

**GCSSD Board of Trustees Regular Meeting**  
**November 12, 2024 6:30 PM**  
Rutherford School Library

**Mission Statement:** "The Gibson County Special School District provides learning experiences through which every student will be well prepared for their life, education, and career."

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER**

**3. ROLL CALL**

**4. CONSENT AGENDA**

4.A. ALC Report

4.B. Bullying/Harassment Report

4.C. Finance Reports

4.D. Juvenile Court Referrals

4.E. Maintenance/Technology Reports

4.F. Minutes Approval

4.G. Overnight Field Trips

**5. RECOGNITION**

**6. PUBLIC COMMENT**

**7. REGULAR AGENDA**

7.A. Feasibility Study

7.B. TEMA Public Assistance Budget Amendment

7.C. Spring Hill TEMA Safe Space Budget Amendment

7.D. Board Self-Assessment Results

7.E. American Education Week - November 18-22

**8. DIRECTOR'S REPORT**

8.A. TSBA Annual Convention & Leadership Conference Recap

**9. ADJOURN**





# HARASSMENT/BULLYING REPORT

October 1, 2024 to October 31, 2024

**NOTE:** Totals YTD column represents the cumulative # of incidents' reported thus far.

	VERBAL INCIDENT	WRITTEN INCIDENT	TECHNOLOGY INCIDENT	PHYSICAL INCIDENT	TOTALS For Month	TOTALS YTD	Previous Year Total
<b>DYER</b>	2	0	0	0	2	2	21
<b>GCHS</b>	0	0	0	0	0	0	2
<b>KENTON</b>	0	0	0	0	0	0	0
<b>SGCES</b>	0	0	0	0	0	1	0
<b>SGCMS</b>	2	0	0	0	2	2	1
<b>RUTHERFORD</b>	0	0	0	0	0	0	0
<b>SGCHS</b>	0	0	0	0	0	0	1
<b>SPRING HILL</b>	0	0	0	0	0	0	1
<b>YORKVILLE</b>	0	0	0	0	0	0	0

VERBAL OR WRITTEN (classified as one of the following)

- Name calling
- Threatening
- Taunting/ridiculing
- Demeaning comments

TECHNOLOGY (classified as)

- Facebook Posting
- Instagram Pic
- Phone Texting
- Twitter Messages
- Snap Chat

PHYSICAL (classified as one of the following)

- Hitting/kicking/shoving/pushing
- Inappropriate touching
- Staring/Stalking
- Spitting

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
<b>Revenues</b>							
40125	Trustee's Collections - Bankruptcy	0.00	(114.57)	0.00%	0.00	(44.57)	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	70,000.00	(13,935.15)	19.91%	5,833.33	(800.23)	13.72%
40162	Payments In Lieu Of Taxes-Local	162,500.00	(2,695.20)	1.66%	13,541.67	(673.80)	4.98%
40210	Local Option Sales Tax	4,578,000.00	(1,154,850.81)	25.23%	381,500.00	(375,128.45)	98.33%
40275	MIXED DRINK TAX	0.00	(59.08)	0.00%	0.00	0.00	0.00%
40350	Interstate Telecommunications Tax	20,000.00	(6,808.03)	34.04%	1,666.67	(2,295.87)	137.75%
40610	Current Property Tax	7,458,000.00	(84,016.29)	1.13%	621,500.00	(70,448.32)	11.34%
40620	Prior Year's Property Tax	138,000.00	(17,669.36)	12.80%	11,500.00	(5,687.85)	49.46%
40630	Interest And Penalty	20,000.00	(2,651.05)	13.26%	1,666.67	(606.55)	36.39%
41110	Marriage Licenses	900.00	(192.05)	21.34%	75.00	(85.36)	113.81%
42310	Fines	0.00	(3,742.00)	0.00%	0.00	(1,086.00)	0.00%
43570	Receipts From Individual Schools	88,500.00	(101,017.13)	114.14%	7,375.00	(84,741.59)	1,149.04%
43990	Other Charges For Services	25,000.00	(708.64)	2.83%	2,083.33	(92.89)	4.46%
44110	Investment Income	175,000.00	(117,764.25)	67.29%	14,583.33	(26,945.73)	184.77%
46510	Tennessee Investment in Student	30,083,164.70	(9,024,949.41)	30.00%	2,506,930.39	(3,008,316.47)	120.00%
46513	TISA on Behalf Pymts	56,093.95	0.00	0.00%	4,674.50	0.00	0.00%
46515	Early Childhood Education	499,707.30	(37,211.98)	7.45%	41,642.28	(34,267.98)	82.29%
46590	Other State Education Funds	245,535.00	(73,603.88)	29.98%	20,461.25	(24,534.62)	119.91%
46610	Career Ladder Program	33,600.00	0.00	0.00%	2,800.00	0.00	0.00%
46790	Other Vocational	2,216,885.10	(279,773.86)	12.62%	184,740.43	(240,658.96)	130.27%
46800	Other State Revenues	0.00	(185.92)	0.00%	0.00	(185.92)	0.00%
46980	Other State Grants	53,509.68	0.00	0.00%	4,459.14	0.00	0.00%
47590	Other Federal Through State	0.00	(55,596.25)	0.00%	0.00	(55,596.25)	0.00%
	<b>Total Revenues</b>	<b>45,924,395.73</b>	<b>(10,977,544.91)</b>	<b>23.90%</b>	<b>3,827,032.98</b>	<b>(3,932,197.41)</b>	<b>102.75%</b>
<b>Expenditures</b>							
71100	Regular Instruction Program	(18,707,584.49)	3,302,624.85	17.65%	(1,558,965.37)	1,397,333.86	89.63%
71200	Special Education Program	(3,200,907.38)	571,086.58	17.84%	(266,742.28)	263,837.88	98.91%
71300	Career and Technical Education	(3,650,946.81)	524,467.83	14.37%	(304,245.57)	159,496.64	52.42%
72110	Attendance	(40,901.42)	11,693.15	28.59%	(3,408.45)	2,561.30	75.15%
72120	Health Services	(675,615.13)	130,240.15	19.28%	(56,301.26)	52,151.83	92.63%
72130	Other Student Support	(1,028,939.18)	210,114.71	20.42%	(85,744.93)	67,374.46	78.58%
72210	Regular Instruction Program	(1,387,863.59)	339,931.53	24.49%	(115,655.30)	110,185.96	95.27%
72220	Special Education Program	(302,558.12)	176,556.05	58.35%	(25,213.18)	15,362.88	60.93%
72230	Career and Technical Education	(153,363.64)	32,740.57	21.35%	(12,780.30)	11,937.00	93.40%
72250	EDUCATION TECHNOLOGY	(989,204.96)	497,066.88	50.25%	(82,433.75)	122,162.38	148.19%
72310	Board Of Education	(685,757.00)	256,362.60	37.38%	(57,146.42)	18,914.31	33.10%
72320	Office Of The Superintendent	(306,621.95)	97,893.36	31.93%	(25,551.83)	22,309.89	87.31%

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Gibson County Special Schools  
 Summary Financial Statement  
 October 2024

User:  
 Date/Time:

Rory Hinson  
 11/4/2024 11:11 AM  
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141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72410	Office Of The Principal	(2,535,421.24)	654,753.03	25.82%	(211,285.10)	205,703.37	97.36%
72510	Fiscal Services	(280,959.32)	105,207.35	37.45%	(23,413.28)	21,879.31	93.45%
72610	Operation Of Plant	(2,940,687.00)	1,146,212.41	38.98%	(245,057.25)	216,341.71	88.28%
72620	Maintenance Of Plant	(1,033,470.62)	338,466.96	32.75%	(86,122.55)	56,163.88	65.21%
72710	Transportation	(1,660,238.32)	536,034.87	32.29%	(138,353.19)	64,934.41	46.93%
73400	Early Childhood Education	(417,798.99)	70,140.01	16.79%	(34,816.58)	32,928.03	94.58%
76100	Regular Capital Outlay	(1,035,000.00)	180,160.38	17.41%	(86,250.00)	51,922.33	60.20%
82130	Education	(6,005,000.00)	3,240,000.00	53.96%	(500,416.67)	0.00	0.00%
82230	Education	(1,106,869.00)	537,506.24	48.56%	(92,239.08)	0.00	0.00%
	<b>Total Expenditures</b>	<b>(48,145,708.16)</b>	<b>12,959,259.51</b>	<b>26.92%</b>	<b>(4,012,142.35)</b>	<b>2,893,501.43</b>	<b>72.12%</b>
<b>Total</b>	<b>141</b> General Purpose School	<b>(2,221,312.43)</b>	<b>1,981,714.60</b>	<b>89.21%</b>	<b>(185,109.37)</b>	<b>(1,038,695.98)</b>	<b>-561.13%</b>

**Gibson County Special Schools**  
**Bank Account Check Listing By Date**

**Run At:** 10/1/2024 11:25 AM  
**Run By:** Amy Santaniello  
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Bank Account: Security Bank Vendor (Fund 141)

Account Number: 000000200379

GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
62335	9/1/2024	Emily Pitt	Vendor	Outstanding	\$88.44
62336	9/1/2024	Carly Robinson	Vendor	Outstanding	\$143.38
62337	9/3/2024	Alisha Owens	Vendor	Outstanding	\$411.90
62338	9/3/2024	At&t Wireless	Vendor	Outstanding	\$184.39
62339	9/3/2024	Anthony Bogue	Vendor	Outstanding	\$30.00
62340	9/3/2024	Br Supply, Inc.	Vendor	Outstanding	\$2,145.50
62341	9/3/2024	Cindy Smith	Vendor	Outstanding	\$107.20
62342	9/3/2024	Colette Wilson	Vendor	Outstanding	\$309.54
62343	9/3/2024	Cindy Etheridge Davis	Vendor	Outstanding	\$294.80
62344	9/3/2024	Lucas Durall	Vendor	Outstanding	\$464.31
62345	9/3/2024	Danny East	Vendor	Outstanding	\$31.49
62346	9/3/2024	Erica Durall	Vendor	Outstanding	\$56.80
62347	9/3/2024	Genesis Roofing	Vendor	Outstanding	\$153,400.00
62348	9/3/2024	Greene Things Floral & Gift	Vendor	Outstanding	\$150.00
62349	9/3/2024	Laura Hawks	Vendor	Outstanding	\$141.37
62350	9/3/2024	RACHEL HICKS	Vendor	Outstanding	\$362.70
62351	9/3/2024	Carla Jackson	Vendor	Outstanding	\$254.60
62352	9/3/2024	Jackson Restaurant Supply, Inc.	Vendor	Outstanding	\$802.62
62353	9/3/2024	Brittany Leitherland	Vendor	Outstanding	\$162.63
62354	9/3/2024	Lowe's Credit Services	Vendor	Outstanding	\$1,290.27
62355	9/3/2024	Mccoy's Heating And Air, Inc.	Vendor	Outstanding	\$43,994.00
62356	9/3/2024	Michelle Goad	Vendor	Outstanding	\$478.38
62357	9/3/2024	Savannah Pannell	Vendor	Outstanding	\$101.84
62358	9/3/2024	Rachel Barber	Vendor	Outstanding	\$192.96
62359	9/3/2024	Renee Childs	Vendor	Outstanding	\$270.68
62360	9/3/2024	Susan Smith	Vendor	Outstanding	\$160.80
62361	9/3/2024	Tennessee Book Company	Vendor	Outstanding	\$357.00

**Gibson County Special Schools**  
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
62362	9/3/2024	Terri Mcdaniel	Vendor	Outstanding	\$324.95
62363	9/3/2024	Sandy Tharpe	Vendor	Outstanding	\$32.16
62364	9/3/2024	United States Post Office	Vendor	Outstanding	\$460.00
62365	9/3/2024	Richard Young	Vendor	Outstanding	\$37.15
62366	9/5/2024	Area Wide Communications	Vendor	Outstanding	\$1,011.51
62367	9/5/2024	Kelli Elliott Barnes	Vendor	Outstanding	\$900.00
62368	9/5/2024	Cdw Government	Vendor	Outstanding	\$943.42
62369	9/5/2024	CLASSLINK	Vendor	Outstanding	\$15,382.83
62370	9/5/2024	Ena Services Llc	Vendor	Outstanding	\$211.39
62371	9/5/2024	Gibson County Bus Garage	Vendor	Outstanding	\$15,034.34
62372	9/5/2024	Gibson County Federal Accounts	Vendor	Outstanding	\$11,874.42
62373	9/5/2024	Glowforge	Vendor	Outstanding	\$4,999.00
62374	9/5/2024	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$89.99
62375	9/5/2024	Hook Security	Vendor	Outstanding	\$9,900.00
62376	9/5/2024	Trane U.S. Inc	Vendor	Outstanding	\$271.29
62377	9/5/2024	Trenton Special School District	Vendor	Outstanding	\$266.90
62378	9/5/2024	UNITED REFRIGERATION, INC	Vendor	Outstanding	\$693.04
62379	9/5/2024	Volunteer Technology Systems	Vendor	Outstanding	\$3,291.50
62380	9/5/2024	Words For Life Speech & Language Center	Vendor	Outstanding	\$3,024.00
62381	9/6/2024	Ace Building Center	Vendor	Outstanding	\$36.95
62382	9/6/2024	JOSEPH AGEE	Vendor	Outstanding	\$367.16
62383	9/6/2024	Alisha Bauman	Vendor	Outstanding	\$340.88
62384	9/6/2024	Blake Allen	Vendor	Outstanding	\$666.66
62385	9/6/2024	Amro Music Stores	Vendor	Outstanding	\$24,421.00
62386	9/6/2024	Amy Richardson	Vendor	Outstanding	\$234.50
62387	9/6/2024	Amanda Bell	Vendor	Outstanding	\$294.80
62388	9/6/2024	Emily Bradford	Vendor	Outstanding	\$132.66
62389	9/6/2024	Tessa Buckingham	Vendor	Outstanding	\$1,862.60

**Gibson County Special Schools  
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379  
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Number	Date	Description	Check Type	Status	
62390	9/6/2024	Amanda Callins	Vendor	Outstanding	\$107.20
62391	9/6/2024	Carissa Burkett	Vendor	Outstanding	\$187.45
62392	9/6/2024	City Lumber Company	Vendor	Outstanding	\$456.37
62393	9/6/2024	Joshua Clark	Vendor	Outstanding	\$500.00
62394	9/6/2024	Emilee Cunningham	Vendor	Outstanding	\$129.16
62395	9/6/2024	ESGI	Vendor	Outstanding	\$6,058.00
62396	9/6/2024	Sable Estes	Vendor	Outstanding	\$159.12
62397	9/6/2024	Gibson Connect, LLC	Vendor	Outstanding	\$656.62
62398	9/6/2024	Patricia C Hatch	Vendor	Outstanding	\$666.66
62399	9/6/2024	Henry Schein, Inc	Vendor	Outstanding	\$200.18
62400	9/6/2024	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$63.46
62401	9/6/2024	Jason Turner	Vendor	Outstanding	\$214.40
62402	9/6/2024	Jayna Watkins	Vendor	Outstanding	\$101.84
62403	9/6/2024	Debra Keeton	Vendor	Outstanding	\$107.20
62404	9/6/2024	Kelly K. Samantha	Vendor	Outstanding	\$464.38
62405	9/6/2024	Key Fire Protection	Vendor	Outstanding	\$419.00
62406	9/6/2024	Annetta Kirk	Vendor	Outstanding	\$67.00
62407	9/6/2024	Ezra F Leslie	Vendor	Outstanding	\$315.57
62408	9/6/2024	Medina Auto Farm Supply	Vendor	Outstanding	\$68.56
62409	9/6/2024	Nexair	Vendor	Outstanding	\$298.46
62410	9/6/2024	Mollie Peery	Vendor	Outstanding	\$267.33
62411	9/6/2024	Bryan Poole	Vendor	Outstanding	\$3,000.00
62412	9/6/2024	Amy Powell	Vendor	Outstanding	\$163.48
62413	9/6/2024	Steven E Rich	Vendor	Outstanding	\$1,000.00
62414	9/6/2024	Brent Stafford	Vendor	Outstanding	\$666.66
62415	9/6/2024	Tammie Floersh	Vendor	Outstanding	\$342.89
62416	9/6/2024	Teresa Newell	Vendor	Outstanding	\$294.80
62417	9/6/2024	Timothy Trimble	Vendor	Outstanding	\$91.12

**Gibson County Special Schools**  
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Number	Date	Description	Check Type	Status	
62418	9/6/2024	Victory 93.7 Wtkb Fm	Vendor	Outstanding	\$200.00
62419	9/6/2024	Gavin Wallace	Vendor	Outstanding	\$100.00
62420	9/6/2024	Wells Fargo Financial Leasing	Vendor	Outstanding	\$399.00
62421	9/6/2024	Workcare Resource Inc,	Vendor	Outstanding	\$180.00
62422	9/6/2024	Youth Town of Tennessee	Vendor	Outstanding	\$1,485.00
62423	9/9/2024	B3 CREATIVE AGENCY	Vendor	Outstanding	\$1,898.14
62424	9/9/2024	CareerSafe	Vendor	Outstanding	\$960.00
62425	9/9/2024	Cooperative Financial Solutions	Vendor	Outstanding	\$21,567.02
62426	9/9/2024	Dyer School	Vendor	Outstanding	\$150.00
62427	9/9/2024	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$4.92
62428	9/9/2024	Kenton Elementary School	Vendor	Outstanding	\$150.00
62429	9/9/2024	Mary Gay London	Vendor	Outstanding	\$45.56
62430	9/9/2024	MAX-Ability	Vendor	Outstanding	\$2,973.00
62431	9/9/2024	Quill	Vendor	Outstanding	\$128.99
62432	9/9/2024	Rutherford Elementary School	Vendor	Void	\$300.00
62433	9/9/2024	South Gibson County Elementary School	Vendor	Outstanding	\$450.00
62434	9/9/2024	South Gibson County Middle School	Vendor	Outstanding	\$450.00
62435	9/9/2024	Spring Hill School	Vendor	Outstanding	\$150.00
62436	9/9/2024	Steve Marsh Ford	Vendor	Outstanding	\$38.10
62437	9/9/2024	Tennessee Book Company	Vendor	Outstanding	\$69.99
62438	9/9/2024	Yorkville Elementary School	Vendor	Outstanding	\$150.00
62440	9/10/2024	Area Wide Communications	Vendor	Outstanding	\$331.66
62441	9/10/2024	B&H Photo Video	Vendor	Outstanding	\$229.99
62442	9/10/2024	Quill	Vendor	Outstanding	\$213.83
62443	9/10/2024	Waste Management	Vendor	Outstanding	\$2,880.91
62444	9/10/2024	WEST TN SP ED CONFERENCE	Vendor	Outstanding	\$750.00
62445	9/11/2024	Alexander,Thompson And Arnold	Vendor	Outstanding	\$28,955.00
62446	9/11/2024	Samantha Boatright	Vendor	Outstanding	\$37.15

