Education, based on training  
9 covering the subjects or grades taught;
- 10 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)  
11 months within the last seven-year period with the last two (2) years being employed in a regular  
12 teaching position rather than in the interim position; and
- 13 4. Received evaluations demonstrating an overall performance effectiveness level of “above  
14 expectations” or “significantly above expectations” proved by the evaluation guidelines  
15 adopted by the State Board of Education during the last two (2) years of their probationary  
16 period.

17 If a teacher has met all other requirements for tenure eligibility but has not acquired an official  
18 evaluation score during the last one (1) or two (2) years of the probationary period due to allowable  
19 circumstances outlined in state law, he/she may utilize the most recent two (2) years of available  
20 evaluation scores achieved during the probationary period to become eligible for tenure.<sup>3</sup>

## 21 **ACQUISITION OF TENURE STATUS**

22 Once a teacher is eligible for tenure, he/she shall be either recommended by the Director of Schools for  
23 tenure or nonrenewed. If tenure is denied by the Board, the teacher shall be dismissed.<sup>4</sup>

24 The following additional guidelines shall apply:

- 25
- 26 1. The Director of Schools will recommend persons eligible for tenure at a Board meeting in  
27 ample time to send notice of non-renewal to each teacher not recommended for tenure within  
28 five (5) business days following the last instructional day for the school year.<sup>5</sup>
- 29 2. The decision to grant tenure is solely within the discretion of the Board.<sup>6</sup> Only those teachers  
30 who receive a majority vote of the membership of the Board will be granted tenure.<sup>7</sup>
- 31 3. A teacher who is eligible for tenure, but tenure is denied by the Board, shall not be rehired

1 beyond the current contract year.<sup>4</sup>

## 2 **TEACHER RETURNING TO EMPLOYMENT**

3 A teacher who has attained tenure status in a school district and later resigns shall serve a two (2) year  
4 probationary period upon reemployment unless the probationary period is waived by the Board of  
5 Education upon request of the Director of Schools. Upon completion of the two (2) year probationary  
6 period, the teacher shall be eligible for tenure and shall be either recommended by the Director of Schools  
7 for tenure or non-renewed; If tenure is denied by the Board, the teacher shall be dismissed.<sup>8</sup>

## 8 **TEACHER TRANSFERRING FROM ANOTHER SCHOOL DISTRICT<sup>9</sup>**

9 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another  
10 school district to begin employment in the Cumberland County School District shall serve the regular  
11 probationary period. The Board, upon the recommendation of the Director of Schools, may waive the  
12 probationary period and grant tenure status or shorten the probationary period.

13 If a nontenured teacher with fewer than five (5) years of service transfers from another school district,  
14 such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when  
15 service in both school districts is counted.

16 All tenure decisions made under this section are subject to the requirements concerning overall teacher  
17 performance effectiveness levels.

## 18 **TEACHER RETURNING TO PROBATIONARY STATUS<sup>10</sup>**

19 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall  
20 performance effectiveness level of “below expectations” or “significantly below expectations” shall be  
21 returned to probationary status by the Director of Schools until the teacher has received two (2)  
22 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above  
23 expectations” or “significantly above expectations.”

24 When a teacher who has returned to probationary status has received two (2) consecutive years of  
25 evaluations demonstrating an overall performance effectiveness level of “above expectations” or  
26 “significantly above expectations,” the teacher is again eligible for tenure and shall be either  
27 recommended by the Director of Schools for tenure or nonrenewed; provided, however, that the teacher  
28 shall be dismissed if tenure is denied by the Board.<sup>4</sup>

29 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

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Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. Public Acts of 2021, Special Legislative Session  
Chapter No. 2
4. TCA 49-5-504(b)
5. TCA 49-5-409(b); Public Acts of 2021, Chapter No.  
378
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

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Cross References

Separation Practices for Tenured Teachers 5.200  
Separation Practices for Non-Tenured Teachers 5.201

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Separation Practices for Non- Tenured Teachers</b>	Descriptor Code: <b>5.201</b>	Issued Date: <b>09/22/22</b>
		Rescinds: <b>5.201</b>	Issued: <b>10/28/21</b>

## 1 **SUSPENSION PENDING AN INVESTIGATION<sup>1</sup>**

2 The Director of Schools may suspend a non-tenured teacher at any time that may seem necessary,  
3 pending investigation or final disposition of a case before the Board or an appeal. If the matter under  
4 investigation is not the subject of an ongoing criminal investigation or a Department of Children's  
5 Services investigation, and if no charges for dismissal have been made, a suspension pending  
6 investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of  
7 Schools suspend a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher  
8 shall be paid full salary for the period of suspension.

## 9 **SUSPENSION OF THREE DAYS OR LESS<sup>2</sup>**

10 A Director of Schools/designee may suspend a non-tenured teacher for incompetence, inefficiency,  
11 neglect of duty, unprofessional conduct, and insubordination. Before a non-tenured teacher is suspended  
12 he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an  
13 explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a recorded  
14 conference, if requested within five **5** working days; and (3) given a written decision of the suspension  
15 within ten **10** working days. Both parties may be represented by counsel at the conference, which shall  
16 be recorded.

17 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If  
18 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension  
19 without pay is deemed to be an appropriate penalty.

## 20 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS<sup>2</sup>**

21 The Director of Schools may dismiss or suspend for more than three **3** working days any non-tenured  
22 teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or  
23 neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

24 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing  
25 before an impartial hearing officer.

26 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will  
27 hear the case and the non-tenured teacher shall have the right to:

- 28 1. Be represented by counsel;
- 29 2. Call and subpoena witnesses;
- 30 3. Examine all witnesses; and
- 31 4. Require that all testimony be given under oath.

1 Factual findings and decisions in all dismissal cases shall be provided in written form and delivered to  
2 the affected non-tenured teacher within ten **10** working days following the close of the hearing. The non-  
3 tenured teacher may appeal the decision to the Board within ten **10** working days of the hearing officer  
4 rendering the written decision to the non-tenured teacher. Written notice of appeal to the Board shall be  
5 given to the Director of Schools. Within twenty **20** working days of receipt of notice, the Director of  
6 School shall prepare a copy of the proceedings including all transcripts, documentary and evidence or  
7 otherwise presented and provide the Board a copy of the same.

8 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in  
9 same manner as the non-tenured teacher.

10 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may  
11 appear in person or be represented by counsel and argue why the decision should be modified or reversed.  
12 The Board shall take one of the following actions:

- 13 1. Sustain the decision;
- 14 2. Send the record back if additional evidence is necessary; or
- 15 3. Revise the penalty or reverse the decision.

16 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in  
17 sustaining the charges. The Board shall render a decision on the appeal within ten **10** working days after  
18 the conclusion of the hearing.

19 Within twenty **20** working days after receipt of notice of the decision of the Board, either party may  
20 appeal to the chancery court in the county where the school district is located. The Board shall provide  
21 the entire record of the hearing to the court.

## 22 **NON-RENEWAL**

23 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of  
24 employment enjoyed by tenured teachers except that they have no claim upon continuing employment  
25 or tenure protections.

26 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-  
27 tenured teacher and providing assistance for overcoming these deficiencies.

28 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their  
29 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,  
30 the following action shall be taken:

- 31 1. The Board shall be notified at the next regular board meeting; and
- 32 2. Written notice of non-renewal shall be sent to the teacher by certified mail, overnight carrier or  
33 by email within five (5) business days following the last instructional day for the school year.<sup>3</sup> If  
34 the reason for the non-renewal is due only to a loss of funding for the position, then the notice  
35 shall include a statement listing it as the cause for non-renewal.<sup>4</sup>

## 1 RESIGNATION

2 A non-tenured teacher shall give the Director of Schools notice of resignation at least thirty **30** days  
3 before the effective date of the resignation.<sup>5</sup> The Board may waive the thirty **30** days-notice requirement  
4 and permit a non-tenured teacher to resign in good standing.

5 The conditions under which it is permissible to break a contract with the Board are as follows:<sup>6</sup>

- 6 1. The incapacity on the part of the non-tenured teacher to perform the contract as evidenced by the  
7 certified statement of a physician approved by the Board; and
- 8 2. The release by the Board of the non-tenured teacher from the contract, which the non-tenured  
9 teacher has entered into with the Board.

10 Any non-tenured teacher on leave shall notify the Director of Schools in writing at least thirty **30** days  
11 prior to the date of return if the non-tenured teacher does not intend to return to the position from which  
12 he/she has taken leave. Failure to render such notice may be considered a breach of contract.<sup>7</sup>

13 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with  
14 the State Board of Education and request the suspension of a non-tenured teacher's license. After the  
15 State Board of Education has provided the non-tenured teacher an opportunity for defense during a  
16 hearing, the State Board of Education may suspend the license for no less than thirty **30** days and no  
17 more than three hundred sixty-five **365** days.<sup>8</sup>

## 18 RETIREMENT

19 Retirement shall mean a termination of services under conditions, which will allow the non-tenured  
20 teacher to draw benefits from retirement plans and/or Social Security benefits.

21 Non-tenured teachers eligible for retirement benefits may elect to retire at any age according to the  
22 provisions of the retirement system. Central office personnel shall assist non-tenured teachers in  
23 securing retirement benefits; however, it shall be the responsibility of the retiring non-tenured teacher to  
24 provide verification of eligibility in writing from the Tennessee Consolidated Retirement System  
25 (TCRS) to the central office. It shall be the responsibility of the retiring non-tenured teacher to file for  
26 benefits.

27 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*  
28 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of*  
29 *non-tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

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Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409
4. Public Acts of 2022, Chapter No, 678
5. TCA 49-5-508
6. TCA 49-5-411(a)
7. TCA 49-5-706
8. TCA 49-5-411(b)

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Cross References

Public Hearings 1.401  
Teacher Tenure 5.117  
Recommendations and File Transfers 5.203

## Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <h3 style="text-align: center;">Short Term Leaves of Absence</h3>	Descriptor Code: <b>5.300</b>	Issued Date: <b>05/25/17</b>
		Rescinds:	Issued:

1 Short-term leaves of absence shall consist of the following: Emergency, legal, sick, personal, and  
 2 professional leave.<sup>1</sup>

### 3 UNAUTHORIZED ABSENCES

4 An employee who is absent from his assigned work location or schedule for three (3) or more days  
 5 without official leave approval from supervisory personnel shall be considered absent without authorized  
 6 leave. In such cases, the Cumberland County School System shall regard the job as abandoned, and it  
 7 will be recommended to the Director of Schools that the employee be terminated, unless he/she can  
 8 provide acceptable and verifiable evidence of extenuating circumstances.

9 Employees who are absent without notice or authorization for less than three (3) days, and who  
 10 subsequently report to work, shall provide a detailed written reason for such absence and, regardless of  
 11 stated reasons, may be subject to disciplinary action, up to and including dismissal.  
 12

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Legal References

1. TRR/MS 0520-1-2-.04(8)

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Cross References

- Emergency & Legal Leave 5.301
- Sick Leave 5.302
- Personal & Professional Leave 5.303
- Vacations and Holidays 5.310

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Sick Leave</b>	Descriptor Code: <b>5.302</b>	Issued Date: <b>04/22/21</b>
		Rescinds: <b>5.302</b>	Issued: <b>05/25/17</b>

## 1 PROFESSIONAL PERSONNEL

2 Sick leave for professional personnel shall accrue at one (1) day for each month employed during the  
3 school year and shall accumulate for an unlimited number of days.<sup>1</sup>

4 Sick leave shall be defined as: illness from natural causes or accident, quarantine, or illness or death  
5 of a member of the immediate family of an employee, including the employee's wife or husband,  
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,  
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished  
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all  
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 A physician's certificate may be required, on forms furnished by the Board in support of any claim for  
12 sick leave pay. The Supervisor/designee shall notify Human Resources immediately when it is known  
13 that an employee is out more than four (4) consecutive days, for FMLA purposes.

14 The supervisor/designee shall immediately notify the Director of Schools' office if an employee  
15 is absent beyond the limit of his/her sick leave accumulation.

16 Permanent, cumulative sick leave records for each active professional employee shall be kept in  
17 the Director of Schools' office or readily available from the county finance department.

18 Upon employment, an employee has available in advance those sick leave days to be earned in that school  
19 year. However, those days used prior to earning them will be charged against the annual  
20 accumulation. Upon termination of employment before sick leave days are earned, they shall be  
21 deducted from the final pay of the employee an amount to cover the excess sick leave days used and  
22 if such salary is insufficient, the employee shall be liable for reimbursement of any amount in excess  
23 of final leave pay.

24 Upon employment transfer of accumulated sick leave from another Tennessee school district may be  
25 credited when the Director of Schools of the district in which the accumulated leave was held  
26 provides notarized verification<sup>3</sup> of resignation in good standing.<sup>3</sup>

## 1 **SUPPORT PERSONNEL**

2 Sick leave shall be defined as: illness from natural causes or accident, quarantine, or illness or death of  
 3 a member of the immediate family of an employee, including the employee's wife or husband,  
 4 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-  
 5 in-law, son-in-law, brother-in-law, and sister-in-law.<sup>2</sup>

6 A signed statement listing the cause of absence shall be provided by the employee on forms furnished  
 7 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all  
 8 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

9 A physician's certificate may be required, on forms furnished by the Board in support of any claim for  
 10 sick leave pay. The supervisor/designee shall notify Human Resources immediately when it is known  
 11 that an employee is out more than four (4) consecutive days, for FMLA purposes.

12 The supervisor/designee shall immediately notify the Director of Schools' office if an employee  
 13 is absent beyond the limit of his/her sick leave accumulation.

14 Support personnel shall earn sick leave based on the non-certified schedule of benefits.

16 At the termination of the employment of any employee, all unused sick leave accumulated by the employee  
 17 shall be terminated or donated.

18 The immediate supervisor may require a physician's certificate stating the reason for absence.

## 20 **SICK LEAVE BANK**

21 Separate sick leave banks shall be available for all professional and support personnel<sup>4</sup> who are  
 22 eligible for accumulated sick leave. Guidelines and procedures for operation are available at the  
 23 Human Resource Office.

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### Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811

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### Cross References

Family and Medical Leave 5.305  
 Physical Assault Leave 5.307  
 Workers' Compensation 3/602  
 Short Term Leaves of Absence 5.300

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Long-Term Leave of Absence for Professional Personnel</b>	Descriptor Code: <b>5.304</b>	Issued Date: <b>06/27/19</b>
		Rescinds: <b>5.304</b>	Issued: <b>05/25/17</b>

1 Any person holding a position requiring a license to teach shall be granted leave for military  
2 service, legislative service, maternity, adoption, recuperation of health, or visitation of a spouse,  
3 child, or parent deployed for military duty out of the country who has been granted rest  
4 and recuperation leave. Such personnel may be granted leave for educational improvements,  
5 or other sufficient reasons as determined by the Director of Schools. If granted, such leave shall not  
6 result in the forfeiture of accumulated leave credits, tenure status, or other fringe benefits.<sup>1</sup>

7 All leaves shall be requested in writing at least thirty **30** days in advance on forms provided by  
8 the Director of Schools. The 30-day notice may be waived or reduced by the Director of Schools  
9 upon submission of a certified statement by a physician. The application for leave forms shall  
10 require:

- 11 • A description of the type of leave requested;
- 12 • The requested dates for beginning and ending the leave; and
- 13 • A statement of intent to return to the position from which leave is granted.<sup>1</sup>

14 Each request for leave must be acted upon by the Director of Schools within fifteen **15** days. Each  
15 applicant shall be notified in writing of the action of the Director and the beginning and ending dates  
16 of the leave which is granted.<sup>2</sup> All leaves, except military leave, shall be from a specific date to a  
17 specific date. However, any leave may be extended by the Director of Schools upon written request  
18 from the teacher. Military leave shall be granted for whatever period may be required. The procedure  
19 and condition for extending a leave are the same as those used when originally requesting and  
20 granting the leave.

21 Leave to visit a spouse, child, or parent deployed for military duty out of the country who has been  
22 granted rest and recuperation leave shall be granted for no longer than ten **10** days.<sup>3</sup>

23 Positions vacated for less than twelve **12** months by teachers on leave shall be filled with an interim  
24 teacher while the teacher is on leave. If the teacher returns from leave within 12 months, the interim  
25 teacher shall relinquish the position. If the leave exceeds twelve **12** months, the teacher shall be  
26 placed in the same or a comparable position upon return.<sup>4</sup>

27 Part-time leaves may be granted by the Director of Schools upon written request for the same  
28 conditions as for full-time leave.

1 Any teacher on leave shall notify the Director of Schools at least thirty **30** days prior to the date  
2 of return if the teacher does not intend to return to the position from which he/she is on leave.  
3 Failure to give such notice shall be considered breach of contract.<sup>5</sup>

#### 4 **RESTRICTIONS**

5 The Director may require that a request for leave be supported by certification issued by a health  
6 care provider with the following information:

- 7 • the date on which the serious health condition commenced;
- 8 • the probable duration of the condition;
- 9 • the appropriate medical facts within the knowledge of the health care provider  
10 regarding the condition; and
- 11 • a statement that the eligible employee is needed to care for the son, daughter, spouse, or  
12 parent and an estimate of the amount of time that such employee is needed.

13 If there is any reason to doubt the validity of the certification provided, the Director may require, at  
14 the expense of the school system, an opinion of a second health provider.

#### 15 **PAY AND BENEFITS**

16 All leave granted in conformance with this policy shall be without pay except as may be covered by  
17 sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to  
18 continue participation, at their own expense, in group insurance plans subject to restrictions of the  
19 insuring carrier.

20 Employees who take leave under the provisions of the Family Medical Leave Act (FMLA) shall have  
21 the same portion of their insurance premiums paid by the Board as is paid for active employees. This  
22 leave is limited to twelve **12** weeks and subject to the restrictions and conditions of the Family and  
23 Medical Leave Act.

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#### Legal References

1. TCA 49-5-702
2. TCA 49-5-703
3. TCA 49-5-704
4. TCA 49-5-705
5. TCA 49-5-706

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#### Cross References

Family and Medical Leave 5.305  
Military Leave 5.306  
Physical Assault Leave 5.307  
Sabbatical Leave 5.308  
Legislative Leave 5.309  
Interim Employees 5.700

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Military Leave</b>	Descriptor Code: <b>5.306</b>	Issued Date: <b>04/23/09</b>
		Rescinds: <b>5.306</b>	Issued: <b>03/04/04</b>

1 Employees who are members of any reserve component of the Armed Forces of the United States shall  
2 be granted leave of absence for all periods of military service during which they are engaged in the  
3 performance of duty or training in the service of the state or the United States.<sup>1</sup> Reservists who anticipate  
4 military duty during the school year must give written notice to the Director of Schools, within thirty  
5 (30) days of the beginning of the school year, of the dates of the anticipated duty. While performing  
6 such duty or training, the employee shall be paid his/her regular salary up to a maximum of twenty (20)  
7 working days in any one (1) calendar year, plus such additional days as may result from any call to active  
8 state duty.<sup>2</sup> An employee called to active duty by the governor to enforce the laws of the state shall be  
9 paid his/her regular salary for such time as he/she is engaged in the performance of his/her duty, and any  
10 time spent in active state duty shall not count against the twenty-day period of leave allowed for military  
11 service.<sup>3</sup>

12 Request for leaves and extension of leaves shall conform to state law and board policy governing all  
13 leaves of absence. Failure to comply with applicable laws and policies shall constitute grounds for  
14 dismissal.

15 The employee shall supply a copy of the orders for duty, including the dates of departure and return it to  
16 the Director of Schools prior to, or simultaneous with, requesting leave.

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Legal References:

1. 38 U.S.C.A. § 2024(d)
2. TCA 8-33-109; TCA 49-5-702(a)
3. TCA 58-1-106(d) TCA 58-1-109

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Cross Reference:

Long Term Leaves of Absence 5.304

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Legislative Leave</b>	Descriptor Code: <b>5.309</b>	Issued Date: <b>03/04/04</b>
		Rescinds: <b>5.309</b>	Issued: <b>02/06/97</b>

1 Certified employees who have been elected to state or local law-making bodies shall be granted  
2 personal leave or leave **without pay** for the time those law-making bodies are in official session or while  
3 attending official meetings outside the session.<sup>1</sup>

4 In addition, certificated employees shall be granted leave to serve on any board or commission of the  
5 state when the appointment is made by the Governor or General Assembly. Such leave shall not be  
6 counted against any other accumulated leave credits. The employee shall notify the principal at least  
7 five (5) days prior to leave being taken.<sup>2</sup>

## 8 *Non-certified Personnel*

9 Legislative leave as described above shall also be granted to non-certified employees.

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### Legal References:

1. TCA 49-5-702; TCA 49-5-713
2. TCA 49-5-205

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### Cross Reference:

Long Term Leaves of Absence 5.304

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Personnel Health Examinations / Communicable Diseases</b>	Descriptor Code: <b>5.400</b>	Issued Date: <b>04/08/04</b>
		Rescinds: <b>5.400</b>	Issued: <b>02/06/97</b>

- 1 All employees, prior to entering service, shall present a certificate showing a satisfactory health record.<sup>1</sup>  
2 Employees shall inform the Director of Schools whenever they contract a contagious or communicable  
3 disease.
- 4 No employee who has a communicable disease shall perform his/her duties in any location where such  
5 might endanger the health of school children. The Board shall require any employee to submit to a  
6 physical examination by a physician whenever there is reason to believe that the employee has any  
7 communicable disease.<sup>2</sup>
- 8 The Director of Schools shall reassign or suspend any employee who is believed to have a communicable  
9 disease which might endanger the health of children, pending investigation and final disposition of the  
10 case before the Board.<sup>3</sup>
- 11 To assist the Board in making final disposition of the case, the Director of Schools may refer the case to  
12 the County Health Office or other medical experts.
- 13 The Board shall use the written report to determine the employment status of the employee.

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Legal References:

1. TRR/MS 0520-1-3-.08(2)(f)
2. TCA 49-2-203(b)(2); TCA 49-5-710(a)(7); TCA 49-5-404
3. TCA 49-5-511

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Cross References:

Section 504 & ADA Grievance Procedures 1.802  
Suspension/Dismissal 5.200-202

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Hepatitis B (HBV)</b>	Descriptor Code: <b>5.402</b>	Issued Date: <b>02/06/97</b>
		Rescinds:	Issued:

1 All schools shall provide a sanitary environment and shall establish routines for handling body fluids  
2 that are recommended by appropriate health professionals.<sup>1</sup>

3 All school district personnel shall be advised of routine procedures to follow in handling body fluids.  
4 These procedures shall provide simple and effective precautions against transmission of diseases to  
5 persons potentially exposed to the blood or body fluids of another. These procedures shall be standard  
6 health and safety practices. No distinction shall be made between body fluids from individuals with a  
7 known disease and individuals without symptoms or with an undiagnosed disease.

8 The administration shall develop, in consultation with medical personnel, a regulation to be distributed  
9 to all staff. Training and appropriate supplies shall be available to all personnel including those involved  
10 in transportation and custodial services.

11 In addition to insuring that these health and safety practices are carried out on a districtwide basis, special  
12 emphasis shall be placed in those areas of school district operation that potentially present a greater need  
13 for these precautions.

## 14 **CONFIDENTIALITY AND NON-DISCRIMINATION**

15 In all instances, district personnel shall respect the individual's right to privacy and treat any medical  
16 diagnosis as confidential information. The Director of Schools shall initiate procedures to insure that all  
17 medical information will be held in strict confidence. Any school staff member who violates  
18 confidentiality shall be subject to appropriate disciplinary measures.

19 Under no circumstances shall information identifying an employee with HBV be released to the public.

## 20 **SAFETY**

21 Employees who are at high risk of occupational exposure shall be identified and provided with personal  
22 protective equipment, including HBV vaccinations. Employees considered to be at high risk shall  
23 include custodians, school nurses, special education teachers and instructional assistants, playground  
24 supervisors, coaches and physical education teachers.

