

**RUTHERFORD COUNTY SCHOOL SYSTEM  
2240 Southpark Drive  
Murfreesboro, TN 37128**

**December 9, 2021  
5:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. MOMENT OF SILENCE**
- 4. APPROVAL OF AGENDA**

**Recommended Approval---motion to approve the agenda as presented.**

**5. APPROVAL OF CONSENT AGENDA (TAB 1)**

**A. Minutes: November 11, 2021 Board Meeting**

**B. Community Use of Facilities**

**C. Transportation: Bus #68 – Termination of Contract for Patty Banks  
Bus #120 – Termination of Contract for Allison Brown  
Bus # 32 - Voluntary Transfer of Bus Contract from Daniel Hartley  
to Charles Fann**

**D. Out of County Transfer Student (1)**

**E. Routine Bids: Bid #3562 - Light Poles (Rockvale High School)  
RFP #21-02 – Multilingual Language and Interpreter Services**

**Request to Purchase:**

**Blackman Middle School would like to purchase a Gravely Pro-Turn 160 (991130)  
60” Zero- Turn Mower from Sourcewell Grounds Maintenance 031121-ACO Contract  
from Ariens Company at a cost of \$7,431.84.**

**To be funded through Blackman Middle School.**

**F. School Salary Supplements and Contract Payments:**

<b>Name</b>	<b>Amount</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Richie Conner *6	NTE \$10,000.00	Blackman High	Various School Accounts	Bus Driver
Fred Shambaugh	NTE \$1,200.00	Blackman High	School Funds - Football	Assistant Football Coach
Sean Holt	NTE \$600.00	Blackman Middle	School Funds – Girls + Boys Basketball	Basketball Clock Operator
Rachel Jernigan	NTE \$1,000.00	Blackman Middle	School Funds – Archery	Assistant Archery Coach
Ariel Jones	NTE \$1,800.00	Blackman Middle	School Funds – Track	Assistant Track Coach
Allison Kenne	NTE \$800.00	Blackman Middle	School Funds – Track	Assistant Track Coach
Steven Sellers	NTE \$600.00	Blackman Middle	School Funds – Girls + Boys Basketball	Basketball Announcer
Christopher Biggs *6	NTE \$2,500.00	LaVergne High	Various School Accounts	Bus Driver
Andrew Chunn	NTE \$7,500.00	Oakland High	School Funds – Band + Band Boosters	Winter Drum Line Staff
Justin Stanford	NTE \$1,400.00	Oakland High	School Funds – Football	Football Gate Manager
Kevin Wright	NTE \$560.00	Oakland High	School Funds – Football	Football Announcer
Devin Drake	\$23.50/hour	Oakland Middle	Alliance Volleyball	Site Supervision
Edward Morgan	\$23.50/hour	Oakland Middle	Alliance Volleyball	Site Supervision
Rickey Field	NTE \$700.00	Riverdale	School Funds – Track	Meet Director/Starter for TSMAA sectionals
John Howse	NTE \$3,000.00	Riverdale	School Funds – Track	Timer for Track
Barry Marton *6	NTE \$2,500.00	Riverdale	Various School Accounts	Bus Driver
David Sunseri	NTE \$1,500.00	Riverdale	School Funds – Track	Assistant Track Coach
Henry Fields	NTE \$5,000.00	Siegel High	Various outside groups + school accounts	Building Supervisor + Run sound/lights
Samuel Gorden	NTE \$1,300.00	Siegel High	School Funds – Boys + Girls Basketball	Clock Keeper
Andy Bartsch	NTE \$1,500.00	Smyrna High	School Funds - Football	Assistant Football Coach
Doug DeGeer	NTE \$4,300.00	Smyrna High	School Funds - Football	Assistant Football Coach

Bradley Nix	NTE \$1,500.00	Smyrna High	School Funds - Football	Assistant Football Coach
Johnathan Tolbert *1&6	NTE \$150.00	Smyrna High	School Funds – JROTC	Bus Driver
Pernell Whitaker	NTE \$1,500.00	Smyrna High	School Funds - Football	Assistant Football Coach
Christopher Bissinger	NTE \$3,000.00	Stewarts Creek High	School Funds - Football	Film work, editing, and uploading
Jennifer Patterson	NTE \$4,000.00	Stewarts Creek High	School Funds – Softball	Field Maintenance
Preston Scott *6	NTE 2,500.00	Stewarts Creek High	School Funds - Football	Assistant Football Coach + Bus Driver
Anousak Vongsavath	NTE \$1,000.00	Stewarts Creek High	School Funds – Wrestling	Coaching Boys & Girls Wrestling
Heather Reedy *3	NTE \$250.00	Thurman Francis	School Funds – Events	DJ for Dance
Brenda Williams	NTE \$5,000.00	All Schools	School Funds or School Support Organization Funds	Accompanist for performances
Christine Brosend	NTE \$875.00	Siegel High	School Funds – Chorus	Piano accompanist for rehearsal + concert
Kyle Ramsey	NTE \$4,000.00	Oakland High	School Funds – Band + Band Boosters	Front ensemble lead for indoor drumline
Makayla Meredith	NTE \$500.00	Rockvale High	School Funds – Swimming	Lifeguard
Jeff Shipley	NTE \$ 1,500.00	Smyrna High	School Funds - Football	Football Announcer
Jason Tigg	NTE \$ 1,500.00	Smyrna High	School Funds - Football	Assistant Football Coach
Jennifer Hadley	NTE \$500.00	Stewarts Creek High	School Funds - Football	Manage concession stand
Bryce Haven	NTE \$ 1,500.00	Stewarts Creek High	School Funds - Football	Assistant Football Coach
Aaron Medley	NTE \$1,000.00	Stewarts Creek High	School Funds - Football	Assistant Football Coach
Kristine Phillips	\$30.00/lesson	Stewarts Creek High	School Funds – Chorus	Voice Tutor
Anna Smith	\$25.00/half hour lesson	Stewarts Creek Middle	SCM Music Boosters	Private Instruction
Tracy Harris *2	Hourly	Blackman Middle	School Funds – Boys + Girls Basketball	Bookkeeper for Basketball
Jamie Hill *2	Hourly	Rock Springs Middle	Victory Church	Building Supervisor

**\*\*Unless listed as an hourly rate**

1. Approved previously for an amount \$500 or greater
2. Not less than regular hourly rate-or overtime rate if working over 40 hours during the week
3. Anticipate amounts over \$500 this school year
4. Amend prior approval
5. Less than \$500 but part of event total
6. Pending approval by Transportation Dept.

## **G. Non-Faculty Volunteer Coaches:**

**According to Tennessee Secondary School Athletic Association (TSSAA) guidelines, Board of Education approval is required to allow non-faculty volunteer coaches to participate in the school athletic programs.**

**The following non-faculty volunteer coaches are for the 2021-2022 school year:**

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Sport</u></b>
<b>Anna Kristine (Phillips) Smith</b>	<b>Stewarts Creek Middle</b>	<b>Choir</b>
<b>Anna Kristine (Phillips) Smith</b>	<b>Stewarts Creek High</b>	<b>Choir</b>
<b>Kyle Ramsey</b>	<b>Oakland High School</b>	<b>Band</b>
<b>Marty McCleary</b>	<b>Eagleville</b>	<b>High School Baseball</b>
<b>Chris Zentz</b>	<b>Eagleville</b>	<b>Wrestling</b>
<b>Shannon Bryant</b>	<b>LaVergne High School</b>	<b>Track</b>
<b>Mac Huddleston</b>	<b>Oakland High School</b>	<b>Archery</b>
<b>Raquel Vega-Gaskins</b>	<b>Oakland High School</b>	<b>Archery</b>
<b>Delaney Amos</b>	<b>Riverdale High School</b>	<b>Swimming</b>
<b>Jaylen Hughes</b>	<b>Riverdale High School</b>	<b>Wrestling</b>
<b>Chris Worley</b>	<b>Riverdale High School</b>	<b>Softball</b>
<b>Tommy Bogle</b>	<b>Rock Springs</b>	<b>Baseball</b>
<b>Bryson Randolph</b>	<b>Rockvale High School</b>	<b>Boys Basketball</b>
<b>Jeff Martin</b>	<b>Siegel High School</b>	<b>Tennis</b>
<b>Jason Martin</b>	<b>Smyrna High School</b>	<b>Tennis</b>
<b>Mike Sallee</b>	<b>Stewarts Creek Middle</b>	<b>Men's Basketball</b>

**Recommended Approval---motion to approve the consent agenda items as presented.**

## **6. VISITORS**

## **7. INTRODUCTION**

**Ashley Dumat – New Assistant General Counsel**

## **8. SPOTLIGHT ON EDUCATION**

**Congratulations to these three choir students – Robin Houghton (Riverdale High School), Audrey Redhair (Riverdale High School) and Isabella Kinard (Central Magnet), have been selected to perform at Carnegie Hall in February.**



## 9. FINANCIAL MATTERS (TAB 2)

### 1. Fund 141 GPS Fund Amendment, STREAM Mini-Camps

This amendment provides funding to a State and Federally funded Science, Technology, Reading, Engineering, Arts and Math (STREAM) mini-camp for K-5 grade level children in December 2021. This daily learning mini-camp will be hosted at 26 Elementary Schools for four hours daily (7:30-11:30) from December 20-23, 2021. The mini-learning camps will focus on creative problem solving for our students as this is one of the top soft skills needed in life. Students can build this skill by analyzing situations in the STREAM learning topics and trying different methods to find a solution.

**Recommended Approval---motion** to approve the General-Purpose Fund Amendment for a total of \$515,388 to budget for the STREAM mini learning camps as presented.

### 2. Fund 141 GPS Amendment, United Way ATLAS Family Assistance Grant

This amendment budgets for the FY 2021-22 expenditures for a fully funded United Way Family Assistance Grant that was previously approved by the BOE. The Multi-year United Way grants funds one ATLAS family liaison position and the associated non-payroll cost for this position. The Liaison will coordinate with our ATLAS program families to help these students connect with the resources to help them stay in school during a time in their lives that may be one of the most challenging.

**Recommended Approval---motion** to amend the FY 2021-22 General Purpose School Budget for a total of \$82,300 to budget for the United Way Family Assistance Grant funding as presented.

## 10. PROPOSED ACADEMIC CALENDAR FOR 2022-2023 (TAB 3)

**The 2022-2023 Academic Calendar meets all requirements by the Tennessee Department of Education. Additionally, it builds in four of the required five in-service days for our certified staff. Certified staff members will only need to complete six (6) additional hours of professional development to meet requirements of their contract.**

**Recommended Approval----motion** to approve the Academic Calendar for the 2022-2023 School Year as presented.

## **11. TRANSPORTATION (TAB 4)**

### **1. Assistant Transportation Director:**

**With ESSER 3:0 funding approval, Transportation requests to fund an Assistant Transportation Director. This individual will be responsible for meeting the transportation needs of special education, learning loss programs, summer camps, ATLAS, and all other aspects of Covid-19 related impacted responsibilities. This position will work closely with the Director of Transportation.**

**Recommended Approval---motion to approve funding for an Assistant Transportation Director pending ESSER 3.0 approval as presented.**

### **2. Edulog Coordinator:**

**Job Description change for Edulog Coordinator removing ATLAS responsibilities (now assigned to Assistant Transportation Director)**

**Recommended Approval---motion to approve the updated Edulog Coordinator job description as presented.**

## **12. TITLE II - OPEN UP RESOURCES (TAB 5)**

**Open Up Resources will facilitate multiple workshops and learning walks to the following schools: Brown's Chapel Elementary, John Coleman Elementary, Plainview Elementary, and Roy Waldron Elementary.**

1. Open Up facilitators will present workshops on January 11, 12, 13, and February 16,17, 18, 2022 on planning for and implementing the EL Education Skills and ALL Block. The participants will work in grade level teams to plan small group ELA lessons to better meet the needs of their students through the use of data. Over these 6 days, there will be 80 K-5 classroom teachers that receive 6 hours of professional development.
2. On January 26,27, and March 8,9, 2022, Open Up facilitators will lead administrators, district leaders, and coaches through learning walks of the above four schools. Administrators, district leaders, and coaches will learn how to look for evidence of best practices in classrooms, walk-through classrooms, and finally debrief about school trends.

The total cost for the workshops is \$64,000.00 for the presenters. Rutherford County Title II funds will pay for 100% of the cost.

**Recommended Approval--- motion to approve THE CONTRACT BETWEEN Open Up Resources and the Rutherford County Schools for the following teacher training workshop as presented.**

### **13. DISCIPLINARY HEARING APPEAL (TAB 6)**

- 1. The Board has been requested to review a decision of the Disciplinary Hearing Authority (DHA) to uphold the remandment of a student from Rockvale Middle School. Based on a review of the DHA's record, the Board may:**

- A. Affirm the decision of the DHA;**
- B. Overturn the decision of the DHA; or**
- C. Grant a hearing before the Board.**

**Recommended Approval---** motion to approve the Board initiate a motion in line with one of the above options as presented.

- 2. The Board has been requested to review a decision of the Disciplinary Hearing Authority (DHA) to uphold the expulsion of a student from Rockvale High School. Based on a review of the DHA's record, the Board may:**

- A. Affirm the decision of the DHA;**
- B. Overturn the decision of the DHA; or**
- C. Grant a hearing before the Board.**

**Recommended Approval---** motion to approve the Board initiate a motion in line with one of the above options as presented.

- 3. The Board has been requested to review a decision of the Disciplinary Hearing Authority (DHA) to uphold the remandment of a student from Oakland High School. Based on a review of the DHA's record, the Board may:**

- A. Affirm the decision of the DHA;**
- B. Overturn the decision of the DHA; or**
- C. Grant a hearing before the Board.**

**Recommended Approval---** motion to approve the Board initiate a motion in line with one of the above options as presented.

- 4. The Board has been requested to review a decision of the Disciplinary Hearing Authority (DHA) to uphold the expulsion of a student from Oakland High School. Based on a review of the DHA's record, the Board may:**

- A. Affirm the decision of the DHA;**
- B. Overturn the decision of the DHA; or**
- C. Grant a hearing before the Board.**

**Recommended Approval---** motion to approve the Board initiate a motion in line with one of the above options as presented.

## **14. LEGAL (TAB 7)**

### **1. Policy Committee Recommended Policy Changes**

Below are the policy changes recommend by the policy committee on the second & final readings:

#### **a. Policy 1.400: School Board Meetings**

Added guidelines for posters and material from visitors during school board meetings.

#### **b. Policy 1.404: Appeals to and Appearances Before the Board**

Made changes to the visitor process and decorum requirements in line with allowable and unallowable restrictions as established by the Sixth Circuit Court of Appeals.

#### **c. Policy 1.703: School Attendance Zones and Exemptions**

Updates zone exemptions policy to reflect new required state law, Public Chapter 479.

#### **d. Policy 4.602: Grade Point Average (GPA) and Class Rank (9-12)**

Clarifies ACT tie-breaking mechanism.

#### **e. Policy 6.200: Attendance**

Added clarity to process for approving excused absences for non-school sponsored extracurricular activities from State Board Policy.

#### **f. Policy 6.502: Foreign Exchange Students**

Placed control of acceptance/denial of foreign exchange students with principals and removed components no longer applicable.

### **2. New Policies**

#### **a. Policy 4.204: Summer Instructional Programs**

Required by law. Sets out general expectations for summer learning and other learning loss programs mandated by law.

#### **b. Policy 6.4052: Opioid Antagonist**

New state law allows nurses to store Narcan to respond to overdoses.

**Recommended Approval---motion to** adopt the above policies on the second & final readings as presented.

## **15. STARS NASHVILLE (TAB 8)**

**Rutherford County Schools would like to add three additional STARS counselor positions to allow all high school student assistance services. The memorandum of agreement between STARS Nashville and the Rutherford County Board of Education would allow these additional services for the remainder of the 2021-22 school year and will be paid through ESSER 3.0 funds not to exceed \$131,250.00.**

**Recommended Approval---motion** to approve ESSER 3.0 funds to pay for three additional STARS counselor positions for the remainder of the 2021-2022 school year as presented.

## **16. SPECIAL EDUCATION (TAB 9)**

### **1. Job Description for Registered Behavioral Technician (RBT)**

**Currently, we have 12 Behavioral Educational Assistant positions to assist with the implementation of behavioral strategies during the Functional Behavioral Assessment and Behavior Intervention Plan process. Behavioral EA's receive training and are given the opportunity to become Registered Behavioral Technician (RBT) certified. Due to the difficulty retaining Behavioral Educational Assistants (BEA) after the employee gets their RBT certification, the district proposes transfer of the BEA to a Registered Behavioral Technician (RBT) position once RBT certified and/or hire RBT's instead of a BEA, when available, to work with students with challenging behavioral needs at a pay scale that is comparable work in the community through private agencies.**

### **2. Approval of Salary Scale for Registered Behavior Technician Position**

**Registered Behavior Technician salary schedule would be a level 6 on the classified pay scale to be competitive with outside agencies hiring RBTs to complete ABA therapy. These positions will be funded out of either GP funding, IDEA funding, or CCEIS funds out of IDEA part B (depending on the budgeting of the current Behavior Educational Assistant.)**

**Recommended Approval---motion** to approve the Registered Behavior Technician salary schedule to be a level 6 on the classified salary scale using funding from either GP funding, IDEA funding, and CCEIS funds out of IDEA part B depending on the position and where it is budgeted as presented.

### **3. Approval of Salary Scale for Behavioral Educational Assistants**

**Behavioral Educational Assistants (BEAs) currently make \$1.00 per hour more than other Educational Assistants. Currently, we are not able to fill or retain Behavioral Educational Assistants due to the challenges encountered working with students with behavioral needs. These BEAs receive direct training and oversight from the Behavior Specialist and Board-Certified Analyst (BCBAs) on data collection, behavioral strategy implementation, and de-escalation techniques. Due to the nature of the training and challenges of working with students with behavioral needs, as well as the need for qualified candidates and retention of candidates, we propose the salary scale be at a level 4 on the classified salary scale.**

**Recommended Approval---motion** to approve the Behavior Educational Assistant (BEA) salary schedule to be a level 4 on the classified salary scale using funding from either GP funding, IDEA funding, and CCEIS funds out of IDEA part B depending on the position and where it is budgeted as presented.

### **4. Contractual Agreement with Project Play Therapy, LLC**

**Currently we are unable to staff our school psychologist due to the lack of qualified candidates. This contract would allow Rutherford County Schools to contract with Project Play Therapy for licensed School Psychologists at a rate of \$78.00 per hour to assist with staffing shortages.**

**Recommended Approval---motion** to approve the contract with Project Play Therapy, LLC as requested by the client (RCS) at a cost of \$78.00 per hour. These services will be paid out of IDEA Special Education Funds as presented.