**Gibson County Special Schools**  
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379  
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Number	Date	Description	Check Type	Status	
62447	9/11/2024	Cutting Edge Curriculum	Vendor	Outstanding	\$550.00
62448	9/11/2024	Hmh Riverside	Vendor	Outstanding	\$465.75
62449	9/11/2024	LSI Graphics, LLC	Vendor	Outstanding	\$3,000.00
62450	9/11/2024	Rutherford Elementary School	Vendor	Outstanding	\$150.00
62451	9/11/2024	South Gibson County High Sch.	Vendor	Outstanding	\$409.97
62452	9/12/2024	Alford's Tire Center	Vendor	Outstanding	\$20.00
62453	9/12/2024	Burk's Beverage	Vendor	Outstanding	\$32.43
62454	9/12/2024	Eddie Pruett	Vendor	Outstanding	\$125.00
62455	9/12/2024	Emtech Lab, Inc	Vendor	Outstanding	\$45.00
62456	9/12/2024	Gchs Vocational Technical Center	Vendor	Outstanding	\$67.62
62457	9/12/2024	Identifix	Vendor	Outstanding	\$1,068.00
62458	9/12/2024	Nasco	Vendor	Outstanding	\$1,685.27
62459	9/12/2024	Quill	Vendor	Outstanding	\$367.98
62460	9/12/2024	Rabow's Septic Service (James Cooper)	Vendor	Outstanding	\$900.00
62461	9/12/2024	South Gibson County High Sch.	Vendor	Outstanding	\$44.99
62462	9/12/2024	Steve Marsh Ford	Vendor	Outstanding	\$49.95
62463	9/13/2024	Ace Building Center	Vendor	Outstanding	\$26.77
62464	9/13/2024	Capital One	Vendor	Outstanding	\$167.00
62465	9/13/2024	Central Technologies, Inc.	Vendor	Outstanding	\$1,026.52
62466	9/13/2024	ColDesi	Vendor	Outstanding	\$2,850.00
62467	9/13/2024	Food Rite	Vendor	Outstanding	\$49.52
62468	9/13/2024	Mouser Steel Supply, Inc	Vendor	Outstanding	\$32,000.00
62469	9/13/2024	Nexair	Vendor	Outstanding	\$74.86
62470	9/13/2024	Steve Marsh Ford	Vendor	Outstanding	\$110,950.00
62471	9/13/2024	ULINE	Vendor	Outstanding	\$557.18
62472	9/16/2024	Barky Beaver Mulch Inc	Vendor	Outstanding	\$3,046.50
62473	9/16/2024	Samantha Boatright	Vendor	Outstanding	\$150.00
62474	9/16/2024	Gibson Electric Membership	Vendor	Outstanding	\$654.02

**Gibson County Special Schools**  
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
62475	9/16/2024	Embassy Suites	Vendor	Outstanding	\$584.10
62476	9/17/2024	Aflac	Vendor	Outstanding	\$367.44
62477	9/17/2024	Kevin Autry	Vendor	Outstanding	\$610.90
62478	9/17/2024	Boston Mutual Whole Life	Vendor	Outstanding	\$164.68
62479	9/17/2024	General Sessions Court	Vendor	Outstanding	\$54.42
62480	9/17/2024	Gibson County Imagination Library	Vendor	Outstanding	\$132.00
62481	9/17/2024	Legalshield	Vendor	Outstanding	\$141.50
62482	9/17/2024	Life Investors	Vendor	Outstanding	\$37.52
62483	9/17/2024	MANHATTANLIFE ASSURANCE COMPANY OF AMERIC	Vendor	Outstanding	\$414.36
62484	9/17/2024	Margaret Deloach	Vendor	Outstanding	\$445.40
62485	9/17/2024	Tasc Pvr	Vendor	Outstanding	\$5,746.60
62486	9/17/2024	Tenn Child Support	Vendor	Outstanding	\$1,126.00
62487	9/17/2024	TRUSTMARK VOLUNTARY BENEFIT SOLUTIONS, INC	Vendor	Outstanding	\$2,027.02
62488	9/17/2024	TSACG	Vendor	Outstanding	\$13,895.00
62489	9/17/2024	Copies Unlimited	Vendor	Outstanding	\$1,882.00
62490	9/17/2024	Den-Ray Sign Co	Vendor	Outstanding	\$1,636.50
62491	9/17/2024	Gibson County Federal Accounts	Vendor	Outstanding	\$6,263.53
62492	9/17/2024	Glowforge	Vendor	Outstanding	\$999.00
62493	9/17/2024	Hickerson Automotive Group, Inc	Vendor	Outstanding	\$79.25
62494	9/17/2024	PCS	Vendor	Outstanding	\$399.00
62495	9/17/2024	Pcs	Vendor	Outstanding	\$3,294.00
62496	9/17/2024	SAVVAS Learning Company	Vendor	Outstanding	\$269.55
62497	9/17/2024	Brittney Scobey	Vendor	Outstanding	\$37.15
62498	9/17/2024	UNITED REFRIGERATION, INC	Vendor	Outstanding	\$1,043.52
62499	9/17/2024	Victoria Leslie	Vendor	Outstanding	\$107.20
62500	9/17/2024	Volunteer Technology Systems	Vendor	Outstanding	\$266.00
62501	9/17/2024	Ward's Natural Science	Vendor	Outstanding	\$1,020.51
62502	9/18/2024	B & B Fire Protection	Vendor	Outstanding	\$170.00

**Gibson County Special Schools**  
**Bank Account Check Listing By Date**

**Run At:** 10/1/2024 11:25 AM  
**Run By:** Amy Santaniello  
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
62503	9/18/2024	Brothers Printing	Vendor	Outstanding	\$443.00
62504	9/18/2024	Central Technologies, Inc.	Vendor	Outstanding	\$27,189.30
62505	9/18/2024	City Lumber Company	Vendor	Outstanding	\$6.84
62506	9/18/2024	Gibson County High School	Vendor	Outstanding	\$1,575.00
62507	9/18/2024	J.C. Educational Supply	Vendor	Outstanding	\$349.00
62508	9/18/2024	School Health Corporation	Vendor	Outstanding	\$450.88
62509	9/18/2024	Telemetrics Corporation	Vendor	Outstanding	\$722.00
62510	9/18/2024	Words For Life Speech & Language Center	Vendor	Outstanding	\$2,430.00
62511	9/19/2024	Ace Building Center	Vendor	Outstanding	\$49.99
62512	9/19/2024	Brothers Printing	Vendor	Outstanding	\$2,347.00
62513	9/19/2024	Poster Studio Express	Vendor	Outstanding	\$6,495.00
62514	9/19/2024	Renee Childs	Vendor	Outstanding	\$607.48
62515	9/19/2024	Tennessee Book Company	Vendor	Outstanding	\$121.00
62516	9/20/2024	Bell Company	Vendor	Outstanding	\$650.00
62517	9/20/2024	Gibson County Federal Accounts	Vendor	Outstanding	\$21,332.07
62518	9/20/2024	Gibson County Food Service	Vendor	Outstanding	\$217,516.61
62519	9/20/2024	Kenton Drugs	Vendor	Outstanding	\$1,334.12
62520	9/20/2024	Kendal Winston	Vendor	Outstanding	\$37.15
62521	9/23/2024	Business Card	Vendor	Outstanding	\$3,382.60
62522	9/23/2024	Business Card	Vendor	Outstanding	\$434.56
62523	9/23/2024	Business Card	Vendor	Outstanding	\$1,266.66
62524	9/23/2024	Cdw Government	Vendor	Outstanding	\$317.61
62525	9/23/2024	Jackson Restaurant Supply, Inc.	Vendor	Outstanding	\$2,924.72
62526	9/23/2024	Kenton Elementary School	Vendor	Outstanding	\$65.00
62527	9/23/2024	UNITED REFRIGERATION, INC	Vendor	Outstanding	\$118.40
62528	9/24/2024	Alford's Tire Center	Vendor	Outstanding	\$524.75
62529	9/24/2024	Business Card	Vendor	Outstanding	\$820.17
62530	9/24/2024	Cdw Government	Vendor	Outstanding	\$11,849.00

**Gibson County Special Schools**  
**Bank Account Check Listing By Date**

**Run At:** 10/1/2024 11:25 AM  
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
62531	9/24/2024	Eddie Pruett	Vendor	Outstanding	\$69.00
62532	9/24/2024	Gibson County Federal Accounts	Vendor	Outstanding	\$37.15
62533	9/24/2024	Hci Supply	Vendor	Outstanding	\$412.80
62534	9/24/2024	Morris Painting And Repair	Vendor	Outstanding	\$495.00
62535	9/24/2024	Nurses Professional Liability Ins.	Vendor	Outstanding	\$304.00
62536	9/24/2024	Quill	Vendor	Outstanding	\$23.47
62537	9/24/2024	Shearer Supply	Vendor	Outstanding	\$468.48
62538	9/24/2024	Tennessee Tractor	Vendor	Outstanding	\$54.89
62539	9/24/2024	Tn Dept Of Labor And Workforce Development	Vendor	Outstanding	\$1,300.00
62540	9/24/2024	Townsend Door & Hardware	Vendor	Outstanding	\$5,853.24
62541	9/24/2024	UNITED REFRIGERATION, INC	Vendor	Outstanding	\$76.14
62542	9/24/2024	Usable Life	Vendor	Outstanding	\$8,717.38
62543	9/24/2024	Workcare Resource Inc,	Vendor	Outstanding	\$105.00
62544	9/24/2024	Business Card	Vendor	Outstanding	\$568.21
62545	9/24/2024	Gibson County Federal Accounts	Vendor	Outstanding	\$37.15
62546	9/25/2024	Ace Building Center	Vendor	Outstanding	\$4.79
62547	9/25/2024	Business Card	Vendor	Outstanding	\$1,245.97
62548	9/25/2024	Jason Cantrell	Vendor	Outstanding	\$2,000.00
62549	9/25/2024	Kb's Auto Service Center	Vendor	Outstanding	\$72.00
62550	9/25/2024	Scarlett Spencer	Vendor	Outstanding	\$324.82
62551	9/25/2024	Tyler's Locksmith	Vendor	Outstanding	\$540.00
62552	9/25/2024	Workcare Resource Inc,	Vendor	Outstanding	\$135.00
62553	9/25/2024	Business Card	Vendor	Outstanding	\$94.94
62554	9/25/2024	Business Card	Vendor	Outstanding	\$448.79
62555	9/25/2024	Glowforge	Vendor	Outstanding	\$249.00
62556	9/25/2024	Sherman Hearn	Vendor	Outstanding	\$110.00
62557	9/25/2024	Tennessee Tractor Llc	Vendor	Outstanding	\$132.49
62558	9/26/2024	CHLIC	Vendor	Outstanding	\$14,396.60

Gibson County Special Schools  
Bank Account Check Listing By Date

Run At: 10/1/2024 11:25 AM  
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
62559	9/26/2024	Usable Life	Vendor	Outstanding	\$11,057.69
62560	9/26/2024	Usable Life	Vendor	Outstanding	\$1,265.29
62561	9/26/2024	Business Card	Vendor	Outstanding	\$1,423.87
62562	9/26/2024	StaffEZ Facility Services	Vendor	Outstanding	\$121,662.20
62563	9/27/2024	4-EverGreen	Vendor	Outstanding	\$3,050.33
62564	9/27/2024	Business Card	Vendor	Outstanding	\$135.00
62565	9/27/2024	Caymee Services	Vendor	Outstanding	\$45.00
62566	9/27/2024	Derek Norman	Vendor	Outstanding	\$102.00
62567	9/27/2024	Christine Griggs	Vendor	Outstanding	\$163.48
62568	9/27/2024	Rory Hinson	Vendor	Outstanding	\$42.88
62569	9/27/2024	Megan Sanford	Vendor	Outstanding	\$26.80
62570	9/27/2024	TSBA	Vendor	Outstanding	\$150.00
62571	9/27/2024	Verizon Wireless	Vendor	Outstanding	\$497.48
62572	9/27/2024	Business Card	Vendor	Outstanding	\$555.00
62573	9/30/2024	Alisha Owens	Vendor	Outstanding	\$533.84
62574	9/30/2024	Cdw Government	Vendor	Outstanding	\$75.32
62575	9/30/2024	Chasity Reasons	Vendor	Outstanding	\$59.22
62576	9/30/2024	Cindy Smith	Vendor	Outstanding	\$91.12
62577	9/30/2024	Cindy Etheridge Davis	Vendor	Outstanding	\$328.97
62578	9/30/2024	Lucas Durall	Vendor	Outstanding	\$442.20
62579	9/30/2024	Erica Durall	Vendor	Outstanding	\$294.54
62580	9/30/2024	Sable Estes	Vendor	Outstanding	\$140.40
62581	9/30/2024	Gibson Connect, LLC	Vendor	Outstanding	\$4,212.50
62582	9/30/2024	J.C. Educational Supply	Vendor	Outstanding	\$597.00
62583	9/30/2024	Jacob King	Vendor	Outstanding	\$30.00
62584	9/30/2024	Looking Glass XR	Vendor	Outstanding	\$6,594.00
62585	9/30/2024	Megan Barber	Vendor	Outstanding	\$40.87
62586	9/30/2024	Michelle Goad	Vendor	Outstanding	\$304.48

**Gibson County Special Schools**  
**Bank Account Check Listing By Date**

**Run At:** 10/1/2024 11:25 AM  
**Run By:** Amy Santaniello  
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Bank Account: Security Bank Vendor (Fund 141) Account Number: 000000200379  
GL Account: 141- -11130

Number	Date	Description	Check Type	Status	
62587	9/30/2024	Savannah Pannell	Vendor	Outstanding	\$101.84
62588	9/30/2024	Rory Hinson	Vendor	Outstanding	\$85.76
62589	9/30/2024	Shelia Reddick	Vendor	Outstanding	\$5.36
62590	9/30/2024	Susan Smith	Vendor	Outstanding	\$207.70
62591	9/30/2024	Sandy Tharpe	Vendor	Outstanding	\$107.20
62592	9/30/2024	Victoria Leslie	Vendor	Outstanding	\$101.84
62593	9/30/2024	Volunteer Technology Systems	Vendor	Outstanding	\$198.60

**Totals for Vendor**

<b>Number of Checks:</b>	258
<b>Total Checks:</b>	\$1,087,922.35
<b>Reconciled Checks:</b>	\$0.00
<b>Outstanding Checks:</b>	\$1,087,622.35
<b>Void Checks:</b>	\$300.00

Gibson County Special Schools  
Bank Account Check Listing By Date

Run At: 10/1/2024 11:25 AM  
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Bank Account: Security Bank Vendor (Fund 141)  
GL Account: 141- -11130

Account Number: 000000200379

Totals for 141- -11130

Number of Checks:	258
Total Checks:	\$1,087,922.35
Reconciled Checks:	\$0.00
Outstanding Checks:	\$1,087,622.35
Void Checks:	\$300.00

Gibson County Special Schools  
Bank Account Check Listing By Date

Run At: 10/1/2024 11:25 AM  
Run By: Amy Santaniello  
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Bank Account: Security Bank Vendor (Fund 141)

Account Number: 000000200379

**Grand Totals**

<b>Number of Checks:</b>	258
<b>Total Checks:</b>	\$1,087,922.35
<b>Reconciled Checks:</b>	\$0.00
<b>Outstanding Checks:</b>	\$1,087,622.35
<b>Void Checks:</b>	\$300.00

AP Division	Payment Number	Payment Date	Payment Status	Vendor	Payment Amount
Gibson County Special Schools	8437	10/4/2024	Voided	Capital One	\$100.00
Gibson County Special Schools	8438	10/4/2024	Paid	Christian Ellis	\$26.13
Gibson County Special Schools	8439	10/4/2024	Paid	Christian Ellis	\$6.03
Gibson County Special Schools	8440	10/4/2024	Paid	Explorelearning	\$13,281.00
Gibson County Special Schools	8441	10/4/2024	Paid	Mikalee Jones	\$40.20
Gibson County Special Schools	8442	10/4/2024	Paid	Omega Labs, Inc	\$999.80
Gibson County Special Schools	8443	10/4/2024	Paid	Megan Sanford	\$48.24
Gibson County Special Schools	8444	10/4/2024	Paid	Megan Sanford	\$107.20
Gibson County Special Schools	8445	10/4/2024	Paid	Scholastic Classroom Magazines	\$308.00
Gibson County Special Schools	8446	10/4/2024	Paid	JADA SIMS	\$83.08
Gibson County Special Schools	8447	10/4/2024	Paid	JADA SIMS	\$41.54
Gibson County Special Schools	8448	10/4/2024	Paid	Shelby Smith	\$75.04
Gibson County Special Schools	8449	10/17/2024	Paid	Kelli Elliott Barnes	\$3,900.00
Gibson County Special Schools	8450	10/17/2024	Paid	Wells Fargo Financial Leasing	\$85.00
Gibson County Special Schools	8451	10/23/2024	Voided	Apple, Inc	\$119.99
Gibson County Special Schools	8452	10/23/2024	Paid	Business Card	\$44.38
Gibson County Special Schools	8453	10/23/2024	Paid	Business Card	\$412.38
Gibson County Special Schools	8454	10/23/2024	Paid	Business Card	\$100.00
Gibson County Special Schools	8455	10/23/2024	Paid	Business Card	\$71.57
Gibson County Special Schools	8456	10/23/2024	Paid	Lexia Learning Systems LLC	\$1,188.00
Gibson County Special Schools	8458	10/23/2024	Paid	Apple, Inc	\$119.99

### Juvenile Court Referrals for GCSSD

School	Grade	Date Referred to Juvenile Court	Reason for Referral	Person Requesting Referral	Persons Involved	Incident Notes	Previous Remediation	Y/N Bullying	Y/N IEP	Y/N Behavior Plan
SGCMS	7	10/2/2024	Truancy	Lane Collins	Megan Sanford	9 unexcused days	discussed services phone conversations	No	No	No
Dyer	K	10/23/2024	Truancy	Chasity Reasons	Megan Sanford	7 unexcused	meeting & phone calls	No	Yes	No
SGCMS	5	10/28/2024	Truancy	Lane Collins	Megan Sanford	10 unexcused	unable to locate and hasn't withdrawn from school	No	No	No
SGCHS	12	10/30/2024	Truancy	Phil Rogers	Megan Sanford	2 unexcused 15 tardies	discussed services with the mother	No	No	No

	A	B	C	D	E	F
1	<b>Monthly Work Order Recap</b>					
2	<b>Period: October 1 through October 31</b>					
3						
4			<b>Beginning of Month</b>	<b>New</b>	<b>Closed</b>	<b>End of Month</b>
5	<b>Technology</b>	<b>Assigned To:</b>	<b>Open Work Orders</b>	<b>Work Orders</b>	<b>Work Orders</b>	<b>Open Work Orders</b>
6		Jamie Barr	10	10	14	6
7		Jacob King	5	32	24	13
8		Alisha Owens	8	48	53	3
9		Anthony Bogue	10	35	38	7
10						
11	<b>Grand Totals</b>		<b>33</b>	<b>125</b>	<b>129</b>	<b>29</b>
12						
13						
14			<b>Beginning of Month</b>	<b>New</b>	<b>Closed</b>	<b>End of Month</b>
15	<b>Maintenance</b>	<b>Assigned To:</b>	<b>Open Work Orders</b>	<b>Work Orders</b>	<b>Work Orders</b>	<b>Open Work Orders</b>
16		Travis Hendrix	5	8	8	5
17		Mark Robinson	1	0	1	0
18		Caleb Black	2	15	17	0
19		Ted Bauman	4	19	23	0
20		Brad Reynolds	2	30	31	1
21		Maintenance Team	17	9	9	17
22	<b>Grand Totals</b>		<b>31</b>	<b>81</b>	<b>89</b>	<b>23</b>
23						
24						
25	<b>Notes:</b>					
26	1. <b>Assigned To:</b> The person who was assigned the work order.					
27	2. <b>Beginning of the Month Work Orders:</b> The number of work orders open for the Assigned To for time frame selected.					
28	3. <b>New Work Orders:</b> New work orders received by the Assigned To during the time frame selected.					
29	4. <b>Closed Work Orders:</b> Closed work orders closed by the Assigned To during the time frame selected.					
30	5. <b>End of Month Open Work Orders:</b> Work orders still open for the Assigned To for the time frame selected.					

