

TRENTON SPECIAL SCHOOL DISTRICT
Board of Education Regular Meeting
Central Office - 6:00 PM
July 22, 2025

1. **INVOCATION:**
2. **CALL TO ORDER:**
3. **APPROVE AGENDA:**
 - 3.1. Approval of July 22nd Agenda:
4. **APPROVE MINUTES:**
 - 4.1. Approval of June 17th Minutes:
5. **RECOGNITIONS:**
 - 5.1. NW TN Novice Teacher of the Year - Courtney Petty:
6. **REPORTS:**
 - 6.1. Fresh Fruit and Vegetable Program Award for TES:
 - 6.2. TSSD Homebound Procedures:
7. **CONSENT AGENDA:**
 - 7.1. Approval of Central Office Financial Report:
 - 7.2. Approval of Three Schools Financial Report:
 - 7.3. Approval of Second Reading of Policy 1.407 School District Records:
 - 7.4. Approval of Second Reading of Policy 1.901 Charter School Applications:
 - 7.5. Approval of Second Reading of Policy 2.403 Surplus Property Sales:
 - 7.6. Approval of Second Reading of Policy 3.202 Emergency Preparedness Plan:
 - 7.7. Approval of Second Reading of Policy 3.204 Threat Assessment Team:
 - 7.8. Approval of Second Reading of Policy 4.100 Instructional Goals:

- 7.9. Approval of Second Reading of Policy 4.212 Virtual Education Program:
- 7.10. Approval of Second Reading of Policy 4.301 Interscholastic Athletics:
- 7.11. Approval of Second Reading of Policy 4.403 Library Materials:
- 7.12. Approval of Second Reading of Policy 4.406 Electronic Devices/Internet/Internet Safety Acceptable Use:
- 7.13. Approval of Second Reading of Policy 4.601 Reporting Student Progress:
- 7.14. Approval of Second Reading of Policy 5.119 Employment of Retirees:
- 7.15. Approval of Second Reading of Policy 5.305 Family and Medical Leave:
- 7.16. Approval of Second Reading of Policy 5.500 Discrimination/Harassment of Employees:
- 7.17. Approval of Second Reading of Policy 5.701 Substitute Teachers:
- 7.18. Approval of Second Reading of Policy 6.303 Interrogations and Searches:
- 7.19. Approval of Second Reading of Policy 6.304 Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation:
- 7.20. Approval of Second Reading of Policy 6.312 Use of Personal Communication Devices and Electronic Devices:
- 7.21. Approval of Second Reading of Policy 6.411 Student Wellness:
- 7.22. Approval of Second Reading of Policy 6.600 Student Records:
- 7.23. Approval of Title I Budget Amendment:
- 7.24. Approval of School Nutrition Budget Amendment:
- 7.25. Approval of TES Surplus:
- 8. **PUBLIC COMMENT (must sign up prior to beginning of the meeting):**
- 9. **REGULAR AGENDA:**
 - 9.1. Approval of First Reading of Policy 1.700 School District Goals:
 - 9.2. Approval of First Reading of Policy 5.100 Personnel Goals:

- 9.3. Approval of 2025-2026 General Purpose Budget:
- 9.4. Approval of 2025-2026 Bus Garage Budget:
- 9.5. Approval of 2025-2026 Cafeteria Budget:
- 9.6. Approval of CTE Perkins Reserve - Secondary Application Budget:
- 9.7. Approval of 2025-2026 ATSI Budget:
- 9.8. Approval of 2025-2026 Differentiated Pay Plan:

10. **DIRECTORS REPORT:**

- 10.1. TRMS New Hire - Melissa Tschabold, Teacher Assistant :
- 10.2. PHS New Hires - Alyssa Dexter, Freshman Orientation Teacher and Suzanne Fultz, Chemistry Teacher:
- 10.3. PHS Transfers - Hunter Hudson, Teacher Assistant TRMS to PHS and Katie Moore, Attendance Clerk to Bookkeeper:
- 10.4. CO New Hire - Darrell Walker, Maintenance:
- 10.5. 2025 TSBA Leadership Conference and Annual Convention - Nov 13th to 16th - Opryland Hotel, Nashville:
- 10.6. School Activities:
 - 10.6.1. Jul 29 Districtwide Luncheon 12 pm:
 - 10.6.1.1. Back to School Open House 4 pm to 7 pm:
 - 10.6.2. Aug 1 First Day of School:
 - 10.6.2.1. TRMS Back to School Dance 6 pm to 8 pm:
 - 10.6.3. Aug 29 House Day:
 - 10.6.3.1. Extended Planning for Staff 1 pm to 3 pm (students dismiss at 1 pm):
- 10.7. Athletic Activities:
 - 10.7.1. Aug 5 TRMS Football Jamboree @ Crockett County:

- 10.7.2. Aug 9 TRMS Softball Tournament @ Milan:
- 10.7.3. Aug 11 TRMS Softball @ Bradford 5 pm:
- 10.7.4. Aug 12 TRMS Football @ Gibson Co 6:30 pm:
 - 10.7.4.1. TRMS Softball @ Milan 5 pm:
- 10.7.5. Aug 14 TRMS Soccer @ Henderson 6 pm:
 - 10.7.5.1. TRMS Softball vs Madison 5 pm:
- 10.7.6. Aug 15 PHS Varsity Football Jamboree vs South Gibson 7 pm:
- 10.7.7. Aug 18 PHS JV Football @ Halls 6 pm:
 - 10.7.7.1. TRMS Soccer @ South Gibson 6 pm:
 - 10.7.7.2. TRMS Softball vs Union City 5 pm:
- 10.7.8. Aug 19 TRMS Football vs South Gibson 6:30 pm (JV 5:15 pm):
 - 10.7.8.1. TRMS Softball vs TCA 5 pm:
- 10.7.9. Aug 21 TRMS Soccer vs Dyersburg 6 pm:
 - 10.7.9.1. TRMS Softball @ USJ 5 pm:
- 10.7.10. Aug 22 PHS Varsity Football vs Ripley 7 pm:
- 10.7.11. Aug 25 PHS JV Football vs Hundtindon 6 pm:
 - 10.7.11.1. TRMS Soccer vs Milan 5:30 pm:
- 10.7.12. Aug 26 TRMS Football @ Union City 6:30 pm (JV 5:30 pm):
 - 10.7.12.1. TRMS Softball vs Gibson Co 5 pm:
- 10.7.13. Aug 28 TRMS Soccer vs Gibson Co 5:30 pm:
 - 10.7.13.1. TRMS Softball @ JCS 5 pm:
- 10.7.14. Aug 29 PHS Varsity Football @ Humboldt 7 pm:
- 10.7.15. Sept 2 TRMS Football @ Crockett Co 6:30 pm (JV 5:15 pm):

10.7.15.1. TRMS Soccer @ Obion Co 6 pm:

10.7.16. Sept 5 PHS Varsity Football vs Gibson County 7 pm:

11. **ADJOURNMENT:**

TRENTON SPECIAL SCHOOL DISTRICT
Board of Education Regular Meeting
Central Office - 6:00 PM
July 22, 2025

1. INVOCATION

2. CALL TO ORDER

3. APPROVE AGENDA

- 3.1. Approval of July 22nd Agenda

4. APPROVE MINUTES

- 4.1. Approval of June 17th Minutes

5. RECOGNITIONS

- 5.1. NW TN Novice Teacher of the Year - Courtney Petty

6. REPORTS

- 6.1. Fresh Fruit and Vegetable Program Award for TES
- 6.2. TSSD Homebound Procedures

7. CONSENT AGENDA

- 7.1. Approval of Central Office Financial Report
- 7.2. Approval of Three Schools Financial Report
- 7.3. Approval of Second Reading of Policy 1.407 School District Records
- 7.4. Approval of Second Reading of Policy 1.901 Charter School Applications
- 7.5. Approval of Second Reading of Policy 2.403 Surplus Property Sales
- 7.6. Approval of Second Reading of Policy 3.202 Emergency Preparedness Plan
- 7.7. Approval of Second Reading of Policy 3.204 Threat Assessment Team
- 7.8. Approval of Second Reading of Policy 4.100 Instructional Goals
- 7.9. Approval of Second Reading of Policy 4.212 Virtual Education Program
- 7.10. Approval of Second Reading of Policy 4.301 Interscholastic Athletics
- 7.11. Approval of Second Reading of Policy 4.403 Library Materials
- 7.12. Approval of Second Reading of Policy 4.406 Electronic Devices/Internet/Internet Safety Acceptable Use
- 7.13. Approval of Second Reading of Policy 4.601 Reporting Student Progress
- 7.14. Approval of Second Reading of Policy 5.119 Employment of Retirees
- 7.15. Approval of Second Reading of Policy 5.305 Family and Medical Leave
- 7.16. Approval of Second Reading of Policy 5.500 Discrimination/Harassment of Employees
- 7.17. Approval of Second Reading of Policy 5.701 Substitute Teachers
- 7.18. Approval of Second Reading of Policy 6.303 Interrogations and Searches
- 7.19. Approval of Second Reading of Policy 6.304 Student Discrimination, Harassment,

- Bullying, Cyberbullying, and Intimidation
- 7.20. Approval of Second Reading of Policy 6.312 Use of Personal Communication Devices and Electronic Devices
 - 7.21. Approval of Second Reading of Policy 6.411 Student Wellness
 - 7.22. Approval of Second Reading of Policy 6.600 Student Records
 - 7.23. Approval of Title I Budget Amendment
 - 7.24. Approval of School Nutrition Budget Amendment
 - 7.25. Approval of TES Surplus

8. PUBLIC COMMENT (must sign up prior to beginning of the meeting)

9. REGULAR AGENDA

- 9.1. Approval of First Reading of Policy 1.700 School District Goals
- 9.2. Approval of First Reading of Policy 5.100 Personnel Goals
- 9.3. Approval of 2025-2026 General Purpose Budget
- 9.4. Approval of 2025-2026 Bus Garage Budget
- 9.5. Approval of 2025-2026 Cafeteria Budget
- 9.6. Approval of CTE Perkins Reserve - Secondary Application Budget
- 9.7. Approval of 2025-2026 ATSI Budget
- 9.8. Approval of 2025-2026 Differentiated Pay Plan

10. DIRECTORS REPORT

- 10.1. TRMS New Hire - Melissa Tschabold, Teacher Assistant
- 10.2. PHS New Hires - Alyssa Dexter, Freshman Orientation Teacher and Suzanne Fultz, Chemistry Teacher
- 10.3. PHS Transfers - Hunter Hudson, Teacher Assistant TRMS to PHS and Katie Moore, Attendance Clerk to Bookkeeper
- 10.4. CO New Hire - Darrell Walker, Maintenance
- 10.5. 2025 TSBA Leadership Conference and Annual Convention - Nov 13th to 16th – Opryland Hotel, Nashville
- 10.6. School Activities
 - 10.6.1. Jul 29 Districtwide Luncheon 12 pm
Back to School Open House 4 pm to 7 pm
 - 10.6.2. Aug 1 First Day of School
TRMS Back to School Dance 6 pm to 8 pm
 - 10.6.3. Aug 29 House Day
Extended Planning for Staff 1 pm to 3 pm (students dismiss at 1 pm)
- 10.7. Athletic Activities
 - 10.7.1. Aug 5 TRMS Football Jamboree @ Crockett County
 - 10.7.2. Aug 9 TRMS Softball Tournament @ Milan
 - 10.7.3. Aug 11 TRMS Softball @ Bradford 5 pm
 - 10.7.4. Aug 12 TRMS Football @ Gibson Co 6:30 pm
TRMS Softball @ Milan 5 pm

- 10.7.5. Aug 14 TRMS Soccer @ Henderson 6 pm
TRMS Softball vs Madison 5 pm
- 10.7.6. Aug 15 PHS Varsity Football Jamboree vs South Gibson 7 pm
- 10.7.7. Aug 18 PHS JV Football @ Halls 6 pm
TRMS Soccer @ South Gibson 6 pm
TRMS Softball vs Union City 5 pm
- 10.7.8. Aug 19 TRMS Football vs South Gibson 6:30 pm (JV 5:15 pm)
TRMS Softball vs TCA 5 pm
- 10.7.9. Aug 21 TRMS Soccer vs Dyersburg 6 pm
TRMS Softball @ USJ 5 pm
- 10.7.10. Aug 22 PHS Varsity Football vs Ripley 7 pm
- 10.7.11. Aug 25 PHS JV Football vs Huntingdon 6 pm
TRMS Soccer vs Milan 5:30 pm
- 10.7.12. Aug 26 TRMS Football @ Union City 6:30 pm (JV 5:30 pm)
TRMS Softball vs Gibson Co 5 pm
- 10.7.13. Aug 28 TRMS Soccer vs Gibson Co 5:30 pm
TRMS Softball @ JCS 5 pm
- 10.7.14. Aug 29 PHS Varsity Football @ Humboldt 7 pm
- 10.7.15. Sept 2 TRMS Football @ Crockett Co 6:30 pm (JV 5:15 pm)
TRMS Soccer @ Obion Co 6 pm
- 10.7.16. Sept 5 PHS Varsity Football vs Gibson County 7 pm

11. ADJOURNMENT

TRENTON SPECIAL SCHOOL DISTRICT
Board of Trustees' Regular Meeting
Central Office - 6 p.m.
June 17, 2025

ROLL CALL: The Trenton Special School District Board of Trustees met in regular meeting on Tuesday, June 17, 2025, at 6 p.m. In attendance were the following:

Justin Weaver, Chairman
Lisa Andrews-Young
Clint Hickerson

Tim Haney, Director of Schools
Katie Dinwiddie
Dee Ann McEwen
Shannon Parra

CALL TO ORDER: Chairman Justin Weaver called the meeting to order.

APPROVAL OF AGENDA: Chairman Weaver requested the addition of items 6.22. Approval of General Purpose Budget Amendments #2; 6.23. Approval of Bus Garage Budget Amendments; and 6.24. Approval of ATSI 23 Budget Amendments to the Consent Agenda; and 8.13. Approval of Other Staff Bonus to the Regular Agenda. Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

Chairman Weaver presented the amended agenda for the June 17, 2025, Regular Meeting for approval. Katie Dinwiddie made a motion to approve the amended agenda with a second by Clint Hickerson. The motion carried unanimously.

APPROVAL OF MINUTES: Chairman Weaver presented the minutes of the May 6, 2025, Regular Meeting for approval. With no additions or corrections, Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

RECOGNITION: Director Haney thanked McCurdy Sod Farms; Paul Hudson, Sr; and Paul Hudson, Jr for the recent donation of sod and laying of the sod. Coach Hudson had contacted McCurdy Sod Farms for a quote to replace a dead area in front of the indoor facility. McCurdy Sod Farms donated the sod and the Hudsons laid the sod.

CONSENT AGENDA: The following items appeared on the "Consent Agenda":

1. Approval of Central Office Financial Reports
 - a. April 2025
 - b. May 2025
2. Approval of Three Schools Financial Reports
 - a. April 2025
 - b. May 2025
3. Approval of School Nutrition Budget Amendments
4. Approval of 21st Century Tutoring Budget Amendments
5. Approval of Title I Budget Amendments
6. Approval of Consolidated Admin Budget Amendments
7. Approval of State Special Education Pre-k Grant Budget Amendments
8. Approval of IDEA 901 Budget Amendments
9. Approval of IDEA Pre-School 911 Budget Amendments
10. Approval of HQIM Budget Amendments

11. Approval of Out of School Time Career Pathways Budget Amendments
12. Approval of CTE Budget Amendments
13. Approval of General Purpose Budget Amendments
14. Approval of ISM Budget Amendments
15. Approval of Pre-K Budget Amendments #1
16. Approval of Pre-K Budget Amendments #2
17. Approval of CSH Budget Amendments
18. Approval of TRMS Cafeteria Surplus
19. Approval of PHS Technology Surplus #1
20. Approval of PHS Technology Surplus #2
21. Approval of Central Office Surplus
22. Approval of General Purpose Budget Amendments #2
23. Approval of Bus Garage Budget Amendments
24. Approval of ATSI 23 Budget Amendments

Clint Hickerson made the motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

PUBLIC COMMENT: There was no public comment.

REGULAR AGENDA: The following items appeared on the “Regular Agenda”:

APPROVAL TO ATTEND FFA CAMP ON JULY 7TH TO 11TH AT CAMP CLEMENTS IN DOYLE, TN FOR 15 STUDENTS AND 2 CHAPERONES: Sonya Hayman requested approval for the 15 students and two (2) chaperones to attend FFA Camp on July 7th to 11th at Camp Clements in Doyle, TN. Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL FOR FFA OFFICERS TO ATTEND AN OFFICER RETREAT ON JULY 25TH AND 26TH AT CAMP CLARK WILLIAMSON IN THREE WAY FOR 8 STUDENTS AND TWO CHAPERONES: Sonya Hayman requested approval for the FFA Officers to attend an Officer Retreat on July 25th and 26th at Camp Clark Williamson in Three Way for eight (8) students and two (2) chaperones. Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 1 POLICIES: Anna Shelton requested approval of First Reading of Section 1 Policies:

- Policy 1.407 School District Records - Changed requests being made by fax to electronic transmission and added a section on denying requests for non-compliance.
- Policy 1.901 Charter School Applications - Changes were made to the application process and notifying the director of schools along with the review team and approval/denial of the application.

Clint Hickerson made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF FIRST READING OF POLICY 2.403 SURPLUS PROPERTY SALES: Anna Shelton requested approval of the first reading of Policy 2.403 Surplus Property Sales. The market value of surplus items purchased with Federal dollars was increased from \$5,000 to \$10,000 that require a portion of the proceeds to returned to the awarding agency based on their share of the equipment. Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 3 POLICIES: Anna Shelton requested approval of First Reading of Section 3 Policies:

Policy 3.202 Emergency Preparedness Plan – Changed to there shall be no more than two (2) fire drills during the first 30 days of school.

Policy 3.204 Threat Assessment Team – Added a section and reporting and notifying parents within 48 hours of any incidents reported to law enforcement agencies.

Katie Dinwiddie made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 4 POLICIES: Anna Shelton requested approval of First Reading of Section 4 Policies:

Policy 4.100 Instructional Goals – There was the addition of the definition of antisemitism.

Policy 4.212 Virtual Education Program – Number 6 was added that states “Continuity of education service when the district utilizes hybrid instruction due to dangerous or extreme weather conditions, or an emergency, as determined by the Director or Schools.

Policy 4.301 Interscholastic Athletics – Addition of virtual school student participation

Policy 4.403 Library Materials – Number 5 was added that states “Materials shall not be removed on the sole grounds that the item is religious.

Policy 4.406 Use of Internet – Under Social Networking there was the addition of students being prohibited from accessing social media platforms using district internet except when expressly authorized by a teacher for educational purposes.

Policy 4.601 Reporting Student Progress – Students in grades kindergarten through eighth shall have their most recently administered universal reading screener score included on their progress report.

Clint Hickerson made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF FIRST READING OF SECTION 5 POLICIES: Anna Shelton requested approval of First Reading of Section 5 Policies:

Policy 5.119 Employment of Retirees – There has to be a 60 day separation of service prior to reemployment and there can be no prior arrangement. There is no additional retirement benefit accrued due to reemployment.

Policy 5.305 Family and Medical Leave – Changes to Paid Parental Leave section based on new law.

Policy 5.500 Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) – added the definition of antisemitism

Policy 5.701 Substitute Teachers – non-licensed substitute can cover for a regular teacher for 30 days before requiring a licensed personnel to be in the room

Clint Hickerson made a motion to approve with a second by Lisa Andrews-Young. The motion carried unanimously

APPROVAL OF FIRST READING OF SECTION 6 POLICIES: Anna Shelton requested approval of First Reading of Section 6 Policies:

Policy 6.303 Questioning Students and Searches – defines who can authorize student searches

Policy 6.304 Student Discrimination, Harassment, Bullying, Cyberbullying and Intimidation – addition of the definition of antisemitism

Policy 6.312 Use of Wireless Communication Devices – addition of Emergency Communication Plan

Policy 6.411 Student Wellness – addition of additional physical activity required by law

Policy 6.600 Student Records – Student records shall be sent to the transfer school within five (5) business days of the date on which the student’s records request was received by the school.

Clint Hickerson made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously

APPROVAL OF SCHOOL YEAR 2025-2026 AGREEMENT TO ADMINISTER THE SCHOOL

NUTRITION PROGRAM(S): Lisa Garland requested approval of the School Year 2025-2026 Agreement to Administer the School Nutrition Program(s). Lisa Andrews-Young made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously

APPROVAL OF NEW GENERAL PURPOSE BUDGET ITEMS: Tammy Smith requested approval to add Summer Learning Camp funds to the General Purpose budget. Camp funds for salaries, benefits, and supplies totaled \$127,747.12. Camp transportation funds for salaries, benefits, fuel, and repairs total \$23,169.82. Lisa Andrews-Young made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF FY26 CONSOLIDATED APPLICATION APPROVAL FOR IDEA/ESEA: Amy Allen and Michele Elliott requested funds to be added for the FY26 Federal Projects budgets for Consolidated Administration (\$92,450.07); Title IA (370698.43); Title IIIA (4560.66); Title V (\$38,896); IDEA (314127); and IDEA Pre-K (11169). Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

APPROVAL OF 2025-2026 BOARD MEETING SCHEDULE: Shannon Parra requested approval of the 2025-2026 Board Meeting Schedule. Clint Hickerson made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF OTHER STAFF BONUS: Director Haney requested approval other staff bonus for the certified and classified not covered by the Teacher Bonus that the State is doing in July. The State will fund 90 Teacher Bonuses. TSSD would fund 24 additional certified personnel and 84 classified personnel for a total of \$245,755. Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

DIRECTORS REPORT: The following items were shared by Director Haney:

PHS Resignations – Nick Cobb, Chemistry Teacher and Zach Epperson, Transition Case Manager

TES Retirement – Rhonda Summers, Instructional Coach

PHS New Hires – Noah Allen, Computer Science Teacher and Assistant Football Coach; Miyoshi Brooks, Attendance Clerk; and Cassidy Temple, Transition Case Manager

TRMS New Hires – Charles Dotson, ISS Teacher Assistant and Girls Basketball Coach; Sarah McAlexander, 7th Grade Science Teacher; Kim Johnston, 5th Grade Social Studies Teacher; Connor Ladd, TRMS/PHS ESL Teacher; Jillian Nunnery, 5th Grade Science Teacher; and Caitlin Phillips, Special Education Teacher

TES New Hires – Ashely Harrell, 2nd Grade Teacher and Tyler Johnson, PE Teacher

ADJOURNMENT: With no further business, Clint Hickerson made the motion to adjourn. Katie Dinwiddie seconded the motion. The motion carried unanimously.

Chairman of the Board

Secretary to the Board



Date: July 9, 2025

SFA Name: Trenton SSD

System UEI Number: P49UPGXAGW75

SFA #: 273

Period of Performance: October 1, 2024-September 30, 2025

FAIN#: 255TN330L1603

Period of Performance: October 1, 2025- September 30, 2026

FAIN#: Not available at this time.

Federal Granting Agency: United States Department of Agriculture

This is not a Research & Development Grant.

Total Amount Awarded to the State: \$ 4,703,906

Grant Award Date: May 20, 2024

Total Amount Awarded to the State: \$ 4,927,930

Grant Award Date: June 4, 2025

Total Amount Awarded to the SFA: \$27,600

Dear Director Haney,

The state of Tennessee is awarding federal funds from the U.S. Department of Agriculture (USDA) for the Fresh Fruit and Vegetable Program (FFVP) (CFDA # 10.582). Funds are to be used to purchase, prepare, and distribute fresh fruits and vegetables at no charge to the students in the school. The program should be structured so that maximum benefits go to the children. Each selected site has the option to spend up to 10% of the total allotment for allowable administrative costs. The School Food Authority (SFA) agrees to implement the program fully by spending 90% of funds, to the maximum extent possible, in a manner consistent with the policies and procedures established by USDA and the Tennessee Department of Education (department).

The department is pleased to announce that **Trenton Elementary School** has been selected to receive up to **\$27,600** for the 2025-26 school year to operate the Fresh Fruit and Vegetable Program. This school will have approximately 18% of the total amount available to spend between July 1 and Sept. 30, 2025. Funds remaining from that 18% after Sept. 30 will be lost; they will not roll over to Oct. 1. The remaining 82% of your funds must be spent between Oct. 1, 2025, and June 30, 2026. All participating School Food Authorities (SFAs) will be contacted to take part in a mandatory webinar start-up training. All books and records relating to the award shall be made available as required by the state and federal regulations, for inspection and audit by state and federal auditors. If for some reason you are unable to participate in this program or no longer want to participate, please let us know as soon as possible so we can reallocate the funds. This will not affect your ability to reapply next year.

If you have any questions, please contact our office at (800) 354-3663. We look forward to working with you in creating ways to help students develop lifelong, healthy eating habits.

Sincerely,

A handwritten signature in black ink that reads 'Joshua Nunnally'.

Joshua Nunnally, State Director of School Nutrition Program

CC: Lisa Seiber-Garland, School Nutrition Director
Trista Snider, Regional Nutrition Consultant
MarLea Finch, Assistant Director of School Nutrition

Trenton Special School District Homebound Procedures

Homebound instruction is provided for students attending Trenton Special School District. It is intended for students who are unable to attend school for 2 consecutive weeks (10 days) or longer due to medical concerns. There must be a strong medical justification for this restrictive placement.

Homebound services are not a disciplinary placement or a place for students to make up missed work. It is not a setting to help students regain missing credits. It is important to remember that students may, in some cases, return to school still behind in their classwork since often students on homebound placement are seriously ill and can not maintain the pace of the classroom. It is a last resort for students who are unable to attend school due to medical or emotional needs. In order to determine if a student is eligible for homebound services, the parents must complete the application process. That application can be obtained from the district office.

The Application Process

It is the parent's responsibility to ensure that both the completed application form signed by a physician and a release of information form signed by the parent are submitted to Amy Allen at Central Office. Contact information for faxing or mailing these documents is provided on the forms. The application forms include the current medical diagnosis and treatment plan, supported by documentation from office visits and/or hospitalization admission and discharge summary. Once we receive both the completed application and the signed release of information documents, the district's Homebound Service Committee will review it.

If a determination of eligibility is made, parents/guardians will receive a letter stating that the student is eligible, the date the services begin and end, and the name of the homebound teacher. The homebound instructor will follow up with a phone call to set up the initial homebound visit. If a student is approved for homebound services, the student is prohibited from participating in after-school activities or working an after-school job unless an exception form is completed and approved by the school district.

Homebound Services

Once homebound services have begun, the homebound teacher is responsible for gathering assignments, providing them to the student, reviewing questions the student has about assignments, and returning the completed work to the student's teacher. Any outstanding or unfinished work remaining after homebound services are terminated

becomes the student's responsibility. Homebound services may be provided in the home or at a mutually agreed upon location. If services are provided in the student's home, a responsible adult must be present at all times. Students are expected to adhere to the same School Board Policies as if they were attending school.

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40210	Local Option Sales Tax	1,300,000.00	(1,578,690.05)	121.44%	108,333.33	(271,880.60)	250.97%
40275	Mixed Drink Tax	0.00	(19.93)	0.00%	0.00	0.00	0.00%
40350	Interstate Telecommunications Tax	9,000.00	(9,238.29)	102.65%	750.00	(1,523.13)	203.08%
40610	Current Property Tax	2,816,689.00	(2,932,342.96)	104.11%	234,724.08	(33,161.45)	14.13%
40620	Prior Year's Property Tax	100,000.00	(131,851.67)	131.85%	8,333.33	(9,565.42)	114.79%
40630	Interest And Penalty	12,000.00	(11,954.76)	99.62%	1,000.00	(1,557.37)	155.74%
40650	Payments In Lieu Of Taxes	20,000.00	(24,389.35)	121.95%	1,666.67	0.00	0.00%
41110	Marriage Licenses	300.00	(430.44)	143.48%	25.00	(103.65)	414.60%
43531	Transportation - Other State Systems	6,500.00	(16,664.37)	256.37%	541.67	(12,710.33)	2,346.52%
43570	Receipts From Individual Schools	0.00	(6,177.14)	0.00%	0.00	(6,177.14)	0.00%
43990	Other Charges For Services	20,000.00	(59,653.78)	298.27%	1,666.67	(13,149.08)	788.94%
44110	Investment Income	160,000.00	(355,310.91)	222.07%	13,333.33	(30,021.19)	225.16%
44120	Lease/Rentals/PPP	19,800.00	(21,100.00)	106.57%	1,650.00	(3,200.00)	193.94%
44170	Miscellaneous Refunds	0.00	(2,757.09)	0.00%	0.00	0.00	0.00%
44530	Sale Of Equipment	0.00	(3.00)	0.00%	0.00	0.00	0.00%
44570	Contributions & Gifts	8,067.00	(8,067.00)	100.00%	672.25	0.00	0.00%
44990	Other Local Revenues	3,000.00	(5,872.75)	195.76%	250.00	(236.00)	94.40%
46510	Tennessee Investment in Student	10,228,158.00	(10,343,180.53)	101.12%	852,346.50	(1,022,515.80)	119.96%
46513	TISA - On-behalf Payments	20,000.00	(19,162.47)	95.81%	1,666.67	(19,162.47)	1,149.75%
46515	Early Childhood Education	417,346.00	(417,346.22)	100.00%	34,778.83	(86,334.39)	248.24%
46550	Driver Education	0.00	(5,553.92)	0.00%	0.00	0.00	0.00%
46590	Other State Education Funds	219,449.95	(215,024.97)	97.98%	18,287.50	(127,878.51)	699.27%
46610	Career Ladder Program	10,000.00	(14,242.49)	142.42%	833.33	(1,140.10)	136.81%
46790	Other Vocational	524,045.00	(286,755.72)	54.72%	43,670.42	(16,563.59)	37.93%
46980	Other State Grants	65,993.00	(45,502.80)	68.95%	5,499.42	(12,150.84)	220.95%
46990	Other State Revenues	0.00	(21,187.63)	0.00%	0.00	(5,603.07)	0.00%
47143	Special Education - Grants To States	0.00	(3,101.91)	0.00%	0.00	0.00	0.00%
47590	Other Federal Through State	28,295.99	(27,076.54)	95.69%	2,358.00	(27,076.54)	1,148.28%
49700	Insurance Recovery	4,838.00	(8,338.00)	172.34%	403.17	0.00	0.00%
49800	Transfers In	2,000.00	(12,348.95)	617.45%	166.67	(12,348.95)	7,409.37%
	Total Revenues	15,995,481.94	(16,583,345.64)	103.68%	1,332,956.83	(1,714,059.62)	128.59%
Expenditures							
71100	Regular Instruction Program	(6,148,071.12)	5,630,723.29	91.59%	(512,339.26)	928,475.06	181.22%
71150	Alternative Instruction Program	(515,131.00)	500,362.89	97.13%	(42,927.58)	86,279.07	200.99%
71200	Special Education Program	(784,739.00)	710,549.04	90.55%	(65,394.92)	102,404.42	156.59%
71300	Career and Technical Education	(1,053,983.23)	790,848.98	75.03%	(87,831.94)	95,157.22	108.34%
71400	Student Body Education Program	(58,084.00)	49,103.63	84.54%	(4,840.33)	7,924.19	163.71%

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72110	Attendance	(174,850.00)	165,948.18	94.91%	(14,570.83)	22,973.11	157.67%
72120	Health Services	(173,052.00)	166,000.36	95.93%	(14,421.00)	23,553.49	163.33%
72130	Other Student Support	(487,890.77)	439,512.19	90.08%	(40,657.56)	60,532.70	148.88%
72210	Regular Instruction Program	(713,401.00)	608,732.69	85.33%	(59,450.08)	84,788.28	142.62%
72220	Special Education Program	(84,465.00)	75,628.36	89.54%	(7,038.75)	3,345.40	47.53%
72230	Career and Technical Education	(126,387.00)	119,547.74	94.59%	(10,532.25)	9,876.32	93.77%
72250	Instructional Technology	(518,242.00)	468,086.77	90.32%	(43,186.83)	19,597.02	45.38%
72310	Board Of Education	(243,474.00)	179,172.46	73.59%	(20,289.50)	(17,861.82)	-88.03%
72320	Director Of Schools	(192,110.00)	183,220.71	95.37%	(16,009.17)	15,004.62	93.73%
72410	Office Of The Principal	(936,105.00)	854,499.86	91.28%	(78,008.75)	91,297.33	117.03%
72510	Fiscal Services	(113,021.00)	102,146.80	90.38%	(9,418.42)	8,108.42	86.09%
72520	Human Services/Personnel	(130,738.00)	127,810.95	97.76%	(10,894.83)	10,204.61	93.66%
72610	Operation Of Plant	(1,189,831.00)	1,069,614.76	89.90%	(99,152.58)	49,270.65	49.69%
72620	Maintenance Of Plant	(465,068.00)	451,533.63	97.09%	(38,755.67)	4,244.44	10.95%
72710	Transportation	(444,961.82)	390,461.09	87.75%	(37,080.15)	76,776.38	207.06%
72810	Central And Other	(39,000.00)	29,246.52	74.99%	(3,250.00)	538.79	16.58%
73100	Food Service	(5,000.00)	0.00	0.00%	(416.67)	0.00	0.00%
73300	Community Services	(2,700.00)	2,700.00	100.00%	(225.00)	0.00	0.00%
73400	Early Childhood Education	(417,347.00)	417,346.33	100.00%	(34,778.92)	72,232.69	207.69%
76100	Regular Capital Outlay	(573,636.00)	570,982.80	99.54%	(47,803.00)	8,004.68	16.75%
82130	Education	(700,000.00)	700,000.00	100.00%	(58,333.33)	0.00	0.00%
82230	Education	(542,419.00)	542,418.76	100.00%	(45,201.58)	0.00	0.00%
	Total Expenditures	(16,833,706.94)	15,346,198.79	91.16%	(1,402,808.91)	1,762,727.07	125.66%
Total	141 General Purpose School	(838,225.00)	(1,237,146.85)	-147.59%	(69,852.08)	48,667.45	69.67%

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44110	Investment Income	0.00	557.37	0.00%	0.00	51.94	0.00%
46980	Other State Grants	261,250.00	(242,727.12)	92.91%	21,770.83	(94,027.07)	431.89%
47131	Vocational Educ - Basic Grants To	76,511.35	(76,511.35)	100.00%	6,375.95	(9,989.70)	156.68%
47141	Title 1 Grants To Local Educ Agencies	699,862.74	(505,661.96)	72.25%	58,321.90	(81,588.68)	139.89%
47143	Special Education - Grants To States	386,223.71	(345,623.70)	89.49%	32,185.31	(50,379.91)	156.53%
47145	Special Education Preschool Grants	70,974.34	(54,558.62)	76.87%	5,914.53	(42,526.72)	719.02%
47146	English Language Acquisition Grants	8,511.16	(5,691.54)	66.87%	709.26	(4,429.33)	624.50%
47148	Rural Education	8,326.35	(8,326.35)	100.00%	693.86	(149.87)	21.60%
47309	COVID-19 Grant D	87,800.00	(86,728.27)	98.78%	7,316.67	(44,981.66)	614.78%
47310	COVID-19 Grant E	88,907.09	(53,722.43)	60.43%	7,408.92	(50,834.85)	686.13%
47401	American Rescue Plan Act Grant #1	315,968.32	(315,968.32)	100.00%	26,330.69	0.00	0.00%
47404	American Rescue Plan Act Grant #4	12,311.05	(12,311.05)	100.00%	1,025.92	0.00	0.00%
Total	Revenues	2,016,646.11	(1,707,273.34)	84.66%	168,053.84	(378,855.85)	225.44%
Expenditures							
71100	Regular Instruction Program	(563,557.09)	412,735.42	73.24%	(46,963.09)	41,476.12	88.32%
71200	Special Education Program	(403,610.05)	347,947.08	86.21%	(33,634.17)	70,204.45	208.73%
71300	Career and Technical Education	(163,649.96)	142,866.59	87.30%	(13,637.50)	11,722.40	85.96%
72120	Health Services	(11,487.18)	11,487.18	100.00%	(957.27)	0.00	0.00%
72130	Other Student Support	(112,467.00)	96,996.98	86.24%	(9,372.25)	11,374.76	121.37%
72210	Regular Instruction Program	(343,082.12)	311,282.67	90.73%	(28,590.18)	67,461.41	235.96%
72220	Special Education Program	(66,244.95)	64,871.59	97.93%	(5,520.41)	21,689.99	392.91%
72230	Career and Technical Education	(843.26)	843.26	100.00%	(70.27)	(2,313.38)	-3,292.05%
72610	Operation Of Plant	(88,058.55)	88,058.55	100.00%	(7,338.21)	0.00	0.00%
73300	Community Services	(251,296.00)	236,328.14	94.04%	(20,941.33)	65,997.51	315.15%
99100	Transfers Out	(12,349.95)	12,348.95	99.99%	(1,029.16)	12,348.95	1,199.90%
Total	Expenditures	(2,016,646.11)	1,725,766.41	85.58%	(168,053.84)	299,962.21	178.49%
Total	142 School Federal Projects	0.00	18,493.07	100.00%	0.00	(78,893.64)	0.00%

