

**Board of Education**  
**December 06, 2018 6:00 PM**  
Central Services Board Room

The Cumberland County Board of Education met in regular session on Thursday, December 6, 2018, in the Central Services Board Room, where the meeting was called to order by Chairman Boston at the approximate hour of 6:00 p.m. She welcomed everyone to the meeting and recognized Darrell Threet, County Commissioner.

**PRESENT:** Safdie, Parris, Inman  
Brock, Netherton,  
Hamby, Boston

**ELECTRONIC  
ATTENDANCE:** Karge

**ABSENT:** Stone

1. Call to Order - Mrs. Teresa Boston

2. Welcome to Visitors - Mrs. Teresa Boston

3. Moment of Silence/Pledge of Allegiance - Mrs. Janet Graham - After a moment of silence, Pine View Elementary school students, Kylee and Khloe Kindrick led the audience in the Pledge of Allegiance. Kylee and Khloe were awarded a certificate of appreciation for their participation in tonight's meeting.

4. Special Recognition - Mrs. Teresa Boston

4.A. Spotlight: Phoenix FFA Project for Brown Elementary - (Exhibit #1) Mr. Cope, Kyle Holding, Derrick Moore, Tyler Stone and Michael Maxwell represented Phoenix FFA. Mr. Cope stated, earlier in the semester Nurse Polson asked, if we would be able to build a raised flower bed at Brown Elementary? My landscape class was in charge of providing the budget, the materials list, the blue prints, and all of the planning to do their mid term project. Mr. Cope presented several images of multiple stages for the completion of the 10x10 raised bed and explained in detail the step by step process.

4.B. Recognition: Reward Schools - Brown Elementary and Martin Elementary - Graham advised, it is my pleasure to introduced Dr. Janice Fox with the State of Tennessee Department of Education. Dr. Fox advised, thank you for inviting me to help in recognizing and celebrating a great accomplishment. In our region, twelve of our schools meet the requirements needed to obtain this measure to receive the Reward School status. There are two of the twelve schools in Cumberland County that have received this award. I am so proud of these schools, teachers, communities and leaderships. It takes the entire partnership to make this happen. It is my distinct pleasure to be with you and recognize and celebrate these two schools. Mrs. Stephanie Speich, principal at Brown Elementary received her Reward School banner. Mrs. Graham advised, she is so proud of the leadership of Mrs. Speich, the teachers and the students at Brown Elementary. Mrs. Christie VanWinkle, principal at Glenn Martin Elementary received her Reward School banner. Mrs. Graham advised, this is not a new phenomenon to Mrs.

VanWinkle, she has been here before and has every intention in making this a regular occurrence. I know both of them will.

**4.C. CCHS FFA Officers -** Mrs. Graham introduced Cumberland County High School FFA Officers. The Officers demonstrated and announced their titles and duties for each position in the FFA. After the demonstration each officer introduced themselves and explained what programs are offered at CCHS through the FFA organization, as well as other opportunities, events, and competitions they attend to represent Cumberland County. Graham stated, these are our future leaders and we have every reason to be incredibly proud of this group of young men and women. We thank them for coming and sharing. They are so articulate and present themselves so well.

**4.D. Science Fair Grand Champion-** Brody Lowe from Stone Elementary - Graham recognized Brody Lowe for receiving the Grand Champion Cumberland County Schools Science Fair. He was awarded Grand Champion for his project in chickens and egg production.

