

October 19, 2017

McMinn County Board of Education  
Regular Session Meeting  
Thursday, October 19, 2017

*The Policy Committee of the McMinn County Board of Education met at 4:30 p.m. immediately prior to the regular session meeting.*

The McMinn County Board of Education met in regular session on Thursday, October 19, 2017 at the McMinn County Center for Educational Excellence at 5:30 p.m.

Chairman Sharon Brown called the meeting to order and asked for the roll call.

**ROLL CALL**

PRESENT	ABSENT
Denise Cunningham	Joe Coleman
Mike Cochran	Quinten Howard
Tony Allman	
Rob Shamblin	
Melinda King	
Donna Cagle	
Mike Lowry	
Chairman Sharon Brown	

**WELCOME**

Chairman Brown welcomed everyone to tonight's meeting and asked if there were any requests to address an agenda item. There were none.

**PLEDGE OF ALLEGIANCE**

Board Member, Mr. Mike Cochran, led the Pledge of Allegiance.

**AGENDA**

1. GUESTS
  - a. Volunteer of the Month Award- Niota Elementary School (September)
  - b. Volunteer of the Month Award- Calhoun Elementary School (October)
2. REGULAR CONSENT AGENDA-**recommended for approval by Director Blevins**
  - a. Regular Session Meeting Minutes- September 21, 2017
  - b. Executive Committee Meeting Minutes- October 3, 2017
  - c. Salary Supplements
  - d. Bids and Purchases
  - e. Budget Amendments
  - f. Fundraiser Requests
  - g. Surplus Equipment
3. PERSONNEL
  - a. Personnel Actions
  - b. Tenure Recommendations- 2016/17 SY
4. COMMUNICATIONS
  - a. Board Evaluation- November 9, 2017  
TSBA Evaluation Instrument
  - b. Mayfield Foundation Grant Award
  - c. School Nutrition Report
5. REPORTS
  - a. Committee Reports
  - b. Review Policy Section 2
6. DIRECTOR OF SCHOOL'S REPORT
7. PRAISES & COMPLIMENTS
8. CHAIRMAN'S COMMENTS
  - a. Appointment of Committees-2017/18

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b. Next Regular Session Meeting- Thursday, November 9, 2017

ADJOURN

Chairman Brown asked for a motion to approve the agenda for tonight's meeting. A motion to approve was made by Mike Lowry, seconded by Rob Shamblin. A voice vote was recorded. Motion carried by unanimous vote. Chairman Brown stated this sets the order for tonight's meeting.

**1. GUESTS**

a. Volunteer of the Month Award- Niota Elementary School

Principal Jon Franks recognized Mr. Mike Tudor as last month's Volunteer of the Month recipient. Mr. Franks praised the volunteer efforts of Mr. Tudor stating he has assisted with the school's basketball teams for many years. He stated Mr. Tudor provided a ride for one of the team players who wouldn't be able to get there and also provides drinks to the team at games and practices. Mr. Franks said with the Let's Read 20 Campaign, Mr. Tudor was encouraging the ball team to get involved by reading. Mr. Tudor was presented with a certificate of appreciation from the board as he could not be present at the September meeting.

b. Volunteer of the Month Award- Calhoun Elementary School

Principal Larson Frerichs recognized Ms. Lindsey Cheatham as this month's Volunteer of the Month recipient. Mr. Frerichs said Ms. Cheatham and her husband who is the Pastor at Calhoun First Baptist Church were both very involved with the school. Mr. Frerichs said Ms. Cheatham was an asset not only to the school but to the community. Mr. Frerichs presented Ms. Cheatham with a certificate of appreciation for her volunteer efforts.

