

Board of Education Regular Meeting

November 16, 2021 5:00 PM

Central Office

I. Call to Order

II. Pledge of Allegiance to the Flag

III. Roll Call

IV. Approval of Agenda

V. Special Items

1. Individuals to Address the Board
2. Student Celebrations
3. Holland Scholarship
4. Wollman Scholarship
5. TCS Scholarship Resolution

VI. Consent Agenda

1. Approval of Minutes
2. School Compliance Report
3. Booster Supplemental Pay Request

VII. Unfinished Business

1. Engineering and Design Services for Farrar 2.0
2. Building Access Controls 2.0
3. Policy Updates
 - a. Policy 3.404-Private Vehicles
 - b. Policy 6.308-Bus Safety and Conduct

VIII. District Report

1. Superintendent's Report
2. Board Chairman's Report
3. City Board Liaison Report
4. Personnel Report
5. Monthly Financial Report

IX. Adjournment

TULLAHOMA BOARD OF EDUCATION

RESOLUTION

Dated November 16, 2021

WHEREAS, Tullahoma City School System (TCS) has historically operated the Tullahoma High School, from which students graduated from TCS and received a high school diploma; and

WHEREAS, in 2021 TCS created the Tullahoma Virtual Academy, which allows TCS students to participate in virtual/online learning and graduate from TCS and receive a high school diploma; and

WHEREAS, TCS has historically had many gracious benefactors, which have established scholarships for the graduates of TCS; and

WHEREAS, the Tullahoma Board of Education desires for all graduates of TCS, including graduates from the Tullahoma High School and the Tullahoma Virtual Academy, to be eligible for any and all scholarships historically available for graduates of TCS; and

NOW THEREFORE:

BE IT RESOLVED that the Board of Education of Tullahoma, Tennessee (TBOE) considers all students that graduate and receive a high school diploma from the Tullahoma High School and the Tullahoma Virtual Academy to be graduates of TCS.

BE IT FURTHER RESOLVED that while the Tullahoma Virtual Academy is recognized by the Tennessee Department of Education as a separate school, TBOE considers the Tullahoma Virtual Academy to be an online extension of the Tullahoma High School.

BE IT FURTHER RESOLVED that TBOE requests for all graduates of TCS including graduates from the Tullahoma High School and the Tullahoma Virtual Academy, to be eligible for any and all scholarships historically available for graduates of TCS.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from and after its passage, the public welfare requiring it, this the 16th day of November, 2021, it having been approved by a majority of the members of the Board of Education of Tullahoma, Tennessee.

THE BOARD OF EDUCATION OF THE CITY OF TULLAHOMA, TENNESSEE

BY: _____
CHAIRMAN

ATTEST:

BY: _____
SECRETARY

TULLAHOMA CITY SCHOOLS
Board of Education Regular Meeting
October 19, 2021 5:00 PM
Central Office

Attendance Taken at 5:00 PM:

Present Board Members:

Mrs. Amy Dodson
Dr. Sid Hill
Mrs. Amy Johnson
Mrs. Teresa Lawson
Mrs. Kim Uselton
Mr. Pat Welsh
Mr. Andy Whitt

Approval of Agenda

Motion Passed: To approve agenda as presented.

Passed with a motion by Dr. Sid Hill and a second by Mr. Pat Welsh.

7-Yeas - 0 Nays.

Mrs. Amy Dodson	Yea
Dr. Sid Hill	Yea
Mrs. Amy Johnson	Yea
Mrs. Teresa Lawson	Yea
Mrs. Kim Uselton	Yea
Mr. Pat Welsh	Yea
Mr. Andy Whitt	Yea

Special Items

Individuals to Address the Board

There were no individuals wishing to address the board.

Consent Agenda

Motion Passed: To approve the consent agenda as presented.

Passed with a motion by Mrs. Amy Johnson and a second by Mrs. Teresa Lawson.

7 Yeas - 0 Nays.

Mrs. Amy Dodson	Yea
Dr. Sid Hill	Yea
Mrs. Amy Johnson	Yea
Mrs. Teresa Lawson	Yea
Mrs. Kim Uselton	Yea
Mr. Pat Welsh	Yea
Mr. Andy Whitt	Yea

Approval of Minutes

Minutes from the regular Board of Education meeting held on September 21, 2021, were presented for approval.

Booster Supplemental Pay

The THS band boosters desired to pay a supplement to Doug Clark for scholarship private band lessons to THS band students in the gross amount of \$316.00. This supplement was presented for board approval.

Unfinished Business

Building and Grounds Report

Teresa Lawson presented an update from the Building and Grounds committee.

Maintenance Department Updates

Deputy Director of Schools, Dr. April Norris, presented an update to the board regarding recent changes to the maintenance department which included a new ticketing system and changes to staff schedules to better serve the district.

Policy Update

The policy committee presented an update to policy 3.404 (Private Vehicles).

Motion Passed: To adopt changes to policy 3.404 on a first and final reading.

Passed with a motion by Mrs. Amy Johnson and a second by Mr. Pat Welsh.

7 Yeas - 0 Nays.

Mrs. Amy Dodson	Yea
Dr. Sid Hill	Yea
Mrs. Amy Johnson	Yea
Mrs. Teresa Lawson	Yea
Mrs. Kim Uselton	Yea
Mr. Pat Welsh	Yea
Mr. Andy Whitt	Yea

New Business**Spring Club Sports**

All club sports must be approved by the Board of Education prior to beginning their activities. Policy 4.303 defines club sports as extracurricular athletic activities sponsored by community organizations under the auspices of the Tullahoma City Board of Education. The following club sports were presented for board approval:

Middle school swimming and bass team, as well as, high school swimming and bass team.

Motion Passed: To approve middle school swimming and bass team and high school swimming and bass team as presented.

Passed with a motion by Mrs. Amy Dodson and a second by Mrs. Teresa Lawson.