## **17. CURRICULUM AND INSTRUCTION: TECHNOLOGY LEAD STIPEND (TAB 10)**

**Curriculum and Instruction is requesting to provide a \$1,000 stipend for the 21-22 SY to a certified teacher at each school. This supplement will help support the extra duties that are needed due to the increase in instructional technology and hardware support at the school level. The funding for the tech leads has already been approved as part of our ESSER 3.0 application. If successful, inclusion for the 22-23 SY budget will be requested. The responsibilities of the tech lead are as submitted in Tab 9.**

**Recommended Approval---motion** to approve a \$1,000 tech lead stipend for the 2021-22 school year for a certified teacher at each school as presented.

## **18. FACILITIES (TAB 11)**

### **1. Request from CTE to install an exterior Cooler at Blackman High School**

CTE has submitted a request to install an exterior walk in cooler/freezer at Blackman High for the Culinary Arts Program. Dr. Justus is in support of this request. Engineering and Construction has reviewed the purposed location and will work with CTE to determine final location for the equipment. This request will be funded through the CTE Program and will be placed out for bid. Engineering and Construction recommends this request.

**Recommended Approval---motion** to approve the CTE request the cooler/freezer for Blackman High School Culinary Arts to be funded through the CTE program as presented.

### **2. ESSER II Smyrna High HVAC Bid #3545-21**

On Thursday November 18, 2021 Purchasing received bids for the Smyrna High School HVAC equipment replacement project. This project was requested to be funded through ESSER II funds. The project cost, including Alternate #1, is \$1,769,518.00, is over the original budget of \$1,500,00.00. Engineering has worked with Federal Projects and moved remaining funds from other projects to this project and recommends awarding to Demand Mechanical lowest and best bid.

**Recommended Approval---motion** to approve Demand Mechanicals bid for Smyrna High, Bid #3545-21 of \$1,769,518.00 as presented.

### **3. Binkley Garcia and Rutherford County Schools win Elementary School of the Year for Plainview Elementary**

The TSBA recognizes architectural firms for their excellence in design each year. RCS was notified on October 21, 2021 that the judges have chosen Plainview Elementary School as the winner of the Elementary category for the TSBA 2021 School of the Year Award. The prestigious award recognizes Binkley Garcia for their excellence in design. The TSBA commends Binkley Garcia and the Rutherford County School System for this achievement. Binkley Garcia and RCS were presented their awards on November 20, 2021.

### **4. 5 Year Building Program (For Information Only)**

Board Discussion on the 5 Year Building Program

**19. INSURANCE UPDATE**

**20. DIRECTORS UPDATE**

**21. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE**

**22. FEDERAL RELATIONS NETWORK (FRN) UPDATE**

**23. GENERAL DISCUSSION**

**24. ADJOURNMENT**



**RUTHERFORD COUNTY SCHOOL SYSTEM**

**Board of Education Meeting**

**2240 Southpark Drive  
Murfreesboro, TN 37128**

**Minutes of November 11, 2021**

**Board Members Present**

**Tiffany Johnson, Board Chairwoman**

**Shelia Bratton, Vice-Chair**

**Coy Young**

**Jim Estes**

**Claire Maxwell**

**Tammy Sharp**

**Bill C. Spurlock, Director of Schools**

**1. CALL TO ORDER**

**The Board Chair, Tiffany Johnson called the meeting to order at 5:00 P.M.**

**2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**Rockvale JROTC presented colors and led the Pledge of Allegiance and Moment of Silence in honor of Veterans Day. Special thanks to LTC Shawn Waldrip, c/LTC Anthony Henderson, c/MAJ Destiny Jackson, c/CPT Dustin Kressley, c/CPT Rebecca Gonzalez, c/CSM Ryan Maier and COL. Russ Rector for honoring and recognizing all who have and continue to serve.**

**3. APPROVAL OF AGENDA**

**Motion made by Mr. Estes, seconded by Mr. Young, to approve the agenda as presented.**

**Vote: All Yes**

**Motion passes.**

**4. APPROVAL OF CONSENT AGENDA**

**A. Minutes: October 14, 2021 Board Meeting**

**B. Community Use of Facilities**

**C. Transportation: Dan Hartley Sr. – Contractor Bus #35**

**Mr. Hartley has been disqualified from driving with Rutherford County Schools on September 22, 2021.**

**D. Routine Bids: Bid #3556 – Aluminum Walkway Cover – Stewarts Creek Elementary  
Bid #3557 – Asbestos Testing and Monitor  
Bid #3558 – Asbestos Abatement  
Bid #3559 – Septic Tank Pumping  
Bid #3560 – Time Clocks  
Bid #3561 – Portable Classrooms**

**Request to Purchase:**

**Whitworth-Buchanan Middle School would like to purchase a John Deere Z915E Z Trak 60” Deck Mower from Sourcewell Grounds Maintenance 031121-DAC Contract from Deere & Company at a cost of \$8,045.73.**

**To be funded through Whitworth- Buchanan Middle School.**

**The Technology Department would like to purchase from TN Statewide Contract #209-72320-(1) One 2022 Transit Connect Cargo Van LWB XL (S7S) from Ford of Murfreesboro at a cost of \$26,350.00.**

**The Technology Department would like to purchase from TN Statewide Contract #209-72320-(1) One 2022 Transit Cargo RWD High Roof Van from Ford of Murfreesboro at a cost of \$37,220.00.**

**To be funded from General Purpose Funds.**

**E. School Salary Supplements and Contract Payments:**

<b>Name</b>	<b>Amount</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Jeffery Gierke	NTE \$1,200.00	Blackman High	School Funds - Football	Assistant Football Coach
Timothy Jones	NTE \$500.00	Blackman High	School Funds - Football	Morning workout supervision
I’Tavius Mathers	NTE \$1,200.00	Blackman High	School Funds - Football	Assistant Football Coach
Kevin Meadows	NTE \$1,200.00	Blackman High	School Funds – Football	Field Maintenance + Assistant Coach
Brody Quick	NTE \$1,200.00	Blackman High	School Funds – Football	Morning workout supervision
Christopher Reynolds	NTE \$1,200.00	Blackman High	School Funds – Football	Assistant Football coach
Sean Holt	NTE \$900.00	Blackman Middle	School Funds - Baseball	Assistant Baseball Coach

Jay Windham *6	NTE \$3,500.00	Central Magnet	School Funds – HS Cross Country	Assistant HS Cross Country Coach + Bus Driver
Morris Hamby	NTE \$1,000.00	Oakland High	School Funds-Chorus	Pianist at Choral programs
David England	NTE \$500.00	Riverdale	Riverdale Band Boosters	Adjudicator for Band Contest
Ryan Locke	NTE \$850.00	Riverdale	Riverdale Football Boosters	Field Maintenance
Barry Messer	NTE \$3,500.00	Riverdale	Riverdale Baseball Boosters	Mowing
Joshua Pelchat	NTE \$2,000.00	Riverdale	Riverdale Football Boosters	Field Maintenance
Leonard Rollins III	NTE \$1,000.00	Riverdale	Riverdale Football Boosters	Painting the game + practice fields
Alyssa Dawson	NTE \$1,000.00	Rockvale High	School Funds-Cross Country	Assistant Cross-Country Coach
David England *1	NTE \$400.00	Rockvale High	School Funds – Bands at the Rock	Adjudicator for Band Contest
Bryan Weakley	NTE \$800.00	Rockvale High	School Funds-Volleyball	Assistant Volleyball Coach
Rakel Hankins	NTE \$700.00	Rockvale High	School Funds-Volleyball	Assistant Volleyball Coach
William Holliday *4	NTE \$500.00	Rockvale High	School Funds-Football	Amend prior approval-Total amount approved will be \$2,500
Brittini Young	NTE \$1,000.00	Rockvale High	School Funds-Swimming	Assistant Swimming Coach
Travis Childers *1	NTE \$499.00	Siegel High	School Funds-Baseball	Facility mowing
Travis Childers	NTE \$5,000.00	Siegel High	School Funds-Various	Operating + Maintaining lights for theater shows
John DeValk	NTE \$750.00	Siegel High	School Funds-Boys + Girls Basketball	Basketball Scorekeeper/Clock Operator
Henry Fields	NTE \$1,500.00	Siegel High	School Funds-Baseball	Off season field work
Katie Racki	NTE \$1,200.00	Siegel High	School Funds-Band	Colorguard Tech
Craig Reavis *1	NTE \$375.00	Siegel High	School Funds-Football	PA for Varsity Football games
Craig Reavis	NTE \$1,500.00	Siegel High	School Funds-Baseball	Off season Field Maintenance
Jonathan Tolbert *6	NTE \$1,500.00	Smyrna High	School Funds-Volleyball, JROTC, & Cheer	Bus Driver
Catie Wester	NTE \$1,500.00	Smyrna High	School Funds-Volleyball	Assistant Volleyball Coach

Makenzie Prince	NTE \$1,500.00	Smyrna High	School Funds- Volleyball	Assistant Volleyball Coach
William Coleman	NTE \$1,000.00	Smyrna Middle	School Funds- Football	Assistant Football Coach
LaToya Shelton	NTE \$600.00	Whitworth- Buchanan	School Funds- Various Athletic Teams & Groups	Artwork on Shirts
Reggie Skelton	NTE \$650.00	Whitworth- Buchanan	School Funds- Boys + Girls Basketball	Basketball Announcer
Tanya Webb	NTE \$1,250.00	Whitworth- Buchanan	School Funds- Boys + Girls Basketball	Basketball Bookkeeper
Jackie Barnes	NTE \$1,200.00	Blackman High	School Funds- Football	Assistant Football Coach
Sean Buchanan	NTE \$1,200.00	Blackman High	School Funds- Football	Assistant Football Coach
Amanda Hunt	NTE \$500.00	Blackman Middle	School Funds- Swimming	Swimming Coach
Madison Curtis	NTE \$800.00	Eagleville	School Funds- Jr Pro Basketball	Officiating for Jr Pro Basketball at various County schools
Jeff Hoeft	NTE \$800.00	Eagleville	School Funds- Jr Pro Basketball	Officiating for Jr Pro Basketball at various County schools
Max Kirby	NTE \$800.00	Eagleville	School Funds- Jr Pro Basketball	Officiating for Jr Pro Basketball at various County <b>schools</b>
Sarah Marshall	NTE \$500.00	Eagleville	School Funds- Jr Pro Basketball	Clock Keeper for Jr Pro Basketball
Lucy Pedigo	NTE \$800.00	Eagleville	School Funds- Jr Pro Basketball	Officiating for Jr Pro Basketball at various County schools
Robbie Reasonover	NTE \$800.00	Eagleville	School Funds- Jr Pro Basketball	Officiating for Jr Pro Basketball at various County schools
Josh Rumley	NTE \$800.00	Eagleville	School Funds- Jr Pro Basketball	Officiating for Jr Pro Basketball at various County schools
Tyler Rumley	NTE \$800.00	Eagleville	School Funds- Jr Pro Basketball	Officiating for Jr Pro Basketball at various County schools
Sean Shokley	NTE \$800.00	Eagleville	School Funds- Jr Pro Basketball	Officiating for Jr Pro Basketball at various County schools
Dalton Parkerson	NTE \$1,500.00	Oakland High	Oakland Band Boosters	Brass Instruction
Karl Wingruber	\$90/monthly per student	Oakland Middle	School Funds- Band	Private lessons

Bruce Thweatt	NTE \$1,800.00	Riverdale	School Funds-Volleyball	Assistant Volleyball Coach
Bruce Thweatt	NTE \$499.00	Riverdale	School Funds-Tennis	Assistant Tennis Coach
Nicholas Peterson	NTE \$2,000.00	Riverdale	Riverdale Football Boosters	Field Maintenance
Katherine Aydelott	NTE \$5,000.00	Rockvale High	School Funds-Band	Double reed lessons
Kyle Williams	\$25.00/lesson	Rockvale High	School Funds-Band	Low brass lessons
Noah Bennett	NTE \$540.00	Rockvale Middle	School Funds-Swimming	Lifeguard
Kyle Williams	\$20.00/lesson	Rockvale Middle	School Funds-Band	Private lessons
Katherine Aydelott	\$25.00/lesson	Rocky Fork Middle	School Funds-Band	Private lessons
Darryl Deason	NTE \$2,000.00	Siegel High	School Funds – Choir	Stage direction for the spring musical
Phillip Gregory	NTE \$1,200.00	Siegel High	School Funds-Choir	Sound technician for the variety show
Jalen Fearn	NTE \$2,000.00	Stewarts Creek High	School Funds-Boys Basketball	Assistant Boys Basketball Coach
Delana Easley *2	Hourly	All Schools	School Funds	Piano accompanist fir events for the 2021.2022 school year
Jamieson Sapp *2	Hourly	Blackman Elementary	Living Water Church	Additional custodial work for the 2021/2022 school year
Callie Smith *2	Hourly	Blackman High	School Funds-Clubs/Athletics + Outside Groups	Additional custodial work for the 2021/2022 school year
Christina Calixtro *2	Hourly	Cedar Grove	Smyrna Junior Basketball League	Additional custodial work for the 2021/2022 school year
Ambria Gonzalez *2	Hourly	Cedar Grove	Smyrna Junior Basketball League	Additional custodial work for the 2021/2022 school year
Gualessca Rodriquez *2	Hourly	Cedar Grove	Smyrna Junior Basketball League	Additional custodial work for the 2021/2022 school year
Tammy Faulk *2	Hourly	Christiana Elementary	Junior Pro Basketball	Additional custodial work for the 2021/2022 school year
Amanda Richardson *2	Hourly	Smyrna Elementary	Smyrna Junior Pro Basketball League	Additional custodial work for the 2021/2022 school year
Alicia Nickens *2	Hourly	Smyrna Primary	Smyrna Junior Pro Basketball League	Additional custodial work for the 2021/2022 school year

James Haring *2	Hourly	Whitworth-Buchanan	School Funds- Various Athletic teams + Outside groups	Additional custodial work for the 2021/2022 school year
Jason Krepp *2	Hourly	Whitworth-Buchanan	School Funds- Various Athletic teams + Outside groups	Additional custodial work for the 2021/2022 school year
Robert Sanderson *2	Hourly	Whitworth-Buchanan	School Funds- Various Athletic teams + Outside groups	Additional custodial work for the 2021/2022 school year

\*\*Unless listed as an hourly rate

1. Approved previously for an amount \$500 or greater
2. Not less than regular hourly rate-or overtime rate if working over 40 hours during the week
3. Anticipate amounts over \$500 this school year
4. Amend prior approval
5. Less than \$500 but part of event total
6. Pending approval by Transportation Dept.

#### **F. Non-Faculty Volunteer Coaches:**

**According to Tennessee Secondary School Athletic Association (TSSAA) guidelines, Board of Education approval is required to allow non-faculty volunteer coaches to participate in the school athletic programs.**

**The following non-faculty volunteer coaches are for the 2021-2022 school year:**

<u><b>Name</b></u>	<u><b>School</b></u>	<u><b>Sport</b></u>
Katherine Aydelott	Rockvale High School	Band
Katherine Aydelott	Rocky Fork Middle School	Band
Darryl Deason	Siegel High School	Choir
Dalton Parkerson	Oakland High School	Band
Kyle Williams	Rockvale High School	Band
Karl Wingruber	Oakland Middle School	Band
Kaleb Estes	Siegel High School	Boys Basketball
Bryson Randolph	Rockvale High School	Boys Basketball
Dylan Vongsa	Rockvale High School	Wrestling
William Meek	Central Magnet	MS Golf
Adrian Keeley	Riverdale High School	Wrestling
Shayna Housley	Oakland High School	Track
Byron Smith	Blackman High School	Wrestling
Chris Zentz	Eagleville	Wrestling
Letwan Gipson	Stewarts Creek High	Boys Soccer
Trevor Beverly	Riverdale High School	Wrestling
Faith McCaghren	Central Magnet	Softball
Igor Zhislin	McFadden	Chess
William Holliday	WBMS	Girls Basketball
Jason Tigg	WBMS	Boys Basketball

Motion made by Mrs. Bratton, seconded by Mrs. Maxwell, to approve the consent agenda items as presented.

Vote: All Yes

**Motion passes.**

## **5. VISITORS**

**Mr. Williams and Mr. McKee who were scheduled to speak were not present. Mr. Littleton discussed policies being proposed by the Board. Mr. Hinote also addressed the board on concerns with policy changes.**

## **6. RECOGNITION**

**Jean Saunders with the American Heart Association will highlight the successful Kids Heart Challenge Program and recognize the 24 schools that raised \$121,484.00 in support of this program.**

## **7. SPOTLIGHT ON EDUCATION**

**Elizabeth Davis in our Instruction Dept. has been named the district's new Learning Loss Coordinator, a position funded through ESSER funds. Ms. Davis will be providing a presentation to the Board about the accelerated learning programs RCS will be offering to students.**

## **8. FINANCIAL MATTERS**

### **1. State Insurance Plan (For Information Only)**

### **2. Joint Resolution of Opposition to the Appeal of Rutherford Collegiate Prep Charter School's Application**

This is a joint Rutherford County Board of Education/Rutherford County Commission formal resolution opposing the appeal of Rutherford Collegiate Prep Charter School's application that will be considered soon by the Tennessee Charter School Commission.

Motion made by Mrs. Bratton, seconded by Mr. Young, to approve the joint resolution of opposition to the Charters School's application for appeal as presented.

Vote: All Yes

**Motion passes.**

### **3. Fund 177 Educational Capital Projects Fund Amendment**

This amendment provides funding to complete the Buchanan Sewer Connection Project (\$150,000) that was delayed last year due to the permitting process, to budget for the Holloway HVAC project (\$56,551) that was approved late last fiscal year, completion of a window replacement at McFadden (\$15,704), as well as additional funding to finish the renovations to the Buchanan, Stewartsboro, and Walter Hill School playgrounds (\$107,000).

Funding to complete these projects to be pulled from remaining funds from other projects as shown on the detailed budget amendment with the exception of the \$150,000 for the Buchanan Sewer Connection Project that will come from fund balance as this project was budgeted last year but not all of the project was bid and encumbered prior to fiscal year end.

Motion made by Ms. Sharp, seconded by Mrs. Maxwell, to approve the Fund 177 Educational Capital Project Fund Amendment as presented.