**2. REGULAR CONSENT AGENDA**

a. Minutes- Regular Monthly Session Meeting- September 21, 2017

b. Minutes- Executive Committee Meeting October 3, 2017

c. Salary Supplements

<b>NAME</b>	<b>Date</b>	<b>ACCOUNT</b>	<b>TITLE</b>	<b>AMOUNT</b>
Eddington, Jeff	9/8/2017	CHS	Bus Driver	50.00
Eddington, Jeff	8/18/2017	CHS	Bus Driver	50.00
Edmonson, Robin	9/12/2017	MCBOE	Bus Driver	40.00
Ghorley, Betty	10/3/2017	MCBOE	Bus Driver	60.00
Givens, Kathie	9/8/2017	Spec. Ed.	Bus Driver	60.00
Hassler, Michael	9/12/2017	MCBOE	Bus Driver	40.00
Jennings, Kathy	10/3/2017	MCBOE	Bus Driver	60.00
Jennings, Kathy	9/27/2017	MCBOE	Bus Driver	60.00
Jones, Regina	9/12/2017	MCBOE	Bus Driver	40.00
Keltner, Larry	10/3/2017	MCBOE	Bus Driver	60.00
Liner, Louise	9/8/2017	Spec. Ed.	Bus Driver	60.00
Liner, Susan	10/3/2017	MCBOE	Bus Driver	60.00
Liner, Susan	9/27/2017	MCBOE	Bus Driver	60.00
Liner, Susan	9/12/2017	MCBOE	Bus Driver	40.00
Mason, Sam	9/8/2017	MCHS	Mechanic	50.00
McDonald, Tommy	9/27/2017	MCBOE	Bus Driver	60.00
	8/10-11,14,21-24,28,31/2017, 9/5-			
Moss, Lisa	8,11,13-15,20-22/2017	Spec. Ed.	Bus Driver	380.00
Murray, Mary	9/20-22,25-29/2017	Spec. Ed.	Bus Driver	160.00
	8/28-31/2017, 9/5,7-8,11-15,18-			
Norwood, Marcy	22/2017	Spec. Ed.	Bus Driver	680.00

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Nunley, Lyn	8/18,23,25,28,30-31/2017, 9/5-8,11-12,14-15/2017	Spec. Ed.	Bus Driver	280.00
Passmore, William	9/27/2017	Calhoun	Bus Driver	60.00
Passmore, William	9/15/2017	MCCHS	Bus Driver	50.00
Passmore, William	9/12/2017	MCBOE	Bus Driver	40.00
Pierce, Ronald	9/27/2017	MCBOE	Bus Driver	60.00
Pierce, Terry	9/12/2017	MCBOE	Bus Driver	40.00
Rutledge, Milli	9/12/2017	MCBOE	Bus Driver	40.00
Rutledge, Milli	9/27/2017	MCBOE	Bus Driver	60.00
Strickland, Marvin	9/8/2017	MCCHS	Bus Driver	50.00
Strickland, Marvin	9/15/2017	MCCHS	Bus Driver	50.00
Sulzer, Kathy	10/3/2017	MCBOE	Bus Driver	60.00
Sulzer, Kathy	9/8/2017	MVS	Bus Driver	60.00
Sulzer, Kathy	9/27/2017	MCBOE	Bus Driver	60.00
Tate, Jackie	10/3/2017	MCBOE	Bus Driver	60.00
Tate, Jackie	9/8/2017	MVS	Bus Driver	60.00
Tate, Jackie	9/27/2017	MCBOE	Bus Driver	60.00
Wheaton, Doug	9/12/2017	MCBOE	Bus Driver	40.00

d. Bids and Purchases

**BID**

Purchase of a 14 Passenger School Bus  
Sole Bidder: Mid-South Bus Center  
Murfreesboro, TN 37129  
**\$60,263.00**

**REQUISITION**

Central Technologies: Microsoft Agreement Renewal- **\$36,000.00** (renewal)

Encore Technology Group: Full Federated Identity - **\$24,998.00**  
(Single Sign on Suite- new agreement- 1<sup>st</sup> payment of 3)

e. Budget Amendments

**GENERAL PURPOSE SCHOOL FUND #141, 21<sup>ST</sup> Century CLC Grant**

To enter the approved budget for the 21<sup>st</sup> Century Grant for FY 17-18

**GENERAL PURPOSE SCHOOL FUND #141**

To enter the approved budget for the Lottery for Education Afterschool Program (LEAPS) Grant award to Niota School for FY 2017/18

**GENERAL PURPOSE SCHOOL FUND #141**

To enter the approved budget for the Lottery for Education Afterschool Program (LEAPS) Grant award to Riceville School for FY 2017/18

**GENERAL PURPOSE SCHOOL FUND #141**

To enter the approved budget for the Lottery for Education Afterschool Program (LEAPS) Grant award to Mountain View School for FY 2017/18

f. Fundraiser Request

**MCHS Dance Team**-Requests the following Fundraisers

- Online Facebook Silent Auction (donated items)
- Donations for chances to win a large donated item or service
- Lip Sync Battle Competition (admission)
- Monogrammed Key Chains

Monies raised will be used to purchase uniforms, duffle bags, shoes, camp sessions, and competition fees.