7 Yeas - 0 Nays.

Mrs. Amy Dodson	Yea
Dr. Sid Hill	Yea
Mrs. Amy Johnson	Yea
Mrs. Teresa Lawson	Yea
Mrs. Kim Uselton	Yea
Mr. Pat Welsh	Yea
Mr. Andy Whitt	Yea

Transition to TMSAA

Director of Schools, Dr. Catherine Stephens, made a recommendation to the board that the following middle school sports transition away from being a club sport to being under the state-sanctioned TN Middle School Athletic Association (TMSAA). Girls soccer, volleyball, cross-country, tennis, golf, boys soccer, bowling, baseball, and softball were presented for board approval so these groups can continue play in the CTC conference.

Dr. Stephens shared how the breakdown of teams will be handled should board approval be obtained:

Sport	Season	School	More Information
Football	Fall	West	Joint Team
Football Cheer	Fall	West	Joint Team
Girls Soccer	Fall	West	Joint Team
Volleyball	Fall	East	Joint Team
Cross Country	Fall	East	Joint Team
Basketball	Winter	East & West	Each school has its own team
Cheer	Winter	East & West	Each school has its own team
Track & Field	Spring	East & West	Each school has its own team
Tennis	Spring	West	Joint Team
Baseball	Spring	West	Joint Team
Bowling	Spring	West	Joint Team
Softball	Spring	East	Joint Team

Boys Soccer	Spring	East	Joint Team
Golf	Spring	East	Joint Team

Motion Passed: To approve the transition from club sports to the sanctioning of girls soccer, volleyball, cross-country, tennis golf, boys soccer, bowling, baseball, and softball under the Tennessee Middle School Athletic Association (TMSAA).

Passed with a motion by Mrs. Amy Dodson and a second by Mrs. Amy Johnson.

7 Yeas - 0 Nays.

Mrs. Amy Dodson	Yea
Dr. Sid Hill	Yea
Mrs. Amy Johnson	Yea
Mrs. Teresa Lawson	Yea
Mrs. Kim Uselton	Yea
Mr. Pat Welsh	Yea
Mr. Andy Whitt	Yea

Building Access Control

Director of Business, Jason Ray, shared that administration continues to look for ways to increase safety within TCS. One way to increase safety and security is through a building access control system. Mr. Ray stated that a building access control system, at its basic level, is door access. This access is controlled by software and a badge working with the mechanisms of the door to operate.

This project is recognized as an appropriate use of the State's Safe School grant funding and if approved, TCS is able to piggyback off a recent Tennessee school district invitation to bid for pricing with System Integrations from Lebanon, TN.

The quotation pricing is as follows:

- The headend items (items needed to operate the program and software for all buildings) is \$7,161.02.
- THS proposed cost is \$97,654.64
- East Middle School's proposed cost is \$28,889.90
- Total of these three items: \$133,705.56

Administration recommended approving this project with System Integrations for the Tullahoma High School and East Middle School.

Motion Passed: To approve the building access system with System Integrations for Tullahoma High School and East Middle School in the amount of \$133,705.56.

Passed with a motion by Mrs. Teresa Lawson and a second by Mr. Pat Welsh.

7 Yeas - 0 Nays.

Mrs. Amy Dodson	Yea
Dr. Sid Hill	Yea
Mrs. Amy Johnson	Yea
Mrs. Teresa Lawson	Yea
Mrs. Kim Uselton	Yea
Mr. Pat Welsh	Yea
Mr. Andy Whitt	Yea

Additional ELE Teacher Needed

Dr. Stephens shared that in order to meet state required class size ratios and to best meet the needs of students at East Lincoln Elementary, an additional teacher should be added to the third grade.

Dr. Stephens recommend the addition of an interim 3rd-grade teacher for the rest of this school year. She further stated the the current, approved 2021 – 2022 budget can handle the addition of this interim position.

Motion Passed: To approve the addition of a one-year 3rd-grade teacher interim at East Lincoln Elementary to lower class sizes and better meet the needs of our students.

Passed with a motion by Dr. Sid Hill and a second by Mrs. Teresa Lawson.

7 Yeas - 0 Nays.

Mrs. Amy Dodson	Yea
Dr. Sid Hill	Yea
Mrs. Amy Johnson	Yea
Mrs. Teresa Lawson	Yea
Mrs. Kim Uselton	Yea
Mr. Pat Welsh	Yea
Mr. Andy Whitt	Yea

Superintendent's Report

Dr. Stephens shared an update to the board.

City Liaison Report

Rupa Blackwell was unable to attend but sent a report that was shared by Chairman Kim Uselton.

Personnel

Personnel changes from October 2021 were presented in an attachment.

Monthly Financial Report

The monthly financial report for September 2021 was presented in an attachment.

Adjournment

There being no further business, the meeting was adjourned at 5:50 p.m.

Motion Passed: To adjourn the meeting at 5:50 p.m.

Passed with a motion by Dr. Sid Hill and a second by Mr. Andy Whitt.

7 Yeas - 0 Nays.

Mrs. Amy Dodson	Yea
Dr. Sid Hill	Yea
Mrs. Amy Johnson	Yea
Mrs. Teresa Lawson	Yea
Mrs. Kim Uselton	Yea
Mr. Pat Welsh	Yea
Mr. Andy Whitt	Yea

Minutes approved November 16, 2021

Kim Uselton, Board Chairman

Dr. Catherine Stephens, Director of Schools

2021 Local Education Agency Compliance Report

Local education agencies (LEAs) are required to comply with all federal and state education laws and State Board of Education (SBE) rules. This annual compliance report is one mechanism the department uses to ensure education laws and rules are faithfully executed. The commissioner of education is charged with taking corrective action when an LEA is noncompliant with those laws and rules or is not following a department-approved compliance plan.

Each LEA must submit this report and, if applicable, the corresponding corrective action plan, to the department by **November 30, 2021**. During completion, an LEA should carefully check the status of its compliance with all federal and state education laws and SBE rules. The department monitors and verifies LEA compliance via multiple data sources (e.g., Education Information System, internal program managers) and will consider those sources in making a final determination of an LEA's compliance. Beginning school year 2021-22, the department is formally reinstating LEA approval classifications as outlined in SBE Rule [0520-01-02-.01](#). Annual compliance report data may inform an LEA's approval classification.

