

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

Thursday, July 15, 2021

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:57 PM.

Anthony Crook: Present

John Kerr: Present

Jason Sullivan: Present

Barbara Towns: Present

Regina Waller: Absent

**1. AGENDA:**

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

**1.B. Invocation** - Mr. John Kerr, Chairman

**1.C. Pledge of Allegiance** – Mr. Anthony Crook, Board Member

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

**1.E. Approval of the Agenda for July 15, 2021**

Motion to approve the Agenda for July 15, 2021, passed with a motion by Jason Sullivan and a second by Anthony Crook.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Absent

**2. CONSENT AGENDA:**

**2.A. Approval of Consent Agenda for July 15, 2021**

Motion to approve the Consent Agenda for July 15, 2021, passed with a motion by Anthony Crook and a second by Barbara Towns.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

John Kerr: Yea

Regina Waller: Absent

**2.B. Approval of Minutes from June 17, 2021**

## 2.C. Approval of Executive Decision to Create New Position - Coordinator of Teacher Talent & Development / Learning Loss & Strategist

### Job Description:

- Coordinate all professional development contracts and initiatives.
- Coordinate teacher and administration professional developments.
- Coordinate 6-12 ELA instruction.
- Coordinate data analysis for strategic planning and programming.
- Coordinate ARP ESSER 3.0 grant initiatives.
- Coordinate research and strategy initiatives.

Position will be paid from ESSER funding for two years. This position will be an 11-month position and paid the same as high school assistant principal (school instructional coordinator).

## 2.D. Approve Certified Salaries for 2021-22 School Year

ENTRY LEVEL Baseline pay					
			New State	Local	
	BACHELOR		Baseline	Supplement	Total Salary
		0 years	\$38,000	\$3,072	\$41,072
		1-5 years	\$38,645	\$3,072	\$41,717
		6-10 years	\$41,370	\$3,072	\$44,442
		11+ years	\$44,900	\$3,072	\$47,972
	Advanced Degree				
		0-5 years	\$41,605	\$3,072	\$44,677
		6-10 years	\$45,365	\$3,072	\$48,437
		11+ years	\$49,380	\$3,072	\$52,452

	2020-21				2021-22		
	Baseline	Local Supplement	Total		Baseline	Local Supplement	Total
<b>Principals</b>							
HS Principal (12 month)	82,928.00	2,572.00	85,000.00		86,245.12	3,072.00	89,317.12
MS Principal (12 month)	78,178.00	2,572.00	80,750.00		81,305.12	3,072.00	84,377.12
ES Principal (12 month)	78,178.00	2,572.00	80,750.00		81,305.12	3,072.00	84,377.12
<b>School Instructional Coordinators</b>							
HS SIC (11 month)	68,678.00	2,572.00	71,250.00		71,425.12	3,072.00	74,497.12
MS SIC (11 month)	63,928.00	2,572.00	66,500.00		66,485.12	3,072.00	69,557.12
ES SIC (11 month)	63,928.00	2,572.00	66,500.00		66,485.12	3,072.00	69,557.12

<b>Supervisors</b>						
Testing Coordinator (12 month)	73,428.00	2,572.00	76,000.00	76,365.12	3,072.00	<b>79,437.12</b>
Instructional Coach (part-time)	28,625.12	3,072.00	31,697.12			<b>16,000.00</b>
Math Coordinator	40,041.00	2,572.00	42,613.00	41,642.64	3,072.00	<b>44,714.64</b>
Maintenance/Transportation	40,041.00	3,072.00	43,113.00	41,642.64	3,072.00	<b>44,714.64</b>
Teacher Talent & Development (11 month)				71,425.12	3,072.00	<b>74,497.12</b>
<b>Director of Schools</b>						
Director of Schools (12 month)			95,000.00			<b>98,800.00</b>

