

Board of Education
November 8, 2023 4:00 PM
Central Services Board Room

The Policy Committee met on Wednesday, XX in the Central Services Board Room where Ms. Rebecca Hamby called the meeting to order at the approximate hour of xx p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

BOARD MEMBERS:

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

1. Call to Order - Ms. Rebecca Hamby
2. Moment of Silence / Pledge of Allegiance - Ms. Rebecca Hamby
3. Approval of Committee Minutes Hamby asked for a motion to approve minutes. Nichols moved to approve and Stull with the second. Hamby then told everyone that the nomination of policy chair was left off of the agenda. She asked them to do that prior to moving into other business. Nichols and Stull nominated Hamby for Chair. When Hamby asked Davis what his vote was, he asked if they were able to do that. Hamby asked to do what. Davis said to vote on something. Hamby said yes, they vote in the policy meeting. They vote on the changes they want and then vote to send them to the full board. Davis asked Hamby to show him where it says that. Hamby said she didn't have the policy in front of her and asked Boston if she could help. Boston asked Davis if he could show here where that wasn't in policy. Davis said sure. He proceeded to read from policy 1.300 Board Committees. Boston asked him what it said. Davis said it doesn't say they had to vote. Boston said it doesn't say they don't have to either. She asked if items weren't voted on, how would they know what to recommend to the full board. Davis said in number 3 of the policy it says "Issues to be discussed by the committee must be approved in advance by the entire Board". He said the board would have given the committee the issues to discuss during the committee meeting. Boston replied which is policy. Davis said right, but it doesn't say they have to have a chair for a committee. Safdie said if Davis looked through Robert's Rules of Order he would see

that all committees have to have a chairperson. He said he didn't do the research on it but generally that's what RRO recommend and organize that. Hamby, reading from RRO said "Rules for small boards and committees under Robert's Rules of Order-not necessary to rise or make a motion or to seek recognition, no limit on number of times a person may speak, presiding officer doesn't have to leave the chair when making a motion or participating in debate, motions to close or limit debate not allowed, members can discuss the subject while no motion is pending unanimous consent, may be used in lieu of a formal vote, motions are not required to be seconded, but a second is recommended". Davis asked if that said they have to have a chairperson for each committee. Hamby said that pertains to the voting. Stull said it mentions an officer, so the chairperson would be the officer. Davis asked, so our policy doesn't say that we have to have a chairperson. Hamby said they are supposed to have an officer of the committee. She went on to say that she isn't understanding why there's an issue, why everything that comes up has to turn into a debate and an issue. Davis said he could clarify that. Hamby said they could not discuss anything on the agenda until a chairman was elected. Davis asked why that wasn't on the agenda. Hamby said because it was a miscommunication between her and Ms. Diane. McCartney spoke up and said she would take full responsibility for that because by the time she received everyone's decisions on what policies they wanted on the agenda and what policies they did not want and all the changes that were made in order to get the agenda published, the district does this once a year, at each committee meeting, after the voting in September, and she missed it. She said instead of her putting out yet another email with changes to an already published agenda, Hamby knew it needed to be on there and once again said she took full responsibility in all the chaos of this policy meeting. Davis said he was just trying to get his head around it and asked if Stepp had gotten the opportunity to review the agenda items, including the one that's not on there. Hamby said she spoke with Stepp today and they did not discuss about the policy chair because that's a given every year, but they discussed other things regarding the policy meeting. Davis asked, so then he's had input on these policy items? Hamby said anything he wanted to give input on, yes he did, but he chose not to give any input or feedback on any of them and just said let him know how the meeting went. Stull asked if it was the fact that Stepp was not present that Davis wasn't willing to have the meeting. Davis said that was part of it. Stull said they had other meetings that he had not been in attendance at. Safdie said one of the things that Davis has been talking about for the past year is accuracy in policy. Safdie said what he's done at this point is he's pointed out, what his primary theme has been for the last year, that there are things in policy that are either omitted or that the board has done in the past but are not in policy. He said he would like to see Davis at the next policy meeting take this policy and any others and bring it before the chairman so that they can make corrections and additions to it. That's the only way it can take place. Stull said this policy (1.300) is actually on today's agenda. Safdie said he likes Davis' perception-we've done things by tradition and they may not be in policy, but the election of officers has always taken place on the first day of the committee meeting. He said Davis was on 2 committees, where that was the first step. Safdie said he sees Davis pointing out and setting precedence that they need to look at policy and make some changes on them. Safdie said that would be a great one to include at the next policy meeting along with others that he could recommend to the chairperson. Davis said that was the intent, to do what they say and say what they do. One of the board's functions is to promote, but it's hard to promote something that lends itself to being vague on how to operate. Like if they promote someone to join the school board, they either promote that they will follow their own rules or promote that they'll be in constant chaos. Safdie said to keep that in the forefront of his mind and the at the next meeting, discuss and Boston told Safdie that policy is on today's agenda. Safdie said ok, you have your chance to put in recommended changes to clarify it. That's how the committees work. Davis started to speak and Safdie asked to wait after the election. Davis said he didn't want to wait until after the election is because they haven't followed policy to get to this point. They are putting the cart before the horse. He said policy 1.600 says "a proposed policy or policy change shall be submitted to the board as part of the agenda". Boston replied that is correct. Davis went on to quote, "Any interested party shall be given opportunity to be heard on proposal. The board's approval of proposal or return for study or further revision shall

constitute the first reading". Davis said the board has to approve those things prior to the committee meeting in order for the committee to actually assemble and determine what it is that is to be voted upon. Boston said that is incorrect, her perception is that is incorrect. When they voted into the policy committee by the majority of the board, they gave the policy committee a task. It is to review the policies recommended by TSBA or whomever. Davis asked whomever, does it say that? Boston said at that point they have been given a task and they have developed TSBA recommendations and Davis himself has recommended a couple of policies that he wanted on the agenda. Davis said to discuss and he said the majority of the policies not lettered in red are proposed by non TSBA members. Hamby said that Maddox had sent one in that does have changes as well as TSBA recommendations and she had a policy that she asked to be on the agenda. Davis said their policy maintenance says the "Director of Schools shall be responsible for drafting and coordinating policy proposals, maintaining the board's policy manual and serving as liaison between the board and TSBA". He said at no point in their maintenance process does it indicate they are to propose changes to policy. Stout said it's supposed to come from the Director or the board tasking the policy committee is how she read it. Davis said that is 100% what it says. Boston said then they needed to call TSBA and get a refund on all that money we've paid them for watching our policies. Safdie said he thinks that is the broadest possible statement in policy that allows for different types of interpretation. But he doesn't see how this meeting can proceed any further. He continued, saying, when Davis is looking at these policies, he's only making a recommendation to pass before the full board. And then the full board accepts or questions the changes that have been proposed. Davis said yes, but that is not what their current policy says they are supposed to do and how they are to operate. Davis said the proposal today takes back the ability of the Director to be the one responsible for policy maintenance. Safdie said at 16 years experience on the board, it has always been the board's prerogative to evaluate policy and to make recommendations either to the DOS or to the full board and even pursue discrepancies with TSBA. He said if they use past precedence as a guiding line then what should happen is a chairperson should be selected and policy reviewed and there was a recommendation for a chairperson. Boston said yes there is a motion on the floor. Davis said their policy committee structure does not ask us to do the things they are doing today. Boston told Hamby to call for question. Hamby called for question. Davis began to say the question is and Hamby said no, that means they go on to the vote. She said there is a motion on the floor. Davis said he would move during that motion to adjourn until they could review their policy on how to develop policy until they determine if they need committees or chair people. Stull said doing that will put them in the exact same position they are in right now. Hamby said there are TSBA policies that need to be approved for changes and also she wanted to reiterate that she spoke with Stepp today and he did not indicate that he had a problem with them continuing on with the policy meeting. If he had a problem with that, he had every opportunity to tell her that and then they could have moved forward with making changes. Boston said it needs to be understood that Stepp works for the board, the board does not work for Stepp. Hamby said absolutely. Boston went on to say they voted to operate by a committee...Stout said she's hearing more of a concern that the policies on the agenda, where are they originating from. Boston said well, Davis asked for 2 of them on there. Hamby said no, actually Davis asked for 5 to be placed on the agenda for discussion. Boston said there is a call for question and Safdie said that has to be voted on. Hamby said there was a motion and a second on the floor to nominate and vote for a committee chairman. Davis said he moved to adjourn. Safdie told him there was a call for question and that takes precedence and has to be voted on. He said that is to stop discussion and continue on with the vote. Hamby tried to move on with the vote for chairman but Safdie reminded them again that there is a call for question and that is to end the discussion and move on with the motion on the floor. Hamby apologized and said she was confused by all that has transpired. She went on to clarify that they are in voting on the call for question. Which means a yes vote is to end the discussion and move on. A no vote is to keep going with the discussion. Nichols asked them to explain it one more time which Hamby did. At this point an audience member (Nancy Woodcock) asked if she could ask a question. Hamby permitted it and she stated was new to all board activities but to her it sounds like there is a