- I certify that the LEA is in compliance with all federal and state education laws and SBE rules.
- I certify that, with the exception of areas indicated in the **attached corrective action plan**, the LEA is in compliance with all federal and state education laws and SBE rules.

LEA: Tullahoma City Schools

Director of Schools/Superintendent Name: Dr. Catherine Stephens

Director of Schools/Superintendent Signature:

School Board Chair Name: Kim Uselton

School Board Chair Signature:

Date of School Board Approval: 11/16/21

UPLOAD COMPLETED REPORT TO ePlan BY NOVEMBER 30, 2021
(including the corresponding corrective action plan if applicable).
Upload instructions are accessible [here](#).

2021 Local Education Compliance Report

Appendix A

Noncompliance Corrective Action Plan

Instructions: Below is a corrective action plan template that features an example. Using the template, enter areas of self-reported noncompliance and include proposed corrective action steps and completion dates. If needed, add additional rows.

For unresolved noncompliance detected by the department via monitoring, include pertinent details from the corresponding corrective action plan issued by the department. After the department reviews the proposed plan, edits may be warranted. Finally, using the provided instructions, upload the plan to ePlan by **November 30, 2021**.

Local Education Agency: Tullahoma City Schools				
Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
SBE Chapter 0520-01-02-.07 (Library Information Centers)	Tullahoma Virtual Academy (TVA) opened in 2021-22. Two students who are enrolled full-time in TVA live out-of-zone and pay tuition. They were enrolled in Tullahoma City Schools prior to the inception of TVA. According to clarification from the state, we are required to provide access to a library information center and a library information specialist to these students who live out-of-zone.	We will submit a waiver form pursuant 0520-01-02-.12(3).	Director of Instruction, Assessment & Federal Programs	December 31, 2021

Tullahoma City Schools



To: Board Members

From: Jason Ray

JRR

Date: 10/22/2021

RE: Farrar engineering & design services

I've attached OLG's proposal related to the engineering and design services of the Farrar Elementary construction project.

The proposal is based on a \$15 million project. Based on this projected cost, the anticipated fee for engineering and design services is \$600,000.

The fees would adjust based on the total cost of construction.

This cost "includes all elements of professional design with Civil, Architectural, Structural, Mechanical, Plumbing, Electrical, Sprinkler Intent, Food Service and interior consultants."

This fee proposal does not include reimbursable services, as is typical to these proposals.

I recommend approval of this professional service proposal for the engineering and design of Farrar Elementary with OLG, pending negotiation of an acceptable contract between OLG and TCS legal counsel.

301 Industrial Boulevard
Tullahoma, TN 37388
Phone: 931.454.9940
Fax: 931.454.2338



2605 Elm Hill Pike
Suite C
Nashville, TN 37214
Phone: 615.678.6022

11 August, 2021

Mr. Jason Ray
Tullahoma City Schools
510 South Jackson Street
Tullahoma, TN 37388

Re: Farrar Elementary School

Mr. Ray,

Thank you for the opportunity to continue supporting Tullahoma City Schools (TCS). We look forward to moving through the various steps and components of this effort as a partner with the School System. We will strive to achieve your needs and desires for the School with the best construction and operational budget considerations we can achieve.

Below is our understating of the scope of the Project based on our discussions to date. However, we realize this scope may change over the course of our preliminary work, project development, and thoughts or changes in approach TCS may have with their input.

Project Scope:

Through our preliminary discussions, and review of the Assessment Report, we understand the scope for this Project to include the following items:

1. The existing facility is aged, though generally maintained, but does have some envelope, roof, aged mechanical, and other issues. Another issues is the open concept classroom and as such not conducive for the educational approach today. We understand the desire to replace the original building (approximately 55,000 SF +/-) with a new facility. The new facility would include classrooms, administrative and support areas, along with core areas for library, kitchen, and cafeteria.
2. The existing Gym/PE portion would be updated and a portion repurposed or remodeled to provide updated classroom functions in those available areas. The Gym/PE structure would also be integrated with all new work for a contiguous facility.
3. With consideration of new structure, we understand this would be a development on the existing site. Considerations would be included for development of new construction work around an existing and active site, understanding students would be present with much of construction efforts. Addressing this, as well as,

overall site programming, access to outdoor support areas and facilities would also be reviewed and integrated for the best flow and opportunities available.

4. As with all school facilities, considerations would be maintained for longevity of design along with functionality, security, life safety, etc.

Given the current construction market and undetermined timeframe for what would be construction efforts, it is hard to anticipate or predict any budget considerations. Based on the above work considerations, our best opinion of probably construction cost for this facility not including fees would be in the \$15 - \$20M range. Markets are evolving and this is a very early 'guestimate' with no specific development, but is an attempt to be conservative and err on potential higher considerations. This is not to establish budgets but only to start some preliminary considerations to assist TCS with thoughts to assist with any preliminary considerations or limitations..

Fees:

For the overall project, we are proposing an design fee of five percent (5%) of the construction costs. This would include all elements of professional design with Civil, Architectural, Structural, Mechanical, Plumbing, Electrical, Sprinkler Intent, and Food Service and interior consultants. Items for testing and other reimbursable services would be additional and coordinated and identified with you prior to authorizing any when needed. With the considerations of possible budget noted above, this would provide overall design and professional service fees of \$750,000 – \$1,000,000. This would not include testing, surveys, and other outside services that would be required. Of this fee, we would propose breaking it down into the below phases.

Programming & Schematic Design	10%
Design Development	25%
<u>Construction Document</u>	<u>40%</u>
Bidding & Negotiation	5%
Construction Admin	20%

With the above considerations, this would provide an estimated \$600,000 - \$800,000 for design services thru Construction Documents. Bidding and Negotiation thru Construction Administration phases would be and additional \$150,000 - \$200,000 in professional services.

