

School Board Meeting

October 19, 2017 6:30 PM
HJSHS Library

Attendance Taken at 6:29 PM.

Rev. Mark Hodge: Present
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Present
Mr. Leon McNeal: Present
Ms. Valeria Wedley: Present
Also present: Dr. Versie Hamlett, Superintendent
Attendance Update Taken at 6:32 PM.
Mr. Phillip Hardee: Present
Mr. Chuck Samples: Present

I. Call to Order

II. Roll Call

III. Consent Agenda

Motion to approve the Consent Agenda as presented passed with a motion by Mr. Chuck Samples and a second by Mr. Wayne McLemore.

Mr. Phillip Hardee: Yea
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Absent
Mr. Chuck Samples: Yea

Yea: 3, Nay: 0, Absent: 2

A. September 2017 Bills

B. September 2017 Financial Report

C. September 7, 2017 Regular Board Meeting

IV. Agenda Approval

Motion to approve the agenda passed with a motion by Mr. Chuck Samples and a second by Mr. Wayne McLemore.

Mr. Phillip Hardee: Yea
Mr. Terry Johnson: Absent
Mr. Wayne McLemore: Yea
Mr. Leon McNeal: Absent
Mr. Chuck Samples: Yea

Yea: 3, Nay: 0, Absent: 2

V. Regular Agenda

A. Board Policy Updates - 1st Reading

The following board policies were presented for the first reading:

- 1.901 Charter School Applications
- 4.700 Testing Programs

- 5.117 Teacher Tenure
- 6.2011 Voluntary Pre-K Attendance

1. 1.901 Charter School Applications

2. 4.700 Testing Programs

3. 5.117 Teacher Tenure

4. 6.2011 Voluntary Pre-K Attendance

B. Advanced Manufacturing Bids 2017-18

Motion to accept the bid from Airgas Option #1 for the Plasma Cutting Table and Jeffreys MFG for the Mill and Lathe passed with a motion by Mr. Chuck Samples and a second by Mr. Wayne McLemore.

Mr. Phillip Hardee:	Yea
Mr. Terry Johnson:	Absent
Mr. Wayne McLemore:	Yea
Mr. Leon McNeal:	Yea
Mr. Chuck Samples:	Yea

Yea: 4, Nay: 0, Absent: 1

C. Superintendent's Report

The Superintendent's Report consisted of:

- A presentation on the data received from TNReady with more news being released on Friday that will be shared.

1. TNReady Report

2. Personnel Report

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

VI. Citizens Concern

VII. Adjournment

Motion to adjourn passed with a motion by Mr. Chuck Samples and a second by Mr. Leon McNeal.

Mr. Phillip Hardee:	Yea
Mr. Terry Johnson:	Absent
Mr. Wayne McLemore:	Yea
Mr. Leon McNeal:	Yea
Mr. Chuck Samples:	Yea

Yea: 4, Nay: 0, Absent: 1

Chairman

Date

Superintendent

Date

School Board Meeting

September 07, 2017 6:30 PM
HJSHS Library

Attendance Taken at 6:29 PM:

Present Board Members:

Mr. Terry Johnson
Mr. Wayne McLemore
Mr. Leon McNeal
Mr. Chuck Samples

Absent Board Members:

Mr. Phillip Hardee

Also present: Dr. Versie Hamlett, Superintendent

I. Call to Order

II. Roll Call

III. Consent Agenda

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

4 Yeas - 0 Nays.

Mr. Phillip Hardee	Absent
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

III.A. August 2017 Bills

III.B. August 2017 Financial Report

III.C. August 10, 2017 Regular Board Meeting

IV. Agenda Approval

Motion Passed: Motion to approve the agenda passed with a motion by Mr. Chuck Samples and a second by Mr. Leon McNeal.

4 Yeas - 0 Nays.

Mr. Phillip Hardee	Absent
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

V. Regular Agenda

V.A. Board Policy Updates - 2nd Reading

Motion Passed: Motion to approve all policies omitting 2.806 as amended passed with a motion by Mr. Chuck Samples and a second by Mr. Leon McNeal.