Boston stated, each month Mrs. Graham comes before you and recognizes our children and employees in accomplishments that they have obtained, received with such heart and gratitude. It is with honor and pride that I have the privilege to do the same tonight. Mrs. Graham has been honored by the Tennessee Principals Association as the Supervisor of the Year for the Eastern Region. The Board of Directors of the Tennessee Principals Association selects and discusses individuals who has made this dedication and we are so fortunate. The Tennessee Principals Association bases their nominations and decision for the Supervisor of the Year awards on the years of service to our community for education and to our State as well as the contributions made to the profession of education. Mrs. Graham began her career in the classroom in 1977 until 1994. She then accepted a position with the State of Tennessee as a Basic Skills Consultant for the Upper Cumberland. Mrs. Graham went on to become the statewide reading consultant and transferred to the Division of School Approval and School Success where she remained until 1994. In 1994 Mrs. Graham returned to Cumberland County and has served as principal for North Cumberland Elementary and in 1999 opened Stone Elementary as their principal. In 2006 Mrs. Graham transferred to CCHS as the principal until 2013 when she was transferred to Central Office as the K-12 Supervisor. In 2016 Mrs. Graham was hired by the BOE as the Director of Schools and continues today as our fearless leader. We can say she has been in many areas from the classroom to now our Director. Mrs. Graham has dedicated her career to education, literacy and her tireless efforts to lead this district in education is appreciated. She certainly has her task before her keeping the Board informed and on task. I am honored to recognize Mrs. Graham for receiving this award, which is most deserved. The Board of Education presented Mrs. Graham with a beautiful centerpiece. Mrs. Graham stated, my success comes from quality leadership in the schools. Without quality leadership we would all fall apart. I have to give credit to the principals and administration.

## **5. Roll Call**

## **6. Declaration of Conflict - Mr. Earl Patton**

Declarations of Conflict - Per TCA 49-2-202 Board of Education Members who have relatives (per the statute: relative means: Spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, or any person who resides in the same household as you) employed by the system are asked to raise your hands to identify yourself. "Do you certify that the votes that you make tonight will be in the best interest of the school system, regardless of the effect that your vote may have upon the employment of your relative or relatives?" Safdie, Parris, Boston, Inman, and Brock certified.

Boston recognized student representatives Emery Smith, Cumberland County High School, Sydney Heddleston, Phoenix High School, and Erin Russel, Stone Memorial High School.

7. \*Approval of October 25, 2018 Minutes (Exhibit #2) Parris moved and Inman seconded a motion to approve as presented.

**VOICE VOTE:** Parris (mover-yes)  
Inman (seconder-yes)  
All ayes  
**MOTION:** Carried unanimously

8. \*Approval of Agenda (Exhibit #3) Hamby moved and Netherton seconded a motion to approve as presented.

**VOICE VOTE:** Hamby (mover-yes)  
Netherton (seconder-yes)  
All ayes  
**MOTION:** Carried unanimously

9. Community Comments - N/A

10. Acknowledgement of Elected Officials - Mr. Darrell Threet, County Commissioner

11. Construction Updates - Mr. Kim Chamberlin - Chamberlin advised, there are two outstanding projects. CCHS stadium is moving along and we are about 65% complete. The weather has hampered the work progress, however we are pleased overall. I received a few images of the bleachers being cleaned and the dramatic difference between the clean side versus the not clean. We should wrap up the majority of this project late February early March. Then pending weather, the track should be completed early spring. We started with a contingency fund of \$75,000 and we are currently at \$25,000, due to the wall needing to be replaced. Boston asked, "what are we going to do with the wall?" Chamberlin advised, it is called segmented rock, it is not concrete block. It has a nice finish to it. It looks like the material used at the new Credit Union across from the high school. However, we are only looking at 3 to 4 feet at the highest point. It will make a nice finish and will not have to be maintained or painted. Safdie advised, I have a little concern. How can you prevent or mitigate the mold that is going to appear from the seepage of water coming in. Chamberlin advised, there will be areas where this will occur due to the nature of the bleachers; we will never stop the water from coming in. Our plan is not to have any space under the bleachers that will be utilized for storage, concession stands, or bathrooms that are not protected by a roof system. All of these new areas are protected, conditioned and will have humidity to not have mold. The areas back underneath the lower side of the bleachers overtime will have mold, however they are not designed to be utilized for a project. They are just the underside of the old bleachers. I know of no way to prevent that long term from happening. We have had multiple decisions over the years saying we cannot stop the water from coming in. The only solution would be to tear down and install metal bleachers. Safdie advised, I appreciate that assessment, but I am not real happy. Safdie explained his first thoughts when he originally saw the area. Chamberlin explained in detail the changes in concrete pending on the weather. Inman asked, you are saying under the roof areas, there will be no mold problems? Are you giving us a guarantee on that? Chamberlin advised, I cannot really give you a guarantee on anything. I can say we will do our best, however it is just like anything else we have ever built. There is a roof system, heating and air. It is no different than if we went out there and we built a new building. Those areas I feel very comfortable serving the purposes you are looking for, but outside it will be as it has all