## **2.E. Approve TSBA Policy Revision - 4.206 Homebound Instruction – Attachment A**

### **3. PRINCIPALS' REPORTS:**

**3.A. Trousdale County Elementary School** - Ms. Badru informed the Board about preparations for the opening of school which begins on July 29. She highlighted the successes of the recent Summer Learning Camp and the two-week Early Literacy teacher trainings in which almost all teachers participated. Ms. Badru announced that the school will host an open house from 6:00 to 7:00 pm. on July 27 for grades K-2 and on July 28 for grades 3-5. She informed the Board about the new high-dose math tutoring that will begin this fall naming the three teachers that will be providing math tutoring within the school day for students in grades 3, 4 and 5. Ms. Badru also noted ongoing professional developments that the school instructional coordinator and she are presently participating such as the TEAM evaluation training, TNTIP intellectual curriculum preparation training, and the instructional supervisor academy. Ms. Badru emphasized the importance of student data analysis, curriculum planning, foundational skills, high quality instruction and curriculum to address learning loss brought about by the COVID pandemic.

**3.B. Jim Satterfield Middle School** – Mr. McCall highlighted the success of the Summer Learning Camp and the culminating field trip to the Nashville Zoo. He updated the Board about school facility improvements including new classroom ceiling tiles, new carpet, and additional security cameras. He discussed the advantages of the new online student registration process and his work on developing a new master schedule noting that early information indicates that enrollment will be up from last year. He noted that he had four new teachers, seven counting three new teachers from last year, but looks at it as a challenge. He announced Landon Gulley had recently been hired as the school's new Instructional Coordinator for which he is excited to work with to accelerate the effectiveness of the new teachers. He stated that a key focus beginning this year is to expand career exploration opportunities for middle school students. Mr. McCall concluded that the school would be spending a lot of time improving student engagement in an effort to address learning loss from the pandemic.

**3.C. Trousdale County High School** - Ms. Dickerson informed the Board about the school's Credit Recovery summer programing noting a larger than normal participation rate due to the negative effects of the COVID pandemic. She stated that students were also able to work from



home on their school provided one-to-one device. She stated that the school is excited to return to 5-day, in person instruction for the fall. Ms. Dickerson informed the Board about summer teacher trainings in preparation for addressing learning loss as students return to in person learning. She stated that she has four new teachers for the 2021-22 school year. She discussed the new online student registration process stating that she already had 400 students registered which is up from last year. Ms. Dickerson highlighted the new elective course, Senior Seminar where the school will implement programing that will help eliminate barriers to postsecondary educational opportunities such as FAFSA completion, TN Promise, ACT preparation, and completing college applications. She also noted the addition of Principals of Farm and Agribusiness Management for juniors. Presently, we have six agriculture majors. Ms. Dickerson concluded by thanking the Board for the new carpet and library furniture.

#### **4. DIRECTORS' REPORT:**

##### **4.A. Employment Notifications**

Mitchell, Megan	Elementary Teacher, 1st grade
Wright, Miles	Middle School Social Studies, 7th grade
Fleming, Kayla	Middle School Social Studies, 6th grade

##### **Food Service**

Giordano, Belinda	Cook, High School
Harper, Mildred	Cook, High School
O'Saile, Shannon	Cook, Elementary School
Smith, Crystal	Cook, Middle School
Hampton, Ashley	Cook, Elementary School
Tensley, Jessica	Cook, Elementary School

**4.B. Academic and Goal Updates** - Dr. Satterfield praised the successes of the new Summer Learning Camp and the positive impacts on student learning heading into the new 2021-22 school year, emphasizing the effective leadership of Ms. Kellie Porter and Mr. Landon Gulley who served as the camp principals and the high attendance rates of both staff and students. He outlined the philosophy behind the “instructional reset” that focuses on high-quality curriculum, tier one instruction, building the instructional capacity of both district and school level leadership, and strategically purposing ESSER 3.0 funds to accelerate learning especially in content areas of reading and mathematics.

Dr. Satterfield highlighted the efforts and challenges of reopening schools moving from the hybrid model back to traditional 5-day schedule and praised the work of the principals and administrators to ensure an effective fast start to the new school year. He discussed his interest in applying for the Tennessee ALL Corps programing in an effort to stretch ESSER tutoring funds.