subcommittee making decisions out of policy. Hamby then said they are not letting audience members have discussions about policy. Woodcock stated she just needed an explanation. Hamby told her she can speak with the board chairman after the meeting. Woodcock said ok, but it seems like it's big government taking positions on policy and she would like to understand. Hamby to a roll call vote on the call for question. Stull voted yes. Nichols voted no. Davis voted no. Hamby voted yes. Hamby declared that they were at an impasse and since no committee chair was voted on, she said the meeting could not continue. Stout made a suggestion since they could not move forward could they put the TSBA recommended policies and 1.300 on the regular board meeting agenda so the board could have discussion and vote on what was needed. Hamby said they could not make a recommendation to take anything to the full board because they could not go any further without a committee chair. Davis said they could follow policy and have this conversation in a full board meeting and then take it to the committee. Stull said this takes away the whole objective of having a policy committee. She said she knew that several who wanted to work in work sessions versus committees but right now the board voted by majority to operate with committees. She said what is going on right now makes it impossible for them to operate like the majority of the board voted, by not moving forward and voting on a committee chair. She said every committee has a chairperson, an officer in that committee. There's not an officer in the committee if there's not a chairperson. Davis said and they have had ever how long that policy has been in effect to indicate everything she just said. Stull said it doesn't change the fact that they won't be able to do anything at the next policy meeting and the next one. Stout said it needs to be address, per policy, by the full board and then the committee needs to be tasked by the full board. Or change the policy, which is what Davis is saying. Stull said she's hoping this year does not turn in to this, that they are stopped from being able to work, as a board, together. Davis said this does put them back in front of the board together. Stull and Boston said no it doesn't. Stull said he's trying to go over what the majority of the board voted on, as working as committee. Davis said he's only operating as what it says they are doing. Stout said they need to follow the committee policy if they are going to have committees. Or change the committee policy first before they start handling things as a committee. Stull said right now the board being able to function and work is being impeded. They can't go ahead and work as a board together. Stout said they could very well address these things...Hamby made a motion to adjourn saying they would not be going any further with this today. She asked for a second. Stull gave the second with Davis opposing and Nichols having no vote. Hamby said she would contact TSBA and let them know what's going on. The meeting was adjourned at 4:24 pm.

Motion to approve committee minutes.

VOICE VOTE: (mover-yes) Nichols

(seconder-yes) Stull

Yes: 10, No: 0

MOTION: Motion Carried

Motion to to adjourn.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stull

Yes: 9, No: 0

MOTION: Motion Carried

4. Policy 1.100 School Board Legal Status and Authority
5. Policy 1.101 Role of the Board of Education
6. Policy 1.105 School Board Legislative Involvement
7. Policy 1.201 Duties of Officers
8. Policy 1.300 Board Committees
9. Policy 1.400 School Board Meetings
10. Policy 1.701 School District Planning
11. Policy 2.200 Annual Operating Budget
12. Policy 2.400 Revenues
13. Policy 2.601 Fundraising Activities
14. Policy 2.8051 Credit Cards and Credit Lines
15. Policy 4.301 Interscholastic Athletics
16. Policy 4.603 Promotion and Retention
17. Policy 5.6001 County-Wide Employee Dress Code
18. Other Discussion
19. AdjournmentThe meeting was adjourned at approximately XX.

William Stepp
Director of Schools

Ms. Rebecca Hamby
Chairman of the Policy Committee

Diane McCartney
Executive Assistant for the Director of Schools and BOE

(*) Indicates Board Approval Required

Board of Education
September 13, 2023 4:30 PM
Central Services Board Room

The Policy Committee met on Wednesday, September 13, 2023, in the Central Services Board Room where Ms. Rebecca Hamby called the meeting to order at the approximate hour of 4:30 p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

BOARD MEMBERS:

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

OTHERS PRESENT:

Rebecca Farley, CAO
Scott Maddox, 9-12 Supervisor
Karri Hobby, PreK-8 Supervisor
Earl Patton, Board Attorney
Heather Mullinix, Media

1. **Call to Order** - Ms. Rebecca Hamby
2. **Moment of Silence / Pledge of Allegiance** - Ms. Rebecca Hamby
3. **Approval of Committee Minutes**-Stout asked for the last meeting's minutes to reflect the proper amount of committee members. McCartney said she would update it.
4. **Policy 4.700 Testing Programs**-Hamby introduced this and turned it over to Maddox. Maddox told the committee that he had updated this policy to reflect TSBA's policy as well as the State Board of Education. He said this update reflected the changes in testing transfer students for grade placement or awarding credit and this applied to a lot of home school students that came back into the system after being homeschooled. Hamby asked if Patton had anything further. Patton said no. Hamby made a motion to send this on to the full board. Stout with the second.

Motion to send to full board with changes.

VOICE VOTE: (mover-yes) Hamby

(seconder-yes) Stout

Yes: 3, No: 0

MOTION: Motion Carried

5. **Policy 6.312 Use of Personal Communication Device**-Hamby introduced this policy and said she had previously tabled this because the committee wanted to adopt White County's Use of Personal Communication Devices and Electronic Devices policy. She said on page 1, line 20 that she would like to add "teacher" to that line so as not to take away the teacher's rights to allow students to use their phones for academics. Maddox said the district's original policy states that this does not restrict communication devices to be used as an instructional tool at the discretion of the teacher. Hamby said she would like that statement to be put into the policy with the changes the district would like to adopt from White County's policy. Stull asked since White County's policy was broken up into grades, how would our district do it? Hamby said the younger grades have a different set of guidelines and they could just do it for the high school grades. Stout said it could be done for both grade sets. Stout asked Farley and Hobby if there was a need for PreK-8th to have reason to access their phones for instructional purposes. Farley said some students 6-8 might use it. Stull said she would rather the policy say 6-8 rather than PreK-8th. Patton said his concern is over the examination of cell phones and electronic devices. He mentioned the Summer Law session with Chuck Cagle concerning what admin actually get into looking at on students' phones. He said there a growing body of case law concerning unreasonable searches in the school setting. Patton said it has to be reasonable at its inception when they decide to search it-reasonable suspicion-and it has to be reasonable in scope. If searching a student's phone for a specific reason, that search needs to be limited to things that would relate to what you are searching for. Hamby asked if wording could be added. Patton said you could but he would like Mr. Stepp to be present just because he had spoken previously what direction he tells his admin to go in this matter. Hamby asked if he would like this tabled again until next month when Stepp could be present? Patton said he would prefer that for the purpose of getting that language together. Hamby asked Patton to try to come up with some wording that would work. Stout said she is concerned with the first portion of lines 11-13 on page 2 but doesn't like the last portion. Patton said the safety of the students and staff is paramount, so yes, leave anything in that pertains to that if there's suspicion there. He said he seemed to recall from Stepp's previous statement that the staff seemed to have a pretty good handle on these types of issues. Hamby suggested separating the grades portions to PreK-5 and then 6-8. She said mostly the 6-8 would match 9-12. Patton suggested making it 6-12 grade. Hamby was fine with that. Maddox advised getting some feedback from the principals. Hamby asked Hobby to contact the principals and get feedback for the committee. Hobby agreed. Stout asked if the the policy should read at "district level" versus "school level" and Maddox told her that procedures address that. Maddox told the committee that these changes would have to be added to every school's handbook. Hamby said they would table this policy until further review.
6. **Other Discussion**-None.
7. **Adjournment**-Stull made the motion to adjourn. Stout with the second. The meeting was adjourned at approximately 4:49pm.

