

## MINUTES

### Cheatham County Board of Education

September 1, 2009

#### Call to order:

The Cheatham County Board of Education met in regular session on Tuesday, September 1, 2009, in the Board Room of the Educational Annex Building. Chairperson Dianne Proffitt called the meeting to order at 7:00 p.m. and welcomed everyone to the meeting.

Moment of silence: led by Mr. Spiegl

Pledge of Allegiance: led by Mr. Spiegl

#### Roll call:

Present were Michele Collins, Tim Williamson, Gregory Horton, Dianne Proffitt, Chris Spiegl, and Tammie Lavender. The law requires a majority of the membership of the Board for passage; therefore, four votes are required to pass any question before the Board.

#### Approval of Agenda:

Chairperson Proffitt asked if there were any changes to the agenda. Hearing none, she entertained a motion. Collins made a motion, seconded by Spiegl, and carried unanimously to approve the agenda as presented.

#### Public forum:

The public forum offers the public an opportunity to address the Board about various issues. Proffitt specified that anyone wishing to address the Board must complete the Public Forum form prior to speaking. Richard Dittman spoke regarding the low pay Board Members receive, the buy-out of former Director Seifert, and the search for a new director.

#### Presentations and Awards:

A) On behalf of the Board, Chairperson Proffitt and Vice-Chairman Williamson presented certificates for exemplary services to the following:

Cody Farmer, CHS – absent

Steven Legon, SHS

Matt Branan, SHS – absent

Chris Robbins, TSU Research & Demonstration Farm manager

When prompted by Williams, Mr. Robbins explained that with the TSU and Cheatham County fall dual enrollment, they recruited three agriculture students for an apprenticeship program at the Research and Demonstration Farm to work seven weeks this summer from 5:30 a.m. – 2:00 p.m. He said TSU hopes this will get the students and county involved in the dual enrollment classes.

B) On behalf of the Board, Chairperson Proffitt and Vice-Chairman Williamson presented certificates of appreciation to the following:

Dr. Sharon D. Peters, TSU – absent – recognized for the TSU dual enrollment opportunities at CCCHS

Elbert Carter, Nashville Electrical J.A.T.C. – recognized for his efforts in beginning an electrical apprenticeship program for the county

David Davidson, Cheatham County Commissioner/TN AFL-CIO – recognized for his efforts in beginning an electrical apprenticeship program for the county

Reports: None

Hearing of delegations: None

Consent agenda:

Items are placed on the consent agenda that are routine and do not require discussion. Chairperson Proffitt asked if there was an item on the consent agenda any Board Member wished to pull for separate consideration. Hearing none, Proffitt entertained a motion. Spiegl made a motion, seconded by Collins, and carried unanimously to approve the consent agenda as presented.

A) Minutes approved: August 3, 2009

B) Approval for tenure: None

C) Disposal of surplus equipment/materials:

1) SMS Principal Bell granted permission to dispose of two old, irreparable pianos

2) SHS Principal Ray granted permission to dispose of the following obsolete and irreparable items: 11 computer monitors, 11 CPUs, 1 laptop computer, 1 DVD player, 2 overhead projectors, 2 VCRs, 1 printer, 1 laser printer, 2 scanners, 1 speaker box, 1 large box of assorted computer parts & cables, 7 hardback library books, 7 paperback library books, 1 DVD, 1 filmstrip kit, 1 DVD/VCR

3) KSE Principal Bramble granted permission to dispose of the following items: 2 computer tower, Ablerec battery backup, 2 computer mice, 1 set computer speakers, 1 keyboard, 1 Califone dual taper player, 2 computer monitors, 1 metal chart stand, 2 air conditioner units

4) HHS Principal Emery granted permission to dispose of the following items: 66 computer monitors, 24 chairs, 12 desks, 5 TVs, and 1 printer

5) WCE Principal Raymer granted permission to dispose of the following items: 2 wooden teacher desks, 1 table, 4 student desks, 11 adult size chairs, 26 student chairs, 1 TV

D) School fees:

- 1) WCE Principal Raymer granted approval of 2009-10 fees:  
\$4.00            3<sup>rd</sup> & 4<sup>th</sup> music, recorder fee
- 2) HHS Principal Emery granted approval of 2009-10 fees:  
\$25.00           Nutrition & Foods

