

Regular Meeting of the Trousdale County Board of Education

Thursday, May 18, 2023

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:53 PM.

Robert Atwood: Present

Deanna Bode: Present

John Kerr: Present

Racheal Petty: Present

Barbara Towns: Present

1. AGENDA:

1.A. Call to Order – Mr. John Kerr, Chairman

1.B. Invocation – Mr. John Kerr, Chairman

1.C. Pledge of Allegiance – Ms. Barbara Towns, Board Member

1.D. Invitation to audience to address items on the Agenda

1.E. Approval of the Agenda for May 18, 2023

Approval of the May 18, 2023, Agenda passed with a motion by Robert Atwood and a second by Barbara Towns.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for May 18, 2023

Approval of the May 18, 2023 Consent Agenda passed with a motion by Racheal Petty and a second by Deanna Bode.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

2.B. Approval of Minutes from April 20, 2023**2.C. Approve Budget Amendment 141-73300 Community Services - TN Arts Commission**

Amend the 2022-23 141 General Purpose School Budget by debiting Revenue. Amendments are to include:				
DEBIT Revenue	46980-STs	Other State Education Funds		1,500.00
GRAND TOTALS				\$1,500.00
Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	73300	Community Services		
	399-STs	Other Contracted Services		1,500.00
GRAND TOTALS				\$1,500.00

2.D. Approve Budget Amendment 141-71100 Regular Instruction Program

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	71100	Regular Instruction Program		
	116	Teachers		34,300
	722	Regular Instruction Equipment		1,500
GRAND TOTALS				\$35,800.00
Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71100	Regular Instruction Program		
	195	Certified Substitutes		34,300
	356	Tuition		1,500
GRAND TOTALS				\$35,800.00

2.E. Approve Budget Amendment 141-71200 Special Education Program

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	71200	Special Education Program		
	204	State Retirement		1,200
	207	Medical Insurance		2,000
	312	Contracts with Private Agencies		8,930
GRAND TOTALS				\$12,130.00

Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71200	Special Education Program		
	116	Teachers		4,000
	163	Educational Assistants		4,600
	171	Speech Pathologist		3,530
GRAND TOTALS				\$12,130.00

2.F. Approve Budget Amendment 141-71300 Vocational Education Program

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	71300	Vocational Education Program		
	730	Vocational Instruction Equipment		5,500
GRAND TOTALS				\$5,500.00

Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71300	Vocational Education Program		
	399	Other Contracted Services		5,500
GRAND TOTALS				\$5,500.00

2.G. Approve Budget Amendment 141-71300 Vocational Education Program - ISM

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	71300	Vocational Education Program		
	730-ISM	Vocational Instruction Equipment		3,700
GRAND TOTALS				\$3,700.00
Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	76100	Regular Capital Outlay		
	707-ISM	Building Improvements		3,700
GRAND TOTALS				\$3,700.00

2.H. Approve Budget Amendment 141-72210 Regular Instruction Program

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	72210	Regular Instruction Program		
	204	State Retirement		2,000
GRAND TOTALS				\$2,000.00
Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72210	Regular Instruction Program		
	185	Educational Incentive Fund-Other County		2,000
GRAND TOTALS				\$2,000.00

2.I. Approve Budget Amendment 141-72250 Technology

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	72250	Technology		
	722	Regular Instruction Program		6,000
GRAND TOTALS				\$6,000.00
Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72250	Technology		
	471	Software		6,000
GRAND TOTALS				\$6,000.00

2.J. Approve Budget Amendment 141-72620 Maintenance of Plant

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	72620	Maintenance of Plant		
	717	Maintenance Equipment		2,100
GRAND TOTALS				\$2,100.00
Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72620	Maintenance of Plant		
	499	Other Supplies and Materials		2,000
	599	Other Charges		100
GRAND TOTALS				\$2,100.00

2.K. Approve Budget Amendment 141-72710 Transportation

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	72710	Transportation		
	142	Mechanics		2,000
	146	Bus Drivers		10,000
	201	Social Security		5,000
	204	State Retirement		5,000
	207	Medical Insurance		2,000
	425	Gasoline		5,000
GRAND TOTALS				\$29,000.00

Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	72710	Transportation		
	189	Other Salaries and Wages		10,000
	338	Maintenance and Repair Services		15,000
	412	Diesel Fuel		4,000
GRAND TOTALS				\$29,000.00

2.L. Approve Budget Amendment 141-73300 Community Services

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	73300	Community Services		
	499	Other Supplies & Materials		1,400
GRAND TOTALS				\$1,400.00

Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	73300	Community Services		
	163	Educational Assistants		515
	189	Other Salaries and Wages		555
	201	Social Security		25
	204	State Retirement		305
GRAND TOTALS				\$1,400.00

2.M. Approve Budget Amendment 141-73300 Community Services - LEAPS

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	73300	Community Services		
	204-LEAPS	State Retirement		256
	429-LEAPS	Instructional Supplies & Materials		1,540
	524-LEAPS	Inservice/Staff Development		4,800
GRAND TOTALS				\$6,596.00

Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	73300	Community Services		
	116-LEAPS	Teachers		500
	162-LEAPS	Clerical Personnel		750
	163-LEAPS	Educational Assistants		4,930
	201-LEAPS	Social Security		321
	212-LEAPS	Employer Medicare		95
GRAND TOTALS				\$6,596.00