along. You basically have three sets of bleachers with expansion joints in between each section. That is where the idea of trying to waterproof that is an ongoing battle, because concrete is not meant to be a roof. The new construction that we built, I feel very confident that they will be adequate and no different than any other building we have built. Boston advised, I had the same concerns that Mr. Safdie had and I have been doing a little bit of investigation. Boston advised Safdie, those concerns were discussed prior to you or I coming on the board. That was already discussed and investigated with the last board. The last board was told you cannot stop leaks unless you find where they are coming from and apparently that is something that cannot be done. In speaking to different individuals those discussions were held, but you and I were not involved. Boston stated, I have one more question. We have water standing on the right side of the field where the home team players would stand and it's been standing there since our walk through. Is that the drainage system or is that something that is going to be looked at? Chamberlin advised, I am not aware of any standing water, however I would be happy to look at it and the new drainage system. Again, I am always available for any questions or concerns. Please do not hesitate to contact me.

Chamberlin advised, regarding Crab Orchard, I am very pleased with the progress being made despite the weather. They are almost complete with all of the slab pouring and they have one more to do. The gymnasium is under roof at this point. Weather permitting the cafeteria and kitchen roof will be finished after that. On the classroom side they are about 31% complete building to date. We started this project with a contingency fund of \$250,000 and we have not spent anything on it. I am pleased with what the contractor is doing and the effort being made with the weather. You will see that work continue and I will keep bringing you updates. When the weather gets better we will take everyone out there for a tour. We are on schedule to wrap up late summer early fall.

## **12. School Board Reports**

**12.A. TLN Report - Mr. Robert Safdie -** Safdie advised, our school board had full attendance at the Tennessee Leadership Conference and TSBA Conference. We all went to different worksessions and I came away with one piece that I thought was extremely interesting. We were listening to Representatives from the Tennessee Department of Education and during that meeting they provided a variety of different excuses why they had problems with the state wide testing and organization. Finally I asked the question, how many different types of evaluations does the federal government require? Because they are always talking about competencies, how we have to meet the federal requirements. They finally said, seventeen metrics that were required by the federal government for Tennessee Schools. Then I asked, how many evaluations are in place in Tennessee Schools that the Department of Education keeps track of? They said, thirty-seven. I was kind of disturbed by this idea from the Department of Education, and how we have a belief that the federal government is putting all of this pressure on our schools in Tennessee to meet this criteria when actually a lot of the evaluations that are taking place are mandated by the State Department of Education. Where they and how they come up with their metrics, I certainly don't know. In the past eight or ten years that I have been on the board, I have not been asked, is this an appropriate evaluations for our school system.

Graham advised, on Monday evening we will be honored to have Representative Sexton, Paul Bailey, our County Commissioners, both Mayors, and Mr. Foster. They will be here for a meal together and then the opportunity to hear from them about what hot topics may be coming forward with the legislators in January. There will also be a time for us to have the opportunity to ask questions that you would like to ask those who represent us in Nashville. We look forward to that and I think it is going to be a good evening. Be thinking of things you would like to ask them to think about and consider in this upcoming session.

**13. Board Member(s) Report from Training(s) - N/A**

**14. Legal Report - Mr. Earl Patton -** Patton advised, I have received some information from the County Attorney regarding the ethics code. I do expect conversation before the end of the year. I am happy to report there is no new litigation for the upcoming year.

**15. Director's Report - Mrs. Janet Graham**

**15.A. Strategic Plan Review - (Exhibit #4)** Graham, advised the first item on my agenda does not require any action. We talked a lot about our Strategic Plan in April and you all were a huge part in developing the mission, beliefs and goals. We have taken those and discussed them with staff including principals and supervisors. You will see a lot of red ink. This is stuff that is new for you, that are very concrete and specific strategies that we will be looking at in order to meet those goals. I hope between now and January 12th you will have a chance to look at them and if you any suggestions or comments please let me know.

