

SMITH COUNTY BOARD OF EDUCATION  
BOARD MINUTES

The Smith County Board of Education met at 5:00 p.m. on Tuesday, September 18, 2018, at the Smith County Board of Education. Chairman Brian Smith provided the invocation and led the Pledge of Allegiance to the American Flag.

Present: Tommy Manning Ricky Shoulders Marty McCaleb Robin Moore  
Scotty Lewis Joe Taylor David Apple Brian Smith

Barry Smith – Superintendent

Gina Morris – Supervisor

Jacky Bellar/Jamie Winkler – School Board Attorneys

Mr. Brian Smith, Chairman of the Board, welcomed all visitors and called the September meeting of the board to order.

The following administrators reported to the Board for back to school updates: Mr. Shane Vaden-Gordonsville High School and Mr. Tim Towns-Smith County High School.

On behalf of the Smith County Board of Education, Human Resource Manager Traci Bratcher, Director Barry H. Smith and members of the board honored teachers who retired during the 2017-2018 school year: Becky Cookston/School Nutrition Supervisor and Diana Preston/DES. Those recognized for retiring but not present at the meeting were Paula Gibbs/FRS and Janet Wiggins/CES.

On behalf of the Smith County Board of Education, Supervisor of Instruction Melinda Spivey recognized Tristan Nixon for demonstrating exceptional academic ability. She is a senior at Smith County High School. Tristan is a semi-finalist in the 2019 National Merit Scholarship Program. This is a huge accomplishment as only 16,000 high school seniors qualified for semi-finalist in 2018. Each year over 1.6 million students participate in the National Merit Scholarship Program by taking the PSAT test. The national pool of semi-finalist representing less than 1% of US high school seniors, includes the highest scoring entrants in each state. Tristan will compete for the National Merit Scholarship offered in the spring. The Smith County Board of Education was pleased to recognize Tristan for achieving this status for her high score by the National Merit Scholarship Program. Tristan Nixon's parents are Mike and Michelle Nixon.

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Mr. David Apple made a motion to accept the following Consent Items A-E as presented by the Director:

- A. Approved minutes of the Board – August 21, 2018, regular meeting
- B. Approved for Smith County High School students to attend the following school related event:
  1. National BETA State Convention – November 15-17, 2018, Nashville, TN  
This will be an overnight stay.
- C. Approved for Gordonville High School students to attend the following school related activities:
  1. FFA National Convention – October 23-27, 2018, Indianapolis, IN  
This will be an overnight stay.
  2. FBLA CTSO Fall Leadership Conference – September 24, 2018, Lebanon, TN
  3. TN Titans Learning Lab - November 13, 2018, Nashville, TN
  4. FBLA Regional Competition – January 22, 2019, Murfreesboro, TN
  5. FBLA Hockey Night – February 5, 2019, Nashville, TN
  6. FBLA State Competition – March 10-13, 2019, Chattanooga, TN  
This will be an overnight stay.
  7. FCCLA Fall Leadership Conference - September 24, 2018, Lebanon, TN
- D. Approved the request to bid a Three Year Property Agreement for cutting hay on the grounds of Defeated Elementary School.
- E. Approved the request to bid a Three Year Property Agreement for cutting hay on the grounds of Gordonsville High School.

Mr. Ricky Shoulders seconded the motion.

The Superintendent took the following actions:

1. Staff Placement

- Michelle Tedrow, Substitute Bus Monitor, Transportation Department
- Amy Gregory, Substitute Bus Monitor, Transportation Department
- Jennifer Shelton, RTI Paraprofessional, Carthage Elementary School
- Amy Rigsby, Special Education Paraprofessional, Carthage Elementary School
- Debra Tongate, RTI Paraprofessional, Carthage Elementary School
- Steffanie Bussell, Special Education Paraprofessional, Smith County Middle School
- Misty Keen, Substitute Cook, School Nutrition Department
- Jennifer Burton, Substitute Cook, School Nutrition Department
- Rachel Sherrell, Substitute Cook, School Nutrition Department
- Allison Williams, Special Education Paraprofessional, Smith County Middle School
- Christina Hall, Extended Learning Paraprofessional, New Middleton Elementary School