143 Central Cafeteria		Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Account	Description						
Revenues							
43521	Lunch Payments - Children	0.00	(11,371.10)	0.00%	0.00	54.98	0.00%
43522	Lunch Payments - Adults	10,000.00	(14,853.91)	148.54%	833.33	(913.00)	109.56%
43523	Income From Breakfast	4,644.26	(2,124.50)	45.74%	387.02	(432.00)	111.62%
44110	Investment Income	22,544.74	(1,174.18)	5.21%	1,878.73	(90.58)	4.82%
46520	School Food Service	8,000.00	(8,144.54)	101.81%	666.67	0.00	0.00%
46980	Other State Grants	120,000.00	0.00	0.00%	10,000.00	0.00	0.00%
47111	USDA School Lunch Program	700,000.00	(910,347.18)	130.05%	58,333.33	(241,559.78)	414.10%
47112	USDA Commodities	80,000.00	(87,414.32)	109.27%	6,666.67	(87,414.32)	1,311.21%
47113	Breakfast	700,000.00	(513,413.84)	73.34%	58,333.33	(147,018.28)	252.03%
47114	USDA - Other	300,000.00	(216,790.61)	72.26%	25,000.00	(76,277.75)	305.11%
	Total Revenues	1,945,189.00	(1,765,634.18)	90.77%	162,099.08	(553,650.73)	341.55%
Expenditures							
73100	Food Service	(2,010,189.00)	1,740,010.51	86.56%	(167,515.75)	(34,656.14)	-20.69%
	Total Expenditures	(2,010,189.00)	1,740,010.51	86.56%	(167,515.75)	(34,656.14)	-20.69%
Total	143 Central Cafeteria	(65,000.00)	(25,623.67)	-39.42%	(5,416.67)	(588,306.87)	-

144 School Transportation		Year-To-Date			Month-To-Date		
		Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Account	Description						
Revenues							
43531	Transportation - Other State Systems	537,548.00	(492,757.86)	91.67%	44,795.67	(37,850.81)	84.50%
	Total Revenues	537,548.00	(492,757.86)	91.67%	44,795.67	(37,850.81)	84.50%
Expenditures							
72710	Transportation	(537,548.00)	493,037.75	91.72%	(44,795.67)	38,130.70	85.12%
	Total Expenditures	(537,548.00)	493,037.75	91.72%	(44,795.67)	38,130.70	85.12%
Total	144 School Transportation	0.00	279.89	100.00%	0.00	279.89	0.00%

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 1 of 43

Bank Account: Cadence Checking - Fed Proj 142

Account Number: 000000090212

GL Account: 142-011-11130

Number	Date	Description	Check Type	Status	
35004	6/5/2025	Michele Elliott	Vendor	Reconciled	\$450.00
35012	6/12/2025	American Cancer Society	Vendor	Outstanding	\$0.73
35015	6/12/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$0.40
35020	6/12/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$13.82
35021	6/12/2025	TASC	Vendor	Reconciled	\$10.00
35025	6/12/2025	Trustmark Voluntary Benefit	Vendor	Outstanding	\$9.54
35027	6/12/2025	TSA Consulting Group, Inc.	Vendor	Reconciled	\$119.63
35030	6/12/2025	TSSD Cell Phones	Vendor	Reconciled	\$5.00
35036	6/12/2025	TSSD Concord	Vendor	Reconciled	\$639.92
35040	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$3,583.89
35045	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$1,290.52
35050	6/12/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$1,206.08
35053	6/12/2025	Usable Life	Vendor	Reconciled	\$86.24
35060	6/12/2025	USABLE LIFE	Vendor	Outstanding	\$32.98

Totals for Vendor

Number of Checks:	14
Total Checks:	\$7,448.75
Reconciled Checks:	\$7,391.28
Outstanding Checks:	\$57.47
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 2 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-011-11130

Account Number: 000000090212

Totals for 142-011-11130

Number of Checks:	14
Total Checks:	\$7,448.75
Reconciled Checks:	\$7,391.28
Outstanding Checks:	\$57.47
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 3 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-101-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35014	6/12/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$5.48
35016	6/12/2025	Peabody High School	Vendor	Outstanding	\$3.86
35017	6/12/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$33.79
35023	6/12/2025	Tn Child Support	Vendor	Reconciled	\$386.05
35028	6/12/2025	TSA Consulting Group, Inc.	Vendor	Reconciled	\$249.19
35032	6/12/2025	TSSD Concord	Vendor	Reconciled	\$2,534.92
35039	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$14,499.67
35046	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$4,889.05
35049	6/12/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$3,557.72
35054	6/12/2025	Usable Life	Vendor	Reconciled	\$100.45
35057	6/12/2025	USABLE LIFE	Vendor	Outstanding	\$99.23
35066	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$137.13
35068	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$24.62
35076	6/17/2025	Michele Elliott	Vendor	Reconciled	\$1,119.40
35080	6/18/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$5.48
35081	6/18/2025	Peabody High School	Vendor	Outstanding	\$3.86
35082	6/18/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$33.79
35085	6/18/2025	Tn Child Support	Vendor	Outstanding	\$386.05
35087	6/18/2025	TSA Consulting Group, Inc.	Vendor	Outstanding	\$249.19
35089	6/18/2025	TSSD Concord	Vendor	Reconciled	\$2,534.91
35093	6/18/2025	TSSD General Purpose	Vendor	Reconciled	\$4,792.05
35097	6/18/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$3,557.72
35100	6/18/2025	Usable Life	Vendor	Outstanding	\$100.45
35103	6/18/2025	USABLE LIFE	Vendor	Outstanding	\$99.23
35114	6/25/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$431.74
35117	6/25/2025	TSSD General Purpose	Vendor	Reconciled	\$33.30
35126	6/25/2025	TSSD General Purpose	Vendor	Outstanding	\$7,551.63

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 4 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-101-11130

Account Number: 000000090212

Number **Date** **Description**

Check Type

Status

Totals for Vendor

Number of Checks: 27
Total Checks: \$47,419.96
Reconciled Checks: \$38,847.92
Outstanding Checks: \$8,572.04
Void Checks: \$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 5 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-101-11130

Account Number: 000000090212

Totals for 142-101-11130

Number of Checks:	27
Total Checks:	\$47,419.96
Reconciled Checks:	\$38,847.92
Outstanding Checks:	\$8,572.04
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 6 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-170-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35035	6/12/2025	TSSD Concord	Vendor	Reconciled	\$255.14
35041	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$1,802.71
35044	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$335.34
35064	6/12/2025	TSSD Concord	Vendor	Reconciled	\$476.40
35065	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$2,991.87
35070	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$679.53
35088	6/18/2025	TSSD Concord	Vendor	Reconciled	\$225.76
35095	6/18/2025	TSSD General Purpose	Vendor	Reconciled	\$295.22
35110	6/25/2025	TSSD Concord	Vendor	Reconciled	\$402.60
35113	6/25/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$2,517.10
35115	6/25/2025	TSSD General Purpose	Vendor	Reconciled	\$526.40
35124	6/25/2025	TSSD General Purpose	Vendor	Outstanding	\$181.26

Totals for Vendor

Number of Checks:	12
Total Checks:	\$10,689.33
Reconciled Checks:	\$10,508.07
Outstanding Checks:	\$181.26
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 7 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-170-11130

Account Number: 000000090212

Totals for 142-170-11130

Number of Checks:	12
Total Checks:	\$10,689.33
Reconciled Checks:	\$10,508.07
Outstanding Checks:	\$181.26
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 8 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-301-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34998	6/5/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$708.88
35003	6/5/2025	Continental Press	Vendor	Reconciled	\$1,548.40

Totals for Vendor

Number of Checks:	2
Total Checks:	\$2,257.28
Reconciled Checks:	\$2,257.28
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 9 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-301-11130

Account Number: 000000090212

Totals for 142-301-11130

Number of Checks:	2
Total Checks:	\$2,257.28
Reconciled Checks:	\$2,257.28
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 10 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-430-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35001	6/5/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$1,070.44
35006	6/5/2025	TSSD Cafeteria	Vendor	Reconciled	\$147.99
35031	6/12/2025	TSSD Concord	Vendor	Reconciled	\$1,224.23
35038	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$8,103.94
35043	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$2,121.96
35063	6/12/2025	TSSD Concord	Vendor	Reconciled	\$2,906.39
35067	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$19,276.66
35069	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$4,520.11
35073	6/17/2025	Apple, Inc	Vendor	Outstanding	\$237.00
35074	6/17/2025	Hunter Farley	Vendor	Reconciled	\$200.00
35107	6/19/2025	Amazon Capital Services, Inc.	Vendor	Outstanding	\$59.98
35111	6/25/2025	TSSD Concord	Vendor	Reconciled	\$1,774.75
35112	6/25/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$11,611.78
35116	6/25/2025	TSSD General Purpose	Vendor	Reconciled	\$2,666.28
35118	6/25/2025	Amazon Capital Services, Inc.	Vendor	Outstanding	\$1,487.29
35119	6/25/2025	Apple, Inc	Vendor	Outstanding	\$4,495.00
35121	6/25/2025	Gina Hudson	Vendor	Outstanding	\$208.00
35122	6/25/2025	Helen Branum	Vendor	Outstanding	\$2,347.43
35125	6/25/2025	TSSD General Purpose	Vendor	Outstanding	\$10,845.19

Totals for Vendor

Number of Checks:	19
Total Checks:	\$75,304.42
Reconciled Checks:	\$55,624.53
Outstanding Checks:	\$19,679.89
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 11 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-430-11130

Account Number: 000000090212

Totals for 142-430-11130

Number of Checks:	19
Total Checks:	\$75,304.42
Reconciled Checks:	\$55,624.53
Outstanding Checks:	\$19,679.89
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 12 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-601-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35000	6/5/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$547.63

Totals for Vendor

Number of Checks:	1
Total Checks:	\$547.63
Reconciled Checks:	\$547.63
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 13 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-601-11130

Account Number: 000000090212

Totals for 142-601-11130

Number of Checks:	1
Total Checks:	\$547.63
Reconciled Checks:	\$547.63
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 14 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-891-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35007	6/5/2025	TSSD General Purpose	Vendor	Outstanding	\$15,000.00
35009	6/5/2025	Vanderbilt Bill Wilkerson Center	Vendor	Outstanding	\$160.00
35071	6/17/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$9,928.12
35075	6/17/2025	Lakeshore Learning Materials	Vendor	Reconciled	\$2,646.80
35108	6/19/2025	Kaplan Early Learning Company	Vendor	Outstanding	\$3,300.00
35109	6/19/2025	TSSD General Purpose	Vendor	Outstanding	\$794.98

Totals for Vendor

Number of Checks:	6
Total Checks:	\$31,829.90
Reconciled Checks:	\$12,574.92
Outstanding Checks:	\$19,254.98
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 15 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-891-11130

Account Number: 000000090212

Totals for 142-891-11130

Number of Checks:	6
Total Checks:	\$31,829.90
Reconciled Checks:	\$12,574.92
Outstanding Checks:	\$19,254.98
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 16 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-901-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35011	6/12/2025	American Cancer Society	Vendor	Outstanding	\$0.78
35013	6/12/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$5.21
35018	6/12/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$42.69
35022	6/12/2025	TASC	Vendor	Reconciled	\$20.50
35026	6/12/2025	Trustmark Voluntary Benefit	Vendor	Outstanding	\$18.41
35029	6/12/2025	TSA Consulting Group, Inc.	Vendor	Reconciled	\$54.68
35034	6/12/2025	TSSD Concord	Vendor	Reconciled	\$2,475.07
35042	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$15,037.27
35047	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$4,322.35
35051	6/12/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$3,777.98
35055	6/12/2025	Usable Life	Vendor	Reconciled	\$72.67
35058	6/12/2025	USABLE LIFE	Vendor	Outstanding	\$161.59
35061	6/12/2025	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$11.60
35078	6/17/2025	Tobii Dynavox	Vendor	Outstanding	\$297.00
35079	6/18/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$4.83
35084	6/18/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$37.55
35090	6/18/2025	TSSD Concord	Vendor	Reconciled	\$2,287.40
35094	6/18/2025	TSSD General Purpose	Vendor	Reconciled	\$3,844.06
35096	6/18/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$3,387.53
35101	6/18/2025	Usable Life	Vendor	Outstanding	\$48.24
35104	6/18/2025	USABLE LIFE	Vendor	Outstanding	\$125.26
35105	6/18/2025	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$11.60

Totals for Vendor

Number of Checks:	22
Total Checks:	\$36,044.27
Reconciled Checks:	\$35,279.51
Outstanding Checks:	\$764.76
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 17 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-901-11130

Account Number: 000000090212

Totals for 142-901-11130

Number of Checks:	22
Total Checks:	\$36,044.27
Reconciled Checks:	\$35,279.51
Outstanding Checks:	\$764.76
Void Checks:	\$0.00

**Trenton Special School District
Bank Account Check Listing By Date**

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 18 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-902-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35008	6/5/2025	TSSD General Purpose	Vendor	Reconciled	\$190.62
Totals for Vendor					
				Number of Checks:	1
				Total Checks:	\$190.62
				Reconciled Checks:	\$190.62
				Outstanding Checks:	\$0.00
				Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 19 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-902-11130

Account Number: 000000090212

Totals for 142-902-11130

Number of Checks:	1
Total Checks:	\$190.62
Reconciled Checks:	\$190.62
Outstanding Checks:	\$0.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 20 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-911-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35019	6/12/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$1.17
35024	6/12/2025	Trustmark Voluntary Benefit	Vendor	Outstanding	\$13.86
35033	6/12/2025	TSSD Concord	Vendor	Reconciled	\$101.15
35037	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$434.49
35048	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$130.42
35052	6/12/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$117.18
35056	6/12/2025	Usable Life	Vendor	Reconciled	\$0.39
35059	6/12/2025	USABLE LIFE	Vendor	Outstanding	\$3.72
35062	6/12/2025	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$7.05
35083	6/18/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$1.17
35086	6/18/2025	Trustmark Voluntary Benefit	Vendor	Outstanding	\$13.86
35091	6/18/2025	TSSD Concord	Vendor	Reconciled	\$101.15
35092	6/18/2025	TSSD General Purpose	Vendor	Reconciled	\$129.45
35098	6/18/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$117.18
35099	6/18/2025	Usable Life	Vendor	Outstanding	\$0.39
35102	6/18/2025	USABLE LIFE	Vendor	Outstanding	\$3.72
35106	6/18/2025	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$7.05
35123	6/25/2025	TSSD General Purpose	Vendor	Outstanding	\$25.00

Totals for Vendor

Number of Checks:	18
Total Checks:	\$1,208.40
Reconciled Checks:	\$1,131.41
Outstanding Checks:	\$76.99
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 21 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-911-11130

Account Number: 000000090212

Totals for 142-911-11130

Number of Checks:	18
Total Checks:	\$1,208.40
Reconciled Checks:	\$1,131.41
Outstanding Checks:	\$76.99
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 22 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-952-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
35002	6/5/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$2,852.95
35005	6/5/2025	TNTP, Inc.	Vendor	Outstanding	\$18,200.00
35072	6/17/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$4,135.24
35077	6/17/2025	TNTP, Inc.	Vendor	Outstanding	\$18,200.00
35120	6/25/2025	Benchmark Education Company	Vendor	Outstanding	\$1,443.75

Totals for Vendor

Number of Checks:	5
Total Checks:	\$44,831.94
Reconciled Checks:	\$6,988.19
Outstanding Checks:	\$37,843.75
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 23 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-952-11130

Account Number: 000000090212

Totals for 142-952-11130

Number of Checks:	5
Total Checks:	\$44,831.94
Reconciled Checks:	\$6,988.19
Outstanding Checks:	\$37,843.75
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 24 of 43

Bank Account: Cadence Checking - Fed Proj 142
GL Account: 142-954-11130

Account Number: 000000090212

Number	Date	Description	Check Type	Status	
34999	6/5/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$8,910.43
35010	6/5/2025	VDI	Vendor	Outstanding	\$22,610.00

Totals for Vendor

Number of Checks:	2
Total Checks:	\$31,520.43
Reconciled Checks:	\$8,910.43
Outstanding Checks:	\$22,610.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 25 of 43

Bank Account: Citizens City And County Bank Bus Garage 144
GL Account: 142-954-11130

Account Number: 000190350001

Totals for 142-954-11130

Number of Checks:	2
Total Checks:	\$31,520.43
Reconciled Checks:	\$8,910.43
Outstanding Checks:	\$22,610.00
Void Checks:	\$0.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 26 of 43

Bank Account: Citizens City And County Bank Bus Garage 144

Account Number: 000190350001

GL Account: 144- -11130

Number	Date	Description	Check Type	Status	
16943	6/12/2025	AFLAC	Vendor	Outstanding	\$60.45
16944	6/12/2025	Blake Daniels	Vendor	Void	\$170.00
16945	6/12/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$12.66
16946	6/12/2025	TSA Consulting Group, Inc.	Vendor	Reconciled	\$64.00
16947	6/12/2025	TSSD Concord	Vendor	Reconciled	\$1,333.81
16948	6/12/2025	TSSD General Fund Payroll	Vendor	Reconciled	\$10,875.98
16949	6/12/2025	TSSD General Purpose	Vendor	Reconciled	\$2,485.03
16950	6/12/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$3,081.49
16951	6/12/2025	Usable Life	Vendor	Reconciled	\$23.85
16952	6/12/2025	USABLE LIFE	Vendor	Outstanding	\$112.17
16953	6/12/2025	William Frazier	Vendor	Reconciled	\$170.00
16954	6/12/2025	Gibson Connect	Vendor	Reconciled	\$144.00
16955	6/12/2025	Postmaster	Vendor	Reconciled	\$146.00
16956	6/12/2025	Temple Landscaping, LLC	Vendor	Reconciled	\$195.00
16957	6/12/2025	Blake Daniels	Vendor	Reconciled	\$170.00
16958	6/16/2025	Ace Building Center	Vendor	Reconciled	\$146.94
16959	6/16/2025	B & E Electronics, Inc.	Vendor	Outstanding	\$257.00
16960	6/16/2025	Best One Tire Of Jackson	Vendor	Outstanding	\$4,479.00
16961	6/16/2025	Central States Bus Sales, Inc.	Vendor	Outstanding	\$4,694.53
16962	6/16/2025	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$246.63
16963	6/16/2025	Mid-South Bus Center, Inc.	Vendor	Outstanding	\$593.54
16964	6/16/2025	O'reilly Auto Part	Vendor	Outstanding	\$600.57
16965	6/16/2025	Tag Truck Center Of Jackson	Vendor	Outstanding	\$3,101.36
16966	6/16/2025	Trenton Industrial Laundry	Vendor	Outstanding	\$91.82
16967	6/16/2025	TSSD General Purpose	Vendor	Reconciled	\$5,764.98
16968	6/18/2025	TSSD General Fund Payroll	Vendor	Outstanding	\$240.11
16969	6/18/2025	TSSD General Purpose	Vendor	Reconciled	\$39.78

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 27 of 43

Bank Account: Citizens City And County Bank Bus Garage 144 Account Number: 000190350001
GL Account: 144- -11130

Number	Date	Description	Check Type	Status	
16970	6/25/2025	Gibson County School District	Vendor	Outstanding	\$3,000.00
16971	6/25/2025	Milan Special School District	Vendor	Outstanding	\$3,000.00
16972	6/25/2025	TSSD General Purpose	Vendor	Outstanding	\$5,000.00
16973	6/26/2025	Bradford Special School Distri	Vendor	Outstanding	\$3,000.00
16974	6/26/2025	Humboldt City Board of Education	Vendor	Outstanding	\$3,000.00

Totals for Vendor

Number of Checks:	32
Total Checks:	\$56,300.70
Reconciled Checks:	\$24,640.86
Outstanding Checks:	\$31,489.84
Void Checks:	\$170.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 28 of 43

Bank Account: Regions Bank Cafeteria 143
GL Account: 144- -11130

Account Number: 0115084308

Totals for 144- -11130

Number of Checks: 32
Total Checks: \$56,300.70
Reconciled Checks: \$24,640.86
Outstanding Checks: \$31,489.84
Void Checks: \$170.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 29 of 43

Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16540	6/5/2025	Addalyn Alford	Vendor	Void	\$407.00
16540	6/5/2025	Addalyn Alford	Vendor	Outstanding	\$407.00
16541	6/5/2025	Antonio Burns	Vendor	Outstanding	\$366.00
16541	6/5/2025	Antonio Burns	Vendor	Void	\$366.00
16542	6/5/2025	Madelyn Arndt	Vendor	Void	\$357.00
16542	6/5/2025	Madelyn Arndt	Vendor	Outstanding	\$357.00
16543	6/5/2025	B & B Fire Protection	Vendor	Void	\$330.00
16543	6/5/2025	B & B Fire Protection	Vendor	Outstanding	\$330.00
16544	6/5/2025	Anna Bunton	Vendor	Outstanding	\$431.75
16544	6/5/2025	Anna Bunton	Vendor	Void	\$431.75
16545	6/5/2025	Emmanuel Chiriboga	Vendor	Void	\$429.00
16545	6/5/2025	Emmanuel Chiriboga	Vendor	Outstanding	\$429.00
16546	6/5/2025	Kylie Coffman	Vendor	Outstanding	\$525.00
16546	6/5/2025	Kylie Coffman	Vendor	Void	\$525.00
16547	6/5/2025	Baylee Coleman	Vendor	Outstanding	\$450.00
16547	6/5/2025	Baylee Coleman	Vendor	Void	\$450.00
16548	6/5/2025	Ekon-O-Pac Inc. East	Vendor	Void	\$8,627.30
16548	6/5/2025	Ekon-O-Pac Inc. East	Vendor	Outstanding	\$8,627.30
16549	6/5/2025	Food Rite	Vendor	Void	\$68.46
16549	6/5/2025	Food Rite	Vendor	Outstanding	\$68.46
16550	6/5/2025	Andrew Gagnon	Vendor	Outstanding	\$335.50
16550	6/5/2025	Andrew Gagnon	Vendor	Void	\$335.50
16551	6/5/2025	Bella Griswell	Vendor	Outstanding	\$247.50
16551	6/5/2025	Bella Griswell	Vendor	Void	\$247.50
16552	6/5/2025	Hiland Dairy Foods Company LLC	Vendor	Void	\$4,919.58
16552	6/5/2025	Hiland Dairy Foods Company LLC	Vendor	Outstanding	\$4,919.58
16553	6/5/2025	Hoshizaki America, Inc.	Vendor	Void	\$3,625.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 30 of 43

Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16553	6/5/2025	Hoshizaki America, Inc.	Vendor	Outstanding	\$3,625.00
16554	6/5/2025	Kaylee Johnson	Vendor	Outstanding	\$412.50
16554	6/5/2025	Kaylee Johnson	Vendor	Void	\$412.50
16555	6/5/2025	Abigail Karnes	Vendor	Void	\$354.00
16555	6/5/2025	Abigail Karnes	Vendor	Outstanding	\$354.00
16556	6/5/2025	Adelyn Karnes	Vendor	Outstanding	\$330.00
16556	6/5/2025	Adelyn Karnes	Vendor	Void	\$330.00
16557	6/5/2025	Preston Lee	Vendor	Void	\$390.50
16557	6/5/2025	Preston Lee	Vendor	Outstanding	\$390.50
16558	6/5/2025	Lisa Seiber Garland	Vendor	Outstanding	\$225.00
16558	6/5/2025	Lisa Seiber Garland	Vendor	Void	\$225.00
16559	6/5/2025	Maliyah Cliff	Vendor	Outstanding	\$242.00
16559	6/5/2025	Maliyah Cliff	Vendor	Void	\$242.00
16560	6/5/2025	Mccartney Produce Company, Inc.	Vendor	Outstanding	\$5,414.36
16560	6/5/2025	Mccartney Produce Company, Inc.	Vendor	Void	\$5,414.36
16561	6/5/2025	Markaija Miles	Vendor	Outstanding	\$338.25
16561	6/5/2025	Markaija Miles	Vendor	Void	\$338.25
16562	6/5/2025	Peabody High School	Vendor	Outstanding	\$2,310.00
16562	6/5/2025	Peabody High School	Vendor	Void	\$2,310.00
16563	6/5/2025	Brandy Rocha	Vendor	Void	\$115.50
16563	6/5/2025	Brandy Rocha	Vendor	Outstanding	\$115.50
16564	6/5/2025	Kobe Scott	Vendor	Outstanding	\$385.00
16564	6/5/2025	Kobe Scott	Vendor	Void	\$385.00
16565	6/5/2025	Sherilyn Ramirez	Vendor	Outstanding	\$288.75
16565	6/5/2025	Sherilyn Ramirez	Vendor	Void	\$288.75
16566	6/5/2025	Singer H & R - Nashville	Vendor	Void	\$7,725.00
16566	6/5/2025	Singer H & R - Nashville	Vendor	Outstanding	\$7,725.00
16567	6/5/2025	Temple Landscaping, LLC	Vendor	Outstanding	\$54.98

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 31 of 43

Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16567	6/5/2025	Temple Landscaping, LLC	Vendor	Void	\$54.98
16568	6/5/2025	Trenton Mills, Llc	Vendor	Outstanding	\$8.00
16568	6/5/2025	Trenton Mills, Llc	Vendor	Void	\$8.00
16569	6/5/2025	Trenton Rosenwald Middle School Soccer	Vendor	Void	\$720.00
16569	6/5/2025	Trenton Rosenwald Middle School Soccer	Vendor	Outstanding	\$720.00
16570	6/5/2025	TSSD Federal Projects	Vendor	Outstanding	\$2,172.05
16570	6/5/2025	TSSD Federal Projects	Vendor	Void	\$2,172.05
16571	6/5/2025	TSSD General Purpose	Vendor	Void	\$3,052.87
16571	6/5/2025	TSSD General Purpose	Vendor	Outstanding	\$3,052.87
16572	6/5/2025	Turner Group Enterprises Inc.	Vendor	Void	\$4,600.00
16572	6/5/2025	Turner Group Enterprises Inc.	Vendor	Outstanding	\$4,600.00
16573	6/5/2025	Mika Vowell	Vendor	Void	\$414.00
16573	6/5/2025	Mika Vowell	Vendor	Outstanding	\$414.00
16574	6/5/2025	Bennett Weaver	Vendor	Void	\$141.00
16574	6/5/2025	Bennett Weaver	Vendor	Outstanding	\$141.00
16575	6/5/2025	Taliah Webb	Vendor	Outstanding	\$411.00
16575	6/5/2025	Taliah Webb	Vendor	Void	\$411.00
16576	6/5/2025	Amazon Capital Services, Inc.	Vendor	Outstanding	\$1,105.44
16577	6/12/2025	American Cancer Society	Vendor	Outstanding	\$2.99
16578	6/12/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$13.77
16579	6/12/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$105.59
16580	6/12/2025	TASC	Vendor	Outstanding	\$30.50
16581	6/12/2025	Trustmark Voluntary Benefit	Vendor	Outstanding	\$22.15
16582	6/12/2025	TSA Consulting Group, Inc.	Vendor	Outstanding	\$75.69
16583	6/12/2025	TSSD Concord	Vendor	Outstanding	\$3,550.46
16584	6/12/2025	TSSD General Fund Payroll	Vendor	Outstanding	\$22,625.95
16585	6/12/2025	TSSD General Purpose	Vendor	Outstanding	\$5,641.77
16586	6/12/2025	TSSD Teacher Insurance System	Vendor	Outstanding	\$9,233.37

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 32 of 43

Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16587	6/12/2025	Usable Life	Vendor	Outstanding	\$130.24
16588	6/12/2025	USABLE LIFE	Vendor	Outstanding	\$319.60
16589	6/12/2025	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$133.20
16590	6/12/2025	TSSD Concord	Vendor	Outstanding	\$689.34
16591	6/12/2025	TSSD General Fund Payroll	Vendor	Outstanding	\$4,907.18
16592	6/12/2025	TSSD General Purpose	Vendor	Outstanding	\$1,140.68
16593	6/17/2025	Addalyn Alford	Vendor	Outstanding	\$310.75
16594	6/17/2025	Antonio Burns	Vendor	Outstanding	\$402.00
16595	6/17/2025	Madelyn Arndt	Vendor	Outstanding	\$234.00
16596	6/17/2025	Anna Bunton	Vendor	Outstanding	\$338.25
16597	6/17/2025	Emmanuel Chiriboga	Vendor	Outstanding	\$343.75
16598	6/17/2025	Allie Coffman	Vendor	Outstanding	\$456.00
16599	6/17/2025	Baylee Coleman	Vendor	Outstanding	\$332.75
16600	6/17/2025	Cowan Blackberry Farm	Vendor	Outstanding	\$1,440.00
16601	6/17/2025	Mary Crutchfield	Vendor	Outstanding	\$145.75
16602	6/17/2025	Food Rite	Vendor	Outstanding	\$27.43
16603	6/17/2025	Andrew Gagnon	Vendor	Outstanding	\$200.75
16604	6/17/2025	Bella Griswell	Vendor	Void	\$55.00
16605	6/17/2025	Hiland Dairy Foods Company LLC	Vendor	Outstanding	\$16,727.04
16606	6/17/2025	Kaylee Johnson	Vendor	Outstanding	\$332.75
16607	6/17/2025	Abigail Karnes	Vendor	Outstanding	\$390.00
16608	6/17/2025	Adelyn Karnes	Vendor	Outstanding	\$435.00
16609	6/17/2025	Maliyah Cliff	Vendor	Outstanding	\$346.50
16610	6/17/2025	Mccartney Produce Company, Inc.	Vendor	Outstanding	\$19,425.14
16611	6/17/2025	Brandy Rocha	Vendor	Outstanding	\$176.00
16612	6/17/2025	Kobe Scott	Vendor	Outstanding	\$346.50
16613	6/17/2025	Sherilyn Ramirez	Vendor	Outstanding	\$247.50
16614	6/17/2025	TSSD General Purpose	Vendor	Outstanding	\$9,121.26

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 33 of 43

Bank Account: Regions Bank Cafeteria 143

Account Number: 0115084308

GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16615	6/17/2025	Volco	Vendor	Outstanding	\$40.23
16616	6/17/2025	Mika Vowell	Vendor	Outstanding	\$360.00
16617	6/17/2025	Bennett Weaver	Vendor	Outstanding	\$300.00
16618	6/17/2025	Taliah Webb	Vendor	Outstanding	\$336.00
16619	6/17/2025	Bella Griswell	Vendor	Outstanding	\$27.50
16620	6/19/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$13.75
16621	6/19/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$100.03
16622	6/19/2025	TASC	Vendor	Outstanding	\$30.00
16623	6/19/2025	Trustmark Voluntary Benefit	Vendor	Outstanding	\$21.68
16624	6/19/2025	TSSD Concord	Vendor	Outstanding	\$3,134.53
16625	6/19/2025	TSSD General Purpose	Vendor	Outstanding	\$4,650.87
16626	6/19/2025	TSSD Teacher Insurance System	Vendor	Outstanding	\$8,755.42
16627	6/19/2025	Usable Life	Vendor	Outstanding	\$65.78
16628	6/19/2025	USABLE LIFE	Vendor	Outstanding	\$260.22
16629	6/19/2025	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$133.20
16630	6/19/2025	Kylie Coffman	Vendor	Outstanding	\$384.00
16631	6/19/2025	Preston Lee	Vendor	Outstanding	\$258.50
16632	6/25/2025	TSSD Concord	Vendor	Outstanding	\$732.69
16633	6/25/2025	TSSD General Fund Payroll	Vendor	Outstanding	\$5,187.47
16634	6/25/2025	TSSD General Purpose	Vendor	Outstanding	\$1,240.73
16635	6/30/2025	Addalyn Alford	Vendor	Outstanding	\$420.75
16636	6/30/2025	Antonio Burns	Vendor	Outstanding	\$624.00
16637	6/30/2025	Madelyn Arndt	Vendor	Outstanding	\$210.00
16638	6/30/2025	Bell Family Farm	Vendor	Outstanding	\$525.00
16639	6/30/2025	Anna Bunton	Vendor	Outstanding	\$428.75
16640	6/30/2025	Emmanuel Chiriboga	Vendor	Outstanding	\$231.00
16641	6/30/2025	Kylie Coffman	Vendor	Outstanding	\$669.00
16642	6/30/2025	Baylee Coleman	Vendor	Outstanding	\$558.25

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 34 of 43

Bank Account: Regions Bank Cafeteria 143 Account Number: 0115084308
GL Account: 143- -11130

Number	Date	Description	Check Type	Status	
16643	6/30/2025	Cowan Blackberry Farm	Vendor	Outstanding	\$552.00
16644	6/30/2025	Andrew Gagnon	Vendor	Outstanding	\$55.00
16645	6/30/2025	Hiland Dairy Foods Company LLC	Vendor	Outstanding	\$7,257.60
16646	6/30/2025	Hobart Corp.	Vendor	Outstanding	\$4,619.38
16647	6/30/2025	Kaylee Johnson	Vendor	Outstanding	\$481.25
16648	6/30/2025	Abigail Karnes	Vendor	Outstanding	\$66.00
16649	6/30/2025	Adelyn Karnes	Vendor	Outstanding	\$360.00
16650	6/30/2025	Preston Lee	Vendor	Outstanding	\$198.00
16651	6/30/2025	Maliyah Cliff	Vendor	Outstanding	\$525.75
16652	6/30/2025	Mccartney Produce Company, Inc.	Vendor	Outstanding	\$2,784.28
16653	6/30/2025	Brandy Rocha	Vendor	Outstanding	\$115.50
16654	6/30/2025	Addison Rodgers	Vendor	Outstanding	\$324.50
16655	6/30/2025	Kobe Scott	Vendor	Outstanding	\$467.50
16656	6/30/2025	Sherilyn Ramirez	Vendor	Outstanding	\$462.00
16657	6/30/2025	State Systems, Inc.	Vendor	Outstanding	\$1,080.00
16658	6/30/2025	TSSD General Purpose	Vendor	Outstanding	\$7,330.36
16659	6/30/2025	Volco	Vendor	Outstanding	\$550.89
16660	6/30/2025	Mika Vowell	Vendor	Outstanding	\$420.00
16661	6/30/2025	Bennett Weaver	Vendor	Outstanding	\$231.00
16662	6/30/2025	Taliah Webb	Vendor	Outstanding	\$216.00
16662	6/30/2025	Taliah Webb	Vendor	Void	\$216.00

Totals for Vendor

Number of Checks:	160
Total Checks:	\$262,022.10
Reconciled Checks:	\$0.00
Outstanding Checks:	\$210,527.25
Void Checks:	\$51,494.85

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 35 of 43

Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 143- -11130

Account Number: 0100033708

Totals for 143- -11130

Number of Checks: 160
Total Checks: \$262,022.10
Reconciled Checks: \$0.00
Outstanding Checks: \$210,527.25
Void Checks: \$51,494.85

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 36 of 43

Bank Account: Regions Bank Checking Gen Purpose 141

Account Number: 0100033708

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
56377	6/2/2025	TSSD Federal Projects	Vendor	Reconciled	\$20,500.16
56378	6/5/2025	Ace Building Center	Vendor	Void	\$71.14
56379	6/5/2025	Amazon Capital Services, Inc.	Vendor	Void	\$107.44
56380	6/5/2025	Ace Building Center	Vendor	Reconciled	\$71.14
56380	6/5/2025	Br Supply, Inc	Vendor	Void	\$48.27
56381	6/5/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$107.44
56381	6/5/2025	Clint Sisco	Vendor	Void	\$841.07
56382	6/5/2025	Br Supply, Inc	Vendor	Reconciled	\$48.27
56382	6/5/2025	Gibson Farmers Co-Op	Vendor	Void	\$17,693.48
56383	6/5/2025	Clint Sisco	Vendor	Reconciled	\$841.07
56383	6/5/2025	Hickerson Automotive Group, Inc	Vendor	Void	\$171.96
56384	6/5/2025	Gibson Farmers Co-Op	Vendor	Reconciled	\$17,693.48
56384	6/5/2025	Holly Barnett	Vendor	Void	\$1,092.30
56385	6/5/2025	Hickerson Automotive Group, Inc	Vendor	Reconciled	\$171.96
56385	6/5/2025	Jd Distributors	Vendor	Void	\$1,407.19
56386	6/5/2025	Holly Barnett	Vendor	Reconciled	\$1,092.30
56386	6/5/2025	King Construction Co	Vendor	Void	\$6,724.68
56387	6/5/2025	Jd Distributors	Vendor	Reconciled	\$1,407.19
56387	6/5/2025	Lanny Poteet, Jr	Vendor	Void	\$1,059.53
56388	6/5/2025	Leann Cherry	Vendor	Void	\$1,092.30
56388	6/5/2025	King Construction Co	Vendor	Outstanding	\$6,724.68
56389	6/5/2025	Lanny Poteet, Jr	Vendor	Reconciled	\$1,059.53
56389	6/5/2025	LTC Language Solutions	Vendor	Void	\$33.00
56390	6/5/2025	Quill Corporation	Vendor	Void	\$2,156.18
56390	6/5/2025	Leann Cherry	Vendor	Reconciled	\$1,092.30
56391	6/5/2025	Rose Campbell	Vendor	Void	\$1,092.30
56391	6/5/2025	LTC Language Solutions	Vendor	Reconciled	\$33.00