Motion to adjourn.

VOICE VOTE: (mover-yes) Stull

(seconder-yes) Stout

Yes: 3, No: 0

MOTION: Motion Carried

William Stepp
Director of Schools

Ms. Rebecca Hamby
Chairman of the Policy Committee

Diane McCartney
Executive Assistant for the Director of Schools and BOE

(* Indicates Board Approval Required

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District – School Board Legal Status and Authority	Descriptor Code: 1.100	Issued Date: 08/24/23
		Rescinds: 1.100	Issued: 07/27/17

1 The legal basis for education in Tennessee is expressed in the state Constitution and state statutes, as
2 interpreted by the courts. Boards are instruments of the state, and members of the Board are state officers
3 representing local citizens and the state in the management of the public schools.¹

4 The governing body shall be the Board of Education, serving residents within the boundaries of the
5 school system and non-residents under conditions specified by state law and the Board.²

6 All powers of the Board lie in its action as a group; therefore, individual board members exercise their
7 authority over school system affairs only as they vote to take action at an official meeting of the Board.

8 Board actions, decisions, and policies are official only when approved by the majority of the membership
9 of the Board at a legally constituted meeting of the Board and recorded in the official minutes of the
10 Board.³

11 In other instances, an individual board member, including the chairman, shall have power only when
12 specified by state law or when the Board, by vote, has delegated authority to him/her.

Legal References

1. TCA 49-1-101; TCA 49-1-102
2. TCA 49-6-3104
3. TCA 49-2-202

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Role of the Board of Education	Descriptor Code: 1.101	Issued Date: 08/24/23
		Rescinds: 1.101	Issued: 12/05/19

1 The Board will oversee the operation of the school district in compliance with state and federal laws.¹

2 The Board shall strive to provide the best education opportunities possible for all children.

3 The Board will function only when in session. The Board's required functions include, but are not
4 limited, to the following:

5 **GENERAL**

6 1. To develop and adopt a strategic plan in consultation with the Director of Schools;²

7

8 2. To adopt all policies required by state or federal law;³

9

10 3. To approve school zones;⁴

11

12 4. To approve the district calendar;⁵

13

14 5. To adopt district safety plans;⁶

15

16 6. To approve the closure of facilities, if needed;¹

17

18 7. To approve an insurance provider;¹ and

19

20 8. To approve/modify the agenda at the beginning of the board meeting.¹

21 **FISCAL**

22 1. To approve and adopt the budget;¹

23

24 2. To approve purchases outside the budget on a case-by-case basis in accordance with board
25 policy;¹

26

27 3. To approve budget transfers;⁷

28

29 4. To adopt the district salary schedule;⁸

30

31 5. To approve a differentiated pay plan;⁹

32

- 1 6. To approve funding for the district maintenance plan and capital requests;¹
 2
 3 7. To approve the location and scope of new building projects;¹ and
 4
 5 8. To approve bids.¹

6 **INSTRUCTION AND STUDENTS**

- 7 1. To adopt the curriculum;¹
 8
 9 2. To adopt textbooks;¹⁰
 10
 11 3. To review student disciplinary issues appealed to the Board and make a final determination;¹¹
 12
 13 4. To authorize or prohibit the use of corporal punishment;¹²
 14
 15 5. To approve or deny admission of students expelled from other school districts;¹³ and
 16

17 **PERSONNEL**

- 18 1. To employ and evaluate the Director of Schools;¹
 19
 20 2. To grant tenure to eligible teachers;¹⁴ and
 21
 22 3. To dismiss tenured teachers.¹⁵

Legal References

1. TCA 49-2-203
2. TRR/MS 0520-01-03-.03(14); State Board of Education Policy 2.101; TCA 49-1-613
3. TCA 49-2-207
4. TCA 49-6-403(c)
5. TCA 49-6-3004
6. TCA 49-6-804(a)
7. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)
8. TCA 49-3-306(a)
9. TCA 49-3-306(h)
10. TCA 49-6-2207(a)(1)
11. TCA 49-6-3401(c)(4)(C)
12. TCA 49-6-4104
13. TCA 49-6-3401(f)
14. TCA 49-5-504(b); TCA 49-2-203(a)(1)
15. TCA 49-5-511

Cross References

- Duties of Board Members 1.202
- Policy Development & Adoption 1.600
- Administrative Procedures 1.601
- School District Goals 1.700
- School District Planning 1.701
- Annual Operating Budget 2.200

Cumberland County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Board Legislative Involvement	Descriptor Code: 1.105	Issued Date: 02/06/97
		Rescinds:	Issued:

1 The Board ~~will~~ shall work for the passage of new laws designed to ~~advance the cause of improving~~
2 ~~improve public~~ education in Tennessee. Likewise, the Board shall work ~~and~~ for the repeal or
3 modification of existing laws and the defeat of proposed laws that impede this cause.

4 To accomplish this:

- 5 1. The Board shall stay informed of pending legislation and actively communicate its concerns and
6 make its position known to the elected representatives at both the state and national level;
- 7 2. The Board shall work with other school boards in the state, ~~local citizen groups,~~ and other local
8 Officials, ~~and community groups~~ in ~~creating public awareness and support for~~ ~~acquainting them~~
9 ~~with the board's~~ legislative priorities ~~and seek their support;~~
- 10 3. The Board shall annually select one (1) of its members to serve as its ~~legislative liaison.~~
~~representative to the Tennessee Legislative Network (TLN);~~
- 11 4. The Board shall work with its ~~legislative liaison,~~ ~~TLN representative,~~ with TSBA, ~~NSBA,~~ and
other concerned groups in developing an annual legislative program; and
- 13 5. The Board shall include in its budget appropriate resources ~~to cover costs,~~ including travel
expense, necessary ~~to ensure active participation in the~~ ~~for its TLN representative and other board~~
~~members to accomplish its desired~~ legislative ~~process~~ goals.

Cross References

Board Member Development Opportunities 1.204

Cumberland County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Duties of Officers	Descriptor Code: 1.201	Issued Date: 02/06/97
		Rescinds:	Issued:

1 CHAIRMAN

2 The chairman of the Board shall have the following duties:

- 3 1. To assist the director of schools in preparing meeting agendas;
- 4 2. To preside at all meetings of the Board;¹
- 5 3. To appoint committees authorized by the Board;¹
- 6 4. To function as chairman of the executive committee;¹
- 7 5. To countersign all warrants authorized by the Board and issued by the director of schools for
- 8 all expenditures of the school system;¹
- 9 6. To conduct Board hearings;²
- 10 7. To prepare the school budget with the director of schools;³
- 11 8. To authorize the use of mechanical check signing equipment;⁴
- 12 9. To certify the value of surplus property valued less than \$250;⁵
- 13 10. Provide orientation for new Board members before their first meeting; and
- 14 11. To carry out other such duties as may be assigned by the Board.