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- Karen Stinnett, Extended Learning Teacher, New Middleton Elementary School

2. Transfers

- Olivia Bush, transferring from teaching position at Smith County High School to guidance counselor position at Smith County High School, effective 2nd semester

3. Substitutes

- Alex Atwood
- Cody Busenbark
- Kenneth Chambers
- Heather Cooper
- William Grover
- Misty Keen
- Susan Klamm
- Mark Sampson
- Hanson Skelton, Jr.
- Ashley Williams

4. School Volunteers

- Kenneth Chambers, volunteer basketball coach, Forks River Elementary School
- Jennifer Chambers, volunteer basketball coach, Forks River Elementary School
- Alicia Dickerson, volunteer basketball coach, Forks River Elementary School
- Sheryl Taylor, volunteer basketball coach, Forks River Elementary School
- Beau Taylor, volunteer basketball coach, Forks River Elementary School
- Maeghan Brown, volunteer basketball coach, Forks River Elementary School
- Ethan Underwood, volunteer basketball coach, Forks River Elementary School
- Michael Woodard, volunteer basketball coach, Forks River Elementary School
- Karissa Whitaker, volunteer basketball coach, Forks River Elementary School
- Craig Williams, volunteer basketball coach, Forks River Elementary School
- Kathy Carr, volunteer basketball coach, Forks River Elementary School
- Stephen Holliman, volunteer basketball coach, Forks River Elementary School
- Jonathan Bush, volunteer basketball coach, New Middleton Elementary School
- Jessie Harville, volunteer basketball coach, New Middleton Elementary School
- Kyle Harville, volunteer basketball coach, New Middleton Elementary School
- Brad Sykes, volunteer basketball coach, New Middleton Elementary School
- Chris Klamm, volunteer basketball coach, New Middleton Elementary School
- Susan Klamm, volunteer basketball coach, New Middleton Elementary School
- Amy Agee, volunteer basketball coach, New Middleton Elementary School
- Casey Agee, volunteer basketball coach, New Middleton Elementary School

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- Brian Miller, volunteer basketball coach, New Middleton Elementary School
- Kerry Trusty, volunteer basketball coach, New Middleton Elementary School
- Jake Dillard, volunteer basketball coach, New Middleton Elementary School
- Luke Stinnett, volunteer basketball coach, Gordonsville Elementary School
- Tony Randolph, volunteer basketball coach, Gordonsville Elementary School
- Josh Smith, volunteer basketball coach, Gordonsville Elementary School
- Brian Miller, volunteer basketball coach, Gordonsville Elementary School

5. Resignations

- Pam Andrews, School Counselor, Smith County High School, retiring at the end of this semester
- Nicole Silcox, paraprofessional, Carthage Elementary School
- Tracy Ausderau, bookkeeper, Union Heights Elementary School
- Christy Mock, teacher, Smith County Middle School, and bus driver, Transportation Department
- Peggy Sevier, Cook, Smith County High School

6. Leaves of Absence

- Tracy Clemons, leave beginning August 1, 2018, through August 17, 2018
- Karen Yarbrough, leave beginning August 14, 2018, through October 23, 2018
- Ashley Smith, leave beginning September 25, 2018, through November 21, 2018
- Melinda Huddleston, leave beginning October 3, 2018, through October 10, 2018
- Beth Jenkins, leave beginning October 22, 2018, through November 16, 2018
- Holly Blackburn, leave beginning October 22, 2018, through December 3, 2018
- Leah Gibbs, leave beginning November 2, 2018, through December 21, 2018

In New Business A, Mr. Tommy Manning made the motion to amend policy 3.600 – Insurance Management to align with the Public Chapter 991 which requires LEAs to maintain liability insurance for students participating in work-based learning. We have updated our proposed policy to reflect this language. Mr. Joe Taylor seconded the motion. Motion carried with all in favor. This is the second and final reading for this policy.

