

Regular Meeting of the Trousdale County Board of Education

Thursday, February 20, 2025

Trousdale County Board of Education

103 Lock Six Road

Hartsville, TN 37074

Attendance Taken at 5:58 PM.

Robert Atwood: Present

Deanna Bode: Present

John Kerr: Present

Racheal Petty: Present

Chris Woodard: Present

1. AGENDA:

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

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

1.C. Pledge of Allegiance – Mr. Robert Atwood, Board Member

1.D. Time for Public Comment

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

1.F. Approval of the Agenda for February 20, 2025

Approval of the February 20, 2025, Agenda passed with a motion by Racheal Petty and a second by Chris Woodard.

Chris Woodard: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

2. CONSENT AGENDA:

2.A. Approval of Consent Agenda for February 20, 2025

Approval of the February 20, 2025, Consent Agenda passed with a motion by Robert Atwood and a second by Chris Woodard.

Chris Woodard: Yea

Deanna Bode: Yea

John Kerr: Yea

Racheal Petty: Yea

Robert Atwood: Yea

2.B. Approval of Minutes from January 16, 2025

2.C. Approval of Executive Decision - High School Honor Band Student Fee Request – Attachment A

2.D. Approval of Executive Decision - High School Band Student Fee Request – Attachment B

2.E. Approval of Director of Schools Annual Evaluation 2024-25 – Attachment C

2.F. Approval of Middle School Baseball Fundraiser Request – Attachment D

2.G. Approval of PTO Fundraiser Request – Attachment E

2.H. Approval of High School Football Fundraiser Request – Attachment F

2.I. Approval of FBLA Convention Field Trip & Student Fee Request – Attachment G

2.J. Approval of Senior Class Field Trip Request – Attachment H

2.K. Approval of High School Junk Property Request – Attachment I

2.L. Approval of Policy Revision 5.801 Director of Schools Recruitment and Selection – Attachment J

2.M. Approval of Purchasing Procedure Revision – Attachment K

2.N. Approval of Budget Amendment 141-71100 Regular Instruction Program

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:				
DEBIT EXPENDITURES	71100	Regular Instruction Program		
	163	Educational Assistants		18,000.00
	195	Certified Substitute Teachers		13,500.00
	198	Non-certified Substitute Teachers		9,000.00
GRAND TOTALS				\$40,500.00
Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	71100	Regular Instruction Program		
	189	Other Salaries & Wages		10,500.00
	207	Medical Insurance		30,000.00
GRAND TOTALS				\$40,500.00

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

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	71100	Regular Instruction Program		
	163	Educational Assistants		10,500.00
	449	Textbooks		10,000.00
GRAND TOTALS				\$20,500.00

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	72210	Regular Instruction Program		
	524	In-Service/Staff Development		20,500.00
GRAND TOTALS				\$20,500.00

2.P. Approve Budget Amendment 141-73400 Early Childhood Education

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	71100	Regular Instruction Program		
	722	Regular Instruction Equipment		9,900.00
GRAND TOTALS				\$9,900.00

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	73400	Early Childhood Education Program		
	207	Medical Insurance		9,900.00
GRAND TOTALS				\$9,900.00

2.Q. Approve Budget Amendment 141-71150 Alternative Instruction Program

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	71150	Alternative Instruction Program		
	116	Teachers		500.00
GRAND TOTALS				\$500.00

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	71150	Alternative Instruction Program		
	204	State Retirement		500.00
GRAND TOTALS				\$500.00

2.R. Approve Budget Amendment 141-72120 Health Services

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	72120	Health Services		
	413	Drugs and Medical Supplies		500.00
	429	Instructional Supplies and Materials		500.00
	499	Other Supplies and Materials		3,250.00
	735	Health Equipment		500.00
GRAND TOTALS				\$4,750.00

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	72120	Health Services		
	204	State Retirement		4,000.00
	599	Other Charges		750.00
GRAND TOTALS				\$4,750.00