2.N. Approve Budget Amendment 141-76100 Regular Capital Outlay

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	76100	Regular Capital Outlay		
	707	Building Improvements		46,600
GRAND TOTALS				\$46,600.00

Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	76100	Regular Capital Outlay		
	399	Other Contracted Services		17,000
	711	Furniture and Fixtures		29,600
GRAND TOTALS				\$46,600.00

2.O. Approve Budget Amendment 141-76100 Regular Capital Outlay

Amend the 2022-23 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	76100	Regular Capital Outlay		
	707	Building Improvements		26,839
GRAND TOTALS				\$26,839.00

Amend the 2022-23 141 General Purpose School Budget School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	72130	Other Student Support		
	123	Guidance Personnel		8,250.00
	204	State Retirement		800.00
	207	Medical Insurance		7,880.00
	399	Other Contracted Services		2,312.00
	599	Other Charges		325.00
	72220	Special Education Program		
	204	State Retirement		327.00
	72320	Director of Schools		
	140	Salary Supplement		825.00
	201	Social Security		1,300.00
	204	State Retirement		1,365.00
	212	Employer Medicare		305.00
	399	Other Contracted Services		1,000.00
	701	Administration Equipment		2,150
GRAND TOTALS				\$26,839.00

2.P. Approve Budget Amendment 142-71100 Regular Instruction Program - Title I

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures. Amendments are to include:				
		Subfund 102: Title I Grants to States		
DEBIT EXPENDITURES	71100	Regular Instruction Program		
	207	Medical Insurance		11,024.46
GRAND TOTALS				\$11,024.46

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	163	Educational Assistants		11,024.46
GRAND TOTALS				\$11,024.46

2.Q. Approve Budget Amendment 142-71100 Regular Instruction Program - Title I

Amend the 2022-23 142 Federal Projects School Budget by debiting Revenue. Amendments are to include:

		Subfund 102: Title I Grants to States		
DEBIT Revenue	47141	Title I Grants to States		2,746.29
GRAND TOTALS				\$2,746.29

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	429	Instructional Supplies and Materials		2,746.29
GRAND TOTALS				\$2,746.29

2.R. Approve Budget Amendment 142-71100 Regular Instruction Program - Title I

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures. Amendments are to include:

		Subfund 102: Title I Grants to States		
DEBIT EXPENDITURES	71100	Regular Instruction Program		
	429	Instructional Supplies and Materials		4,500.00
GRAND TOTALS				\$4,500.00

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	207	Medical Insurance		4,500.00
GRAND TOTALS				\$4,500.00

2.S. Approve Budget Amendment 142-72210 Support Services - Title II

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures.
Amendments are to include:

		Subfund 202: Title II		
DEBIT EXPENDITURES	72210	Regular Instruction Support Services		
	399	Other Contracted Services		500.00
GRAND TOTALS				\$500.00

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	72210	Regular Instruction Support Services		
	524	Inservice/Staff Development		500.00
GRAND TOTALS				\$500.00

2.T. Approve Budget Amendment 142-71300 Vocational Educational Program - Carl Perkins

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures.
Amendments are to include:

		Subfund 802: Carl Perkins		
DEBIT EXPENDITURES	71300	Vocational Educational Program		
	429	Instructional Supplies and Materials		5,504.10
	72130	Other Student Support		
	355-C	Travel		785.91
	524-PD	Inservice/Staff Development		1,999.64
	72230	Support Services		
	524	Inservice/Staff Development		837.97
GRAND TOTALS				\$9,127.62

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	71300	Vocational Educational Program		
	730	Vocational Instruction Equipment		9,127.62
GRAND TOTALS				\$9,127.62

2.U. Approve Budget Amendment 142-71100 Regular Instruction Program - TN ALL Corps

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures. Amendments are to include:

		Subfund 935: TN ALL Corps	
DEBIT EXPENDITURES	71100	Regular Instruction Program	
	201	Social Security	470.00
	204	State Retirement	1,010.00
GRAND TOTALS			\$1,480.00

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program	
	116	Teachers	1,252.00
	207	Medical Insurance	210.00
	212	Employer Medicare	18.00
GRAND TOTALS			\$1,480.00

2.V. Approve Budget Amendment 142-71200 Special Education Program - ARP IDEA Part B

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures. Amendments are to include:

		Subfund 903: ARP IDEA Part B	
DEBIT EXPENDITURES	71200	Special Education Program	
	116	Teachers	1,404.44
	189	Other Salaries and Wages	442.31
	72710	Transportation	
	729	Transportation Equipment	1,000.00
GRAND TOTALS			\$2,846.75

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71200	Special Education Program	
	201	Social Security	43.06
	204	State Retirement	60.37
	212	Employer Medicare	10.05
	429	Instructional Supplies & Materials	833.27

	72710	Transportation		
	729	Transportation Equipment		1,900.00
GRAND TOTALS				\$2,846.75

2.W. Approve Budget Amendment 142-71200 Special Education Program - ARP IDEA Preschool

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures. Amendments are to include:

		Subfund 913: ARP IDEA PreSchool		
DEBIT EXPENDITURES	71200	Special Education Program		
	189	Other Salaries and Wages		1,190.77
	201	Social Security		73.00
	204	State Retirement		122.00
	212	Employer Medicare		15.73
	725	Special Education Equipment		2.02
GRAND TOTALS				\$1,403.52

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	71200	Special Education Program		
	429	Instructional Supplies & Materials		1,403.52
GRAND TOTALS				\$1,403.52

2.X. Approve Budget Amendment 142-72210 Support Services - Consolidated Administration

Amend the 2022-23 142 Federal Projects School Budget by debiting Line Item Expenditures. Amendments are to include:

		Subfund 011: Consolidated Administration		
DEBIT EXPENDITURES	72210	Support Services		
	105	Supervisor/Director		300.00
GRAND TOTALS				\$300.00

Amend the 2022-23 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	72210	Support Services		

	524	InService/Staff Development		300.00
GRAND TOTALS				\$300.00

2.Y. Approve Budget Amendment 143-73100 Food Service Program

Amend the 2022-23 143 Food Service Program by debiting Line Item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	73100	Food Service Program		
	710	Food Service Equipment		6,935.00
GRAND TOTALS				\$6,935.00

Amend the 2022-23 143 Food Service Program by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	73100	Food Service Program		
	599	Other Charges		935.00
	701	Administration Equipment		6,000.00
GRAND TOTALS				\$6,935.00

2.Z. Approve Budget Amendment 141-71100 Regular Instruction Program - Summer Learning Camps

Amend the 2022-23 141 General Purpose School Budget by debiting Revenue. Amendments are to include:

DEBIT Revenue	46590-SLC	Other State Education Funds		110,193.18
	47590-SLC	Other Federal Through State		39,709.12
GRAND TOTALS				\$149,902.30

Amend the 2022-23 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	71100	Regular Instruction Program		
	116-SLC	Teachers		113,481.00
	201-SLC	Social Security		7,035.82
	204-SLC	State Retirement		10,213.29

	212-SLC	Employer Medicare		1,645.47
	72120	Health Services		
	131-SLC	Medical Assistant		1,824.00
	201-SLC	Social Security		113.08
	204-SLC	State Retirement		164.16
	212-SLC	Employer Medicare		26.45
	72130	Other Student Support		
	499-SLC	Other Supplies & Materials		690.63
	72410	Office of the Principal		
	104-SLC	Principals		12,609.00
	201-SLC	Social Security		781.76
	204-SLC	State Retirement		1,134.81
	212-SLC	Employer Medicare		182.83
GRAND TOTALS				\$149,902.30

2.AA. Review of School Board Policies - Students 6.319 - 6.709

3. SCHOOL DISTRICT HIGHLIGHTS: Dr. Satterfield highlighted Ms. Elizabeth Harris, the Board's Student Representative and the Class of 2023 Salutatorian, who will be graduating tomorrow along with (75) of her classmates.

4. PRINCIPALS' REPORTS:

4.A. Trousedale County Elementary School – Ms. Badru updated the Board about the recent Kindergarten Round-up process that took place over the last two days. She reported on the recent TCAP assessment noting that the school is only allowed two weeks to complete ELA, Math, Science as well as the second grade assessment which is a challenge to get all students tested especially with the large amount of sicknesses the school has experienced this spring. Ms. Badru commended the parents for supporting getting students back in school to complete “a ton” of makeup tests noting that only one student was unable to complete TCAP testing. She said that the school was also selected to participate in the 2nd grade writing field test that was completed on May 13. She stated that only (20) students were required to take final examinations due to chronic absenteeism which she viewed as a “celebration” considering the large amount of illness that the school has experienced. Ms. Badru stated that the new state-supported AIMS-web universal reading screener is more preferred than the previously used DIBELS reading screener because of the more in-depth student reports that allow teachers to better identify reading deficiencies in order to support our students. Ms. Badru concluded informing the Board of all the end of the year fun activities that included bouncy houses, a glow party, field day, and extra recess.

4.B. Jim Satterfield Middle School – Mr. McCall reported on the most recent TCAP assessment. He noted that this year was an unusual challenge due to the large number of student illnesses. He informed the Board about 8th grade field trips to TCAT and Cumberland University and 5th grade transition day. He stated that due to chronic absenteeism (31) students were required to take final examinations over the last two days of school. He noted that the school had a large parent turnout for the Beta Club initiation that welcomed (56) new

members. Mr. McCall concluded by announcing the school's Top 10 with Marley Watkins as the Valedictorian and Ella Grace Freeman as the Salutatorian.

4.C. Trousdale County High School – not present due to Springfield High graduation.

4.D. Student School Board Representative – Elizabeth Harris stated it has been an honor to serve as the Board's student representative. She updated the Board about Senior Day and preparations for graduation on Friday. Elizabeth stated that the Class of 2023 has (14) honor graduates, (35) scholar graduates, and (61) or 80% of the graduating class met the criteria for the college-going board at the school. Elizabeth Harris introduced Kallie Cornwell who will serve as the student school board representative for the upcoming 2023-24 school year. Kallie updated the Board about the student's perspective on the TCAP schedule, AP coursework and end of the year AP exams, mechatronic exams, dual enrollment courses, the FFA banquet, and end of the year class tournaments.