E) Field trips:

- 1) SHS Principal Ray granted permission for forty football players and seven coaches to attend the Auburn University football game on Saturday, September 12<sup>th</sup>. They will travel by charter bus and have complimentary game tickets.
- 2) HMS Principal Schliwa granted permission for an educational field trip to Washington, D.C. The forty-eight students and five adults will leave Thursday afternoon, March 11, 2010, and return Sunday afternoon, March 14, 2010.
- 3) SMS Principal Bell granted permission for an eighth grade educational field trip to St. Louis, Missouri October 3<sup>rd</sup> and 4<sup>th</sup>.

F) School/Principal request: None

G) Early Graduation Request: None

H) Committees: None

Budget and Finance:

A) Horton made a motion, seconded by Collins, and passed unanimously to approve the 2009 – 2010 Cafeteria budget as presented. Horton clarified the secretary's position had been removed from the budget as requested.

B) Collins made a motion, seconded by Williamson, and carried unanimously to approve the 2010 School Federal Projects budget as presented.

C) Horton made a motion, seconded by Williamson to approve the transfer of \$50,000.00 from General Funds to Federal Projects. Finance Director Tillman explained that Federal Projects funds have to be requested from the State of Tennessee - but it sometimes takes up to a month to receive these funds, making it difficult to pay the bills on a timely basis. This resolution from the State Department, requiring Board and County Commission approval, would allow the transfer of funds to stay in the Federal account, thus relieving the cash flow situations. This would allow for a smoother operation. When questioned, Tillman acknowledged the Board must approve any change in the amount of funds. The motion passed unanimously.

Old business:

A) Collins made a motion, seconded by Lavender, and passed unanimously to revise on **second reading** Board Policy 4.204, Summer School. This policy passed first reading on August 3<sup>rd</sup>.

Delete the section: *For grades 9 – 12, items a – g.*

The fourth paragraph will then read as follows:

*All summer school classes shall meet on school property. Summer school sessions shall rotate between Cheatham Middle School, Harpeth Middle School, and Sycamore Middle School each year and shall not be held for two (2) consecutive years in any one cluster. Any exception must be approved by the Board. The library, laboratories, and other facilities shall be made available to all students enrolled in the summer program.*

New business:

A) Horton made a motion to revise on first reading Board Policy 1.808, Registered Sex Offenders. He cited the urgency of this revision with school already in session and asked the policy become effective immediately – bypassing second reading, per Board Policy 1.600, Policy Development and Adoption. Collins seconded the motion. When questioned by Proffitt, Board Attorney Larry Woods stated the policy is mandated by State law. The motion passed unanimously. Changes include the following:

The first paragraph shall read:

*In accordance with Tennessee law, including Senate Bill No. 511 and House Bill No. 1120 (2009, individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any school in this district, except for the limited circumstances stated in this policy.*

The first sentence of the third paragraph shall read:

*No registered sex offender, other than a student enrolled in the school in question, shall come on, about, or within 1,000 feet of a local school's property line except as provided below.*

The last sentence of the third paragraph shall read:

*If the registered sex offender repeats this restriction of coming on to school property, the director of schools may confer with legal counsel to take appropriate legal action.*

The section under Parents Who Are Registered Sex Offenders shall read:

*A parent or legal guardian of a child who is enrolled in the school may attend a conference or other scheduled event or activity with school officials provided that the parent or legal guardian is participating in the conference, event, or activity.*

*An offender may come within the 1,000 feet limit provided that the individual is dropping off or picking up a child or children enrolled in the school.*

*Principals shall speak with the parent upon learning of their status as a sex offender to communicate restrictions of this policy and to establish open dialogue with the parent, as much as possible or reasonable. The principal shall take all appropriate measures to protect the privacy of the sex offender's child.*

B) Horton made a motion, seconded by Williamson to revise on first reading Board Policy 4.302, Field Trip/Excursions/Competitions (formerly Field Trips and Excursions). This policy will be presented for second reading on October 5, 2009. Much discussion followed.