Vote: All Yes

**Motion passes.**

### **9. PROPOSED ZONING FOR ROCKVALE, RIVERDALE AND DOWNTOWN AREA- FOR INFORMATION ONLY**

**Shane Morgan discussed several different options for the proposed rezoning in areas of Rockvale, Riverdale and the Downtown areas. A public meeting will take place on Monday November 15, 2021 at Rockvale High School beginning at 6:30 P.M. with a second meeting to be held at Riverdale High School on December 6, 2021 at 6:30 P.M. A final meeting will take place in early January at the Board of Education.**

### **10. CURRICULUM & INSTRUCTION – CTE CAREER**

**The Curriculum & Instruction CTE Department would like to allocate approximately \$15,000.00 of the 2021-2022 Perkins Basic Grant funds to support the Rutherford Works Ambassador Leads at 22 of our Middle and High Schools. The purpose of the Rutherford Works Ambassador Leads would be to develop the instructional capacity of teachers, counselors, and assistant principals, within our district to support the Rutherford Works partnership.**

**The Leads would be responsible for attending in-person/virtual meetings and implementing the following opportunities at their schools: Work Ethic Distinction, YouScience, WBL, Industry Tours, JumpStart Job Fair, 8<sup>th</sup> Grade Career Pathway Fair, and the ACT WorkKeys Assessment.**



**The allocations are:**

**Each participant receives a \$500.00 stipend for attendance and participation in Professional Development sessions led by Rutherford Works and the CTE Curriculum & Instruction Department.**

<b>Rutherford Works Ambassador</b>		
<b>Schools</b>	<b>RW Ambassador</b>	<b>Position</b>
Blackman High	Jeanette Noffsinger	CTE High School Teacher
Holloway High	Dawn Powell	CTE High School Teacher
LaVergne High	Lauren Moore	CTE High School Teacher
Oakland High	Sherri Rogers	CTE High School Teacher
Riverdale High	TBD	CTE High School Teacher
Rockvale High	Jennifer Vining	CTE High School Teacher
Siegel High	Stacie Anderson	CTE High School Teacher
Smyrna High	Carrie Ott	CTE High School Teacher
Stewarts Creek High	Marlena Dixon	CTE High School Teacher
Blackman Middle	TBD	CTE Middle School Teacher
Christiana Middle	Leigha Moltz	CTE Middle School Teacher
LaVergne Middle	Tiffany Copeland	Middle School Assistant Principal
Oakland Middle	Emily Mangram	CTE Middle School Teacher
Rock Springs Middle	James Elliot	Middle School STEM Teacher
Rocky Fork Middle	Allison Kunkle	Middle School Counselor
Rockvale Middle	Kelly Newberry	Middle School Assistant Principal
Siegel Middle	April Mongold	Middle School Counselor
Smyrna Middle	Ellie Lee	Middle School ELA Teacher
Stewarts Creek Middle	Keith Young	Middle School Assistant Principal
Whitworth Buchanan Middle	Lucy Pittenger	CTE Middle School Teacher
Eagleville	Libby Sledge	CTE High School Teacher
Central Magnet	Jackie Crawley Harrison	CTE High School Teacher

Motion made by Mrs. Maxwell, seconded by Mr. Young, to approve allocating approximately \$15,000.00 of Perkins funds to support Rutherford Works Ambassador Leads at 22 of our Middle and High Schools. Each participant will receive a \$500.00 stipend for attendance and participation in Professional Development sessions by Rutherford Works and the Curriculum & Instruction CTE Department. Schools allocated number of participants are 22 Middle Schools and High Schools to support teacher and student success as presented.

Vote: All Yes

**Motion passes.**

## **11. COLLABORATIVE CONFERENCING COMMITTEE**

**Pursuant to Section 49-5-605, the Board of Education is required to appoint Management personnel to serve on a committee following a majority vote in favor of collaborative conferencing.**

Andrea Anthony	Suszane Freeze
James Sullivan	Letoni Murry
Kay Martin	Larry Creasy
Brian Lewis	

Motion made by Mr. Estes, seconded by Mrs. Maxwell, to approve the Board of Education Representatives for the collaborative conferencing committee as presented.

Vote: All Yes

**Motion passes.**

## **12. CURRICULUM AND INSTRUCTION**

### **1. NIET Special Education Strategic Plan Update (For Information Only)**

**Dr. Sullivan spoke on Special Education and how we can better serve our schools, students and various stakeholders.**

### **2. Lead Tech Teacher Supplement (For Information Only) – formal presentation to Board for approval in December.**

Curriculum and Instruction would like to allocate a portion of ESSER funds as a stipend for a teacher at each school to serve as a Tech Lead. This Tech Lead would serve as a liaison between the Central Office and our Instructional departments to help support technicians and library media specialists with basic troubleshooting and inventory of devices. Each liaison would receive a \$1000 stipend and work would occur in addition to the educator's normal responsibilities. The funding has been approved as part of our ESSER 3.0 application.

## **13. TITLE II PROFESSIONAL DEVELOPMENT**

**Educational consultant, Kim Campbell, will provide training to 4 middle schools. These middle schools are Siegel Middle, Blackman Middle, Oakland Middle and Smyrna Middle. She will provide training to these schools on establishing meaningful relationships with students, creating engaging lessons and energizing faculty members to stay the course of passionate teachers.**

**Contract/Agreement Details:**

**January 3, 2022**

**2 sessions: 8:00-11:00 a.m. at Siegel Middle (with Oakland Middle) and 12:00-3:00 p.m. at Blackman Middle (with Smyrna Middle)**

**Total Contract/Agreement Fees: = \$5,500.00**

(fee is all inclusive)

Motion made by Mrs. Bratton, seconded by Mrs. Maxwell, to approve Title II funds to pay Kim Campbell to provide professional development training sessions for Siegel Middle, Blackman Middle, Oakland Middle and Smyrna Middle. Title II Funds will pay 100% of this contract/agreement as presented.

Vote: All Yes

**Motion passes.**

**14. ESL DEPARTMENT REQUEST**

**1. Purchase of Language Power Kits from TCM (Teacher Created Materials) –**

The ESL Department is seeking approval to purchase 5 Language Power Kits for our English language learners in grades K-5. The Language Power Kits are designed to facilitate both language and literacy in the beginning levels of proficiency. The total cost of the kits is \$31,859.36 and will be paid for with the Title III funds.

Teacher Created Materials is the publisher and sole source provider of these kits per their letter on September 15, 2021.

Motion made by Ms. Sharp, seconded by Mrs. Maxwell, to approve the purchase of the Language Power Kits for the ESL Department as presented.

Vote: All Yes

**Motion passes.**

**2. Purchase of Imagine Learning Licenses –** The ESL Department is seeking approval to purchase 301 Imagine Learning Licenses for our English language learners. Imagine Learning is a computer software program designed specifically for the development of English and literacy. The total cost of the licenses is \$30,100.00 and will be paid for with Title III funds.

Motion made by Mrs. Bratton, seconded by Mr. Young, to approve the purchase of the Imagine Learning licenses for the ESL Department as presented.

Vote: All Yes

**Motion passes.**

## **15. LEGAL**

### **1. Policy Committee Recommended Policy Changes**

Below are the policy changes recommend by the policy committee on the second and final reading:

**a. Policy 1.400: School Board Meetings**

Added guidelines for posters and material from visitors during school board meetings.

**b. Policy 1.404: Appeals to and Appearances Before the Board**

Made changes to the visitor process and decorum requirements in line with allowable and unallowable restrictions as established by the Sixth Circuit Court of Appeals.

**c. Policy 1.703: School Attendance Zones and Exemptions**

Updates zone exemptions policy to reflect new required state law, Public Chapter 479.

**d. Policy 4.602: Grade Point Average (GPA) and Class Rank (9-12)**

Clarifies ACT tie-breaking mechanism.

**e. Policy 6.200: Attendance**

Added clarity to process for approving excused absences for non-school sponsored extracurricular activities from State Board Policy.

**f. Policy 6.502: Foreign Exchange Students**

Placed control of acceptance/denial of foreign exchange students with principals and removed components no longer applicable.

### **2. New Policies**

**a. Policy 4.204: Summer Instructional Programs**

Required by law. Sets out general expectations for summer learning and other learning loss programs mandated by law.

**b. Policy 6.4052: Opioid Antagonist**

New state law allows nurses to store Narcan to respond to overdoses.

Motion made by Mrs. Maxwell, seconded by Ms. Sharp, to table the adoption of the above policies until the December meeting in order to allow time for the new board member to participate.

Roll Call Vote: Yes – Mrs. Maxwell, Mr. Estes, Mrs. Bratton, Mr. Young, Ms. Sharp, Mrs. Johnson

No - None

**Motion passes.**

## **16. FACILITIES**

### **1. Request from Stewarts Creek Middle School to Install an Artificial Turf Home Plate and Batter's Box Area:**

Dr. Letoni Murray has requested to install a synthetic turf home plate and batter's box area. This work will be at no cost to the board and will be funded through the baseball fund raising account. Engineering and Construction has reviewed this request and recommends approval.

Motion made by Mr. Young, seconded by Mrs. Maxwell, to approve the request from Stewarts Creek Middle to add a synthetic turf home plate and batter's box area at no cost to the Board as presented.

Vote: All Yes

**Motion passes.**

### **2. Request from Smyrna Middle School to Install Concrete for Synthetic Turf for Putting Green and Outdoor Classroom:**

Dr. Takisha Ferguson has requested to utilize the \$10,000.000 Richard Siegel Grant funds to install synthetic turf for a putting green and outdoor classroom area in the courtyard between the new addition and the existing building. This request is at no cost to the Board. Engineering and Construction has reviewed this request and recommends approval.

Motion made by Ms. Sharp, seconded by Mrs. Maxwell, to approve the request from Smyrna Middle to add a synthetic putting green and outdoor classroom area at no cost to The Board as presented.

Vote: All yes

**Motion passes.**

## **17. INSURANCE UPDATE**

**Doug Bodary and Dr. Anthony will attend the monthly insurance meeting this Thursday at 1 P.M. and bring back any pertinent information. A survey to employees regarding health changes was sent out with over 500 responses. Three main concerns listed by current and active employees being the cost of their health insurance premiums per paycheck, out of pocket costs such as deductibles, office co-pays, co-insurance and prescription co-pays and lastly and one of the highest of importance was the network of doctors and hospitals available to employees.**

## **18. DIRECTORS UPDATE**

**The Director discussed the metrics for the mask requirement passing. James Evans presented data on those metrics. On October 25, 2021 we were at a 8.4 percent positivity rate. On November 1, 2021 we were at 7.3 percent and as of this morning, November 8, 2021, we are at 6.7 percent reaching the three consecutive weeks of being below 10 percent. A message is ready to be sent out to parents letting them know that masks are still optional for anyone who wants to use them and the policy has expired based on our metrics. Director Spurlock spoke on BEP funding for schools and student based allocations.**

## **19. TENNESSEE LEGISLATIVE NETWORK (TLN) UPDATE**

**Mrs. Maxwell spoke on the Tennessee Legislature and lawmakers passing a bill to curb Covid restrictions which included prohibiting public schools from mandatory masks. If not signed by the Governor, the bill will go into effect beginning Monday.**

## **20. FEDERAL RELATIONS NETWORK (FRN) UPDATE**

**Nothing new at this time.**

## **21. GENERAL DISCUSSION**

**Ms. Sharp spoke on the Town Hall meeting in Hendersonville and information on funding our nurses, maintenance, ESL students as well as special education.**

**Mrs. Bratton discussed insurance issues and changes and asked that we continue to explore the state plan with a question and answer session for teachers, employees as well as retirees with more of a comparison of both programs.**

**Mrs. Johnson thanked COL. Rector and the Rockvale JROTC for being at the meeting and taking the time to recognize our Veterans, Armed Forces and Military as well as the Sherriff's Dept. for being at our meetings.**

## **22. ADJOURNMENT**

**There being no further business, the meeting adjourned at approximately 5:46 P.M.**

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**Tiffany Johnson, Board Chairwoman**

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**Date**

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**Bill C. Spurlock, Director of Schools**

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**Date**

## FACILITIES USE

December 9, 2021

### Fees

Barfield	Savannah Ridge HOA; annual meeting, 1/27/22 6-9pm, cafeteria, \$18/hr; <b><i>*subject to COVID-19 restrictions and updates.</i></b>
Blackman High	Beasley Elite Sports/National Playmakers Academy, 7v7 middle and high school try-outs, 11/28/21-12/5/21 1-4pm, stadium, \$600, <b><i>Retroactive Review, *subject to COVID-19 restrictions and updates.</i></b>
Lascassas	Top Notch Basketball, practices, 2/1/21-6/30/21 T/Th 6:30-8:30pm, gym, \$18/hr, <b><i>*subject to COVID-19 restrictions and updates.</i></b>
Oakland High	Murfreesboro Soccer Club; indoor soccer training; 12/1/21-2/23/22 Wednesdays 8-9:30pm, indoor facility, \$1870, <b><i>Retroactive Review, *subject to COVID-19 restrictions and updates.</i></b>
Plainview	River Otter Wrestling Club, AAU youth wrestling, 12/12/21-12/12/22 4:30-7pm, 1 room, \$18/hr, <b><i>*subject to COVID-19 restrictions and updates.</i></b>
Rock Springs Middle	Victory Church, church service, 1/3/22-1/3/23 Sa/Su 6am-5pm, auditorium/gym/cafeteria, \$642/wk, <b><i>*subject to COVID-19 restrictions and updates.</i></b>
Rocky Fork Middle	MT Wildcats, baseball practice, 5/10/22-7/7/22 T/Th 6-8pm, baseball field, \$18/hr, <b><i>*subject to COVID-19 restrictions and updates.</i></b>



Siegel High	The Dancer's School, annual dance performance, 6/1-6/4/22, 3 classrooms/auditorium, \$1275, <b><i>*subject to COVID-19 restrictions and updates.</i></b>
Siegel High	Spotlite Dance Studio, dance run-through, 1/15/22 9am-4pm, auditorium, \$285, <b><i>*subject to COVID-19 restrictions and updates.</i></b>
Smyrna Middle	North Rutherford Soccer, soccer, 11/29/21-2/18/22 M-Th 7:15-8:15pm, gym, <b><i>Retroactive Review, *subject to COVID-19 restrictions and updates.</i></b>
Smyrna Middle	Friendship Quilters Guild, meetings, 2 <sup>nd</sup> Saturdays starting 12/11/21 9am-4pm, 1 classroom, \$15/day, <b><i>*subject to COVID-19 restrictions and updates.</i></b>
<b><u>No Fees</u></b>	
Whitworth-Buchanan	Barfield and David Youree Archery, archery tournament, 11/12-11/13/21, gym, No Fee, <b><i>Retroactive Review, *subject to COVID-19 restrictions and updates.</i></b>

Note: Facility use for 12/9/21 has been granted pending Board action. The COVID-19 CDC approved recommendations were reviewed by the requestor. A certificate of insurance with \$2,000,000.00 limits (\$1,000,000.00 if approved) is required by each user. Each group must forward any renewals of insurance to the Board on time; otherwise approval is terminated at the end of the policy period. **All approvals are for no more than a 1-year period.**

## **TRANSPORTATION**

### **Patty Banks contractor of Sped bus #68**

**Miss Banks was given a 30 day written notice that she must secure a driver or she would be in breach of her contract. Miss Banks has failed to provide "daily service" student transportation services for Rutherford County Schools. Bus #68 last ran on September 8<sup>th</sup>. This route has been covered by Miss Banks and other contractors. It is a hardship on parents, students and schools to continue to cover this route.**

**Recommendation – Motion to approve that the contract for Patty Banks Bus #68 shall be terminated and assigned back to the Transportation Department.**

## **TRANSPORTATION**

**Allison Brown contractor of bus #120**

**Mrs. Brown was given a 30 day written notice that she is in be in breach of her contract. She was notified that she must secure a driver by December 15<sup>th</sup>. Mrs. Brown has failed to provide “daily service” student transportation services for Rutherford County Schools. This route has been covered by the Transportation Department. It is a hardship on students and schools to continue to cover this route.**

**Recommendation – Motion to approve that the contract for Allison Brown Bus #120 shall be terminated and assigned back to the Transportation Department if this bus is not in service by December 15<sup>th</sup>.**

## **TRANSPORTATION**

**Allison Brown contractor of bus #120**

**Mrs. Brown was given a 30 day written notice that she is in be in breach of her contract. She was notified that she must secure a driver by December 15<sup>th</sup>. Mrs. Brown has failed to provide “daily service” student transportation services for Rutherford County Schools. This route has been covered by the Transportation Department. It is a hardship on students and schools to continue to cover this route.**

**Recommendation – Motion to approve that the contract for Allison Brown Bus #120 shall be terminated and assigned back to the Transportation Department if this bus is not in service by December 15<sup>th</sup>.**

## MEMORANDUM

DATE: November 29, 2021  
TO: Bill C. Spurlock  
FROM: Monika B. Ridley  
RE: Transfer Student Under Discipline

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The Board has been requested to admit a transfer student under discipline from another school system. The student was previously remanded to attend alternative school in Davidson County.

The student was remanded for assault.

According to Policy 6.318, the Board may approve admissions when a student transfers from another school system while under suspension or expulsion. I recommend that the student be admitted and placed in alternative school.

## Bid #3562 - Light Poles (Rockvale High)

Company	Installation of Light Poles	Alternate (Install 1 extra light pole)
Old World Construction	\$ 44,535.00	\$ 4,040.00
<b>TJ Electric</b>	<b>\$ 24,194.80</b>	<b>\$ 800.00</b>
Williamson Construction	\$ 29,661.00	\$ 1,600.00

Mailed to 48 vendors  
45 vendors did not respond

Recommend: Motion to approve TJ Electric for overall lowest and best bid.

To be funded through General Purpose Funds

**RFP #21-02  
Language Services**

Vendor	Phone	Video Remote and/or Virtual	Onsite	Document
<b>Crest Language Services</b>	\$ .95 per minute over the phone	\$1.75 per minute video remote (Zoom and VRI)	\$75.00 per hour for onsite (2 hour minimum +mileage and parking fees)	<b>\$.10 - \$.15 per word for written translations</b>
Foreign Language Academy		\$1.50 per minute for virtual (15 minute minimum)	\$60.00 per hour for onsite (plus .55 a mile from Knoxville)	\$.35 per word for written translation
Interpreters Unlimited	\$.99 per minute over phone	\$1.25 per minute for video remote, \$60.00 per minute for Spanish and \$70.00 per hour on virtual (Zoom, Teams, Etc.)	\$60.00 for Spanish and \$70.00 per hour for all other languages for on-site interpretation (2 hour minimum and .57 per mile)	
Language USA				\$.12 - \$.24 per word for written translations (\$35.00 minimum)
<b>Propio</b>	<b>\$.42 per minute Spanish and \$.69 per minute all other languages for phone (30 minute minimum)</b>	<b>\$.75 per minute for Spanish, \$.89 per minute for all other languages by video remote and \$1.69 per minute for ASL video remote</b>		
TB Alliance				\$.14 - \$.16 per word for written translations
<b>Tennessee Language Services</b>	\$1.00 per minute over the phone	\$60.00 per hour for video remote	<b>\$64.00 per hour for in person (2 hour minimum)</b>	\$.20 per word for Spanish and \$.28 per word all other languages for written documents
Visual Language Professionals		\$40.00 per hour for Spanish and \$50.00 per hour for all other languages for virtual services (2 hour minimum)		\$.11 per word for Spanish and \$.15 per word all other languages
Volatia	.65 per minute for Spanish and .75 per minute for all other languages over the phone	\$1.15 per minute for Spanish and \$1.25 per minute for video remote, \$1.50 per minute for ASL for video remote		

Mailed to 16 vendors  
7 vendors did not respond

Recommend: Motion to award to Crest Language Services, Propio And Tennessee Language Services for overall best bids as shown above.