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CHS Student Council- Requests the following Fundraisers

“Penny Wars” for Hurricane Relief

Faculty vs. Student Dodge Ball Event- November 10, 2017

Monies received will be donated to students at Rockport Fulton High School in Rockport, TX for school items.

g. Surplus Equipment

A list of equipment requested to be declared as surplus was submitted for approval by McMinn County Schools Technology Department. This equipment included old Smart boards and projectors from all of our schools in the system.

Chairman Brown asked for any item to be pulled from the regular consent agenda for approval. Chairman Brown stated Mr. Blevins has recommended the regular consent agenda for approval and asked for a motion to approve. A motion to approve was made by Mike Lowry, seconded by Melinda King. A voice vote was recorded. Motion carried by unanimous vote.

**3. PERSONNEL**

a. Personnel Actions

<b>PROFESSIONALS</b>					
<b>Last Name</b>	<b>First Name</b>	<b>Assignment</b>	<b>Action</b>	<b>Location</b>	<b>Effective</b>
Davis	William	Teacher	Resign	MCHS	9/27/2017
Killom	Cami	Teacher	Hire	MCTC	10/18/2017
Moss	Scott	Teacher	Resign	MCHS	10/15/2017
Sneed	Rebecca	Teacher	Resign	MCTC	9/19/2017
Thompson	Angie	Instructor	Resign	MCTC	10/18/2017
<b>ESP</b>					
Baines	Tabatha	Bus Driver	Resign		9/5/2017
Beasley	Chasidy	Interim PT Custodian	Hire	Englewood	10/16/2017
Cardwell	Jordan	Teacher Aide	Hire	Niota	10/2/2017
Gamble	Shaw	Teacher Aide	Resign	Niota	9/19/2017
Hiefnar	Janet	Bus Driver	Resign		9/29/2017
<b>LEAVE OF ABSENCE</b>					
<b>Last Name</b>	<b>First Name</b>	<b>ASSIGNMENT</b>	<b>Location</b>	<b>Beginning</b>	<b>Ending Date</b>
Clay	Mike	Data Base Admin	Center	8/17/2017	10/31/2017
Duggan	Pam	Cook	MVS	9/12/2017	12/4/2017
Headrick	Abbie	Band Director	MCHS	1/15/2018	5/14/2018
Kilby	Katrina	Graduation Spec	CHS	10/17/2017	11/24/2017
Manders	Brandon	Military Leave	ENG	9/25/2017	10/31/2017
Mills	Pam	Bus Driver		9/25/2017	11/3/2017
Williams	Cassie	Guidance Couns	MCHS	8/10/2017	8/24/2017
<b>EXTENDED LEAVE OF ABSENCE</b>					
Headrick	Abbie	Band Director	MCHS	5/14/2018	5/25/2018

Chairman Brown stated the following personnel actions were provided for the board’s information. Mr. Blevins stated Ms. Abbie Headrick, Band Teacher at McMinn County High School has requested to extend her leave at the end of the school year for an additional 10 days beyond her allotted time. Mr. Blevins stated this does require a vote from the board. A motion to approve was made by Rob Shamblin, seconded by Mike Cochran. A voice vote was recorded. Motion carried by unanimous vote.