25 When any employee is known to have been exposed to HBV on the job site, the employee will be notified  
26 immediately by a supervisor, and the Board shall provide vaccinations.

27 The principal will ensure that an accident report is filed for all accidents. The report will include the  
28 employee's name, date of the accident, an explanation of the accident and the care used in treating the  
29 individual. These reports will be kept on file in the principal's office for a minimum of one (1) year.

1 **EDUCATION AND UNIVERSAL PRECAUTIONS**

2 HBV education, including universal precautions on handling blood and other body fluids, will be  
3 provided to all school personnel and volunteers and may include members of the Board.

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Legal References:

1. 29 CFR Part 1910.1030

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)</b>	Descriptor Code: <b>5.500</b>	Issued Date: <b>05/24/18</b>
		Rescinds: <b>5.500</b>	Issued: <b>12/20/12</b>

1 Employees shall be provided a work environment free from sexual, racial, ethnic, and religious  
2 discrimination/harassment. It shall be a violation of this policy for any employee or any student to  
3 discriminate against or harass an employee through disparaging conduct or communication that is sexual,  
4 racial, ethnic, or religious in nature. The following guidelines are set forth to protect employees from  
5 discrimination/harassment.

6 Employee discrimination/harassment will not be tolerated.<sup>1</sup> Discrimination/harassment is defined as  
7 conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious  
8 nature that:

- 9 1. Unreasonably interferes with the individual's work or performance;
- 10 2. Creates an intimidating, hostile, or offensive work environment;
- 11 3. Implies that submission to such conduct is made an explicit or implicit term of employment; or
- 12 4. Implies that submission to or rejection of such conduct will be used as a basis for an employment  
13 decision affecting the harassed employee.

14 Alleged victims of sexual, racial, ethnic, and religious discrimination/harassment shall report these  
15 incidents immediately.<sup>2</sup> This report should be made to the immediate supervisor, except when the  
16 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report  
17 may be made to the Federal Rights Coordinator or the Director of Schools. Allegations of  
18 discrimination/harassment shall be fully investigated (as set forth in *Complaints*). An oral complaint may  
19 be submitted; however, such complaint must be reduced to writing to ensure a more complete  
20 investigation. The complaint should include the following information:

- 21 1. Identity of the alleged victim and person accused;
- 22 2. Location, date, time, and circumstances surrounding the alleged incident;
- 23 3. Description of what happened;
- 24 4. Identity of witnesses; and
- 25 5. Any other evidence available.

26 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,  
27 because an individual's need for confidentiality must be balanced with obligations to cooperate with  
28 police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough  
29 investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses  
30 may be disclosed in appropriate circumstances to individuals with a need to know.

31 A substantiated charge against an employee shall result in disciplinary action up to and including  
32 termination. A substantiated charge against a student may result in corrective or disciplinary action up  
33 to and including suspension.

- 1 There will be no retaliation against any person who reports discrimination/harassment or participates in
  - 2 an investigation. However, any employee who refuses to cooperate or gives false information during the
  - 3 course of any investigation may be subject to disciplinary action. The willful filing of a false report will
  - 4 itself be considered harassment and will be treated as such.
- 
- 5 An employee disciplined for violation of this policy may appeal the decision by contacting the Federal
  - 6 Rights Coordinator or the Director of Schools.

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Legal References

1. 29 CFR §1604.11
2. 20 USCA § 1681

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Cross References

Appeals To & Appearances Before the Board 1.404  
Equal Opportunity Employment 5.104  
Complaints 5.501

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Complaints</b>	Descriptor Code: <b>5.501</b>	Issued Date: <b>01/24/19</b>
		Rescinds: <b>5.501</b>	Issued: <b>08/23/18</b>

## 1 GENERAL

2 It is the policy of the Board to encourage parents and citizens to discuss school problems with school  
3 personnel. However, in order to properly address such problems, it is necessary that such  
4 complaints be produced in writing. Therefore, if any parent or citizen has a complaint, with any  
5 school or school personnel, the principal in charge of such school or school personnel will request  
6 that the complaint be put in writing and shall provide a copy of the complaint policy to the  
7 complainant.

8 Any student or any parent/guardian who is held responsible for the education and welfare of a  
9 student under the provisions of board policy 6.209, may file a written complaint on behalf of the  
10 student. Such complaint shall be filed in the building principal or supervisor's office.

11 In the event the complaint is against an employee, such employee shall be given a copy of the  
12 written complaint and an opportunity to meet with complainant in an effort to resolve the  
13 problem(s).

14 Any matter related to the operation of the school system may be addressed at a board meeting.  
15 However, the Board desires that all matters be settled at the lowest level of responsibility and will  
16 not hear complaints or concerns which have not advanced through the proper administrative  
17 procedure from the point of origin.

## 18 PROCEDURAL REQUIREMENTS

19 Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these  
20 incidents immediately.<sup>1</sup> This report should be made to the immediate supervisor except when the  
21 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the  
22 report may be made to the Federal Rights Coordinator or the Director of Schools. Allegations of  
23 discrimination/harassment shall be fully investigated (as set forth in Discrimination/Harassment of  
24 Employees 5.500). An oral complaint may be submitted; however, such complaint must be reduced  
25 to writing to ensure a more complete investigation.<sup>1</sup>

26 Any written complaints regarding an employee shall be made within twenty (20) business days after  
27 knowledge of the incident is made to any member of the administration by any student or authorized  
28 parent or guardian which may influence evaluation or discipline of the employee.

1 **STEP 1**

2 a. *Meeting with a principal or immediate supervisor*

3 The principal or immediate supervisor shall meet with the employee within five (5) business  
4 days of receiving the written complaint, to apprise the employee of the complaint being filed  
5 and provide the employee with a copy thereof. The employee and the employee's principal or  
6 immediate supervisor shall attempt to resolve the matter immediately.

7  
8 b. *Right to representation*

9 The employee shall have the right to have representation at any meeting or conference  
10 regarding a complaint.

11 **STEP 2:**

12 In the event a complaint is unresolved to the satisfaction of all parties, the employee and/or  
13 complainant may request a conference with the other to attempt to resolve the complaint. If the  
14 complaint remains unresolved after five (5) business days, the complainant may move to Step 3. If  
15 the complaint is unresolved and the complainant refuses to participate in any further proceedings, any  
16 and all references to the complaint shall be removed from the employee's file.

17 **Step 3:**

18 Upon request by the complainant or the employee, the unresolved complaint shall be reviewed by the  
19 building principal or counterpart supervisor in an attempt to resolve the matter to the satisfaction of all  
20 parties concerned. Every attempt should be made to complete this step in two (2) business days.

21 **Step 4:**

22 If the complaint review in Step 3 is not dispositive of the matter, the complainant or the employee  
23 may request in writing that the case record be sent to the Director of Schools, in which case, the  
24 request shall be made within one (1) business day following Step 3. The principal/supervisor shall  
25 deliver the case record to the Director within two (2) business days following the request.

26 **Step 5:**

27 Upon receipt of the case record, the Director of Schools shall confer with all parties within ten (10)  
28 business days. Within five (5)-business days of the meeting, the Director of Schools will provide a  
29 written response to both the complainant and employee in attempts to resolve the complaint.

30 **Step 6:**

31 If the complaint is not resolved at Step Five, or if the Director of Schools fails to provide a written  
32 response within five (5) business days after the Step Five meeting, either party may request a review  
33 by the Board within ten (10) business days after the parties received the written decision, or within ten  
34 (10) business days after the time limits for Step Five have expired. The request shall be made in  
35 writing through the Director of Schools, who shall attach all related documents and forward the

1 request to the Board.

2 ***Step 7:***

3 If the Executive Committee does not approve the request, the Director of School’s decision is final,  
 4 and the complaint is closed. If the Executive Committee approves the request, the item will be placed  
 5 on the next regular board meeting agenda. The Board shall review the case, shall hold a hearing  
 6 within thirty (30) days, if requested by the parties, and shall render a written decision within fifteen  
 7 (15) business days of the hearing. Copies of the Board’s decision shall be sent to the parties and to  
 8 the Director of Schools.

9 **APPOINTING COMPLAINT MANAGERS**

10 The Director of Schools shall appoint at least two complaint managers, one of each gender. The  
 11 Federal Rights Coordinator may be appointed as a complaint manager. The Director of Schools shall  
 12 make available on the district website the names, addresses and phone numbers of the current  
 13 complaint managers.

14 *(Note: Title IX regulations require districts to identify the name, address, and telephone number of*  
 15 *the person who is responsible for coordinating the district’s compliance efforts. A policy should not*  
 16 *be adopted with a person’s name in it rather the identifying information can be added and amended*  
 17 *as necessary)*

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Legal References

1. Age Discrimination Employment Act, 29 USCA § 621 et seq.; Equal Pay Act, 29 USCA § 206(d); Immigration Reform and Control Act, 8 USCA § 1324a et seq.; Americans with Disabilities Act, 42 USCA § 12101 et seq.; Title IX of the Education Amendments, 20 USCA § 1681 et seq.; Rehabilitation Act, 29 USCA § 791 et seq.; Title VII of Civil Rights Act, 42 USCA § 2000e et seq.

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Cross References

Appeals To and Appearances Before the Board 1.404  
 Section 504 & ADA Grievance Procedures 1.802  
 Equal Opportunity Employment 5.104  
 Discrimination/Harassment of Employees 5.500

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Conflict of Interest</b>	Descriptor Code: <b>5.601</b>	Issued Date: <b>05/06/08</b>
		Rescinds: <b>5.601</b>	Issued: <b>02/06/97</b>

## 1 Administrative Personnel

2 Administrative and supervisory personnel shall have no financial interest, directly or indirectly, in  
3 supplying books, maps, school furniture, or apparatus for the schools or to act as agent for any author,  
4 publisher, bookseller, or dealer in school furniture or apparatus. However, a spouse or family member  
5 of a principal, teacher or other school administrative employee may participate in business transactions  
6 with the school system where a sealed competitive bid system is used, provided that the employee does  
7 not have discretion in the selections of bids or specifications.<sup>1</sup>

8 It shall be a misdemeanor for the Director of Schools to take any other contract under the Board, to  
9 perform any other service for additional compensation, to act as principal or teacher in any school, or to  
10 become the owner of a school warrant other than that allowed for his/her service as Director of Schools  
11 or as secretary to the Board.<sup>2</sup>

## 12 Professional and Support Personnel

13 Employees of the Board will not engage in, or have financial interest in, any activity that raises a  
14 reasonable question of conflict of interest with their duties and responsibilities as members of the school  
15 staff. This includes but is not limited to the following:

- 16 1. School employees may not purchase for sale to students any goods or equipment or render  
17 any service to the school system on a commission basis;<sup>1</sup>
- 18 2. Employees who have patented or copyrighted any device, publication, or other item will not  
19 receive royalties for use of such item in the school system;
- 20 3. Employees will not engage in any type of work where the source of information concerning  
21 a customer, client, or employer originates from information obtained through the school  
22 system;
- 23 4. The Board shall make no purchase of supplies, materials, or equipment from a school system  
24 employee; and
- 25 5. Employees shall not solicit for the purpose of selling instructional supplies, equipment and  
26 reference books in a territory that includes the parents of the children of the school in which  
27 the employee is assigned.
- 28
- 29
- 30
- 31

Legal References:

1. TCA 49-6-2003
2. TCA 49-2-301(c)

Cross References:

- Purchasing 2.805
- Bids and Quotations 2.806
- Purchase Orders and Contracts 2.808
- Employee-Developed Materials 4.405

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Political Activities</b>	Descriptor Code: <b>5.606</b>	Issued Date: <b>02/06/97</b>
		Rescinds:	Issued:

1 **COMMUNITY ACTIVITIES**  
2

3 Employees have a right to express their views on any issue, but must in each case make clear that the  
4 view expressed is not the official view of the Board or school system.

5 **POLITICAL ACTIVITIES**

6 Employees may, on their own time, campaign for or against any candidate or referendum, but they shall  
7 not use the schools, equipment, materials, classrooms or system position for political forum nor engage  
8 in any political promotion or solicitation during school hours.

9 Any employee who intends to campaign for an elective public office which infringes upon a contracted  
10 agreement shall present a proposed solution to the Board for consideration. The essential element to be  
11 determined by the Board is whether the activities proposed by the employee are consistent with his  
12 services to the school system and the best interests of education.

Cross References:

Board-Community Relations 1.500  
News Releases, News Conferences & Interviews 1.503  
Advertising & Distribution of Materials in Schools 1.806

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Staff-Student Relations</b>	Descriptor Code: <b>5.610</b>	Issued Date: <b>10/08/02</b>
		Rescinds:	Issued:

1 Staff members shall maintain professional relationships with students at all times and develop  
2 wholesome and constructive relationships with them. Staff members shall be expected to regard each  
3 student as an individual and to accord each student the rights and respect that is due.

4 Staff members shall promote a learning environment that encourages fulfillment of each student's  
5 potential in regard to his/her program, consistent with district goals and with optimal opportunities for  
6 students. This goal may be reached by adapting instruction to individual needs, by:

- 7 1. Insisting on reasonable standards of scholastic accomplishment for all students;
- 8
- 9 2. Creating a positive atmosphere in and out of the classroom;
- 10
- 11 3. Extending courtesy and respect to students; and
- 12
- 13 4. Treating all students with consistent fairness.<sup>1</sup>

14 Staff members shall use good judgment in their relationships with students beyond their work  
15 responsibilities and/or outside the school setting and shall avoid excessive informal and social  
16 involvement with individual students. Any appearance of impropriety shall be avoided. Sexual  
17 relationships between employees and students shall be prohibited.<sup>2</sup>

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#### Legal References:

1. TEA *Code of Ethics of the Education Profession*
2. TCA 39-13-506; TCA 39-13-527

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#### Cross References:

Staff Rights & Responsibilities 5.600  
Ethics 5.611

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Ethics</b>	Descriptor Code: <b>5.611</b>	Issued Date: <b>05/24/18</b>
		Rescinds: <b>5.611</b>	Issued: <b>05/23/13</b>

- 1 An effective educational program requires the services of men and women of integrity, high ideals, and  
 2 human understanding. To maintain and promote these essentials, all employees are expected to  
 3 maintain high standards in their school relationships.<sup>1</sup> These standards include the following:
- 4       1. The maintenance of just and courteous professional relationships with students, parents, staff  
 5           members, and others;
  - 6       2. The maintenance of their own efficiency and knowledge of the developments in their fields of  
 7           work;
  - 8       3. The transaction of all official business with the properly designated authorities of the school  
 9           system;
  - 10      4. The establishment of friendly and intelligent cooperation between the community and the  
 11          school system;
  - 12      5. The representation of the school system on all occasions that the contributions of the school  
 13          system to the community are recognized;
  - 14      6. The welfare of children as the first concern of the school system when placing professional  
 15          personnel. The use of pressure on school officials for appointments or transfers is unethical;
  - 16      7. Restraint from using school contacts and privileges to promote partisan politics, sectarian  
 17          religious views, or selfish propaganda of any kind;
  - 18      8. The responsibility to make any criticism of other staff members or of the school system directly  
 19          to the particular school administrator who has the administrative responsibility for improving  
 20          the situation and then to the Director of Schools, if necessary;
  - 21      9. The proper use and protection of all school properties, equipment, and materials; and
  - 22      10. Employees shall not use email, school email, or other school communication system to  
 23          distribute harassing, defaming, or otherwise damaging material regarding any school Board  
 24          member or its employees.

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Legal References

1. TCA 49-5-501(3)(D); TCA 49-5-1003, 1004

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Cross References

Staff-Student Relations 5.610

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Interim Employees</b>	Descriptor Code: <b>5.700</b>	Issued Date: <b>05/23/13</b>
		Rescinds: <b>5.700</b>	Issued: <b>11/02/06</b>

- 1 Employees shall be hired on an interim contract only when a vacancy is created by an employee taking  
2 a leave of absence as set forth in TCA 49-5-702. Such interim employees shall be considered as  
3 temporary replacements for the remainder of the school year and the contract term will not be considered  
4 as initial employment.
- 5 Said positions will be filled at the discretion of the Director of Schools in such a manner as to cause the  
6 least disruption in the educational process for students and as quickly as possible to ensure a continuous  
7 function of the position.
- 8 Persons filling any temporary positions shall have no expectancy of continued employment under TCA  
9 49-5-409 or any other, but such person shall be considered for employment in filling vacancies as  
10 specified in the section dealing with initial employment.

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Student Teachers</b>	Descriptor Code: <b>5.702</b>	Issued Date: <b>02/06/97</b>
		Rescinds:	Issued:

- 1 Student teachers shall be accepted or refused by either the principal or the cooperating teacher.
- 2 Student teachers will be expected to observe all rules and regulations established by the Board.
- 3 A student teacher shall be accorded the same protection of the laws as a certified teacher and shall comply  
4 with all rules and regulations of the Board and observe all duties of teachers as set forth in state statute.<sup>1</sup>
- 5 In addition, student teachers shall be required to fulfill all normal local responsibilities, both school and  
6 extracurricular, and shall familiarize themselves with the policies of the Board and the school.
- 7 No classroom student shall have more than one (1) student teacher per year in a given subject. Any  
8 exception to this policy must have prior approval from the Director of Schools.
- 9 The evaluation of a student teacher shall be based upon a joint agreement between the cooperating  
10 teacher and the student's supervising teacher.
- 11 A student teacher may be asked to terminate his/her service upon the mutual consent of the principal,  
12 the cooperating teacher and the supervising teacher at any time during the term.

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Legal Reference:

1. TCA 49-5-403 (a); TCA 49-5-201; TRR/MS 0520-2-3-.11(3)

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Director of Schools</b>	Descriptor Code: <b>5.800</b>	Issued Date: <b>10/08/02</b>
		Rescinds: <b>5.119</b>	Issued: <b>02/06/97</b>

- 1 The Director of Schools shall be the Chief Executive Officer of the school system and shall have, under  
2 the direction of the Board, general supervision of all the public schools, personnel, and departments of  
3 the school system. The Director of Schools is responsible for the management of the schools under the  
4 Board's policies and is accountable to the Board.
- 5 The Director of Schools, at his/her discretion, may delegate any of his/her duties to other school  
6 personnel.

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Legal Reference:

1. TCA 49-2-301(a)

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed:</b> 04/08/04	Descriptor Term:  <b>Director of Schools Recruitment and Selection</b>	Descriptor Code: <b>5.801</b>	Issued Date: <b>06/25/15</b>
		Rescinds: <b>5.801</b>	Issued: <b>05/21/09</b>

1 When a vacancy occurs, the appointment of a Director of Schools is a function of the Board.<sup>1</sup> The Board  
2 is responsible for finding the person it believes can most effectively translate into action the policies of  
3 the Board and the goals of the community and the professional staff.

4 The Board may employ a consultant to advise and assist the Board in the search and selection process.  
5 However, final selection shall rest with the Board after a thorough consideration of qualified applicants.  
6 An interim Director of Schools appointed during the time of a search shall not become a candidate unless  
7 the Board expressly permits such inclusion in the selection procedures. A board member may not apply  
8 for or in any other way be considered for the position of Director of Schools.<sup>2</sup>

9 Prior to conducting a search to fill the position, the Board shall initially develop the following:<sup>3</sup>

- 10 • A job description
- 11 • A timeline
- 12 • A process for accepting and reviewing applications
- 13 • Selection procedures which shall include, but not be limited to, the following:

- 14 1. The Board may invite the community, including board employees, to participate in the  
15 process of selecting a Director of Schools. Resumes of persons interviewed by the Board  
16 shall be available in the central office for public inspection.
- 17
- 18 2. The interview process for each finalist shall include meetings with various staff and  
19 community groups and an interview with the entire Board if possible.
- 20
- 21 3. Candidates shall be interviewed by the Board in an open session. Only board members will  
22 be allowed to ask questions during the interview.
- 23
- 24 4. The Board will attempt to select a Director by unanimous vote, but a majority vote of the  
25 membership of the board shall be required for the appointment of a Director of Schools.

26 **TCA 49-2-202(g) states the following:**

27 A majority of all of the members constituting the Board, and not merely a majority of the quorum,  
28 shall be required to transact all business coming before the Board in regular or special meeting.

Legal References:

1. TCA 49-2-203 (a)(15)(A)
2. TCA 49-2-203 (a)(1)(D)
3. TCA 49-2-203 (a)(15)(F)

# Cumberland County Board of Education

Monitoring: <b>Date Last Reviewed: 04/08/04</b>	Descriptor Term: <b>Teacher Effect Data</b>	Descriptor Code: <b>5.1141</b>	Issued Date: <b>12/05/19</b>
		Rescinds: <b>5.1141</b>	Issued: <b>04/03/08</b>

- 1 The estimates of specific teacher effects on the educational progress of students shall not be a public  
2 record and shall be made available only to the specific teacher, school board members, and the teacher's  
3 appropriate administrators, as designated by the Board, for the fulfillment of lawful functions.<sup>1</sup>
- 4 The guidelines for distribution and security of the teacher effect data shall be kept on file in the Central  
5 Office and shall be given to the teacher, the assigned administrator, and all school board members and  
6 shall become an administrative procedure to be updated as needed by the Director of Schools.

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#### Legal References

1. TCA 49-1-606(b); TCA 10-7-504(a)(23)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Grievances</b>	Descriptor Code: <b>5.5011</b>	Issued Date: <b>07/26/18</b>
		Rescinds: <b>5.5011</b>	Issued: <b>04/26/18</b>

1 The time limitations listed herein are intended to expediate the processing of all grievances. Said time  
2 limitations may be extended by mutual agreement of the parties.

### 3 **PROCEDURAL REQUIREMENTS**

4 **STEP 1:** The employee or the association may present the grievance in writing to the affected  
5 employee's immediate supervisor. The written grievance shall contain the following: Name and  
6 position of grievant; a statement of the grievance and the facts involved, including relevant dates; a  
7 reference to the applicable provision of the contract; the corrective action being requested; and the  
8 signature of grievant.

9  
10 The grievant's immediate supervisor shall arrange for a meeting to take place within ten (10) business  
11 days after receipt of the written grievance. The grievant, his/her association representative (if the  
12 grievant chooses to have such representative present), and the grievant's immediate supervisor shall be  
13 present for the meeting. Within ten (10) business days of the meeting, the grievant's immediate  
14 supervisor shall issue a written response to the employee.

15  
16 No grievance shall be recognized by the Board unless it has been presented to the appropriate level, in  
17 writing, within forty (40) days after the aggrieved person knew, or should have known, of the act or  
18 condition on which the grievance is based, and if not so presented. The grievance shall be considered  
19 as waived.

20 **Step 2:** If the grievance is not resolved at Step One, then the grievant may, within ten (10) business  
21 days of receiving the supervisor's written response, refer the grievance to the Director of Schools.  
22 This shall be accomplished by delivering to the Director of Schools copies of the original grievance,  
23 and the supervisor's response, along with a letter requesting initiation of Step Two of the grievance  
24 procedure. The Director of Schools shall arrange for a meeting to take place within ten (10) business  
25 days. The grievant and his/her immediate supervisor will have the right to attend this meeting, with or  
26 without representation, and present such witnesses and evidence as each deems necessary. The  
27 Director of Schools shall issue a written response within ten (10) business days after the Step Two  
28 meeting.