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 37 of 43

Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
56392	6/5/2025	Sam's Club/Synchrony Bank	Vendor	Void	\$210.10
56392	6/5/2025	Quill Corporation	Vendor	Reconciled	\$2,156.18
56393	6/5/2025	Rose Campbell	Vendor	Reconciled	\$1,092.30
56393	6/5/2025	Temple Landscaping, LLC	Vendor	Void	\$4,316.00
56394	6/5/2025	Sam's Club/Synchrony Bank	Vendor	Reconciled	\$210.10
56394	6/5/2025	Tere Lumley	Vendor	Void	\$578.92
56395	6/5/2025	Tina Miller	Vendor	Void	\$294.92
56395	6/5/2025	Temple Landscaping, LLC	Vendor	Reconciled	\$4,316.00
56396	6/5/2025	Tere Lumley	Vendor	Reconciled	\$578.92
56396	6/5/2025	Trenton Industrial Laundry	Vendor	Void	\$174.84
56397	6/5/2025	Trenton Rosenwald Middle School	Vendor	Void	\$6,004.52
56397	6/5/2025	Tina Miller	Vendor	Reconciled	\$294.92
56398	6/5/2025	Trenton Industrial Laundry	Vendor	Reconciled	\$174.84
56398	6/5/2025	TSSD Cafeteria	Vendor	Void	\$265.00
56399	6/5/2025	Trenton Rosenwald Middle School	Vendor	Reconciled	\$6,004.52
56399	6/5/2025	TSSD Gibson Co Bus Garage	Vendor	Void	\$4,824.23
56400	6/5/2025	United Refrigeration Inc.	Vendor	Void	\$28.73
56400	6/5/2025	TSSD Cafeteria	Vendor	Reconciled	\$265.00
56401	6/5/2025	TSSD Gibson Co Bus Garage	Vendor	Reconciled	\$4,824.23
56401	6/5/2025	Verizon	Vendor	Void	\$879.97
56402	6/5/2025	United Refrigeration Inc.	Vendor	Reconciled	\$28.73
56402	6/5/2025	Wells Fargo Financial Leasing, Inc.	Vendor	Void	\$254.17
56403	6/5/2025	Verizon	Vendor	Reconciled	\$879.97
56403	6/5/2025	Words For Life Speech	Vendor	Void	\$2,376.00
56404	6/5/2025	Wells Fargo Financial Leasing, Inc.	Vendor	Reconciled	\$254.17
56404	6/5/2025	Zayo Education, LLC	Vendor	Void	\$3,201.60
56405	6/5/2025	Words For Life Speech	Vendor	Reconciled	\$2,376.00
56406	6/5/2025	Zayo Education, LLC	Vendor	Reconciled	\$3,201.60

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 38 of 43

Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
56407	6/5/2025	Ace Building Center	Vendor	Reconciled	\$18.99
56408	6/5/2025	Trenton Elementary School	Vendor	Reconciled	\$1,744.67
56409	6/5/2025	Karla Valle	Vendor	Reconciled	\$120.00
56410	6/6/2025	Food Rite	Vendor	Reconciled	\$27.94
56411	6/6/2025	Jackson State Community College	Vendor	Reconciled	\$1,150.00
56412	6/6/2025	Lewis West End Tire Co.	Vendor	Reconciled	\$219.90
56413	6/10/2025	TSSD Federal Projects	Vendor	Reconciled	\$829.59
56414	6/12/2025	AFLAC	Vendor	Outstanding	\$240.57
56415	6/12/2025	American Cancer Society	Vendor	Outstanding	\$10.50
56416	6/12/2025	Centennial Bank	Vendor	Reconciled	\$584,080.71
56417	6/12/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$181.64
56418	6/12/2025	Peabody High School	Vendor	Outstanding	\$116.14
56419	6/12/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$1,086.88
56420	6/12/2025	TASC	Vendor	Reconciled	\$2,692.33
56421	6/12/2025	Tn Child Support	Vendor	Reconciled	\$1,950.95
56422	6/12/2025	Trustmark Voluntary Benefit	Vendor	Outstanding	\$891.54
56423	6/12/2025	TSA Consulting Group, Inc.	Vendor	Reconciled	\$3,821.81
56424	6/12/2025	TSSD Cell Phones	Vendor	Reconciled	\$30.00
56425	6/12/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$121,678.98
56426	6/12/2025	Usable Life	Vendor	Reconciled	\$2,134.24
56427	6/12/2025	USABLE LIFE	Vendor	Outstanding	\$5,186.53
56428	6/12/2025	Ymca Of Memphis And The MidSouth	Vendor	Void	\$760.35
56429	6/12/2025	Ace Building Center	Vendor	Reconciled	\$18.30
56430	6/12/2025	Airgas USA, LLC	Vendor	Outstanding	\$31.00
56431	6/12/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$218.92
56432	6/12/2025	Cdw Government, Inc	Vendor	Reconciled	\$367.66
56433	6/12/2025	Cooks' Pest Control, Inc	Vendor	Reconciled	\$450.00
56434	6/12/2025	Gibson Connect	Vendor	Reconciled	\$717.40

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 39 of 43

Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
56435	6/12/2025	Rickey Hooker	Vendor	Outstanding	\$128.22
56436	6/12/2025	Quill Corporation	Vendor	Reconciled	\$270.76
56437	6/12/2025	TASL	Vendor	Reconciled	\$255.00
56438	6/12/2025	Temple Landscaping, LLC	Vendor	Reconciled	\$4,316.00
56439	6/12/2025	Tn Dept Of Labor/Workforce	Vendor	Reconciled	\$420.00
56440	6/12/2025	Karla Valle	Vendor	Reconciled	\$120.00
56441	6/13/2025	Centennial Bank	Vendor	Reconciled	\$79,155.53
56442	6/13/2025	Ace Building Center	Vendor	Reconciled	\$19.58
56443	6/13/2025	Br Supply, Inc	Vendor	Reconciled	\$35.71
56444	6/13/2025	LeBonheur Pediatric Specialists - School Based The	Vendor	Outstanding	\$1,106.89
56445	6/13/2025	Local Government Corp	Vendor	Reconciled	\$1,396.00
56446	6/13/2025	Tyler's Locksmith	Vendor	Reconciled	\$1,952.00
56447	6/16/2025	Amazon Capital Services, Inc.	Vendor	Reconciled	\$98.49
56448	6/16/2025	Gibson County School District	Vendor	Reconciled	\$3,528.00
56449	6/16/2025	Jackson Sun	Vendor	Outstanding	\$384.04
56450	6/16/2025	Trenton Light & Water Depts.	Vendor	Reconciled	\$922.04
56451	6/16/2025	TSSD Gibson Co Bus Garage	Vendor	Reconciled	\$4,842.78
56452	6/17/2025	TSSD Federal Projects	Vendor	Reconciled	\$50,984.72
56453	6/17/2025	Blue Tree Apps	Vendor	Reconciled	\$291.86
56454	6/17/2025	Peabody High School	Vendor	Outstanding	\$3,706.03
56455	6/17/2025	Premier Family Medicine	Vendor	Reconciled	\$375.00
56456	6/17/2025	TSSD Gibson Co Bus Garage	Vendor	Reconciled	\$8,033.33
56457	6/17/2025	Food Rite	Vendor	Reconciled	\$15.00
56458	6/17/2025	Majestic Steak House	Vendor	Reconciled	\$200.84
56459	6/17/2025	Trenton Rotary Club	Vendor	Outstanding	\$133.00
56460	6/18/2025	AFLAC	Vendor	Outstanding	\$195.07
56461	6/18/2025	American Cancer Society	Vendor	Outstanding	\$10.00
56462	6/18/2025	Gibson Co Imagination Library	Vendor	Outstanding	\$159.69

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 40 of 43

Bank Account: Regions Bank Checking Gen Purpose 141 Account Number: 0100033708
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
56463	6/18/2025	Peabody High School	Vendor	Outstanding	\$96.14
56464	6/18/2025	Superior Vision Services, Inc.	Vendor	Outstanding	\$934.99
56465	6/18/2025	TASC	Vendor	Outstanding	\$1,777.51
56466	6/18/2025	Tn Child Support	Vendor	Outstanding	\$1,950.95
56467	6/18/2025	Trustmark Voluntary Benefit	Vendor	Outstanding	\$706.33
56468	6/18/2025	TSA Consulting Group, Inc.	Vendor	Outstanding	\$3,075.81
56469	6/18/2025	TSSD Cell Phones	Vendor	Outstanding	\$15.00
56470	6/18/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$102,906.55
56471	6/18/2025	Usable Life	Vendor	Outstanding	\$1,561.44
56472	6/18/2025	USABLE LIFE	Vendor	Outstanding	\$4,269.19
56473	6/18/2025	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$605.35
56474	6/19/2025	Ace Building Center	Vendor	Outstanding	\$22.73
56475	6/19/2025	Br Supply, Inc	Vendor	Outstanding	\$66.27
56476	6/19/2025	Food Rite	Vendor	Outstanding	\$53.78
56477	6/19/2025	Jd Distributors	Vendor	Outstanding	\$1,946.35
56478	6/24/2025	Jennifer Walls	Vendor	Outstanding	\$62.00
56479	6/24/2025	Ymca Of Memphis And The MidSouth	Vendor	Outstanding	\$698.35
56480	6/24/2025	Centennial Bank	Vendor	Reconciled	\$68,274.95
56481	6/24/2025	Deeana Denton	Vendor	Outstanding	\$590.00
56482	6/24/2025	Zachary D. Epperson	Vendor	Outstanding	\$140.00
56483	6/24/2025	Katricia Lenon	Vendor	Outstanding	\$50.00
56484	6/24/2025	Superior Vision Services, Inc.	Vendor	Reconciled	\$76.10
56485	6/24/2025	TSSD Teacher Insurance System	Vendor	Reconciled	\$1,922.85
56486	6/25/2025	Ace Building Center	Vendor	Outstanding	\$5.79
56487	6/25/2025	Amazon Capital Services, Inc.	Vendor	Outstanding	\$14.84
56488	6/25/2025	Sunni Ferguson	Vendor	Outstanding	\$132.00
56489	6/25/2025	Gibson Co Utility Dist	Vendor	Outstanding	\$2,090.64
56490	6/25/2025	Jd Distributors	Vendor	Outstanding	\$302.21

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 41 of 43

Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Number	Date	Description	Check Type	Status	
56491	6/25/2025	Lewis West End Tire Co.	Vendor	Outstanding	\$49.95
56492	6/25/2025	Merit Group	Vendor	Outstanding	\$220.00
56493	6/25/2025	R J Young Company	Vendor	Outstanding	\$607.00
56494	6/25/2025	Trenton Floor Center	Vendor	Outstanding	\$16,660.94
56495	6/25/2025	Amazon Capital Services, Inc.	Vendor	Outstanding	\$119.85
56496	6/25/2025	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$2.76
56497	6/25/2025	Trenton Industrial Laundry	Vendor	Outstanding	\$139.91
56498	6/25/2025	TSSD Federal Projects	Vendor	Reconciled	\$210,000.00
56499	6/25/2025	Karla Valle	Vendor	Outstanding	\$120.00
56500	6/26/2025	TSSD Federal Projects	Vendor	Reconciled	\$21,203.66
56501	6/27/2025	Perry Professional Lawn, Llc	Vendor	Outstanding	\$3,330.00
56502	6/27/2025	Tennessee Association of Agricultural Teachers	Vendor	Outstanding	\$740.00
56503	6/27/2025	Tennessee Book Company LLC	Vendor	Outstanding	\$50.00
56504	6/27/2025	Trenton Light & Water Depts.	Vendor	Outstanding	\$3,661.82

Totals for Vendor

Number of Checks:	153
Total Checks:	\$1,479,586.97
Reconciled Checks:	\$1,354,664.46
Outstanding Checks:	\$67,162.32
Void Checks:	\$57,760.19

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 42 of 43

Bank Account: Regions Bank Checking Gen Purpose 141
GL Account: 141- -11130

Account Number: 0100033708

Totals for 141- -11130

Number of Checks: 153
Total Checks: \$1,479,586.97
Reconciled Checks: \$1,354,664.46
Outstanding Checks: \$67,162.32
Void Checks: \$57,760.19

Trenton Special School District
Bank Account Check Listing By Date

Run At: 7/18/2025 1:09 PM
Run By: Shannon Parra
Page 43 of 43

Bank Account: Regions Bank Checking Gen Purpose 141

Account Number: 0100033708

Grand Totals

Number of Checks: 474
Total Checks: \$2,087,202.70
Reconciled Checks: \$1,559,557.11
Outstanding Checks: \$418,220.55
Void Checks: \$109,425.04

Trenton Elementary School

Balance Sheet Report
Through 06/30/2025

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	97,009.75	21,977.83	0.00	118,987.58
Total Assets		\$97,009.75	\$21,977.83	\$0.00	\$118,987.58
Liabilities					
91	General fund balance	-66,808.19	0.00	0.00	-66,808.19
Total Liabilities		\$-66,808.19	\$0.00	\$0.00	\$-66,808.19
Revenues					
304	Pictures	-5,511.61	0.00	0.00	-5,511.61
304.5	PreK Graduation Pictures	-423.69	0.00	0.00	-423.69
313	Instructional Supplies	-137.77	0.00	0.00	-137.77
320	Interest	-682.52	0.00	0.00	-682.52
321	Board Allocations	-9,746.02	0.00	0.00	-9,746.02
326	Snack Shack	-27,817.23	0.00	0.00	-27,817.23
327	Student Incentive	-67,070.20	0.00	0.00	-67,070.20
Total Revenues		\$-111,389.04	\$0.00	\$0.00	\$-111,389.04
Expenditures					
411	Folders	1,450.00	0.00	0.00	1,450.00
412	Office Supplies	1,943.29	0.00	0.00	1,943.29
418	General Supplies	1,161.04	0.00	0.00	1,161.04
421	Instructional Supplies	3,429.73	0.00	0.00	3,429.73
424	Student Incentive	44,354.93	0.00	0.00	44,354.93
429	Copy Machines	5,600.00	0.00	0.00	5,600.00
491	Do Right Store	12,469.56	0.00	0.00	12,469.56
492	Pictures	0.00	0.00	0.00	0.00
496	Fundraiser	0.00	0.00	0.00	0.00
498	Snack Shack	8,474.17	0.00	0.00	8,474.17
499	Miscellaneous	2,304.76	0.00	0.00	2,304.76
Total Expenditures		\$81,187.48	\$0.00	\$0.00	\$81,187.48
Restricted Accounts					
804	Library	0.00	-10,169.23	0.00	-10,169.23
810	Fourth Grade Field Trips	0.00	-21.01	0.00	-21.01
811	Fine Arts	0.00	-403.24	0.00	-403.24
814	Computer Lab	0.00	-2,102.54	0.00	-2,102.54
816	Physical Education	0.00	-1,528.03	0.00	-1,528.03
817	Guidance	0.00	-18.36	0.00	-18.36
818	K - 4 Families	0.00	0.00	0.00	0.00
819	Yearbook	0.00	-6,352.50	0.00	-6,352.50
822	Second Grade Field Trips	0.00	-209.50	0.00	-209.50
823	Third Grade Field Trips	0.00	-44.01	0.00	-44.01
825	Destination Imagination (DI)	0.00	0.00	0.00	0.00
826	Student Rewards	0.00	0.00	0.00	0.00
827	Basketball	0.00	-991.10	0.00	-991.10
829	Do Right	0.00	0.00	0.00	0.00
830	PreK SPED	0.00	-94.02	0.00	-94.02
831	Chrome Book Fees	0.00	-44.00	0.00	-44.00
835	STEM	0.00	-0.29	0.00	-0.29
Total Restricted Accounts		\$0.00	\$-21,977.83	\$0.00	\$-21,977.83

Trenton Elementary School

Balance Sheet Report
Through 06/30/2025

	<u>General</u>	<u>Restricted</u>	<u>Food Service</u>	<u>Total</u>
Grand Totals :	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	6,857.47	70,398.76	0.00	77,256.23
21	CD#403819 - Security Bank	171.87	10,274.86	0.00	10,446.73
Total Assets		\$7,029.34	\$80,673.62	\$0.00	\$87,702.96
Liabilities					
91	General fund balance	-20,162.09	0.00	0.00	-20,162.09
Total Liabilities		\$-20,162.09	\$0.00	\$0.00	\$-20,162.09
Revenues					
298	Cookie Dough Fundraiser	-16,778.00	0.00	0.00	-16,778.00
300	House	-10.00	0.00	0.00	-10.00
304	Pictures	-921.83	0.00	0.00	-921.83
307	Start Up Money	-24,850.00	0.00	0.00	-24,850.00
315	Student Incentive	-666.50	0.00	0.00	-666.50
318	Student Snacks	-10,029.27	0.00	0.00	-10,029.27
320	Interest	-523.35	0.00	0.00	-523.35
325	Board Allocations	-12,898.81	0.00	0.00	-12,898.81
327	Miscellaneous	-178.10	0.00	0.00	-178.10
557	Student Incentive	-1,340.28	0.00	0.00	-1,340.28
Total Revenues		\$-68,196.14	\$0.00	\$0.00	\$-68,196.14
Expenditures					
299	Cookie Dough Fundraiser	11,024.80	0.00	0.00	11,024.80
411	Start Up Money	24,650.00	0.00	0.00	24,650.00
412	Office Supplies	4,818.53	0.00	0.00	4,818.53
413	PBIS -ROAR STORE	7,280.84	0.00	0.00	7,280.84
414	Equipment & Repairs	6,314.20	0.00	0.00	6,314.20
419	Instructional Supplies	5,345.46	0.00	0.00	5,345.46
420	House	3,513.09	0.00	0.00	3,513.09
498	Student Snacks	6,100.56	0.00	0.00	6,100.56
500	Miscellaneous	4,531.40	0.00	0.00	4,531.40
556	Student Incentive	7,750.01	0.00	0.00	7,750.01
Total Expenditures		\$81,328.89	\$0.00	\$0.00	\$81,328.89
Restricted Accounts					
510	Student Council	0.00	-219.72	0.00	-219.72
511	Athletic Concessions	0.00	-0.02	0.00	-0.02
512	Book Damage Fees	0.00	-987.96	0.00	-987.96
514	Chromebook fees	0.00	0.00	0.00	0.00
555	FCA	0.00	-46.00	0.00	-46.00
558	Scholastic Reading Club	0.00	-8.25	0.00	-8.25
602	Cheerleader	0.00	-8,157.29	0.00	-8,157.29
610	Library	0.00	-858.17	0.00	-858.17
611	Accelerated Reader	0.00	-1,661.19	0.00	-1,661.19
613	All Athletics Interest	0.00	-430.58	0.00	-430.58
614	Baseball	0.00	-2,856.11	0.00	-2,856.11
615	Basketball	0.00	-4,020.79	0.00	-4,020.79
616	Football	0.00	-1,325.58	0.00	-1,325.58
617	Soccer	0.00	-13,378.05	0.00	-13,378.05
618	Softball	0.00	-9,835.18	0.00	-9,835.18
619	Volleyball	0.00	-8,945.60	0.00	-8,945.60
800	Coding Grant	0.00	-1,500.00	0.00	-1,500.00

Trenton Rosenwald Middle School

Balance Sheet Report
Through 06/30/2025

		General	Restricted	Food Service	Total
801	Beta Club	0.00	-2,661.12	0.00	-2,661.12
802	STEM	0.00	-52.20	0.00	-52.20
803	Special Population	0.00	-263.23	0.00	-263.23
904	Band	0.00	-15,890.16	0.00	-15,890.16
906	Annual	0.00	-2,356.22	0.00	-2,356.22
909	Leigh Boyce Scholarship Fund	0.00	-5,220.20	0.00	-5,220.20
Total Restricted Accounts		\$0.00	\$-80,673.62	\$0.00	\$-80,673.62
Grand Totals :		\$0.00	\$0.00	\$0.00	\$0.00

Peabody High School

Run Date: 7/2/2025 1:52:44PM

Balance Sheet Report
Through 06/30/2025

Report Name: aaBalanceSheet.rpt

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	36,546.61	235,113.87	0.00	271,660.48
Total Assets		\$36,546.61	\$235,113.87	\$0.00	\$271,660.48
Liabilities					
91	General fund balance	-24,583.55	0.00	0.00	-24,583.55
Total Liabilities		\$-24,583.55	\$0.00	\$0.00	\$-24,583.55
Revenues					
300	Start-up Change	-120,150.00	0.00	0.00	-120,150.00
304.3	Pepsi Machine	-3,600.00	0.00	0.00	-3,600.00
304.4	Graham Snack Foods	-4,962.17	0.00	0.00	-4,962.17
307	Donations	-92.29	0.00	0.00	-92.29
321	Board Allocations	-43,956.19	0.00	0.00	-43,956.19
333	Safety & Security	-1,385.00	0.00	0.00	-1,385.00
355	Student Incentive	-9,494.97	0.00	0.00	-9,494.97
Total Revenues		\$-183,640.62	\$0.00	\$0.00	\$-183,640.62
Expenditures					
400	Start-up Change	120,150.00	0.00	0.00	120,150.00
411	Admin Supplies & Materials	1,480.11	0.00	0.00	1,480.11
420	Other Admin Expenditures	4,831.75	0.00	0.00	4,831.75
421	Instructional Supplies & Materials	4,717.74	0.00	0.00	4,717.74
426	Copy Machine	8,077.46	0.00	0.00	8,077.46
433	Safety & Security	373.92	0.00	0.00	373.92
452	Postage	741.26	0.00	0.00	741.26
455	Student Incentive	2,285.57	0.00	0.00	2,285.57
459	Other Expenditures	29,019.75	0.00	0.00	29,019.75
Total Expenditures		\$171,677.56	\$0.00	\$0.00	\$171,677.56
Restricted Accounts					
601	All Athletics	0.00	-32,152.77	0.00	-32,152.77
701	Class of 2025	0.00	0.00	0.00	0.00
704	Class of 2028	0.00	-36.83	0.00	-36.83
705	Class Sign/Monument	0.00	-20,711.61	0.00	-20,711.61
801	Beta Club	0.00	-4,166.73	0.00	-4,166.73
802	FFA Club	0.00	-15,164.69	0.00	-15,164.69
803	Speech & Debate Club	0.00	-1,322.61	0.00	-1,322.61
813	History Club	0.00	-785.76	0.00	-785.76
814	Pep Club	0.00	-159.35	0.00	-159.35
821	Junior Rotary	0.00	-744.17	0.00	-744.17
822	HOSA	0.00	-45.87	0.00	-45.87
825	Girls & Boys State	0.00	-29,623.74	0.00	-29,623.74
827	Peabody Pals	0.00	-645.84	0.00	-645.84
828	STEM Club	0.00	-2,119.06	0.00	-2,119.06
829	21 Plus Club	0.00	-1,301.05	0.00	-1,301.05
831	Peabody Rock Ensemble	0.00	-147.80	0.00	-147.80
832	AP - Advance Placement	0.00	-1,940.55	0.00	-1,940.55
833	SAT Exam	0.00	-15.00	0.00	-15.00
834	Peabody Perk	0.00	-5,570.57	0.00	-5,570.57
840	Prom	0.00	-5,593.29	0.00	-5,593.29
841	Graduation	0.00	-688.41	0.00	-688.41

Peabody High School

Balance Sheet Report
Through 06/30/2025

		General	Restricted	Food Service	Total
842	Benevolence	0.00	0.00	0.00	0.00
850	Onraka House	0.00	-135.00	0.00	-135.00
901	Library	0.00	-114.79	0.00	-114.79
902	Cheerleaders	0.00	-14,281.77	0.00	-14,281.77
903	School Annuals	0.00	-5,677.85	0.00	-5,677.85
904	Band	0.00	-28,219.34	0.00	-28,219.34
906	Student Council	0.00	-1,410.09	0.00	-1,410.09
907	Art	0.00	-993.74	0.00	-993.74
908	Special Olympics	0.00	0.00	0.00	0.00
915	Project Inspire	0.00	-16.15	0.00	-16.15
916	Chromebook	0.00	-90.00	0.00	-90.00
932	Football Donations	0.00	-3,267.32	0.00	-3,267.32
933	Girls Basketball Donations	0.00	-10,762.94	0.00	-10,762.94
934	Boys Basketball Donations	0.00	-4,233.20	0.00	-4,233.20
935	Baseball Donations	0.00	-1,150.00	0.00	-1,150.00
936	Golf Donations	0.00	-564.95	0.00	-564.95
938	Soccer Donations	0.00	-2,557.89	0.00	-2,557.89
939	Softball Donations	0.00	-3,420.23	0.00	-3,420.23
940	Tennis Donations	0.00	-490.69	0.00	-490.69
941	Volleyball Donations	0.00	-3,621.49	0.00	-3,621.49
942	Track & Field	0.00	-996.34	0.00	-996.34
950	Football Donation / Quarterback	0.00	-2,597.05	0.00	-2,597.05
951	Band Pit Crew	0.00	-13,908.91	0.00	-13,908.91
989	Band Uniforms	0.00	-13,668.43	0.00	-13,668.43
	Total Restricted Accounts	\$0.00	\$-235,113.87	\$0.00	\$-235,113.87
	Grand Totals :	\$0.00	\$0.00	\$0.00	\$0.00

Trenton Special Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 10/10/17
		Rescinds: 1.407	Issued: 10/04/16

1 The director of schools, or a designee, shall maintain all school district records required by law,
2 regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect
3 public records maintained by the school district unless otherwise prohibited by law. Any citizen of
4 Tennessee may request in writing and receive copies of open public records subject to the payment of
5 reasonable cost.^{1,2,3,4}

6 No records pertaining to individual students will be released for inspection by the public or any
7 unauthorized persons. In addition, information, records, and plans related to security and safety will not
8 be released for public inspection.¹¹

9 All requests to inspect or receive copies of records shall be submitted to the district's public records
10 request coordinator, the Director of Schools.¹² The public records request coordinator shall forward
11 requests for inspection or copies of records to the appropriate records custodian, the School Board
12 Secretary.¹²

13 Prior to producing any record, the records custodian shall ensure confidential information is redacted.
14 Original documents remain intact and confidential information in copies produced for a requestor shall
15 be redacted. The director of schools shall develop a procedure to redact confidential information.

16 **REQUESTS FOR INSPECTION²**

17 Citizens requesting to inspect public records shall submit their request and a government issued photo
18 identification card with the citizen's address to the district's public records request coordinator during
19 normal business hours. Requests may be made in person or by telephone, fax, mail, or email. The
20 coordinator shall submit
21 the information to the appropriate records custodian. The records custodian will contact the citizen and
22 indicate when the records will be available to inspect.

22 If the records cannot be made available within seven (7) business days, the records custodian shall
23 provide a records production letter indicating the time needed to complete the request.

24 If the request to inspect is denied, the records custodian shall provide the citizen with a records request
25 denial letter indicating the basis for the denial.

26 **REQUESTS FOR COPIES²**

27 Citizens requesting copies of public records shall complete and submit the Records Request Form and
28 a government issued photo identification card with the citizen's address to the district's public records
29 request coordinator during normal business hours. The coordinator shall submit the Records Request
30 Form to the appropriate records custodian.

1 The records custodian shall provide an estimate of the reasonable costs to produce the requested
2 records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
3 Reasonable Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to
4 determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing
5 the charges. The citizen shall pay the estimated reasonable costs by cash, check, or money order prior
6 to the district producing the copies.

7 If the records cannot be made available within seven (7) business days, the records custodian shall
8 provide a records production letter indicating the time needed to complete the request.

9 If the request for copies is denied, the records custodian shall provide the citizen with a records request
10 denial letter detailing the basis for the denial.

11 **FREQUENT AND MULTIPLE REQUESTS**

12 When the total number of requests for copies made by a requestor within a calendar month exceeds
13 four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
14 produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
15 notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The
16 Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable
17 Charges found at <https://www.comptroller.tn.gov/openrecords/forms.asp> shall be used to determine the
18 reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be
19 recorded.

20 **RECORDS RETENTION**

21 The director of schools and/or his designee(s) shall retain and dispose of school district records in
22 accordance with the following guidelines:^{2,4}

- 23 1. The director of schools and/or his/her designee(s) will determine if a particular record is of
24 permanent or temporary value in accordance with regulations promulgated by County Public
25 Records Commission and the Tennessee Institute for Public Services records manual;^{5,6}
- 26 2. Temporary value records which have been kept beyond the required time may be recommended
27 to the Public Records Commission for destruction;^{7,8}
- 28 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
29 transferred to the State Library and Archives. The temporary value records rejected by the State
30 Library and Archives may be transferred to another institution or destroyed;^{7,8,9}
- 31 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
32 director of schools desires to destroy the original permanent record, these records must be
33 reproduced by microfilming or some other permanent reproduction method. Permission to
34 destroy any original permanent record after microfilming follows the same procedure noted
35 above for temporary records;^{6,8} and
- 36 5. The director of schools shall establish procedures to safeguard against the unlawful destruction,
37 removal or loss of records.¹⁰

1 DISTRICT PUBLIC RECORDS REQUEST COORDINATOR:¹³

2

3 Title: Director of Schools

4 Trenton Special School District

5 201 West 10th Street

6 Trenton, TN 38382

7 (731) 855-1191

Legal References

1. TCA 49-2-301(b)(1)(CC)
2. TCA 10-7-503; Public Acts of 2017, Chapter No. 233
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-401
6. TCA 10-7-406
7. TCA 10-7-404
8. TCA 10-7-413
9. TCA 10-7-414
10. TCA 39-16-504
11. TCA 10-7-504(p)
12. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/openrecords/forms.asp>.
13. TCA 10-7-503(g)(4)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Trenton Special Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: <h2 style="text-align: center;">School District Records</h2>	Descriptor Code: <h3 style="text-align: center;">1.407</h3>	Issued Date: <h3 style="text-align: center;">10/10/17</h3>
		Rescinds: <h3 style="text-align: center;">1.407</h3>	Issued: <h3 style="text-align: center;">10/04/16</h3>

1. The director of schools, or a designee, shall maintain all school district records required by law,
2. regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect
3. public records maintained by the school district unless otherwise prohibited by law. Any citizen of
4. Tennessee may request in writing and receive copies of open public records subject to the payment of
5. reasonable cost.

6. No records pertaining to individual students will be released for inspection by the public or any
7. unauthorized persons. In addition, information, records, and plans related to security and safety will not
8. be released for public inspection.

9. All requests to inspect or receive copies of records shall be submitted to the district's public records
10. request coordinator, the Director of Schools. The public records request coordinator shall forward
11. requests for inspection or copies of records to the appropriate records custodian, the School Board
12. Secretary.

13. Prior to producing any record, the records custodian shall ensure confidential information is redacted.
14. Original documents remain intact and confidential information in copies produced for a requestor shall
15. be redacted. The director of schools shall develop a procedure to redact confidential information.

16. **REQUESTS FOR INSPECTION²**

17. Citizens requesting to inspect public records shall submit their request and a government issued photo
18. identification card with the citizen's address to the district's public records request coordinator during
19. normal business hours. Requests may be made in person, by telephone, **electronic transmission**, or mail. The
- coordinator shall submit the information to the appropriate records custodian. The records custodian will
- contact the citizen and indicate when the records will be available to inspect.

20. If the records cannot be made available within seven (7) business days, the records custodian shall
21. provide a records production letter indicating the time needed to complete the request.

22. If the request to inspect is denied, the records custodian shall provide the citizen with a records request
23. denial letter indicating the basis for the denial.

24. **REQUESTS FOR COPIES²**

25. Citizens requesting copies of public records shall complete and submit the Records Request Form and
26. a government issued photo identification card with the citizen's address to the district's public records
27. request coordinator during normal business hours. The coordinator shall submit the Records Request
28. Form to the appropriate records custodian.

1. The records custodian shall provide an estimate of the reasonable costs to produce the requested
2. records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of
3. Reasonable Charges shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash, check, or money order prior to the district producing the copies.
4. If the records cannot be made available within seven (7) business days, the records custodian shall
5. provide a records production letter indicating the time needed to complete the request.
6. If the request for copies is denied, the records custodian shall provide the citizen with a records request
7. denial letter detailing the basis for the denial.
8. **FREQUENT AND MULTIPLE REQUESTS**
9. When the total number of requests for copies made by a requestor within a calendar month exceeds
10. four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to
11. produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be
12. notified of this policy and provided with a Notice of Aggregation of Multiple **Requests/Requestors** form.
13. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

DENYING REQUESTS FOR NONCOMPLIANCE⁷

Requests to Inspect a Public Record

The district shall deny a request to inspect a public record from any citizen that has:

- a. Made two (2) or more requests to view a public record within a six-month period; and
- b. For each request failed to view the record within fifteen (15) business days of receiving notification that the record was available.

Requests from this citizen shall be denied for up to six (6) months from the date of the second records request. The district's public records request coordinator may waive this denial if he/she determines that failure to view the record was for good cause.

Requests for Copies of Public Records

The district shall deny a request for copies of a public record from any citizen that has:

- a. Been provided with an estimate of the reasonable cost to produce the requested records;
- b. Agrees to pay such estimated reasonable cost prior to production of the records; and
- c. Fails to pay the actual cost after the records have been produced.

Additional requests from this citizen shall be denied until the original cost is paid.

4. RECORDS RETENTION

5. The director of schools and/or his designee(s) shall retain and dispose of school district records in
6. accordance with the following guidelines:
7. 1. The Director of Schools and/or his/her designee(s) will determine if a particular record is of
8. permanent or temporary value in accordance with state law;^{9,10}
 9. 2. Temporary value records which have been kept beyond the required time may be recommended
10. to the Public Records Commission for destruction;^{11,12}
 11. 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be
12. transferred to the State Library and Archives. The temporary value records rejected by the State
13. Library and Archives may be transferred to another institution or destroyed;^{10,12,13}
 14. 4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the
15. director of schools desires to destroy the original permanent record, these records must be
16. reproduced by microfilming or some other permanent reproduction method. Permission to
17. destroy any original permanent record after microfilming follows the same procedure noted
18. above for temporary records;^{10,11} and
 19. 5. The director of schools shall¹⁴ establish procedures to safeguard against the unlawful destruction,
20. removal or loss of records.

1 **DISTRICT PUBLIC RECORDS REQUEST COORDINATOR:**¹³

2

3. Title: Director of Schools

4. Trenton Special School District

5. 201 West 10th Street

6. Trenton, TN 38382

7. (731) 855-1191

Legal References

Cross References

-
1. [TCA 49-2-301\(b\)\(1\)\(Z\)](#) Financial Reports and Records 2.701
Personnel Records 5.114
 2. [TCA 10-7-503; Public Acts of 2025, Chapter No. 94](#) Student Records 6.600
 3. [TCA 10-7-506\(a\)](#)
 4. [TCA 49-2-104](#)
 5. [TCA 10-7-504\(p\)](#)
 6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, available at <https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf>; [TCA 10-7-503\(a\)\(1\)\(B\), \(C\)](#)
 7. [TCA 10-7-503\(a\)\(7\)\(A\)\(vii\)](#)
 8. [TCA 10-7-503\(h\)\(6\)](#)
 9. [TCA 10-7-401](#)
 10. [TCA 10-7-406; TCA 10-7-301\(5\),\(13\)](#)
 11. [TCA 10-7-404](#)
 12. [TCA 10-7-413](#)
 13. [TCA 10-7-414](#)
 14. [TCA 39-16-504](#)
 15. [TCA 10-7-503\(g\)\(1\)\(D\)](#)

Trenton Special Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 11/07/17
		Rescinds:	Issued:

1 SCOPE

2 This policy shall apply to sponsors and potential sponsors of newly created public charter schools. It
3 shall not apply to public charter schools converted from existing public schools pursuant to TCA 49-
4 13-106 (b) (2).