15 VICE CHAIRMAN

16 The vice chairman shall assume the duties of the chairman in his/her absence or function as the chairman
17 until a new chairman can be elected in the event the chairman is incapacitated or the office becomes
18 vacant.

19 SECRETARY

20 The director of schools, as the executive officer of the Board, shall serve as secretary to the Board.
21 He/she shall conduct all correspondence of the Board, keep and preserve all of its records, receive all
22 reports acquired by the Board, and see that such reports are in proper form. He/she has the right to advise
23 on any question under consideration but has no vote.

24 The Board may assign the keeping of the minutes to a clerk; however, the responsibility resides with the
25 director of schools.

Legal References:

1. TCA 49-2-205
2. TCA 49-5-512(5)(6)
3. TCA 49-2-203(10)(A)(i)

Cross References:

- Role of the Board 1.101
Duties of Board Members 1.202

Cumberland County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Board Committees	Descriptor Code: 1.300	Issued Date: 11/06/03
		Rescinds: 1.400	Issued: 01/06/98

1 The Board shall operate without standing committees, except for the Executive Committee and the
2 Policy Committee; however, special committees composed of board members may be appointed by the
3 chairman at the direction of the Board and as the needs of the Board shall require.¹ Such committees
4 shall be discharged when the work is finished or earlier by a majority vote of the entire Board. All
5 reports by special committees shall be made directly to the Board.

- 6 1. A special committee serving in an advisory capacity shall consist of less than a quorum of board
7 members;
- 8
- 9 2. The committee will be advisory only;
- 10
- 11 3. [The committee shall discuss and advise the board on Issues in accordance with the needs of the](#)
12 [specific committee appointed.](#) ~~to be discussed by the committee must be approved in advance by~~
13. ~~the entire Board;~~
14. 4. [The chair of each special committee shall have the authority to establish an agenda for each](#)
15. [meeting of the special committee.](#)
16. 5. A committee shall serve no longer than the annual organization meeting of the Board unless
17 reappointed to finish a designated task; and
- 18
- 19 5. 6. [Committee meetings shall be held in accordance with the Open Meetings law.](#)²

Legal References:

1. TCA 49-2-205(2)
2. TCA 8-44-102(b)

Cross References:

- School Board Meetings 1.400
Public Hearings 1.401

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 08/24/23
		Rescinds: 1.400	Issued: 06/22/23

- 1 The Board will transact all business at official meetings that may be either regular or special.
- 2 All Cumberland County Board of Education meetings, including regular monthly meetings, special
- 3 called meetings and work sessions, will begin with a moment of silence and the pledge of allegiance to
- 4 our country's flag.
- 5 Every meeting of the Board shall be open to the public, except for those meetings in which the law allows
- 6 closed sessions.¹ Open meetings will be physically accessible to all students, employees, and interested
- 7 citizens.²
- 8 The Board may restrict the recording of board meetings via camera, camcorder, or other photographic
- 9 equipment when such recording creates a threat to public safety and welfare or impedes the conducting
- 10 of efficient and orderly public meetings.³

11 **REGULAR MEETINGS**

- 12 Regular meetings of the Board shall be held on the fourth Thursday of the month at 6:00 p.m. in the
- 13 Central Office Complex or at a place pre-determined by the Board. The meeting date may be adjusted
- 14 by the Board in order to accommodate board member scheduling conflicts or for other reasons.
- 15 In instances when any regular meeting date falls on a legal holiday, the meeting shall be rescheduled
- 16 by the Chair.

17 **SPECIAL MEETINGS**

- 18 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
- 19 meetings shall be called by the Chair whenever, in the Chair's judgment, the interests of the schools
- 20 require it or when requested to do so by a majority of the Board.⁴
- 21 Only business related to the call of the meeting and details related to agenda items shall be discussed or
- 22 transacted by the Board at a special meeting.

23 **ELECTRONIC ATTENDANCE⁵**

- 24 Absent board members may attend a regular or special meeting by electronic means for certain
- 25 qualifying reasons. The following requirements apply to all electronic attendance, regardless of the
- 26 reason for the absence:

- 27 1. A quorum of the Board shall be physically present at the meeting in order for any board
- 28 member to attend electronically;

1 2. Any board member wishing to participate electronically shall do so using technology that
2 allows the Chair to visually identify the board member; and

3 3. The responsibility for the connection lies with the board member wishing to participate
4 electronically. No more than three (3) attempts to connect shall be made unless the Board
5 chooses to make additional attempts.

6 *Work-Related Absence*

7 A board member may attend a meeting by electronic means if out of the county due to work; however,
8 he/she may only participate electronically two (2) times per year for this reason. The board member
9 shall give the Chair and Director of Schools at least five (5) days' notice prior to the meeting of the
10 board member's intention to participate electronically.

11 *Sickness or Period of Convalescence*

12 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
13 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
14 times per year for this reason.

15 *Inclement Weather or Natural Disaster*

16 A board member may attend a meeting by electronic means due to inclement weather or natural
17 disaster if the schools in the school district are closed; however, he/she may only participate
18 electronically three (3) times per year for this reason.

19 *Family Emergency*

20 *Family Emergency*
21 A board member may attend a meeting by electronic means if there is a family emergency that
22 prevents him/her from attending in person. The absence shall be due to the hospitalization of the board
23 member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother,
24 sister, son-in-law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law,
25 or sister-in-law. The board member may only participate electronically two (2) times per year for this
26 reason.

27 *Military Service*

28 A board member may attend a meeting by electronic means if out of the county due to military service.
29 The board member may participate electronically as often as he/she is able to do so.

Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 28 CFR § 36.202
3. Tenn. Att’y Gen. Op. No. 95-126 (December 28, 1995)
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c); Public Acts of 2023, Chapter No. 350

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802

Cumberland County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Planning	Descriptor Code: 1.701	Issued Date: 08/24/23
		Rescinds: 1.701	Issued: 10/25/18

1 General

2 The Board shall develop and implement a written five (5) year strategic plan that address identified
3 priority needs and provides for continuous student growth and improvement. The plan shall be updated
4 every two (2) years and shall align with requirements of the State Board of Education. ¹ The Director of
5 Schools shall develop any necessary measures to implement this policy. ~~comprehensive, long-range
plans based on the following:~~

6 ~~1. Identifying and analyzing the major factors that affect what and how students learn;~~

7 ~~2. Developing and implementing a written five-year plan to include a mission statement, goals,
8 objectives, strategies, and address the State Board of Education Master Plan, and such plan shall
9 be updated annually;[†]~~

10 ~~3. Establishing annual program improvement objectives, including major activities, expected
11 outcomes, time lines, responsible persons, and required resources; and~~

12 ~~4. Basing major budget decisions on long-range plans.~~

13 BOARD IMPROVEMENT PLAN FOR THE DISTRICT¹

14 The Board shall develop annual plans with specific goals for improving student performance and that
15 operationalize the district's five (5) year strategic plan. This will be incorporated into the TISA
16 accountability report that must be approved by the Board and filed with the Department of Education
17 each November 1st. ²

18 The Board shall plan an annual retreat with the Director of Schools and appropriate staff. The purpose
19 of the retreat shall be to review progress on the implementation of priorities, initiatives, and long-range
20 plans; to determine which goals have been achieved and whether any new efforts are needed; and to
21 review major issues that may affect the school system in the future; and create an annual plan for district
improvement. The Director of Schools shall develop necessary
22 procedures, forms, or other measures to implement the goals of this policy.

23 A planning coordinator may be designated by the Director of Schools to help coordinate system-wide
24 planning efforts, establish and coordinate an issues management process, aid district staff in
25 developing specific plans, and monitor implementation schedules.