To be funded through General Purpose Fund and Federal Funds

12/09/21

**Request to Purchase:**

Blackman Middle School would like to purchase a Gravely Pro-Turn 160 (991130) 60" Zero-Turn Mower from the Sourcewell Grounds Maintenance 031121-ACO Contract from Ariens Company at a cost of \$7,431.84.

To be funded through Blackman Middle School.



# Rutherford County Schools

## Board Agenda Items

December 9, 2021

### Financial Matters:

#### **1. Fund 141 GPS Fund Amendment, STREAM Mini-Camps – (Tab)**

This amendment provides funding to a State and Federally funded Science, Technology, Reading, Engineering, Arts and Math (STREAM) mini-camp for K-5 grade level children in December 2021. This daily learning mini-camp will be hosted at 26 RCS Elementary Schools for four hours daily (7:30-11:30) from December 20-23, 2021. The mini-learning camps will focus on creative problem solving for our students as this is one of the top soft skills needed in life. Students can build this skill by analyzing situations in the STREAM learning topics and trying different methods to find a solution.

**Recommended motion-** To approve the General-Purpose Fund Amendment as presented for a total of \$515,388 to budget for the STREAM mini learning camps.

#### **2. Fund 141 GPS Fund Amendment, United Way ATLAS Family Assistance Grant – (Tab)**

This amendment budgets for the FY 2021-22 expenditures of a fully funded United Way Family Assistance Grant that was previously approved by the BOE. This Multi-year United Way grant funds one ATLAS family Liaison position and the associated non-payroll costs for this position. This Liaison will coordinate with our ATLAS program families to help these students connect with the resources to help them stay in school during a time in their lives that may be one of the most challenging.

**Recommended motion-** To amend the FY 2021-22 General Purpose School Budget as presented for a total of \$82,300 to budget for the United Way Family Assistance Grant funding.

Fund 141 - General Purpose School

Function	Object	Description	Amended Budget	ATLAS Grant Decreases	Increases	Amended Budget
44990		Other Local Revenues	280,737			363,037
Total Revenue & Operating Transfers			429,564,920		0	429,647,220

Function	Object	Description	Amended Budget	Increases	Decreases	Amended Budget
71100	189	Reg Education Prg - Elem/Sec - Other Salaries & Wages	1,748,975		52,000	1,800,975
71100	201	Reg Education Prg - Elem/Sec - Social Security	10,136,094		3,224	10,139,318
71100	204	Reg Education Prg - Elem/Sec - Pensions	15,616,684		5,283	15,621,967
71100	206	Reg Education Prg - Elem/Sec - Life Insurance	68,827		25	68,852
71100	207	Reg Education Prg - Elem/Sec - Medical Insurance	28,175,738		8,120	28,183,858
71100	212	Reg Education Prg - Elem/Sec - Employer Medicare	2,379,048		754	2,379,802
71100	299	Reg Education Prg - Elem/Sec - Other Fringe Benefits	385,314		94	385,408
71100	355	Reg Education Prg - Elem/Sec - Travel	0		1,000	1,000
71100	499	Reg Education Prg - Elem/Sec - Other Supplies And Materials	180,600		8,000	188,600
71100	722	Reg Education Prg - Elem/Sec - Regular Instruction Equipment	3,541,130		2,600	3,543,730
<b>71100 Total</b>			238,829,708		81,100	238,910,808
72320	307	Director Of Schools - Communication	100,000		1,200	101,200
			444,244,336		82,300	444,326,636

This amendment budgets for the expenditures of a fully funded United Way Family Assistance Grant.

This multi year United Way Grant funds one Atlas Family Liason position and the associated non-payroll costs

This Liason will coordniate with our Atlas program families to help these students connect with the resources to help them stay in school during a time in their lives that may be one of the most challenging.

**Recommended Motion:** to amend the FY 2021-22 General Purpose School Budget as presented for a total of \$82,300 to budget for the United Way Family Assistance Grant funding

\_\_\_\_\_  
Bill C. Spurlock, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tiffany Johnson, Chairman of the Board

## Fund 141 - General Purpose School

Function	Object	Description	Amended	STREAM Camp		Amended
			Budget	Decreases	Increases	Budget
46590		Other State Education Funds		0		515,388
						515,388
Total Revenue & Operating Transfers			429,049,532	0		515,388
						429,564,920

Function	Object	Description	Amended			Amended
			Budget	Increases	Decreases	Budget
71100	116	Reg Education Prg - Elem/Sec - Teachers	159,753,700	225,000		159,978,700
71100	201	Reg Education Prg - Elem/Sec - Social Security	10,122,144	13,950		10,136,094
71100	204	Reg Education Prg - Elem/Sec - Pensions	15,593,509	23,175		15,616,684
71100	212	Reg Education Prg - Elem/Sec - Employer Medicare	2,375,785	3,263		2,379,048
71100	429	Reg Education Prg - Elem/Sec - Instructional Supp & Mat	3,404,988	125,000		3,529,988
71100	499	Reg Education Prg - Elem/Sec - Other Supplies And Materials	55,600	125,000		180,600
<b>71100 Total</b>			238,314,320	515,388	0	238,829,708
			443,728,948	515,388	0	444,244,336

This amendment budgets for a State and Federally funded Science Technology, Reading, Engineering, Arts, and Math (STREAM) mini-camp for K-5 grade level children in December 2021.

This daily learning mini-camp will be hosted at 26 RCS Elementary Schools for four hours daily (7:30-11:30) from December 20-23, 2021.

The mini learning camps will focus on creative problem solving for our students as this is one of the top soft skills needed in life.

Students can build this skill by analyzing situations in the STREAM learning topics and trying different methods to find a solution

**Recommended Motion:** to amend the FY 2021-22 General Purpose School Budget as presented for a total of \$515,388 to budget for the STREAM mini-learning camps

\_\_\_\_\_  
Bill C. Spurlock, Director of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tiffany Johnson, Chairman of the Board

## Rutherford County Schools Calendar 2022-2023

Monday, August 1, 2022	Administrative Day (Discretionary Day 1)
Tuesday, August 2, 2022	In-Service Day 1
Wednesday, August 3, 2022	Teacher Work Day (Discretionary Day 2)
Thursday, August 4, 2022	Elections/In-Service Day 2
Friday, August 5, 2022	Registration Day (Abbreviated Day 1)
Monday, August 8, 2022	First Full Day of School
Monday, September 5, 2022	Labor Day (Day out of Calendar – 1)
Tuesday, September 6 – Thursday, September 8	1 <sup>st</sup> nine weeks Progress Reports delivery
Thursday, September 15, 2022	Early Dismissal 3hrs 15min day for students
Friday, September 30, 2022	End of 1 <sup>st</sup> nine weeks
Monday, October 3 – Friday, October 7, 2022	Fall Break (Days out of Calendar 2-6)
Thursday, October 13, 2022	1 <sup>st</sup> nine weeks Report Card delivery
Tuesday, October 18, 2022	K-5 Parent Teacher Conferences (1/2 Discretionary Day - 3)
Thursday, October 20, 2022	6-12 Parent Teacher Conferences (1/2 Discretionary Day - 3)
Tuesday, November 1 – Thursday, November 3	2 <sup>nd</sup> nine weeks Progress Reports delivery
Tuesday, November 8, 2022	Election/In-Service Day - 3
Wednesday, November 23, 2022	Thanksgiving Break (Discretionary Day 4)
Thursday, November 24-Friday, November 25, 2022	Thanksgiving Break (Day out of Calendar – 7 & 8)
Friday, December 16, 2022	Last Day of First Semester (Full Day)
Friday, December 16, 2022	End of 2 <sup>nd</sup> nine weeks
Monday, December 19, 2022 – Friday, December 30, 2022	Winter Break (Days out of Calendar 9-13)
Monday, January 2, 2023	In-Service Day - 4
Tuesday, January 3, 2023	Students return from Winter Break
Thursday, January 5, 2023	2 <sup>nd</sup> nine weeks Report Card delivery
Monday, January 16, 2023	MLK Holiday (Day out of Calendar – 14)
Tuesday, February 7 – Thursday, February 9	3 <sup>rd</sup> nine weeks Progress Reports delivery
Monday, February 20, 2023	Presidents Day (Day out of the Calendar – 15)
Friday, March 3, 2023	End of 3 <sup>rd</sup> nine weeks
Thursday, March 9, 2023	Early Dismissal 3 hrs. 15 min for students
Thursday, March 9, 2023	3 <sup>rd</sup> nine weeks Report Card delivery
Tuesday, March 14, 2023	6-12 Parent Teacher Conferences (1/2 Discretionary Day 3)

Thursday, March 16, 2023

Monday, March 27 – Friday, March 31, 2023

Friday, April 7, 2023

Tuesday, April 11 – Thursday, April 13

Thursday, May 25, 2023

Friday, May 26, 2023

Friday, May 26, 2023

Friday, May 26, 2023

K-5 Parent Teacher Conferences (1/2 Discretionary Day 3)

Spring Break

Good Friday (Day out of Calendar - 16)

4<sup>th</sup> nine weeks Progress Report delivery

Teacher Work Day (Discretionary Day 5)

Last Day of School (Abbreviated Day 2)

End of 4<sup>th</sup> nine weeks

4<sup>th</sup> nine weeks Report Card delivery

\*\*\* Plus one Independent Inservice Days (5)



## Rutherford County School Calendar Breakdown for 2022-2023

In-Service Days	
Day 1	August 2, 2022
Day 2	August 4, 2022
Day 3	November 8, 2022
Day 4	January 2, 2023
Day 5	TBD - Independent

Discretionary Days			Abbreviated Days
Day 1	August 1, 2022	Administrative Day	Friday, August 5, 2022
Day 2	August 3, 2022	Teacher Work Day	Friday, May 26, 2023
Day 3	October 18, 2022	1/2 Day-K-5 Parent Conferences	
Day 3	October 20, 2022	1/2 Day-6-12 Parent Conferences	Early Dismissal For Students
Day 3	March 14, 2023	1/2 Day-K-5 Parent Conferences	Thursday, September 15, 2022
Day 3	March 16, 2023	1/2 Day-6-12 Parent Conferences	Thursday, March 9, 2023
Day 4	November 23, 2022	Thanksgiving Break	
Day 5	May 25, 2023	Teacher Work Day	

Vacation Days - Teacher Paid			Day Out of Calendar - Unpaid	
Day 1	December 19, 2022	Winter Break	September 5, 2022	Labor Day
Day 2	December 20, 2022	Winter Break	October 3, 2022	Fall Break
Day 3	December 21, 2022	Winter Break	October 4, 2022	Fall Break
Day 4	December 22, 2022	Winter Break	October 5, 2022	Fall Break
Day 5	December 23, 2022	Winter Break	October 6, 2022	Fall Break
Day 6	March 27, 2023	Spring Break	October 7, 2022	Fall Break
Day 7	March 28, 2023	Spring Break	November 24, 2022	Thanksgiving Break
Day 8	March 29, 2023	Spring Break	November 25, 2022	Thanksgiving Break
Day 9	March 30, 2023	Spring Break	December 26, 2022	Winter Break
Day 10	March 31, 2023	Spring Break	December 27, 2022	Winter Break
			December 28, 2022	Winter Break
			December 29, 2022	Winter Break
			December 30, 2022	Winter Break
			January 16, 2023	MLK Holiday
			February 20, 2023	President's Day
			April 7, 2023	Good Friday

Monthly	Teacher Days	Student Days	Cumulative Count
August	23	19	19
September	21	21	40
October	16	16	56
November	20	18	74
December	17	12	86
January	21	20	106
February	19	19	125
March	24	18	143
April	19	19	162
May	20	18	180
	Teacher-Total 200	Student-Total 180	Student-Total 180



## **RUTHERFORD COUNTY BOARD OF EDUCATION JOB DESCRIPTION**

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**Job Title: Assistant Transportation Director**

**Terms of Employment: Twelve-months**

**Immediate Supervisor: Transportation Director**

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### **JOB GOAL:**

To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curriculum opportunities offered by the Rutherford County School System.

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### **ESSENTIAL DUTIES:**

- Develop and administer a special transportation program to meet all the requirements of the daily instructional programs for special education, learning loss programs, and summer camp.
- Coordinate special transportation of homeless students with ATLAS coordinator and school officials.
- Oversee contact tracing on buses.
- Determine route coverage for covid-19 related absences.
- Assist the Director of Transportation in all functions of the Transportation Department in accordance with the School Board's policies and procedures.
- Prepare bus routes for all schools in the district.
- Provide leadership coverage of the Transportation Department in absence of the Director of Transportation including, but not limited to the duties below.
- Prepare and update bus schedules for all schools in the district.
- Train and supervise all transportation personnel, and make recommendations on their employment, transfer, promotion, and termination.
- Assist in the preparation and administration of the transportation budget.
- Provide documentation as requested to verify transportation payroll.
- Maintain safety standards in conformance with county, state, national, and insurance regulations.
- Coordinate development of a program of training and in-service to promote student and driver safety.
- Cooperate with school principals and others responsible for planning special school trips.
- Take an active role in solving discipline problems occurring on school bus.

- Develop recommendations for future equipment and needs based on a survey of residences of students, distances to school, and grade levels.
- Act as liaison with parents to resolve complaints and special requests.
- Conform to all state laws and regulations regarding school transportation.
- Complete and dispatch accident and insurance reports.
- Execute the School Board approved Bus Contract.
- Submit all reports required by local school district, state, and federal authorities.
- Advise the Director of Schools on road conditions for decision on school closings during inclement weather.
- Attend appropriate meetings relative to transportation.
- Perform additional duties/task and assume additional responsibilities as needed or assigned by the Director of Transportation or higher ranking leadership member.
- Maintain records and oversee federally mandated alcohol & drug test program.
- Maintain records for district owned buses as it relates to state required bus inspections.
- Maintain records for all contractor owned buses used in the transportation of students as it relates to state required bus inspections.
- Work with District personnel developing zoning plans for all schools.
- Make annual recommendations for school starting times to the Director of Transportation based upon safety, efficiency, minimization of traffic congestion around the school and principals request.
- Complete a student transportation management training program developed by the departments of safety and education for the State of Tennessee annually.
- Investigate any complaint of a safety violation or concern within 24 hours of receipt. Within 48 hours of receipt of a complaint a preliminary report is issued to the director of schools. Within 60 days of receipt a final report is to be issued to the director of schools.

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#### **QUALIFICATIONS:**

- Bachelor of Science Degree or ten years' experience in school transportation.
- Prior successful school administrative or leadership experience.
- Experience in computer operations and applications.
- Ability to work well with public, employees, and school administration.

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#### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must physically able to operate a two-way radio and a variety of automated office machines, which includes computer, printer, facsimile machine, binding machine, transcriber, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force

frequently. Physical demand requirements are at levels of those for lightly active work. Must be able to lift and /or carry weights of twenty or forty pounds.

**DATA COMCEPTION:** Requires the ability to compare and /or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPRSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words) (hearing-perceiving nature of sounds by ear).

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## **RUTHERFORD COUNTY BOARD OF EDUCATION JOB DESCRIPTION**

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<b>Job Title:</b>	<b>Edulog Coordinator</b>
<b>Term of Employment:</b>	<b>Twelve-Month, Hourly Classified</b>
<b>Immediate Supervisor:</b>	<b>Transportation Director</b>

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### **POSITION DESCRIPTION:**

Maintain expertise of the Edulog database application program to include school zones, street and address changes, and bus route data. Establish and adjust bus routes by working with Edulog's computerized mapping program. Job duties and responsibilities require effective oral and written communication skills, clerical, administrative, and organizational skills.

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### **ESSENTIAL DUTIES:**

- Manages Edulog bus routing software which includes designing and maintaining bus routes, updating map using ESRI county GIS map.
- Manages all Edulog software: Edulog SQL, Edulog SQL Sped, Edulog Admin, Edulog WedQuery, Edutracker (GPS), Edutracker Run Editor
- Prepares all reports to schools and drivers related to student routing
- Prepares bus routes for all schools in the district.
- Updates bus schedules for all bus routes in the district.
- Sets all new bus stops as needed for the district
- Establish, monitor, and update zoning for all schools
- Compiles and executes all paperwork for bus contractors
- Meet with contractors to make minor changes to routes.
- Provide support for new employees on the Edulog system.
- Assist with zoning as needed.

- Attends appropriate meetings relative to transportation.
- Knowledge of Student download from INow
- Knowledge of School messenger
- Dispatch drivers and monitors status of bus routed by receiving and transmitting messages, in a clear, concise and courteous manner, via two-way radio and telephone.
- Responds to drivers request for emergency assistance in a calm and intelligent manner, contacts authorities, initiates emergency procedures.
- Provide guidance and direction to bus drivers on operation policies and procedures.
- Assist drivers needing coverage due to breakdowns and illnesses.
- Respond to inquiries from schools, drivers and public concerning problems with school bus routes, stops, and pupils and ensures that problems are identified and corrective action is initiated.
- Assist the transportation supervisor in the efficient operations of the transportation office. This includes all secretarial and administrative functions as directed.

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### **QUALIFICATIONS:**

High School diploma is required. Completion of a two-year college degree program (Associate Degree) is desired.

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### **EVALUATION:**

- Conducted in accordance with the Rutherford County Board of Education policy on the evaluation of classified personnel.

Open Up Resources will facilitate multiple workshops and learning walks to the following schools: Brown's Chapel Elementary, John Colemon Elementary, Plainview Elementary, and Roy Waldron Elementary.

1. Open Up facilitators will present workshops on January 11, 12, 13, and February 16, 17, 18, 2022 on planning for and implementing the EL Education Skills and ALL Block. The participants will work in grade level teams to plan small group ELA lessons to better meet the needs of their students through the use of data. Over these 6 days, there will be 80 K-5 classrooms teachers that receive 6 hours of professional development.
2. On January 26, 27, and March 8, 9, 2022, Open Up facilitators will lead administrators, district leaders, and coaches through learning walks of the above four schools. Administrators, district leaders, and coaches will learn how to look for evidence of best practices in classrooms, walk-through classrooms, and finally debrief about school trends.

The total cost for the workshops is \$64,000.00 for the presenters. Rutherford County Title II funds will pay for 100% of the cost.

**Motion to approve**, a contract between Open Up Resources and the Rutherford County Schools for the following teacher training workshop.



