

Board of Education Regular Meeting

August 15, 2023 5:00 PM

Central Office

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

IV. Approval of Agenda

V. Special Items

1. Individuals to Address the Board
2. Student Celebrations
3. Academic Update
4. Parent Appeal

VI. Consent Agenda

1. Approval of Minutes
2. Band Booster Supplemental Pay
3. 2023-2024 Additional Instructional and Club Fees
4. 2023-2024 Consolidated Application for Federal Funding

VII. Unfinished Business

1. Building and Grounds
 - a. Building and Grounds Report
2. Policy Updates
3. FY23 Budget Adjustments
4. FY 24 Budget Adjustments

VIII. New Business

1. Teacher Tenure
2. Clyde Smith Jr. Leadership Award
3. New Position

IX. District Report

1. Superintendent's Report
2. Board Chairman's Report
3. Personnel

X. Adjournment

FBLA Winners

Edward Henry- 7th: Place Financial Literacy

This is a 50-question test over various topics in finance with some of the topics being Taxes, Insurance, Budgeting, and Investments. Scores are incredibly tight at this level, with first place only being 3 points higher than Edward. This marks the second time Edward has placed on the National Level with the first time occurring at the 2022 Conference in Chicago.

Brayton Arant- 6th Place: Exploring Computer Science

This is a 50-question test over topics related to Computer Science which include topics like Basic Coding, algorithms and programs, logical reasons, and decomposition, among others. There was only a 2-point difference between first and sixth place in this event.

Hayden Good- 6th Place: Running an Effective Meeting

This is also a 50-question test over topics involving professional meetings. This test is heavily based on Robert's Rules of Order and Parliamentary Procedure as well as FBLA's Bylaws and Committees. This event feeds into the high school event of Parliamentary Procedure and can possibly lead to a State or National Officer position if Hayden chooses to pursue it.

Samantha Johnson- 6th Place: Career Research Project

In this event, Samantha had to identify a career of interest (she chose Large Animal Veterinarian with a specialty focus on horses), conduct research, and prepare a presentation to present to judges about that career. The presentation had to include but was not limited to the following: a description of the career, the education needed, what part of the country would have the most demand and the starting pay.

Jessica Jones- 4th Place: FBLA Mission and Pledge

In this event, Jessica had to recite the FBLA Mission and the FBLA Pledge by memory as well as prepare a 4-5min speech reflecting on the meaning of both and how she has benefited by being a part of this organization. Following her speech, there was a follow-up question and answer session where the judges could request a deeper explanation of anything in her prepared statements.

Jonah Rathjen Vallejos- 1st Place National Champion: Annual Chapter Activities Presentation

Jonah, for this event, had to create and present a 5min presentation over West's FBLA chapter that started at the 2022 State Conference and ended at the beginning of the 2023 National Conference. This presentation included everything from Officer Installation, Community Service, and Leadership Conferences, as well as the results from those Conferences. This event is scored based on the quality of the program as well as Jonah's presentation skills. With a score of 96.5 in the final round, Jonah brought home the first National Championship for any level of TCS's FBLA programs and only the second Middle-Level National Championship in the state of TN since 2010. Jonah is also a two-time National Winner, having also placed in Chicago in 2022.

TULLAHOMA CITY SCHOOLS
Board of Education Regular Meeting
June 20, 2023 5:00 PM
Central Office

Mrs. Amy Dodson: Present
Beth Harrison: Present
Mrs. Teresa Lawson: Absent
Mrs. Gigi Robison: Present
Mrs. Kim Uselton: Present
Mr. Pat Welsh: Present
Mr. Andy Whitt: Present

I. Call to Order

Chairman Uselton

II. Pledge of Allegiance

Beth Harrison

III. Roll Call

Chairman Uselton

IV. Approval of Agenda

Recommendation is to approve agenda as presented.

Mr. Andy Whitt

Mr. Pat Welsh

Passed

Chairman Uselton

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

V. Special Items

Chairman Uselton

V.1. Individuals to Address the Board

Chairman Uselton

V.2. Student Celebrations

Dr. Catherine
Stephens

V.3. Athletics Update

John Olive

VI. Consent Agenda

To accept the consent agenda as presented.

Mrs. Gigi Robison

Mrs. Amy Dodson

Passed

Chairman Uselton

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs. Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VI.1. Approval of Minutes

Chairman Uselton

VI.2. Surety Bond Renewal

Hank Jordan

VI.3. District Insurance Coverage

Hank Jordan

VI.4. Wollman Scholarship

Dr. Catherine
Stephens

VI.5. Surplus

Hank Jordan

VI.6. Little Cats Learning Academy Budget

Hank Jordan

VI.7. 2023-2024 Instructional Fees

Dr. Catherine
Stephens

VI.8. Request for Use of School Facilities Agreement Form

Hank Jordan

VII. Unfinished Business

Chairman Uselton

VII.1. Building and Grounds

VII.1.a. Building and Grounds Report

Teresa Lawson

VII.2. Farrar Schematic Design Budget

Administration recommends approval of the Schematic Design Budget of \$17,987,939 and the time line presented by American Constructors.

Mr. Pat Welsh

Mr. Andy Whitt

Passed

Dr. Catherine
Stephens & Hank
Jordan

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VII.3. 2023-2024 Budget

Administration recommends the approval of the 2023-2024 budget as presented.

Mrs. Gigi Robison

Beth Harrison

Passed

Hank Jordan

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VII.4. Differentiated Pay Plan

Administration recommends the approval of the differentiated pay plan as presented.

Mrs. Amy Dodson

Mr. Andy Whitt

Passed

Hank Jordan

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VII.5. Policy Updates

We recommend approval of the seventeen (17) board policies that have been updated to reflect current law and to align with practice, on a first and final reading.

Mr. Pat Welsh

Beth Harrison

Passed

Gigi Robinson

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VIII. New Business

Chairman Uselton

VIII.1. 2023-2024 Board Event Calendar

To approve the 2023-2024 Board Event Calendar.

Mrs. Amy Dodson

Mrs. Gigi Robison

Passed

Chairman Uselton

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VIII.2. 2023-2024 Agenda Items by Month

To approve the 2023-2024 Agenda Items by Month as presented.

Mr. Andy Whitt

Mr. Pat Welsh

Passed

Chairman Uselton

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VIII.3. THS College and Career Readiness- Furniture

We recommend the approval of THS purchasing this furniture at the quoted price of \$67,093.61. The cost will be covered by funds received from the ISM Grant.

Beth Harrison

Mrs. Amy Dodson

Passed

Hank Jordan

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VIII.4. THS College and Career Readiness- Shelving

We recommend the approval of THS purchasing these shelving options at the quoted price of \$41,301. The cost will be covered by funds received from the ISM Grant.

Mrs. Gigi Robison

Mr. Pat Welsh

Passed

Hank Jordan

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

VIII.5. THS College and Career Readiness- Carpet

We recommend the approval of THS purchasing the carpet from Nashville Office Interiors at the quoted price of \$27,995.60. The cost will be covered by funds received from the ISM Grant.

Mrs. Amy Dodson

Beth Harrison

Passed

Hank Jordan

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea
Yea: 6, Nay: 0

IX. District Report

IX.1. Superintendent's Report

IX.2. Board Chairman's Report

IX.3. City Board Liaison Report

IX.4. Personnel

IX.5. Monthly Financial Report

X. Adjournment

To adjourn at 6:15.

Mrs. Amy Dodson

Mr. Pat Welsh

Passed

Mrs. Amy Dodson: Yea, Beth Harrison: Yea, Mrs. Gigi Robison: Yea, Mrs.

Kim Uselton: Yea, Mr. Pat Welsh: Yea, Mr. Andy Whitt: Yea

Yea: 6, Nay: 0

Chairman Uselton

Dr. Catherine
Stephens

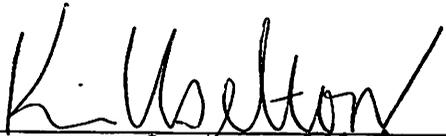
Chairman Uselton

Daniel Berry

Dr. Catherine
Stephens

Hank Jordan

Chairman Uselton



Chairperson


Superintendent

Memo

To: Board Members

From: Hank Jordan

Date: 7/26/2023

Subject: Band Booster supplemental pay request

Per legal guidance and Tennessee Department of Education guidance, any booster, club, or support organization desiring to provide supplemental pay to a school employee is required to be approved by the board of education and paid through the normal payroll process.

The THS band boosters desire to pay a supplement to Doug Clark for scholarship private band lessons to THS band students in May and June 2023 in the gross amount of \$220.00. The associated check has been delivered to central office.

We appreciate the band boosters and their support of TCS students and we appreciate their cooperation in the submission of this request.

Thank you.

Tullahoma High School Instructional and Club Fees (additions to the list approved 6/20/2023).

Fine Arts Department

Visual Arts: \$15.00

Theatre: \$20.00

After School Cast/Crew: \$30.00

FY24 Consolidated Application Approval for IDEA/ESEA
School Year 2023-24

LEA # 00162

LEA Name (Legal Name of Agency): Tulahoma City Schools

LEA # <u>00162</u>	LEA Name (Legal Name of Agency): <u>Tulahoma City Schools</u>
LEA Legal Making Address	
Street Address <u>510 S Jackson St.</u>	
City <u>Tulahoma</u>	State <u>TN</u> Zip <u>37388</u>

Consolidated Project begins July 1, 2023 and ends June 30, 2024.

The facts, figures, and representations made in this application, including exhibits, attachments, and assurances herein, are true and correct to the best of my knowledge.

The Board of Education has reviewed and approved this project year application for filing.

This action is recorded in the official minutes of the Agency's Board meeting held on the date entered below:

August 15, 2023

Board Meeting Date



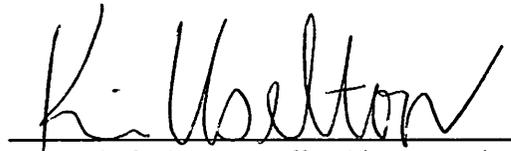
Director of Schools (Signature)

Dr. Catherine Stephens

Director of Schools (Print Name)

7/10/23

Date Signed



Board of Education Official (Signature)

Kim Uselton

Board of Education Official (Print Name)

7-10-23

Date Signed

**Consolidated Funding Application 2024
Tulahoma City Schools**

**Title I
\$1,008,289.39**

(Bel-Aire, Jack T. Farrar, and East Lincoln Elementary)

Category	Amount
Teachers - Salary (8 full-time interventionists)	\$556,191.00
Educational Assistants - Salary (7 full-time and 4 part-time)	\$157,456.32
Benefits for Teachers and Educational Assistants	\$228,107.52
RTI Coordinator at Bel-Aire - Salary and Benefits	\$8,584.50
Supplies and Materials	\$19,867.16
Parent and Family Engagement	\$10,082.89
Homeless Students - Supplies and Materials	\$1000.00
Foster Care and Homeless Student - Transportation	\$2000.00
Reserves	\$25,000.00

**Title II
\$206,492.94**

Category	Amount
K-5 ELA Instructional Coach Salary	\$59,413.10
PD Stipends for Certified Personnel	\$10,000.00
Benefits for Personnel	\$25,132.88
Materials and Supplies for PD	\$10,000.00
PD for Certified Personnel	\$101,946.96

**Title III
\$8,600.57**

Category	Amount
Instructional Supplies & Materials	\$2,100.57
PD for ESL Certified Personnel (ex. conferences)	\$6,500.00

**Title IV
\$29,999.99**

Category	Amount
Credit Recovery Program for THS/TVA	\$29,999.99

**IDEA (Sped)
\$907,406.00**

Category	Amount
Speech Language Teacher (part of salary)	\$15,435.39
Educational Assistants (20)	\$515,865.00
Benefits for Personnel	\$171,226.71
School Psychologist (1 full-time)	\$62,373.50
CCEIS Services	\$142,505.40

**IDEA Preschool
\$42,630.00**

Category	Amount
CDC PreK Teacher and Speech Teacher (part of salary)	\$42,630.00

*Tullahoma City Schools did not receive Title V funds this year because our community poverty rate is 19.98%. To receive these funds, a poverty rate of 20% is required.