Once you have reviewed and considered the above, please feel free to contact us with any questions, concerns, or other regarding the Scope, deliverables proposed, proposed fees, or other.

Thank you again for the opportunity to present this proposal. We are eager and excited to move forward!

If the approach for this effort and terms as outlined above is reflective of TCS desires and acceptable, please let us know and we will develop the appropriate documents.

Sincerely,



Tim Little, PE
Principal / Partner

OLG File: 50421.7

Tulahoma City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 04/23/13
		Rescinds: 3.404	Issued: 05/19/03

1 Employee Drivers

2 The Board recognizes that certain employees may need to use their private vehicles for school
3 purposes. With the use of private vehicles, the following policy shall be observed:

- 4
- 5 1. To use a private vehicle for school purposes, the employee must have written permission from
6 the Director of Schools/designee. Employee's personal insurance will be in effect for using
7 their personal vehicle for school related purposes. The following documents will be necessary:
8
 - 9 (a) Valid driver's license.
 - 10 (b) Proof of vehicle liability insurance coverage in the form of an insurance certificate
11 issued to the insured indicating liability limits of at least \$25,000/\$50,000/\$15,000.
 - 12 (c) The Employee Use of Private Vehicle Authorization form (3.404.1), kept by the
13 employee's supervisor, shall serve as a standing permit for employees who use their
14 own vehicles for school purposes. Additionally, it shall serve as a permit to be used
15 on a one-time or as-needed basis. This document shall state the particular purpose of
16 the trip.

17

18 The school system shall assume no responsibility for liability in case of accident.

19

20 Authorized employee drivers are under a continuing obligation to notify the school of any change
21 in status regarding their driver's license or vehicle liability insurance.

Employee Drivers of Students

22 The Board recognizes that certain employees may at times need to use their private vehicles to
23 transport students to a school-related event. With the use of private vehicles, the following policy shall
24 be observed:

- 25
- 26 1. To use a private vehicle for transportation of students for school purposes, the employee must
27 have written permission from the Director of Schools/designee. Employee's personal insurance
28 will be in effect for using their personal vehicle for transporting students for a school-related
29 event. However, as noted below, a higher level of liability coverage is required. The following
30 documents will be necessary:
31
 - 32 a) Valid driver's license.

- 1 b) Proof of vehicle liability insurance coverage in the form of an insurance
2 certificate issued to the insured indicating liability limits of at least
3 \$100,000/300,000/50,000.
4 c) The Employee Use of Private Vehicle Authorization form (3.404.1) shall serve
5 as a permit for employees transporting students and shall state the purpose of the
6 trip.

7
8 2. The school system shall assume no responsibility for liability in case of accident.

9
10 3. The Board specifically forbids any employee to transport students for
11 school purposes without prior authorization by the Director of Schools/designee.

12
13 Authorized employee drivers are under a continuing obligation to notify the school of any change
14 in status regarding their driver's license or vehicle liability insurance.

Additional Guidelines for Employees

15 1. Privately owned buses and drivers of such shall meet all requirements of State
16 law and State Board Rules, Regulations and Minimum Standards.¹ Charter bus companies must
17 be approved in advance by the Supervisor of Transportation. A passenger van designed to carry
18 more than 10 persons shall not be used to transport students.

19
20 2. No student shall be sent on errands, personal or school-related, in a vehicle owned by the
21 student, an employee, or the school system.

22
23 3. No employee may ask for or give permission to students to transport other students to and
24 from any school or school-related activity without written parental permission and proof of
25 student insurance.

23 Volunteer Parent Drivers

24 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for
25 school purposes or to transport students for a school-related event. In order to use their private vehicle
26 to drive for school purposes, a parent shall be authorized by the school. Such authorization will be
27 approved by the principal of the school only when the parent driver submits the following forms;
28 which will be kept on file in the school office.

29 (a) Valid driver's license.

30 (b) Proof of vehicle liability insurance coverage in the form of an insurance certificate
31 issued to the insured indicating liability limits of at least \$100,000/300,000/50,000
32 will be necessary.²

33 (c) Parent Use of Private Vehicle Authorization Form (3.404.2).

34
35 The school system shall assume no responsibility for liability in case of accident.
36

1 Authorized volunteer parent drivers are under a continuing obligation to notify the school of any
2 change in status regarding their driver's license or vehicle liability insurance.
3

4 **Student Drivers**

5

6 ***Credit-Bearing Courses***

7 The Board also recognizes that students may need to drive themselves for school-related, credit-
8 bearing courses in their own private vehicles. The student drivers must provide the following:

- 9 a) Proof of a valid driver's license;
- 10 b) Proof of vehicle liability insurance coverage in the form of an insurance certificate
11 issued to the insured or their parent/guardian indicating limits of at least
12 \$25,000/\$50,000/\$15,000;
- 13 c) The Student Use of Private Vehicle Authorization form (3.404.3).

14

15 ***All Other Occasions***

16 The Board also recognizes that students may need to drive themselves for school-related events in their
17 own private vehicles. The student drivers must provide the following:

- 18 a) Proof of a valid driver's license;
- 19 b) Proof of vehicle liability insurance coverage in the form of an insurance certificate
20 issued to the insured or their parent/guardian indicating limits of at least
21 \$100,000/\$300,000/\$50,000;
- 22 c) The Student Use of Private Vehicle Authorization form (3.404.3).

23

24 The school system shall assume no responsibility for liability in case of accident.
25

26 Student drivers are not approved to drive other students to such events, except when the other student
27 is a member of the driver's immediate family.

28 Authorization granted by a school to drive for school purposes shall be effective for the academic year,
29 partial year or sports season for which it was granted unless revoked at the sole discretion of the
30 school. Verification forms shall be retained by the school for the effective time period.

