

**RUTHERFORD COUNTY SCHOOL SYSTEM**

**2240 Southpark Drive  
Murfreesboro, TN 37128**

**July 24, 2025**

**6:30 PM**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE/PRAYER**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF THE CONSENT AGENDA**
  - A. Minutes:**
  - B. Bids:**
  - C. Nepotism:**
  - D. Use of Facilities:**
  - E. Non-Faculty Volunteer Coaches:**

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

**The following non-faculty volunteer coach is for the 2025-2026 school year:**

- F. Salary Supplements and Contract Payments:**
- 5. PUBLIC COMMENTS\***
- 6. FEDERAL FUNDING UPDATES**
  - A. ATLAS Liaison
  - B. Title III Positions
- 7. INSTRUCTION**
  - A. Rocketship TN #4 Application
  - B. NOVUS Smart Academy (K-8) Application
  - C. ISM Grant Funds
  - D. Governor's Early Literacy Foundation
  - E. The Carl D. Perkins Basic Grant
  - F. The Carl D. Perkins Reserve Grant
- 8. SPECIAL EDUCATION**
  - A. Updated Job Description for Speech Language Pathologist
  - B. Updated Job Description for General Education Student Services Specialist
- 9. HUMAN RESOURCES**
  - A. Perry Weather
- 10. LEGAL**
  - A. 2025-2026 Approved Fees
  - B. Records Clerk Job Description
  - C. Campus School Agreement
  - D. Policy Adoption - First and Final Reading
- 11. ENGINEERING AND CONSTRUCTION**
  - A. Oakland Middle School Concrete Pad
  - B. Daniel McKee Cafeteria Mural

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- C. Poplar Hill Elementary and CUD Cost Reimbursement
- D. Energy Efficient Lighting Program
- 12. **FINANCIAL MATTERS**
  - A. Updated job description for ISA Accountant
  - B. Updated Job Description for Payroll Accounting Specialist I
  - C. Updated Job Description for Payroll Accounting Specialist II
- 13. **SMYRNA HIGH SCHOOL AND DUNKIN DONUTS**
  - A. Sponsorship Proposal between Dunkin Donuts and Smyrna High School
- 14. **BOARD MEMBER DISCUSSION**
- 15. **FINANCIAL REPORT**
- 16. **DIRECTOR'S UPDATE**
- 17. **GENERAL DISCUSSION**
- 18. **ADJOURNMENT**

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

**MINUTES OF JUNE 12, 2025**

**Board Members Present**

Claire Maxwell, Board Chair  
Frances Rosales, Vice-Chair  
Caleb Tidwell  
Katie Darby  
Tammy Sharp  
Butch Vaughn  
Stan Vaught  
Dr. James Sullivan, Director of Schools

**1. CALL TO ORDER**

The Board Chair Claire Maxwell called the meeting to order at 5:30 P.M.

**2. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE/PRAYER**

*We will be opening the meeting with a brief moment of silence or prayer and the pledge of allegiance to the United States flag. No one is required to participate or be present for any of these and being in this portion of the meeting is completely voluntary.*

Board Member Butch Vaughn opened the meeting in prayer and led the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the agenda as presented.**

**Vote: All yes**  
**Motion passes.**

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

**A. Minutes:** Board Meeting Minutes, June 5, 2025

**B. Bids:** Bid #3810 – Roof Repair (Blackman High School)

**Request to Purchase:** Rutherford County Special Education Department requests an extended contract for the following: Certified Lead Special Education Teacher, Certified Split Lead Special Education Teacher, Special Education Homebound Teachers, and Classified RBT or BEA Additional Hours for Bus Behavior Support for 2025-2026 school year.

Rutherford County Special Education Department requests to renew CentralReach CR LiftEd program for 2025-2026 school year.

Rutherford County Special Education Department requests to renew with High Road School of Nashville for the 2025-2026 school year.

Rutherford County Board of Education request to use Sumner County Board of Education RFP #20240924 for HVAC Equipment, Installation, and Service.

Curriculum and Instruction would like to purchase I-Ready Math Curriculum for all K-5 elementary schools at a cost of \$373,645.75. All to be funded through General Purpose Fund.

Rutherford County Virtual School would like to renew the Pearson Online & Blended Learning K-12 Virtual Learning Program for the 2025-2026 school year. All to be funded through General Purpose Fund.

Rutherford County Schools would like to contract with City Auto Sales, LLC for their donation of two Mitsubishi cars for our Driver’s Education program. One vehicle will be for Holloway High School and the second vehicle will go to Central Magnet School. Rutherford County Schools agrees to uphold the contract agreement stating that the vehicles will not exceed 100 miles per day. This is a donation and will be no charge to Rutherford County Schools.

**C. Nepotism:** Jennifer Nolan – SPED Inclusion – John Colemon Elementary  
Jennifer Sykes – Teacher – Siegel High School

**D. Use of Facilities:**

**FACILITIES USE**

6/12/2025

**Fees**

Barfield Elementary	Shree Swaminarayan Temple & cultural center, event, parking lot, 7/2/2025 – 7/5/2025, \$50 per hour
Christiana Middle	Believers Faith Fellowship, church service, auditorium & cafeteria, 8/3/25 – 6/28/26, \$415
Oakland High	Near Post, LLC, soccer program, stadium, 9/6/25 – 6/30/26, \$115 per hour
Rockvale High	Music City Drum Corps, housing & rehearsal, classrooms, gym & stadium, 7/23/25 – 7/25/25, \$3530

**No Fees**

Blackman High	Blackman Youth Football and Cheer, practice, stadium & outside building, 7/14/25 – 11/22/25, no fees
Oakland High	Girl Scouts of Middle TN, meeting, cafeteria, 9/2/25, no fees
Rockvale High	Junior Rockets Wrestling Club, gym, 8/1/25 – 3/31/26, no fees, *In-Kind Agreement
Rockvale High	Rockvale Youth Football and Cheer, practice & games, sports field, 6/16/2025 – 6/15/2026, no fees, *In-Kind Agreement

Note: Facility use prior to 6/12/25 has been granted pending Board action. A certificate of insurance with \$2,000,000.00 limits (\$1,000,000.00 if approved) is required by each user. Each group must forward any renewals of insurance to the Board on time; otherwise, approval is terminated at the end of the policy period. **All approvals are for no more than a 1-year period.**

**E. Non-Faculty Volunteer Coaches:**

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

**The following non-faculty volunteer coach is for the 2025-2026 school year:**

<b>NAME</b>	<b>SCHOOL</b>	<b>SPORT</b>
Gibson, Hannah	Eagleville School	Band
Guthier, Olivia	Eagleville School	Band
Hurst, Alayna	Eagleville School	Band
Seely, Viktor	Eagleville School	Band
Bjork, Benjamin	Riverdale High School	Band
Craig, Jakayla	Riverdale High School	Band
Creighton, Shawn	Riverdale High School	Band
Friedman, Noah	Riverdale High School	Band
Friedman, Rachel	Riverdale High School	Band

George, Michael	Riverdale High School	Band
O'Neal, Nathaniel	Riverdale High School	Band
Sharpe, Wilson	Riverdale High School	Band
Moore, William	Rock Springs Middle School	Band
Alford, Jackson	Rockvale High School	Band
Easley, Benjamin	Rockvale High School	Band
Fernekes, Emmett	Siegel High School	Band
Murphy, Rebecca	Siegel High School	Band
Rattanaovong, Benjamin	Siegel High School	Band
Smith, Erich	Siegel High School	Band
Trauscht, Riley	Siegel High School	Band
Deason, Darryl	Siegel High School	Choir
Gregory, Philip	Siegel High School	Choir
Griffin, Brittany	Siegel High School	Choir
McCormick-Melberg, Kasey	Siegel High School	Choir
Shearron, Donna	Siegel High School	Choir
Blankenship, Hannah	Stewarts Creek High School	Theatre
Johnson, Tara	Stewarts Creek Middle School	Band
Easley, Benjamin	Stewarts Creek High School	Band
Judy, Alice	Stewarts Creek High School	Band
Marlow, Jacob	Stewarts Creek High School	Band
Mondak, Christopher	Stewarts Creek High School	Band
Moore, William	Stewarts Creek High School	Band
Morgan, Stephen	Stewarts Creek High School	Band

Stanley, Landon	Stewarts Creek High School	Band
Trauscht, Riley	Stewarts Creek High School	Band
Zimmerer, Jennifer	Stewarts Creek High School	Band
Bonds, Rodney	Christiana Middle	Boys/Girls Basketball
Davenport, Gus	Blackman High	Boys Basketball
Flynn, Steelton	Blackman High	Track
Head, Lauren	Blackman High	Golf
Maslak, Raymond	Blackman High	JROTC
Pringle, Macie	Blackman High	Volleyball
Rice, Wilson	Blackman High	JROTC
Selvidge, Jeremy	Blackman High	Cross Country/Track
Denney, Tim	Central Magnet	MS Softball
Hedrick, Logan	Christiana Middle	Baseball
Hurter, Erik	Eagleville	Football
Thompson, Gretchen	Eagleville	Volleyball
Beverly, Trevor	Oakland High	Wrestling
Herbert, Bryant	Oakland High	Boys Basketball
Logoleo, Erika Avei	Oakland High	Volleyball
Alford, Kaylee	Oakland Middle	Dance
Hughes, Tahj	Oakland Middle	Football
Humphrey, Nicholas	Oakland Middle	Cross Country
Myers, Xavier	Oakland Middle	Football
Ribar, Alexa	Oakland Middle	Swimming
Wrather, Anna	Oakland Middle	Dance

Zack, Christopher	Oakland Middle	Wrestling
Clark, Amanda	Riverdale High	Cross Country
Golden, Chris	Riverdale High	Softball
Hodges, Chase	Riverdale High	Wrestling
Husk, Judith	Riverdale High	Wrestling
Peoples, Quintarius	Riverdale High	Football/Track
Williams, Sydney	Riverdale High	Softball
McHenry, Joe	Rockvale High	Softball
Montgomery, Tyler	Rockvale High	Swimming
Ott, Brooklynn	Rockvale High	Softball
Pawlowski, Lance	Rockvale High	Football
Sharif, Haneef	Rockvale High	Track
Vinson, Chad	Rockvale High	Boys Basketball
Griffin, Gerald	Rockvale Middle	Football/Track/GBK
Hudson, Quincy	Rockvale Middle	Football
Manning, Kaylyn	Rockvale Middle	Cheer
McNulty, Kevin	Rockvale Middle	Tennis
Moore, Sydney	Siegel High	Volleyball
Watts, Joseph	Siegel High	Football
Geter, Tevin	Smyrna High	Football
Meglis, Joshua	Smyrna High	Football
Smith, DeShawn	Smyrna High	Football
Tigg, Jason	Smyrna High	Football
Allen, Mike	Smyrna Middle	Football

Trubee, Samuel	Smyrna Middle	Football
Syler, Ethan	Stewarts Creek High	Wrestling
Walker, Brent	Stewarts Creek High	Cross Country/Track
Anderson, Erin	Thurman Francis	Volleyball
Pring, Michael	Thurman Francis	Tennis
Zurawski, Jeremy	Thurman Francis	Tennis
White, Reginald	Whitworth Buchanan	Football

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

<b>Name-Certified</b>	<b>NTE Amt.</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Michael Harris	\$1,200.00	Blackman High School	School Funds - Field Maintenance	Mowing and Tree Limb Removal
Caleb Littleton	\$7,500.00	Riverdale High School	School funds - band	Percussion Instruction - marching & concert band. Band camp & marching season. Percussion Ensemble & Concert Band
Nicholas Efstathioo	\$2,000.00	Riverdale High School	School funds - band	Band Camp, Music Arrangements, Summer Rehearsals
Brent Whitlock	\$5,000.00	Riverdale High School	School Funds - Various	Bus Driving
Robert Staats	\$3,000.00	Riverdale High School	School Funds - Various	Bus Driving
James Nelson	\$2,000.00	Rockvale High School	School Funds - Track	Track Coach
Christopher Stephenson	\$1,500.00	Rocky Fork Middle	Athletic Funds	Maintaining all outdoor sports facilities
Craig Reavis	\$5,000.00	Siegel High	School Funds - Baseball	Facility, Maintenance, & Tournament Director 25-26 School Year
Casey Adams	\$1,000.00	Smyrna High School	School Funds - Soccer	Field Maintenance for Soccer Field
Thomas Chestnut	\$6,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Tuba Coaching

Allison Mader	\$7,500.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Color Guard Instruction
Alexis Yatuzis-Derryberry	\$2,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Summer & Winter Band Camps
Nicollette Lyons	\$2,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Summer & Winter Band Camps
Brittany Jerrell	\$2,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Summer & Winter Band Camps
Elijah Gilmore	\$2,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Summer & Winter Band Camps
Michael Chester	\$6,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Summer & Winter Band Camps
Debra Burton	\$6,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Summer & Winter Band Camps
<b>Name-Non-Faculty</b>	<b>NTE Amt.</b>	<b>School</b>	<b>Funded By</b>	<b>Description</b>
Macie Pringle	\$4,000.00	Blackman High School	School Funds - Volleyball	Organization & running several volleyball camps for kids
Andrew Arnold	\$1,200.00	Central Magnet	School Funds - Baseball	JV Baseball Coach
Abraham Scraggins	\$2,000.00	Central Magnet	School Funds Baseball	Assistant Soccer Coach
Evan Keegan	\$1,200.00	Central Magnet	School Funds - Swim	Assistant Swim Coach
Hannah Gibson	\$800.00	Eagleville School	School Funds - Band	Marching Band Instruction
Hannah Gibson	\$25 per half hour lesson	Eagleville School	School Funds - Band	Brass Lessons
Alayna Hurst	\$3,250.00	Eagleville School	School Funds - Band	Marching Band Instruction
Alayna Hurst	\$2,250.00	Eagleville School	School Funds - Band	Winter Guard Instruction
Viktor Seely	\$3,000.00	Eagleville School	School Funds - Band	Marching Band Instruction
Olivia Guthier	\$300.00	Eagleville School	School Funds - Band	Marching Band Instruction
Aidan Amphonephong	\$2,800.00	Eagleville School	School Funds - Band	Percussion Instruction

Rosa Palacios	\$1,000.00	Eagleville School	School Funds - Band	Instruction at Band Camp
Nathaniel O'Neal	\$4,000.00	Riverdale High School	Riverdale Band Boosters	Band Camp, Marching Instruction, Assisting with Percussion Rehearsals & Performances
Benjamin Bjork	\$600.00	Riverdale High School	Riverdale Band Boosters	Marching Band Instruction, assist with learning of marching drill and music
Benjamin Bjork	\$25 per lesson	Riverdale High School	School Funds - Band	Private lessons, saxophone/woodwind instruction
Wilson Sharpe	\$25 per lesson	Riverdale High School	School Funds - Band	Woodwind Lessons
Rachel Friedman	\$25 per lesson	Riverdale High School	School Funds - Band	Private Lessons
Rachel Friedman	\$4,000.00	Riverdale High School	Riverdale Band Boosters	Marching Instruction
Noah Friedman	\$25 per lesson	Riverdale High School	School Funds - Band	Private Lessons
Noah Friedman	\$4,000.00	Riverdale High School	Riverdale Band Boosters	Marching Instruction
JaKayla Craig	\$5,000.00	Riverdale High School	Riverdale Band Boosters	Colorguard choreography & instruction band camp & marching season
Olivia Starnes	\$6,000.00	Riverdale High School	Riverdale Band Boosters	Colorguard choreography & instruction band camp & marching season
Sean Creighton	\$2,000.00	Riverdale High School	Riverdale Band Boosters	Marching instruction & music rehearsals
Michael George	\$600.00	Riverdale High School	Riverdale Band Boosters	Band Camp Instruction, brass specific instruction
Michael George	\$25 per private lesson	Riverdale High School	School Funds - Band	Private lesson trumpet/brass instruction
William Moore	\$3,000.00	Rock Springs Middle	School Funds - Band	Weekly Percussion Sectional, Private percussion instruction
Benjamin Easley	Up to \$100 per hour per service	Rockvale High School	Rockvale Band Boosters	Band Sectionals, Low Brass Lessons
Jackson Alford	\$300.00	Rockvale High School	Rockvale Band Boosters	Percussion Camp Sectionals
Erich Smith	\$5,000.00	Siegel High School	Siegel HS Band Boosters	Percussion staff throughout competitive season
Rebecca Murphy	\$5,000.00	Siegel High School	Siegel HS Band Boosters	Lessons

Riley Trauscht	\$5000.00/\$25 per 30 min lesson	Siegel High School	Siegel HS Band Boosters	Teaching music, fundamentals, and technique
Emmett Fernekes	\$500.00	Siegel High School	Siegel HS Band Boosters	Assist in teaching students in preparation for marching band season.
Benjamin Rattanvong	\$5,000.00	Siegel High School	Siegel HS Band Boosters	Teaching Trumpet sectionals during band camp.
Joseph Jenkins	\$1,000.00	Siegel High School	School Funds - Soccer	Assistant Coach
Philip Gregory	\$3,000.00	Siegel High School	School Funds - Choir	Sound Technician, Variety Show/Spring Musical & DJ Winter Formal
Darryl Deason	\$0.00	Siegel High School	Volunteer Only	Direct Musical
Donna Shearron	\$1500.00 per month/15 students @\$100 monthly or \$25 per lesson	Siegel High School	School Funds - Choir	Voice Lessons
Kasey McCormick-Melberg	\$3000.00 monthly -30 students @\$100 monthly or \$25 per lesson	Siegel High School	School Funds - Choir	Private Lessons
Brittany Griffin	\$6,000.00	Siegel High School	School Funds - Choir	Choreography for variety show & Spring Musical
Hannah Blankenship	\$1,500.00	Stewarts Creek High	School Funds - Theater	Theater Camp
Jude Williams	\$1,500.00	Stewarts Creek High	Schol Funds - Theater	Summer Camp Instructor
Landon Stanley	\$2,500.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Percussion and Recording Sessions
Christopher Mondak	\$8,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Bass lessons & Coaching
William Moore	\$8,500.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Percussions lessons & Coaching

Jacob Marlow	\$8,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Trombone lessons & Coaching
Tara Johnson	\$8,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Horn lessons & Coaching
Stephen Morgan	\$8,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Trumpet lessons & Coaching
Riley Trauscht	\$8,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Saxophone lessons & Coaching
Jennifer Zimmerer	\$8,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Clarinet lessons & Coaching
Alice Judy	\$8,000.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Flute lessons & Coaching
Benjamin Easley	\$7,500.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Fall Marching Band Music & Rehearsals
Robert Heale	\$2,500.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Percussion Instruction & Coaching
Andre Espinoza	\$2,500.00	Stewarts Creek High	Stewarts Creek High Music Boosters	Percussion Instruction & Coaching
Jennifer Zimmerer	\$60 per hour or \$30 per lesson	Stewarts Creek Middle	SCM Music Boosters	Private Lessons & Sectionals/Master Classes
Riley Trauscht	\$60 per hour or \$30 per lesson	Stewarts Creek Middle	SCM Music Boosters	Private Lessons & Sectionals/Master Classes
Stephen Morgan	\$60 per hour or \$30 per lesson	Stewarts Creek Middle	SCM Music Boosters	Private Lessons & Sectionals/Master Classes
William Moore	\$60 per hour or \$30 per lesson	Stewarts Creek Middle	SCM Music Boosters	Private Lessons & Sectionals/Master Classes
Jacob Marlow	\$60 per hour or \$30 per lesson	Stewarts Creek Middle	SCM Music Boosters	Private Lessons & Sectionals/Master Classes
Alice Judy	\$60 per hour or \$30 per lesson	Stewarts Creek Middle	SCM Music Boosters	Private Lessons & Sectionals/Master Classes

Tara Johnson	\$60 per hour or \$30 per lesson	Stewarts Creek Middle	SCM Music Boosters	Private Lessons & Sectionals/Master Classes
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- 1 Approved previously for an amount \$500 or greater
- 2 Overtime rate for special events
- 3 Anticipate amounts over \$500 this school year
- 4 Amend prior approval
- 5 Less than \$500 but part of the event total
- 6 Must have the approval of the Transportation Department
- 7 Classified Employee (with approved agreement)
- 8 Regular Rate - Part time employee

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the consent agenda as presented.**

**Caleb Tidwell abstained from voting due to conflict of interest.**

**Vote: Majority.**

**Caleb Tidwell: Abstain (conflict of interest)**

**Motion passes.**

## **5. PUBLIC COMMENTS\***

1. David Baughman – Mr. Baughman addressed the Board to gain their consideration and approval for a disciplinary hearing appeal for his student.
2. Samantha Baughman – Mrs. Baughman addressed the Board to gain their approval and consideration for a disciplinary hearing appeal for her student.