23-24 COMPLETED PROJECTS LIST
(Based on Completion Date)

SCHEDULING INFORMATION	WORK ORDER NUMBER REFERENCE (if applicable)	LOCATION	PROJECT DESCRIPTION	COMPLETION DATE
6/1/2023	7172073	LEE - SECRETARY OFFICE	PAINT THE NEW ELECTRICAL CABLE IN THE SECRETARY'S OFFICE	6/1/2023
5/15/2023	7143100	EM (39) - BOOKSHELF & BLUE WALL	PAINT THE BACKS OF THE BOOKCASE MARK BUILT AND THE BLUE WALL IN RM 39	6/1/2023
5/19/2023	7153451	FARRAR - (KINDERGARTEN) JENNIFER WANTS THE SPONGE PAINTINGS PAINTED OVER	JENNIFER WANTS THE RED/BROWN AND GREEN SPONGE WALLS TO BE PAINTED OVER	6/2/2023
5/12/2023	7137091	CSS - SUSAN SUDBERRY'S OFFICE	BUILD A FRAME (LIKE YOU DID IN THE NURSES ROOM TO HIDE CONCRETE LEFT FROM WHITEBOARD REMOVAL)	6/1/2023
6/2/2023	7141023	CSS - LITTLE CATS	REMOVE WALLPAPER & PAINT FRONT YELLOW ROOM & INSTALL BASE BOARDS	6/8/2023
2/27/2023	6978596	CSS - INSTALL PLAYGROUND EQUIPMENT	SOME PLAYGROUND EQUIPMENT NEEDS TO BE INSTALLED	6/1/2023
5/19/2023	7153451	FAR - PAINT OVER SPONGE	PAINT OVER THE SPONGE PAINT ON THE WALL (KINDERGARTEN)	6/1/2023
5/19/2023	7153151	LEE - (38) REMOVE HVAC	TABITHA TUCKER (RM 38) WOULD LIKE TO HAVE HER OLD HVAC REMOVED	Declined
5/16/2023	7145206	CSS - PAINT PSYCHOLOGIST ROOM	BETH ARTHUR WANTS HOLES PATCHED & THE WALLS PAINTED (FROM WHERE BULLETIN BOARDS & WHITEBOARDS HAVE BEEN REMOVED).	6/1/2023
5/12/2023	7141133	LEE - (18) PAINT ROOM ONE COLOR (GRAY)	PAINT ROOM ONE COLOR (GRAY)	x - complete per Elsie 6/07/2023
5/18/2023	7152309	LEE - (16) PAINT CHELSEA CHELLSTORP'S CLASSROOM	I AM MOVING INTO THIS ROOM ROOM SHOULD BE AVAILABLE ON JUNE 5 OR BEFORE	x - complete per Elsie 6/07/2024
5/18/2023	7152540	LEE - (17) PAINT KAYLEE BERBER NEW ROOM	KAYLEE IS MOVING IN TO RM 17 NEXT YEAR AND WOULD LIKE THE WALLS TO BE REPAINTED	x - complete per Elsie 6/07/2025
5/19/2023	7153286	LEE - (15) ERIN MARTIN WANTS THIS ROOM PAINTED	ERIN MARTIN SAYS THE PAINT IS PEELING IN PLACES IN RM 15 AND NEEDS TO BE PAINTED	x - complete per Elsie 6/07/2026
5/19/2023	7153427	LEE - (38) MISTY CUNNINGHAM WANTS HER NEW ROOM PAINTED	MISTY CUNNINGHAM (38) WOULD LIKE TO HAVE HER NEW CLASSROOM PAINTED DURING SUMMER BREAK	x - complete per Elsie 6/07/2027
5/19/2023	7153466	LEE - (31) SCRAPE BLACK PAPER	MARY WRIGHT (31) REQUESTS THAT THE BLACK PAINT BE SCRAPED OFF THE WALL ABOVE COAT RACK	x - complete per Elsie 6/07/2028
5/23/2023	NO TICKET	LEE - (37) TIM APPROVED THIS TO BE PAINTED SINCE ELSIE HAD IT ON HER LIST	PAINT ROOM 37 PER TIM	x - complete per Elsie 6/07/2029
5/25/2023	7111181	LEE - (36) PAINT ROOM	PAINT ROOM 36 PER TIM	x - complete per Elsie 6/07/2030
6/7/2023	NO TICKET	LEE - (HALLS) TOUCH UP JAMS	ELSIE TOUCHED UP THE HALL JAMS	x - complete per Elsie 6/07/2031
4/27/2023	7114414	EM - CAFETERIA: PAINT CEILINGS (CHIPPING)	THE CEILINGS ARE CHIPPING AND NEED TO BE REPAINTED ESPECIALLY AROUND THE CEILING VENTS (IN THE CAFETERIA)	6/9/2023
06/06/2023	7178429 (1 of many)	TVA - 8TH GRADE ROOM (OLD FD TRAINING RM)	THIS IS STAGE 1 OF DEMO & BUILD WALLS FOR THE 8TH GRADE ROOM FOR TVA (WAS OLD FD TRAINING) - STAGE 1 BUILD WALLS	6/9/2023
5/17/2023	7172835	THS - PAINT MACHINE SHOP	PREPARE AND PAINT AREA	6/9/2023
6/1/2023	7172680	CSS - SINK IN NEW TECH ROOM	REMOVE SINK IN THE NEW TECH ROOM	6/2/2023
5/25/2023	6968339	THS - DEMO MACHINE SHOP (stage 1)	DEMO & RENOVATE MACHINE SHOP	6/2/2023
5/31/2023	7171075	THS - LIBRARY CABINETS & DESK	TAKE APART CIRCULAR DESK AND CABINETS AND REASSEMBLE IN ANOTHER AREA IN THE LIBRARY	6/2/2023
4/10/2023	7081907	THS - GYM DOORS	REPLACE A SET OF GYM DOORS DUE TO VANDALISM (THIS WAS REPORTED A FEW TIMES BUT IT TOOK TIME TO GET THEM REPAIRED BY OUTSIDE CONTRACTOR)	6/1/2023
4/28/2023	7114424	EM - WALKIN FRIDGE FLOOR REINFORCED	THE FLOOR IN THE WALKIN FRIDGE NEEDS TO BE FIXED/REINFORCED. IT HAS BEEN RUSTING FOR YEARS BUT NOW YOU CAN FEEL IT MOVE WHEN YOU STEP ON IT.	6/15/2023
6/26/2023	7200006	ADMIN - TOUCHUP AT DOOR	THERE IS SOME TOUCH UP PAINT NEEDED AT THE REAR DOOR.	6/26/2023
6/23/2023	463445	THS - PTAC UNITS	SERVICE & CHANGE FILTERS ON ALL PTAC UNITS	6/26/2023
6/14/2023	7190279	LEE - PAINT SMALL AREA	PAINT WHERE THERMOSTAT WAS REMOVED AND PATCHED	6/16/2023
6/14/2023	7190429	THS - (GIRLS LOCKER) STORAGE CLOSET	BUILD STORAGE CLOSET WHERE CAGE WAS REMOVED IN THE GIRLS LOCKER ROOM	7/3/2023
6/14/2023	7190423	THS - (GIRLS LOCKER) REMOVE CAGE	REMOVE CAGE IN GIRLS LOCKER ROOM	6/14/2023
5/22/2023	7156076	CSS - INSTALL SINK	INSTALL A NEW SINK IN THE NEW LITTLE CATS CLASSROOM	6/15/2023
6/14/2023	7190399	LEE KITCHEN - REMOVE SERVING EQUIP	REMOVE ALL SERVING EQUIPMENT FROM SERVING AREA FOR FLOOR REMOVAL & REINSTALL NEW FLOORING	6/14/2023
6/14/2023	7190445	THS - LAYOUT SEWER LINES	LAY OUT SEWER LINES FOR INSTALLING 2 NEW TOILETS	6/28/2023
6/20/2023	7198319	LEE - SRO OFFICER CAMERA ROOM	INSTALL A MINI-SPLIT IN THE SRO CAMERA ROOM	6/29/2023
5/25/2023	7209187	BA - NORTH WING	PAINT 4 CLASSROOMS ON THE NORTH WING (PER TIM-NO TICKET)	6/30/2023
6/20/2023	7198570	THS - PAINT RESTROOM STALLS & STALL DOORS	PAINT THE STALLS & STALL DOORS IN THE RESTROOM ACROSS FROM THE CAFE (SEE TRACY FOR DETAILS)	6/27/2023
6/7/2023	7178429 (STAGE 2)	CSS - TVA 8TH GRADE RM (WAS OLD FD TRAINING ROOM)	INSTALL & MUD SHEET ROCK	6/30/2023
6/8/2023	7182962	EM - SPED TOUCHUP WHERE FURNITURE WAS	THE SPED CLASSROOM HAS HAD MANY FURNITURE PIECES MOVED OVER THE LAST YEAR. CAN WE GET IT TOUCHED UP FROM WHERE THIS FURNITURE HAS BEEN MOVED? SEE PICTURES IN TICKET	DECLINED

23-24 COMPLETED PROJECTS LIST
(Based on Completion Date)