31 Authorized student drivers are under a continuing obligation to notify the school of any change in
32 status regarding their driver's license or vehicle liability insurance.
33

Legal References

1. TRR/MS 0520-01-05-.02(1)
2. TCA 29-20-403(b)(3); Tenn. Att'y Gen. Op. No. 04-136 (August 24, 2004)

Tullahoma City Schools

Employee Authorization of Use of Private Vehicle

3.404.1

_____ has permission to use his/her privately owned vehicle.
(Employee name)

Please check one:

_____ Annual Standing Permit (Employee only/Not transporting students)

OR

_____ Employee Transporting Students

Purpose of trip: _____

Destination: _____

Date: _____

Office Use Only:

Verification:

_____ Driver's License

_____ Proof of Insurance (Per Board Policy 3.404, minimum required liability limits for employees not transporting students are \$25,000/\$50,000/\$15,000. The minimum liability limits for employees transporting students are \$100,000/\$300,000/\$50,000)

The Director of Schools reserves the right to terminate authorization at any time as deemed necessary.

Signature of Employee

Date

Signature of Director of Schools/Designee

Date

Tullahoma City Schools

Parent Authorization of Use of Private Vehicle

3.404.2

_____ has permission to use his/her privately owned vehicle.
(Parent name)

Purpose of trip: _____

Departing from: _____

Arriving at: _____

Returning to: _____

Date: _____

Office Use Only:

Verification:

_____ Valid Driver's License

_____ Proof of Insurance (Per Board Policy 3.404, minimum required liability limits are
\$100,000/\$300,000/\$50,000)

The Director of Schools reserves the right to terminate authorization at any time as deemed necessary.

Signature of Parent

Date

Signature of Principal /Designee

Date

Tullahoma City Schools

Student Authorization of Use of Private Vehicle

3.404.3

_____ has permission to use his/her privately owned vehicle.
(Student name)

Credit-bearing course:

Name of course _____

Office Use Only:

Verification:

_____ Valid Driver's License

_____ Proof of Insurance (Per Board Policy 3.404, minimum required liability limits are \$25,000/\$50,000/\$15,000)

All Other Occasions:

Purpose or event _____

Office Use Only:

Verification:

_____ Valid Driver's License

_____ Proof of Insurance (Per Board Policy 3.404, minimum required liability limits are \$100,000/\$300,000/\$50,000)

The Director of Schools reserves the right to terminate authorization at any time as deemed necessary.

Signature of Student

Date

Signature of Parent

Date

Signature of Principal /Designee

Date

Click here to choose a school board.			
Monitoring: Review: Annually, in March	Descriptor Term: Bus Safety and Conduct	Descriptor Code: 6.308	Issued Date:
		Rescinds:	Issued:

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parent(s)/guardian(s) of students or other persons with lawful and valid business on the bus.¹

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.²

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege/service of riding the bus if the principal/team determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys applicable policies and procedures pertaining to student transportation.

~~Any student who gets off the bus at any point between the pick-up point and school shall present the bus driver with a note of authorization from the parent/guardian or the principal of the school that the student attends.~~

~~Any student wishing to ride a bus other than his/her designated bus shall have written parental permission and the approval of the principal/designee.~~

~~Students who transfer from bus to bus while en route to and from school shall be expected to abide by the discipline policies adopted by the Board and procedures maintained by the terminal school.~~

USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to photographs and video footage.³ These materials shall be maintained for **fourteen (14) days**. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.⁴

The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. TCA 49-6-2119

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Suspension 6.316
Student Records 6.600
Annual Notification of Rights 6.401
Inspection & Correction of Student Records 6.602

Personnel - November 2021

Hires

Charolette Evans	CSS	Little Cats Worker/Part-Time	10/18/2021
Andrea Beckham	ELE	619 VPK Educational Assistant	10/26/2021
Donna Beth Nolan	ELE	Teacher/5th Grade	11/29/2021
Deborah Vajcner	ELE	Custodian	11/03/2021
Sharon Zebick	ELE/REL	Educational Assistant/Library	11/01/2021
Haley Stidham	EMS	Interim ELA Teacher	12/13/2021
Rhonda Conover	THS	Custodian	10/18/2021

Resignations

Andrea Beckham	ELE	619 VPK Educational Assistant	10/27/2021
Caitlin Brown	ELE	Educational Assistant/ 619 VPK	10/22/2021
Emily Daniel	ELE	Teacher/4th Grade	10/29/2021
Alexis Snipes	ELE	Teacher/5th Grade	11/12/2021
Brittany Thomas	ELE	Custodian	10/22/2021
Eric Davis	WMS	Sped Teacher/Resource	10/27/2021

Transfers

Laura Casteel	ELE-WMS	Educational Assistant-Educational Assistant	10/25/2021
Billy Barnes	WMS-ELE	Educational Assistant-Educational Assistant	10/19/2021
Dawn Bethea	B-A/B-A	Part-time Educational Assistant to Full time	10/20/2021
Julia Burgett	ELE-ELE	RTI Teacher-Teacher/4th Grade	11/01/2021
Jennifer King	JTF-FS	Custodian-Cafeteria Worker Full-Time	11/15/2021
Athena McMahan	BA/JTF-JTF	Custodian-Custodian	11/15/2021
LeighAnn Gray	EMS-EMS/WMS/THS	ELA 7th Grade-ELA Instructional Coach	12/13/2021
Lorrie Young	THS-Nutrition	Cafeteria Mgr.-Field Supervisor	12/01/2021