*\*Public comment requests to address the Board must be provided in writing to the Director of Schools' office no later than noon (12:00 p.m.) on the day of the meeting by completing the Public Comment Form. Speakers will have three (3) minutes to speak.*

## **6. HUMAN RESOURCES (TAB 2)**

### **I. Stellar Therapy Services Contract Renewal for Medicaid Reimbursement**

The Stellar contract for the Nursing Medicaid Reimbursement Program in Rutherford County Schools is up for annual renewal. Their administrative fee is 20% of total revenues received. Medically necessary services that the student's provider orders may be reimbursed. These include oral medications, tube feedings, tracheostomy and ventilator care, diabetes care, asthma treatments, and other treatments for chronic illnesses.

Last school year, school nurses generated \$75,154 with a total revenue of \$60,123.

This school year, the school nurses have received reimbursements of \$182,250.06 with a total revenue of \$145,800.05. This data is as of May 20, 2025, and does not include billable services performed in May.

**Motion made by Frances Rosales and seconded by Butch Vaughn, to approve the contract renewal with Stellar Therapy Services as presented.**

**Vote: All yes**  
**Motion passes.**

- II. Motlow Nursing Clinical Agreement: RCS partners with Motlow as a clinical rotation site for Motlow nursing students. Their nursing students spend 1-2 days observing RCS School Nurses as part of their pediatric clinical rotation.

**Motion made by Butch Vaughn and seconded by Frances Rosales to approve the Motlow Nursing Clinical Agreement as presented.**

**Vote: All yes**  
**Motion passes.**

## **7. INSTRUCTION (TAB 3)**

- I. Attendance Educational Assistant Job Description - *INSTRUCTION*

LaVergne High School is requesting the approval of a new job description for the 2025-2026 school year. The job description is for an Attendance Educational Assistant that will implement and support Tier I and Tier II truancy support and initiatives. This position will be funded through Title I funds for the 2025-2026 school year.

**Motion made by Caleb Tidwell and seconded by Katie Darby, to approve the job description of Attendance Educational Assistant as presented.**

**Vote: All yes**  
**Motion passes.**

- II. Accounting Technician-ISA – *BUDGET & FINANCE*

The Budget and Finance Department requests this position to provide guidance, training and backup support to school bookkeepers.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the new position of Accounting Technician-ISA as presented.**

**Vote: Majority.**  
**Tammy Sharp: Opposed**  
**Motion passes.**

III. Career & Technical Education Mobile Lab Specialist - *INSTRUCTION*

This position will be funded through the Innovative School Models (ISM) grant for one year. The purpose of this position will be engaging in hands-on learning experiences to middle school students through a fully equipped mobile CTE lab. This is a 260-day contract.

**Motion made by Butch Vaughn and seconded by Caleb Tidwell, to approve the new position of the CTE Mobile Lab Specialist for one year using the ISM grant as presented.**

**Vote: All yes  
Motion passes.**

IV. Charter Specialist - *INSTRUCTION*

The purpose is to assist the Coordinator of Choice and Charter Schools in the application process, monitoring, and performance evaluations. They will also assist in coordinating the RCS choice schools programming and application process. Funded by the re-allocation of an existing position. This position is a 260-day contract.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the new position of Charter Specialist as presented.**

**Vote: All yes  
Motion passes.**

V. Technology Integration Education Assistant - *INSTRUCTION*

This is an updated title to an existing position. The purpose of this position is to support the effective use of instructional technology by assisting students, inventory, Federal reports, participate in Library Media and Instruction Technology training at each high school. This position is 10 months.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the new position of Technology Integration Education Assistant as presented.**

**Vote: All yes  
Motion passes.**

VI. Bus Conduct Coordinator - *TRANSPORTATION*

The purpose of this position is to coordinate Transportation discipline activities between school Administrators, Transportation Department and Bus Drivers. They will track bus disciplinary conduct and help develop support for bus drivers. Ensuring bus conduct reports are processed according to the Student Code of Conduct and District Policies and Procedures.

**Motion made by Caleb Tidwell and seconded by Frances Rosales, to approve the new position of Bus Conduct Coordinator as presented.**

**Vote: All yes  
Motion passes.**

VII. School Nutrition Administrative Assistant – *SCHOOL NUTRITION (FUND 143)*

The purpose of this position is to provide clerical support to the School Nutrition Department, including compliance with both state and federal regulations.

**Motion made by Frances Rosales and seconded by Butch Vaughn, to approve the new position of School Nutrition Administrative Assistant as presented.**

**Vote: All yes  
Motion passes.**

VIII. School Nutrition Technology Support Specialist – *SCHOOL NUTRITION (FUND 143)*

This new position will monitor software systems for School Nutrition, maintaining the networks, workstation, operating systems, hardware, and software applications.

**Motion made by Frances Rosales and seconded by Butch Vaughn, to approve the new position of School Nutrition Support Specialist as presented.**

**Vote: All yes  
Motion passes.**

IX. Assistant for the 2025-2026 school year - *INSTRUCTION*

Rutherford County Schools will continue the Health & Opioid Prevention Education (HOPE) curriculum for the 25-26 school year. To ease the burden on our teachers, we have partnered with the Prevention Coalition 4 Success (PC4S). PC4S has hired Support Specialists to teach these lessons in any school that requests their help.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the MOU between the PC4S and Rutherford County Schools (or Coordinated School Health).**

**Vote: All yes  
Motion passes.**

X. Student Laptops and Mobile Charging Stations - *INSTRUCTION*

The Curriculum & Instruction Department is requesting to purchase 3,808 student laptops and 119 mobile charging stations for student use during our current and future summer learning camps. The charging stations will provide storage for 32 laptops each and will be housed in our elementary

schools. The stations will be mobile and allow us to transport to the multiple summer camp locations each June. The student laptops will be purchased for \$1,523,200.00 and the mobile charging stations will be purchased for \$210,446.74 for a total cost of \$1,742,646.74 to be funded through Summer Learning Camp funds.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the purchase of student laptops and mobile charging stations for \$1,742,646.74 through Summer Learning Camp funds.**

**Vote: All yes  
Motion passes.**

XI. High School 1:1 Device Replacement - *INSTRUCTION*

The Curriculum & Instruction Department is requesting to purchase student laptops for high school replacement devices. The student laptops will be purchased for \$5,751,741.26 out of general-purpose funds.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the purchase of high school student devices for \$5,751,741.26 through General Purpose funds.**

**Vote: All yes  
Motion passes.**

**8. SPECIAL EDUCATION (TAB 4)**

I. The Special Education Department is requesting an updated job description for Special Education Itinerant Preschool Teacher position to include revised language and updated job description.

**Motion made by Butch Vaughn and seconded by Caleb Tidwell, to approve the updated job description for Special Education Itinerant Preschool Teacher as presented.**

**Vote: All yes  
Motion passes.**

II. The Special Education Department is requesting an updated job description for Special Education Transition Case Manager position to include revised language and updated job description.

**Motion made by Caleb Tidwell and seconded by Butch Vaughn, to approve the updated job description for Special Education Transition Case Manager as presented.**

**Vote: All yes  
Motion passes.**

## 9. LEGAL (TAB 5)

### I. Policy Adoption - Second Reading of Two Readings

The policies were recommended on the first reading on June 5, 2025.

#### Policy Changes

##### a. Policy 1.703 – School Attendance Zones and Exemptions

Adds language for specific board-approved programs and location of procedures.

##### b. Policy 1.901 – Charter School Applications

Adds requirement for charter schools to use the same student information system (SIS) as RCS.

##### c. Policy 3.206 – Community Use of School Facilities

Adds that users will observe facility closures in the event of inclement weather.

##### d. Policy 5.302 – Sick Leave

Adds language to clarify bereavement leave for classified and certified staff.

##### e. Policy 6.204 – Attendance of Non-Resident Students

Removes Rutherford County Virtual School as an exception to residency requirements (except for currently enrolled students).

##### f. Policy 6.411 – Student Wellness

Changes required meetings of the Healthy School Team from four (4) to two (2) per school year.

##### g. Policy 6.502 – Foreign Exchange Students

Adds language to comply with choice seats requirements.

**Motion made by Caleb Tidwell and seconded by Butch Vaughn, to adopt the above policies on the second and final reading as presented.**

**Vote: All yes**

**Motion passes.**

### II. Transfer Student Under Discipline (1)

The Board has been requested to admit a transfer student from another school system under discipline. The student was remanded to alternative school for making a threat of mass violence. According to Policy 6.318, the Board may deny admissions of any student (except those in state custody) when a student transfers from another school system while under suspension or expulsion.

Director of Schools' Recommendation: Deny.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to deny the admission of this Out of County Transfer Student as presented.**

**Roll Call Vote:**

**Stan Vaught - Yes  
Butch Vaughn - Yes  
Katie Darby - Yes  
Tammy Sharp - Yes  
Caleb Tidwell – Yes  
Frances Rosales - Yes  
Claire Maxwell - Yes**

**Vote: All yes  
Motion passes.**

**III. Disciplinary Hearing Appeal – 25-0502**

The Board has been requested to review a decision of the Disciplinary Hearing Authority (DHA) and of the Director of Schools to uphold the expulsion of a student from Whitworth-Buchanan Middle School.

Based on a review of the record, the Board may:

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

**Motion made by Butch Vaughn and seconded by Frances Rosales, to (A). Affirm the decision of the DHA and of the Director.**

**Roll Call Vote:**

**Caleb Tidwell – No  
Frances Rosales - Yes  
Tammy Sharp - No  
Stan Vaught - No  
Butch Vaughn - Yes  
Katie Darby - No  
Claire Maxwell - Yes**

**Vote: Majority  
Motion fails.**

**Motion made by Caleb Tidwell and seconded by Katie Darby, to (C). Grant a hearing before the Board.**

**Roll Call Vote:**

**Katie Darby - Yes**  
**Stan Vaught - Yes**  
**Frances Rosales - Yes**  
**Butch Vaughn - Yes**  
**Caleb Tidwell – Yes**  
**Tammy Sharp - Yes**  
**Claire Maxwell - Yes**

**Vote: All yes**  
**Motion passes.**

**10. FINANCIAL MATTERS (TAB 6)**

**Fund 141 Fund Balance Amendment**

This year-end clean up amendment budgets \$17,402,929 for items such as leave payouts, increases for degree and certification pay scale changes, stipends, insurance premium increases, adjustments for amended ISM program, additional costs for contracted services, and capital outlay for construction. Also, the increased cost for liability insurance due to recent transportation claims is included in the amendment. Next, it budgets additional expenditures for maintenance, custodial supplies, student, and staff support contracted services. Finally, it funds the purchase of 1:1 computers for high school students, student laptops and mobile charging stations for elementary schools. Funding for these expenses comes from additional TISA and State Revenue, as well as indirect cost from the cafeteria program. This revenue and transfers are collected above budgeted amount and allow additional expenditures and the movement of current budgeted expenditures between multiple accounts and within object codes.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the Fiscal Year 2024-25 year-end clean up amendment as presented.**

**Vote: All yes**  
**Motion passes.**

**11. ENGINEERING AND CONSTRUCTION (TAB 7)**

- I. Eagleville Gaga Ball Pit request. Principal Tim Pedigo is requesting to install a Gaga ball pit on the playground. The anticipated cost is \$5,497.00 and will be at no cost to the Board. The funding will come from school funds. Engineering and Construction has reviewed the request and has no objections.

**Motion made by Stan Vaught and seconded by Caleb Tidwell, to approve the Eagleville Gaga Ball Pit request as presented.**

**Vote: All yes**  
**Motion passes.**

II. Rockvale High ROTC Obstacle Course request. Principal Steve Luker is requesting to allow the ROTC program to install an obstacle course. This project is anticipated to cost \$5,000.00 and be completed in two phases. Phase one funding and labor is being donated. This project is at no cost to the Board. Due to site constraints there are limited options for the location. There is a possibility that the area selected may be unusable due to standing water. This has been relayed to the school and with limited options the request stands. Engineering and Construction has reviewed the request and with the noted possibility of standing water, has no objection.

**Motion made by Stan Vaught and seconded by Butch Vaughn, to approve the Rockvale High ROTC obstacle course project request as presented.**

**Vote: All yes**

**Motion passes.**

III. Mural request at Daniel McKee requested by Assistant Principal, Glenn Suggs. The Experience Church is planning a mural for the cafeteria that incorporates the core Daniel McKee Value-Respectful, Responsible, and Productive at no cost to the Board.

**Motion made by Butch Vaughn and seconded by Frances Rosales, to approve the cafeteria mural for Daniel McKee as presented.**

**Vote: All yes**

**Motion passes.**

## **12. FINANCIAL REPORT**

The County Commission Meeting being held tonight is reviewing previously approved and recently approved budget amendments. Dr. Sullivan stated he anticipates questions depending on which budget amendment document the County Commission looks at this evening. The Health and Education Committee Meeting is being held on Tuesday, June 17<sup>th</sup> at 5pm followed by a Budget Public Hearing at 7pm. Wednesday, June 18<sup>th</sup> at 5:30pm is the next Budget Meeting. Then on Monday, June 23<sup>rd</sup> at 9am there is a final County Commission Meeting. We currently have a place holder for a Special Called Meeting, if needed, on June 30<sup>th</sup> at 5:30pm.

## **13. DIRECTOR'S UPDATE**

**No additional updates.**

## **14. GENERAL DISCUSSION**

**Tammy Sharp made a motion to issue a \$1,000 dollar stipend for hard to fill Structured Setting Educational Assistant positions.**

**Motion failed for lack of second.**

Board members discussed budgeting options, funding and positions involved.

Board members agreed to continue discussions in July and Dr. Sullivan will bring a list of all current vacancies at that time.

Tammy Sharp thanked City Auto for their generous donations and continuing community partnership.

**15. ADJOURNMENT**

**Motion made by Katie Darby to adjourn the meeting at 6:40 pm.**

**Approval of Agenda Minutes**

\_\_\_\_\_  
**Claire Maxwell, RCS BOE Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dr. James Sullivan, RCS Director of Schools**

\_\_\_\_\_  
**Date**

*Rutherford County School Board Meetings and exact conversations are recorded and may be found at the following link: <https://www.youtube.com/playlist?list=PL7CB325821E536E8D>. Board Meeting minutes are provided as a supplement to the recording.*

<b>BID #3823 - RIVERDALE HIGH SCHOOL - AGRICULTURAL BARN</b>	
General Contractor	<b>Williamson Construction Co, LLC</b>
BASE BID	<b>\$ 113,000.00</b>

Mailed to 48 vendors  
47 vendors did not respond

Recommend: Motion to approve to Williamson Construction Co., LLC for overall lowest and best bid

To be funded from CTE Dept. ISM funds.

**Request to Purchase:**

The following company is recommended for yearly renewals for the 2025-2026 school year for Special Education Department:

Special Kids – Hourly rates for therapy \$86.00 per hour. Daily rates for nursing services are \$195.00 per day.

All Funding from Special Ed. Dept. General Purpose Funds

**CONTRACT BETWEEN  
RUTHERFORD COUNTY SCHOOLS  
AND  
SPECIAL KIDS, INC.  
FOR  
SPEECH AND LANGUAGE, OCCUPATIONAL THERAPY, AND PHYSICAL  
THERAPY SERVICES  
FOR  
2025-2026 SCHOOL YEAR**

This contract is entered into on this **1st day of July, 2025**, by and between RUTHERFORD COUNTY SCHOOLS (“RCS”), a municipal school system of the State of Tennessee and SPECIAL KIDS, INC., a not-for-profit corporation of the State of Tennessee (“Contractor”).

1. Duties and Responsibilities of Contractor. Contractor agrees to provide speech and language therapy services, occupational therapy service, nursing services, and/or physical therapy service to identified students who qualify for such service as RCS students. Such duties consist of, but are not limited to, the following:
  - a. Contractor shall provide direct and/or consultative services to identified and eligible students; correspond with parents; maintain required documentation; prepare progress therapy and student progress;
  - b. Contractor shall not exceed ten (10) hours per week in providing such services without prior approval of the RCS Assigned Representative;
  - c. If special materials are required for a child to meet the child’s IEP goals regarding speech and language services, Contractor shall submit a list of such materials needed to the RCS Assigned Representative;
  - d. Contractor shall assist with intervention strategies to streamline student needs; and
  - e. Contractor shall provide therapy service while each respective student’s school is in session. If Contractor is unable to provide services on a given day, the RCS Assigned Representative shall be notified in advance.
2. Duties and Responsibilities of RCS. RCS shall determine the children who are in need of services and provide a listing of such children to the Contractor as soon as possible after the beginning of the school year, or immediately upon eligibility determination, whichever comes first.
3. Term. This Contract shall not be effective until approved by the Director of Schools (and Board of Education, if necessary) and signed by all required parties. **The Contract will expire June 30, 2026.**

4. Payment to Contractor. RCS shall pay the contractor the rate of \$86.00 per therapy service, including speech-language therapy, physical therapy, or occupational therapy for services rendered pursuant to this contract. RCS shall pay \$195.00 per day for nursing services. Contractor will bill fractional portions of the day for nursing services, including 1/4 (one-fourth) day or (two hour) increments. Such payment shall be made within thirty (30) calendar days of receipt of invoice for services delivered.
5. Termination-Breach. In the event that any of the provisions of the Contract are violated by the Contractor, RCS may serve written notice upon the Contractor of its intention to terminate the Contract, and unless within seventy-two (72) hours after the serving of such notice upon the Contractor such violation or delay shall cease the satisfactory arrangement for correction be made. RCS may immediately terminate the Contract at any time after said seventy-two (72) hours. Such termination shall not relieve Contractor of any liability to RCS for damages sustained by virtue of any breach by Contractor.
6. Termination-Funding. Should funding for the services be discontinued, RCS shall have the right to terminate the Contract immediately upon written notice to the Contractor.
7. Termination-Notice. Either party may terminate this Contract at any time upon thirty (30) days written notice to the other. In the event of termination by RCS, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.
8. Compliance with the Laws. Contractor agrees to comply with any applicable federal, state, and local laws and regulations.
9. Notices.
  - a. Notices to RCS, including but not limited to, notice of assignment of any rights to money due to Contractor under this Contract must be mailed or hand delivered to the attention of RCS Assigned Representative, at the location of: Rutherford County Schools, 2240 Southpark Drive, Murfreesboro, TN 37128
  - b. Notices to Contractor shall be mailed or hand delivered to: Special Kids, Inc. 2132 East Main Street, Murfreesboro, TN 37130.
10. Maintenance of Records. Contractor shall maintain documentation of all charges associated with services provided pursuant to this Contract. The books, records and documents of Contractor, insofar as they relate to work performed or money received under the Contract, shall be maintained for a period of three (3) full years from the date of final payment and will be subject to audit at any reasonable time and upon reasonable notice by RCS or its duly appointed representatives. The records shall be maintained in accordance with generally accepted accounting principles.
11. Modification of Contract. This Contract may be modified only by written amendment executed by all parties and their signatories hereto. Depending upon the nature and amount of the amendments, the approval of the Board of

Education may be required. Minor Modifications to the Contract may be approved by the Director of Schools.