2.S. Approve Budget Amendment 141-72610 Operation of Plant

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	72610	Operation of Plant		
	166	Custodial Personnel		2,000.00
	415	Electricity		2,000.00
	434	Natural Gas		7,300.00
GRAND TOTALS				\$11,300.00

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	72610	Operation of Plant		
	207	Medical Insurance		3,300.00
	454	Water and Sewer		8,000.00
GRAND TOTALS				\$11,300.00

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

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures. Amendments are to include:

DEBIT EXPENDITURES	76100	Regular Capital Outlay		
	706	Building Construction		100,000.00
GRAND TOTALS				\$100,000.00

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures. Amendments are to include:

CREDIT EXPENDITURES	72620	Maintenance of Plant		
	335	Maintenance and Repair Services - Buildings		100,000.00
GRAND TOTALS				\$100,000.00

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

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	76100	Regular Capital Outlay		
	706	Building Construction		171,300.00
GRAND TOTALS				\$171,300.00

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	76100	Regular Capital Outlay		
	399	Other Contracted Services		155,000.00
	711	Furniture and Fixtures		16,300.00
GRAND TOTALS				\$171,300.00

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

Amend the 2024-25 141 General Purpose School Budget by debiting line item Expenditures.
Amendments are to include:

DEBIT EXPENDITURES	72620	Maintenance of Plant		
	717	Maintenance Equipment		2,245.00
GRAND TOTALS				\$2,245.00

Amend the 2024-25 141 General Purpose School Budget by crediting line item Expenditures.
Amendments are to include:

CREDIT EXPENDITURES	72620	Maintenance of Plant		
	105	Supervisor		2,115.00
	204	State Retirement		130.00
GRAND TOTALS				\$2,245.00

2.W. Approve Budget Amendment 142-73400 Early Childhood Education - Title I

Amend the 2024-25 142 Federal Projects School Budget by debiting line item Expenditures. Amendments are to include:				
		Subfund 102: Title I		
DEBIT EXPENDITURES	71100	Regular Instruction Program		
	722	Instructional Supplies and Materials		1,500.00
GRAND TOTALS				\$1,500.00
Amend the 2024-25 142 Federal Projects School Budget by crediting line item Expenditures. Amendments are to include:				
CREDIT EXPENDITURES	73400	Early Childhood Education		
	429	Instructional Supplies and Materials		1,000.00
	499	Other Supplies & Materials		500.00
GRAND TOTALS				\$1,500.00

3. SCHOOL DISTRICT HIGHLIGHTS:

4. PRINCIPALS' REPORTS:

4.A. Trousedale County Elementary School – Ms. Badru stated that the school had recently completed both its' Q2 benchmark and AIMS-Web benchmark assessments. She emphasized that the school was sending notices to all 3rd grade parents whose students could possibly be at risk of being retained to the TN Literacy Success Act. She also stated that the school was still combatting a lot of student illness. Ms. Badru concluded by highlighting the school being featured in the most recent TNTP research - The Opportunity Makers, resulting in many schools contacting the school through phone calls and school visits.

4.B. Jim Satterfield Middle School – Mr. Gulley provided the Board with some interesting student absentee data, noting that the school is only averaging 21 student absentees per day; however, the school has experienced a total of 548 absences to date and the negative effects that student absences have upon learning. He stated the school is beginning to implement its' intervention called "coach time" in preparation for TCAP assessments in the spring. He stated that midgrade reports would be sent home to families on February 12. He concluded that the school is also preparing to send out parent-teacher conference notices to families and how the honest, face-to-face conversations help support student achievement.

4.C. Trousedale County High School – Mr. McCall highlighted the girls' basketball team which has accomplished its first 20-game winning season since the early 1960's when Jim Satterfield was the girl's coach. He said the team finished in a three-way tie for first place in the district but was seated 3rd in the tournament due to a blind draw tie breaker. He stated that Braylee Potts reached the 1,000-point milestone and that she will be attending Pellissippi State Community College on a basketball scholarship next season.