2021-22 GEN PURPOSE BUDGET

11/2/2021

REVENUE	2021-2022	2021-2022
ACCOUNT NUMBER	APPROVED	ACTUAL Thru Oct
UNDESIGNATED FUND BALANCE	800,000	0
40100 COUNTY TAXES		
40110 CURRENT PROPERTY TAX-COFFEE CO.	5,855,558	171
40111 CURRENT PROPERTY TAX -FRANKLIN CO.	190,000	
40120 TRUSTEE'S COLLECTION-PRIOR YEAR	160,000	35,692
40130 CIRCUIT CLERK/C&M-PRIOR YEAR	38,000	16,562
40140 INTEREST & PENALTY	42,000	8,468
40161 PAYMENTS IN LIEU-TVA	100,000	
TOTALS ACCOUNT NUMBER 40100	6,385,558	60,893
40600 CITY SCHOOL DISTRICT REVENUES		
40710 LOCAL OPTION SALES TAX	4,552,129	1,341,156
TOTALS ACCOUNT NUMBERS 40600/40700	4,552,129	1,341,156
41000 LICENSES & PERMITS		
41110 MARRIAGE LICENSES	1,300	353
TOTALS ACCOUNT NUMBER 41000	1,300	353
43000 CHARGES FOR SERVICES		
43511 TUITION-REGULAR DAY STUDENTS	196,476	73,267
43570 RECEIPTS FROM INDIVIDUAL SCHOOLS	60,000	1,619
43990 OTHER CHARGES FOR SERVICES		
TOTALS ACCOUNT NUMBER 43000	256,476	74,886
44000 OTHER LOCAL REVENUE		
44110 INTEREST EARNED	25,000	8,045
44170 OTHER REVENUE	0	1,366
44560 DAMAGES RECOVERED FROM INDIVIDUALS	0	124
44570 CONTRIBUTIONS & GIFTS	25,000	73,494
44900 CITY LIQUOR TAX	45,240	19,525
TOTALS ACCOUNT NUMBER 44000	95,240	102,554
46500 STATE EDUCATION FUNDS		
46511 BASIC EDUCATION PROGRAM	18,188,000	5,456,400
46515 PRE-K	373,728	71,772
46590 OTHER STATE EDUCATION FUNDS-CSH	95,000	14,598
46592 INTERNET CONNECTIVITY	0	0
46595 STUDENT MANAGEMENT SYSTEM	0	5,385
46610 CAREER LADDER	60,000	0
TOTALS ACCOUNT NUMBER 46500	18,716,728	5,548,155
46800 OTHER STATE REVENUES		
46840 STATE "DICKEL" TAX	2,100	1,184
46981 SAFE SCHOOLS	55,000	

2021-22 GEN PURPOSE BUDGET

11/2/2021

EXPENDITURES	2021-2022	2021-2022	
ACCOUNT NUMBER	APPROVED	ACTUAL Thru Oct	
71100 REGULAR EDUCATIONAL PROGRAM			
116 TEACHERS	11,715,377	2,797,118	
117 CAREER LADDER	35,000	7,329	
163 EDUCATIONAL ASSISTANTS	993,428	243,289	
195 SUBSTITUTE TEACHERS	260,000	40,920	
201 SOCIAL SECURITY	750,000	180,172	
204 STATE RETIREMENT	1,142,300	270,310	
206 LIFE INSURANCE	24,200	4,857	
207 MEDICAL INSURANCE	2,115,000	504,200	
208 DENTAL INSURANCE	60,000	14,775	
299 VISION INSURANCE	23,100	5,387	
212 MEDICARE	182,000	42,398	
355 TRAVEL	30,000	1,763	
429 INSTRUCTIONAL SUPPLIES & MATERIALS	270,000	227,402	
449 TEXTBOOKS	400,000	170,728	
599 OTHER CHARGES	100,000	31,427	
722 REGULAR INSTRUCTIONAL EQUIPMENT	491,000	245,078	
TOTAL 71100 ACCOUNT	18,591,405	4,787,153	25.75%
71200 SPECIAL EDUCATION PROGRAM			
116 TEACHERS	1,727,649	384,110	
117 CAREER LADDER	3,844	750	
162 CLERICAL PERSONNEL	37,234	9,200	
163 EDUCATIONAL ASSISTANTS	799,590	199,273	
171 SPEECH PATHOLOGISTS	45,512	21,734	
189 OTHER SALARIES	2,000	0	
195 SUBSTITUTE TEACHERS	51,115	7,633	
201 SOCIAL SECURITY	157,638	37,412	
204 STATE RETIREMENT	227,073	45,983	
206 LIFE INSURANCE	5,400	1,327	
207 MEDICAL INSURANCE	494,797	121,909	
208 DENTAL INSURANCE	16,339	4,159	
212 MEDICARE	37,364	8,782	
299 VISION INSURANCE	6,347	1,475	
312 CONTRACTS WITH PRIVATE AGENCIES	60,000	50,207	
429 INSTRUCTIONAL SUPPLIES & MATERIALS	30,000	18,328	
499 OTHER INSTRUCTIONAL SUPPLIES	32,500	5,507	
599 OTHER CHARGES	32,500	24,321	
725 SPECIAL EDUCATION EQUIPMENT	10,000	1,379	
APPROX AMOUNT FROM SPED TRANSFER			
TOTAL 71200 ACCOUNT	3,776,902	943,489	24.98%