### Proposal for Partnership

<b>Quote Number</b>	Q-20194	<b>Created Date</b>	12/02/2021
<b>Account Name</b>	Rutherford County Schools (TN)	<b>Expiration Date</b>	01/07/2022
<b>Primary Contact</b>	Ann Haley	<b>Prepared By</b>	Tabitha Savage
		<b>Email</b>	tabitha.savage@openup.org

**Bill To** JoAnne Robichaud  
2240 Southpark Dr  
Murfreesboro, TN 37128

**Ship To** Ann Haley  
2240 Southpark Dr  
Murfreesboro, TN 37128

### Introduction

Open Up Resources is pleased to submit this proposal for partnership. We are poised to deliver a best-in-class solution that suits your approach to teaching and learning.

The following quote outlines pricing for the requested materials and services; please contact us should your needs change. We will confirm this order upon receipt of your purchase order(s).

Thank you!

Product	Product Code	Unit Price	Qty.	Total Price
OUR BL CUSTOM ELA Cycle 3: January 11-13, 26-27 Cycle 4: February 16-18, March 8-9	BLCUSTOMELA	\$32,000.00	2	\$64,000.00

**Subtotal:** \$64,000.00

**Total:** \$64,000.00

### Terms & Conditions

#### Pricing Information:

- All prices are in US dollars and valid for 30 days from the date of this proposal. After this time period, prices, products, and services are subject to change without notice.
- Note: This is a cost proposal, not a formal contract.
- You agree to BetterLesson PersonalizedPD Terms and Conditions (see Attachment A) by signing this proposal, future quotes for additional solutions or by providing a purchase order.
- BetterLesson, Inc. is an intended third-party beneficiary of this quote with full recourse against your school or district for any nonpayment or violation of the PersonalizedPD Terms and Conditions (Attachment A).

#### Ordering Information:

Please submit your official purchase order, with authorized signature(s), electronically to your field specialist. Include:

- Your complete billing address.
- A primary contact name, email address, phone number, title, school, district, street address, city, state, and zip code.
- A copy of this proposal.
- Any additional special requirements for delivery.

**Payment Information:**

- We kindly request payment within 30 days. Open Up Resources is a 501C3 not-for-profit organization.
- Payment for BetterLesson services is required in advance of delivery.
- A 3% service charge will be applied for credit card payments.
- After 90 days, a fee of 1.5% per month will be charged on unpaid balances



## Attachment A



### PersonalizedPD Terms and Conditions

The following Terms and Conditions (the “**Terms**”) describe the terms under which BetterLesson, Inc., a Delaware corporation having a business address at 86A Sherman Street, Cambridge, Massachusetts 02140 (the “**Company**”) will make its PersonalizedPD professional development program available to the applicable school or school district or other organization (the “**Partner**”) referenced on an applicable agreement, purchase order, or signed quote that refers to and incorporates these Terms (such purchase order or signed quote, the “**Order Form**”). These Terms along with the Order Form shall constitute the “**Agreement**” between the Company and Partner. In the event of any conflict between these Terms and the Order Form, the Terms shall supersede the Order Form.

**Description of Technology and Services.** Subject to payment of all fees to Open Up Resources set forth in the Order Form, the Company hereby grants Partner access to the Company’s proprietary platform for teacher development called PersonalizedPD (the “**PersonalizedPD Platform**”), which may include one or more of the following: (i) access to in-person and/or virtual instructional coaching, (ii) access to the Company’s curated strategy content (the “**BetterLesson Content**”), (iii) access to the Company’s proprietary web-based and mobile workflow services (the “**BetterLesson Technology**”), and (iv) administrative analytics updates, as customized by the Company for Partner as described in the Order Form (access to the PersonalizedPD Platform, the BetterLesson Content and the BetterLesson Technology and such updates shall be collectively referred to herein as the “**Services**”).

**Ownership.** The PersonalizedPD Platform, including the proprietary methodologies contained therein, the BetterLesson Technology, and the BetterLesson Content, all are and shall remain the property of the Company. The Company grants to Partner and each of Partner’s participating teachers (each such teacher, a “**Participant**”) a nonexclusive, worldwide, and royalty-free license to access the Services for the timeframe set forth on the Order Form and solely in connection with the Company’s provision of the Services pursuant to an applicable Order Form. Partner shall neither (i) copy, modify, enhance, or create derivative works of the BetterLesson Technology or the BetterLesson Content, (ii) disassemble, decompile, or in any way attempt to reverse engineer any of the BetterLesson Technology, nor (iii) allow any third parties other than Participants to access the PersonalizedPD Platform or the BetterLesson Content.

**Protection and Confidentiality of Partner Information.** The protection of Partner's data and information is very important to the Company. The Company will maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality, and integrity of Partner Information. In addition, the Company will not (a) disclose the Partner Information except as compelled by law, or (b) access the Partner Information except to provide the Services. As used in this paragraph, the term "Partner Information" means all information disclosed by Partner or any Participant to the Company, including electronic data or information submitted by Partner to the Company, that is not available to the public and is not otherwise available to us on a non-confidential basis. In the event that Company or any Participant or any authorized user of the Company accesses the BetterLesson.com website to view, upload, or download lesson plan or other content, such access and the use of the BetterLesson.com website shall be governed by the Terms of Service applicable to the BetterLesson Platform located at [https://betterlesson.com/public/terms\\_of\\_service](https://betterlesson.com/public/terms_of_service).

**Pupil Information.** In the event that Partner uploads student work product or other materials or artifacts, including, without limitation, such information that could be considered "education records" under the Family Educational Rights and Privacy Act ("FERPA"), then the following provisions shall apply:

1. Pupil records obtained by the Company from Partner continue to be the property of and under the control of the Partner. Pupil records include any information directly related to a pupil that is maintained by the Partner or acquired directly from the pupil or the pupil's teacher through the use of software applications or other means in connection with the provision of the Services. Pupil records do not include deidentified information (information that cannot be used to identify an individual pupil).
2. In the event that a pupil wishes to retain possession and control of pupil-generated content, to the extent applicable, such pupil should make a formal request with Partner. Partner will verify and validate such request and then request the applicable content maintained by the Company to be returned to Partner. Partner will then provide such content to the applicable pupil or transfer such information to an applicable personal account.
3. In the event that a pupil wishes to review and correct personally identifiable information in the pupil's records maintained by the Company, to the extent applicable, such pupil shall make a formal request with Partner. Partner will verify and validate such request and then request from Company the applicable information for review and correction.
4. In the event of an unauthorized disclosure of a pupil's records, the Company will report the same to Partner who will promptly report such disclosure to the applicable pupil.
5. The Company will not use any information in a pupil record for any purpose other than those required or specifically permitted by the Agreement, including, without limitation, the

performance of the Services.

6. Following the termination of the Agreement, the Company and Partner shall either work to transfer the pupil records to Partner, or Company will destroy the same and certify such destruction with the Partner.

7. Partner agrees to work with the Company to ensure compliance with FERPA. To that end, Partner will take necessary steps to include a reference to the Company and the Services in its annual notification of FERPA rights for being a school official with a legitimate educational interest in pupil's records (including education records as defined under FERPA).

**Term of Agreement.** This Agreement shall commence as of the date written on the first Order Form and will remain in effect as long as there is an outstanding Order Form in effect between the parties.

**Disclaimer and Limitation of Liability.** IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES ARISING OUT OF OR RELATING TO THIS AGREEMENT. IN NO EVENT SHALL THE LIABILITY OF EITHER PARTY FOR ANY CLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT EXCEED THE TOTAL FEES ACTUALLY PAID BY PARTNER TO THE COMPANY PURSUANT TO THIS AGREEMENT.

**Miscellaneous.** The Agreement shall be governed by the laws of The Commonwealth of Massachusetts, without regard to its conflict of law principles. The Agreement constitutes the entire agreement of the parties with respect to Partner's access to the Services. The relationship between the parties shall be independent contractors, and nothing in this Agreement shall create any employment, partnership, agency, or joint venture between the parties. Any notices required to be sent pursuant to this Agreement shall be sent by regular mail, hand delivery, facsimile, or electronic mail to the address indicated for each of the parties on the Order Form or as updated in writing from time to time. Partner hereby consents to the Company's use of Partner's name for promotional purposes. Except as otherwise expressly permitted in this Agreement, neither party may sell, transfer, or assign its rights and duties under this Agreement without the prior written consent of the other party, except that either party may assign this Agreement in whole or in part without consent of the other party to any entity controlling, controlled by, or under common control with the assigning party, or to any entity that acquires such party by purchase of stock or by merger or otherwise, or by obtaining substantially all of such party's assets. Subject to the foregoing, this Agreement shall inure to the benefit of the parties, their successors, and permitted assigns.

Rutherford County Board of Education			
Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>School Board Meetings</b>	Descriptor Code: <b>1.400</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>1.400</b>	Issued: <b>06/05/14</b>

1 The Board will transact all business at official meetings which may be either regular or special.

2 Every meeting of the board shall be open to the public, except for those meetings in which the law allows

3 closed sessions.<sup>1</sup> Open meetings will be physically accessible to all students, employees, and interested

4 citizens.<sup>2</sup> In order to ensure all elements of board meetings are open to the public, no board members or

5 Rutherford County Schools support staff in attendance and participating in a board meeting shall utilize

6 a cell phone during the meeting.

7 The Board may restrict the recording of Board meetings via camera, camcorder or other photographic

8 equipment when such recording creates a threat to public safety and welfare or impedes the conducting

9 of efficient and orderly public meetings.<sup>3</sup> Visitors are prohibited from bringing posters or signs into the

10 Board meeting due to the impact on visibility, which disrupts public participation and creates safety

11 concerns. If a visitor wishes to distribute materials, the visitor should bring copies and hand them to the

12 Board's Executive Secretary for distribution.

### 13 **SPECIAL MEETINGS**

14 The Board shall hold such special meetings as necessary to transact the business of the Board. Such

15 meetings shall be called by the chair whenever, in the chair's judgment, the interests of the schools

16 require it, or when requested to do so by a majority of the Board.<sup>2</sup>

17 Only business related to the call of the meeting, and details related to agenda items shall be discussed

18 or transacted by the Board at a special meeting.

### 19 **ELECTRONIC ATTENDANCE<sup>4</sup>**

20 Absent Board members may attend a regular or special meeting by electronic means if the member is

21 absent because of work, a family emergency, or the member's military service. If a board member is

22 absent due to military service, he/she may participate electronically as often as he/she is able to do so.

23 However, a board member may not participate electronically more than two (2) times per year for

24 absences due to work and/or family emergencies.

### 25 *General Requirements*

26 The following requirements apply to all electronic attendance, regardless of the reason for the

27 member's absence:

1. A quorum of the Board must be physically present at the meeting in order for any member to attend electronically.
2. Any member wishing to participate electronically must do so using technology which allows the Chair to visually identify the member.
3. The responsibility for the connection lies with the member wishing to participate electronically. No more than three (3) attempts to connect shall be made, unless the Board chooses to make additional attempts.

#### *Work Related Absence*

The following requirements apply to electronic attendance due to a work related absence:

1. The Board member must be absent from the county due to work.
2. The member wishing to participate must give the Chair and director at least five (5) days notice prior to the meeting of the member's desire to participate electronically.

#### *Family Emergency*

The following requirement applies to electronic attendance due to a family emergency:

1. The member must be absent due to the hospitalization of the member or the death or hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-law, daughter-in-law, step-son, step-daughter, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

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#### Legal References

1. TCA 8-44-102; TCA 49-6-804(b)
2. 28 CFR § 36.201(a); 36.202
3. OP Tenn. Atty. Gen. 95-126
4. TCA 49-2-202(c)(1)
5. TCA 49-2-203(c)

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#### Cross References

School Board Legal Status and Authority 1.100  
Section 504 & ADA Grievance Procedures 1.802

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Appeals to and Appearances Before the Board</b>	Descriptor Code: <b>1.404</b>	Issued Date: Click here to enter a date.
		Rescinds: <b>1.404</b>	Issued: <b>01/15/09</b>

## *General*

~~All meetings of the Board of Education are open to the public. Notice of all regularly scheduled meetings shall be made to the local media for public announcement.~~

## **APPEALS TO THE BOARD**

Any matter relating to the operation of the school system may be appealed to the Board. However, all matters relating to the operation of the school system shall be channeled through the Director of Schools before being brought before the Board of Education. If, after such procedure is followed, there is still reason to address the Board, the matter shall be referred in writing to the Board of Education for its determination and action.

## **APPEARING BEFORE THE BOARD**

~~These procedures are~~ This policy is not designed to restrict the scheduled appearances of citizens who have regular business with the Board and whose presentations are provided for in the agenda. Additionally, the Board may via motion, a second, and a vote, recognize speakers despite the below requirements if a majority of the Board determines the speaker would be in the public's best interest.

~~The Board shall determine whether it will hear the individual or group.~~

### *Making Application to Speak*

Individuals may speak to the Board so long as all requirements contained in this policy are met. Individuals who do not comply with this policy will be denied the ability to speak. In order to speak at Board meetings with visitors on the agenda, individuals must complete a Public Participation Form provided by the Board. The form must be fully completed and turned in to the Board's Executive Secretary no later than two (2) working days prior to the meeting. The individual must provide proof of Rutherford County residency or employment with the Rutherford County Board of Education along with the Public Participation Form and photo identification. Each person wishing to speak must submit an individual form. It is not permissible for multiple names to be included on the same form. Those persons having complaints and concerns for which other resolution channels are provided shall be directed through those channels by the director of school's office and/or staff.

### *Rules for Speakers*

The Board shall provide no more than thirty (30) minutes for all individuals approved to speak during public recognition.

If a speaker is approved, the speaker will have three (3) minutes to speak. The speaker should introduce themselves to the Board by stating their name for the record. Visitors speaking to the Board shall address remarks to the chairman and may direct questions to individual board members or staff members only upon approval of the chairman. Delegations of speakers from the same organization should select one individual to speak on behalf of the delegation. Speakers may not distribute materials, printed or otherwise, directly to Board Members during the meeting. If a speaker wishes to distribute materials, the speaker should bring copies and hand them to the Board's Executive Secretary for distribution. Posters and signs are also not allowed in the Board Room due to safety concerns and public access concerns related to visibility.

The following behavior and comments may result in the Board Chair ending a speaker's time early and, if necessary due to ongoing interruption/lack of compliance with the Chair's directions, having the speaker removed:

1. Repetitive comments already made by the speaker or other speakers;
2. Refusing to yield the podium when the speaking time allotted expires;
3. Using obscene or vulgar language or conduct, or statements intended to incite violence or breach the peace.

Additionally, the Board Chair may remove any member of the audience that continues to disrupt the business of the Board after an initial warning.

~~This request should include names of persons to appear, their spokesperson, and the nature of the business. Visitors desiring to speak but not on the agenda must complete and submit a request form to the director of school's office at least fifteen (15) minutes in advance of the Board meeting.~~

~~Each person speaking shall state his or her name, address, and subject of presentation. The time allowed for each person will be three (3) minutes. No person shall be allowed to make personal attacks on members of the Board or employees of the school system. In addition, no person shall be allowed to make obscene, profane and vulgar remarks or otherwise engage in actions that breach the peace of a Board meeting.<sup>†</sup>~~

Individuals desiring additional information about any item on the agenda shall direct such inquiries to the Office of the Director of Schools.

The intent of these rules is to:

1. Allow everyone a fair and adequate opportunity to be heard;

2. Allow the Director of Schools to take direct action when policies have already been established by the Board on the subject of the request;
3. Provide adequate time for the Director of Schools or the Board to obtain necessary information and give thorough thought in situations where a policy does not exist, a change of policy is proposed, or an exception to policy is specifically requested; and
4. See that the time so devoted does not interfere with fulfillment of the regular agenda of the Board.

Legal Reference:

1. TCA 8-44-102; TCA 49-6-804(b)
2. OP Tenn. Atty. Gen. 95-126

Cross References:

School Board Meetings 1.400  
 Agendas 1.403  
 Complaints About School Personnel 5.502



# Rutherford County Board of Education

Monitoring: Review: <b>Annually,</b> in September	Descriptor Term: <b>School Attendance Zones and Exemptions</b>	Descriptor Code: <b>1.703</b>	Issued Date: <b>01/30/20</b>
		Rescinds: <b>1.703</b>	Issued: <b>01/15/19</b>

## I. Residence

The legal residence of the student must be in Rutherford County. Legal residence is defined as the primary domicile of the student's custodial parent(s) or legal guardians. A copy of the court document establishing guardianship or legal custody shall be filed with the school. The custodial parent or legal guardian of each student shall be required to submit proof (i.e. telephone bills, electric bills, property tax receipts, etc.) that they reside in Rutherford County. The residence of those students deemed to be "homeless" and/or illegal aliens will be determined in accordance with federal law.

## II. Attendance Areas

Student assignment shall be based on attendance transportation zones as adopted by the Rutherford County Board of Education. The student shall attend the school located in the school zone of the student's legal residence. The Rutherford County Board of Education will provide transportation within an attendance transportation zone.

## III. Transfers

The principal of any school accepting a student by transfer from another school by reason of the family changing place of residence within a semester, must be satisfied the family is actually residing within the area served by the school before enrolling the student.

Students who move out of their transportation/attendance zone, are to attend the school zone of their new legal residence.

## IV. Zone Exemptions

A. Regardless of the reasons for requesting a transfer, approval cannot be recommended to a school where classes and facilities are overcrowded. Exemptions will be denied if the requested school does not have available room or teaching capacity.

B. Before February 1 of each school year, the district's instruction staff and principals will identify which schools that, based on the school's capacities per grade, class and program levels, have space available to serve additional students. In determining available space at the class level, the school district will use averages specified in TCA 49-1-104.

- C. The number of spaces available for enrollment in each school by grade, class, and program levels will be posted on the district's website at least fourteen (14) days before the beginning of the open enrollment period. A reasonable amount of enrollment spaces will be reserved to accommodate the potential enrollment of students who may relocate within the respective school zone, students who may have a sibling enrolled at the respective school, and students who may have a parent who teaches at the respective school.
- D. From February 15 through April 15 of each school year, parents/guardians may request that his/her child attend a school within the system other than the one which the child is zoned using the zone exemption application process, which will be posted on the district's website.
- F. The specific procedures will be developed and approved by the Director of Schools, and the process will be overseen by the Director's designee.
- G. At the end of the open enrollment period, the district will approve an application for transfer if space is available for the student at the requested school. If the number of applications for transfer to a school exceeds the number of spaces available for enrollment in the school at the building, grade, class, or program level, the school district will conduct a lottery to select the students who may transfer to the school.
- H. The Director of Schools may consider administrative placement of students on a case-by-case basis for extreme hardship situations.
- I. No one is authorized to grant an exemption to applicable school zones other than those specified in this policy.
- J. If an attendance zone exemption is granted, transportation must be provided by the custodial parents or legal guardian to the school outside the attendance transportation zone. Bus transportation will not be provided to or from the out-of-zone school.
- K. This policy does not in any way prohibit an M-team, the childcare development advisory committee, or the disciplinary hearing committee from making program recommendations for students at any time during the school year.
- L. Violators of this policy (i.e. students using incorrect addresses, aliases, etc.) will be subject to suspension.
- M. School personnel who knowingly allow or encourage a student to violate the school zone line without an exemption having previously been granted shall be disciplined.

