

Regular Meeting of the Trousdale County Board of Education

Thursday, July 20, 2023

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 6:00 PM.

Robert Atwood: Arrived 6:22 PM

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. Time for Public Comment

- Christian Dalton, Student

1.E. Invitation for audience to address items on the Agenda

1.F. Approval of the Agenda for July 20, 2023

Approval of the July 20, 2023, Agenda passed with a motion by Barbara Towns and a second by Deanna Bode.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Absent

1.G. Approval of Consent Agenda for July 20, 2023

Approval of the July 20, 2023, Consent Agenda passed with a motion by Deanna Bode and a second by Barbara Towns.

Barbara Towns: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Absent

2. CONSENT AGENDA:

2.A. Approval of Minutes from June 15, 2023

2.B. Approval of Special Call Meeting from June 21, 2023

2.C. Approval Executive Decision - Band Overnight Field Trip – Attachment A

2.D. Approval Executive Decision - PTO Back to School Fundraiser – Attachment B

2.E. Approve PTO Fall Festival Fundraiser – Attachment C

2.F. Approve PTO Talent Show Fundraiser – Attachment D

2.G. Approval Junk Property - Old Elementary Curriculum & Materials – Attachment E

2.H. Approve Junk Property Request – Attachment F

2.I. Approval Student Chromebook Bids -Attachment G

2.J. Approval of FY24 Federal Project Budgets -Attachment H

2.K. Approval Strategic Compensation Plan / Teacher Leaders Component

Elementary School Grade K-2 Chairperson (3)	\$2,000
Elementary School Grade 3-5 ELA Department Chairperson (3)	\$1,000
Elementary School Grade 3-5 Math Department Chairperson (3)	\$1,000
Elementary School Grade K-5 ILP-D Developer(s)	\$125 per ILP-D
Middle School Math Department Chairperson (1)	\$2,000
Middle School ELA Department Chairperson (1)	\$2,000
Middle School Science Department Chairperson (1)	\$2,000
Middle School Social Studies Department Chairperson (1)	\$2,000
High School Math Department Chairperson (1)	\$2,000
High School ELA Department Chairperson (1)	\$2,000
High School Biology Department Chairperson (1)	\$2,000
High School Social Studies Department Chairperson (1)	\$2,000
High School Ready Graduate Chairperson (1)	\$2,000

2.L. Approval Policy Revision 2.804 Expenses & Reimbursements -Attachment I

2.M. Approval TSBA Policy Revision 5.106 Application & Employment -Attachment J

2.N. Approval TSBA Policy Revision 5.119 Employment of Retires -Attachment K

2.O. Approval TSBA Policy Revision 5.302 Sick Leave -Attachment L

2.P. Approval of TSBA Policy Revision 5.305 Family & Medical Leave -Attachment M

2.Q. Approval TSBA Policy Revision 5.307 Physical Assault Leave - Attachment N

2.R. Approval TSBA Policy Revision 5.600 Staff Rights & Responsibilities -Attachment O

2.S. Approval TSBA Policy Revision 6.202 Home Schools -Attachment P

2.T. Approval TSBA Policy Revision 6.4001 Student Surveys, Analyses & Evaluation - Attachment Q

2.U. Approval School Exit Door Replacement Bids - Attachment R

Total of (6) school exit door replacements. (3) elementary school and (3) at the high school.

- **Jones Glass \$24,999.00**
- McCarthy, Jones, Woodard \$29,892.13
- Bluegrass Glass \$26,696.68

Recommend lowest bid from Jones Glass in the amount of \$24,999

3. SCHOOL DISTRICT HIGHLIGHTS: Dale Lynch, TOSS – Dr. Lynch, president of the Tennessee Organization of School Superintendents (TOSS), announced that Dr. Satterfield had recently been selected by his Upper Cumberland peers as the 2022-23 Superintendent of the Year for the Upper Cumberland Region. Dr. Lynch thanked the Board of its effective leadership of the Trousdale County school district while congratulating Dr. Satterfield for his many years of successful service.

4. PRINCIPALS' REPORTS:

4.A. Trousdale County Elementary School - Ms. Badru updated the Board about the recent summer professional development trainings for teachers. She reported on the recent TCAP assessment results noting that overall, the first year of the TN Learning Loss Remediation and Student Acceleration Act as all students who completed the year with the district were promoted by one of the pathways to fourth grade. Ms. Badru expressed her appreciation to the parents for supporting students while navigating this new law. She acknowledged the parents' integral role throughout the year, including summer learning camp. Ms Badru reminded parents to complete the return to school registration form before July 26th in preparation for Open House from 5-8 on Wednesday, July 26th. To stay updated with school events throughout the year, Ms. Badru recommended utilizing the newly redesigned district website. She also emphasized the importance of providing current phone numbers on the return to school registration form to receive text messages from the district.

4.B. Jim Satterfield Middle School – Mr. McCall informed the board of professional development opportunities that his staff participated in during July. This included content specific PD in all subjects. Math focused on the state's new standards as well as curriculum specific training with the TCES teachers on Curriculum Associates materials. He also announced his new staff and faculty members for the 2023-24 school year. This included: Grace Fershee, Bookkeeper; Kristen Ingham, Attendance Clerk; Evelyn Azbell, ELA teacher; Lindsie Dies, 6th grade Special Education; Susie Oliver, Art; and non-faculty Boys' Basketball Coach, Stephan Cook.

Mr. McCall updated the BOE on enrollment numbers (6th 95 (+7), 7th 114 (+3), 8th 121 (+5) Total 330 (+15 -7). In conclusion, he detailed the work he and Mr. Gulley have done to prepare

the school for teachers and students. This included items related to schedules, facilities, and curriculum.

4.C. Trousdale County High School - Dr. Kuhn discussed the math department diving into the changes of the standards and thoroughly examining the new curriculum. They have a full day of in-service on Friday to dive deeper into the curriculum. He stated that they are in full swing to prepare for the start of school next week. The new teachers had Google training yesterday. We also have our new teachers paired with Mentor teachers to help with the ins and outs of PowerSchool, copies, and different procedures that we do at TCHS. He noted that Mrs. Vickie and her team have the school looking beautiful for opening day. The new cabinets in the Art room and Nursing room are gorgeous. They are still waiting on some furniture to be delivered for Nursing and for the TAP class. All of the required security assessments have been completed.

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Certified Teachers		
Francis, Dakota	High School Social Studies	
Oliver, Tara	High School Art	
Non-certified Staff		
	Job Title	School
Adams, Doug	Van Driver	
Adams, Sandra	Cook	Middle School
Aldana, June	Bus Driver	
Atwood, Kathy	CSH/Food Service Supervisor	
Briscoe, Shanell	Bus Driver	
Carman, Amanda	Admin. Assistant	
Chasse, Tina	Attendance Clerk	High School
Childers, Sam	Athletic Trainer	
Clements, Peggy	Educational Assistant	Elementary School
Cornwell, Anita	Finance Assistant	
Cothron, Elizabeth	Nurse	Middle School
Crook, Victoria	Cook	Middle School
Crook, Wendy	Cook	High School
Deeds, Emily	Educational Assistant PreK	Elementary School
Dies, Kathy	School Secretary	Elementary School
Dill, Melvin	Bus Driver	
Dixon, Chris	Custodian	Elementary School
Duncan, Virginia	Educational Assistant/Bus Driver	High School
Durham, Jennifer	Café Manager	Middle School
Everett, Sheila	Nurse Assistant	Elementary School
Fershee, Grace	Bookkeeper	Middle School
Ford, Dorothy	Cook	Middle School
Green, Rebecca	Educational Assistant	Elementary School
Gregory, Ally	Cook	Elementary School