5 DEFINITION

6 A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates
7 within a public school district. It shall be subject to all state and federal laws and constitutional
8 provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national
9 origin, religion, ancestry or need for special education services.¹

10 The purposes of charter schools are to:²

- 11 1) Improve learning for all students and close the achievement gap between high and low
12 students;
- 13 2) Provide options for parents to meet educational needs of students in high priority schools;
- 14 3) Encourage the use of different and innovative teaching methods, and provide greater decision-
15 making authority to schools and teachers in exchange for greater responsibility for student
16 performance;
- 17 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to
18 reach proficiency on state academic assessments;
- 19 5) Create new professional opportunities for teachers; and
- 20 6) Afford parents substantial meaningful opportunities to participate in the education of their
21 children.

27 APPLICATION PROCESS³

28 A prospective charter school sponsor shall send the director of schools notice of its intent sixty (60)
29 days prior to April 1 of the year preceding the year in which the proposed charter school plans to begin
30 operation as a public charter school.

31 A sponsor seeking board approval of an initial charter school application must complete the forms
32 provided by the Tennessee Department of Education. The application must provide all the information
33 required by law. The sponsor must demonstrate that the proposed charter school meets the purpose

1 prescribed by law for the formation of a charter school and the proposed charter school will be able to
2 implement a viable program of quality education for its students.

3 Applications must be submitted to board on or before 4:30 p.m. on April 1 of the year preceding the
4 year in which the proposed charter school plans to begin operation as a public charter school.
5 Applications will be accepted only between March 1 and April 1. If the 1st of April falls on a Saturday,
6 Sunday, or holiday on which the school district offices are closed, applications will be accepted on the
7 next business day on or before 4:30 p.m. Late applications will not be accepted, without exception.
8 The sponsor shall pay an application fee of \$2,500.00.³

9 REVIEW TEAM

10 If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school
11 applications. The team shall be composed of: members of the administrative staff for the district;
12 community members; and a member of the board. At the board meeting in February each year, the
13 Director of Schools shall make a recommendation to the board of which members of his administrative
14 staff should be appointed to the team. The board shall name the members of the team at its meeting in
15 March of each year. The board shall designate a chairman of the review team as the contact person for
16 answering questions about the application process and receiving applications.

17 The board shall require a procedure for receiving, reviewing and ruling on applications for the
18 establishment of charter schools. The procedure must include a timeline for the application and review
19 process. A copy of the procedure, including the review criteria, shall be available to any interested
20 party upon request.

21 The review team shall:

- 22 1) Evaluate all charter school applications based on the review criteria adopted by the board;
23
- 24 2) Recommend one of the following options to the board for each application: approve, reject, or
25 reject with stipulations for reconsideration; and
26
- 27 3) Make recommendations for revocation, renewal or non-renewal of charter contracts.

28 APPROVAL, DENIAL OF APPLICATION⁴

29 The board shall rule by resolution on the approval or denial of a charter application within ninety (90)
30 days of receipt of the completed application or the application shall be deemed approved by law. The
31 director of schools shall report the action taken by the board to the department of education.

32 Approval

33 The sponsor of a public charter school that is approved by the board shall enter into a written
34 agreement with the board, which shall be binding on the charter school's governing body. This
35 agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board. In
36 the application, the sponsor must demonstrate that the proposed charter school meets the purpose
37 prescribed by law for the formation of a charter school and the proposed charter school will be and
38 shall include all aspects of the sponsor's approved application as well as any reporting requirements
39 prescribed under state or federal laws.⁵

1 Starting in the 2018-2019 school year, the board will receive an annual authorizer fee of three percent
2 (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000),
3 whichever is less.⁷

4 Charter schools approved by the board of education are expected to implement the application as
5 submitted and approved. Material variations in operations from the approved application require
6 amendment pursuant to statute and the charter school agreement.

7 The board should not be expected to provide services to charter schools that are not requested during
8 the application process except for those services that are required under state or federal laws. Services
9 agreed to be provided to the charter schools by the board shall be provided at board actual cost. The
10 board and charter school shall execute a service contact for any additional services.

11 New public charter school agreements are approved for a ten-year period.⁶ The board may revoke or
12 deny renewal of a public charter school agreement for any of the reasons enumerated in TCA 49-13-
13 122.

14 **Denial**

15 Upon receipt of the grounds for denial, the sponsor shall have thirty (30) days within which to submit
16 an amended application to correct the deficiencies. The board shall have thirty (30) days either to deny
17 or to approve the amended application or the application shall be deemed approved by law.⁴

18 A denial of an application by the board may be appealed by the sponsor, within ten (10) days of the
19 final decision to deny to the State Board of Education.

Legal References

1. TCA 49-13-105; TCA 49-13-111(a)-(c)
2. TCA 49-13-102
3. TCA 49-13-107, 108; TCA 1-3-102; TCA 49-13-108(a)(5)
4. TCA 49-13-108; TRR/MS 0520-14-1-.01 & .02
5. TCA 49-13-110
6. TCA 49-13-121
7. TCA 49-13-143

Cross References

Trenton Special Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 11/07/17
		Rescinds:	Issued:

SCOPE

This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to charter schools converting from existing public schools. Proposals from existing charter school operators or replicators and applicants proposing to contract with educational service providers shall be in accordance with state law.¹

DEFINITION

A charter school shall be a public, nonsectarian, non-religious, non-home based school which operates within a public school district. It shall be subject to all state and federal laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or need for special education services.¹

The purposes of charter schools are to:²

- 1) Improve learning for all students and close the achievement gap between high and low students;
- 2) Provide options for parents to meet educational needs of students in high priority schools;
- 3) Encourage the use of different and innovative teaching methods, and provide greater decision-making authority to schools and teachers in exchange for greater responsibility for student performance;
- 4) Measure performance of pupils and faculty, and ensure that children have the opportunity to reach proficiency on state academic assessments;
- 5) Create new professional opportunities for teachers; and
- 6) Afford parents substantial meaningful opportunities to participate in the education of their children.

APPLICATION PROCESS³

A prospective charter school sponsor shall send notice to the Director of Schools/designee of its intent sixty (60) calendar days prior to February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. The Director of Schools/designee shall determine whether the sponsor has selected the correct application category within ten (10) business days of receiving the letter of intent and notify the sponsor within five (5) business days of a determination that the incorrect application category has been selected.²

A sponsor seeking board approval of an initial charter school application must complete the forms provided by the State Board of Education in coordination with the Tennessee Public Charter School Commission (“the Commission”). The application shall provide all the information required by state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by state law for the formation of a charter school, and the proposed charter school will be able to implement a viable program of quality education for its students.

Electronic copies of applications shall be submitted to the Board and the Commission on or before 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday on which the school district offices are closed, applications will be accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of \$2,500.00. The Director of Schools/designee shall report each application received to the Commission no later than ten (10) days after receipt.²

The Board shall determine whether an application is complete within ten (10) business days of receiving the application and shall notify the sponsor within five (5) business days of the determination if the application is determined to be incomplete.³

REVIEW TEAM

If necessary, the board shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be comprised of members of the administrative staff for the district and community members with relevant educational, organizational, financial, and legal experience. At the board meeting in December each year, the Director of Schools shall make a recommendation to the board of which members of his administrative staff should be appointed to the team. The board shall name the members of the team at its meeting in January of each year. The board shall designate a Chair of the review team as the contact person for answering questions about the application process and receiving applications. The Director of Schools/designee shall develop an orientation for the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts of interest.

The board shall require a procedure for receiving, reviewing and ruling on applications for the establishment of charter schools. The procedure must include a timeline for the application and review process. A copy of the procedure, including the review criteria, shall be available on the district's website.

The review team shall:

- 1) Evaluate all charter school applications based on the review criteria adopted by the board;
- 2) Recommend one of the following options to the board for each application: approve, reject, or reject with stipulations for reconsideration; and

APPROVAL, DENIAL OF APPLICATION⁴

The Board shall rule by resolution on the approval or denial of an initial charter school application within ninety (90) calendar days of receipt of the completed application, or the application shall be deemed approved by state law. The Director of Schools/designee shall report the action taken by the Board to the Department of Education and the Commission.

APPROVAL/DENIAL OF APPLICATION⁵

The Board shall rule by resolution on the approval or denial of an initial charter school application within ninety (90) calendar days of receipt of the completed application, or the application shall be deemed approved by state law. The Director of Schools/designee shall report the action taken by the Board to the Department of Education and the Commission.

The sponsor of a public charter school that is approved by the board shall enter into a written agreement with the board, which shall be binding on the charter school's governing body. This agreement, known as the charter agreement, shall be in writing signed by the sponsor and the board.

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

Charter schools approved by the board of education are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to statute and the charter school agreement.

The board should not be expected to provide services to charter schools that are not requested during the application process except for those services that are required under state or federal laws. Services agreed to be provided to the charter schools by the board shall be provided at board actual cost. The board and charter school shall execute a service contact for any additional services.

New public charter school agreements are approved for a ten-year period.⁸ The board may revoke or deny renewal of a public charter school agreement for any of the reasons enumerated in state law.⁹

Denial

If the initial charter school application is denied, the Board shall notify the sponsor in writing within ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the sponsor may submit an amended application. Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within which to submit an amended application to correct the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the amended application, or the application shall be deemed approved by state law.⁵

If the amended charter school application is denied, the Board shall notify the sponsor in writing within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public Charter School Commission.¹⁰

Legal References

1. [TCA 49-13-106; State Board of Education Policy 6.111](#)
2. [TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01\(1\)\(b\),\(e\)](#)
3. [TRR/MS 0520-14-01-.01\(1\)\(i\)](#)
4. [TRR/MS 0520-14-01](#)
5. [TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01](#)
6. [TCA 49-13-128](#)
7. [TCA 49-13-110\(d\)-\(e\); TRR/MSS 0520-14-01](#)
8. [TCA 49-13-110\(c\)](#)
9. [TCA 49-13-122](#)
10. [TCA 49-13-108\(b\)\(5\)](#)

Cross References

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 07/23/24
		Rescinds: 2.403	Issued: 10/02/19

1 The Director of Schools shall prepare a list of unusable items for board approval.¹ The list shall contain
2 the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
4 circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and
5 information website in accordance with state law.³

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
8 and the Board Chair shall agree in written form that the property is of no value or is of less value than
9 five hundred dollars (\$500).⁴

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
11 Board shall approve other methods of disposal.⁵

12 Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall
13 approve all surplus equipment prior to the materials being disposed of at the end of the school year.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶**

15 When equipment that was purchased with federal dollars is no longer needed for the original project or
16 program or for other activities currently or previously supported by a federal agency, disposition of the
17 equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of \$5,000 or less may be retained,
19 sold, or otherwise disposed of with no further obligation to the awarding agency; or
20
- 21 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
22 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
23 current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Trenton Special Board of Education			
Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 07/23/24
		Rescinds: 2.403	Issued: 10/02/19

The Director of Schools shall prepare a list of unusable items for board approval.¹ The list shall contain the following information: name of item, date of purchase, and reason for disposal.

All unusable items shall be sold to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale.² Notice shall also be published on a news and information website in accordance with state law.³

Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools and the Board Chair shall agree in written form that the property is of no value or is of less value than five hundred dollars (\$500).⁴

If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the Board shall approve other methods of disposal.⁵

Surplus equipment will be auctioned off by the district at the end of the school year. The Board shall approve all surplus equipment prior to the materials being disposed of at the end of the school year.

DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS⁶

When equipment that was purchased with federal dollars is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

1. Items of equipment with a current per-unit fair market value of **\$10,000** or less may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency; or
2. Items of equipment with a current per unit fair market value in excess of **\$10,000** may be retained or sold, and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Cross References

- Duties of Officers 1.201
- Inventories 2.702
- Textbooks and Instructional Materials 4.400



Trenton Special Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/23/24
		Rescinds: 3.202	Issued: 07/25/23

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
8 emergency response agencies.

9 **FIRE AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ These
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in
17 each school's office.³

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 The district shall work with local law enforcement and the local fire department to develop a procedure
21 for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025
22 and shall be reviewed and updated annually thereafter.⁴

23 **ANNUAL DRILLS**⁵

24 The principal shall ensure that the school safety team conducts each of the following type of drills
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27
- 28 2. An incident command drill; and
- 29
- 30 3. An emergency safety bus drill.

1 AED DRILLS⁶

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
5 training, planning, notification, and maintenance to comply with state law.

6 MEDICAL EMERGENCIES/PANDEMIC FLU⁷

7 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate
8 and consult with the local and state health departments and other local emergency or healthcare
9 providers in protecting students and the community from further infection. The Director of Schools
10 shall develop procedures for health emergencies in accordance with state law.

11 REMOTE LEARNING DRILLS⁸

12 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
13 reflect how students will transition to remote learning in the event of a disruption to school operations.
14 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#); [Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Trenton Special Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 07/23/24
		Rescinds: 3.202	Issued: 07/25/23

General

The Director of Schools shall be responsible for developing, maintaining, and acquiring board approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with emergency response agencies.

FIRE AND SAFETY DRILLS

The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, **with no more than two (2)** fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.²

The principal shall ensure that three (3) additional safety drills are given during the school year.³ These drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.³

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

The district shall work with local law enforcement and the local fire department to develop a procedure for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025 and shall be reviewed and updated annually thereafter.⁴

ANNUAL DRILLS⁵

The principal shall ensure that the school safety team conducts each of the following type of drills annually:

1. An armed intruder drill in coordination with local law enforcement;

2. An incident command drill; and
3. An emergency safety bus drill.

AED DRILLS⁶

All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in the event of a medical emergency. The principal shall ensure that the drill occurs.

The Director of Schools shall develop the necessary administrative procedures on AED and CPR training, planning, notification, and maintenance to comply with state law.

MEDICAL EMERGENCIES/PANDEMIC FLU⁷

In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The Director of Schools shall develop procedures for health emergencies in accordance with state law.

REMOTE LEARNING DRILLS⁸

At least once each school year, a remote learning drill shall be conducted. The drill shall accurately reflect how students will transition to remote learning in the event of a disruption to school operations. Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

Cross References

1. [TRR/MS.0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#) Emergency Closings 1.8011
Safety 3.201
2. [TCA 68-102-137\(b\)](#) Community Use of School Facilities 3.206
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#); [Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Threat Assessment Team</h2>	Descriptor Code: 3.204	Issued Date: 07/25/23
		Rescinds: 3.204	Issued: 07/13/99

1 *General¹*

2 A threat assessment team shall be created within the school district to develop intervention-based
 3 approaches to prevent violence, manage reports of potential threats, and create a system that fosters a
 4 safe, supportive, and effective school environment. The Director of Schools shall appoint the members
 5 of the threat assessment team.

6 The Director of Schools shall develop administrative procedures regarding the training and operations
 7 of the team to comply with state law and State Board of Education rules and regulations.

8 **TEAM MEETINGS**

9 All threat assessment team meetings shall be closed to the public.²

10 **RECORDKEEPING³**

11 The team shall document all behaviors and incidents deemed to pose a risk to school safety or that
 12 resulted in intervention and shall provide the information to the Director of Schools.

13 A report of the activities of the threat assessment team will be compiled and shared with the Board
 14 before each regular meeting.

15 Documents produced or obtained regarding these assessment activities will not be open for public
 16 inspection.

Legal References

1. TCA 49-6-2701 *et seq.*; Public Chapter 2023,
Chapter No. 367
2. TCA 49-6-2701(f)
3. TCA 49-6-2702

Cross References

- School District Records 1.407
- Safety 3.201
- Security 3.205
- Student Records 6.600

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Threat Assessment Team	Descriptor Code: 3.204	Issued Date: 07/25/23
		Rescinds: 3.204	Issued: 07/13/99

*General*¹

A threat assessment team shall be created within the school district to develop intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment. The Director of Schools shall appoint the members of the threat assessment team.

The Director of Schools shall develop administrative procedures regarding the training and operations of the team to comply with state law and State Board of Education rules and regulations.

TEAM MEETINGS

All threat assessment team meetings shall be closed to the public.²

RECORDKEEPING³

The team shall document all behaviors and incidents deemed to pose a risk to school safety or that resulted in intervention and shall provide the information to the Director of Schools.

A report of the activities of the threat assessment team will be compiled and shared with the Board before each regular meeting.

Documents produced or obtained regarding these assessment activities will not be open for public inspection.

REPORTING⁴

The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on credible threats of violence or significantly disruptive behavior directed toward or occurring on the grounds of the school their student attends. Such reports shall include incidents that are reported to a state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the district's report to law enforcement.

At least once per quarter, the Director of Schools shall provide the Board with a report listing the total number of incidents reported to state and local law enforcement agency requiring notice to parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References

1. [TCA 49-6-2701](#)
2. [TCA 49-6-2701\(f\)](#)
3. [TCA 49-6-2702](#)
4. [Public Acts of 2025, Chapter No. 215](#)

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 07/13/99
		Rescinds:	Issued:

- 1 The Board approves the following broad-based instructional goals for students:
- 2 • To acquire the knowledge and attitude necessary to achieve and maintain good physical and
 - 3 mental health;
 - 4
 - 5 • To develop the skills necessary to function as a self-directed person;
 - 6
 - 7 • To develop the capacity to cope with change through an understanding of the arts, humanities and
 - 8 scientific processes;
 - 9
 - 10 • To know the principles involved in making moral and ethical choices.
 - 11
 - 12 • To develop the basic skills of reading, writing, computation, spelling, speaking and problem
 - 13 solving;
 - 14
 - 15 • To develop a positive attitude toward learning as a lifelong endeavor;
 - 16
 - 17 • To learn to identify personal talents and interests, make appropriate career choices, and develop
 - 18 career skills;
 - 19
 - 20 • To acquire knowledge and to develop skills in the management of personal and public resources
 - 21 necessary for meeting obligations to self, family and society;
 - 22
 - 23 • To learn to act in a responsible manner;
 - 24
 - 25 • To learn of the rights and responsibilities of citizens of the community, state, nation and world;
 - 26
 - 27 • To learn to understand, respect and interact with people of different cultures, generations and
 - 28 races.

Cross Reference:

School District Goals 1.700

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 07/13/99
		Rescinds:	Issued:

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.¹ Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.²

The Board approves the following broad-based instructional goals for students:

- To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;
- To develop the skills necessary to function as a self-directed person;
- To develop the capacity to cope with change through an understanding of the arts, humanities and scientific processes;
- To know the principles involved in making moral and ethical choices.
- To develop the basic skills of reading, writing, computation, spelling, speaking and problem solving;
- To develop a positive attitude toward learning as a lifelong endeavor;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
- To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family and society;
- To learn to act in a responsible manner;

- To learn of the rights and responsibilities of citizens of the community, state, nation and world;
- To learn to understand, respect and interact with people of different cultures, generations and races.

Legal References

1. [42 USCA § 2000d *et seq.*](#)
2. [Public Acts of 2025, Chapter No. 293](#)

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 04/04/23
		Rescinds:	Issued:

1 *General*

2 The Trenton Special School District virtual education program is a course or series of courses offered
3 by a school district to provide students a broader range of educational opportunities through the use of
4 technology. Utilizing this program is temporary and shall not replace a student's regular instructional
5 program.¹

6 Class size ratios for the virtual education program shall comply with the requirements as outlined in
7 state law.²

8 Virtual education programs³ shall be made available to students for the following purposes:

- 9 1. Academic remediation, enrichment, or providing students access to a wider range of courses;
- 10 2. Continuity of educational service for students who are homebound;⁴
- 11 3. Continuity of educational service for students who are quarantining;⁵
- 12 4. Continuity of educational service for students enrolled in an alternative school;⁶ or
- 13 5. Continuity of educational service when the district utilizes remote instruction due to dangerous
14 or extreme weather conditions, a serious outbreak of illness affecting or endangering students
15 or staff, or during the administration of end of course examinations or other examinations as
16 allowed per state law.⁷

21 **ELIGIBILITY AND PARTICIPATION REQUIREMENTS**

22 Students shall be eligible to utilize a virtual education program if participating in one of the above
23 educational opportunities. The following factors shall also be taken into consideration when
24 determining eligibility:

- 25 1. Attendance;
- 26 2. Grades; and
- 27 3. Technology survey.

32 **ATTENDANCE**

1 Student attendance in the virtual education program shall adhere to the general requirements of board
2 policy 6.200 and any relevant administrative procedures.

3 Methods of confirming student attendance shall include two or more of the following:

4 1. Students participating in a phone call with a teacher, with parent/guardian support as
5 appropriate for the age of the student;

6
7 2. Students participating in synchronous virtual instruction;

8
9 3. Students completing work in a learning management system; or

10
11 4. Students submitting work via hard-copy or virtual formats.
12

13 **REMOVAL FROM VIRTUAL EDUCATION PROGRAM**

14 A student may be removed from the virtual education program or denied future enrollment in a virtual
15 education program based on disciplinary issues, attendance issues, or poor academic performance.

16 Before a student is removed based on poor academic performance, the following interventions shall
17 occur:

18 1. Notification of parent/guardian; and

19
20 2. One-on-one assessment conducted by the principal/designee regarding any learning needs and
21 academic performance.
22

23 **ENROLLMENT AGREEMENT**

24 The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for
25 students from other school districts that want access to virtual education program courses.

- | | |
|--|-----------------------------|
| 1. TRR/MS 0520-01-03-.05(2) | Emergency Closings 1.8011 |
| 2. TCA 49-1-104(h); State Board of Education Policy 3.206 | Homebound Instruction 4.206 |
| 3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a) | Credit Recovery 4.210 |
| 4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07 | Alternative Education 6.319 |
| 5. TRR/MS 0520-01-13-.01(1)(d)(1) | |
| 6. TRR/MS 0520-01-02-.09; Public Acts of 2022, Chapter No. 960 | |
| 7. Public Acts of 2022, Chapter No. 897 | |

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Virtual Education Program	Descriptor Code: 4.212	Issued Date: 04/04/23
		Rescinds:	Issued:

General

The Trenton Special School District virtual education program is a course or series of courses offered by the school district to provide students a broader range of educational opportunities through the use of technology. Utilizing this program is temporary and shall not replace a student's regular instructional program.¹

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.²

Virtual education programs³ shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;
2. Continuity of educational service for students who are homebound;⁴
3. Continuity of educational service for students who are quarantining;⁵
4. Continuity of educational service for students enrolled in an alternative school;⁶ or
5. Continuity of educational service when the district utilizes remote instruction due to dangerous or extreme weather conditions, a serious outbreak of illness affecting or endangering students or staff, or during the administration of end of course examinations or other examinations as allowed per state law.⁷
6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous or extreme weather conditions, or an emergency, as determined by the Director of Schools.⁸

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:

1. Attendance;
2. Grades; and
3. Technology survey.

ATTENDANCE

Student attendance in the virtual education program shall adhere to the general requirements of board policy 6.200 and any relevant administrative procedures.

Methods of confirming student attendance shall include two or more of the following:

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;
2. Students participating in synchronous virtual instruction;
3. Students completing work in a learning management system; or
4. Students submitting work via hard-copy or virtual formats.

REMOVAL FROM VIRTUAL EDUCATION PROGRAM

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian; and
2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance.

ENROLLMENT AGREEMENT

The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for students from other school districts that want access to virtual education program courses.

Legal References

1. [TRR/MS 0520-01-03-.05\(2\)](#)
2. [TCA 49-1-104\(h\)](#); [State Board of Education Policy 3.206](#)
3. [TCA 49-16-101](#); [TRR/MS 0520-01-03-.05\(2\)\(a\)](#)
4. [TRR/MS 0520-01-02-.10](#); [TRR/MS 0520-01-09-.07](#)
5. [TRR/MS 0520-01-13-.01\(1\)\(c\)](#)
6. [TRR/MS 0520-01-02-.09](#); [TCA 49-6-3402\(i\)](#)
7. [TCA 49-6-3004\(i\)](#)
8. [Public Acts of 2025, Chapter No. 484](#)

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 07/23/24
		Rescinds: 4.301	Issued: 04/04/23

1 *General*

2 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
3 treated differently from another person, or otherwise be discriminated against in any athletic program of
4 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
5 shall only be allowed to participate in athletic activities or events that align with the student's sex
6 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
7 parent/guardian to provide the student's original birth certificate prior to participation in any
8 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's
9 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
10 the student's sex at birth.

11 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
12 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
13 are reasonable. Athletic schedules shall be filed in each principal's office. The principal/designee shall
14 accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board,
15 provided the team's school reimburses the Board for mileage.

16 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
17 of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order
18 to ensure the health and safety of athletes.⁴

19 **INSURANCE & PHYSICAL EXAMINATIONS**

20 In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall
21 provide proof of independently secured catastrophic coverage and liability coverage, with the school
22 district as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility
23 of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating
24 in interscholastic athletics.

25 Prior to participation in interscholastic athletics, every student shall complete an annual physical
26 examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the
27 examination, and these records shall be on file in the principal's office.

28 **SCHEDULING CONFLICTS**

29 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending
30 the practice of any interscholastic sport during the school day without written permission from the
31 Board.⁷ This does not prevent regular physical training lessons in the daily school program.

1 Students shall not be required to attend a school athletic event, or event related to participation on a
2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
3 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
4 to the event.⁸

5 **SEVERE WEATHER**⁴

6 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
7 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
8 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
9 discussed with all players, coaches, and officials, if applicable.

10 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
11 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
12 receive training on activity modifications based on environmental conditions.

13 **PROHIBITION AGAINST HAZING**

14 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
15 tolerate hazing activities.⁹

16 **HOME SCHOOL STUDENT PARTICIPATION**¹⁰

17 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
18 guidelines. If a school is not a member with these organizations, home school students that are zoned
19 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
20 students.

Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [Public Acts of 2024, Chapter No. 639](#)

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 07/23/24
		Rescinds: 4.301	Issued: 04/04/23

General

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes shall only be allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate.² The Director of Schools/designee shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each principal's office. The principal/designee shall accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for mileage.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.⁴

INSURANCE & PHYSICAL EXAMINATIONS

In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall provide proof of independently secured catastrophic coverage and liability coverage, with the school district as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Prior to participation in interscholastic athletics, every student shall complete an annual physical examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office.

SCHEDULING CONFLICTS

No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school day without written permission from the Board.⁷ This does not prevent regular physical training lessons in the daily school program.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior to the event.⁸

SEVERE WEATHER⁴

Severe weather is any type of weather that could impede the safety of any athlete by compromising the playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder, lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be discussed with all players, coaches, and officials, if applicable.

All coaches who oversee or participate in outdoor training, practice, or competition shall annually complete a heat illness prevention course approved by the Tennessee Department of Health as well as receive training on activity modifications based on environmental conditions.

PROHIBITION AGAINST HAZING

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or tolerate hazing activities.⁹

HOME SCHOOL STUDENT PARTICIPATION¹⁰

Home school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, home school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹

Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, virtual school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [TCA 49-6-3050\(e\)\(1\)\(B\)](#)
11. [Public Acts of 2025, Chapter No. 173](#)

Cross References

Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 07/23/24
		Rescinds: 4.403	Issued: 07/25/23

1 *General*

2 The librarian shall be responsible for library collection development. He/she shall post the list of library
3 materials online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to
4 the purchase of new materials, librarians shall review the age and maturity level along with the reading
5 level of the selected items for suitability. ¹ A list of new materials shall be reviewed by the librarian.

6 The librarian shall be responsible for periodically reviewing the district's library collection in line with
7 the standards established below. Any materials found to be out of alignment with the standards shall be
8 removed, and this action shall be documented in writing and presented to the Director of Schools and
9 the Board.

10 **STANDARDS²**

11 The library collection shall adhere to the following criteria:

- 12 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 13
- 14 2. Materials shall be appropriate for the age and maturity levels of the students who may access
15 them. The determining factor will be based on an assessment of any mature themes or content
16 (i.e., violence, sexual content, vulgar language, substance abuse);
- 17
- 18 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
- 19
- 20 4. The collection as a whole shall offer a variety of viewpoints.

21 Any materials that meet the following criteria shall be removed and excluded from the district's library
22 collection:

- 23 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
24 violence, or sadomasochistic abuse as defined in state law³;
- 25
- 26 2. Are patently offensive as defined in state law; or
- 27
- 28 3. Appeal to the prurient interest as defined in state law.

29 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

30 **COMPLAINTS⁴**

1 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
2 shall:

- 3 1. Inform the complainant of the selection procedures and make no commitments.
- 4
- 5 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 6
- 7 3. Inform the principal (and other appropriate personnel).
- 8
- 9 4. Keep challenged materials available for use during the reconsideration process.

10 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
11 may request review of the challenged materials by an ad hoc materials review committee within thirty
12 (30) days. If the principal appoints a review committee, it should include certified library media
13 personnel, representatives from classroom teachers, and one or more parents.

14 After receiving the challenged materials, the following steps should occur:

- 15 1. Read, view, or listen to the contested material in its entirety;
- 16
- 17 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 18
- 19 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
20 students who have access to the materials and whether the material is suitable for, and
21 consistent with, the educational mission of the school; and
- 22
- 23 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
24 material for its strength and value.

25 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall
26 assess the findings along with the recommendation of the principal and present a recommendation to
27 the Board.

28 The Board shall evaluate the recommendations of the principal and the Director of Schools along with
29 the material to determine whether it is appropriate for the age and maturity levels of the students who
30 have access to the materials and whether the material is suitable for, and consistent with, the
31 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
32 the decision within sixty (60) days from which the feedback was received.

33 **REMOVAL OF LIBRARY MATERIALS**

34 If it is determined that the material is not appropriate for the age and maturity levels of the students
35 who have access to them or is not suitable for, and consistent with, the educational mission of the
36 school, the material shall be removed from the library collection.

Legal References

1. [*Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [Public Acts of 2024, Chapter No. 782](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803](#)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 07/23/24
		Rescinds: 4.403	Issued: 07/25/23

General

The librarian shall be responsible for library collection development. He/she shall post the list of library materials online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability. ¹ A list of new materials shall be reviewed by the librarian.

The librarian shall be responsible for periodically reviewing the district's library collection in line with the standards established below. Any materials found to be out of alignment with the standards shall be removed, and this action shall be documented in writing and presented to the Director of Schools and the Board.

STANDARDS²

The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;
2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);
3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
4. The collection as a whole shall offer a variety of viewpoints.
5. **Materials shall not be removed on the sole grounds that the item is religious.**

Any materials that meet the following criteria shall be removed and excluded from the district's library collection:

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law³;
2. Are patently offensive as defined in state law; or
3. Appeal to the prurient interest as defined in state law.

The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

COMPLAINTS⁴

If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint shall:

1. Inform the complainant of the selection procedures and make no commitments.
2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
3. Inform the principal (and other appropriate personnel).
4. Keep challenged materials available for use during the reconsideration process.

Upon receipt of the completed form, the principal may notify the Director of Schools. The principal may request review of the challenged materials by an ad hoc materials review committee within thirty (30) days. If the principal appoints a review committee, it should include certified library media personnel, representatives from classroom teachers, and one or more parents.

After receiving the challenged materials, the following steps should occur:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and

4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.

The principal shall present a recommendation to the Director of Schools. The Director of Schools shall assess the findings along with the recommendation of the principal and present a recommendation to the Board.

The Board shall evaluate the recommendations of the principal and the Director of Schools along with the material to determine whether it is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school. The Board shall review the findings and affirm, overturn, or modify the decision within sixty (60) days from which the feedback was received.

REMOVAL OF LIBRARY MATERIALS

If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Legal References

1. [*Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 \(1982\); TCA 49-6-3803](#)
2. [TCA 49-6-3803\(a\),\(b\); Public Acts of 2025, Chapter No. 270](#)
3. [TCA 39-17-901](#)
4. [TCA 49-6-3803\(e\), \(f\)](#)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Electronic Device / Internet / Internet Safety Acceptable Use	Descriptor Code: 4.406	Issued Date: 03/05/19
		Rescinds: 4.406	Issued: 05/03/16

1 The Board supports the right of the staff and students to have reasonable access to various information
2 formats and believes it incumbent upon staff and students to use this privilege in an appropriate and
3 reasonable manner.

4 **PURPOSE**

5 The Trenton Special School District (TSSD) provides students and employee access to the Internet as
6 a means to increase learning and productivity toward achieving 21st century literacy. The purpose of
7 this contract is to as- sure that users recognize the procedures which the school imposes on their use
8 of Internet, and electronic media resources. In addition, this contract requires that users agree to abide
9 by the Trenton Special School District Board of Education policies, and stipulations of the Children's
10 Online Protection Act 47 USC Section 231 (COPPA), the Family Education Rights and Privacy Act
11 (FERPA), and the Children's Internet Protection Act (CIPA) as well as Laws pertaining to stalking and
12 harassment. The policy is promulgated so as to be in compliance with the public records laws of the
13 State of Tennessee.

14 **THE CONTRACT**

15 The Trenton Special School District has outlined the following guidelines as required for all
16 technology users. The district's instructional program includes up to date content addressing Internet
17 responsible use and safety, and parents are encouraged to discuss the same at home. The district
18 uses the statewide ENA Blue Coat internet filter in conjunction with district managed Fortigate
19 firewalls designed to protect students and adults from pornographic and obscene information, restrict
20 access to materials that advocate violence or may be potentially harmful to minors, and restrict non-
21 educational sites that consume too much bandwidth. However, it is impossible for the Trenton Special
22 School District to completely prevent students from finding ways to access controversial materials and
23 will not be held responsible for materials acquired on the network. Failure to follow all or part of these
24 guidelines, or any action that may expose the Trenton Special School District to risks of unauthorized
25 access to data, disclosure of information, legal liability, potential system failure, or compromise the
26 safety of users is prohibited and may result in disciplinary action up to and including loss of network
27 privileges, confiscation of computer equipment, suspension, termination of employment and/or
28 criminal prosecution. In order to modify or rescind the agreement, the student's parent/guardian (or
29 the student who is at least 18 years old) must provide the Director of Schools/designee with a written
30 request.

31 ***Employee Compliance***

32 Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign
33 a written agreement, developed by the director/designee that sets out the terms and conditions of such
34 use. Any employee who accesses the district's computer system for any purpose agrees to be bound
35 by the terms of that agreement, even if no signed written agreement is on file.

1 The director of schools shall develop and implement procedures for appropriate Internet use which
2 shall address the following:¹

- 3
- 4 1. Development of the Network and Internet Use Agreement
- 5 2. General rules and ethics of Internet Access
- 6 3. Guidelines regarding appropriate instruction and oversight of student internet use.
- 7 4. Prohibited and illegal activities, which are included but not limited to the list in Section 3 of
- 8 this Policy.

9 All employees must comply with the TSSD Board of Education Use of the Internet policy and these
10 Guidelines. Every user has a responsibility to maintain and enhance the District's public image and to
11 use District e-mail and access to the Internet in a productive and professional manner. Employees that
12 have a school-based website must also keep all passwords secure and may not publish any
13 inappropriate material on their website. Maintenance of teacher websites will be the sole responsibility
14 of the individual teacher. Teacher passwords to the district network, state data sites (student
15 management system, RANDA, etc.), or any other site where confidential information is located must
16 never be given to any other person (students or other teachers) for any reason with the exception of the
17 technology team when receiving assistance. Furthermore, no teacher or administrator may allow any
18 student, any non-employee of the TSSD, nor any other unauthorized person access to the network or
19 other educational system where student data is available. THE DISTRIBUTION OF PERSONAL
20 STUDENT OR EMPLOYEE DATA TO UNAUTHORIZED PERSONS (WHERE STATE LAW,
21 FEDERAL LAW, OR BOARD POLICY IS VIOLATED) IS STRICTLY PROHIBITED.

22 Teachers that allow students to use technology devices in the classroom must monitor student activity.

23 ***Student Compliance***

24 The Director of Schools or designee shall develop and implement procedures for appropriate internet
25 use by students. Procedures shall address the following:¹

- 26 1. General rules of internet use.
- 27 2. Prohibited and illegal activities, which are included but not limited to the list in Section 3 of
- 28 this Policy.

29

30 Users shall not attempt to make use of material or attempt to locate material which would not be
31 acceptable in a school setting. Students will be supervised by faculty during use of online resources.
32 All students must comply with the Trenton Special School District's Use of the Internet Policy and
33 Acceptable Use and Internet Safety Policy and these Guidelines.

34 Students shall report to school personnel any electronically transmitted attacks in any form made by
35 others over the Internet or local network using any Trenton Special School District technology.
36 Students shall understand information obtained via the Internet may or may not be correct. Students
37 may not access email at school unless they are issued an email address by the TSSD.

38 Students may only use computers or other technology devices under the supervision of TSSD teachers,
39 teacher assistants, or administrators.