1 **Step 3:** If the grievance is not resolved at Step Two, or if the Director of Schools fails to provide a  
2 written response within ten (10) business days after the Step Two meeting, the grievant may request a  
3 review by the Board within ten (10) business days after the grievant received the written decision, or  
4 within ten (10) business days after the time limits for Step Two have expired. The request shall be  
5 made in writing through the Director of Schools, who shall attach all related documents and forward  
6 the request to the Board. The Board shall review the case, shall hold a hearing, within thirty (30) days,  
7 if requested by the grievant, and shall render a written decision within fifteen (15) business days of the  
8 hearing. Copies of the Board's decision shall be sent to the grievant and to the Director of Schools.

9 **REPRESENTATION:** The Board acknowledges the right of the association's grievance representative  
10 to participate in the processing of a grievance at any grievance level, and no employee shall be  
11 required to discuss any grievance when the association's representative is not present.

12 **FILING OF MATERIALS:** All documents, communications and records dealing with the process of  
13 a grievance, shall be filed separately from the personnel files of the participants and shall not be  
14 forwarded to any prospective employer of the grievant, nor shall such documents be revealed or the  
15 grievance be alluded to in any communication between the administration and any prospective  
16 employer.

17 **NO REPRISALS:** No reprisals shall be taken against an employee because of his/her participation in a  
18 grievance.

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Student Goals</b>	Descriptor Code: <b>6.100</b>	Issued Date: <b>04/23/20</b>
		Rescinds: <b>6.100</b>	Issued: <b>02/06/97</b>

1 In order to establish an environment conducive to learning for each student, the Board establishes the  
2 following goals:

- 3 1. To assure all students the same educational opportunities regardless of race, color, creed, religion,  
4 ethnic origin, sex, or disabilities; <sup>1</sup>  
5  
6 2. To protect and observe the legal rights of students;  
7  
8 3. To educate all students in a respectful and encouraging environment;  
9  
10 4. To promote faithful attendance and diligent effort;  
11  
12 5. To provide an environment where students can learn personal and civic responsibility for their  
13 actions through meaningful experiences as school citizens;  
14  
15 6. To discipline students in a fair and constructive manner; and  
16  
17 7. To provide for the safety, health and welfare of students.

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Legal Reference:

1. 20 U.S.C. § 1703; TCA 49-6-3109

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Cross References:

School District Goals 1.700  
Instructional Goals 4.100  
Student Discrimination/Harassment, Bullying,  
Cyberbullying and Intimidation 6.304

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Home Schools</b>	Descriptor Code: <b>6.202</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>6.202</b>	Issued: <b>08/27/20</b>

1 A "home school" is a school conducted or directed by a parent or parents or legal guardian or guardians  
2 for their own children. Home schools which teach K-12 where the parents/guardians are associated with  
3 an organization that conducts church-related schools<sup>1</sup> are exempt from the following provisions but must  
4 follow procedures issued by the State Department of Education.

5 A parent/guardian wishing to conduct a home school shall meet the following requirements:<sup>2</sup>

- 6 1. Submit a copy of the student's birth certificate or officially acceptable evidence of date of  
7 birth;
- 8 2. Submit evidence of legal guardianship;
- 9 3. Submit evidence of residency in Cumberland County;
- 10 4. Submit evidence of the parent or legal guardian's high school diploma or GED, or HiSET  
11 in order to conduct classes;<sup>4</sup>
- 12 5. Submit proof to the Director of Schools/designee that the home school student has been  
13 vaccinated as required by state law;<sup>5</sup>
- 14 6. Submit to the Director of Schools/designee that other health services and examinations as  
15 required by law have been received by the home school student;<sup>5</sup>
- 16 7. Provide notice to the Director of Schools/designee before the commencement of each  
17 school year of the intent to conduct a home school;
- 18 8. Submit to the Director of Schools/designee the name, number, age, grade level of children  
19 involved, location of the school, curriculum to be offered, proposed hours of instruction,  
20 qualifications of the parent/teacher;
- 21 9. Maintain attendance records, subject to inspection of the local Director of  
22 Schools/designee;
- 23 10. Submit attendance records to the Director of Schools/designee at the end of each school  
24 year;
- 25 11. Provide instruction for at least four (4) hours per day for the same number of instructional  
26 days as is required by state law for public schools;<sup>3</sup>
- 27
- 28
- 29
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- 32
- 33
- 34
- 35
- 36

- 1 12. Cooperate in the administration to home school students of appropriate tests by the  
2 Commissioner of Education, his/her designee or by a professional testing service in grades  
3 five (5), seven (7) and nine (9);  
4
- 5 13. Take action according to state law if home school student falls behind appropriate grade  
6 level;  
7
- 8 14. In the event of illness or inadequacy of the home school parent/teacher to teach a specific  
9 subject, employ a tutor having the same qualifications as required of parent/teacher; and  
10
- 11 15. In the event of a change of residency or contact information, parents shall notify  
12 Cumberland County Schools.

13 If one or more of these requirements are not met, the Board authorizes the Director of Schools/designee  
14 to take formal action to bring the child into compliance with the Compulsory Attendance Law (until the  
15 child has reached age 18), either in the home school or in a public, private, or church-related school.  
16

### 17 **FACILITIES USE**

18 It shall be the policy of this Board that public school facilities shall be available for home school  
19 instruction only when *all* of the following conditions exist:

- 20 1. Special needs courses are being taught which require services unavailable to the home school  
21 student;  
22
- 23 2. These services cannot be provided through any means other than the public schools;  
24
- 25 3. Requests for services are made known by the home school parent when notice is given to the  
26 Director of Schools/designee of the intent to conduct a home school;  
27
- 28 4. The Director of Schools/designee investigates request and make recommendations to the  
29 Board;  
30
- 31 5. No overcrowding, additional expenses, including providing transportation, or other special  
32 situations which interfere with the normal operation of the school system shall be incurred; and  
33
- 34 6. Approval by the Board on a case-by-case basis.

### 35 **RECORD ACCESS**

36 The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the  
37 home school inspected at least two (2) times each school year in order to provide assistance in  
38 implementing the Compulsory Attendance Law.

## STUDENT PERFORMANCE<sup>6</sup>

The Director of Schools shall develop administrative procedures regarding necessary consultations with home school parents in regard to student performance.

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### Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a)
4. Public Acts of 2021, Chapter No. 493
5. TCA 49-6-5001
6. TCA 49-6-3050(b)(6)

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### Cross References

Compulsory Attendance Ages 6.201

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term:  <b>Withdrawals</b>	Descriptor Code: <b>6.207</b>	Issued Date: <b>01/25/18</b>
		Rescinds: <b>6.207</b>	Issued: <b>02/06/97</b>

- 1 Students/Parents shall notify the student's teacher(s) and /or principal when it is known that they will
- 2 be withdrawing from school.
  
- 3 If a student drops a class or withdraws from school during a grading period, each teacher will record
- 4 on the withdrawal form, grade sheet, and permanent record the grade attained as of the date of
- 5 withdrawal.
  
- 6 The principal will ensure that all information is completed on a student's records before a transcript is
- 7 sent to another school.

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Cross References

Student Records 6.600

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Release During School Hours</b>	Descriptor Code: <b>6.208</b>	Issued Date: <b>05/26/11</b>
		Rescinds: <b>6.208</b>	Issued: <b>02/06/97</b>

1 The following procedure will be observed with regard to dismissal of students during school hours:

- 2 1. No student will leave school prior to regular dismissal hours, except with the approval of the  
3 principal or his/her designee, and parent. Elementary students will be permitted to leave school  
4 prior to regular dismissal time only in the company of a parent, legal guardian, school employee,  
5 police officer, court officer, or a person designated in writing by the parent(s).  
6
- 7 2. No student will be sent from the school during school hours to perform an errand or act as a  
8 messenger.  
9
- 10 3. When dental and medical appointments cannot be scheduled outside school hours, parent(s) must  
11 send a written request for dismissal or call for the student in person.  
12
- 13 4. Children will be released during school hours only upon the request of a parent whom the court  
14 holds directly responsible for the child, or who is a parent or guardian registered on the school  
15 record.  
16
- 17 5. No principal or teacher shall permit a change in the physical custody of a child at school unless:  
18
  - 19 (a) The person seeking custody of the child presents the school official with a certified copy of  
20 a valid court order from a Tennessee court designating the person who has custody of the  
21 child; and
  - 22 (b) The person seeking custody gives the school official reasonable advance notice of his/her  
23 intent to take custody of the child at school.<sup>2</sup>  
24
- 25 6. High school students may be released for jobs and approved training at centers outside their home  
26 schools under regulations approved by the Board.<sup>1</sup>  
27

28 The principal shall report to the Director of Schools the number of such exempted students by grade  
29 during the first month of each semester.

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Legal References:

1. TRR/MS 0520-1-7-.03
2. TCA 36-6-105

# Cumberland County Board of Education

<b>Review: Annually in April</b>	Descriptor Term: <b>Child Custody/Parental Access</b>	Descriptor Code: <b>6.209</b>	Issued Date: <b>02/28/19</b>
		Rescinds: <b>6.209</b>	Issued: <b>05/26/11</b>

1 Any parent shall have the right to receive information contained in school records concerning their minor  
2 child.<sup>1</sup> Unless a court orders otherwise, there are no restrictions regarding a parent's right to be kept  
3 informed of his or her child's progress and activities, regardless of whether or not that parent has custody  
4 of the child. It shall be the responsibility of any parent wishing to restrict another parent's access to such  
5 information, to submit a certified copy of any court order restricting another parent's access to this  
6 information to the school's principal.

7 Otherwise, any parent, upon request, shall be given access to all the student's educational records  
8 including but not limited to the student's cumulative file and the student's special education file, if  
9 applicable.<sup>2</sup>

10 Unless a court orders otherwise, a mother and legal father are jointly and individually responsible for the  
11 student's education and welfare and access to the student by either parent shall be equal in all respects.

12 For purpose of this policy the term "parent" refers to a mother, legal father or legal guardian. A legal  
13 father is a father who:

- 14 1. Is on the child's birth certificate and married to the child's mother; or
- 15 16 2. Is divorced from the child's mother with an Order acknowledging that he is the father of the  
17 child; or
- 18 19 3. Is otherwise acknowledged (Ordered) by a Court as the father of the child.<sup>4</sup>  
20

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#### Legal References

1. 20 USCA § 1232g(a)(1)(A)
2. TCA 49-6-902
3. TCA 36-6-105
4. TCA 36-2-303

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#### Cross References

Student Records 6.600-604

# Cumberland County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term:  <h2 style="text-align: center;">Procedural Due Process</h2>	Descriptor Code: <h3 style="text-align: center;">6.302</h3>	Issued Date: <h3 style="text-align: center;">04/23/20</h3>
		Rescinds: <h3 style="text-align: center;">6.302</h3>	Issued: <h3 style="text-align: center;">02/06/97</h3>

- 1 Before school authorities administer disciplinary measures, reasonable inquiry shall be made about the
- 2 circumstances surrounding what happened.<sup>1</sup> The nature of this inquiry will vary in degree with the
- 3 seriousness of the offense and the consequence.
  
- 4 For minor offenses where corrective measures are taken by the classroom teacher, no formal procedure
- 5 is required. An inquiry will be made to ensure that the offender is accurately identified, that he/she
- 6 understands the nature of the offense, and the consequences of the offense for which he/she is accused.
  
- 7 In case of offenses where the disciplinary sanctions may include suspension, the student shall be advised
- 8 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation<sup>2</sup>.
  
- 9 If a student is suspended for more than ten (10) days he/she shall receive notice of the right to appeal to
- 10 the Disciplinary Hearing Authority.<sup>3</sup>

Legal References: \_\_\_\_\_

1. *Ingraham v. Wright*, 430 U.S. 651 (1977)
2. *Goss v. Lopez*, 419 U.S. 565, (1975)
3. TCA 49-6-3401(c)(4)(A)-B

Cross References: \_\_\_\_\_

- Interrogations and Searches 6.303
- Code of Conduct 6.300
- Disciplinary Hearing Authority 6.317
- Suspension/Expulsion/Remand 6.316

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Interrogations and Searches</b>	Descriptor Code: <b>6.303</b>	Issued Date: <b>02/25/21</b>
		Rescinds: <b>6.303</b>	Issued: <b>06/26/08</b>

## 1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a  
3 school and/or the enforcement of its rules. Questioning must be conducted discreetly and under  
4 circumstances which will avoid unnecessary embarrassment to the student being questioned. Any  
5 student answering falsely, evasively or refusing to answer a question may be subject to disciplinary  
6 action, including suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the  
8 principal may interrogate the student, without the presence of parent(s)/guardian(s).

## 9 INTERROGATIONS BY POLICE AT PRINCIPAL'S REQUEST)

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her  
11 school, the police may interrogate a student suspect in school during school hours. The principal shall  
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.  
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s) but the principal  
14 or his/her designee shall be present during the interrogation.<sup>1</sup>

## 15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated  
17 crimes committed outside of school hours, the police department shall first contact the principal  
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The  
19 principal shall make reasonable effort to notify the parent(s)/guardian(s) of the interrogation unless  
20 circumstances require otherwise. The interrogation may proceed without attendance of the  
21 parent(s)/guardian(s), but the principal or his/her designee shall be present during the interrogation.

## 22 SEARCHES BY SCHOOL PERSONNEL

23 In order to ensure a safe and secured learning environment, the Director of Schools shall develop  
24 procedures regarding the searching of students, lockers, vehicles and containers which are consistent  
25 with state law. The Director of Schools shall develop additional procedures to ensure compliance with  
26 all of the provisions of the School Security Act of 1981.<sup>1,2</sup>

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Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 *et seq.*; Tenn. Op. Att’y Gen. No. 14-21 (February 24, 2014)

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Cross References

Traffic and Parking Controls 3.403  
Procedural Due Process 6.302  
Reporting Child Abuse 6.409

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>09/24/20</b>
		Rescinds: <b>6.304</b>	Issued: <b>02/22/18</b>

1 The Cumberland County Board of Education has determined that a safe, civil, and supportive  
2 environment in school is necessary for students to learn and achieve high academic standards. In order  
3 to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any  
4 other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

5 This policy shall be disseminated annually to all school staff, students, and parents/guardians<sup>2</sup>. This  
6 policy shall cover employees, employees' behaviors, students and students' behaviors while on school  
7 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any  
8 official school bus stop. If the act takes place off school property or outside of a school-sponsored  
9 activity, this policy is in effect if the conduct is directed specifically at a student or students and has the  
10 effect of creating a hostile educational environment or otherwise creating a substantial disruption to the  
11 education environment or learning process.

12 Building administrators are responsible for educating and training their respective staff and students as  
13 to the definition and recognition of discrimination/harassment.<sup>3</sup>

14 The Director of Schools shall develop forms and procedures to ensure compliance with the  
15 requirements of this policy and state law.

## 16 **DEFINITIONS<sup>4</sup>**

17 Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power  
18 imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of  
19 power involves the use of physical strength, access to embarrassing information, or popularity to  
20 control or harm others.

- 21 • Physically harming a student or damaging a student's property;
- 22 • Knowingly placing a student or students in reasonable fear of physical harm to the  
23 student or damage to the student's property;
- 24 • Causing emotional distress to a student or students; or
- 25 • Creating a hostile educational environment.

26 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class  
27 (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent  
28 and creates a hostile environment.

1 Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices  
2 include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices,  
3 text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

4 Hazing - An intentional or reckless act by a student or group of students that is directed against any other  
5 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or  
6 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees  
7 of the school district shall not encourage, permit, condone or tolerate hazing activities.<sup>5</sup>

8 “Hazing” does not include customary athletic events or similar contest or competitions and is limited to  
9 those actions taken and situations created in connection with initiation into or affiliation with any  
10 organization.

## 11 **COMPLAINTS AND INVESTIGATIONS**

12 Any individual who has knowledge that may constitute a violation of this policy shall promptly report  
13 such behavior to the principal/designee.<sup>6</sup>

14 While reports may be made anonymously, an individual's need for confidentiality must be balanced with  
15 obligations to cooperate with police investigations or legal proceedings, to provide due process to the  
16 accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the  
17 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a  
18 need to know.

19 The principal/designee at each school shall be responsible for investigating and resolving complaints.  
20 Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48)  
21 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the  
22 principal/designee shall provide the Director of Schools with appropriate documentation detailing the  
23 reasons why the investigation was not initiated within the required timeframe.<sup>7</sup>

24 The principal/designee shall notify the parent/legal guardian when a student is involved in an act of  
25 discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall  
26 provide information on district counseling and support services. Students involved in an act of  
27 discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate  
28 school counselor by the principal/designee when deemed necessary.<sup>8</sup>

29 The principal/designee is responsible for determining whether an alleged act constitutes a violation of  
30 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 31 • It places the student in reasonable fear or harm for the student’s person or property;
- 32
- 33 • It has a substantially detrimental effect on the student’s physical or mental health;
- 34
- 35 • It has the effect of substantially interfering with the student’s academic performance; or
- 36
- 37 • It has the effect of substantially interfering with the student’s ability to participate in or
- 38 benefit from the services, activities, or privileges provided by a school.

1 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and  
2 complete investigation of each alleged incident. All investigations shall be completed and appropriate  
3 intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>7</sup> If the  
4 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the  
5 principal/designee shall provide the Director of Schools with appropriate documentation detailing the  
6 reasons why the investigation has not been completed or the appropriate intervention has not taken  
7 place.<sup>4</sup> Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20  
8 U.S.C. § 1232g,<sup>9</sup> a written report on the investigation will be delivered to all involved parties and to the  
9 Director of Schools.

## 10 **RESPONSE AND PREVENTION**<sup>10</sup>

11 School administrators shall consider the nature and circumstances of the incident, the age of the violator,  
12 the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to  
13 properly respond to each situation.

14 A substantiated charge against an employee shall result in disciplinary action up to and including  
15 termination. The employee may appeal this decision by contacting the Federal Rights Coordinator.

16 A substantiated charge against a student may result in corrective or disciplinary action up to and  
17 including suspension. The student may appeal this decision in accordance with disciplinary policies and  
18 procedures.

## 19 **REPORTS**

20 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of  
21 physical harm to a student or a student's property, the principal/designee of each middle school, junior  
22 high school, or high school shall report the findings and any disciplinary actions taken to the Director of  
23 Schools and the Chair of the board of education.<sup>11</sup>

24 By July 1 of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases  
25 brought to the attention of school officials during the prior academic year. The report shall also indicate  
26 how the cases were resolved and/or the reasons they are still pending. This report shall be presented to  
27 the board of education at its regular July meeting, and it shall be submitted to the State Department of  
28 Education by August 1.<sup>12</sup>

## 29 **RETALIATION AND FALSE ACCUSATIONS**

30 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy  
31 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation  
32 shall be determined by the administrator after consideration of the nature, severity, and circumstances of  
33 the act.<sup>13</sup>

34 False accusations accusing another person of having committed an act prohibited under this policy are  
35 prohibited. The consequences and appropriate remedial action for a person found to have falsely accused  
36 another may range from positive behavioral interventions up to and including suspension and  
37 expulsion.<sup>14</sup>

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**Legal References**

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

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**Cross References**

Appeals to and Appearances Before the Board 1.404  
Section 504 and ADA Grievance Procedures 1.802  
Staff-Student Relations 5.610  
Student Goals 6.100  
Code of Behavior and Discipline 6.300  
Student Complaints and Grievances 6.305  
Child Abuse and Neglect 6.409  
Student Suicide Prevention 6.415

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Interference/Disruption of School Activities</b>	Descriptor Code: <b>6.306</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>6.306</b>	Issued: <b>04/23/20</b>

## 1 **General**

2 A student shall not engage in conduct which causes the disruption or interference with the operation of  
3 the school while on school property, in school vehicles or buses, or at school-sponsored events,  
4 whether on or off campus. The student shall not urge other students to engage in such conduct.

5 Employees are authorized to take reasonable measures to establish appropriate school behavior and  
6 have the authority to control the conduct of any student while under the supervision of the school  
7 district.<sup>1</sup>

8 A student may receive disciplinary action ranging from verbal reprimand to suspension and/or  
9 expulsion depending on the severity of the offense and the student's prior record.<sup>2</sup>

## 10 **REMOVAL OF STUDENT<sup>3</sup>**

11 If a student repeatedly or substantially interferes with the learning environment, the teacher may  
12 submit a written request along with the required documentation to the principal/designee to remove the  
13 student from the teacher's classroom. The student will be given notice of the rationale for the request  
14 as well as the opportunity to offer an explanation.

15 The principal/designee will investigate the request and make a decision regarding the student's  
16 placement and the principal will notify the teacher of that decision.

17 If a teacher abuses or overuses the student removal process, the principal/designee shall address the  
18 abuse or overuse with the teacher and may require the teacher to complete additional professional  
19 development to improve the teacher's classroom management skills.

## 20 **Appeal Process**

21 If the teacher's request for removal is denied, the teacher may file an appeal with the Director of  
22 Schools/designee. The Director of Schools/designee will review the teacher's request for removal as  
23 well as the decision of the principal/designee and make a determination as to the student's placement.

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Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

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Cross References

Code of Conduct 6.300  
Suspension 6.316  
Safe Relocation of Students 6.4081

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Drug-Free Schools</b>	Descriptor Code: <b>6.307</b>	Issued Date: <b>01/26/23</b>
		Rescinds: <b>6.307</b>	Issued: <b>12/05/02</b>

1 In order to protect the rights of students, to safeguard the learning environment, and to contribute to a  
2 “Drug Free” community, the Board’s plan for dealing with alcohol and drugs<sup>1</sup> shall include the  
3 following:

- 4 1. Appropriate ways for handling alcohol/drug-related medical emergencies;
- 5 2. Guidelines for reporting alcohol/drug incidents and illegal activities;
- 6 3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered  
7 "high risk" to agencies and other sources of appropriate help;
- 8 4. Effective working relationships with appropriate community agencies, such as alcohol/drug  
9 service providers, law enforcement agencies and judicial officials.

10 Through the use of state guidelines the director of schools shall be responsible for:

- 11 1. Developing and implementing an appropriate curriculum on alcohol and drug education for  
12 students;
- 13 2. Providing adequate information and training for all staff personnel as appropriate to their  
14 responsibilities;
- 15 3. Implementing the relevant portions of the Drug-Free Youth Act<sup>2</sup> ;
- 16 4. Developing administrative rules and guidelines for the school system to effectively respond to  
17 alcohol and drug situations that may occur at school or school-sponsored events; and
- 18 5. Providing notification to parents and students that compliance with this policy is mandatory.

19 Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or  
20 alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or  
21 at any school-sponsored activity, function or event whether on or off school grounds. This includes but  
22 is not limited to abuse of inhalants and prescription drugs.<sup>3</sup>

23 Disciplinary sanctions will be imposed on students who violate standards of conduct required by this  
24 policy. Such sanctions will be consistent with local, state and federal laws, up to and including  
25 suspension/expulsion as well as referral for prosecution.<sup>4</sup> Completion of an appropriate rehabilitation  
26 program may also be recommended.

27 School disciplinary sanctions will be imposed on students who consume, possess, use, sell, distribute or  
28 are under the influence of any non-prescribed drug or intoxicating substance. Such substances may  
29 include but are not limited to THC, HHC, or any type of intoxicating substance. Violation of this policy  
30 may include suspension for up to one calendar year.

- 1 Information about drug and alcohol counseling and rehabilitation programs will be made available
- 2 through the school office.

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**Legal References**

1. TRR/MS 0520-01-13-.01(1)(e)
2. TCA 55-10-701 *et seq.*; 20 USCA § 7116
3. TCA 39-17-715; TCA 39-17-432
4. TCA 49-6-3401; TCA 49-6-4209

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**Cross References**

Alcohol & Drugs in the Workplace 1.804  
Zero Tolerance Offenses 6.309  
Suspension/Expulsion/Remand 6.316

# Cumberland County Board of Education

Monitoring:  <b>Review: Annually, in April</b>	Descriptor Term: <b>Admission of Suspended or Expelled Students</b>	Descriptor Code: <b>6.318</b>	Issued Date: <b>09/22/22</b>
		Rescinds: <b>6.318</b>	Issued: <b>02/23/17</b>

- 1 The Board may deny admission of any student (except those in state custody) who has been expelled
- 2 or suspended from another school system in Tennessee or another state even though the student
- 3 has established residency in the district in which seeks enrollment is sought.
  