Gregory, Gloria	Cook	High School
Gregory, Lacy	Bookkeeper	High School
Gregory, Tiffany	Cook	Elementary School
Hampton, Ashley	Cook	Elementary School
Hampton, JoAnn	Cook	Elementary School
Harper, Mildred	Cook	High School
Harris, Elizabeth	Grow Your Own Apprentice	
Helson, Emily	CSH Assistant	Elementary School
Hendrix, Shawn	Custodian	Middle School
Holder, April	Guidance Clerk	High School
Holder, Bryan	Maintenance	
Holt, Cynthia	Cook	Elementary School
Ingham, Kirstin	Attendance Clerk	Middle School
Kelley, Cathy	Educational Assistant/Bus Monitor	High School
Kemp, Krysten	Nurse	Elementary School
Kennedy, Julie	Educational Assistant Title I	Elementary School
Mackey, Maranda	Cook	Elementary School
Malone, Edgar	Technology Assistant	Elementary School
Marshall, Linda	Bus Driver	
McBroom, Jennifer	Custodian	Elementary School
McEvoy, Amy	Educational Assistant PreK	Elementary School
McKee, Beth	Educational Assistant Title I	Elementary School
	Educational Assistant Title I/Bus	
McLaughlin, Michelle	Driver	Elementary School
Mungle, Misty	Cook/Floater	
Oldham, Kathy	Attendance Clerk	Elementary School
Overman, Andy	Technology Assistant	Middle School
Reese, Dale	Educational Assistant	Middle School
Restina, Kaycee	Educational Assistant	Elementary School
Robinson, Don	Bus Driver	
Salyer, Marchelle	Custodian	High School
Satterfield, Donna	Café Manager	High School
Schnitker, Bailey	Bus Driver	
Scott, Megan	Educational Assistant	Elementary School
Scruggs, Patty	Educational Assistant Title I	Elementary School
Seise, Ruth	Bookkeeper	Elementary School
Slagle, Kim	Educational Assistant Title I	Elementary School
Smitley, Gilda	180-day Janitor	Middle School
Stafford, April	Custodian	Middle School
Sweeton, Martina	Educational Assistant Title I	Elementary School
Thaxton, Vickie	Maintenance	High School
Vance, Jasmine	Grow Your Own Apprentice	Elementary School
Vaughn, Amy	Educational Assistant	Elementary School
Wallace, Lily	Educational Assistant	High School
Warner, Terry	Café Manager	Elementary School
Wilkerson, Towana	Cook	Elementary School
Williams, Angie	Finance Supervisor	
Williams, Ashley	Nurse	High School
Wilson, Tim	Maintenance/Full-time Bus Driver	
Wrinkle, Kim	Bus Driver	High School
York, Brenda	Cook	High School

5.B. Academic and Goal Updates – Dr. Satterfield updated the Board about the successes of the most recent Summer Learning Camp that concluded on June 30. Although enrollment of (154) students was down from previous years, he noted that attendance of both students and teachers were excellent which greatly impact the positive effects of the learning experience. He stated that all 3rd graders will be promoted to the 4th grade; however, only (6) students that represent 6.3% of the 2022-23 third graders are promoted conditional upon successful completion of TN ALL Corps tutoring for their 4th grade year. He noted that his and Ms. Badru’s attention is currently on planning for 4th grade tutoring that will be provided during the LEAPS Afterschool program that is scheduled to begin on August 21. He stated that (7) students were enrolled in the summer high school credit recovery program, noting that (4) have completed their requirements while (3) must continue their assignments when the school year begins. Dr. Satterfield discussed the challenges his office had experienced with the most recent website migration from Schoolpointe to the Finals site platform noting that 90% of the migration has been completed and the new website is up and running better than it has been in the past several weeks. He stated the website is now able to support parents with the opening of a new school year. Dr. Satterfield updated the Board about the new “Trousedale PreK” program that is being taught by Natalie Presley and assisted by Emily Deeds. He stated that spaces are still available and families may register online by accessing the new website. Dr. Satterfield concluded by informing the Board about the new Enbridge grant that is designed to expand student career options that are associated with high-skill, high-wage, and high-demand area jobs. He stated the plans were to focus on the school’s career pathways in mechatronics, nursing education, and pathways offered by TCAT.

5.C. Project Updates – Dr. Satterfield updated the Board about on-going projects with the high school gymnasium floor and the relocation of the nursing education classroom as well as the new teaching as a profession classroom. He introduced John Cheney, the district’s architect, who is presently developing architectural plans for the new elementary school roof and the new football field house. Mr. Cheney explained that the structural engineers are presently studying how the roof will be attached to the existing structure. He stated that the field house project would begin in the next 30-40 days while describing the location of the new building. He stated that he would present additional drawings to the Board next month.

6. NEW BUSINESS:

6.A. Policy 1.404 Appeals to and Appearances Before the Board – Attachment S

Revision to policy 1.404 Appeals to and Appearances Before the Board 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

7. ACCOUNT ANALYSIS:


8. VENDOR CHECKS:

9. EXPENDITURES & ENCUMBRANCES:

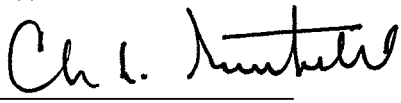
10. ADJOURN:

Motion to Adjourn passed with a motion by Racheal Petty and a second by Deanna Bode.

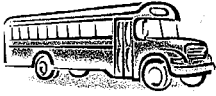
Barbara Towns: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea



Chairperson



Director of Schools



Trousdale County Schools Request for School Trip

(To be submitted to principal at least ten (10) days prior to the occurrence of trip)

School: ☐ TCES ☐ JSMS ☐ TCHS ☒ Other: BAND
(Please specify)

Transportation Requested: ☒ Bus ☒ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: BEERSHEBA SPRINGS ASSEMBLY

Address: 58 Hege Ave, Beersheba Springs, TN 37305

Date(s) of Event: JULY 15-19, 2023

Approximate Mileage: 180 (round trip) Student Fee: \$ 250.00

Group Attending: MARCHING BAND Approximate #: 25

Teacher(s) in Charge: JOINES, PAXTON, AND FEMALE TO BE NAMED LATER

Departure Time: 9:00 JULY 15 Return Time: 6:00 JULY 19

How will students benefit from this trip? THEY WILL LEARN THE FALL COMPETITIVE
MARCHING BAND SHOW.

Lunch details: 3 MEALS PER DAY PROVIDED

Parents or Chaperones: NO PARENTS, SOME APPROVED STAFF

Non-participating students or classes will N/A

For Central Office Use Only

Principal's Signature

Date

6/16/23

Director's Signature

Date

6/16/23

Transportation Director's Signature

Date

Assigned Bus Driver(s):

Steve Paxton



Trousedale County Schools Request for Fundraising Activity

School: ☒ TCES☐ JSMS☐ TCHS

Student Group/Activity:

Back to School Bash- Back to school supply kits

Net Amount Expected/Goal:

\$500

Specific Purpose of the Fundraiser:

To sell school supply kits for a profit.
We will offer pre-order + then purchase on site
at Back to school night.

Specific Use of the Funds Acquired:

To support the Fall Festival + other PTO sponsored
events as applicable.

Describe how students will be involved in the fundraising activity:

No student involvement needed.

Mary Wibbeler
Sponsor's Signature

4/15/23
Date

Principal's Signature

Date

Director's Signature

Date

Board Approved: _____



Trousedale County Schools
Request for Fundraising Activity

Attachment C

School: ☒ TCES

☒ JSMS

☒ CHS

Student Group/Activity:

(November)
Fall Festival - wristbands at admission

Net Amount Expected/Goal:

\$3,000

Specific Purpose of the Fundraiser:

To bring the community together with an event that allows families to engage with other families participating in fun fall activities.

Specific Use of the Funds Acquired:

To support our teacher holiday gifts and teacher appreciation week.

Describe how students will be involved in the fundraising activity:

Minimal need. If any, it could be volunteers to help with logistics, the day of the event.