**Gibson County Special School District**  
**Board of Trustees**  
**GCSSD Board of Trustees Regular Meeting**  
**Dyer School Library**  
**October 17, 2024**

**Members Present:** Dr. Richard Addo, Mr. Benny Boals, Mr. John Campbell II, Ms. Treva Maitland, Mr. Eddie Watkins.

**PLEDGE OF ALLEGIANCE**

Mr. John Campbell led the Pledge of Allegiance.

**CALL TO ORDER**

Mr. Eddie Watkins called the meeting to order.

**ROLL CALL**

**CONSENT AGENDA**

A motion was made by Mr. Benny Boals to approve the consent agenda, with a second by Mr. John Campbell II. *Motion passed.*

**ALC Report**

**Bullying/Harassment Report**

**Finance Reports**

**Funding Applications**

**Maintenance/Technology Reports**

**Minutes Approval**

**Overnight Field Trips**

**Policy Revisions - Second Readings**

**RECOGNITION**

**PUBLIC COMMENT**

No public comment

## **AMENDED AGENDA**

A motion was made by Mr. Benny Boals to approve the amended agenda, with a second by Dr. Richard Addo. *Motion passed.*

### **HVAC Roof Unit Bids**

Mr. Rory Hinson presented the HVAC Roof Unit Bids.

Radius for \$117,493.00

Ellis for \$55,740.00

TN Home Solutions for \$60,631.71

Allied Service for \$43,203.00

A motion was made by Mr. Benny Boals to approve the Allied Services bid for \$43,203.33, with a second by Mr. John Campbell II. *Motion passed.*

### **\*\*GC Softball/Soccer Walkway**

Mr. Rory Hinson presented the GC Softball/Soccer Walkway. Mr. Eddie Pruett explained a project plan, and the board discussed it.

A motion was made by Mr. John Campbell II to approve moving forward with the softball/soccer project, with a second by Dr. Richard Addo. *Motion passed.*

### **TISA Plan for 2024-2025**

Mr. Eddie Pruett presented the 2024-2025 TISA Accountability Report. The state requires the district to achieve certain goals and increase each year to achieve them. The TISA Accountability Report is available on the district website for public feedback.

A motion was made by Mr. John Campbell II to approve the 2024/2025 TISA Accountability Report, with a second by Dr. Richard Addo. *Motion passed.*

### **2024 LEA Compliance Report**

Mr. Eddie Pruett presented the LEA Compliance Report. GCSSD adheres to all federal and state education laws and regulations and the State Board of Education.

A motion was made by Dr. Richard Addo to approve the 2024 LEA Compliance Report, with a second by Mr. Benny Boals. *Motion passed.*

### **Board Self-Assessment**

Mr. Eddie Pruett asked the Board to complete the Board Self-Assessment.

## **DIRECTOR'S REPORT**

### **Upcoming Conferences**

Mr. Eddie Pruett informed the board of the upcoming conference.

TSBA Annual Convention & Leadership Conference - November 7th-10th

### **Work Session Meeting**

Mr. Eddie Pruett informed the board that a work session for the feasibility groups will be at the GCHS Library on October 23rd at 6 pm.

## **ADJOURN**

A motion was made by Dr. Richard Addo to adjourn, with a second by Mr. John Campbell II. *Motion passed.*

Date Received in the District Office 11/8/24  
Board Approval Date \_\_\_\_\_  
Over Night Trip  Yes \_\_\_ No

**FIELD TRIP REQUEST**  
**GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School Dyer School Date of Request 10/3/2024  
Teacher Jamie Carr Class Beta Club  
Number of Students Involved 30 Cost Per Student \$50  
Date of Trip 11/25 Alternate Date \_\_\_\_\_  
Number of Buses Needed 1 Is Handicap bus required? \_\_\_ YES  NO  
Has the Transportation Supervisor been contacted?  YES \_\_\_ NO  
Personal Vehicles being used? \_\_\_ YES  NO  
Proof of vehicle liability insurance on file at School? \_\_\_ YES \_\_\_ NO  
Has the Cafeteria been contracted? \_\_\_ YES  NO  
Has School Nurse been notified of Field Trip?  YES \_\_\_ NO  
Total Number of Chaperones: Administrators 1 Teachers 2 Teacher Assistant \_\_\_  
Parents \_\_\_ Others TBD

Destination: Opryland Hotel and Convention Center- Beta  
Time of Departure: 6:00 am 11/25/24 Time of Return: 5:00 pm 11/26/24  
Purpose of the Trip: To be involved in the Beta club organization

Field Trip Activities: Attend Beta meetings and participate in competitions

**ATTACH LESSON PLAN FOR FOLLOW-UP**  
(This must be included for field trip to be approved.)  
Approved  Disapproved \_\_\_ Principal Chasity Nease Date 10/3/24  
Approved  Disapproved \_\_\_ Supervisor Michelle Bond Date 11/8/24  
Approved  Disapproved \_\_\_ Director of Schools Eddie Pruett Date 11/11/24

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED. FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup> DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA. REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Eddie Pruett

Date Received in the District Office 11/1/24  
Board Approval Date \_\_\_\_\_  
Over Night Trip  Yes \_\_\_ No

**FIELD TRIP REQUEST**  
**GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School GCHS Date of Request 10/31/24

Teacher Joseph Agee Class Band

Number of Students Involved 7 Cost Per Student N/A

Date of Trip Feb 13-15, 2025 Alternate Date N/A

Number of Buses Needed 0 Is Handicap bus required? \_\_\_ YES  NO

Has the Transportation Supervisor been contacted?  YES \_\_\_ NO

Personal Vehicles being used?  YES \_\_\_ NO

Proof of vehicle liability insurance on file at School?  YES \_\_\_ NO

Has the Cafeteria been contracted? \_\_\_ YES  NO

Has School Nurse been notified of Field Trip?  YES \_\_\_ NO

Total Number of Chaperones: Administrators \_\_\_ Teachers 2 Teacher Assistant \_\_\_  
Parents \_\_\_ Others \_\_\_

Destination: The Cannon Center in Memphis, TN

Time of Departure: 8:00 am Time of Return: 5 pm

Purpose of the Trip: For students to perform with the All West Band

Field Trip Activities: Students will Rehearse and perform with the Best students in West TN

**ATTACH LESSON PLAN FOR FOLLOW-UP**

(This must be included for field trip to be approved.)

Approved  Disapproved \_\_\_ Principal [Signature] Date 10/31/24

Approved  Disapproved \_\_\_ Supervisor [Signature] Date 10/31/24

Approved  Disapproved \_\_\_ Director of Schools [Signature] Date 11/1/24

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED. FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup> DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA. REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Eddie Pruett

Date Received in the District Office 11/1/24  
Board Approval Date \_\_\_\_\_  
Over Night Trip  Yes \_\_\_ No

**FIELD TRIP REQUEST**  
**GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School GCHS Date of Request 10/31/24

Teacher Joseph Gice Class Band

Number of Students Involved 10 Cost Per Student N/A

Date of Trip Jan. 30 - Feb. 25 Alternate Date N/A

Number of Buses Needed 1 Is Handicap bus required? \_\_\_ YES  NO

Has the Transportation Supervisor been contacted?  YES \_\_\_ NO

Personal Vehicles being used? \_\_\_ YES  NO

Proof of vehicle liability insurance on file at School?  YES \_\_\_ NO

Has the Cafeteria been contracted? \_\_\_ YES  NO

Has School Nurse been notified of Field Trip?  YES \_\_\_ NO

Total Number of Chaperones: Administrators 2 Teachers 1 Teacher Assistant \_\_\_  
Parents \_\_\_ Others \_\_\_

Destination: University of Memphis

Time of Departure: 10 am Time of Return: 4 pm

Purpose of the Trip: For students to participate in the Memphis Honor Band

Field Trip Activities: Rehearse and perform with students from West TN

**ATTACH LESSON PLAN FOR FOLLOW-UP**  
(This must be included for field trip to be approved.)

Approved  Disapproved \_\_\_ Principal James [Signature] Date 10/31/24

Approved  Disapproved \_\_\_ Supervisor [Signature] Date 10/31/24

Approved  Disapproved \_\_\_ Director of Schools Eddie Pruett Date 11/1/24

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED. FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup> DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA. REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Eddie Pruett

Date Received in the District Office 11/1/24  
Board Approval Date \_\_\_\_\_  
Over Night Trip  Yes  No

**FIELD TRIP REQUEST**  
**GIBSON COUNTY SPECIAL SCHOOL DISTRICT**

School GCHS Date of Request 10/31/24

Teacher Joseph Agee Class Band

Number of Students Involved 15 Cost Per Student N/A

Date of Trip Jan 23-25, 2025 Alternate Date N/A

Number of Buses Needed 1 Is Handicap bus required?  YES  NO

Has the Transportation Supervisor been contacted?  YES  NO

Personal Vehicles being used?  YES  NO

Proof of vehicle liability insurance on file at School?  YES  NO

Has the Cafeteria been contracted?  YES  NO

Has School Nurse been notified of Field Trip?  YES  NO

Total Number of Chaperones: Administrators \_\_\_\_\_ Teachers 2 Teacher Assistant \_\_\_\_\_  
Parents \_\_\_\_\_ Others \_\_\_\_\_

Destination: University of TN @ Martin

Time of Departure: 11:10 am Time of Return: 5 pm

Purpose of the Trip: For Students to participate in  
UTM Honor band

Field Trip Activities: To Rehearse & perform with  
other students in West TN

**ATTACH LESSON PLAN FOR FOLLOW-UP.**

(This must be included for field trip to be approved.)

Approved  Disapproved \_\_\_\_\_ Principal [Signature] Date 10/31/24

Approved  Disapproved \_\_\_\_\_ Supervisor [Signature] Date 10/31/24

Approved  Disapproved \_\_\_\_\_ Director of Schools Eddie Pruett Date 11/1/24

**\*\*\* ALL OVERNIGHT FIELD TRIPS WITH AN ATTACHED AGENDA MUST BE BOARD APPROVED.**  
**FIELD TRIP REQUESTS MUST BE IN THE DISTRICT OFFICE BY THE 1<sup>ST</sup>**  
**DAY OF THE MONTH IN ORDER TO BE PLACED ON THE CONSENT AGENDA.**  
**REGULAR BOARD MEETINGS ARE HELD THE SECOND THURSDAY OF EACH MONTH.**

Eddie Pruett

Request for Proposals

# School Feasibility Study

Gibson County Special Schools

August 22, 2024

LEWIS GROUP ARCHITECTS



August 22, 2024

Mr. Eddie Pruett  
Gibson County Special Schools  
130 Trenton Highway  
PO Box 60  
Dyer, TN 38330

**Re: Request for Proposal  
School Feasibility Study  
Gibson County Special Schools**

Dear Mr. Pruett,

Lewis Group Architects (LGA), is pleased to submit our qualifications to provide services for the Comprehensive Facilities Study for Gibson County Special School District, Gibson County, Tennessee. This is an exciting opportunity and one in which we believe our firms' experience, capabilities, and approach make us a uniquely qualified resource and partner for Gibson County Special School District, by evaluating how your physical resources can best meet your educational goals for today and tomorrow.

LGA partners with school systems throughout Tennessee to determine and understand where their systems face challenges. With information we gather from school systems and other reliable sources, we can review the data and, through comparisons and analysis, define and prioritize the problem areas. Our staff of professionals use their knowledge and talents to work through the problems, provide a variety of solutions to address those challenges, and present the information necessary to prioritize action items through planning. From system-wide, comprehensive assessments, to assessments of more narrow, limited scope, our services allow school systems to fix problem areas, operate more efficiently, and provide better long-term learning environments.

We believe that a data-driven, evidence-based process coupled with creative thinking yields the best problem-solving results. LGA Educational Planner, Dr. Brian Bell, will help lead this process as we navigate the data and prioritize each problem area. Dr. Bell has over 25 years' experience in public education serving as the former Director of Schools for Alcoa City Schools, Assistant Director of Schools and Director of Facilities/Technology for Blount County Schools. Dr. Bell's experience is invaluable as he helps to bridge the gap between architects and educators.

We appreciate the opportunity to present Gibson County Special School District our qualifications for the comprehensive facility assessment study. It is our desire to be considered for this assessment and would like the opportunity to work with staff, administration and the board of education through this exciting process. We hope to hear from you soon!

Sincerely,



**Paul M. McCall, AIA**  
Lewis Group Architects  
Principal-in-Charge

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# About Lewis Group Architects

## Submitting Firm

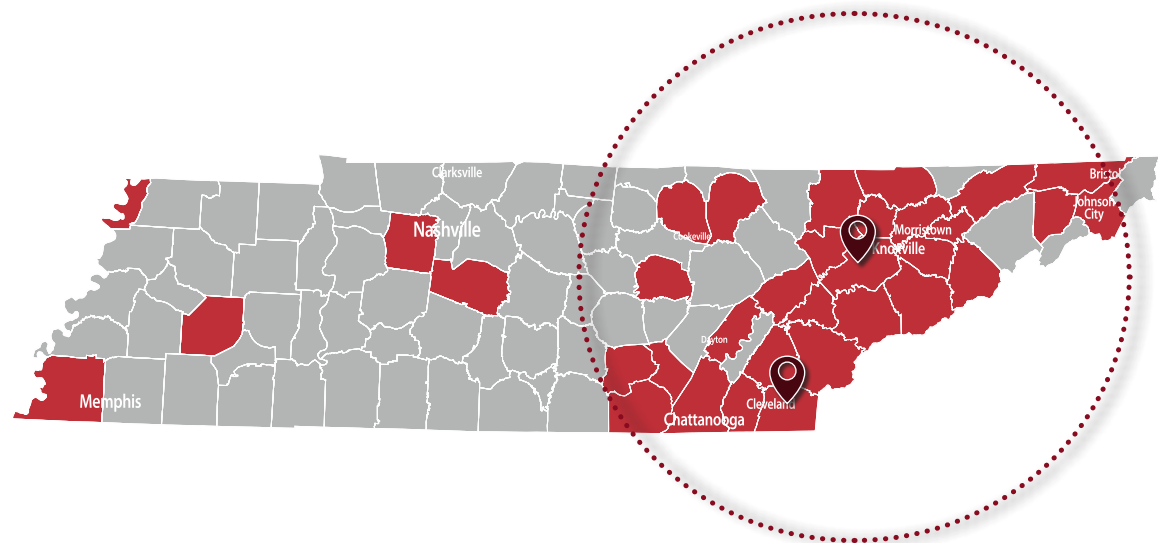
Primary Contact	Paul McCall, Principal
Contact Info	(865) 584-5000   pmccall@lewisgroup.net
Submitting Firm Name	Lewis Group Architects
Address	6512 Deane Hill Drive, Knoxville, TN 37919 - Headquarters 63 N Ocoee Street, Cleveland, TN 37311
Website	www.lewisgroup.net
Years in Business	42

## Our Firm at a Glance

Founded in 1982 by Jerry W. Lewis, AIA on the principles of honesty, integrity, and exemplary service for our clients, LGA is a professional corporation that has become the Firm of Choice - the firm that clients have chosen again and again for comprehensive and distinctive design services. For more than 40 years, LGA has continued to emphasize the values of quality design and unparalleled service tailored to each client's needs.

With a staff of over 20 creative and talented professionals, LGA offers a wide variety of design services. These services include Architecture, Master Planning, Interior Architecture, Interior Design, and Graphic Design. LGA has successfully completed hundreds of projects and received numerous awards for excellence in design from the American Institute of Architects, Metropolitan Planning Commission, and the Tennessee School Board Association. LGA has been named one of the Top 10 Healthcare Architects in the South Central Region by McGraw Hill / South Central Construction and recognized for outstanding school design in Masonry Construction and American Schools and University.

At Lewis Group Architects (LGA), our priority is providing great design and thoughtful solutions for our clients and our community. Through our design process, we aim to understand and identify with your goals and ambitions and translate those into great design solutions. LGA has served clients throughout Tennessee with a commitment to building enduring relationships with our clients and making great places together. Through projects in education, LGA has been instrumental in both creating important places for the benefit of our communities as well as bringing new life to existing facilities.



## ARCHITECTURE + PLANNING

Our priority is to understand and identify our clients' cultures, needs, and goals in order to translate their vision into results using robust data and solid research. Clients can rely on our efficient methods and experience to develop and deliver thoughtful design schemes that meet their programmatic and budgetary needs and create community landmarks.

## PROJECT MANAGEMENT

We work closely with the project team, client, and all stakeholders, developing and reviewing plans from the earliest stages, overseeing construction contracts, and supervising construction of the project while ensuring all standards and project deadlines are met.

## INTERIOR DESIGN

LGA's dynamic interior design staff strives for a client-inclusive project from beginning to end. Our team aims to emphasize and mirror the culture and goals of each client in the finished space. Our team can also offer FFE (fixtures, furnishings, and equipment) planning services.

## CONSTRUCTION ADMINISTRATION

Clients can depend on us to ensure quality and value throughout project realization. We continue to engage with construction professionals long after the project is funded and approved, seeking to maintain integrity of design and client satisfaction. We are responsive to all requests for changes or information in order to do our part to meet project schedule requirements.

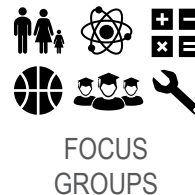
## OTHER OFFERINGS

Graphic Design	Programming
Code Compliance	3D Modeling
Space Planning	Electronic File Management
Scheduling	Environmental Analysis
Master Planning	Environmental Graphics
Land Planning	Way Finding
Facility Analysis	Architectural Models
Existing Conditions Surveys	Architectural Photography

We believe that at the heart of every great **community** is a great **school**.



LGA has the experience and resources necessary to help institutions and organizations engage the public in the design process in a meaningful and productive way. Our leadership is effective at developing relationships with community leaders that allow us to participate in a dialogue with them regarding important community projects. Our firm has experience leading public input sessions, and our recent work with school systems such as Dickson County, Washington County, and other organizations has allowed us to demonstrate that a public process that is carefully coordinated and integrated into the design process can greatly benefit a project in many ways. We have facilitated many different types of public input sessions, advisory group meetings, town hall meetings, and public presentations with many positive results. We can help determine the best timing to share information with the public as well as help prepare the information to be shared. When the public is engaged in a positive way, support for a public project like a school - both emotional and financial - grows, and the greater community eventually benefits.



# Statement of Work



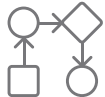
## Phase I: Facility Condition Analysis Report

A team of experienced architects and engineers, led by Paul McCall, will begin the process of analyzing the existing Gibson County Special School facilities. The process will begin with the collection of existing documentation and drawings of each of the facilities. Once the drawings have been studied and a plan of action developed, the team will coordinate with BOE to conduct on-site inspections of the facilities and systems, including all structural, mechanical, electrical, plumbing, fire protection, and architectural elements in the buildings. Following the site visits, the team will develop a condition analysis report for each building broken down by discipline and the process will begin to update existing drawings as necessary. Fire, safety, regulatory, and maintenance issues will be identified per facility and possible solutions developed for the major issues. Working closely with a cost estimator, cost estimates will be developed and itemized for the potential solutions. A recommended plan of action will be developed for short and long term issues based on urgency and estimated costs. A comprehensive report, including recommendations for ongoing maintenance policies and practices, will be developed for review and comment as a draft prior to completion of a final Facility Conditions Analysis Report.



