



**Morgan County Schools Board of Education Workshop
January 31, 2011 6:30 PM
Wartburg Central High School**

MEMBERS PRESENT:

1. **Prayer**
2. **Pledge**
3. **"Good News" - Report from Central High (Dallas Davis, Principal)**
4. **Agenda**
5. **MCEA**
6. **Audience Participation**
7. **Consent Agenda**
 - A. Approval of Minutes-Regular Meeting of Jan. 3, 2011
 - B. Workshop - Monday, Feb. 28, 2011 6:30 p.m. @ Petros Joyner Elementary School
 - C. Regular Board Meeting-March 7, 2011, 6:30 p.m. @ Central Office
8. **Budget Amendments**
9. **Update - Maintenance and Transportation Facility (Decision on Renovation Plans)**
10. **Discuss sale of current Transportation/Maintenance Buildings and Property**
11. **Bids**
 - A. Acceptance of Cafeteria Bids
 - B. Permission to bid awning for Sunbright School
 - C. Permission to bid lawn mowing services for all schools
 - D. Discussion - Price Quotes for renovation of bathrooms @ Coalfield, Sunbright
12. **Approval of MCCTC Perkins Grant for Distance Learning (Reimbursable Grant) - \$65,828**
13. **Discuss easement at Central Elementary to create turn lane for Letorey Road**
14. **Approval of District Value-Added Team access to TVAAS data of teachers**
15. **Policy Revisions-Administrative Procedures**
 - A. TSBA Policy Packet-Section IV-Instructional Services
 - B. Revision of Head Lice policy - 1st Reading
 - C. Grading policy change - Set percentage of final grade for TCAP score (15-25%)
 - D. TSSAA Bylaw Change - Policy 4.301 Interscholastic Athletics
 - E. Policy 1.703 - School Attendance Areas (Discussion of Bus Routes-Petit Lane and Adjoining Roads)
 - F. GCRI - Support Personnel Longevity Pay (Administrative Procedures)
16. **Director's Performance Contract Report/Announcements**
 - A. Monthly Financial Report
 - B. Review of District Report Card (District & School Reports) Supervisors & Principals
 - C. Student Transportation Team Report - Ronnie Wilson, Chairman
 - D. 2011-12 Budget - Next board workshop Feb. 17th 6:00pm @ Central Office
 - E. TSBA Day on the Hill - Feb. 22 (Sheraton Nashville Downtown)
17. **Adjourn**
 - A. Workshop - Monday, February 28, 2011 6:30 p.m. @ Petros Joyner Elementary School
 - B. Regular Board Meeting - March 7, 2011, 6:30 p.m. @ Central Office

MORGAN COUNTY SCHOOLS
Wartburg, Tennessee
MORGAN COUNTY BOARD OF EDUCATION
REGULAR MEETING – January 3, 2011
Conference Room – Central Office
6:30 p.m.

MEMBERS PRESENT: Terry Armes, Randy Harlan, Glen Moore, Richard Spurling, Wendy Collins, Paul Hudson

1. Prayer

2. Pledge

3. "Good News" - Distance Learning Course Offerings - 2nd Semester; E-rate support for network upgrades; "Save the Children" Program for Sunbright School.

Discussion: Wanda Lane presented the board with an update on the Distance Learning Program. Courses offered this semester are Chemistry, Physics, and Algebra I. Because of the partnership with Grainger County, HS Art will be offered this semester and college English 4th block.

Chris Rogers informed the board e-rate discounts have been approved for switches and wireless internet. The cost of this project is \$450,000. E-rate funding will provide \$360,000. The cost to Morgan County will be \$90,000.

Kathy Carroll informed the board that Sunbright School has been awarded a Save the Children grant for expanded literacy services.

4. Agenda

Motion was made by Randy Harlan to approve the agenda as presented. Seconded by Glen Moore. Motion carried.

5. MCEA

Margaret Morgan is finalizing forms to be used for the support staff sick bank. Personnel should be able to sign up this school year.

6. Audience Participation

Angel Brown informed the board she was appealing the decision to terminate her from employment at Central Elementary as a teacher assistant. A special called hearing was set for Thursday, January 6.

7. Consent Agenda

7.a. Approval of Minutes-Regular Meeting of Dec. 7, 2010

7.b. Workshop - Monday, Jan. 31, 2011 6:30 p.m. @ Central High School

7.c. Regular Board Meeting-February 7, 2011, 6:30 p.m. @ Central Office

Motion was made by Randy Harlan to approve the consent agenda. Seconded by Paul Hudson. Motion carried.

8. Budget Amendments

Motion was made by Wendy Collins to approve budget amendments as provided. Seconded by Randy Harlan. Motion carried.

9. Update - Maintenance and Transportation Facility (Discussion of Renovation Plans)

Discussion: Glen Moore estimated the cost of the renovation somewhere between \$38,000 to \$40,000. Maintenance and Transportation to provide a cost estimate for the renovation of office space at the next scheduled workshop.

10. Discussion and Approval of Job Classification and Compensation Study

Motion was made by Paul Hudson to accept compensation study as provided. Seconded by Wendy Collins. Motion carried.

Motion was made by Randy Harlan to approve job descriptions within the Job Classification Study. Seconded by Paul Hudson. Motion carried.

11. Discussion of 2011-12 Budget Preparation Timeline

Special called budget workshop was set for January 24 @ 6:00pm at Central Office.

12. Policy Revisions-Administrative Procedures

12.a. Policy for Sick Leave Bank for Support Staff (2nd Reading)

Motion was made by Randy Harlan to adopt Sick Leave Bank Policy on second reading. Seconded by Glen Moore. Motion carried.

12.b. TSBA Policy Packet-Section III-Support Services

Motion was made by Randy Harlan to accept recommended changes to Policy packet Section III. Seconded by Glen Moore. Motion carried.

12.c. District Organizational Chart-Draft 2

12.d. Positive Behavior Support - 2nd Reading

Motion was made by Wendy Collins to adopt organizational chart and positive behavior support policy on second reading. Seconded by Paul Hudson. Motion carried.

