

**Regular Meeting of the Trousdale County Board of Education**

December 18, 2014, 5:30 PM  
Trousdale County Board of Education  
103 Lock Six Road  
Hartsville, TN 37074

Attendance Taken at 5:34 PM:

Present Board Members:

David Crabtree  
Anthony Crook  
Denice Jackson  
Mary Helen McGowan  
Regina Waller

**1. AGENDA:**

- 1.a. **Call to Order** - Regina Waller, Chairperson
- 1.b. **Invocation** - Clint Satterfield, Director of Schools
- 1.c. **Pledge of Allegiance** - David Crabtree, Board Member
- 1.d. **Invitation to audience to address items on the Agenda**

**1.e. Approval of the Agenda for December 18, 2014**

Approval of the December 18, 2014, Agenda passed with a motion by Mary Helen McGowan and a second by David Crabtree.

David Crabtree	Yes
Anthony Crook	Yes
Denice Jackson	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

**2. CONSENT AGENDA:**

**2.a. Approval of Consent Agenda for December 18, 2014**

**Approval of the December 18, 2014, Consent Agenda** passed with a motion by Anthony Crook and a second by Denice Jackson.

David Crabtree	Yes
Anthony Crook	Yes
Denice Jackson	Yes
Mary Helen McGowan	Yes
Regina Waller	Yes

**2.b. Approve Minutes from November 20, 2014**

**2.c. Approve Executive Decision Food Service Salary**

Due to the resignation of the Food Service Field Supervisor, the position of Field Service Supervisor is abolished and replaced with a full-time Substitute Cook which shall be paid at a rate of \$7.55 per hour.

<b>Trousdale County Board of Education</b>			
Monitoring:  <b>Review: Annually, in January</b>	Descriptor Term:  <b>Payroll Procedures</b>	Descriptor Code:  2.802	Issued Date:  <b>12/18/14</b>

If the end of a pay period falls on a non-working day, employees will be paid on the last working day prior to the end of the pay period.

Payroll procedures shall be as follows:

- 1- All certified **and support** personnel shall be paid ~~in~~ **bi-monthly over 12 months on the 1<sup>st</sup> and 15<sup>th</sup> of each month.** ~~twelve (12) month installments.~~
- 2- All **substitutes shall be paid once per month on the 15<sup>th</sup>.** ~~support personnel shall be paid twice each calendar month for which they are employed.~~

No advance payments of salary shall be made. Upon resignation or retirement of school personnel, final salary payment shall be withheld until all records and assets in custody of the employee are satisfactorily transferred to his successor or another designated person.

Specific approval by the Board is required for payroll deductions, except as otherwise provided by law.

***Bonus Payments (Non-certified Employees)***

**Bonus payments shall be awarded for all positions working a minimum of 180 days per year. The positions include: Secretaries, Bookkeepers, Bus Drivers, Cooks, Custodians, and Educational Assistants.**

**Bonus payments shall be awarded twice per year: 1) end of the first semester and by December 15, and 2) end of second semester and prior to June 30.**

**The employee must have completed 80% of the time worked within the bonus period and be in good standing (not have served a suspension during the bonus period) in order to receive a bonus.**

***Bonus Payments (Certified Employees)***

**Bonus payments shall be for certified employees that participate in the district's Alternative Compensation Plan that is approved annually by the Board.**

**Bonus payments shall be awarded in the first semester of the subsequent school year at a time when all summative teacher, school and district data becomes available and has been analyzed to determine appropriate payments.**

**2.e. Policy Revision - 5.106 Application and Employment**

<b>Trousdale County Board of Education</b>			
Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Application and Employment</b>	Descriptor Code: <b>5.106</b>	Issued Date: <b>12/18/14</b>
		Rescinds:	Issued: <b>12/09/99</b>

**APPLICATION**

An individual desiring a position with the Board shall make application to the director of schools on forms approved by the Board. <sup>1</sup> In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records checks and fingerprinting of applicants for teaching positions and any other employee who has proximity to children.

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution.

Any costs incurred by the Tennessee Bureau of Investigation in conducting such investigations of applicants shall be paid by the applicant the first time such applicant applies for a position with the Board. The Board shall reimburse the applicant if the applicant accepts a position as a teacher. Substitute teachers, school maintenance employees, food service and transportation employees shall be reimbursed for criminal history checks and fingerprinting.<sup>2</sup>

**The Board shall payroll deduct the costs of all criminal history checks and fingerprinting of all employees that work less than ninety (90) days with the Board after accepting employment with the Board.**

The Board assigns to the director of schools the duty to conduct thorough background checks and to advise all applicants that all hiring decisions are contingent upon satisfactory background check results.