40 ***Prohibited Behavior (for all users of the TSSD Network)***

1 The following behaviors are not permitted on District workstations, networks, emails or internet
2 access:

- 3 1. Sending or displaying offensive messages or pictures;
- 4 2. Organizing political campaigns;
- 5 3. Using obscene language;
- 6 4. Pornography;
- 7 5. Harassing, insulting, defaming, or attacking others;
- 8 6. Any practices that threaten the network (e.g. loading files that may introduce a virus, sending
9 Email, Chain letters, etc.);
- 10 7. Violating copyright laws;
- 11 8. Using others' passwords or other identifier (impersonation);
- 12 9. Trespassing in others' folders, documents, or files;
- 13 10. Intentionally wasting limited resources (streaming non educational video, gaming, etc.);
- 14 11. Employing the network for commercial purposes;
- 15 12. Violating regulations prescribed by the Technology Staff/Administration;
- 16 13. Accessing social networking sites (Facebook, My Space, Twitter, etc.) UNLESS it is approved
17 for Official School/District Use
- 18 14. Access personal email accounts, such as Hotmail accounts (Students only)
- 19 15. Accessing chat rooms unless provided by instructors of the TSSD (Students only)
- 20 16. Download any software, music, videos, games, or any other non educational material on district
21 computers or the district network without permission from technology staff
- 22 17. Use of proxy servers or secure sites to bypass internet filters and/or firewalls
- 23 18. No one, other than the IT Department, may add a wireless access point or any other device to
24 the network. Unauthorized devices connected to the network may be confiscated and disposed
25 of by the IT Department.
- 26 19. Excessive printing of documents (including class sets of papers) or printing non educational
27 materials on TSSD printers
- 28 20. Damaging computers, computer systems, or computer networks
- 29 21. Hacking or attempting unauthorized access to any computer
- 30 22. Buying or selling on the Internet may not be used for personal gain or in any illegal or unethical
31 manner.
- 32 23. Moving technology equipment from its assigned room without the permission of the IT
33 Department
- 34 24. Attaching any device to the domain, a switch, a computer, or any other device that can transmit
35 a signal, disrupt the network, "hack" the network, or breach the security of TSSD's network

36 ***Network Security²***

37 Only users with valid TSSD network accounts are authorized to use the TSSD's network and computer
38 equipment. Employees and students must only use their assigned network account (elementary school
39 students will be assigned a general login). Users are prohibited from giving anyone their network
40 password, network account information, website passwords, or email passwords other than to
41 authorized personnel. Do not allow anyone to use a computer while you are logged in.

42 For the protection and security of Trenton Special School District data, all computers attached to the
43 Trenton Special School District physical network (a computer located at a Trenton Special School
44 District facility either wired or wireless), must be the property of Trenton Special School District. It is
45 prohibited to attach a computer that is not property of the Trenton Special School District to the TSSD

1 network without first receiving approval from IT Department management. Outside electronic devices
2 may be used for internet access without accessing the TSSD internal network.

3 Use of software designed to gain passwords or access beyond the rights assigned to a user or computer
4 is strictly prohibited. Use of such programs risk the security of the network and is considered
5 "hacking". The intent to control unauthorized access is a violation of State and Federal law. Violators
6 will be prosecuted. Should you inadvertently discover passwords or any other measure used to control
7 unauthorized access, report to supervisory personnel in the room (in the case of students) or IT
8 personnel (in the case of staff). No student shall encrypt files or folders or attempt to hide fi les or
9 folders stored on a network server or local workstation. Any encrypted or hidden files will be deleted.

10 All network users may be monitored at any time by authorized personnel for the purpose and
11 inspection of compliance to these guidelines.

12 Employees of the TSSD MAY NOT give their personal wireless access code to individuals. Anyone
13 wanting to have access to the wireless guest network must submit a request to the Technology
14 Department.

15 ***District Owned Workstation/Computer Use***

16 All employees and students are prohibited from installing/downloading any software, screensavers,
17 toolbars, search tools, PC cleanup/optimizer tools, and virus/adware/spyware prevention tools on any
18 computer unless authorized by a member of the IT Department. Illegal downloads or use of
19 copyrighted software, music, videos, pictures or other files is strictly prohibited. Any desktop
20 applications designed to limit access to students or staff, other than those used by the IT Department
21 for network security purposes, is prohibited. Changing or tampering with any computer's system
22 configuration is strictly prohibited.

23 All employees and students are prohibited from using any computer for illegal or commercial activity.
24 Network administrators may review fi les and communications to maintain system integrity and to
25 ensure that staff members are using the system responsibly. Users should not expect that fi les stored
26 on workstations or district servers will be private.

27 No technology equipment shall be moved by anyone other than IT Department personnel unless
28 approved by a member of the IT Department. Equipment moves must be reported to the school's office
29 for inventory purposes.

30 Any district owned computer or other technology device is the property of the TSSD. Thus, ALL
31 programs and any records that are transmitted or stored on said device are subject to public record.
32 Any employee or student that has a computer or other technology device issued to them is financially
33 responsible for said device if it is stolen or damaged due to negligence or abuse. Financial
34 responsibility may be waived at the discretion of the Technology Coordinator or the Director of
35 Schools.

36 ***Personal Computers/Technology Devices at School***

1 Each principal will have the right to allow students to bring personal computers or other devices to
2 school. Students may access the TSSD network and use the wireless network with personal electronic
3 devices upon approval of the principal.

4 If access is granted, then the student MAY NOT share his/her password with any other individual. If
5 passwords are shared, then the student may lose their right to the wireless network.

6 Employees that wish to bring personal technology devices to school and need internet access may
7 request a password from the Technology Coordinator. Employees MAY NOT give this password to
8 anyone else. If the password is given to others, then they may lose the privilege of the guest access to
9 the internet.

10 ***Software Purchases for Workstations/Servers***

11 Only authorized IT Department personnel will install software to the server. No one should purchase
12 software or any other program without getting permission from the IT department in order to check for
13 compatibility and/or requirements. The TSSD IT Department will not support any program or other
14 software that is purchased without their permission.

15 ***Viruses and Virus Protection***

16 TSSD's IT Department will provide all virus protection and related software for all workstations and
17 servers connected to its domain as needed. Virus protection and related software will be installed by
18 authorized IT personnel unless otherwise approved by the IT Department. Firewalls may be used in
19 lieu of virus software in some cases.

20 The intentional spreading of messages or files containing damaging or destructive programs or data is
21 against federal law. Violators will be prosecuted. If you feel your computer may contain a virus, please
22 contact the IT Department immediately.

23 There are many virus hoaxes. Never delete system files from a computer in order to remove a
24 potential virus without first checking with the IT Department to make sure the virus is valid and not a
25 hoax. NEVER send anyone your personal passwords or other personal information.

26 ***Copyright Policy***

27 All students and employees will comply with all applicable copyright laws in the use of all media and
28 materials. All employees will model legal and ethical practice related to technology use as established
29 in Trenton
30 Special School District's Board of Education Internet Acceptable Use Policy.

31 ***E-mail***

32 The Trenton Special School District e-mail system has been provided for the internal and external
33 communication of employees. Responsible and ethical use of the e-mail system is required. The e-mail
34 system may not be used for personal gain or political or in any illegal, offensive or unethical manner.
35 The e-mail system is intended only for valid and legitimate Trenton Special School District related
36 communication and may not disclose any confidential or proprietary District information. No e-mail or

1 other electronic communications may be sent which hides the identity of the sender or represents the
2 sender as someone else or someone from another district.

3 All messages communicated on the District's e-mail/Internet system should contain the user's name.
4 Students may not use District resources to establish or continue e-mail accounts through third party
5 providers (such as Yahoo! or Hotmail) or any other nonstandard electronic mail system unless assigned
6 by TSSD's IT Department. Trenton Special School District does reserve the right to access any e-mail
7 for any purpose, and also for inspection for disciplinary or legal actions. All email is subject to public
8 record. Confidential information (e.g. student data) SHOULD NOT be sent over regular email. Secure
9 email needs to be used for confidential information.

10 Trenton Special School District reserves the right to modify these guidelines as deemed necessary in
11 order to provide a safe and secure environment for the technological needs of employees, students, and
12 board members. We appreciate your cooperation in following these guidelines.

13 Only members of the TSSD Technology Staff or Central Office Administration may create email
14 accounts associated with the Trenton Special School District.

15 TSSD, at a minimum, will rely on its email provider to archive district email as the vendor's policy
16 includes for its standard service.

17 ***Development and Implementation of the Internet Safety Program***

18 Each faculty member and student should be notified when changes are made to the plan. Plans will be
19 available on the District Web Site. Teachers using technology labs or allowing students to access
20 computers in their classrooms are responsible for monitoring student compliance. When investigations
21 need to be completed, a request needs to be made to the Technology Director.

22 ***Internet Safety Instruction and Curriculum⁴***

23 The teachers in the TSSD that use computers in their classroom or use technology labs will instruct
24 students concerning internet safety procedures annually and periodically remind students of proper
25 safety procedures when using technology.

26 A safety curriculum will also be implemented in each school. The iSafe program or similar program
27 will be provided, although not necessarily fully implemented. At a minimum, each school will teach
28 the standards to enable the district to remain eligible for Erate funding. The curriculum will be
29 reviewed at least annually.

30 The District will provide each school with Internet Safety Curriculum each year. It will be the
31 responsibility of each building principal to incorporate this safety into their curriculum each year for
32 all students.

33 ***Outreach Programs***

34 The TSSD will post the Internet Safety Plan and tips for staying safe when using technology on the
35 District and School Web Sites. Copies of the Safety Plan will be sent home to parents annually.

1 Additional outreach programs that may be used are, but not limited to: newspaper ads, email campaign,
2 and telephone calling systems.

3 ***Professional Development***

4 The Technology Department and the Supervisor of Instruction will search for Professional
5 Development (PD)
6 opportunities for faculty and staff members. Opportunities will be passed along to staff members. Staff
7 members
8 will also have PD in internet and technology safety in inservice training before school begins annually.

9 ***Internet Safety Measures²***

10 Internet safety measures shall be implemented that effectively address the following:

- 11 • Controlling access by students to inappropriate matter on the Internet and World Wide Web;
- 12 • Safety and security of students when they are using electronic mail, chat rooms, and other
13 forms of direct electronic communications;
- 14 • Preventing unauthorized access, including "hacking" and other unlawful activities on-line;
- 15 • Unauthorized disclosure, use and dissemination of personal information regarding students;
- 16 • Restricting students' access to materials harmful to them;
- 17 • The director of schools/designee shall establish a process to ensure the district's education
18 technology is not used for purposes prohibited by law or for accessing sexually explicit
19 materials. The process shall include, but not be limited to:
 - 20 ○ Utilizing technology that blocks or filters Internet access (for both students and adults)
21 to material that is obscene, child pornography or harmful to students; and
 - 22 ○ Monitoring on-line activities of students.

23 The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to
24 address and communicate, its Internet safety measures.

25 A written parental consent shall be required prior to the student being granted access to electronic
26 media involving district technological resources. The required permission/agreement form, which shall
27 specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/procedural
28 violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age)
29 and also by the student. This document shall be executed each year and shall be valid only in the
30 school year in which it was signed unless parent(s) provide written notice that consent is withdrawn. In
31 order to rescind the agreement, the student's parent/guardian or the student who is at least 18 years old)
32 must provide the director of schools with a written request.

33 **SOCIAL NETWORKING**

- 34 1. District staff who have a presence on social networking websites are prohibited from posting
35 data, documents, photographs, or inappropriate information that is likely to create a material and
36 substantial disruption of classroom activity.
- 37 2. District staff are prohibited from accessing personal social networking sites on school computers
38 or during school hours except for legitimate instructional purposes.

- 1 3. The Board discourages district staff from socializing with students on social networking
- 2 websites. The same relationship, exchange, interaction, information, or behavior that would be
- 3 unacceptable in a non-technological medium is unacceptable when done through the use of
- 4 technology.

Legal References

1. TCA 39-14-602
2. Children's Internet Protection Act (Public Law 106-554)
3. TCA 10-7-512
4. TCA 49-1-221

Cross References

- Use of Electronic Mail (e-mail) 1.805
School and System Websites 4.407
Controversial Materials 4.801
Student Publications 6.704

Click here to choose a school board.

Monitoring: Review: Annually, in November	Descriptor Term: Use of the Internet	Descriptor Code: 4.406	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

EMPLOYEES

Before any employee is allowed use of the district's internet or intranet access, the employee shall sign a written agreement, developed by the Director of Schools/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The Director of Schools shall develop and implement procedures for appropriate internet use which shall address the following:

1. Development of the Network and Internet Use Agreement;
2. General rules and ethics of internet access;
3. Guidelines regarding appropriate instruction and oversight of student internet use;
4. A uniform signature block for use by all district employees; and
5. Prohibited and illegal activities including, but not limited to, the following:¹
 - Sending or displaying offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, defaming, or attacking others;
 - Damaging computers, computer systems, or computer networks;
 - Hacking or attempting unauthorized access to any computer;

- Violation of copyright laws;
- Trespassing in another's folders, work, or files;
- Intentional misuse of resources;
- Using another's password or other identifier (impersonation);
- Using the network for commercial purposes; and
- Buying or selling on the internet.

STUDENTS

The Director of Schools shall develop and implement procedures for appropriate internet use by students. Procedures shall address the following:

1. General rules and ethics of internet use; and
2. Prohibited or illegal activities including, but not limited to:¹
 - Sending or displaying offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, defaming, or attacking others;
 - Damaging computers, computer systems, or computer networks;
 - Hacking or attempting unauthorized access;
 - Violation of copyright laws;
 - Trespassing in another's folders, work, or files;
 - Intentional misuse of resources;
 - Using another's password or other identifier (impersonation);
 - Using the network for commercial purposes; and
 - Buying or selling on the internet.

INTERNET SAFETY MEASURES²

Internet safety measures shall be implemented that effectively address the following:

1. Limiting the content accessible by students using the internet access provided by the district to content that is age-appropriate;
2. Protecting the safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications using internet access provided by the district;
3. Preventing unauthorized access, including "hacking" and other unlawful activities by students online;
4. Restricting students' access to materials harmful to them; and
5. Preventing students from using internet access provided by the district to access websites, web applications, or software that does not protect students against the disclosure, use, or dissemination of their personal information.

The Director of Schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

1. Utilizing technology that filters, blocks, or otherwise prevents internet access (for both students and adults) to material that is obscene or pornographic;³
2. Prohibiting and preventing a user from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;⁴
3. Maintaining and securing a usage log; and
4. Monitoring online activities of students.²

The Board shall provide reasonable public notice of and at least one (1) public hearing or meeting to address and communicate its internet safety measures.²

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of online behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent/guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s)/guardian(s) provide written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request.

EMAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including email communications stored or transmitted on school district computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. Email correspondence may be a public record under the public records law and may be subject to public inspection.⁵

INTERNET SAFETY INSTRUCTION⁶

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The Director of Schools shall provide adequate in-service instruction on internet safety. Parent(s)/guardian(s) and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

SOCIAL NETWORKING

1. Students are prohibited from accessing social media platforms using district internet except when expressly authorized by a teacher for educational purposes.⁷
2. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.
3. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.
4. The Board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

Violations of this policy or a corresponding administrative procedure shall be handled in accordance with the existing disciplinary procedures of the district.

VENDOR CONTRACTS⁸

Prior to entering into any contract for the provision of digital or online materials created or marketed for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology prevents a user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. [TCA 39-14-602](#)
1. [47 USCA § 254 \(h\)\(5\)\(A\) – \(C\), 254\(l\); 47 CFR § 54.520\(c\)\(1\)\(i\); 20 USCA § 7131; Public Acts of 2025, Chapter No. 195](#)
1. [TCA 49-1-221\(a\)\(1\)\(C\)\(i\)](#)
1. [TCA 39-17-901; TCA 49-1-221\(a\)\(1\)\(C\)\(ii\)](#)
1. [TCA 10-7-512](#)
1. [TCA 49-1-221\(a\)\(1\)\(E\)](#)
1. [Public Acts of 2025, Chapter No. 195](#)
1. [TCA 49-1-221\(c\)](#)

Cross References

- Use of Email 1.805
- Use of Artificial Intelligence Programs 4.214
- School and System Websites 4.407
- Controversial Materials 4.801
- Student Publications 6.704

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 05/03/16
		Rescinds: 4.601	Issued: 07/13/99

1 **REPORT CARDS**

2 Student progress reports shall be provided at least once every six weeks during the school year. The
3 reporting procedure shall be in writing and shall be uniform for all reporting periods during each school
4 year.¹ Each report shall be signed by the parents and returned promptly to the school.

5 Student progress reports shall indicate the students' conduct and include information on attendance,
6 academic progress and other information necessary to communicate effectively with the parents.

7 In addition to the regular progress reports, principals and teachers are encouraged to confer with parents
8 on the educational progress of their children. Teachers shall consult with parents of students who are
9 working at an unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be
10 notified by the teacher as early in the school year as possible if the retention of a student is being
11 considered.

12 **DRIVER'S LICENSE REVOCATION⁴**

13 The director of schools/attendance director shall be responsible for complying with state laws and
14 regulations relating to the reporting of "satisfactory academic progress", defined as making a passing
15 grade in at least (3) full unit subjects or their equivalency at the conclusion of any grading period and
16 "withdrawals", defined as more than (10) consecutive or (15) days total unexcused absences during
17 single semester. The director of schools is authorized to develop procedures to ensure compliance.⁴

18
19 A copy of the notice sent to the Department of Safety by the attendance director or the director of schools
20 shall also be mailed to the student's parent or guardian.⁴

21 **PARENT CONFERENCES**

22 At least two (2) times during the school year, conferences shall be scheduled in which parents and
23 teachers may discuss any pertinent problems or other matters of concern regarding the development and
24 education of each student. These scheduled conferences shall not use any portion of the 180 days of
25 classroom instruction.² The director of schools shall be responsible for scheduling and coordinating
26 system-wide conferences.

27 Conferences shall be physically accessible to all students, parents and/or guardians.³

Legal References

1. TRR/MS 0520-01-03-.05(3)(a); TCA 49-6-901
2. TCA 49-6-7002
3. 28 CFR § 36.201-2
4. TCA 49-6-3017

Cross References

School Calendar 1.800
Section 504 & ADA Grievance Procedures 1.802
Grading System 4.600
Staff Time Schedules 5.602
Attendance 6.200

Trenton Special Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Reporting Student Progress	Descriptor Code: 4.601	Issued Date: 05/03/16
		Rescinds: 4.601	Issued: 07/13/99

REPORT CARDS

Student progress reports shall be provided at least once every six weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year.¹ Each report shall be signed by the parents and returned promptly to the school.

Student progress reports shall indicate the students' conduct and include information on attendance, academic progress and other information necessary to communicate effectively with the parents. For students in grades kindergarten through eight (K-8), the student's score on the most recently administered universal reading screener shall also be included along with the results of a dyslexia screener, if applicable.²

In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

DRIVER'S LICENSE REVOCATION⁴

The director of schools/attendance director shall be responsible for complying with state laws and regulations relating to the reporting of "satisfactory academic progress", defined as making a passing grade in at least (3) full unit subjects or their equivalency at the conclusion of any grading period and "withdrawals", defined as more than (10) consecutive or (15) days total unexcused absences during single semester. The director of schools is authorized to develop procedures to ensure compliance.⁴

A copy of the notice sent to the Department of Safety by the attendance director or the director of schools shall also be mailed to the student's parent or guardian.⁴

PARENT CONFERENCES

At least two (2) times during the school year, conferences shall be scheduled in which parents and teachers may discuss any pertinent problems or other matters of concern regarding the development and education of each student. These scheduled conferences shall not use any portion of the 180 days

of classroom instruction.³ The director of schools shall be responsible for scheduling and coordinating system-wide conferences.

Conferences shall be physically accessible to all students, parents and/or guardians.⁴

Legal References

1. [TRR/MS 0520-01-03-.03\(5\); TCA 49-6-901](#)
2. [Public Acts of 2025, Chapter No. 330](#)
3. [TCA 49-6-7002](#)
4. [28.CFR § 36.201](#)

Cross References

School Calendar 1.800
Section 504 & ADA Grievance Procedures 1.802
Grading System 4.600
Staff Time Schedules 5.602
Attendance 6.200

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 07/25/23
		Rescinds: 5.119	Issued: 09/06/22

1 *General*

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

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

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

8 **GENERAL EMPLOYMENT CONTRACTS**

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

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

21 **ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³**

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

- 1 1. The retired member has been retired for at least sixty (60) calendar days;
- 2
- 3 2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the
- 4 retirement allowance;
- 5
- 6 3. The retired member is not drawing disability retirement benefits; and
- 7
- 8 4. The retired member can't accrue additional retirement benefits.

9 The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that
10 the retired member has the required experience and training for the position and that no other qualified
11 persons are available to fill the position.

12 Once the retired member is hired by the district, the district shall pay TCRS as prescribed by state law.
13 The school district shall pay to TCRS during the period of reemployment the greater of (1) a payment
14 equal to the amount the school district would have contributed to TCRS; or (2) an amount equal to five
15 percent (5%) of the retired member's pay rate.
16

Legal References

1. TCA 8-36-805
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

Cross References

Application and Employment 5.106
Substitute Teachers 5.701

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Employment of Retirees	Descriptor Code: 5.119	Issued Date: 07/25/23
		Rescinds: 5.119	Issued: 09/06/22

General

The Director of Schools may hire a retired individual if certain conditions are met as provided for in state law. Prior to commencement of reemployment, the Director of Schools shall provide the required employment information to the Tennessee Consolidated Retirement System (TCRS). In order to be eligible for employment after retirement, a TCRS member must comply with the following:

1. The retired member must have a bona fide separation of service which includes a separation of at least sixty (60) calendar days and no previous agreement to return to work after retirement; and
2. The retired member may not accrue additional retirement benefits as a result of the member's reemployment and may not draw disability retirement benefits.

EMPLOYMENT CONTRACTS FOR UP TO 120 DAYS

Teachers who retire under the Tennessee Consolidated Retirement System (TCRS) may be employed for up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days.

GENERAL EMPLOYMENT CONTRACTS

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

1. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
2. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and

3. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.

ADDITIONAL EMPLOYMENT OPTION FOR RETIREES³

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

1. The retired member has been retired for at least sixty (60) calendar days;
2. The retirement benefit payable to the retired member is reduced to seventy percent (70%) of the retirement allowance;
3. The retired member is not drawing disability retirement benefits; and
4. The retired member can't accrue additional retirement benefits.

The Director of Schools shall notify TCRS of the member's reemployment and certify in writing that the retired member has the required experience and training for the position and that no other qualified persons are available to fill the position.

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

Legal References

Cross References

1. TCA 8-36-805 Application and Employment 5.106
Substitute Teachers 5.701
2. TCA 8-36-821
3. Public Acts of 2022, Chapter No. 821

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 07/25/23
		Rescinds: 5.305	Issued: 10/02/19

1 ELIGIBILITY

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

6 GENERAL PRINCIPLES

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

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

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

23 MATERNITY/PATERNITY LEAVE

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

1 adoptive parents are teachers employed by the district, however, only one (1) parent is entitled
2 to use such leave.⁴

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

- 10
11 4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available
12 to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An
13 eligible employee taking leave under this provision shall not be required to utilize any other type
14 of accrued leave during this period. Eligible employees include teachers, principals, supervisors,
15 or other individuals required by law to hold a valid license of qualification for employment who
16 have been employed with a school district full time for at least twelve (12) consecutive months.

17
18 Employees shall provide notice to the school district thirty (30) days prior to the intended use of
19 the leave. If the employee learns about the need for leave less than thirty (30) days in advance,
20 the employee shall give notice as soon as reasonably possible in order to be eligible for the paid
21 leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be
22 used within twelve (12) months of the qualifying event. The leave shall run concurrently with
23 FMLA leave.⁶

24 LEAVE FOR A SERIOUS HEALTH CONDITION⁷

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

31 LEAVE FOR MILITARY FAMILY MEMBERS

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

- 37
38 a. Issues arising from the service member's short notice deployment;
39 b. Military events and related activities (e.g., official ceremonies, support programs);
40 c. Making or updating financial and legal arrangements;
41 d. Attending counseling;
42 e. Taking up to fifteen (15) days leave to spend time with a covered service member who
43 is on short-term rest and recuperation leave during deployment; or

f. Attending post-deployment activities.

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

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

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

INTERMITTENT LEAVE¹⁰

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

RESTRICTIONS

1. Notice Requirements

a. *Employee Notice*¹¹- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.

b. *District Notice* - Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹² The notice may be given

1 orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than
2 the following pay day.¹³

3
4 2. Certification Requirement¹⁴

- 5
6 a. The Director of Schools may require that a request for leave be supported by
7 certification issued by a health care provider with the following information:
8
9 i. The date on which the serious health condition commenced;
10 ii. The probable duration of the condition;
11 iii. The appropriate medical facts within the knowledge of the health care provider
12 regarding the condition; and
13 iv. A statement that the eligible employee is needed to care for the son, daughter,
14 spouse, or parent and an estimate of the amount of time that such employee is
15 needed.
16
17 b. If there is any reason to doubt the validity of the certification provided, the Director of
18 Schools may require, at the expense of the school district, an opinion of a second health
19 care provider.
20

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

- 22
23 a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of
24 Schools may require the employee to continue taking leave until the end of the term if
25 the leave is at least three (3) weeks of duration and the return of employment would
26 occur during the three (3) week period before the end of the term.
27
28 b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools
29 may require the employee to continue taking leave until the end of the term if the leave
30 is greater than two (2) weeks duration and the return to employment would occur during
31 the two (2) week period before the end of the term.

32 **REQUIREMENTS OF THE BOARD**¹⁶

- 33 1. The employee shall be restored to the same position of employment or an equivalent position
34 with no loss of benefits, pay, or other terms of employment.
35
36 2. The employee shall be kept under any group health plan for the duration of the leave.
37
38 3. The Board may recover the premium paid under the following conditions:
39
40 a. The employee fails to return from leave after the period of leave has expired; and
41
42 b. The employee fails to return to work for a reason other than the continuation,
recurrence, or onset of a serious health condition or other circumstances beyond the
control of the employee.

Legal References

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

Cross References

- Sick Leave 5.302
Long-Term Leaves of Absence 5.304

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 07/25/23
		Rescinds: 5.305	Issued: 10/02/19

ELIGIBILITY

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

GENERAL PRINCIPLES

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

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

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

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* – FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy,

childbirth, and nursing of a newborn child.³

2. *Teachers' Leave* – In accordance with state law, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴

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

4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment and who meet the following requirements:
 - a. Possess a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106, required for the position the employee holds;
 - b. Have been employed with the district full time for at least twelve (12) consecutive months in a position for which the employee is required by law to hold the license or an emergency credential referenced above at the time of the qualifying event; and
 - c. Have held a valid license or an emergency credential issued by the Department of Education per TCA 49-5-106 for the entire twelve consecutive months of fulltime employment.

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

LEAVE FOR A SERIOUS HEALTH CONDITION⁷

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

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave⁸* - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impended call to active duty status in the Armed Forces. Qualifying exigencies may include:
 - a. Issues arising from the service member's short notice deployment;
 - b. Military events and related activities (e.g., official ceremonies, support programs);
 - c. Making or updating financial and legal arrangements;
 - d. Attending counseling;
 - e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
 - f. Attending post-deployment activities.

2. *Military Caregiver Leave⁹* - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is

otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

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

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

INTERMITTENT LEAVE¹⁰

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

RESTRICTIONS

1. Notice Requirements

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

leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹³

2. Certification Requirement¹⁴

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

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

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

REQUIREMENTS OF THE BOARD¹⁶

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

Legal References

Cross References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000) Sick Leave 5.302
Long-Term Leaves of Absence 5.304
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Issued Date: 04/07/16
		Rescinds: 5.500	Issued: 07/13/99

1 Employees shall be provided a work environment free from sexual, racial, ethnic and religious
 2 discrimination/ harassment. It shall be a violation of this policy for any employee or any student to
 3 discriminate against or harass an employee through disparaging conduct or communication that is
 4 sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect
 5 employees from discrimination/ harassment.

6 Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as
 7 conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious
 8 nature which:

- 9 1. Unreasonably interfere with the individual's work or performance; or
- 10 2. Create an intimidating, hostile or offensive work environment; or
- 11 3. Imply that submission to such conduct is made an explicit or implicit term of employment;
- 12 4. Imply that submission to or rejection of such conduct will be used as a basis for an employment
 13 decision affecting the harassed employee.

14
 15 Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these
 16 incidents immediately.² This report should be made to the immediate supervisor except when the
 17 immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report
 18 may be made to the Federal Rights Coordinator or the district investigators. Allegations of
 19 discrimination/ harassment shall be fully investigated (as set forth in *Complaints and Grievances 5.500*).
 20 An oral complaint may be submitted, however, such complaint must be reduced to writing to
 21 ensure a more complete investigation. The complaint should include the following information:

- 22
 23 1. Identity of the alleged victim and person accused;
- 24 2. Location, date, time and circumstances surrounding the alleged incident;
- 25 3. Description of what happened;
- 26 4. Identity of witnesses; and
- 27 5. Any other evidence available.

28 The privacy and anonymity of all parties and witnesses to complaints will be respected. However,
 29 because an individual's need for confidentiality must be balanced with obligations to cooperate
 30 with police investigations or legal proceedings, to provide due process to the accused, to conduct a
 31 thorough investigation or to take necessary action to resolve a complaint, the identity of parties and
 32 witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

33 A substantiated charge against an employee shall result in disciplinary action up to and including
 34 termination. A substantiated charge against a student may result in corrective or disciplinary action up
 35 to and including suspension.

1 There will be no retaliation against any person who reports discrimination/harassment or participates
2 in an investigation. However, any employee who refuses to cooperate or gives false information
3 during the course of any investigation may be subject to disciplinary action. The willful filing of a
4 false report will itself be considered harassment and will be treated as such.

5 An employee disciplined for violation of this policy may appeal the decision by contacting the
6 Federal Rights Coordinator or the district investigators.

7

Legal References

1. 29 CFR §1604.11
2. 20 USCS § 1681

Cross References

- Appeals To & Appearances Before the Board 1.404
Complaints and Grievances 5.501
Sexual Harassment Complaint –
Notes to the Investigator 5.500.1
(AP)
Investigative Report 5.500.2 (AP)

3.

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Discrimination / Harassment of Employees (Sexual, Racial, Ethnic, Religious)	Descriptor Code: 5.500	Issued Date: 04/07/16
		Rescinds: 5.500	Issued: 07/13/99

Employees shall be provided a work environment free from sexual, racial, ethnic and religious discrimination/ harassment (including the definition of antisemitism found in policy 4.100). It shall be a violation of this policy for any employee or any student to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature.

Employee discrimination/harassment will not be tolerated.¹ Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the individual's work or performance; or
2. Create an intimidating, hostile or offensive work environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of employment;
4. Imply that submission to or rejection of such conduct will be used as a basis for an employment decision affecting the harassed employee.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately.² This report should be made to the immediate supervisor except when the immediate supervisor is the offending party. If the immediate supervisor is the offending party, the report may be made to the Federal Rights Coordinator or the district investigators. Allegations of discrimination/ harassment shall be fully investigated. An oral complaint may be submitted, however, such complaint must be reduced to writing to ensure a more complete investigation. The complaint should include the following information:

1. Identity of the alleged victim and person accused;
2. Location, date, time and circumstances surrounding the alleged incident;
3. Description of what happened;
4. Identity of witnesses; and
5. Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate

with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports discrimination/harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the district investigators.

Legal References

1. 29 CFR §1604.11
2. 20 USCS § 1681

Cross References

Appeals To & Appearances Before the Board 1.404
Complaints and Grievances 5.501
Sexual Harassment Complaint –
Notes to the Investigator 5.500.1
(AP)
Investigative Report 5.500.2 (AP)

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 07/23/24
		Rescinds: 5.701	Issued: 09/06/22

1 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
2 until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the
3 Board or by a third-party employer through an agreement between such third-party employer and the
4 Board.

5 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
6 eligibility conditions as substitute teachers employed directly by the Board.²

7 APPLICATION/QUALIFICATIONS

8 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

9 Applicants with revoked or suspended licenses or certificates according to the State Board of Education
10 shall not be hired.⁴

11 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
12 board policy, state laws, and State Board of Education rules and regulations.

13 A list of substitute teacher(s) will be prepared by the Instructional Supervisor who will maintain file(s)
14 which may include transcripts, credentials, recommendations, and other pertinent information.

15 COMPENSATION

16 If employed directly by the district, the compensation of substitute teachers shall be determined annually
17 by the Board.

18 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
19 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
20 after July 1, 2011 through July 1, 2016.⁵

21 CERTIFICATION

22 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
23 substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught
24 or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher
25 without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

26 EMERGENCY NEEDS

1 All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations.
2 Emergency use shall be defined as less than a full day due to the regular or substitute teacher being
3 unable to arrive on time or remain for the full day.

4 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
5 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
6 for both positions at the same time.

7 **TRAINING AND ORIENTATION**

8 The Director of Schools shall be responsible for ensuring that there are appropriate training and
9 development programs for substitute teachers that includes the annual school safety training required by
10 state law.⁷

11 **RESPONSIBILITIES**

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited
13 to, bus duty and playground supervision.

14 **RE-EMPLOYMENT/TERMINATION**

15 On an annual basis, the Director of Schools, with input from the principals, shall determine which
16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
17 acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
19 the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

1. [TRR/MS 0520-01-02-.04\(5\)](#)
2. [TCA 49-5-709](#)
3. [TCA 49-5-413\(a\)\(2\)](#)
4. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
5. [TCA 49-3-312\(b\)](#)
6. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\)](#)
7. [Public Acts of 2024, Chapter No. 735; TCA 49-6-805\(7\)](#)

Cross References

- Background Investigations 5.118
Employment of Retirees 5.119

Trenton Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 07/23/24
		Rescinds: 5.701	Issued: 09/06/22

Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies until a licensed teacher is available.^{1,2} Substitute teachers may be employed and paid directly by the Board or by a third-party employer through an agreement between such third-party employer and the Board.

Substitute teachers employed by third party entities shall be subject to the same unemployment benefit eligibility conditions as substitute teachers employed directly by the Board.²

APPLICATION/QUALIFICATIONS

Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

Applicants with revoked or suspended licenses or certificates according to the State Board of Education shall not be hired.⁴

Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with board policy, state laws, and State Board of Education rules and regulations.

A list of substitute teacher(s) will be prepared by the Instructional Supervisor who will maintain file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

COMPENSATION

If employed directly by the district, the compensation of substitute teachers shall be determined annually by the Board.

Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same as a retired substitute teacher with an active teaching license. This only applies to teachers who retired after July 1, 2011 through July 1, 2016.⁵

CERTIFICATION

When substituting for a regular teacher who has been absent for **thirty (30)** consecutive days, a substitute teacher shall possess a teaching certificate with endorsement in the discipline(s) to be taught or shall be a retired teacher that held the appropriate endorsement.⁶ When substituting for a teacher without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

EMERGENCY NEEDS

All teacher aides, secretaries, and clerks are approved substitute teachers for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular or substitute teacher being unable to arrive on time or remain for the full day.

Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay for both positions at the same time.

TRAINING AND ORIENTATION

The Director of Schools shall be responsible for ensuring that there are appropriate training and development programs for substitute teachers that includes the annual school safety training required by state law.⁷

RESPONSIBILITIES

Substitute teachers shall assume the same responsibilities as the regular teacher, including but not limited to, bus duty and playground supervision.

RE-EMPLOYMENT/TERMINATION

On an annual basis, the Director of Schools, with input from the principals, shall determine which substitute teachers performed at an acceptable level. Substitute teachers who performed below an acceptable level shall not be re-employed.

All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying the principal and/or third-party employer if they wish to terminate their service as substitutes.

Legal References

Cross References

1. [TRR/MS 0520-01-02-.04\(5\)](#) Background Investigations 5.118
Employment of Retirees 5.119
1. [TCA 49-5-709](#)
1. [TCA 49-5-413\(a\)\(2\)](#)
1. [TCA 49-2-203\(a\)\(14\)\(C\)](#)
1. [TCA 49-3-312\(b\)](#)
1. [TCA 49-3-312\(a\); TRR/MS 0520-01-02-.04\(5\)\(b\)](#)
1. [Public Acts of 2024, Chapter No. 735; TCA 49-6-805\(7\)](#)

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Interrogations and Searches	Descriptor Code: 6.303	Issued Date: 02/09/21
		Rescinds: 6.303	Issued: 10/02/07

1 INTERROGATIONS BY SCHOOL PERSONNEL

2 Students may be questioned by teachers or principals about any matter pertaining to the operation of a
3 school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under
4 circumstances which will avoid unnecessary embarrassment to the student. Any student answering
5 falsely or evasively or refusing to answer a question may be subject to disciplinary action, including
6 suspension.

7 If a student is suspected or accused of misconduct or infraction of the student code of conduct, the
8 principal may interrogate the student without the presence of parent(s)/guardian(s).