- 1 N. If a student is granted a zone exemption, the student will be permitted to continue to attend  
2 the new school in subsequent years based upon the exemption unless the exemption is  
3 granted for a student to participate in a program of study. If the exemption was based on a  
4 particular program of study, the student must resubmit a zone exemption annually. Any  
5 zone exemption granted may be reviewed at any time by the Director of Schools, school  
6 principal(s) or any other administrator. A granted zone exemption is subject to revocation  
7 upon the recommendation of the principal(s) of the school. Factors to be considered in  
8 revoking a zone exemption include, but are not limited to, disciplinary matters,  
9 transportation, overcrowding, student attendance, academic progress and/or any other  
10 circumstance affecting the good order and discipline of the school.
- 11 O. After a student has enrolled in one school, he or she will not be permitted to transfer to  
12 another, unless there is a change in residence of the student's custodial parents or legal  
13 guardian to a location outside the area in which the student first enrolled. Any deviation  
14 from this must be brought before the Director of Schools or his/her designee.
- 15 P. Holloway High, Homer Pittard Campus School, magnet schools and/or other programs, as  
16 well as alternative schools are not zoned schools; therefore, zone exemption applications  
17 are not accepted for transfers to these schools/programs.  
18

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Grade Point Average (GPA) and Class Rank (9-12)</b>	Descriptor Code: <b>4.602</b>	Issued Date: <b>09/18/19</b>
		Rescinds: <b>4.602</b>	Issued: <b>06/05/19</b>

All students and all subjects (except pass/fail grades) are included in class rank and GPA. The Tennessee Board of Education's Uniform Grading System will be used for semester grades. GPA and class rank are based on semester averages only.

Grade & Quality Points	Percentage Range		Weighting for Honors/Advanced Honors Courses & National Industry Certification	Weighting for Local and Statewide Dual Credit Courses, and Dual Enrollment Courses	Weighting for Advanced Placement, Cambridge, International Baccalaureate Courses
<b>A=4 QP</b>	93	100	Will include the addition of 3 percentage points to the grades used to calculate the semester average*	Will include the addition of 4 percentage points to the grades used to calculate the semester average*	Will include the addition of 5 percentage points to the grades used to calculate the semester average*
<b>B=3 QP</b>	85	92			
<b>C=2 QP</b>	75	84			
<b>D=1 QP</b>	70	74			
<b>F=0 QP</b>	0	69			

\*Weighting is subject to the grading system requirements outlined in Board Policy 4.600. Class rank is computed at the end of the 5<sup>th</sup> and 7<sup>th</sup> semesters (regular semesters, not summer semesters). When a course is repeated, BOTH grades become a part of the GPA.

With regard to a Dual Enrollment Course taken by a student at an institute of higher education (IHE), if the IHE does not provide the district with numerical grades, the school district will convert the letter grade to a numeric grade based upon the following conversion:

Letter Grade Received from IHE	Numerical Grade Conversion
A+	100
A	95
A-	93
B+	92

B	88
B-	85
C+	84
C	80
C-	75
D	70
F	65

The additional four (4) percentage points will then be added to the student's final grade.

**Valedictorian/Salutatorian Criteria for the Graduating Class of 2020 to 2022:**

1. The valedictorian/salutatorian shall be the student(s) who attain(s) the highest grade point average for grades 9-12 and;
2. The valedictorian/salutatorian shall have taken a minimum of twelve (12) honors or above honors level courses and;
3. The valedictorian/salutatorian shall meet all requirements for a student graduating with honors and a student graduating with distinction pursuant to the Tennessee Board of Education's criteria.
4. The requirements for valedictorian/salutatorian must be completed by the end of the 7<sup>th</sup> semester.

**Valedictorian/Salutatorian Criteria for the Graduating Class of 2023 and Beyond:**

1. The valedictorian/salutatorian shall be the student(s) who attain(s) the highest grade point average for grades 9-12 and;
2. The valedictorian/salutatorian shall have taken a minimum of twelve (12) honors or above honors level courses and;
3. The valedictorian/salutatorian shall meet all requirements for a student graduating with distinction pursuant to the Tennessee Board of Education's criteria.
4. In the event multiple students meet the aforementioned criteria, then the highest achieved ACT composite, not superscore, will serve as the final determination criteria.

1           5. The requirements for valedictorian/salutatorian must be completed by the end of the 7<sup>th</sup>  
2           semester.

3           Exception: Schools in Rutherford County with an enrollment of less than 500 students shall determine  
4           valuedictorian/salutatorian based upon honors and above honors level courses available.

5           Exception: If there is no student within the school who meets the above listed criteria, the valedictorian  
6           shall be the student with the highest grade point average.

7           Each high school principal shall approve a list of courses eligible for Honors/Advanced Honors and  
8           Advanced Placement status. A copy of the approved list will be placed in the Administrative Procedures  
9           Manual for the preceding school year. All honors/advanced honors and advanced placement courses  
10          must meet the Tennessee Board of Education's guidelines regarding standards for honors courses.

11          Students graduating with distinction will be noted and recognized in the graduation printed program.  
12          Additional "graduation with distinction" recognition will be the decision of the Board.

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Cross References

Grading System 4.600

Graduation Requirements 4.605

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>07/22/21</b>
		Rescinds: <b>6.200</b>	Issued: <b>01/05/21</b>

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session.

The Director of Schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.<sup>3</sup>

Absences shall be classified as either excused or unexcused as determined by the principal/designee. If an absence is unexcused, the work missed may be made up for credit within five (5) days of returning to school from said absence.

Out-of-school suspension days will be considered unexcused absences and students absent for out-of-school suspension shall be allowed to make up the work missed within five (5) days of returning to school from said absence and receive eighty percent (80%) of the grade earned. If a grade was not taken for the day missed, no deduction in grades will occur because of the absence.

Excused absences shall include:<sup>4</sup>

1. Personal illness/injury

- a. A note from the student's parent/guardian or legal custodian will be required upon the student's returning to school. The note should include the reason(s) for and the date(s)

of the absence. Upon returning to school, a student has five (5) school days in which to submit a note. After that time period has elapsed, the absence(s) will become permanently unexcused.

- b. The school may accept a written note from a parent/guardian or legal custodian for up to a total of eight (8) accumulated days during the school year. However, if a student is absent more than a total of eight (8) accumulated days, a doctor's note specifying inclusive dates for illness must be submitted in order for any subsequent absences due to illness to be excused.

2. Illness of immediate family member

- a. A doctor's statement may be required after three (3) days. Immediate family member is defined as a student's parent/guardian or sibling.

3. Death in the family

- a. One day shall be excused for death of family members. Additional days will be excused at the discretion of the principal.
- b. If the death is not of a family member, the principal may approve as an unexcused absence with appropriate documentation.

4. Extreme weather conditions

5. Religious observances<sup>5</sup>

6. Military Service of Parent/Guardian<sup>6</sup>

- a. School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent/guardian or immediate family member serving active military service.
- b. Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent/guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.<sup>6</sup>

7. Pregnancy

8. School-endorsed activities

- a. A school principal may excuse a student from school attendance to participate in a non-school-sponsored extracurricular activity if the following conditions are met:
- i. The student provides documentation to the school as proof of the student's participation in the non-school-sponsored extracurricular activity;
- ii. The student's parent, custodian, or other person with legal custody or control of the student, prior to the extracurricular activity, submits to the principal or the principal's designee a written request for the excused absence. The written request shall be submitted no later than seven (7) business days prior to the student's absence; and



iii. The principal or the principal's designee approves, in writing, the student's participation in the non-school-sponsored extracurricular activity.

b. The principal may limit the number and duration of non-school sponsored extracurricular activities for which excused absences may be granted to a student during the school year. The principal shall excuse no more than ten (10) absences each school year for students participating in non-school-sponsored extracurricular activities.

9. Summons, subpoena, or court order

a. Written verification of the appearance and the time involved must be submitted upon the student's return to school. These excuses may be obtained through the Court Clerk's office.

10. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:<sup>7</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

## TRUANCY

### *General*

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>8</sup>

Students who are absent five (5) days without adequate excuse shall be reported to the Director of Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent/guardian does not provide documentation within adequate time excusing those absences or request an attendance hearing, then the Director of Schools shall implement tier two of the progressive truancy plan described below prior to referral to juvenile court.

1 The Director of Schools/designee shall develop appropriate administrative procedures to implement this  
2 policy.

3 *Progressive Truancy Intervention Plan*<sup>9</sup>

4 **Tier I**

5 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide  
6 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are  
7 not limited to, sharing of expectations online and in student handbooks, communicating tardies and  
8 absences to families daily, providing transportation, and sharing community resources such as before  
9 and after-school care options.

10 **Tier II**

11 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)  
12 unexcused absences, but before referral to juvenile court, and includes the following:

- 13 1. A conference with the student and the student's parent(s)/guardian(s);
- 14
- 15 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),  
16 and the Attendance Supervisor/designee. The contract shall include:
  - 17 a. A specific description of the school's attendance expectations for the student;
  - 18 b. The period for which the contract is effective; and
  - 19 c. Penalties for additional absences and alleged school offenses, including additional  
20 disciplinary action and potential referral to juvenile court.
- 21
- 22
- 23 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
- 24
- 25 4. A school employee shall conduct an individualized assessment detailing the reasons a student  
26 has been absent from school. The employee may refer the student to counseling, community-  
27 based services, or other services to address the student's attendance problems.

28 **Tier III**

29 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III may  
30 consist of the following interventions, to be determined by the principal as needed: utilizing truancy  
31 officers, peer mentors, social workers, or other appropriate staff to encourage consistent attendance, meet  
32 with families to ascertain needs and hinderances to attendance, offering recommendations for  
33 community resources such as before and after school care, and/or discuss transportation needs and assist  
34 with problem-solving those needs. The interventions shall address students' needs in an age-appropriate  
35 manner. Finalized plans shall be approved by the Director of Schools/designee.

36 **COLLEGE VISITS**<sup>10</sup>

37 Any high school student wishing to participate in a postsecondary school visit during the school year  
38 shall submit to the principal/designee prior notice from the his/her parent/guardian specifying the date

of the school visit. The parent(s)/guardian(s) of the student shall be responsible for facilitating any postsecondary school visits and for ensuring the safety of the student during the visit.

The principal/designee shall count a student present for no more than three (3) days each school year for students participating in a postsecondary school visit. The student shall be counted present for the day of the postsecondary school visit and shall not be counted present during any travel days.

In order to be counted present for the school day missed, the student shall submit to the principal/designee a signed letter or form from a campus official verifying that the visit to the postsecondary school occurred.

The student shall complete any schoolwork missed due to the student participating in a postsecondary school visit.

### **PERFECT ATTENDANCE**

To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the state's minimum hourly requirement for a school day. To have perfect attendance in a particular class, a student must be present every day for over half of the class period.

Any student who misses class or a day of school because of observance of a day set aside as sacred by a religious denomination of which the student is a member or adherent, shall be deemed to have met the requirements of perfect attendance if his/her only absences were related to such observance.

Any student who misses class or a day of school because of a scheduled visit to a college or university shall be deemed to have met the requirements of perfect attendance if his/her only absences were related to such visit. Any student who misses class or a day of school because of earning an exemption from exams shall be deemed to have met the requirements for perfect attendance if his/her only absences were related to the exemptions.

### **POSITIVE INCENTIVES FOR PERFECT ATTENDANCE**

#### **Grades K-8**

Individual schools are encouraged to provide incentives for regular attendance.

#### **Grades 9-12**

Final Exam Exemptions (Other than state mandated End of Course Exams)-Eligibility for exam exemptions (other than state mandated End of Course Exams) begins the first day of school. The final decision regarding final exemption of any student will be determined by the principal/designee. Any student who has been suspended (in-school or out-of-school) is not eligible for exemptions. The criteria for final exam exemption are as follows:

Full Year Classes	One Semester Class
8 absences-A average	4 absences-A average
6 absences-B average	3 absences-B average

- |   |                      |                      |
|---|----------------------|----------------------|
| 1 | 4 absences-C average | 2 absences-C average |
| 2 | 2 absences-D average | 1 absence-D average  |

3 **ABSENCES MAY NOT BE MADE UP FOR THE PURPOSE OF QUALIFYING FOR EXAM**  
4 **EXEMPTION.**

- 5 Any student in Rutherford County Schools with four (4) years perfect attendance will receive recognition  
6 for this achievement.

7 **TARDIES K-12**

- 8 Being on time to school and class is essential for optimum teaching and learning. When a student is  
9 tardy, he/she disrupts this process for others and loses important learning time for himself/herself. School  
10 bus transportation is provided free of charge to students of Rutherford County. For this reason, tardies  
11 related to car problems, traffic, oversleeping, etc. are not valid reasons for tardiness. To receive an  
12 excused tardy when late to school, the student must either:

- 13  
14 a. A doctor's statement;  
15 b. An official court notice; or  
16 c. A parent conference or a parent's telephone call and approval by the administration.  
17 (Personal illness would be excused.)

18 **STATE-MANDATED ASSESSMENT**

- 19 Students who are absent the day of the scheduled EOC exams must present a signed doctor's excuse or  
20 must have been given an excused release by the principal prior to testing to receive an excused absence.  
21 Students who have excused absences will be allowed to take a make-up exam. Excused students will  
22 receive an incomplete in the course until they have taken the EOC exam.

- 23 Students who have an unexcused absence shall receive a failing grade on the course exam which shall  
24 be averaged into their final grade.

25 **CREDIT/PROMOTION DENIAL**

- 26 Credit/promotion denial determinations may include student attendance; however, student attendance  
27 may not be the sole criterion.<sup>11</sup> If attendance is a factor, prior to credit/promotion denial, the following  
28 shall occur:

- 29 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion  
30 denial due to excessive absenteeism.  
31  
32 2. Procedures in due process are available to the student when credit or promotion is denied.

33 **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

1 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
2 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

3 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
4 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

## 5 **ATTENDANCE HEARING**<sup>12</sup>

6 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
7 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
8 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or  
9 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The  
10 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if  
11 the student has met attendance requirements that will allow him/her to pass the course or be promoted.  
12 Upon notification of the attendance committee decision, the principal shall send written notification to  
13 the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken  
14 regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their  
15 right to appeal such action within two (2) school days to the Director of Schools/designee.

16 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

17 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's  
18 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.  
19 Following the review, the board may affirm or overturn the decision of the Director of Schools/designee.  
20 The action of the board shall be final.

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### Legal References

1. TCA 49-6-3006
2. TCA 49-6-3017(c)
3. 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
5. TCA 49-6-2904(b)(5)
6. TCA 49-6-3019
7. TCA 49-6-3007
8. TCA 49-6-3021
9. TCA 49-6-3007; TCA 49-6-3009
10. State Board of Education Policy 4.100
11. TCA 49-2-203(b)(7)
12. TRR/MS 0520-01-02-.17(7)

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### Cross References

School Calendar 1.800  
Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs, & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Homeless Students 6.503  
Students in Foster Care 6.505  
Students from Military Families 6.506  
Student Records 6.600

# Rutherford County Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: <b>Foreign Exchange Students</b>	Descriptor Code: <b>6.502</b>	Issued Date: <b>01/15/09</b>
		Rescinds: <b>5-38</b>	Issued:

Any foreign student is eligible for acceptance into the foreign exchange student program, provided he/she is participating through any agency endorsed by the Council on Standards for International Educational Travel and is sponsored by an individual or organization and has a J-1 visa.<sup>1</sup> ~~Before approval by the Board, the exchange program representative must make written application on behalf of the student to the principal of the zoned school in the ESL Office serving the host family. No foreign exchange student shall be brought into the United States by the sponsor unless he/she has a school acceptance form signed by the principal/designee of the zoned school. been accepted by the director of schools and a written statement of acceptance issued by the ESL Coordinator.~~

The school may accept the student after determining the following:

1. The student will have a sufficient command of the English language to enable them to participate in the general curriculum;
2. Appropriate curriculum offerings can be provided for the student;
3. An overcrowded situation will not be further aggravated; and
4. Application must be made by July 15 of the applicable school year.

Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation:

1. Citizenship;
2. Birthdate;
3. Health/immigration records;
4. Custody (including phone number, name and address of person responsible for the student);
5. School records, including a transcript of academics (in English); and
6. The scores of an English Language Proficiency Test; and
- ~~7. Statement of financial support from sponsoring party.~~

Admission requirements and all other considerations and expectations shall be the same for foreign students as for United States students. Students will be accepted only in grades 9-12. No more than four foreign students shall be placed in one school.

1 Students must have had acceptable academic achievement in their native countries and must have been  
2 screened for maturity and ability to get the maximum benefit from an exchange program. Exchange  
3 students must have an adequate command of the English language and be able to function without special  
4 assistance in regular classes. The school counselor ~~ESL Coordinator~~ shall be responsible for assignment  
5 to the appropriate grade level.

6 ~~Upon presentation of a valid student visa, the student will be issued a clearance statement from the ESL~~  
7 ~~Coordinator and may register at the school site.~~

8 Each school shall name a faculty member as a student representative to serve as a liaison between the  
9 school and exchange program agency and as an advisor to exchange students.

10 ~~The sponsoring individual/organization shall provide evidence to the school that the student will receive~~  
11 ~~adequate financial support for the duration of his/her stay.~~ Exchange students shall not be eligible for  
12 free or reduced-price lunches, nor shall schools hold fund-raising events to pay expenses incurred by  
13 exchange students.

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Legal Reference:

1. 22 CFR §514.2

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Cross Reference:

School Admissions 6.203

<b>Rutherford County Board of Education</b>			
Monitoring: Review: Annually, in November	Descriptor Term: <b>Summer Instructional Programs</b>	Descriptor Code: <b>4.204</b>	Issued Date:
		Rescinds: <b>4.204</b>	Issued:

1 *General*

2 The following programs will be made available to students:<sup>1,2</sup>

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps (2021-2023); and
- 8
- 9 4. Summer learning camps (2021-2023).

10 These programs shall be organized and operated in accordance with state law as well as guidelines  
 11 provided by the Tennessee Department of Education. Funding for all programming shall be provided  
 12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates  
 13 for those students attending a traditional summer school program.<sup>3</sup>

14 **SUMMER PROGRAMMING<sup>2</sup>**

15 The Director of Schools shall present a recommended summer programming plan to the Board each  
 16 year, no later than May, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

32 **ATTENDANCE REQUIREMENTS<sup>2</sup>**



- 1 Priority students, as defined by state law, shall not be required to attend summer programs but will be
- 2 highly encouraged by schools to attend.
- 3 The Director of Schools shall be responsible for developing administrative procedures regarding the
- 4 attendance requirements of priority students in each program.