12. Partnership/joint Venture. Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of Principal and agent between or among any of the parties. None of the parties hereto shall hold itself out in a manner contrary to the terms of this paragraph. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this paragraph.
13. Waiver. No waiver of any provision of this Contract shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.
14. Employment. Contractor shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex, veteran status, or any other status or class protected under federal or state law or which is in violation of applicable laws concerning the employment of individuals with disabilities.
15. Non-Discrimination. It is the policy of RCS not to discriminate on the basis of age, race, sex, color, national origin, veteran status, disability, or other status or class protected under federal or state law in its hiring and employment practices, or in admission to access to, or operation of its programs, services, and activities. With regard to all aspects of this Contract, Contractor certifies and warrants it will comply with this policy.
16. Indemnification and Hold Harmless. To the extent allowed by law, contractor shall indemnify and hold harmless RCS, its officers, agents and employees from:
  - a. Any claims, damages, costs and attorney fees for injuries or damages arising, in part or employees, and/or agents, including its sub or independent Contractors, in connection with the performance of the Contractor, and,
  - b. Any claims, damages, penalties, costs and attorney's fees arising from any failure of Contractor, its officers, employees, and/or agents, including its sub or independent Contractors, to observe applicable laws, including but not limited to, labor laws and minimum wage laws.

Contractor shall pay RCS any expenses incurred as a result of Contractor's failure to fulfill any obligation in a professional and timely manner under this Contract.

17. Insurance. The Contractor must maintain commercial general liability insurance for bodily injury and property damage (minimum \$1,000,000.00). All such policies shall list RCS as an additional insured. A certificate of insurance to this effect and the additional insured endorsement must be presented to RCS. Contractor must notify RCS if the insurance policy is renewed, cancelled, or altered in any manner and provide written documentation of such alteration.
18. Assignment-Consent Required. The provisions of this Contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of

the parties hereto. Except for the rights of the money due to Contractor under this Contract, neither this Contract nor any of the rights and obligations of the Contractor hereunder shall be assigned or transferred in whole or in part without the prior written consent of RCS. Any such assignment or transfer shall not release Contractor from its obligations hereunder. NOTICE OF ASSIGNMENT OF ANY RIGHTS TO MONEY DUE TO CONTRACTOR UNDER THIS CONTRACT ***MUST*** BE SENT TO THE ATTENTION OF THE RCS ASSIGNED REPRESENTATIVE, LOCATED AT: Rutherford County Schools, 2240 Southpark Drive, Murfreesboro, TN 37128.

19. Entire Contract. This contract sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties and supersedes any and all prior or contemporaneous, written, or oral negotiations, correspondences, understandings, and arrangements between the parties respecting the subject matter of this Contract. No supplement, modification, or amendment to this Contract shall be binding unless evidenced by a writing signed by the party against whom it is sought to be enforced. No waiver of any of the provisions of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.
20. Force Majeure. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of war, order of legal authority, act of nature, or other unavoidable causes not attributed to fault or negligence of Contractor.
21. Governing Law. The validity, construction, and effect of this Contract and any and all extensions and/or modifications thereof shall be governed by the laws of the state of Tennessee. Tennessee law shall govern regardless of any language in any attachment of other document that the Contractor may provide.
22. Venue. Any action between the parties arising from this arrangement shall be maintained in the courts of Rutherford County, Tennessee.
23. Confidentially of Records. All educational records created, disclosed, or maintained pursuant to the terms of this Contract are confidential and shall be created, disclosed, and maintained pursuant to the provisions of the Family Educational Rights and Privacy Act, also known as FERPA (20 U. S. C. §1232g), its regulations, and Board Policy.
24. Background Checks. Contractor shall comply with Tennessee Public Chapter 587 of 2007, as codified in Tennessee Code Annotated §49-5-413, which requires all Contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

25. Severability. Should any provision of this Contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Contract.

26. Notices. Any notice to Contractor from RCS relative to any part of the Contract shall be considered delivered and the service thereof completed when said notice is posted by registered mail, to the said Contractor at its last given address or delivered in person to said Contractor or its authorized representative on the work.

a. Notice to RCS shall be sent to:

Department: Rutherford County Schools

Attention: Dr. Anna Ralston

Address: 2240 Southpark Drive  
Murfreesboro, TN 37128

Notices to Contractor shall be sent to:

Department: Special Kids

Attention: Chris Truelove

Address: 2132 East Main Street  
Murfreesboro, TN 37130

27. Effective Date. This contract shall not be binding upon the parties until it has been signed first by the Contractor and then approved by the Director of Schools. When it has been so signed, this Contract shall be effective as of the date first written above.

RUTHERFORD COUNTY SCHOOLS

SPECIAL KIDS, INC.

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James Sullivan, Director of Schools



Chris Truelove, Executive Director

RUTHERFORD COUNTY SCHOOL BOARD

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Claire Maxwell, Board Chair



## CURRICULUM & INSTRUCTION

The Curriculum & Instruction CTE Department would like to allocate approximately \$9,000.00 of the ISM Grant Funds 2025-2026 funds to support the OSHA Trainers for our High School CTE students. The purpose of the in-house OSHA Trainers is to eliminate barriers for students obtaining OSHA TDOE-approved industry Certifications. The OSHA Trainers would be responsible for completing the OSHA Train the Trainer Course set for July 2025.

The allocations are:

Each participant receives a \$500.00 stipend for attending the 8-day Professional Development sessions.

**Recommended Approval** – motion to approve allocating approximately \$9,000.00 of ISM Grant funds to support the OSHA Trainers for our High School Students. Each participant will receive a \$500.00 stipend for attending the 8-day Professional Development Sessions.

CTE Curriculum Team Leads		
Career Cluster	OSHA Trainee	School
Culinary Arts	Kevin Edmondson	Blackman High School
STEM/Engineering	Dak Keylon	Central Magnet School
Information Technology/STEM	Frank Cathey	Rockvale Middle School
Information Technology/Computer Science	Gary Wallace	Riverdale High School
Cosmetology	Kim Beene Jordan	LaVergne High School
Welding	Jason Bowers	LaVergne High School
Residential Construction	Derry Wells	Oakland High School
Agriculture Mechanics	Chad Lewis	Riverdale High School
Criminal Justice	Sarah Medley	Riverdale High School
Criminal Justice	Benjamin Wencil	Rockvale High School
Culinary Arts	April Stevens	Rockvale High School
Veterinary Science	Ashley Elliott	Rockvale High School
Business	Noblelynn Norris	Smyrna High School
Culinary Arts	Donna Pearson	Stewarts Creek High School
Culinary Arts	Robbie Piel	Stewarts Creek High School
Agriculture	Lindsay Nicholas	Stewarts Creek High School

**RUTHERFORD COUNTY SCHOOL SYSTEM  
JOB DESCRIPTION**

Job Title: Speech and Language Pathologist / Therapist

Terms of Employment: Ten Months

Immediate Supervisor: Coordinator of Special Education

**POSITION DESCRIPTION:**

- The job of Speech Language Pathologist was established for the purposes of identifying students with communication disabilities, performing speech/language evaluations, planning and implementing appropriate treatment plans to minimize adverse impact on the student’s educational performance.

**ESSENTIAL DUTIES:**

- Participates in the Student Assistance Team meetings, observing students, consulting with teachers, parents and other stakeholders to gather and provide information and support in developing speech and/or language student intervention strategies.
- Assesses and evaluates student’s communication skills for determining student’s communication needs within the educational setting and developing intervention and/or treatment recommendations.
- Coordinates meetings and processes for eligible students (e.g. screenings, evaluations, IEP Meetings, parent conferences, pre-referral staffing, etc.) to present evaluation results, developing treatment plans, and/or providing training to parents/students/staff.
- Provides educationally based speech/language/communication services to meet the individual needs of identified students with communication disorders, ages 3 through 21, as specified in each student’s IEP.
- Prepares documentation (e.g. evaluations, SLP Reports, observations, Progress Reports, contacts with parents, teachers and outside professionals, etc.) to provide support in developing appropriate educational recommendations, and/or conveying information to the IEP team members.
- Presents information on various topics related to area of professional expertise within Scope of Practice to communicate and facilitate IEP team members on treatment plans.
- Researches resources and current methods (i.e. intervention and treatment techniques, assessment tools and methods, community

- resources, etc.) to determine appropriate approach for student's speech/language communication services within the educational setting.
- Maintains IEP files and/or records (e.g. student data collection, attendance, progress reports, diagnostics, speech/language/hearing screening results, etc.) to ensure the availability of information as required for reference and/or department compliance.
  - Assumes full responsibility for maintaining all required professional endorsements, licensures, professional development and in-services, etc. required for employment.
  - Transitions within the school system and community during school hours as needed in the performance of assigned duties.
  - Assists in conducting system-wide "Child-Find" screenings in accordance with Federal, State, and Local regulations, policies and procedures to assure early intervention and on-going identification of students with communication disorders.

### **JOB QUALIFICATIONS:**

- Experience: Prior job-related experience preferred; or any combination of experience and training which provides the applicant with the knowledge, skills and ability required to perform daily work expectations.
- Knowledge of the principles, current evidence based practices of methods and techniques of speech/language diagnostics and therapy tools within the SLP Scope of Practice.
- Possess a broad knowledge of proficiency and interpretation of a wide range of diagnostic instruments and tools for the assessment and evaluation of students ages 3 through 21.
- Possess a broad knowledge and ability to apply all Special Education Federal and State rules and regulations pertaining to the referral, identification, and placement of students identified with communication disorders within the educational setting.
- Ability to maintain confidentiality regarding student personal and IEP information.
- Ability to communicate effectively (written and verbal interpersonal skills) with identified students, parents, staff and colleagues.
- Ability to plan, organize and meet IEP/diagnostics/paperwork deadlines.
- Ability to perform and document evaluation results/written SLP Report and develop appropriate educational IEP and treatment plan.
- Ability to carry out all job-related responsibilities with limited direct supervision.

### **JOB REQUIREMENTS:**

- Possess a Master's degree in Speech-Language Pathology. (Clinical Competence Certificate preferred).
- Must maintain all licenses and certifications as a condition of continued employment.
- Must meet all health, physical and background check requirements.

**EVALUATION:**

- Performance of this job will be evaluated in accordance with provisions of Rutherford County Board policy on Evaluation of Professional Personnel.

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## RUTHERFORD COUNTY BOARD OF EDUCATION JOB DESCRIPTION

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**Job Title:** General Education Student Services Specialist

**Term of Employment:** 210 days

**Immediate Supervisor:** Special Education Coordinator

### POSITION DESCRIPTION:

Under the direct supervision of the Special Education Coordinator, the General Education Student Services Specialist will provide consultative services to principals, school counselors, teachers, at-risk students in the general education population and their families.

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### ESSENTIAL FUNCTIONS:

- Consult with principals, school counselors, teachers, parents and other school personnel who have requested assistance in dealing with specific child and youth development and/or behavior problems.
- Assist in the development of intervention plans for at-risk students in the school setting.
- Serve as a consultant to all school administrators and school counselors regarding DCS placement and 504 services.
- Serve as a liaison to a broad range of community agencies and practitioners and work with them in providing comprehensive services to students and their families.
- Serve as a liaison between the school and the Student Services department for at-risk students regarding services for at-risk students and other matters.
- Obtain information regarding students' educational, personal, medical, developmental history and family orientation.
- Provide professional development for school system personnel regarding 504, foster care, and the BID (Best Interest Determination) process
- Assist with mental health or other crises within the school system.
- Regularly evaluate the effectiveness of the at-risk program components and recommend change if necessary.
- Work in conjunction with the school-level 504 Coordinator to ensure compliance with Section 504 regulations.
- Oversee the use of the Section 504 data management system.
- Continually monitor district-wide Section 504 compliance.
- Purchase, maintain and monitor Section 504 equipment and supplies.
- Maintain appropriate paperwork, reports and other documents as well as accurate and

confidential student records

- Maintain current information of programs, trends and delivery of services to at-risk students.
  - Attend staff, professional, and interagency meetings.
  - Keep abreast of new developments in the field.
  - Perform other tasks and assume other responsibilities as assigned by the Special Education Coordinator.
  - Build and maintain relationships with state agency representatives.
- 

### **QUALIFICATIONS:**

- Hold a current Tennessee Teacher License. Preferred endorsements: School Counselor, School Social Worker, School Psychologist or Special Education Teacher
- Minimum of Master's Degree.
- Must meet all health, physical and background-check requirements.
- Strong problem-solving skills.
- Able to organize multiple priorities and work on a flexible schedule.
- Able to take direction, work collaboratively or independently.
- Have and demonstrate leadership abilities.





**Perry Weather, Inc.**  
 3102 Oak Lawn Avenue, Suite 202  
 Dallas, Texas 75219  
 (referred to herein as "Perry Weather")

**ORDER FORM**

GENERAL INFORMATION	
Customer Name	Rutherford County Schools
Customer Address	2240 Southpark Drive, Murfreesboro, TN 37128
Tax Exempt Status	<i>If your entity is tax exempt, please email an exemption certificate to <a href="mailto:billing@perryweather.com">billing@perryweather.com</a> to remove sales tax from your invoices.</i>
Perry Weather Sales Contact	Lily Baker

PRIMARY CUSTOMER CONTACT	
Full Name	Jenna Stitzel
Title	CSH Director
Email	stitzelj@rcschools.net
Phone	615-843-5812 x 2273

EMAIL INVOICES TO	
Accounts Payable Email	accountspayable@rcschools.net
Other Email(s)	

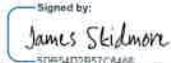
ORDER INFORMATION	
Quote ID	20240927-152451262
Order Start Date	07/01/2025
Order End Date	06/30/2028
Standard Billing Cycle Start Date (if different from Order Start Date)	
Standard Billing Period	Annual
Additional Terms	PW Terms are amended as follows: Governing Law shall be the laws of the State of Tennessee. Venue Location for any dispute shall be Rutherford County, TN. Section 10.3 (Arbitration) is removed. Section 10.4 (Attorneys' Fees) shall apply only to the extent allowed by law.

This Order Form is governed by and incorporates by reference the Perry Weather Terms and Conditions ("PW Terms") available at <https://perryweather.com/legal-terms>, together with any attachments, addenda, and Additional Terms herein. The PW Terms, together with any attachments, addenda, and Additional Terms herein, shall also govern all previously executed Order Forms, notwithstanding any conflicting terms in such prior agreements. Capitalized terms used but not defined in this Order Form will have the meanings ascribed thereto in the PW Terms. **By signing below, you represent and warrant that you have the authority to execute this Order Form and bind Customer to its terms.**

**Customer:**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**Perry Weather:**

Signed by:   
 By: \_\_\_\_\_  
 Name: James Skidmore  
 Title: Chief Operating Officer



# Rutherford County School - District Weather Safety (34 OWX)

**Rutherford County Schools**  
 2240 Southpark Drive  
 Murfreesboro, TN 37128

**Jenna Stitzel**  
 stitzelj@rcschools.net  
 (615) 893-5815 ext. 22173

Reference: 20240927-152451262  
 Quote created: September 27, 2024  
 Quote expires: June 30, 2025

**Comments from Lily Baker**

This quote includes Assisted Install from Perry Weather's Hardware Team on all 34 OWX units.

## Products & Services

Name	Qty	Unit price	Total
Software + Outdoor Warning System & Weather Station (OWX) Subscription Bundle	34	\$2,999.00 /year	\$101,966.00 /year for 3 years

**SOFTWARE:**

- 5 Users w/ mobile app + computer dashboard
- Custom text alerts for heat, lightning, etc.
- 24/7 Meteorologist support (call, text, and email)
- Widget for website, TV, etc.
- Mass Notify feature
- Monitor each facility separately
- GPS Specific alerts as you travel

**OUTDOOR WARNING SYSTEM:**

- Automated and Manually triggered
- Custom text-to-speech PA
- Full Control of Active Siren Days/Times
- Flashing Strobe Light
- Hardwired power, Solar Available Upon Request
- Cellular Connection

**WEATHER STATION:**

- On-Site Wet Bulb Globe Temp
- Wind Speed/Direction/Chill
- Precipitation, Evapotranspiration
- Exportable Historic Data Reports
- Hardwired power, Solar Available Upon Request
- Cellular Connection
- HD Sky Camera

Name	Qty	Unit price	Total
Pack of 400 Notification-Only Users Notifications for 400 individuals	1	\$0.00 / year	\$0.00 / year for 3 years
Pack of 90 Additional Users Software access for an additional 90 users	1	\$2,500.00 / year	\$2,500.00 / year for 3 years
Assisted Installation, Per Unit Requires on-site assistance from customer	34	\$899.00	\$30,566.00
Shipping, per Unit	34	\$250.00	\$8,500.00

**Subtotals**

Annual subtotal			\$104,466.00
One-time subtotal			\$39,066.00
Total			\$143,532.00

**Important Notes:** Customer is responsible for providing a lift or bucket truck if needed for hardware installation (if applicable). Quote does not include any applicable taxes. Tax exemption certificates may be emailed to [billing@perryweather.com](mailto:billing@perryweather.com).

**Questions? Contact me**

**Lily Baker**, Account Executive  
lily@perryweather.com, +14693381713



**Perry Weather, Inc.**  
 3102 Oak Lawn Avenue, Suite 202  
 Dallas, Texas 75219  
 (referred to herein as "Perry Weather")

**ORDER FORM**

GENERAL INFORMATION	
Customer Name	Rutherford County Schools
Customer Address	2240 Southpark Drive, Murfreesboro, TN 37128
Tax Exempt Status	<i>If your entity is tax exempt, please email an exemption certificate to <a href="mailto:billing@perryweather.com">billing@perryweather.com</a> to remove sales tax from your invoices.</i>
Perry Weather Sales Contact	Lily Baker

PRIMARY CUSTOMER CONTACT	
Full Name	Jenna Stitzel
Title	CSH Director
Email	stitzelj@rcschools.net
Phone	615-843-5812 x 2273

EMAIL INVOICES TO	
Accounts Payable Email	accountspayable@rcschools.net
Other Email(s)	

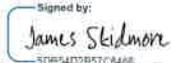
ORDER INFORMATION	
Quote ID	20240927-152451262
Order Start Date	07/01/2025
Order End Date	06/30/2028
Standard Billing Cycle Start Date (if different from Order Start Date)	
Standard Billing Period	Annual
Additional Terms	PW Terms are amended as follows: Governing Law shall be the laws of the State of Tennessee. Venue Location for any dispute shall be Rutherford County, TN. Section 10.3 (Arbitration) is removed. Section 10.4 (Attorneys' Fees) shall apply only to the extent allowed by law.

This Order Form is governed by and incorporates by reference the Perry Weather Terms and Conditions ("PW Terms") available at <https://perryweather.com/legal-terms>, together with any attachments, addenda, and Additional Terms herein. The PW Terms, together with any attachments, addenda, and Additional Terms herein, shall also govern all previously executed Order Forms, notwithstanding any conflicting terms in such prior agreements. Capitalized terms used but not defined in this Order Form will have the meanings ascribed thereto in the PW Terms. **By signing below, you represent and warrant that you have the authority to execute this Order Form and bind Customer to its terms.**

**Customer:**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

**Perry Weather:**

Signed by:   
 By: \_\_\_\_\_  
 Name: James Skidmore  
 Title: Chief Operating Officer



# Rutherford County School - District Weather Safety (34 OWX)

**Rutherford County Schools**  
 2240 Southpark Drive  
 Murfreesboro, TN 37128

Reference: 20240927-152451262  
 Quote created: September 27, 2024  
 Quote expires: June 30, 2025

**Jenna Stitzel**  
 stitzelj@rcschools.net  
 (615) 893-5815 ext. 22173

**Comments from Lily Baker**

This quote includes Assisted Install from Perry Weather's Hardware Team on all 34 OWX units.