9 INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

10 If the principal has requested assistance by law enforcement to investigate a crime involving his/her
11 school, the police may interrogate a student suspect in school during school hours. The principal shall
12 first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise.
13 However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the
14 principal/designee shall be present during the interrogation.¹

15 POLICE-INITIATED INTERROGATIONS

16 If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated
17 crimes committed outside of school hours, the police department should first contact the principal
18 regarding the planned interrogation and inform him/her of the probable cause to investigate. The
19 principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless
20 circumstances require otherwise. The interrogation may proceed without attendance of the
21 parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

22 SEARCHES BY SCHOOL PERSONNEL

23 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
24 procedures regarding the searching of students, lockers, vehicles, and containers which are consistent
25 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
26 all of the provisions of the School Security Act of 1981.^{1,2}

Legal References

1. TCA 49-6-4203(b)
2. TCA 49-6-4201 *et seq.*; 2014 Tenn. Op. Att’y Gen. 14-21

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Questioning Students and Searches	Descriptor Code: 6.303	Issued Date: 02/09/21
		Rescinds: 6.303	Issued: 10/02/07

INTERROGATIONS BY SCHOOL PERSONNEL

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the police may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.¹

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department should first contact the principal regarding the planned interrogation and inform him/her of the probable cause to investigate. The principal shall make reasonable efforts to notify the parent(s)/guardian(s) of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

SEARCHES BY SCHOOL PERSONNEL

The school principal shall authorize all searches at the outset per state law.² All principal initiated searches shall be conducted by a school security officer or a school administrator who has completed the state required training.³ The following conditions shall apply to principal initiated searches:

1. All the following standards of reasonableness must be met:
 - a. A particular student has violated school policy;

- b. The search will yield evidence of the violation of school policy or will lead to finding dangerous weapons, drugs, or drug paraphernalia;
 - c. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education;
 - d. The search is not conducted for the sole purpose of discovering evidence to be used in criminal prosecution; and
 - e. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student as well as the nature of the alleged infraction;⁴
2. A school administrator shall be on-site at any principal-initiated search;
 3. A school administrator shall oversee the search and may end the search at any time; and
 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or guardian within a reasonable time of the search³

If a school resource officer searches a student, based on having probable cause, the principal shall notify the Director of Schools/designee.⁵

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.⁶

1. [TCA 49-6-4203\(b\)](#)
 2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
 3. [Public Acts of 2025, Chapter No. 244](#)
 4. [TCA 49-6-4205\(b\)](#)
 5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 \(Tenn. Ct. App. July 16, 2009\)](#)
 6. [TCA 49-6-4201](#); [Tenn. Op. Att’y Gen. No. 14-21 \(February 24, 2014\)](#)
- Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	Descriptor Code: 6.304	Issued Date: 07/28/20
		Rescinds: 6.304	Issued: 10/04/16

1 In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve
2 high academic standards, acts of bullying, cyber-bullying, discrimination, harassment, intimidation,
3 hazing, or any other victimization of students, based on any actual or perceived traits or characteristics,
4 are prohibited.¹

5 This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² This
6 policy shall cover employees, employees' behaviors, students, and students' behaviors while on school
7 property, at any school-sponsored activity, on school-provided equipment or transportation, or at any
8 official school bus stop. If the act takes place off of school property or outside of a school-sponsored
9 activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of
10 creating a hostile educational environment or otherwise creating a substantial disruption to the education
11 environment or learning process.

12 The principal/designee is responsible for educating and training respective staff and students as to the
13 definition and recognition of discrimination/harassment.³

14 The Director of Schools shall develop forms and procedures to ensure compliance with the
15 requirements of this policy and state law.

16 **DEFINITIONS⁴**

17 “Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational
18 benefits, opportunities, or performance, and the act has the effect of:

- 19 1. Physically harming a student or damaging a student’s property;
20
- 21 2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to
22 the student’s property;
23
- 24 3. Causing emotional distress to a student; or
25
- 26 4. Creating a hostile educational environment.

27 Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class
28 (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and
29 creates a hostile environment.

30 “Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic
31 devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication

1 devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake
2 profiles.

3 “Hazing” is an intentional or reckless act by a student or group of students that is directed against any
4 other student(s) that endangers the mental or physical health or safety of the student(s) or that induces
5 or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
6 of the school district shall not encourage, permit, condone, or tolerate hazing activities.⁵

7 Hazing does not include customary athletic events or similar contests or competitions and is limited to
8 those actions taken and situations created in connection with initiation into or affiliation with any
9 organization.

10 COMPLAINTS AND INVESTIGATIONS

11 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
12 promptly report such information to the principal/designee.⁶

13 While reports may be made anonymously, an individual's need for confidentiality shall be balanced with
14 obligations to cooperate with police investigations or legal proceedings, to provide due process to the
15 accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The
16 identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a
17 need to know.

18 The principal/designee at each school shall be responsible for investigating and resolving complaints.
19 Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48)
20 hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the
21 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
22 reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee
23 shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination,
24 harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information
25 on district counseling and support services. Students involved in an act of discrimination, harassment,
26 intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the
27 principal/designee when deemed necessary.⁸

28 The principal/designee is responsible for determining whether an alleged act constitutes a violation of
29 this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- 30 1. It places the student in reasonable fear or harm for the student’s person or property;
31
- 32 2. It has a substantially detrimental effect on the student’s physical or mental health;
33
- 34 3. It has the effect of substantially interfering with the student’s academic performance; or
35
- 36 4. It has the effect of substantially interfering with the student’s ability to participate in or benefit
37 from the services, activities, or privileges provided by a school.

38 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
39 complete investigation of each alleged incident. All investigations shall be completed and appropriate
40 intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the

1 investigation is not complete or intervention has not taken place within twenty (20) calendar days, the
2 principal/designee shall provide the Director of Schools with appropriate documentation detailing the
3 reasons why the investigation has not been completed or the appropriate intervention has not taken
4 place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act,⁹ a written report
5 on the investigation will be delivered to all involved parties and the Director of Schools.

6 **RESPONSE AND PREVENTION**¹⁰

7 The principal/designee shall consider the nature and circumstances of the incident, the age of the
8 individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as
9 appropriate, to properly respond to each situation.

10 A substantiated charge against an employee shall result in disciplinary action up to and including
11 termination. The employee may appeal this decision by contacting the Federal Rights Coordinator.

12 A substantiated charge against a student may result in corrective or disciplinary action up to and
13 including suspension. The student may appeal this decision in accordance with disciplinary policies and
14 procedures.

15 **REPORTS**

16 When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of
17 physical harm to a student or a student's property, the principal/designee of each middle school, junior
18 high school, or high school shall report the findings and any disciplinary actions taken to the Director of
19 Schools and the Chair of the Board.¹¹

20 By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying
21 cases brought to the attention of school officials during the prior academic year. The report shall also
22 indicate how the cases were resolved and/or the reasons they are still pending. This report shall be
23 presented to the Board at its regular July meeting, and it shall be submitted to the state department of
24 education by August 1st.¹²

25 **RETALIATION AND FALSE ACCUSATIONS**

26 Retaliation against any person who reports or assists in any investigation of an act alleged in this policy
27 is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation
28 shall be determined by the principal/designee after consideration of the nature, severity, and
29 circumstances of the act.¹³

30 False accusations accusing another person of having committed an act prohibited under this policy are
31 prohibited. The consequences and appropriate remedial action for a person found to have falsely
32 accused another may range from positive behavioral interventions up to and including expulsion.¹⁴

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Child Abuse and Neglect 6.409
Student Suicide Prevention 6.415

Trenton Special Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation	Descriptor Code: 6.304	Issued Date: 07/28/20
		Rescinds: 6.304	Issued: 10/04/16

In order to maintain a safe, civil, and supportive environment in school for students to learn and achieve high academic standards, acts of bullying, cyber-bullying, discrimination (**including the definition of antisemitism found in policy 4.100**), harassment, intimidation, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

The principal/designee is responsible for educating and training respective staff and students as to the definition and recognition of discrimination/harassment.³

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and state law.

DEFINITIONS⁴

“Bullying/Intimidation/Harassment” is an act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, sex, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

“Cyber-bullying” is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

“Hazing” is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.⁵

Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁶

While reports may be made anonymously, an individual's need for confidentiality shall be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint. The identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a report is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report. If an investigation is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷ The principal/designee shall immediately notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

1. It places the student in reasonable fear or harm for the student's person or property;
2. It has a substantially detrimental effect on the student's physical or mental health;
3. It has the effect of substantially interfering with the student's academic performance; or
4. It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁷ Within the parameters of the federal Family Educational Rights and Privacy Act,⁹ a written report on the investigation will be delivered to all involved parties and the Director of Schools.

RESPONSE AND PREVENTION¹⁰

The principal/designee shall consider the nature and circumstances of the incident, the age of the individual, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate, to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. The employee may appeal this decision by contacting the Federal Rights Coordinator.

A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. The student may appeal this decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board.¹¹

By July 1st of each year, the Director of Schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be

presented to the Board at its regular July meeting, and it shall be submitted to the state department of education by August 1st.¹²

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the principal/designee after consideration of the nature, severity, and circumstances of the act.¹³

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including expulsion.¹⁴

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Child Abuse and Neglect 6.409
Student Suicide Prevention 6.415

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Use of Personal Communication Devices and Electronic Devices	Descriptor Code:	Issued Date:
		6.312	12/06/22
		Rescinds:	Issued:
		6.312	07/27/21

1 **CELL PHONES AND OTHER ELECTRONIC DEVICES**

2 The Attorney general of Tennessee states that “a school has the authority to confiscate a cell phone
3 when the cell phone has been determined to be an unauthorized item in the school rules. The
4 disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced
5 disciplinary action. Further, a student’s due process rights are ensured with notification of the cell
6 phone policy.”

7 **Trenton Elementary School and Trenton Rosenwald Middle School**

8 Elementary and Middle school students’ cell phones and other electronic devices are to be turned off
9 and not visible upon a student’s arrival to school (upon entering the school building) until the end of
10 the student’s school day. Devices include, but are not limited to cellular phones, Blackberries, iPhones,
11 smart watches, etc. Students are required to store their cell phone and other electronic devices in their
12 backpack, purse, or similar personal carry-all in the off mode unless under the direct supervision of
13 school personnel. Cell phone use is not permitted anytime during the school day. For emergency
14 purposes, land-line telephones are available in the administrative offices of the school. Should parents
15 wish to contact their student during the school day, they are advised to contact the school or email their
16 student.

17 Use of cameras on personal communication devices is strictly prohibited on school property or at
18 school functions, including restrooms or locker rooms. A student in violation of this policy is subject to
19 disciplinary action.

20 Cell phones and/or electronic devices may be confiscated if this rule is violated. See Confiscation of
21 Items below. Refusal to immediately surrender the entire cell phone or electronic device (including
22 battery, SIM card, etc.) will result in disciplinary action and possible referral to law enforcement
23 officials.

24 **Peabody High School**

25 We believe cell phones can be powerful learning tools in the classroom when used appropriately.
26 However, we also know that cell phones and other electronic devices can serve as a serious disruption
27 when used for non-academic reasons. High school students are not permitted to use cell phones during
28 or between classes unless it is for academic purposes, they are given permission, and are under direct
29 supervision of a classroom teacher.

1 Unless given explicit consent from a teacher or administration, use of cameras, audio recorders, or
2 video recorders on personal communication devices is strictly prohibited on school property including
3 restrooms and locker rooms. A student in violation of this policy is subject to more severe disciplinary
4 action. Unauthorized use of video and/or camera functions of electronic devices could result in
5 placement in alternative school.

6 Failure to comply with this rule will result in confiscation of the cell phone. See “Confiscation of
7 Items” below. Refusal to immediately surrender the entire electronic device (including battery, SIM
8 card, etc.) will result in disciplinary action and possible referral to law enforcement officials.

9 **Confiscation of Items**

10 Items which are prohibited by school policy or are used in violation of school rules will be confiscated
11 by school officials. Refusal to relinquish a cell phone or any item or device will be treated as an act of
12 insubordination as defined in the student handbook. If a cell phone is used for illegal or immoral acts
13 it will be kept for police/school evidence. Upon reasonable suspicion specific portions of a cell phone
14 may be searched if those portions could contain evidence of a violation of school rules or policy.
15

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Use of Wireless Communication Devices	Descriptor Code: 6.312	Issued Date: 12/06/22
		Rescinds: 6.312	Issued: 07/27/21

CELL PHONES AND OTHER ELECTRONIC DEVICES

The Attorney general of Tennessee states that “a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student’s due process rights are ensured with notification of the cell phone policy.”

Trenton Elementary School and Trenton Rosenwald Middle School

Elementary and Middle school students’ cell phones and other electronic devices are to be turned off and not visible upon a student’s arrival to school (upon entering the school building) until the end of the student’s school day. Devices include, but are not limited to cellular phones, Blackberries, iPhones, smart watches, etc. Students are required to store their cell phone and other electronic devices in their backpack, purse, or similar personal carry-all in the off mode unless under the direct supervision of school personnel. Cell phone use is not permitted anytime during the school day. For emergency purposes, land-line telephones are available in the administrative offices of the school. Should parents wish to contact their student during the school day, they are advised to contact the school or email their student.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions, including restrooms or locker rooms. A student in violation of this policy is subject to disciplinary action.

Cell phones and/or electronic devices may be confiscated if this rule is violated. See Confiscation of Items below. Refusal to immediately surrender the entire cell phone or electronic device (including battery, SIM card, etc.) will result in disciplinary action and possible referral to law enforcement officials.

Peabody High School

We believe cell phones can be powerful learning tools in the classroom when used appropriately. However, we also know that cell phones and other electronic devices can serve as a serious disruption when used for non-academic reasons. High school students are not permitted to use cell phones during or between classes unless it is for academic purposes, they are given permission, and are under direct supervision of a classroom teacher.

Unless given explicit consent from a teacher or administration, use of cameras, audio recorders, or video recorders on personal communication devices is strictly prohibited on school property including restrooms and locker rooms. A student in violation of this policy is subject to more severe disciplinary action. Unauthorized use of video and/or camera functions of electronic devices could result in placement in alternative school.

Failure to comply with this rule will result in confiscation of the cell phone. See “Confiscation of Items” below. Refusal to immediately surrender the entire electronic device (including battery, SIM card, etc.) will result in disciplinary action and possible referral to law enforcement officials.

Confiscation of Items

Items which are prohibited by school policy or are used in violation of school rules will be confiscated by school officials. Refusal to relinquish a cell phone or any item or device will be treated as an act of insubordination as defined in the student handbook. If a cell phone is used for illegal or immoral acts it will be kept for police/school evidence. Upon reasonable suspicion specific portions of a cell phone may be searched if those portions could contain evidence of a violation of school rules or policy.

EMERGENCY COMMUNICATION PLAN

In the event of an emergency or possible emergency occurring at school, parent(s)/guardian(s) shall be alerted by phone tree.¹

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

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 12/03/19
		Rescinds: 6.411	Issued: 06/06/17

1 The Board recognizes the value of proper nutrition, physical activity, and other health conscious
2 practices and the impact that such practices have on student academic achievement, health, and well-
3 being. In order to provide an environment conducive to overall student wellness, this policy shall be
4 followed by all schools in the district.¹

5 **COMMITMENT TO COORDINATED SCHOOL HEALTH**

6 All schools shall implement the CDC's Coordinated School Health approach to managing new and
7 existing wellness related programs and services in schools and the surrounding community based on
8 state law and State Board of Education CSH standards and guidelines. The district's Coordinated
9 School Health Coordinator shall be responsible for overseeing compliance with State Board of
10 Education CSH standards and guidelines in the school district.

11 **SCHOOL HEALTH ADVISORY COUNCIL^{2, 3}**

12 A school district health advisory council shall be established to serve as a resource to school sites for
13 implementing policies and programs and develop an active working relationship with the county health
14 council. The council shall consist of individuals representing the school and community, including
15 parents, students, teachers, school administrators, health professionals, school food service
16 representatives, and members of the public. The primary responsibilities of the council include but are
17 not limited to:

- 18 1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations
19 as to physical activity and nutrition policies;
- 20 2. Ensuring all schools within the district create and implement an action plan related to all
21 School Health Index modules;
- 22 3. Ensuring that the results of the action plan are annually reported to the council; and
- 23 24 3. Ensuring that the results of the action plan are annually reported to the council; and
25
- 26 4. Ensuring that school level results include measures of progress on each indicator of the School
27 Health Index.

28 The State Board of Education's Coordinated School Health and Physical Activity policies shall be used
29 as guidance by the council to make recommendations. The Board will consider recommendations of
30 the council in making policy changes or revisions.

31 Additionally, each school will have a Healthy School Team consisting of teachers, students, parents,
32 community members, and administrators.² The Team will hold Healthy School Team meetings during
33 the school year to assess needs and oversee planning and implementation of school health efforts. The

1 Director of Schools/designee will ensure compliance with the school wellness policy, to include an
2 assessment of the implementation of the wellness policy and the progress made in attaining the policy
3 goals. The assessment will be made available to the public.

4 **COMMITMENT TO NUTRITION**

5 All schools within the district shall participate in the USDA child nutrition programs, which may
6 include but not be limited to, the National School Lunch Program, the School Breakfast Program, the
7 Summer Food Service Program, and the After School Snack Program.^{4,5,6}

8 Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate
9 time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be
10 encouraged. All food including vending machines, fundraising items, and concessions must meet
11 guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The
12 school principal/designee shall be responsible for overseeing the school district's compliance with the
13 State Board of Education rules and regulations for sale of food items in the school district.^{2,5,6}

14 **DISTRICT GOALS**

15 The district will promote healthy nutrition through various activities, including nutrition related
16 newsletters, informational links on the district website, healthy eating posters and bulletin boards in
17 dining areas, and informational booths at various community functions. Nutrition education will be
18 offered as part of a standards based program designed to provide students with the knowledge and
19 skills needed to promote and protect their health as outlined in the State Board of Education
20 Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers
21 from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with
22 a healthy breakfast.

23 **COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷**

24 The Board recognizes that physical activity is extremely important to the overall health of a child.
25 Schools shall support and promote physical activity. Physical activity may be integrated into any areas
26 of the school program.

27 Physical education classes shall be offered as part of a standards based program designed to provide
28 developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All
29 physical education classes shall comply with the State Board of Education's Physical Education
30 Standards. In addition to the district's physical education program, non-structured physical activity
31 periods shall be offered as required by law.

32 Schools shall continue to offer after school sports and activities. Physical activity shall not be
33 employed as a form of discipline or punishment.

34 **COMMITMENT TO CURRICULUM³**

35 All applicable courses of study should be based on State-approved curriculum standards.

36 **SCHOOL HEALTH INDEX³**

- 1 All schools within the district shall annually administer a baseline assessment on each of the
- 2 recommended School Health Index modules. Results shall be submitted to the School Health Advisory
- 3 Council and reported to the State Department of Education.

4 **RECORD KEEPING COMPLIANCE**

- 5 The district's Coordinated School Health Coordinator shall ensure that records demonstrating
- 6 compliance with community involvement requirements are maintained. The Coordinated School
- 7 Health Coordinator shall additionally document that the school wellness policy and triennial
- 8 assessments are made available to the public.⁸

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b (Section 204 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296))
5. TRR/MS 0520-01-06
6. 7 C.F.R. § 210 and 220
7. TCA 49-6-1021
8. 7 C.F.R. § 210.31(f)

Cross References

Student Suicide Prevention 6.415

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Wellness	Descriptor Code: 6.411	Issued Date: 12/03/19
		Rescinds: 6.411	Issued: 06/06/17

The Board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and well being. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the district.¹

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement the CDC's Coordinated School Health approach to managing new and existing wellness related programs and services in schools and the surrounding community based on state law and State Board of Education CSH standards and guidelines. The district's Coordinated School Health Coordinator shall be responsible for overseeing compliance with State Board of Education CSH standards and guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL^{2, 3}

A school district health advisory council shall be established to serve as a resource to school sites for implementing policies and programs and develop an active working relationship with the county health council. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing, and as necessary, making recommendations as to physical activity and nutrition policies;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring that the results of the action plan are annually reported to the council; and
4. Ensuring that school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Activity policies shall be used as guidance by the council to make recommendations. The Board will consider recommendations of the council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents, community members, and administrators.² The Team will hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts. The Director of Schools/designee will ensure compliance with the school wellness policy, to include an assessment of the implementation of the wellness policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

COMMITMENT TO NUTRITION

All schools within the district shall participate in the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.^{4,5,6}

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given adequate time to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.^{4,5,6} The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education rules and regulations for sale of food items in the school district.^{2,5,6}

DISTRICT GOALS

The district will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. Nutrition education will discourage teachers from using high fat, sugar, and sodium foods as rewards and encourage students to start each day with a healthy breakfast.

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION⁷

The Board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.

Physical education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards.

Unstructured physical activity periods shall be offered in addition to the school district's physical education program. Elementary school students shall receive a minimum of forty (40) minutes of physical activity each full school day. Middle and high school students shall receive a minimum of ninety (90) minutes of physical activity each full school week.

Physical activity will be conducted outside if weather permits. The following activities shall not be considered physical activity: walking to and from class, time spent on an electronic device, and time spent in a physical education class.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline. Physical activity shall not be withheld from a student as a form of punishment.

COMMITMENT TO CURRICULUM³

All applicable courses of study should be based on State-approved curriculum standards.

SCHOOL HEALTH INDEX³

All schools within the district shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education.

RECORD KEEPING COMPLIANCE

The district's Coordinated School Health Coordinator shall ensure that records demonstrating compliance with community involvement requirements are maintained. The Coordinated School Health Coordinator shall additionally document that the school wellness policy and triennial assessments are made available to the public.⁸

Legal References

1. [TCA 49-6-1022](#)
2. [State Board of Education Policy 4.204](#)
3. [State Board of Education Policy 4.206](#)
4. [42 USCA § 1758b; TRR/MS.0520-01-06-.04](#)
5. [TRR/MS 0520-01-06](#)
6. [7 CFR § 210; 7 CFR § 220](#)
7. [7 CFR 210.31\(c\)\(3\)\(iii\)](#)
8. [TCA 49-6-1021; Public Acts of 2025, Chapter No. 306](#)
9. [7 CFR § 210.31\(f\)](#)

Cross References

Student Suicide Prevention 6.415

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 03/05/19
		Rescinds: 6.600	Issued: 09/02/14

1 A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health
2 record, attendance record, and scholarship record; shall be kept current; and shall accompany the student
3 through his/her school career.¹

4 The name used on the record of the student entering the school system must be the same as that shown
5 on the birth certificate unless evidence is presented that such name has been legally changed. If the parent
6 does not have or cannot obtain a birth certificate, then the name used on the records of such student shall
7 be as shown on documents which are acceptable as proof of date of birth.

8 The name used on the records of a student entering the system from another school must be the same as
9 that shown on records from the school previously attended unless evidence is presented that such name
10 has been legally changed as prescribed by law.

11 When a student transfers to another school within the system or to a school outside of the system, copies
12 of the student's records, including the student's disciplinary records, shall be sent to the transfer school.²

13 All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).³

14 ACCESS TO STUDENT RECORDS

15 Student records shall be confidential. Authorized school officials shall have access to and permit access
16 to student education records for legitimate educational purposes.⁴ A "legitimate educational interest" is
17 the official's need to know information in order to:

- 18 1. Perform required administrative tasks;
- 19 2. Perform a supervisory or instructional task directly related to the student's education; and
- 20 3. Perform a service or benefit for the student or the student's family such as health care, counseling,
21 student job placement, or student financial aid.

22 Authorized school officials may release information from or permit access to a student's education record
23 without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

- 24 1. To comply with a judicial order or lawfully issued subpoena. The school district will make a
25 reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before
26 making a disclosure;⁵
27
- 28 2. If the disclosure is an item of directory information;⁶
29

3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the student; the name and address of the person responsible for the care of the student; and the facts requiring the report;⁷
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school district;⁸
5. When the school district has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parent(s)/guardian(s) by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purpose for which the study was conducted;⁹
6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;¹⁰
7. To accrediting organizations to carry out their accrediting functions;¹¹
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records transferred under this provision;¹²
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;¹³
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;¹⁴
11. To the Attorney General/designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production;¹⁵
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.¹⁶

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:¹⁷

1. A specification of the records to be released;

- 1 2. The reasons for the disclosure;
- 2
- 3 3. The person, organization, or class of persons or organizations to whom the disclosure is to be
- 4 made;
- 5
- 6 4. The signature of the parent(s)/guardian(s) or eligible student; and
- 7
- 8 5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

9 The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed
10 under this provision.

11 The school district will maintain an accurate record of all requests to disclose information from or to
12 permit access to a student's education records. The district will maintain an accurate record of
13 information it discloses and access it permits. The district will maintain this record as long as it maintains
14 the student's education record.¹⁸

15 The record will include at least:¹⁸

- 16 1. The name of the person or agency that makes the request;
- 17
- 18 2. The interest the person or agency has in the information;
- 19
- 20 3. The date the person or agency makes the request; and
- 21
- 22 4. Whether the request is granted, and if it is, the date access is permitted, or the disclosure is made.

23 * *The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-*
24 *secondary school, at which time all of the above rights become the student's right.*

Legal References

1. 20 USCA § 1232g; TCA 10-7-503, 504; TRR/MS 0520-01-03-.03(11)
2. TCA 49-6-3001(c)(1)
3. TCA 49-1-701, et seq.
4. TCA 10-7-504(a)(4); 20 USCA § 1232g
5. 20 USCA § 1232g(b)(2)(B)
6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
7. TCA 37-1-403
8. 20 USCA § 1232g(b)(3)
9. 20 USCA § 1232g(b)(1)(F)
10. 20 USCA § 1232g(b)(1)(H)
11. 20 USCA § 1232g(b)(1)(G)
12. TRR/MS 0520-01-03-.03(9)
13. 20 USCA § 1232g(b)(1)(D)
14. 20 USCA § 1232g(b)(1)(I)
15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
16. 20 USCA § 1232g
17. 34 CFR § 99.30
18. 34 CFR § 99.32(a)

Cross References

School District Records 1.407
Promotion and Retention 4.603
Testing Programs 4.700
Attendance 6.200
Withdrawals 6.207
Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308
Corporal Punishment 6.314
Disciplinary Hearing Authority 6.317
Admission of Suspended/Expelled Students 6.318
AIDS 6.404

Trenton Special Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Records	Descriptor Code: 6.600	Issued Date: 03/05/19
		Rescinds: 6.600	Issued: 09/02/14

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record, and scholarship record; shall be kept current; and shall accompany the student through his/her school career.¹

The name used on the record of the student entering the school system must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student shall be as shown on documents which are acceptable as proof of date of birth.

The name used on the records of a student entering the system from another school must be the same as that shown on records from the school previously attended unless evidence is presented that such name has been legally changed as prescribed by law.

When a student transfers to another school within the system or to a school outside of the system, copies of the student's records, including the student's disciplinary records, shall be sent to the transfer school **within five (5) business days of the date on which the student's records request was received by the school.**²

All records shall be remitted in accordance with the Family Education Rights and Privacy Act (FERPA).³

ACCESS TO STUDENT RECORDS

Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes.⁴ A "legitimate educational interest" is the official's need to know information in order to:

1. Perform required administrative tasks;
2. Perform a supervisory or instructional task directly related to the student's education; and
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

Authorized school officials may release information from or permit access to a student's education record without the parent(s)/guardian(s) or eligible student's* prior written consent in the following instances:

1. To comply with a judicial order or lawfully issued subpoena. The school district will make a reasonable effort to notify the student's parent(s)/guardian(s) or the eligible student before making a disclosure;⁵
2. If the disclosure is an item of directory information;⁶
3. To comply with the requirements of child abuse reports to the extent known by the school officials including the name, address, and age of the student; the name and address of the person responsible for the care of the student; and the facts requiring the report;⁷
4. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally-supported education programs in the school district;⁸
5. When the school district has entered into a contract or written agreement for an organization to conduct scientific research on the system's behalf to develop tests or improve instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parent(s)/guardian(s) by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purpose for which the study was conducted;⁹
6. To appropriate officials if the parent(s)/guardian(s) claim the student as a dependent as defined by the Internal Revenue Code;¹⁰
7. To accrediting organizations to carry out their accrediting functions;¹¹
8. When a student seeks or intends to enroll in another school district or a post-secondary school. Parent(s)/guardian(s) of students or eligible students have a right to obtain copies of records transferred under this provision;¹²
9. To financial institutions or government agencies that provide or may provide financial aid to a student in order to establish eligibility, to determine the amount of financial aid, to establish conditions for the receipt of financial aid, and to enforce financial aid agreements;¹³
10. To make the needed disclosure in a health or safety emergency when warranted by the seriousness of the threat to the student or other persons, when the information is necessary and needed to meet the emergency, when time is an important and limiting factor, and when the persons to whom the information is to be disclosed are qualified and in a position to deal with

the emergency;¹⁴

11. To the Attorney General/designee for official purposes related to the investigation or prosecution of an act of domestic or international terrorism. An educational agency that, in good faith, produces education records in accordance with an order shall not be liable to any person for that production;¹⁵
12. To any agency caseworker or other representative of a state or local child welfare agency or tribal organization authorized to access the student's educational records when such agencies or organizations are legally responsible for the care and protection of the student.¹⁶

Authorized school officials may release information from a student's education record if the student's parent(s)/guardian(s) or the eligible student gives written consent for the disclosure. The written consent must include:¹⁷

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or class of persons or organizations to whom the disclosure is to be made;
4. The signature of the parent(s)/guardian(s) or eligible student; and
5. The date of the consent, and if appropriate, a date when the consent is to be terminated.

The student's parent(s)/guardian(s) or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will maintain an accurate record of all requests to disclose information from or to permit access to a student's education records. The district will maintain an accurate record of information it discloses and access it permits. The district will maintain this record as long as it maintains the student's education record.¹⁸

The record will include at least:¹⁸

1. The name of the person or agency that makes the request;

2. The interest the person or agency has in the information;
3. The date the person or agency makes the request; and
4. Whether the request is granted, and if it is, the date access is permitted, or the disclosure is made.

** The student becomes an "eligible student" when he/she reaches age eighteen (18) or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

Legal References

Cross References

1. 20 USCA § 1232g; TCA 10-7-503, 504; TRR/MS 0520-01-03-.03(11)
 2. TCA 49-6-3001(c)(1)
 3. TCA 49-1-701, et seq.
 4. TCA 10-7-504(a)(4); 20 USCA § 1232g
 5. 20 USCA § 1232g(b)(2)(B)
 6. 20 USCA § 1232g(b)(2); TCA 10-7-504(a)(4)(A)
 7. TCA 37-1-403
 8. 20 USCA § 1232g(b)(3)
 9. 20 USCA § 1232g(b)(1)(F)
 10. 20 USCA § 1232g(b)(1)(H)
 11. 20 USCA § 1232g(b)(1)(G)
 12. TRR/MS 0520-01-03-.03(9)
 13. 20 USCA § 1232g(b)(1)(D)
 14. 20 USCA § 1232g(b)(1)(I)
 15. 20 USCA § 1232g(j); USA Patriot Act of 2001 § 507
 16. 20 USCA § 1232g
 17. 34 CFR § 99.30
 18. 34 CFR § 99.32(a)
- School District Records 1.407
Promotion and Retention 4.603
Testing Programs 4.700
Attendance 6.200
Withdrawals 6.207
Child Custody/Parental Access 6.209
Bus Safety and Conduct 6.308
Corporal Punishment 6.314
Disciplinary Hearing Authority 6.317
Admission of Suspended/Expelled Students 6.318
AIDS 6.404

6/30/2025	Title I			BG
	<u>Original</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended</u>
<u>71100 - Regular Instruction</u>				
163 Educational Assistants	24,189.00			24,189.00
189 Other Salaries and Wages	96,802.20			96,802.20
195 Certified Substitute Teachers	115.00			115.00
198 Non-Cert. Substitute Teachers	350.00			350.00
201 Social Security 6.2%	5,610.25			5,610.25
204 State Retirement	6,439.89			6,439.89
207 Medical Insurance	10,617.80			10,617.80
212 Medicare 1.45%	1,899.90			1,899.90
299 Other Fringe Benefits .45%	568.66			568.66
429 Inst. Materials and Supplies	53,216.09	3,875.00		57,091.09
722 Equipment	66,108.66			66,108.66
Subtotal	265,917.45	3,875.00	-	269,792.45
<u>72130 - Other Student Support</u>				
189 Other Salaries and Wages	64,197.00			64,197.00
201 Social Security 6.2%	3,980.00			3,980.00
204 State Retirement 6.42%	5,778.00			5,778.00
207 Medical Insurance	5,855.22			5,855.22
212 Medicare 1.45%	931.00			931.00
299 Other Fringe Benefits .45%	302.00			302.00
499 Other Supplier and Materials	1,350.00			1,350.00
Subtotal	82,393.22	-	\$0.00	82,393.22
<u>72210 - Support Services</u>				
189 Other Salaries and Wages	104,842.50			104,842.50
201 Social Security 6.2%	6,500.07			6,500.07
204 State Retirement 6.42%	6,667.85			6,667.85
207 Medical Insurance	8,758.54			8,758.54
212 Medicare 1.45%	1,520.27			1,520.27
299 Other Fringe Benefits .45%	493.19			493.19
524 In-Service Staff Development	53,000.00			53,000.00
Subtotal	181,782.42	-	-	181,782.42
99100 590 Indirect Cost	6,269.95		\$ 3,875.00	2,394.95
47141 Revenue Account				
Total	\$ 536,363.04	\$ 3,875.00	\$ 3,875.00	\$ 536,363.04

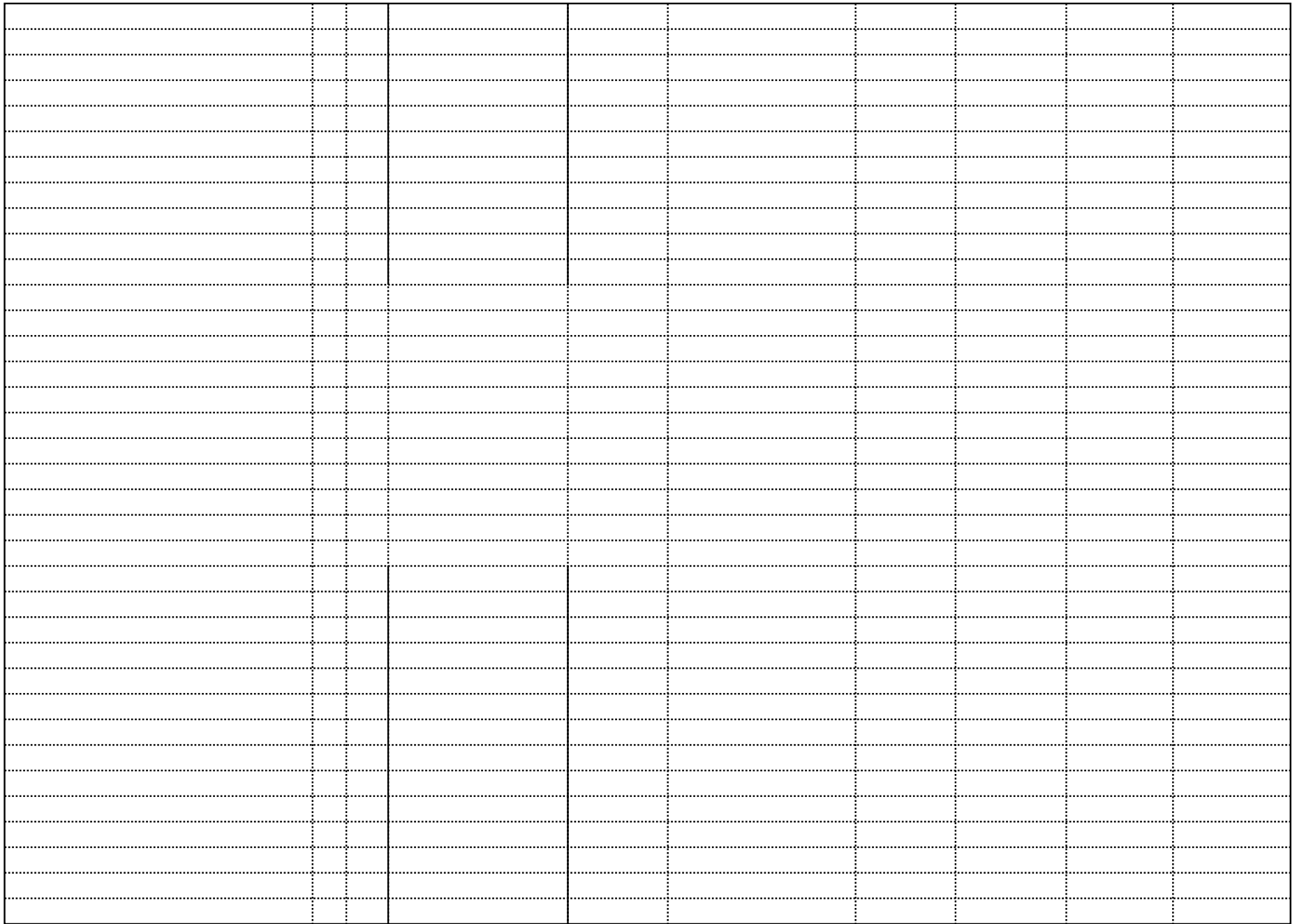
Justification: Amendment was made to match final salary expenditures.