2021-22 GEN PURPOSE BUDGET

11/2/2021

71300 VOCATIONAL EDUCATION PROGRAM			
116 TEACHERS	411,000	117,300	
117 CAREER LADDER	2,000	250	
201 SOCIAL SECURITY	23,605	6,667	
204 STATE RETIREMENT	40,600	11,076	
206 LIFE INSURANCE	600	167	
207 MEDICAL INSURANCE	68,500	21,105	
208 DENTAL INSURANCE	1,800	520	
299 VISION INSURANCE	800	184	
212 MEDICARE	5,600	1,559	
355 TRAVEL	12,000	12,000	
429 INSTRUCTIONAL SUPPLIES AND MATERIALS	15,000	20,000	
599 OTHER CHARGES	5,000	761	
730 VOC EQUIPMENT		13,154	
TOTAL 71300 ACCOUNT	586,505	204,743	34.91%
72110 ATTENDANCE			
105 SUPERVISOR/DIRECTOR	90,784	22,696	
201 SOCIAL SECURITY	5,600	1,397	
204 STATE RETIREMENT	9,325	2,338	
206 LIFE INSURANCE	100	21	
207 MEDICAL INSURANCE	6,800	1,644	
208 DENTAL INSURANCE	260	66	
299 VISION INSURANCE	100	23	
212 MEDICARE	1,325	327	
355 TRAVEL	3,675	118	
499 OTHER SUPPLIES AND MATERIALS	2,500	181	
599 OTHER CHARGES		533	
TOTAL 72110 ACCOUNT	120,469	29,344	24.36%
72120 HEALTH SERVICES			
131 NURSES	422,500	109,848	
201 SOCIAL SECURITY	25,500	6,316	
204 STATE RETIREMENT	26,250	6,088	
206 LIFE INSURANCE	675	162	
207 MEDICAL INSURANCE	85,000	20,455	
208 DENTAL INSURANCE	2,030	528	
299 VISION INSURANCE	780	187	
212 MEDICARE	5,650	1,477	
413 DRUGS AND MEDICAL SUPPLIES	35,000	5,297	
499 OTHER CHARGES	5,000	256	
TOTAL 72120 ACCOUNT	608,385	150,614	24.76%
72130 OTHER STUDENT SUPPORT			
117 CAREER LADDER	2,000	500	
123 GUIDANCE PERSONNEL	595,000	142,045	
161 SECRETARY	32,000	7,908	
201 SOCIAL SECURITY	36,900	8,845	
204 STATE RETIREMENT	61,300	14,299	
206 LIFE INSURANCE	900	194	

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207 MEDICAL INSURANCE	86,500	18,965	
208 DENTAL INSURANCE	2,200	538	
299 VISION INSURANCE	920	214	
212 MEDICARE	8,500	2,068	
312 CONTRACTS W/PRIVATE AGENCIES	48,000	16,000	
322 EVALUATION AND TESTING	15,000	0	
524 STAFF DEVELOPMENT		0	
TOTAL 72130 ACCOUNT	889,220	211,576	23.79%
72210 INSTRUCTIONAL STAFF/ REG. INST. PROG.			
105 SUPERVISOR/DIRECTOR	106,460	52,481	
117 CAREER LADDER	3,000	833	
129 LIBRARIANS	238,250	48,303	
161 SECRETARY	56,200	18,722	
201 SOCIAL SECURITY	23,800	7,135	
204 STATE RETIREMENT	35,585	10,467	
206 LIFE INSURANCE	500	141	
207 MEDICAL INSURANCE	48,000	13,888	
208 DENTAL INSURANCE	1,450	440	
299 VISION INSURANCE	550	156	
212 MEDICARE	5,600	1,669	
308 CONSULTANTS	0	0	
432 LIBRARY BOOKS	50,000	50,001	
524 STAFF DEVELOPMENT	6,000	381	
599 OTHER CHARGES		20	
TOTAL 72210 ACCOUNT	575,395	204,637	35.56%
72220 SPECIAL EDUCATION PROGRAM			
105 SUPERVISOR/DIRECTOR	101,197	35,071	
117 CAREER LADDER	195	0	
124 PSYCHOLOGIST	70,417	13,861	
189 OTHER SALARIES	259,275	49,963	
201 SOCIAL SECURITY	17,245	5,048	
204 STATE RETIREMENT	17,714	5,323	
206 LIFE INSURANCE	355	98	
207 MEDICAL INSURANCE	38,529	10,762	
208 DENTAL INSURANCE	1,072	306	
212 MEDICARE	4,033	1,181	
299 VISION INSURANCE	403	109	
355 TRAVEL	5,000	563	
399 OTHER CONTRACTED SERVICES	35,000	3,250	
524 STAFF DEVELOPMENT	34,000	14,034	
TOTAL 72220 ACCOUNT	584,435	139,569	23.88%
72250 TECHNOLOGY			
105 SUPERVISOR/DIRECTOR	105,955	35,318	
117 CAREER LADDER	10,000	0	
163 EDUCATIONAL ASSISTANTS	281,500	107,486	
201 SOCIAL SECURITY	25,500	8,561	
204 STATE RETIREMENT	30,200	10,215	

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206 LIFE INSURANCE	545	197	
207 MEDICAL INSURANCE	54,250	17,149	
208 DENTAL INSURANCE	1,700	615	
212 MEDICARE	5,950	2,002	
299 VISION INSURANCE	620	218	
355 TRAVEL	5,000	967	
435 OFFICE SUPPLIES	1,000	0	
524 STAFF DEVELOPMENT	3,500	260	
599 OTHER CHARGES	10,000	3,248	
TOTAL 72250 ACCOUNT	535,720	186,236	34.76%
72310 GENERAL ADMIN/BD OF EDUCATION			
191 DIRECTOR'S FEE	8,400	2,600	
118 SECRETARY TO BOARD	9,363	0	
201 SOCIAL SECURITY	600	0	
205 HSA FRINGE	65,000	0	
206 LIFE INSURANCE	2,315	680	
207 MEDICAL INSURANCE	150,000	41,145	
208 DENTAL INSURANCE	9,500	3,702	
299 VISION INSURANCE	2,700	1,020	
210 UNEMPLOYMENT COMPENSATION	10,000	76	
211 LOCAL RETIREMENT	550,000	264,546	
212 MEDICARE	2,000	0	
217 HYBRID RETIREMENT STABILIZATION	100,000	0	
305 AUDIT SERVICES	30,000	3,500	
320 DUES AND MEMBERSHIP	18,000	6,637	
331 LEGAL SERVICES	35,000	6,752	
355 TRAVEL	15,000	150	
506 LIABILITY INSURANCE	200,000	226,815	
508 PREMIUM ON CORP. SURETY BONDS	2,500	2,394	
510 TRUSTEE COMMISSION	147,000	921	
513 WORKMEN'S COMPENSATION	120,000	142,290	
599 OTHER CHARGES	20,000	29,113	
TOTAL 72310 ACCOUNT	1,497,378	732,341	48.91%
72320 OFFICE OF THE SUPERINTENDENT			
101 ADMINISTRATIVE OFFICER	169,950	56,650	
161 SECRETARY	56,166	22,355	
201 SOCIAL SECURITY	14,042	4,742	
204 STATE RETIREMENT	17,700	5,835	
206 LIFE INSURANCE	160	56	
207 MEDICAL INSURANCE	10,600	200	
208 DENTAL INSURANCE	500	176	
299 VISION INSURANCE	200	62	
212 MEDICARE	3,300	1,142	
307 COMMUNICATIONS	150,000	44,309	
348 POSTAL CHARGES	2,000	298	
435 OFFICE SUPPLIES	7,000	2,718	
524 STAFF DEVELOPMENT	18,000	5,565	
599 OTHER CHARGES	10,000	5,215	