**Products & Services**

Name	Qty	Unit price	Total
Software + Outdoor Warning System & Weather Station (OWX) Subscription Bundle	34	\$2,999.00 /year	\$101,966.00 /year for 3 years

**SOFTWARE:**

- 5 Users w/ mobile app + computer dashboard
- Custom text alerts for heat, lightning, etc.
- 24/7 Meteorologist support (call, text, and email)
- Widget for website, TV, etc.
- Mass Notify feature
- Monitor each facility separately
- GPS Specific alerts as you travel

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**Questions? Contact me**

**Lily Baker**, Account Executive  
lily@perryweather.com, +14693381713

## **2025-2026 APPROVED FEES**

### **ELEMENTARY SCHOOL STUDENT FEES**

- Cost for field trips as approved by the principal
- Recorders
- Club and extracurricular activities
- Supplemental reading materials
- Instrument rental and maintenance
- Choral performance attire
- Supplemental paper and supplies
- Student activities during the school day

### **MIDDLE SCHOOL STUDENT FEES**

- Costs for field trips approved by the principal
- Costs for additional academic and athletic competitions approved by the principal
- Club and extracurricular activities
- PE uniforms
- Rental fees for school assigned lockers/locks
- Fine Arts music and repertoire selections
- Fine Arts performance attire
- Fine Arts instrument rental and maintenance
- Art supplies
- Technology fee for access to approved programs
- Student activities during the school day

### **HIGH SCHOOL STUDENT FEES**

- Costs for field trips as approved by the principal
- Locker rental
- Parking Fees
- Calculator rental and/or purchase
- Supplemental materials and other supplies required for courses
- Supplemental reading and related arts materials for IB, AP and Honors courses
- IB, Cambridge, and AP registration and exams
- Foreign language national exams
- PE uniforms
- Graduation
- Band and choral attire and music selections
- Band and choral transportation
- Instrument rental and maintenance
- Weightlifting equipment maintenance
- Attire and insurance for health and occupational safety courses
- Supplemental materials and supplies for drama and theater courses
- ROTC shirts and crests
- Transcript fees
- Flash drives
- Culinary arts uniforms and supplies
- Club and extracurricular activities
- Student activities during the school day

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

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**Job Title: Records Clerk**

**Term of Employment: Twelve Months**

**Immediate Supervisor: General Counsel**

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### **POSITION DESCRIPTION:**

The Records Clerk supports the efficient operation of the school district by managing and fulfilling student, staff, and administrative record requests. This position plays a vital role in maintaining data accuracy, ensuring privacy compliance, and providing access to essential documentation as needed.

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### **ESSENTIAL DUTIES:**

- Process requests for educational records, subpoenas, and public records requests including transcripts, transfers, and student information in accordance with privacy regulations (e.g., FERPA)
  - Digitize paper records and manage electronic databases
  - Respond to internal and external inquiries regarding records
  - Assist with audits, reporting, and compliance with district policies and state/federal guidelines
  - Ensure confidentiality and proper storage/archival of sensitive documents
  - Support administrative teams with document retrieval and record-related tasks
- 

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Provide coverage in absence of other personnel.
- Continue professional growth through outside seminars, professional organizations and training classes.
- Other duties as assigned by the General Counsel.

## **QUALIFICATIONS:**

- High School diploma (or GED) with two (2) years clerical, bookkeeping, or related experience is required; Associate degree is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
  - Must be physically able to operate a variety of automated office machines including multi-line telephone, computer, photocopier, printer, binding machine, etc. Must be able to move or carry objects or materials. Physical demand requirements are at levels of those for sedentary work.
  - Requires the ability of speaking and/or signaling people to convey or exchange information.
  - Requires the ability to make independent judgments in absence of supervision and to acquire knowledge of topics related to primary occupation.
  - Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.
  - Requires working with deadlines and in a team-oriented environment.
- 

## **DEMONSTRATE KNOWLEDGE AND ABILITIES:**

- Ability to work well with people from all levels of the school system and community.
- Ability to maintain confidentiality of matters at all times.
- Ability to organize and comply with deadlines.
- Ability to express ideas effectively through oral and written communication.
- Ability to multitask in a fast-paced setting.
- Knowledge of FERPA and other education related privacy and confidentiality laws.
- Knowledge of Tennessee Public Records Act.

**FIRST AMENDMENT  
BY AND BETWEEN  
RUTHERFORD COUNTY BOARD OF EDUCATION  
AND  
MIDDLE TENNESSEE STATE UNIVERSITY**

THIS FIRST AMENDMENT (“Amendment”) is entered into by and between the **RUTHERFORD COUNTY BOARD OF EDUCATION** (hereinafter referred to as “County”) and **MIDDLE TENNESSEE STATE UNIVERSITY** (hereinafter referred to as “University”). The County and the University may be referred to individually as a “party” and collectively as the “parties.”

**WITNESSETH**

WHEREAS, the County and the University entered into an Agreement, effective August 1, 2020 (the “Original Agreement”), attached hereto for reference as “C21-1244”; and

WHEREAS, the parties now desire to amend the Original Agreement as set forth herein.

NOW, THEREFORE, the parties agree as follows:

1. Pursuant to Section 20 of the Original Agreement, the parties hereby mutually agree to renew the Original Agreement for an additional five (5) years. Accordingly, the term of the Original Agreement is extended and shall remain in effect through June 30, 2030, unless earlier terminated in accordance with its terms.
2. Except as expressly modified by this Amendment, all other terms and conditions of the Original Agreement shall remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this Amendment to be executed by their duly authorized representatives as of the dates set forth below.

**FOR RUTHERFORD COUNTY BOARD OF EDUCATION**

Approved By:

\_\_\_\_\_  
Representative  
Title

\_\_\_\_\_  
Date

**FOR MIDDLE TENNESSEE STATE UNIVERSITY**

Approved By:

\_\_\_\_\_  
Drew Harpool  
Interim VP, Business & Finance

\_\_\_\_\_  
Date

For Reference

**AGREEMENT BETWEEN  
RUTHERFORD COUNTY BOARD OF EDUCATION  
AND  
MIDDLE TENNESSEE STATE UNIVERSITY**

MIDDLE TENNESSEE STATE UNIVERSITY, hereinafter referred to as the "University," and the RUTHERFORD COUNTY BOARD OF EDUCATION, hereinafter referred to as the "County," enter into this AGREEMENT.

WHEREAS, the training school known as Homer Pittard Campus School, hereinafter referred to as "Campus School," has been operated by the University, pursuant to an agreement entered into by the County and University; and

WHEREAS, the future successful operation and maintenance of the Campus School depends on a cooperative relationship between the County and University; and

WHEREAS, the County has met its obligations to the University concerning capital improvements to the Campus School under the previous agreement dated and signed by the University on December 4, 2006; and

WHEREAS, the parties recognize and acknowledge their mutual responsibilities and pledge the future operation and maintenance of the Campus School pursuant to the applicable statutes and terms of this Agreement; and

WHEREAS, by reason of the foregoing, the parties have determined that it is in the general best interest of all parties hereto and the personnel and students at said Campus School, that the entire matter of operation and maintenance of said school be reviewed and that the former agreement be cancelled and a new agreement be entered into between the parties; and

WHEREAS, the parties desire to enhance the quality of public education in Tennessee by strengthening the University's teacher preparation programs, fostering high-quality instruction, pursuing an aggressive educational research agenda, and creating models of excellence for sustaining and improving the quality of public schools, which is important to the health and vitality of Tennessee communities.

NOW, THEREFORE, for and in consideration of the premises above recited and the mutual covenants and agreements hereinafter set forth and described, and the benefits that are to be derived by each of the parties hereto, all of which are deemed to be sufficient for the purposes of furnishing consideration for this Agreement, and pursuant to the laws and statutes of the State of Tennessee, the parties hereto have mutually agreed and bound themselves as follows:

1. It is the purpose and intent of the parties to this Agreement that the Campus School shall be administered for the mutual benefit of Rutherford County and Middle Tennessee State University in accordance with Tennessee Code Annotated Section 49-8-105, which provides that control of the Campus School shall be wholly under the direction of the President of the University.

2. The County will allocate all available funds from whatever source received for the support of the Campus School on a per capita basis determined by ADA (average daily attendance) equal to that provided for the "same" grades to other schools in the County system. This includes, but is not limited to, all state and federal funds, per capita and pro rata share of allocations and equalization funds, state and county capital outlay funds (including county bond issues and capital outlay notes), textbook funds, and any other funds that may be allocated for the operation of all public schools in Rutherford County, Tennessee.
3. The County will be responsible for any energy and telecommunication costs incurred at the Campus School including, but not limited to, the following utility costs: electrical, water/sewer, natural gas, telephone, and internet services.
4. Campus School personnel will only be appointed upon the recommendation of the County Director of Schools and the President of the University, or their respective designees, acting jointly. In its sole discretion on an annual basis the University may either provide the services of a ten (10) month secretary/clerk to work at Campus School as mutually determined or fund (salary only, no benefits) one such County position in an amount not to exceed the midpoint of a University "Technical Clerk" position or the County's average salary for a comparable County secretarial/clerk position, whichever is less. Except as may be provided otherwise in this Agreement, the County shall be responsible for providing and funding all other Campus School staffing needs.
5. The County will be responsible for providing all furnishings and equipment, including, but not limited to, office equipment, computers, textbooks and classroom materials necessary for the operation of Campus School.
6. The County will be responsible for providing and funding custodial services for the Campus School. The custodial services include the labor and supplies required for:
  - a. Routine cleaning for normal operations;
  - b. Project cleaning (referred to as deep cleaning);
  - c. Event cleaning and support activities, including set-ups and break-downs;
  - d. Emergency cleaning and call backs; and
  - e. Non-routine cleaning in support of construction project activities.
7. The University will provide routine maintenance and repair services for the building systems to Campus School; provided, however, the University will invoice the County annually for the cost of these services. The routine maintenance and repair services include:
  - a. Light bulb/lamp replacements for ceiling mounted fixtures;
  - b. HVAC work including filter replacements;
  - c. Plumbing work;
  - d. Electrical work;
  - e. Carpentry work;
  - f. Painting;

- g. Grounds/landscaping services; and
  - h. Environmental Health and Safety services.
8. The University will provide grounds maintenance/services to Campus School. The University will invoice the County annually for the cost of these services on a pro-rated basis reflecting 50% (based on six [6] month mowing season) of the cost of annual grounds maintenance services.
  9. The University agrees to provide \$15,000 plant funds annually (subject to availability) to fund extraordinary maintenance items, i.e., new carpet, special painting, or lighting upgrades requested by the Campus School Principal. These funds may be accrued up to a maximum of \$45,000. The County and/or Campus School Parents Association may add to these funds for any individual project.
  10. Any future capital projects shall be negotiated in good faith by the parties and executed in an amendment to the Agreement.
  11. The Campus School building shall be used by County solely for school programs and activities. County may not assign this Agreement or allow any third party to use the Campus School building or property for any purpose without the expressed written consent of University. Further, County, in its use of the Campus School building and property, shall be responsible for taking all reasonable and customary precautionary measures necessary to protect the premises against fire, trespass, vandalism, forcible entry, and any and all other tortious conduct. County assumes full responsibility and liability for claims resulting from its failure to meet fire, life safety, Americans with Disabilities Act, or any other pertinent laws, codes, and rules applicable to the Campus School facilities.
  12. In case of damage or destruction of the Campus School building by acts of God, war or terrorism, fire, earthquake, flood, or any other cause like or unlike to a level not exceeding fifty percent (50%) of the structure, the parties agree, provided sufficient insurance funds are paid for such damage, to repair, restore, or rebuild the Campus School building in accordance with plans and specifications as approved by the State and provided further that such restoration can be completed within a one (1) year period. If sufficient insurance funds are not received or such restoration cannot be made within a one (1) year period, this Agreement shall terminate. In case of damage or destruction by acts of God, war or terrorism, fire, earthquake, flood, or other cause like or unlike greater than fifty percent (50%) of the Campus School building, University may, at its option, decline to repair, restore, or rebuild the Campus School building.
  13. Should the Campus School building be abandoned or cease to be used by County for the purposes herein set out, this Agreement shall terminate and University shall take full possession of the Campus School building and property.

14. The parties desire to maintain a safe, functional, and effective environment for students, staff, and visitors at the Campus School building. The Campus School building shall be inspected annually by the State Fire Marshal, and the County shall be responsible for correction of any deficiencies outlined by the State Fire Marshal. In the event during the term of this Agreement, the Campus School building fails to meet any applicable health and safety codes, standards, regulations as determined by the appropriate governmental authority, the University, by written notice to the County, may request that the County correct any such violations within six (6) months or sooner if necessary. If the County fails to correct such violations within the required timeframe, the University may terminate the Agreement.
15. The admission policies for the Campus School are attached in Appendix A. Any changes in admission policies shall be by mutual agreement of the County and the University.
16. It is agreed that the Campus School shall function as a laboratory school for observation, participation, research, and experimentation. The Campus School will maintain daily, weekly, and monthly schedules consistent with the County unless an exception is approved by the County Director of Schools. However, Campus School will observe school closings due to emergencies consistent with the schedule of the University unless specifically announced.
17. The County will comply with all state and federal statutes relative to the receipt of special grants and funds which are conditioned upon the retention of management or control by the County, and in such eventuality, only to the extent as required by law, it being the intent of this Agreement that the total management, operation, and control of said Campus School shall be with the President of the University and that the County shall retain no control unless required by law to do so except that the County will provide food services, custodial services, and other similar specific services that have been provided in the past relationship between the parties.
18. The County acknowledges its responsibility as the local educational agency to provide services under 20 United State Code Annotated Section 1400, *et seq.* (Individuals with Disabilities Education Act) and Title 49, Part 10 of the Tennessee Code Annotated to Campus School students, and that this Agreement does not in any way alter or change those responsibilities.
19. This Agreement shall not create for County any property rights or interest in the Campus School building. County shall have only such rights and benefits specifically provided for herein. Provided, however, County may maintain appropriate forms of insurance for its own protection and losses.
20. This Agreement shall be for an initial term of five (5) years effective on the first (1<sup>st</sup>) day of August 2020, and ending on the 30<sup>th</sup> day of June 2025. At the end of the initial term, this Agreement may be renewed by mutual written agreement for an additional five (5) year term provided there is no violation of any terms and conditions hereof.

21. Either party at any time during the original term of this Agreement may terminate this Agreement by giving the other party forty-eight (48) months written notice to be effective only at the end of the school year at the end of the forty-eight (48) month period provided a school year is in session.
22. Notwithstanding any provision of this Agreement to the contrary herein, either party may terminate this Agreement at the end of any fiscal year (June 30<sup>th</sup>) in the event that sufficient funds are not budgeted and/or appropriated by their respective governing bodies for continuation of this Agreement with no obligation to the other party.
23. Notwithstanding any provision of this Agreement to the contrary herein, this Agreement shall terminate in the event that County violates this Agreement and University declares County in breach of this Agreement. In the event University declares County in breach of this Agreement, University shall give County written notice of the breach and ninety (90) days thereafter in which to remedy the breach. If the breach is not remedied by the end of the ninety (90) days, then this Agreement shall terminate and County shall vacate the Campus School building and property. In the event University, at its option, agrees to a waiver of any of the terms and conditions hereof, such waiver shall not for any purpose be construed as a waiver of any succeeding breach of the same or any other terms or conditions of this Agreement, it being expressly understood and agreed that under any circumstances the burden of proof of compliance with all the terms and conditions of this Agreement shall be upon County.
24. As required by applicable state or federal law, neither party shall discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, national origin, or status as a disabled or Vietnam era veteran. Further, the parties agree to take affirmative action to ensure that applicants are employed and that employees are treated during the employment without regard to their race, religion, creed, color, sex, age, disability, national origin, or status as a disabled or Vietnam era veteran. Such action includes, but is not limited to, the following: employment, promotion, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
25. Neither party shall be responsible for personal injury or property damage or loss, except that resulting from its own negligence or the negligence of its employees or others for whom it is legally responsible.
26. Each party hereto will be responsible for its own actions insofar as liability to any third party is concerned, and it is further agreed that neither party will be responsible for the actions of the other in any phase of the said Campus School.
27. Any and all claims against the State of Tennessee, including University or its employees, based upon this Agreement or for injury, damage, expenses or attorneys' fees shall be heard and determined by the Board of Claims or Claims Commission of the State of Tennessee in the manner prescribed by law. Damages recoverable against University

shall be limited expressly to claims paid by the Board of Claims or Claims Commission pursuant to Tennessee Code Annotated Section 9-8-301 *et seq.*

28. The County shall maintain documents for all payments and charges under this Agreement. The books, records, and documents of the County, insofar as they relate to this Agreement, shall be maintained in accordance with the record retention standards published by the Records Management Division of the Office of the Tennessee Secretary of State, and shall be subject to audit, at any reasonable time and upon notice, by the Institution or the Tennessee Comptroller of the Treasury, or their duly appointed representatives.
29. This Agreement shall be governed by the laws of the State of Tennessee.
30. This Agreement contains the complete agreement between the parties and nothing herein shall be construed to include an obligation, custom or practice not specifically included herein, and any amendments or modifications hereof shall be in writing and agreed upon by the parties and signed by the respective parties and attached hereto.
31. Any notices appropriate to this Agreement shall be given by the sender to the other party and its legal counsel at the following respective addresses:

UNIVERSITY:

Office of the President  
Middle Tennessee State University  
204 Cope Administration Bldg.  
Murfreesboro, TN 37132

Office of the University Counsel  
Middle Tennessee State University  
209 Cope Administration Bldg.  
Murfreesboro, TN 37132

COUNTY:

Director of Schools  
Rutherford County Board of Education  
2240 Southpark Boulevard  
Murfreesboro, TN 37128

Staff Attorney  
Rutherford County Board of Education  
2240 Southpark Boulevard  
Murfreesboro, TN 37128

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands by their duly authorized representatives in duplicate, either of which copy may be treated as an original for all purposes, this the day and year first above written.

RUTHERFORD COUNTY BOARD  
OF EDUCATION

MIDDLE TENNESSEE STATE UNIVERSITY

By: *Bill C Spunick*

Title: *Director of Schools*

Date: *6/30/2021*

  
Digitally signed by Alan R. Thomas, Vice President for Business and Finance, acting for and on behalf of Middle Tennessee State University  
Date: 2021.06.25 09:32:43 -05'00'

By: \_\_\_\_\_

Title: Alan R. Thomas, Vice President for Business & Finance

Date: \_\_\_\_\_

**ADMISSION POLICIES FOR THE HOMER PITTARD (MTSU) CAMPUS SCHOOL**

- I. The extent of allocations of educational resources by Middle Tennessee State University (“the University”), the local school district, and Tennessee State Department of Education by necessity places limits on the total enrollment of the Homer Pittard Campus School (“Campus School”). Within these limits, the needs of the University’s teacher education program and the school district determine the enrollment ceiling and enrollment distribution. Due to special needs of the University or school district, the University President and/or Director of Schools may grant an exception to these policies.
  
- II. The goal of the Campus School shall be to have an appropriate gender balance and an appropriate minority group enrollment for each class and for the school as a whole.
  
- III. Following due consideration for all other admission requirements under the policies of the Rutherford County Schools and the laws of the State of Tennessee and the United States (including but not limited to race, gender, disabilities, etc.) students shall have priority admission upon the following basis:
  1. Children currently enrolled in the school.
  2. Children of employees at Campus School.
  3. Children who have a sibling currently enrolled at Campus School. An application must be on file for each sibling according to the requirements set forth in this document.
  4. The University President may, when he /she deems advisable for the welfare of the University, establish an admissions override. The Principal of Campus School shall ensure that a minimum of two (2) seats are available in each grade level in an effort to accommodate overrides by the University President. In such instances any terms of the override that conflict with the general policy shall prevail over the general policy. The override may not be used to violate any state or federal law regarding race, gender, disability, etc. The University President will perform an admissions override only when the University President has made a documented determination that there is a need to attract or retain individuals to key/ critical positions within the University as determined by the University President.
  