## Phase II: Demographic Analysis and Enrollment Projections Report

Running concurrently with Phase I, Phase II will begin with the collection of existing Gibson County Special School records and data pertaining to student demographics, historical enrollment and attendance records, curriculum and programmatic data, operational costs, and maintenance records. We will build a series of baselines for comparison and evaluation based on regional, state, and national averages and top performing school systems. We will look at trends in curriculum and programs and evaluate the system as a whole and on a school by school basis. We will identify current strengths and areas of need for each school with respect to trends and demographics, and population projections. A comprehensive report complete with diagrams and illustrative graphics will be developed for review and comment as a draft prior to completion of a final Demographic Analysis and Enrollment Projections Report.



## Phase III: Comprehensive Facilities Plan

Following the completion of the draft reports for Phase I and Phase II, Phase III: Comprehensive Facilities Plan will commence building on the findings of the previous two phases. We will develop an assessment of needs and recommendations based on physical conditions of existing buildings and life span projects, demographics, enrollment projections, educational trends, and curriculum / programmatic needs. The recommendations will align with the educational mission objectives of BOE. The plan will identify alternatives for optimal utilization of facilities and resources. Using historical and current market data, we will develop estimated costs associated with the various options and recommendations. A long-range plan outlining potential phasing that aligns needs and availability of resources. We will develop diagrams, drawings, and other illustrative materials to clearly present the information for both public hearings and production of a Comprehensive Facilities Master Plan Document.

## Experience, Expertise and Capabilities

The fundamental purpose of Lewis Group Architects is to be involved in work that is important and beneficial to the community. As much as clients select us, we have also sought out clients whose work or projects have a lasting, positive impact on the wellbeing and healthy future of our communities. For many reasons, projects in education have been central and instrumental in that choice and we are grateful for the opportunity to be involved. But being involved in the well being of our communities isn't just about designing a building. It's about working hand-in-hand with clients to understand their mission. In education, it's about formulating an understanding and a vision for how education happens and walking with clients through the often tricky and public process of change, especially in the context of existing facilities.

Building close working relationships with our clients has led to LGA conducting multiple facility assessments over the past 20+ years. We pride ourselves in our ability to work with school boards, directors of school, and all involved parties to develop a comprehensive facility assessment tailored to the needs of our clients. A list of those systems and their assessments is below.

Facility Assessments	Lake County	Washington County	Dickson County	Jefferson County	Roane County	Monroe County	Alcoa City	Grainger County
Year Complete	2023	2022	2021	2019	2016	2009	2008	2005
Demographics	●	●	●	●	●		●	●
Curriculum Comparison					●			●
Transportation				●	●			●
Standards & Performance	●	●	●	●	●			
Facility Resources				●	●		●	●
Operational / Utility Cost	●	●	●	●	●			
Security	●	●	●	●	●	●		
ADA / Accessibility	●	●	●	●	●	●		
Structural	●	●	●	●	●	●		
Fire Safety	●	●	●	●	●	●		
Health	●	●	●	●	●	●		
Maintenance	●	●	●	●	●	●		
Enrollment Trends	●	●	●	●	●		●	●
Zoning	●	●	●					
Census / Growth Analysis	●	●	●	●	●			

## The Past Value of Experience

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Experience is a great teacher, and each new school project that LGA undertakes is informed by lessons learned in past projects. Having completed numerous educational projects in the diverse socioeconomic climates that we've seen between 1982 and today, our team members have become seasoned experts in educational design in the public sector. A majority of these projects have included design work related to existing facilities where the solutions include anything from demolition of deteriorating facilities to upgrades and renovations to additions and new construction. This past experience allows us to quickly and accurately assess the priorities, opportunities, and constraints in every project with which we are involved, as well as smoothly navigate the particular design and construction processes of public sector projects such as schools. Because of its ability to assess existing facilities and school systems holistically, LGA has been able to use its creative abilities and fresh-thinking to make important recommendations about master planning, strategy, and project phasing to its school clients - recommendations that have represented significant improvements in efficiency, operability, and learning settings for students.

## Structure

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In order to build upon our educational experience, maximize successful delivery of projects, and stay abreast of new and proven strategies in educational design, LGA reorganized its business model several years ago by creating an Education Studio whose staff focuses entirely on educational projects. This model has proven to be a valuable asset to both LGA and our clients by increasing efficiency, accuracy, and knowledge of school design and construction.

## Process

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Over the years, LGA has come to recognize that another one of our major strengths as a firm is our collaborative and research-based design approach. Our approach begins with face-to-face conversations with you, the clients, and an in-depth investigation of the numerous givens that may impact a design problem. Collection of information leads to analysis and to the understanding of parameters. Working creatively and with a clear understanding of the parameters allows us to solve the right problems in the best ways. By investing time and energy in a thorough and thoughtful data-driven design process, we can trust that the true nature of a problem will emerge. Rather than being guided by preconceived solutions, we count on the design process to lead us to the best solutions.

## Partnership

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A tight working partnership with the Client is necessary to achieve the right results. LGA will be involved heavily with the client in the investigative and design process from the onset, so that we may fully understand your needs and goals. We will ask questions, request information, offer ideas, get your feedback, and make adjustments in an ongoing process aimed at honing in on the true nature of a problem, its parameters, and the best solutions. LGA's phased process will require your review and approval of the products of each phase before moving on to the next. Additionally, as your advocates in the process we, will assist you in preparing materials and engaging the community in any public process that may be required in this study.



Patriot Academy - Jefferson County, Tennessee

## Summary of Relevant Experience

Lewis Group Architects has extensive experience in assisting municipalities and school systems to understand the condition of their facilities and to develop potential solutions for improving the quality and efficiency of their facilities for the long term. Below are examples of some of the services we have completed or are providing in other counties and municipalities where a strategic, long-term, phased approach for improvement projects was critical.

### Facilities Assessments and Design Projects with Phased Implementation in K-12 Schools

- [Morristown-Hamblen High School West](#) - facility assessment study and design work resulting in a long-range plan for phased improvements and additions including 2 phases completed over the past 8 years and two phases to be completed in the near future
- [Cornerstone Academy](#) - facility assessment and design of additions and renovations completed in 3 phases over the course of 3 years
- [Jefferson County High School](#) - facility assessment study and design work resulting in an 8 phase project completed over the course of 5.5 years to provide facility upgrades and additions
- [Alcoa Schools](#) - facilities planning study resulting in renovations and new construction in 2 phases over the course of 5 years
- [Roane County School](#) - facilities planning study calling for renovations and new construction, assessments complete and design work for new projects underway
- [Findlay Elementary School, White County Schools](#) - facility assessment of existing elementary school and design of replacement school

### Facilities Assessments and Improvements Across K-12 School Systems

- [Washington County Schools](#) - 16 schools, 8 projects including new construction, additions and renovations and, a variety of buildings upgrades
- [Knox County Schools](#) - 16 schools, 20 projects including new construction, additions and renovations and, a variety of buildings upgrades
- [Roane County Schools](#) - 2 facilities, 3 projects including new construction, additions and renovations and, a variety of buildings upgrades
- [Jefferson County Schools](#) - 2 schools, 3 projects including new construction, additions and renovations and, a variety of buildings upgrades
- [Grainger County Schools](#) - 5 schools, 5 projects including new construction, additions and renovations and, a variety of buildings upgrades
- [Morristown-Hamblen Schools](#) - 2 schools, 2 projects including upgrades and improvements



PIEDMONT ELEMENTARY SCHOOL



MILL CREEK ELEMENTARY SCHOOL



ALCOA INTERMEDIATE SCHOOL



ALCOA HIGH SCHOOL



CARPENTERS ELEMENTARY SCHOOL



CORNERSTONE ACADEMY



FINDLAY ELEMENTARY SCHOOL



GRAINGER HIGH SCHOOL



COCKE COUNTY HIGH SCHOOL



HARDIN VALLEY ACADEMY



HOLSTON MIDDLE SCHOOL



JEFFERSON COUNTY HIGH SCHOOL



LAKE FOREST MIDDLE SCHOOL



MORRISTOWN WEST HIGH SCHOOL FRESHMAN ACADEMY



TN SCHOOL FOR THE DEAF



PATRIOT ACADEMY



POND GAP ELEMENTARY SCHOOL



JACKSBORO ELEMENTARY SCHOOL



STERCHI ELEMENTARY SCHOOL



UNION GROVE ELEMENTARY SCHOOL



OLIVER SPRINGS ACADEMY



COSBY ELEMENTARY/HIGH SCHOOL



HORACE MAYNARD MIDDLE SCHOOL



MORRISTOWN-HAMBLEN HIGH SCHOOL WEST

# Relevant Experience

## Elementary Schools - Select Projects

---

Additions and Renovations to:  
Towne Acres Elementary School  
Johnson City, TN  
(In Design)

Additions and Renovations to:  
Sterchi Elementary School  
Knox County, TN  
(In Design)

Additions and Renovations to:  
Jacksboro Elementary School  
Campbell County, TN  
(Under Construction)

Additions and Renovations to:  
Cosby Elementary School  
Cocke County, TN  
(In Design)

Additions and Renovations to:  
Piedmont Elementary School  
Jefferson County, TN

A New Facility for:  
Mill Creek Elementary School  
Knox County, TN

A New Facility for:  
Findlay Elementary School  
White County, TN

Addition and Renovations to:  
Cornerstone Academy (K-12)  
Hamblen County, TN

Additions and Renovations to:  
Pond Gap Elementary School  
Knox County, TN

Additions and Renovations to:  
Rutledge Elementary School  
Grainger County, TN

Additions and Renovations to:  
Alcoa Elementary School  
Alcoa City, TN

Renovations to:  
Alcoa Alternative School  
Alcoa City, TN

A New Facility for:  
Union Grove Elementary School  
Blount County, TN

A New Facility for:  
Carpenters Elementary School  
Blount County, TN  
**AIA Design Award**  
**American Schools & Universities:**  
**"Outstanding Design" Award**

A New Facility for:  
Hardin Valley Elementary School  
Knox County, TN

A New Facility for:  
A.L. Lotts Elementary School  
Knox County, TN  
**TSBA School of the Year**

Additions and Renovations to:  
Johnson Elementary School  
Kingsport, TN  
**TSBA School of the Year**

Additions and Renovations to:  
Lincoln Elementary School  
Kingsport, TN  
**TSBA School of the Year**

A New Facility for:  
Grand Oaks Elementary School  
Anderson County, TN  
**TSBA School of the Year**

Additions and Renovations to:  
Claxton Elementary School  
Anderson County, TN  
**TSBA School of the Year**

Site Improvements for:  
Mooreland Heights Elementary School  
Knox County, TN

Additions to:  
Norris Elementary School  
Anderson County, TN

Additions and Renovations to:  
Fairview Elementary School  
Anderson County, TN

Additions and Renovations to:  
Andersonville Elementary School  
Anderson County, TN

Renovations to:  
Beaumont Elementary School  
Knox County, TN

Renovations to:  
Knoxville Adaptive Education Center (KAEC)  
Knox County, TN

Renovations to:  
Chilhowee Intermediate School  
Knox County, TN

Renovations to:  
Bluegrass Elementary School  
Knox County, TN

Renovations to:  
Ridgedale Elementary School  
Knox County, TN

Renovations to:  
Joppa Elementary School  
Grainger County, TN

## Middle Schools - Select Projects

A New Facility for:  
Horace Maynard Middle School  
Union County, TN  
(Under Construction)

Addition and Renovations to:  
Oliver Springs Academy  
Roane County, TN

Addition and Renovations to:  
Lake Forest Middle School  
Bradley County, TN

Additions and Renovations to:  
Holston Middle School  
Knox County, TN  
**TSBA School of the Year Award**

Addition and Renovations to:  
Cornerstone Academy (K-12)  
Hamblen County, TN

Additions and Renovations to:  
Norris Middle School  
Anderson County, TN

New Technology Lab for:  
Cedar Bluff Middle School  
Knox County, TN

New Technology Lab for:  
Carter Middle School  
Knox County, TN

Renovations to:  
Halls Middle School  
Knox County, TN

Renovations to:  
Vine Middle School  
Knox County, TN

Interior Renovations to:  
Vine Middle School  
Knox County, TN

## High Schools - Select Projects

Addition and Renovations to:  
Cocke County High School  
Cocke County, TN  
(In Design)

Addition and Renovations to:  
Cosby High School  
Cocke County, TN  
(In Design)

Addition and Renovations to:  
Halls High School  
Knox County, TN

Culinary Arts Classroom for:  
Morristown East High School  
Hamblen County, TN

New High School & Dining Hall  
Tennessee School for the Deaf  
Knoxville, TN

Addition and Renovations to:  
Cornerstone Academy (K-12)  
Hamblen County, TN

High School Masterplan for:  
Roane County High Schools (5)  
Roane County, TN

Addition and Renovations to:  
Morristown West High School  
Hamblen County, TN

A New Facility for:  
Alcoa High School  
Alcoa City, TN  
**TSBA School of the Year**  
**TSBA People's Choice**

Addition and Renovations to:  
Jefferson County High School  
Jefferson County, TN  
**TSBA School of the Year**

A New Facility for:  
Patriot Freshman Academy  
Jefferson County, TN  
**TSBA School of the Year**

A New Facility for:  
Knox County School at Center Mall  
Knox County, TN

A New Facility for:  
Hardin Valley Academy  
Knox County, TN  
**TSBA School of the Year**

A New Facility for:  
Grainger High School  
Grainger County, TN  
**TSBA School of the Year**  
**TSBA People's Choice**

Additions and Renovations to:  
South Doyle High School  
Knox County, TN

Renovations to:  
Austin East High School  
Knox County, TN

Additions and Renovations to:  
Sevier County High School  
Sevier County, TN

Additions and Renovations to:  
Clinton Senior High School  
Anderson County, TN

Additions and Renovations to:  
Fulton High School  
Knox County, TN

Additions and Renovations to:  
Bearden High School  
Knox County, TN

Addition and Renovations to:  
Anderson County High School  
Anderson County, TN

Renovations to:  
Powell High School  
Knox County, TN

Renovations to:  
Grainger High School  
Grainger County, TN

Renovations to:  
Halls High School  
Knox County, TN

A New Technology Lab for:  
South Doyle High School  
Knox County, TN

Renovations to:  
Farragut High School  
Knox County, TN

A New Gymnasium for:  
Washburn High School  
Grainger County, TN

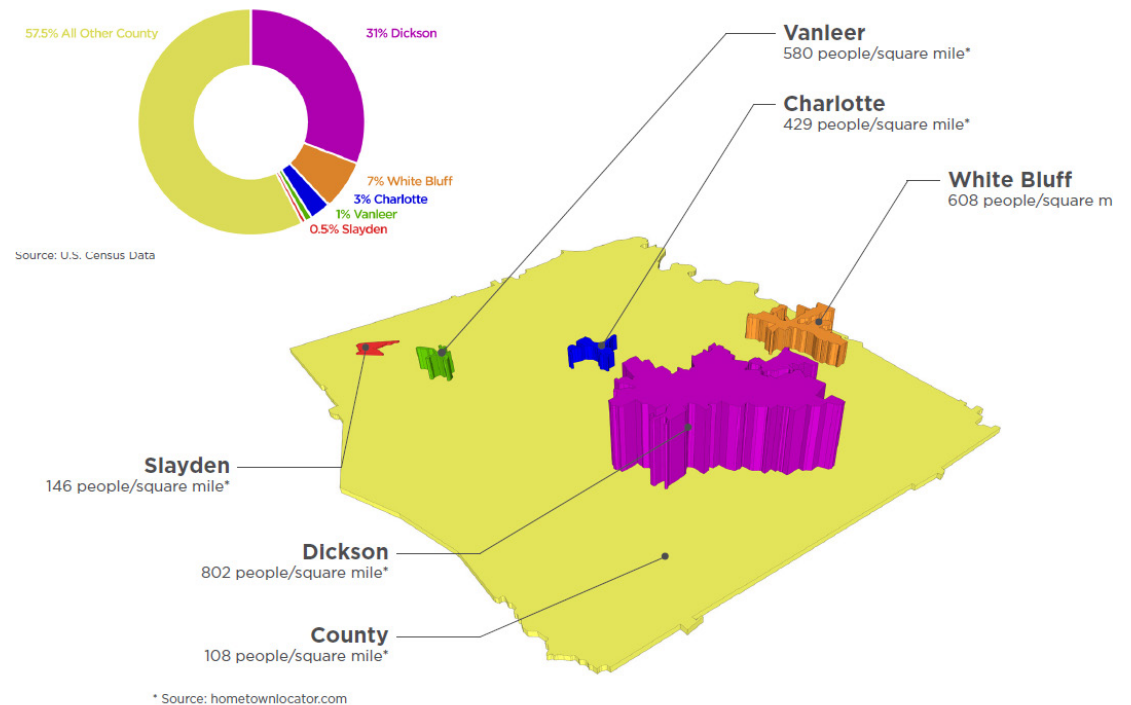
# Dickson County Schools - Facilities Study

Dickson County, Tennessee

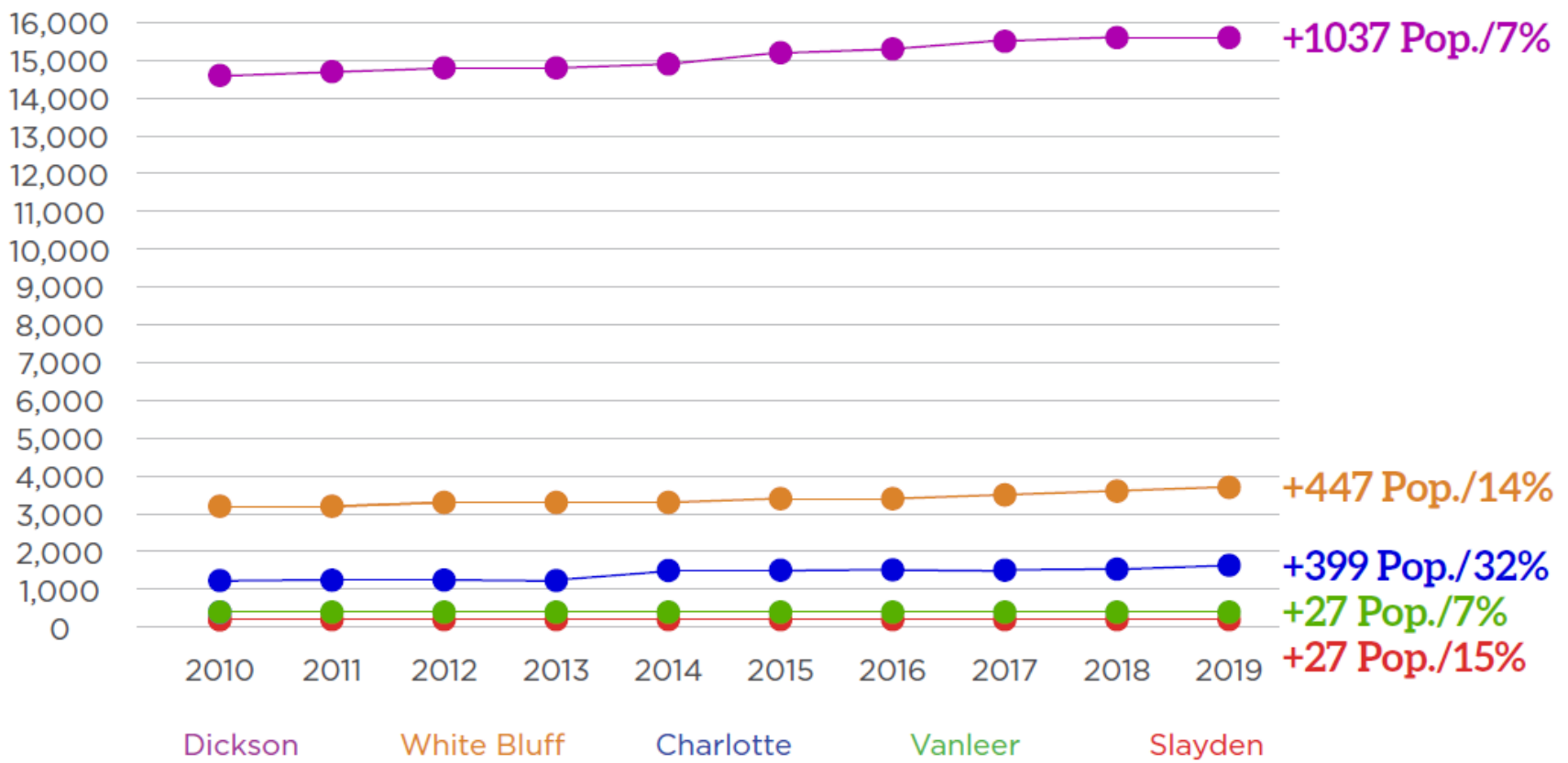
Dickson County Schools engaged Lewis Group Architects to conduct a facility assessment aimed at evaluating the current state of their educational infrastructure. This assessment includes detailed observations of individual schools as well as broader research and comparisons across the district and county. By compiling and analyzing this data, LGA was able to provide Dickson County Schools with a thorough overview, enabling them to prioritize and plan for the long-term management of their facilities.