b. Tenure Recommendations- 2016/17 SY

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CALHOUN	MELISSA	TROTTER
CENTRAL H.S.	CODY	BULL
EKBAKER	STEPHANIE	BARBER
ENGLEWOOD	KAYLAN CODY	BARBER CASTEEL
MCMINN CAREER TECHNICAL CENTER	ALANA	BRUBAKER
MCMINN CAREER TECHNICAL CENTER	NANCY	JONES
MCMINN CAREER TECHNICAL CENTER	AARON	WOODY
MCMINN COUNTY H.S.	BUCK	BILLINGS
MCMINN COUNTY H.S.	BRANDI	BRIDWELL
MCMINN COUNTY H.S.	LAUREN	COCKRELL
MCMINN COUNTY H.S.	DIANE	DEMKO
MCMINN COUNTY H.S.	BRITTANY	HART
MCMINN COUNTY H.S.	ANDREW	HEADRICK
MCMINN COUNTY H.S.	ABBIE	HEADRICK
MCMINN COUNTY H.S.	KATIE	RODERICK
MOUNTAIN VIEW	LESLIE	MAHONEY
NIOTA	JED	MCNELLEY
RICEVILLE	ASHLEE	GARDNER
ROGERS CREEK	TAYLOR	ROBERTS
SYSTEM-WIDE	AMY	WOODY

Tenure Portfolios will be available for review at the Center beginning **October 25, 2017.**

Tenure Recommendation will be the first item on the agenda at the November 9, 2017 meeting of the School Board.

Mr. Blevins referenced the list of teachers who became eligible for Tenure at the close of the 2016/17 school year. Mr. Blevins stated the board would be voting to award Tenure on these individuals at the start of the next school board meeting. Mr. Blevins did ask the board to go ahead with the vote on Mr. Edwin Clendenen regarding his return to Tenure status. Mr. Edwin Clendenen, teacher at McMinn County High School, was previously employed with the McMinn County School system and granted Tenure in the spring of 1999. Mr. Clendenen returned to employment with the school system in August of 2015. After sufficing a two year probationary period for the school years of 2015/16 and 2016/17, Mr. Clendenen's tenure status with the school system can be restored as that of a grandfathered employee. This is per TCA Tenure Law 49-5-504.

Mr. Blevins recommended to return Mr. Clendenen to his prior Tenure status with the school system. A motion to approve was made by Melinda King, seconded by Tony Allman. Chairman Brown asked for further discussion. A voice vote was recorded. Motion carried by unanimous vote.

#### **4. COMMUNICATIONS**

##### **a. Board Evaluation-November 9, 2017**

Chairman Brown said she included in tonight's board packet the board evaluation instrument to be used by our evaluators during next month's meeting. Chairman Brown said this is required by TSBA to continue our Board of Distinction status. Chairman Brown said she also included a letter from her regarding the upcoming evaluation and encouraged all board members to be present at the November meeting and to review the evaluation instrument prior to the meeting.

##### **b. Mayfield Foundation Grant Award**

Chairman Brown referenced the letter from the C. Murial Mayfield Family Foundation awarding McMinn County Schools \$2000 from the foundation to use for elementary art supplies. Chairman Brown said the letter also references a donation in the amount of \$4,454 to the McMinn County Education Foundation for continued renovation of the Let's Read 20 bus. Chairman Brown said we are very fortunate to receive this donation.

##### **c. School Nutrition Report**

Sarah Prince, School Nutrition Supervisor, thanked the board for the opportunity to prepare food to serve prior to the regular session meeting tonight. Ms. Prince said the food was prepared by our culinary school graduates and were recipes they gained by attending the school earlier this summer. She recognized Central High School Cafeteria Manager, Maxine Roberts, and Niota Elementary School Cafeteria Manager, Ms. Hayley Givens, as the two culinary school graduates for this year. Ms. Prince said the schools were using the recipes to present new food ideas to our students.

Ms. Prince gave a report from the school nutrition department stating that last year, we served over 1,298,705 meals to students in McMinn County. She said we have increased our breakfast meals by 4% due to the "second chance" breakfast program initiated by Central High School. Ms. Prince said we have now adopted the second chance breakfast program at EKB, Niota, and Riceville schools.

Ms. Prince also gave a report of the recent addition of the online payment option for parents through the School Café Portal. Ms. Prince said from August 2017 to the present, we have collected \$17,000 through online payments.

Ms. Prince reported that at the School Nutrition annual conference, the system received the Best Practice Award in Leadership and Training for the school training video submitted by Central High School.