- IV. An open enrollment period will occur each year from December 1<sup>st</sup> through January 31<sup>st</sup>. The open enrollment period shall be announced on the websites of Campus School and Rutherford County Schools at least sixty (60) days in advance of the application due date. Enrollment will be based on the order of priorities set forth in Section III. All seats remaining after priority enrollment shall be based on a lottery process facilitated by the Principal of Campus School.

Interested families must complete an online application and submit all application materials by the advertised deadline. Families who fail to submit completed applications by the advertised application deadline will not be considered for admission, and will not be added to the waitlist after the admissions window has closed. Each completed application will be assigned a number. Numbers will be randomly drawn to fill all available seats remaining after priority enrollment.

Offers of admission shall be made in writing and tendered via United States Postal Service, email, or telephone beginning in the spring of each year and concluding in August. Applicants will be given a deadline on which to respond to their seat offer. Failure to respond by the specified deadline will be construed as declining the offer of admission. If an offer of admission is declined, the next applicant on the wait list will be offered a seat. Offers of admission will continue to be made to applicants on the wait list until all available seats are filled.

- V. This revised policy shall be implemented for the 2022-23 school year. Families that submitted applications for the 2022-23 school year prior to the adoption of this revised policy shall be notified that they must reapply during the open enrollment period of 2022.

MIDDLE TENNESSEE STATE UNIVERSITY

By \_\_\_\_\_, ~~President~~ \_\_\_\_\_ Date  
Alan R. Thomas, Vice President for Business & Finance

RUTHERFORD COUNTY BOARD OF EDUCATION

By \_\_\_\_\_, Director \_\_\_\_\_ Date

COLLEGE OF EDUCATION

By [Signature], Dean 09 August 2021 Date

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Student Transportation Management</b>	Descriptor Code: <b>3.400</b>	Issued Date: <b>08/08/24</b>
		Rescinds: <b>3.400</b>	Issued: <b>07/27/22</b>

1 Appointed directors of schools, in employing school transportation personnel, and boards of education,  
2 in contracting for transportation services with persons owning equipment, are authorized to enter into  
3 contracts for such services for periods of time as long as, but not exceeding, four (4) years from the date  
4 of making the contracts, it being the purpose of this section to permit a reasonable degree of employment  
5 security for such school transportation personnel. <sup>1</sup>

6 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall  
7 appear on the rear bumper.<sup>2</sup>

8 Buses shall also include notice in a conspicuous place that only authorized persons shall enter the bus.  
9 This notice shall include appropriate contact information in case of an issue on the bus.<sup>3</sup>

10 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,  
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The Director of Schools shall develop procedures to ensure compliance with the statutory and  
13 regulatory requirements for the transportation program.

## 14 RESPONSIBILITIES OF BUS OWNERS

15 1. Each school bus and all related equipment shall always be maintained in condition to operate  
16 safely during the school year and shall conform to specifications as set forth by the State Board  
17 of Education<sup>1</sup> and National Highway Traffic Safety Administration.

18 2. Each bus driver shall obey all applicable state rules and regulations.

19 3. A school bus owner shall give sixty (60) days written notice to the Board when he/she wishes to  
20 terminate his/her bus operation contract.

21  
22  
23  
24 ~~4. The Board shall carry liability insurance on all school buses used by Contractor in the minimum  
25 amount of \$1,000,000 bodily injury per occurrence, \$100,000 property damage (One million/one  
26 hundred thousand) liability limits and naming contractor as an additional insured. The Board  
27 will provide Commercial General Liability coverage for contractors/operators as long as they are  
28 on school business, in transit to or from, or taken for repairs or fuel. Said insurance shall include  
29 uninsured motorist coverage. Contractor shall provide liability insurance for private trips and/or  
30 any trip not approved and sanctioned by the Board.~~

31

1 5. The Contractor shall be required to maintain general liability insurance coverage from an  
2 insurance company licensed in the State of Tennessee with an AM Best rating of A- or better, or  
3 as otherwise acceptable to the Board, naming the Board as an additional insured. Each Contractor  
4 shall maintain liability insurance with coverage limits as required by State law, but with auto  
5 liability coverage limits of no less than \$1,000,000 for auto liability, \$1,000,000 for general  
6 business liability, and a \$2,000,000 umbrella policy that provides additional coverage to the auto  
7 liability and general business liability policies. The policies obtained by Contractor shall also  
8 include uninsured and underinsured coverage of no less than \$1,000,000 per occurrence. The  
9 deductibles under the policies shall be no more than \$5,000 unless the Board expressly approves  
10 a different deductible maximum. Contractor may obtain more insurance coverage if they choose  
11 to do so. The liability insurance of the Contractor shall be primary as between any other insurance  
12 coverage. Contractor shall provide the Board with a written Certificate of Insurance confirming  
13 coverage required under this Agreement no less than once annually and as requested by the  
14 Board. Each policy shall include a provision that it may not be cancelled without the insurance  
15 carrier providing thirty (30) days advance written notice to the Board. Upon the termination of  
16 this contract for any reason, Contractor must provide a certificate of insurance to the Board within  
17 five (5) days of the last day of service hereunder confirming insurance coverage with the  
18 minimum coverages stated above for all claims and occurrences accruing through the  
19 Contractor's last day of service. If a Contractor fails to maintain the insurance required hereunder  
20 or fails to provide the Board proof of coverage upon the Board's request, the Board may suspend  
21 or terminate this Contract. Contractor is also encouraged to obtain additional auto and business  
22 liability and property casualty insurance coverage on Contractor's buses. Notwithstanding the  
23 above, if applicable law allows the Board to provide liability insurance coverage for Contractors,  
24 the Rutherford County Risk Management Office can obtain insurance coverage acceptable on  
25 terms agreeable by the Board, and the Board elects to do so in writing, the obligations under this  
26 Section 1.3 can be amended by written mutual agreement with Contractor.

27  
28 6. Each school bus owner must specify for the Director of Schools' approval the name of the  
29 designated driver and at least one substitute driver of his/her bus.

30 The Director of Schools shall issue a certificate to school bus drivers that meet the qualifications  
31 established by the Board.<sup>4</sup>

32 Annually, the Board shall require each school bus driver to have a physical and mental  
33 examination. The Board shall revoke the certificate of any school bus driver found to be  
34 physically, mentally, or morally unfit to operate a school bus. Additionally, a certificate shall be  
35 revoked if the school bus driver is convicted of driving under the influence, vehicular assault,  
36 vehicular homicide, aggravated vehicular homicide, or the manufacture, delivery, sale, or  
37 possession of a controlled substance or analogue.<sup>5</sup>

38 7. The Contractor shall furnish all route information requested by the school system, such as student  
39 names, school, grade, stops, number per stop, etc. Contractor shall supply by August 1 of each  
40 year and update within ten (10) days of any change the name, address and phone number of the  
41 person that will check the bus at the end of every route to confirm that no person remains on the  
42 bus.

**1 DIRECTOR OF TRANSPORTATION<sup>6</sup>**

2 The Director of Schools shall appoint a Director of Transportation for the district. He/she shall be  
3 responsible for the monitoring and oversight of transportation services for the district.

4 The Director of Transportation shall complete a student transportation management training program  
5 upon appointment. Every year the Director of Transportation shall complete a minimum of four (4)  
6 hours of training annually.

7 The Director of Schools shall ensure that training is completed and provide the state department of  
8 education with appropriate documentation.

**9 COMPLAINT PROCESS<sup>7</sup>**

10 The following procedure will govern how students, teachers, staff, and community members shall  
11 submit bus safety complaints:

- 12 1. All complaints shall be submitted to the transportation supervisor on forms designated by the  
13 District on its website;
- 14 2. Forms may be submitted in person, via mail, via phone, or e-mail. In the case of a complaint  
15 received via phone, the person receiving the phone call shall be responsible for filling out the  
16 form and submitting it to the Transportation Supervisor.

17 The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-  
18 four (24) hours of receipt.

19 Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall  
20 submit a preliminary report to the Director of Schools or designee and a copy of the preliminary report  
21 to the Contractor. This report shall include:

- 22 1. The time and date the complaint was received;
- 23 2. The name of the bus driver;
- 24 3. A copy or summary of the complaint; and
- 25 4. Any prior complaints or disciplinary actions taken against the driver.

26 Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall  
27 submit a final written report to the Director of Schools or designee and a copy to the Contractor that  
28 details the investigation's findings as well as the action taken in response to the complaint.

29 An annual notice of this complaint process shall be provided to parents and students. This information  
30 shall be made available in the student handbook and district website.

**31 RECORDKEEPING<sup>8</sup>**

32 The transportation supervisor shall be responsible for the collection and maintenance of the following  
33 records:

- 1 1. Bus driver credentials, including required background checks;
- 2
- 3 2. Driver state training records; and
- 4
- 5 3. Complaints received and any records related to the investigation and complaints.

## 6 **AWARDING AND RENEWING CONTRACTS**

### 7 *General*

8 ~~In order for all contractors to obtain a contract, a list system will be utilized. First priority is set by~~  
9 ~~seniority. For second priority, the Transportation Director will schedule a lottery style drawing annually~~  
10 ~~to compile the list. Third Priority shall be a mass notification process to all eligible contractors regardless~~  
11 ~~of participation in the First and Second Priority List. If multiple contractors request an offered contract~~  
12 ~~in the Third Priority, the tie will be broken based on seniority. Names will be placed on the list in the~~  
13 ~~order they are drawn. The priority lists are redrawn each school year.~~

### 14 *First Priority*

15 ~~Each bus driver who has never had a contract, that holds a current driving eligibility status with the~~  
16 ~~Rutherford County Board of Education and has been driving full-time for two (2) complete school~~  
17 ~~years or the equivalent of four (4) years driving daily in the morning (AM) or afternoon (PM) may~~  
18 ~~make application to be included on the First Priority list. Applications will be provided by the~~  
19 ~~Transportation Department and must be filed in person with the Transportation Director. The~~  
20 ~~application will include a sworn, notarized affidavit declaring the total length of active time driving a~~  
21 ~~school bus with the Rutherford County Schools System. Active time is defined as the time in which a~~  
22 ~~driver has actively driven full-time or the equivalent of four (4) years driving daily in the morning~~  
23 ~~(AM) or afternoon (PM) while maintaining legal licensing supported by the documentation required~~  
24 ~~under the bus contract. As new and replacement contracts become available throughout the term of the~~  
25 ~~contract period, drivers on this list will be offered contracts in the order their names appear on the list,~~  
26 ~~provided the driver continues to be eligible as a driver in Rutherford County and is in good standing~~  
27 ~~with the Board. The contractor shall select one (1) of the offered contracts.~~

28 ~~The applicant must update their application upon any change in the information that has been provided~~  
29 ~~to the Transportation Director. Each application will be reviewed for accuracy prior to a contract being~~  
30 ~~offered. Additionally, each applicant will be required to provide a fingerprint sample and pass a criminal~~  
31 ~~history background check prior to a contract being offered. Any driver who is hired by a contractor after~~  
32 ~~the application deadline will be allowed to make application after driving full-time for two (2) complete~~  
33 ~~school years.~~

### 34 *Second Priority*

35 ~~In the event the First Priority list is exhausted, the Second Priority list will be executed. Any contractor~~  
36 ~~who has held one (1) or more bus contracts will be eligible to make application for the Second Priority~~  
37 ~~list. The application must be completed and submitted to the Transportation Director. As new and~~  
38 ~~replacement contracts become available (after the First Priority list has been exhausted), the drivers on~~  
39 ~~the Second Priority list will be offered available bus contract in the order their names appear on the list,~~

1 provided the driver continues to be eligible as a driver in Rutherford County and is in good standing with  
2 the Board. The driver shall have the option to select one (1) of the available contracts.

### 3 *Third Priority*

4 ~~In the event the First and Second Priority List are exhausted, and contracts remain unclaimed, the~~  
5 ~~Director of Transportation may offer any remaining new or replacement contracts to any eligible~~  
6 ~~provider qualified to provide student transportation, regardless of that provider's participation in First or~~  
7 ~~Second Priority lists. The Director of Transportation must notify all current Contractors and all current~~  
8 ~~drivers when a Third Priority List is created for unclaimed route contracts.~~

9 ~~In the event more than one provider selects an unclaimed route/contract, seniority of existing contractors~~  
10 ~~will be used as the determining factor in awarding the contract.~~

11 The Director of Schools or his/her designee shall conduct a plan of action annually to determine potential  
12 school bus service providers for the upcoming school year.

13 The Board of Education will contract with individual owners, partnerships, or corporations to provide  
14 student transportation services for periods of time not to exceed the length of the bus transportation  
15 services contract.

16 Service providers shall be reputable citizens with records of responsibility and sound business judgment.  
17 If the service provider is a partnership or corporation, all partners or shareholders shall meet the  
18 requirements of individual service providers, and their names shall be fully disclosed on the agreement  
19 and all partners shall execute said agreement. If there is a change in the partners or their partnership  
20 interest, the district shall be immediately notified and the Director of Schools may determine to cancel  
21 the agreement unless all partners meet the requirements of these regulations.

### 22 *Exchanges*

23 After a route/contract is awarded, the route remains the responsibility of the Contractor for the duration  
24 of his/her contract with Rutherford County Schools. Exchanges may only occur in June of every year  
25 with the express written permission of the ~~Director of Transportation~~ Director of Schools or his/her  
26 designee, after communicating with the Contractors and determining such an exchange creates a  
27 cohesive route management system with positive long-term benefits for the students, parents,  
28 contractors, and the Transportation Department and is essential to the functioning of Rutherford  
29 County Schools.

### 31 **CONTRACTED SERVICE PROVIDERS REQUIREMENTS**

32  
33 Contracted Service Providers must meet the following requirements:

- 34 1. Contracted Service Providers shall be reputable citizens with records of responsibility and  
35 sound business judgment;
- 36 2. Demonstrated previous competent performance as a service provider;
- 37 3. Meeting criteria for inclusion of the bus driver eligibility roster;
- 38 4. Proof acceptable to the Transportation Department of adequate funding sources;
- 39 5. Written documentation demonstrating the ability to acquire required insurance;
- 40 6. Satisfactory Local, State and Federal background check;

- 1 7. Documentation of employment and/or self-employment history with references;
- 2 8. Completion of a "Application of Intent" for the current school year.

### 3 4 **APPLICATION OF INTENT TO PROVIDE SERVICES**

5  
6 The Director of Schools or his/her designee shall conduct a plan of action annually to determine  
7 potential school bus Contracted Service Providers for the upcoming school year. The district will  
8 continuously accept applications of intent from parties interested in providing transportation services to  
9 the school system. These applications will be maintained until the Director of Schools determines it is  
10 necessary to award new contracts for transportation services. Periodically, as determined necessary,  
11 notification will be placed in a daily newspaper published in Rutherford, Tennessee, notifying both  
12 existing and potentially new Contracted Service Providers of the district's intent to award contracts for  
13 school bus services. This is to allow all interested parties to file an application of intent. The completed  
14 application of intent shall be returned to the Transportation Department as specified in the published  
15 intent to award notification. An application of intent must be submitted in order for the interested party  
16 to be considered. Applications of intent shall include all contact information for the interested party or  
17 entity and should address the following areas:

- 18 A. The potential contractor's experiences, capabilities, and capacity;
- 19 B. The name and contact information for any school districts, where the party or entity may
- 20 have a previous service history;
- 21 C. The experience and qualifications of the key personnel who may be assigned to provide
- 22 services;
- 23 D. A safety record for the past five years including any accident;
- 24 E. A description and documentation of the party's or entity's financial health;
- 25 F. A description of the equipment to be used in the performance of assigned services;
- 26 G. Documentation from an insurer duly licensed and authorized to operate in the state of
- 27 Tennessee verifying the entity's or party's eligibility for insurance;
- 28 H. Three references from current or previous customers indicating service quality and
- 29 compliance;
- 30 I. A disclosure of any litigation with a current or former customer within the past three years.

### 31 32 **LIMITATION OF NUMBER OF CONTRACTS HELD**

33 No contractor shall have more than ten (10) contracts during any school year unless specifically  
34 approved by the Board when unfilled routes exist. Any contractors holding more than ten (10) routes  
35 shall be grandfathered for the 2025-2026 school year.

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Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05; Public Acts of 2023, Chapter No. 122](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [Public Acts of 2024, Chapter No. 548](#)
4. [TCA 49-6-2107](#)
5. [TCA 49-6-2107\(e\)\(1\); Public Acts of 2023, Chapter No. 122](#)
6. [TCA 49-6-2116\(a\)-\(c\)](#)
7. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
8. [TCA 49-6-2116\(d\)\(5\)](#)

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Cross References

Bus Safety and Conduct 6.308  
Homeless Students 6.503

# Rutherford County Board of Education

Monitoring: <b>Review: Annually, in April</b>	Descriptor Term: <b>Use of Personal Communication Devices and Electronic Devices</b>	Descriptor Code: <b>6.312</b>	Issued Date: <b>07/27/22</b>
		Rescinds: <b>6.312</b>	Issued: <b>05/04/21</b>

## 1 **DEFINITIONS**

2 A ~~“personal communication device” (PCD) is a device that emits an audible signal, vibrates, displays a~~  
3 ~~message, or otherwise summons or delivers a communication to the possessor.~~

4 A ~~“personal electronic device” is a device that can be used as a camera, a recorder, a video/sound player,~~  
5 ~~or any such item that electronically transmits or receives a signal, image, sound file, data file or message.~~

6 ~~PCDs and personal electronic devices include, but are not limited to, cell phones, tablets, gaming devices,~~  
7 ~~laptops, mp3 players, cameras, wearable technology such as eyeglasses, rings or watches that can record,~~  
8 ~~live stream or interact with wireless technology on school property.~~

9 ~~“Use” means interacting, displaying, engaging with, holding, or operating a PCD and/or personal~~  
10 ~~electronic device. Use shall include the device ringing, vibrating, beeping, or causing any type of~~  
11 ~~disruption. Use shall also include passively recording, filming, streaming, broadcasting, or AirDropping,~~  
12 ~~or Quick Sharing.~~

## 13 **PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC DEVICES**

### 14 **Use by Students in Grades PreK-5**

15 ~~Students may possess PCDs while on school property. However, the PCD must be in silent mode and~~  
16 ~~must be kept in a backpack, purse, or similar personal carry all and may not be used unless the principal~~  
17 ~~or the principal’s designee grants a student permission to do so. The principal or the principal’s designee~~  
18 ~~may specifically grant permission for a student to use a PCD during class time for a specific academic~~  
19 ~~purpose or at other times for other purposes that the principal deems appropriate.~~

### 20 **Use by Students in Grades 6-8**

21 ~~Students may possess PCDs while on school property. The devices may be used during after-school~~  
22 ~~activities. At other times the PCD must be in silent mode and must be kept in a backpack, purse or~~  
23 ~~similar personal carry all and may not be used unless the principal or the principal’s designee grants a~~  
24 ~~student permission to do so. The principal or the principal’s designee may grant a student permission to~~  
25 ~~use a PCD during class time for a specific academic purpose or at other times for other purposes that the~~  
26 ~~principal deems appropriate.~~

### 27 **Use by Students in Grades 9-12**

28 ~~Students may possess PCDs while on school property. The devices may be used before and after school,~~  
29 ~~during lunch periods and during class transition times. At all other times the PCD must in silent mode.~~

1 The principal or the principal's designee may grant a student permission to use a PCD during class time  
2 for a specific academic purpose or at other times for other purposes that the principal deems appropriate.

### 3 ~~VIOLATION OF PERSONAL COMMUNICATION DEVICES AND/OR ELECTRONIC~~ 4 ~~DEVICES~~

5 Students must adhere to the Rutherford County Board of Education's Acceptable Use Policy when using  
6 PCDs and personal electronic devices as permitted in this policy. Possession of PCDs and/or personal  
7 electronic devices under the circumstances set forth in this policy is a privilege which may be forfeited  
8 by a student who fails to abide by the terms of this policy.