**4.C. Project Updates** - Dr. Satterfield noted a lot of projects were presently taking place as he is in the process of making the final payment for the middle school roof, noting that it has a 20-year warranty. He listed projects; middle school ceiling tile replacement, installation of water filling stations, electric hand dryers and security cameras, painting of the high school exit doors, elementary school roof repairs, and updates on the football stadium renovation. He noted that they were trying to get the stadium ready by August 13 in time for the jamboree but that there is not a guarantee on that date at this time. He noted that the goal is to have the stadium ready for the first home game on August 27.

## **5. NEW BUSINESS:**

### **5.A. Elementary School Roof Repair Bid - Attachment B**

- Brazos Urethane \$452,154.00
- Swift Roofing \$1,011,979.00

Motion to accept the Elementary School roof repair bid from Brazos Urethane for the amount of \$452,154.00 passed with a motion by Jason Sullivan and a second by Barbara Towns.

Anthony Crook:	Yea
Barbara Towns:	Yea
Jason Sullivan:	Yea
John Kerr:	Yea
Regina Waller:	Absent

### **5.B. Middle School Window Replacement Bid - Attachment C**

- FTM Contracting \$414,600
- Romach, Inc. \$352,000
- Lee Adcock Construction \$355,650

Motion to accept the Middle School window replacement bid from Romach, Inc. for the amount of \$352,000, passed with a motion by Anthony Crook and a second by Jason Sullivan.

Anthony Crook:	Yea
Barbara Towns:	Yea
Jason Sullivan:	Yea
John Kerr:	Yea
Regina Waller:	Absent

### **5.C. Policy Review - 1.809 COVID-19 Safeguards for Staff and Students - Attachment D**

## **6. ACCOUNT ANALYSIS:**

## **7. VENDOR CHECKS:**

**8. EXPENDITURES & ENCUMBRANCES:**

**9. ADJOURN:**

Motion to Adjourn, passed with a motion by Anthony Crook and a second by Barbara Towns.

Anthony Crook: Yea

Barbara Towns: Yea

Jason Sullivan: Yea

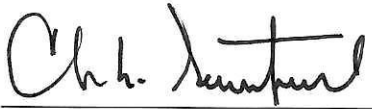
John Kerr: Yea

Regina Waller: Absent



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Chairperson



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Director of Schools

# Trousdale County Board of Education

Monitoring: <b>Review: Annually, in November</b>	Descriptor Term: <b>Homebound Instruction</b>	Descriptor Code: <b>4.206</b>	Issued Date: <b>07/15/21</b>
		Rescinds:	Issued: <b>02/15/18</b>

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program.<sup>1</sup> The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by the district.

Homebound instruction is designed for short-term illnesses or injuries and is not intended to replace regular instructional programs. To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Recertification shall be obtained after the expiration of each period of homebound instruction if the student's treating physician certifies, in writing, that the student has a medical condition that prevents him/her from returning to regular classes.

## **COVID-19 QUARANTINE<sup>2</sup>**

Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test result or possible exposure to COVID-19 may participate in remote instruction during the period of quarantine only.

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### Legal References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10
2. TRR/MS 0520-01-13-.01(d)(1)

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### Cross References

Alternative Credit Options 4.209  
 Virtual Education Program 4.212  
 Student Communicable Diseases 6.403  
 Acquired Immune Deficiency Syndrome 6.404

# Trousdale County Board of Education








## Bid Opening Sign-In Sheet

Location: Trousdale Co Board of Education

Project: TCS Roof Project

Date: 7/6/21

Time: 1:00 PM

Company	Representative in Attendance	Signature	Results
Trenco	Hunt Blaney		
Brazos	Shane Cross		\$ 452,154.00
Tences	Mike Chuchovich		
SWIFT	No Rep-- Bid Received	<sup>10:00 AM</sup> <del>Received</del> 7/6/21	\$ 1,011,979.00
		Hand delivered	
TCBOE Representative	David Cothron		
TCBOE Representative	Clint Satterfield		
TCBOE Representative	Angie Williams		



# BRAZOS

URETHANE

July 2, 2021

Trousdale County Roof Restoration

**Project:**

Trousdale County Elementary School  
115 Locke 6 Road  
Hartsville, TN 37074

**RE: Roof Restoration Project**

**Attn: David Cothran**

Dear Sir:

We are pleased to submit our proposal for furnishing all materials, tools, labor, supervision, insurance and everything necessary to do the following work:

1. Mobilize equipment and material necessary to do roofing work.
2. Set up safety perimeter daily.
3. Brazos will clean roof using high pressure water required by manufacturer.
4. Brazos will scarify roof sections as noted by Tremco and repair all blisters (approx. 6000 sq.ft.) as required by manufacturer to obtain warranty.
5. Brazos will prime as required by manufacturer.
6. Brazos will install new foam over all areas of scarification at a minimum thickness of 1".
7. Brazos will install fabric embedded in coating at all perimeter edges, penetrations and flashings as specified.
8. Brazos will apply Tremco AlphaGuard SI 70 in multiple applications as specified installing granules embedded in final application of coating.
9. Brazos will v-notch perimeter edges as required per specification.
10. Brazos will supply a 2-year Brazos workmanship warranty.
11. Brazos will supply a 12-year manufacture roof warranty.
12. Brazos will remove all debris on site associated with roofing work.

Our price for the above base bid work is.....\$452,154.00 \*

Material taxes if applicable.....\$20,193.00

**TOTAL with Tax is.....\$472,347.00**

## PROPOSAL VALUES

<u>Base bid #1 All repairs excluding coating.....</u>	<u>\$78,333.00</u>
<u>Base bid #2 Coating only.....</u>	<u>\$437,338.00</u>
<u>Base bid #3 All repairs including coating.....</u>	<u>\$472,347.00</u>

## Unit Prices

1. Deck replacement.....
  2. Remove existing roof system.....
  3. Roof drain replacement.....
  4. Coping/roof edge replacement.....
  5. Existing wood nailer replacement.....
- \$2500 per 100 sq. ft.  
\$650 per 100 sq.ft.  
\$500 per drain  
\$100 per 10 ft.  
\$75 per 10 ft.

**NOTE: Bonds if applicable are not included in this proposal. We will need temporary power and water for the project.**

**If you have any questions or need additional information, please contact our office.**

**Sincerely,**

**Larry Fattig**

**Estimator/Projects Manager**

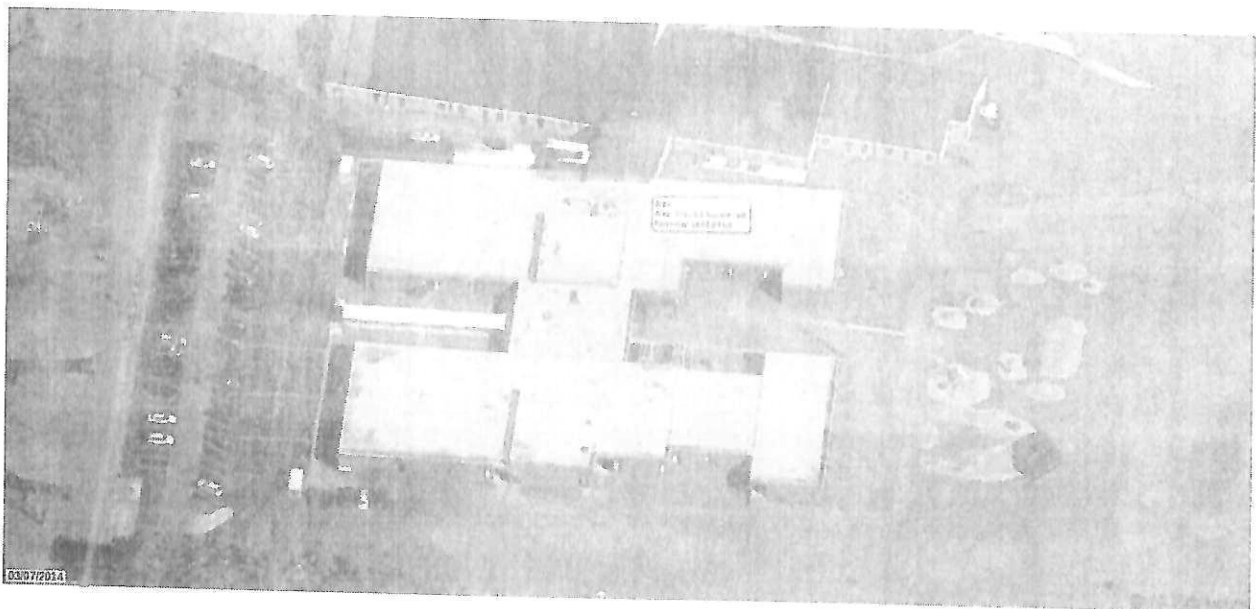
Note. This proposal may be withdrawn by us if not accepted within 30 days.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