4.D. Student School Board Representative – Ms. Elizabeth Denning and Ms. Hanna Tucker updated the Board about the upcoming district basketball tournament that will be held at White House Heritage High School. She informed the Board that Honor, Scholar, and Outstanding Seniors have been announced and that the school will be holding an event for seniors and their parents in March. She stated that the nursing students are preparing for clinicals, the FBLA is conducting a yard sale fundraiser, and the 11th grade ACT will be on March 18.

5. DIRECTORS' REPORT:

5.A. Employment Notifications

Dies, Lindsie	Summer Learning Camp, Principal
Hale, Jessica	Middle School CDC Educational Assistant
Hull, Justin	Volunteer Coach, Middle School Baseball
Miller, Micah	Saturday School Detention
Rivers, Scott	Substitute Teacher
Schmittou, Caleb	Summer Learning Camp, Principal
Winfree, Sandra	Elementary School, AfterSchool Detention

5.B. Academic and Goal Updates – Dr. Satterfield stated that student enrollment is presently the same as last year with 1,374 students enrolled in grades K-12. He stated that the third and final benchmark window will be March 10 – 14, noting that the schools and the school district are already making plans for Parent-Teacher Conferences that will be held on March 20 from 1:00 to 8:00 PM. He reminded everyone that spring break is March 21 -28 with the TCAP window being from April 14 through May 6. Dr. Satterfield reminded families to save the dates of June 2 -27 for summer learning camp and that the online registration window is now open through March 7. He concluded by reminding families that May 20 and 21 are examination days with the final day of school being May 21 and that the district still has 4 inclement weather or stockpile days remaining.

5.C. Project Updates – Dr. Satterfield stated that two leaks have been identified at the elementary school for which the final roof payment has been withheld until A-Lert can identify and fix the leaks. He stated that the new field house has passed the foundation wall stress test; however, there has been a lot of rain that has held up a large majority of the construction at the present time. He concluded by stating that the ceiling joists have been delivered and the brick has been ordered.

6. OLD BUSINESS

7. NEW BUSINESS:

7.A Resolution Requirement for Education Freedom Act Teacher Bonuses

A RESOLUTION BY THE TROUSDALE COUNTY BOARD OF EDUCATION

WHEREAS, the Trousdale County Board of Education is charged with governing the school system so that all students receive the best educational opportunities in order to graduate prepared to enter a postsecondary institution or the workforce; and

WHEREAS, the Tennessee General Assembly passed the “Education Freedom Act of 2025” during the first Extraordinary Session of the 114th General Assembly; and

WHEREAS, this Act includes a provision providing one-time bonuses of no less than \$2,000 to public school teachers in the state; and

WHEREAS, section four (4) of the “Education Freedom Act of 2025” requires that a local board of education for an LEA seeking to participate in section four (4) of the proposed act must affirm its intention to participate via a resolution in order to receive state funds to issue these bonuses;

THEREFORE, BE IT RESOLVED, That the Trousdale County Board of Education affirms its intention to participate in Section four (4) of the “Education Freedom Act of 2025,” relative to bonuses for teachers.

Motion to approve the Education Freedom Act Resolution for all 2014-25 teachers (defined by TCA 49-3-104) to receive the one-time bonus from the Department of Education, passed with a motion by Racheal Petty and a second by Chris Woodard.

Chris Woodard: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Yea
Robert Atwood: Yea

7.B. High School Softball Field Trip and Student Fee Request – Revision – Attachment L

After a lengthy discussion, the high school softball field trip to Gulf Shores Alabama that was originally approved in November was denied when the field trip request was resubmitted in February requesting to use personal vehicles instead of the original request to use a school bus. The trip request was denied with a motion by Robert Atwood and a second by Racheal Petty.