9 A PCD used outside these parameters may result in confiscation of the PCD until it can be released  
10 directly to the student's parent or guardian. A student who possesses a PCD, in violation of this policy,  
11 is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD  
12 privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or  
13 is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

14 PCD and/or personal electronic device may also be temporarily confiscated for search if the school has  
15 adequate and legal grounds to do so. If no evidence of illegal or inappropriate activity is found, the device  
16 should be immediately returned. If evidence of illegal or inappropriate activity is found, the device may  
17 be turned over to law enforcement, if appropriate, or picked up by a parent/guardian at the end of that  
18 same school day.

19 The Rutherford County Board of Education, its schools, nor its employees assume no responsibility or  
20 liability for the loss or damage to any student's personal communication device, or for the unauthorized  
21 use of a student's personal communication device.

### 22 ~~INAPPROPRIATE USE OF PCD AND/OR ELECTRONIC DEVICES~~

23 In addition to the parameters established above, use of a PCD or other electronic device to bully, harass  
24 or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device  
25 for any illicit activity including but not limited to take, disseminate, transfer, or share obscene,  
26 pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic  
27 data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking,  
28 disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise  
29 inappropriate images or photographs of other students or any other individual, particularly underage, at  
30 school, on a school bus or while attending any school event or activity will be subject to the disciplinary  
31 procedures of the school district and reported to law enforcement and other appropriate State or Federal  
32 agencies.

#### 33 *General*

34 Students may possess wireless communication devices so long as such devices are stored and not in use  
35 for the entirety of the school day. Such devices include any portable wireless device that has the  
36 capability to provide voice, messaging, or other data communication between two (2) or more parties,  
37 such as cell phones, laptops, tablets, and gaming devices.<sup>1</sup>

1 A student may, however, be permitted to utilize a wireless communication device under the following  
2 circumstances:

3 1. In case of emergency;

4  
5 2. When authorized by a teacher for educational purposes;

6  
7 3. To manage the student's health;

8  
9 4. When the possession or use is required by the student's individual education program, 504  
10 plan, or individual learning plan; or

11  
12 5. When the device is being used by a student with a disability for the operation of assistive  
13 technology to increase, maintain, or improve the student's functional capabilities.<sup>1</sup>

#### 14 **NON-COMPLIANCE**

15 A student in violation of this policy is subject to disciplinary action pursuant to the code of conduct.  
16 Students with continued non-compliance will progress through the disciplinary levels in the code of  
17 conduct.

18 A wireless communication device may be temporarily confiscated for search if the school has adequate  
19 and legal grounds to do so. If no evidence of illegal or inappropriate activity is found, the device should  
20 be immediately returned. If evidence of illegal or inappropriate activity is found, the device may be  
21 turned over to law enforcement, if appropriate, or picked up by a parent/guardian at the end of that same  
22 school day.

23 In addition to the parameters established above, use of a wireless communication device to bully, harass  
24 or intimidate others will be subject to related disciplinary action. Using a wireless communication for  
25 any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic,  
26 lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer  
27 or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating,  
28 transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate  
29 images or photographs of other students or any other individual, particularly underage, at school, on a  
30 school bus or while attending any school event or activity will be subject to the disciplinary procedures  
31 of the school district and reported to law enforcement and other appropriate State or Federal agencies.

32 The Rutherford County Board of Education, its schools, nor its employees, assume no responsibility or  
33 liability for the loss or damage to any student's wireless communication device, or for the unauthorized  
34 use of a student's wireless communication device.

#### 35 **EMERGENCY COMMUNICATION PLAN**

36 In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be  
37 alerted by the school and/or the district.<sup>1</sup>

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Legal References

1. [Public Acts of 2025, Chapter No. 103](#)

Cross References

Code of Conduct 6.300

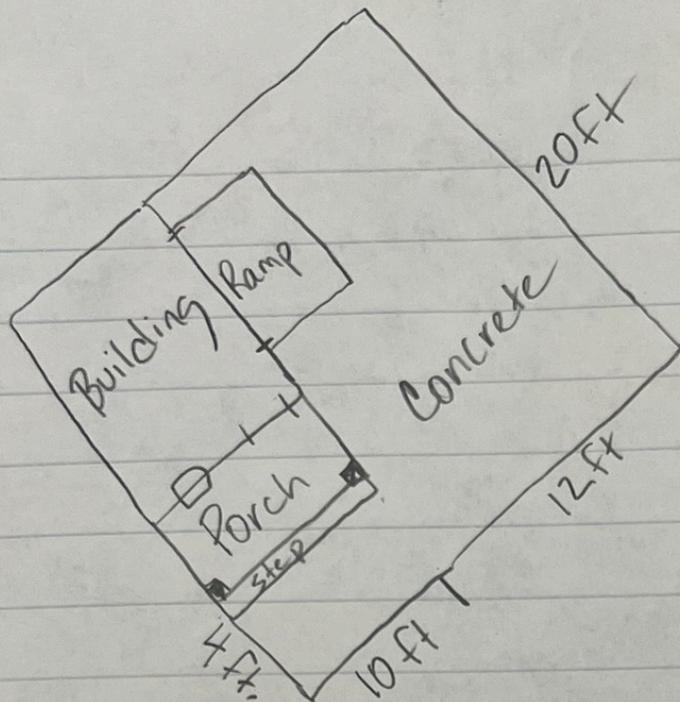
Rutherford County Schools

Application for Campus Construction Project

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

1. School Name Oakland Middle
2. Principal Brad Decker
3. Project Name Concrete Pads @ Soccer field
4. Assistant Principal who is overseeing the project Web Hutchins
5. Does project support recreational sports, athletics or education? Yes
6. Does this project meet all gender equity criteria? Yes
7. What department is this project being constructed for? (I.E. Baseball, softball, band, FFA, etc.)  
Soccer field
8. What is the anticipated cost for this project (this should include all utility connection fees, building permits, inspection, and construction). Attach and submit a detailed estimate. \$2600
9. What is the funding source and are funds currently available: (Grant, Booster Club, etc.) List all sources. Funds: SRM is donating 6 yds of concrete. Soccer Field Acct. will fund the labor of the project.
10. If a grant or funded by a foundation/donor/ charitable organization, what is the foundations name? N/A  
Do construction plans meet criteria for funding?
11. If funded by a local financial institution, has the loan been approved and who is the guarantor for loan N/A
12. Do you have a site layout showing where this project will be constructed on campus? Yes
13. Has RCS Engineering & Construction reviewed project location? Are there any conflicts in utilities or easements? No
14. Has MTEMC, CUD, MWSD or other local utilities been contacted for service connection if required? N/A
15. Are plans drawn and stamped by Architect/ Engineer? No





Home  
bench



Concrete pads  
under benches  
(2) 4x22



Visitor  
bench





## Rutherford County Schools

### Application for Campus Construction Project

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

1. School Name **Daniel-McKee Alternative School**
2. Principal **Nicole Stirbens**
3. Project Name **Daniel-McKee Interior Hallway Murals**
4. Assistant Principal who is overseeing the project **Glenn Suggs**
5. Does project support recreational sports, athletics or education? **General**
6. Does this project meet all gender equity criteria? **Yes**
7. What department is this project being constructed for? (I.E. Baseball, softball, band, FFA, etc.) **General building upgrade**
8. What is the anticipated cost for this project (this should include all utility connection fees, building permits, inspection, and construction). Attach and submit a detailed estimate. **Experience Community Church is providing all labor and materials estimated at \$2,075. See email quote.**
9. What is the funding source and are funds currently available: (Grant, Booster Club, etc.) List all sources. **Experience Community Church is funding all materials and labor.**
10. If a grant or funded by a foundation/donor/ charitable organization, what is the foundation's name? Do construction plans meet criteria for funding? **N/A**
11. If funded by a local financial institution, has the loan been approved and who is the guarantor for loan? **N/A**
12. Do you have a site layout showing where this project will be constructed on campus? **There is no site layout but the mural will be painted along the cafeteria wall opposite the lunch line.**
13. Has RCS Engineering & Construction reviewed project location? Are there any conflicts in utilities or easements? **N/A**
14. Has MTEMC, CUD, MWSD or other local utilities been contacted for service connection if

required? **N/A**

15. Are plans drawn and stamped by Architect/ Engineer? **N/A**

16. Have plans been submitted to Rutherford County Codes or Murfreesboro City Building Codes Offices for review and/or approval. (LaVergne City Codes, Smyrna City Codes, Murfreesboro City Codes) **N/A**

17. What is your time line for completion of project? When will it start and when will it be completed? **Project will begin 7/21 in order to ensure completion before 8/8 student start date.**

18. If stated that construction project is at no cost to school Board all cost should be included in project. This includes electrical, plumbing, and mechanical services. **See email quote from Crystal O'Neal.**

19. Do you have a contractor for constructing/completing the project? What is the name of Contractor? If no, who will be overseeing the project from the community and who will be doing the work? **Experience Community Church staff member Crystal O'Neal will oversee and coordinate the project.**

## Cafeteria Wall Mural Quote

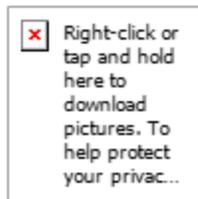


Crystal O'Neal <crystal@experiencecc.com>  
To Glenn T. Suggs

 Click here to download pictures. To help protect your privacy, Outlook prevented auto

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you are expecting them from a trusted sender.

Cafeteria Wall: 202 sq ft  
Cost of Paint and Supplies: \$395  
Labor: \$1680



**Crystal O'Neal**  
ECC Network  
Artist

**P:** 629.219.1662

The Experience  
Community

**experiencecc.com**



**COST SHARING PLAN FOR WATER LINE RELOCATION & UPSIZING AT  
POPLAR HILL ELEMENTARY LOCATED AT THE INTERSECTION OF  
 BLACKMAN ROAD & BAKER ROAD**

(Tax Map 071 Parcel 03001)

Pursuant to the Board of Commissioners of Consolidated Utility District (CUD) your project has been deemed eligible for cost sharing on certain pipe materials and sizes for this project. Under this plan, CUD would reimburse the Developer for the difference in cost to upsize for a portion of the 8” ductile iron pipe to 12” ductile iron pipe (as shown on the CUD water plans). The developer is responsible for procuring all required piping and materials required for the upsizing of the water main for the project.

The Developer Agreement for this project has already been executed and addresses the responsibilities for the design, inspection, construction, etc. for this project. This Cost Sharing Plan is strictly supplemental to the Developer Agreement and does not supersede or change that agreement in any way.

The schedule below reflects the estimated quantities and pricing for cost sharing. Although the prices themselves may vary between the date this cost sharing plan is accepted and the purchase of the materials, the “cost difference” is hereby established and agreed to by both the developer and CUD. During construction, the Developer shall keep a record of all materials involved with this cost sharing plan. The Developer shall submit a materials list based on actual quantities installed which shall be subject to review and approval by CUD. Once construction is complete, CUD shall request a Cost Sharing Reconciliation form to be signed by the Developer and CUD which may also need to be reviewed and approved by CUD’s board of commissioners.

<u>Material (units)</u>	<u>Estimated Qty's</u>	<u>Unit Price 8"</u>	<u>Unit Price 12"</u>	<u>Cost Difference</u>
Pipe (feet)	765'	\$80.00	\$125.00	\$34,425
Valves (each)	2	\$2,500	\$3,000	\$1,000
Megalugs	12	\$130.00	\$225.00	\$1,140
Steel Casing	135'	\$325 (16" CASING)	\$250 (20" CASING)	\$10,125
(cost estimate continues on next page)				

<u>Material (units)</u>	<u>Unit Price</u>	<u>Estimated Qty FOR 8" PIPE</u>	<u>Estimated Qty FOR 12" PIPE</u>	<u>Cost Difference</u>
Fittings (lb.)	\$6.50/lb.	1,290 lbs.	1,660 lbs.	\$2,405
Concrete (c.y.)	\$200/c.y.	10 c.y.	12 c.y.	\$400
Crush Stone (ton)	\$30/ton	120 tons	150 tons	\$900
<b>Total Estimated Cost Reimbursement</b>				<b>\$50,395</b>

The FINAL quantities will be determined by CUD based on GIS/GPS data after water line construction is complete and CUD has accepted the water main installation. In addition, the developer is responsible for maintaining accurate records of all materials noted in this cost sharing plan. Final quantities are subject to review by CUD.

\_\_\_\_\_ With your signature below, you agree to the terms described above for this project.

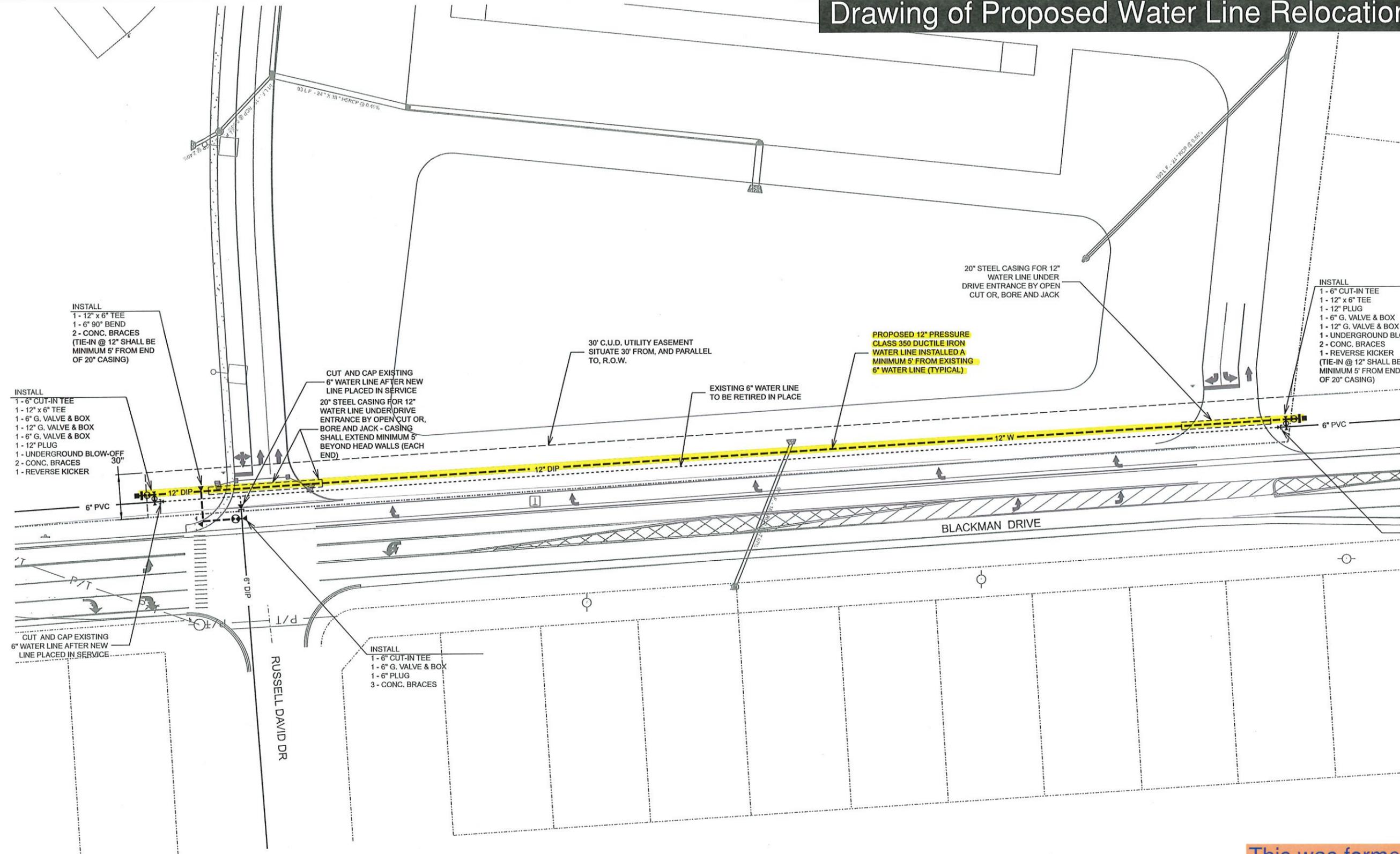
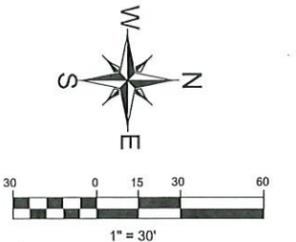
Signature of Developer \_\_\_\_\_ Date: \_\_\_\_\_

Name (print) \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Consolidated Utility District \_\_\_\_\_ Date: \_\_\_\_\_

Name (print) Roger Goodson Title: General Manager

# Drawing of Proposed Water Line Relocation & Upsizing



INSTALL  
 1 - 12" x 6" TEE  
 1 - 6" 90° BEND  
 2 - CONC. BRACES  
 (TIE-IN @ 12" SHALL BE MINIMUM 5' FROM END OF 20" CASING)

INSTALL  
 1 - 6" CUT-IN TEE  
 1 - 12" x 6" TEE  
 1 - 6" G. VALVE & BOX  
 1 - 12" G. VALVE & BOX  
 1 - 6" G. VALVE & BOX  
 1 - 12" PLUG  
 1 - UNDERGROUND BLOW-OFF  
 2 - CONC. BRACES  
 1 - REVERSE KICKER

CUT AND CAP EXISTING 6" WATER LINE AFTER NEW LINE PLACED IN SERVICE  
 20" STEEL CASING FOR 12" WATER LINE UNDER DRIVE ENTRANCE BY OPEN CUT OR, BORE AND JACK - CASING SHALL EXTEND MINIMUM 6' BEYOND HEAD WALLS (EACH END)

30' C.U.D. UTILITY EASEMENT SITUATE 30' FROM, AND PARALLEL TO, R.O.W.

EXISTING 6" WATER LINE TO BE RETIRED IN PLACE

PROPOSED 12" PRESSURE CLASS 350 DUCTILE IRON WATER LINE INSTALLED A MINIMUM 5' FROM EXISTING 6" WATER LINE (TYPICAL)

20" STEEL CASING FOR 12" WATER LINE UNDER DRIVE ENTRANCE BY OPEN CUT OR, BORE AND JACK

INSTALL  
 1 - 6" CUT-IN TEE  
 1 - 12" x 6" TEE  
 1 - 12" PLUG  
 1 - 6" G. VALVE & BOX  
 1 - 12" G. VALVE & BOX  
 1 - UNDERGROUND BLOW-OFF  
 2 - CONC. BRACES  
 1 - REVERSE KICKER  
 (TIE-IN @ 12" SHALL BE MINIMUM 5' FROM END OF 20" CASING)

CUT AND CAP EXISTING 6" WATER LINE AFTER NEW LINE PLACED IN SERVICE

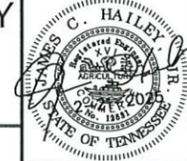
INSTALL  
 1 - 6" CUT-IN TEE  
 1 - 6" G. VALVE & BOX  
 1 - 6" PLUG  
 3 - CONC. BRACES

This was formerly referred to as the Batey Elementary School.