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TOTAL 72320 ACCOUNT	459,618	149,323	32.49%
72410 OFFICE OF THE PRINCIPAL			
103 ASSISTANT PRINCIPALS	323,982	100,056	
104 PRINCIPALS	777,602	251,797	
117 CAREER LADDER	4,000	1,000	
161 SECRETARIES	239,425	58,798	
201 SOCIAL SECURITY	75,000	24,248	
204 STATE RETIREMENT	110,000	35,958	
206 LIFE INSURANCE	1,500	402	
207 MEDICAL INSURANCE	167,000	47,159	
208 DENTAL INSURANCE	4,500	1,254	
299 VISION INSURANCE	1,700	445	
212 MEDICARE	20,000	5,671	
435 OFFICE SUPPLIES	25,000	20,700	
524 STAFF DEVELOPMENT	0	289	
TOTAL 72410 ACCOUNT	1,749,709	547,777	31.31%
72510 FISCAL SERVICES			
105 SUPERVISOR/DIRECTOR	102,869	37,469	
119 BOOKKEEPERS	161,458	54,960	
201 SOCIAL SECURITY	15,100	5,463	
204 STATE RETIREMENT	18,000	5,254	
206 LIFE INSURANCE	350	113	
207 MEDICAL INSURANCE	33,640	10,184	
208 DENTAL INSURANCE	1,060	352	
299 VISION INSURANCE	375	125	
212 MEDICARE	3,500	1,278	
399 OTHER CONTRACTED SERVICES	95,000	108,870	
435 OFFICE SUPPLIES	3,000	570	
524 STAFF DEVELOPMENT	1,500	0	
TOTAL 72510 ACCOUNT	435,852	224,638	51.54%
72520 HR/PERSONNEL			
105 SUPERVISOR/DIRECTOR	122,831	41,277	
162 CLERICAL PERSONNEL	105,511	35,170	
201 SOCIAL SECURITY	12,600	4,635	
204 STATE RETIREMENT	20,000	6,798	
206 LIFE INSURANCE	245	85	
207 MEDICAL INSURANCE	22,200	7,713	
208 DENTAL INSURANCE	700	264	
299 VISION INSURANCE	300	94	
212 MEDICARE	3,000	1,084	
355 TRAVEL	4,000	0	
499 OTHER SUPPLIES AND MATERIALS	2,550	900	
599 OTHER CHARGES	0	10,920	
TOTAL 72110 ACCOUNT	293,937	108,940	37.06%
72610 OPERATION OF PLANT			

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166 CUSTODIAL PERSONNEL	763,609	236,229	
201 SOCIAL SECURITY	45,300	13,974	
204 STATE RETIREMENT	30,200	7,597	
206 LIFE INSURANCE	2,100	410	
207 MEDICAL INSURANCE	183,500	54,832	
208 DENTAL INSURANCE	6,500	1,986	
299 VISION INSURANCE	2,500	704	
212 MEDICARE	10,600	3,568	
399 OTHER CONTRACTED SERVICES	475,000	236,374	
410 CUSTODIAL SUPPLIES	150,000	35,960	
415 ELECTRICITY	885,000	347,141	
434 NATURAL GAS	90,000	6,411	
454 WATER AND SEWER	70,000	36,127	
TOTAL 72610 ACCOUNT	2,714,309	981,313	36.15%
72620 MAINTENANCE OF PLANT			
189 OTHER SALARIES	526,704	166,937	
201 SOCIAL SECURITY	30,000	10,033	
204 STATE RETIREMENT	13,000	4,909	
206 LIFE INSURANCE	1,000	293	
207 MEDICAL INSURANCE	80,000	26,564	
208 DENTAL INSURANCE	2,700	913	
299 VISION INSURANCE	1,000	324	
212 MEDICARE	7,000	2,347	
335 MAINTENANCE AND REPAIR OF BLDGS	360,000	92,997	
336 MAINTENANCE AND REPAIR OF EQUIP	150,000	19,330	
499 OTHER SUPPLIES	500	1,074	
717 MAINTENANCE EQUIPMENT	15,000	8,390	
TOTAL 72620 ACCOUNT	1,186,904	334,111	28.15%
72710 TRANSPORTATION			
146 BUS DRIVERS	60,250	22,880	
189 OTHER SALARIES AND WAGES	62,500	17,665	
201 SOCIAL SECURITY	8,000	2,453	
204 STATE RETIREMENT	4,500	1,895	
206 LIFE INSURANCE	100	34	
207 MEDICAL INSURANCE	3,785	1,553	
208 DENTAL INSURANCE	400	150	
299 VISION INSURANCE	200	53	
212 MEDICARE	1,800	574	
338 MAINTENANCE AND REPAIR OF VEHICLES	30,000	17,438	
425 GASOLINE	30,000	8,017	
511 VEHICLE INSURANCE	14,500		
599 OTHER CHARGES		19,146	
TOTAL 72710 ACCOUNT	216,034	91,858	42.52%
76100 REGULAR CAPITAL OUTLAY			
707 BUILDING IMPROVEMENTS	1,000,000	259,440	
TOTAL 76100 ACCOUNT	1,000,000	259,440	25.94%

2021-22 GEN PURPOSE BUDGET

11/2/2021

TOTAL EXPENDITURES GENERAL PURPOSE FD	35,822,178	10,287,103	28.72%