12.e. Policy 1.703 - School Attendance Areas (Discussion of Bus Routes-Petit Lane and Adjoining Roads)

12.f. GCRI - Support Personnel Longevity Pay (Administrative Procedures)

13. Director's Performance Contract Report/Announcements

13.a. Monthly Financial Report

13.b. Review of District Report Card (Release date changed to mid-January, 2011)

13.c. School Board Appreciation Week (Jan. 23-29, 2011)

13.d. TSBA Day on the Hill - Feb. 22 (Sheraton Nashville Downtown)

14. Adjourn

14.a. Workshop - Monday, January 31, 2011, 6:30 p.m. @ Central High School

14.b. Regular Board Meeting - February 7, 2011, 6:30 p.m. @ Central Office

Motion was made by Randy Harlan to adjourn meeting at 7:17 p.m. Seconded by Glen Moore. Motion carried.

Chairperson

Superintendent

**Morgan County Board of Education
G.P.
February 7, 2010
Budget Amendment #75**

Debit:		
141-44530	(Sale of Equipment)	\$31.00
Credit:		
141-72210-790	(Other Equipment)	\$31.00

Explanation:

Sale of surplus equipment.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
February 7, 2010
Budget Amendment #76**

Debit:		
141-71100-116	(Teachers)	\$128,030.00

Credit:		
141-72110-399	(Other Contracted Services)	\$128,030.00

Explanation:

Adjust budget to add SRO officers at Oakdale, Sunbright, and Central Elementary and Central High School.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
February 7, 2010
Budget Amendment #77**

Debit:

141-71300-730	(ETH)	Equipment	\$850.00
---------------	-------	-----------	----------

Credit:

141-71300-355	(ETH)	Travel	\$850.00
---------------	-------	--------	----------

Explanation:

To adjust budget to pay for unexpected expense.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
February 7, 2010
Budget Amendment #78**

Debit:		
141-44170	(Miscellaneous Refunds)	\$884.90
Credit:		
141-72710-453	(Vehicle Parts)	\$884.90

Explanation:

Additional revenue from sale of scrap metal.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
February 7, 2010
Budget Amendment #79**

Debit:		
141-82230-603	(Interest on Bonds)	\$17,793.00

Credit:		
141-72320-524	(Staff Development)	\$17,793.00

Explanation:

Models School Conference and other professional development.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
February 7, 2010
Budget Amendment #80**

Debit:

141-71100-499	(Other Supplies)	\$3,800.00
---------------	------------------	------------

Credit:

141-72120-413	(Medical Supplies)	\$3,800.00
---------------	--------------------	------------

Explanation:

To adjust budget for purchase of medical supplies.

Edward L. Diden, Director of Schools

Date

Terry Armes, Board Chairman

Date

**Morgan County Board of Education
G.P.
February 7, 2010
Budget Amendment #81**

Debit:		
141-72210-163	(Educational Assistants)	\$10,000.00

Credit:		
141-72320-307	(Communication)	\$10,000.00

Explanation:

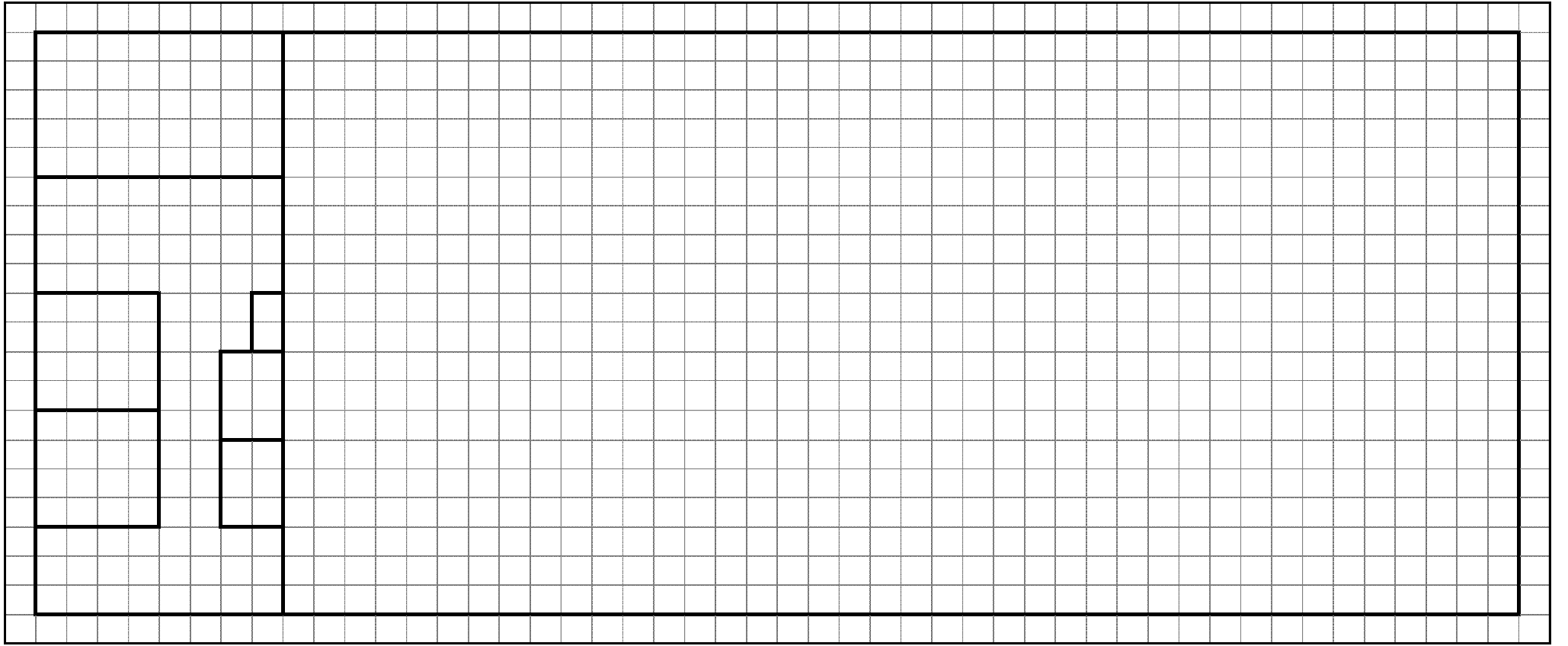
To adjust budget for cell phone expenses.