Chris Woodard: Nay
Deanna Bode: Yea
John Kerr: Nay
Racheal Petty: Yea
Robert Atwood: Yea

7.C. New Director of Schools Selection Timeline

Five optional plans developed from the February work session were presented to the Board for consideration.

Plan A with an onboarding date of July 7, 2025 was made by Racheal Petty but failed for a lack of a second.

The Plan D selection timeline (below) with an on-boarding date of October 6, 2025 passed with a motion by John Kerr and a second by Deanna Bode.

Chris Woodard: Yea
Deanna Bode: Yea
John Kerr: Yea
Racheal Petty: Nay
Robert Atwood: Nay

Plan D timeline:

- Posting: June 30 – August 4
- Application Window: August 4 – 29
- Application Deadline: August 29
- Interview Window: September 1 – 12
- Selection: September Regular Meeting
- Contract Negotiations: September 19
- New Director Onboarding Begins: October 6
- New Director Official Start Date: January 1, 2026

8. ACCOUNT ANALYSIS:

9. VENDOR CHECKS:

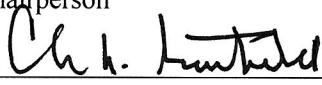
10. EXPENDITURES & ENCUMBRANCES:

11. ADJOURN:

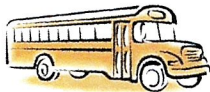
Motion to Adjourn passed with a motion by Robert Atwood and a second by John Kerr.

Chris Woodard: 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: APSU HONOR BAND

Address: CLARKSVILLE, TN

Date(s) of Event: FEBRUARY 20, 21, & 22

Approximate Mileage: 120 (round trip) Student Fee: \$ 45.00

Group Attending: TCHS HONOR BAND Approximate #: 6

Teacher(s) in Charge: JOINES

Departure Time: 3 THURSDAY Return Time: 11PM THURSDAY & FRIDAY, 7PM SAT

How will students benefit from this trip? STUDENTS IN THE HONOR BAND WILL BE
EXPOSED TO MUCH MORE CHALLENGING MUSIC THAN WE CAN PROVIDE HERE,
AND ALLOW THEM TO WORK IN A LARGE BAND. GIVES THEM SCHOLARSHIP EXPOSURE.

Lunch details: WE WILL EAT ON CAMPUS AND OFF CAMPUS DURING THE EVENT.

Parents or Chaperones: NONE

Non-participating students or classes will N/A

IF A STUDENT CANNOT PAY, THE DIRECTOR OR BOOSTERS WILL PAY THE FEE.

For Central Office Use Only

Principal's Signature

Director's Signature

1/17/25
Date

Date

Transportation Director's Signature

Date

Assigned Bus Driver(s): _____



Trousdale County Schools Request for School Trip

Attachment B

(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: NASHVILLE ZOO

Address: 3777 Nolensville Pike Nashville, TN 37211

Date(s) of Event: SATURDAY, FEBRUARY 1

Approximate Mileage: 100 (round trip) Student Fee: \$ 20.00

Group Attending: CONCERT BAND Approximate #: 20

Teacher(s) in Charge: JOINES & PAXTON

Departure Time: 3:30 p.m. Return Time: 10:00p.m.

How will students benefit from this trip? THIS IS A REWARD TRIP THAT WILL EDUCATE
STUDENTSON THE BIODIVERSITY OF THE EARTH.