School Nutrition Budget Amendment 24-25

BG

73100 Title	Original	Increase	Decrease	Amended
105 Supervisor/Director	37,416.00			37,416.00
162 Clerical Personnel	3,956.00			3,956.00
165 Cafeteria Personnel	335,662.00			335,662.00
189 Other Salaries and Wages	27,000.00			27,000.00
201 Social Security	22,833.00			22,833.00
204 Retirement	25,956.00			25,956.00
207 Medical Insurance	75,974.00			75,974.00
212 Employer Medicare	5,344.00			5,344.00
299 Other Fringe Benefits	8,358.17			8,358.17
336 Maintenance & Repair Services-Equipment	20,600.00	606.97		21,206.97
355 Travel	750.00			750.00
399 Other Contracted Services	40,000.00	3,672.95		43,672.95
422 Food Supplies	875,000.00			875,000.00
451 Uniforms	2,618.86			2,618.86
452 Utilities	27,750.00			27,750.00
469 Commodities	96,000.00			96,000.00
499 Other Supplies and Materials	75,000.00	4,485.03		79,485.03
524 In Service/Staff Development	22,000.00			22,000.00
599 Other Charges	2,000.00			2,000.00
710 Food Service Equipment	305,970.97		8,764.95	297,206.02
	<u>2,010,189.00</u>	<u>8,764.95</u>	<u>8,764.95</u>	<u>2,010,189.00</u>
Total	2,010,189.00	8,764.95	8,764.95	2,010,189.00

Amendment: YTD expenditures.



Trenton Special Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 07/26/22
		Rescinds: 1.700	Issued: 07/13/99

The Board shall determine the educational goals of the school district. In discharging that responsibility, the Board has adopted the following goals:

INSTRUCTION

1. To promote a plan for the organized improvement of school curriculum, including the transition between elementary and secondary schools;
2. To offer a wide range of career and service opportunities;
3. To promote an integration of academic, physical, social, and emotional growth experiences for each student; and
4. To promote the recognition of achievement in all endeavors (i.e., academic, athletic).

STUDENTS

1. To structure the instructional program to provide necessary alternatives to meet a variety of individual needs and aspirations;
2. To ensure that each student's interests, capacities, and objectives are considered in his/her learning program; and
3. To help students gain understanding of themselves as well as skills and techniques in living and working with others and being responsible citizens.

PERSONNEL

1. To promote high quality performance by the staff, including both professional and support personnel;
2. To establish acceptable performance standards for all personnel;
3. ~~To set goals for educator diversity that take into consideration the diversity of the student population;~~¹
4. To provide in-service training and professional growth experiences for teachers and administrators; and

5. To maintain an evaluation system for the improvement of the instructional system.

OPERATIONS

1. To make every effort to secure adequate funding for the educational program in support of the stated goals;
2. To maintain an adequate system of fiscal and business management;
3. To develop plans for the efficient use of school facilities; and
4. To ensure appropriate communication between the Director of Schools and the Board.

The Board shall annually review these goals and revise them as necessary.

The Director of Schools is responsible for developing procedures and strategies to implement the goals of the Board.

Legal References

Cross References

Role of the Board of Education 1.101
Board Member Development Opportunities 1.204
Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Program 4.100
Evaluations of Instructional Programs 4.702
Personnel Goals 5.100
Student Goals 6.100

Trenton Special Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School District Goals	Descriptor Code: 1.700	Issued Date: 07/26/22
		Rescinds: 1.700	Issued: 07/13/99

1 The Board shall determine the educational goals of the school district. In discharging that
2 responsibility, the Board has adopted the following goals:

3 **INSTRUCTION**

- 4 1. To promote a plan for the organized improvement of school curriculum, including the transition
5 between elementary and secondary schools;
- 6 2. To offer a wide range of career and service opportunities;
- 7 3. To promote an integration of academic, physical, social, and emotional growth experiences for
8 each student; and
- 9 4. To promote the recognition of achievement in all endeavors (i.e., academic, athletic).

10 **STUDENTS**

- 11 1. To structure the instructional program to provide necessary alternatives to meet a variety of
12 individual needs and aspirations;
- 13 2. To ensure that each student's interests, capacities, and objectives are considered in his/her
14 learning program; and
- 15 3. To help students gain understanding of themselves as well as skills and techniques in living and
16 working with others and being responsible citizens.

17 **PERSONNEL**

- 18 1. To promote high quality performance by the staff, including both professional and support
19 personnel;
- 20 2. To establish acceptable performance standards for all personnel;
- 21 3. To set goals for educator diversity that take into consideration the diversity of the student
22 population;¹
- 23 4. To provide in-service training and professional growth experiences for teachers and
24 administrators; and
- 25 5. To maintain an evaluation system for the improvement of the instructional system.

1 OPERATIONS

- 2 1. To make every effort to secure adequate funding for the educational program in support of the
3 stated goals;
 - 4 2. To maintain an adequate system of fiscal and business management;
 - 5 3. To develop plans for the efficient use of school facilities; and
 - 6 4. To ensure appropriate communication between the Director of Schools and the Board.
- 7 The Board shall annually review these goals and revise them as necessary.
- 8 The Director of Schools is responsible for developing procedures and strategies to implement the goals
9 of the Board.

Legal References

1. State Board of Education Policy 5.700; TCA 49-1-302(g)

Cross References

Role of the Board of Education 1.101
Board Member Development Opportunities 1.204
Fiscal Management Goals 2.100
Business Management Goals 3.100
Instructional Program 4.100
Evaluations of Instructional Programs 4.702
Personnel Goals 5.100
Student Goals 6.100

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personnel Goals	Descriptor Code: 5.100	Issued Date:
		Rescinds: 5.100	Issued:

The Board's personnel goals are as follows:¹

1. To ensure that the Director of Schools recruits and employs the best qualified individuals to staff the school district;
2. To provide compensation, benefits, and working environments sufficient to attract and retain qualified employees;
3. ~~To set goals for educator diversity that take into consideration the diversity of the student population;~~¹
4. To provide an in-service training program for all employees to improve their performance; and
5. To conduct an evaluation program that will contribute to the continuous improvement of staff performance.

Legal References

1. [TCA 49-1-302\(g\); Public Acts of 2025, Chapter No. 494](#)

Cross References

School District Goals 1.700

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Personnel Goals	Descriptor Code: 5.100	Issued Date: 07/26/22
		Rescinds: 5.100	Issued: 07/13/99

1 The Board's personnel goals are as follows:

- 2 1. To ensure that the Director of Schools recruits and employs the best qualified individuals to staff
3 the school district;
- 4 2. To provide compensation, benefits, and working environments sufficient to attract and retain
5 qualified employees;
- 6 3. To set goals for educator diversity that take into consideration the diversity of the student
7 population;¹
- 8 4. To provide an in-service training program for all employees to improve their performance; and
- 9 5. To conduct an evaluation program that will contribute to the continuous improvement of staff
10 performance.

Legal References

1. State Board of Education Policy 5.700; TCA 49-1-302(g)

Cross References

School District Goals 1.700

Budget Talking Points
Board Meeting
Tuesday, July 22, 2025

- Budget Document (Big with color). Notice the **fourth column (2024-2025 Final)**, this is the final revenue and expenditures for 2024-2025. Page 6, middle of page, the amount of **\$16,583,346.00 is final revenue**.

Page 34, bottom of page, the amount of **\$15,346,013.00 is final expenditures**.

Notice also at bottom of page 34 under final expenditures, the amount of **\$1,237,333**. This is the amount of revenue over expenditures. This amount will drop to Fund Balance.

- 2024-2025 Reserves
This is where we will end up on reserves after at the end of 24-25.
- 2025-2026 One Time Expenditures Requests
- Purposed 2025-2026 Budget (Big budget document with color). **Notice Yellow Column**.

Revenues: Big pots of money are sales tax, property tax on page 1 at top, and TISA on page 3 lower half of page.

Total estimated revenue at top portion of page 6, which is **\$16,268,329**.

Expenditures:

Most of our expenditures are salaries and fringes.

At bottom of page 34 – **\$19,184,912** is the total amount of expenditures for 2025-2026 proposed budget. Remember that revenue was \$16,268,329. We are short by **(\$2,916,583)** that is at bottom of page 34. We need that amount from reserves in order to balance.

- 2025-2026 Budget Summary
This summarizes how we purpose to balance the budget.
- 2025-2026 Budgeted Reserves
This is what our reserves will look like with the needed funds pulled from various reserve accounts. Notice that we will have \$9.8 million in total reserves remaining.
- Bus Garage Budget 2025-2026

			Budget	Actual	Dif	Fav/(Unf)	Vendor
PHS - 005							
1	Concrete Repair - Front of PHS/Sidewalk	141-76100-707-005	10000	5815	4185		
2	Wall/Window Branding for Hallways	141-76100-707-005	25000	12284	12716		Copies Unlimited
3	Ron Clark Academy (4-6 Teachers Registration/Travel)	141-76100-707-005	8000	6721	1279		
4	Commons Area Update (Paint and Décor)	141-76100-707-005	10000	20658	(10658)		Denton/Carlton
5	Pressure Wash Homeside Bleachers Stadium	141-76100-707-005	2500	2500	0		
6	Legends of Peabody - Signs in Breezeway/Dinner at H	141-76100-707-005	2000	1418	582		
7	Drum Isolation Booth/Cymbals (Band/Sch of Rock)	141-76100-707-005	3615	2969	646		Sweetwater
8	Soccer Backstop/Fence & Net Black Vinyl Chain Link	141-76100-707-005	21965	10748	11217		
9	Baseball Scoreboard	141-76100-707-005	31739	31739	0		
10	Alumni Wall in Fieldhouse	141-76100-707-005	3500	3500	0		
11	Replace Fieldhouse Doors	141-76100-707-005	4356	0	4356		Dyersburg Glass
12	Fieldhouse Floor	141-76100-707-005	20000	21947	(1947)		
13	Band Storage Shed	141-76100-707-005	34652	34354	298		
14	Band Sound System	141-76100-707-005	0	9758	(9758)		
15	PHS Restroom Renovation	141-76100-707-005	94000	93016	984		
16	Expansion Tank and PRV Station - Trane	141-76100-707-005	0	17808	(17808)		
17	Wade Electric - New Panel (Insurance Claim)	141-76100-707-005	0	47587	(47587)		
PHS Total			271327	322822	(51495)		
TRMS - 010							
TRMS - 010							
1	New student desks 7th Grade	141-76100-707-010	36164	34371	1793		
2	TRMS Soccer Jersey's Boys and Girls	141-76100-707-010	2697	2696	1		
3	Replace PE Equipment	141-76100-707-010	1000	972	28		
4	Replace Band Instrument Cases due to mold	141-76100-707-010	0	4333	(4333)		
5	Downed Tree - Jerry's Tree Service	141-76100-707-010		6000	(6000)		
TRMS Total			39861	48372	(8511)		

One-Times 2024-2025

		TES - 015				TES - 018			
1	Classroom Chairs w/basket (4th Grade)	76100-707-015	11000	10857	143				
2	Study Carrel - Behavior Classroom	76100-707-015	2000	0	2000				
3	Replace carpet in Miss Betty's room	76100-707-015	4903	4903	0				
4	Downed Tree - Jerry's Tree Service	76100-707-015		4000	(4000)	Insurance Claim			
5	Washer/Dryer	79100-707-015		996	(996)				
		TES Total	17903	20756	(2853)				
		District One-times							
1	Furniture for Conference Room	141-76100-707	8500	7417	1083				
2	Update Fire Extinguishers - All Schools	141-76100-707	5600	4853	747	B&B Fire Protection			
3	Mill/Repair Potholes/Remove Speed Bumps	141-76100-707	12485	12485	0				
4	Repair Drainage Issues-fence/hwy at PHS	141-76100-707	19300	6725	12575				
5	Replace Underground Drainage Pipe -Blvd	141-76100-707	108750	98562	10188	King PO#141-10651			
6	Blouevard Sign Update	141-76100-707	2810	5360	(2550)	Copies Unlimited			
7	Parking Cover at PHS for District Vehicles	141-76100-707	25000	26057	(1057)				
8	Replace Carpet in Conference Room at CO	141-76100-707	6000	3092	2908				
7	New Bus Security Cameras #22	141-76100-707	0	4007	(4007)				
		District Total	188445	168557	19888				
		Technology One-Time Expenditures - 018							
1	TES Gym Audio Upgrade	141-76100-707-018	9800	8423	1377				
2	Powered Antena Extensions - Football Stadium	141-76100-707-018	2300	2054	246				
		Technology Total	12100	10477	1623				
		Total One-Time Expenditures	529636	570984	(41348)				

2024-2025 Reserves

Acct #	Description	Trial Bal 7/1/2024	Revenues	Expenditures	Balance 6/30/2025	
34555	Restricted for Ed - Child Care (802)	44777.07	0.00	0.00	44777.07	
34555	Restricted for Ed - Child Care Food	797.77	0.00	0.00	797.77	rec & exp closes into reserves
34555	Restricted for Ed - Bus	355566.43	0.00	0.00	355566.43	Bus
34555	Restricted for Ed - Driver's Ed	31970.03	5553.92	0.00	37523.95	71100-599-702
34555	Restricted for Ed - Ext Contract	11266.44	0.00	0.00	11266.44	
34555	Restricted for Ed - TES Arts Subsidy Grant	1225.13	0.00	0.00	1225.13	
34555	Restricted for Ed-Fed Unempl	80491.81	0.00	0.00	80491.81	
	Total Acct 34555	526094.68	5553.92	0.00	531648.60	
34555-SRT	Restricted for Ed-Stabilization Reserve Trust	133786.07	22959.78	0.00	156745.85	
34560	Restricted for Instruction - Career Ladder	778.33	13102.39	12553.66	1327.06	
34760	Assigned for Education - Textbooks	100000.00	0.00	0.00	100000.00	
34775	Assigned for Capital Outlay	2142814.25	376410.91	0.00	2519225.16	Misc rent & int closes into acct
34775-DEBT	Assigned for Future Capital/Debt	750000.00	150000.00	0.00	900000.00	
34775-BF	Building Fund - LGIP Account	4826.08	0.00	0.00	4826.08	
	Total Acct 34775	2897640.33	526410.91	0.00	3424051.24	
34780	Debt Reserve	0.00	0.00	0.00	0.00	
34790	Assigned for Other Purp-Tech	180993.00	0.00	0.00	180993.00	
34790	Assigned for Other Purp-Tech/Broadband	162871.00	0.00	0.00	162871.00	
34790	Assigned for Other Purp-Chromebooks	21711.92	5660.02	0.00	27371.94	
34790	Assigned for Other Purp-Unemploy	100000.00	0.00	0.00	100000.00	
34790	Assigned for Other Purp-NC Leave	2250.00	0.00	0.00	2250.00	
34790	Assigned for Other Purp-Band	34179.00	4500.00	0.00	38679.00	71100-599 \$4,500 closes into
34790	Assigned for Other Purp-Ins	12000.00	0.00	0.00	12000.00	
34790	Assigned for Other Purp-Speech	94251.16	27494.91	0.00	121746.07	
34790	Assigned for Pending Litigation	7042.40	0.00	0.00	7042.40	

2024-2025 Reserves

34790		Assigned for Other Purp - SPED Field Day	0.00	0.00	0.00	0.00		
34790		Assigned for Other Purp - EPSO (PHS)	0.00	0.00	0.00	0.00		
34790		Assigned for Other Purp - Middle STEM	3245.00	8136.00	3245.00	8136.00		
34790		Assigned for Other Purp - Middle CTE	0.00	0.00	0.00	0.00		
34790		Assigned for Other Purp - STEM	9450.00	4155.00	9450.00	4155.00		
34790		Assigned for Other Purp - Battelle STEM	5000.00	0.00	0.00	5000.00		
34790		Assigned for Other Purp - PreK	0.00	6432.00	0.00	6432.00		
34790		Assigned for Other Purp - TES Battelle STEM	0.00	0.00	0.00	0.00		
34790		Assigned for United Ways Learning Blade	775.87	0.00	0.00	775.87		
34790		Assigned for Jackson State Tuition Aid	25000.00	0.00		25000.00		
34790		Assigned for Extra Curricular Aid	100000.00	0.00		100000.00		
34790		Assigned for Safety	17599.21	0.00	0.00	17599.21		
34790	302	Assigned for Other Purp-Backpack Prog	32955.41	8000.00	4488.06	36467.35		
34790	805	Assigned for Family Resource Center	2706.00	0.00	0.00	2706.00		
34790	303	Assigned for Other Purp - Dental Grant	0.00	0.00	0.00	0.00		
		Total Account 34790	812029.97	64377.93	17183.06	859224.84		
				YE Adjustment				
39000		Fund Balance	7412098.91	16583345.64	15921221.26	8074223.29		
39000		Fund Balance - Future Capital/Debt	0.00	0.00	0.00	0.00		
39000		Fund Balance - Transfer to Federal Projects	(100000.00)	0.00		(100000.00)		
			7312098.91	16583345.64	15921221.26	7974223.29		
			Fund Balance	+ Current Rev	- Current Exp	= Fund Bal after YE Adjust		
				6/30/24 Total		13047220.88		

			Budget	Actual	Fav/(Unf)	Vendor
		PHS - 005				
1	Blinds - Classrooms	141-76100-707-005	1708		1708	
2	Conference Room Chairs (10)	141-76100-707-005	2100		2100	
3	Branding	141-76100-707-005	25000		25000	Signage for walls in various areas
4	Replace Stairs on Baseball Press Box	141-76100-707-005	10150		10150	
5	Guidance Furniture	141-76100-707-005	2200		2200	
6	EV 12" Floor Monitor (3) - Peabody Rock Ensemble	141-76100-707-005	3200		3200	
		PHS Total	44358	0	44358	
		TRMS - 010				
1	Ron Clark Academy PD	141-76100-707-010	20000		20000	
2	Office Furniture Martin/Wilkes	141-76100-707-010	3500		3500	
3	Volleyball Net	141-76100-707-010	3000		3000	
		TRMS Total	26500	0	26500	
		TES - 015				
1	Roofing	76100-707-015	1500000		1500000	
2	Laminator	76100-707-015	1600		1600	
3	Stand Alone Cabinet - Nurse's Office	76100-707-015	2500		2500	
		TES Total	1504100	0	1504100	
		District One-times				
1	Asphalt Repair and Pave Culvert Area on Blvd	141-76100-707	34750		34750	
2	HVAC Units for Coaches Office/Visitor Lockerroom	141-46100-707	18000		18000	
3	Maintenance Truck or Van	141-76100-707	60000		60000	
4	Cage Doors for Restrooms in Gym	141-76100-707-005	1000		1000	
		District Total	113750	0	113750	
		Technology One-Time Expenditures - 018				
1	New IP Cameras and NVR for PHS	141-76100-707-018	146000		146000	
2	PHS Back Gate	141-76100-707-018	1046		1046	
		Technology Total	147046	0	147046	
		Total One-Time Expenditures	1835754	0	1835754	

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
ESTIMATED REVENUES AND OTHER SOURCES					
LOCAL TAXES					
County Local Option Taxes					
40210	Local Option Sales Tax	1,518,936	1,582,306	1,578,690	1,300,000
Statutory Local Taxes					
40350	Interstate Telecommunications Tax	9,712	9,169	9,238	9,000
City/School District Property Taxes					
40610	Current Property Tax \$1.4474	2,894,659	2,900,130	2,932,343	2,887,340
40620	Prior Year's Property Tax	115,188	120,756	131,852	100,000
40630	Interest & Penalty	15,591	12,871	11,955	12,000
40650	Payments in Lieu of Taxes	25,450	27,146	24,389	20,000
TOTAL LOCAL TAXES		4,579,536	4,652,377	4,688,467	4,328,340
LICENSES AND PERMITS					
Licenses					
41110	Marriage Licenses	391	396	430	300
TOTAL LICENSES AND PERMITS		391	396	430	300
CHARGES FOR CURRENT SERVICES					
Education Charges					
43512	Tuition - Adult Ed (801)	0	0		0
43531	Transportation-Other State Systems (DSCC/4-H)	7,750	7,959	16,664	10,000

Trenton Special School District		2022-2023	2023-2024	2024-2025	2025-2026
General Purpose School Fund 141		Final	Final	Final	Proposed Budget
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025				
44540	Sale of Property (Scrap)	0	0	0	0
44560	Damages Recovered From Individuals	0	0	0	0
44570	Contributions and Gifts	609	0	0	0
	Family Resource Center	1,130	340	67	0
	SPED Donation	0	0	0	0
	Backpack Program	302	16,500	8,000	0
	Tutoring - Field Trip T-shirts	699	0	0	0
	Dynamix Contribution	0	0	0	0
	Lowes Grant - STEM	910	0	0	0
	TVA Battelle STEM Diving Grant	915	5,000	0	0
	Grant - Brandon Doyle	3	0	0	0
	TRMS STEM	2	1,000	0	0
Other Local Revenue					
44990	Other Local Revenues - Truancy	1,255	8,491	5,873	3,000
	Dental Grant	303	0	0	0
	STEM Grant	910	0	0	0
	Teapot Trot - Backpack Program	302	0	0	0
TOTAL OTHER LOCAL REVENUE		172,628	341,358	393,111	182,800
STATE OF TENNESSEE					
State Education Funds					
46510	Tennessee Investment in Student Achievement - TISA		10,031,617	10,343,181	10,643,482
46511	Basic Education Program	8,596,969	0	0	0
46512	BEP Stabilization - ARRA	0	0	0	0
46513	TISA On-behalf Paymet		17,077	19,162	25,000
46515	Early Childhood Education	412,197	412,788	417,346	418,187
46520	School Food Service (State Match)	0	0	0	0
46530	Energy Efficient School Initiative	0	0	0	0

Trenton Special School District General Purpose School Fund 141		2022-2023	2023-2024	2024-2025	2025-2026
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025	Final	Final	Final	Proposed Budget
46550	Driver Education (702)	0	4,864	5,554	0
46590	Other State Education Funds (Sal Edty/PlanExp)	97,079	96,829	96,829	96,829
	Teacher Bonuses-State Portion				206,675
	Coordinated School Health	300	0	0	0
	Internet Connectivity	301	0	0	0
	SSMS/EduPoint	602	0	0	0
	Family Resource Center	805	0	0	0
	EPSO	902	0	0	0
	Middle CTE	904	0	0	0
	Middle STEM	906	0	0	0
	Summer Learning Camp - TES	933	0	0	0
	Summer Learning Camp STEM Camp	934	124,697	95,165	0
	Summer Learning Camp Bridge Camp	935	0	0	0
	Summer Learning Camp Transportation	936	19,607	21,808	0
	Technology for PARCC				
	Youth Risk Behavior Survey	0	0	0	0
		0	0	0	0
46591	Coordinated School Health (300)	105,000	0	0	0
46592	Internet Connectivity- ARRA (301)	0	0	0	0
	Star SSMS	602	0	0	0
46594	Family Resource Centers (805)	29,612	0	0	0
46595	SSMS-ARRA (602)	0	0	0	0
46610	Career Ladder Program	13,021	10,126	14,242	10,000
46612	Career Ladder - Extended Contract	0	0	0	0
46615	Career Ladder Ext. Contract ARRA	0	0	0	0
46790	Other Vocational - Innovative School Model Grant (State)	955	553,720	286,756	238,290
Other State Revenues					
40275	Mixed Drink Tax	0	77	20	0
46980	Other State Grants	20,000	0	0	0
	TRMS STEM	2	5,000	5,000	0
	TES Art Subsidy Grant	15	0	0	0
	TES STEM	27	0	0	0

Account Number	Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
			Final	Final	Final	Proposed Budget
	Public Safety Grant	55	30,870	84,802		0
	United Way Dollar General Grant	808	0	0		0
	CC Food Grant	809	0	0		0
	Read to Be Ready		0	0		0
	Teacher Leader		0	0		0
	CTE Equipment Grant		0	0		0
	RDP/Bongard Grant		0	0		0
	STEM - CTE	908	0	0		0
	United Ways Afterschool Grant	910	0	11,700		0
	Battelle STEM Grant	914	0	0		0
	TRMS Battelle STEM	915	5,000	0		0
	TES Battelle STEM	917	0	0		0
	Learning Blade United Ways Grant	918	0	0		0
	TN Valley Robotics Grant	919	1,000	1,000		0
	Innovative School Model (ISM)		0	0		0
	Other State Grants - Voc Rehab Grant		224,614	0	40,503	60,993
46990	Other State Revenue		0	0	45	0
	Tutoring Grant		699	0		0
	Paid Parental Leave		PPL	37,578	21,142	0
46990	FEMA/TEMA Final Payment		0	0		0
	TOTAL STATE OF TENNESSEE		9,677,252	11,413,684	11,367,977	11,699,456
	FEDERAL GOVERNMENT					
	Federal Through State					
47303	LEA Reopening and Programmatic Support Grant COVID-19 Grant #3			0		0
47304	Remote Technology Grant - COVID-19 Grant #4			0		0
47305	Internet Connectivity COVID-19 Grant #5			0		0
47143	SPED-Grants to States-IDEA (High Cost)		2,925	0	3,102	0
47145	SPED-Preschool Grants (High Cost)		0	0		0
47401-955	American Rescue Plan Act Grant #1 - ISM Grant (Federal)	955		197,620		0
47590	Other Federal Through State - Summer Learning Camp	934	0	0	27,077	0
	SNAP Program	803	0	0		0
	FEMA Administrative		0	0		0

Trenton Special School District										
General Purpose School Fund 141										
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025	2022-2023 Final	2023-2024 Final	2024-2025 Final	2025-2026 Proposed Budget					
47630	Public Law 874-Maintenance & Operation(Impact Aid)	0	0		0	0				
47715	Tax Credit Bond Rebate	0	0		0	0				
TOTAL FEDERAL GOVERNMENT		2,925	197,620	30,178	0					
OTHER SOURCES										
49300	Capital Leases Issued - Johnson Controls EEP	0	0		0	0				
49100	Bonds Issued	0	0		0	0				
49700	Insurance Recovery	7,980	16,054	8,338	25,433					
49800	Transfers In (Indirect Costs - Federal)	11,617	1,750	12,349	2,000					
TOTAL OTHER SOURCES		19,597	17,803	20,687	27,433					
TOTAL ESTIMATED REVENUES AND OTHER SOURCES		14,558,497	16,714,663	16,583,346	16,268,329					
ESTIMATED EXPENDITURES AND OTHER USES										
INSTRUCTION										
Regular Instruction Program										
71100-116	Teachers	3,460,670	3,614,269	3,712,682	4,483,496					
	DIFF	7,461	5,442	5,444	0					
	DIFF - TRMS			2,000						
	HTS	7,939	8,061	19,530	0					
	PPL (Paid Parental Leave)			7,763						
				233						
				7,673						
	Summer Learning Camp	93,557	91,433	87,788						
71100-117	Career Ladder Program	2,095	1,900	2,985	2,000					
71100-127	Career Ladder Extended Contracts	0	0	0	0					

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025								
Account Number			2022-2023	2023-2024	2024-2025	2025-2026		
			Final	Final	Final	Proposed Budget		
71100-128	Homebound Teachers		150	1,600	0	3,000		
71100-163	Educational Assistants		79,098	111,733	94,664	146,899		
	HDST		19,592	22,306	23,539	0		
	Summer Learning Camp	934		4,800	3,200			
71100-189	Other Salaries and Wages (Permanent Sub)		286	0	0	0		
	Tutoring Grant	699	0	0	0	0		
71100-195	Certified Substitute Teachers		53,645	61,380	70,160	100,000		
	HDST		0	0	0	0		
71100-198	Non-Certified Substitute Teachers		24,993	55,070	23,965	50,000		
	HDST		325	630	1,050	0		
71100-201	Social Security (6.20%)		197,058	209,198	211,867	296,694		
	DIFF		445	323	322	0		
	DIFF - TRMS	10			124			
	HTS		457	474	1,100	0		
	HDST		1,235	1,418	1,510	0		
	PPL (Paid Parental Leave)	PPL 005		745	14			
		PPL 010		647	372			
		PPL 015		0	0			
	Tutoring Grant	699	0	0	0			
	Summer Learning Camp	934	5,801	5,966	5,641			
71100-204	State Retirement		287,080	261,214	261,841	321,916		
	DIFF		655	371	346	0		
	DIFF - TRMS	10			180			
	HTS		696	637	1,600	0		
	HDST		1,240	1,479	1,577	0		
	PPL (Paid Parental Leave)	PPL 005		1,195	21			
		PPL 010		1,229	691			
		PPL 015		0	0			
	Tutoring Grant	699	0	0	0			
	Summer Learning Camp	934	8,155	7,446	6,854			
71100-207	Medical Insurance		411,587	461,302	460,796	588,733		
	DIFF		527	387	411	0		
	HTS		844	781	2,351	0		
	HDST		0	333	0	0		
	PPL (Paid Parental Leave)	PPL 005		2,107	1,154	0		
		PPL 010		4,274	33			
		PPL 015			1,811			

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025			2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget	
71100-210	Retirees	30,300	26,201	24,242	30,000	
	Unemployment Compensation	0	0	0	0	
71100-212	Employer Medicare	47,455	50,496	51,373	69,388	
	DIFF	104	76	75	0	
	DIFF - TRMS	10		29	0	
	HTS	107	111	257	0	
	HDST	289	222	353	0	
	PPL (Paid Parental Leave)			98		
				3		
				87		
	Tutoring Grant	699	151	0		
	Summer Learning Camp	934	0	0		
71100-217	Retirement-Hybrid Stabilization	12,549	14,254	16,993	25,273	
71100-299	Other Fringe Benefits (Certified YMCA)	791	1,017	1,581	2,000	
	DIFF			0		
	HTS			4		
71100-336	Maintenance & Repair Services - Equipment	0	0	0	0	
71100-399	Other Contracted Services	49	2,241	0	3,000	
	ENA/Internet Connectivity	301	0	0	0	
71100-429	Instructional Supplies & Materials					
	Chemistry	1	0	0	0	
	Biology	3	80	154	2,000	
	PHS	5	811	1,917	2,000	
	TES Student Incentive	6	12,882	8,925	22,000	
	Yearbook for Seniors	8	3,000	4,000	4,000	
	TRMS	10	5,082	5,082	0	
	TRMS Student Incentive		14,993	11,875	26,000	
	TRMS Beta		4,427	4,749	5,000	
	TES		0	4,500	4,500	
	PHS Art	15	19,504	23,154	26,000	
	TES Music	16	2,090	1,712	2,200	
	ACT Prep	17	271	234	500	
	PHS Spanish	19	5,368	6,100	8,000	
	PHS Cheerleading	20	0	0	0	
	PHS Student Incentive	23	0	434	360	500
	PHS Graduation	22	2,000	2,000	2,000	2,000
	Trenton Pride Basketball	24	3,000	3,000	3,000	3,500
			1,000	1,000	0	1,500

Trenton Special School District								
General Purpose School Fund 141								
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026	Proposed Budget	
			Final	Final	Final	Proposed Budget		
	PHS Principal Requests	705	17,970	12,825	19,450	52,171		
	TRMS Principal Requests	710	23,492	10,694	1,151	27,140		
	TES Principal Requests	715	25,692	24,873	605	34,483		
	Summer Learning Camps	934	0	0	3,759	5,000		
71100-430	Textbooks - Electronic		43,142	26,197	75,000	75,000		
	Remote Technology Grant	931	0	0	0	0		
71100-449	Textbooks - Bound		96,779	119,002	55,056	125,000		
	Remote Technology Grant	931	0	0	0	0		
71100-499	Other Supplies and Materials		0	0	0	0		
	Report Cards/Accelerated Reader	5	0	0	0	1,000		
		10	1,000	152	0	1,000		
		15	0	0	0	1,000		
71100-535	Fee Waivers		0	0	0	0		
		5	0	0	55	2,000		
		10	0	0	0	2,000		
		15	0	0	0	2,000		
71100-595	ACT Paid by State			17,077	19,162	25,000		
71100-599	Other Charges (Band Reserve and Lakeside)		11,810	5,295	8,133	13,000		
	Tutoring Grant	699	0	0	0	0		
	Driver's Ed (Vehicle Insurance/Maintenance)	702	450	550	550	1,000		
	PHS	705	0	6,668	3,000	0		
	PHS-State Championship Expenses	705	0	0	0	0		
	TRMS	710	0	0	0	0		
	PHS Band	707	6,500	8,500	8,500	8,500		
	TRMS Band	708	6,500	6,500	6,500	6,500		
	Sports (3)	709						
	TRMS Principal Requests - CO	710						
	Jackson State Community College Tuition	5		5,866	11,527	25,000		
71100-722	EduPoint	602	11,972	12,559	12,674	15,000		
	Website	607	9,091	9,798	6,754	10,000		
	PHS Principal Requests	705	2,423	6,240	2,426	179,600		
	TRMS Principal Requests	710	2,423	6,240	200,482	3,000		
	TES Principal Requests	715	2,423	8,677	2,426	13,000		
71100-790	Other Equipment		0	0	0	0		

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
Total Regular Instruction Program		5,089,639	5,439,143	5,630,723	6,859,493
Alternative Instruction Program					
71150-116	Teachers	165,415	178,853	339,427	303,334
71150-117	Career Ladder	2,000	2,000	3,000	2,000
71150-163	Educational Assistants	40,484	45,847	65,178	74,811
71150-201	Social Security	11,787	12,917	19,144	23,569
71150-204	State Retirement	17,111	15,356	23,891	20,745
71150-207	Medical Insurance	25,574	27,896	44,196	55,450
71150-212	Employer Medicare	2,757	3,021	5,528	5,512
71150-299	Other Fringe Benefits	0	0	0	0
71150-330	Operating Lease Payments (copier)	0	0	0	0
71150-429	Instructional Supplies & Materials	0	0	0	0
71150-499	Other Supplies and Materials	0	0	0	0
Total Alternative Instruction Program		265,128	285,891	500,363	485,421
Special Education Program					
71200-116	Teachers	254,684	301,889	317,653	405,002
71200-117	Career Ladder Program	0	0	0	0
71200-163	Educational Assistants	95,111	110,017	177,741	147,337
71200-189	Other Salaries & Wages			21,252	20,000
71200-201	Social Security	19,370	23,084	24,998	29,734
	VOC			1,098	1,240

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
71200-204	State Retirement	26,839	29,445	35,371 1,187	47,500 1,500
71200-207	Medical Insurance	41,348	44,580	50,449 0	76,826 6,785
71200-210	Unemployment Compensation	0	0	0 0	0 0
71200-212	Employer Medicare	4,533	5,399	6,836 257	8,009 290
71200-217	Retirement - Hybrid Stabilization	1,455	1,839	2,052	0
71200-299	Other Fringe Benefits	1,788	144	102	1,500
71200-311	Contracts with Other School Systems (Humboldt)	3,510	3,884	3,528	0
71200-312	Contracts with Private Agencies (Words for Life)	37,727	47,923	68,025	42,000
71200-399	Other Contracted Services Speech Services	0 0	0 0	0 0	0 0
71200-499	Other Supplies & Materials	0	0	0	0
71200-599	Other Charges	0	0	0	0
Total Special Education Program		486,366	568,203	710,549	787,723
Career and Technical Education Program					
71300-116	Teachers	191,454	301,311	381,035	349,438
	Innovative School Model (ISM)		0	0	
	ISM Budget \$238,289.70 Year 4 Final	0	60,190	61,386	32,725
		60,852	55,780	10,177	16,435
71300-117	Career Ladder Program	0	0	0	0
71300-163	Educational Assistants	0	0	0	0
71300-189	Other Salaries & Wages Innovative School Model (ISM)			3,542 30,243	15,878 37,906