- 4 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
- 5 the suspension/expulsion from the former school district and make a recommendation to the Board to
- 6 approve or deny the request.
  
- 7 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.
  
- 8 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
- 9 suspended or expelled from the former school district.<sup>1</sup>

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Legal References

1. TCA 49-6-3401(f); Public Acts of 2022, Chapter No. 868; 20 USCA § 1232g(b)(4), (h)

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Cross References

School Admissions 6.203  
Student Records 6.604

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <b>Student Psychological Services</b>	Descriptor Code: <b>6.406</b>	Issued Date: <b>06/03/04</b>
		Rescinds: <b>6.406</b>	Issued: <b>02/06/97</b>

1 The Director of Schools will develop a program for making psychological services available to all  
2 students.<sup>1</sup> This program shall cooperate with other agencies in consultative screening and assessment  
3 services.

4 School counselors shall respect the right of privacy of the students they counsel. Confidentiality shall  
5 be maintained by the counselor except:

- 6 1. Where there is a clear and present danger to the student or other persons:
- 7 2. To consult with another psychologist when it is in the best interest of the student; or
- 8 3. When the student and/or parent/guardian waives this privilege in writing.

9 When a counselor is in doubt about what information to release in a judicial proceeding, the counselor  
10 shall consult with an attorney.

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#### Legal References

1. TRR/MS 0520-1-3-.08(1)(c)

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#### Cross References

Testing Programs 4.700

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Student Social Services</b>	Descriptor Code: <b>6.407</b>	Issued Date: <b>07/24/08</b>
		Rescinds: <b>6.407</b>	Issued: <b>02/06/97</b>

1 Each school shall provide a social service program for all students through the cooperative efforts of  
2 the principal, teachers, and guidance counselor.<sup>1</sup>

3 The principal shall develop a program of social services which shall include such services and  
4 activities as:

- 5 1. Orientation of parents/guardians and students to the school program;
- 6 2. Student referral and/or welfare provisions;
- 7 3. Collection and maintenance of student data and record systems;
- 8 4. Educational information for use by students, parents/guardians and teachers;
- 9 5. Conflict resolution techniques; and
- 10 6. Referral information and/or outlets for referral for drug abuse counseling, pregnancy  
11 counseling, and psychological services.

12 The classroom teacher, because of close contacts with the student, shall be a key person in the social  
13 services program.

14 School administrators are authorized to work with recognized groups who may furnish special services  
15 to students.

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Legal Reference:

1. TRR/MS 0520-1-3-.08(1)(d)

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Homeless Students</b>	Descriptor Code: <b>6.503</b>	Issued Date: <b>01/28/21</b>
		Rescinds: <b>6.503</b>	Issued: <b>10/27/16</b>

1 A homeless student shall have equal access to the same free, appropriate public education as provided  
2 to other children and youths.<sup>1</sup>

3 Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.<sup>2</sup>  
4 Homeless students include:<sup>2</sup>

- 5 1. Students sharing the housing of other persons due to loss of housing, economic hardship, or  
6 similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack  
7 of alternative adequate accommodations; students living in emergency or transitional shelters; or  
8 students abandoned in hospitals;
- 9 2. Students who have a primary nighttime residence that is a public or private place not designed  
10 for or ordinarily used as regular sleeping accommodations for human beings;
- 11 3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or  
12 trains stations, or similar settings; and
- 13 4. Migratory students who are living in circumstances described above.

## 14 ENROLLMENT

15 Homeless students shall be immediately enrolled, even if the student is unable to produce records  
16 normally required for enrollment (i.e. academic records, immunization records, health records, proof of  
17 residency), or missed the district's application or enrollment deadlines.<sup>3</sup> Parents/guardians are required  
18 to submit contact information to the district's homeless coordinator.<sup>3</sup>

## 19 PLACEMENT

20 For the purposes of this policy, school of origin shall mean the school that the student attended when  
21 permanently housed or the school in which the student was last enrolled, including a preschool/pre-k  
22 program.<sup>4</sup> School of origin shall also include the designated receiving school at the next grade level when  
23 the student completes the final grade level served by the school of origin.<sup>4</sup>

24 Placement shall be determined based on the student's best interest.<sup>5</sup> At all times, a strong presumption  
25 that keeping the student in the school of origin is in the student's best interest shall be maintained, unless  
26 doing so would be contrary to a request made by the student's parent/guardian or the student in the case  
27 of an unaccompanied youth.<sup>6</sup> When determining placement, student-centered factors, including but not  
28 limited to impact of mobility on achievement, education, health, and safety shall be considered.<sup>6</sup> The  
29 choice regarding placement shall be made regardless of whether the student lives with their homeless  
30 parents/guardians or has been temporarily placed elsewhere.<sup>7</sup>

31 If it is not in the student's best interest to attend the school of origin, or the school requested by the  
32 parent/guardian or unaccompanied youth, the Director or his/her designee shall provide a written

1 explanation of the reasons for the determination, in a manner and form that is understandable to the  
2 parent/guardian or unaccompanied youth.<sup>6</sup> The written explanation shall include a statement regarding  
3 the right to appeal the placement decision.<sup>6</sup> If the placement decision is appealed, the district shall refer  
4 the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the  
5 dispute resolution process as expeditiously as possible and in accordance with the law.<sup>7</sup> Upon notice of  
6 an appeal, the Director of Schools shall immediately enroll the student in the school in which enrollment  
7 was sought pending a final resolution of the dispute, including all available appeals.<sup>8</sup>

## 8 **RECORDS**

9 Records ordinarily kept by the school shall be maintained for all homeless students. Information  
10 regarding a homeless student's living situation shall be treated as a student education record and shall  
11 not be considered directory information.<sup>9</sup>

## 12 **SERVICES<sup>10</sup>**

13 The Director of Schools shall ensure that each homeless student is provided services comparable to those  
14 offered to other students within the district, including transportation, special education services,  
15 programs in career and technical education (CTE), programs for gifted and talented students, and school  
16 nutrition.

17 The Director of Schools shall designate a district homeless coordinator who shall ensure this policy is  
18 implemented throughout the district. The homeless coordinator shall ensure:

- 19 1. Homeless students are quickly identified and have access to education and support services, to  
20 include Head Start and district pre-k programs;
- 21 2. Coordination with local social service agencies and other entities providing services to homeless  
22 students;
- 23 3. Coordinate transportation, transfer of records, and other inter district activities with other school  
24 districts;
- 25 4. Coordinate transportation to the school of origin or choice for homeless students;
- 26 5. Refer homeless students and their families to health care services, dental services, mental health  
27 and substance abuse services, and housing services;
- 28 6. Assist homeless students in obtaining immunizations, medical or immunization records, and any  
29 additional assistance that may be needed;
- 30 7. Public notice of the educational rights of homeless students is disseminated in places frequented  
31 by parents/guardians of homeless students, including schools, shelters, public libraries, and soup  
32 kitchens; and
- 33 8. Unaccompanied youth are enrolled and informed of their status as independent students.

34 The Director of Schools shall develop procedures to ensure that homeless students are recognized  
35 administratively, and that the appropriate and available services are provided for these students. The  
36 Director shall ensure professional development is provided to school personnel providing services to  
37 homeless students.

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**Legal References**

1. 42 USCS §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, Part C, § 721 State Board of Education 2.103
2. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725
3. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)
4. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3) (G)
5. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)
6. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)
7. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(F)
8. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(E)
9. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(D)
10. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(4) - (6)

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**Cross References**

Student Transportation 3.400  
Parental Involvement 4.502  
Promotion and Retention 4.603  
School Admissions 6.203  
Migrant Students 6.504

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term:  <b>Migrant Students</b>	Descriptor Code: <b>6.504</b>	Issued Date: <b>01/28/21</b>
		Rescinds: <b>6.504</b>	Issued: <b>12/05/02</b>

1 The Board directs the administration to identify migratory students in the district, as required by law,  
2 and to develop written administrative procedures for ensuring that migrant students receive services for  
3 which they are eligible.<sup>1</sup> In developing and implementing a program to address the needs of migratory  
4 students the district will:<sup>2</sup>

- 5 1. Identify migratory students and assess the educational and related health and social needs of each  
6 student.
- 7
- 8 2. Provide a full range of services to migrant students including applicable Title I programs, special  
9 education, gifted education, Career and Technical education, language programs, counseling  
10 programs, elective classes, fine arts classes, etc.
- 11
- 12 3. Provide migratory children with the opportunity to meet the same statewide assessment standards  
13 that all students are expected to meet.
- 14
- 15 4. To the extent feasible, provide advocacy and outreach programs to migratory students and their  
16 families and professional development for district staff.
- 17
- 18 5. Provide parents/guardians an opportunity for meaningful participation in the program.

19 If a migrant student is identified by the district, the Director of Schools or designee will notify the  
20 Tennessee State Department of Education and request assistance if needed.<sup>2</sup>

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#### Legal References

1. State Board of Education Policy 2.103
2. 20 USCA § 6318; 20 USCA § 6391 *et seq.*

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#### Cross References

- School Admissions 6.203  
Homeless Students 6.503

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Students in Foster Care</b>	Descriptor Code: <b>6.505</b>	Issued Date: <b>02/23/17</b>
		Rescinds:	Issued:

1 The Cumberland County School System shall provide all students in foster care, to include those  
2 awaiting foster care placement, with a free and appropriate public education.

## 3 **ENROLLMENT**

4 Students in foster care, to include those awaiting foster care placement, shall be immediately enrolled,  
5 even if the student is unable to produce records normally required for enrollment (i.e. academic records,  
6 immunization records, health records, proof of residency), or missed the district's application or  
7 enrollment deadlines.<sup>1</sup>

## 8 **PLACEMENT**

9 The district and the child welfare agency shall determine whether placement in a particular school is in  
10 a student's best interest. Other parties, including the student, foster parents, and biological parents (if  
11 appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school  
12 staff members shall participate in the best interest decision process. This determination shall be made as  
13 quickly as possible to prevent educational disruption.

14 Placement shall be determined based on the student's best interest. At all times, a strong presumption  
15 that keeping the student in the school of origin is in the student's best interest shall be maintained.<sup>2</sup> For  
16 the purposes of this policy, school of origin shall mean the school in which the student was enrolled,  
17 including a preschool/pre-k program, at the time of placement in foster care or at the time of a placement  
18 change if the student is already placed in foster care.<sup>3</sup>

19 When determining placement, student-centered factors including, but not limited to, the following shall  
20 be considered:

- 21 1. Preferences of the student;
- 22 2. Preferences of the student's parent(s) or education decision maker(s);
- 23 3. The student's attachment to the school, including meaningful relationships with staff and peers;
- 24 4. Placement of the student's siblings;
- 25 5. Influence of the school climate on the student, including safety;
- 26 6. The availability and quality of the services in the school to meet the student's educational needs;
- 27 7. History of school transfers and how they have impacted the student;
- 28 8. How the length of the commute would impact the student;
- 29 9. Whether the student is receiving special education and related services, and if so, the availability  
30 of those required services in a school other than the school of origin; and

1 10. Whether the student is an EL and is receiving language services, and, if so, the availability of  
2 those required services in a school other than the school of origin.

3 Transportation costs should not be considered when determining a student's best interest.

4 If it is not in the student's best interest to attend the school of origin, the Director or his/her designee  
5 shall provide a written explanation of the reasons for the determination. The written explanation shall  
6 include a statement regarding the right to appeal the placement decision. If the placement decision is  
7 appealed, the district shall refer the student to the district coordinator for children in foster care, who  
8 shall carry out the dispute resolution process as expeditiously as possible and in accordance with the  
9 law.<sup>2</sup> Until the dispute is resolved, to the extent feasible, the student shall remain in his/her school of  
10 origin.<sup>2</sup>

### 11 **TRANSPORTATION<sup>3,4</sup>**

12 The district shall collaborate with the local child welfare agency to develop and implement clear and  
13 written procedures governing how transportation to a student's school or origin shall be provided,  
14 arranged, and funded. This transportation will be provided for the duration of the student's time in  
15 foster care.

16 The Director of Schools shall develop administrative procedures to provide for transportation of  
17 students in foster care.<sup>5</sup> These procedures must ensure that:

- 18 1. Students in foster care needing transportation to their schools of origin will promptly receive  
19 that transportation in a cost-effective manner and in accordance with federal law; and
- 20 2. If there are additional costs incurred in providing transportation to the school of origin, the  
21 district will provide such transportation if:
  - 22 a. the local child welfare agency agrees to reimburse the district for the cost of such  
23 transportation;
  - 24 b. the district agrees to pay for the cost; or
  - 25 c. the district and local child welfare agency agree to share the cost.<sup>4</sup>

26 The district will ensure that a student in foster care, to include a student awaiting foster care placement,  
27 remains in his/her school of origin while any disputes regarding transportation costs are being  
28 resolved.

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**Legal References**

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii)
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)(i)-(iv)
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A)
5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5)(B)(i)

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**Cross References**

Attendance 6.200  
School Admissions 6.203

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Glucagon and Diazepam Gel (Diastat)</b>	Descriptor Code: <b>6.4051</b>	Issued Date: <b>04/26/18</b>
		Rescinds:	Issued:

1 School personnel, who volunteer, under no duress or pressure and have been properly trained by a  
2 registered nurse, are permitted to administer glucagon in emergency situations to a student based on  
3 physician's orders and/or the student's Individual Health Plan (IHP). If the school nurse is on site, the  
4 nurse shall provide the service to the student.<sup>1</sup>

5 The school nurse shall be responsible for updating and maintaining each IHP. There must be a  
6 parent/guardian signature on file giving permission prior to training school personnel to administer  
7 glucagon.

## 8 **DEFINITION OF GLUCAGON**

9 Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the blood.  
10 It must be injected with a syringe into the body like insulin.

## 11 **WHEN TO USE GLUCAGON**

12 Glucagon is administered when the student has low blood sugar and is unable to take liquid or food by  
13 mouth because of unconsciousness or seizure activity as per a medical provider's written instructions.

## 14 **TRAINING**

- 15 1. Review physicians' orders for glucagon and parent/guardian permission on file.
- 16
- 17 2. The volunteer must complete an initial in-depth diabetes-related training recognizing signs and  
18 symptoms of hypoglycemia and respond with student-specific interventions.
- 19
- 20 3. The volunteer trainee must be able to state glucagon's action and the need for its use.
- 21
- 22 4. The volunteer trainee must be able to state how glucagon should be prepared, the dosage, and  
23 side effects as well as follow-up care after the administration of glucagon.
- 24
- 25 5. The volunteer trainee must be able to identify where glucagon will be stored (must be kept in a  
26 secure location away from heat and direct light) and readily available to the student.
- 27
- 28 6. The volunteer trainee will notify or delegate notification of EMS/911 personnel,  
29 parents/guardian, and the school nurse any time glucagon is administered to any student.

- 1       7. The volunteer trainee must document observations, administration of glucagon, and follow-up  
2       care on the appropriate diabetic and medication forms.  
3
- 4       8. Training will be provided until competency is demonstrated, and retraining shall be completed  
5       on a yearly basis. Training will be documented and include a skills checklist, instructor's name,  
6       trainee's name, date of training, and documentation of competency of trainee to administer  
7       glucagon. A copy of the trainee's competency training form will be kept in the employee's  
8       personnel file.

## 9       **DEFINITION OF DIAZEPAM (DIASTAT)**

10      Diastat works to stop seizure activity by acting on brain cell interactions that inhibit the seizure  
11      discharges. This special formulation of diazepam is administered rectally as a gel.

12      School personnel who volunteer under no duress or pressure and who have been properly trained by a  
13      registered nurse or employed or contracted by the Cumberland County School District may administer  
14      anti-seizure medications, including diazepam gel to a student in an emergency situation based on the  
15      student's IHP. If the school nurse is available, on site, and able to reach the student within the time  
16      limit for administration specified in the IHP, then the school nurse shall provide this service to the  
17      student.

## 18      **WHEN TO USE DIASTAT**

19      Upon the decision of a trained volunteer to administer diazepam gel (Diastat), school officials shall  
20      immediately summon local emergency medical services to the school to provide necessary monitoring  
21      and transport to safeguard the health and condition of the student.

22      Trained volunteer school personnel administering anti-seizure medications, any registered nurse who  
23      provides training to administer such medications, and any local board of education shall not be liable  
24      in any court of law for injury resulting from the reasonable and prudent assistance in the administration  
25      of such medications, if performed pursuant to the policies and guidelines developed by the departments  
26      of health and education and approved by applicable regulatory or governing boards or agencies.

27      Cumberland County school district shall not assign a student with epilepsy or other seizure disorder to  
28      a school other than the school for which the student is zoned or would otherwise regularly attend  
29      because the student has a seizure disorder.

30      A student's parent/guardian, who has given the student's school written authorization to administer  
31      anti-seizure medication, shall, in accordance with the student's IHP, notify the school administrator or  
32      school nurse if anti-seizure medication or prescription or over-the-counter medicines are administered  
33      at a time at which the student is not present in school. The student's IHP shall set forth with specificity  
34      the requirements of reporting administration of medication and for the dissemination of such  
35      information to volunteer school personnel trained to administer anti-seizure medication. Such  
36      notification shall be given after administration of medication before or at the beginning of the next  
37      school day in which the student is in attendance.

**1 TRAINING**

2 Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a  
3 school nurse in an emergency situation, the student's parent/guardian shall provide:

- 4 1. The school with a written authorization to administer the medication at school;
- 5  
6 2. A written statement from the student's health care practitioner, which shall contain the  
7 student's name, the name and purpose of the medication, the prescribed dosage, the route of  
8 administration, the frequency that the medication may be administered, and the circumstances  
9 under which the medication may be administered; and
- 10  
11 3. Prior to its date of expiration, the prescribed medication to the school is in its unopened, sealed  
12 package with the intact label affixed by the dispensing pharmacy.

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**Legal References**

1. TCA 49-50-1602(g)(1)

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**Cross References**

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date: <b>04/26/18</b>
		Rescinds:	Issued:

## 1 **General**

2 The district shall maintain an opioid antagonist at each school in at least two (2) unlocked, secure  
3 locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> School nurses and  
4 other school personnel expected to provide emergency care to students shall be trained according to the  
5 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may  
6 utilize the school's supply of opioid antagonists to respond to a drug overdose, under a standing  
7 protocol from a physician.

## 8 **PARENTAL NOTIFICATION**

9 The school system shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist  
10 has been administered.

## 11 **PROCEDURES**

12 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists  
13 as well as procedures regarding record keeping and reporting after any incident.

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### Legal References

1. State Board of Education Policy 4.205

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Safe Relocation of Students</b>	Descriptor Code: <b>6.4081</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>6.4081</b>	Issued: <b>08/23/12</b>

1 Employees who are directly responsible for a student’s education or who otherwise interact within the  
2 scope of their assigned duties may relocate a student from the student’s present location to another  
3 location when such relocation is necessary for the student’s safety or the safety of others.<sup>1</sup> If relocation  
4 is necessary, the process will comply with all special education laws. Such employees may also intervene  
5 in a physical altercation between two or more students or between a student and a district employee.  
6 Reasonable or justifiable force may be used to physically relocate or intervene in a conflict if a student  
7 is unwilling to cooperate.<sup>2</sup> If an employee is unable to resolve the matter with the use of reasonable or  
8 justifiable force, the student shall be allowed to remain in place until local law enforcement officers or  
9 school resource officers can be summoned to relocate the student or take the student into custody until  
10 a parent or guardian can retrieve the student.

11 In the event that physical relocation becomes necessary, the employee shall immediately file a brief  
12 report of the incident with the principal. If the student's behavior constitutes a violation of the board's  
13 zero tolerance policy, the report shall be placed in the student's permanent record. Otherwise, the report  
14 shall be kept in the student's discipline record, and not become a part of that student's permanent record.  
15 The principal/designee shall notify the teacher involved of the actions taken to address the behavior of  
16 the relocated student.<sup>1</sup>

17 The Director of Schools shall develop administrative procedures regarding the safe relocation of students  
18 consistent with State law. Each principal shall fully support the employees' authority to relocate a student  
19 and ensure appropriate implementation and reporting.

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#### Legal References

1. Public Acts of 2021, Chapter No. 77
2. TCA 39-11-603, TCA 39-11-609-614

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#### Cross References

Code of Conduct 6.300  
Interference/Disruption of School Activities 6.306  
Zero Tolerance Offenses 6.309  
Special Education Students 6.500

# Cumberland County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Service Animals</b>	Descriptor Code: <b>6.5001</b>	Issued Date: <b>04/26/12</b>
		Rescinds:	Issue

- 1 Cumberland County schools acknowledges its responsibility to permit students and/or adults with  
2 disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at  
3 school functions, as required by the Americans with Disabilities Act, 28 C.F.R. Part 35, subject to the  
4 following:
- 5 1. All requests for an individual with a disability to be accompanied by a service animal must be  
6 addressed in writing to the Director of Schools and must contain required documentation of  
7 vaccinations. This written request must be delivered to the Director of Schools' Office at least  
8 ten days prior to bringing the service animal to school or a school function.
  - 9 2. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of  
10 animals, whether wild or domestic, will be permitted in schools as a "service animal."
  - 11 3. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a  
12 student or adult with a disability in school buildings, in classrooms, or at school functions, will  
13 be handled on a case-by-case basis, considering the type, size, and weight of the service animal  
14 and whether the facility can accommodate these features will be decided on a case-by-case  
15 basis.
  - 16 4. The animal must be required for the individual with a disability to be successful in the school  
17 environment.
  - 18 5. The animal must be "individual trained" to do work or a task for the individual with a  
19 disability.
  - 20 6. Owners of service animals are liable for any harm or injury caused by the animal to other  
21 students, staff, visitors, and/or property.
  - 22 7. All service animals must be in sufficient control by handler at all times.
  - 23 8. A service animal must have a harness, leash, or other tether, unless either the handler is unable  
24 because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or  
25 other tether would interfere with the service animal's safe, effective performance of work or  
26 tasks, in which case the service animal must be otherwise under the handler's control.
  - 27 9. All service animals must be housebroken.
  - 28 10. All service animals must be treated for, and kept free of, fleas and ticks.

- 1 11. All service animals must be kept clean and groomed to avoid shedding and dander.
- 2 12. Cumberland County Schools is not responsible for the care or supervision of a service animal,  
3 including walking the animal or responding to the animal's need to relieve itself.
- 4 a. Cumberland County Schools is not responsible for providing a staff member to walk the  
5 service animal or to provide any other care or assistance to the animal.
- 6 b. Students with service animals are expected to care and supervise their animal. In the  
7 case of a young child or a student with disabilities who is unable to care for or supervise  
8 his or her service animal, the parent/guardian is responsible for providing care and  
9 supervision of the animal. Issues related to the care and supervision of service animals  
10 will be addressed on a case-by-case basis at the discretion of the building administrator.
- 11 13. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC  
12 (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, Coronavirus), Bordetella, and  
13 Rabies.
- 14 14. All service dogs must be spayed or neutered.
- 15 15. Owners of service miniature horses must provide annual proof the vaccinations: Equine  
16 Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinopneumonitis,  
17 Influenza, Strangles.
- 18 16. Removal of a Service Animal: A school administrator may ask an individual with a disability  
19 or his/her parents/guardians to remove a service animal from a school building, a classroom, or  
20 from a school function if any of the following circumstances occur:
- 21 a. The animal is out of control and the animal's handler does not take effective action to  
22 control it; or
- 23 b. The animal is not housebroken.
- 24 c. The animal's presence would "fundamentally alter" the nature of the service, program,  
25 or activity.
- 26 If a public entity properly excludes a service animal under Sec. 35.136(b), it shall give the individual  
27 with a disability the opportunity to participate in the service, program, or activity without having the  
28 service animal on the premises. 28 C.F.R. Sec. 35.136 (c).