Lunch details: THEY WILL EAT AT THE ZOO IF THEY WANT TO

Parents or Chaperones: SOME PARENTS MAY CHOOSE TO ATTEND, BUT NO CHAPERONES

Non-participating students or classes will N/A

For Central Office Use Only

[Signature]
Principal's Signature

1-28-24
Date

Ch. [Signature]
Director's Signature

1/30/25
Date

[Signature]
Transportation Director's Signature

1-30-25
Date

Assigned Bus Driver(s): Steve Paxton

2024-25 Director's Evaluation Survey									
Q1	Keeps all board members informed on issues, needs, and operation of the school system.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	1	0	3	1	3.8			
Q2	Supports board policy and actions to the public and staff.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	0	2	2	1	3.8			
Q3	Has a harmonious relationship with the board.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	0	3	1	1	3.6			
Q4	Upon request, provides clear explanations of alternatives for recommendations.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	1	1	2	1	3.6			
Q5	Works toward creating and maintaining a high degree of understanding and respect between staff and the board.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	0	2	0	3	4.2			
Q6	Advises the board on need for new or revised policies.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	0	2	0	3	4.2			
Q7	Refrains from criticizing the board or members of the board.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	0	1	2	2	4.2			
Q8	Exercises good judgment and objectivity in making recommendations.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	0	3	0	2	3.8			
Q9	Offers professional advice to the board on items requiring board action, with appropriate recommendations based on thorough study and analysis.								
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average			
	0	0	3	0	2	3.8			

Q10	Understands and executes the intent of board policy.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	0	3	1	1	3.6				
Q11	Seeks and accepts constructive criticism of his work.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	0	4	0	1	3.4				
Q12	Keeps board informed on employment, promotion, and dismissal of personnel.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	0	3	1	1	3.6				
Q13	Is an effective spokesman for the school system.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	0	2	1	2	4				
Q14	Is respected and supported by the community in conducting the operation of the schools.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	1	3	0	1	3.2				
Q15	Builds public support for the school district.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	1	1	1	2	3.8				
Q16	Defends principals in the face of pressure or partisan influence.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	0	3	1	1	3.6				
Q17	Develops cooperative relationships with the news media.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	0	4	0	1	3.4				
Q18	Participates actively in community life and events.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations	Weighted Average				
	0	1	3	0	1	3.2				

Q19	Achieves status as a community leader in public education.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	0	2	2	1							3.8
Q20	Works effectively with public and private agencies.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	0	4	0	1							3.4
Q21	Establishes strong relationships with public and private agencies.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	0	4	0	1							3.4
Q22	Develops good staff morale and loyalty to the school system.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	1	3	0	1							3.2
Q23	Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	1	3	0	1							3.2
Q24	Delegates authority to supervisors appropriate to the position each holds.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	1	3	0	1							3.2
Q25	Recruits and assigns the best available personnel.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	2	1	1	1							3.2
Q26	Represents the best interests of the board in working with teachers and their organization.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	0	3	1	1							3.6
Q27	Solicits input from staff in planning.											
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations							
	0	1	2	1	1							3.4

Q37	Creates an environment which encourages staff to constantly strive for improvement.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	1	3	0	1					3.2
Q38	Incorporates technology as a teaching-learning strategy.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	1	2	1	1					3.4
Q39	Encourages staff to be innovative in problem-solving.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	1	3	0	1					3.2
Q40	Has an understanding of the needs of the school program, plant, facilities, equipment, supplies, and the budget required.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	0	2	1	2					4
Q41	Supervises operations, insisting on competent and efficient performance.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	0	2	1	2					4
Q42	Ensures that funds are spent wisely, and adequate control and accounting are maintained.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	1	2	0	2					3.6
Q43	Works effectively with board, staff, and community to develop both long and short range strategic plans.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	0	3	0	2					3.8
Q44	Keeps board and community informed on progress towards short and long range plans.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	1	2	0	2					3.6
Q45	Personally involved in academic planning of strategies goals, and projected student outcomes.									
	Significantly Below Expectations	Below Expectations	At Expectations	Above Expectations	Significantly Above Expectations					
	0	0	3	0	2					3.8
										Weighted Average
										3.64



Trousdale County Schools Request for Fundraising Activity

Attachment D

School: ☐ TCES

☒ JSMS

☐ TCHS

Student Group/Activity: JSMS Baseball Calendar Fundraiser

Net Amount Expected/Goal: \$300-\$496 per kid 18 kids = 5,400 – 9,000

Specific Purpose of the Fundraiser:

Purpose of the fundraiser is to buy Jerseys, Baseballs, Hats, Equipment, and any necessities the baseball team would need.