26 SCHOOL IMPROVEMENT PLAN¹

27 Each The principal of each school shall work with the Director of Schools to develop and implement a
28 school improvement plan that is student focused and in support of the board improvement plan. The
29 plan shall be updated annually and include areas such as curriculum, instruction,
30 professional development, and community partnerships and address the long-range strategic plan of the
31 school system.¹

Legal References

1. TCA 49-1-613; TRR/MS 0520-01-02-.31(8); State Board of Education Policy 2.101
2. TCA 49-3-112

Cross References

Role of the Board of Education 1.101
In-Service and Professional Learning Opportunities 5.113
Qualifications/Duties of the Director of Schools 5.802

Version Date: August 29, 2023

Cumberland County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date: 03/30/17
		Rescinds: 2.200	Issued: 02/05/04

1 *General*

2 All school system budgets are the operational plans stated in financial terms which describe the programs
3 to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with board policy and contract conditions, to include
9 provisions for:

- 10 • Programs to meet the needs of the entire student body;
- 11 • Staffing arrangements adequate for proposed programs;
- 12 • Maintenance of the district's equipment and facilities; and
- 13 • Efficiency and economy.¹

14 Budget preparation shall be the responsibility of the Director of Schools. The Director of Schools will
15 establish procedures for the involvement of staff, including requests from department heads and
16 principals, all of whom shall seek advice and suggestions from other staff and faculty members.
17 ~~By January 1 of the current year The Director of Schools and the chairman of the board shall develop~~
18 ~~a budget preparation calendar~~ ~~no shall be developed by the Director and Chairman and shall be~~
19 ~~provided to the staff and Board and shall be used by administration as a guide for coordinating the~~
20 ~~budgetary activities of individuals and groups, later than January 1 of the current school year.~~⁴~~The~~
21 ~~calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups,~~
22 collecting budget data, reviewing budget problems, and making budget decisions.

23 ~~The Director of Schools and the chairman shall prepare a budget on forms furnished by the~~
24 ~~commissioner and when the budget has been approved by the Board of Education, will submit it to the~~
25 ~~appropriate local and legislative body.~~

26 ~~The timeline for the budget process shall be as follows:~~

27 ~~The Director shall meet with the chairman on or before March 1 of each year so as to timely prepare~~
28 ~~a proposed budget in accordance with TCA provisions.~~

29 ~~The proposed budget developed by the Director and Chairman shall be provided to the Board of~~
30 ~~Education by March 15 of each year to allow timely review.~~

31 ~~The BOE Budget Committee shall review, develop, and finalize the budget as necessary to provide~~
32 ~~to the Board of Education for approval by April 15th of each year.~~

33 The Board of Education shall develop a proposed budget for the local legislative body on or before
34 April 30th of each year.

35 The proposed budget shall be submitted to the local legislative body on or before May 1st of each
36 year.

37 HEARING AND REVIEWS

38 The proposed budget will be available for inspection by various interested citizens or groups in the office
39 of the Director of Schools.

40 FINAL ADOPTION PROCEDURE

41 The Board shall adopt a proposed budget in accordance with the budget timeline established by the
42 Board and local legislative body county commission.² If a budget timeline is not agreed upon, the board
43 shall submit a proposed budget to the County Commission no later than May 1st.² If the proposed budget
44 is rejected, the board shall submit a revised budget proposal within ten (10) business days after receiving
45 notice of the rejection.⁵

46 Within ten (10) days of adoption of the final budget, the Director of Schools shall file a copy with the
47 Commissioner of Education.³

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19
2. Public Acts of 2016, Chapter No. 1080 (d)(4)
3. TCA 49-2-301(b)(1)(Z); TRR/MS 0520-1-2-.13(2)(a)
4. See TCA 49-2-203(a)(10)
5. Public Acts of 2016, Chapter No. 1080 (d)(5)(B)

Cumberland County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date: 03/30/17
		Rescinds: 2.200	Issued: 02/05/04

1 *General*

2 All school system budgets are the operational plans stated in financial terms which describe the programs
3 to be conducted during the fiscal year beginning July 1 ending June 30 the following year.

4 *Central Office*

5 **PREPARATION PROCEDURES**

6 Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections
7 requiring additional staffing, curriculum modifications, and additional facilities.

8 The budget proposal should be balanced, consistent with board policy and contract conditions, to include
9 provisions for:

- 10 • Programs to meet the needs of the entire student body;
- 11 • Staffing arrangements adequate for proposed programs;
- 12 • Maintenance of the district's equipment and facilities; and
- 13 • Efficiency and economy.¹

14 Budget preparation shall be the responsibility of the director of schools. The director of schools will
15 establish procedures for the involvement of staff, including requests from department heads and
16 principals, all of whom shall seek advice and suggestions from other staff and faculty members. This
shall be completed no later than March 1 of each year. The Director of Schools and the Chairman of the Board
will prepare and review the budget on the appropriate forms furnished by the Commissioner, no later than March
20.

17 The director of schools and the chairman of the board shall develop a budget preparation calendar no
18 later than January 1 of the current school year.⁴ The calendar shall be used as a guide for coordinating
19 the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems,
20 and making budget decisions. Director of Schools will present the budget to the Board of Education no
later than April 1.

21 **HEARING AND REVIEWS**

22 The proposed budget will be available for inspection by various interested citizens or groups in the office
23 of the Director of Schools April 15 – May 1 of each year.

24 **FINAL ADOPTION PROCEDURE**

25 The board shall have a proposed budget in accordance with the budget timeline established by the board
and county commission.² If a budget timeline is not agreed upon, the board shall submit a proposed
budget to the County Commission no later than May 1st.² If the proposed budget is rejected, the board
shall submit a revised budget proposal within ten (10) business days after receiving notice of the
rejection.⁵

- 1 Within ten (10) days of adoption of the final budget, the director of schools shall file a copy with the
- 2 Commissioner of Education.³

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-19
2. Public Acts of 2016, Chapter No. 1080 (d)(4)
3. TCA 49-2-301(b)(1)(Z); TRR/MS 0520-1-2-.13(2)(a)
4. *See* TCA 49-2-203(a)(10)
5. Public Acts of 2016, Chapter No. 1080 (d)(5)(B)

Cumberland County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 04/27/23
		Rescinds: 2.400	Issued: 03/30/17

1 **General**

2 Any money collected by any school shall be documented **with a** **by a written** receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with the
4 school, including contracts with other schools for interschool events. To be included in this accounting
5 are all monies collected from lunchrooms, athletics, entertainments, school clubs, fees, concessions and
6 all fund-raising activities. Each principal shall determine the reconciliation method to be used for all
7 events which require a ticket.¹

~~8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based
9 on the purchase price to the vendor providing the service or item. Resale items not intended to generate
10 a profit shall be determined by the principal.²~~

11 **FEES**

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
13 collected. The school shall not require any student to pay a fee to the school for any purpose, except as
14 authorized by the Board. No fees shall be required of any student as a condition to attend the school or
15 use its equipment.³ ²School fees shall be waived for students who receive free or reduced-price lunches.⁴
16 ³No student will be penalized for nonpayment of any materials fee.

17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited in the
19 school bank account. The principal shall report the collections and pay the Board by school check.⁵⁴

20 **FINES**

21 A student will be held responsible for the cost of replacing any materials or property which the student
22 loses or damages,⁶ including textbooks, library books, equipment, and buildings. All money collected as
23 fines shall be placed in the system-wide school fund.

24 **TUITION INCOME**

25 Tuition collected from nonresident students shall be placed in the system-wide school fund.

1 RENTAL INCOME

2 The principal will collect and remit to the central office all money received for use of a particular school
3 facility or other school property.