SCHEDULING INFORMATION	WORK ORDER NUMBER REFERENCE (if applicable)	LOCATION	PROJECT DESCRIPTION	COMPLETION DATE
6/30/2023	7218148	LEE - ELECTRICAL OUTLET (SRO)	RUN ELECTRICAL OUTLET FOR SRO DESK IN HALLWAY	7/3/2023
6/30/2023	7218159	LEE - HVAC VENT IN CHRISTINA'S NEW OFFICE	ADD A HVAC VENT IN CHRISTINA'S NEW OFFICE	7/3/2023
6/30/2023	7218163	LEE - ADD ELECTRICAL OUTLET & RUN INTERNET CABLE	ADD ELECTRICAL OUTLETS AND RUN AN INTERNET CABLE IN THE NEW OFFICE AREA	7/3/2023
6/30/2023	7218174	THS - LOCKERS (GIRL'S LOCKER RM)	REARRANGE THE LOCKERS IN THE GIRL'S LOCKER ROOM	7/3/2023
6/30/2023	7219526	THS - INSTALL METAL WALL IN MACHINE SHOP	REMOVE THE EXISTING SHEETROCK WALL AND INSTALL A METAL WALL	7/3/2023
6/7/2023	7178429 (STAGE 3)	CSS - TVA 8TH GRADE RM (WAS OLD FD TRAINING ROOM)	SAND/FINISH OUT WALLS	7/5/2023
6/3/2023	7128623 (STAGE 1)	BA - BUILD STAGE OFFICE	BUILD AN OFFICE FOR DUSTIN ON THE STAGE	7/3/2023
6/14/2023	7190437	THS - (LOCKER ROOMS) SHOWER HEADS	REPLACE MISSING SHOWER HEAD IN LOCKER ROOMS	7/3/2023
6/14/2023	7190534	THS - RELOCATE PROJECTOR ARM & TV MOUNT	RELOCATE THE TV MOUNT ARM & OLD PROJECTOR FROM EMS ROOM #42 TO THS - DEREK SWIGER'S RM (GW 105)	6/28/2023
6/30/2023	7218130	EM - REMOVE EQUIPMENT FROM VARIOUS ROOMS	REMOVE EQUIPMENT (per Susan Sudberry) FROM THE FOLLOWING ROOMS AT EMS: 10, 11, 12, 13, 14, 15,16, 17, 18, 20, 21, 23, 24, 25, 26, 27, 28, 29, 42, Art, & SPED ROOM	7/5/2023
7/5/2023	7219298	MAINT SHOP - RUN ELECTRICAL FOR DOORS	RUN ELECTRICAL POWER LINES (110 V) IN THE SUPPLY BACK ROOM FOR DOOR LOCKS	7/5/2023
7/3/2023	7217877	THS - PAINT NEW STORAGE ROOM (GIRLS LOCKER ROOM)	PAINT THE NEW STORAGE ROOM IN THE GIRLS LOCKER ROOM	7/3/2023
6/28/2023	7208049	EM - PAINT CABINETS (42)	PAINT CABINETS BLACK IN ROOM 42 (TECHNOLOGY)	7/6/2023
6/6/2023	7178429 (STAGE 6)	CSS - TVA 8TH GRADE RM	SCRAPE & SEAL EXTERIOR WALLS / PAINT ALL WALLS	7/7/2023
6/30/2023	7219817	CSS - BUILD WALLS IN LITTLE KATS	BUILD WALLS TO CREATE 4 SEPARATE ROOMS IN LITTLE KATS	7/6/2023
5/22/2023	7155866	THS - HANK FOR BAND ROOM	PLEASE ADD GRAVEL OR BUILD A RAMP ALONG ONE SPOT OF THE CONCRETE PAD AT THS BAND FIELD.	7/10/2023
7/10/2023	7224550	CSS - TECHNOLOGY STORAGE	TOUCHUP THE BASEBOARDS AND WALLS IN THE TECHNOLOGY STORAGE ROOM	7/10/2023
7/1/2023	7234461	BA-FOUR 1ST GRADE	CAULK QUARTER ROUND & PAINT 4 FIRST GRADE ROOMS	07/05/2023
6/3/2023	7234223	BA - PAINT STAGE OFFICE	PAINT NEW WALLS & DOOR IN OFFICE FOR DUSTIN ON THE STAGE	7/11/2023
6/14/2023	7190495	EM - REMOVAL OF PROJECTORS & SPEAKERS	SEE SUSANS ATTACHMENT FOR THE LIST OF PROJECTORS & SPEAKER REMOVAL	7/11/2023
6/6/2023	7178429 (FINAL STAGE OF PAINTING)	CSS - TVA 8TH GRADE RM	PAINT THE DOORS AFTER THEY'RE HUNG	7/12/2023
7/10/2023	7234483	LEE (15) - PAINT PEGBOARD	SAND & PAINT (NEUTRAL COLOR AS WALLS) THE PEG BOARD OVER THE SINK & COUNTER THAT WAS COVERED WITH FOAM BOARD.	7/12/2023
7/10/2023	7234592	CSS (TVA 8th GRD) - PAINT HALLWAYS/LOCKERS	PAINT HALLWAYS, LOCKERS & TRIM IN THE NEW AREA FOR TVA 8TH GRADE	7/13/2023
7/10/2023	7234491	LEE (15) - PAINT CHALKBOARD	RE-PAINT EXISTING CHALKBOARD WITH BLACK PAINT	7/13/2023
7/13/2023	7239262	THS - LIBRARY BOOK SCANNERS	REMOVE THE BOOK SCANNERS FROM THE LIBRARY	7/13/2023
5/25/2023	7114787	FAR - INSTALL HOT WATER HEATER	INSTALL A HOT WATER HEATER	7/14/2023
7/11/2023	7235670	THS - BOYS RESTROOM STALL DOORS	PAINT BOYS RESTROOM STALL DOORS IN OLD ECHO HALL & CHORUS HALL	7/14/2023
7/17/2023	7243084	LEE KITCHEN - TOUCHUP PAINT	TOUCHUP PAINT WHERE EQUIPMENT WAS MOVED TO INSTALL NEW FLOOR	7/17/2023
6/30/2023	7218161	THS - COMPRESSOR TO MACHINE SHOP	MOVE THE COMPRESSOR TO THE MACHINE SHOP	7/17/2023
6/14/2023	7190432	THS - (LOCKER ROOM) WATER LINE IN HALLWAY	REPAIR WATER LINE IN HALLWAY LOCKER ROOM AREA	7/18/2023
7/5/2023	7178429 (DOOR STAGE)	CSS - TVA 8TH GRADE RM (WAS OLD FD TRAINING ROOM)	ADD 2 DOORS: 2 RIGHT HAND & 1 LEFT HAND DOOR	7/14/2023
12/5/2022	TO BE DONE LATE SUMMER PER TIM	BEL-AIRE - PAINT SOFFET	SCRAPE AND PAINT ENTIRE SOFFIT	7/18/2023
7/19/2023	7246662	LEE - MAIN OFFICE	TOUCHUP OF DOOR FRAME IN THE ATTENDANCE OFFICE	7/19/2023
7/19/2023	7246668	CSS - 8TH GRADE TVA AREA	TOUCHUP WHERE HVAC WAS REMOVED/REPLACED	7/19/2023
6/7/2023	7178429 (STAGE 4)	CSS - TVA 8TH GRADE RM (WAS OLD FD TRAINING ROOM)	REPLACE MISSING CEILING TILE	7/19/2023
7/12/2023	7238028	CSS - TVA 8TH GRADE RM (WAS OLD FD TRAINING ROOM) NEW HVAC	REMOVE EXISTING MINI-SPLIT AND INSTALL NEW MULTI-ZONE MINI-SPLIT	7/19/2023
7/20/2023	7248865	EM -SOFTBALL FIELD.CAUTION YELLOW PAINT	PAINT YELLOW CAUTION AROUND THE NEW CONCRETE OF THE SOFTBALL FIELD	7/22/2023
7/19/2023	7246463	BA - PAINT CUBBY SHELVES (103)	PAINT THE CUBBY SHELVES BLACK	7/20/2023
7/20/2023	7248134	BA - PAINT KNOBS ON CABINETS (103)	PAINT THE KNOBS ON HER CABINETS BLACK	7/21/2023
7/20/2023	7248794	THS - REPAIR GREASE TRAP	REPAIR GREASE TRAP	7/21/2023
7/20/2023	7248075	LEE - PTO TO PAINT CAFETERIA	PTO WILL PAINT THE CAFETERIA	7/22/2023
7/21/2023	7248617	CSS - NEAR LITTLE CATS	PAINT THE AREA WHERE CALVIN REMOVED A LIGHT	7/24/2023
7/17/2023	7242859	ALL SCHOOLS - FIRE ZONES	PAINT ALL FIRE ZONES AT ALL SCHOOLS (RED & YELLOW)	7/26/2023
6/10/2023	7190352	EM - CHOIR DOORS	REPLACE CHOIR ROOM DOORS (CREATED THIS AS "CHORUS" - NO CHOIR LISTED)	7/27/2023
7/28/2023	7261372	BA - (110) PAINT CUBBIES	PAINT CUBBIES DARK GRAY	7/31/2023

23-24 COMPLETED PROJECTS LIST
(Based on Completion Date)

SCHEDULING INFORMATION	WORK ORDER NUMBER REFERENCE (if applicable)	LOCATION	PROJECT DESCRIPTION	COMPLETION DATE
7/28/2023	7261899	THS - RIN NEW ELECTRICAL WIRING TO EQUIPMENT IN MACHINE SHOP	REWIRE MULTIPLE MACHINERY (GRINDERS, LATHES, MILLS, SAWS, ETC)	8/1/2023
7/29/2023	7262426	CSS - SUSAN- IS THIS A DUPLICATE OF 7137091??	SUSAN ASKED IF SHE COULD GET THE REST OF HER ROOM PAINTED SINCE THE EQUIPMENT IS OUT AND THE FLOORING HAS BEEN REPLACED	8/2/2023
8/1/2023	7267701	THS - LIBRARY (REMOVE CORKBOARD)	REMOVE CORKBOARD AT THE TOP OF THE COLUMNS IN THE LIBRARY AND PAINT THE SPOTS THAT ARE UNDERNEATH THEM	8/2/2023
7/21/2023	7249825	CSS - TECH OFFICE	CAN YOU ADD THE MIRROR TINTING TO THE WINDOWS OF THE NEW TECH OFFICE	8/2/2023
8/1/2023	7267780	THS - LIBRARIAN DESK	STAIN THE LIBRARIAN DESK IN THE LIBRARY	8/4/2023

Tullahoma City Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Board Members	Descriptor Code: 1.102	Issued Date: 08/15/23
		Rescinds: 1.102	Issued: 08/16/22

1 The legal status of board members shall be as follows:

2 **NUMBER OF MEMBERS¹**

3 The Board is composed of seven (7) members.

4 **QUALIFICATIONS**

5 Members of the Board shall be elected by the voters of the City of Tullahoma, Tennessee, at large and
6 shall be citizens of recognized integrity, intelligence, and ability to administer the duties of the
7 office.^{1,2} To qualify as a candidate, an individual must show proof of:

- 8 1. Graduation from high school or receipt of a high school equivalency credential approved by the
9 State Board of Education³; and
- 10
11 2. Being a qualified voter and resident in the city for one (1) year prior to the qualifying deadline
12 for running as a candidate.⁴

13 **TERMS OF OFFICE**

14 Members of the Board shall serve four (4) year terms.¹

15 **VACANCIES**

16 Vacancies shall be declared to exist on account of death, resignation, removal, or through due process
17 proceedings.⁶

18 When a vacancy occurs, the unexpired term shall be filled at the next regular or special meeting of the
19 local legislative body.⁷ Such appointment shall continue until the next regular election.

Legal References

1. Tullahoma Municipal Code, Title 2, Ch. 2, Section 2-201; TCA 49-2-201(a)(1)
2. TCA 49-2-202(a)(1)
3. TCA 49-2-202(a)(4)
4. Public Acts of 2022, Chapter No. 809; Tullahoma Municipal Code, Title 2, Ch. 2, Section 2-201
5. TCA 8-47-101; TCA 49-1-611; TCA 49-2-202(e)(2); Tenn. Att’y Gen. Op. No. 21-14 (September 1, 2021)
6. TCA 49-2-202(e)(1)

Tullahoma City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 08/15/23
		Rescinds: 3.205	Issued: 04/23/13

1 *General*¹

2 The Director of Schools shall establish procedures to protect school property which shall include, but
3 not be limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys and badge access for building entry;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

11 All exterior doors leading into a school building shall be locked at all times and access to school buildings
12 is limited to the school's primary entrance during the school day as well as when students are present
13 outside of regular school hours, except for arrival and dismissal when certain doors will be open for this
14 expressed purpose per the school safety plan.³

15 The principal shall call law enforcement officials in cases involving illegal entry, building damage, theft,
16 or vandalism. The principal shall notify the Director of Schools as soon as practical, but no longer than
17 twenty-four (24) hours, after a case of vandalism, theft, building damage, and/or illegal entry. The
18 Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director
19 of Schools shall report all signing of such complaints to the Board.

20 **AFTER SCHOOL HOURS**

21 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
22 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

23 **LAW ENFORCEMENT SERVICES**¹

24 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
25 Partnerships may include, but not be limited to, education and recreational programs, delinquency
26 prevention, and mentoring initiatives.

1 The Board may enter into a memorandum of understanding (MOU) with the chief of a law enforcement
2 agency to provide school policing. The MOU shall address, at a minimum, the following issues:

- 3 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all laws,
4 regulations, and rules of the Peace Officer Standards and Training Commission at the time of
5 assignment and remain compliant throughout his/her assignment.
- 6 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in
7 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
8 participate in a minimum of sixteen (16) hours of training specific to school policing. All training
9 programs shall be approved by the Peace Officers Standards and Training Commission.⁴
- 10 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is
11 subject to that agency's direction, control, supervision, and discipline.
- 12 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent of
13 the Director of Schools.