Specific Use of the Funds Acquired:

Jerseys, Hats, Baseballs, Sweats, and equipment.

Describe how students will be involved in the fundraising activity:

Student will receive a monthly calendar of March which has 31 days in it. Each player will look for a sponsor for each day. If the student completes the calendar it will raise \$496. Example, if you sponsor them for march 19th then that person will give them \$19.

Sponsor's Signature

Date

1/27/25

Principal's Signature

Date

2/21/25

Director's Signature

Date

Board Approved:

2/20/25



Trousdale County Schools Request for Fundraising Activity

School: ☒ TCES ☒ JSMS ☐ TCHS

Student Group/Activity: TC PTO Fundraiser
Back to School Supply Kits Fundraiser

* Pre-order sales to begin May 2024 on our Facebook page w/ pick up Sunday before school starts.

Net Amount Expected/Goal: \$500⁰⁰

Specific Purpose of the Fundraiser:

The PTO is going to sell back to school supply kits to help take the burden off of parents having to purchase school supplies. We did this 2 years in a row and have great feedback.

Specific Use of the Funds Acquired:

Funds from this fundraiser will be used to help our teachers get their supply lists stocked.

Describe how students will be involved in the fundraising activity:

N/A. NO students required to do this fundraiser. We will ensure supply kits are latest and greatest from the schools.

Nancy Wibel
Sponsor's Signature

1/16/2025
Date

N/A Because no school involvement
Principal's Signature

N/A
Date

Chh. Smith
Director's Signature

2/21/25
Date

Board Approved: 2/20/25



Trousdale County Schools Request for Fundraising Activity

Attachment F

School: ☐TCES ☐JSMS ☐TCHS

Student Group/Activity: TCHS Football Lift-A-Thon April 18th

Net Amount Expected/Goal: \$2,000

Specific Purpose of the Fundraiser:

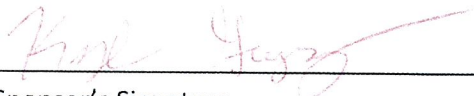
To raise funds for the upcoming season

Specific Use of the Funds Acquired:

To buy new equipment for the football team

Describe how students will be involved in the fundraising activity:

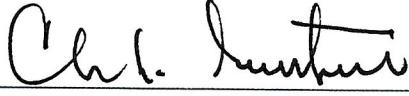
Students will be lifting/maxing out on 3 lifts in order to make money


Sponsor's Signature

Date

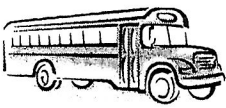

Principal's Signature

Date


Director's Signature

Date 2/21/25

Board Approved: 2/20/25



Trousdale County Schools Request for School Trip

Attachment G

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

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

Transportation Requested: ☒ Bus ⁽¹⁾ ☒ Van ⁽¹⁾ ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided)

Destination: Chattanooga Convention Center

Address: 1 Carter Plaza, Chattanooga, TN 37402

Date(s) of Event: April 6th - 9th

Approximate Mileage: ~300 (round trip) Student Fee: \$ 75 (registration)

Group Attending: FBLA Approximate #: 15

Teacher(s) in Charge: Chelsey Hough, Courtney Gallaway, ^{CS} Caleb Schmittou

Departure Time: ~4:00 pm 4/6 Return Time: ~2:30 April 9th

How will students benefit from this trip? This trip brings together student members with industry, post-secondary, and community leaders to develop knowledge and skills for college + careers. It includes competitive events, leadership training, social events, and award sessions.

Lunch details: Students will be responsible for lunch.

Parents or Chaperones: _____

Non-participating students or classes will have a substitute paid for by FBLA.