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Azbell, Evelyn	Middle School Teacher
Blackburn, Katie	Elementary Teacher
Boyd, Emily	Elementary Teacher
Downs, Ashley	Elementary Teacher
Linville, Lyndsey	Elementary Teacher
Pardue, Morgan	Elementary Teacher
Poirier, Evan	Elementary Teacher
Pruitt, Laura	Elementary Teacher
Sanders, John	High School Teacher
Sanders, Kristen	Middle School Teacher
Secler, Stephanie	Elementary Teacher

5.B. Academic and Goal Updates – Dr. Satterfield updated the Board about end of the year student enrollment noting that district enrollment is approximately the same as the prior year with (7) less students. He reported each school met the 95% test requirement for TCAP accountability. He stated that TCAP results are expected to arrive by May 26 at which time TCAP scores will be included on student report cards that will be mailed to parents on May 26. Dr. Satterfield spent time overviewing the new 3rd grade retention law noting that Ms. Badru and Ms. Porter will personally be calling parents whose promotion could be contingent upon Summer Camp or year-long tutoring. He expressed two important dates for 3rd grade parents of the TCAP Retake on June 5th and the TCAP Appeals on June 7th. Dr. Satterfield stressed the importance of utilizing all available methods of getting our 3rd graders promoted to the 4th grade.

5.C. Project Updates – Dr. Satterfield provided the board with information regarding present and scheduled projects that include: band room carpet replacement, football and gymnasium PA repairs, gymnasium seating, gymnasium floor refinishing, a new greenhouse, and the relocation of nursing education classroom including the implementation of the new Teaching as a Profession (TAP) classroom that will go where the nursing program is vacating.

6. NEW BUSINESS:

6.A. 2023-24 The New Teacher Project (TNTP) Professional Development Contract – Attachment A

Approval of the 2023-24 TNTP Professional Development Contract, passed with a motion by Racheal Petty and a second by Barbara Towns.

Barbara Towns: Yea
Deanna Bode: Abstain
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.B. High School Classroom Relocation Bids - Innovative Schools Model Grant - Attachment B

Approval to accept the Beasley Construction bid to relocate the Nursing Education Classroom and to renovate a new Teaching as a Profession (TAP) classroom for the amount of \$51,500 passed with a motion by John Kerr and a second by Deanna Bode.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.C. High School Gymnasium Floor Refinishing Bids – Attachment C

Approval to accept the Kirby Sanitary Supply bid to refinish and paint the high school gymnasium floor for the amount of \$36,800, passed with a motion by Robert Atwood and a second by Racheal Petty.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.D. FY24 2023-24 School Food Service Budget – Attachment D

Approval of the 2023-24 Food Service budget passed with a motion by Barbara Towns and a second by Robert Atwood.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

6.E. Policy 6.405 Medicines

Approval of policy revision to 6.405 Medicines passed with a motion by Racheal Petty and a second by Barbara Towns.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

7. ACCOUNT ANALYSIS:

8. VENDOR CHECKS:

9. EXPENDITURES & ENCUMBRANCES:

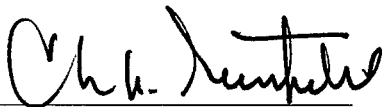
10. ADJOURN:

Motion to Adjourn passed with a motion by Robert Atwood and a second by Deanna Bode.

Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea



Chairperson



Director of Schools



TO: Clint Satterfield, Director, Trousdale County Schools
 FROM: Anna Norris, Director, TNTP
 CC: Molly Auger, Partner, TNTP
 DATE: May 5, 2023
 RE: 6-12 Literacy Support for Trousdale County Schools for the 2023-2024 School Year

Overview

Trousdale County is committed to providing rigorous, standards-aligned instruction to all students in English Language Arts. As leaders and teachers in Trousdale County know, implementing a rigorous, standards-aligned curriculum, and shifting teacher practice is incredibly hard work and requires strategic support for teachers, leaders, and coaches to ensure that these materials are leveraged to their greatest potential. After multiple years of strategic work with Expeditionary Learning and EngageNY in ELA, Trousdale County seeks to ensure that teachers and leaders have continued support to accelerate student learning and maximize the potential of their instructional materials in the 2023-2024 school year. Trousdale also seeks to build on their strong track record with materials implementation, as district leaders have established a vision for excellent instruction, invested teachers in their materials and the intellectual preparation required to effectively utilize them, and begun to help school leaders be prepared to support teachers with implementation.

TNTP proposes to partner with Trousdale County Schools from July 1, 2023 – March 31, 2024, to build the capacity of their teachers, school-based instructional coaching team, and district leadership to lead the implementation of high-quality ELA instructional materials and dramatically improve results for students.

The proposed scope of services for a partnership between Trousdale County Schools and TNTP is outlined below.

Proposed Scope of Services: 6-12 English Language Arts

Priority #1: Develop 6-12 ELA teachers to improve their instructional practice through rounds of targeted, intensive professional learning and aligned coaching over two two-day “instructional blitzes” during the 2023-2024 school year.