Nancy Wibel
Sponsor's Signature

11/15/23
Date

Principal's Signature

Date

Director's Signature

Date

Board Approved: _____



Trousdale County Schools Request for Fundraising Activity

School: ☒ TCES ☒ JSMS ☒ TCHS

Date TBD (winter)
Student Group/Activity: Hartsville's Got Talent (Talent Show)

Net Amount Expected/Goal: \$2,000 (charging admission at door)

Specific Purpose of the Fundraiser:

To bring the community together with an event that allows the talent of Trousdale county students to be celebrated by friends + family!

Specific Use of the Funds Acquired:

To pay for teacher appreciation week activities or possibly end of school events.

Describe how students will be involved in the fundraising activity:

Minimal need for hosting event. However, all students eligible with school appropriate talent.

Nancy Mubbel

Sponsor's Signature

7/12/23

Date

Principal's Signature

Date

Director's Signature

Date

Board Approved: 

Book Title	Subject	Grade	Total Number	Consumable Workbook	Hardback Book
Eureka Math Student Modules 1-2 Edition	Math	5 th	90	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math modules Succeed Workbook 5-6	Math	5 th	112	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math modules Succeed Workbook 1-4	Math	4 th	59	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Modules Succeed Workbook 5-7	Math	4 th	97	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Modules 1-2 Edition	Math	3 rd	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 3 Edition	Math	3 rd	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 4-5 Edition	Math	3 rd	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 6-7 Edition	Math	3 rd	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Fluency Practice	Math	5 th	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 3-5 Edition	Math	4 th	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 1-2 Edition	Math	4 th	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 5-6 Edition	Math	1 st	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 3-4 Edition	Math	1 st	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 2 Edition	Math	1 st	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 1 Edition	Math	1 st	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 3-4 Edition	Math	5	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 5 Edition	Math	3-4	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math Student Module 6-7 Edition	Math	4	13	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eureka Math modules Teacher Edition 1-6	Math	1 st	2 Full Sets	<input type="checkbox"/>	<input type="checkbox"/>
Eureka Math modules Assessment Packets 1-2	Math	4 th	4 Packets	<input type="checkbox"/>	<input type="checkbox"/>
Eureka Math modules Assessment Packets 3-4	Math	4 th	4 packets	<input type="checkbox"/>	<input type="checkbox"/>

Book Title	Subject	Grade	Total Number	Consumable Workbook	Hardback Book
Eureka Math ^{Module} Assessment Packets 5	Math	4 th	4 packets	<input type="checkbox"/>	<input type="checkbox"/>
Eureka Math ^{Module} Assessment Packets 6-7	Math	4 th	4 packets	<input type="checkbox"/>	<input type="checkbox"/>
Eureka Math ^{Module} Teachers Edition 1-7	Math	4 th	4 complete set	<input type="checkbox"/>	<input type="checkbox"/>
Science a closer Look 5th Grade	Science	5 th	32	<input type="checkbox"/>	<input type="checkbox"/>
All-in-One. Envision Math	Math	3rd	1	<input type="checkbox"/>	<input type="checkbox"/>
All-in-One ^{Student} Envision Math Teachers	Math	1st	3	<input type="checkbox"/>	<input type="checkbox"/>
All-in-One ^{Student} Envision Math Teachers	Math	2nd	3	<input type="checkbox"/>	<input type="checkbox"/>
Assorted Readers			14	<input type="checkbox"/>	<input type="checkbox"/>
Instructing Student who have literacy problems.	4 th Edition Literacy		1	<input type="checkbox"/>	<input type="checkbox"/>
Instruction Students who have literacy problems	5 th Edition Literacy		1	<input type="checkbox"/>	<input type="checkbox"/>
978-1-68161-213-3 Unit 2 Student Reader	Literacy 5 th	5 th	97.	<input type="checkbox"/>	<input type="checkbox"/>
978-1-6700-132-1 Unit 2 Student Workbook	Literacy. 5 th	5 th	6.	<input type="checkbox"/>	<input type="checkbox"/>
978-1-68161-2140 Unit 6 Student Reader	Literacy	5 th	74	<input type="checkbox"/>	<input type="checkbox"/>
978-1-68161-215-7 Unit 5 Student Reader	Literacy	5 th	96	<input type="checkbox"/>	<input type="checkbox"/>
978-1-68161-224-9 Unit 4 Student Reader	Literacy	3rd.	106.	<input type="checkbox"/>	<input type="checkbox"/>
The Contraption (GAME)	Literacy	4 th	2	<input type="checkbox"/>	<input type="checkbox"/>
The Robot (GAME)	Literacy	5 th	2.	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7 Student Reader	Literacy	4 th	68	<input type="checkbox"/>	<input type="checkbox"/>
Unit 3 ^{Poet's} Journal	Literacy		7	<input type="checkbox"/>	<input type="checkbox"/>
Unit 4 ^{Inventors} Notebook	Literacy		4	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 ^{Student} Workbook	Literacy		6.	<input type="checkbox"/>	<input type="checkbox"/>

Book Title	Subject	Grade	Total Number	Consumable Workbook	Hardback Book
Unit 6 Writer's Journal	Literacy		2	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7 Workbook	Literacy		1	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 CKLA 978167002298	Literacy	3rd	24	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6 CKLA 9781617002304	Literacy	3rd	25	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7 CKLA 9781681612256	Literacy	3rd	25	<input type="checkbox"/>	<input type="checkbox"/>
Tennessee Through Time: Early Years	History		42	<input type="checkbox"/>	<input type="checkbox"/>
Science A Closer Look	Science	4th	22	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1 Teachers Man. 978-1-68161-244-7		5th	2	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 Teachers Man. 978-1-68161-245-4		5th	4	<input type="checkbox"/>	<input type="checkbox"/>
Unit 3 Teachers Man. 978-1-68161-246-1		5th	3	<input type="checkbox"/>	<input type="checkbox"/>
Unit 4 Teachers Man. 978-1-68161-247-8		5th	4	<input type="checkbox"/>	<input type="checkbox"/>
Unit 3 Poet Journals Student Workbooks	Literacy	5th	3	<input type="checkbox"/>	<input type="checkbox"/>
Unit 4 978-168161-237-9 Student Workbooks	Literacy	5th	4	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 978-1-68161-238-6 Student Workbooks	Literacy	5th	3	<input type="checkbox"/>	<input type="checkbox"/>
Unit 8 978-1-68161-2423-5 Student Workbooks	Literacy	5th	3	<input type="checkbox"/>	<input type="checkbox"/>
Unit 9 978-1-68161-243-0 Student Workbooks	Literacy	5th	5	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1 978-168161-253 Student Workbooks	Literacy	5th.	74	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1 978-1-68161-254-6 Student Workbooks	Literacy.	5th	"	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6. 978-1-68161-4526. Student Readers	Literacy	5th.	25	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 978-1-68161-248-5 Teachers Manuals	"	5th.	3	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6 978-1-68161-249-2 Teachers Manuals	"	5th	4	<input type="checkbox"/>	<input type="checkbox"/>