14 **CYBERSECURITY⁵**

15 The Director of Schools/designee shall develop an administrative procedure regarding the district's
16 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
17 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. Public Acts of 2023, Chapter No. 367
4. TCA 49-6-4217
5. TCA 49-6-805 (9)

Cross References

- Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

Tullahoma City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Summer Instructional Programs	Descriptor Code: 4.204	Issued Date: 08/15/23
		Rescinds: 4.204	Issued: 08/17/21

1 *General*

2 The following programs will be made available to students:^{1,2}

- 3 1. Traditional summer school;
- 4
- 5 2. Learning loss bridge camps;
- 6
- 7 3. After-school learning mini camps and
- 8
- 9 4. Summer learning camps

10 These programs shall be organized and operated in accordance with state law as well as guidelines
11 provided by the Tennessee Department of Education. Funding for all programming shall be provided
12 for in the annual budget and take into account any available grants. The Board may adopt tuition rates
13 for those students voluntarily attending a traditional summer school program.³

14 **SUMMER PROGRAMMING²**

15 The Director of Schools shall present a recommended summer programming plan to the Board each
16 year, no later than the May Board of Education meeting, outlining the following:

- 17 1. Courses offered;
- 18
- 19 2. Transportation;
- 20
- 21 3. Class size ratios;
- 22
- 23 4. Budget, including staff compensation;
- 24
- 25 5. School nutrition needs;
- 26
- 27 6. Staffing;
- 28
- 29 7. Enrollment criteria; and
- 30
- 31 8. Any additional necessary information.

1 ATTENDANCE REQUIREMENTS²

2 Priority students, as defined by state law, shall be required to attend summer programs.

3 The Director of Schools/designee shall be responsible for developing administrative procedures
4 regarding the attendance requirements of priority students in each program.

5 THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS

6 Students who are required to attend summer programming in order to be promoted to fourth grade shall
7 attend with a ninety percent (90%) attendance rate. Students shall attend eighteen (18) days out of the
8 twenty (20) days required for summer school attendance or the appropriate amount_of days to equate to
9 90% if a waiver for the number of days is granted by the TDOE. If more days are missed, students may
10 make up a total of four (4) days following the conclusion of summer school, as long as the calendar
11 permits that amount of days. Should it be less than four (4) days that will be communicated to parents
12 in advance of summer programming. Missed days will be documented, and options for make up days
13 will be provided by the summer programming committee (Director of Schools, Director of Curriculum,
14 Instruction, Assessment & Federal Programs, Director of Technology, Principals, and Summer School
15 Directors).

16 Parents shall be provided information on the summer program attendance policy by May 15th using one
17 of these methods: letter, email, or phone call.

18 The Director of Schools/designee shall develop administrative procedures regarding the documentation
19 of student attendance including make up days and the administration of the post-test for students who
20 participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(9); Public Acts of 2023, Chapter No. 144
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

Extended Contracts 5.112

Tullahoma City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 08/15/23
		Rescinds: 4.301	Issued: 08/21/17

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.

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

18 **INSURANCE & PHYSICAL EXAMINATIONS**

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

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

27 **SCHEDULING CONFLICTS**

28 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending
29 the practice of any interscholastic sport during the school day without written permission from the
30 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 WEATHER⁴**

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 **PERSONAL CONDUCT AT SPORTING EVENTS**

17 Good sportsmanship and appropriate personal conduct are expected from all student
18 athletes, coaches, and spectators.

19 In the event any student of Tullahoma City Schools behaves in a manner that violates the
20 Code of Acceptable Behavior, the school administration will impose appropriate discipline.

21 Additionally, if any spectator, whether student or adult, behaves in a manner that results in
22 TMSAA/TSSAA imposing a fine on the school for unruly behavior, then any such person
23 will be barred, for a minimum of two weeks, from attending any extracurricular activities of
24 the Tullahoma City Schools and will be required to reimburse the board the amount of the
25 fine. Failure to reimburse the board will result in a continued suspension from any and all
26 Tullahoma City Schools extracurricular activities for the remainder of the school year or
27 until such fine has been reimbursed to the Board.

1. 34 CFR § 106.41; 20 USCA § 1681 et seq.
 2. Public Acts of 2021, Chapter No. 40
 3. TRR/MS 0520-01-02-.08(1)
 4. Public Acts of 2021, Chapter No. 272
 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
- Special Use of School Vehicles 3.402
Student Insurance Program 3.601
Extracurricular Activities 4.300
Attendance 6.200

Tullahoma City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 08/15/23
		Rescinds: 6.200	Issued: 06/21/22

1 *General*

2 Attendance is a key factor in student achievement; therefore, students are expected to be present each
3 day school is in session.

4 The Director of Schools/designee shall ensure that this policy is posted in each school building and
5 disseminated to all students, parent(s)/guardian(s), teachers, and administrative staff.

6 The Attendance Supervisor shall oversee the entire attendance program which shall include:¹

- 7 1. All accounting and reporting procedures and their dissemination;
- 8 2. Alternative program options for students who severely fail to meet minimum attendance
9 requirements;
- 10 3. Ensuring that all school age children attend school;
- 11 4. Providing documentation of enrollment status upon request for students applying for new or
12 reinstatement of driver's permit or license; and
- 13
- 14 5. Notifying the Department of Safety whenever a student with a driver's permit or license
15 withdraws from school.²

16 Student attendance records shall be given the same level of confidentiality as other student records. Only
17 authorized school officials with legitimate educational purposes may have access to student information
18 without the consent of the student or parent(s)/guardian(s).³

19 Absences shall be classified as either excused or unexcused as determined by the principal/designee.
20 Excused absences shall include:⁴

- 21 1. Personal illness/injury;
- 22
- 23 2. Illness of immediate family member;
- 24
- 25 3. Death in the family;
- 26
- 27 4. Extreme weather conditions;
- 28

- 1 5. Religious observances;⁵
- 2
- 3 6. Pregnancy;
- 4
- 5 7. School-endorsed activities;
- 6
- 7 8. Summons, subpoena, or court order; or
- 8
- 9 9. Circumstances which in the judgment of the principal create emergencies over which the
- 10 student has no control.

11 The principal shall be responsible for ensuring that:⁶

- 12 1. Attendance is checked and reported daily for each class;
- 13
- 14 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 15 for the majority of the day;
- 16
- 17 3. All student absences are verified;
- 18
- 19 4. Written excuses are submitted for absences and tardiness; and
- 20
- 21 5. System-wide procedures for accounting and reporting are followed.

22 **TRUANCY**

23 Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that
24 attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled
25 school day in order to be counted present. Students may attend part-time days, alternating days, or for a
26 specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be
27 considered present for school attendance purposes. If a student is required to participate in a remedial
28 instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s)
29 and the school district provides transportation, unexcused absences from these programs shall be
30 reported in the same manner.⁷

31 A student who is absent five (5) days without adequate excuse shall be reported to the Director of
32 Schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's
33 absence. If a parent/guardian does not provide documentation within adequate time excusing those
34 absences or request an attendance hearing, then the Director of Schools shall implement tier two of the
35 progressive truancy plan described below prior to referral to juvenile court.

36 *Progressive Truancy Plan*⁸

37 Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide
38 prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are
39 not limited to, letters, phone calls, conferences, school-level initiatives, etc.

1 Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5)
2 unexcused absences, but before referral to juvenile court, and includes the following:

- 3 1. A conference with the student and the student's parent(s)/guardian(s);
4
- 5 2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s),
6 and the Attendance Supervisor/designee. The contract shall include:
7
 - 8 a. A specific description of the school's attendance expectations for the student;
 - 9 b. The period for which the contract is effective; and
 - 10 c. Penalties for additional absences and alleged school offenses, including additional
11 disciplinary action and potential referral to juvenile court.
12
- 13 3. Regularly scheduled follow-up meetings to discuss the student's progress; and
14
- 15 4. A school employee shall conduct an individualized assessment detailing the reasons a student
16 has been absent from school. The employee may refer the student to counseling, community-
17 based services, or other services to address the student's attendance problems.

18
19 Tier III shall be implemented if the truancy interventions under Tier II are unsuccessful. Tier III shall
20 consist of the following interventions: school-based community services, review of assessment and
21 intervention plan for possible other interventions, etc. The interventions shall address students' needs
22 in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.
23

24 Exception: If, at ANY tier, the student is unsuccessful and the school can document the student's
25 guardian is unwilling to cooperate, the Director/designee may report to court system. Evidence can
26 include:

- 27 1. Failure/refusal on multiple occasions to attend conferences
- 28 2. Failure to return phone calls
- 29 3. Failure to attend follow-up meetings
- 30 4. Failure to enter into a contract
- 31 5. Failure to actively participate in any tiers outlined

32 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

33 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
34 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
35 absences each school year. No later than seven (7) business days prior to the student's absence, the
36 student shall provide documentation to the school as proof of the student's participation along with a
37 written request for the excused absence from the student's parent/guardian. The request shall include
38 the following:

- 39 1. Student's name and personal identification number;
40
- 41 2. Student's grade;
42

- 1 3. The dates of the student's absence;
- 2
- 3 4. The reason for the student's absence; and
- 4
- 5 5. The signatures of the student and parent/guardian.

6 **RELEASED TIME COURSE¹⁰**

7 A principal/designee may excuse a student to attend a course in religious moral instruction for up to
8 one (1) class period per school day. Students shall not be excused during any class which requires an
9 examination for state or federal accountability purposes.

10 The student shall submit a written consent form signed by the student's parent/guardian prior to
11 participation in the released time course. The principal/designee shall document the approval in
12 writing. The student shall provide documentation to the principal/designee as proof of the student's
13 participation in the released time course.

14 The district shall not be responsible for transporting students to and from the place of instruction.

15 Upon submission of the student's transcript from the entity that provided the released time course, the
16 student may be awarded one (1) unit of elective credit. For determining whether credit shall be
17 awarded, the student shall submit a full course syllabus to the principal/designee.

18 **MAKE-UP WORK**

19 All missed class work or tests (whether from excused or unexcused absence) may be made up provided
20 the student makes the request immediately upon returning to school, and provided class time is not
21 taken from other students.

22 **STATE-MANDATED ASSESSMENT**

23 Students who are absent the day of the scheduled end-of-course (EOC) exams shall present a signed
24 doctor's excuse or shall have been given an excused release by the principal prior to testing to receive
25 an excused absence. Students who have excused absences will be allowed to take a make-up exam.
26 Excused students will receive an incomplete in the course until they have taken the EOC exam.

27 Students who have an unexcused absence shall receive a failing grade on the EOC exam which shall be
28 averaged into their final grade.

29 **CREDIT/PROMOTION DENIAL**

30 Credit/promotion denial determinations may include student attendance; however, student attendance
31 may not be the sole criterion.⁹ If attendance is a factor prior to credit/promotion denial, the following
32 shall occur:

- 1 1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of
2 credit/promotion denial due to excessive absenteeism; and
3
- 4 2. Procedures in due process are available to the student when credit or promotion is denied.

5 **DRIVER'S LICENSE REVOCATION²**

6 A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any
7 semester or fails to maintain satisfactory academic progress shall be ineligible to retain a driver's permit
8 or license.

9 **ATTENDANCE HEARING¹⁰**

10 Students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion
11 denial shall have the opportunity to appeal to an attendance hearing committee appointed by the
12 principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided
13 written or actual notice of the appeal hearing and shall be given the opportunity to address the committee.
14 The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an
15 absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass
16 the course or be promoted. Upon notification of the attendance committee decision, the principal shall
17 send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student
18 of any action taken regarding the excessive unexcused absences. The notification shall advise
19 parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of
20 Schools/designee.

21 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

22 Within five (5) school days of the Director of Schools/designee rendering a decision, the student's
23 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
24 Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee.
25 The action of the Board shall be final.