The seventeen facilities assessed comprised nine elementary schools, four middle schools, two high schools, an alternative education center, and the central office. During site visits, Lewis Group Architects not only evaluated the physical condition of these facilities but also gathered contextual information. This context covered factors such as geography, population and enrollment trends, and operational costs. To collect this data, LGA utilized resources from the school system, the US Census Bureau, the State of Tennessee, and additional sources.

Over a one-week period, Lewis Group Architects conducted visits to each of the seventeen facilities. During these visits, they made visual assessments, took photographs, gathered information, and conducted research to collect as much data as possible for analysis. Each site visit was accompanied by a school system employee, such as a principal or maintenance/custodial staff member, to provide specific insights. The visits focused on evaluating the school buildings across several key categories: Building Envelope & Structure, Health & Safety, Accessibility, and General Maintenance & Upgrades. The collected data was then organized and presented through various charts and illustrations to facilitate the analysis.



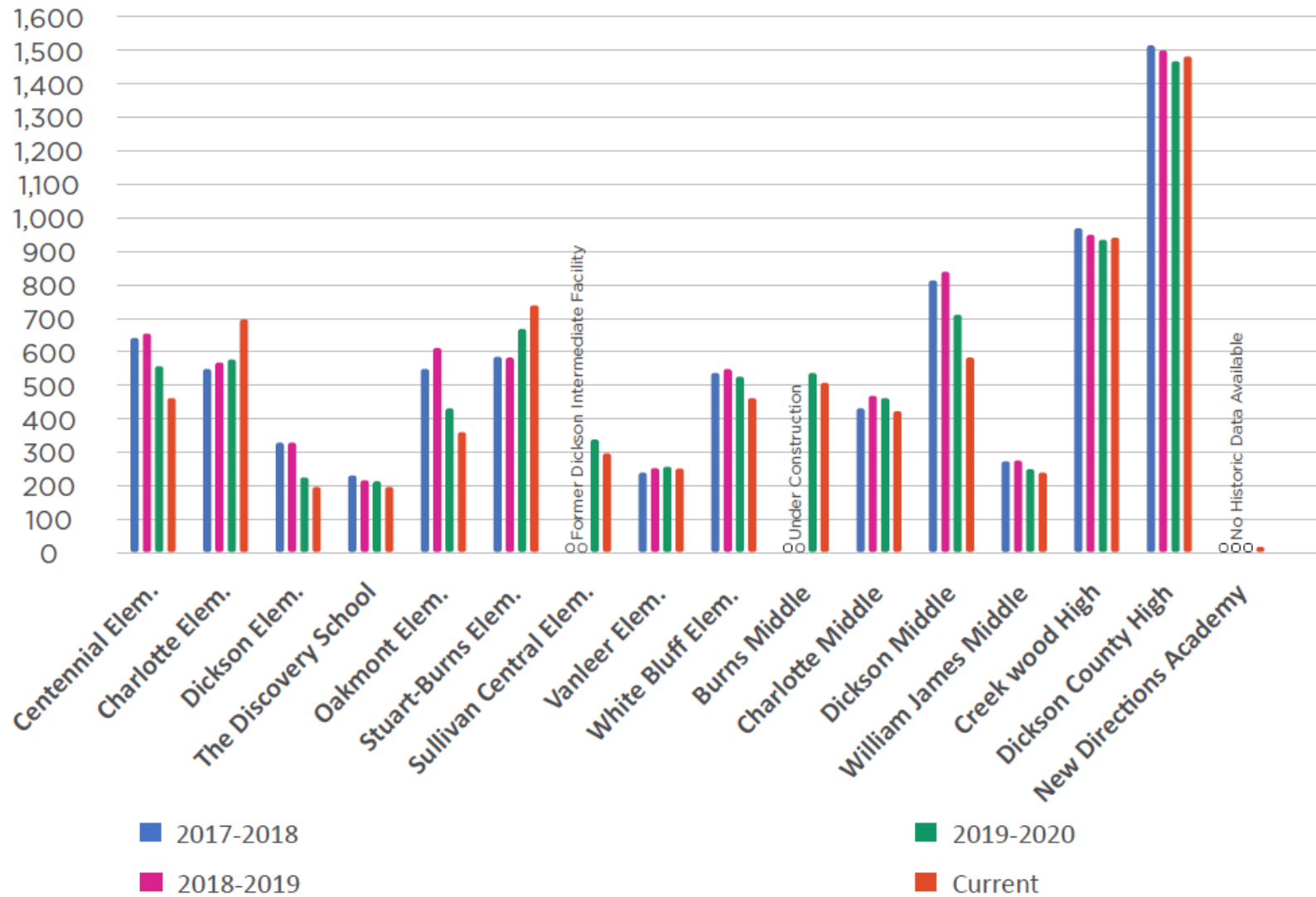
**% CHANGE BETWEEN  
2010 AND 2019**



Source: U.S. Census Data

**48,710** PEOPLE (APPROX.) TOTAL COUNTY POPULATION IN 2010  
**52,680** PEOPLE (APPROX.) TOTAL COUNTY POPULATION IN 2019  
**+8%** OVERALL COUNTY GROWTH BETWEEN 2010 AND 2019

## GROWTH BY SCHOOL



## AGE OF EXISTING FACILITIES

William James Middle School



Dickson Elementary School



New Directions Academy



Dickson Middle School



Charlotte Middle School



Dickson County High School



White Bluff Elementary School



Sullivan Central Elementary School



Central Office



Stuart-Burns Elementary School



Oakmont Elementary School



Charlotte Elementary School



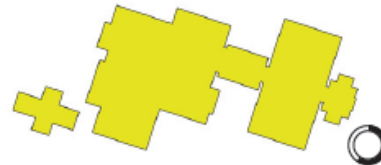
Centennial Elementary School



The Discovery School



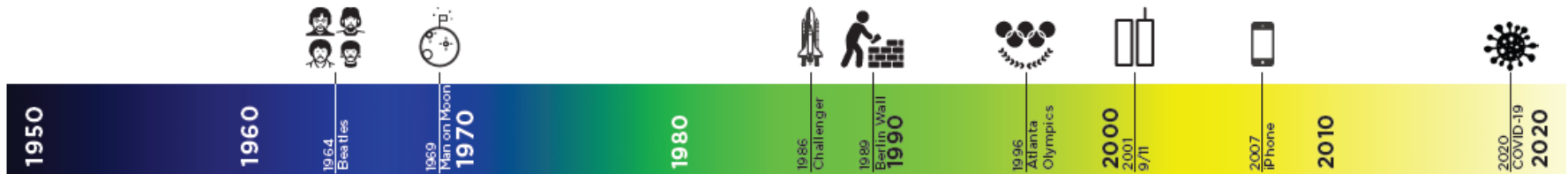
Creek Wood High School



Vanleer Elementary School



Burns Middle School



# TYPICAL FACILITY OBSERVATION REPORT





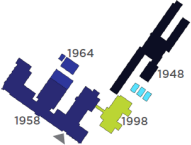
**Dickson Middle School**  
Facility Assessment Observations

## TYPICAL FACILITY OBSERVATION REPORT

**Overview**  
 Located in "downtown," Dickson Middle School and its peripheral buildings are in various states of (dis)repair. The site is quite large and would accommodate future growth both out and up.

**Dickson Middle School**  
 250 Humphries Street, Charlotte, TN 37056



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Current Enrollment / Capacity - 591 / 900

Grades:	6-8	Total Area:	106,214 s.f.	No. Classrooms:	26
				No. of Floors:	02

**Construction History**


Original	Addition 1	Addition 2
1958	1964	1998

**Condition of Existing Facilities**





AGE OF EXISTING FACILITIES	BUILDING ENVELOPE & STRUCTURE	HEALTH & SAFETY	ACCESSIBILITY	GENERAL CONDITIONS	3-YEAR AVERAGE UTILITIES COSTS
					
★	★★	★★	★★★	★	\$115K

## TYPICAL FACILITY OBSERVATION REPORT

**DICKSON MIDDLE SCHOOL**



**Visual Documentation**  
 This selection from the complete archive of field photography offers a sampling of the conditions observed during LGA's visits.  
\* Images with an \* are not noted on map.

01  
cracking

02  
conductor head and downspout

03  
gym ceiling paint flaking off 1

04  
gym ceiling paint flaking off 2

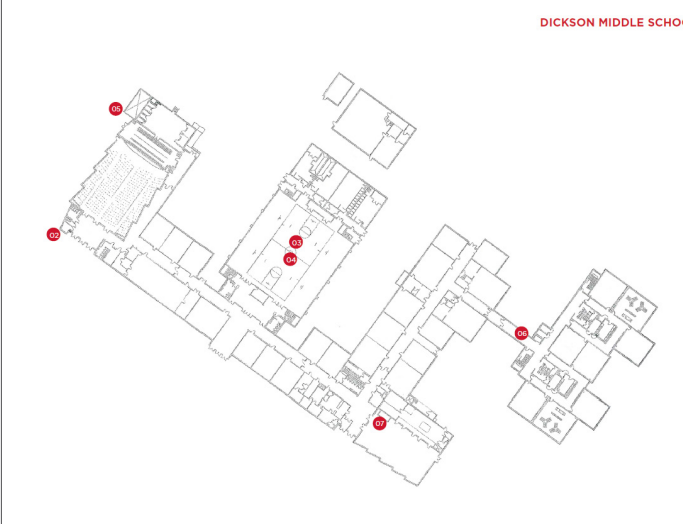
05  
rust efflorescence discoloration

06  
stair step cracking

07  
dining is spacious and well lit

08  
furniture is outdated but in good working condition

## TYPICAL FACILITY OBSERVATION REPORT



**DICKSON MIDDLE SCHOOL**

# Jefferson County Schools - Facilities Study

Jefferson County, Tennessee

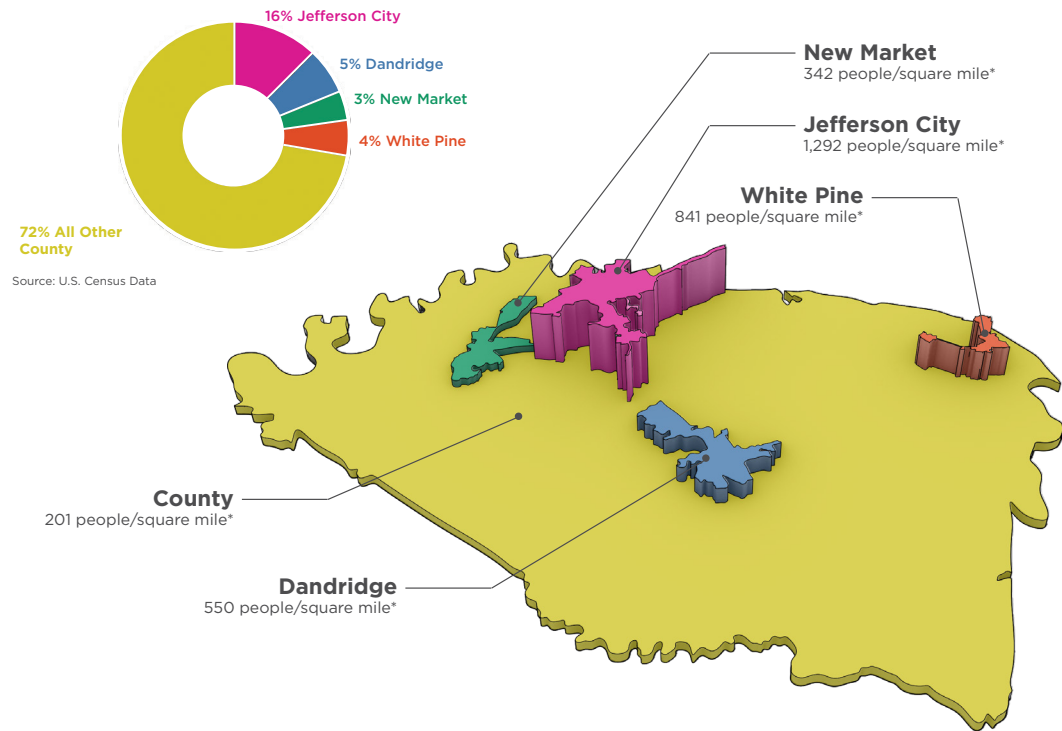
Jefferson County Board of Education commissioned Lewis Group Architects to undertake a facility assessment intended to help them understand the overall condition of their school system. The assessment includes school-specific observations as well as system-wide and county research and comparisons. Together, all the information allows us to present a comprehensive look at the system that will allow Jefferson County Schools to prioritize and strategize long-term management of the facilities in the system.

The fourteen facilities included six elementary schools, two middle schools, two high schools, two K-8 schools, an alternative education center, and an adult education center. In addition to making observations about the physical condition of the facilities through site visits, Lewis Group Architects also gathered information about the context of these facilities. This context includes geography, population trends, enrollment trends, and operational costs. LGA collected data from the school system and other resources like the US Census Bureau and the State of Tennessee, among others.

Over the course of 2 weeks, Lewis Group Architects visited each of the fourteen facilities. Visual observations were made, photographs taken, information collected, and research done to gather as much perspective and data as possible to be able to conduct an analysis. Each facility visit was conducted in the company of an employee of the school system (principal or maintenance/custodial staff) to provide site specific information. The focus of the visits was to develop an overall assessment of the school buildings in several categories - Building Envelope & Structure, Health & Safety, Accessibility, and General Maintenance & Upgrades. The information was then organized and represented through a variety of charts and illustrations that were used to conduct the analysis.

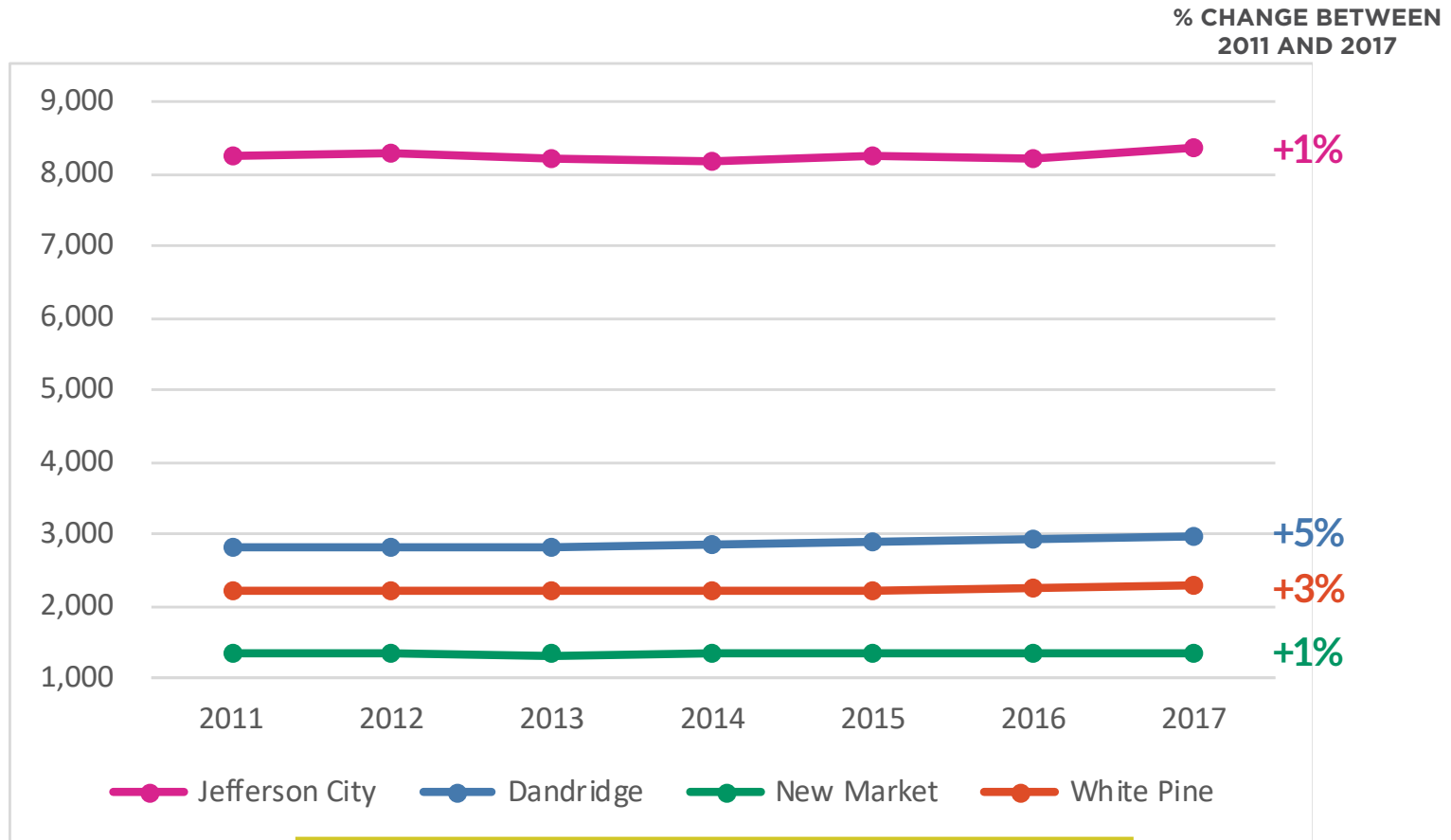
“The Lewis Group provided Jefferson County Schools with a comprehensive needs assessment that we have developed into our blueprint for facility upgrades. Our Board has been able to take the items identified on the list and strategically chart a course for addressing the needs throughout the district from renovations to potential replacements.”