4 GRANTS

5 Grants for educational purposes made available by the state and/or federal government may be sought
6 by the school ~~with the Director's or designee's consent if~~ **district but only when** conditions of their
7 availability are in harmony with the purposes and policies of the Board and the laws of the state and
8 county. ~~Grant applications and budgets require Board approval prior to submission, if in-kind funds or~~
9 ~~matching funds are required. Awarded grants and their proposed budgets require Board approval prior to~~
10 ~~grant acceptance.~~ **Principals may apply for and receive grants, but Funds must** shall be recorded in a
11 separate restricted fund account.⁷⁴

12 COLLECTION OF FUNDS THROUGH ONLINE PAYMENT⁶

13 Approved district staff may utilize **EMS LINQ** for electronic transactions. The Director of
14 Schools/designee shall determine when this type of transaction may be utilized on a case-by-case basis.
15 At the individual school level, the principal shall oversee the collection of funds and submit a plan that
16 includes the following:

- 1** Adequate supporting documentation for the electronic collection method including a plan to provide a total daily receipt summary;
- 2** Methods of providing receipts to payers;
- 3** Information on maintaining and inspecting any voided receipts; and
- 4** How daily electronic collections shall be reconciled with the total daily receipt summary and who will be assigned to complete this task.

17 Processing fees for these transactions [**select "shall" or "shall not"**] be charged.

18 The Director of School/designee shall establish adequate internal controls to ensure compliance with the *Tennessee Internal School Funds Manual*.

Legal References

1. TCA 49-2-110(a) *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-4
2. ~~TCA 67-6-102 (77) (79)~~; TCA 49-6-3001(a); TCA 49-2-110 (c)
3. ~~TCA 49-6-3001(a); TCA 49-2-110(c)~~ TCA 49-2-114
4. ~~TCA 49-2-114~~ *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-37
5. ~~Tennessee Internal School Uniform Accounting Policy Manual; Section 4-40~~ TCA 37-10-101, 102
6. ~~TCA 37-10-101, 102~~ *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-8
7. ~~Tennessee Internal School Uniform Accounting Policy Manual; Section 4-39~~

Cross References

Fundraising Activities 2.601
Student Activity Fund Management 2.900
Food Service Management 3.500
Textbooks and Instructional Materials 4.400
Compensation Guides & Contracts 5.110
Attendance of Nonresident Students 6.204
Student Fees and Fines 6.709

Cumberland County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 07/27/23
		Rescinds: 2.601	Issued: 09/26/19

1 General

2 The following guidelines shall be followed:1

3 1. ~~All school-wide~~ fundraising activities shall be ~~approved~~ **authorized** by the board and **shall** be for
4 the purpose of supplementing funds for established school programs and not for ~~supplementing~~
5 **replacing** funds, which are the responsibility of the Board.

6 2. Fundraising companies and other salespersons shall obtain permission in writing from the
7 Director of Schools' office in order to visit the schools.

8 3. Any commission payable by companies shall be paid in the form of reduced prices to the
9 students or paid into the activity fund of the school for use by the school. No school employee
10 shall personally benefit from any fundraising activity.

11 4. The principal **shall** ~~must~~ obtain written approval from the **Director of Schools/designee Board**
12 **of Education** for all fundraising activities, including online fundraising activities that involve the
13 participation of the general student population in the marketing process of the fundraising effort.
14 All other fundraising activities, including online fundraising activities, ~~must~~ **shall** have written approval
15 from the principal and ~~the Director of Schools as well as~~ comply with all administrative procedures
16 issued by the Director of Schools. The authorization request shall contain the following information.2

17 a. A list of the proposed fundraising activities;

18 b. Purpose of the fundraising activity;

19 c. Proposed uses of funds raised;

20 d. Expected student involvement in fundraising activity: (**school-wide, individual class, or club**

21 ~~Not to include school pictures and/or yearbook sales.~~) **and**

22 **e. Margin of profit and how it is to be paid to the school.**

23 ~~i. school-wide or individual class or club; and~~

24 ~~ii. one (1) general school-wide; and~~

25 ~~iii. one (1) PTO school-wide fundraiser are authorized per school year.~~

26 **e. Margin of profit and how it is to be paid to the school. A minimum of 40% profit is**
27 **required for all fundraising activities.**

1 5. The Director of Schools shall determine whether or not the activity will benefit the school, con-
 2 tribute to the welfare of the student body, and supplement, **not replace**, funds necessary to fulfill
 3 the Board's required contributions.

4 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
 5 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

6 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
 7 who do not participate in fundraising activities shall not be punished or discriminated against in
 8 any way.

9 ~~8. Individual participating students may accept awards and/or incentives given by the vendors.~~

10 ~~9. Group reward activities for a successful fundraiser shall include all students whether they~~
 11 ~~participated or not.~~

12 This policy shall not be construed as preventing a teacher from using instructional or informational
 13 materials even though the materials might include reference to a brand, a product, or a service.

14 **LOTTERIES**

15 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
 16 among purchasers of chances by means of tickets through a random selection process.³

17 **ONLINE FUNDRAISING¹**

18 ~~Individual schools may establish school-wide~~ The school district is authorized to use online
 19 fundraising(e.g., crowdfunding). The Director of Schools/designee shall ensure that adequate internal
 20 controls are established and will determine, on a case-by-case basis, when using online fundraising is
 21 appropriate. accounts. The accounts must meet all
 22 fundraising requirements established by the board and the *Internal School Uniform Accounting Policy*
 23 *Manual*. The principal/designee of each school shall have access to the established fundraising account
 24 to ensure all funds are properly accounted for, and the information is recorded in the school's
 25 accounting records by the designated personnel. Online fundraising shall not be used on behalf and for
 26 the benefit of an outside party.

27 Employees shall not engage in online fundraising for educational purposes in their official capacity as a
 28 district employee nor make any reference to non-school sponsored fundraisers, online or otherwise, that
 29 would lead another to believe such activity is an approved school fundraiser. Online fundraising shall not be
 30 used on behalf and for the benefit of an outside party.

31 *Individual Schools*

32 Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all
 fundraising requirements established by the Board and the *Tennessee Internal School Uniform Accounting*
Policy Manual. The principal/designee of each school shall have access to the established fundraising
 account to ensure all funds are properly accounted for, and the information is recorded in the school's
 accounting records by the designated personnel.

33 **FUNDRAISING FOR NON-EDUCATIONAL PURPOSES⁴**

34 On approval of the principal, an employee may be authorized to raise and use funds for the following
35 non-educational purposes:

- 36 1. Bereavement support;
- 37 2. Award recognition;
- 38 3. Employee morale;
- 39 4. Banquets; or
- 40 5. Other situations at the principal's discretion.

41 These funds shall be derived from vending machine revenue, donations, and/or fundraising
42 activities such as blue jean days, lunch tickets, etc.

43 The Director of Schools shall develop administrative procedures regarding the receipt,
44 disbursement, accounting, and auditing of these non-educational funds. The Director of Schools
45 shall ensure that the procedures are consistent with board policy and state law and disseminate
46 them to all employees.

47 **RECORDKEEPING¹**

48 **The Director of Schools/designee shall ensure that the appropriate records are maintained for each**
49 **fundraising activity and shall be responsible for collecting and maintaining the appropriate documents**
50 **that show the approving, tracking, and monitoring of each fundraising from beginning to end.**

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-~~32~~ 28
3. Tenn. Att'y Gen. Op. No. 03-049 (Apr. 22, 2003)
4. TCA 49-2-134

Cross References

Revenues 2.400
School Support Organization 2.404
Audits 2.703
Vendor Relations 2.809
Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605
Gifts 6.710

Cumberland County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Debit Cards, Credit Cards, & Credit Lines	Descriptor Code: 2.8051	Issued Date: 04/27/23
		Rescinds: 2.8051	Issued: 02/23/17

1 General

2 District **debit and** credit cards shall be maintained by the Director of Schools/designee through procedures
3 developed and maintained in the district office for the purchase of appropriate goods and services for
4 district or school related purposes only¹. The **debit and** credit card will be kept in a secure location and the
5 account number will remain confidential. **Principals shall be the only employees authorized to apply for a**
6 **credit card on a school's behalf.**

7 The Director of Schools or designee shall review and approve card transactions. Purchases which are
8 not approved by the Director of Schools or the Finance Director will be reimbursed to the district
9 within 10 days of notification.