**2.f. Web-based Time Management System**

Due to time keeping regulations associated with Affordable Health Care, the Board will purchase the web-based time management system by TimeClock Plus for \$8,573.75 to replace the present punch card system.

### **2.g. Allocate Utrust Mini-grant Funds**

Approve Utrust Mini-grant funds of \$8,900 to purchase READY for Kindergarten Reading Kits. Early pre-kindergarten literacy is an instrumental component in reaching the district's 90% Reading Goal by 2022.

### **2.h. Elementary School Student Release Plan**

Approve change in the afternoon release of students at Trousdale County Elementary School. The plan will now require parents to pick-up students by entering from the Sam Beasley Road entrance. Students will be released to parents by an identification placard system so that parents will not be exposed to inclement weather as associated with the present student release protocol. The present morning bus and parent student drop off protocol will be unchanged. The new afternoon student release will begin as soon as new equipment and training has been effectively implemented.

### **2.i. School District Internet Provider**

Approve Educational Networks of America (ENA) to provide 100 Mb IA / 100 Mb WAN Internet service for a five year contract period of 2015-2020 for \$16,980 annually.

### **2.j. Annual Review of Board Policies - Support Services 3.100 - 3.602**

## **3. PRINCIPAL'S REPORT**

**3.a. Elementary School** - Mr. Kerr informed the Board that the school had been conducting 2<sup>nd</sup> Nine Week Benchmarking and would have to provide some make-up opportunities in January due to a lot of student sickness where the school was experiencing between 60-70 absences per day. Mr. Kerr emphasized the importance of using comparison benchmark results to make instructional decisions and also to provide guidance as to how the school would use the results for the school's student incentive and recognition program that focuses on student gains or growth.

Mr. Kerr recognized Ms. Sarah Turner for the most recent performances of the Singer's Club and the Kindergarten Christmas program. Mr. Kerr stated that Ms. Turner has improved and expanded an excellent program that was previously established by Ms. Preiser, the previous music teacher. Mr. Kerr stated that the high school auditorium enhanced the Christmas program, and he thanked Ms. Dickerson for allowing the elementary school to use the high school auditorium. Mr. Kerr stated that he hoped to hold the Christmas program at the auditorium in future years. Mr. Kerr stated that all the students are anxious to begin their afternoon Christmas parties tomorrow afternoon.

**3.b. Middle School** - Mr. McCall reiterated the schools process in conducting benchmark testing that counts 25% of a student's nine weeks grade. Mr. McCall stated that the school had not experienced a lot of illness until this week and he praised the work that Ms. Patricia Frillman, school nurse, does communicating with parents. Mr. McCall stated that she is very proactive in preventing the spread of diseases. Mr. McCall informed the Board about the most recent sixth grade field trip to the State Capitol and the annual 8<sup>th</sup> grade field trip to Volunteer State Community College that kicks-off students' career preparation. Mr. McCall announced that the middle school won the annual Rotary Food Drive beating out the elementary and high schools. Mr. McCall informed the Board that the last basketball game is January 5<sup>th</sup> with the tournament beginning on January

14. He informed the Board concerning the progress of starting up the middle school baseball and softball teams that will begin this spring.

**3.c. High School** – Ms. Dickerson stated that the high school had been conducting both benchmark assessments and mid-term exams. She announced that the school would be holding an Ugly Sweater contest for both student and teachers tomorrow with prizes and awards. Ms. Dickerson praised the school spirit at the most recent home basketball game. Ms. Dickerson informed the Board about Goodwill Church, Farm Bureau and an anonymous donator’s efforts to provide Christmas for needy students at the high school. Ms. Dickerson stated that the school will be conducting the mock ACT on January 22 and that teachers are presently reviewing benchmarks with students. Ms. Dickerson stated that she likes giving mid-term exams to students in order to help prepare them for college testing and assessments.

**3.d. High School Student Board Representative** – Alivia Garcia reported the success of the Christmas band concert on Tuesday and the Beta Club’s sponsoring of grandparents at the nursing home. Alivia reported that the Interact Club sponsored Christmas for Kids.