In New Business B, Mr. Ricky Shoulders made the motion to approve new policy 4.608 – Transcript Alteration to align with Public Chapter 557 which states that any transcript alteration shall be supported by documentation and prohibits retaliation against employees that bring unauthorized transcript alterations to the attention of school officials. Mr. David Apple seconded the motion. Motion carried with all in favor. This is the second and final reading for this policy.

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In New Business C, Mrs. Robin Moore made the motion to amend policy 5.802 – Qualifications and Duties of the Director of Schools to align with Public Chapter 935 and State Board Rule 0520-02-03-.09 which create an additional reporting requirement for the Director of Schools. The Director of Schools or his/her designee must report felony convictions of licensed educators within thirty (30) days of receiving knowledge of the conviction. Directors must also report on employees who have been suspended or dismissed, or who have resigned following allegations of conduct (including sexual misconduct) which, if substantiated, would warrant consideration for license suspension or revocation under State Board rules. Our current policy 5.802 has not been updated since 2005; therefore, the proposed policy will align with TSBA recommendations for qualifications and duties of the Director of Schools. Mr. David Apple seconded the motion. Motion carried with all in favor. This is the second and final reading for this policy.

In New Business D, Mr. David Apple made the motion to amend policy 6.314 – Corporal Punishment to align with which Public Chapter 900 which added requirements regarding administering corporal punishment to students with disabilities. Students with disabilities may only receive corporal punishment if: (1) the policy permits use of corporal punishment; (2) a parent of a child who has a disability gives written permission. The written parental permission must include the type of corporal punishment that may be used and the circumstances under which it is permitted. Further, Public Chapter 777 contains reporting requirements on this topic. Beginning with the 2018-2019 school year, each LEA must submit a report to the Department of Education that includes the schools at which each incident occurred, information on the reason for using corporal punishment, and whether these instances involved students with IEPs or 504 plans. At the July Principal Meeting, policy 6.314 was discussed. Administrators voted to implement proposed policy A which allows corporal punishment *with written parental permission*. As a reminder, boards have discretion on whether to allow corporal punishment. Mr. Tommy Manning seconded the motion. Motion carried with all in favor. This is the second and final reading for this policy.

In New Business E, Mr. Ricky Shoulders made the motion to approve new policy 1.701 – School District Planning to align with changes to State Board of Education Policy 2.101. The State Board of Education policy outlines the necessary components for both district-wide and school-level plans. TSBA recommended that boards update their policies on this to help ensure that these plans are developed in line with the updated requirements. This is not a required policy; however, it is recommended as best practice. Mr. Robin Moore seconded the motion. It is at the school board’s discretion to adopt this policy; therefore, a discussion regarding the importance of this policy took place. It was determined that this policy will help to ensure that the board has an annual plan for improvement, review progress on priorities, initiatives, and long-range goals, and

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review major issues that may affect the school system in the future. After discussion, the motion passed with all in favor. This is the second and final first reading for this policy.

In New Business F, Mr. David Apple made the motion to approve new policy 3.220 – District Water Testing to align with Public Chapter 977 which requires every board of education to develop a policy on reducing potential sources of lead contamination in drinking water in public schools. This law goes into effect on **January 1, 2019**. It requires that all school facilities built before January 1, 1998 be tested at least every two years and contains reporting requirements. TSBA created a new model policy, 3.220, to address this topic and meet the requirements of state law. Mr. Ricky Shoulders seconded the motion. Motion carried with all in favor. This is the second and final reading for this policy.

In New Business G, Mr. Tommy Manning made the motion to amend policy 4.206 – Homebound Instruction to align with Public Chapter 625 and State Board of Education Rule 0520-01-02-.10. Previously, state law only addressed homebound instruction for pregnant students. Public Chapter 625 mandated that LEAs expand these programs to cover all students who qualify for homebound instruction. As a result, the State Board expanded its rule to encompass all students that may be eligible for this program based on a physical or mental condition. The State Board also included a new requirement that students be absent for 10 days in order to qualify for this instruction. Accordingly, TSBA updated this policy and re-titled it (previously "Special Programs"). Mrs. Robin Moore seconded the motion. Motion carried with all in favor. This is the second and final reading for this policy.