10 AUTHORIZED USE

11 **Debit card use shall be limited to small incidental purchases and may not be used for normal operating expenditures.**

12 **Credit cards may be used for transactions in which the use of a standard purchase order is either impossible**
13 **or would result in a delay of the delivery of goods or services during an emergency. Credit cards may also be**
14 **used to facilitate out-of-town travel for official business.**

15 Card users shall be held accountable for appropriate use of **debit and** credit cards/**credit lines**. Unauthorized
16 use of a **debit card**, credit card or credit line shall be grounds for disciplinary action, including termination of
17 employment. Cash advances using district credit cards are prohibited.

18 Any school employee that purchases items with the **debit card**, credit card or any approved credit line **shall**
19 **must** follow the **procedures guidelines** outlined below:

20 **Original** Receipts for each purchase **must** **shall** be turned into bookkeeper within (3) three working
21 days of purchase.

22 If the credit card is used to pay for a conference or training, a copy of the registration form
23 must be turned in.

24 The bookkeeper or a separate employee must check off on purchases and the physical inventory
25 that is purchased.

26 All purchases must be district or school related purchases.

24 If there is any incurred finance or late charges, the responsibility will belong to the person or
25 program associated with said charges.
26

27 Under no circumstances will the **debit card**, credit card/credit line be used to make personal purchases.

~~28 — School level credit cards and credit lines must be approved by the principal of the school and the
29 — Director of Schools or designee.~~

~~30 — If the credit card or credit line requires personal guarantee or responsibility, the principal will be
31 — responsible to provide this information.~~

~~1 — School level credit cards and credit lines must follow above district procedures and also procedures
2 — included in the Tennessee Internal School Accounting Policy Manual Section 4.[†]~~

~~3 — At any point that abuse is suspected, the Director of Schools or designee shall have full ability to close
4 — or disable any or all accounts at an individual school until an investigation can be completed.~~

Legal References

1. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8; **Section 4-11 through 4-13**

Cross References

Executive Committee 1.301
Purchasing 2.805
Purchase Orders and Contracts 2.808

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 01/26/23
		Rescinds: 4.301	Issued: 07/22/21

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
3 of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student
4 athletes shall only be allowed to participate in athletic activities or events that align with the student's sex
5 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
6 parent/guardian to provide the student's original birth certificate prior to participation in any
7 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's
8 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the
9 student's sex at birth.

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

15 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
16 of High School athletics.³ [Bylaws of the Tennessee Middle School Athletic Association shall regulate the operation and control of all Elementary/Middle school athletics. The Cumberland County Athletic Manual will serve as standard operating procedures for elementary and middle school athletics.](#) The Director of Schools shall develop a code of conduct
19 for all coaches to follow in order to ensure the health and safety of athletes.⁴

~~21 The Cumberland County Schools Athletic manual shall regulate the operation and control of Middle
22 School and Elementary Athletics.~~

23 INSURANCE & PHYSICAL EXAMINATIONS

24 In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must
25 provide proof of independently secured catastrophic coverage and liability coverage, with the school
26 system as a named insured, of not less than the limits set forth in State law.⁵ It shall be the
27 responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all
28 students participating in interscholastic athletics.

29 Prior to participation in interscholastic athletics, every student must complete an annual physical
30 examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of
31 the examination, and these records shall be on file in the principal's office.

32 In order to create a drug-free educational and athletic environment and to limit the potential liability
33 for the schools as a result of injury or health problems arising from substance abuse, the Board
34 authorized drug testing for students who participate in extracurricular activities.

1 Students in grades 7 through 12 who desire to participate in extracurricular activities are subject to
2 random selection for mandatory substance screening. The drug testing program is not punitive, but is
3 designed to create a safe, drug-free environment for students involved in extracurricular activities and
4 assist them in getting help when needed.

5 SCHEDULING CONFLICTS

6 No principal or teacher of any school under the control of the Board shall dismiss his/her school or any
7 group of students for the purpose of attending the practice of any interscholastic sport during the school
8 day without written permission from the Board.⁷ This does not prevent regular physical training lessons
9 in the daily school program.

10 Students shall not be required to attend a school athletic event or event related to participation on a school
11 athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday.
12 The student's parent/guardian shall notify the coach in writing three (3) full school days prior to the
13 event.⁸

14 SEVERE WEATHER

15 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
16 playing conditions of the interscholastic sport.⁴ Severe weather includes, but is not limited to, thunder,
17 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
18 discussed with all players, coaches, and officials, if applicable.

19 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
20 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
21 receive training on activity modifications based on environmental conditions.

22 PROHIBITION AGAINST HAZING

23 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
24 tolerate hazing activities.⁹

Legal References

1. 34 CFR § 106.41 20 USCA § 1681 et seq.
2. Public Acts of 2021, Chapter No. 40
3. ~~TRRMS 0520-01-03-.08(2)(b)~~
Repealed
4. Public Acts of 2021, Chapter No. 272
5. TCA 29-20-403
6. 20 USCA § 1232H © TRRMS 0520-01-13.01 (1)(a)
7. TCA 49-6-1002(a)
8. TCA 49-6-1002(c)
9. TCA 49-2-120

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Cumberland County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 12/01/22
		Rescinds: 4.603	Issued: 03/05/13

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student's IEP and or/504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9 2. Results of local assessments, screening or monitoring tools;
- 10 3. State assessments, as applicable;
- 11 4. Home Literacy Reports;³
- 12 5. Overall academic achievement of the student;
- 13 6. Likelihood of success with more difficult material if promoted to the next grade;
- 14 7. Attendance record; and
- 15 8. The student's maturity.

16 Students may be identified for retention after the February 1st deadline if the delay in identifying a student
17 is due to:⁴

- 18 1. Date of enrollment; or
- 19 2. Additional information acquired after results of local assessment, screening or monitoring are
20 released.

21 **PROMOTION PLANS⁵**

22 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
23 fifteen (15) calendar days and an individualized promotion plan shall be developed to help the student
24 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504

1 team, if applicable, and may also include input from the student’s parent(s)/guardian(s), school
2 counselor, or other appropriate school personnel.

3 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
4 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
5 and be tailored to the student’s learning needs. Promotion plans for the students in third and fourth grade
6 will include additional requirements for promoting students in these grades. A copy of the plan will be
7 provided to the student’s parent(s)/guardians(s), and the school shall offer the opportunity for a parent-
8 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
9 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
10 promotion plan.

11 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
12 promoted to the next grade level unless retention is required per additional requirements for students in
13 third and fourth grade.⁶

14 If a student has not demonstrated sufficient academic progress according to his/her promotion by the end
15 of the school year, the student shall be eligible to enroll in a summer reading or learning program, if
16 available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days
17 prior to the start of the next school year if the student was enrolled in summer program. However, if the
18 student wasn’t enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision
19 for retention at least thirty (30) calendar days prior to the start of the next school year.

20 **RETENTION⁶**

21 A student may be retained when such retention is in the best interest of the student or when retention is
22 required per additional requirements for students in third and fourth grade.

23 *Decision of Retention-General⁸*

24 If a student is retained, the Director of Schools/designee shall develop an individualized academic
25 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
26 the plan shall be provided to the student’s parent(s)/guardian(s) within ten (10) calendar days of its
27 development. This plan shall include at least one of the following strategies:

- 28 1. Adjustment to the current instructional strategies or materials;
- 29 2. Additional instructional time;
- 30 3. Individual tutoring;

- 1 4. Modification to the student’s classroom assignment to ensure the student receives instruction
2 from a teacher with a level of overall effectiveness of above expectations (level 4) or significantly
3 above expectations (level 5); or
4 5. Attendance or truancy interventions.