4 Yeas - 0 Nays.

Mr. Phillip Hardee	Absent
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes
Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

V.A.1. 1.407 School District Records

V.A.2. 2.703 Audits

V.A.3. 3.202 Emergency Preparedness Plan

V.A.4. 3.400 Student Transportation Management

V.A.5. 4.210 Credit Recovery

V.A.6. 4.301 Interscholastic Athletics

V.A.7. 4.302 Field Trip and Excursions

V.A.8. 4.402 Instructional Supplies

V.A.9. 4.600 Grading System

V.A.10. 4.700 Testing Programs

V.A.11. 5.200 Separation Practices for Tenured Teachers, 5.201 Separation Practices for Non-Tenured Teachers, 5.701 Substitute Teachers

V.A.12. 5.203 Recommendations and File Transfers

V.A.13. 5.600 Staff Rights and Responsibilities

V.B. Superintendent's Report

The Superintendent's Report consisted of:

- Congratulations to Ginny Hatch, Food Service Director, and her staff at all three cafeterias for making 100 on their food inspection.
- Grandparents' Day Luncheon is Friday, Sept. 8th at Stigall at 10:30 and Monday, Sept. 11th at East Elem. at 10:30-12:00.
- CASA begins on Monday, Sept. 11th.
- Vikings Gala is Saturday, Sept. 23rd.
- The Fall District Meeting is Sept. 26th at Huntingdon High School beginning at 5:00.
- Homecoming activities will be Sept. 29th.

V.B.1. Personnel Report

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

VI. Citizens Concern

VII. Adjournment

Motion Passed: Motion to adjourn passed with a motion by Mr. Chuck Samples and a second by Mr. Leon McNeal.

4 Yeas - 0 Nays.

Mr. Phillip Hardee	Absent
Mr. Terry Johnson	Yes
Mr. Wayne McLemore	Yes

Mr. Leon McNeal	Yes
Mr. Chuck Samples	Yes

Phillip Hardee, Chairman Date

Dr. Versie Hamlett, Superintendent Date

Humboldt City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 SCOPE

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-
4 13-106 (b) (2).

5 DEFINITION

6 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
7 within a public school district. It shall be subject to all state and federal laws and constitutional
8 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
9 origin, religion, ancestry or need for special education services.¹

10 The purposes of charter schools are to:²

- 11 1) Improve learning for all students and close the achievement gap between high and low
12 students;
- 13 14 2) Provide options for parents to meet educational needs of students in high priority schools;
- 15 16 3) Encourage the use of different and innovative teaching methods, and provide greater decision-
17 making authority to schools and teachers in exchange for greater responsibility for student
18 performance;
- 19 20 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
21 reach proficiency on state academic assessments;
- 22 23 5) Create new professional opportunities for teachers; and
- 24 25 6) Afford parents substantial meaningful opportunities to participate in the education of their
26 children.

27 APPLICATION PROCESS³

28 A prospective charter school sponsor shall send the director of schools notice of its intent sixty (60)
29 days prior to April 1 of the year preceding the year in which the proposed charter school plans to begin
30 operation as a public charter school.

1 A sponsor seeking board approval of an initial charter school application must complete the forms
2 provided by the Tennessee Department of Education. The application must provide all the information
3 required by law. The sponsor must demonstrate that the proposed charter school meets the purpose
4 prescribed by law for the formation of a charter school and the proposed charter school will be able to
5 implement a viable program of quality education for its students.

6 Applications must be submitted to board on or before 4:30 p.m. on April 1 of the year preceding the
7 year in which the proposed charter school plans to begin operation as a public charter school.
8 Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday,
9 Sunday, or holiday on which the school district offices are closed, applications will be accepted on the
10 next business day on or before 4:30 p.m. Late applications will not be accepted, without exception.
11 The sponsor shall pay an application fee of \$2,500.00.³

12 **REVIEW TEAM**

13 If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school
14 applications. The team shall be composed of: members of the administrative staff for the district;
15 community members; and a member of the board. At the board meeting in February each year, the
16 Director of Schools shall make a recommendation to the board of which members of his administrative
17 staff should be appointed to the team. The board shall name the members of the team at its meeting in
18 March of each year. The board shall designate a chairman of the review team as the contact person for
19 answering questions about the application process and receiving applications.

20 The board shall require a procedure for receiving, reviewing and ruling on applications for the
21 establishment of charter schools. The procedure must include a timeline for the application and review
22 process. A copy of the procedure, including the review criteria, shall be available to any interested
23 party upon request.

24 The review team shall:

- 25 1) Evaluate all charter school applications based on the review criteria adopted by the board;
- 26 2) Recommend one of the following options to the board for each application: approve, reject, or
27 reject with stipulations for reconsideration; and
- 28 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.
- 29
- 30

31 **APPROVAL, DENIAL OF APPLICATION⁴**

32 The board shall rule by resolution on the approval or denial of a charter application within ninety (90)
33 days of receipt of the completed application or the application shall be deemed approved by law. The
34 director of schools shall report the action taken by the board to the department of education.