Edward L. Diden, Director of Schools

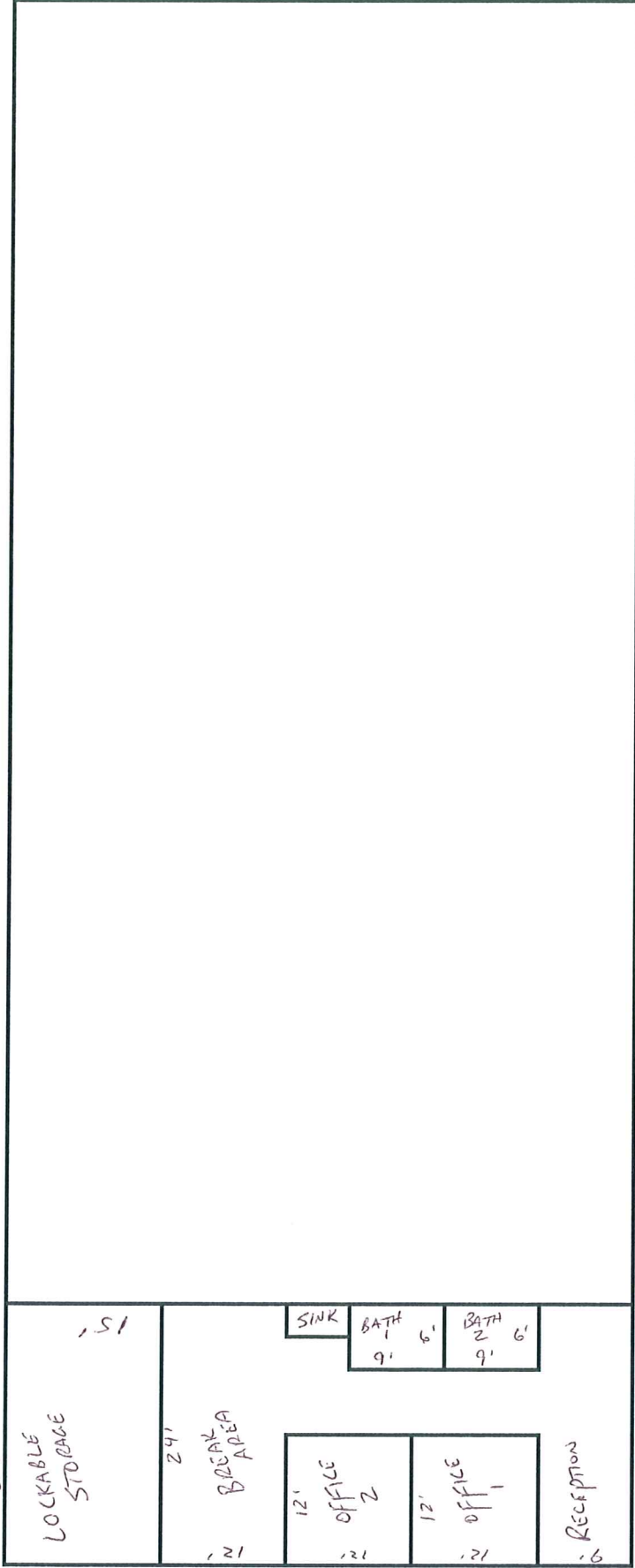
Date

Terry Armes, Board Chairman

Date



24'



LOCKABLE STORAGE
51

24'
BREAK AREA
21

12'
OFFICE
2
21

12'
OFFICE
1
21

SINK
BATH 1 6'
9'
BATH 2 6'
9'

RECEPTION
6

TENNESSEE DEPARTMENT OF EDUCATION
CAREER AND TECHNICAL EDUCATION

PERKINS IV RESERVE GRANT APPLICATION
2011-2012

Title of Grant: Distance Learning

Project Coordinator and Title: Mitchell Heidel, CTE Director

School System: Morgan

Work Address: Morgan County Career & Technical Center, 132 Flat Fork Rd., Wartburg, TN 37887

Email Address: heidelm@mcsmail.net

Work Telephone: 423-346-6285

Work Fax: 423-346-5857

Address the following elements:

I. What is the primary focus of your grant application? What are your goals/objectives? Please include specific desired outcomes. (Reference Item 1 in the rubric)

Focus: The focus of the grant is to utilize distance learning technology to enable the high school CTE staff access to partnerships with post-secondary institutes and collaborations with online content providers and thereby dramatically increase the opportunities that this technology brings to their students.

Goals:

1. Increase the number of Career and Technical path students participating in the Tennessee Scholars Program, a more rigorous course of study for high school graduation.
2. Promote post-secondary participation in Tennessee Board of Regents institutes.
3. Present CTE staff at Central High School and Morgan County Career and Technical Center with technology based Professional Development opportunities.
4. Increase integration of academic and CTE teachers, particularly Central High School and Morgan County Career and Technical Center, by using distance learning equipment

1. Increase the number of Tennessee Scholars graduates by an average of 5% of the graduating class enrollment per year over each of the next 3 years:

In the recent Morgan High School graduating class of 223, only 35 students received the Tennessee Scholar's designation.

Section B (page 10.14) of the Morgan County Carl Perkins IV Year Three Action Plan specifies some of the best ways to strengthen the academic and career/technical skills of students participating in CTE programs is to ensure the learning of “core academic subjects”. This falls directly under the umbrella of the need to increase the rigor of the standard curriculum of all students who seek the Tennessee Scholars designation.

The local Chamber of Commerce has agreed to serve as a grant partner. In this partnership, they will promote the Tennessee Scholar’s program to the eighth grade classes in the feeder schools and will conduct special promotional activities within the high school itself.

2. Increase by 5% each of the next three years the number of graduation high school career-technical concentrators entering post-secondary participation in Tennessee Board of Regents institutes.

Morgan County secondary placement was 86.89% in 2009 and our state goal is 89.69%. The percentage of Morgan County CTE concentrators entering post- secondary education institutions has risen from 37% in 2008-2009 to 48% in 2009-2010 according to the data form the past two CTE 6 month follow-up reports. We feel this grant would increase these percentages of our students entering post-secondary education.

The two local TBR institutes that are the most convenient to attend due to their proximity to the high school are the Tennessee Technology Center-Harriman and Roane State Community College. Enclosed in this proposal are support letters from these two institutes that not only support our efforts in this application, they encourage it.

3. Over the next three years, all of the Career and Technical staff at Morgan County Career and Technical Center and Central High School participate in technology-based Professional Development opportunities.

One of the best ways to strengthen the academic and career/technical skills of students participating in CTE programs is to ensure the learning of “core academic subjects”. This is referenced in the Morgan County Schools TCSPP (Compliance Matrix 5.1, pages 119 and 120), which directs the reader to page 07.9 of the Carl Perkins IV Transition Plan. There it states, “Use of technology will be improved by integrating technology into the curriculum and instruction and up-to-date technology tools and distance learning opportunities will be provided”.