## Proposal - Trousdale Elementary

Proposal submitted to:  
**Trousdale Board of Education**

Date:  
**July 6, 2021**

Street:  
**103 Lock 6 Road**

Job Name:  
**Annual Roof Inspection & Report**

City, State, Zip Code:  
**Hartsville, TN 37074**

Job Location:  
**Trousdale County Elementary School**

Phone:

Project:  
**ROOF RESTORATION**

We propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:

**Base Bid #1: All roof repairs & remediation Excluding Coatings \$ No Bid**

**Base Bid #2: Coating App (includes PermFab & press. washing) \$ 1,011,979.00**

**Base Bid #3: All repairs & Prep Work Including Coating \$ No Bid**

Unit Prices Per specifications:

<b>Unit Price #1:</b>	<b><u>\$1,500.00</u></b>	<b>Per 100 Sq. Ft.</b>
<b>Unit Price #2:</b>	<b><u>\$1,200.00</u></b>	<b>Per 100 Sq. Ft.</b>
<b>Unit Price #3:</b>	<b><u>\$3,500.00</u></b>	<b>Per Each</b>
<b>Unit Price #4:</b>	<b><u>\$ 750.00</u></b>	<b>Per 10 Lineal Ft.</b>
<b>Unit Price #5:</b>	<b><u>\$ 100.00</u></b>	<b>Per 10 Board Ft.</b>

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in workmanship like manner according to standard practices. Any alterations or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge order and above the estimate. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman Compensation Ins.

*Kerry R. Thompson / July 6, 2021*

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payments will be made as outlined above.

Signature

Date of Acceptance: \_\_\_\_\_

Signature

**\*\*Net due 30 days from date of invoice. Balances carried over 30 days are considered past due and subject to a service charge of 1-1/2% per month which is an APR of 18%.**

# Trousdale County Board of Education








## Bid Opening Sign-In Sheet

Location: Trousdale Co Board of Education

Project: JMS Window Replacement

Date: July 13, 2021

Time: 1:00 PM

Company	Representative in Attendance	Signature	Results
Bluegrass Glass	William Badger		\$ 330,000 <sup>00</sup>
FTM Contracting	Jackey Dobbos		\$ 414,600 <sup>00</sup>
Romoach Inc	Lee Day		\$ 352,000 <sup>00</sup>
Lee Adcock	Will Holt		\$ 355,650 <sup>00</sup>
Cope	Brian Pierce		
TCBOE Representative	David Cathron		
TCBOE Representative	Angie Williams		
TCBOE Representative			

Window Replacement for  
Jim Satterfield Middle School  
Hartsville, Tennessee

June 2021

CONTRACTOR'S FORM OF PROPOSAL  
for  
Window Replacement for Jim Satterfield Middle School  
Trousdale County Schools

To: Trousdale County Schools  
103 Lock 6 Rd  
Hartsville, TN 37074

From: Romach, Inc. (Contractor)  
170 Reynolds Drive  
Franklin, TN 37064  
nmorgan@romachconst.com (e-mail address)

The undersigned, having carefully familiarized himself (or themselves) with the existing conditions at the site and with the Drawings and Specifications prepared by Cope Associates, Inc., 2607 Kingston Pike, Suite 5, Knoxville, Tennessee, hereby proposes to furnish all labor, materials and equipment, and to perform all work required to construct the Window Replacement for Jim Satterfield Middle School, Hartsville, TN; in accordance with Drawings and Specifications for the sum of:

Three hundred fifty two thousand Dollars

\$ 352,000<sup>00</sup>  
(in numbers)

hereinafter referred to as the Base Bid.