35 **Approval**

36 The sponsor of a public charter school that is approved by the board shall enter into a written
37 agreement with the board, which shall be binding on the charter school's governing body. This
38 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In

1 the application, the sponsor must demonstrate that the proposed charter school meets the purpose
2 prescribed by law for the formation of a charter school and the proposed charter school will be and
3 shall include all aspects of the sponsor's approved application as well as any reporting requirements
4 prescribed under state or federal laws.⁵

5 Starting in the 2018-2018 school year, the board will receive an annual authorizer fee of three percent
6 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
7 whichever is less.⁷

8 Charter schools approved by the board of education are expected to implement the application as
9 submitted and approved. Material variations in operations from the approved application require
10 amendment pursuant to statute and the charter school agreement.

11 The board should not be expected to provide services to charter schools that are not requested during
12 the application process except for those services that are required under state or federal laws. Services
13 agreed to be provided to the charter schools by the board shall be provided at board actual cost. The
14 board and charter school shall execute a service contract for any additional services.

15 New public charter school agreements are approved for a ten-year period.⁶ The board may revoke or
16 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-
17 122.

18 Denial

19 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit
20 an amended application to correct the deficiencies. The board shall have thirty (30) days either to deny
21 or to approve the amended application or the application shall be deemed approved by law.⁴

22 A denial of an application by the board may be appealed by the sponsor, within ten (10) days of the
23 final decision to deny to the State Board of Education.

Legal References

1. TCA 49-13-105; TCA 49-13-111(a)-(c)
2. TCA 49-13-102
3. TCA 49-13-107, 108; TCA 1-3-102; TCA 49-13-108(a)(5)
4. TCA 49-13-108; TRR/MS 0520-14-1-.01 & .02
5. TCA 49-13-110
6. TCA 49-13-121
7. TCA 49-13-143

Cross References

Humboldt City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Testing Programs	Descriptor Code: 4.700	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 The board shall provide for a system-wide testing program which shall be periodically reviewed and
3 evaluated. The purposes of the program shall be to:

- 4 1. Assist in promoting accountability;
- 5
- 6 2. Determine the progress of students;
- 7
- 8 3. Assess the effectiveness of the instructional program and student learning;
- 9
- 10 4. Aid in counseling and guiding students in planning future education and other endeavors;
- 11
- 12 5. Analyze the improvements needed in each instructional area;
- 13
- 14 6. Assist in the screening of students with learning difficulties;^{1,2}
- 15
- 16 7. Assist in placing students in remedial programs;
- 17
- 18 8. Provide information for college entrance and placement; and
- 19
- 20 9. Assist in educational research by providing data.

21 The director of schools shall be responsible for planning and implementing the program, which includes:

- 22 1. Determining specific purposes for each test;
- 23
- 24 2. Selecting the appropriate test to be given;
- 25
- 26 3. Establishing procedures for administering the tests;
- 27
- 28 4. Making provisions for interpreting and disseminating the results;
- 29
- 30 5. Maintaining testing information in a consistent and confidential manner; and
- 31
- 32 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special
33 learning program might be necessary.

1 State-mandated student testing programs shall be undertaken in accordance with procedures published
2 by the State Department of Education.³

3 **WEIGHTING TCAP SCORES**

4 TNReady⁴ and EOC⁵ scores will be included in students' final grades as follows:

- 5 a) 2017-2018 school year - 15% of the final nine weeks' average for fall and spring EOC courses
6 as well as spring grades 3-8 TNReady scores.
- 7 b) 2018-2019 school year - 25% of the final nine weeks' average for fall and spring EOC courses
8 as well as spring grades 3-8 TNReady scores.