Dr. Shane Johnston, Director of Schools  
Jefferson County Schools



72% All Other County  
Source: U.S. Census Data

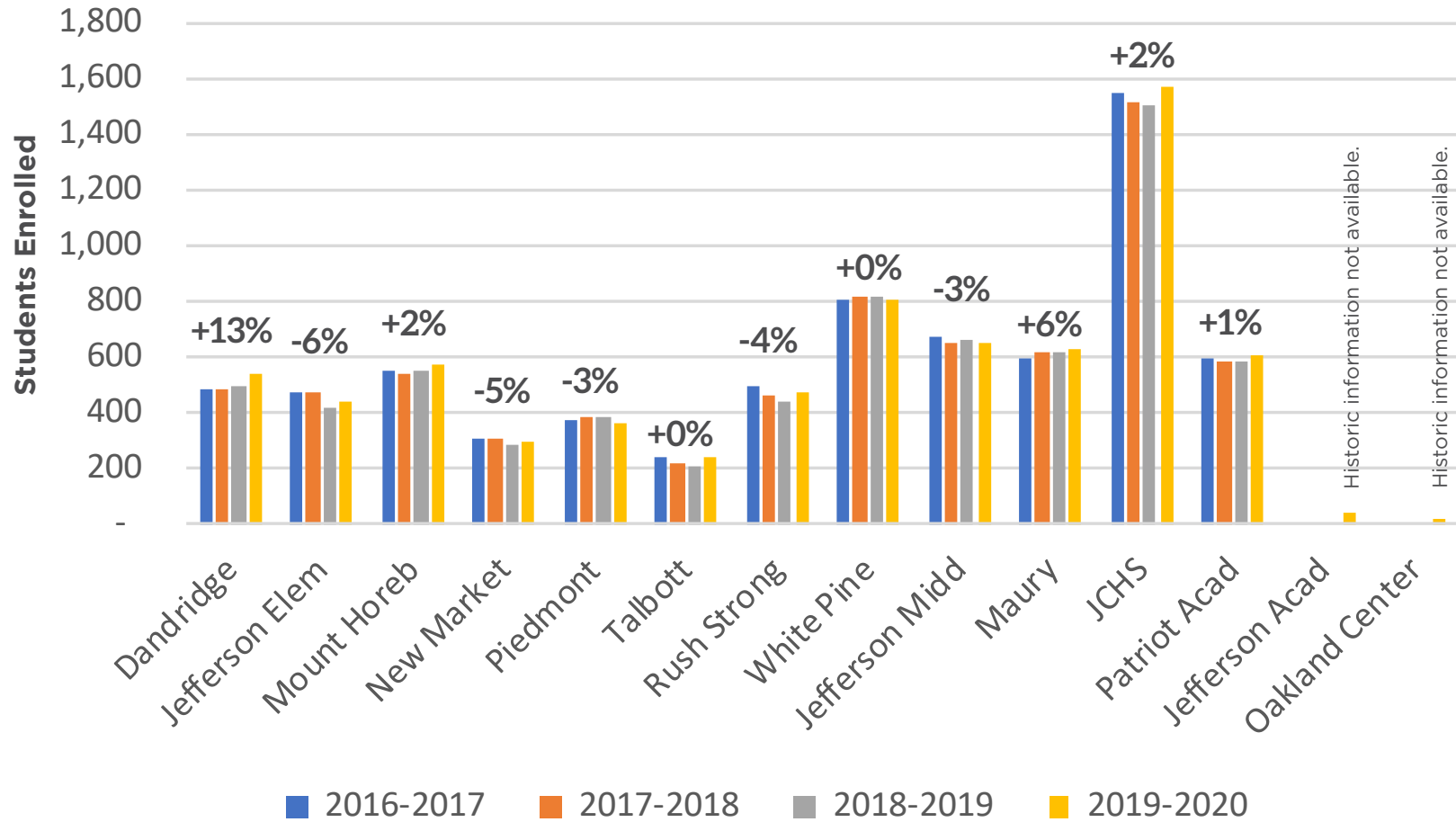
**POPULATION CHANGES**



Source: U.S. Census Data

**52,000** PEOPLE (APPROX.) TOTAL COUNTY POPULATION IN 2011  
**54,000** PEOPLE (APPROX.) TOTAL COUNTY POPULATION IN 2017  
**+4%** OVERALL COUNTY GROWTH BETWEEN 2011 AND 2017

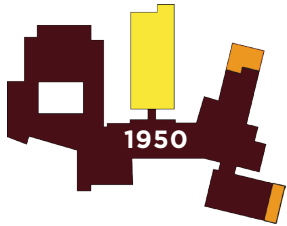
**STUDENT ENROLLMENT HISTORY**



**+1%** OVERALL COUNTY SCHOOLS ENROLLMENT GROWTH BETWEEN 2016 AND 2019

## AGE OF EXISTING FACILITIES

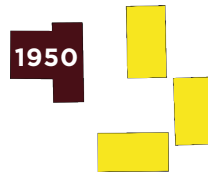
Jefferson Middle School



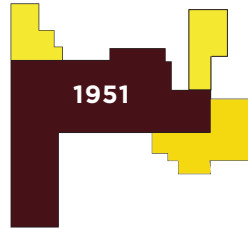
Maury Middle School



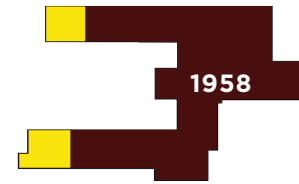
Oakland Center



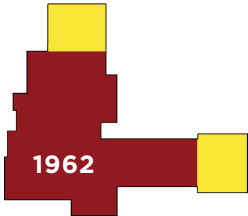
Piedmont Elementary



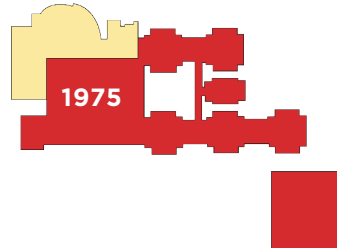
Jefferson Elementary



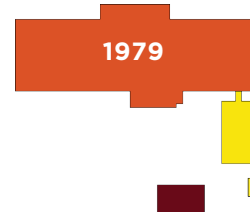
Talbot Elementary



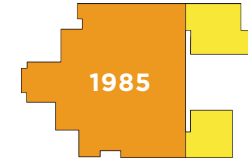
Jefferson County High School



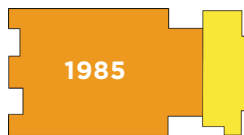
Rush Strong School



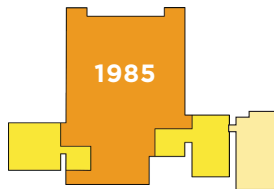
New Market Elementary



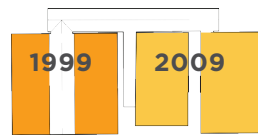
Dandridge Elementary



White Pine School



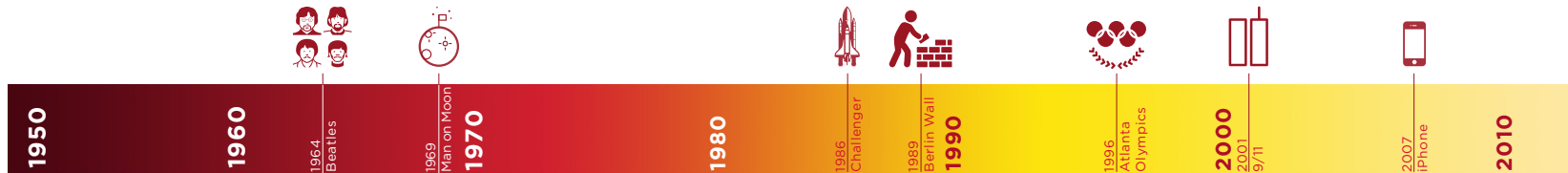
Jefferson Academy



Mt. Horeb Elementary



Patriot Academy

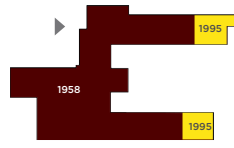


TYPICAL FACILITY OBSERVATION REPORT

**Jefferson Elementary School**  
321 West Broadway Boulevard, Jefferson City, TN 37760

**Overview**

Sharing a campus with both Jefferson Middle School and Jefferson Academy, Jefferson Elementary School was constructed in 1958 and is one of the oldest facilities in the system. An eight-classroom addition was constructed in 1995. The facility serves students from pre-k through fifth grade and is a feeder school for Jefferson Middle School. Given the age of the facility, many of the issues noted were related to the building envelope. There are concerns about the level of security at the main administrative office. There are also concerns related to adequate storm water drainage and possible insufficient electrical service. It can be reasonably assumed that Jefferson Elementary School is likely the facility with the most extensive issues and deficiencies.




---

**Current Enrollment / Capacity - 441 / 650** **68%**

**Grades:** PreK-5      **Total Area:** 81,162s.f.      **No. Classrooms:** 32  
**No. Floors:** 01

**Construction Dates**


Original	Addition 1	Date(s) of LGA Visit
1958	1995	05/29/2019, 06/13/2019

**Condition of Existing Facilities**

AGE OF EXISTING FACILITIES	BUILDING ENVELOPE & STRUCTURE	HEALTH & SAFETY	ACCESSIBILITY	GENERAL MAINTENANCE & UPGRADES	OPERATIONAL COSTS
*	*	**	***	**	\$4.3m

TYPICAL FACILITY OBSERVATION REPORT

**JEFFERSON ELEMENTARY SCHOOL**



**Building Envelope & Structure**  
*Observations related to the condition of a building's exterior/interior and their effects on its occupants*

**Exterior**

- 01 Inefficient/damaged/cracked windows \*
- 02 Anchorage concerns at base of window walls at classrooms
- 03 Damaged/rotten exterior soffits - multiple locations \*
- 04 Stormwater drainage - water pools against building
- 05 Roof leaks & insufficient drainage/ponding \*
- 06 PVC roof may be at or near end of expected serviceable life per JCS Maintenance Department (Architect did not observe)
- 07 Leaking/clogged/damaged gutters and downspouts
- 08 Cracks in brick veneer - multiple locations
- 09 Skylight leaks - multiple locations

**Interior**

- 10 Carpets - condition/age of carpet does not allow for thorough cleaning \*
- 11 Cracks and movement in brick - gymnasium, office
- 12 Plumbing issues at multiple toilet rooms - sewer gas smell \*
- 13 Cracks in brick - multiple locations
- 14 Stained ceilings - multiple locations

\* Identified as key issues per administration

TYPICAL FACILITY OBSERVATION REPORT

**JEFFERSON ELEMENTARY SCHOOL**

**Health and Safety**  
*Developed with attention towards life safety and building security*

- 01 Lack of perimeter fencing - campus not secured
- 02 Lack of sprinkler system
- 03 Improper/incorrect labeling of electrical panel schedules \*
- 04 Presence of confirmed/assumed ACM per 2018 AHERA Report
- 05 Lack of secure front entry
- 06 Bus and car traffic mix at both arrival and dismissal
- 07 Inoperable/damaged window blinds \*

**Accessibility**  
*Providing equal opportunity for all students, staff, and visitors*

- 01 No ADA access to playgrounds
- 02 Non-ADA compliant bathrooms


**General Maintenance & Upgrades**  
*Recurring general building maintenance issues and possible upgrades*

- 01 Inadequate storage in classrooms \*
- 02 Damaged bathroom stall doors - evidence of repeated attempts to repair
- 03 Front doors do not allow room for some maintenance machines
- 04 Insufficient electrical receptacles in classrooms \*
- 05 Insufficient electrical service & panel space for provision of additional electrical receptacles \*
- 06 Aging/Inefficient HVAC system & equipment \*

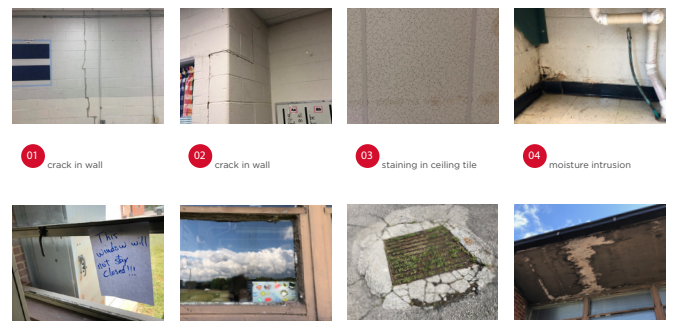
\* Identified as key issues per administration

TYPICAL FACILITY OBSERVATION REPORT

**JEFFERSON ELEMENTARY SCHOOL**

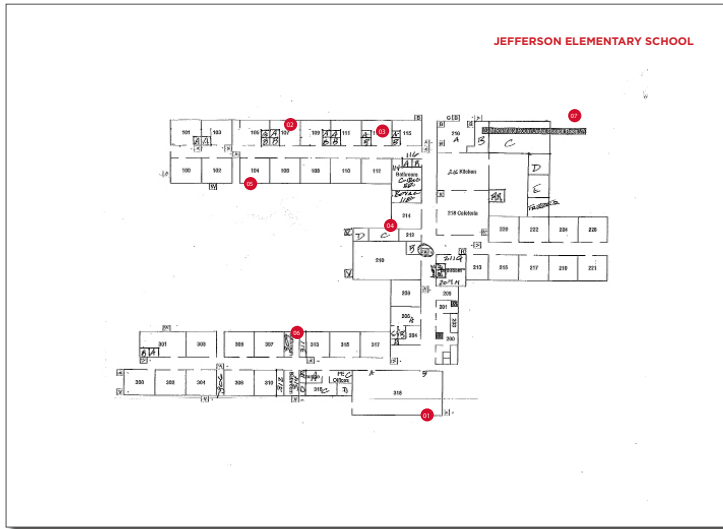


**Visual Documentation**  
*This selection from the complete archive of field photography offers a sampling of the conditions observed during LGA's visits*  
\* Images with an \* are not noted on map.



- 01 crack in wall
- 02 crack in wall
- 03 staining in ceiling tile
- 04 moisture intrusion
- 05 Non-functioning operable windows
- 06 cracked glazing
- 07 insufficient/clogged surface drain
- 08 deteriorated fascia \*

TYPICAL FACILITY OBSERVATION REPORT



TYPICAL FACILITY OBSERVATION REPORT

JEFFERSON ELEMENTARY SCHOOL

**Mechanical System**  
*Observations related to facility mechanical systems documented by Engineering Services Group and gathered through site visits.*

\*\*\*

Type of System:  
 The facility is cooled primarily with DX units with remote condensers, thru-wall units and (1) rooftop unit. The facility is heated with a gas fired boiler and constant volume pumps.

Each classroom, workroom, corridor and the cafeteria have ceiling mounted, horizontal unit ventilators with remote condensers for cooling. Wall mounted hot water convectors provide heating for these areas except for the cafeteria which has hot water unit heaters. The kitchen is heated and cooled from a gas fired 100% outside air unit. The gymnasium is heated with hot water unit heaters and is not air conditioned. Ventilation is provided by operable windows. The administration offices are served from DX thru wall units with electric heat. The library is served from split system heat pumps with electric heat. None of the units have humidity control.

Outside air for the classrooms and common spaces is ducted into each unit and then distributed to the space in the supply air. The amount of outside air being provided is currently based on mid 90's design strategies and does not meet current codes.

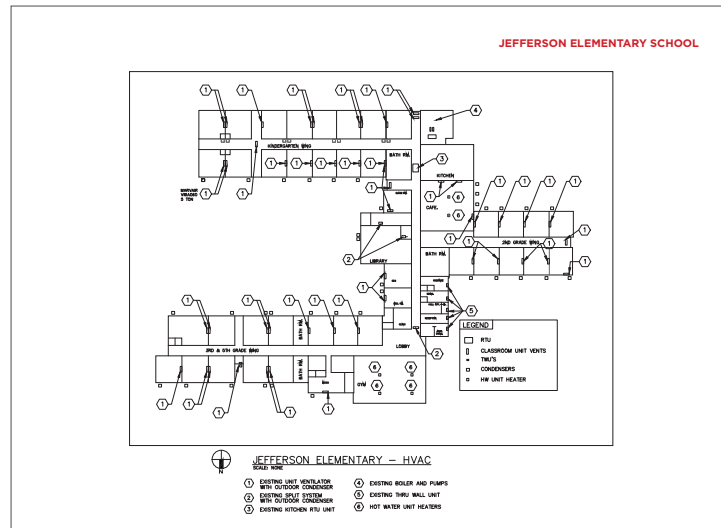
**The majority of the units are at least 20 years old and appear to have reached their point of reliable service. Unit failures and noise issues will continue to occur until units are replaced.**

The facility does not have an automated control system. Notes are posted on each classroom door instructing the teacher to set the thermostats back before they leave each day.

Code issues observed are:

- Some units do not have duct mounted smoke detector in both the supply and return ducts.

TYPICAL FACILITY OBSERVATION REPORT



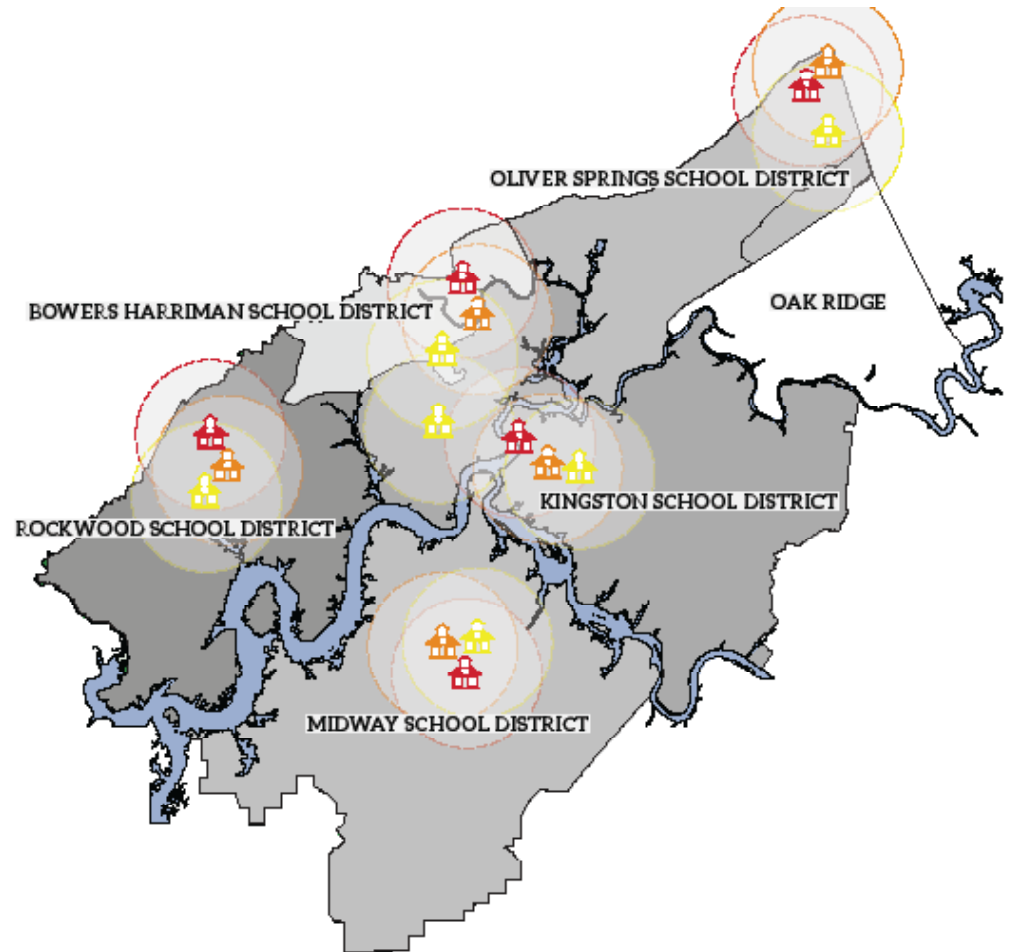
# Roane County Schools - Facilities Study

Roane County, Tennessee

In the summer of 2015, Roane County Schools engaged LGA in a process that began with the evaluation of their five existing high schools and was later expanded to include the evaluation of their entire school system. Like many school systems, Roane County is faced with a system of aging facilities, many reaching end-of-life, and a strained year-to-year operating budget. However, Roane County Schools is in a unique situation; rather than dealing with the overcrowding problems that we've seen in many other school districts, Roane County is seeing underutilized and aging facilities. The path forward in such a situation is not as clear as building a new school would be in a growing school system.