Ms. Prince reported that the renovation project at McMinn County High School would be completed October 31-November 1 and invited the board to come visit on November 2 to see the final project.

Chairman Brown thanked the group of managers present for the food preparation tonight and stated she appreciated all the work they and Ms. Prince are doing for our schools.

#### **5. REPORTS**

##### **a. Committee Reports**

Rob Shamblin, Policy Committee Chairman, reported on behalf of the Policy Committee which met immediately prior to tonight's regular session meeting. Mr. Shamblin stated the Policy Committee met and approved the following policies to be presented to the full board tonight on a first reading:

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1.407 School District Records  
2.703 Audits  
3.202 Emergency Preparedness Plan  
3.400 Student Transportation Management  
4.207 English Learners  
4.301 Interscholastic Athletics  
4.402 Selection of Instructional Materials (Other than Textbooks)  
4.700 Testing Programs  
5.200 Separation Practices for Tenured Teachers  
5.201 Separation Practices for Non-Tenured Teachers  
5.203 Recommendations and File Transfers  
5.701 Substitute Teachers  
6.500 Special Education Students

Chairman Brown stated this recommendation comes as a motion from the Policy Committee and asked for a second. Melinda King seconded the motion. A voice vote was recorded. Motion carried unanimously.

Mr. Shamblin stated the policies would be presented at the next regular session meeting for the second and final reading.

Melinda King reported from the Five Year Planning Committee. Ms. King said the committee would meet on Thursday, October 26, 2017 at 4:30 p.m. at the Center to review the current Five Year Plan for modifications.

Donna Cagle reported from the Military Recognition Committee. Ms. Cagle said books have been ordered for our school libraries and that bracelets and pins were ordered for the student recognition portion of our Veterans Day programs. Ms. Cagle informed board members they were not required to be a part of the school's Veterans Day programs but encouraged each one to be present and if they chose to, they could assist the principals with the student recognition portion.

Mr. Blevins stated we would be distributing the list of individual school's Veterans Day Programs to the board with dates and times.

#### b. Review Policy Section 2

Rob Shamblin, Policy Committee Chairman, reminded the board to review this section in their policy manuals and to report any suggestions or comments to him or Ms. Rebecca Morgan, Supervisor of Federal Programs.

### **6. DIRECTOR OF SCHOOL'S REPORT**

Mr. Blevins reminded the board of the MCHS cafeteria project completion date of November 1 and invited the school board to visit the school on November 2 to see the student's reaction to the renovations.

Mr. Blevins presented the following Resolution to the board for approval to distribute to students with family members actively serving in the military during our upcoming Veterans Day programs.

#### **RESOLUTION**

**WHEREAS**, the McMinn County Board of Education individually and collectively, acknowledge and support the students of McMinn County that currently have immediate family members serving in the armed forces; and

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**WHEREAS**, the McMinn County Board of Education appreciates the sacrifices and successes made by our service members and their families and recognizes that family support is the key to a successful and effective military experience; and

**WHEREAS**, the McMinn County Board of Education recognizes our students with military family members in hopes to strengthen the connection between our local community and our military families and ultimately, strengthen us as a nation;

**NOW THEREFORE BE IT RESOLVED** that the McMinn County Board of Education on this **19th** day of **October, 2017** publicly recognizes with gratitude, the service of our military members and their families as an honorable legacy that protects the freedom enjoyed by all citizens of McMinn County, the State of Tennessee, and this great country, the United States of America.

Mr. Blevins asked for the board's approval of the proposed resolution. Chairman Brown asked for a motion to approve. Rob Shamblin submitted a motion to approve the resolution as presented by Director Blevins, seconded by Mike Cochran. Chairman Brown asked for any discussion. A voice vote was recorded. Motion carried by unanimous vote.

Mr. Blevins said he received notification from the State Commissioner of Education that Englewood Elementary School would be listed as a Reward School after final review of the 2016/17 student testing data. Mr. Blevins said to be a Reward School, the school must be listed as a Level 5 school and must show student growth. Mr. Blevins recognized school Principal, Kristi Darnell, and school Vice Principal, Teresa Blevins for their hard work.