To develop teacher practice quickly and efficiently, TNTP proposes to facilitate two two-day *instructional blitzes* that provide dynamic, hands-on training that allows teachers time to learn and grow in foundational content and then immediately apply what they learn with students. It is a unique combination designed to build understanding and transform instruction. The immersive training provides a space that encourages trying new strategies for both teachers and students. Teachers practice instructional techniques and work with students to help them access rich, challenging content while having structured opportunities to reflect on practice and prepare for lessons with their peers. These instructional blitzes are meant to be cycles of intensive learning opportunities built on rapid cycles of learning, application, feedback, and reflection. will provide teachers with replicable instructional strategies that they will then immediately turnkey into their lesson preparation delivery and receive immediate coaching and feedback. TNTP proposes three rounds of instructional blitzes using the following structure:

Day 1 - Virtual	Day 2
Teachers participate in 2 hours of targeted professional learning for 6-12 ELA around identified instruction priority involving student work analysis (during the school day or after school) during which they learn replicable techniques and prepare for the following day's lesson.	Teachers teach their prepared lessons and analyze student work from the lesson with a TNTP coach.

TNTP will work with the Trousdale team to determine the best instructional focus for each instructional blitz. During these instructional blitz rounds, TNTP will have two staff members on site to ensure that all teachers receive immediate, targeted coaching.

PD Date <i>Virtual</i>	Observations with Collaborative Student Work Analysis <i>In Person</i>
August 18, 2023	August 21-22, 2023
January 26, 2024	January 29-30, 2024

Priority #2: Improve the quality of 6-12 literacy instruction by providing targeted professional learning for teachers.

To deepen teacher implementation of their materials and improve their overall quality of literacy instruction, TNTP will plan and facilitate two additional professional learning days over the course of the school year. These can be provided virtually or in-person. TNTP will work with the district instructional supervisor to determine topics and dates based on district instructional need. All will incorporate a student work analysis focus.

Priority #3: Redesign Trousdale's district writing plan to better align it to the district's curricular materials and literacy goals.

TNTP proposes to work with district instructional leadership to redesign Trousdale's district writing plan. Over the course to 2-3 in-person work sessions, TNTP will work with the Trousdale team to create a writing plan that:

- Better utilizes Trousdale's HQIM to assess student writing proficiency.
- Plans for cold writing assessments in preparation for TN state writing assessments.
- Ensures that teachers are able to prepare students for writing assessment through their HQIM instead of creating mini-units to prepare students for assessment.
- Ensures that the district pacing guide allows for writing assessment as dictated through the district writing plan.

In addition, TNTP will plan and facilitate a one-day summer training for teachers to introduce them to the new writing plan and ensure that teachers are prepared to implement the plan with their students when the school year begins.

Tentative Calendar of Support

July 2023	District Writing Plan In-Person Strategy Session(s) Teacher PD focused on the District Writing Plan Biweekly Virtual Strategy Check-Ins
August 2023	Instructional Blitz #1 Optional Teacher PD Day Biweekly Virtual Strategy Check-Ins
September 2023	Biweekly Virtual Strategy Check-Ins
October 2023	Biweekly Virtual Strategy Check-Ins Midyear Strategy Data Stepback and Planning Meeting
November 2023	Optional Teacher PD Day Biweekly Virtual Strategy Check-Ins
December 2023	Biweekly Virtual Strategy Check-Ins
January 2024	Instructional Blitz #2 Optional Teacher PD Day Biweekly Virtual Strategy Check-Ins
February 2024	Biweekly Virtual Strategy Check-Ins
March 2024	Final Progress Monitoring Walkthroughs EOY Strategy Data Stepback and Planning Meeting

Cost

The cost for this scope of work from July 1, 2023, through March 31, 2024, is \$88,209.

Trousdale County Board of Education

Bid Opening Sign-In Sheet

Location: Trousdale Co Board of Education


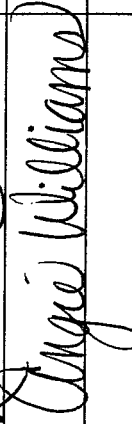
Project: Relocation of TCHS Classrooms

Date: 05/12/2023

Time: 11:00 A.M.

- 1) Nursing Classroom to Act Classroom
- 2) Remodel of Current Nursing Classroom to TAP Room

Attachment B

Company	Representative in Attendance	Signature	Results
Beasley Construction	N/A Email sent on May 9, 2023 @ 3:12 PM.	to Clint Satterfield Nursing	\$42,900 ⁰⁰ -
			TAP: \$8,600 ⁰⁰
TCBOE Representative	David Cothron		
TCBOE Representative	Angie Williams		
TCBOE Representative			

BEASLEY
CONSTRUCTION COMPANY, LLC

240 Harris Branch Road
Hartsville, TN 37074
Office: 615-374-2219
Fax: 615-374-2957

May 9, 2023

Trousdale County Board of Education
Attn: Clint Satterfield
Lock Six Road
Hartsville, TN 37074

BID PROPOSAL

Move Nursing Education classroom to Art Room--Remove Cabinets; Replace
Cabinets per Drawing; Additional Plumbing & Electrical as required

Total Bid \$42,900.00

BEASLEY
CONSTRUCTION COMPANY, LLC

240 Harris Branch Road
Hartsville, TN 37074
Office: 615-374-2219
Fax: 615-374-2957

May 9, 2023

Trousdale County Board of Education
Attn: Clint Satterfield
Lock Six Road
Hartsville, TN 37074

BID PROPOSAL

Remodel Nursing Education Room to TAP Classroom--Remove Cabinets; Plug
Plumbing; Paint; Rubber Baseboard

Total Bid \$ 8,600.00

Trousdale County Board of Education

Bid Opening Sign-In Sheet

Location: Trousdale Co Board of Education

Project: TCHS Gym FloorDate: Friday, May 12, 2023Time: 11:00 A.M.