4 Increase academic integration between our career and technical center and our four feeder high schools by utilizing our distance learning equipment as a means of integrating the standards which the teachers have chosen to integrate.

An example of how this can work is demonstrated in the following activity with which one of my teachers took the lead in doing this past fall. He integrated his Carpentry class with the Geometry teacher at Sunbright High School, one of our feeder schools. The distance Physics and

Chemistry teacher's planning block was used by the Geometry teacher at Sunbright High to teach order of operations to a class of carpentry students at Morgan County Career and Technical Center.

II. What activities will you conduct to achieve your goals? (Reference Item 2 in the rubric.)

Tennessee Technology Center – Harriman: As a part of the grant budget, they will be receiving some distance learning equipment and a promethium board. This is important because of the large number of Morgan County students we send to them. By enabling them to connect to our other resources, these students will then have access to some of the same curriculum and professional development opportunities as their counterparts on the high school campus. We now have a dual-enrollment class taught at our Technical Center by an instructor from the Technology Center in Harriman. The name of the class is Electrical Basics Code Requirements for Alternate Energy to compliment our solar and wind power initiatives. The distance equipment could be used to teach this class from the Technology Center. We have students taking diesel mechanics at the TTC in Harriman. A portion of this course could be taught through distance learning.

Roane State Community College –Cathy Day, Coordinator of Dual Studies, has been working with me to establish dual enrollment in Emergency Medical Service and Criminal Justice. One of the best ways to encourage current CTE participants in Morgan County to consider post-secondary options is to provide them access to dual enrollment coursework while still in high school. .

Central High School- The Career and Technical Programs, Business Technology and Family and Consumer Science Program will receive one of the distant learning units. Family and Consumer Science will also receive a promethium board. The principal at Central High School and I feel integration between our two schools will be easier to accomplish through the use of this equipment.

Virtual Field Trip- Includes *Open Heart Surgery* for Medical Therapeutics, *Total Knee Replacement* for Rehab Therapeutics and *In Depth Autopsy* for Forensic Science. Imagine the possibilities as her students get to interact with actual forensic pathologists and surgeons. The CILC website address is: <http://www.cilc.org/>

Vanderbilt's "Vandy Virtual School" (V.V.S.) –Highlights of their offerings include *Career Awareness* sessions from experts in several fields. A complete list of their current offerings can be found at: <http://www.vanderbilt.edu/VirtualSchool/index.htm>

Tennessee Scholars Program – This Chamber of Commerce sponsored program will play a huge role in promoting a more rigorous academic curriculum for all high school graduates. Every eighth grade student will be a part of a presentation about the program so that they can be encouraged to take more advanced classes in high school, regardless of their career path. The

state director will also be a part of the promotion of this program as she presents to CTC students at the high school through the distance learning equipment with grant funds.

Morgan County Career and Technical Center – Today’s educational institutions, from K-12 to the university level, are turning to distance learning as the means to solve the problem of teaching an increasing number of students with available instructors. Compressed video technology in distance learning classrooms makes it possible for students to connect with experts out in the world, earn academic credits, or professional training at remote sites. Non-traditional students have responded well to this type of two-way interaction and many of the projects promote more of the hands-on approach that is so successful with the special needs learner.

Distance learning will enable the CTE staff to solve problems, discuss issues, and meet the needs of students and colleagues without physically being in the same room, the same building or even the same state. It will transform the way they communicate.

- Virtual field trips
- Teacher sharing
- Administrative meetings
- Educational institution collaboration
- Continuing education and training for CTE staff
- Identify methods of increasing the participation of special and non-traditional CTE students

III. Provide Department of Labor and Workforce Development statistics indicating that the program prepares all students for employment or post-secondary opportunities in a high-skill, high-wage, or high-demand occupation. (Reference Item 3 in the rubric.)

LWIA4 Director, has identified two focused sectors – health care and advanced manufacturing, which includes Biodiesel – and the training that leads to these high-wage occupations. In addition to those two specific sectors, LWIA4 statistics from the labor and workforce website include the following occupational rankings:

HOT JOBS IN LWIA 4 TO 2016

Long Term On-the-Job Training

Title	Average Wage	Openings Outlook
Machinists	\$37,700.00	Excellent
Police and Sheriff’s Patrol Officers	\$28,700.00	Excellent
Industrial Machinery Mechanics	\$40,400.00	Very Good
Water and Liquid Waste Treatment Plant and System Operators	\$35,800.00	Excellent
Mobile Heavy Equipment Mechanics, Except Engines	\$35,500.00	Excellent
Automotive Body and Related Repairers	\$33,800.00	Excellent

Electrical Power-Line Installers and Repairers	\$53,600.00	Very Good
Millwrights	\$48,800.00	Very Good
Telecommunications Line Installers and Repairers	\$47,300.00	Very Good

Moderate Term On-the-Job Training

Title	Average Wage	Openings Outlook
Truck Drivers, Heavy and Tractor-Trailer	\$34,300.00	Excellent
Maintenance and Repair Workers, General	\$30,400.00	Excellent
Computer-Controlled Machine Tool Operators, Metal and Plastic	\$32,700.00	Excellent
Operating Engineers and Other Construction Equipment Operators	\$31,500.00	Excellent
Dental Assistants	\$28,300.00	Very Good
Cargo and Freight Agents	\$42,200.00	Very Good
Advertising Sales Agents	\$38,200.00	Favorable
Hazardous Materials Removal Workers	\$32,200.00	Very Good
Payroll and Timekeeping Clerks	\$31,300.00	Very Good

Associate Degree or Post-Secondary Vocational Training

Title	Average Wage	Openings Outlook
Registered Nurses	\$49,800.00	Excellent
Licensed Practical and Licensed Vocational Nurses	\$31,100.00	Favorable
Welders, Cutters, Solderers, and Brazers	\$30,100.00	Excellent
Automotive Service Technicians and Mechanics	\$30,000.00	Favorable
Radiologic Technologists and Technicians	\$52,200.00	Excellent
Computer Support Specialists	\$41,000.00	Very Good
Dental Hygienists	\$61,100.00	Favorable
Diagnostic Medical Sonographers	\$56,200.00	Favorable
Physical Therapist Assistants	\$43,600.00	Favorable
Respiratory Therapists	\$41,700.00	Favorable

There is no doubt that improving the academic performance of each CTE student will lead to more opportunities through direct employment or transition into Post-secondary training. The Tennessee Scholar's Program will promote a more rigorous curriculum for all students.