1. TCA 49-6-3006
 2. TCA 49-6-3017(c)
 3. 20 USCA § 1232g
 4. TRR/MS 0520-01-02-.17(5); State Board of Education Policy 4.100
 5. TCA 49-6-2904(b)(5)
 6. TCA 49-6-3007
 7. TCA 49-6-3021
 8. TCA 49-6-3007; TCA 49-6-3009
 9. TCA 49-6-3022
 10. TCA 49-2-130
 11. TCA 49-2-203(b)(7); TCA 49-6-3002(b); Public Acts of 2023, Chapter No. 130
 12. TRR/MS 0520-01-02-.17(7)
- School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

REVENUE	FY23	FY23	Revised FY23 Budget
ACCOUNT NUMBER	Budgeted	Actual	
		Thru June	
UNDESIGNATED FUND BALANCE	3,184,750	0	2,542,822
40100 COUNTY TAXES			
40110 CURRENT PROPERTY TAX-COFFEE CO.	5,990,236	6,455,172	6,455,172
40111 CURRENT PROPERTY TAX -FRANKLIN CO.	190,000	283,924	283,924
40120 TRUSTEE'S COLLECTION-PRIOR YEAR	160,000	156,253	156,253
40130 CIRCUIT CLERK/C&M-PRIOR YEAR	38,000	30,539	30,539
40140 INTEREST & PENALTY	42,000	48,271	48,271
40161 PAYMENTS IN LIEU-TVA	100,000	96,177	96,177
TOTALS ACCOUNT NUMBER 40100	6,520,236	7,070,335	7,070,335
40600 CITY SCHOOL DISTRICT REVENUES			
40710 LOCAL OPTION SALES TAX	5,037,257	6,186,101	6,186,101
TOTALS ACCOUNT NUMBERS 40600/40700	5,037,257	6,186,101	6,186,101
41000 LICENSES & PERMITS			
41110 MARRIAGE LICENSES	1,300	1,501	1,501
TOTALS ACCOUNT NUMBER 41000	1,300	1,501	1,501
43000 CHARGES FOR SERVICES			
43511 TUITION-REGULAR DAY STUDENTS	196,476	214,287	214,287
43570 RECEIPTS FROM INDIVIDUAL SCHOOLS	60,000	50,203	50,203
43990 OTHER CHARGES FOR SERVICES			
TOTALS ACCOUNT NUMBER 43000	256,476	264,490	264,490
44000 OTHER LOCAL REVENUE			
44110 INTEREST EARNED	25,000	167,370	167,370
44170 OTHER REVENUE	0	8,839	8,839
44300 NURSING REIMBURSEMENT	0	17,787	17,787
44520 INSURANCE RECOVERY	0	16,773	16,773
44530 SALE OF EQUIPMENT	0	1,550	1,550
44560 DAMAGES RECOVERED FROM INDIVIDUALS	0	3,676	3,676
44570 CONTRIBUTIONS & GIFTS	25,000	22,000	22,000
44570 CONTRIBUTIONS & GIFTS - TEF	0	0	0
44900 CITY LIQUOR TAX	45,240	57,297	57,297
TOTALS ACCOUNT NUMBER 44000	95,240	295,291	295,291
46500 STATE EDUCATION FUNDS			
46511 BASIC EDUCATION PROGRAM	19,326,000	19,372,754	19,372,754
46515 PRE-K	373,728	373,729	373,729
46550 DRIVERS EDUCATION	0	6,025	6,025
46590 OTHER STATE EDUCATION FUNDS-CSH	95,000	95,250	95,250
46592 INTERNET CONNECTIVITY	0	0	0
46595 STUDENT MANAGEMENT SYSTEM	0	0	0
46610 CAREER LADDER	60,000	47,047	47,047
TOTALS ACCOUNT NUMBER 46500	19,854,728	19,894,804	19,894,804

		Thru June	
71100 REGULAR EDUCATIONAL PROGRAM			
116 TEACHERS	12,157,820	12,120,352	12,120,352
117 CAREER LADDER	30,548	25,703	25,703
163 EDUCATIONAL ASSISTANTS	1,044,387	1,033,499	1,033,499
195 SUBSTITUTE TEACHERS	260,871	293,250	293,250
201 SOCIAL SECURITY	772,100	775,946	775,946
204 STATE RETIREMENT	1,154,939	1,070,898	1,070,898
206 LIFE INSURANCE	24,200	21,271	21,271
207 MEDICAL INSURANCE	2,134,290	2,230,399	2,230,399
208 DENTAL INSURANCE	61,072	60,256	60,256
299 VISION INSURANCE	22,248	21,955	21,955
212 MEDICARE	182,376	185,584	185,584
355 TRAVEL	30,000	21,585	21,585
429 INSTRUCTIONAL SUPPLIES & MATERIALS	270,000	295,709	295,709
449 TEXTBOOKS	400,000	376,650	388,260
599 OTHER CHARGES	100,000	164,342	166,342
722 REGULAR INSTRUCTIONAL EQUIPMENT	791,000	804,993	804,993
TOTAL 71100 ACCOUNT	19,435,850	19,502,390	19,516,000
71200 SPECIAL EDUCATION PROGRAM			
116 TEACHERS	1,727,649	1,694,680	1,694,680
117 CAREER LADDER	3,000	3,125	3,125
162 CLERICAL PERSONNEL	39,087	38,640	38,640
163 EDUCATIONAL ASSISTANTS	826,417	848,055	848,055
171 SPEECH PATHOLOGISTS	87,666	91,022	91,022
189 OTHER SALARIES	0	0	0
195 SUBSTITUTE TEACHERS	64,766	57,388	57,388
201 SOCIAL SECURITY	152,972	161,297	161,297
204 STATE RETIREMENT	187,614	209,712	209,742
206 LIFE INSURANCE	5,463	6,310	6,310
207 MEDICAL INSURANCE	498,806	598,504	598,504
208 DENTAL INSURANCE	16,622	17,482	17,482
212 MEDICARE	38,000	37,967	37,967
299 VISION INSURANCE	5,893	6,365	6,365
312 CONTRACTS WITH PRIVATE AGENCIES	60,000	369,981	369,981
355 TRAVEL	0	0	0
399 OTHER CONTRACTED SERVICES	0	154	154
429 INSTRUCTIONAL SUPPLIES & MATERIALS	30,000	29,113	29,113
499 OTHER INSTRUCTIONAL SUPPLIES	32,500	14,549	14,549
599 OTHER CHARGES	32,500	25,578	26,928
725 SPECIAL EDUCATION EQUIPMENT	10,000	8,453	8,453
APPROX AMOUNT FROM SPED TRANSFER			0
TOTAL 71200 ACCOUNT	3,818,957	4,218,373	4,219,753
71300 VOCATIONAL EDUCATION PROGRAM			
116 TEACHERS	498,230	494,162	494,162
117 CAREER LADDER	1,062	1,000	1,000
201 SOCIAL SECURITY	28,280	28,294	28,294
204 STATE RETIREMENT	45,912	41,539	41,539
206 LIFE INSURANCE	703	700	700
207 MEDICAL INSURANCE	86,366	86,644	86,644
208 DENTAL INSURANCE	2,120	2,112	2,112

299 VISION INSURANCE	752	749	749
212 MEDICARE	6,614	6,617	6,617
355 TRAVEL	12,000	12,678	12,678
429 INSTRUCTIONAL SUPPLIES AND MATERIALS	15,000	20,046	20,046
599 OTHER CHARGES	5,000	4,248	5,000
730 VOC EQUIPMENT		0	0
TOTAL 71300 ACCOUNT	702,040	698,789	699,541
72110 ATTENDANCE			
105 SUPERVISOR/DIRECTOR	96,426	96,426	96,426
162 CLERICAL PERSONNEL	0		0
201 SOCIAL SECURITY	5,937	5,939	5,939
204 STATE RETIREMENT	9,932	8,379	8,379
206 LIFE INSURANCE	100	91	91
207 MEDICAL INSURANCE	6,800	6,990	6,990
208 DENTAL INSURANCE	0	264	264
299 VISION INSURANCE	100	94	94
212 MEDICARE	1,325	1,389	1,389
355 TRAVEL	3,675	829	829
499 OTHER SUPPLIES AND MATERIALS	2,500	154	154
524 STAFF DEVELOPMENT		5,307	5,307
599 OTHER CHARGES		1,311	1,311
TOTAL 72110 ACCOUNT	126,795	127,172	127,172
72120 HEALTH SERVICES			
131 NURSES	473,551	453,630	453,630
201 SOCIAL SECURITY	27,197	25,840	25,840
204 STATE RETIREMENT	25,768	32,024	32,024
206 LIFE INSURANCE	0	730	730
207 MEDICAL INSURANCE	85,464	96,905	96,905
208 DENTAL INSURANCE	2,154	2,112	2,112
299 VISION INSURANCE	764	749	749
212 MEDICARE	6,360	6,043	6,043
413 DRUGS AND MEDICAL SUPPLIES	35,000	11,388	11,388
499 OTHER CHARGES	5,000	19,830	19,830
TOTAL 72120 ACCOUNT	661,258	649,250	649,250
72130 OTHER STUDENT SUPPORT			
117 CAREER LADDER	1,600	0	
123 GUIDANCE PERSONNEL	604,709	599,184	599,184
161 SECRETARY	33,597	33,213	33,213
201 SOCIAL SECURITY	37,415	36,792	36,792
204 STATE RETIREMENT	60,944	52,658	52,658
206 LIFE INSURANCE	858	912	912
207 MEDICAL INSURANCE	84,422	93,644	93,644
208 DENTAL INSURANCE	2,313	2,376	2,376
299 VISION INSURANCE	915	936	936
212 MEDICARE	8,751	8,604	8,604
312 CONTRACTS W/PRIVATE AGENCIES	48,000	48,000	48,000
322 EVALUATION AND TESTING	15,000	10,270	10,270
524 STAFF DEVELOPMENT		340	340
TOTAL 72130 ACCOUNT	898,524	886,929	886,929

72210 INSTRUCTIONAL STAFF/ REG. INST. PROG.			
105 SUPERVISOR/DIRECTOR	113,089	113,088	113,088
117 CAREER LADDER	3,000	3,000	3,000
129 LIBRARIANS	249,716	276,224	276,224
161 SECRETARY	59,657	60,744	60,744
201 SOCIAL SECURITY	25,154	26,797	26,797
204 STATE RETIREMENT	37,674	35,873	35,873
206 LIFE INSURANCE	500	515	515
207 MEDICAL INSURANCE	46,288	53,646	53,646
208 DENTAL INSURANCE	1,510	1,584	1,584
299 VISION INSURANCE	550	562	562
212 MEDICARE	5,882	6,267	6,267
308 CONSULTANTS	0	0	0
355 TRAVEL			0
432 LIBRARY BOOKS	50,000	50,001	50,001
524 STAFF DEVELOPMENT	6,000	5,246	5,246
599 OTHER CHARGES		272	500
TOTAL 72210 ACCOUNT	599,021	633,820	634,048
72220 SPECIAL EDUCATION PROGRAM			
105 SUPERVISOR/DIRECTOR	111,754	111,781	111,781
117 CAREER LADDER	0		0
124 PSYCHOLOGIST	70,417	47,291	47,291
189 OTHER SALARIES	259,275	266,277	266,277
201 SOCIAL SECURITY	19,833	22,441	22,441
204 STATE RETIREMENT	20,292	25,714	25,714
206 LIFE INSURANCE	415	492	492
207 MEDICAL INSURANCE	38,596	43,612	43,612
208 DENTAL INSURANCE	1,247	1,426	1,426
212 MEDICARE	4,648	5,248	5,248
299 VISION INSURANCE	442	505	505
355 TRAVEL	5,000	3,045	3,045
399 OTHER CONTRACTED SERVICES	35,000	3,933	3,933
524 STAFF DEVELOPMENT	34,000	21,815	21,815
TOTAL 72220 ACCOUNT	600,919	553,580	553,580
72250 TECHNOLOGY			
105 SUPERVISOR/DIRECTOR	114,590	114,591	114,591
117 CAREER LADDER	0	0	0
163 EDUCATIONAL ASSISTANTS	342,312	348,414	348,414
201 SOCIAL SECURITY	27,253	27,747	27,747
204 STATE RETIREMENT	33,496	36,995	36,995
206 LIFE INSURANCE	623	638	638
207 MEDICAL INSURANCE	53,625	55,467	55,467
208 DENTAL INSURANCE	1,883	1,848	1,848
212 MEDICARE	6,374	6,489	6,489
299 VISION INSURANCE	667	655	655
355 TRAVEL	5,000	3,934	3,934
435 OFFICE SUPPLIES	1,000	316	316
524 STAFF DEVELOPMENT	3,500	6,303	6,303
599 OTHER CHARGES	10,000	5,500	6,000
			0
TOTAL 72250 ACCOUNT	600,324	608,897	609,397