In New Business H, Mr. Ricky Shoulders made the motion to amend policy 4.700 – Testing Programs to align with Public Chapter 817 to update the percentages for future weighting of TNReady scores. Previously, the weighting for TNReady scores for the 2018-2019 school year, and thereafter, could be anywhere between 15-25%. Under the **new** law, there are separate percentage ranges for grades 3-5 and 6-8 to choose from that allow boards more flexibility. Below are teacher recommendations for weighting the TNReady scores in each grade range as they were surveyed for input.

***WEIGHTING TCAP SCORES***

TNReady<sup>4</sup> and EOC<sup>5</sup> scores shall be included in students' final grades as follows:

- a) *Districts must select a percentage from a range of 0% - 25% and insert information on grading period impacted; therefore, **Smith County grade ranges 3-5 chose 5 %** weighting of TNReady scores in students' final grade.*
- b) *Districts must select a percentage from a range of 10% - 25% and insert information on grading period impacted; therefore, **Smith County grade ranges 6-8 chose 10 %** weighting of TNReady scores in students' final grade.*

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- c) *Districts must select a percentage from a range of 15% - 25% and insert information on grading period impacted; therefore, **Smith County grade ranges 9-12 chose 15 %** weighting of TNReady scores in students' final grade.*

Smith County chose to use the **Cube-Root Methodology**. Note: Historically, the TDOE released quick score grades using the cube-root methodology, a fixed conversion factor. This methodology created a 100-point grading scale using the raw score points earned. The equation for the cube-root methodology is as follows:

$$QS = \left[ \left( \frac{RS}{TP} \right)^{(1/3)} \right] * 100$$

QS = Quick Score Grade on 100-point scale  
RS = Raw Score points earned by Student  
TP = Total Score Points available on test

Mr. David Apple seconded the motion. Motion carried with all in favor. Note: The Director of Schools may exclude these scores from students' final grades if results are not received by the district at least five (5) instructional days before the end of the course. This is the first of two readings for this policy.

In New Business I, Mr. Tommy Manning made the motion to amend 4.600 Grading System to align with policy amendment 4.700 Testing Program to update the percentages for future weighting of TNReady scores. Under the **new** law, there are separate percentage ranges for grades 3-5 and 6-8 to choose from that allow boards more flexibility. Below is teacher recommendations for weighting the TNReady scores in each grade range as they were surveyed for input.

**WEIGHTING TCAP SCORES**

TNReady<sup>4</sup> and EOC<sup>5</sup> scores shall be included in students' final grades as follows:

- d) *Districts must select a percentage from a range of 0% - 25% and insert information on grading period impacted; therefore, **Smith County grade ranges 3-5 chose 5 %** weighting of TNReady scores in students' final grade.*
- e) *Districts must select a percentage from a range of 10% - 25% and insert information on grading period impacted; therefore, **Smith County grade ranges 6-8 chose 10 %** weighting of TNReady scores in students' final grade.*
- f) *Districts must select a percentage from a range of 15% - 25% and insert information on grading period impacted; therefore, **Smith County grade ranges 9-12 chose 15 %** weighting of TNReady scores in students' final grade.*

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Also, English III and Chemistry are no longer End-of-Course examinations, hence this language will be removed from the policy. Additional language change due to separate percentage ranges for grades 3-5 and 6-8:

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- The TCAP test grade for students in grades 3-5 will count 5% of the student's final grade for the second semester
- The TCAP test grade for students in grades 6-8 will count 10% of the student's final grade for the second semester

Mr. David Apple seconded the motion. Motion carried with all in favor. This is the first of two readings for this policy.