Book Title	Subject	Grade	Total Number	Consumable Workbook	Hardback Book
Unit 7 978-1-68161-250-8 Teachers Manuals	Literacy	5th	4	<input type="checkbox"/>	<input type="checkbox"/>
Unit 8 978-1-68161-251-5 Teachers Manuals	"	5th	4	<input type="checkbox"/>	<input type="checkbox"/>
Unit 9 978-1-68161-252-2 Teachers Manuals	"	5th	4	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6 978-1-68161-240-9 Workbooks	Literacy.	5th	29	<input type="checkbox"/>	<input type="checkbox"/>
Unit 8-9 Regions + Cultures. Native Americans:	"	3rd	4 each.	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 Guide to Rattenborough's Animals	"	3rd	90	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7 What's in Our Universe	"	3rd	65	<input type="checkbox"/>	<input type="checkbox"/>
Unit 9 Reader The Badlands Sleuth	"	5th	94.	<input type="checkbox"/>	<input type="checkbox"/>
Journal: Mystery of Missing Turtle		/	21	<input type="checkbox"/>	<input type="checkbox"/>
Unit 8 CKLA Student Reader		3rd	75	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6 Student - The Reformation Reader	Literacy	5th.	25	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 workbooks	"	4th	22	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 Readers	"	4th	11	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1-11 Activity Books	"	3rd	13	<input type="checkbox"/>	<input type="checkbox"/>
Eureka Amplify GAME	Science	4th	2.	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 Adventures in Light sand.	Literacy	3rd	18	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7 9781681614533 CKLA 66 Reader	"	5th	25	<input type="checkbox"/>	<input type="checkbox"/>
Unit 9 CKLA Student Reader	"	3rd	24	<input type="checkbox"/>	<input type="checkbox"/>
Robots Quest Teacher Kit		5th	1	<input type="checkbox"/>	<input type="checkbox"/>
Unit 10 + 11 Teachers Guide	"	3rd	4 each	<input type="checkbox"/>	<input type="checkbox"/>
Unit 4 Student Readers	"	4th	100	<input type="checkbox"/>	<input type="checkbox"/>

Book Title	Subject	Grade	Total Number	Consumable Workbook	Hardback Book
Unit 8 CKLA Student Reader	Literacy	5th	96	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 Part One CKLA Student Workbook	"	4th	1	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 Part Two CKLA Student Workbook	"	4th	50	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 CKLA Student Readers	"	4th	70	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7 CKLA Student Workbook	"	5th	51	<input type="checkbox"/>	<input type="checkbox"/>
Unit 8 CKLA Student Reader	"	5th	50	<input type="checkbox"/>	<input type="checkbox"/>
Unit 3 CKLA Student Reader	"	3rd	90	<input type="checkbox"/>	<input type="checkbox"/>
Unit 9 CKLA Student Reader	"	3rd	62	<input type="checkbox"/>	<input type="checkbox"/>
Unit 10 CKLA Student Reader	"	3rd	34	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1 to 4 Teachers Guide	"	3rd	16 4 each	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 CKLA Student Reader	"	3rd	74	<input type="checkbox"/>	<input type="checkbox"/>
With Work paper Robot Quest Student Folders	"	5th	25	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6 Student Reader	"	3rd	68	<input type="checkbox"/>	<input type="checkbox"/>
Unit 10 Student Reader	"	3rd	60	<input type="checkbox"/>	<input type="checkbox"/>
Unit 11 Student Reader	"	3rd	113	<input type="checkbox"/>	<input type="checkbox"/>
Phonics + Spelling	"	2nd	2	<input type="checkbox"/>	<input type="checkbox"/>
The Mouse + the Motorcycle	"	4th	1	<input type="checkbox"/>	<input type="checkbox"/>
Speaking + Listening Activities		2nd	1	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Skill Builder		2/3	1	<input type="checkbox"/>	<input type="checkbox"/>
Math Drill & Color	Maths	2nd	1	<input type="checkbox"/>	<input type="checkbox"/>
Solve It	Maths	2nd	1	<input type="checkbox"/>	<input type="checkbox"/>

Book Title	Subject	Grade	Total Number	Consumable Workbook	Hardback Book
Jumbo Math	Math	2nd	1	<input type="checkbox"/>	<input type="checkbox"/>
Skill builder	Math	2/3	1	<input type="checkbox"/>	<input type="checkbox"/>
Subtraction 11	Math	?	1	<input type="checkbox"/>	<input type="checkbox"/>
Math Skills	Math	2nd	1	<input type="checkbox"/>	<input type="checkbox"/>
Test Taking	Math.	2nd	1	<input type="checkbox"/>	<input type="checkbox"/>
Math Practice w/book	Math	2nd	1	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1 Work Reader Personal Narratives	Literature.	4th	100	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1 Work Books Personal Narratives	"	4th	4	<input type="checkbox"/>	<input type="checkbox"/>
Unit 8 reader CKLA	"	4th	94	<input type="checkbox"/>	<input type="checkbox"/>
" " Workbook CKLA	"	4th	23	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1-10 Teacher image cards	"	3rd	1 box	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 CKLA workbook	"	4th	13	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1 CKLA workbook	"	4th	3	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7 CKLA workbook	"	3rd	1	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 CKLA workbook	"	5th	1	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

TCBOE PROPERTY DISPOSAL FORM

Location:

Storage Building / Elementary School

[illegible]

Trousdale County Board of Education

Bid Opening Sign-In Sheet

Location: Trousdale Co Board of Education

Project: Chromebooks

Date: July 5, 2023

Time: 10:00 AM

Company	Representative in Attendance	Signature	Results
Howard Technology	emailed bid to Andy Overman 6/30/23 @ 1:46 PM	Andy Overman	HP - \$257 ea - up to 400 = \$102,800
SHI	emailed bid to Andy Overman 6/27/23 @ 4:09 PM	Andy Overman	HP \$251.48 ea - up to 400 = \$100,592 Dell - 273.63 ea - up to 400 = \$109,452
			305 to be purchased
			\$76,701.40
			of which, 50 will be purchased with Title I funds \$12,574
TCBOE Representative	Jennifer Cothron	Jennifer Cothron	
TCBOE Representative	Angie Williams	Angie Williams	
TCBOE Representative	Clint Satterfield	Clint Satterfield	

Bid Opening Tabulation Summary

Location: Trousdale Co Board of Education

Project: Chromosome books

Date: 01/05/2023

[illegible]



Pricing Proposal
Quotation #: 23637815
Created On: 6/27/2023
Valid Until: 7/31/2023

TN-County of Trousdale School

Inside Account Executive

Andy Overman

103 LOCK SIX RD
HARTSVILLE, TN 370742019
United States
Phone: 615-374-5106
Fax:
Email: andyoverman@tcschools.org

Ryan Doelger

290 Davidson Ave
Somerset, NJ 08873
Phone: 732-584-8250
Fax:
Email: ryan_doelger@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 HP Chromebook 11MK G9 EE, MT8183 (8 Core, 2.0 GHz, 2MB Cache), 4GB, 4266 on MB32GB eMMC, 11.6 LED HD SVA AG, UMA, No Optical, 802.11 ac 2x2 +BT 4.2, BT, TPM H1, Slot Lock, 720p HD webcam, Chrome OS, 2-Cell, 47WHr, 1/1/0 HP, Inc. - Part#: 436B7UT#ABA	400	\$219.80	\$87,920.00
2 Chrome OS Management Console - License - academic Google - Part#: CROSSWDISEDUNEW	400	\$31.68	\$12,672.00
Shipping			\$0.00
Total			\$100,592.00

Additional Comments

Please Note: HP, Inc. has a zero returns policy on custom build PCs. Ink and toner are also considered non-returnable

Please note: Google has a zero returns policy.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions, unless a separate resale agreement exists between SHI and the Customer.

Phone: 1.888.912.3151
Fax: 1.601.399.5077
Online: www.howardcomputers.com

HOWARD™

TECHNOLOGY SOLUTIONS

Howard Computers
P.O. Box 1588
Laurel, MS 39441

Online Quotation

Quote No: CH5 1307360.00
Customer Name: Andy Overman
Company Name: Trousdale County Schools
Quote Name: HP Chromebook 11MK G9 EE

Quote Date: June 26, 2023
Phone Number: 6154505033
Fax Number:

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	HP Chromebook 11MK G9 Education Edition - Kompanio 500 MT8183 / 2 GHz - Chrome OS - Mali-G72 MP3 - 4 GB RAM - 32 GB eMMC - 11.6" 1366 x 768 (HD) - Wi-Fi 5 - kbd: US MPN: 436B7UT#ABA	400	\$225.00	\$90,000.00
2:	Google Chrome OS Management Console - License - academic MPN: CROSSWDISEDUNEW	400	\$32.00	\$12,800.00
Sub-Total:				\$102,800.00
Shipping & Handling :				Included
Taxes:				Tax Exempt
Total for Item 1:				\$102,800.00

This quote will expire July 26, 2023.
To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total:	\$102,800.00
Shipping & Handling :	Included
Taxes:	Tax Exempt
Total:	\$102,800.00

Notes:

Special Pricing Good Until 7-31-23.