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**Legal References**

1. TRR/MS 0520-01-03-.03(9)
2. Public Acts of 2021, Special Legislative Session, Chapter No. 1
3. TCA 49-6-3003

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**Cross References**

Extended Contracts 5.112

# Rutherford County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term:  <b>Opioid Antagonist</b>	Descriptor Code: <b>6.4052</b>	Issued Date:
		Rescinds:	Issued:

## 1 General

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,  
3 secure locations to be administered to any student believed to be having a drug overdose.<sup>1</sup> School  
4 nurses and other school personnel expected to provide emergency care to students shall be trained  
5 according to the Tennessee Department of Health guidelines. The school nurse or other trained school  
6 personnel may utilize the school's supply of opioid antagonists to respond to a drug overdose under a  
7 standing protocol from a physician.

## 8 PARENTAL NOTIFICATION

9 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist  
10 has been administered.

## 11 PROCEDURES

12 The Director of Schools shall develop procedures for the maintenance and usage of opioid antagonists  
13 as well as procedures regarding record keeping and reporting after any incident.

### Legal References

1. State Board of Education Policy 4.205; TCA 49-50-1604



**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE RUTHERFORD COUNTY BOARD OF EDUCATION  
AND  
STARS Nashville  
2021-2022 School Year**

This Agreement is between Rutherford County Board of Education (RCBOE) and STARS Nashville, 1704 Charlotte Avenue, Suite 200, Nashville, TN 37203. STARS agrees to provide Student Assistance services (SAP) and Enhanced Student Assistance Services (ESAP) addressing behavioral health issues and other social and emotional barriers to success. RCBOE agrees to pay STARS \$93,750 for these services provided to the following school sites:

<b>Student Assistance Services (SAP)</b>	<b>Enhanced Student Assistance Services (ESAP)</b>
Daniel McKee – 5 Days per Week (Hybrid SAP/ESAP)	*Blackman High School – 2 Days per week
LaVergne High School – 5 Days per week	*Central Magnet School – 1 Day per week
Oakland High School – 5 Days per week	*Eagleville School – 1 Day per week
Oakland Middle School – 1 Day per Week	LaVergne High School – 2 Days per Week
Riverdale High School – 4 Days per week	LaVergne Middle School – 1 Day per Week
*Smyrna West ALC- 1 Day per week (Hybrid SAP/ESAP)	*Oakland High School – 2 Days per week
	*Riverdale High School – 2 Days per week
	*Rockvale High School – 2 Days per week
	*Siegel High School – 2 Days per week
	Smyrna High School – 2 Days per week
	*Stewarts Creek High School – 2 Days per week

*Days of services may be moved between school sites without amending contract if total number of days of service does not change.*

*\*Sites are funded by ESSER 3.0 Funds.*

**NATURE OF SERVICE**

**DUTIES AND RESPONSIBILITIES OF STARS**

**A. Intervention/Prevention/Intervention**

- Provide and supervise STARS counselors and therapists to serve designated Rutherford County Schools based upon the agreed level of service detailed above.



- Provide individual and group counseling support sessions for students affected by anxiety, depression, grief, loss, substance misuse, violence, anger, conflict management and other behavioral or mental health issues that interfere with students' abilities to thrive at school.
- Provide intervention and case management services as needed at selected school site(s).
- Provide classroom education and assist in securing assembly programs, as requested, to educate students about substance misuse, safety in relationships, suicide prevention, mental health awareness, healthy decision-making, and other relevant topics.
- Provide crisis intervention as needed.
- Conduct prevention activities as directed by SAP teams and/or Rutherford County Schools.
- Engage and collaborate closely with parents and guardians.
- Support student leadership teams in planning and implementing school-wide prevention activities.
- Conduct interventions on behalf of the school with students and families. In such cases, the results and recommendations are then given to the student and appropriate individuals with a release of information that is signed by the student's parent or guardian.
- Collaborate with appropriate Rutherford County staff to coordinate internal and external referrals for student services.
- Collaborate as appropriate with other school and community partners who are providing prevention and intervention activities in the school.
- Conduct peer mediation/conflict resolutions training, restorative circles and program implementation as requested.
- Communicate on a regular basis with designated administrative personnel in order to improve coordination of services.
- Conduct student group evaluations and staff satisfaction surveys.
- Provide annual progress reports to the designated Rutherford County Representative and school administrators.
- Services may be modified to adhere to the safety recommendations of the CDC, State of Tennessee and RCBOE to ensure the safety of students and staff. In the event of school closing, individual and group counseling support, case management services and classroom education may be provided via tele-health/tele-support services

#### **B. General Program Administration**

- Develop and implement program goals and objectives in consultation with the designated Rutherford County Representative.
- Apply for United Way Funds, federal, state and local government funds, private contributors, corporations and foundations, as available.
- Comply with any grant requirements, which support the Rutherford County Schools and STARS services.
- STARS counselors and therapists will have a Master's Degree in psychology, social work, counseling or other related social science field. Positions hired prior to August 2009, may have received an education waiver based on experience and training.
- STARS shall safeguard all rights of the student as legally and ethically required in accordance with federal and state laws and regulations.
- STARS agrees that no student shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement on the grounds of race, religion, creed, color, sex, age, national origin, gender, sexual orientation, gender identity, marital status, veteran status, disability or any other classification protected by the Federal, Tennessee State constitutional or statutory law.
- STARS certifies that all staff working in Rutherford County Schools are in compliance with the terms of TCA§49-5-413 requiring criminal background checks for certain individuals working with students or appearing on the campus of a public school while students are present.

#### **C. Teacher Trainings and Volunteer Management**

- Identify and meet with the school SAP team at pre-arranged times.

- Conduct SAP and ESAP overviews and in-service presentations in all schools implementing STARS, as directed by the local school administration.

#### **D. Student Training**

- Provide support to student leadership activities.

#### **E. STARS Counselor and Therapist Training and Staff Development**

- Provide opportunities for STARS counselors and therapists to receive staff development and training regarding specific areas within student assistance.
- Training and staff development could include, but are not necessarily limited to the following trainings: SAP 101, Safety in Relationships, Substance misuse, DCS Reporting, Suicide Prevention, Bullying Prevention, Promoting Positive School Climate, SEL Topics, Mental Health Topics, Restorative Practices, Workplace Relationships, Title VI, Drug-Free Workplace, and others.
- Documentation of professional development and training materials will be provided to the designated Rutherford County representative if requested.

#### **F. Performance Evaluation**

- STARS conducts an annual performance evaluation for each STARS counselor and therapist. The STARS employee is evaluated by the respective principal and/or his/her designees, such as school counselors and/or assistant principals.
- STARS staff are annually evaluated by STARS based on feedback received from school sites, as well as from personal observation.
- Staff who do not meet the basic requirements of the position receive a performance improvement plan outlining what steps should be taken to improve performance. Monthly meetings occur until performance improves. Failure to meet minimum requirements may result in termination.
- Upon request, the designated Rutherford County representative may review the performance evaluation and feedback received on the STARS counselor and therapist.
- STARS will provide a statistical compilation of student, faculty and parent participation, along with a narrative at the end of each school year.

#### **G. Maintenance of Records**

- STARS will maintain accounting records in accordance with generally accepted accounting principles.
- STARS shall comply with all applicable HIPAA and FERPA regulations.

#### **H. Contingent Fees**

- STARS will not be retained or retain any persons to solicit or secure a Rutherford County contract upon an agreement or understanding for a contingent commission, percentage, or brokerage fee.

#### **I. Conflicts of Interest**

- STARS warrants that no part of the contract amount shall be paid directly or indirectly to an employee or official of the Rutherford County Board of Education as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to STARS in connection with any work contemplated or performed relative to this agreement.

### **RUTHERFORD COUNTY BOARD OF EDUCATION AGREES TO:**

#### **A. Counseling Services**

- Implement the behavior observation process for teacher, faculty referrals.
- Provide opportunities for students to participate in STARS, and small groups or individual counseling, which meet weekly, or as needed
- Provide opportunities for students and staff to understand how to access STARS services.
- Inform parents/guardians of the availability of STARS services



## **B. General Administration**

- Provide for a secure and confidential office space and telephone or telephone access for the STARS counselors and therapists.
- Ascertain that STARS personnel shall secure access to Student PIN Numbers for students who participate in the STARS program for compliance with Outcome Evaluation Measures.
- Provide STARS counselors and therapists access to students' schedules and contact information in order to plan appointments and connect with family members as necessary.
- Agree to hold all information and data relating to a student's participation in STARS as confidential in accordance with Code of Federal Regulations (CFR 42 Part 2) as well as by any federal, state or county statute governing confidentiality.
- Secure commitments from each school to participate in Program Evaluation (student outcomes, school climate information, student and staff satisfaction).
- Provide feedback to STARS Executive Staff as needed or desired.
- Communicate additional funding opportunities to STARS as they become available.
- Comply with United Way and other grant funding requirements, as necessary.
- Provide evaluation feedback about STARS' staff members consistent with the STARS personnel evaluation process.

## **C. Teacher Trainings and Volunteer Involvement**

- Secure commitment from SAP and ESAP Teams to assist in the leadership, implementation and support of all Student Assistance services at each school, i.e., student and faculty training, prevention education, STARS Club, small support groups, (teachers, school counselors, administrators and other school personnel).
- In partnership with the STARS counselors and therapists conduct principal requested or STARS recommended in-services for students and faculty about SAP services via classroom presentations, announcements, faculty meetings and administrative training days.

## **D. Parent Trainings**

- Inform parents of all aspects of SAP at the school and opportunities for parent education and involvement.

## **E. Non-Discrimination**

- RCBOE agrees to notify the STARS Chief Operating Officer (COO) of any complaint of unfair or discriminatory treatment by a STARS staff member on the basis of race, creed, color, religion, sex, age, national origin, marital status, veteran status, gender, sexual orientation or disability/exceptionality, or any other classification protected by the Federal, Tennessee State constitutional or statutory law.

## **F. Fraud, Waste and Abuse**

- RCBOE agrees to report any instance or suspicion of fraud, waste or abuse of STARS resources of any kind. Any knowledge or suspicion of fraud, waste, or abuse should be reported to the STARS (COO).

## **G. Workplace Injuries**

- RCBOE agrees to report any workplace injuries to the STARS COO. STARS staff who are injured are required to file a Worker's Compensation (WC) Claim with STARS Human Resources Department and use the panel of healthcare providers designated by the WC company. Workplace injuries may require the STARS staff member be drug tested.

## **TIME SPAN**

These services will be provided for the FY 21-22 School year. STARS staff will follow the faculty schedule per their designated school site, with exceptions approved by the principal or their designee.

### **FUNDING AND RATE**

The contract amount has been pro-rated to allow services funded by ESSER 3.0 to have a later start date from a full contract amount of \$187,500 to \$93,750. ESSER 3.0 funding represents a portion of the funding for the Student Assistance and Enhanced Student Assistance Programs provided to Rutherford County Schools. Additional funding is provided through the United Way of Rutherford and Cannon Counties, Tennessee Department of Mental Health and Substance Abuse Services, the Christy Houston Foundation and other philanthropic support provided via STARS. STARS reserves the right to restructure or change service levels within the contract period as funding constraints may require.

Payment will be due to STARS upon submission of invoices on February 1, 2022; April 1, 2022 and June 1, 2022 in the amount of \$31,250 each. Tele-health services will be invoiced at the same rate as on-site services

### **PUBLICATIONS**

All publications, press releases, or written descriptions of the program will state that funding is provided in part by the United Way of Rutherford and Cannon Counties, the State of Tennessee Department of Mental Health and Substance Abuse Services Prevention Network Funding, the Christy Houston Foundation and Rutherford County Schools.

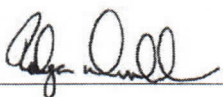
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Both RCBOE and STARS acknowledge that both STARS and RCBOE are in a contractual relationship and this Agreement does not create an employer/employee relationship or allow either party to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employee or agents of one party shall not be deemed or construed to be the employees or agents for the other party for any purpose. STARS being an independent contractor, agrees to carry workers' compensation insurance, and other appropriate forms of insurance for all its employees.

STARS agrees to indemnify and hold RCBOE, its members, employees and agents, harmless from any liability claim, including but not limited to attorney fees or other costs incurred, for any negligent or intentional act(s) or failure to act directly or indirectly attributable to STARS, its member, employees or agents, except when such claims arise out of any recklessness or intentionally tortious act of RCBOE.

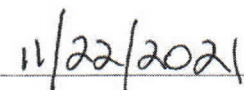
RCBOE is a government entity existing under the laws of the state of Tennessee and may not indemnify any party from liability. RCBOE is governed by the Governmental Tort Liability Act (GTLA) and shall be responsible for its liability under the terms of that Act, except to the extent that STARS has such liability.

### **SIGNATURES**



Rodger Dinwiddie, STARS

\_\_\_\_\_  
Rutherford County Schools



(DATE)

\_\_\_\_\_  
(DATE)



## MEMORANDUM

TO: Jennifer Hopkins  
FROM: Kate Kasuboski  
RE: Agenda Items for Board Meeting  
DATE: November 22, 2021

Please place the following items on the December 9, 2021 agenda for the Board of Education's consideration:

**1. Job Description for Registered Behavioral Technician (RBT.)**

Currently, we have 12 Behavioral Educational Assistant positions to assist with the implementation of behavioral strategies during the Functional Behavioral Assessment and Behavior Intervention Plan process. Behavioral EAs receive training and are given the opportunity to become Registered Behavioral Technician (RBT) certified. Due to the difficulty retaining Behavioral Educational Assistants (BEA) after employee gets their RBT certification, the district proposes transfer the BEA to a Registered Behavioral Technician (RBT) position once RBT certified and/or hire RBTs instead of a BEA, when available, to work with students with challenging behavioral needs at a pay scale that is comparable to RBT work in the community through private agencies.

**2. Approval of salary scale for Registered Behavior Technician position**

Registered Behavior Technician salary schedule would be a level 6 on the classified pay scale to be competitive with outside agencies hiring RBTs to complete ABA therapy. These positions will be funded out of either GP funding, IDEA funding, or CCEIS funds out of IDEA part B (depending on the budgeting of the current Behavior Educational Assistant.)

**Motion to --** Approve the Registered Behavior Technician salary schedule to be a level 6 on the classified salary scale using funding from either GP funding, IDEA funding, and CCEIS funds out of IDEA part B depending on the position and where it is budgeted.

**3. Approval of salary scale for Behavioral Educational Assistants**

Behavioral Educational Assistants (BEAs) currently make \$1.00 per hour more than other Educational Assistants. Currently we have not been able to fill or retain Behavioral Educational Assistants due to the challenges encountered working with students with behavioral needs. These BEAs receive direct training and oversight from the Behavior Specialists and Board Certified Behavioral Analysts (BCBAs) on data collection, behavioral strategy implementation, and de-escalation techniques. Due to the nature of the training and challenges of working with students with behavioral needs, as well as the need for qualified candidates and retention of candidates, we propose the salary scale be at a level 4 on the classified salary scale.



**Motion to --** Approve the Behavior Educational Assistant (BEA) salary schedule to be a level 4 on the classified salary scale using funding from either GP funding, IDEA funding, and CCEIS funds out of IDEA part B depending on the position and where it is budgeted.

**4. Contractual Agreement with Project Play Therapy, LLC):**

Currently we are unable to fully staff our school psychologists due to a lack of qualified candidates. This contract would allow Rutherford County Schools to contract with Project Play Therapy for licensed School Psychologists at a rate of \$78.00 per hour to assist with staffing shortages.

**Motion to --** Approve the contract with Project Play Therapy, LLC, as requested by the client (RCS) at a cost of \$78.00 per hour. These services will be paid out of IDEA Special Education Funds.

**PROJECT PLAY THERAPY, LLC**  
**SERVICES AGREEMENT**

I. PARTIES. This Services Agreement (the "Agreement") is made the day of January 1, 2022 (the "Effective Date"), by and between PROJECT PLAY THERAPY d/b/a Franklin Speech & Learning, a Tennessee Limited Liability Company (the "Company"), and Rutherford County Schools (the "School").

II. GENERAL TERMS. This Services Agreement (the "Agreement") is made on the 1st day of January 2022, (the "Effective Date"), by and between the "Company" and the "School" and shall continue through June 30, 2022.

This Agreement shall be deemed to have been made, executed and delivered in the State of Tennessee and shall be construed in accordance with the laws of the State of Tennessee.

III. SERVICES. The parties wish to enter into a relationship whereby the School engages the Company to provide therapy services for its students the amount, scope, and billing rates are included in Attachment A. Any additional Services to be provided by School outside of those set forth in Attachment A must be mutually agreed upon in writing signed by both parties and refer to this Agreement.

The School and Company shall follow all pertinent state and federal laws and regulations and guidance from the Tennessee Department of Education ("TDOE") and Authorizing Entity regarding delivery of services. The parties shall also facilitate each other's compliance with this provision.

The School shall provide the Company with an appropriate space to provide therapy services. An appropriate space to provide therapy services shall be a consistent space within the School's building in which the Company can ensure that therapy services can be provided privately and without interruption. This includes appropriate air conditioning and heat accommodations, as well as a door that encloses the therapy space.

The School shall ensure that the Company has access to interpreter services when needed and shall be responsible for payment for those services.

IV. TERMINATION. Either party may terminate this Agreement for reasonable cause upon (60) sixty days written notice, which shall include an explanation of such reasonable cause within the notice.



At a minimum, during the notice period, Company will continue to provide services in the scope and amount as was the average for the 60 days of service prior to the notice.

School will reimburse Company for any non-cancelable expenses for services or commitments entered into by Company, in connection with the Agreement, provided Company provides School with documentation of those expenses within thirty (30) days of the termination of the Agreement.

V. BILLING. The Company shall bill for tasks and costs which are normal and customary in its industry. This includes, but is not limited to, its time for: therapy, evaluations, re-evaluations, planning, scheduling, documentation, consultations, meetings, billing insurance, and required paperwork. Bills shall reflect the dates of service.

Cost of services, including any monthly minimum payments, shall be at the then-current rates included in Attachment A. Company may change billing rates upon thirty (30) days notice to School.

Bills/invoices are customarily issued monthly. Should the School wish to dispute any charges on any invoice, it will do so within writing within ten (10) days of receipt of the invoice, or the invoice will become final. The School shall pay all invoices within twenty-five (25) days of the date of invoice. Should the school pay their invoice late (any date after 30 days from the invoice date) a 10 % late fee will be added monthly to the invoiced amount until the balance is paid.