**15.B. \*2018-2019 Textbook Committee - (Exhibit #5)** Graham advised, we are required for our board to approve the Textbook Committee and you have the information in your packet. We are asking for your approval. Inman moved and Netherton seconded a motion to approve as presented.

**VOICE VOTE:** Inman (mover-yes)  
Netherton (seconder-yes)  
All ayes

**MOTION:** Carried unanimously

**15.C. Report Card Demonstration - Dr. Rebecca Wood -** Graham advised, we have received new information from the state regarding our new report card. Dr. Wood asked, Mrs. Graham with your permission I will combine the Report Card Demonstration (15.C.) with the ACT Data (15.D.). Graham replied, please do and thank you. Dr. Wood gave a detailed presentation along with handouts giving instructions on how to tour and obtain the information provided on <https://reportcard.tnk12.gov> .

**15.D. ACT Data - Dr. Rebecca Wood - (Combined with 15.C.)**

**15.E. Annual Planning Calendar - (Exhibit #6)** Graham advised, Mr. Safdie asked for the annual planning calendar placed under my report rather than the FYI; so it is there for you. It is in your packet and you will notice that in November we are right on track with the except of the salary and benefit task force, which I will refer you to a packet (Exhibit #7) that was laid at your desk this evening. It is called “Certified Salary Focus Group” and we had our first meeting yesterday afternoon with a really good committee of people. I am very impressed with them. We had a number of board members who came not to participate but to listen. Within this packet you will see what Mrs. Harris shared with them as far as some overviews and statistics. There are some areas we have identified, along with some very interesting information. It starts off with the number of certified employees with the exception of the Director of Schools, because that is a whole different page and line. It lists teachers, vice principals and how much is funded of 469 of those 566. Then what is paid for out of federal and what pre-k pays for. I think the information there is very valuable. The focus areas have been brought to light with brainstorming a number of those prior and another one that was brought to our attention yesterday. We discussed step equalization, longevity, state salary structure, coaching, extra curricular, the average salary, and then the certified assistant principal and above scale. Also mentioned was the differential pay scale and the differential pay we

receive money from the state. There are several within this packet of information you will see with average salaries and insurance data. Some with those benefits and where Cumberland County ranks in each of those categories. The committee will be coming back together. However, the next step in this process is we will be sending out an email Monday or Tuesday of this next week for the representatives from each school to have this conversation with their teachers. We are hoping for 100% participation from our certified staff, because this impacts every person's paycheck. They will be explaining this to our teachers and we are wanting the teachers to tell us what is their biggest focus and their opinion. We will have this survey information and it will be a big topic of conversation with us at the January 12th work session. If you have any question about this, don't hesitate to email or call me.

**15.F.** Crab Orchard Sewer Update - Graham advised, my email says Kacee spoke with Mr. Miller at TARE regarding the septic system. The soil testing is in progress with a completion date of next week. From there he predicted two to three weeks for the team to finalize the design and engineering of the project. Then they will submit that to the state; then the state will probably take a month to review what they have found out. Upon approval from the state there will be specs that will be ready to be bid out for the construction of the new septic system at Crab Orchard. It puts us at an estimated bid date of late January. Once that happens it is not a long process to get it done.

**15.G.** Cumberland County School Nutrition Annual Report - (Exhibit #8) Graham advised, in your packet there is some information that Mrs. Hamby has given you regarding the School Nutrition Annual Report. She said this does not require action, however if anyone has any questions on this she would be happy to answer them.

Graham advised, at your desk you will see very valuable information provided by Mr. Weeks. He would like you to take a look. It is information that all school leaders should know and I will be sharing the information with our administrators. It also has some information regarding PTA/PTO.

**15.H.** FYI (Exhibit #9)

- 15.H.1.** Administrative Meeting Agenda
- 15.H.2.** Attendance Report
- 15.H.3.** Personnel Report
- 15.H.4.** Substitute List
- 15.H.5.** Professional Development Report
- 15.H.6.** School News Articles
- 15.H.7.** School Calendar of Events

**16.** School Board Committees

**16.A.** Policy Committee Mr. Tom Netherton

**16.A.1.** \*Approval of First Reading of Policies (Exhibit #10) - Netherton advised, most people on the board was present during our policy meeting, therefore you have already had a chance to review these policies. I am going to make a recommendation to take all eight up for first reading to approve them at the same time. Netherton made and Brock seconded a motion to approve as presented.