## Facility Assessments

The process began with a physical assessment of their existing facilities. Each school was evaluated based on their condition in six categories: security, accessibility, fire safety, structural, health, and maintenance. Additionally, the structures were evaluated based on number of additions and age of each component. Each building was also evaluated based on enrollment and capacity; for this the team looked at historical enrollment numbers and future projections.

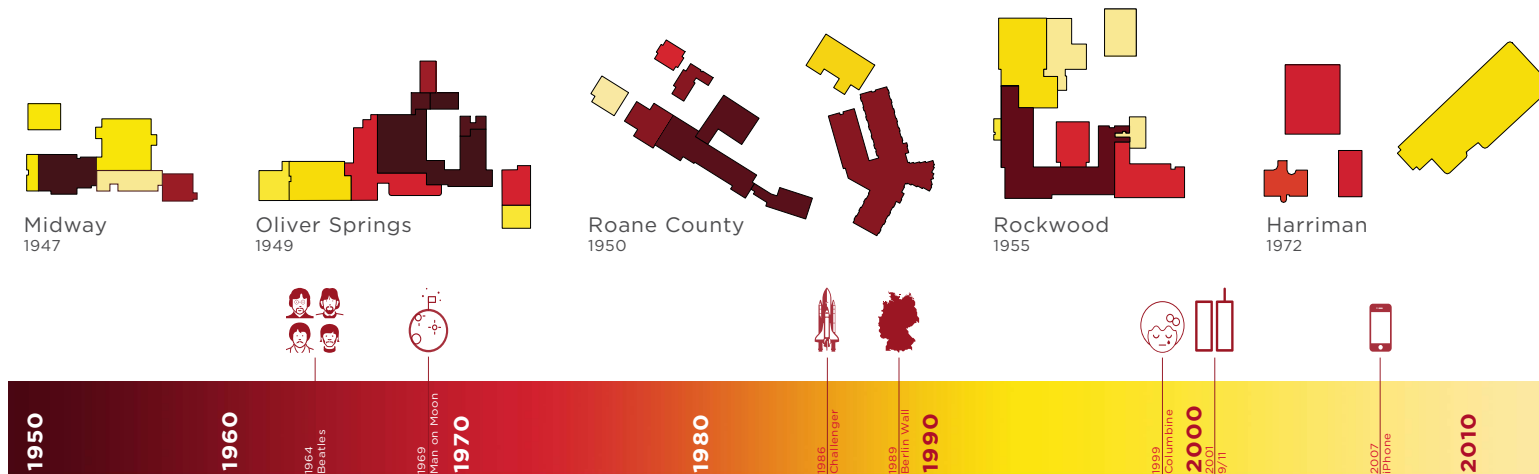


“Lewis Group Architects have been tremendous in gathering input from all stakeholders including working with our County Commission, Chamber of Commerce, business community, school leaders, and the general public. We owe a great deal of gratitude for the assistance of the Lewis Group.”

Gary Aytes, Former Director of Schools  
Roane County Schools

	ENROLLMENT TO CAPACITY		CURRICULUM		OPERATIONAL COSTS		FACILITY ASSESSMENT	
	LIFE SAFETY	SECURITY	ACCESSIBILITY	STRUCTURE	MAINTENANCE	BUILDING ENVELOPE	POTENTIAL HEALTH ISSUES	
<b>MIDWAY</b> 1947 270 / 375								
<b>OLIVER SPRINGS</b> 1949 404 / 612								
<b>ROANE COUNTY</b> 1950 697 / 1200								

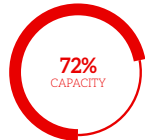
Assessment of Existing Facilities (Excerpt)



Age of Existing Facilities (Excerpt)

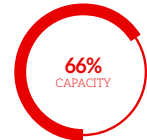
<b>OLIVER SPRINGS</b> 1949  404/612		
<b>ROANE COUNTY</b> 1950  697/1200		
<b>ROCKWOOD</b> 1955  447/625		

Midway



MAXIMUM CAPACITY: 375 STUDENTS  
 CURRENT CAPACITY: 270 STUDENTS

Oliver Springs



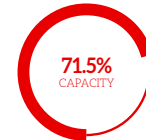
MAXIMUM CAPACITY: 612 STUDENTS  
 CURRENT CAPACITY: 404 STUDENTS

Roane County



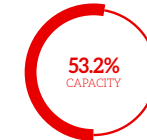
MAXIMUM CAPACITY: 1200 STUDENTS  
 CURRENT CAPACITY: 697 STUDENTS

Rockwood



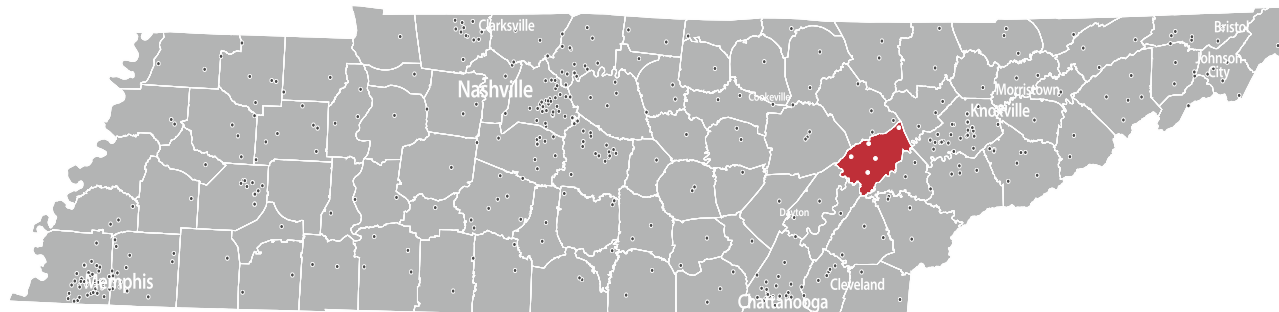
MAXIMUM CAPACITY: 625 STUDENTS  
 CURRENT CAPACITY: 447 STUDENTS

Harriman



MAXIMUM CAPACITY: 648 STUDENTS  
 CURRENT CAPACITY: 345 STUDENTS

62.5% Utilization Existing.  
 2,163 students | 3,460 student capacity



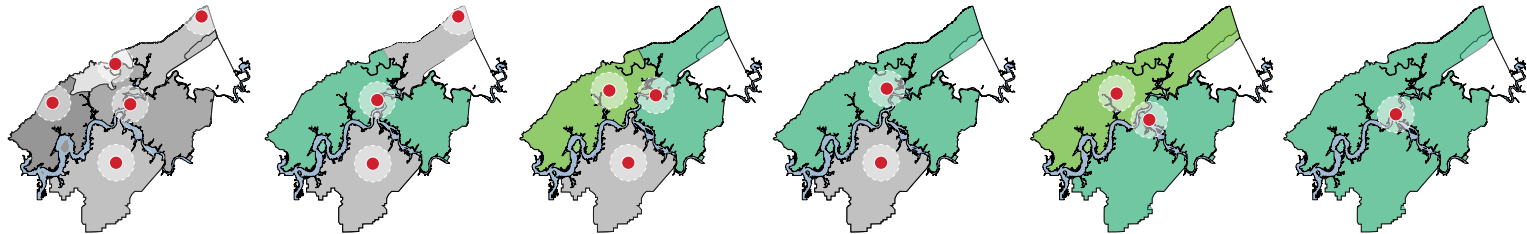
All Public High Schools in TN

**Building a Baseline**

A baseline was then developed by looking at state and national averages for school sizes, student-teacher ratios, base curriculum, and elective/enrichment offerings of top-performing schools. We used these baselines to evaluate each of the schools in the system against a standard metric.

## Operational Costs / Regional Comparisons

A financial model was developed based on current operating costs for Roane County Schools taking into account utilities, personnel, salary supplements, books and supplies, custodial and maintenance, food service, and transportation. Per-student spending was compared to regional school districts and coordinated with student performance. The financial model became the basis for evaluation of proposed solutions and scenarios and enabled the team to make savings projections.



	<b>EXISTING</b>	<b>SCENARIO 1</b>	<b>SCENARIO 2</b>	<b>SCENARIO 3</b>	<b>SCENARIO 4</b>	<b>SCENARIO 5</b>
<b>ENROLLMENT / CAPACITY</b>	2163 / 3460	2,163 / 2,679	2,163 / 2,526	2,163 / 2,526	2,163 / 2,458	2,163 / 2,458
<b>OPERATIONAL COSTS*</b>	\$11,749,000	\$10,920,000	\$10,687,000	\$10,450,000	\$10,147,000	\$10,053,000
<b>PER STUDENT</b>	\$5,400 / Student	\$5,000 / Student	\$4,900 / Student	\$4,800 / Student	\$4,700 / Student	4,600 / Student
<b>LONGEST BUS TRAVEL TIME</b>	01:30	01:05	01:18	01:18	01:24	01:18
<b>SAVINGS</b>	--	<b>\$829,000</b>	<b>\$1,062,000</b>	<b>\$1,299,000</b>	<b>\$1,602,000</b>	<b>\$1,696,000</b>

### Proposed Scenarios

With in-depth research, analysis of data, and some creative problem solving, LGA was able to make proposals to the school district about future planning for those high schools, some of which included potential annual operational cost savings of over \$1,000,000. The scenarios laid out for Roane County a series of available options and ranked them. One potential solution proposed combining the student populations of a near-end-of-life high school facility into an underutilized middle school facility. The result would be 6-12 schools still below capacity.

### Long Range Master Plan

During the system-wide study, we developed a long-range plan that looked forward 30-40 years plotting a phased plan for Roane County to move from 16 underutilized schools currently to a more manageable and fiscally sustainable 9 schools; taking schools off-line sequentially when they reach an end-of-life point. We then developed potential strategies for adaptive reuse of buildings that could remain community assets well into the future, just not as schools.

The school system is currently making final decisions regarding the preferred plan to proceed, but it likely includes some renovations of existing high schools and consolidation of others into a new high school with a new facility.

# Alcoa City Schools / Alcoa High School

Alcoa, Tennessee



**A Growing Community - overcrowding in Alcoa city schools**

Faced with overcrowding in their schools due to community growth and a projected increase in population for the next two decades, Alcoa City Schools commissioned LGA to assist them in studying these projections for the city to develop growth management solutions for their school system.

Prior to analysis of the data, the school system thought that a new elementary school might provide the solution to growth management. Following an in-depth analysis of the growth projections by the design team, it was evident that the growth would result in a future overcrowding problem in the existing middle and high schools.

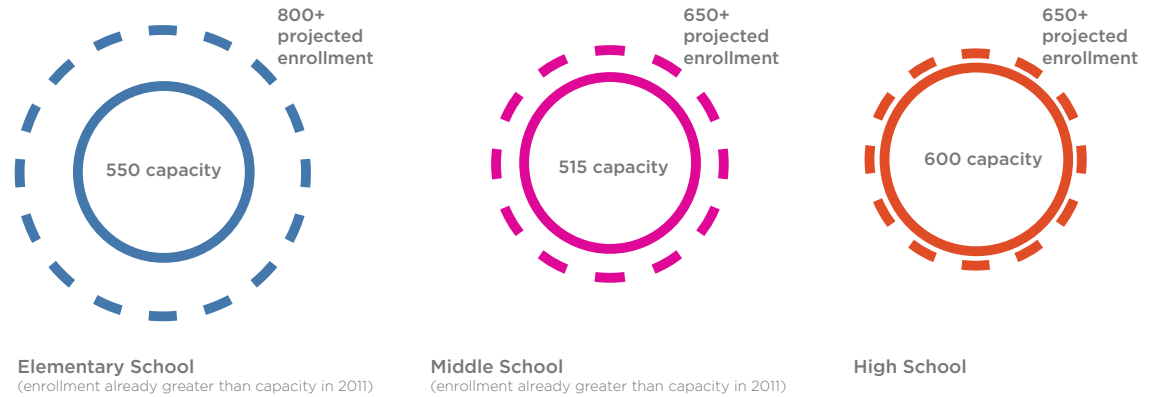
**Managing growth - a conceptual solution**

LGA proposed a new solution involving the construction of a new high school, the creation of a new intermediate school, and the redistribution of grades Pre-K through 8 throughout the existing school buildings following a renovation to the elementary school.

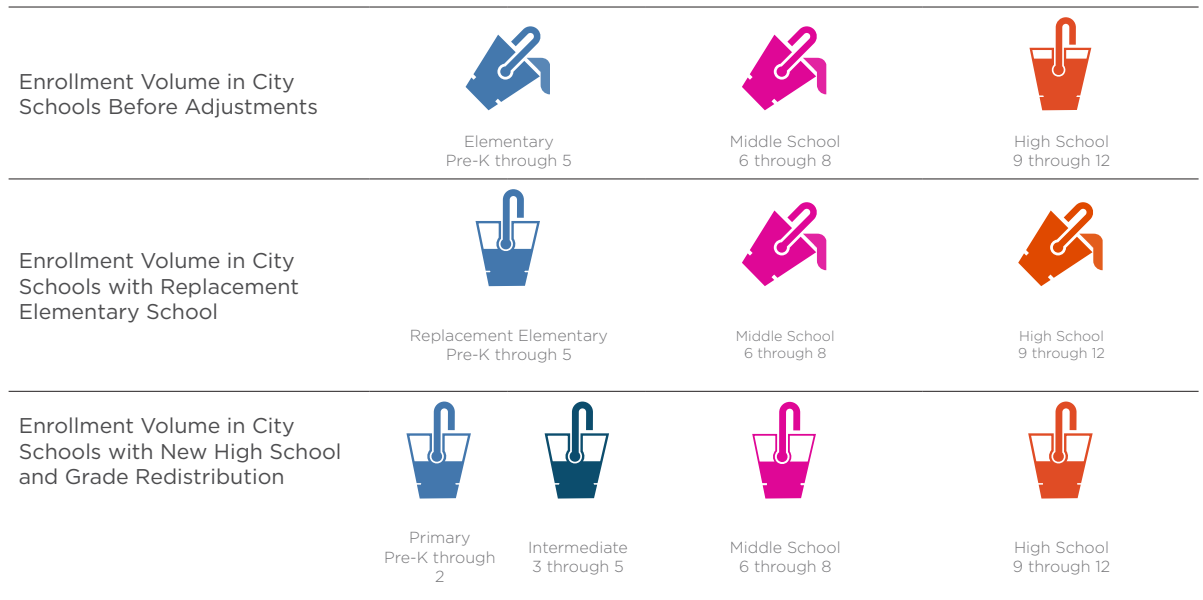
While the new high school represents a substantial investment for the city, this one-time, long-term solution prevents overcrowding for the school population for the next 15-20 years while saving Alcoa's time and resources in numerous short-term remediation projects. After consideration of all options, the school system approved LGA's proposal and began work to plan for a new high school.

Director of Schools, Dr. Brian Bell, immediately understood the historical significance of the new high school as a landmark for the community. He called on the design team to develop a plan for an iconic high school clearly linked with the historic, 1939 Alcoa High School on the outside, with a state-of-the-art, STEM focused, collaborative academic facility on the inside.

The result is a \$23 million, 190,000 SF facility designed to enable students to learn in a variety of settings ranging from traditional classrooms fit out with the latest technology to informal collaboration or teaming spaces.



Comparison of school capacity and projected **5 year growth** between **2011** and **2016**





## Paul M. McCall, AIA

Lewis Group Architects - Knoxville, TN - Since 2021

*Project Manager / Principal-In-Charge*

As Principal-In-Charge of LGA, Mr. McCall would serve in an administrative role and provide overall direction and oversight to the project. His extensive experience would allow him the opportunity to provide principal involvement and guidance, ensuring that your project runs smoothly.

### EDUCATION, LICENSING, AND PROFESSIONAL CREDENTIALS

- Bachelor of Architecture - University of Tennessee School of Architecture
- Registered Architect, Tennessee #102314

### SIMILAR PROJECT EXPERIENCE

- Dickson County Schools Facility Assessment - Dickson County, TN
- Washington County Schools Facility Assessment - Washington County, TN
- Mill Creek Elementary School - Knoxville, TN
- Sterchi Elementary School - Knoxville, TN
- Piedmont Elementary School - Dandridge, TN
- Cosby Elementary School - Cosby, TN
- Cosby Elementary School - Cosby, TN
- Horace Maynard Middle School - Maynardville, TN
- Cocke County High School - Newport, TN
- Jacksboro Elementary School - Jacksboro, TN
- Cocke County Innovation Center at Newport Plaza - Newport, TN



## Dr. Brian Bell

Lewis Group Architects - Knoxville, Tennessee

*Educational Planner*

Dr. Bell has over 30 years of experience as a teacher, building administrator, system-wide supervisor, negotiator, superintendent, and college professor. He has been a leader in educational technology and content-delivery systems, facilities management, and school & athletic/extra-curricular space design. However, if you would ask him, he would probably say his specialty is in listening, collaborative problem-solving, and consensus-building leading to achievable goals.

### EDUCATION

- Trevecca Nazarene University - Doctorate in Professional Practices in Education
- Lincoln Memorial University - Master of Education + Educational Administration and Supervision
- Rocky Mountain College - Bachelor of Arts
- College of Eastern Utah - Associate of Science

### PROFESSIONAL CREDENTIALS

- Alcoa City Schools: Director of Schools (2011-2020)
- Blount County Schools: Assistant Director of Schools (2009-2011)
- Blount County Schools: Technology / Facilities Supervisor (1998-2011)
- Lincoln Memorial University: Assistant Professor of Education - Carter & Moyers School of Education (2007-Present)

### ORGANIZATIONS & AWARDS

- Lincoln Memorial University Carter & Moyers School of Education Advisory Council
- Tennessee Organization of School Superintendents
- Association of Independent and Municipal School Systems (2019-2020 President)
- AASA - The School Superintendents Association
- Tennessee School Boards Association
- 2019-2020 - AIMS President
- 2018 - TOSS East Tennessee Superintendent of the Year
- 2014 - TSSAA A.F. Bridges Award Superintendent of the Year



## Jake Thomas, AIA

Lewis Group Architects - Knoxville, TN - Since 2021

*Project Architect*

As Project Architect, Mr. Thomas will be the primary point of contact for the owner coordinating all aspects of the design. He will be responsible for directing the production of documents, technical specifications, and detailing. This includes primary coordination between all architecture and engineering disciplines. He will work hand-in-hand with the team to ensure the design intent is implemented throughout the documents.