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Legal Reference:

1. ADA Regulations, 28 C.F.R. Part 35 (as amended, 2010).

# CCHS

May 5, 2023

Mr. William Stepp  
Cumberland County Board of Education  
368 Fourth Street  
Crossville, TN 38555

Dear Mr. Stepp,

Please approve the following as volunteers at Cumberland County High School for the school year 2022-2023:

Ricky Dillon	Level 3
Jonathon Davis	Level 3
Adam Solgot	Level 1
Theresa Tanner	Level 2

The proper paperwork is on file in office of the principal.

Sincerely,

Dr. Scott Calahan



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

Cumberland County Schools  
368 Fourth Street  
Crossville, TN 38555

Dean Patton  
CCS Athletic Director

I sincerely request approval of the following non-faculty coaches. With your approval, they will be volunteering with SMMS softball.

Level 3

Chad Pugh  
Joe Holbrook

Thank you for your consideration

A handwritten signature in black ink that reads 'Dean Patton'.

Dean Patton

# Homestead Elementary School

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3889 Hwy127 South • Crossville, TN 38572 • 931-456-8344 • Fax: 931-456-8342

Mary Elizabeth Edmonds  
Principal



Ashlee Watts  
Assistant Principal

To: CCBOE  
Mr. William Stepp

From: Ashlee Watts, Homestead Elementary School

Date: May 15, 2023

RE: May Volunteer Approval

Please approve the following volunteers for the 2022-2023 school year. The appropriate volunteer applications are on file and background complete. (List attached)

Thank you,

A handwritten signature in blue ink that reads "Ashlee Watts".

Ashlee Watts  
Assistant Principal  
Homestead Elementary School

<b>Last Name</b>	<b>First Name</b>	<b>Level</b>
Griffin	Dylan	3
Mayberry	Ivy	3
Wood	Abby	3



2800 Cook Road  
Crossville, TN 38571  
(931) 484-5767  
**Kelly J. Smith, Principal**

**TO:** Mr. William Stepp, Director of Schools  
Cumberland County Board of Education

**FROM:** Kelly J. Smith, Principal

**DATE:** May 12, 2023

**RE:** SMHS Volunteers

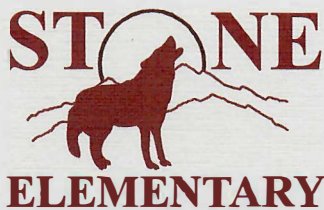
Please approve the following volunteers. The appropriate volunteer application is on file and references have been checked.

Jacob DeRossett Level III Football

Thank you,

A handwritten signature in blue ink, appearing to read "Kelly Smith". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kelly Smith  
KJS/dms



1219 Cook Road, Crossville, TN 38555

(931) 456-5636 Fax (931) 456-5369

Stephanie R. Barnes, Principal

stoneel.ccschools.k12tn.net

To: Mr. William Stepp, Director of Schools  
Cumberland County Board of Education

From: Stephanie Barnes, Principal

Date: May 17, 2023

Re: Stone Elementary Volunteers

Please approve the following additional volunteer(s) for the 2022-2023 school year (see attached). The appropriate volunteer application is on file in our school office.

Thank you,

Stephanie Barnes  
Principal

Stone Elementary Volunteers  
May Board Meeting

Level 2

Addison Wilson

# **Frank P. Brown Elementary School**

---



3766 Dunbar Road  
Crossville, Tennessee 38572  
Phone (931) 788-2248  
Fax (931) 788-2554

**Dr. Stephanie L. Speich**  
Principal

Mr. William Stepp, Director of Schools  
Cumberland County Board Of Education  
368 Fourth Street  
Crossville, TN 38555

Dear Mr. Stepp and Board Members,

Please approve the Brown Elementary Beta Club field trip to the National Beta Conference in Louisville, KY. Our projected travel dates are June 14-16, 2023. Many of our students will benefit from this educational experience.

Thank you,

Dr. Stephanie L. Speich  
Principal  
Frank P. Brown Elementary

**Cumberland County Board of Education  
Administrative Procedures**

Issued: July 2004	Procedure: <b>Field Trip and Excursions</b>	Policy Reference: 4.302 Exhibit B
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In State/Pre-Approved \_\_\_\_\_ Cumberland County Schools Field Trip Request  
 Overnight  Out of State

This form is to be submitted to the principal and received in the appropriate Director's office 2 weeks prior to the date of the trip for approval. **OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.**

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then afterward filed in the principal's office.

School Frank P. Brown Elementary Subject/Grade Level Beta Club (8<sup>th</sup> Grade)  
 Trip Requested By Jennifer Cox Date of Trip 6/24/23 - 6/26/23  
 Destination Louisville, KY Beta Convention City Louisville, KY State KY  
 Departure Time 7:00 Am Return TBD Admission per student \$ 0  
 Special Services: Check ALL that apply. Prior approval is required.  School Nurse  SpED Bus  SpED Assistant  
 Student has 504 plan  Bus with Lift

Please Check Type of Activity

- Academic Field Trip
- Incentive Field Trip
- School Clubs
- Band/Chorus
- Competition National Beta Competition (Competing in Marketing/Communications and Spelling Bee)
- Sports
- Special Classroom Trip (Describe) \_\_\_\_\_
- Other \_\_\_\_\_

Teachers Going: Jennifer Cox # of Students 3

TOTAL # of TEACHERS: 1 TOTAL # of STUDENTS 3

Additional Chaperones (If Needed) One Parent  
 Cafeteria Notified  Purchase Order Requested  
 Substitute Requested (if needed)  Permission Slip Obtained (Take on trip)

Sponsoring Teacher's Signature Jennifer Cox Cell Phone # 931-200-2056 Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Transportation Dept. Only			
Driver 1) _____	2) _____	3) _____	4) _____
Beginning Mileage _____	Ending Mileage _____	Total Miles _____	
Amount to be paid to driver \$ _____		Amount for Fuel _____	
Transportation Supervisor _____		Director of Schools _____	

*To be completed for out-of-state and overnight school sponsored trips only*

Approved  Denied \_\_\_\_\_  
 Director of Schools \_\_\_\_\_ Date of Board Approval \_\_\_\_\_

# Cumberland County Board of Education Administrative Procedures

<b>Issued:</b> July 2004	<b>Procedure:</b> Field Trip and Excursions	<b>Policy Reference:</b> 4.302 Exhibit B
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## Cumberland County Schools Field Trip Request

In State/Pre-approved      
 Overnight      
 Out of State

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. **OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.**

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School ACHS      Subject/Grade Level FBWA 12<sup>th</sup> grade  
 Trip Requested By Carla Priddy      Date of Trip July 10-14, 2023  
 Destination Bugch Gardens      City Tampa, FL      State FL  
 Departure time 8:00 AM      Return 10:30 PM      Admission per student \$ 200.00  
 Special Services needed such as school nurse, handicap vehicle, etc. Ø

Please check type of Activity:

- |  |   |
|--|---|
| <input type="checkbox"/> Academic Field Trip     | <input type="checkbox"/> Competition                                |
| <input type="checkbox"/> Incentive Field Trip    | <input type="checkbox"/> Sports                                     |
| <input checked="" type="checkbox"/> School Clubs | <input type="checkbox"/> Special Classroom Trip (description) _____ |
| <input type="checkbox"/> Band/Chorus             | <input type="checkbox"/> Other _____                                |

Teachers: Carla Priddy      # of Students 10  
 \_\_\_\_\_      \_\_\_\_\_  
 \_\_\_\_\_      \_\_\_\_\_  
 Total: \_\_\_\_\_      Total: 10

Additional Chaperones (if needed) Linda & Chris Bennett

- Cafeteria notified     
 Purchase order requested     
 Permission slip obtained (should be taken on trip)

Substitute requested (if needed)

Carla Priddy      931-261-0882      Jim Cole      5.19.2023  
 Sponsoring Teacher's Signature      Cell Phone #      Principal's Signature      Date

<i>For transportation Department Only</i>			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total miles _____	
Amount to be paid driver \$ _____		Amount for Fuel \$ _____	
Transportation Supervisor _____		Director of Schools _____	

<i>This section to be completed for out-of-state or overnight school sponsored trips only</i>	
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Director of Schools Signature
Date of Board Approval _____	

# Cumberland County Board of Education Administrative Procedures

Issued: July 2004	Procedure: <b>Field Trip and Excursions</b>	Policy Reference: 4.302 Exhibit B
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## Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_ Overnight  Out of State

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School CCHS/Martin Elem. Subject/Grade Level FCCLA National Conference  
 Trip Requested By Rachel Davis Date of Trip 7/1-7/7  
 Destination Denver, CO City Denver State CO  
 Departure time 7/1 in AM Return 7/7 in PM Admission per student: \$ 210.00  
 Special Services needed such as school nurse, handicap vehicle, etc. N/A

Please check type of Activity:

- |   |   |
|---|---|
| <input type="checkbox"/> Academic Field Trip  | <input checked="" type="checkbox"/> Competition                     |
| <input type="checkbox"/> Incentive Field Trip | <input type="checkbox"/> Sports                                     |
| <input type="checkbox"/> School Clubs         | <input type="checkbox"/> Special Classroom Trip (description) _____ |
| <input type="checkbox"/> Band/Chorus          | <input type="checkbox"/> Other _____                                |

Teachers: Rachel Davis # of Students 4  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Total: \_\_\_\_\_ Total: 4

Additional Chaperones (if needed) Jonathan Davis

- Cafeteria notified     Purchase order requested     Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)

Rachel Davis 931-248-3768 [Signature] 4.25.2003  
 Sponsoring Teacher's Signature    Cell Phone #    Principal's Signature    Date

<i>For transportation Department Only</i>			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total miles _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor _____		Director of Schools _____	

<i>This section to be completed for out-of-state or overnight school sponsored trips only</i>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Director of Schools Signature _____	
Date of Board Approval _____	

## Cumberland County Board of Education Administrative Procedures

<b>Issued:</b> July 2004	<b>Procedure:</b>  <h3 style="margin: 0;">Field Trip and Excursions</h3>	<b>Policy Reference:</b> 4.302 Exhibit B
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### Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_     
 Overnight   X       
 Out of State   X  

**This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.**

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Cumberland County High School      Subject/Grade Level FFA  
 Trip Requested By Jason Atkinson      Date of Trip July 18-22  
 Destination Washington Leadership Conference      City Washington D.C      State \_\_\_\_\_  
 Departure time 9:00 July 18      Return 6:00 July 22      Admission per student 5  
 Special Services needed such as school nurse, handicap vehicle, etc. \_\_\_\_\_

Please check type of Activity:

- |   |  |
|---|--|
| <input type="checkbox"/> Academic Field Trip<br><input type="checkbox"/> Incentive Field Trip<br><input checked="" type="checkbox"/> School Clubs<br><input type="checkbox"/> Band/Chorus | <input type="checkbox"/> Competition<br><input type="checkbox"/> Sports<br><input type="checkbox"/> Special Classroom Trip (description) _____<br><input type="checkbox"/> Other _____ |
|---|--|

Teachers: <u>Maryselle Lea</u> _____ _____	# of Students <u>4</u> _____ _____
Total: _____	Total: _____

Additional Chaperones (if needed) \_\_\_\_\_

- Cafeteria notified     
  Purchase order requested     
  Permission slip obtained (should be taken on trip)

Substitute requested (if needed)

 Sponsoring Teacher's Signature	<u>901-592-8506</u> Cell Phone #	 Principal's Signature	<u>03.09.2023</u> Date
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This section to be completed for out-of-state or overnight school sponsored trips only

Director of Schools Signature	Date of Board Approval	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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## Cumberland County Board of Education Administrative Procedures

Issued: July 2004	Procedure:  <h3 style="margin: 0;">Field Trip and Excursions</h3>	Policy Reference: 4.302 Exhibit B
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### Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_ Overnight X Out of State \_\_\_\_\_

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Cumberland County High School Subject/Grade Level FFA  
 Trip Requested By Jason Atkinson Date of Trip July 3-7  
 Destination FFA Camp City \_\_\_\_\_ State TN  
 Departure time 9:00 July 3 Return 12:00 July 7 Admission per student: 5  
 Special Services needed such as school nurse, handicap vehicle, etc. \_\_\_\_\_

Please check type of Activity:

- |  |   |
|--|---|
| <input type="checkbox"/> Academic Field Trip     | <input type="checkbox"/> Competition                                |
| <input type="checkbox"/> Incentive Field Trip    | <input type="checkbox"/> Sports                                     |
| <input checked="" type="checkbox"/> School Clubs | <input type="checkbox"/> Special Classroom Trip (description) _____ |
| <input type="checkbox"/> Band/Chorus             | <input type="checkbox"/> Other _____                                |

Teachers: <u>Maryselle Lea</u> <u>Jason Atkinson</u> _____ _____	# of Students <u>40</u> _____ _____ _____
Total: _____	Total: _____

Additional Chaperones (if needed) \_\_\_\_\_

- Cafeteria notified     
  Purchase order requested     
  Permission slip obtained (should be taken on trip)
- Substitute requested (if needed)

Jason Atkinson      931-267-2373      AP Maryselle Lea      03.09.2023  
 Sponsoring Teacher's Signature      Cell Phone #      Principal's Signature      Date

This section to be completed for out-of-state or overnight school sponsored trips only

Approved       Denied

Director of Schools Signature      Date of Board Approval

Director of Schools Signature _____
Date of Board Approval _____

# Cumberland County Board of Education Administrative Procedures

Issued: July 2004	Procedure:  <b>Field Trip and Excursions</b>	Policy Reference: 4.302 Exhibit B
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## Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_ Overnight   X   Out of State   X  

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Cumberland County High School Subject/Grade Level FFA  
 Trip Requested By Jason Atkinson Date of Trip June 23 - July 2  
 Destination Indiana, Michigan,, Wisconsin, Iowa, Illinois City \_\_\_\_\_ State \_\_\_\_\_  
 Departure time 1:00 June 23 Return 10:00 July 2 Admission per student: \$ \_\_\_\_\_  
 Special Services needed such as school nurse, handicap vehicle, etc. \_\_\_\_\_

Please check type of Activity:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Academic Field Trip  | <input type="checkbox"/> Competition                                |  |
| <input type="checkbox"/> Incentive Field Trip | <input type="checkbox"/> Sports                                     |  |
| <input type="checkbox"/> School Clubs         | <input type="checkbox"/> Special Classroom Trip (description) _____ |  |
| <input type="checkbox"/> Band/Chorus          | <input checked="" type="checkbox"/> Other <u>FFA Trip</u>           |  |

Teachers: <u>Jason Atkinson</u>	# of Students <u>4</u>
_____	_____
_____	_____
Total: _____	Total: _____

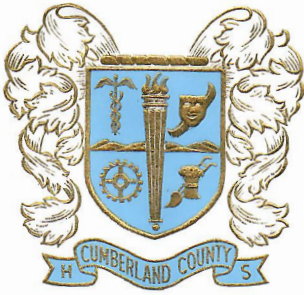
Additional Chaperones (if needed) \_\_\_\_\_

- Cafeteria notified       Purchase order requested       Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)

<u>Jason Atkinson</u> Sponsoring Teacher's Signature	931-267-2373 Cell Phone #	<u>AP Maryfernie H. Atkinson</u> Principal's Signature
		03.09.2023 Date

Director of Schools \_\_\_\_\_ Date of Board Approval \_\_\_\_\_  Approved       Denied





# *Cumberland County High School*

660 Stanley Street • Crossville, TN 38555  
Telephone (931) 484-6194 • Fax (931) 456-6872

May 17, 2023

To the Cumberland County Board of Education,

CCHS HOSA is excited to be able to represent Cumberland county High School at this years international HOSA conference in Dallas TX. We have two students going to compete and be part of this great experience. They will be learning leadership, testing their knowledge, and networking with students and professionals from across the US and around the world. We will be traveling to TX June 18-25, 2023.

Thank you for your continued support and encouragement to all of our students as they reach for their goals and dreams.

CCHS HOSA Advisor  
Laura Gilpin, RN

# Cumberland County Board of Education Administrative Procedures

<b>Issued:</b> July 2004	<b>Procedure:</b>  Field Trip and Excursions	<b>Policy Reference:</b> 4.302 Exhibit B
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## Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_ Overnight   X   Out of State   X  

This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School Cumberland County High School Subject/Grade Level HOSA 9th/11th  
 Trip Requested By Laura Gilpin Date of Trip June 20-24  
 Destination Dallas TX City Dallas State TX  
 Departure time \_\_\_\_\_ Return \_\_\_\_\_ Admission per student: \$ 90.4  
 Special Services needed such as school nurse, handicap vehicle, etc. \_\_\_\_\_

Please check type of Activity:

<input type="checkbox"/> Academic Field Trip	<input checked="" type="checkbox"/> Competition
<input type="checkbox"/> Incentive Field Trip	<input type="checkbox"/> Sports
<input type="checkbox"/> School Clubs	<input type="checkbox"/> Special Classroom Trip (description) _____
<input type="checkbox"/> Band/Chorus	<input type="checkbox"/> Other _____

Teachers: <u>Laura Gilpin</u>	# of Students <u>2</u>
_____	_____
_____	_____
Total: <u>1</u>	Total: <u>2</u>

Additional Chaperones (if needed) \_\_\_\_\_

Cafeteria notified     
  Purchase order requested     
  Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)

Laura Gilpin      9312480526      [Signature]      4-28-2013  
 Sponsoring Teacher's Signature      Cell Phone #      Principal's Signature      Date

<i>For transportation Department Only</i>			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total miles _____	
Amount to be paid driver \$ _____		Amount for Fuel \$ _____	
_____ Transportation Supervisor		_____ Director of Schools	

<i>This section to be completed for out-of-state or overnight school sponsored trips only</i>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Director of Schools Signature	
Date of Board Approval _____	

## ACADEMIC FIELD TRIP PROPOSAL

HOSA International Leadership Conference	Date: 4/24/23
Field Trip Date: <b>June 21-24</b>	Destination: Dallas TX
Number of Students: <b>2</b>	
Standards Addressed on Field Trip: multiple health and leadership	
Follow up Activities: <b>Reporting to fellow HOSA members</b>	
Cost to the student: <b>\$90 conference plus food and personal spending</b>	Other funds that will be used: <b>CTE /CCHS HOSA</b>
Are all students invited to attend this field trip? <b>NO</b>	If NO, what are the criteria? <b>Placing in state competition</b>
List the chaperones that will be going on the field trip. (Remember: there must be TWO per bus): <b>Laura Gilpin</b>	

**Cumberland County Schools  
Field Trip Request**

In State/ Pre-approved \_\_\_\_\_

Overnight

Out of State \_\_\_\_\_

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: Cumberland County HS Subject/ Grade Level: Lady Jet Soccer Team: 9-12  
 Trip Requested By: Cub Whitson Date of Trip: August 18-20 2023  
 Destination: Smoky Mountain Cup City: Gatlinburg State: TN  
 Departure Time: Friday 8/18 A.M. Return: Sunday 8/20 P.M. Admission per student 0

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse  SpEd Bus  SpEd Assistant  Students have 504 Plan  Bus with Lift

Please check type of activity:

- Academic Field Trip  Competition  
 Incentive Field Trip  Sports  
 School Clubs  Special Classroom Trip (description) \_\_\_\_\_  
 Band/ Chorus  Other \_\_\_\_\_

Teachers: Cub Whitson # of Students 25  
Kiley Allen  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: 2 Total # of Students: 25

Additional Chaperones (if needed) \_\_\_\_\_

- Cafeteria notified  Purchase order requested  Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)  Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

Cub Whitson (931) 261-5044 [Signature] 2-23-23  
 Sponsoring Teacher's Signature Cell Phone Number Principal's Signature Date

For Transportation Department Use Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total Mileage _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
Transportation Supervisor _____		Director of Schools _____	

This section to be completed for out-of-state or overnight school sponsored trips only <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	
<u>[Signature]</u> Director of Schools Signature	
Date of Board Approval <u>5-16-23</u>	

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.

## Cumberland County Board of Education Administrative Procedures

<b>Issued:</b> July 2004	<b>Procedure:</b> <b>Field Trip and Excursions</b>	<b>Policy Reference:</b> 4.302 Exhibit B
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**Cumberland County Schools Field Trip Request**

In State/Pre-Approved \_\_\_\_\_ Overnight X Out of State ✓

This form is to be submitted to the principal and received in the appropriate Director's office 2 weeks prior to the date of the trip for approval. **OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.**

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then afterward filed in the principal's office.

School Crab Orchard Elem Subject/Grade Level Archery teams  
 Trip Requested By Debbie Beatty Date of Trip June 8-10, 2023  
 Destination World Archery Tournament City Myrtle Beach State SC  
 Departure Time \_\_\_\_\_ Return \_\_\_\_\_ Admission per student \$ N/A

Special Services: Check ALL that apply. Prior approval is required.  School Nurse  SpED Bus  SpED Assistant  
 Student has 504 plan  Bus with Lift

Please Check Type of Activity

- Academic Field Trip
- Incentive Field Trip
- School Clubs
- Band/Chorus
- Competition
- Sports
- Special Classroom Trip (Describe) \_\_\_\_\_
- Other \_\_\_\_\_

Teachers Going: <u>Cindy Minnard</u> <u>Debbie Beatty</u> <u>Jean Thompson</u>	# of Students _____
---	------------------------

\* Students will be transported privately by parents/guardians \*

TOTAL # of TEACHERS: \_\_\_\_\_ TOTAL # of STUDENTS \_\_\_\_\_

Additional Chaperones (If Needed) \_\_\_\_\_

Cafeteria Notified  Purchase Order Requested  
 Substitute Requested (If Needed)  Permission Slip Obtained (Take on trip)

Sponsoring Teacher's Signature Cindy Minnard Cell Phone # \_\_\_\_\_ Principal's Signature Debbie Beatty Date 9-31-2023

For Transportation Dept Only			
Drivers: 1) _____	2) _____	3) _____	4) _____
Beginning Mileage _____	Ending Mileage _____	Total Miles _____	
Amount to be paid to driver \$ _____		Amount for Fuel \$ _____	
Transportation Supervisor _____		Director of Schools _____	

<i>To be completed for out-of-state and overnight school sponsored trips only</i>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____
Director of Schools	Date of Board Approval



2800 Cook Road  
Crossville, TN 38571  
(931) 484-5767  
**Kelly J. Smith, Principal**

Date: May 11, 2023

To: Mr. William Stepp and CCBOE

From: Mrs. Kelly Smith, Stone Memorial HS Principal  
Mr. Nathan O. Brown, Stone Memorial VP/ AD  
Coach Neil Capps, Stone Memorial HS Head Coach

Subject: Request for an overnight trip

The SMHS Boys Basketball team is requesting permission to travel and stay overnight for an athletic event.

SMHS Boys Basketball will travel on June 23 - June 24, 2023 to Franklin, TN for a summer basketball camp. Eighteen student athletes will travel with three coaches and multiple parent chaperones to and from the event.