## **7. PRAISES AND COMPLIMENTS**

Donna Cagle praised the person behind the new teacher ID badges for this school year. Ms. Cagle said she was impressed with the emergency numbers and contact information on the back of each badge as this was great information to have readily available.

Chairman Brown said on behalf of the McMinn County Education Foundation, she commended the eighth grade students and teachers for their visit at this year's Career Day. Chairman Brown stated the students were very prepared and well behaved.

Rob Shamblin thanked Ms. Sarah Prince, School Nutrition Supervisor, for the new online payment process. He said as a high school parent, this was very convenient. Ms. Cagle asked if this costs the district anything to use which Mr. Blevins stated the processing fee is absorbed by the parents.

Mike Cochran stated he attended the Englewood School Carnival recently and complimented the school for doing a great job.

Melinda King stated she participated in Career Day for our seniors and complimented the hard work and organization by our Pathways Coordinator, Ms. Krissi Smith, and CTE Supervisor, Ms. Elizabeth Pierce-Oswalt.

## **8. CHAIRMAN'S COMMENTS**

### **a. Appointment of 2017/18 Board Committees**

Chairman Brown stated a hard copy of this year's committee appointments were distributed to each school board member with tonight's meeting items. Chairman Brown stated these committees will be in effect for the 2017/18 school year.

## **2017/18 McMinn County Board of Education Committee Appointments**

**BUDGET COMMITTEE**

**POLICY COMMITTEE**



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Quinten Howard- Chairman  
Tony Allman  
Mike Cochran  
Mike Lowry  
Joe Coleman

Rob Shamblin, Chairman  
Donna Cagle  
Melinda King  
Denise Cunningham  
Tony Allman

**SICK LEAVE BANK COMMITTEE**

**Professional**

Denise Cunningham, Chairperson  
Donna Cagle  
Cathy Castor  
Annette Ray  
Mickey Blevins

**Education Support Personnel**

Melinda King, Chairperson  
Rob Shamblin  
Theresa Reed, Secretary/Niota  
Debbie Monroe, Custodian/MCHS  
Mickey Blevins

**DISCIPLINARY HEARING AUTHORITY**

Rebecca Morgan, Chairperson  
Kristi Darnell                 David McDonald  
Preston Moser                 Glen Puryear  
Jeff Gilbert                     Amy Bohannon, Secretary

**ETHICS COMMITTEE**

Trey Winder, Chairman  
Quinten Howard, Secretary  
Mike Lowry

**MILITARY RECOGNITION COMMITTEE**

Donna Cagle, Chairperson  
Melinda King, V. Chairperson  
Melinda Miller, EKB Teacher  
Kathy Dougherty, Volunteer

**BOARD ADVOCACY COMMITTEE**

Melinda King, Chairperson  
Mike Lowry, V. Chairperson  
Denise Cunningham  
Diane Vinson  
John Burroughs  
Melasawn Knight  
Lee Parkison  
Norma Barham

**FIVE YEAR PLAN COMMITTEE**

Melinda King, Chairperson     Tony Allman  
Mike Cochran                     Mike Lowry

**SCHOOL SAFETY COMMITTEE**

Mike Lowry, Chairman                                 John Gentry, Mayor  
Roger Freeman, V. Chairman                     Marvin Kelley, E911 Director  
Joe Guy, Sheriff                                     Melinda King  
Tony Allman   Shane Sewell

**Tennessee Legislative Network Representative:** Donna Cagle

**PARLIAMENTARIAN:** Elizabeth Pierce-Oswalt

***NOTE: The Board Chairman and the Director of Schools are ex officio members of all Board Committees.***

Chairman Brown reminded the board of the Tenure Portfolios that will be available for viewing beginning Wednesday, October 25, 2017. Ms. Brown encouraged board members to take the time to come by and review these.

Chairman Brown reminded the board of the next regular session meeting to be held on Thursday, November 9, 2017 at 5:30 p.m. here at the Center for Excellence.

Chairman Brown asked for a motion to adjourn. A motion to adjourn was made by Mike Lowry, seconded by Melinda King. A voice vote was recorded. Motion carried by unanimous vote.

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Meeting adjourned.

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Chairman's Signature

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Director of School's Signature