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Any order for kiosks must be canceled prior to 21 days from the scheduled date of shipment to avoid incurring a 50% cancellation fee. Any cancellation made within that 21-day window will automatically incur a charge equivalent to 50% of the total kiosk order being canceled.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Trousdale County Schools
FY24 Federal Projects Budgets

Subfund 011: Consolidated Administration

	<u>Revenues</u>	<u>Expenditures</u>
47141 Title I Grants to LEAs	\$59,204.00	
47189 Eisenhower Professional Dev Grants	\$11,603.00	
47147 Safe and Drug-free Schools State Grants	\$438.00	
72210 Regular Instruction Program		
105 Supervisor		\$60,475.00
201 Social Security		\$3,751.00
204 Pensions		\$4,120.00
212 Employer Medicare		\$876.00
499 Other Supplies and Materials		\$248.00
524 Inservice/Staff Development		\$1,275.00
790 Other Equipment		\$500.00
	<u>\$71,245.00</u>	<u>\$71,245.00</u>

Subfund 102: Title IA

47141 Title I Grants to LEAs	\$236,799.94	
71100 Regular Instruction Program		
116 Teachers		\$28,250.00
163 Educational Assistants		\$74,968.00
201 Social Security		\$6,872.00
204 Pensions		\$6,584.00
207 Medical Insurance		\$15,720.00
212 Employer Medicare		\$1,607.00
429 Instructional Supplies		\$14,426.86
499 Other Supplies and Materials		\$500.00
722 Regular Instruction Equipment		\$23,814.00
72210 Regular Instruction Program		
599 Other Charges		\$5,700.00
73400 Early Childhood Education		
163 Educational Assistants		\$17,296.00
201 Social Security		\$1,075.00
204 Pensions		\$1,030.00
207 Medical Insurance		\$6,800.00
212 Employer Medicare		\$250.00
429 Instructional Supplies and Materials		\$6,656.00
499 Other Supplies and Materials		\$500.00
790 Other Equipment		\$24,751.08
	<u>\$236,799.94</u>	<u>\$236,799.94</u>

Subfund 202: Title IIA

47189 Eisenhower Professional Development State Grants	\$46,415.23	
72210 Support Services - Regular Instruction		
308 Consultants		\$1,500.00

399 Other Contracted Services	\$19,017.30	
499 Other Supplies and Materials	\$7,500.00	
524 Inservice/Staff Development	\$7,500.00	
599 Other Charges	\$10,897.93	
	<u>\$46,415.23</u>	<u>\$46,415.23</u>

Subfund 440: Title IV

47147 Safe and Drug-free Schools State Grants	\$21,467.89	
71100 Regular Instruction Program		
429 Regular Instruction Equipment		\$5,000.00
72130 Support Services - Regular Instruction		
499 Other Supplies and Materials		\$16,112.89
72210 Support Services - Regular Instruction		
196 In-Service Training		\$300.00
201 Employer Medicare		\$20.00
204 Pensions		\$30.00
212 Employer Medicare		\$5.00
	<u>\$21,467.89</u>	<u>\$21,467.89</u>

Subfund 802: Carl Perkins

47131 Vocational Education Grants	\$25,904.50	
71300 Vocational Education Program		
429 Instructional Supplies		\$8,823.75
730 Vocational Instruction Equipment		\$6,880.75
72130 Other Student Support		
355C Travel		\$4,100.00
524PD Inservice/Staff Development		\$3,000.00
72230 Vocational Education Program		
524 Inservice/Staff Development		\$3,100.00
	<u>\$25,904.50</u>	<u>\$25,904.50</u>

Subfund 902: IDEA

47143 Special Education Grants to States	\$329,375.00	
71200 Special Education Program		
116 Teachers		\$115,763.78
128 Homebound Teachers		\$1,000.00
163 Educational Assistants		\$25,036.93
189 Other Salaries and Wages		\$6,334.13
201 Social Security		\$12,757.78
204 Pensions		\$14,410.64
207 Medical Insurance		\$47,230.00
212 Employer Medicare		\$2,983.67
429 Instructional Supplies		\$6,219.87

499 Other Supplies and Materials	\$4,000.00	
725 Special Education Equipment	\$10,000.00	
72220 Special Education Program		
105 Supervisor	\$17,395.73	
201 Social Security	\$1,078.54	
204 Pensions	\$1,511.69	
212 Employer Medicare	\$252.24	
312 Contracts with Private Agencies	\$45,000.00	
322 Evaluation and Testing	\$3,000.00	
355 Travel	\$100.00	
499 Other Supplies and Materials	\$2,500.00	
524 Inservice/Staff Development	\$10,000.00	
72710 Transportation		
338 Maintenance and Repair Services - Vehicles	\$1,700.00	
433 Lubricants	\$250.00	
450 Tires and Tubes	\$750.00	
453 Vehicle Parts	\$100.00	
	<u>\$329,375.00</u>	<u>\$329,375.00</u>

Subfund 912: IDEA Pre-School

47145 Special Education Preschool Grants	\$10,895.00	
71200 Special Education Program		
429 Instructional Supplies	\$1,089.50	
725 Special Education Equipment	\$1,805.50	
72220 Support Services - Special Education Program		
312 Contracts with Private Agencies	\$8,000.00	
	<u>\$10,895.00</u>	<u>\$10,895.00</u>

Trousdale County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Expenses and Reimbursements	Descriptor Code: 2.804	Issued Date: 07/20/23
		Rescinds: 2.804	Issued: 09/22/16

1 *Central Office*

2 Annually the Board shall review expense allowances and reimbursement guidelines.

3 **SCHOOL PERSONNEL**

4 School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon
5 submission of an approved voucher and supporting receipts.

6 Expenses for travel will be reimbursed when the travel has the advance authorization of the director of
7 schools. The director of schools may grant this authorization without prior board action when the travel
8 expense has been anticipated and incorporated into the operational budget of the particular program
9 involved.

10 The Board shall be responsible for all expenses pertaining to staff development. Student activity funds
11 shall not be used for this purpose.¹

12 **BOARD MEMBERS**

13 The members of the board shall be paid for transportation, lodging, meals and other pertinent expenses
14 when traveling on business for the Board. Salary and other benefits shall be determined by the local
15 funding body. Attendance at conventions or other educational meetings or travel for other school
16 purposes shall be authorized in advance by the Board.²

17 Expenses shall be submitted to the director of schools' office within thirty (30) days of the date of
18 completion of such travel. The rate of payment shall be the same as the rate for members of the
19 professional staff.

20 **REIMBURSEMENT**

21 Reimbursement will only be for travel, lodging and meals. The maximum reimbursement for meals shall
22 be as follows:

23 Thirteen (\$13) for breakfast, fifteen (\$15) for lunch, twenty-six (\$26) for dinner. Meals which are
24 incidental to an official meeting will be reimbursed at full cost.