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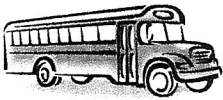
[Signature]
Principal's Signature

2-7-25
Date

[Signature]
Director's Signature
[Signature]
Transportation Director's Signature

2-12-2025
Date

Assigned Bus Driver(s): Don Robinson



Attachment H

**Trousdale County Schools
Request for School Trip**

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

Ticket Cost - approx 2800
Charter Bus approx 3,000
\$ 5,800School: ☐ TCES ☐ JSMS ☒ TCHS ☐ Other: _____
(Please specify) approx \$3,000Transportation Requested: ☐ Bus ☐ Van ☐ Car ☐ None
(Please indicate # of vehicles needed in boxes provided) Charter Bus paid for with c/o 2025 fundsDestination: DollywoodAddress: 2700 Dollywood Park Blvd Pigeon Forge TNDate(s) of Event: May 14th, 19th, 20th or 21st (MAY 12th) 37863Approximate Mileage: 374 (round trip) Student Fee: \$ 0 * \$40 ticket paid for with c/o 2025 fundsGroup Attending: C/O 2025 Approximate #: 70Teacher(s) in Charge: Heather Smith, Katie McCall, Caleb Schmittou, Julie StaffordDeparture Time: 05:30 am Return Time: 7:30 pm

How will students benefit from this trip? This trip is a reward for good attendance + behavior + hard work for 4 years at TCHS. This will also act as an incentive for future classes to raise money through working concessions and other events.

Lunch details: Lunch is provided with the ticket price.

Parents or Chaperones: Senior Sponsors listed aboveNon-participating students or classes will Remain at school and be divided up among teachers.

For Central Office Use Only

[Signature]
Principal's Signature
[Signature]
Director's Signature

Date
2/21/25

Date

Transportation Director's Signature_____
DateAssigned Bus Driver(s): N/A

TCHS Junk Property List (Dec 24)

Items	#
30	Chairs (Auditorium and Teacher Lounge)
1	Couch
1	*Coffee Table
1	Small Rolling Desk
1	*Burgundy Wingback Chair
6	Bench Chairs (Basketball)
1	Small TV

All items are on the trailer at the bus garage besides those with an asterisk, which are still in Ag Shop.

Trousdale County Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 02/20/25
		Rescinds: 5.801	Issued: 04/10/08

When a vacancy occurs, the appointment of a director of schools is a function of the Board.¹ The Board is responsible for finding the person it believes can most effectively translate into action the policies of the Board and the goals of the community and the professional staff.

The Board may employ a consultant to advise and assist the Board in the search and selection process. However, final selection shall rest with the Board after a thorough consideration of qualified applicants. An interim director of schools appointed during the time of a search shall not become a candidate unless the Board expressly permits such inclusion in the selection procedures. A board member may not apply for or in any other way be considered for the position of director of schools.²

Prior to conducting a search to fill the position, the Board may initially develop the following:³

- A job description
- A timeline
- A process for accepting and reviewing applications
- Selection procedures which shall include, but not be limited to, the following:

1. The Board may invite the community, board employees, various staff, and community groups to participate in the process of selecting a director of schools. Resumes of persons interviewed by the Board shall be available in the central office for public inspection.
2. Candidates shall be interviewed by the Board in an open session. Only board members will be allowed to ask questions during the interview.
3. The Board shall attempt to select a director by a majority vote of the membership of the Board.

Legal References

1. [TCA 49-2-203\(a\)\(13\)](#)
2. [TCA 49-2-203\(a\)\(1\)\(D\)](#)
3. [TCA 49-2-203\(a\)\(13\)\(B\)](#)

Procedure

Trousdale County Board of Education

Procedure: Purchasing - Procurement System

Descriptor Code: Adm. Procedure 2.805.3, Purchasing - Procurement System

Requisitions and purchase orders are the procurement documents used for all purchased items less than \$25,000 including consulting and similar services. Both purchase order and requisition forms are used and paper copies of documents are kept by each federal program supervisor. All documents are numbered, and a document log is maintained by the finance supervisor.