9 Humboldt City Schools will use the cube root method to convert raw scores.

10 The director of schools may exclude these scores from students' final grades if results are not received
11 by the district at least five (5) instructional days before the end of the course.^{4,5}

12 **TESTING INFORMATION AND PARENTAL CONSENT**

13 Any test directly concerned with measuring student ability or achievement through individual or group
14 psychological or socio-metric tests shall not be administered by or with the knowledge of any employee
15 of the system without first obtaining written consent of the parents or guardians.²

16 Results of all group tests shall be recorded on the students' permanent records and shall be made
17 available to appropriate personnel in accordance with established procedures.⁶

18 No later than July 31st of each year, the board shall publish on its website information related to state
19 and board mandated tests that will be administered during the school year. The information shall
20 include:⁷

- 21 1. The name of the test;
- 22
- 23 2. The purpose and use of the test;
- 24
- 25 3. The grade or class in which the test will be administered;
- 26
- 27 4. The tentative date or dates that the test will be administered;
- 28
- 29 5. The time and manner in which parents and students will be notified of the results of the test;
- 30
- 31 6. How parents can access the questions and answers on their student's state-required tests; and
- 32
- 33 7. If a board mandated test, how the test complements and enhances student instruction and
34 learning and how it serves a purpose distinct from state-required tests.

- 1 Testing information shall also be placed in student handbooks or other school publications that are
- 2 provided to parents on an annual basis.

Legal References

1. TCA 49-10-108
2. 20 USCS 1232(g)
3. TRR/MS 0520-01-03-.03(9)
4. Public Chapter 192; TCA 49-1-617(b)
5. TRR/MS 0520-01-03-.06(1)(c)(2)
6. TCA 10-7-504
7. TCA 49-6-6007; SBOE Policy 2.103

Cross References

Student Records 6.600

Humboldt City Board of Education

Monitoring: Review: Annually in January	Descriptor Term: Teacher Tenure	Descriptor Code: 5.117	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 To attain tenure status, a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and
3 recommended by the director of schools;¹ and (3) receive a majority vote of the board.

4 **TENURE ELIGIBILITY²**

5 Teachers that meet the following requirements are 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
- 9 2. Holds a valid teacher license issued by the state board of education, based on training covering
10 the subjects or grades taught;
11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)
13 months within the last seven-year period, the last two (2) years being employed in a regular
14 teaching position rather than an interim teaching position; and
15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
17 expectations” or “significantly above expectations” as provided in the evaluation guidelines
18 adopted by the state board of education, during the last two (2) years of the probationary
19 period.

20 **ACQUISITION OF TENURE STATUS**

21 Once a teacher is eligible for tenure, he/she shall be either recommended by the director of schools for
22 tenure or nonrenewed. If tenure is denied by the board, the teacher shall be dismissed.³

23 The following additional guidelines shall apply:

- 24 1. The director of schools will recommend persons eligible for tenure at a board meeting in ample
25 time to provide notice of non-renewal to each teacher not recommended for tenure within five (5)
26 business days following the last instructional day for the school year.⁴
27
- 28 2. The decision to grant tenure is solely within the discretion of the board.⁵ Only those teachers who
29 receive a majority vote of the membership of the board will be granted tenure.⁶
30

1 3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond
2 the current contract year.⁷

3 **TEACHER RETURNING TO EMPLOYMENT**

4 A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year
5 probationary period upon reemployment, unless the probationary period is waived by the board upon
6 request of the director of schools. Upon completion of the two-year period, the teacher shall either be
7 recommended by the director of schools for tenure or non-renewed. If tenure is denied by the board, the
8 teacher shall be dismissed.⁷

9 **TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM⁸**

10 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another
11 school system to begin employment in the Humboldt City School System shall serve the regular
12 probationary period. The board, upon the recommendation of the director of schools, may waive the
13 probationary period and grant tenure status or shorten the probationary period.

14 If a nontenured teacher with fewer than five (5) years of service transfers from another school system,
15 such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when
16 service in both school systems is counted.

17 All tenure decisions made under this section are subject to the requirements concerning overall teacher
18 performance effectiveness levels.

19 **TEACHER RETURNING TO PROBATIONARY STATUS⁹**

20 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall
21 performance effectiveness level of “below expectations” or “significantly below expectations” shall be
22 returned to probationary status by the director of schools until the teacher has received two (2)
23 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above
24 expectations” or “significantly above expectations.”

25 When a teacher who has returned to probationary status has received two (2) consecutive years of
26 evaluations demonstrating an overall performance effectiveness level of “above expectations” or
27 “significantly above expectations,” the teacher is again eligible for tenure and shall be either
28 recommended by the director of schools for tenure or nonrenewed; provided, however, that the teacher
29 shall be dismissed if tenure is denied by the board.