- 16.A.1.a.** Policy 1.901 Charter School Applications
- 16.A.1.b.** Policy 3.201 Safety
- 16.A.1.c.** Policy 4.206 Special Programs

- 16.A.1.d. Policy 4.602 Class Ranking
- 16.A.1.e. Policy 4.600 Grading System
- 16.A.1.f. Policy 5.106 Application and Employment
- 16.A.1.g. Policy 5.501 Complaints
- 16.A.1.h. Policy 6.2001 Attendance During Postsecondary Visits

**VOICE VOTE:** Netherton (mover-yes)  
 Brock (seconder-yes)  
 All ayes

**MOTION:** Carried unanimously

16.A.2. \*Approval of Second Reading of Policies (Exhibit #11) - Graham advised, we are requesting approval for this policy to be approved for first and second reading, which policy allows. Netherton advised, we discussed this at the policy meeting. Boston advised, it was approved at the County Commission and Graham confirmed. Netherton made and Hamby seconded a motion to approve as presented.

16.A.2.a. Policy 2.806 Bids and Quotations

**VOICE VOTE:** Netherton (mover-yes)  
 Hamby (seconder-yes)  
 All ayes

**MOTION:** Carried unanimously

16.B. Budget Committee Meeting - Boston advised and Graham confirmed the Budget Committee has not meet. Hamby advised, they did meet to elect a chairman. Boston advised, no action was taken or discussion was made.

16.C. Building and Grounds Committee - Mr. Jim Inman

16.C.1. \*Naming of the Homestead Elementary Art Room for Mrs. Debra Mendenhall - (Exhibit #12) Inman advised, Homestead Elementary has requested to name the Art Room for Mrs. Debra Mendenhall. They have all of the paperwork in order and we approved it from the Building and Grounds Committee. I recommend we approve it through the board. Inman made a motion to approve as presented.

**VOICE VOTE:** Inman (mover-yes)  
 (no second necessary)  
 All ayes

**MOTION:** Carried unanimously

16.D. Safety Committee - Mrs. Rebecca Hamby - Hamby advised, we met once and the main thing we did was select a chair. We decided to bring a few discussions to the work session and Mr. Inman is working on getting a few things together. We are trying to get our feet in there and brought some things to the table that we want to discuss. Mr. Safdie brought up some policies that possibly need to be changed at some point. After we have the January work session we will have another meeting and we will go from there.

17. Chief Financial Officer's Report - Mrs. Kacee Harris

17.A. Monthly Financial Report - (Exhibit #13) Harris advised, you have the financial statement through October 31st. They have not closed November yet so this is the last official information available. Some of the line items I wanted to point out are 44170 Misc Refunds this is where our fuel reimbursements from the county comes in. We

are right now 30% actual revenues in that fuel line and that is where we are supposed to be. It will be a little inflated until we pull that fuel money back. In October we received 5.5 million in revenue and total year to date we received 14.5 million against the \$54.9 million dollar budget. That puts us in about 26% received, which puts us right in the range that we want to be. The expenditures perimeters for this report are between 24.9% spent to 32.4% spent. I feel quite comfortable of where we are. There are a couple of exceptions we previously talked about. One is 72210 Regular Instruction Program. This is our BEP funds that goes out to the schools in the being of the year. 72250 Technology is at 56% spent. This is all of our 1 to 1 and our teacher computers. We want that to be spent as soon as possible. 72310 Board of Education, I am comfortable with it being outside of the parameters, because this is were liability and property insurance comes out of and there is a lot of travel on the front end. For October we spent \$4.1 million and year to date we spent a little over \$15 million against a budgeted amount of \$58.4 million. We are about 26% spent and I am comfortable with that at this point in the year.