Company	Representative in Attendance	Signature	Results
Kirby Sanitary Supply	N/A Sent by email 05/11/23 @	to David Cothron 2:18 PM	\$36,800 ⁰⁰ -
TCBOE Representative	David Cothron	David Cothron	
TCBOE Representative	Angie Williams	Angie Williams	
TCBOE Representative			



David Cothron <davidcothron@tcschools.org>

gym floor quote

1 message

Lance Kirby <lance.kirby@kirbysanitarysupply.com>
To: davidcothron@tcschools.org

Thu, May 11, 2023 at 2:18 PM

Lance Kirby**OFFICE MANAGER***Kirby Sanitary Supply*

P: 615-452-7644

F: 615-451-3687

From: Lance Kirby [mailto:lance.kirby@kirbysanitarysupply.com]
Sent: Thursday, May 11, 2023 2:17 PM
To: 'David Cothron'
Subject: gym floor quote

Thank you for the opportunity to bid sanding and refinishing the gym floor at Trousdale County High School. We currently have the bid for Sumner County Schools. Our quote will reflect the pricing we have given Sumner County. After seeing the design to be replicated onto the gym floor we have determined your cost. This cost includes all labor, paint, stencils, and materials used. We will be using Hillyard products as specified on the Sumner County bid. Total price includes 2 multi color yellow jackets, stained arcs, stained county logo, TC center logo and all game lines.

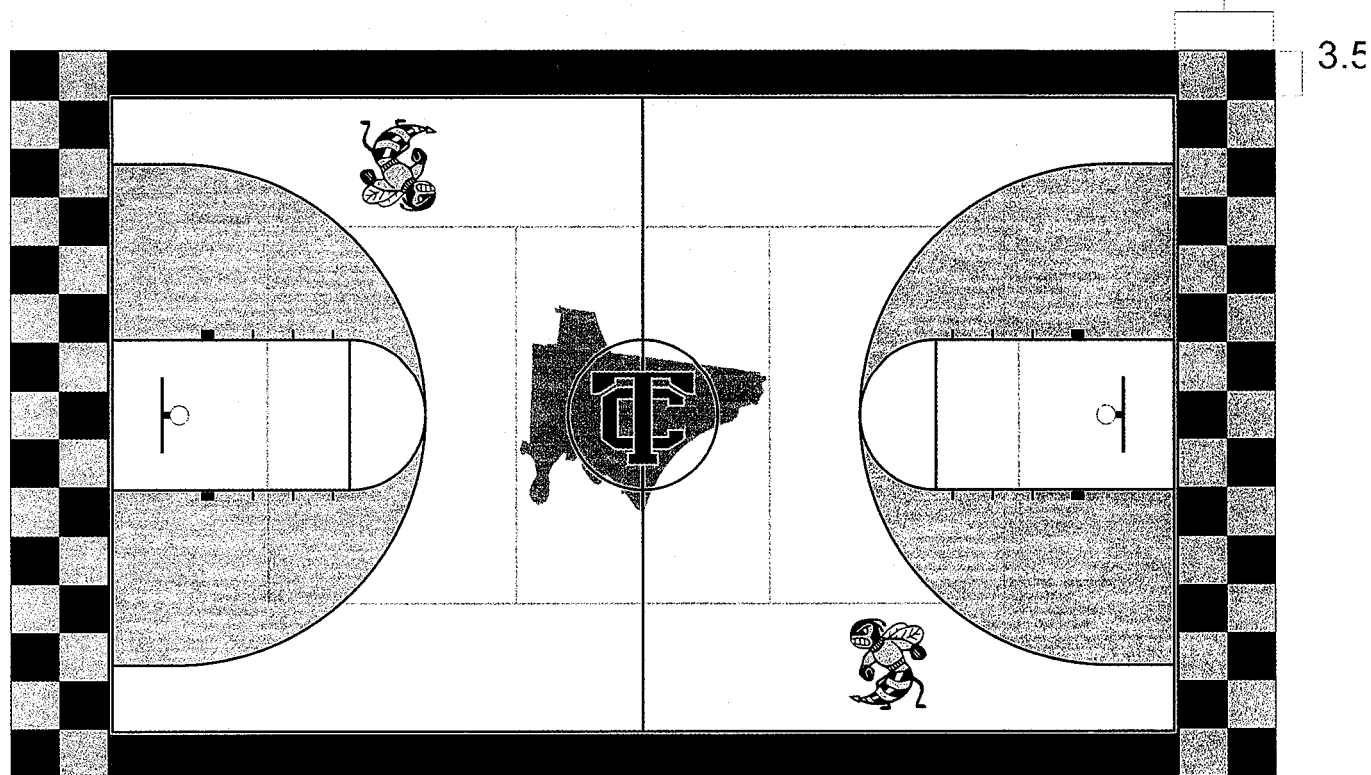
\$36,800.00

Lance Kirby**OFFICE MANAGER***Kirby Sanitary Supply*

P: 615-452-7644

F: 615-451-3687

approx 7.75'