Respectfully submitted,

Nathan O. Brown

Stone Memorial High School

Assistant Principal / Athletic Director

2800 Cook Rd, Crossville, TN 38571

931-484-5767

**Cumberland County Schools  
Field Trip Request**

In State/ Pre-approved \_\_\_\_\_ Overnight  Out of State \_\_\_\_\_

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: SMHS Subject/ Grade Level: Basketball  
 Trip Requested By: \_\_\_\_\_ Date of Trip: July 23-24, 2003  
 Destination: \_\_\_\_\_ City: Fanburg State: TN  
 Departure Time: \_\_\_\_\_ Return: \_\_\_\_\_ Admission per student \_\_\_\_\_

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse  SpEd Bus  SpEd Assistant  Students have 504 Plan  Bus with Lift

Please check type of activity:

- Academic Field Trip  Competition  
 Incentive Field Trip  Sports  
 School Clubs  Special Classroom Trip (description) \_\_\_\_\_  
 Band/ Chorus  Other \_\_\_\_\_

Teachers: \_\_\_\_\_ # of Students \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: \_\_\_\_\_ Total # of Students: \_\_\_\_\_

Additional Chaperones (if needed) \_\_\_\_\_

- Cafeteria notified  Purchase order requested  Permission slip obtained (should be taken on trip)  
 Substitute requested (if needed)  Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

\_\_\_\_\_  
 Sponsoring Teacher's Signature      Cell Phone Number      Principal's Signature      Date

For Transportation Department Use Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total Mileage _____	
Amount to be paid driver \$ _____	Amount for Fuel \$ _____		
_____ Transportation Supervisor		_____ Director of Schools	

<i>This section to be completed for out-of-state or overnight school sponsored trips only</i>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Director of Schools Signature	
_____ Date of Board Approval	

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.



2800 Cook Road  
Crossville, TN 38571  
(931) 484-5767  
**Kelly J. Smith, Principal**

Date: April 26, 2023

To: Mr. William Stepp and CCBOE

From: Mrs. Kelly Smith, Stone Memorial HS Principal  
Mr. Nathan O. Brown, Stone Memorial VP/ AD  
Coach Neil Capps, Stone Memorial HS Head Coach

Subject: Request for an overnight trip

The SMHS Boys Basketball team is requesting permission to travel and stay overnight for an athletic event.

SMHS Boys Basketball will travel on June 15 - June 17, 2023 to Memphis, TN for a summer basketball camp. Eighteen student athletes will travel with three coaches and multiple parent chaperones to and from the event.

Respectfully submitted,

  
Nathan O. Brown

Stone Memorial High School  
Assistant Principal / Athletic Director  
2800 Cook Rd, Crossville, TN 38571  
931-484-5767

No Bus Requested

Cumberland County Schools  
Field Trip Request

In State/ Pre-approved \_\_\_\_\_

Overnight

Out of State \_\_\_\_\_

This form is to be submitted to the principal for approval and forwarded to the Transportation Department 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School: SMHS Subject/ Grade Level: SMHS Boys Basketball  
Trip Requested By: Neil Coats Date of Trip: 6-15 - 6-17  
Destination: SMHS City: Memphis State: TN  
Departure Time: \_\_\_\_\_ Return: \_\_\_\_\_ Admission per student \_\_\_\_\_

Special Services: Check ALL that apply. Explain further if needed. Prior approval is required.

- School Nurse  SpEd Bus  SpEd Assistant  Students have 504 Plan  Bus with Lift

Please check type of activity:

- Academic Field Trip  Competition
- Incentive Field Trip  Sports
- School Clubs  Special Classroom Trip (description) \_\_\_\_\_
- Band/ Chorus  Other \_\_\_\_\_

Teachers: Neil Coats # of Students 28  
Jessie  
Matt

Please check this box if # of students is less than 14 and if you would prefer a SpEd Bus

Total: 3 Total # of Students: 18

Additional Chaperones (if needed) \_\_\_\_\_

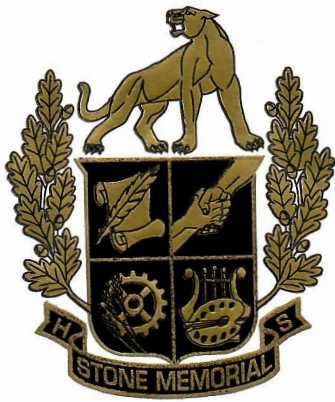
- Cafeteria notified  Purchase order requested  Permission slip obtained (should be taken on trip)
- Substitute requested (if needed)  Teacher of record must communicate special needs (504 plans, health plans, etc.) to the driver and other appropriate persons.

Sponsoring Teacher's Signature \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Transportation Department Use Only  
Drivers: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_  
Beginning Mileage \_\_\_\_\_ Ending Mileage \_\_\_\_\_ Total Mileage \_\_\_\_\_  
Amount to be paid driver \$ \_\_\_\_\_ Amount for Fuel \$ \_\_\_\_\_  
Transportation Supervisor \_\_\_\_\_ Director of Schools \_\_\_\_\_

This section to be completed for out-of-state or overnight school sponsored trips only  
 Approved  Denied \_\_\_\_\_  
Director of Schools Signature \_\_\_\_\_  
Date of Board Approval \_\_\_\_\_

This request must come to Transportation first. Requests needing BOE approval will then be forwarded on to Central Services for processing.



# Stone Memorial High School

2800 Cook Road • Crossville, TN 38571

Telephone (931) 484-5767

Kelly J. Smith  
Principal

May 12, 2023

Director of Schools, Mr. William Stepp  
Cumberland County Board of Education  
368 Fourth Street  
Crossville, TN 38555

Dear Director Stepp and School Board Members:

We are seeking the board's permission to allow Stone SkillsUSA students to attend the following events for June 19-23, 2023:

<u>DATE</u>	<u>EVENT</u>	<u>LOCATION</u>
6/19-23/23	SkillsUSA Nationals Competition	Atlanta, GA

Sincerely,  
Stone Memorial High School

Kylee Johnson-Criminal Justice Department

# Cumberland County Board of Education Administrative Procedures

<b>Issued:</b> July 2004	<b>Procedure:</b>  <h2 style="margin: 0;">Field Trip and Excursions</h2>	<b>Policy Reference:</b> 4.302 Exhibit B
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### Cumberland County Schools Field Trip Request

In State/Pre-approved \_\_\_\_\_     
 Overnight      
 Out of State \_\_\_\_\_

**This form is to be submitted to the principal and received in the appropriate Director's Office 2 weeks prior to the date of the trip for approval. OUT OF STATE AND OVERNIGHT TRIPS MUST HAVE BOARD APPROVAL. YOU MUST SUBMIT THESE TRIPS 2 WEEKS PRIOR TO THE MONTHLY BOARD MEETING.**

Parent permission slips must be obtained for all students making the trip, taken on the trip, and then filed in the principal's office.

School <u>Sm HS</u>	Subject/Grade Level <u>Skills USA</u>
Trip Requested By <u>Kyle Johnson</u>	Date of Trip <u>6/19-23/23</u>
Destination <u>Skills USA Nationals</u>	City <u>Atlanta</u> State <u>GA</u>
Departure time <u>8am</u> Return <u>4pm</u>	Admission per student: \$ <u>250</u>
Special Services needed such as school nurse, handicap vehicle, etc. _____	

**Please check type of Activity:**

- |   |   |
|---|---|
| <input type="checkbox"/> Academic Field Trip  | <input checked="" type="checkbox"/> Competition                     |
| <input type="checkbox"/> Incentive Field Trip | <input type="checkbox"/> Sports                                     |
| <input type="checkbox"/> School Clubs         | <input type="checkbox"/> Special Classroom Trip (description) _____ |
| <input type="checkbox"/> Band/Chorus          | <input type="checkbox"/> Other _____                                |

Teachers: <u>Kyle Johnson</u>	# of Students <u>2</u>
<u>John Long</u>	_____
_____	_____
Total: <u>2</u>	Total: <u>2</u>

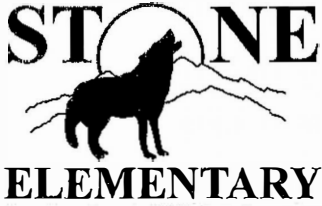
Additional Chaperones (if needed) \_\_\_\_\_

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Cafeteria notified               | <input type="checkbox"/> Purchase order requested | <input checked="" type="checkbox"/> Permission slip obtained (should be taken on trip) |
| <input type="checkbox"/> Substitute requested (if needed) |   |  |

<u>Kyle Johnson</u> Sponsoring Teacher's Signature	931 200 2576 Cell Phone #	<u>J. Smith</u> Principal's Signature	5/12/23 Date
---	------------------------------	--	-----------------

For transportation Department Only			
Drivers: (1) _____	(2) _____	(3) _____	(4) _____
Beginning Mileage _____	Ending Mileage _____	Total miles _____	
Amount to be paid driver \$ _____		Amount for Fuel \$ _____	
Transportation Supervisor _____		Director of Schools _____	

This section to be completed for out-of-state or overnight school sponsored trips only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Director of Schools Signature _____	
Date of Board Approval _____	



Stephanie R. Barnes, Principal

1219 Cook Road, Crossville, TN 38555

(931) 456-5636 Fax (931) 456-5369

stoneel.ccschools.k12tn.net

May 17, 2023

Dear Ladies and Gentleman:

On behalf of Stone Elementary School, I am requesting the approval of the attached contract between Strawbridge Studios Inc. and Stone Elementary School for pictures and yearbooks for the 2023-2024 school year.

Sincerely,

Mrs. Stephanie R. Barnes



# Choose Your Bundle Agreement

**Office Use Only**  
 School # 11 546 6  
 New  Renew Sch YR 23-24

School Stone Elementary School County Cumberland District Cumberland Phone 931-456-5636  
 Ship Address 1219 Cook Road City Crossville ST TN Zip 38555  
 Mail Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Name	Email	Phone
Principal <u>Ms. Stephanie Barnes</u>	<u>barness5@ccschools.k12tn.net</u>	_____
Asst. Principal <u>Ms. Bridgette Cox</u>	<u>bcox@ccschools.k12tn.net</u>	_____
Secretary <u>Mrs. Deedy Adams</u>	<u>dadams@ccschools.k12tn.net</u>	_____
Data Manager <u>Ms. Abbie Keck</u>	<u>abbie.keck@ccschools.k12tn.net</u>	_____
Picture Coordinator <u>Ms. Janie Honeycutt</u>	<u>janie.honeycutt@ccschools.k12tn.net</u>	_____
YB Sponsor <u>Ms. Janie Honeycutt</u>	<u>janie.honeycutt@ccschools.k12tn.net</u>	_____

Grades at Campus PK - 8 Afternoon Pre K  Yes  No # Classrooms 30 Enrollment 700  
 Winter Break 12/15/23 - 1/3/24 Spring Break 3/22/24 - 4/1/24 Last Day of School 5/22/24

Strawbridge Studios, Inc. Agrees: 1. To provide complimentary faculty portraits. 2. To supply each Principal and Secretary with a large desk calendar for the current school year. 3. To guarantee complete satisfaction. Strawbridge Studios agrees to retake any portrait or provide a complete refund.

**FACULTY** Group Date 8/2/23 Time 1pm Location gym, on bleachers # in Picture 60-ish  
 **FAC Individuals on Fall Picture Day** Individual Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

**FALL** Date 9/13/23 Time 8am Location playroom Program J.E. Strawbridge Fall Spec  
 Background fall # PHG 3 Notes sports after fall pictures are done

**ABS** Date 11/20/23 Time 8am Location playroom Program  PP  SPEC

**CLASS GROUPS** Date 1/23/24 Time 8a m Location pl ayroom # PHG 1 Retail Price \$ 10  
 Check all that apply  Muslin  Risers  Disk Border custom border on file at plant Wholesale Price \$ 10

**SPRING** Date 2/14/24 Time 8am Location pl ay r o m Program J.E. Strawbridge Spring Spec  
 Background tbd Props tbs # PHG 3

**Use the space below to add any additional programs: Holiday, Clubs, Sports, Band, Dance, Graduation, Panoramic, etc.**

**Basketball and Cheer** Date 9/13/23 Time after fall pictures Location gym Program Simply Sports

**NOTES** 4 basketball teams and 2 cheer teams

**Clubs and Superlatives** Date 2/14/24 Time all day Location gym, other Program Yearbook Candid

**NOTES** Superlatives around the school simultaneous with spring pictures. Clubs in gym after spring pictures.

**Final fall absentees for YB** Date 2/14/24 Time after spring photos Location playroom Program J.E. Strawbridge Fall Spec

**NOTES** \_\_\_\_\_

**Step 1: Choose Your Bundle**  1. JE Strawbridge Bundle  2. Harold Strawbridge Bundle  3. Ken Strawbridge Bundle

**Step 2: Pick Your Bundle Options**

Graduation Journey  Extra Photographer  Special Event Photographer  Student IDs  Kinder Folios  
 Ship to Home  25 Comp. A Pkgs  Comp. Staff Yearbooks  Custom Printing  Comp. Planners & Calendars

Complete separate forms if YES to any of these.

**YEARBOOK**  Yes **SERVICE ITEMS**  Yes **SENIORS**  Yes Sitting Fees \$ \_\_\_\_\_

Stephanie R Barnes 5/17/2023  
 School Representative Signature Date  
 Stephanie R. Barnes  
 Print Name

Eric McKnight \_\_\_\_\_  
 Strawbridge Studios Representative Date  
 Eric McKnight  
 Print Name F17607



## PROPOSED FUNDRAISING ACTIVITIES

School: Martin Elementary

Fund/account name: General

Proposed fundraising activities: World's Finest Chocolate

Proposed uses of funds raised: Refurbish lockers,  
Classroom furniture

Planned purchase date: N/A

Contingency for funds not utilized: N/A

Expected student involvement (school-wide or specific school organization) School-wide

Method by which school will receive profit: percentage of sales  
in check or cash

Requested by: [Signature] Date: 5/16/23  
Name/Title

Approved by: Christie VanWinkle Date: \_\_\_\_\_  
Principal

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Schools\*

\*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising efforts.

Updated 8/19/2021

Christie VanWinkle  
Principal



Kasey Lowe  
Assistant Principal

Glenn L. Martin Elementary School  
1362 Miller Avenue \* Crossville, TN 38555  
Phone (931) 484-7547 Fax (931) 484-8785

Date: May 10, 2023

From: Christie VanWinkle, Principal

To: Cumberland County Board of Education  
Mr. William Stepp, Director of Schools

Re: Fall Fundraiser

Please approve World's Finest Chocolate for Glenn L. Martin Elementary 2023-2024 fundraiser. The profit will be 45% of all sales, and this money will be earmarked to purchase classroom chairs and desks. See attached for the fundraising agreement.

Thank you,

A handwritten signature in purple ink that reads "Christie VanWinkle". The signature is written in a cursive style.

Christie VanWinkle

# World's Finest® Chocolate and Charleston Wrap Order Form

Organization Name : Martin Elementary  
 Contact name: Nichole Jones  
 Address: 1362 Miller Ave.  
 City: Crossville  
 State: TN Zip : 38555  
 Delivery Phone: (931) 484-7547  
 Email : njones@ccschools.k12tn.net

Shipping Information if different  
 same

Requested Delivery Date- August 3, 2023

Item #	Description	Quantity	Price	Total
5609wfc	\$1 variety	280	\$33	\$9,240
9697wfc	Caramel	20	\$33	\$660
5609wfc	Prize chocolate (100% profit to help offset cost for prizes. \$1200 value)	20	\$0	\$0
Shipping				\$120
Total				\$10,020

## Terms of Sale

WFC uses various companies to deliver our products. These companies will do their best to accommodate our customer's requests but must arrange deliveries according to their routes and schedules. We can determine an estimated delivery time on the day of delivery..

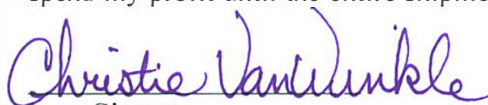
**\*\* \_\_\_\_\_ Any shortages must be noted on the delivery ticket BEFORE the driver leaves. Do not sign for chocolate until it is counted.** Refuse any damaged cases and make note of any missing cases on the delivery ticket. Forward a copy of delivery ticket noting shortage or damaged to:

**\*\* \_\_\_\_\_ No Credit is given if it is not noted on the delivery ticket.** Please make anyone who might sign for the chocolate aware of these conditions.

Payment - All chocolate must be paid for, in full, within 30 days of the delivery date.

I agree to pay applicable taxes unless I supply a copy of a valid State Exemption Resale Certificate.

I have read the above information and the attached *World's Finest Chocolate – Terms and Conditions of Sale*. I understand and agree to the terms. I agree to pay for the chocolate with the first proceeds of the sale (I will not spend my profit until the entire shipment of chocolate is paid for) within 30 days of delivery.

  
 Signature

Martin Elementary  
 Name of Organization

5/12/2023  
 Date

Sales Representative: Jon Moore/April Peterson

Phone : 321-591-5867

Email: april@moorefundraising.com



**PROPOSED FUNDRAISING ACTIVITIES**

School: North Cumberland Ele.

Fund/account name: NCE General Funds

Proposed fundraising activities: Strawbridge Picture Sales  
& Strawbridge Yearbook Sales

Proposed uses of funds raised: Student supplies for  
North Cumberland

Planned purchase date: August 2023 - April 2024 <sup>• Different picture Dates • Yearbook sales</sup>

Contingency for funds not utilized: School improvement

Expected student involvement (school-wide or specific school organization) School wide

Method by which school will receive profit: 40%  
parents will purchase picture & yearbooks

Requested by: Carolyn Frally / Bookkeeper Date: 5/11/23

Approved by: Thomas Johnson <sup>Name/Title</sup> Date: 5/11/23  
<sub>Principal</sub>

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Schools\*

\*The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising efforts.

**Dr. Scott Calahan, Principal  
Cumberland County High School  
660 Stanley Street  
Crossville, TN 38555  
School: (931) 484-6194**



May 2023

Mr. Stepp and the Cumberland County Board of Education:

I respectfully request that the following general budget items be retired from Cumberland County High School:

**May 2023 BOE RETIRE LIST**

See attached spreadsheet

PROPERTY TAG #	ITEM DESCRIPTION	REASON

Respectfully,  
  
Steven Miller

Dell Lenovo			MacBook Air			MacBook Pro		
Serial Number	Inv Tag Number	Notes	Serial Number	Inv Tag Number	Notes	Serial Number	Inv Tag Number	Notes
LR08LLE	S01929	BROKEN	C02LH0AKFH51	45011	SN# from old inv. 3.8.23MN	SC1ML8TGN0TY3	46061	[9.2013]SN# from old inv. 3.8.23MN
MP1XF0XZ	S04637		C02LH0D0WFH51	45009	SN# from old inv. 3.8.23MN	SC1ML8TGD0TY3	46058	[9.2013]SN# from old inv. 3.8.23MN
MP1XQVEN	S04584		C02LH06PFH51	45017	SN# from old inv. 3.8.23MN	SC1ML8SK0TY3	46057	[9.2013]SN# from old inv. 3.8.23MN
MP1XL1LX	S04468		C02LH05NFH51	45016	SN# from old inv. 3.8.23MN	SC0249VF10TY3	42832	[10.2012]SN# from old inv. 3.8.23MN
MP1XQVAQ	S04042		C02LH0DCFFH51	45008	SN# from old inv. 3.8.23MN	SC1ML84670TY3	46071	[9.2013]SN# from old inv. 3.8.23MN
P202UCPR	S02369		C02LH00LFFH51	45005	SN# from old inv. 3.8.23MN	SC1ML8KY00TY3	46051	[9.2013]SN# from old inv. 3.8.23MN
MP1XG41D	S04111		C02LH0CQFFH51	45012	SN# from old inv. 3.8.23MN	SC0249WPD0TY3	42806	[10.2012]SN# from old inv. 3.8.23MN
MP1XLG3E	S04977		C02LH081FFH51	45019	SN# from old inv. 3.8.23MN	SC0249VFD0TY3	42812	[10.2012]SN# from old inv. 3.8.23MN
P202S10L	S02351		C02LH08AFH51	45010	SN# from old inv. 3.8.23MN	SC1ML8T5D0TY3	46064	[9.2013]SN# from old inv. 3.8.23MN
MP1XGA4H	S04785		C02LH0D0YFFH51	45014	No tag	C1ML8SPY0TY3	46045	[9.2013]SN# from old inv. 3.8.23MN
MP1XLK8C	S04746		C02LH01VFFH51	45001	SN# from old inv. 3.8.23MN	SC1ML8J850TY3	46054	[9.2013]SN# from old inv. 3.8.23MN
MP1XQVF5	S04122		C02LH055FFH51	45006	SN# from old inv. 3.8.23MN	SC1ML8SND0TY3	46063	[9.2013]SN# from old inv. 3.8.23MN
P202QXS4	S02229	SN# rubbed off. SN# per vendor-3.8.23MN	C02LH026FFH51	45002	SN# from old inv. 3.8.23MN	SC0249V7AD0TY3	42814	[10.2012]SN# from old inv. 3.8.23MN
YX00RCWP	S02479		C02LH06CFH51	45000	SN# from old inv. 3.8.23MN	SC1ML8T8S0TY3	46059	[9.2013]SN# from old inv. 3.8.23MN
MP1XQVGA	S03882		C02LH0BEFFH51	45007	SN# from old inv. 3.8.23MN	SC1ML8T0H0TY3	46048	[9.2013]SN# from old inv. 3.8.23MN
MP1XQSBW	S04107		C02LH0DRFFH51	45013	SN# from old inv. 3.8.23MN	SC0249VMD0TY3	42807	[10.2012]SN# from old inv. 3.8.23MN
MP1XLMED	S03940		C02LH07UFFH51	45004	SN# from old inv. 3.8.23MN	SC0249VSD0TY3	42802	[10.2012]SN# from old inv. 3.8.23MN
MP1XL1QG	S04530			180255814	Silver double door	SC1ML8SM00TY3	46050	[9.2013]SN# from old inv. 3.8.23MN
MP1X2G4V	S04231					SC0249VZSD0TY3	42829	[10.2012]SN# from old inv. 3.8.23MN
MP1XLKCK	S04506					C1ML8H97D0TY3	46067	possibly, number blurry
P202PLAS	S02446					SC0249V7H0TY3	42817	[10.2012]SN# from old inv. 3.8.23MN
P202UBDD	S02340					SC1ML8K000TY3	46047	[9.2013]SN# from old inv. 3.8.23MN
P202RNGR	S02295	SN# rubbed off. SN# per vendor-3.8.23MN				SC0249V7Y0TY3	42831	[10.2012]SN# from old inv. 3.8.23MN
P202R7LF	S02269	SN# rubbed off. SN# per vendor-3.8.23MN				C1ML8TBVD0TY3	46053	no tag, but had a handwritten tag. [9.2013]SN# from old inv. 3.8.23MN
P202R7L3	S02276					C1ML8TJ6D0TY3	46043	no tag, but had a handwritten tag. [9.2013]SN# from old inv. 3.8.23MN
P202TS95	S02329					C1ML8T8GD0TY3	46060	no tag, but had a handwritten tag. [9.2013]SN# from old inv. 3.8.23MN
P202U3JL	S02522					C1ML8H94D0TY3	46069	no tag, but had a handwritten tag. [9.2013]SN# from old inv. 3.8.23MN
P202PY3Z	S02520					C1ML8T2QD0TY3	46066	no tag, but had a handwritten tag. [9.2013]SN# from old inv. 3.8.23MN
P202RPSY	S02428	SN# rubbed off. SN# per vendor-3.8.23MN				C1ML8T2ED0TY3	46062	no tag, but had a handwritten tag. [9.2013]SN# from old inv. 3.8.23MN
P202UH2R	S02327					C1ML8GC1D0TY3	46070	no tag, but had a handwritten tag. [9.2013]SN# from old inv. 3.8.23MN
P202U5MK	S02333					C1ML8TV0M0TY3	46044	[9.2013]SN# from old inv. 3.8.23MN
P202QXA3	S02342					SC1ML8J8L0TY3	46055	[9.2013]SN# from old inv. 3.8.23MN
MP1XKTD	S03898					SC1ML8TZA0TY3	46049	[9.2013]SN# from old inv. 3.8.23MN
MP1XE8EN	S04685					SC0249V3D0TY3	42805	[10.2012]SN# from old inv. 3.8.23MN
MP1XLM09	S04333					SC0249VYD0TY3	42803	[10.2012]SN# from old inv. 3.8.23MN
						SC1ML8TWS0TY3	46056	[9.2013]SN# from old inv. 3.8.23MN
P202QADN	S02494						47002	ParCart-Silver Bedford Cart
MP1XLGNA	S04736						42605	Black-EarthWalk Cart
P202UBUT	S02470							
P202Q23Z	S02221							
P202S16Z	S02444							
NONE	S02227	SN# rubbed off						
P202RKA3	S02537	SN# rubbed off. BOE-RETIRED 12.1.22@SMHS						
NONE	NONE	Name in Sticker Daniel Brock						
MP1XQV9V	S04046	In Flood 2022 summer						
202RLZT	S02390	Handwritten						
MP1XEDLV	S04526							
MP1XR0BF	S04142							
MP1XG1K2	S04780							
P202TYTW	S02291							
P202R72Q	S02475	SN# rubbed off. SN# per vendor-3.8.23MN						
P202RY1M	S02325							
P202U8DC	S02490							
P202R7FG	S02306	SN# rubbed off. SN# per vendor-3.8.23MN						
P202U8LJ	S02419							
MP1XQVF6	S04559							
MP1XQV95	S03928							
LR08ZLJ3	47405	added SN# 3.8.23MN						
LR08ZLJT	47388	added SN# 3.8.23MN						
LR08ZKZN	47390	added SN# 3.8.23MN						
LR08ZL3W	47403	added SN# 3.8.23MN						
LR08ZLFN	47400	added SN# 3.8.23MN						
LR08ZLK5	47406	added SN# 3.8.23MN						
LR08ZLEM	47392	added SN# 3.8.23MN						
LR08ZLCN	47381	added SN# 3.8.23MN						
LR08ZJWZ	47379	added SN# 3.8.23MN						
LR08ZL1X	47401	added SN# 3.8.23MN						
LR08ZL65	47396	added SN# 3.8.23MN						
LR08ZL3B	47384	added SN# 3.8.23MN						
LR08ZKVV	47393	added SN# 3.8.23MN						
LR08ZLOC	47404	added SN# 3.8.23MN						
LR08ZK8A	47398	added SN# 3.8.23MN						
Above from Cart-	Aver	Black Cart with two doors, letter B sticker						
LR04K2B0	48127	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0QV	48123	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04H0SM	48132	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K234	48115	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0RD	48130	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0E9	48124	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K24H	48125	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0FC	48129	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0GL	48113	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K3QZ	48122	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0QT	48118	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K42L	48111	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0GK	48119	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0RV	48128	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K44T	48106	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0F2	48112	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0QK	48107	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0RC	48134	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0EB	48110	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0GA	48121	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0QD	48105	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K249	48114	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0GC	48117	[1.9.16] SN# from old inv program. 3.8.23MN						
LR04K0RR	48128	[1.9.16] SN# from old inv program. 3.8.23MN						
LR08ZLEP	47407	[1.9.16] SN# from old inv program. 3.8.23MN						
LR08ZKP8	47382	[1.9.16] SN# from old inv program. 3.8.23MN						