5 A student shall not be retained more than once in any grade. The progress of students who are retained
6 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the school
7 year in which the student is retained. The Director of Schools shall develop procedures to ensure
8 appropriate recordkeeping of students who are retained.

9 *Decision of Retention- Third Grade*⁹

10 Third grade students shall not be promoted to the next grade unless they are determined to be proficient
11 (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts (ELA)
12 based on the student’s most recent TCAP test.

13 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 14 1. A student in third grade receiving a performance level rating of “approaching” on ELA
15 portion of the student’s most recent TCAP test may be promoted if:
 - 16 a. The student is an English language learner and has received less than two (2) full
17 years of ELA instruction;
 - 18 b. The student was previously retained in grades K-3;
 - 19 c. The student is retested before the next school year and scores proficient in ELA;
 - 20 d. The student attends a learning loss bridge camp before the next school year, maintains
21 a ninety percent (90%) attendance rate, and demonstrates adequate growth on the
22 post- test at the end of the camp; or
 - 23 e. The student receives tutoring for the entirety of the next school year in accordance
24 with state law.
 - 25 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
26 ELA standards by scoring within the fiftieth percentile on the most recently administered
27 state-provided benchmark assessment and the district provides tutoring services to the
28 student during the entire fourth grade school year and notifies the student’s
29 parent/guardian, in writing, of the benefits of enrolling the student in summer
programming.
- 30 2. A student in third grade receiving a performance level rating of "below" on the ELA
31 portion of the student's most recent TCAP test may be promoted if:

- 32 a. The student is an English language learner and has received less than two (2) full years
33 of ELA instruction;
- 34 b. The student was previously retained in grades K-3;
- 35 c. The student is retested before the next school year and scores proficient in ELA; or
- 36 d. The student attends a learning loss bridge camp before the next school year, maintains
37 a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the
38 next school year in accordance with the state law.

39 *Decision of Retention-Fourth Grade*⁹

40 Students in the following categories shall show adequate growth in the following ways before
41 being promoted to the fifth grade:

- 42 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety
43 of the next school year in accordance with state law or because of attending a learning
44 loss bridge camp must maintain a ninety percent (90%) attendance rate; and
- 45 2. A student receiving tutoring for the entirety of the next school year in accordance with
46 state law shall be required to show adequate growth on the fourth grade ELA portion of
47 TCAP before the student may be promoted to fifth grade.

48 A student shall not be retained more than once in fourth grade.

49 *Decision of Retention-Students with Disabilities*¹⁰

50 Retention and promotion decisions shall be made on a case-by-case basis and in consultation
51 with the student's IEP and/or 504 team to determine whether the student's performance on the
52 ELA portion of TCAP was due to the student's disability. The school district shall not retain a
53 student with a disability or a suspected disability that impacts their ability to read.

54 **APPEALS**¹¹

55 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the
56 decision to retain the student and provided with information on the right to appeal the
57 decision. Appeals shall be made to a committee appointed by the principal within 10 business
58 days. The student and his/her parent(s) /guardian(s) shall be provided written or actual notice
59 of the appeal hearing and shall be given the opportunity to address the committee. The
60 committee shall conduct a hearing within 10 business days to determine if the student will be
61 promoted and issue such decision with 10 business days. Upon notification of the committee decision,

62 the principal shall send written notification to the Director of Schools/designee and the
63 parent(s)/guardian(s). The notification shall advise parent(s)/guardian(s) of their right to appeal such
64 action within 10 business days to the Director of Schools/designee.

65 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
66 decision shall be issued within 10 business days. Within five (5) business days of the Director of
67 Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the
68 Board, and the Board shall review the record.

69 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
70 The action of the Board shall be final.

71 For students where retention is required per the additional requirements for students in third and fourth
72 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
73 accordance with state law.¹

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| 1. 20 USCA § 1400 <i>et seq.</i> ; 29 U.S.C. § 794 (Section 504); TRR/MS 0520-01-03-.16; TCA 49-6-3115 | Credit Recovery 4.210 |
| 2. TRR/MS 0520-01-03-.16(5) | Grading System 4.600 |
| 3. TCA 49-1-905(e) | Reporting Student Progress 4.601 |
| 4. TRR/MS 0520-01-03-.16(4) | Attendance 6.200 |
| 5. TRR/MS 0520-01-03-.16(6) | Student Assignments 6.205 |
| 6. TRR/MS 0520-01-03-.16(6)(f) | Homeless Students 6.503 |
| 7. TRR/MS 0520-01-03-.16(6)(e) | Student Records 6.600 |
| 8. TRR/MS 0520-01-03-.16(6)(g) | |
| 9. TRR/MS 0520-01-03-.16(7) | |
| 10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 <i>et seq.</i> ; TRR/MS 0520-01-03-.16(7)(e) | |
| 11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1) | |
| 12. TRR/MS 0520-01-03-.16(7)(f) | |

Cumberland County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: County-Wide Employee Dress Code	Descriptor Code: 5.6001	Issued Date: 04/27/23
		Rescinds: 5.6001	Issued: 04/23/15

1 School Level and Central Office Personnel

2 Employees (professional and paraprofessional) are expected to present a neat, clean appearance in order
3 to project a professional image to students, fellow employees and the public. The following clothing
4 is considered acceptable in the projection of this professional image during regular school hours.

- 5 a. Suits, sportcoats or blazers.
- 6 b. Dress slacks, casual slacks or pantsuits.
- 7 c. Dress shirts and blouses (with or without collars), collared pullover style shirts,
8 turtlenecks, sweaters, cotton knit pullover blouses and sweater sets. Sleeve length, vests
9 and neckties are optional.
- 10 d. Dresses and skirts for female employees. **All** are to be worn no higher than three (3) inches
11 above the middle of the knee.
- 12 e. Clothing that would exhibit bare shoulders is not permitted.
- 13 f. Shorts **are only permitted** for employees involved in athletic or physical education
14 instruction and only in the immediate area where the instruction is conducted. The employee
15 will be required to change into other approved apparel when departing that area.
- 16 g. Nylon "running style" suits are considered professional dress only for physical education
17 and wellness teachers.
- 18 h. Denim jeans may be worn while on extracurricular duty such as ballgames.

19 Career and Technical Education teachers with shops or lab areas will be permitted to wear industry-
20 approved clothing that meets all necessary safety requirements to include lab coats, aprons, jeans,
21 scrubs, chef coats, gloves, and helmets along with other personal protective clothing in accordance
22 with course appropriateness.

23 The following types of clothing are otherwise specifically prohibited except on casual days: All denim
24 jeans, shorts, skorts, cotton sweat suits, tee shirts and nylon "running style" suits.

25 As on regular workdays, principals have the final say concerning appropriate attire on Casual Day,
26 which will be every payday.

27 Special dress days may be designated by the principal to include but not limited to the following
28 examples: Field days, picture days, school spirit days, etc. Employees are encouraged to participate
29 accordingly.

1 Other Employees

2 Other system employees are currently required to wear uniforms as part of their normal duties. The
3 following employees are not impacted by the clothing aspects of this dress code: custodians, maintenance
4 technicians, transportation mechanics and food service personnel. Health Services personnel will
5 continue to wear appropriate nursing attire. Bus drivers are not currently required to wear uniforms
6 and are expected to maintain a professional appearance.

7 All Employees

8 Failure to personally adhere to the provisions of this dress code or to enforce it when authorized, shall
9 result in the following consequences:

10

11 **a. First violation:** Written reprimand placed in personnel file. If violation is determined to be
12 flagrant, the employee will be sent home to change.

13 **b. Second violation:** Three (3) day suspension without pay.

14 **c. Third violation:** Will be considered an insubordinate act resulting in termination.

15