IV. Budget and plan for sustainability (reference Item 4 in the rubric)

All of the PC hardware purchased will come with typical three year warranties and the distance learning equipment, one year warranties. The local school system, through the Technology Budget, will continue the Customer Care on the TANDBERG codecs. Because we feel like the distance learning aspect of the program will be heavily utilized, it will become very important to maintain warranty coverage on it years down the road. This equipment is too expensive to replace without this maintenance coverage.

As they do with all of the computer equipment in the school system, the Technology Department will maintain the equipment purchased in this grant application. .

In order to “grow” our CTE staff in this new realm of technology, we plan to send three of them to the Tennessee Educational Technology Conference held annually in Nashville in late November. We will also encourage this team to do a presentation about the grant implementation. It is our philosophy that if you share your success stories with other institutes, you also encourage future partnerships and wind up growing your own program.

Morgan County Perkins Grant – 2011-2012 -Budget

(1) DISPCSTRAVELLERC20 PCS EasyEdge Traveller with 55" Display C20 and 3 Year Warranty		
\$ 16,800.00 =unit price	3 units =	\$50,400
(2) Promethean Boards		
\$3,476 unit price	3 each	\$10,428
(3) Professional Development, Teacher Training		\$ 5,000
	Total	\$65,828

V. Process for development of the project in conjunction with local advisory council, TCSPP, and SIP teams to ensure relevance and value (Reference Item 5 in the rubric)

This grant application is a direct result of working with the advisory council and Central Office staff members who are responsible for the TCSPP. In support of that you will find below direct references from these plans, along with Morgan County's combined School Improvement Plan and the Carl Perkins IV Transition Plan, and just as important – the Three Year Technology Plan. In fact, Distance Learning technology is a highlight of each of these plans.

In particular, references to Distance Learning, the related Professional Development, and Secondary to Post-Secondary Transition can be found in each of these plans:

Perkins IV Transition Plan:

- Improving Academic Skills of CTE Student – Section B, page 07.9
- Program Improvement/Integration/Technology – Component 2, page 07.12
- Secondary to Post-Secondary Connections – Component 2, page 07.16

TCSPP:

- Component 4 – Page 51
- Component 4.4a – Organization Practices, Page 76, 77, and 80
- Compliance Matrix – Federal Programs Consolidated Plan, Page 115, 119, 120 and 137
- Action Plan – Step 7, Page 107
- Action Plan – Steps 5,6,7 and 8, Page 109

Three Year Technology Plan

- Strategies Component B – Page 8
- Timeline – Page 16, 17, and 20
- Component 3 Professional Development – Page 21 and 22
- Component 5 Evaluation and Accountability – Page 29 and 30

If funded, *this grant* would be willing to not only serve as a model for other school systems, Morgan County would even be willing to promote it by presenting their success stories at events like the Tennessee Educational Technology Conference in Nashville in November, and the Summer Conference for Career and Technical Education. Funds are even allocated to cover these costs.

Even though this is just a grant application, we are confident enough now to expect some highly successful things to occur. With a team like the one we have put together, there is no doubt that this will happen. There is evidence of this superior team in the support letters provided in this application. Our partners are excited about the possibility of funding coming through. Most important of all though is the history and tradition of Morgan County, particularly in the technology realm, of following through on their commitments.

VI. Plan for communication to stakeholders and professional development (Reference Item 7 in the rubric.)

Professional Development is a key component of any successful technology related program implementation. That is why there is an emphasis in both the funding of and application of technology related professional development in all of the school system plans.

Our recent system purchase (using Title IID funds in April) related to professional development is an online PD site called InfoSource. Every teacher in the school system is a registered user of this web-based application that gives personal instruction in all aspects of technology implementation. Not only does it cover applications like Microsoft Office, it goes into detail on things like utilization of technology in the classroom, the Internet, email, and personal skills “soft skills”.

CTE instructors are a part of this system and will be encouraged to login and go through specific sessions based upon their own strengths and weaknesses in technology. Reports can and will be generated on their progress.

VII. Linkages between secondary and post-secondary education (Reference Item 7 in the rubric)

The strongest aspect of this grant application has to be the partnerships established with post-secondary institutes. All three have agreed to work with the school system in some capacity. All three seem anxious for a successful grant notification.

In addition to Roane State Community College, Tennessee Technology Center – Harriman, and other post-secondary partnerships will be sought. The very nature of the capabilities of distance learning is that there are no geographic limitations to linking with anyone in the world. With an aggressive outreach program through participation in state conferences and seminars, future partnerships will be solicited.

As indicated in their support letter, grant partner Roane State Community College will offer dual credit courses in Morgan County through the distance learning media; and Tennessee Technology Center – Harriman will continue to offer articulation agreements with CTE courses at Morgan County Career and Technology Center.

MORGAN COUNTY BOARD OF EDUCATION

Head Lice	Descriptor Code: JGCF	Issued Date:
------------------	--	---------------------

The purpose of this policy is to update the current HEAD LICE Policy, JGCF, 02/02/98 and to provide guidelines for the prevention and control of Head Lice in students and staff attending Morgan County Schools.

Morgan County Schools will enforce a No-Lice policy and focus on active infestations following CDC guidelines. Active infestations will be defined as the presence of Live Lice and/or the presence of viable Nits found within one-fourth (1/4) inch of the scalp.

- When the School Nurse determines that Live Lice and/or viable Nits are present, the parent/guardian will be notified (verbal communication is preferred).
- *Immediate removal of the child is unnecessary*, he/she may be sent home by the end of the day.
- The parent/guardian must report to the nurse for instruction and educational materials before picking up their child.
- If the School Nurse and/or administrator have been unable to contact the parent/guardian the student may return to the classroom until the end of the day and will be allowed to ride the school bus home.
- The student is expected back in school the next day either (1) Lice free and/or (2) progress made in removal of Nits monitored by the School Nurse.
- At this time the parent/guardian will return a completed Head Lice Checklist and with Proof of Treatment. The School Nurse will determine if the student may return to class.
- If the student is not Lice free the next school day, he/she will be sent home.
- Attendance Policy JB -7-6-99: #8...When a student contracts Head Lice, they will be excused the day they are sent home and the next day only. Only 2 occurrences of Head Lice will be excused in a school year.
- The School Nurse will continue to re-educate the parent/guardian and to reassess the student for progress in Nit removal. The *student may return to class*. The parent/guardian will be allowed seven (7) days to completely remove the remainder of the Nits.
- *Parent/guardian must show proof of treatment.*
- *Parent/guardian must sign "Head Lice Checklist"*
- *Students must be Lice Free (verified by the nurse) the next school day or the student cannot attend class.*