Dell			MacBook Air			MacBook Pro		
Serial Number	Inv Tag Number	Notes	Serial Number	Inv Tag Number	Notes	Serial Number	Inv Tag Number	Notes
LR08ZJ22	47399	[1.9.16] SN# from ol divv program. 3.8.23MN						
LR08ZKXV	47383	[1.9.16] SN# from ol divv program. 3.8.23MN						
LR08ZLOK	47386	[1.9.16] SN# from ol divv program. 3.8.23MN						
LR08ZJYL	47385	[1.9.16] SN# from ol divv program. 3.8.23MN						
LR08ZG1V	47394	[1.9.16] SN# from old inv program. 3.8.23MN						
All above from Cart-	48104	Dell black sliding silver doors, and open top						
MP1XG1MN	S04113	SN# per vendor. 3.8.23MN						
LR08C7QW	S02074	SN# per vendor. 3.8.23MN						
LR08C7Z8	S01901	SN# per vendor. 3.8.23MN						
LR08OL8S	S01911	SN# per vendor. 3.8.23MN						
LR08SG93	S01984	SN# per vendor. 3.8.23MN						
LR08BLMF	S02114	SN# per vendor. 3.8.23MN						
P20280UR	S02153	SN# per vendor. 3.8.23MN						
LR08C7XT	S02026	SN# per vendor. 3.8.23MN						
LR08BLKY	S02117	SN# per vendor. 3.8.23MN						
LR08KHFF	S02048	SN# per vendor. 3.8.23MN						
LR08C84X	S02028	SN# per vendor. 3.8.23MN						
P202R5SJ	S02267	SN# per vendor. 3.8.23MN						
P202UCZX	S02495	SN# per vendor. 3.8.23MN						
P202R58F	S02501	SN# per vendor. 3.8.23MN						
P202UBPK	S02519	SN# per vendor. 3.8.23MN						
P202UAJX	S02457	SN# per vendor. 3.8.23MN						
P202STTU	S02358	SN# per vendor. 3.8.23MN						
P202R93C	S02286	SN# per vendor. 3.8.23MN						
P202QTUJ	S02359	SN# per vendor. 3.8.23MN						
P202UGMH	S02347	SN# per vendor. 3.8.23MN						
P202TTRA	S02489	SN# per vendor. 3.8.23MN						
P202T1KS	S02301	SN# per vendor. 3.8.23MN						
MP1XR999	S03883	SN# per vendor. 3.8.23MN						
P202RXP1	S02288	SN# per vendor. 3.8.23MN						
MP1XLHX9	S04293	SN# per vendor. 3.8.23MN						
P202UAY6	S02403	SN# per vendor. 3.8.23MN						
P202QLUX	S02415	SN# per vendor. 3.8.23MN						
P202UG2N	S02294	SN# per vendor. 3.8.23MN						
MP1XLHTJ	S03871	SN# per vendor. 3.8.23MN						
MP1XLGN0	S04295	SN# per vendor. 3.8.23MN						
P202RNCJ	S02360	SN# per vendor. 3.8.23MN						
MP1XLG74	S04093	SN# per vendor. 3.8.23MN						
MP1XGBMG	S03995	SN# per vendor. 3.8.23MN						
LR08BLKM	S02132	SN# per vendor. 3.8.23MN						
LR08C7QC	S01960	SN# per vendor. 3.8.23MN						
P202RWZM	S02256	SN# per vendor. 3.8.23MN						
LR08LLG	S01940	SN# per vendor. 3.8.23MN						
LR08BC61	S02033	SN# per vendor. 3.8.23MN						
LR08C7KD	S01968	SN# per vendor. 3.8.23MN						
LR08QVVF	S01926	SN# per vendor. 3.8.23MN						
	S02228	unable to locate tag# for SN#. 3.8.23MN						
P202R741	S02262	SN# per vendor. 3.8.23MN						
P202RP12	S02424	SN# per vendor. 3.8.23MN						
MP1XG18C	S03986	SN# per vendor. 3.8.23MN						
MP1XQVGG	S04229	SN# per vendor. 3.8.23MN						
MP1XPHJE	S04215	SN# per vendor. 3.8.23MN						
LR08C7XN	S01946	SN# per vendor. 3.8.23MN						



William G. Stepp Director of Schools

Teresa Boston Board Chair

May 16, 2023

Mr. William G. Stepp

Cumberland County Board of Education

368 Fourth Street

Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting to you the CTE and Special Education Department's list of items to be retired by the BOE at May's regular scheduled board meeting. Please include this list on the consent agenda. If you have any further questions or concerns, please contact myself or our CFO.

Sincerely,

Marilyn Noel *MN*

Dr. Leslie Eldridge *LE*

Marlene Holton *MH*

● Cumberland County Board of Education 368 Fourth Street Crossville, TN.  
38555

Phone: 931-484-6135 Fax: 931-484-6491

Central Services  
Room Inventory Worksheet

5/11/2023

18-TO RETIRE INVENTORY~BOE- RETIRE Holding				Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Assigned To	Serial	Price
CIE 1000329	HP M651dn LaserJet Enterprise Printer	M651dn	PRINTER		JPCCOG7B OLJ	\$0.00
CIE 1003435	HP Pavilion Gaming 15" Laptop	15-dk1045tg	LAPTOP		CND2022KV F	\$0.00



Central Services  
Room Inventory Worksheet

5/15/2023

SPED

18-306ARETIRE FOOD SERV/SPED HALL				Room Type: VIRTUAL		
- Virtual SPED Retire						
Tag	Product	Model	Product Type	Other #1	Serial	Price
180256049	Cart	unknown	CART			\$0.00
2380	Premium Yoga Mats	Premium Large Yoga Mat	THERAPY EQUIPMENT			\$189.99
2381	Premium Yoga Mats	Premium Large Yoga Mat	THERAPY EQUIPMENT			\$189.99
2382	Premium Yoga Mats	Premium Large Yoga Mat	THERAPY EQUIPMENT			\$189.99
2383	Premium Yoga Mats	Premium Large Yoga Mat	THERAPY EQUIPMENT			\$189.99
2384	Premium Yoga Mats	Premium Large Yoga Mat	THERAPY EQUIPMENT			\$189.99
2385	Premium Yoga Mats	Premium Large Yoga Mat	THERAPY EQUIPMENT			\$189.99
2386	Premium Yoga Mats	Premium Large Yoga Mat	THERAPY EQUIPMENT			\$189.99
3209S	Epson H294A PowerLite 84 LCD Projector	H294A PL84	PROJECTOR		LS6F9Z1175 L	\$665.00
3345S	Promethean AB178 Interactive Whiteboard	AB178	INTERACTIVE BOARD		CO90909019 4	\$900.00
3350S	Elmo TT02RX Document Camera	TT02RX	CAMERAS & EQUIPMENT		49660	\$585.00
3355S	Promethean AB178 Interactive Whiteboard	AB178	INTERACTIVE BOARD		CO90909019 5	\$900.00
3357S	Elmo TT02RX Document Camera	TT02RX	CAMERAS & EQUIPMENT		460054	\$585.00

Central Services  
Room Inventory Worksheet

5/15/2023

SPED

18-306ARETIRE FOOD SERV/SPED HALL  
- Virtual SPED Retire

Room Type: VIRTUAL

Tag	Product	Model	Product Type	Other #1	Serial	Price
3390S	Epson H294A PowerLite 84 LCD Projector	H294A PL84	PROJECTOR		LS6FAY0308 L	\$665.00
3422S	Elmo TT02RX Document Camera	TT02RX	CAMERAS & EQUIPMENT		459959	\$585.00
5060	Roper Washer	unknown	WASHER		C01781891	\$0.00
5061	Roper Dryer	unknown	DRYER		M01686128	\$0.00
5121	Epson H294A PowerLite 84 LCD Projector	H294A PL84	PROJECTOR		LS6F9Z0938 L	\$665.00
5190	Apple MacBook Air	MB AIR 11.6	LAPTOP		C02FL3DHD DQX	\$1,132.00
5240	Best Priced Products Full Support Swing	unknown	PLAY EQUIPMENT			\$0.00
5278	Lakeshore PE921 ACTIVITY HOLLOW	PE921	THERAPY EQUIPMENT			\$599.00
5387	H Wilson Rolling Cart	unknown	CART			\$0.00
5507	Hatch We Play Smart Table	690800	FURNITURE		16112020140 12	\$8,495.00
5522	Lakeshore Plum Rectangular Carpet	LC152	RUG			\$119.00
AT3077	Phonak Mlxi 214_220 MHz Hearing Receivers	MLxi 214_220	MEDICAL EQUIPMENT		0827C1ORC/ 0827C10RD	\$135.00
TA3162	Hotpoint Stove	unknown	APPLIANCE		TSM1258AT	\$0.00
TA3163	Refrigerator	unknown	APPLIANCE		BA9222561	\$0.00



William G. Stepp Director of Schools

Teresa Boston Board Chair

May 1, 2023

Mr. Stepp and the Cumberland County Board of Education:

Please retire the attached items from the federal inventory of Cumberland County Schools. A recent in-house audit revealed that these items were never placed on the BOE agenda in November 2019, although the items had been submitted for retirement. An investigation revealed that a simple clerical error attaching the wrong file for the BOE meeting transpired.

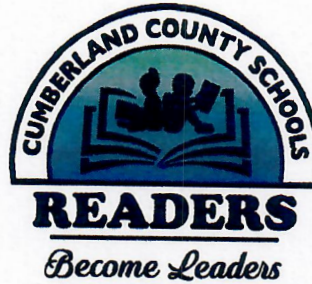
This correspondence and approval should correct the issue.

Best,

Dr. Justin Whittenbarger  
Head of Federal Programs  
Cumberland County Schools

*Mrs. Janet C. Graham  
Director of Schools*

*Dr. Ina Maxwell  
Federal Programs Director*



*Cumberland County Board of Education  
Federal Programs  
368 Fourth Street  
Crossville, TN 38555  
Phone: 931-484-6135  
Fax: 931-484-5765*

November 21, 2019

Mrs. Janet C. Graham, Director  
Cumberland County Board of Education  
368 Fourth Street  
Crossville, TN 38555

Dear Mrs. Graham and Board of Education,

Federal Programs is submitting a list of equipment to be retired by the BOE in this month's regularly scheduled board meeting. Please include the attached Equipment Retirement Requests on the consent agenda.

Sincerely,

*Ina J. Maxwell*

Dr. Ina Maxwell

Federal Programs Director

*"Readers Become Leaders"*

# November 2019 Federal Equipment Summary

Item Property Number	Description	Serial Number	School
10000270	Brother Printer	U61230J7J716770	NORTH
10000285	Elmo Doc Cam	072637	NORTH
10000485	Brother Printer	U61568D8F832581	CENTRAL
10000696	Printer	U62248E9J270945	HOMESTEAD
10000698	Printer	U62248F9J299655	HOMESTEAD
10000778	N21 Lenovo	LR048XZH	STONE
10000779	N21 Lenovo	LR048WYB	STONE
10001093	Apple Macbook	W801147Q8PW	NORTH
10001094	Apple Macbook	W801148C8PW	NORTH
10001096	Apple Macbook	W801148C8PW	NORTH
10001198	Apple MacBook	S4503230PFYN	NORTH
10001199	Apple Macbook	S4503231JFYN	NORTH
10001200	Apple Macbook	S4503231NFYN	NORTH
10001202	Apple MacBook	S4503248QFYN	NORTH
10001212	Apple MacBook	S45032310FYN	NORTH
10001214	Apple Macbook	S4503231JFYN	NORTH
10001224	Infocus Projector	547740	NORTH
10001225	Infocus Projector	547725	NORTH
10001243	Infocus Projector	1SBFVM02201024	NORTH
10001370	TT- 020X	617704	STONE
10001385	Epson Projector	P94F136411L	STONE
10001436	White- A1347	4513606RF5W	STONE
10001482	Elmo	JH001861	SOUTH
10001658	Apple Macbook	45137DPAF5W	NORTH

Item Property Number	Description	Serial Number	School
10001740	Apple Macbook	45137F9WF5W	NORTH
10001789	Apple Macbook	DN6GTCEZDFHW	NORTH
10001804	Apple Macbook	DN6GTCEZDFHW	NORTH
10001818	Apple iPad	DN6GTFDSDFHW	NORTH
10001820	Apple Macbook	DN6GTCEZDFHW	NORTH
10001890	Elmo Pen Pad	008372	NORTH
10001900	Elmo Pen Pad	008393	NORTH
10001917	Elmo Pen Tablet	D25GX0GEDHJR	NORTH
10002889	NEO Receiver	1.5072E+13	HOMESTEAD
10004305	NEO	NEO2-AA-0902-03633-FC	NORTH
10005020	Epson Projector	L56F971796L	STONE
10005132	Renaissance Receiver	0015072800001DAB	HOMESTEAD
10005153	Photo Pro Laminator	PS 1331109-03442	NORTH
10006204	Lenovo s21e	MP07Z5DO	STONE
10006213	Lenovo s21e	MP07Z16P	STONE
10006214	Lenovo s21e	MP07Y5K1	STONE
10006215	Lenovo s21e	MP07Y5K9	STONE
10006216	Lenovo s21e	MP07YZ15	STONE
10006217	Lenovo s21e	MP07ZZ15	STONE
10006218	Lenovo s21e	MP07Y2CU	STONE
10006219	Lenovo s21e	MP07ZP6Y	STONE
10006431	iPad	DMPSC7QWHG5D	HOMESTEAD

**Cumberland County Federal Programs  
Equipment Retirement Request**

**Cumberland County Schools  
368 4th Street  
Crossville, TN 38555**

**School Name:** Central Services Title I

Tag Number	Serial or ID Number	Description	Reason Retired
10000485	U61568D8F832581	Brother Printer	Outdated

Principal Signature: \_\_\_\_\_

Federal Programs Director Signature: Anna J. Maxwell

**Cumberland County Federal Programs  
Equipment Retirement Request**

**Cumberland County Schools  
368 4th Street  
Crossville, TN 38555**

Homestead Elementary School

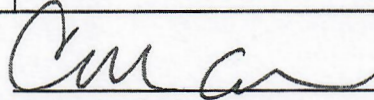
9/18/2019

School Name

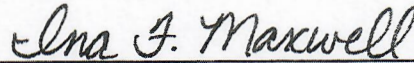
Date

Tag Number	Serial or ID Number	Description	Reason Retired
10005132	0015072800001DAB	Renaissance Receiver	No Longer in Use
10000698	U62248F9J299655	Printer	Broken
10000696	462248E9J270945	Printer	Broken
10002889	15072000004414	NEO Receiver Z	No Longer in Use
<del>5146</del>	<del>Co910070109</del>	<del>Interactive Whiteboard</del>	<del>Broken</del>
10006431	DMPSC7QWHG5D	iPad	Broken

SPEL



Principal Signature



Federal Programs Director Signature

# Cumberland County Federal Programs Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

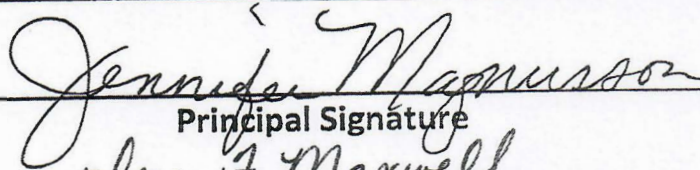
North

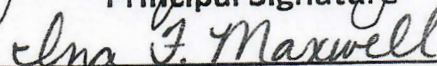
9/9/18

School Name

Date

Tag Number	Serial or ID Number	Description	Reason Retired
10001890	00 8372 ??	ELMO Pen Pad	no longer used
1000 5153	PS13-3110903442 ?	Photo Pro Laminator	broken
1000 1900	00 8393	ELMO Pen Pad	no longer used
10000285	NO. 072637	ELMO Doc. Cam	broken
10001658	45137DPAF5W	White MacBook	broken
10001214	S4503231JFYN	" "	" "
10001199	S450324CNFYN	" "	" "
10001200	S4503231NFYN	" "	" "
10001740	45137F9WF5W	" "	" "
1. 10001093	W801147Q8PW	" "	" "
2. 10001094	W801148C8PW	" "	" "
3. 10001096	W80114UC8PW	" "	" "
10001804	DMRGRLCDFHW	" "	" "
10001789	DMVGRRHDFHW	" "	" "
10001820	DN66TCE2DFHW	" "	" "
10001225			
10001224			
10000270			
10001917			
10004305		NEO	

  
Principal Signature

  
Federal Programs Director Signature

Federal Programs Director Signature

Board Chair Signature

# Cumberland County Federal Programs Equipment Retirement Request

**Cumberland County Schools  
368 4th Street  
Crossville, TN 38555**

Worth  
School Name

10/29/19  
Date

Tag Number	Serial or ID Number	Description	Reason Retired
1000 1818		I pad	non repairable
1000 1243		In focus projector	non repairable
1000 1212		White T mee	non repairable
1000 1202		" "	"
1000 1198		" "	"

*Shaw Miller*

Principal Signature

*Elna J. Maxwell*

Federal Programs Director Signature

\_\_\_\_\_  
Board Chair Signature

Cumberland County Federal Programs  
Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

South Cumberland

School Name

\_\_\_\_\_ Date

Tag Number	Serial or ID Number	Description	Reason Retired
10001482	JHØØ1861	Elmo	obsolete

Danell D. Street

Principal Signature

Anna J. Maxwell

Federal Programs Director Signature

\_\_\_\_\_  
Board Chair Signature

# Cumberland County Federal Programs

## Equipment Retirement Request

**Cumberland County Schools**

**368 4th Street**

**Crossville, TN 38555**

**School Name:**

Stone

**Date:**

10-16-19

Tag Number	Serial or ID Number	Description	Reason Retired
10006204	MP07Z5D0	Lenova S21e	Not working
10006213	MP07Z16P	Lenova S21e	Not working
10006214	MP07Y5K1	Lenova S21e	Not working
10006215	MP07Y5K9	Lenova S21e	Not working
10006216	MP07YZ15	Lenova S21e	Not working
10006217	MP07ZZ15	Lenova S21e	Not working
10006218	MP07Y2CU	Lenova S21e	Not working
10006219	MP07ZP6Y	Lenova S21e	Not working
10000779	LR048WYB	N21 Lenova	Not working
10000778	LR048XZH	N21 Lenova	Not working
100001370	617704	TT-02RX	Not working
100001436	45136016 RF5W	White-A1347	Not working
100001385	P94F136411L	Epson Projector	Not working
100005020	LS6F971796L	Epson Projector	Not working

Principal Signature: \_\_\_\_\_

Federal Programs Director Signature: \_\_\_\_\_

*[Handwritten Signature]*  
*[Handwritten Signature: Elva J. Maxwell]*





Penny Phipps <ppphipps@ccschools.k12tn.net

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## November 2019 Federal Equipment Retirement Request

ne je

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Penny Phipps <ppphipps@ccschools.k12tn.net>  
: Jane Franklin <jfranklin@ccschools.k12tn.net>

Thu, Nov 21, 2019 at 11:53 AM

Jane,

Please include the following attachment for retired Federal equipment to the Nov./Dec 2019 BOE agenda. Thank you so much!

Have a Great Day!

Penny Phipps  
Federal Programs Bookkeeper  
Central Services  
931-484-6135 ext.1036

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 11:2019 Federal Equipment Retirement Request.pdf  
4949K



William G. Stepp • Director of Schools

Teresa Boston • Board Chair

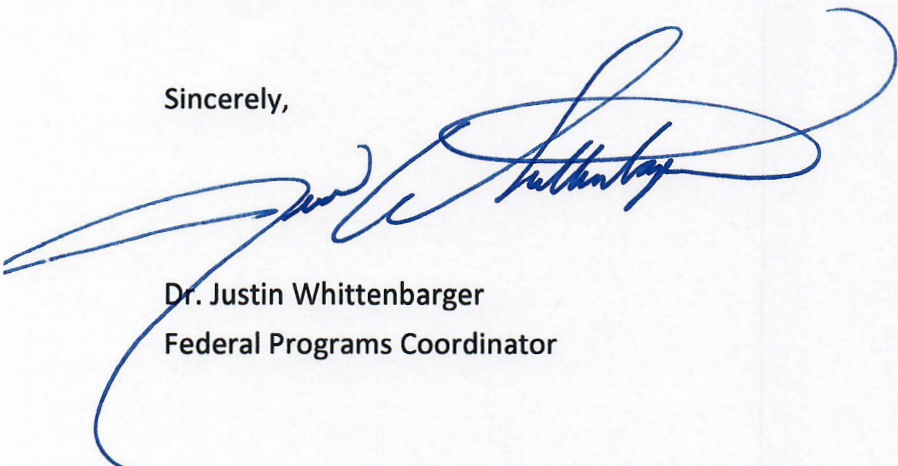
May 17, 2023

Mr. William G. Stepp, Director  
Cumberland County Board of Education  
368 Fourth Street  
Crossville, TN 38555

Dear Mr. William Stepp and Board of Education,

Federal Programs is submitting a list of equipment to be retired by the BOE in this month's regularly scheduled board meeting. Please include the attached Equipment Retirement Requests on the consent agenda.