Horton made a motion, seconded by Collins, and carried unanimously to amend the motion with the following:

- page 2, item 5, line 9 – delete the word *educational* (second word)
- page 2, item 9-A, line 34 – shall read: *travel to and from the event, activity, or competition on authorized school transportation or in accordance with TSSAA*

- *rules for transporting students to and from sporting events; and*
- page 3, line 14 – delete *upon returning to the school*
- page 3, line 21 – delete *will* and replace with *shall also*

Chairperson Proffitt asked for a vote on the amended motion to revise on first reading Board Policy 4.302, Field Trips/Excursions/Competitions. That motion passed unanimously.

Some of the changes include:

Page 1, first sentence shall read:

*The guidelines from this policy will apply to ALL Field Trips, Excursions, and Competitions.*

Page 1, first sentence of the second paragraph shall read:

*With the exception of district athletic events and play offs, all trips up to 300 miles round trip from the school will be charged a fee of \$1.00 per mile; for any trip over 150 miles from the school, the Board will not provide buses.*

Page 2, article 5 shall read:

*Overnight trips and chaperones shall be approved by the principal, the supervisor, director of transportation, and the director of schools. The request must be approved by the Board at the regular scheduled Board meeting prior to any financial arrangements being made. These groups shall be accompanied by at least one certified staff member, who shall be responsible for student conduct while on the trip, There must be at lease one male and one female chaperone if the trip is for students of both genders.*

Page 2, article 6 – the last sentence shall read:

*Students will be given the option to make up any missed work.*

Page 2, article 7 shall be deleted and remaining articles renumbered.

Page 2, article 8 (formerly article 9) shall read:

*No field trips for grades 9-12 shall be scheduled during the last two weeks of a school semester. No field trip for grades 3 – 8 shall be scheduled two weeks before any state mandated or standardized test*

Add the following as article 9:

*Students who choose to take part in a school sponsored or affiliated field trip, excursion or athletic event/competition, held outside the grounds of that student's designated school, shall do the following:*

- A. *travel to and from the event, activity or competition on authorized school transportation or in accordance with TSSAA rules for transporting students to and from sporting events; and*
- B. *eat all meals with the other participating students from his/her school under the supervision of a coach and/or certified staff member; and*
- C. *if overnight accommodations are necessary, all students will:*
  - 1) *adhere to a strict curfew set and enforced by the certified staff member and/or coach; and*
  - 2) *remain with the group with whom the student is on the field trip, excursion, or athletic event/competition at all times; and*
  - 3) *use accommodations reserved by the school, or its designated representative staying in a designated area with other students under the control and supervision of the certified staff member and/or coach.*
- D. *Failure by any student to agree to the rules set out in this policy will result in non-participation in the field trip, excursion or athletic event or competition.*

*E. Failure by any student to abide by this policy, in whole or in part, will result in the student being immediately withdrawn from the field trip, excursion or athletic event/competition and subsequent disciplinary action as determined by the school principal.*

*F. Failure by any certified staff member, coach, or individual otherwise employed by or affiliated with the Cheatham County School District or Board of Education, to abide by or strictly enforce this policy shall immediately result in a report being submitted to the school principal and Director of Schools for disciplinary action.*

*Page 3, article 10, first sentence shall read:*

*All accidents that occur on a school-sponsored trip shall be reported by the certified employee or coach to the principal immediately.*

*Add this paragraph to follow article 10, page 3:*

*The guidelines from this policy shall also apply to summer Field Trips, Excursions, and Competitions.*

C) Collins made a motion, seconded by Williamson, and passed unanimously to revise on first reading Board Policy 4.600, Grading System. This policy will be presented for second reading October 5, 2009. Changes to the policy include the following:

Page 1, the first paragraph under Weighting for Advanced Placement and International Baccalaureate Courses shall read:

*Students enrolled in an Advanced Placement or International Baccalaureate course shall take the end of course test. Students who attempt the test and do not pass will have three (3) points added to their semester average in the individual courses.*

*Students who attempt and pass the test will have a total of five (5) points added to their semester average in the individual courses.*

Page 2, Grades 9 – 12, add the following as the third paragraph:

*Students entering the 9<sup>th</sup> grade on and after the fall of 2009 will take End-of-Course tests when they take the following courses: Algebra 1, Algebra 2, Geometry, Biology, Chemistry, Physics, U.S. History, English 1, English 2, and English 3. The formula for these courses the first 2 years will be: (course grades X .7) + (End-of-Course test X .2) + (teacher-made final exam X .1). The formula thereafter will be (course grades X .7) + (End-of-Course test X .25) + (teacher-made final exam X .05).*

Page 2, Grades 9 – 12, the last sentence shall read:

*If the incomplete is not removed by the end of the semester, then that grade shall become an "F".*

D) Williamson made a motion, seconded by Collins, and carried unanimously granting approval for the West Cheatham Athletic Association to construct a baseball field, near the existing field, at no cost to the Board of Education. Horton expressed appreciation to the West Chatham Athletic Association parents for undertaking this much needed project.

E) Williamson made a motion, seconded by Spiegl, and passed unanimously to revise on first reading Board Policy 4.603, Promotion and Retention. This policy will be presented for second reading October 5, 2009. Changes to this policy include the following:

Page 1, paragraph 2 under Retention shall read:

*In order to maximize the opportunity for remediation, students with problems shall be identified and parents or guardians shall be informed periodically of remedial efforts and given progress reports.*

Page 3, paragraph 2 under Carnegie Unit Requirements (9-12) shall read:

*Typically, students on the Four-Period Day (4x4) for one year shall earn a maximum of 8 credits (Carnegie Units) to meet graduation requirements – two years – 16 credits; for three years, 24 credits; for four years, 32 credits toward the 28 credits necessary for a diploma.*

F) Ms. Williams explained that the TCAP window for testing has been moved and, with the current calendar, TCAP testing would begin two days following spring break. She explained that we want the most instructional time possible before testing. The original calendar coincided with Easter, and she recommends for the month of April, retaining Good Friday and the following Monday – allowing for a long weekend. The original calendar had schools closed Friday, April 12<sup>th</sup>, - she recommends attending school that day and having spring break during the following week, April 15<sup>th</sup> – 19<sup>th</sup>. Some discussion followed.

Collins made a motion, seconded by Spiegl, and carried unanimously to revise the dates for the 2010 spring break as recommended by Interim Director Williams.

G) Horton made a motion, seconded by Williamson to allow Hewlett Spencer, LLC to provide the Board of Education, at no charge, an ADA assessment and the necessary pricing for the projects. Following Board approval of any or all projects, the Board must present those projects and costs to the County Commission for approval. Some discussion followed. The motion carried unanimously.

H) Chairperson Proffitt advised the Board must elect a Board Chairman to serve through September 2010, per Board Policy 1.200, Method of Election of Officers. That person will attend the TSBA's New Board Chairman workshop October 12, 2009. Horton nominated Dianne Proffitt to serve as Chairman. There were no other nominations. Proffitt was elected by a unanimous vote. Proffitt thanked the Board.

I) Chairperson Proffitt advised the Board must elect a Board Vice-Chairman to serve through September 2010, per Board Policy 1.200, Method of Election of Officers. Collins nominated Williamson and Lavender nominated Horton. Proffitt asked for a roll call vote. Voting for Williamson were Spiegl, Williamson, Collins, and Proffitt. Voting for Horton were Lavender and Horton. Chairperson Proffitt declared Williamson would continue to serve as Vice Chairman. Williamson thanked the Board.

#### Brief comments from Board Members:

Horton expressed a need for the Board to move forward with a five-year plan, with three schools in the north cluster at or near capacity.

#### Announcements and recognitions:

Interim Director Williams announced Lisa Young has been named Interim Middle School Coordinator and Dale McCarver has been named Director of Technology and Student Information Services.

Chairperson Proffitt announced the following meeting:

September 9<sup>th</sup>, budget work session at 6:00 p.m.

September 14<sup>th</sup>, Education Committee at 6:00 p.m.

September 22, work session at 6:00 p.m.  
October 1<sup>st</sup>, agenda work session at 6:00 p.m.  
October 5<sup>th</sup>, Board meeting at 7:00 p.m.

Adjourn:

Chairperson Proffitt adjourned the meeting at 8:15 p.m.

Submitted by  
Carol F. Cannon

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Dianne B. Proffitt, Board Chairperson

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Dianne Williams, Interim Director of Schools