25 The director must approve any lodging accommodation other than those in which a meeting is held.

26 Lesser expensive lodging is expected.

27 Usage of a personal vehicle shall require prior approval and will be reimbursed at state rate.

- 1 All claims for reimbursement will be submitted on an approved travel form. Receipts must be submitted
- 2 for meals, and lodging and parking fees.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-18
2. TCA 49-2-2001(c)

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Application and Employment	Descriptor Code: 5.106	Issued Date: 07/20/23
		Rescinds: 5.106	Issued: 06/17/21

1 APPLICATION

2 An individual desiring a position shall make application to the Director of Schools on forms developed
3 by his/her office. To ensure the safety and welfare of students and staff, the district shall require
4 criminal history background checks and fingerprinting of applicants for teaching positions and any
5 other positions that require proximity to children.¹ If applying for a teaching position, the Director of
6 Schools shall also check the applicant's license status in the State Board of Education's database to
7 determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

8 Knowingly falsifying information shall be sufficient grounds for termination of employment and shall
9 also constitute a Class A misdemeanor which shall be reported to the District Attorney General for
10 prosecution.³

11 Any costs incurred to perform these background checks and fingerprinting shall be paid by the
12 applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

13 *Professional Employees*

14 The application shall include a transcript of credits earned at the colleges or universities attended along
15 with references from persons such as previous employers, college professors, and supervisors of
16 student teachers. Other information shall include whether such applicant has been dismissed for cause
17 from a school district.⁵ If previously employed by a local board of education, the applicant shall
18 provide evidence of acceptable resignation.

19 No person shall be employed:

- 20 1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board
21 of Education;⁶
- 22 2. Who has been identified by the Department of Children's Services, or on a similar registry in
23 another jurisdiction, as a perpetrator of child abuse, severe child abuse, child sexual abuse, or
24 child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
- 25 3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department
26 of Health, or on a similar registry in another jurisdiction;⁷
- 27 4. Who does not present a physician's certificate showing a satisfactory health record or has any
28 contagious or communicable disease in such form that might endanger the health of school
29 children;⁸
- 30 5. Who refuses to take and subscribe to an oath to support the Constitution of the State of
31 Tennessee and of the United States of America;⁹

6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
7. Who does not receive a satisfactory background check.¹⁰

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;⁸
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.¹⁰

Volunteer Assistant Coaches

Annual request for volunteer assistant coaches shall:

1. Submit an application employment application with the Director of Schools.
2. Submit verifications of online Coaches Education Courses through NFHSLearn.com 1) Fundamentals of Coaching and 2) First Aid, Health, and Safety to the Director of Schools.
3. Receive an annual satisfactory background check; and
4. Receive an annual satisfactory drug screen.

All annual background and drug screens shall be paid by the requesting sport.

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.¹² From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Trousdale County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 07/20/23
		Rescinds: 5.119	Issued: 07/21/22

1 *General*

2 The Director of Schools may hire a retired individual if certain conditions are met as provided for in
3 state law.

4 **EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS**

5 Retired members under the Tennessee Consolidated Retirement System (TCRS) may be employed for
6 up to one hundred twenty (120) days per year without loss of retirement benefits. Retired members may
7 substitute teach for additional days.¹

8 **GENERAL EMPLOYMENT CONTRACTS**

9 The Director of Schools may employ retired teachers. Retirement benefits will not be lost or suspended
10 under certain conditions which include, but are not limited to, the following:²
11

- 12 1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
- 13
- 14 2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
15 receive medical insurance coverage; and
- 16
- 17 3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
18 Board for teachers with no experience filling similar positions or more than eighty-five percent
19 (85%) of the rate of compensation set by the Board for teachers with comparable training and
20 years of experience filling similar positions.

21 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

22 Retired members of TCRS or a similar system may be offered reemployment for up to one (1) year as
23 a kindergarten through twelfth (K-12) grade teacher, substitute teacher, or bus driver under the
24 following conditions:

- 25 1. The retired member has been retired for at least sixty (60) calendar days;
- 26
- 27 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
28 retirement allowance;
- 29
- 30 3. The retired member is not drawing disability retirement benefits; and
31

4. The retired member can't accrue additional retirement benefits.

The Director of Schools shall notify TCRS of the member's reemployment. Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law. The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five percent (5%) of the retired member's pay rate.

Legal References

1. TCA 8-36-805; Public Acts of 2023, Chapter No. 425
2. TCA 8-36-821; Public Acts of 2023, Chapter No. 425
3. TCA 8-36-822; Public Acts of 2023, Chapter No. 425

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Sick Leave	Descriptor Code: 5.302	Issued Date: 07/20/23
		Rescinds: 5.302	Issued: 09/22/16

1 PROFESSIONAL PERSONNEL

2 Professional personnel shall earn one (1) day of sick leave for each month employed during the school
3 year, and these days shall accumulate for an unlimited number of days.¹

4 Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness
5 or death of a member of the immediate family of a teacher, including the teacher's wife or husband,
6 parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law,
7 daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

8 A signed statement listing the cause of absence shall be provided by the employee on forms furnished
9 by the Director of Schools and shall promptly be given to the immediate supervisor in support of all
10 claims for sick leave pay. A falsified statement shall be grounds for dismissal.

11 Documentation from a physician may be required in support of any claim for sick leave pay.

12 The principal shall notify the Director of Schools' office at once if an employee is sick beyond the limit
13 of his/her sick leave accumulation.

14 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
15 Director of Schools' office.

16 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
17 school district, provided that the Director of Schools of the district in which the accumulated leave was
18 held provides notarized verification.³

19 SUPPORT PERSONNEL

20 Support personnel shall earn one-half (1/2) day of sick leave for each month an employee is employed.

21 At the termination of the employment of any employee, all unused sick leave accumulated by the
22 employee shall be forfeited.

23 The immediate supervisor may require documentation from a physician stating the reason for absence.

24 SICK LEAVE BANK

25 The purpose of the sick leave bank is to provide sick leave to all employees⁴ who have suffered an
26 unplanned personal illness, injury, disability, or quarantine and whose personal sick leave is exhausted.

- 1 To form a sick leave bank, a minimum of twenty (20) employees from the school district shall petition
2 the Board for permission to establish a sick leave bank.⁵ Upon approval, sick leave bank trustees shall
3 be appointed and shall operate as the governing body of the sick leave bank and shall enact rules and
4 regulations consistent with state law.⁶ Employees wishing to participate shall initially give a maximum
5 of three (3) days of sick leave. These days are to be deducted from the employee's personal accumulation
6 and donated to the sick leave bank. Donations of sick leave to the bank are nonrefundable and
7 nontransferable.⁷
- 8 At any time the number of days in the sick leave bank is less than twenty (20), or one (1) per employee
9 if there are more than twenty (20) members, or at any time deemed advisable, the trustees shall assess
10 each member one (1) or more days of accumulated sick leave. If an employee has no accumulated sick
11 leave at the time of assessment, the first earned days shall be donated as they are accrued by the
12 employee.⁷
- 13 An employee who is a member of the sick leave bank may request an allotment of days (for the
14 employee's personal illness or on account of an illness of his/her minor child) in the manner designated
15 by the trustees. The need for these days shall be verified by a statement from a physician.⁸
- 16 By written notice to the trustees, an employee may withdraw from bank participation on June 30th of any
17 year.⁹ Membership withdrawal results in forfeiture of all days contributed.
- 18 The sick leave bank shall be operated in accordance with state law.¹⁰

Legal References

1. TCA 49-5-710(a)(1)
2. TRR/MS 0520-01-02-.04(2)
3. TCA 49-5-710(a)(5)
4. TCA 49-5-811
5. TCA 49-5-803
6. TCA 49-5-804; TCA 49-5-805
7. TCA 49-5-807
8. Public Acts of 2023, Chapter No. 151
9. TCA 49-5-808(j)
10. TCA 49-5-801 *et seq.*

Cross References

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 07/20/23
		Rescinds: 5.305	Issued: 06/21/18

1 ELIGIBILITY

2 Anyone who has been employed for at least twelve (12) months by the school district and anyone who
3 has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for
4 service for purposes of FMLA eligibility¹) during the previous twelve (12) month period shall be eligible
5 to use FMLA leave.²

6 GENERAL PRINCIPLES

7 An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed
8 calendar year for the following reasons:

- 9 1. The birth of a child;
- 10
- 11 2. The placement of a child with the employee for adoption or foster care;
- 12
- 13 3. A serious health condition of the employee that makes the employee unable to perform the
14 essential functions of his/her job position;
- 15
- 16 4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
- 17
- 18 5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the
19 employee is on covered active duty or has been notified of an impending call or order to
20 covered active duty in the Armed Forces.