VI. FERPA COMPLIANCE, CONFIDENTIALITY, AND ACCESS TO RECORDS. The Company may need to access and/or use education records in order to fulfill its professional responsibilities under this agreement. The School shall provide Company with access to any and all records needed to carry out its obligations under this Agreement, communicating with Authorizing Entity or the TDOE, billing insurance on behalf of service recipients, or responding to any audits, legal challenges, or court orders associated with the Company's performance under or compliance with this Agreement. This provision shall survive the termination of this Agreement should any future need for Company to access these records arise.

The parties shall ensure that the Company's access to and use of education records is done in full compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 12329, 34 CFR Part 99. Although the Company remains an independent contractor of school and not an employee, the parties acknowledge that school is engaging the Company to perform institutional services or functions for which school would otherwise use employees. For purposes of this paragraph,



"education records" shall mean any records maintained by school and that are related to school's students, and which includes any information contained within such records.

The Company shall not access and/or use any education records except to the extent that such access or use is necessary in order for the Company to fulfill its professional responsibilities under this agreement. The Company shall not access or use any more information from within education records than is necessary to fill those responsibilities.

VII. NON-SOLICITATION. The School shall not hire or offer to hire any provider directly serving the School during the term of this Agreement or within one year after the termination of this Agreement or any amendment thereto.

If the School violates the terms of this section, the School agrees to pay Company \$15,000.00 as compensation for the organization's loss of use of its service provider. This amount is agreed to be liquidated damages and not a penalty.

VIII. LIABILITY. Each organization shall defend, indemnify, and hold harmless the other from any and all claims, liability, or causes of action arising out of each organization's performance of this Agreement, so long as there was no gross negligence related to the claim, liability or cause of action.

IX. RELATIONSHIP. The Company is an independent contractor. This Agreement does not create a partnership, joint venture, or other agency relationship between the parties.

X. COMPANY INSURANCE. The Company shall furnish the School with evidence of malpractice insurance with minimum limits of \$1,000,000.

XI. SUBCONTRACTING. Company may, at its option, subcontract work under Attachment A, but Company's use of subcontractors shall not affect its responsibilities under the applicable Attachment A. Moreover, Company shall be fully responsible for work done by its subcontractors as it is for work done by its own employees. Company shall have written agreement(s) with its subcontractors that contain, at a minimum, clauses that are the same as or comparable to the sections of this Agreement regarding confidentiality of School's materials.



XII. NOTICES. Notices to be given by either party under this Agreement shall be sent by certified mail, express overnight delivery, or telecopy to the attention of the other party at the addresses of the parties as first set forth above.

XII. SEVERABILITY AND ASSIGNMENT. The invalidity or unenforceability, in whole or in part, of any provision in this Agreement shall not affect in any way the remainder of the provisions herein. This Agreement may not be assigned by either party without the other's consent.

XIII. ENTIRE AGREEMENT. This Agreement, together with any other materials referenced in or expressly made a part of the Agreement, constitutes the final and entire Agreement between Company and School, and supersedes all prior and contemporary agreements, oral or written.

XIV. COUNTERPARTS. The Parties hereto agree that facsimile signatures shall be as effective as if originals. This Agreement may be executed via facsimile in any number of counterparts, all of which taken together shall constitute one and the same agreement.

XV. FORCE MAJEURE. Neither party shall be liable for failure to perform, nor be deemed to be in default, under this Agreement for any delay or failure in performance resulting from causes beyond its reasonable control, including but not limited to failure of performance by the other party, acts of state or governmental authorities, acts of terrorism, natural catastrophe, fire, storm, flood, earthquake, riot, insurrection, civil disturbance, sabotage, embargo, blockade, acts of war, or power failure. In the event of such delay, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of any such delay.

XVI. ATTORNEY'S FEES AND COSTS FOR ENFORCEMENT. The prevailing party in any litigation stemming from this Agreement shall be entitled to its attorney fees and costs associated with that litigation.



**AGREED:**

SCHOOL DISTRICT : RUTHERFORD COUNTY SCHOOLS

COMPANY: PROJECT PLAY THERAPY

*Christine Yang*

---

By: Tiffany Johnson

By: Christine Yang

Date:

Date: November 19, 2021

Address for Notice:

Address for Notice:

Rutherford County Schools  
2240 Southpark Drive  
Murfreesboro, TN 37128

Project Play Therapy  
4721 Trousdale Dr., #206  
Nashville, TN 37220

Attn: Tiffany Johnson  
Chair

Attn: Christine Yang  
Director of Systems & Service Operations

Email: [johnsonti@rcschools.net](mailto:johnsonti@rcschools.net)

Email:  
[christine.yang@projectplaytherapy.com](mailto:christine.yang@projectplaytherapy.com)



**Attachment A- Service Fee Schedule**  
Rutherford County Schools 2021-2022

<b>Service Type</b>	<b>Hourly Rate</b>
School Psychological Services	\$78.00
Occupational Therapy Services	Upon Request
Physical Therapy Services	Upon Request
School Psychological Services	Upon Request
Spanish Speaking Diagnostic Services	Upon Request
Mental Health Counseling	Upon Request
Behavior Services	Upon Request
Specialized Services for Students with Visual Impairment (CTVI)	Upon Request
Specialized Services for Students with Hearing Impairment	Upon Request
Assistive Technology Evaluation Services	Upon Request
Reading Specialist Services	Upon Request
Music Therapy Services	Upon Request
Case Management Services, including: Writing reports for re-evaluations Updating progress on IEPs Attendance at IEP meetings Consultation services rendered as part of an IEP	Billed at rate of service provider.

All services are subject to a one hour minimum charge per visit.

**Please expect billing for the following:**

- Direct Therapy
- Consultation Services
- Assessment (Evaluation, Reevaluation)
- Report Writing
- Participation in Meetings
- Preparation for Meetings
- Planning
- Documentation
- Coordination via email with staff or parents
- Group therapy to be billed at 50% of standard rate per participant

***\*\*\*All billing will occur in 15 minute units***

\_\_\_\_\_ (School Representative Initials)



## Memorandum of Understanding for Project Play Therapy School Services

This Memorandum of Understanding is an agreement between Project Play Therapy, LLC (hereinafter "PPT") and Rutherford County Schools (hereinafter "School" or "the School"). The purpose of this MOU is to memorialize the agreement of the parties regarding the implementation and functioning of the business relationship between them.

### Contacts:

Project Play Therapy, LLC (PPT) Representative/Contact:  
Dr. Cindy Minnis, VP of Clinical & School Services  
Address: 4721 Trousdale Dr., #116, Nashville, TN 37220  
Phone: 615-294-2780  
Email: cindy.minnis@projectplaytherapy.com

Rutherford County Schools, Representative/Contact:  
Tiffany Johnson, Chair  
Address: 2240 Southpark Drive, Murfreesboro, TN 37128  
Phone: (615) 893-5815 ext. 22040  
Email: johnsonti@rcschools.net

### Project Play Therapy agrees to the following:

- Provide special education related services, school psychological, counseling, and/or behavioral services for students as agreed upon by The School and PPT.
- Train employees on the use of EdPlan/EasyIEP.
- Provide a support structure for PPT school-based providers and school leadership in the form of a lead for each discipline, a Director of Related Services, and a VP of Services. These contacts will be available to collaborate and problem solve with school teams as needed for issues directly related to PPT service provision.
- Hold PPT providers accountable for following school norms and expectations for professionalism when those are made available.





- Provide a direct observation and coaching/feedback structure to promote quality assurance and continuous improvement of special education related services and other student support services provided in schools by PPT.
- Adhere to any school protocol for maintaining health and safety of students related to COVID-19.

In order to facilitate effective service delivery and maximize outcomes for students, The School agrees to:

- Designate a primary point of contact for PPT providers to facilitate team communication within the School/District.
- Communicate changes in enrollment and / or caseloads to the designated PPT provider or in a timely manner (e.g., general enrollment updates, plans for school closing, adding additional grade levels).
- Designate an appropriate space to provide therapy or assessment services for all PPT providers. An appropriate space to provide services is considered a consistent space within the School's building in which the School can ensure that services can be provided privately and without interruption.
- Provide sufficient notice (>10 days) for attendance at all meetings in which the provider's presence is required or at which goals, services, progress, or evaluation results for students on the provider's caseload will be discussed.
- Share any formalized school staff expectations for dress code, meeting norms, or parent contact with providers to ensure PPT providers are aware and can adhere to these guidelines.
- Ensure PPT providers have been made aware of plans for crisis circumstances (including their role), as well as expectations for providers during preparation drills.
- Ensure that providers are able to schedule services without large gaps in the daily schedule.

This agreement is in effect: January 1, 2022 - June 1, 2022

**For Project Play Therapy:**



*Cynthia Minnis*

Cindy Minnis Ed.D., NCSP  
VP of Clinical & School Services

Date: November 19, 2021

**For Rutherford County Schools:**

Tiffany Johnson  
Chair

Date:

## **RUTHERFORD COUNTY BOARD OF EDUCATION JOB DESCRIPTION**

**Job Title:** Registered Behavior Technician

**Terms of Employment:** Ten Months

**Immediate Supervisor:** BCBA

### **POSITION DESCRIPTION:**

- A Registered Behavior Technician (RBT) is a paraprofessional who works under the supervision of a BCBA or BCaBA. At this ABA job level, the RBT is primarily responsible for the implementation of treatment plans related to skill- acquisition and behavior reduction or modeling the treatment plans for the student support team. RBTs also collect data for behavior reduction, skill acquisition of replacement behaviors and for functional behavior assessments as directed by the BCBA or BCaBA. Per the BACB guidelines, 5% of hours worked are supervised by a BCBA.

### **Qualifications to gain RBT certification**

- Be at least 18 years old
- Have a high school diploma
- Complete the requisite 40 hours of training, overseen by either a BCBA, BCaBA, or BCBA-D
- Undergo a background check within 180 days of submitting your completed RBT Certification Application
- Complete and pass the RBT Competency Assessment, in which an assessor observes and evaluates your performance of RBT tasks (in person, live via the internet, or through recorded videos)
- Complete and pass the RBT exam, which is comprised of 75 multiple-choice questions and assesses the applicant's knowledge of the RBT Task List
- Abide by the RBT Ethics Code

RBTs are expected to carry out the responsibilities on the Behavior Analyst Certification Board's RBT Task List. The list has six categories:

- **Measurement**  
Prepare, enter, and update all data related to students on caseload.
- **Assessment**  
Describe and record students' behaviors in measurable terms. RBTs must also assist BCBAs with assessment procedures, which vary depending on each student's behavioral needs.
- **Skill Acquisition**  
With your supervisors, create a skill acquisition plan for the student and implement procedures to encourage the student's acquisition of the desired skill.
- **Behavior Reduction**  
With your supervisors, create a behavior reduction plan and implement interventions and differential reinforcement procedures.

- **Documentation and Reporting**  
Generate a complete report while complying with all applicable legal, regulatory, and workplace requirements. This report will involve other variables, such as illness and medication notes, and other objective observations.
- **Professional Conduct and Scope of Practice**  
Maintain clear lines of communication and professional boundaries, and implement supervisors' feedback to improve your professional performance.

### **General Duties in the School Setting**

- Collecting data about students' behaviors through direct observation for functional behavior assessments.
- Assisting BCBA's as directed with behavior reduction assessments and skill acquisition plans.
- Conduct fidelity checks for current behavior intervention plans.
- Modeling behavior intervention plans that include behavior analytic evidence-interventions for teachers, educational assistants and other support team members.
- Provide direct intervention to students, per specific student IEPs, for behavior skills called for in treatment plans.
- Other duties as assigned by supervisor(s.)

### **Evaluation**

- Conducted by Supervising BCBA in collaboration with the Coordinator of Special Education in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel.



## Instructional Technology Lead 2021-2022

The purpose of the instructional technology lead is to provide training and support for their faculty to achieve district technology initiatives. The lead will act as a direct liaison between their school and the instructional technology department and must agree to the terms and tasks below to receive the full stipend.

As an instructional technology tech lead, you must attend training for the following to provide support in your building

- Basic hardware troubleshooting
- Inventory and Resource Manager training
- Essential district software and textbook resources
- After school instructional technology training (1 hour a month)

### Technology Lead Tasks

- Assist with laptop inventory
- Assist with basic hardware troubleshooting and questions
- Provide support for district essential software and textbook programs
- Communicate with the instructional technology department and share important updates and information
- Assist with school website updates unless the principal has a different designee

**Provide support and training for Rutherford County essential software and textbook applications listed below but not limited to**

- Office 365 Applications
- District Assessment Software (Mastery Connect)
- Textbook Resources
- Edlio Websites
- Skyward Gradebook
- District Learning Management System
- Digital Citizenship Resources
- Assist as the district adopts new programs, textbooks, or equipment

### Sample Schedule Hardware Only Tasks

August-May	<ul style="list-style-type: none"><li>• Assist with basic technology troubleshooting</li></ul>
July/August	<ul style="list-style-type: none"><li>• Assist with distributing laptops to classrooms and Resource Manager inventory</li><li>• Assist with showing teachers how to connect to projectors or interactive panels, printers, etc.</li><li>• Assist with basic technology troubleshooting</li></ul>
December/January	<ul style="list-style-type: none"><li>• Mid-year inventory check for damage</li></ul>
May	<ul style="list-style-type: none"><li>• Inventory</li></ul>

### Sample Schedule Hardware and Software

July	<ul style="list-style-type: none"><li>• Attend instructional technology essential program training</li></ul>
August-May	<ul style="list-style-type: none"><li>• Assist with basic technology troubleshooting</li><li>• Student account assistance</li><li>• Assist teachers with district software and textbooks</li></ul>

	<ul style="list-style-type: none"> <li>• Add new teachers to Edlio and assist with webpage training</li> <li>• Assist teachers with gradebook setup</li> <li>• New teacher email and account training for those who did not attend summer HR trainings</li> </ul>
July/August	<ul style="list-style-type: none"> <li>• Assist with distributing laptops to classrooms</li> <li>• Assist with showing teachers how to connect to projectors or interactive panels, printers, etc.</li> <li>• Assist with basic technology troubleshooting</li> <li>• Collect electronic AUP from all building staff members</li> <li>• Assist <b>K-1</b> teachers with printing Clever badges</li> </ul>
September-November	<ul style="list-style-type: none"> <li>• Attend instructional technology essential program training and collaboration</li> </ul>
December/January	<ul style="list-style-type: none"> <li>• Mid-year inventory check for damage</li> </ul>
January-May	<ul style="list-style-type: none"> <li>• Attend instructional technology essential program training and collaboration</li> </ul>
May	<ul style="list-style-type: none"> <li>• Inventory</li> </ul>

**Additional Tasks:**

- Student password assistance and self-service password setup and reset
- Student blocked account assistance

## **Motions for Board Meeting December 9, 2021**

### **Request from CTE to install and exterior Cooler at Blackman High School:**

CTE has submitted a request to install an exterior walk in cooler/freezer at Blackman High for the Culinary Arts Program. Dr. Justus is in support of this request. Engineering and Construction has reviewed the propose location and will work with CTE to determine final location for the equipment. This request will be funded through the CTE Program and will be place out for bid. Engineering and Construction recommends this request.

**Recommend:** Motion to approve the CTE request for a cooler/freezer for Blackman High School Culinary Arts to be funded through the CTE program.

**ESSER II Smyrna High HVAC Bid # 3545-21:** On Thursday November 18, 2021 Purchasing received bids for the Smyrna High School HVAC equipment replacement project. This project was requested to be funded through ESSER II funds. The Project cost, including Alternate #1, is \$1,769,518.00, is over the original budget of \$1,500,000.00. Engineering has work with Federal Projects and moved remaining funds from other projects to this project and recommends awarding to Demand Mechanical lowest and best bid.

**Recommend:** Motion to approve Demand Mechanicals bid for Smyrna High, Bid 3545-21, of \$1,769,518.00/

**Binkley Garcia and Rutherford County Schools win Elementary School of the year for Plainview Elementary :** The TSBA recognizes architectural firms for their excellence in design each year. RCS was notified on October 21, 2021 that the judges have chosen Plainview Elementary School as the winner of the Elementary category for the TSBA 2021 School of the Year Award. This prestigious award recognizes Binkley Garcia for their excellence in design. The TSBA commends Binkley Garcia and the Rutherford County School system for this achievement. Binkley Garcia and RC S were presented their awards on November 20, 2021.

**5 Year Building Program:** Board discussion on the 5 Year Building Program for discussion only.

## **Rutherford County Schools**

### **Application for Campus Construction Project**

Before any request for construction of proposed buildings will be forwarded to the Rutherford County School Board, the following form must be filled out in full and submitted to the Rutherford County Schools Engineering and Construction Department with a letter from the School Principal, a site plan, floor plan and elevations (if applicable), a full estimate, and schedule.

1. School Name: Blackman High School
2. Principal: Leisa Justus
3. Project Name: Blackman High Walk-In Cooler/Freezer
4. Person overseeing the project: BoE Project Manager TBD
5. Does project support recreational sports, athletics or education? Education
6. Does this project meet all gender equity criteria? N/A
7. What department is this project being constructed for? (I.E. Baseball, softball, band, FFA, etc.) Career & Technical Education
8. What is the anticipated cost for this project (this should include all utility connection fees, building permits, inspection, and construction). Attach and submit a detailed estimate. This cannot be answered at this time. We must know what scope of work will be provided by the Board employees and what would be provided by the winning bidder in order to adequately answer this question.
9. What is the funding source and are funds currently available: (Grant, Booster Club, etc.)List all sources. CTE General Purpose funds
10. If a grant or funded by a foundation/donor/ charitable organization, what is the foundations name? N/A  
Do construction plans meet criteria for funding?
11. If funded by a local financial institution, has the loan been approved and who is the guarantor for loan N/A
12. Do you have a site layout showing where this project will be constructed on campus? Yes. See attached documents
13. Has RCS Engineering & Construction reviewed project location? Are there any conflicts in utilities or easements? I was informed that Engineering and Construction cannot review the project location without this form being first completed. Therefore, no the project has not been reviewed.
14. Has MTEMC, CUD, MWSD or other local utilities been contacted for service connection if required? No.



22' X 9' 9"

PROPOSED LOCATION #2



22' x 9' 9"

PROPOSED LOCATION #1



**Bid #3563  
HVAC Upgrades  
(Smyrna High School)**

Description	Demand Mechanical	Four Seasons
HVAC Upgrade Base Bid	\$ 1,596,649.00	\$ 1,796,000.00
Alternate 1	\$ 172,869.00	\$ 179,000.00

**Bid #3563  
HVAC Upgrades  
(Smyrna High School)**

Description	Demand Mechanical	Four Seasons
HVAC Upgrade Base Bid	\$ 1,596,649.00	\$ 1,796,000.00
Alternate 1	\$ 172,869.00	\$ 179,000.00