72310 GENERAL ADMIN/BD OF EDUCATION			
191 DIRECTOR'S FEE	8,400	10,100	10,100
118 SECRETARY TO BOARD	0	0	0
201 SOCIAL SECURITY	600	361	361
205 HSA FRINGE	65,000	0	0
206 LIFE INSURANCE	2,261	2,490	2,490
207 MEDICAL INSURANCE	150,000	175,654	175,654
208 DENTAL INSURANCE	11,250	10,762	10,762
299 VISION INSURANCE	3,189	3,275	3,275
210 UNEMPLOYMENT COMPENSATION	10,000	477	477
211 LOCAL RETIREMENT	600,000	601,761	601,761
212 MEDICARE	2,200	85	85
217 HYBRID RETIREMENT STABILIZATION	100,000	0	0
305 AUDIT SERVICES	30,000	29,825	29,825
320 DUES AND MEMBERSHIP	18,000	16,676	16,676
331 LEGAL SERVICES	35,000	26,695	26,695
355 TRAVEL	15,000	1,971	1,971
506 LIABILITY INSURANCE	208,600	208,545	208,545
508 PREMIUM ON CORP. SURETY BONDS	2,500	0	0
510 TRUSTEE COMMISSION	147,000	135,572	135,572
513 WORKMEN'S COMPENSATION	142,000	139,382	139,382
524 STAFF DEVELOPMENT	0	24,583	24,583
599 OTHER CHARGES	20,000	41,810	42,460
TOTAL 72310 ACCOUNT	1,570,999	1,430,024	1,430,674
72320 OFFICE OF THE SUPERINTENDENT			
101 ADMINISTRATIVE OFFICER	178,448	179,448	179,448
117 CAREER LADDER	1,400	1,400	1,400
161 SECRETARY	72,532	75,921	75,921
201 SOCIAL SECURITY	13,959	13,996	13,996
204 STATE RETIREMENT	18,592	18,196	18,196
206 LIFE INSURANCE	179	182	182
207 MEDICAL INSURANCE	618	6,978	6,978
208 DENTAL INSURANCE	539	528	528
299 VISION INSURANCE	191	187	187
212 MEDICARE	3,640	3,673	3,673
307 COMMUNICATIONS	150,000	152,299	152,299
348 POSTAL CHARGES	2,000	6,174	6,174
435 OFFICE SUPPLIES	7,000	10,836	10,836
524 STAFF DEVELOPMENT	18,000	16,183	16,183
599 OTHER CHARGES	10,000	27,187	27,187
TOTAL 72320 ACCOUNT	477,098	513,188	513,188
72410 OFFICE OF THE PRINCIPAL			
103 ASSISTANT PRINCIPALS	383,868	339,322	339,322
104 PRINCIPALS	876,031	797,828	797,828
117 CAREER LADDER	3,000	4,000	4,000
161 SECRETARIES	230,060	272,452	272,452
201 SOCIAL SECURITY	83,204	82,861	82,861
204 STATE RETIREMENT	122,835	110,803	110,803
206 LIFE INSURANCE	1,528	1,642	1,642
207 MEDICAL INSURANCE	175,016	186,271	186,271
208 DENTAL INSURANCE	4,605	4,752	4,752
299 VISION INSURANCE	1,633	1,685	1,685

212 MEDICARE	20,000	19,379	19,379
435 OFFICE SUPPLIES	25,000	20,700	20,700
524 STAFF DEVELOPMENT	0	4,098	4,098
599 OTHER CHARGES	0	930	930
TOTAL 72410 ACCOUNT	1,926,779	1,846,722	1,846,722
72510 FISCAL SERVICES			
105 SUPERVISOR/DIRECTOR	121,568	135,634	135,634
119 BOOKKEEPERS	174,869	177,290	177,290
201 SOCIAL SECURITY	17,385	18,540	18,540
204 STATE RETIREMENT	16,723	21,216	21,216
206 LIFE INSURANCE	356	365	365
207 MEDICAL INSURANCE	31,726	35,692	35,692
208 DENTAL INSURANCE	1,077	1,056	1,056
299 VISION INSURANCE	382	374	374
212 MEDICARE	4,066	4,336	4,336
399 OTHER CONTRACTED SERVICES	45,000	75,018	76,769
435 OFFICE SUPPLIES	3,000	5,674	5,674
524 STAFF DEVELOPMENT	1,500	3,030	3,030
TOTAL 72510 ACCOUNT	417,652	478,225	479,975
72520 HR/PERSONNEL			
105 SUPERVISOR/DIRECTOR	128,972	138,241	138,241
162 CLERICAL PERSONNEL	112,070	106,884	106,884
201 SOCIAL SECURITY	14,764	14,484	14,484
204 STATE RETIREMENT	21,662	20,307	20,307
206 LIFE INSURANCE	267	274	274
207 MEDICAL INSURANCE	24,218	31,291	31,291
208 DENTAL INSURANCE	808	792	792
299 VISION INSURANCE	286	281	281
212 MEDICARE	3,453	3,387	3,387
355 TRAVEL	4,000	471	471
435 OFFICE SUPPLIES	0	4,803	4,803
499 OTHER SUPPLIES AND MATERIALS	2,550	0	0
524 STAFF DEVELOPMENT	0	3,476	3,476
599 OTHER CHARGES	32,135	34,854	34,854
TOTAL 72520 ACCOUNT	345,184	359,544	359,544
72610 OPERATION OF PLANT			
166 CUSTODIAL PERSONNEL	793,885	790,719	790,719
201 SOCIAL SECURITY	46,947	46,582	46,582
204 STATE RETIREMENT	28,017	43,868	43,868
206 LIFE INSURANCE	2,100	2,209	2,209
207 MEDICAL INSURANCE	185,519	204,639	204,639
208 DENTAL INSURANCE	6,488	6,611	6,611
299 VISION INSURANCE	2,300	2,344	2,344
212 MEDICARE	10,979	10,894	10,894
399 OTHER CONTRACTED SERVICES	500,000	1,038,336	1,141,056
410 CUSTODIAL SUPPLIES	150,000	165,004	165,004
415 ELECTRICITY	925,000	991,048	991,048
434 NATURAL GAS	110,000	118,358	118,358
454 WATER AND SEWER	85,000	80,521	80,521

599 OTHER CHARGES	0	6,727	6,950
TOTAL 72610 ACCOUNT	2,846,235	3,507,860	3,610,803
72620 MAINTENANCE OF PLANT			
189 OTHER SALARIES	546,214	563,866	563,866
201 SOCIAL SECURITY	32,850	33,884	33,884
204 STATE RETIREMENT	16,531	31,489	31,489
206 LIFE INSURANCE	1,000	1,037	1,037
207 MEDICAL INSURANCE	83,927	95,560	95,560
208 DENTAL INSURANCE	2,814	2,728	2,728
299 VISION INSURANCE	998	1,065	1,065
212 MEDICARE	7,683	7,925	7,925
335 MAINTENANCE AND REPAIR OF BLDGS	460,000	319,099	322,599
336 MAINTENANCE AND REPAIR OF EQUIP	150,000	129,426	129,426
499 OTHER SUPPLIES	500	1,999	1,999
717 MAINTENANCE EQUIPMENT	15,000	20,721	20,721
718 MOTOR VEHICLES	0		0
TOTAL 72620 ACCOUNT	1,317,517	1,208,800	1,212,300
72710 TRANSPORTATION			
146 BUS DRIVERS	84,283	160,636	160,636
189 OTHER SALARIES AND WAGES	77,452	136,156	136,156
201 SOCIAL SECURITY	10,327	17,977	17,977
204 STATE RETIREMENT	6,882	6,668	6,668
206 LIFE INSURANCE	100	72	72
207 MEDICAL INSURANCE	3,785	3,699	3,699
208 DENTAL INSURANCE	400	286	286
299 VISION INSURANCE	200	101	101
212 MEDICARE	1,800	4,204	4,204
338 MAINTENANCE AND REPAIR OF VEHICLES	30,000	59,478	59,478
425 GASOLINE	30,000	64,859	64,859
511 VEHICLE INSURANCE	0	0	0
599 OTHER CHARGES	0	14,031	15,000
717 TRANSPORTATION EQUIPMENT	189,606	230,618	230,618
TOTAL 72710 ACCOUNT	434,834	698,785	699,754
			0
			0
76100 REGULAR CAPITAL OUTLAY			0
707 BUILDING IMPROVEMENTS	3,184,750	2,372,423	3,345,149
TOTAL 76100 ACCOUNT	3,184,750	2,372,423	3,345,149
TOTAL EXPENDITURES GENERAL PURPOSE FD	39,964,734	40,294,771	41,393,780

REVENUE	FY24	FY 24
ACCOUNT NUMBER	Budget (approved 6/20/23)	Budget (amended request)
UNDESIGNATED FUND BALANCE	853,707	300,000
40100 COUNTY TAXES		
40110 CURRENT PROPERTY TAX-COFFEE CO.	6,128,011	6,128,011
40111 CURRENT PROPERTY TAX -FRANKLIN CO.	190,000	190,000
40120 TRUSTEE'S COLLECTION-PRIOR YEAR	150,000	150,000
40130 CIRCUIT CLERK/C&M-PRIOR YEAR	27,500	27,500
40140 INTEREST & PENALTY	42,000	42,000
40161 PAYMENTS IN LIEU-TVA	100,000	100,000
TOTALS ACCOUNT NUMBER 40100	6,637,511	6,637,511
40600 CITY SCHOOL DISTRICT REVENUES		
40710 LOCAL OPTION SALES TAX	5,440,238	5,440,238
TOTALS ACCOUNT NUMBERS 40600/40700	5,440,238	5,440,238
41000 LICENSES & PERMITS		
41110 MARRIAGE LICENSES	1,300	1,300
TOTALS ACCOUNT NUMBER 41000	1,300	1,300
43000 CHARGES FOR SERVICES		
43511 TUITION-REGULAR DAY STUDENTS	196,500	196,500
43570 RECEIPTS FROM INDIVIDUAL SCHOOLS	5,000	5,000
43990 OTHER CHARGES FOR SERVICES		
TOTALS ACCOUNT NUMBER 43000	201,500	201,500
44000 OTHER LOCAL REVENUE		
44110 INTEREST EARNED	85,000	85,000
44170 OTHER REVENUE	0	0
44300 NURSING REIMBURSEMENT	0	0
44520 INSURANCE RECOVERY	0	0
44530 SALE OF EQUIPMENT	0	0
44560 DAMAGES RECOVERED FROM INDIVIDUALS	0	0
44570 CONTRIBUTIONS & GIFTS	23,000	23,000
44570 CONTRIBUTIONS & GIFTS - TEF	0	0
44900 CITY LIQUOR TAX	78,000	78,000
TOTALS ACCOUNT NUMBER 44000	186,000	186,000
46500 STATE EDUCATION FUNDS		
46510 TENNESSEE INVESTMENT IN STUDENT ACHIEVEM	23,418,507	23,357,557
46515 PRE-K	376,591	376,591
46590 OTHER STATE EDUCATION FUNDS-CSH	0	0
46592 INTERNET CONNECTIVITY	0	0
46595 STUDENT MANAGEMENT SYSTEM	0	0
46610 CAREER LADDER	60,000	60,000