Sincerely,



Dr. Justin Whittenbarger  
Federal Programs Coordinator

# Federal Equipment Inventory List Retirement May 2023

INVENTORY TAG ID #	Title Holder	TAG NOTES	SERIAL NUMBER	Product Type	MANUFACTURER	MODEL	SITE LOCATION	DEPARTMENT	ROOM LOCATION	PURCHASE ORDER NUMBER	FUNDING	PURCHASE PRICE	Percentage of Federal	PURCHASE DATE
10001339	CCS-180	FY11	YM1090DWDWY	COMPUTER	APPLE	UNKNOWN	PHOENIX	FEDERAL	85-107A	70378	TITLE VI	\$854.05	\$1.00	5/10/2011
10001552	CCS-180	FY12	DMPGCWB8DFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001553	CCS-180	FY12	DMPGC5UDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001554	CCS-180	FY12	DMPGC9THDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001555	CCS-180	FY12	DMPGCWT4DFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001556	CCS-180	FY12	DMPGCTKWDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001557	CCS-180	FY12	DMPGCUUDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001558	CCS-180	FY12	DMPGCV0DFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001559	CCS-180	FY12	DMPGC2UDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001561	CCS-180	FY12	DMPGC8SLDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001562	CCS-180	FY12	DMPGCCTTDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001563	CCS-180	FY12	DMPGC7UZDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001564	CCS-180	FY12	DMPGCT6CDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001565	CCS-180	FY12	DMPGCX2HDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001566	CCS-180	FY12	DMPGCTUKDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001567	CCS-180	FY12	DMPGCCQSDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001569	CCS-180	FY12	DMPGC5MLDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001570	CCS-180	FY12	DMPGCSPXDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001571	CCS-180	FY12	DMQG996UDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	100%	4/10/2011
10001572	CCS-180	FY12	DMPGCTRHDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001573	CCS-180	FY12	DMPGCN6RDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001574	CCS-180	FY12	DMPGCY2DFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001575	CCS-180	FY12	DMPGCCKCDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001576	CCS-180	FY12	DMPGC98ZDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001577	CCS-180	FY12	DMPGCRD6DFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001578	CCS-180	FY12	DMPGCVKFDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001579	CCS-180	FY12	DMPGCVNQDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001580	CCS-180	FY12	DMPGCUC5DFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001581	CCS-180	FY12	DMPGCWBSDFHW	IPAD2	APPLE	A1395	MARTIN	FEDERAL	33-114	72358	TITLE I	\$479.00	\$1.00	4/10/2011
10001814	CCS-180	FY12	DN6GT0U8DFHW	IPAD	APPLE	UNKNOWN	PINE VIEW	FEDERAL	55-105	73241	TITLE I	\$479.00	\$1.00	6/12/2011
10003352	CCS-180	FY11	C1010080090	WHITEBOARD	PROMETHIAN	UNKNOWN	PHOENIX	FEDERAL	85-104	67832	TITLE IS	\$775.03	\$1.00	10/26/2010
10003355	CCS-180	FY11	LTHF091424L	PROJECTOR	EPSON	PL410W	PHOENIX	FEDERAL	85-104	67832	TITLE IS	\$995.00	\$1.00	10/26/2010
10006237	CCS-180	FY16	65E80F6XQ2A3160016	WHITEBOARD	PROMETHEAN	APT2-65	PLEASANT HILL	FEDERAL	60-261	93278	TITLE I	\$3,499.00	\$1.00	11/23/2015
10006238	CCS-180	FY16	65E80F6XQ2A3160017	WHITEBOARD	PROMETHEAN	APT2-65	PLEASANT HILL	FEDERAL	60-275	93278	TITLE I	\$3,499.00	\$1.00	11/23/2015

INVENTORY TAG ID #	Title Holder	TAG NOTES	SERIAL NUMBER	Product Type	MANUFACTURER	MODEL	SITE LOCATION	DEPARTMENT	ROOM LOCATION	PURCHASE ORDER NUMBER	FUNDING	PURCHASE PRICE	Percentage of Federal	PURCHASE DATE
10006239	CCS-180	FY16	65E80F6XQ2A3160018	WHITEBOARD	PROMETHEAN	APT2-65	PLEASANT HILL	FEDERAL	60-268	93278	TITLE I	\$3,499.00	\$1.00	11/23/2015
10006710	CCS-180	FY17	LR05QB1G	CHROMEBOOK	LENOVO	80SF N22	PINE VIEW	FEDERAL	55-211	98067	TITLE I	\$199.00	\$1.00	7/1/2013
10006713	CCS-180	FY17	LR05QB45	CHROMEBOOK	LENOVO	80SF N22	PINE VIEW	FEDERAL	55-211	98067	TITLE I	\$199.00	\$1.00	10/1/2013
10006714	CCS-180	FY17	LR05QB7V	CHROMEBOOK	LENOVO	80SF N22	PINE VIEW	FEDERAL	55-211	98067	TITLE I	\$199.00	\$1.00	11/1/2013
10006736	CCS-180	FY17	LR05QB6E	CHROMEBOOK	LENOVO	80SF N22	PINE VIEW	FEDERAL	55-211	98067	TITLE I	\$199.00	\$1.00	12/27/2012
10006738	CCS-180	FY17	LR05QAKV	CHROMEBOOK	LENOVO	80SF N22	PINE VIEW	FEDERAL	55-211	98067	TITLE I	\$199.00	\$1.00	12/29/2012
10008076	CCS-180	FY19	P202UKZT	CHROMEBOOK	LENOVO	100E	PLEASANT HILL	FEDERAL	60-203	109555	TITLE I	\$234.51	\$1.00	12/3/2018
10009973	CCS-180	FY21	MP1XS01F	CHROMEBOOK	LENOVO	100E	MARTIN	FEDERAL	33-	118499	ESSER	\$279.00	\$1.00	

**Cumberland County Federal Programs  
Equipment Retirement Request**

**Cumberland County Schools  
368 4th Street  
Crossville, TN 38555**

**School Name:** Glenn Martin **Date:** October 3, 2022

Tag Number	Serial or ID Number	Description	Reason Retired
10001552	DMPGCWB8DFHW	iPad	Obsolete
10001553	DMPGCVSUDFHW	iPad	Obsolete
10001554	DMPGC9THDFHW	iPad	Obsolete
10001555	DMPGCWT4DFHW	iPad	Obsolete
10001556	DMPGCTKWDFHW	iPad	Obsolete
10001557	DMPGCUUUDFHW	iPad	Obsolete
10001558	DMPGCVP0DFHW	iPad	Obsolete
10001559	DMPGCU2UDFHW	iPad	Obsolete
10001561	DMPGC8SLDFHW	iPad	Obsolete
10001562	DMPGCCTTDFHW	iPad	Obsolete
10001563	DMPGC7UZDFHW	iPad	Obsolete
10001564	DMPGCT6CDFHW	iPad	Obsolete
10001565	DMPGCX2HDFHW	iPad	Obsolete
10001566	DMPGCTUKDFHW	iPad	Obsolete
10001567	DMPGCCQSDFW	iPad	Obsolete
10001569	DMPGC5MLDFHW	iPad	Obsolete
10001570	DMPGCSPXDFHW	iPad	Obsolete
10001571	DMQG996UDFHW	iPad	Obsolete
10001572	DMPGCTRHDFHW	iPad	Obsolete
10001573	DMPGCN6RDFHW	iPad	Obsolete
10001574	DMPGCY2DFHW	iPad	Obsolete
10001575	DMPGCCCKCDFHW	iPad	Obsolete
10001576	DMPGC98ZDFHW	iPad	Obsolete
10001577	DMPGCRD6DFHW	iPad	Obsolete
10001578	DMPGCVKPDFHW	iPad	Obsolete
10001579	DMPGCVNQDFHW	iPad	Obsolete
10001580	DMPGCUCSDFHW	iPad	Obsolete
10001581	DMPGCWBSDFHW	iPad	Obsolete
10009973	MPLXS01F	Chromebook	Vandalized

Principal Signature: \_\_\_\_\_

Federal Programs Director Signature: \_\_\_\_\_

# Cumberland County Federal Programs Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

Phoenix High  
School Name

10/7/22  
Date

Tag Number	Serial or ID Number	Description	Reason Retired
10001339		Apple Desktop	Outdated

Matt Lowe  
Principal Signature

[Signature]  
Federal Programs Director Signature

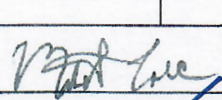
Cumberland County Federal Programs  
Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

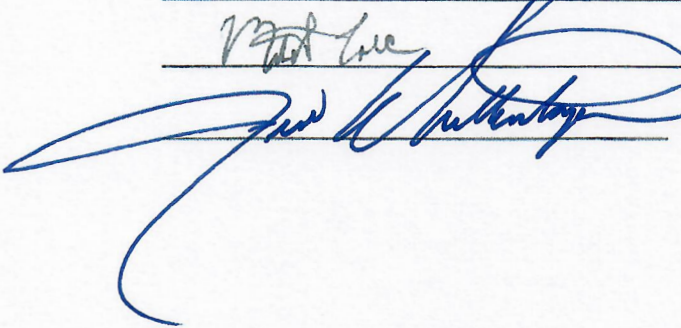
Phoenix

Date: 5/15/23

Tag Number	Serial or ID Number	Description	Reason Retired
10003352		Promethean Board	outdated/ not used
10003355		Epson Projector	outdated/not used

  
\_\_\_\_\_

Principal Signature

  
\_\_\_\_\_

Federal Programs Director Signature

**Kara L. Spicer  
Principal**



**P. Lynn Speich  
Assistant Principal**


**Pine View Elementary School  
349 Daysville Rd. \* Rockwood, TN 37854  
Phone (865) 354-1986 Fax (865) 354-1922**

3-15-23

Attention Federal Programs:

Please accept the attached list of items for retirement from Pine View Elementary's Federal inventory:

Sincerely,

  
Kara Spicer, Principal

**Cumberland County Federal Programs  
Equipment Retirement Request**

**Cumberland County Schools  
368 4th Street  
Crossville, TN 38555**

**School Name:** Pine View Elementary

Tag Number	Serial or ID Number	Description	Reason Retired
10001814	DN6GT0U8DFHW	iPad 2	Broken
10006736	LR05QB6E	Lenovo N22	Broken
10006713	LR05QB45	Lenovo N22	Broken
10006710	LR05QB1G	Lenovo N22	Broken
10006714	LR05QB7V	Lenovo N22	Broken
10006738	LR05QAKV	Lenovo N22	Broken

Principal Signature: See letter

Federal Programs Director Signature: [Signature]

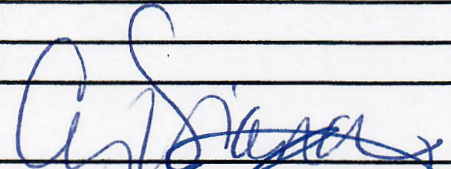
# Cumberland County Federal Programs Equipment Retirement Request

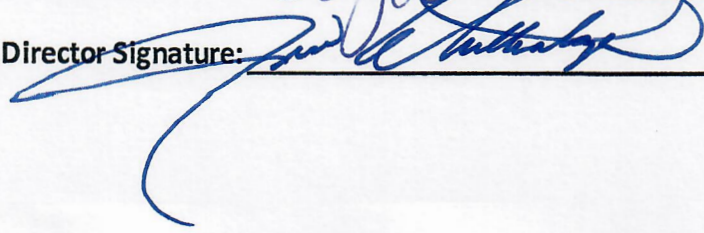
Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

School Name: Pleasant Hill Date: 5/15/23

already at  
Central

Tag Number	Serial or ID Number	Description	Reason Retired
10003076	P202 UK ZT	<del>Lenovo</del> Chromebok	non-repairable/ no warranty
10006237	6SE80F6X02A3160016	Promethean Board	out of date
10006238	↓ 0017	Promethean Board	↙
10006239	0018	Promethean Board	↙

Principal Signature: 

Federal Programs Director Signature: 

# Homestead Elementary School

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3889 Hwy 127 South • Crossville, TN 38572 • 931-456-8344 • Fax: 931-456-8342

Mary Elizabeth Edmonds  
Principal



Ashlee Watts  
Assistant Principal

May 16, 2023

Mr. William Stepp  
Cumberland County Board of Education  
368 Fourth Street  
Crossville, TN 38555

Dear Mr. Stepp and Board of Education,

I am submitting Homestead Elementary's list of items to be retired by the BOE at May's regular monthly meeting. Please include these lists on the agenda. If you have questions, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Mary Elizabeth Edmonds". The signature is written in a cursive, flowing style.

Mary Elizabeth Edmonds  
Principal

General Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

Homestead Elementary School

May 2023

Schhol Name

Date

Tag Number	Serial or ID Number	Description	Reason Retired
42075	YM1040TQDWY	Computer	Out of Date
1001480	U15147642	Computer	Out of Date
1001423		Computer	Out of Date
1000611	OUG99FBF812156J	Computer	Out of Date
1000609	HY3A91KD412867E	Computer	Out of Date
1000608	OUG99FBFA08127T	Computer	Out of Date
1000607	OUG99FBF812120K	Computer	Out of Date
1000610	OUG99FCF321711B	Computer	Out of Date
1001683	SDYTJC1KVDJ8T	Computer	Out of Date

  
Principal Signature

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## Re: Teen Living: Old laptops

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Donnie Melton <dmelton1@ccschools.k12tn.net>

Wed, Mar 8, 2023 at 1:10 PM

Brooke Suttles <bsuttles@ccschools.k12tn.net>, Nancy Garren <ngarren@ccschools.k12tn.net>

: Homestead Tech <homesteadtech@ccschools.k12tn.net>, Amanda Baldwin <abaldwin@ccschools.k12tn.net>

Nancy, I have a few items that need to be retired. I helped Mrs. Suttles clean up her storage closet and all of these items are not being used and are too old. Property Stickers are as follows.

1001480  
1001423  
1000611  
1000609  
1000608  
1000607  
1000610  
1001683

All of these items are in my office at HES with my retired equipment in case you or anyone needs to access them.

Thanks!  
Complete

On Wed, Mar 8, 2023 at 11:13 AM Brooke Suttles <bsuttles@ccschools.k12tn.net> wrote:

Good morning,

There are a handful of old lenova and samsung laptops in my storage closet. I have no idea what may be on them, but if you want to take a look and do whatever needs done with them, that would be great!

Thanks

--

Brooke Suttles  
Cumberland County Schools  
FACS Teacher-Human Studies (Teen Living)

-  
Donnie Melton  
Computer Technician - Homestead and Crab Orchard Elementary

Please submit all work order requests to:

Homestead: [homesteadtech@ccschools.k12tn.net](mailto:homesteadtech@ccschools.k12tn.net)  
Crab Orchard: [corchardtech@ccschools.k12tn.net](mailto:corchardtech@ccschools.k12tn.net)



Mitch Lowe, Principal

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The Phoenix School  
203 Taylor Street  
Crossville, TN 38555

Phone: 931-456-1228  
Fax: 931-456-9862

May 15, 2023

Dear Ladies and Gentlemen:

On behalf of The Phoenix Campus, I am requesting the retirement of the following surplus items by the Cumberland County Board of Education.

Items to retire:

Tag Number: CTE tag #1000481  
CTE tag #1001030  
Tag # 38350

Sincerely,

Sharon Miller  
Assistant Principal

Cumberland County General Programs  
Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

Phoenix School

Date: 5/15/23

Tag Number	Serial or ID Number	Description	Reason Retired
1000481	(CTE)	Kobalt Compressor	Outdated
1001030	(CTE)	Makita Circular Saw	Outdated
38350		Epson Projector	Outdated/ not used

  
\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
General Programs Director Signature

# Phoenix Chromebook Retirement

[REDACTED]	S04008	MP1XLKZS	
[REDACTED]	S00120	FLVB7Y2	
[REDACTED]	S04698	MP1XLSEJ	
[REDACTED]	S06956	5CD1096YB1	
[REDACTED]	So4574		
[REDACTED]	S00609	2WK66Y2	
[REDACTED]	S04043	MP1XLMF6	
[REDACTED]	S00268	P9647352 (SMHS)	
[REDACTED]	S00020	4JJD7Y2	
[REDACTED]	S04760	MP1XFZLJ	
[REDACTED]	S00015	22K76Y2	
[REDACTED]	S00453	2J666Y2	
[REDACTED]	S03930	MP1X0K6X	
[REDACTED]	S02592	MP1XXX9P	
[REDACTED]	S04927	MP1XLRYF	
[REDACTED]			
[REDACTED]	S04088	MP1XLGPM	
[REDACTED]	S01706	LR0990G5	
[REDACTED]	S02271	P202S1DG	
[REDACTED]	S04587	MP1XLMET	
[REDACTED]	S04462	MP1XE6ZM	
[REDACTED]	S04260	MP1XQVBA	
[REDACTED]	S04358	MP1XLKFM	
[REDACTED]	S04012	MP1XS0DH	



Mitch Lowe, Principal

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The Phoenix School  
203 Taylor Street  
Crossville, TN 38555

Phone: 931-456-1228  
Fax: 931-456-9862

May 17, 2023

Dear Ladies and Gentlemen:

On behalf of The Phoenix Campus, I am requesting the retirement of the following surplus item by the Cumberland County Board of Education.

Item to retire:  
Tag Number: S01760  
See attached.

Sincerely,

Sharon Miller  
Assistant Principal

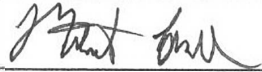
Cumberland County General Programs  
Equipment Retirement Request

Cumberland County Schools  
368 4th Street  
Crossville, TN 38555

Phoenix School

Date: 5/17/23

Tag Number	Serial or ID Number	Description	Reason Retired
S01760	LR0990G5	Chromebook	Outdated



Principal Signature

General Programs Director Signature

Tag Information

Tag/Serial: S01760

Select Action...

Detail    Status History    Audit History    Ticket History    Components    Attachments

Tag: S01760	Device Name:
Serial: LR0990G5	External IP:
Site: The Phoenix School	Internal IP:
Location: Room: 85-TO RETIRE	Last Login Date:
Department: GENERAL	Last Login User:
Asset Type: Standalone	Last Seen Date:
Status: Available	LAT/LONG:
Scan Date: 05/17/2023	MAC Address:
RFID: Not Enabled	MDM Status:
	OS:
	Asset Condition:
	Due Date:

Tag Notes: Per Jason McGhee 5.12.21 email- This Chromebook has a new SN #LR0990G5 for this tag. The original SN is #LR092TDJ. 5.12.21MN

Funding Information:

Source: Initial	Account Code:
Order Number:	Purchase Date:
Vendor:	Purchase Price:
Funding Source: GENERAL	Invoice Date:
FRN:	Invoice Number:
State Funding:	Expiration Date:
Federal Funding:	

Product Information:

Product: Lenovo 80YS N23 Chromebook w/ChromeOS MGT  
 Number: H2128  
 Product Type: CHROMEBOOK



**Kara L. Spicer  
Principal**



**P. Lynn Speich  
Assistant Principal**

**Pine View Elementary School  
349 Daysville Rd. \* Rockwood, TN 37854  
Phone (865) 354-1986 Fax (865) 354-1922**

May 12, 2023

Please consider the following items for retirement from the General Inventory:

GENERAL RETIRE

20795 Toshiba TheaterView SD TV	unusable
40211 Apple iMac	unusable

Sincerely,

Kara Spicer, Principal

# Pleasant Hill School



486 East Main Street  
Crossville, TN 38571

Phone (931) 277-3677  
Fax (931) 277-3880  
Tracie Buckner, Principal  
Cristyn Diana, Assistant Principal

May 15, 2023

Dear BOE,

Please retire the following technology, as they are irreparable and/or obsolete. Federal and CTE items have been approved to be retired by their respective directors.

S03142	P202RNCT	Lenovo 100e 2nd Generation		No power/ No warranty per K Hassler
S03162	P2021QPC	Lenovo 100e 2nd Generation		No parts/ No warranty/ irreparable per K Hassler
S03167	P202RNCT	Lenovo 100e 2nd Generation		No parts/ No warranty/ irreparable per K Hassler
1001924		Epson PowerLite 93+ XGA 2600LUM LCD Projector	CTE	Retire per Nancy Garren 5/8/23
10008076	P202UKZT	Lenovo 100e 2nd Generation	Federal	No parts/ No warranty/ irreparable per K Hassler
10006237	65E80F6XQ2A3160016	Promethean Board	Federal	Retire per Penny Phipps 5/10
10006238	65E80F6XQ2A3160017	Promethean Board	Federal	Retire per Penny Phipps 5/10
10006239	65E80F6XQ2A3160018	Promethean Board	Federal	Retire per Penny Phipps 5/10

Thank you,

  
Cristyn Diana  
Assistant Principal, PHS



# Stone Memorial High School

2800 Cook Road · Crossville, TN 38571

Telephone (931) 484-5767

**Kelly J. Smith**

*Principal*

TO: Mr. William Stepp, Director of Schools  
Cumberland County Board of Education

FROM: Kelly Smith, Principal  
April Moore, Assistant Principal  
Stone Memorial High School

RE: Inventory Items for Retirement

DATE: May 17, 2023

Dear Mr. Stepp and B.O.E. Members:

Attached you will find a list of inventory items that are slated for retirement. Our SMHS Technology Technician and our School Inventory Auditor have inspected each item. The property no longer serves the staff or students of SMHS or would the property serve another Cumberland County student or employee. Please accept our proposal to retire the items and know that we will follow all proper protocols to dispose of them once approval is granted.

If you have any questions, please feel free to contact us. In an effort to ensure that our inventory is accurate and our school materials records are kept current with fidelity, Mrs. Moore is working diligently to collaborate with others, especially technology, special education, and CTE departments to maintain accuracy through TIP-Web IT.

Respectfully submitted,

A handwritten signature in black ink that reads 'Kelly J. Smith'.

Kelly Smith  
Principal

A handwritten signature in blue ink that reads 'April Moore'.

April Moore  
Assistant Principal

Stone Memorial High School~SMHS  
**Room Inventory Worksheet**

5/16/2023

79-TO RETIRE INVENTORY~BOE-RETIRE Holding				Room Type: VIRTUAL		
Tag	Product	Model	Product Type	Other #1	Serial	Price
___ 1000305	IPEVO CDVU-051P Document Camera	CDVU-051P	CAMERAS & EQUIPMENT		081349B107982	\$0.00
___ 1001332	Apple 20 inch iMac Computer	unknown	COMPUTER		H010603FDWY	\$0.00
___ 16534	HRXVCIGBC TV DVD-VCR Combo	HRXVCIGBC	ELECTRONIC			\$0.00
___ 16647	OTC 3130 Alternator_Regulator_Battery and Starter Tester	3130	INSTRUCTIONAL EQUIPMENT		533347	\$0.00
___ 17294	JVC DVD-VCR Combo	unknown	ELECTRONIC			\$0.00
___ 180152606	Apple Mac mini Computer	unknown	COMPUTER		YM619HRU35	\$0.00
___ 23146	Ammco Roll Around Brake Parts Washer	unknown	SHOP EQUIPMENT		703995725	\$0.00
___ 39398	Vizio E370VL TV	E370VL	TV		10225210022	\$0.00