30 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-503; TCA 49-5-504(b)
2. TCA 49-5-503
3. TCA 49-5-504(b)
4. TCA 49-5-409
5. TCA 49-2-203(a)(1)
6. TCA 49-2-202(g)
7. TCA 49-5-504(d)
8. TCA 49-5-509
9. TCA 49-5-504(e), (f)

Tennessee School Board Association

Monitoring: Review: Annually, in March	Descriptor Term: Voluntary Pre-K Attendance	Descriptor Code: 6.2011	Issued Date:
		Rescinds:	Issued:

1 The board may establish an early childhood education program to address the educational needs of
2 eligible four-year old children. The program will provide educational services in accordance with state
3 law and the policies, rules, and regulations of the state board of education and the department of
4 education.¹

5 While enrollment in an approved pre-kindergarten program is voluntary², attendance is a key factor in
6 student achievement; therefore, students are expected to be present each day school is in session.

7 **EXCUSED ABSENCES**

8 Absences shall be classified as either excused or unexcused as determined by the site-level
9 administrator. Excused absences shall include, but not be limited to:

- 10 1. The child has a personal illness or injury;
- 11
- 12 2. The child has other ongoing health related ailments which temporarily prevent attendance;
- 13
- 14 3. The child contracts a communicable disease (virus or flu);
- 15
- 16 4. Religious observances;
- 17
- 18 5. Death in the family; and
- 19
- 20 6. Limited medical/dental/therapy appointments.

21 **UNEXCUSED ABSENCES**

22 Students who have four (4) or more unexcused absences within one (1) month shall be reported to the
23 site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and determine
24 the child's participation status in the program. The site-level administrator shall document all
25 communication attempts to contact the parent(s)/guardian(s) and the outcomes of those attempts.

26 Students who have five (5) or more unexcused absences in a three (3) month period shall be reported to
27 the site-level administrator who will, in turn, contact the parent(s)/guardian(s) of the student and
28 develop an attendance plan with the help of the parent(s)/guardian(s) and other appropriate school
29 personnel. The attendance plan shall:

- 30 1. Identify the reasons for the absences;

- 1 2. Include a specific plan and date for establishing regular attendance or alternative services that
- 2 meet the student's educational goals; and
- 3
- 4 3. Include the documentation of services and student outcomes to determine the effectiveness of
- 5 the attendance plan.

6 **DISMISSAL**

7 Students who are absent five (5) days or more within one (1) month or ten (10) days in one (1) year
8 without adequate excuse may be terminated from the program. The site-level administrator shall
9 submit dismissal documentation to the Department of Education's Voluntary Pre-K director for
10 approval.

11 The district shall not dismiss a student without first implementing an attendance plan, unless there are
12 special circumstances approved by the state VPK director.

13 Once dismissal is approved, a waiting list applicant who meets eligibility determinations may fill the
14 vacant position.

15 The student may re-enter the program after a 30-day waiting period and a parent conference if there are
16 any available vacancies.

17 **DISTRICT VOLUNTARY PRE-K CONTACT**

18 Name: Richard Willis
19 Title: Principal, Stigall Primary School
20 Contact Information: phone – 731-784-2825 / email – richard.willis@hcsvikings.org

Legal References

1. TCA 49-6-101 et seq.; TRR/MS 0520-12-01
2. TCA 49-6-103(a)

Cross References

Attendance 6.200



Humboldt City Schools

Board of Education

2602 Viking Drive
Humboldt, Tennessee 38343
Phone 731-784-2652 • Fax 731-784-2480

Date: 10/4/2017
To: Dr. Versie Hamlett, Superintendent
From: Wayne Sheehan, CTE Director
RE: Advanced Manufacturing Bids 2017-18

On October 3, 2017, bid openings were held for CNC Mill, CNC Lathe, and Plasma Cutting Table. The following vendors provided bids:

1. Mill

Airgas	\$ No Bid
Jeffreys MFG	\$ 36,345.00
Lincoln	\$ No Bid

2. Lathe

Airgas	\$ No Bid
Jeffreys MFG	\$ 38,870.00
Lincoln	\$ No Bid

3. Plasma Cutting Table

Airgas	\$ 26,198.67	Option #1	Setup included
	\$ 30,048.13	Option # 2	(\$6,000.00 on-site setup additional.)
Jeffreys MFG	\$ No Bid		
Lincoln	\$ \$ 34,805.63		(\$6,000.00 on-site setup additional.)

I recommend that we accept the bid for all equipment from Airgas Option #1 for the Plasma Cutting Table and Jeffreys MFG for the Mill and Lathe.

Money is from the Governor's State Budget for CTE Equipment.