**4. DIRECTOR'S REPORT:**

**4.a. Employment Notifications**

Wray, Evelyn	Transfer to Title I Reading Teacher
Harper, Jill	Transfer to Title I Reading Coach
Wray, Evelyn	Resignation, Title I Reading Teacher
Hendrickson, Shannon	Resignation, Speech Teacher
Crook, Samantha	Resignation, Substitute Cook
Brewster, Stacy	Substitute Teacher
Crook, Julie	Full-time Substitute Cook
Goolsby, Deona	Substitute Teacher & Cook
Henderson, Scott	Substitute Teacher
Hickman, Annie	Substitute Cook
Pippin, Ashley	Substitute Teacher
Turner-Moore, Barbie	Substitute Teacher

**4.b. Academic Goals & Updates** – Mr. Satterfield informed the Board that the Governor had appointed Dr. Candice McQueen as the new Commissioner of Education, who will assume the position on January 20, 2015. Mr. Satterfield stated that he had worked with Dr. McQueen through SCORE and Libscomb University where she presently serves as Dean of Education. Mr. Satterfield stated that he had already participated in a conference call with Dr. McQueen and expected Dr. McQueen to be progressive and supportive of the new Tennessee State Standards and aligned assessment named (TNReady).

Mr. Satterfield updated the Board on the new TN Ready Assessments for ELA and Math that will begin in school year 2015-16. The assessments will measure Reading and Math proficiency in grades 3-12 through an on-line platform by Measurement Incorporated called MIST, which is the same company that presently administers the State Writing Assessment. The new assessment will be in two parts with the first part incorporating writing through open ended response and evidence-based simulation responses with the second part using multiple choice

and technology enhanced items for which students may be more familiar. Both parts one and two will be combined to yield one summative student score which will be used to determine if students are on track for college and career ready academic work. Mr. Satterfield stated that he believes that the district is making good progress toward transitioning to the new standards.

Mr. Satterfield reiterated the Principals' focus and emphasis on the upcoming benchmarks as well as the formation of a 90% Reading Goal Committee as part of the district 90% Reading Goal. Mr. Satterfield outlined the initial work with the Gates Foundation for innovative professional development called iPD. Mr. Satterfield emphasized the importance of high quality professional development to ensure high quality instructional practices that result in increased student successes. Mr. Satterfield stated that Jennifer Cothron would serve as the iPD leader and that her work would begin with the formation of a steering committee and professional development readiness survey. Although the district already employs professional learning communities, video technology, technology enhanced teacher feedback, and instructional coaching, the goal is to maximize the effectiveness of on-going job-embedded professional development that is the most effective for teachers.

Mr. Satterfield announced the district's collaborative effort with Vol-State, the P-16 Committee and Sumner County to provide the first 8<sup>th</sup> grade College and Career Fair on May 14, 2014. Additionally, Mr. Satterfield updated the Board about the upcoming district-wide practice writing assessment for the week of Jan. 12-16. Mr. Satterfield stated that the practice assessment would be on-line using the same MIST electronic platform that will be used for the State Writing Assessment later in February. Mr. Satterfield reiterated the importance of effective student writing in preparation for college and career readiness as well as for student reading comprehension.

**4.c. Project Updates** - Mr. Satterfield reminded the Board that the car placards along with new entrance signs and parking lot striping would have to be completed prior to beginning the new afternoon student release at the elementary school. Mr. Satterfield stated that all the light poles had been recently set at the baseball field but the that lights would have to be wired prior to the spring. Mr. Satterfield stated that no payments had been issued to Reynolds Electric at this time. Additionally, Beasley Construction had begun grading the bus garage site because they had encountered some unseasonably good weather.

Mr. Satterfield announced that the State Comptroller had just completed the Audit Report Ending June 30, 2014, with no findings for the fourth consecutive year. Mr. Satterfield praised the performance of Finance Director Angie Williams for the district's audit success.

**5. OLD BUSINESS:**

**6. NEW BUSINESS:**

**6.a. Approve Stellar Therapy for Speech Pathology Services**

Approval of Stellar Therapy Services Contract to provide speech services at a rate of \$65.00 per hour for four days per week passed with a motion by Mary Helen McGowan and a second by David Crabtree.

David Crabtree	Yes
Anthony Crook	Yes
Denice Jackson	Yes

Mary Helen McGowan            Yes  
Regina Waller                    Yes

**7. Account Analysis**

**8. Vendor Checks**

**9. Expenditures & Encumbrances**

**10. ADJOURN**

**Motion to adjourn** passed with a motion by Anthony Crook and a second by Denice Jackson.

David Crabtree                 Yes  
Anthony Crook                  Yes  
Denice Jackson                 Yes  
Mary Helen McGowan            Yes  
Regina Waller                   Yes

---

Chairperson

---

Superintendent