Legal References

www.cdc.gov/parasites/lice/head/schools.html

Rule 1200-14-01-.24

T.C.A. §§68-1-103, 68-1-201 and 68-5-104

National Association of School Nurses Position Statement (www.nasn.org)

MORGAN COUNTY BOARD OF EDUCATION

HEAD LICE

**Descriptor
Code:
JGCF**

**Issued Date:
02/02/98**

Head Lice (Pediculosis) is estimated to be the second most common infection experienced by children, next to the common cold. Head lice is communicable in the fact that it is easily transmitted from one child to another via head-to-head contact, or the sharing of hats, combs, brushes, etc. Therefore, it is a serious condition which can become a school-wide problem in a short time. For the protection of students, staff, and our communities, the following procedures are mandated for cases of head lice infections in Morgan County Schools:

- School-wide head lice screenings will be conducted on a regular basis.
- The School Nurse will schedule school-wide screenings with each individual school principal.
- Principals may refer individual students or small groups for screening at any time.
- Instructional Assistants will be trained to identify head lice infections. The principal may assign instructional assistants to assist the School Nurse in screening for head lice among students.
- School personnel and students will be educated in areas of head lice transmission and identification.

When a student is identified as being infected with head lice and/or nits (Pediculosis Capitis), the principal or his/her designee will notify the parents or guardian and take the necessary steps to send the student home. Each infestation of a student should be recorded and dated.

- Infested students will be sent home immediately, with a letter (JGCF-Exhibit A) explaining recommendations for treatment and "Head Lice Checklist," JGCF-Exhibit B.
- First-time infected students may be remitted to school upon verification of treatment (medication box top is acceptable), return of the completed "Head Lice Checklist" signed by the parent or guardian, and re-examination by school personnel.
- No student will be readmitted until the student is free of both head lice and nits.
- Second-time infected students and/or students who have been reexamined and refused readmittance will, in addition to the above procedures, be required to provide proof of evaluation and clearance to return to school by the Morgan County Health Department or family physician using form JGCF-Exhibit C.

Legal References:

TCA 49-2-203(b)(2).

Morgan County Board Policy GCBA

TRR/MS 0520-1-3-(4)-(c)-1.

TN Dept. of Public Health Chp. 1200-14-1-.24.

Morgan County Schools

Date

School

Dear Parent or Guardian:

Head lice is estimated to be the second most common infection experienced by children, next to the common cold. Lice infection crosses all economic and educational lines. They infest families in all walks of life. Your child, _____ appears to have contracted head lice and is being sent home for treatment. Your child may return to school as soon as he or she has no more lice or nits in his or her hair. The box top from the treatment shampoo shall serve as proof of treatment. The Head Lice Checklist, which you have been given, must also be completed with your signature for readmission.

A student infected for the second time or who has been refused readmittance, cannot return to school until he or she has been evaluated by a health care professional at the Morgan County Health Department (phone: 346-6272) or family physician. The health care professional must sign the form to release the student to return to school. If the student has TN Care, he or she should see their primary physician.

The Morgan County Health Department recommends the use of *Permethrin (Brand Name - NIX)*, an over-the-counter medication that is used as a ten-minute rinse after a routine shampoo. Usually only one treatment is required for a *Permethrin Product (NIX)*. Vinegar or enzyme rinses may make NIX ineffective. If Lindane (Brand names-Kwell and Scapene) or Pyrethrin (Brand names A2000, RAC, and RID) is used, it will be necessary to repeat the treatment in 7 to 10 days, if lice or nits are still present.

Nits must be removed by nit comb and fingernails immediately after treatment. Efforts must also be made to rid the home of lice, use the Head Lice Checklist to assist your efforts. Thoroughly wash or dry clean clothing and all personal items. Items that are impractical to wash, such as dolls, stuffed animals, may be sealed in plastic bags for 10 days, or run in a clothes dryer set on high for at least 30 minutes or one complete cycle. Vacuum carpets, upholstery, and mattresses completely. Over-the-counter lice-control sprays made expressly for these items may also help.

Check other members of the family for lice, carefully looking at the nape of the neck and behind the ears. Stress with your children the importance of not borrowing such items as combs, brushes, hats, hair ribbons, scarves, towels, and clothing.

Please give your immediate attention to this problem. Failure to do so may result in your child being truant from school. We apologize for any inconvenience this may cause you. This is a necessary step in eliminating lice infestation from our schools.

Morgan County Schools

Head Lice Checklist

Date

School

Your child, _____, has head lice or nits. This may be the first time your child has had lice and you aren't sure what to do to get rid of them or to ensure that your entire family doesn't become infested. You may have already treated your child but failed to rid infested items or persons in your home. The following checklist has been prepared to assist your efforts. *Your child may return to school upon verification of treatment (medication box top is acceptable) and upon signed completion of this checklist.*

Circle YES or NO for each question below:

1. YES OR NO Did all household members, including your child, have treatment with a special shampoo for killing head lice?
2. YES OR NO Did all household members comb their hair with a fine-tooth comb to remove all lice eggs or nits following the shampoo treatment?
3. YES OR NO Did all family members put on clean, laundered clothes after treatment?
4. YES OR NO Were all brushes, combs, and wigs cleaned in a hot soapy water and Lysol solution?
5. YES OR NO Were all clothes which had been worn before the shampoo treatment washed?
6. YES OR NO Was the bedding (including pillows, pillowcases, sheets, blankets, and bedspreads) either washed in hot soapy water and dried in a hot clothes dryer or professionally dry cleaned?
7. YES OR NO Were hats, headgear, and coats which were worn before and during the shampoo treatment either washed in hot, soapy water and dried in a hot clothes dryer?
8. YES OR NO Were bath towels and wash cloths which were used before and during the shampoo treatment washed in hot water with detergent and dried in a hot clothes dryer.
9. YES OR NO Is the whole house being cleaned by vacuuming daily for the next 10 days, including overstuffed furniture, all removable cushions, pillows, mattresses, and carpeting? This is most important because lice hide in these places.
10. YES OR NO Items such as stuffed animals, head phones, dolls kept on the bed, and hats that are not machine washable must be dry cleaned or stored at room temperature in tightly sealed plastic bags for at least two weeks.