EXPENDITURES	FY24	FY24
ACCOUNT NUMBER	Budgeted	Budgeted
71100 REGULAR EDUCATIONAL PROGRAM		
116 TEACHERS	13,071,240	13,071,240
117 CAREER LADDER	30,548	30,548
163 EDUCATIONAL ASSISTANTS	1,114,730	1,114,730
195 SUBSTITUTE TEACHERS	330,000	330,000
201 SOCIAL SECURITY	901,884	901,884
204 STATE RETIREMENT	1,149,962	1,149,962
206 LIFE INSURANCE	22,355	22,355
207 MEDICAL INSURANCE	2,301,757	2,301,757
208 DENTAL INSURANCE	63,675	63,675
299 VISION INSURANCE	23,057	23,057
212 MEDICARE	210,925	210,925
355 TRAVEL	20,000	20,000
429 INSTRUCTIONAL SUPPLIES & MATERIALS	364,500	364,500
449 TEXTBOOKS	400,000	400,000
524 STAFF DEVELOPMENT	10,000	10,000
599 OTHER CHARGES	115,000	115,000
722 REGULAR INSTRUCTIONAL EQUIPMENT	791,000	791,000
TOTAL 71100 ACCOUNT	20,920,632	20,920,632
71200 SPECIAL EDUCATION PROGRAM		
116 TEACHERS	1,886,322	1,886,322
117 CAREER LADDER	3,000	3,000
162 CLERICAL PERSONNEL	0	0
163 EDUCATIONAL ASSISTANTS	872,158	872,158
171 SPEECH PATHOLOGISTS	94,241	94,241
189 OTHER SALARIES		
195 SUBSTITUTE TEACHERS	70,000	70,000
201 SOCIAL SECURITY	179,039	179,039
204 STATE RETIREMENT	213,832	213,832
206 LIFE INSURANCE	6,013	6,013
207 MEDICAL INSURANCE	548,990	548,990
208 DENTAL INSURANCE	17,192	17,192
212 MEDICARE	41,872	41,872
299 VISION INSURANCE	6,215	6,215
312 CONTRACTS WITH PRIVATE AGENCIES	146,000	146,000
355 TRAVEL		
399 OTHER CONTRACTED SERVICES		
429 INSTRUCTIONAL SUPPLIES & MATERIALS	32,000	32,000
499 OTHER INSTRUCTIONAL SUPPLIES	32,500	32,500
599 OTHER CHARGES		
725 SPECIAL EDUCATION EQUIPMENT	10,000	10,000
APPROX AMOUNT FROM SPED TRANSFER		
TOTAL 71200 ACCOUNT	4,159,375	4,159,375

71300 VOCATIONAL EDUCATION PROGRAM		
105 SUPERVISOR/DIRECTOR	110,174	110,174
116 TEACHERS	532,460	532,460
117 CAREER LADDER	1,000	1,000
201 SOCIAL SECURITY	39,905	39,905
204 STATE RETIREMENT	55,693	55,693
206 LIFE INSURANCE	737	737
207 MEDICAL INSURANCE	89,965	89,965
208 DENTAL INSURANCE	2,220	2,220
299 VISION INSURANCE	787	787
212 MEDICARE	9,333	9,333
355 TRAVEL	12,000	12,000
429 INSTRUCTIONAL SUPPLIES AND MATERIALS	15,000	15,000
599 OTHER CHARGES	5,000	5,000
730 VOC EQUIPMENT	0	0
TOTAL 71300 ACCOUNT	874,274	874,274
72110 ATTENDANCE		
105 SUPERVISOR/DIRECTOR	103,380	103,380
162 CLERICAL PERSONNEL	64,000	44,200
201 SOCIAL SECURITY	10,378	9,150
204 STATE RETIREMENT	15,383	13,403
206 LIFE INSURANCE	192	192
207 MEDICAL INSURANCE	10,909	10,909
208 DENTAL INSURANCE	554	554
299 VISION INSURANCE	196	196
212 MEDICARE	2,427	2,140
355 TRAVEL	675	675
499 OTHER SUPPLIES AND MATERIALS	2,000	2,000
524 STAFF DEVELOPMENT	3,000	3,000
599 OTHER CHARGES	750	750
TOTAL 72110 ACCOUNT	213,843	190,549
72120 HEALTH SERVICES		
131 NURSES	489,318	489,318
201 SOCIAL SECURITY	30,338	30,338
204 STATE RETIREMENT	34,317	34,317
206 LIFE INSURANCE	767	767
207 MEDICAL INSURANCE	100,869	100,869
208 DENTAL INSURANCE	2,220	2,220
299 VISION INSURANCE	787	787
212 MEDICARE	7,095	7,095
413 DRUGS AND MEDICAL SUPPLIES	35,000	35,000
499 OTHER CHARGES	15,000	15,000
TOTAL 72120 ACCOUNT	715,710	715,710
72130 OTHER STUDENT SUPPORT		
117 CAREER LADDER	0	0
123 GUIDANCE PERSONNEL	643,684	643,684
161 SECRETARY	39,832	39,832

201 SOCIAL SECURITY	42,378	42,378
204 STATE RETIREMENT	56,901	56,901
206 LIFE INSURANCE	959	959
207 MEDICAL INSURANCE	97,337	97,337
208 DENTAL INSURANCE	2,497	2,497
299 VISION INSURANCE	984	984
212 MEDICARE	10,253	10,253
312 CONTRACTS W/PRIVATE AGENCIES	48,000	48,000
322 EVALUATION AND TESTING	15,000	15,000
524 STAFF DEVELOPMENT	340	340
TOTAL 72130 ACCOUNT	958,164	958,164
72210 INSTRUCTIONAL STAFF/ REG. INST. PROG.		
105 SUPERVISOR/DIRECTOR	249,450	256,808
117 CAREER LADDER	3,000	3,000
129 LIBRARIANS	292,476	292,476
161 SECRETARY	66,320	66,320
201 SOCIAL SECURITY	37,897	38,353
204 STATE RETIREMENT	35,977	35,977
206 LIFE INSURANCE	507	507
207 MEDICAL INSURANCE	51,960	51,960
208 DENTAL INSURANCE	1,554	1,554
299 VISION INSURANCE	551	551
212 MEDICARE	8,863	8,970
308 CONSULTANTS	0	0
355 TRAVEL	500	500
432 LIBRARY BOOKS	50,000	50,000
524 STAFF DEVELOPMENT	6,000	6,000
599 OTHER CHARGES	200	200
TOTAL 72210 ACCOUNT	805,254	813,175
72220 SPECIAL EDUCATION PROGRAM		
105 SUPERVISOR/DIRECTOR	120,165	120,165
117 CAREER LADDER	0	0
124 PSYCHOLOGIST	80,000	80,000
162 CLERICAL PERSONNEL	89,444	89,444
189 OTHER SALARIES	325,270	325,270
201 SOCIAL SECURITY	38,122	38,122
204 STATE RETIREMENT	26,167	26,167
206 LIFE INSURANCE	475	475
207 MEDICAL INSURANCE	42,340	42,340
208 DENTAL INSURANCE	1,376	1,376
212 MEDICARE	7,619	7,619
299 VISION INSURANCE	749	749
355 TRAVEL	5,000	5,000
399 OTHER CONTRACTED SERVICES	150,075	150,075
499 OTHER SUPPLIES & MATERIALS	22,500	22,500
524 STAFF DEVELOPMENT	34,000	34,000
599 OTHER CHARGES	10,000	10,000
TOTAL 72220 ACCOUNT	953,302	953,302

72250 TECHNOLOGY		
105 SUPERVISOR/DIRECTOR	121,466	121,466
117 CAREER LADDER	1,000	1,000
163 EDUCATIONAL ASSISTANTS	382,166	382,166
201 SOCIAL SECURITY	31,287	31,287
204 STATE RETIREMENT	39,770	39,770
206 LIFE INSURANCE	671	671
207 MEDICAL INSURANCE	57,795	57,795
208 DENTAL INSURANCE	1,942	1,942
212 MEDICARE	7,317	7,317
299 VISION INSURANCE	689	689
355 TRAVEL	4,000	4,000
435 OFFICE SUPPLIES	1,000	1,000
524 STAFF DEVELOPMENT	6,000	6,000
599 OTHER CHARGES	10,000	10,000
TOTAL 72250 ACCOUNT	665,103	665,103
72310 GENERAL ADMIN/BD OF EDUCATION		
191 DIRECTOR'S FEE	10,500	10,500
118 SECRETARY TO BOARD	0	0
201 SOCIAL SECURITY	651	651
205 HSA FRINGE	65,000	65,000
206 LIFE INSURANCE	2,655	2,655
207 MEDICAL INSURANCE	173,227	173,227
208 DENTAL INSURANCE	11,496	11,496
299 VISION INSURANCE	3,454	3,454
210 UNEMPLOYMENT COMPENSATION	10,000	10,000
211 LOCAL RETIREMENT	650,000	650,000
212 MEDICARE	152	152
217 HYBRID RETIREMENT STABILIZATION		
305 AUDIT SERVICES	35,000	35,000
320 DUES AND MEMBERSHIP	19,500	19,500
331 LEGAL SERVICES	39,000	39,000
355 TRAVEL	4,500	4,500
506 LIABILITY INSURANCE	234,552	234,552
508 PREMIUM ON CORP. SURETY BONDS	2,500	2,500
510 TRUSTEE COMMISSION	150,000	150,000
513 WORKMEN'S COMPENSATION	156,522	156,522
524 STAFF DEVELOPMENT	30,000	30,000
599 OTHER CHARGES	25,000	25,000
TOTAL 72310 ACCOUNT	1,623,710	1,623,710
72320 OFFICE OF THE SUPERINTENDENT		
101 ADMINISTRATIVE OFFICER	189,155	189,155
117 CAREER LADDER	1,400	1,400
161 SECRETARY	72,470	72,470
201 SOCIAL SECURITY	16,308	16,308
204 STATE RETIREMENT	19,009	19,009
206 LIFE INSURANCE	192	192

207 MEDICAL INSURANCE	6,504	6,504
208 DENTAL INSURANCE	555	555
299 VISION INSURANCE	197	197
212 MEDICARE	3,814	3,814
307 COMMUNICATIONS	150,000	150,000
348 POSTAL CHARGES	6,000	6,000
435 OFFICE SUPPLIES	10,000	10,000
524 STAFF DEVELOPMENT	18,000	18,000
599 OTHER CHARGES	20,000	20,000
TOTAL 72320 ACCOUNT	513,604	513,604
72410 OFFICE OF THE PRINCIPAL		
103 ASSISTANT PRINCIPALS	776,045	776,045
104 PRINCIPALS	856,750	856,750
117 CAREER LADDER	3,000	3,000
161 SECRETARIES	271,920	271,920
201 SOCIAL SECURITY	118,278	118,278
204 STATE RETIREMENT	137,355	137,355
206 LIFE INSURANCE	1,629	1,629
207 MEDICAL INSURANCE	184,080	184,080
208 DENTAL INSURANCE	4,717	4,717
299 VISION INSURANCE	1,672	1,672
212 MEDICARE	85,847	85,847
435 OFFICE SUPPLIES	25,000	25,000
524 STAFF DEVELOPMENT	2,500	2,500
599 OTHER CHARGES	1,000	1,000
TOTAL 72410 ACCOUNT	2,469,794	2,469,794
72510 FISCAL SERVICES		
105 SUPERVISOR/DIRECTOR	140,812	140,812
119 BOOKKEEPERS	193,564	193,564
201 SOCIAL SECURITY	20,731	20,731
204 STATE RETIREMENT	22,684	22,684
206 LIFE INSURANCE	383	383
207 MEDICAL INSURANCE	36,898	36,898
208 DENTAL INSURANCE	1,110	1,110
299 VISION INSURANCE	393	393
212 MEDICARE	4,848	4,848
399 OTHER CONTRACTED SERVICES	47,500	47,500
435 OFFICE SUPPLIES	3,000	3,000
524 STAFF DEVELOPMENT	1,500	1,500
TOTAL 72510 ACCOUNT	473,424	473,424
72520 HR/PERSONNEL		
105 SUPERVISOR/DIRECTOR	147,240	147,240
162 CLERICAL PERSONNEL	165,376	165,376
201 SOCIAL SECURITY	19,382	19,382
204 STATE RETIREMENT	25,653	25,653
206 LIFE INSURANCE	386	386
207 MEDICAL INSURANCE	42,336	42,336