21 An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run
22 concurrently with and be counted toward the employee's total period of FMLA leave.

23 MATERNITY/PATERNITY LEAVE

- 24 1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* – FMLA leave shall run
25 concurrently with leave provided under the Tennessee Maternity Act, which affords eligible
26 employees leave for a period not to exceed four (4) months for the adoption, pregnancy,
27 childbirth, and nursing of a newborn child.³
- 28
- 29 2. *Teachers' Leave* – In accordance with state law, any teacher who goes on maternity or paternity
30 leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for
31 maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher
32 accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted.

Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴

3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵

4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with a school district full time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.⁶

LEAVE FOR A SERIOUS HEALTH CONDITION⁷

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable, generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status in the Armed Forces. Qualifying exigencies may include:

- a. Issues arising from the service member's short notice deployment;
- b. Military events and related activities (e.g., official ceremonies, support programs);
- c. Making or updating financial and legal arrangements;
- d. Attending counseling;

- e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
- f. Attending post-deployment activities.

2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The single twelve (12) month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE¹⁰

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than twenty percent (20%) of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹¹- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice* - Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3)

business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹³

2. Certification Requirement¹⁴

- a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. The date on which the serious health condition commenced;
 - ii. The probable duration of the condition;
 - iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
- b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.
- b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD¹⁶

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The Board may recover the premium paid under the following conditions:
 - a. The employee fails to return from leave after the period of leave has expired; and

- 1 b. The employee fails to return to work for a reason other than the continuation,
2 recurrence, or onset of a serious health condition or other circumstances beyond the
3 control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cross References

Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Trousdale County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 07/20/23
		Rescinds: 5.307	Issued: 09/12/96

- 1 A teacher who is absent from assigned duties as a result of personal injury caused by physical assault or
2 other violent criminal acts committed in the course of the teacher's employment duties shall receive
3 his/her full salary and full benefits until the teacher is released by his/her physician to return to work or
4 his/her physician determines the teacher is permanently unable to return to work. If the teacher receives
5 workers' compensation or other similar benefits, the Board shall pay the difference between that amount
6 and the teacher's full salary.¹
- 7 A signed statement listing the cause of the absence shall be provided by the employee on forms
8 furnished by the Director of Schools and shall promptly be given to the immediate supervisor in
9 support of all claims. A certificate from the physician on forms furnished by the Director of Schools
10 may also be required to verify the extent of the injury.²

Legal References

1. TCA 49-5-714(a); Public Acts of 2023, Chapter No. 343
2. TRR/MS 0520-01-02-.04(4)(b)

Cross References

Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

Trousdale County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Staff Rights & Responsibilities	Descriptor Code: 5.600	Issued Date: 07/20/23
		Rescinds: 5.600	Issued: 09/12/96

In fulfilling any rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their duties.

Each staff member has the right to a work environment free from sexual, racial, ethnic, and religious discrimination/harassment.¹

Educators have the right to:²

1. Be treated with civility and respect as well as having his/her professional judgement and discretion respected;
2. Have their professional judgment and discretion respected;
3. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
4. Provide students with a safe environment;
5. Defend themselves and their students from physical violence or harm;³
6. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;⁴
7. Review all instructional material or curriculum before being utilized by students;
8. Not be required to use his/her personal money to appropriately equip a classroom;
9. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;⁵ and
10. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.⁶

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by the laws of the state, the policies of the Board, and the procedures designed to implement them;

- 1 2. To adhere to the Teacher Code of Ethics, to the extent applicable;⁷
- 2 3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of
- 3 students and the students' right to know;
- 4 4. Be courteous and helpful in interacting and responding to parent(s)/guardian(s), visitors, and
- 5 members of the public;
- 6 5. Keep all records and prepare and submit promptly all reports that may be required by state law,
- 7 State Board of Education rules and regulations, board policy, and administrative procedures; and
- 8 6. Wear appropriate dress for work according to local school rules.

Legal References

1. 42 USCA § 2000e-2(a), (b); TCA 49-6-8004
2. TCA 49-5-209; Public Acts of 2023, Chapter No. 153
3. TCA 49-6-2802
4. 20 USCA § 1232g
5. TCA 49-6-4301
6. TCA 49-5-714
7. TCA 49-5-1001 *et seq.*

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804
Staff-Student Relations 5.610
Ethics 5.611

Trousdale County Board of Education			
Monitoring: Review: Annually, in March	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 07/20/23
		Rescinds: 6.202	Issued: 06/17/21

1 *General*

2 A home school is a school conducted or directed by parent(s)/guardian(s) for their own children. Home
3 schools which teach grades K-12 where the parent(s)/guardian(s) are associated with an organization
4 that conducts church-related schools¹ are exempt from the following provisions but shall follow
5 procedures issued by the State Department of Education.

6 A parent/guardian wishing to conduct a home school shall meet the following requirements:²

- 7 1. Provide annual notice to the Director of Schools before the commencement of each school year of
8 the intent to conduct a home school;
- 9 2. Submit to the Director of Schools the name, number, age, grade level of children involved, location
10 of the school, curriculum to be offered, proposed hours of instruction, and qualifications of the
11 parent-teacher;
- 12 3. Maintain attendance records, subject to inspection by the Director of Schools;
- 13 4. Submit attendance records to the Director of Schools at the end of each school year;
- 14 5. Provide instruction for at least four (4) hours per day for the same number of instructional days as
15 required by state law;³
- 16 6. Possess a high school diploma or a high school equivalency credential approved by the State Board
17 of Education;⁴
- 18 7. Cooperate in the administration to home school students of appropriate tests by the Commissioner
19 of Education/designee or by a professional testing service in grades five (5), seven (7), and nine (9);
- 20 8. Take actions according to state law if home school student falls behind appropriate grade level;
- 21 9. Submit proof to the Director of Schools that other health services and examinations as required by
22 state law have been received by the home school student; and
- 23 10. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject,
24 employ a tutor having the same qualifications as required of parent-teacher.

25 If one or more of these requirements are not met, the Board authorizes the Director of Schools to take
26 formal action to bring the child into compliance with the compulsory attendance law (until the child has
27 reached age seventeen (17), either in the home school or in a public, private, or church-related school).

1 FACILITIES USE

2 School facilities shall be available for home school instruction only when all of the following conditions
3 exist:

- 4 1. Special needs courses are being taught which require services unavailable to the home school
5 student;
- 6 2. These services cannot be provided through any means other than the schools;
- 7 3. Requests for services are made known by the home school parent when notice is given to the
8 Director of Schools of the intent to conduct a home school;
- 9 4. The Director of Schools investigates the request and makes recommendations to the Board;
- 10 5. No overcrowding, additional expenses, including providing transportation, or other special
11 situations which interfere with the normal operation of the school district shall be incurred; and
- 12 6. Approval by the Board shall be on a case-by-case basis.

13 RECORD ACCESS

14 The Director of Schools, through the Attendance Supervisor, shall have the attendance records of the
15 home school inspected at least two (2) times each school year in order to provide assistance in
16 implementing the compulsory attendance law.

17 STUDENT PERFORMANCE⁵

18 The Director of Schools shall develop administrative procedures regarding necessary consultations
19 with home school parents in regard to student performance.