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect, and shall fully complete the Work within:

Two hundred forty (240) Calendar Days.  
(in words)

#### BID DEPOSIT

The undersigned furnishes herewith, as requested in the Instructions to Bidders, a bid deposit in the amount of five percent (5%) of the amount bid in the form of Cashier's Check \_\_\_\_\_, Certified Check \_\_\_\_\_, Bank Draft \_\_\_\_\_, made payable to the Owner, or **Bid Bond** naming the Owner as the Oblige. (Bidder to check form of deposit furnished.)

It is understood and agreed that, should the undersigned fail to enter into a contract with the Owner or



**Window Replacement for  
Jim Satterfield Middle School  
Hartsville, Tennessee**

June 2021

furnish acceptable contract security, (Performance Bond, and Labor and Materials Payment Bond) within the time and in the manner herein provided, the bid deposit shall be retained by the Owner as liquidated damages and not as a forfeiture. As it is impossible to determine precisely the exact amount of damages the Owner will sustain, it is agreed that the bid deposit is a fair and equitable estimate of such damages.

**STIPULATIONS:**

In submitting the bids, the undersigned agrees:

1. Bids will not be withdrawn within the period of forty-five (45) calendar days following the opening thereof.
2. Furnish completed Schedule of Values, as defined in Division 1 Section "Payment Procedures", by Noon of the next business day after receipt of bids.
3. If notified of the acceptance of this bid, execute a contract for the work and deliver to the Owner the performance and payment bond specified, within 10 calendar days after such notification.
4. That the Work included under the contract shall be Substantially Completed within the number of calendar days hereafter listed by this contractor, from and including the date stipulated in the Notice to Proceed:

240 Calendar Days

5. To accept the conditions for Liquidated Damages in the Amount of **\$1000.00** per calendar day.
6. That the Owner reserves the right to award the Contract to his best interests, to reject any or all bids, to waive any informalities in bidding, and to hold all bids for the bid guarantee period.
7. The Contractor warrants, by submission of this Bid that he has complied to the fullest extent with all requirements of the Bid Document without exclusion of any sort.

**RECEIPT OF DRAWINGS:**

Receipt is acknowledged of the Drawings and Project Manual identified by "Window Replacement for Jim Satterfield Middle School, Hartsville, Tennessee, Project No. 21013" dated June 2021 and addenda and supplementary drawings listed under "Addenda Receipt" attached.

**ORGANIZATION:** (Bidder to check type of organization)

The undersigned is organized as a ☒ corporation, ( ) partnership, ( ) individual, ( ) sole proprietorship,

( ) joint venture, ( ) other in the State of Tennessee

FEDERAL IDENTIFICATION NUMBER: 62-1270279

[TENNESSEE] CONTRACTORS LICENSE NUMBER: 17801

21013

Window Replacement for  
Jim Satterfield Middle School  
Hartsville, Tennessee

June 2021

CONTRACTOR CLASSIFICATION, SUBCLASSIFICATION, AND LIMITATION:

BC MU-B Unlimited  
(Classification) (Subclassification) (Limitation)

ADDENDA RECEIPT: (List addenda and supplementary drawings and the date received).

Addendum No. One Date Received July 6, 2021

Addendum No. \_\_\_\_\_ Date Received \_\_\_\_\_

FIRM NAME Romach, Inc.

STATE OF INCORPORATION Tennessee

BY [Signature]

TITLE Vice-President

Date July 13, 2021

OFFICIAL ADDRESS AND TELEPHONE:

Romach, Inc.

170 Reynolds Drive Franklin, TN 37064

Telephone: 615-794-8228

Note: If by a corporation, this bid must have the signature required by its bylaws.

BID SECURITY:

Security in the sum of see attached bid bond Dollars

(\$ \_\_\_\_\_), in the form of \_\_\_\_\_ is submitted herewith.

END OF BID FORM