Drawing 2-B3

KIRBY SANITARY SUPPLY
(615) 452-7644

Hartsville/Trousdale County Government
School Food Service Fund
Statement of Proposed Operations
For the Fiscal Year Ending June 30, 2024

Attachment D

Account No.	Description	Actual 2021-22	Estimated 2022-23	Estimated 2023-24
43000	<u>Estimated Revenues</u>			
43521	Student Lunch	-	-	-
43522	Adult Meals	15,621	16,000	15,000
43523	Student Breakfast	-	-	-
43524	Special Milk Sales	-	-	-
43525	Ala Carte	42,490	38,000	38,000
43990	Other Charges for Services	-	-	-
	Total Charges for Current Services	58,111	54,000	53,000
44000	<u>Other Local Revenues</u>			
44165	Commodity Rebates	0	3350	500
44170	Miscellaneous Refunds	431	0	0
	Total Recurring Items	431	3350	500
44500	<u>Nonrecurring Items</u>			
44520	Insurance Recovery	0	0	0
44530	Sale of Equipment	0	0	0
	Total Nonrecurring Items	0	0	0
46000	<u>State of Tennessee</u>			
46520	School Food Service	5,516	7,800	6,000
	Total State Education Funds	5,516	7,800	6,000
47100	<u>Federal Through State</u>			
47111	USDA School Lunch Program	779,400	530,000	500,000
47112	USDA Commodities	70,462	73,795	73,151
47113	Breakfast	349,243	275,000	275,000
47114	USDA - Other	83,890	116,000	97,500
	Total Federal Government	1,282,995	994,795	945,651
49000	<u>Other Sources (non-revenue)</u>			
49700	Insurance Recovery	0	0	0
49800	Transfers In	62,145	112,000	-
	Total Other Sources	\$62,145	\$112,000	\$0
	Total Estimated Revenues	1,409,198	1,171,945	1,005,151

Hartsville/Trousdale County Government
School Food Service Fund
Statement of Proposed Operations
For the Fiscal Year Ending June 30, 2024

Account No.	Description	Actual 2021-22	Estimated 2022-23	Estimated 2023-24
73000	<u>Operation of Non-Instructional Services</u>			
73100	<u>Food Service</u>			
105	Supervisor/Director	17,405	18,515	19,006
119	Accountant/Bookkeeper	6,715	8,485	7,333
132	Materials Supervisor	15,660	16,290	17,101
162	Clerical Personnel	75,124	85,000	86,775
165	Cafeteria Personnel	197,338	225,000	269,500
189	Other Salaries/Wages	8,990	6,000	6,000
201	Social Security	19,304	22,500	25,000
204	State Retirement	14,413	17,100	24,500
207	Medical Insurance	45,307	57,280	61,500
212	Employer Medicare	4,515	4,925	5,800
332	Legal Notices	128	-	150
336	Maintenance & Service (Equipment)	4,836	9,835	10,000
348	Postal Charges	-	-	100
399	Other Contracted Services	6,253	6,500	8,000
422	Food Supplies	446,451	574,500	600,000
435	Office Supplies	327	450	600
469	USDA - Commodities	70,462	73,795	73,151
499	Other Supplies and Materials	31,000	38,000	40,000
524	In Service/Staff Development	-	1,000	1,000
599	Other Charges	656	1,935	1,000
701	Administration Equipment	429	11,000	1,000
710	Food Service Equipment	886	8,525	3,000
	Total Food Service	966,199	1,186,635	1,260,516
Total Estimated Expenditures		966,199	1,186,635	1,260,516
Excess (Deficiency) of Estimated Revenues Over Estimated Expenditures		\$442,999	(\$14,690)	(\$255,365)
Estimated Net Change in Fund Balance		442,999	-14,690	-255,365
Estimated Fund Balance, July 1		142,985	585,984	571,294
Estimated Fund Balance, June 30		\$585,984	\$571,294	\$315,929

Trousdale County Board of Education			
Monitoring: Review: Annually, in May	Descriptor Term: Medicines	Descriptor Code: 6.405	Issued Date: 05/18/23
		Rescinds: 6.405	Issued: 02/15/18

Personnel of the Trousdale County School District will not routinely administer medication at school. Medication will be administered in unique situations, as determined by the principal and/or school health nurse, and limited to those required during school hours and whereas the child's health is dependent upon medical aid.¹

1. When prescription medications are brought to school, a Physician's Form for Administration of Medication and/or Procedure (Physician Form) and a release of information form must accompany the medicine. The physician and parent/legal guardian must sign the Physician Form with a new form required at the beginning of each school year. If there is a change in the dosage or times of the medicine, a new Physician Form must be filled out. The Authorization of Over-the-Counter Medications Form for non-prescription medicine must be filled out and signed by the parent/legal guardian.
2. A parent/legal guardian or adult designee must bring all medications to the office. No medications will be allowed with the student on the bus.
3. When a student takes all his/her medicine at school, the empty bottle can be sent home with the student, but the parent/legal guardian must bring the bottle with medicine back to the school.
4. The medicine bottle must be in an original pharmacy labeled container (see below) and must match the signed form from the physician. The label must include:
 - a. Student's name
 - b. Physician
 - c. Name of medicine
 - d. Dosage
 - e. Time

Medication will NOT be accepted in baggies or other non-pharmacy containers. Medications will only be accepted in properly labeled original pharmacy bottles/containers.