Legal References

1. TCA 49-50-801(a)
2. TCA 49-6-3050(b)
3. TCA 49-6-3004(a); TCA 49-6-3050(b)(3)
4. TCA 49-6-3050(b)(4); Public Acts of 2023, Chapter
No. 114
5. TCA 49-6-3050(b)(6)

Cross References

Compulsory Attendance Ages 6.201

Trousdale County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Surveys, Analyses, and Evaluations	Descriptor Code: 6.4001	Issued Date: 07/20/23
		Rescinds: 6.4001	Issued: 04/16/15

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal. The Director of Schools shall develop administrative procedures for approving requests for conducting surveys, analyses, or evaluations by agencies, organizations, or individuals. The requests shall outline what is to be done, who is to be involved, and how the results will be used and distributed.¹

Prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of the opportunity to review the materials.¹ Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides written, informed, and voluntarily signed consent. The Director of Schools shall develop procedures for granting such parental requests.¹

No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning:^{1,2}

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking³

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent/guardian.

The collection of the following student data is strictly prohibited:⁴

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

COLLECTING, DISCLOSING, OR USING INFORMATION FOR MARKETING⁵

In general, the district will not collect, disclose, or use personal student information for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose.

If any collected information is to be marketed or sold, parent(s)/guardian(s) will be directly notified at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parent(s)/guardian(s), upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to the student. All parent(s)/guardian(s) and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions to the extent allowed by law such as:

1. College or other postsecondary education recruitment or military recruitment;
2. Book clubs, magazines, and programs providing access to low-cost literary products;
3. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
4. The sale by students of products or services to raise funds for school-related or education related activities; or
5. Student recognition programs.

Legal References

1. TCA 49-2-211; Public Acts of 2023, Chapter No. 353
2. 20 USCA § 1232h
3. TCA 49-1-706
4. TCA 49-1-705
5. 20 USCA § 1232h(c)(1); 20 USCA § 1232h(c)(4)

Cross References

Testing Programs 4.700



Attachment R
David Cothron <davidcothron@tcschools.org>

Quote

1 message

Shane Porterfield <shane@jonesglass.us>
To: David Cothron <davidcothron@tcschools.org>

Mon, Jul 17, 2023 at 12:17 PM

The price of the doors needing replaced will be 24,999.00, This price includes installation, demo, material, and disposal of existing.

Thanks.

Shane Porterfield

Jones Glass Co.

Murfreesboro, Tn.

615-893-4390



McCarthy, Jones & Woodard
P.O. Box 40445
Nashville, TN 37204-0445
Tel: 615-244-3208

Quote

Quote # : 438118
Quote Date : Jun 21, 2023
Expiration Date : Jul 21, 2023

Customer:
Customer Pickup
650 Southgate Ave.
Nashville, TN 37203

Ship To:
Customer Pickup (COD)
650 Southgate Ave.
Nashville, TN 37203

Account Code : COD
Terms : COD
Customer Job # :
Salesperson : Josh Sing
Order Name : David / Trousdale County Schools / FRP Doors

Purchase Order # :
Shipped Via : Inhouse Installation Pickup

Quote for FRP Doors and Hardware. Does not include frame replacement at Trousdale ES

Qty Product Description

3 Continuous Hinge A240HDC 83 CLR Full Concealed
4 Exit Device 99EO US26D
3 Exit Device Trim 996L-NL-R&V RHR US26D
1 Mullion Kit KR54 SP28
1 Steel Mullion 4954 7'2" SP28
1 Mullion Seal 5100N-86 86"
4 Closer 1461 H CUSH TBSRT AL
2 336Q 4 7/8 Strike Filler
9 336L Hinge Filler (Frame)
3 Cylinder Housing 20-060 626
4 FRP Door SL-17
1 Deadlatch LH/RHR
1 Deadlatch LH/RHR 628
3 Window Panel A60

Description

Installation

Price

4,727.27

Pre-Tax Total : 27,761.47
T - Tennessee State & Local Tax : 2,130.66
Quote Total : 29,892.13

Prices are F.O.B. _____ no state or local sales tax included in this quote.

Terms: Net Cash 30 days from date of each invoice, payable in the office of the Company.

A service Charge at legal rate may be charged after maturity of invoice. Acceptance of this quotation by you shall constitute a contract.

ACCEPTED:

Purchaser

Printed Jun 29, 2023 10:55 AM

Page 2 of 2



David Cothron <davidcothron@tcschools.org>

Fwd: Door quotes

1 message

Bill Badger <bluegrassglass96@gmail.com>
To: davidcothron@tcschools.org

Wed, Jul 12, 2023 at 8:51 AM

----- Forwarded message -----

From: **Bill Badger** <bluegrassglass96@gmail.com>
Date: Wed, Jul 12, 2023 at 8:47 AM
Subject: Door quotes
To: davidcothron@tcschools.org <Davidcothron@tcschools.org>

Good morning, David.
The following quotes are to furnish and install.

Trousdale elementary.

(1) 40 x 84 dark bronze single aluminum door with frame and 1" citadel insert.
2 x 4 1/2" frame with medium style door, 10" bottom rail, cvr panic locks, surface mount closer and butt hinge.
\$8,241.88 tax exempt.

Trousdale High School.

(1) oversized custom door with frame and transom. With 1" citadel inserts.
52 x 105
2 x 4 1/2" frame with medium style door, 10" bottom rail, cvr panic locks, surface mount closer and butt hinge.

(1) pair of doors with frame and transom. With 1" citadel inserts

76 x 104

Same makeup as above.

for both

\$18,454.80

Thanks

Mark Pooley

Bluegrass Glass & Mirror, LLC

212 South Cumberland St.

Lebanon, TN 37087

615-443-5000 phone

bluegrassglass96@gmail.com

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Bluegrass Glass & Mirror, LLC

212 South Cumberland St.

Lebanon, TN 37087

615-443-5000 phone

bluegrassglass96@gmail.com

\$26,896.68

Trousdale County Board of Education			
Monitoring: Review: Annually, in July	Descriptor Term: Appeals to and Appearances Before the Board	Descriptor Code: 1.404	Issued Date: 07/20/23
		Rescinds: 1.404	Issued: 06/15/23

1 **APPEALS TO THE BOARD**

2 Any matter relating to the operation of the school system may be appealed to the Board. However, the
3 parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not hear
4 complaints or concerns which have not advanced through the proper administrative procedure. If all
5 steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board,
6 the matter shall be referred in writing to the office of the Director of Schools, and the Board shall
7 determine whether to hear the appeal.

8 **APPEARING BEFORE THE BOARD**

9 Individuals speaking to the Board shall address remarks to the Chair and may direct questions to
10 individual board members or staff members only upon approval of the Chair. Each person speaking shall
11 state his/her name and subject of presentation. The Chair shall have the authority to terminate the remarks
12 of any individual who violates state law or does not adhere to board rules.¹

13 *Public Comment Period²*

14 There shall be a public comment period for each meeting with the exception of teacher disciplinary
15 hearings. The total public comment period shall be for no more than thirty (30) minutes. If an individual
16 wishes to address the Board, he/she shall sign up on the form provided before the beginning of the board
17 meeting to request time to speak. Each speaker shall be given no more than five (5) minutes. Delegations
18 shall select only one (1) individual to speak on their behalf unless otherwise determined by the Board.

19 *Adding an Item to the Agenda*

20 Individuals desiring to appear before the Board shall submit a written request with descriptive materials
21 to the office of the Director of Schools five (5) days before the meeting. If the request is approved by the
22 executive committee, the item will be placed on the agenda. Individuals placed on the agenda will be
23 recognized at the beginning of the meeting and given five (5) minutes to speak when their item is
24 addressed on the agenda. All requests submitted will be included in the board packet. Individuals may
25 address the Board during the meeting upon approval of the majority.