11. YES OR NO Does everyone in your household understand not to share clothing, hair combs and/or brushes, or lockers with others who may be infested with lice?
12. YES OR NO Do you understand that in ten days you should repeat the shampoo treatment and other procedures, if anyone in the household is still infested with head lice?

If you have truthfully answered and circled YES to all the previous questions, the chances of your child getting head lice again from within the home are minimized. You also will have done your part to control the spread of head lice in your child's school. Thanks for the cooperation.

Signature of Parent or Guardian

Date

Morgan County Schools

Return to School

(Must be signed by parents and health professional)

I, _____, have treated my child

Parent's name

Child's name

on _____ for head lice and have taken steps in my home to prevent re-

Date

infestation. I have enclosed the box top as proof of treatment.

Signed/Date

I have checked _____ on _____ for head

Student's Name

Date

lice. He/she has had adequate treatment and nit removal and is clear to return to school.

Medical Professional

TSBA POLICY INSIGHT

TSSAA Bylaw Change

The recent change in the Bylaws of the Tennessee Secondary School Athletics Association to permit homeschooled students to participate in TSSAA activities has created a great deal of confusion and controversy. These controversies will have to be resolved within TSSAA, with input from its member systems. TSBA has recommended, and continues to recommend, that systems abide by the TSSAA bylaws.

Part of the controversy regards an interpretation of the rule change that would require participation by homeschooled students. While some have read the bylaw change as requiring School Systems to permit them to try out for the teams, others, including attorney Chuck Cagle, state that the changes merely set preconditions on participation if the Board allows it.

Text of TSSAA Change

Members of the General Assembly have been gaining momentum every year in the movement to allow homeschooled students to participate in the athletic programs of public schools. In light of these mounting political pressures, TSSAA recently took a proactive approach in passing a new regulation. TSBA had a seat at the table as these lengthy discussions and debates were held on this controversial issue. In the end, it appeared much more appropriate that this issue be addressed through regulation, not state law. TSSAA's actions will ensure that every member school

INSIDE THIS ISSUE

TSSAA Bylaw Change	1
Text of TSSAA Change	1-2

Regardless, no one has interpreted this change to guarantee any student a place in an athletic program. Consistent with the history of Tennessee Schools, such places must be earned.

The addition to the policy is designed to protect the School System from liability in the event of injury either to the Home School student or caused by that student. Please ensure that the insurance is in place prior to any participation, including a try-out, by the Home School student.

Joel H. Moseley
Director of Policy & Staff Attorney
JMoseley@tsba.net

abides by the same regulations and standards.

Lee Harrell
Director of Govt. and Labor Relations
LHarrell@tsba.net

The following is the text of the Bylaw change, as it appears in the December 8, 2010, Legislative Council Minutes of the TSSAA, which can currently be found at:
<http://www.tssaa.org/LegislativeCouncil/actions/lcminutes20101208.htm>.

A home schooled student wishing to participate in extracurricular athletics at a member school shall be eligible if the following qualifications are met:

1. The student shall be enrolled in a home school study program in compliance with Section 49-6-3050(b)(1) and be registered with the local director of schools (or head of school, if a private school) by August 15 of the current school year.
2. The participating student must have a legal residence within the school district where he/she is registered, if registering with a public school. If registering with a private school, the student must have a legal residence within 20 miles of the private school and meet all tuition and financial aid requirements.
3. By August 15 of the school year, the parent or guardian must make application to the principal of the member school in which the home school athlete wishes to participate.
4. The home school athlete shall meet the same academic standards required of a member school student athlete to participate in the athletic program; however, the Director of Schools for public schools (or the head of school for private schools) in which a home school athlete wishes to participate shall work with the parent or guardian to ensure that the home school athlete is academically eligible. If a home school student's course of study does not include five (5) academic subjects, then the Director of Schools (or head of school, if a private school) and the parent shall develop an alternative measure of academic progress and submit the same to the TSSAA for approval. Proof of academic eligibility shall be provided by the member school to the TSSAA each semester.
5. The home school student must provide proof of basic medical insurance coverage and both independently secured catastrophic insurance coverage and liability insurance coverage which names the TSSAA as an insured party in the event the school's insurance provider does not extend coverage to students enrolled in home school programs. The insurance must be in place before the home school student practices or participates.
6. The LEA may impose a participation fee for each athletic sport in which a home school athlete wishes to participate. Such participation fee shall not exceed three hundred dollars annually for each sport and shall be paid in full prior to the first regular season contest. A home school student participating at a private school shall be subject to full tuition and financial aid rules.
7. The home school student must meet all other TSSAA eligibility requirements.
8. All eligibility issues may be appealed in accordance with the Bylaws of the TSSAA.
9. The home school athlete must adhere to the same standards of behavior, responsibility, performance, and code of conduct as other participants of the team.
10. This rule gives a home school athlete the opportunity to try out for a member school's athletic team. Ultimate decisions on the roster are left to the member schools and are not governed by the TSSAA. No student is guaranteed participation, but only the opportunity to try out for a position on the team, subject to the other provisions of this rule.

Tennessee School Boards Association

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date:
		Rescinds:	Issued:

1 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
2 treated differently from another person or otherwise be discriminated against in any athletic program of
3 the school. Equal athletic opportunity shall be provided for members of both sexes.¹
4

5 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
6 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
7 are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/
8 her designee must accompany an athletic team on trips. Transportation of teams to athletic games is
9 approved by the Board, provided the team's school reimburses the Board for mileage.
10

11 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
12 of secondary athletics.²
13

14 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
15 provide proof of independently secured catastrophic coverage, and liability coverage, with the school
16 system as a named insured, of not less than the limits set forth in Tenn. Code Ann. § 29-20-403.³
17

18 There shall be a complete annual physical examination of every student prior to his/her participation in
19 interscholastic athletics.⁴ Cost of the examination shall be borne by the parent or guardian of the student.
20 These records shall be on file in the principal's office. It shall be the responsibility of the parent(s) or
21 guardian to provide health and hospitalization insurance for all students participating in interscholastic
22 athletics.
23

24 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
25 group of students for the purpose of permitting them to practice or play baseball, football, basketball
26 or any similar game within the regular school hours of any school day of the week without written
27 permission from the Board. This does not prevent the inclusion of regular physical training lessons in
28 the daily school program.⁵
29
30
31

32
33 Legal References:

- 34
35 1. Title IX, Education Amendment of 1972,
36 20 U.S.C. § 1681, et seq. ; 34 CFR § 106.41
37 2. TRR/MS 0520-1-2-.08(1)
38 3. Tenn. Code Ann. § 29-20-403(b)(4)
39 4. TRR/MS 0520-1-3-.08(2)(b)
40 5. Tenn. Code Ann. § 49-6-1002
41

Morgan County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Attendance Areas	Descriptor Code: 1.703	Issued Date:
		Rescinds:	Issued:

1 The Board shall establish school attendance areas and periodically review boundary adjustments. The
2 director of schools shall enforce these areas as established by the Board.¹
3

4 The primary considerations governing the establishment of a school attendance area are:
5

- 6 1. The educational opportunity afforded students;
- 7
- 8 2. The capacity of each school; and
- 9
- 10 3. The geographic location of each school in relationship to the surrounding student population.
11

12 Students who use the school bus service must attend the school in the zone in which they reside. Stu-
13 dents who use transportation other than the school bus service shall be permitted to attend any school
14 which is appropriate for their level.
15

16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33 Legal Reference:

- 34 1. TCA 49-6-403(c)
35
36
37
38
39
40
41

**Tennessee School Boards Association
Policy Development Summary**

Policy Code: 1.703

District Sources Consulted:

Policy Recommendations:

Editor's Comments:

X	Developed Sample
	District policy used
	Customize as indicated
	MANDATED BY LAW

49-6-403. Attendance and length of term. —

(c) Local boards of education shall designate the schools which the pupils shall attend.

MORGAN COUNTY BOARD OF EDUCATION

SUPPORT PERSONNEL LONGEVITY PAY

Descriptor Code:
GCRI

Issued Date:
4/5/99

All support personnel shall receive longevity pay as specified below:

- All support personnel shall receive fifty (\$50.00) per year of service, up to ten (10) years.
- Employees must have worked six (6) months in a school year or fiscal year to accumulate one (1) year of service for longevity pay purposes.
- A school year is defined as that time period beginning with the opening of school to the last day of school as approved in the Morgan County School Calendar for that year.
- A fiscal year is defined as that period beginning July 1st through June 30th of each year.
- Longevity pay or years of experience pay is paid for one (1) support personnel position only.
- If an employee transfers from one position to another position, longevity experience transfers.
- All support personnel shall receive a check for the full amount due once each year.
- Longevity pay is normally paid the week prior to Thanksgiving vacation.
- Longevity pay is based on experience accumulated as per the previous year.
- If any support personnel quits or resigns their position, they have one year (365 days) to return to employment and retain their accumulated longevity experience. After, one year (365 days) they shall lose all longevity experience.
- If any support personnel is terminated from employment, they shall immediately lose all accumulated longevity experience.

Morgan County Schools

Report Card Website

<http://www.tennessee.gov/education/reportcard/index.shtml>

Morgan County Schools
Report of Transportation Team
January 24, 2011

The following people were present at this morning's Transportation meeting.

1. David Armes
2. Dallas Davis
3. Bob Bennett
4. Joe Vitanza
5. Rebecca Poppel
6. Tim Poppel
7. Ronnie Wilson

We discussed the following items:

1. We need to have principals and or their designee at the next general meeting of all of the bus drivers. This will be in late July. Communication between drivers and school administrators will be discussed at this meeting.
2. The main communication issues are with the Wartburg drivers and school administrators. We have determined that for the remainder of the school year the principals at CES, CMS, & CHS need to e-mail Rebecca when a referral is made and its resolution. Principals at the other schools are also welcome to e-mail Rebecca.
3. We will schedule another Transportation meeting prior to the general meeting of all the bus drivers in late July. We will work on bus rules and how we will assist drivers to develop their own short list of bus rules.
4. We discussed the need for drivers to document discipline issues on their bus.
5. We discussed the need for drivers to have standard operating procedures to deal with discipline issues on their bus.
My suggestions were a four step method to use as standard operating procedures were.
 1. Observations
 2. Immediate corrections of minor incidents
 3. Conference/Conversation with student
 4. Principal referral

Extreme discipline incidents would cause the driver to skip steps & take a student directly to the principal.

Mr. Armes & Ms Poppel are going to make themselves available to contact parents of problem students.

Our next Transportation meeting will be in July prior to the next general meeting of all the bus drivers. We will finalize our bus rules and standard operating procedures at this time.

Ronnie Wilson
Attendance Supervisor
Morgan County Schools
136 Flat Fork Road
Wartburg, TN 37887

AGENDA

SHERATON NASHVILLE DOWNTOWN

TUESDAY, FEBRUARY 22
Capitol Ballroom

- 7:00 a.m. Breakfast
- 7:30 a.m. Welcome
- 8:10 a.m. Legislative Program
- 9:00 a.m. Adjourn

HOTEL INFORMATION

For reservations, call the Sheraton Downtown at **800-447-9825**. Room rates are \$135/single & \$155/double. Reservation deadline is Jan. 22, 2011

When making reservations, please indicate you are with TSBA, Day on the Hill.

Sheraton Nashville Downtown is a non-smoking hotel.

TSBA DAY ON THE HILL

February 22, 2011

PROGRAM INFORMATION

When you vote in elections for the state legislature or hear election results on the news, do you ever find yourself saying, "I hope they do something to help our public schools?" Later, when you hear of a particular vote by your senator or representative, do you sometimes think to yourself, "What are those legislators doing? Someone should tell them how their votes affect our schools?" Well, school board members, that someone is you, and the place to do it is TSBA's "Day on the Hill."

The annual "Day on the Hill" event provides a unique opportunity for the education community, bringing school board members, superintendents and state legislators together for breakfast, fellowship and a discussion about pending legislation and public education.

Many of us have become cynical of politics and the legislative process; however, if you take the time to come to Nashville during "Day on the Hill" you will most likely find legislators that sincerely care about what you have to say and are committed to helping our schools and our children. They just need some direction, which nobody can provide better than you!

Remember, as elected officials, legislators are very much like school board members. They cannot read their constituents' minds. A great line in the Declaration of Independence reads, "Governments derive their just power from the consent of the governed." If you don't voice your disapproval of a piece of legislation or a vote by your legislator, in essence you are giving your consent. Likewise, if your representative supports education and school boards, it is important to let that person know he or she has your approval and support. Legislators are in office to help their districts and to help you, their constituents. If you don't speak up and tell them how to help education in your community, be assured someone else with perhaps different interests will.

So make plans now to attend "Day on the Hill." You won't regret it!

It is extremely important for you & your board to personally invite your legislators to the breakfast if your board plans to attend.