REVISIONS  
 3-12-2025



**JAMES C. HAILEY & COMPANY**  
 Consulting Engineers  
 Franklin, Tennessee 37067  
 PH: 615-883-4933 FAX: 615-883-4937  
 http://www.jchengr.com



CONSOLIDATED UTILITY DISTRICT  
 Rutherford County, Tennessee

DESIGN	DRAWN	CHECKED
BNH	LLB	JCH

WATER LINE ADDITIONS  
 BATEY ELEMENTARY SCHOOL

DATE	SCALE	PROJECT NO.
FEB. 2025	AS NOTED	25103

SHEET  
 3  
 79

# ENERGY-EFFICIENT LIGHTING UPGRADE for Rutherford County Schools



SUBMITTED BY



## EXCEL ENERGY GROUP, INC.

June 17, 2025

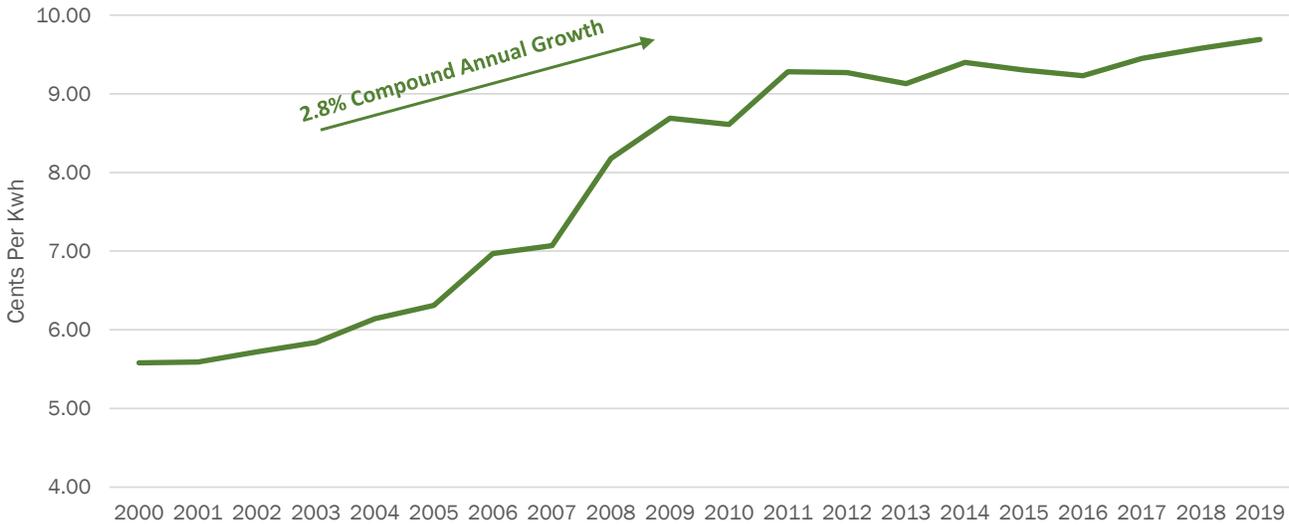


[WWW.EXCELENERGYGROUP.COM](http://WWW.EXCELENERGYGROUP.COM) | (479) 280-1928

FAYETTEVILLE, AR | LITTLE ROCK, AR | RUSSELLVILLE, AR | COLORADO SPRINGS, CO | NASHVILLE, TN | DALLAS, TX

# The Cost of Lighting

## Average Retail Price of Electricity for Tennessee



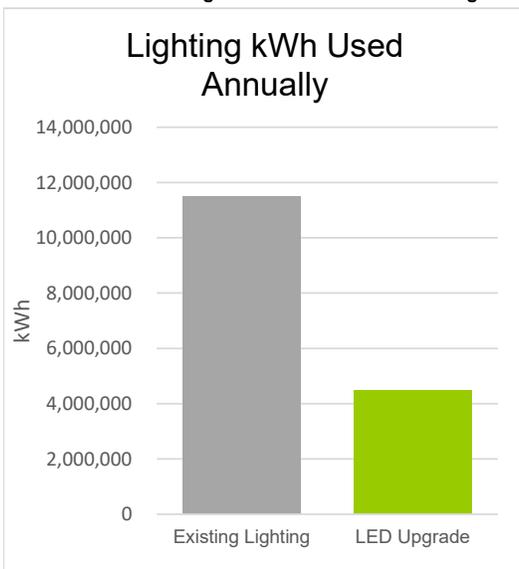
Data from the U.S. Energy Information Administration 2017 Annual Report ([www.eia.gov](http://www.eia.gov))

**7,014,716 kWh**

**\$1,079,539**

Annual kWh Savings

Annual Electric Savings



### Making the Switch to LED Lighting

- Reduce energy usage up to 60%
- Longer life means less material replacements
- Standardization of lighting
- Improve lighting quality
- Reduce carbon footprint

### Lighting Energy Savings

All energy savings are calculated per the US Department of Energy standards to insure accurate measurements. The savings calculations start with a baseline usage from the fixture watt loads and operating hours. Each fixture is designed with a replacement/retrofit solution to calculate a proposed system usage. The difference between the two systems is the saved energy usage (left).

kWh Savings Calculation:  
 (Existing kW Load x Current Operation Hours) -  
 (Proposed kW Load x Post Project Operation Hours)

# Executive Summary

Excel is proposing a District-wide energy efficient lighting project designed to generate real dollar savings exceeding the District's payment for the project. This paid from savings project is guaranteed to have ZERO financial risk to the District.

Excel Energy Group, Inc. (Excel), conducted a survey of the Rutherford County Schools (District) facilities for the purpose of identifying outdated, inefficient, or deteriorated lighting systems and technology. The survey and subsequent evaluation has led us to recommend and propose the following energy saving upgrades to the District's facilities.

## 1) Lighting Fixture Upgrades

The upgrading and/or replacement of approximately 66,900 lighting fixtures and associated lamps and ballasts. This is an excellent project primarily because many of the lighting products currently in use are so inefficient. Our program provides the District with the best technology in the country and generates a direct reduction in both electric bills and in lamp and ballast maintenance expense. This project is expected to conservatively generate annual savings of \$1,327,303 at a net cost of \$7,637,977, with a payback of 5.8 years. A large portion of the project will improve lighting in areas that have inadequate lighting.

## 2) Standardization of Lamps and Ballasts

This project will standardize the lighting products in use across the District's facilities thereby eliminating the need to stock many different lamp and ballast products. Besides spending ZERO dollars in lighting maintenance expense on the fixtures we retrofit for a minimum of five years and virtually no dollars for 20 years, the District will stock just one major lamp type.

## 3) Total Package Financing

Excel will arrange financing with one of our participating district lenders (or any lender of the District's choosing). The estimated rate for Excel customers desiring 100% financing is 1.50 percent over 8.5 years. With semi-annual payments of \$528,548 (\$1,057,097 annually) the payment for the project is actually less than the projected annual savings (by \$270,207), resulting in positive cash flow over the life of the project.

## 4) Guaranteed Savings

Excel guarantees this project will generate enough savings to make the District's payment for the project. In addition to the maintenance savings outlined above, the majority of the District's savings will be generated from lower electric bills. The electric bill savings are calculated simply by measuring the actual wattage consumed by each type of fixture before and after the retrofit. The wattage reduction times annual hours per year times the average cost per kWh for electricity charged by the power company divided by 1,000, equals the savings. (See Guarantee Letter.)

The following is the Project Annual Financial Summary:

Scope	Initial Cost	Estimated Incentives	Net Cost	Energy & Demand Savings	Maint. Savings	HVAC Savings	Total Savings	Annual Payment	Cash Flow	Payback
Lighting	\$8,406,573	(\$768,596)	\$7,637,977	\$1,079,539	\$113,966	\$133,798	\$1,327,303	(\$1,057,097)	\$270,207	5.8

[www.excelenergygroup.com](http://www.excelenergygroup.com)

The parties agree that all information provided by Excel Energy Group, Inc. to the District is proprietary and confidential and shall not be used or disseminated by the District to any individuals or entities without the express written consent of Excel Energy Group, Inc.



# Guarantee Letter EXHIBIT A

If the Rutherford County Schools (District) contracts with Excel Energy Group, Inc. (Excel), to perform energy-efficient lighting upgrades described in the Executive Summary of this proposal, Excel will guarantee the upgrade will achieve enough energy and operational savings to meet the payment for the project according to the following terms and conditions:

## Measure Specific Guarantee of Savings

- The District signs a purchase order with the prices per unit and quantities.
- The "Baseline Year" against which savings are compared shall be the sum of the following for each type of fixture: The pre-retrofit wattage multiplied by the number of fixtures, multiplied by the hours of operation, multiplied by the kWh rate for electricity divided by 1,000.
- The "Measuring Year" shall be the sum of the following for each type of fixture: The post-retrofit wattage multiplied by the number of fixtures, multiplied by the hours of operation, multiplied by the kWh rate for electricity divided by 1,000.
- "Wattage" for each type of fixture is computed by multiplying the measured amperage for each type of fixture times the voltage for each type of fixture.
- The "Total pre-retrofit wattage" for all fixtures is computed by adding the wattage for each existing type of fixture times the quantity of each type of fixture.
- The "Total post-retrofit wattage" for all fixtures is computed by adding the wattage for each new or retrofit type of fixture times the quantity of each type of fixture.
- Annual "Hours of Operation" shall be for interior lighting 2,167 for Primary, 2,459 for High School, 2,594 for Office Building, 3,996 for Exterior lighting and 8,760 for all exit signs. Annual hours for areas controlled by occupancy sensors are 70% of the above deemed hours of operation.
- "Rate of Electricity or kWh rate" is the total electric bill divided by the kilowatt-hour usage (\$0.1553).
- Excel will guarantee the DOLLAR savings by the "Measure Specific" method. Excel will measure the pre and post-retrofit amperage of the major fixture types with a sample size of 6%. The formula for DOLLAR savings calculations (for each type of fixture) will be: Reduced amps multiplied by voltage, multiplied by the annual hours of operation, multiplied by \$0.1553 per kWh (rate) divided by 1,000, multiplied by the total number of each type of fixture to calculate the total dollar savings for all fixtures.
- It is agreed the District will save at least \$113,966 in material replacement savings and \$133,798 in HVAC savings per year with our retrofit.

Using the terms above, Excel will guarantee the District the following:

If the District finances for 8.5 years at 1.50 percent per annum or prevailing rate at time of financing, with semi-annual payments in arrears, the District will save enough dollars using the method described above at the end of the measuring year when compared to the Baseline year, so that the savings when combined with the \$247,764 per year material & HVAC savings, will equal or exceed the sum of District's semi-annual payments for this upgrade at the end of year one. Excel will reduce the purchase price by any shortfall of computed savings times 8.5.

G. Scott Caroom  
President  
Excel Energy Group, Inc.

[www.excelenergygroup.com](http://www.excelenergygroup.com)

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# Product Warranties

Excel uses only top quality name brand fixtures and electrical components in our energy-efficient lighting projects. The system is designed to give you many years of greatly reduced lighting maintenance expense and is backed by manufacturers product warranties that are the best available in the industry. The products are warranted by the manufacturer as follows:

- Linear LED tubes have a manufacturers limited warranty for a period of ten years.
- LED Panels have a manufacturers limited warranty for a period of ten years.
- New interior fixtures have a manufacturers limited warranty for a period of five years.
- Exit Sign fixtures have a manufacturers limited warranty for a period of five years.
- New exterior LED fixtures have a manufacturers limited warranty for a period of five years.
- LED “screw-in” or “plug-n-play” bulbs have a manufacturers limited warranty for three years.

Above are the typical warranty periods for each product type. The lighting warranty may consist of different warranty periods depending on fixture/lamp type and manufacturer. Please refer to the specification sheet for each individual product for specific warranty periods and programs.

In the event of any outage that may occur with any warranted product, Excel will coordinate via Green Energy Products the necessary replacement material. Our program provides the District with a one-quarter percent par stock of lamps and drivers installed. This par stock will be replenished throughout the warranty periods in accordance to Green Energy Products’ limited warranty. The District must retain any failed lamps or drivers for collection by Excel.

Upon project completion, the District will sign off on a project completion checklist and approve the installation as satisfactory. After this approval, the District is responsible for any labor necessary for replacing warranted products.



[www.excelenergygroup.com](http://www.excelenergygroup.com)

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# Lighting Upgrade Summary

## Rutherford County Schools - Preliminary Savings

Scope	Initial Cost	Estimated TVA Incentive	Net Cost	kWh Savings	Total Energy Savings	Material Savings	HVAC Savings	Total Savings	Payback In Years
1 Administration	\$19,308	\$0	\$19,308	-1,622	(\$204)	\$48	\$0	(\$156)	-124.0
2 Barfield Elementary	\$187,657	(\$13,923)	\$173,735	140,769	\$21,128	\$2,205	\$1,924	\$25,256	6.9
3 Blackman Elementary	\$151,202	(\$12,607)	\$138,596	116,702	\$18,235	\$2,402	\$2,505	\$23,142	6.0
4 Blackman High School	\$423,548	(\$42,999)	\$380,549	377,637	\$58,269	\$6,409	\$8,673	\$73,351	5.2
5 Blackman Middle School	\$286,398	(\$31,105)	\$255,293	273,042	\$40,454	\$4,217	\$4,255	\$48,926	5.2
6 Browns Chapel Elementary	\$249,504	(\$22,977)	\$226,527	215,839	\$34,454	\$3,127	\$3,976	\$41,557	5.5
7 Buchanan Elementary	\$54,303	(\$5,776)	\$48,527	50,874	\$8,575	\$1,037	\$1,420	\$11,033	4.4
8 Cedar Grove Elementary	\$178,381	(\$19,848)	\$158,533	183,492	\$26,444	\$2,478	\$2,564	\$31,486	5.0
9 Christiana Elementary	\$102,953	(\$9,477)	\$93,476	87,795	\$15,293	\$1,611	\$2,380	\$19,284	4.8
10 Christiana Middle School	\$222,923	(\$30,742)	\$192,181	264,851	\$37,554	\$3,300	\$2,899	\$43,752	4.4
11 Daniel-McKee Alternative School	\$22,588	(\$1,437)	\$21,151	13,367	\$2,197	\$241	\$277	\$2,715	7.8
12 David Youree Elementary	\$139,019	(\$7,329)	\$131,690	68,690	\$11,586	\$1,796	\$1,776	\$15,158	8.7
13 Eagleville School	\$264,689	(\$26,961)	\$237,728	247,561	\$37,402	\$3,892	\$4,377	\$45,670	5.2
14 Holloway High School	\$54,286	(\$2,561)	\$51,725	24,349	\$4,046	\$618	\$613	\$5,276	9.8
15 HP Campus School	\$23,660	(\$4,176)	\$19,483	36,869	\$5,705	\$474	\$1,030	\$7,209	2.7
16 John Coleman Elementary	\$109,000	(\$9,539)	\$99,461	81,576	\$14,629	\$1,527	\$2,275	\$18,430	5.4
17 Kittrell Elementary	\$99,546	(\$5,191)	\$94,355	60,426	\$9,964	\$1,369	\$1,353	\$12,685	7.4
18 Lascassas Elementary	\$208,415	(\$17,906)	\$190,508	155,441	\$22,325	\$2,389	\$1,766	\$26,480	7.2
19 LaVergne High School	\$385,622	(\$25,908)	\$359,714	253,711	\$38,087	\$4,581	\$5,333	\$48,000	7.5
20 LaVergne Lake Elementary	\$229,487	(\$31,344)	\$198,144	292,070	\$44,545	\$3,629	\$5,023	\$53,197	3.7
21 LaVergne Middle	\$209,741	(\$23,117)	\$186,624	197,303	\$29,143	\$3,079	\$2,936	\$35,157	5.3
22 Maintenance	\$46,927	(\$4,555)	\$42,373	41,171	\$6,679	\$520	\$1,175	\$8,374	5.1
23 McFadden School of Excellence	\$50,151	(\$3,351)	\$46,800	30,446	\$5,181	\$657	\$849	\$6,687	7.0
24 Oakland High School	\$225,417	(\$20,128)	\$205,289	187,191	\$32,006	\$3,228	\$5,227	\$40,462	5.1
25 Oakland Middle	\$256,728	(\$25,581)	\$231,147	243,328	\$39,159	\$3,719	\$5,386	\$48,264	4.8
26 Rock Springs Elementary	\$196,912	(\$13,850)	\$183,062	125,049	\$19,464	\$2,469	\$2,280	\$24,213	7.6
27 Rock Springs Middle	\$204,070	(\$32,668)	\$171,402	273,219	\$38,362	\$3,116	\$2,739	\$44,217	3.9
28 Rockvale Elementary	\$189,087	(\$11,213)	\$177,874	109,134	\$16,913	\$1,990	\$1,877	\$20,780	8.6
29 Rockvale Middle	\$271,045	(\$28,749)	\$242,297	265,004	\$38,772	\$3,673	\$4,680	\$47,125	5.1
30 Roy Waldron School	\$175,588	(\$12,138)	\$163,450	114,569	\$18,557	\$2,999	\$2,935	\$24,491	6.7
31 Siegel High School	\$422,862	(\$37,901)	\$384,961	333,979	\$49,119	\$4,609	\$4,978	\$58,705	6.6
32 Siegel Middle School	\$196,966	(\$18,736)	\$178,230	172,637	\$26,466	\$2,994	\$3,464	\$32,924	5.4
33 Simon Springs Community School	\$73,290	(\$3,291)	\$69,999	31,431	\$5,514	\$952	\$808	\$7,275	9.6

# Lighting Upgrade Summary

## Rutherford County Schools - Preliminary Savings

Scope	Initial Cost	Estimated TVA Incentive	Net Cost	kWh Savings	Total Energy Savings	Material Savings	HVAC Savings	Total Savings	Payback In Years
34 Smyrna West Alternative School	\$15,300	(\$1,703)	\$13,597	14,484	\$2,312	\$261	\$403	\$2,976	4.6
35 Smyrna Elementary	\$97,020	(\$6,540)	\$90,480	57,845	\$9,109	\$1,084	\$1,063	\$11,256	8.0
36 Smyrna High School	\$328,398	(\$22,884)	\$305,515	226,016	\$32,426	\$4,189	\$5,716	\$42,331	7.2
37 Smyrna Middle School	\$174,115	(\$8,877)	\$165,238	78,601	\$13,238	\$1,679	\$2,167	\$17,084	9.7
38 Smyrna Primary School	\$65,828	(\$5,204)	\$60,625	48,562	\$8,275	\$1,086	\$1,307	\$10,668	5.7
39 Stewart's Creek Elementary	\$236,093	(\$22,134)	\$213,959	207,777	\$34,552	\$3,431	\$4,939	\$42,922	5.0
40 Stewart's Creek Middle School	\$198,174	(\$21,782)	\$176,391	203,850	\$30,870	\$3,594	\$4,018	\$38,482	4.6
41 Stewart's Creek High School	\$550,553	(\$59,000)	\$491,553	519,196	\$77,535	\$6,594	\$8,126	\$92,254	5.3
42 Stewartsboro Elementary	\$168,663	(\$13,699)	\$154,964	131,880	\$20,541	\$2,284	\$2,345	\$25,171	6.2
43 Thurman Francis Arts Academy	\$105,784	(\$8,705)	\$97,079	77,067	\$13,370	\$1,680	\$2,152	\$17,202	5.6
44 Walter Hill Elementary	\$102,306	(\$6,001)	\$96,305	57,963	\$9,051	\$1,424	\$1,533	\$12,008	8.0
45 Whitworth-Buchanan Middle School	\$274,775	(\$24,440)	\$250,334	225,832	\$36,760	\$3,561	\$4,524	\$44,845	5.6
46 Wilson Elementary	\$158,292	(\$10,544)	\$147,748	97,742	\$15,480	\$1,748	\$1,753	\$18,980	7.8
<b>TOTAL PROJECT</b>	<b>\$8,406,573</b>	<b>(\$768,596)</b>	<b>\$7,637,977</b>	<b>7,014,716</b>	<b>\$1,079,539</b>	<b>\$113,966</b>	<b>\$133,798</b>	<b>\$1,327,303</b>	<b>5.8</b>

**NOTES FOR LIGHTING SCOPE:**

- 1) TVA Incentive amounts are an estimate based on the 2025 program. Incentives are reserved following project approval and require pre-inspection of facilities before project can commence. The program year ends September 30th. All facility locations with more than \$12,000 of incentives will be issued to the customer as a bill credit instead of check. Total incentives exceeding \$100,000 per customer are up to TVA's discretion to allocate.
- 2) Payback Period amounts are calculated on the Net Cost (after incentives). Annual Payment amounts are calculated from Initial Cost.
- 3) The deemed hours of operation are:
  - Primary - 2167
  - High School - 2459
  - Office Building - 2594
  - Exterior Lighting - 3996
- 4) Energy rates are calculated based on energy bills provided by the customer.
- 5) There are (1061) pole lights that will be replaced with new LED fixtures. No other pole lighting is owned by the District, and is therefore excluded from the scope of work.
- 6) Excluded areas from scope:
  - Oakland Middle Annex (Already LED)
  - Oakland High Exterior Fixtures (District is changing)
  - Portions of Oakland High School (Under Renovations 1/2 LED)
  - Rocky Fork Elementary (Already LED)
  - Poplar Hill Elementary
  - Existing LED fixtures
  - Plainview Elementary (Already LED)
  - Rockvale High (Already LED)
  - Central Magnet (Already LED)
  - Rocky Fork Middle (Already LED)
  - Administration (Already LED), Except 14 Pole Lights
  - Riverdale High School (Under Construction)
- 7) Auditoriums and other areas with lighting control boards/panels are excluded from the project. These areas are excluded due to the technology compatibility with the existing control system. Lighting controlled by a single standard dimming switch is still included in the project scope and the switch will be replaced to match compatibility with LED.
- 8) Existing LED exit signs and any wall/ceiling emergency egress lighting will not be included in the above scope due to no associated savings. New emergency fixtures will be installed in areas where emergency battery ballasts are removed from existing fluorescent fixtures.