23-24 GEN PURPOSE BUDGET

8/11/2023

208 DENTAL INSURANCE	1,056	1,056
299 VISION INSURANCE	393	393
212 MEDICARE	4,533	4,533
355 TRAVEL	500	500
435 OFFICE SUPPLIES	5,000	5,000
499 OTHER SUPPLIES AND MATERIALS	1,000	1,000
524 STAFF DEVELOPMENT	3,500	3,500
599 OTHER CHARGES	32,135	32,135
TOTAL 72110 ACCOUNT	448,490	448,490
72610 OPERATION OF PLANT		
166 CUSTODIAL PERSONNEL	810,372	810,372
201 SOCIAL SECURITY	50,243	50,243
204 STATE RETIREMENT	43,774	43,774
206 LIFE INSURANCE	2,230	2,230
207 MEDICAL INSURANCE	205,965	205,965
208 DENTAL INSURANCE	6,673	6,673
299 VISION INSURANCE	2,366	2,366
212 MEDICARE	11,750	11,750
399 OTHER CONTRACTED SERVICES	800,000	800,000
410 CUSTODIAL SUPPLIES	150,000	150,000
415 ELECTRICITY	950,000	950,000
434 NATURAL GAS	122,000	122,000
454 WATER AND SEWER	85,000	85,000
599 OTHER CHARGES	2,000	2,000
TOTAL 72610 ACCOUNT	3,242,373	3,242,373
72620 MAINTENANCE OF PLANT		
189 OTHER SALARIES	618,276	618,276
201 SOCIAL SECURITY	38,333	38,333
204 STATE RETIREMENT	34,528	34,528
206 LIFE INSURANCE	1,054	1,054
207 MEDICAL INSURANCE	96,346	96,346
208 DENTAL INSURANCE	2,775	2,775
299 VISION INSURANCE	1,082	1,082
212 MEDICARE	8,965	8,965
335 MAINTENANCE AND REPAIR OF BLDGS	460,000	460,000
336 MAINTENANCE AND REPAIR OF EQUIP	150,000	150,000
499 OTHER SUPPLIES	1,500	1,500
717 MAINTENANCE EQUIPMENT	15,000	15,000
718 MOTOR VEHICLES	0	0
TOTAL 72620 ACCOUNT	1,427,860	1,427,860
72710 TRANSPORTATION		
146 BUS DRIVERS	136,000	136,000
189 OTHER SALARIES AND WAGES	124,000	124,000
201 SOCIAL SECURITY	16,120	16,120
204 STATE RETIREMENT	7,153	7,153
206 LIFE INSURANCE	100	100
207 MEDICAL INSURANCE	3,151	3,151

208 DENTAL INSURANCE	400	400
299 VISION INSURANCE	200	200
212 MEDICARE	3,770	3,770
338 MAINTENANCE AND REPAIR OF VEHICLES	35,000	35,000
425 GASOLINE	60,000	60,000
511 VEHICLE INSURANCE	0	0
599 OTHER CHARGES	14,000	14,000
717 TRANSPORTATION EQUIPMENT	208,558	208,558
TOTAL 72710 ACCOUNT	608,452	608,452
76100 REGULAR CAPITAL OUTLAY		
707 BUILDING IMPROVEMENTS	1,222,726	628,130
TOTAL 76100 ACCOUNT	1,222,726	628,130
TOTAL EXPENDITURES GENERAL PURPOSE FD	42,296,090	41,686,120

August Recommended Tenure

Bel-Aire

Matthew Kyle Prince
Maranda Jeffers Olive
Brittany Byrd

East Lincoln

Tiffany LaCook Richards

THS

Erika Konyndk
Cheryl Lee
Tracy Qua

District

Amber Charboneau



TITLE: Data Coordinator

QUALIFICATIONS:

- High school diploma or equivalent; additional education or certifications in data management or related fields are preferred;
- Proven experience in data entry, management, or related roles, preferably in an educational setting or HR setting;
- Proficient computer skills, including experience with various database management systems and/or educational platforms;
- Effective communication and interpersonal skills, able to collaborate with different teams and departments;
- Excellent organizational and time-management skills to handle multiple tasks efficiently;
- Proactive and self-motivated;
- Able to work independently and as part of a team;
- Familiarity with student information systems and educational compliance regulations preferred;
- Understanding of and compliance with data confidentiality and securities protocols and practices.

JOB GOAL: The role of the Data Coordinator is crucial in maintaining the accuracy and efficiency of student coding, student and staff information, and student learning plans across various platforms. The Data Coordinator proactively conducts comprehensive data audits to identify and address coding discrepancies and incomplete or missing student learning plans or information. Upholding the integrity of the data, the Data Coordinator provides reliable and trustworthy information and updates for all stakeholders. To excel in this position and offer exceptional support, the ideal candidate must possess excellent organizational, communication, and written skills. Attention to detail and the ability to manage multiple tasks simultaneously are of utmost importance. This role also requires an eye for detail and the ability to work well within a team environment.



ESSENTIAL FUNCTIONS or DUTIES:

- Ensures the precise coding of student information and other pertinent data across multiple platforms.
- Consistently updates and maintains student records to ensure accuracy and completeness by conducting regular data verification extracts and reports.
- Manages and supports the day-to-day operations of the student information systems.
- Collaborates with the Director of Technology and Student Services to devise effective strategies for gathering and managing data.
- Verifies that all required student documentation is completed and submitted across multiple platforms in a timely manner.
- Meticulous reviews of data for accuracy, completeness, and compliance across multiple platforms.
- Collaborates with attendance secretaries to ensure student information and coding aligns with federal, state, and local requirements.
- Collaborates with principals and assistant principals to validate that student information and coding align with federal, state, and local requirements.
- Collaborates with Director of Curriculum, Instruction, Assessment & Federal Programs and the Director of Special Education to validate that student information and coding aligns with federal, state, and local requirements.
- Verifies the accuracy and completeness of newly enrolled student information and coding across multiple platforms by communicating with and assisting different departments.
- Assists with resolving missing or incomplete documentation issues by communicating with various departments.
- Works proficiently with the district's educational platforms and databases for data entry and management.
- Troubleshoots and reports any technical issues related to the platforms, ensuring seamless data flow.
- Maintains strict confidentiality and data protection measures in handling sensitive student information.
- Accurately enters and updates employee information in the student information systems, including personnel details, contact information, and other employment-related data.
- Performs regular data audits to ensure the integrity and correctness of the information stored in multiple systems.



- Organizes, compiles, and summarizes student and employee data and prepares required reports.
- Collaborates with relevant departments to verify data accuracy and resolve any discrepancies promptly.
- Assists in onboarding new employees, ensuring all necessary data is collected and entered into multiple systems.
- Requests and manages SSO accounts for certified staff and educational assistants.
- Utilizes and navigates the Educational Information System (EIS) and Student Information System (SIS) proficiently, providing valuable support as a backup to the Data Specialist.
- Coordinates with the Technology Department to set up and activate accounts to ensure employees have access to the necessary platforms and resources.
- Provides support in maintaining accurate student and staff information across multiple platforms.
- Participates in meetings, workshops, and/or training to learn new information, laws, and regulations required to perform job duties.
- Perform other related duties as assigned.

PHYSICAL DEMANDS:

This job may require lifting objects that exceed 20 pounds, with frequent lifting and/or carrying objects weighing up to 10 pounds.

Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

CAPACITY AND ABILITY REQUIREMENTS:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

- *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.



- *Verbal*: Ability to understand the meanings of words and the ideas associated with them.
- *Numerical*: Ability to perform arithmetic operations quickly and accurately.
- *Manual dexterity*: Ability to move the hands and fingers easily.

REPORTS TO: Director of Technology & Director of Student Services

FLSA: Non-Exempt

TERM: 220 Days

SALARY: S4

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Personnel - July/August 2023

Hires

Kristina Boone	Admin	Director of Curriculum, Instruction, Assessment & Federal Programs	07/10/2023
Patrick Sankolewicz	Maintenance	HVAC Technician	08/28/2023
Hailey Brazier	BAE	5th Grade ELA	07/26/2023
Amber Smith	BAE	Educational Assistant/Sped	07/26/2023
Tammy Callison	CSS	District Wide School Psychologist	07/19/2023
Lisa Ferrell	CSS	Daycare Worker/Part-Time	08/04/2023
Penny Hargrove	CSS	Daycare Worker/Part-Time	07/26/2023
Callie Goodwin	CSS	Daycare Worker/Part-Time	07/27/2023
Harper Case	ELE	Physical Ed. Teacher	07/26/2023
Jami Barnes	EMS	Softball Coach	07/26/2023
Joseph Yoerg	JTF	Custodian	06/28/2023
Joe Afflerbaugh	REL	Custodian	07/26/2023
Valerie Denney	REL	Music Teacher	07/26/2023
Sarah Malugin	REL	HMI Educational Assistant	07/26/2023
Melinda Morris	REL	Sped Educational Assistant	07/26/2023
Shelly Rojas	REL	Sped/HMI Teacher	07/26/2023
Melissa Smart	REL	Educational Assistant/Resource	08/03/2023
Kaitlin Solnok	REL	2nd Grade Teacher	07/26/2023
Bretta Berger	THS	English Teacher	07/26/2023
William Hyden	THS	Business Teacher(CTE)	07/26/2023
Baylee Luttrell	THS	Math Teacher	07/26/2023
Amy Radford	THS	English Teacher	09/01/2023
Trevor Schmit	THS	Educational Assistant/Sped	07/26/2023
Brooke Shasteen	THS	School Secretary	07/24/2023
Elizabeth Umpierre	THS	Math Teacher	07/31/2023
Katherine Anderson-Wilson	WMS	Special Education Teacher	07/26/2023
Angela Bateman	WMS	8th Grade ELA	07/26/2023
Whitney Chapman	WMS	Educational Assistant/Sped	07/26/2023

Resignations

Jenna Jones	BAE	Sped Educational Assistant	07/11/2023
Jessica Womack	BAE	Part-Time Educational Assistant	05/19/2023
Donna Beth Nolan	ELE	3rd Grade Teacher	06/28/2023
Brittany Sanabria	ELE	Educational Assistant/RTI	05/19/2023
Brock Taylor	ELE	PE Teacher	07/11/2023
David Williams	Main	HVAC Technician	07/14/2023
Kathy Buchanan	REL	2nd Grade Teacher	06/20/2023
Elyse Jensen	REL	Speech Educational Assistant	07/13/2023
Sonya Knack	REL	Sped Educational Assistant	07/11/2023
Elizabeth Croft	THS	English Teacher	06/20/2023
Laura Neal	THS	HMI Educational Assistant	07/20/2023
Jason Quick	THS	Principal	06/30/2023

Transfers

Ashley Obersteadt	WMS-THS	Inclusion/Intervention Sped-Highly Modified Sped	07/26/2023
Susan Johnston	ADMIN-ELE	Director of Instruction-4th Grade Teacher	07/26/2023
James Gibson	REL-ELE	Custodian-Custodian	06/26/2023
Kristen Anderson	BAE-WMS	Behavior Mod. EA-CDC EA	07/26/2023
Fred Robinson	WMS-WMS	Behavior Mod. EA-ISS Coordinator	07/26/2023
Niki Harris	WMS-CSS	Special Education Teacher-Special Ed. Coord.	07/19/2023
Jessie Kinsey	THS-THS	Assistant Principal/CTE-CTE Director	07/01/2023
Tabitha Stinnett	THS-THS	Front Office Secretary-Math Teacher	07/26/2023
Christina Eggleston	REL-THS	Secretary/Bookkeeper-Bookkeeper	07/11/2023
Billy Barnes	ELE-WMS	Sped EA-Sped EA	07/26/2023

NonRenewals

Jake Askren	THS	Science Teacher	05/19/2023
Sandie Dixon	EMS	Nutrition Worker	06/30/2023

Dismissals

Penny Hargrove	CSS	Daycare Worker/Part-Time	07/27/2023
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