The following information is kept on purchase orders and requisitions:

1. Requisitioner Name
2. Vendor Name
3. How order is mailed or placed
4. Quantity, description of services to be performed, price and shipping costs of items
5. Account Code, Type of account, & Project Name to be completed by supervisor/program supervisor
6. Signature of principal/teacher, finance supervisor and director of schools on Purchase Requisitions. Signature of program director and director of schools on purchase orders
7. Location of where services will be performed or goods delivered
8. The appropriate dates of service.

Purchases up to \$25,000

Program supervisors, school principals, or teachers with principal approval may request a purchase order. If the request is generated outside the central office, a purchase requisition must first be completed and signed by the finance supervisor and the Director of Schools. Purchase orders must be signed by federal program supervisor and the Director of Schools. Once the Purchase Requisition is approved, a Purchase Order is issued by the Finance supervisor, which must be signed by both the program director and the director of schools. Once signed, the Purchase Order is returned to the Finance supervisor who forwards the Purchase Order number to the requisitioner or procurement officer for order placement. A price analysis or independent estimate of cost is made when possible, especially with large cost items. With the exception of professional services or emergency purchases, purchases originating outside the Central Office of \$500 up to \$25,000 must be based upon competitive pricing and/or at least three (3) competitive bids if required. Purchases originating from the Central Office of \$5,000 up to \$25,000 must be based upon competitive pricing and/or at least 3 competitive bids if required. Purchase orders and requisitions are not requested until the bid process is complete. Records and all documentation are kept in files of the Program Director as well as in files of the district bookkeeper.

Purchases over \$25,000

Procurements of purchases over \$25,000 shall be based on at least three competitive bids when possible. A solicitation for bids must be placed in the local newspaper. The Director of Schools receives written

bids in sealed envelopes to be opened during a formal bid opening. Sealed bids must be time and date stamped when received. Bidders must be licensed and bonded. Purchase orders and requisitions are not requested until the bidding process is complete. Records and all documentation are kept in files of the program supervisor as well as in files of the finance supervisor.

Once the order has been placed, the purchase order is forwarded to accounts payable. Once the product and/or service is received, a packing slip is signed by the receiving party to validate that all items and/or services has been received/performed and also forwarded to accounts payable. All warrants are signed by both the Chairman of the Board and Director of Schools. The receiving documents, invoices, and copy of warrant and any other pertinent documentation is stapled to the purchase order and filed by vendor and fiscal year. Prior to warrants being mailed, a final review is performed by the finance supervisor to ensure that all applicable documentation is in place to substantiate the payment. The finance supervisor logs each warrant along with amount and description of payment in a spreadsheet that is placed as an agenda item on each monthly board meeting and is approved as such.

Trousdale County Schools

Request for School Trip

Attachment L

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

School: **TCHS** Other: _____ (Please specify)

Transportation Requested: **None**

Destination: **Gulf Shores, Alabama**

Address: **9300 Champions Way, Daphne, AL**

Date(s) of Event: **3-24---3-27**

Approximate Mileage: **860 (round trip)** Student Fee: **Hotel Fees**

Group Attending: **TCHS Softball** Approximate #: **20**

Teacher(s) in Charge: **Link, Sweeney, McCall**

Departure Time: **6:00 Am** Return Time: **8:00pm**

How_will_students-benefit_from_this_trip?

CharacterBuilding,TeamBuilding,LeadershipDevelopment

Parents or Chaperones: **4+Chaperones** **8+Parents**

NOTE:**Parents_will_be_driving_on_this_trip.**

Any_students_not_riding_with_their_parents_will_sign_release_waviers_provided_by_TCHS.

For Central Office Use Only

Principal's Signature Date

Director's Signature Date