# Lighting Upgrade Summary

## Rutherford County Schools - Panel Scope

Scope	Initial Cost	Estimated TVA Incentive	Net Cost	kWh Savings	Total Energy Savings	Material Savings	HVAC Savings	Total Savings	Payback In Years
1 Administration	\$19,308	\$0	\$19,308	-1,622	(\$204)	\$48	\$0	(\$156)	-124.0
2 Barfield Elementary	\$310,087	(\$10,397)	\$299,691	125,382	\$18,357	\$1,308	\$1,475	\$21,139	14.2
3 Blackman Elementary	\$327,386	(\$8,362)	\$319,024	99,931	\$15,351	\$1,341	\$2,011	\$18,703	17.1
4 Blackman High School	\$856,559	(\$31,362)	\$825,197	329,325	\$50,377	\$3,371	\$7,233	\$60,980	13.5
5 Blackman Middle School	\$488,571	(\$26,104)	\$462,467	252,802	\$36,971	\$2,997	\$3,644	\$43,611	10.6
6 Browns Chapel Elementary	\$381,681	(\$19,398)	\$362,284	202,559	\$32,049	\$2,290	\$3,560	\$37,900	9.6
7 Buchanan Elementary	\$140,190	(\$2,947)	\$137,244	44,168	\$7,395	\$546	\$1,218	\$9,158	15.0
8 Cedar Grove Elementary	\$342,923	(\$15,560)	\$327,363	164,855	\$23,339	\$1,389	\$2,018	\$26,746	12.2
9 Christiana Elementary	\$206,377	(\$6,762)	\$199,615	76,781	\$13,330	\$954	\$2,047	\$16,331	12.2
10 Christiana Middle School	\$362,912	(\$27,391)	\$335,521	249,766	\$34,971	\$2,423	\$2,446	\$39,840	8.4
11 Daniel-McKee Alternative School	\$35,578	(\$1,073)	\$34,505	11,847	\$1,921	\$149	\$231	\$2,301	15.0
12 David Youree Elementary	\$257,954	(\$3,709)	\$254,246	53,379	\$8,891	\$907	\$1,332	\$11,129	22.8
13 Eagleville School	\$452,074	(\$22,707)	\$429,367	230,211	\$34,304	\$2,836	\$3,844	\$40,984	10.5
14 Holloway High School	\$88,671	(\$1,687)	\$86,984	20,333	\$3,358	\$401	\$494	\$4,254	20.4
15 HP Campus School	\$42,725	(\$3,834)	\$38,890	36,135	\$5,591	\$386	\$997	\$6,974	5.6
16 John Coleman Elementary	\$246,077	(\$6,202)	\$239,875	71,751	\$12,850	\$830	\$1,975	\$15,655	15.3
17 Kittrell Elementary	\$184,535	(\$2,756)	\$181,779	50,250	\$8,125	\$761	\$1,055	\$9,941	18.3
18 Lascassas Elementary	\$314,755	(\$14,818)	\$299,936	141,879	\$19,889	\$1,603	\$1,370	\$22,862	13.1
19 LaVergne High School	\$673,532	(\$18,456)	\$655,076	222,584	\$32,852	\$2,693	\$4,408	\$39,953	16.4
20 LaVergne Lake Elementary	\$358,956	(\$27,019)	\$331,937	275,456	\$41,680	\$2,643	\$4,489	\$48,812	6.8
21 LaVergne Middle	\$351,226	(\$20,079)	\$331,147	183,481	\$26,645	\$2,280	\$2,518	\$31,443	10.5
22 Maintenance	\$76,131	(\$3,463)	\$72,668	36,870	\$5,979	\$268	\$1,042	\$7,289	10.0
23 McFadden School of Excellence	\$80,737	(\$2,301)	\$78,436	25,808	\$4,412	\$389	\$711	\$5,512	14.2
24 Oakland High School	\$456,588	(\$14,649)	\$441,939	167,373	\$28,613	\$1,822	\$4,616	\$35,051	12.6
25 Oakland Middle	\$437,825	(\$19,830)	\$417,994	224,553	\$35,992	\$2,411	\$4,801	\$43,204	9.7
26 Rock Springs Elementary	\$362,728	(\$10,216)	\$352,512	109,294	\$16,631	\$1,546	\$1,817	\$19,994	17.6
27 Rock Springs Middle	\$344,344	(\$29,672)	\$314,672	259,494	\$35,893	\$2,323	\$2,326	\$40,542	7.8
28 Rockvale Elementary	\$304,928	(\$7,789)	\$297,139	94,048	\$14,226	\$1,116	\$1,438	\$16,780	17.7
29 Rockvale Middle	\$434,562	(\$23,934)	\$410,628	248,506	\$35,993	\$2,606	\$4,162	\$42,761	9.6
30 Roy Waldron School	\$354,881	(\$6,350)	\$348,531	89,684	\$14,418	\$1,663	\$2,212	\$18,294	19.1
31 Siegel High School	\$725,661	(\$28,288)	\$697,373	304,598	\$44,198	\$2,656	\$4,106	\$50,959	13.7
32 Siegel Middle School	\$286,600	(\$16,039)	\$270,560	160,252	\$24,267	\$2,292	\$3,079	\$29,639	9.1
33 Simon Springs Community School	\$144,832	(\$1,753)	\$143,079	24,394	\$4,234	\$557	\$604	\$5,395	26.5

# Lighting Upgrade Summary

## Rutherford County Schools - Panel Scope

Scope	Initial Cost	Estimated TVA Incentive	Net Cost	kWh Savings	Total Energy Savings	Material Savings	HVAC Savings	Total Savings	Payback In Years
34 Smyrna West Alternative School	\$21,553	(\$1,521)	\$20,032	13,638	\$2,158	\$214	\$375	\$2,746	7.3
35 Smyrna Elementary	\$161,430	(\$4,677)	\$156,753	49,498	\$7,591	\$615	\$819	\$9,025	17.4
36 Smyrna High School	\$600,184	(\$15,556)	\$584,628	195,413	\$27,708	\$2,379	\$4,800	\$34,887	16.8
37 Smyrna Middle School	\$284,054	(\$6,236)	\$277,818	68,982	\$11,537	\$1,070	\$1,868	\$14,475	19.2
38 Smyrna Primary School	\$144,605	(\$2,846)	\$141,759	42,061	\$7,092	\$642	\$1,111	\$8,845	16.0
39 Stewart's Creek Elementary	\$382,255	(\$18,005)	\$364,250	191,978	\$31,755	\$2,398	\$4,441	\$38,595	9.4
40 Stewart's Creek Middle School	\$350,360	(\$17,292)	\$333,069	188,665	\$28,295	\$2,610	\$3,549	\$34,454	9.7
41 Stewart's Creek High School	\$902,553	(\$49,231)	\$853,321	490,169	\$72,564	\$4,550	\$7,224	\$84,338	10.1
42 Stewartsboro Elementary	\$335,981	(\$10,007)	\$325,974	116,452	\$17,734	\$1,374	\$1,890	\$20,999	15.5
43 Thurman Francis Arts Academy	\$147,409	(\$7,492)	\$139,918	71,798	\$12,413	\$1,372	\$1,980	\$15,765	8.9
44 Walter Hill Elementary	\$188,617	(\$3,588)	\$185,029	46,947	\$7,276	\$804	\$1,210	\$9,291	19.9
45 Whitworth-Buchanan Middle School	\$442,283	(\$19,924)	\$422,359	210,592	\$34,009	\$2,547	\$4,047	\$40,603	10.4
46 Wilson Elementary	\$281,685	(\$7,032)	\$274,653	83,285	\$12,886	\$869	\$1,332	\$15,087	18.2
<b>TOTAL PROJECT</b>	<b>\$14,694,864</b>	<b>(\$598,315)</b>	<b>\$14,096,549</b>	<b>6,355,603</b>	<b>\$965,916</b>	<b>\$73,251</b>	<b>\$113,923</b>	<b>\$1,153,090</b>	<b>12.2</b>

**NOTES FOR LIGHTING SCOPE:**

- TVA Incentive amounts are an estimate based on the 2025 program. Incentives are reserved following project approval and require pre-inspection of facilities before project can commence. The program year ends September 30th. All facility locations with more than \$12,000 of incentives will be issued to the customer as a bill credit instead of check. Total incentives exceeding \$100,000 per customer are up to TVA's discretion to allocate.
- Payback Period amounts are calculated on the Net Cost (after incentives). Annual Payment amounts are calculated from Initial Cost.
- The deemed hours of operation are:
  - Primary - 2167
  - Office Building - 2594
  - High School - 2459
  - Exterior Lighting - 3996
- Energy rates are calculated based on energy bills provided by the customer.
- There are (1061) pole lights that will be replaced with new LED fixtures. No other pole lighting is owned by the District, and is therefore excluded from the scope of work.
- Excluded areas from scope:
  - Oakland Middle Annex (Already LED)
  - Oakland High Exterior Fixtures (District is changing)
  - Portions of Oakland High School (Under Renovations 1/2 LED)
  - Rocky Fork Elementary (Already LED)
  - Poplar Hill Elementary
  - Existing LED fixtures
  - Plainview Elementary (Already LED)
  - Rockvale High (Already LED)
  - Central Magnet (Already LED)
  - Rocky Fork Middle (Already LED)
  - Administration (Already LED), Except 14 Pole Lights
  - Riverdale High School (Under Construction)
- Auditoriums and other areas with lighting control boards/panels are excluded from the project. These areas are excluded due to the technology compatibility with the existing control system. Lighting controlled by a single standard dimming switch is still included in the project scope and the switch will be replaced to match compatibility with LED.
- Existing LED exit signs and any wall/ceiling emergency egress lighting will not be included in the above scope due to no associated savings. New emergency fixtures will be installed in areas where emergency battery ballasts are removed from existing fluorescent fixtures.
- Areas with existing recessed fixtures in a recessed hung ceiling will receive LED panels. Areas with hard ceilings that have existing recessed fixtures will receive a hinged panel. No other areas will receive panel fixtures and will be retrofitted. Areas with 4x4 recessed fixtures in a recessed hung grid will receive two 2x4 panels in place of the 4x4.

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

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**Job Title:**                    **ISA Accountant**

**Terms of Employment:** **12 Month Classified Exempt**

**Reports To:**                **Finance Director  
CFO**

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### **POSITION DESCRIPTION:**

The ISA Accountant is primarily responsible for bookkeeper support, training, and analysis and review of student activity fund transactions. This staff member uses his/her accounting knowledge to assist and support bookkeepers in the more complex financial issues that arise. He/She assists the CFO as needed with routine and special projects, reports, and analyses.

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### **ESSENTIAL DUTIES:**

- Analyze and review school financial data, and audit internal procedures to ensure reasonableness, accuracy, and compliance with various governmental requirements
- Train school bookkeepers in accordance with Board policy and procedure, the State of Tennessee Internal School Uniform Accounting Policy Manual, current law, rules and regulations
- Train school bookkeepers in the accounting software, proper use of District forms, and other bookkeeping functions
- Provide assistance to school bookkeepers and principals to facilitate the understanding of school financial transactions and processes
- Coordinate and conduct on-site reviews of school financial data and records to ensure compliance with current laws, regulations, policies and procedures as necessary
- Research compliance discrepancies and provide written reports to convey information to the CFO
- Provide assistance to school bookkeepers in preparation for year-end closing and audit
- Provide assistance with School Support Organization as directed

**Job Title:** ISA Accountant

- Upload year-to-date financial transactions and submit to independent auditors
- Assist with annual audit of student activity funds by answering questions, reviewing financial data, and providing assistance as needed
- Assist Accounting Staff with year-end roll and close as directed
- Review student activity fund payments and vendor information files
- Assist in annual preparation of school related Internal Revenue Service 1099 forms
- Maintain bookkeeping supplies: checks, receipts, purchase orders
- Assist in planning and facilitating bookkeeping meetings and in-services
- Review monthly bank reconciliation and supporting detail
- Update Student Activity funds Chart of Accounts as needed
- Other duties assigned by the CFO and/or Finance Director

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**QUALIFICATIONS:**

Bachelor's Degree in Accounting with 4 years payroll related experience

or

Associate's Degree in Accounting with 8 years payroll related experience

or

High School Diploma or equivalent with at least 15 years bookkeeping related experience

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**Demonstrated Knowledge and Abilities:**

- Good written and oral communication skills
- Attention to detail and able to meet deadlines
- Proficiency in Microsoft Excel
- Computer skills and ability to use Microsoft products
- Experience working with automated accounting systems
- Ability to use routine office equipment
- Cooperative and willing to assist others

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

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**Job Title:** Payroll Accounting Specialist I

**Payroll Level:** R110

**Terms of Employment:** Twelve-Month Classified Exempt

**Immediate Supervisor:** Finance Director  
CFO

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### **POSITION DESCRIPTION:**

Performs all required payroll duties involved in the preparation and processing of School Nutrition payrolls and assists Certified and Administrative Payroll Account Specialists as needed. Additional key duties include ensuring compliance with all federal and state tax laws, addressing employee queries, preparing payroll reports for management and maintaining accurate financial records and employee data. All provided information must be properly entered and routed to ensure that staff is accurately paid and that related benefits are being accrued.

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### **ESSENTIAL DUTIES:**

- Accurately processes payroll and employee benefit information received from various sources, including employees, schools, Human Resources Department, Rutherford County, and the State of Tennessee in a timely manner
- Review information for accuracy, completeness and proper approval
- Research discrepancies or missing information, and initiate problem resolution
- Create new employee records in the payroll system
- Process approved classified leave and transfer requests
- Notify appropriate personnel of unapproved leave and transfer requests
- Answer inquiries from federal, state and local agencies and from individuals
- Anticipate and meet all deadlines
- Maintain regular contact with other departments to obtain and convey information

## **Essential Duties: (Continued) Payroll Accounting Specialist I**

- Monitor vacation, sick and personal days for eligible employees
- Process payroll forms, such as change of name or address, W-4, direct deposit
- Advise employees on the proper use of forms
- Process requests for verification of employment
- Maintain confidential payroll files and personnel record cards
- Process time and leave sheets to ensure proper payment to employees
- Assist with preparation of PIRS and other state reports
- Update experience on Personnel Record Cards annually
- Reconcile Worker's Compensation information
- Other duties assigned by the CFO or Finance Director

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### **QUALIFICATIONS:**

Bachelor's Degree in Accounting with 2 years payroll related experience

or

Associate's Degree in Accounting with 4 years payroll related experience

or

High School Diploma or equivalent with at least 10 years payroll related experience

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### **Demonstrated Knowledge and Abilities:**

- Excellent communication and math skills
- Ability to handle detailed multiple tasks under pressure and meet deadlines
- Experience working with automated accounting systems
- Ability to use routine office equipment, including 10-key calculator
- Proficiency in Microsoft Excel
- Cooperative and willing to assist others

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

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**Job Title:** Payroll Accounting Specialist II

**Terms of Employment:** Twelve-month Classified Exempt

**Payroll Level:** R112

**Immediate Supervisor:** Finance Director  
CFO

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### **POSTION DESCRIPTION:**

Responsible for managing the school system's certified, classified and Board Member employee payrolls. This includes processing all related payroll information that comes from the schools, the county, and the state. Additional key duties include ensuring compliance with all federal and state tax laws, addressing employee queries, preparing payroll reports for management and maintaining accurate financial records and employee data. All provided information must be properly entered and routed to ensure that staff is accurately paid and that related benefits are being accrued.

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### **ESSENTIAL DUTIES:**

- Provide all necessary information to Rutherford County Courthouse in order to properly pay Board staff
- Make preliminary assessment of teaching experience to be recognized
- Verify teaching experience, degrees, and career ladder status
- Set up and verify new staff
- Process leaves and transfers approved through the minutes by the Board
- Discover leaves and transfers that do not flow through Board minutes
- Monitor sick, vacation and personal days for all eligible employees
- Accurately process vacation and personal days for eligible full-time employees
- Check to ensure that all retroactive and special pay is correct and has proper approval

## **Essential Duties: (Continued)**

- Prepare PIRS and other state reports
  - Research and prepare tenure listing for Personnel each spring
  - Verify employment and process address and/or name change forms
  - Set up calendar used to determine pay period ending dates, days worked, and other payroll dates for the year
  - Research and respond to all types of questions concerning every aspect of payroll and personnel
  - Advise employees of other forms that may be required when a change is made
  - Check direct deposit, IRS and other forms for County Finance
  - Update experience on Personnel Record Cards annually
  - Maintain teacher license files
  - Process retirement applications as received
  - Analyze and prepare special reports as needed
  - Other duties assigned by the CFO or Finance Director
- 

## **QUALIFICATIONS:**

Bachelor's Degree in Accounting with 4 years payroll related experience

or

Associate's Degree in Accounting with 8 years payroll related experience

or

High School Diploma or equivalent with at least 15 years payroll related experience

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## **Demonstrated Knowledge and Abilities:**

- Good communication skills
- Ability to handle multiple tasks under pressure and meet deadlines
- Experience working with automated accounting systems
- Ability to use Microsoft Excel or a similar spreadsheet program
- Cooperative and willing to assist others



Sponsorship Proposal:

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

Company Name: **Dunkin Donuts**

Contact Information:

*(Please email a jpeg or png of your company logo for the digital board and social media)*  
piecee@rcschools.net or wrightmi@rcschools.net

Contact: Erin Pierce: 615-714-8767

**Proposal for investment:**

Investment: \$2000 (a 6yr commitment) for a \$12,000 investment

- Become an official sponsor of Smyrna Athletics: Smyrna Runs on Dunkin
- Investment due by August 1<sup>st</sup> , this coincides with the new academic start of the school year.

Product return:

- Social media content created to push people to your local business (We had 120k viewership in 2024-2025)
- Advertising space throughout SHS sporting facilities
- In the gym, you would have a section name, Dunkin Donuts section, with a QR code on it to promote your app. Shout outs for time outs and starts of games matches. This would be for volleyball, basketball, 8<sup>th</sup> grade orientation, and we host 8 travel basketball tournaments that see 60 teams per tournament and about 3k fans in attendance on average. We will be growing our hosting opportunities by bringing in travel volleyball tournaments, and 3 on the calendar for 2025 school year. We will be hosting a car show and auto swap meet along with working to schedule a sports cards trade show to take place.
- Donut give a way for events at Smyrna High School
- If the Smyrna High School athletic sports teams get a win at home, then the next day all SHS students, who come to Dunkin located across from Nissan ,at 1041 Sgt Asbury Hawn Way will qualify for a glaze donut for \$1 (this is done to help drive sales at that location)
- Official donut of Smyrna Bulldogs.

Reasons to Join:

- Tax benefit
- Our pregame shows viewership is up 200% YRD on social media (IG and X combined)
- Social media presence is growing, with an average of 2.5k views and 100 likes per promotional video.
- (We could shoot some footage to promote sales and location membership opportunities)

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

\_\_\_\_\_