In New Business J, Mr. Tommy Manning made the motion to approve the following school to collect student fees for the 2018-2019 school year for Gordonsville High School. Mr. Scotty Lewis seconded the motion. Motion carried after a roll call vote:

Manning Y Shoulders Y McCaleb Y Moore Y Lewis Y Taylor Y Apple Y Smith Y

In New Business K, Mr. David Apple made the motion to approve a Return Check Procedure for Smith County Schools. This procedure was submitted by Norma Mitchell, CFO. The returned check procedure for Smith County Schools states the following: *After 2 returned checks, schools will only accept cash for payment for that student. Each office is allowed to have a list of cash only payments, but it should be kept in a folder and not posted. Once a returned check is received, contact the bank to see if funds are available to make payment. If this is not possible, contact the club or group the check was receipted to about getting them to help collect or to hold the order if possible. If this is not possible, contact the person the check was returned on to see if they will make payment. As a last resort, contact the bank again to see if funds are available.* Mr. Ricky Shoulders seconded the motion. Motion carried with all in favor.

In New Business L, Mr. Scotty Lewis made the motion approve the Safe Schools Grant for the 2018-2019 school year, granting the Director permission to amend the project budget as necessary. The allocation is divided into two categories: Safe Schools - \$34,620.00 and School Safety- \$86,540.00. The total Smith County School System will receive for the FY19 grant is \$121,160.00. The undersigned representatives are Mrs. Heather Wilmore, Mrs. Kim Maynard, Mrs. Norma Mitchell, and Director Barry Smith. The Safe Schools grant is submitted annually by an automated application via ePlan to the Tennessee Department of Education. Mrs. Robin Moore seconded the motion. Motion carried after a roll call vote:

Manning Y Shoulders Y McCaleb Y Moore Y Lewis Y Taylor Y Apple Y Smith Y



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In New Business M, Mr. David Apple made the motion to accept the lowest bid of \$23,631.00 from Communications Evolutions for five (5) vehicular repeaters and seventy-five (75) Motorola radios. The Smith County Board of Education will use funds from the Safe Schools grant for this purchase. Mr. Tommy Manning seconded the motion. Motion carried after a roll call vote:

Manning Y   Shoulders Y   McCaleb Y   Moore Y   Lewis Y   Taylor Y   Apple Y   Smith Y

In New Business N, Mr. Ricky Shoulders made the motion to approve the following FY19 21<sup>st</sup> Century Community Learning Centers Grants: Renewal of 2014 Grant 21<sup>st</sup> Century Community Learning Centers Grant = \$157,500.00, Renewal of 2017 Grant 21<sup>st</sup> Century Community Learning Centers Grant = \$73,780.00, 2018 21<sup>st</sup> Century Community Learning Centers Grant = \$214,655.00. These grants provide opportunities for afterschool activities. Mrs. Stephanie Johnson is the Director of this program. Mrs. Robin Moore seconded the motion. Motion carried with all in favor.

In New Business O, Mr. Tommy Manning made the motion to approve the Gordonville High School baseball team to sponsor a haunted house as a fundraising activity during October 2018. All activities associated with this fundraiser will take place after school hours and all functioning school rules will apply. Mr. David Apple seconded the motion. Motion carried with all in favor.

In New Business P, Mr. Scotty Lewis made the motion to approve the request from Federal Supervisor Mrs. Angel Williams to purchase chromebooks and management consoles from Dell Inc in the following Title I schools: Carthage Elementary School–63 Chromebooks = \$14,353.92, Defeated Elementary School–31 Chromebooks = \$7,063.04, Forks River Elementary School–28 Chromebooks = \$6,379.52, Gordonsville Elementary School–40 Chromebooks = \$9,113.60, New Middleton Elementary School–22 Chromebooks = \$5,012.48, Smith County Middle School–61 Chromebooks = \$13,898.24, and Union Heights Elementary School–49 Chromebooks = \$11,164.16. These devices will be purchased using the most recent low bid previously acquired by Mr. Danny Claire, IT Coordinator. Federal Title I funds will be used for this purchase. Mr. Marty McCaleb seconded the motion. Motion carried after a roll call vote:

Manning Y   Shoulders Y   McCaleb Y   Moore Y   Lewis Y   Taylor Y   Apple Y   Smith Y

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In New Business Q, Mr. Scotty Lewis made the motion to approve Forks River Elementary School to utilize school funds to purchase and install basketball wall gym pads in the amount of approximately \$3,000-\$4,000.00. This purchase will be paid from Forks River School Basketball and General Fund accounts. Mr. Marty McCaleb seconded the motion. Motion carried after a roll call vote:

Manning Y   Shoulders Y   McCaleb Y   Moore Y   Lewis Y   Taylor Y   Apple Y   Smith Y

In New Business R, Mr. David Apple made the motion to approve the sale of school bus #28 by sealed bids. This bus was donated to Gordonville High School band last year. Gordonville High School band has decided not to use this bus. Mr. Joe Taylor seconded the motion. Motion carried after a roll call vote:

Manning Y   Shoulders Y   McCaleb Y   Moore Y   Lewis Y   Taylor Y   Apple Y   Smith Y

In New Business S, Mr. David Apple made the motion to approve the inaugural Archery Team (NASP Program) at Smith County Middle School and incorporate this activity as part of gym class. NASP (National Archery in the Schools Program) is an in-school program. The instructor (Dave Silcox) will attend an 8 hour training course to become a certified archery instructor. The PE curriculum to be used is entitled, *Archery: "On Target for Life"* co-created by the Kentucky Departments of Education and Fish & Wildlife Resources. This is an in-school two week course designed to teach International Style target archery. The safety and instructional guidelines that will be used were adopted from the National Archery Association and the National Field of Archery Association. Smith County Middle School will utilize school funds to purchase a standard archery kit in the amount of around \$3,200.00 depending on the equipment selected. Mr. Ricky Shoulders seconded the motion. Motion carried with all in favor.

In New Business T, Mr. Tommy Manning made the motion to approve the annual review of the DTC Media Contract for the 2018-2019 school year. Mrs. Robin Moore seconded the motion. Motion carried after a roll call vote:

Manning Y   Shoulders Y   McCaleb Y   Moore Y   Lewis Y   Taylor Y   Apple Y   Smith Y

In New Business U, Mrs. Robin Moore made the motion to approve the only bid of \$2.339 from Mixon-Nollner Oil Company for 7,500 gallons of diesel fuel. Mr. David Apple seconded the motion. Motion carried after a roll call vote:

Manning Y   Shoulders Y   McCaleb Y   Moore Y   Lewis Y   Taylor Y   Apple Y   Smith Y

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In Discussion A, Board members selected Thursday, January 17, 2019, for their 2018-2019 School Board retreat. The retreat will be held at the Smith County Board of Education from 8:00 a.m. until 4:00 p.m. Dr. Tammy Grissom from TSBA will be conducting the training. All board members will be required to attend the retreat. The Board considers board member development to be an ongoing process for all board members and a vital responsibility for effective board membership: therefore, Chairman Brian Smith set a *New Member Orientation* for new school board members for Tuesday, October 9, 2018, beginning at 4:00 p.m.

A date was set to meet with Mr. John Rose on Monday, October, 1, 2018, at 5:00 p.m. at the Central Office. This meeting is in regards to *The Rose Property* located in Gordonsville, TN that is a potential location for a new high school. No official business will take place at this meeting.

Chairman Brian Smith appointed new board members to our current school board committees.

*Building Committee:*

- Tommy Manning – Chair
- David Apple
- Brian Smith

*Safety Committee:*

- Robin Moore – Chair
- David Apple
- Scotty Lewis
- Marty McCaleb

There were no annual policies from the August meeting to review for compliance.

The next board meeting will be held on Tuesday, October 9, 2018, due to fall break.

With no further business, Mrs. Robin Moore made a motion to adjourn. Mr. Tommy Manning seconded the motion. Motion carried.

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Secretary of the Board

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Chairman of the Board

\_\_\_\_\_  
Date