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025				2022-2023	2023-2024	2024-2025	2025-2026
Account Number				Final	Final	Final	Proposed Budget
	1/2 of Voc Rehab	VOC				17,710	20,000
71300-195	Certified Substitute Teachers			9,115	1,200	6,495	9,200
71300-198	Non-certified Substitute Teachers			1,495	1,785	150	2,000
71300-201	Social Security Innovative School Model (ISM)	955 955 PHS 955 TRMS VOC		11,120 0 3,398	17,049 0 3,716 3,428	22,560 5,443 627 1,098	23,344 0 4,379 1,019 1,240
71300-204	State Retirement Innovative School Model (ISM)	955 955 PHS 955 TRMS VOC		14,933 0 5,288	22,562 0 3,991 3,799	27,801 6,139 647 1,187	22,999 0 5,297 948 1,500
71300-207	Medical Insurance Innovative School Model (ISM)	955 955 PHS 955 TRMS VOC		12,049 0 7,088	34,285 0 0 0	34,627 4,049 0 0	35,593 3,003 1,317 6,785
71300-212	Employer Medicare Innovative School Model (ISM)	955 955 PHS 955 TRMS VOC		2,752 0 795	4,001 0 869 802	5,323 1,273 147 257	5,459 0 1,024 238 290
71300-217	Retirement - Hybrid Stabilization	955 PHS 955 TRMS		1,084	1,678	761 446	672 0 0
71300-299	Other Fringe Benefits W/C	VOC		0	0	0	0
71300-311	Contracts with Other School Systems 2 ways/Hunn Voc Reh 2018/19 2 ways - Milian out			0	0	0	0
71300-336	Maintenance & Repair Services - Equipment			418	0	0	500
71300-399	Other Contracted Services (School to Career)			0	0	0	0

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
71400-204	State Retirement	1,738	1,990	2,279	3,750
71400-207	Medical Insurance	0	0	0	0
71400-212	Employer Medicare 1.45%	519	511	628	725
71400-299	Other Fringe Benefits	0	0	0	0
Total Student Body Education Program		40,691	40,299	49,104	57,575
TOTAL INSTRUCTION		6,383,690	7,116,708	7,681,588	8,981,696
SUPPORT SERVICES					
Attendance					
72110-105	Supervisor/Director (45.84% Franks)	40,014	43,164	45,920	46,121
72110-162	Clerical Personnel (3 Attendance Clerks)	66,490	76,154	80,312	84,280
72110-201	Social Security	6,390	6,625	6,692	8,085
72110-204	State Retirement	7,556	7,988	8,301	8,982
72110-207	Medical Insurance	6,048	16,034	22,352	24,832
72110-212	Employer Medicare	1,495	1,549	1,565	1,891
72110-299	Other Fringe Benefits	0	0	0	0
72110-307	Communication (Cell)	0	0	0	0
72110-355	Travel	1,441	1,494	805	2,000
72110-499	Other Supplies & Materials (Student Records)	0	447	0	750
72110-524	Inservice & Staff Development	400	250	0	500
Total Attendance		129,834	153,706	165,948	177,441
Health Services					

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
72120-131	Medical Personnel CSH (Director Vandiver & 10% Molly Bailey)	0 60,254	12,531 64,805	0 73,948	0 73,686
72120-189	Other Salaries and Wages (B. Piercy) CSH (Subs for LeBonheur Bus)	0 113	28,850 4,063	37,278 2,727	39,198 2,000
72120-201	Social Security CSH	0 3,198	2,411 3,540	2,311 3,950	2,430 4,693
72120-204	State Retirement CSH	(81) 4,043	2,497 5,113	2,498 5,787	2,940 5,888
72120-207	Medical Insurance CSH	0 8,963	2,330 11,679	0 13,033	0 13,100
72120-212	Employer Medicare CSH	0 748	564 829	541 924	568 1,097
72120-217	Retirement - Hybrid Stabilization	447 300	52 593	0 688	0 744
72120-299	Other Fringe Benefits CSH	0 300	0 0	0 0	0 0
72120-307	Communication (Cell) CSH	993 1,687	600 1,962	600 1,199	1,000 1,200
72120-355	Travel CSH	175 2,786	91 3,232	0 4,559	4,500 1,892
72120-399	Other Contracted Services (Contract RN) CSH (YMCA) Backpack Program	0 895 302	0 685 0	0 0 0	0 700 0
72120-413	Drugs and Medical Supplies	2,527	2,389	3,253	3,500
72120-499	Other Supplies and Materials (Replacement AEDs) CSH Backpack Program	2,078 300 302	1,750 5,589	5,305 36 4,488	6,000 0 0
72120-524	In-Service/Staff Development (First Aid/CPR)	2,967	183	2,878	3,000
72120-599	Other Charges	0	0	0	0

Trenton Special School District General Purpose School Fund 141		2022-2023	2023-2024	2024-2025	2025-2026
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025	Final	Final	Final	Proposed Budget
72210-189	Other Sal & Wages - TRMS Librarian M. Alford	71,933	0	25,285	26,502
72210-201	Social Security Summer Learning Camp	19,156 712	24,114 740	24,328 744	37,338 0
72210-204	State Retirement Summer Learning Camp	28,650 934 1,034	28,675 813	27,028 763	36,939 0
72210-207	Medical Insurance	23,569	34,713	32,749	34,669
72210-212	Employer Medicare Summer Learning Camp	5,094 934 166	5,640 173	5,690 174	8,732 0
72210-217	Retirement - Hybrid Stabilization				788
72210-299	Other Fringe Benefits	0	0	0	0
72210-307	Communication (Cell phones)	4,832	4,750	4,712	5,000
72210-355	Travel Technology Tutoring Grant PHS Principal Requests TRMS Principal Requests TES Principal Requests	18 699 0 705 710 715	2,265 0 0 1,034 2,734 8,452	1,680 0 0 2,393 8,818 2,175	24,000 0 0 4,000 4,000 4,000
72210-422	Food Supplies - Summer Learning Camp	934	0	0	2,000
72210-432	Library Books/Media (\$4.5k per school) PHS TRMS TES	0 5 10 15	0 5,290 5,886 6,044	0 5,318 2,011 6,063	0 5,434 6,131 6,131
72210-499	Other Supplies & Materials Safe Schools	0 55	0 0	0 0	0 0
72210-524	In Service/Staff Development (includes TNTP) Technology PHS Principal Requests TRMS Principal Requests (Incls Book Study) TES Principal Requests	22,522 18 705 710 715	40,674 0 1,949 150 5,286	25,481 0 3,010 2,950 425	75,000 0 4,000 4,000 5,010
72210-599	Other Charges (Michele, Ani) PHS Teacher Incentive	3,349 1,806 5	3,281 3,497	3,148 3,883	6,000 4,000

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
72210-790	TRMS Teacher Incentive	10 2,691	2,983	4,267	4,000
	TES Teacher Incentive	15 2,519	3,109	5,306	4,000
	Other Equipment (Extra Chromebooks)	18 0	0	0	0
Total Regular Instruction Program Support Services		531,959	624,796	608,733	887,405
Alternative Instructional Program - Support Services					
72215-355	Travel	0	0	0	0
Total Alternative Instructional Program - Support Services		0	0	0	0
Special Education Program - Support Services					
72220-105	Supervisor/Director FTE 0.29	25,311	26,953	28,080	29,399
72220-201	Social Security	1,416	1,500	1,565	1,823
72220-204	State Retirement	2,213	1,835	1,786	2,646
72220-207	Medical Insurance	2,129	2,279	2,425	2,571
72220-212	Employer Medicare	331	351	366	426
72220-299	Other Fringe Benefits (Worker's Comp)	119	0	0	0
72220-310	Contracts with Public Agencies (OT/PT) (VanBuren)	4,067	5,492	38,328	18,000
72220-312	Contracts With Private Agencies	49	0	0	0
72220-336	Maintenance & Repair Services (Copier)	0	0	0	0
	PHS	5	0	0	0
	TRMS	10	0	0	0
	TES	15	0	0	0
72220-355	Travel	0	0	0	1
72220-399	Other Contracted Services	24,466	29,589	3,079	0
72220-524	In-service/Staff Development	0	0	0	1

Account Number	Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025	2022-2023 Final	2023-2024 Final	2024-2025 Final	2025-2026 Proposed Budget
Total Special Education Program - Support Service		60,052	68,000	75,628	54,867
Vocational Education Program					
72230-105	Supervisor/Director	80,410	90,287	96,131	84,076
72230-201	Social Security	3,869	5,029	5,344	5,213
72230-204	State Retirement	6,160	6,149	6,114	6,718
72230-207	Medical Insurance	8,490	9,272	9,870	6,903
72230-212	Employer Medicare	1,043	1,176	1,250	1,219
72230-217	Retirement - Hybrid Stabilization				849
72230-355	Travel	737	145	839	3,000
72230-599	Other Charges - CTE Vehicle Insurance				3,000
72230-524	In Service/Staff Development Innovative School Model (ISM) Innovative School Model (ISM)		3,518 12,500	0 0	0 0
Total Vocational Education Program		100,709	128,075	119,548	107,978
Instructional Technology					
72250-105	Supervisor/Director (Lee)	66,555	71,664	74,995	78,925
72250-117	Career Ladder	0	0	0	0
72250-138	Instructional Computer Personnel	0	0	0	0
72250-189	Other Salaries and Wages (Austin Smith, D Bruketta and tech temp)	28,039	75,350	88,768	101,076
72250-201	Social Security	5,530	8,401	9,148	11,160
72250-204	State Retirement	5,988	9,747	10,972	12,924
72250-207	Medical Insurance	8,841	13,974	20,922	25,572

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
72250-212	Employer Medicare	1,293	1,965	2,139	2,610
72250-336	Maintenance & Repair Services (Toner)	18,433	21,617	26,928	30,000
72250-350	Internet Connectivity - Gibson Connect	40,299	40,875	41,116	31,000
72250-355	Travel	1,575	2,475	2,700	3,000
72250-470	Cabling	5,950	20,550	1,300	10,000
72250-471	Software	35,261	116,381	60,998	43,000
72250-524	In Service/Staff Development	0	0	7,673	8,000
72250-599	Other Charges - Replacement Chromebooks	27,670	17,065	66,125	60,000
72250-790	Other Equipment - Hardware	20,637	45,720	54,302	50,000
	LEA Reopening & Programmatic Support Grant	930	0	0	0
	Total Instructional Technology	266,071	445,784	468,087	467,267
Board of Education					
72310-299	Other Fringe Benefits (YMCA Non-Certified)	72	109	386	500
72310-305	Audit Services (16% BG/12% Cafeteria)	24,896	26,560	29,716	36,448
72310-320	Dues & Memberships	5,614	5,768	5,884	7,500
	TSBA \$4135				
	TSSE \$1914				
	Chamber of Commerce \$200				
72310-331	Legal Services (M. Hill \$5000/Other)	5,000	5,000	5,000	7,500
72310-355	Travel	7,795	13,790	1,846	15,000
72310-367	Maintenance & Repair Services-Records Board Records	0	0	0	0
72310-399	Other Contracted Services	5,000	5,000	6,000	13,500

Trenton Special School District		2022-2023	2023-2024	2024-2025	2025-2026
Account Number	General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025	Final	Final	Final	Proposed Budget
	TSBA Policies/Board Policies Maint/Chamber Video				
72310-499	Other Supplies and Materials Bd Election/Bond Exp	1,344	500	500	15,000
72310-506	Liability Insurance Error & Omission, Gen Liability, Cyber Liability, Notary	17,030	20,458	22,804	25,774
72310-508	Premium on Corporate Surety Bonds Employ Bond, Nex Gen, Surety Bond	960	1,169	1,421	1,595
72310-510	Trustee's Commission	75,546	76,429	77,207	80,000
72310-513	Workmen's Compensation Insurance Premiums, Claims & Audit	10,162	15,979	20,382	40,938
				36	0
				1	0
				36	0
72310-524	In-Service/Staff Development	3,789	5,157	1,630	6,500
72310-533	Criminal Investigation of Applicants - TBI			1,050	
72310-534	Criminal Investigation of Applicants	1,460	2,004	1,226	5,000
72310-599	Other Charges Meals	4,965	6,540	4,045	8,000
	Total Board of Education	163,634	184,462	179,172	263,255
	Director of Schools				
72320-101	County Official/Administrative Officer	111,932	121,245	125,825	132,850
72320-103	Assistant	0	0	0	0
72320-117	Career Ladder	1,000	1,000	0	0
72320-188	District Bonus Classified FT/PT Legacy/Hybrid/120 Day				216,000
72320-189	Other Salaries and Wages (Travel, Annuity, CEO Bonus)	8,700	9,000	12,000	12,400
72320-201	Social Security	6,850	7,431	7,819	22,398

Trenton Special School District General Purpose School Fund 141		2022-2023	2023-2024	2024-2025	2025-2026
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025	Final	Final	Final	Proposed Budget
72410-201	Social Security	32,077	35,171	36,231	42,692
72410-204	State Retirement	45,795	40,432	39,788	39,635
72410-207	Medical Insurance	43,992	43,975	53,341	66,330
72410-212	Employer Medicare	7,502	8,226	8,473	9,984
72410-299	Other Fringe Benefits	0	0	0	0
72410-307	Communication (Cells/Phones)	0	0	0	0
	PHS	6,748	6,956	4,838	8,000
	TRMS	3,949	4,619	4,107	5,000
	TES	3,949	4,619	4,107	5,000
72410-320	Dues & Memberships	0	0	0	0
	PHS	300	300	350	500
	TRMS	300	389	175	500
	TES	300	300	285	500
72410-330	Operating Lease Payments	0	0	0	0
	PHS Copier	1,256	1,150	1,150	2,000
	TRMS Copier	919	1,001	1,150	2,000
	TES Copier	880	985	1,150	2,000
72410-348	Postal Charges	0	0	0	0
	PHS	211	660	741	1,000
	TRMS	596	672	292	1,000
	TES	129	158	516	500
72410-355	Travel	0	0	0	0
	PHS	0	3,022	841	2,500
	TRMS	0	259	134	2,500
	TES	201	1,943	0	2,500
72410-399	Other Contracted Services				
	Bookkeeper and Inventory Software Support				
	PHS	400	1,000	1,000	1,050
	TRMS	400	1,000	1,000	1,050
	PHS	400	1,000	1,000	1,050
72410-411	Data Processing Supplies	0	0	0	0

Trenton Special School District General Purpose School Fund 141		2022-2023	2023-2024	2024-2025	2025-2026
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025	Final	Final	Final	Proposed Budget
72410-435	Office Supplies	0	0	0	0
	PHS	1,825	1,887	2,472	3,000
	TRMS	2,841	2,220	3,523	2,500
	TES	391	1,686	2,012	2,500
72410-524	In-Service/Staff Development				
	PHS	0	3,475	400	2,000
	TRMS	0	50	0	2,000
	TES	150	727	90	2,000
72410-599	Other Charges				
	Student Ins \$10,373, SWTTDD/Redl \$3600	17,592	20,315	21,477	32,200
	GC Lead \$450, 97.7 Radio \$1000, Final Forms \$2000				
	SCOPE \$2000, Drug Test \$1000, Helmet Reconditioning \$10,500				
	PHS Sports Officials	5	0	25,681	50,000
	TRMS Sports Officials	10	0	18,242	50,000
Total Office of the Principal		725,012	784,582	854,500	1,032,078
Fiscal Services					
72510-105	Supervisor/Director (68%)	36,328	44,117	46,364	48,719
72510-119	Accountants/Bookkeepers - 10% Lisa	5,193	5,939	6,236	6,547
72510-162	Clerical Personnel - 30% Dee	7,440	9,132	14,394	15,123
72510-201	Social Security	2,623	3,240	3,689	4,364
72510-204	State Retirement	3,957	4,004	4,331	5,759
72510-207	Medical Insurance	7,553	8,155	9,414	10,276
72510-212	Employer Medicare	613	758	863	1,021
72510-299	Other Fringe Benefits	0	0	0	0
72510-302	Advertising	5,539	2,699	3,921	7,500
72510-307	Communication	1,200	1,200	1,200	1,200
72510-317	Data Processing Services (W2 YE Processing)	507	513	505	700

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023 Final	2023-2024 Final	2024-2025 Final	2025-2026 Proposed Budget
72520-524	In-Service/Staff Development	125	525	575	1,000
72520-599	Other Charges (SmartHire - Sanorbix \$4274, Scanning, Nimble \$4K)	6,040	2,739	2,739	20,500
72520-701	Administration Equipment	0	0	0	0
Total Human Resources/Personnel		111,633	124,252	127,811	154,812
Operation of Plant					
72610-166	Custodial Personnel	0	0	27,728	346,044
	PHS	5		44,047	
	TRMS	10		58,212	
	TES	15		122,725	
72610-201	Social Security	0	0	1,660	21,455
	PHS	5		2,551	
	TRMS	10		3,587	
	TES	15		7,609	
72610-204	State Retirement	0	0	1,764	22,886
	PHS	5		2,951	
	TRMS	10		3,226	
	TES	15		7,726	
72610-207	Medical Insurance	0	0	1,002	8,027
	PHS	5		5,404	
	TRMS	10		0	
	TES	15		0	
72610-212	Employer Medicare	0	0	388	5,018
	PHS	5		597	
	TRMS	10		839	
	TES	15		1,780	
72610-299	Other Fringe Benefits	0	0	0	0
72610-336	Maintenance & Repair Svs-Equipment	0	0	0	0
72610-359	Disposal Fees - Sanitation	670	356	786	1,000
	PHS	7,560	8,222	18,698	20,000

Trenton Special School District General Purpose School Fund 141		2022-2023	2023-2024	2024-2025	2025-2026
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025	Final	Final	Final	Proposed Budget
Maintenance of Plant					
72620-167	Maintenance Personnel	90,274	134,857	118,254	120,619
72620-189	Other Salaries & Wages	0	0	0	0
72620-201	Social Security	5,147	7,851	6,962	7,478
72620-204	State Retirement	5,714	8,941	7,923	8,304
72620-207	Medical Insurance	4,751	9,304	12,010	19,502
72620-212	Employer Medicare	1,204	1,836	1,628	1,749
72620-307	Communication	2,114	1,800	2,130	2,500
72620-329	Laundry Service	1,788	2,155	2,282	3,000
72620-335	Maintenance & Repair Services - Building Innovative School Models	0	52,837	0	3,000
72620-336	Maintenance & Repair Services - Equipment	0	1,097	147	3,000
72620-338	Maintenance & Repair Services - Vehicles Pick-up	1,450	1,400	308	3,000
72620-355	Travel	0	0	0	1,000
72620-399	Other Contracted Services Pest Control, Service Contracts, Gym Floor, Monitoring Fire Extinguishers, Inspections	67,820	109,291	88,598	100,000
72620-418	Equipment and Machinery Parts	0	0	0	3,000
72620-499	Other Supplies and Materials	11,402	4,114	9,714	15,000
	PHS	9,941	12,224	7,810	10,000
	TRMS	(3,068)	2,115	5,318	10,000
	TES	1,783	5,648	8,935	10,000
72620-511	Vehicle and Equipment Insurance	1,500	2,000	2,000	1,500

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
72620-524	Inservice/Staff Development	400	475	475	475
72620-599	Other Charges All Ball Fields (Football, Baseball, Softball, Soccer)	48,800	44,170	45,571	56,205
72620-701	Administrative Equipment	13,637	50,353	0	0
Total Maintenance of Plant		365,573	587,633	451,534	508,332
Transportation					
72710-105	Supervisor/Director 80%	25,836	32,740	33,600	35,280
	Bus Garage Share	948	988	983	1,063
	Summer Learning Camp Transportation	936	1,200	1,200	
72710-142	Mechanic Bus Garage Share	0	0	0	0
		16,986	17,679	17,316	22,005
72710-146	Bus Drivers Special Ed (FTE 0.51)	89,103	91,731	99,587	109,258
	Summer Learning Camp Transportations	7,581	8,553	9,224	9,236
		936	5,050	9,120	
72710-162	Clerical Personnel Bus Garage Share	0	0	0	0
		2,190	2,563	2,550	2,763
72710-189	Other Salaries & Wages (Bus Monitors) Summer Learning Camp Transportation	60,614	60,643	60,911	65,000
72710-201	Social Security Bus Garage Share	8,530	8,623	8,856	12,990
	Special Ed	1,112	1,214	1,133	1,601
	Summer Learning Camp Transportation	465	525	567	573
		936	490	863	
72710-204	State Retirement Bus Garage Share	8,257	7,679	8,290	8,194
	Special Ed	1,265	1,347	1,290	1,611
	Summer Learning Camp Transportation	480	567	618	693
		936	419	793	
72710-207	Medical Insurance Bus Garage Share	103	0	0	0
		1,307	1,557	2,335	2,761

Trenton Special School District							
General Purpose School Fund 141							
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023 Final	2023-2024 Final	2024-2025 Final	2025-2026 Proposed Budget	
72710-210	Unemployment Compensation Bus Garage Share Special Ed	144 0 50	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
72710-212	Employer Medicare Bus Garage Share Special Ed Summer Learning Camp Transportation	144 50 936	2,508 274 109	2,644 297 123 142	2,766 279 133 219	3,038 375 134	
72710-299	Other Fringe Benefits W/C Bus Garage Share Special Ed	144 50	3,185 647 181	117 674 0	3,686 661 0	3,605 837 205	
72710-307	Communication Bus Garage Share	144	2,001 367	2,087 324	1,978 324	3,500 422	
72710-311	Contracts With Other School Systems (PAES)	50	0	0	0	0	
72710-329	Laundry Service Bus Garage Share	144	0 324	0 340	0 275	0 362	
72710-338	Maint and Repair Services - Vehicle Summer Learning Camp Transportation	936	0	0 2,726	0 1,500	0 0	
72710-340	Medical and Dental Services Bus Garage Share	144	1,999 59	4,070 31	2,856 55	5,000 72	
72710-348	Postal Charges Bus Garage Share	144	0 0	0 17	0 17	0 30	
72710-355	Travel Bus Garage Share	144	0 218	1,978 78	321 253	2,500 301	
72710-399	Other Contracted Services (Audit) Bus Garage Share	144	0 697	0 7,407	75 926	500 2,410	
72710-412	Diesel Fuel Special Ed Summer Learning Camp Transportation	50 936	65,799 0 10,282	57,672 0 5,482	45,659 0 4,535	70,000 2,000 0	
72710-424	Garage Supplies Bus Garage Share	144	0 973	0 651	0 1,233	2,000 1,446	

Trenton Special School District									
General Purpose School Fund 141									
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025	2022-2023	2023-2024	2024-2025	2025-2026				
		Final	Final	Final	Proposed Budget				
72710-433	Lubricants	55	144	239	1,000				
	Bus Garage Share	2,341	2,797	2,244	3,013				
72710-450	Tires and Tubes	0	(1,980)	361	3,000				
	Bus Garage Share	12,220	13,189	5,034	9,038				
	Summer Learning Camp Transportation	936	2,738	0	0				
72710-453	Vehicle Parts	402	(2,001)	(431)	5,000				
	Bus Garage Share	17,132	17,518	17,463	15,665				
72710-499	Other Supplies and Materials	180	610	1,312	2,000				
	Bus Garage Share	559	127	169	482				
72710-511	Vehicle and Equipment Insurance	11,729	13,676	13,110	16,640				
	Special Ed	725	725	725	725				
	Bus Garage Share	397	432	410	422				
72710-524	Inservice/Staff Development	300	1,735	503	2,000				
72710-599	Other Charges	4,639	3,687	7,170	7,500				
	Special Education	0	0	0	0				
	Bus Garage Share	2,398	2,603	2,488	3,013				
72710-701	Administrative Equipment								
	Bus Garage Share	144	0	0	0				
72710-729	Transportation Equipment								
	Bus Garage Share	0	0	0	0				
	Innovative School Model Grant	3,590	42,624	640	6,025				
	Innovative School Model Grant	144	42,624	0	0				
		955-005	7,240	7,240	0				
		955-010							
Total Transportation		372,365	475,236	390,461	447,288				
Central and Other									
72810-330	Operating Lease Payments (Copier)	4,614	4,917	4,084	5,500				
72180-399	Other Contracted Services								
	Hardware/Software Maint (LG/5 Pts/Siesta)	18,393	22,370	22,123	30,000				
72810-411	Data Processing Supplies	0	1,488	532	2,000				
	Checks								
72810-499	Other Supplies and Materials	826	795	1,179	2,000				

Trenton Special School District General Purpose School Fund 141 Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023	2023-2024	2024-2025	2025-2026
Account Number		Final	Final	Final	Proposed Budget
72810-599	Other Charges (Badges)	549	801	1,328	2,500
72810-900	Other Equipment	0	0	0	0
Total Central and Other		24,382	30,372	29,247	42,000
TOTAL SUPPORT SERVICES		4,261,798	5,244,424	5,430,977	6,653,855
TOTAL OPERATION OF SERVICES		10,645,488	12,361,132	13,112,565	15,635,551
DEBT SERVICE					
Education					
82130-601	Principal on Bonds	655,000	660,000	700,000	720,000
82130-612	Principal on Loans - Energy Efficiency Project	0	0	0	0
Total Education		655,000	660,000	700,000	720,000
TOTAL PRINCIPAL ON DEBT		655,000	660,000	700,000	720,000
INTEREST ON DEBT					
Education					
82230-603	Interest on Bonds	608,169	575,419	542,419	507,419
82230-613	Interest on Loans - Energy Efficiency Project	0	0	0	0
TOTAL INTEREST ON DEBT		608,169	575,419	542,419	507,419
Education					
82330-606	Other Debt Issuance Charges	0	0	0	0
82330-699	Other Debt Service	0	0	0	0

Trenton Special School District							
General Purpose School Fund 141							
Account Number	Proposed Budget For the Fiscal Year Ending June 30, 2025		2022-2023 Final	2023-2024 Final	2024-2025 Final	2025-2026 Proposed Budget	
34780	Debt Reserve	Assigned for Debt Reserve	0	0	0		
Assigned for Other Purposes							
34790	Technology		180,993	180,993	180,993		
34790	Technology/Broadband - Tower Sale		162,871	162,871	162,871	(146,000)	
34790	Chromebooks		14,059	18,650	27,372		
34790	Unemployment		100,000	100,000	100,000		
34790	Non-certified Leave		2,250	2,250	2,250		
34790	Band		34,179	34,179	38,679		
34790	Insurance		12,000	12,000	12,000		
34790	Speech		74,452	94,251	121,746		
34790	STEM		0	9,450	4,155	(4,155)	
34790	Battelle STEM PHS		0	5,000	5,000	(5,000)	
34790	Battelle STEM TES		0	0	0		
34790	SPED Field Day		0	0	0		
34790	EPSO (PHS)		0	0	0		
34790	Middle STEM		0	3,245	8,136	(8,136)	
34790	Middle CTE		0	0	0		
34790	Prek		9,708	0	6,432	(6,432)	
34790	Pending Litigation		7,042	7,042	7,042		
34790	Safety		2,062	17,599	17,599		
34790	United Ways Learning Blade		1,000	776	776	0	
34790	Assigned for Jackson State Tuition Aid			25,000	25,000	0	
34790	Assigned for Extra Curricular			100,000	100,000	0	
34790		Assigned for Other Purposes	600,616	773,306	820,051	(169,723)	
Assigned for Other Purposes							
34790	Backpack Program		22,044	32,955	36,467		
34790	Assigned for Other Purposes - Dental Grant		0	0	0		
34790	FRC Homeless		1,130	2,707	2,706		
35100	Total Designated Fund Balance		3,243,635	4,437,458	5,072,996	(1,669,723)	(150,000)
39000	Undesignated Fund Balance		6,761,140	7,389,585	8,074,523	(1,246,860)	
39000	Undesignated fund Balance-Transfer to Fed Proj		(100,000)	(100,000)	(100,000)	(100,000)	
30000	Total Reserves and Fund Balances		9,904,775	11,727,043	13,047,521	9,880,938	

2025-2026 Budget Summary

2025-26 Expenditures			17,349,158
(does NOT include one time expenditures)			
2025-26 Revenue			16,268,329
(does NOT include using any reserves)			
Available for One-time expenditures			(1,080,829)
One-time expenditure requests:			
PHS		44,358	
TRMS		26,500	
TES		1,504,100	
District		113,750	
Technology		147,046	
Total		1,835,754	
Balance Budget:			
39000 Fund Balance		1,246,860	
34775 Assigned for Capital Outlay		1,500,000	TES Roof
34790 Assigned for Other Purposes-Tech/Broadband		146,000	Security Cameras
34790 Assigned for Middle STEM		8,136	
34790 Assigned for STEM		4,155	
34790 Assigned for Battelle STEM		5,000	
34790 Assigned for PreK		6,432	
		0	
		0	
Available Budget		0	
		2,916,583	
			Total Funds need: 2,916,583

Budgeted Reserves 2025-2026

Acct #	Description	Trial Bal	Revenues	Expenditures	Balance	
		45839.00			46203.00	
34555	Restricted for Ed - Child Care (802)	44777.07	0	0	44777.07	
34555	Restricted for Ed - Child Care Food	797.77	0	0	797.77	rec & exp closes into reserves
34555	Restricted for Ed - Bus	355566.43	0	0	355566.43	Bus
34555	Restricted for Ed - Driver's Ed	37523.95	0	0	37523.95	71100-599-702
34555	Restricted for Ed - Ext Contract	11266.44	0	0	11266.44	
34555	Restricted for Ed - TES Arts Subsidy Grant	1225.13	0	0	1225.13	
34555	Restricted for Ed-Fed Unempl	80491.81	0	0	80491.81	
	Total Acct 34555	531648.60	0	0	531648.60	
34555-SRT	Restricted for Ed-Stabilization Reserve Trust	156745.85	0	0	156745.85	
34560	Restricted for Instruction - Career Ladder	1327.06	0	0	1327.06	
34760	Assigned for Education - Textbooks	100000.00	0	0	100000.00	
34775	Assigned for Capital Outlay	2519225.16	0	1500000	1019225.16	Misc rent & int closes into acct
34775-DEBT	Assigned for Future Capital/Debt	900000.00		0	900000.00	
34775-BF	Building Fund - LGIP Account	4826.08	0	0	4826.08	
	Total Acct 34775	3424051.24	0	1500000	1924051.24	
34780	Debt Reserve	0.00	0	0	0.00	
34790	Assigned for Other Purp-Tech	180993.00	0	146000	34993.00	
34790	Assigned for Other Purp-Tech/Broadband	162871.00	0	0	162871.00	
34790	Assigned for Other Purp-Chromebooks	27371.94	0	0	27371.94	
34790	Assigned for Other Purp-Unemploy	100000.00	0	0	100000.00	
34790	Assigned for Other Purp-NC Leave	2250.00	0	0	2250.00	
34790	Assigned for Other Purp-Band	38679.00	0	0	38679.00	71100-599 \$4,500 closes into
34790	Assigned for Other Purp-Ins	12000.00	0	0	12000.00	
34790	Assigned for Other Purp-Speech	121746.07	0	0	121746.07	
34790	Assigned for Pending Litigation	7042.40	0	0	7042.40	

2025-2026 Payroll and Benefits Budget Summary

Certified Staff – 5.62% to Teacher Salary Schedule (cost \$401,414)

Non-certified Staff – 5% increase (cost \$80,874)

Substitute Teacher Pay:

High School Diploma	\$90/day
Associate's Degree/Bachelor's Degree	\$100/day
Teacher License	\$120/day

(based on 2024/2025 Substitute Teacher coverage – cost \$34,000)

Health Insurance – currently pay 45% plus \$150 per month on health insurance. Beginning January 1, 2026, TSSD will pay 50% plus \$150 per month on health insurance (cost \$68,978).

Additional Staff:

ESL Teacher (cost \$52,000)

TES Teacher Assistant (cost \$24,312)

TRMS Teacher Assistant (cost \$24,312)

		Trenton Special School District									
		Bus Garage Fund									
Account Number		2023-2024 Final	2024-2025 Final	2025-2026 Final	2025-2026 TSSD Share 0.1205	2025-2026 Proposed Budget					
Transportation											
72710-105	Supervisor/Director	8000	8400	8400	1063	8820					
72710-142	Mechanic	143148	153131	148258	22005	182610					
72710-146	Bus Drivers	0	0	0	0	0					
72710-162	Clerical Personnel	20761	21818	21818	2763	22927					
72710-201	Social Security	9830	11368	9705	1601	13290					
72710-204	State Retirement	10904	12116	11025	1611	13369					
72710-207	Medical Insurance	12607	16268	19961	2761	22917					
72710-210	Unemployment Compensation	0	0	0	0	0					
72710-212	Employer Medicare	2405	2659	2392	375	3108					
72710-299	Other Fringe Benefits - W/C	5460	5838	5648	837	6942					
72710-307	Communication	2622	3500	2773	422	3500					
72710-329	Laundry Service and Boots	2757	3000	2603	362	3000					
72710-340	Medical and Dental Services	250	600	469	72	600					
72710-348	Postal Charges	134	250	146	30	250					
72710-355	Travel	631	2500	2160	301	2500					
72710-399	Other Contracted Services (Audit)	37640	20000	12017	2410	20000					
72710-424	Garage Supplies	5274	8000	10534	1446	12000					
72710-433	Lubricants	22737	25000	19802	3013	25000					
72710-450	Tires and Tubes	94447	90000	60428	9038	75000					

72710-453	Vehicle Parts			114522	115000	123221	15665	130000	
72710-499	Other Supplies and Materials			1728	4000	1448	482	4000	
72710-511	Vehicle and Equipment Insurance			3500	3500	3500	422	3500	
72710-524	Inservice/Staff Development			0	0	0	0	0	
72710-599	Other Charges			21454	25000	21260	3013	25000	
72710-701	Administrative Equipment			0	0	0	0	0	
72710-729	Transportation Equipment			0	5600	5470 0	6025	50000	Transmission Jack New Roof
Total Transportation				520810	537548	493038	75714	628334	

**School Nutrition Budget
2025-26**

<u>73100 Expenditure Codes</u>	<u>Original</u>
105 Supervisor/Director	39,284.00
162 Clerical Personnel	4,154.00
165 Cafeteria Personnel	358,670.00
189 Other Salaries and Wages	25,000.00
201 Social Security	24,931.00
204 State Retirement	29,190.00
207 Medical Insurance	81,387.00
212 Employer Medicare	5,831.00
299 Other Fringe Benefits	12,403.00
336 Maintenance and Repair Services-Equipment	22,000.00
355 Travel	3,250.00
399 Other Contracted Services	40,000.00
422 Food Supplies	850,000.00
451 Uniforms	3,000.00
452 Utilities	30,000.00
469 Commodities	87,000.00
499 Other Supplies and Materials	80,000.00
524 In-Service/Staff Development	22,000.00
599 Other Charges	20,000.00
710 Food Service Equipment	397,847.00
Total	2,135,947.00
 <u>Revenue Codes</u>	
43521 Lunch Payments-Children	-
43522 Lunch Payments-Adults	2,000.00
43523 Breakfast	10,000.00
34570 Fund Balance	65,000.00
44110 Investment Income	25,839.00
46520 School Food Service State Match	8,000.00
46980 Other State Grants	95,108.00
47111 USDA School Lunch Program	850,000.00
47112 Commodities	80,000.00
47113 Breakfast	700,000.00
47114 Snack	300,000.00
	2,135,947.00

580,850.00	Salaries		27%	
1,017,000.00	Food/supplies		48%	
538,097.00	fees, maint, etc		25%	
	HMI Grant	\$ 67,508.00		46980
	FFVP grant	\$ 27,600.00		47114
		\$ 95,108.00		

27% of budget is salaries

48% is Food and supplies

25% is equipment, utilities, maintenance

-

CTE Perkins Reserve - Secondary Application

71300-730	Vocational Equipment	25,000.00
		25,000.00
Revenue	47131	

Funds will be used to purchase a Digital Heat FX Pro9541WT
Package & Crio Printer Starter Bundle

ATSI 24 Grant

	<u>Original</u>
<u>71100 Regular Instruction Program</u>	
189 Other Salaries and Wages	43,200.00
201 Social Security	2,679.00
204 State Retirement	3,888.00
212 Medicare	627.00
299 Other Fringe	203.00
429 Instructional Supplies and Materials	21,163.00
	<hr/>
	71,760.00
<u>71200 SPED Regular Instruction Program</u>	
163 Instructional Assistants	24,600.00
201 Social Security	1,526.00
204 State Retirement	1,641.00
212 Medicare	357.00
299 Other Fringe	116.00
	28,240.00
<u>Total</u>	100,000.00

47141 Revenue Account

2025-2026 Differentiated Pay Plan

Trenton Special School District will continue to pay based on years of experience and education level. The current salary schedule has 0 to 20 plus years of experience. Education is broken down in Bachelors, Masters, Masters Plus 45, EDS, and Doctorate.

Additional compensation will be paid for hard to staff positions. Hard to staff positions have been defined as secondary math, secondary science, foreign language and CDC Special Education K-12. New hires in these categories are eligible for a \$2,000 sign-on bonus. This bonus is recurring each year as a retention bonus. These teachers are also eligible for a \$2,000 performance bonus. An additional \$2,000 bonus may be earned when evidence of satisfactory evaluation results are available. Existing teachers in these areas would be eligible for the additional \$2,000 when satisfactory evaluation results are available.

TSSD will compensate teachers for performing additional roles which are annually identified based on district needs. Eligible teachers must score a 4 or above and meet attendance requirements. The compensation will be given annually in the form of a stipend. Currently we have one teacher providing additional support to the secondary Mathematics program and one Special Education teacher with additional district reporting duties.