5. Students are not to carry medications of any kind on their person with the exception of asthma inhalers, epinephrine auto-injectors, insulin delivery systems and then only with written permission from a parent and authorization by a medical health care provider. All other medications must be kept in a secure, locked central location.
6. Medication Administration
 - a. All staff administering medication to students shall be trained annually on the signs and symptoms of the applicable disease and the administration and possible side effects of the prescribed drug. A record of all staff training will be maintained by the supervising

nurse.

- b. The student must be able to take his/her own medication. The medication designee is only to assist and supervise the student during the administration of the medication.
- c. The medication designee will observe the student taking the medicine, then immediately initial the Medication Record.

7. Students with Asthma

a. Inhalers

If a student has an inhaler, a Physician Form must be filled out and signed by the parent/legal guardian and the physician.

If the student uses the inhaler, the teacher or observer must initial on the Medication Record the time used and the appropriate date.

8. Students with Documented Allergies

a. Epinephrine auto-injectors

If the student has an Epinephrine auto-injector, a Physician Form must be filled out and signed by the parent/legal guardian and the physician.

If used, the observer must initial on the Medication Record the time used in the appropriate date.

9. Students with Diabetes²

a. Insulin-Blood Sugar

If a student has a glucometer and/or required insulin at school, a Physician Form must be filled out. The glucometer reading and insulin dosage to be given must be observed and initialed by the medication designee.

b. Glucagon

May be administered in emergency situations per physician's orders. The glucagons may be given by the nurse or medication designee who has been properly trained by a registered nurse. Training must be repeated annually. The Physician Form must be filled out and signed by the physician and parent/legal guardian.

c. Blood Glucose Self-Checks

Upon written request of a parent or guardian, and if included in the student's medical management plan and in the IHP, a student with diabetes shall be permitted to perform a blood glucose check or administer insulin using any necessary diabetes monitoring and treatment supplies, including sharps. The student shall be permitted to perform the testing in any area of the school or school grounds at any time necessary.

Sharps shall be stored in a secure, but accessible location, including the student's person, until use of such sharps is appropriate.

Use and disposal of sharps shall be in compliance with the guidelines set forth by the

Tennessee Occupational Safety and Health Administration (TOSHA).

10. Students With Pancreatic Insufficiency or Cystic Fibrosis³

Students diagnosed with pancreatic insufficiency or cystic fibrosis shall be permitted to self-manage their prescribed medication in a manner directed by a licensed healthcare provider without additional assistance or direction. The Director of Schools shall develop procedures for the development of both an Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) that conforms to state law for every student with pancreatic insufficiency or cystic fibrosis that wishes to self-medicate.

11. Students with Adrenal Insufficiency⁴

The parent/guardian of a student diagnosed with adrenal insufficiency shall notify the school district of the student's diagnosis. Once notified, the district shall observe the following procedure:

If a student is suffering from an adrenal crisis, a school nurse or other licensed health care professional may administer the prescribed medication to the student. If a school nurse or other licensed health care professional is not immediately available, trained school personnel may administer the prescribed medication, if properly trained.

12. Students with Emergency Anti-Seizure Medication

The district may train volunteer school personnel to administer emergency anti-seizure medication based on the student's Individual Health Plan (IHP) and as prescribed by a licensed health care provider. However, if a school nurse is available, on site, and can reach the student within the time frame specified in the IHP, then the school nurse shall provide this service to the student. The parent of the student with the emergency seizure medication shall notify the district of the student's diagnosis and provide prescribed medication and sign all required documentation.

1. Training will be conducted annually by a registered nurse and follow "Guidelines of Health Care in a School Setting" procedures.
2. All volunteers trained to administer anti-seizure medications shall also be trained in cardiopulmonary resuscitation (CPR) following guidelines of the American Heart Association.

If no personnel volunteer to administer emergency seizure medication and the school nurse is not available, emergency medical services shall be contacted.

13. Field Trips

The school nurse or designee will place the medication in the field trip envelope. The envelope must contain: Student's name, date, medication, dosage and time to be administered. When administered, the teacher will sign and enter the time given on the envelope.

The envelope must be returned to the nurse.

1 14. End of School Year

2 The parent/legal guardian must pick up all medications by the last day of school. NO
3 MEDICATION WILL BE ALLOWED ON THE SCHOOL BUS. If the medication is not
4 picked up the last day of school, the nurse will discard it.

Legal References

1. TCA 49-50-1602
2. TCA 49-50-1602(d)(7)
3. TCA 49-50-1601; State Board of Education Policy 4.205
4. TRR/MS 0520-01-12; State Board of Education Policy 4.205