**17.B. Monthly Sales Tax Report - (Exhibit #14)** Harris advised, the October numbers where good. Again, we collected more than projected, about 5.5% more. In the November the actual numbers were \$787 against the budgeted \$797,449, which was a little bit under projection. If you remember from last year we were seeing a lot of those negative numbers. This is the first one we have seen where we missed the projection, but it is small. If you look down we are still about \$73,000 over projection. We are still very comfortable.

**17.C. Facilities Use Recap 11/26/18 - (Exhibit #15)** Harris advised, you have the Facilities Use Recap to look over and if you have any questions I would be happy to answer. Boston asked, does this seem to be working? I know that when we first started with this policy it was just running a muck and since we changed the policy and we developed some rules, does it seem to be working? Harris replied, we have some new formality to it. Most of our common renters who have concerts quarterly have gotten use to it. I think there are still some wrinkles to iron out in it, but we have protected our assets. Protected ourselves from people renting it that we were unaware of and it keeps uniformity. Boston asked Patton if it has been about a year since we visited this policy? Patton advised, yes. Boston requested when it comes up again can you bring those wrinkles to the policy committee and lets iron it out even more, so we have a really good policy that there are no questions. We have come along way thus far. Inman asked, have you seen a decrease in the use of the facilities with this policy? Harris advised, I can think of one person who changed venues and I think that was more over a fee structure that is published. The Fee Structure is standard, very transparent, is for everyone and not that it was purposely done otherwise. They moved venues not in ill will, but because they found it cheaper and it was a happy departure.

**18. \*Consent Agenda (Exhibit #16)** Parris moved and Karge seconded a motion to approve as presented.

**VOICE VOTE:** Parris (mover-yes)  
Karge (seconder-yes)  
All ayes  
**MOTION:** Carried unanimously

**18.A. \*Approval of Volunteers**

- 18.A.1. Martin Elementary Volunteer List**
- 18.A.2. CCHS Volunteer List**
- 18.A.3. Crab Orchard Elementary Volunteer List**
- 18.A.4. North Cumberland Elementary Volunteer List**
- 18.A.5. Pine View Elementary Volunteer List**

- 18.A.6. SMHS Volunteer List
- 18.A.7. Pleasant Hill Elementary Volunteer List
- 18.A.8. South Cumberland Elementary Volunteer List
- 18.A.9. Stone Elementary Volunteer List
- 18.A.10. Homestead Elementary Volunteer List

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

- 18.B.1. CCHS Cheerleaders Overnight/Out of State Trip
- 18.B.2. CCHS Soccer Team Overnight Trip

**18.C. \*Approval of Contracts**

- 18.C.1. \*Five Star Food Service and CCHS Contract
- 18.C.2. \*Bus Advertising Agreement- District Solutions
- 18.C.3. \*Five Star Food Service and SMHS Agreement

**18.D. \*Approval of Grants**

- 18.D.1. Brown Elementary Student Ticket Subsidy Grant
- 18.D.2. Crab Orchard Elementary Marathon Kids Grant

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

- 18.E.1. CCHS Surplus List
- 18.E.2. Transportation Surplus List
- 18.E.3. CCSNP and SPED Surplus List
- 18.E.4. Stone Elementary Surplus List
- 18.E.5. Pleasant Hill Elementary Surplus List

**18.F. \*Executive Approval**

**18.F.1. \*TSBA Contract - (Exhibit # 17)** Graham advised, this is an executive approval for the annual TSBA contract. Safdie made and Hamby seconded a motion to as presented.

**VOICE VOTE:** Safdie (mover)  
Hamby (seconded)  
All ayes

**MOTION:** Carried unanimously

**19. Old Business -** Safdie advised, I would like to wish everybody a Happy Holiday.

**20. Questions from Media**

**21. Adjournment -** Safdie made and Hamby seconded a motion to adjourn at 7:25 pm.

**VOICE VOTE:** Safdie (mover)  
Hamby (seconded)

All ayes

**MOTION:**                    **Carried unanimously**

22. (\*) Indicates Board Approval Required

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**Mrs. Janet Graham**  
**Director of Schools**

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**Mrs. Teresa Boston**  
**Chairman of the Board**

I, Tabitha Webb, do hereby certify that I reported the foregoing minutes and that I delivered said minutes to the office of the Director of Schools on January 10, 2019.

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