### EDUCATION, LICENSING, AND PROFESSIONAL CREDENTIALS

- Bachelor of Architecture, University of Tennessee
- Registered Architect, Tennessee #104784

### SELECTED SIMILAR PROJECT EXPERIENCE

- Dickson County Schools Facility Assessment - Dickson County, TN
- Washington County Schools Facility Assessment - Washington County, TN
- Mill Creek Elementary School - Knoxville, TN
- Sterchi Elementary School - Knoxville, TN
- Piedmont Elementary School - Dandridge, TN
- Cosby Elementary School - Cosby, TN
- Cosby Elementary School - Cosby, TN
- Horace Maynard Middle School - Maynardville, TN
- Cocke County High School - Newport, TN
- Jacksboro Elementary School - Jacksboro, TN
- Cocke County Innovation Center at Newport Plaza - Newport, TN



## Christina Betanzos Pint, AIA

Lewis Group Architects - Knoxville, TN - Since 2005

*Project Designer*

With over 20 of years of experience in all phases of design and planning, Mrs. Pint would work together with the proposed LGA team to support the design of this facility. As design lead, Mrs. Pint is able to understand the nature of the project and provide effective and creative design solutions.

### EDUCATION, LICENSING, AND PROFESSIONAL CREDENTIALS

- Bachelor and Master of Architecture, Cornell University College of Architecture, Art, & Planning
- Registered Architect, Tennessee #102405

### SELECTED SIMILAR PROJECT EXPERIENCE

- Roane County Schools Facility Assessment
- Mill Creek Elementary School - Knoxville, TN
- Sterchi Elementary School - Knoxville, TN
- Hardin Valley Academy - Knoxville, TN
- Pond Gap Elementary School - Knoxville, TN
- Piedmont Elementary School - Dandridge, TN
- Jefferson County High School - Dandridge, TN
- Patriot Academy - Dandridge, TN
- Findlay Elementary School - Sparta, TN
- Cosby Elementary School - Cosby, TN
- Cocke County High School - Newport, TN
- Jacksboro Elementary School - Jacksboro, TN
- Cornerstone Christian Academy - Morristown, TN
- Grainger County High School - Rutledge, TN
- Alcoa High School - Alcoa, TN



## **Dr. Melanie Doss, NCIDQ, PHD**

Lewis Group Architects - Knoxville, TN - Since 2014

*Interior Design Lead*

As an accomplished design professional with 25+ years of experience, Dr. Doss will oversee the development of the interior design portion of the project which includes interior finishes, furnishings, fixtures and equipment, lighting and color schemes; working closely with the team to ensure design consistency between architecture and interiors.

### **EDUCATION, LICENSING & PROFESSIONAL CREDENTIALS**

- PHD, Consumer Behavior University of Tennessee
- Masters of Science, Interior Design University of Tennessee
- Bachelor of Science, Interior Design University of Tennessee
- Licensure - Tennessee #00125; NCIDQ 6878

### **SIMILAR PROJECT EXPERIENCE**

- Piedmont Elementary School - Dandridge, TN
- Jefferson County High School - Dandridge, TN
- Patriot Academy - Dandridge, TN
- Tennessee School for the Deaf: Alan J. Melka High School & Dining Hall
- Alcoa Intermediate School - Alcoa, TN
- Tennessee School for the Deaf: New Student Cottages
- Findlay Elementary School - Sparta, TN
- Lake Forest Middle School - Cleveland, TN
- Pond Gap Elementary School - Maryville, TN
- Alcoa High School - Alcoa, TN

## Consultants

LGA has developed a close working relationship with our consultants over the years. Below is a list of consultants we have worked with on a variety of projects including multiple educational facility assessments. However, should Gibson County Special Schools have other consultants in mind, we are open to working with them as well.

### Engineering Services Group

*Mechanical, Electrical, Plumbing/Fire Protection - Knoxville, TN*

ESG has grown to be one of the leading Mechanical / Electrical Consulting firms in East Tennessee. As an independent professional engineering corporation, we offer our clients consulting services for both Mechanical and Electrical Engineering. At ESG, our primary objectives are to provide quality services, offer competitive fees, and work within the client's time constraints. Our diverse staff of engineers and designers allows us the flexibility to work on multiple projects with parallel schedules. ESG project experience includes Industrial, Commercial, Healthcare, Educational, Military, Governmental, Religious, Hospitality, Housing, and Sustainable Designs. In house capabilities include HVAC, Plumbing, Electrical, Fire Protection designs, LEED, Construction Administration Services, Energy Modeling, Life Cycle Cost Analysis, Engineering Studies, and Building Commissioning.

### Vreeland Engineers

*Electrical - Knoxville, TN*

Founded in 1949, Vreeland Engineers, Inc. is a consulting electrical engineering firm located in Knoxville, Tennessee which provides lighting, power distribution, and communications system design and consulting services for its clients. Specific design services provided by Vreeland Engineers, Inc. include electrical and telecommunications design services during all phases of construction document preparation for new building construction and renovation projects as well as utility infrastructure projects for a wide range of institutional, commercial, and industrial clients. Vreeland Engineers Inc. also provides services during the bidding/negotiation, construction administration, and project close-out phases on many of these projects. Other electrical and telecommunications consulting services provided by Vreeland Engineers, Inc. include existing facility system site assessments and reports and preparation of probable electrical cost projections and feasibility studies for potential projects. Vreeland Engineers, Inc. has an experienced staff of engineers and support personnel to provide these services. Company also stays up to date with rapidly changing technology requirements by using the latest AutoCAD and Revit building design software editions to produce construction documents for its clients.

### Allmon Engineering

*Civil - Cookeville, TN*

Allmon Engineering was formed in 1991 in order to provide clients within the Upper Cumberland Region with a high level of professional service throughout the design, bidding / negotiating, and construction phases of their projects. Allmon Engineering currently offers Civil, Structural and Environmental Design and Consulting Services throughout the State of Tennessee. Typical site design includes access drives, parking, ADA pedestrian routes, retaining walls, storm drainage, storm water detention, water quality, utilities for domestic water and fire protection, sanitary sewer (gravity, pump stations and on site disposal), permitting for construction storm water, wetlands, stream crossings, erosion control, and long term stabilization.

### Haines Structural Group

*Structural - Knoxville, TN*

Haines Structural Group provides innovative and efficient engineering solutions for projects of all sizes. Our corporate philosophy is built upon providing outstanding customer service and developing and maintaining excellent client relationships. Whether the project is a single-family residence or a multi-story commercial building, we strive to provide the best possible structural design while staying within project budgets, constraints, and deadlines. Our services include Structural Design and Analysis, Construction Documents and Specifications, Structural Assessments and Inspections, Load Capacity Analysis, Building Re-Use Assessments, Peer Reviews and Value Engineering, Construction Consultation, Rehabilitation and Repair, Steel Connection Design and Detailing, Specialty Steel Stair and Rail Design, Light Gauge Steel Design and more.

# Fee and Reimbursable Expenses

## Fee

LGA has been fortunate to be involved in numerous assessments throughout the past thirty (30) years. From our experience, no two assessments are alike. In general, we will offer you an “a la carte” menu of services to choose from and then provide you with a lump sum price or an hourly not to exceed rate. Making some assumptions based on the Request for Proposals and the scope of work mentioned, our services could range from \$75,000-\$175,000.00. LGA would greatly welcome the opportunity to meet with you and the Board of Education to discuss our menu of services and determine a definitive fee moving forward.

### Facility Assessment Study:

- Vehicular Access / Flow
- Standards & Performance
- Facility Resources
- Security
- ADA / Accessibility
- Structural
- Mechanical / Plumbing / Fire Protection
- Electrical / Power
- Fire Safety
- Health & Wellness
- Enrollment Trends
- Zoning
- Age of Existing Facilities
- Life Safety
- Building Envelope

### Demographic Study:

- Geography
- Growth Patterns
- Population Density / Distribution
- Enrollment History
- Census

### Operational Costs Study:

- Utilities
- Maintenance Costs
- Personnel

### System Configuration Study:

- Location of Existing Schools
- Feeder System
- Grade Configuration
- Future Sites

## Reimbursable Expenses

Reimbursable expenses are not included in our fee. Below is a list of the most typical expenses, which includes but is not limited to:

- Reprographics
- Mileage
- Shipping/Postage
- In-House Prints/Plots
- As-Built Plans
- Fees/Permitting
- Travel Expenses



6512 Deane Hill Drive, Knoxville, TN 37919 V (865) 584-5000 F (865) 588-1272 [www.lewisgroup.net](http://www.lewisgroup.net)



Creating Learning Communities



Statement of Qualifications for Architectural Services

# Gibson Co. Special School District School Feasibility Study SOQ

Dyer, Tennessee | August 22, 2024





August 22, 2024

**Gibson County Special School District**

130 Trenton Highway  
Dyer, TN 38330



**Re: Gibson County Special School District Proposal for Professional Services to Conduct a School Feasibility Study**

Gibson County Special School District is seeking the most qualified firm to conduct a school feasibility study, and **we have the experience you are looking for**. Having completed multiple studies over the years, we know and understand the importance of developing an all-inclusive study that will allow your district to plan for future maintenance and growth needs. Our professional team can assist you by evaluating options that will enable you to achieve the best possible results within your defined budget and schedule constraints.

The following points summarize why we are the most qualified team for this project:

**1. TLM management and leadership for school projects:** The TLM professionals that are presented for this project have shown leadership on school feasibility study projects. We have a proven record that we can assemble and manage the right team to make the most of the unique opportunities faced by your school system. We will remain diligently committed to ensure the success of this feasibility study with the Gibson County Special School District.

**2. Dedication to rural West Tennessee:** TLM has been deeply invested in the development of West Tennessee for 60 years, which is evident in our relationships with many of the surrounding school systems. As a firm, we are passionate about improving our rural area, and we recognize that these improvements can help you provide well-educated students for future generations. To meet the goals of this study, we have assembled a team of professionals that we feel are required to address what you have outlined in your request for proposals. TLM has 44 employees representing many counties in our region, with in-house design capabilities for architectural, structural engineering, civil engineering, and interior design services. We will commit the resources necessary to provide you with a comprehensive feasibility study for your school system.

**3. Proven Feasibility Planning Experience:** TLM has completed thorough facility assessments for Benton County Schools, Lauderdale County Schools, Jackson-Madison County School System, Haywood County Schools, Weakley County Schools, and Henry County Schools. The study for the Jackson-Madison County School System allowed them to adopt a \$144 million facility improvement plan, and the study for the Haywood County School System assisted them to adopt a \$47 million facility improvement plan. The information assessed and presented by TLM provided the building data, budgets, and direction necessary to demonstrate and validate the future needs of the school systems.

TLM Associates, Inc. is very enthusiastic about assisting you with this project. Our team of professionals combine years of experience and expertise in the design and rebuilding efforts in our area. Thank you for your time and consideration of our qualifications. We look forward to the opportunity of teaming together for this exciting project.

Sincerely,

**TLM ASSOCIATES, INC.**

Architects + Engineers

A handwritten signature in black ink, reading 'Ginger A. French', is positioned below the company name and title.

**Ginger A. French, AIA, LEED AP BD+C**

Vice-President, Architect  
g.french@tlmae.com





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## About Us

### TLM Associates, Inc.

TLM is a professional architectural and engineering design firm serving the Mid-South since 1964. The firm consists of licensed architects and engineers, experienced design professionals, and technical personnel specializing in architectural, civil and structural engineering, and interior design services.

TLM is headquartered in downtown Jackson, Tennessee, and serves clients statewide and nationally. TLM has been retained on projects ranging from \$5,000 to \$65 million in construction costs. We feel our success is derived from the quality of our designs and the loyalty and trust of our growing client base. Building new or renovating old, our team has the professional staff and project-specific knowledge to make your vision a reality.

## Our Commitment to You

### Working as a Team

At TLM, we work with our clients from the inception of a project until the day it opens. We believe in a team approach to projects through all phases of planning, design, construction, operation and maintenance, and cost control.

### Meeting Client Needs

Dedicated, personal service is the heart of our practice. Throughout the term of a project, TLM staffers will be personally involved on a day-to-day basis. This leads to client satisfaction with the finished product.

### Connecting with the Community

TLM is active in professional organizations, so our knowledge of industry standards is up-to-the-minute. We are team players committed to civic and charitable organizations that enrich communities throughout Tennessee.

### Designing for Sustainability

TLM has a team of LEED Accredited Professionals in architecture who can work with organizations or municipalities to design sustainable buildings and sites. LEED certified buildings reduce energy and maintenance costs, increasing the owner's return on investment.

# TLM

## ASSOCIATES

ARCHITECTS + ENGINEERS

### PRINCIPALS

J. Randy McKinnon  
President, PE

### ARCHITECTURE

Ginger A. French  
Vice President, AIA,  
LEED AP BD+C

### ENGINEERING

Robert J. Safin, PE  
Jennie Keel, PE  
Adam November, PE

# History of the Firm

TLM opened in 1964 as an engineering firm and began practicing architecture in 1984. We bring a group of registered, licensed professional Engineers and Architects along with experienced design professionals and technical personnel specializing in a wide variety of engineering and architectural services. Our group includes five registered Engineers, five registered Architects, and two Interior Designers. Our services include civil engineering, structural engineering, architecture, and interior design.

Over the years, our architects have designed a wide variety of projects, many of which include long-range planning and capital plans. Over our 60 years, we have seen and done it all - from assessment of building and facility planning to daycare, PreK – 12 schools, university buildings, municipal buildings, hospitals, jails, fire stations, industrial plants, community shelters, office buildings, retail shops, restaurants, and housing facilities. Our engineers also add design experience in site planning, community and campus planning, utility design, roadway design, traffic signals, sidewalks, parks, bridges, and airports.

Our professional staff is adept at combining skills in design, project management, and construction administration. This comprehensive approach enables us to handle all phases of the design process, from long-range planning to initial design and facility programming administration, ensuring a seamless and efficient project execution.

At TLM, we are committed to delivering high-quality results, regardless of the project's size or budget. Our extensive experience in working with tight deadlines and budgets, often in publicly funded projects, ensures that every project is approached with the same level of care and pride, reflecting our dedication and professionalism.





## Qualifications and Experience

### *in Performing School Feasibility Studies*

Our planning experience includes TLM's completion of thorough facility assessments for Benton County Schools, Lauderdale County Schools, the Jackson-Madison County School System, Haywood County Schools, Weakley County Schools, and Henry County Schools.

No need to look elsewhere; we understand K-12 school pedagogy and construction and have created innovative learning spaces for schools across West Tennessee. Because we have completed many facility assessment and maintenance projects throughout West Tennessee schools, our knowledge allows us to look at facilities with long-term maintenance as a vital component of our design practice. We feel that our design history in West Tennessee has given us the expertise necessary to provide a fluid functional assessment of your buildings that will serve as a guide for educational and capital planning over your desired planning period. Additionally, collaborating with engineers, contractors, and facility managers helps ensure that the recommendations align with your vision. We have one of the largest (if not the largest) K-12 design presences in West Tennessee, serving almost every county. These include current K-12 school projects in Benton, Crockett, Decatur, Fayette, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, and Weakley counties.

Whether renovating or designing new, we partner with clients on all design decisions to create a unique space with functional improvements for years to come. We know what it takes and do not hesitate to bring in specialists as needed to accomplish your goals.

### **Relevant Past Project Experience**

Over the years, TLM has worked with several of our clients through master planning and development for anticipated growth. We have prepared needs assessments for planning, grant funding, budgeting, and more. We have performed evaluations of current facilities for future needs. Some of our recent work includes developing a needs assessment of buildings, ranking priorities, and preparing for construction.



## Evidence/References of School Feasibility Studies

### Jackson-Madison County School System Facility Assessment Report

TLM Associates, Inc. was selected by Jackson-Madison County School System (JMCSS) to complete a thorough facility assessment of all buildings in its system over thirty years old, following their Vision 20/20 plan implementation. The purpose of the study was to evaluate 24 buildings ranging from 1920's to 1970's construction dates. The study included an in-depth assessment of architectural, structural, mechanical and electrical systems as well site and access analysis. Deficiencies were categorized into areas such as appearance, code compliance, facility integrity, and safety and were then further broken down into level of priority ranging from a priority 1 (immediate repairs needed) to priority 5 (complete within 5-10 years). Recommendations and budgets were also included with each deficiency noted. This planning document allowed the Jackson-Madison County School System to adopt a \$144 million facility improvements plan, to be phased in over ten years. The information assessed and presented by TLM provided the building data, budgets and direction necessary to validate the future needs of the Jackson-Madison County School System.

**Reference:** Dr. Marlon King, Superintendent 731.664.2500

### Weakley County School System

TLM worked with Weakley County School System to develop a facility report for improvement needs and provided design services for the renovation of several of their facilities – including Dresden High School, Martin Middle School, Weakley County Adult Learning Center, Sharon Elementary School and Martin Elementary School. These projects were all phased to complete most work at times that impacted school schedules the least. TLM teamed with a construction manager on this project to maintain a constant flow of recommendations, design and construction. All projects were completed on time and within budget. The projects consisted of interior and exterior renovations, including restroom accessibility upgrades, interior finish upgrades, ADA compliance at entryways, and HVAC and electrical upgrades. Completed 2017.

**Reference:** Jeff Cupples, Superintendent 731.364.2247



### Lauderdale County Facility Assessment

TLM was commissioned by the Lauderdale County School System to assess the conditions of all school campuses. The report was compiled by documenting existing conditions with a physical inspection of each of the schools in the assessment, and interviews with district and school administrators. The final report includes a facility condition assessment that provides estimated repair costs with a brief description of repairs needed, including roof condition, ADA compliance, security, and other maintenance needs. With this report, we identified Priority One (critical) items that were to be completed immediately in order to maintain well-functioning classroom space. These were building envelope items (roof replacements and water damage). These items were pulled from the report and presented early, approved by the County Commission, and moved into design and construction as we complete the full assessment report. The final product allowed the school system to plan for capital expenditures over the next ten years.

**Reference:** Shawn Kimble, Superintendent 731.635.2941

### Architectural General Services Contract - University of Tennessee at Martin

TLM has been awarded the UT Martin Architectural Consultant contract for ten non-consecutive contract terms, most recently serving as the 2022-2023 Consultant. We work closely with the campus physical plant to provide professional architectural assistance regarding design, alteration, improvements, planning, repairs & maintenance, investigation and analysis.

**Reference:** Dana Hagan, Director of UTM Physical Plant 731.881.7601

### Henry County High School, Additions & Renovations

TLM was selected by Henry County School System to assist with a needs assessment to plan for additions to the high school and their campus athletic facilities. At that time, we worked together with Dr. Norton, the school board, and the high school principal to develop a plan that is carrying this school forward for the next ten years or more. Projects included: High School Secure Entry & Administration Office Addition, Spring Sports Locker Room, Football Stadium Visitor Grandstands and Track Resurfacing, Football Fieldhouse and Weight Room Addition, Athletics Concession Stand and Restroom Building, New Band Building, Library Renovation, Cafeteria Renovation, Gymnasium HVAC Addition and Hardwood Flooring Replacement, and Interior Finish upgrades to the existing corridors and public spaces.

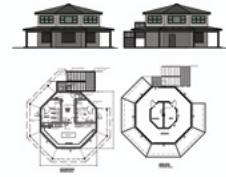
**Reference:** Dr. Leah Watkins, Director of Schools 731.642.9733



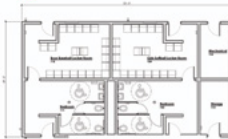
**Halls High School**  
Baseball/Softball Fields

- 1 Baseball Field
- 2 Softball Field
- 3 Concessions & Restrooms
- 4 Spring Sports Locker Rooms
- 5 Practice Field
- 6 Stairs to School
- 7 Football Practice Field
- 8 New Drive

3 CONCESSIONS/ RESTROOMS



4 SPRING SPORTS LOCKER ROOM



**Ripley High School**  
Track & Field

- 1 Ticket Booth, Concessions, Restrooms
- 2 Fencing
- 3 2,000 Seat Home Bleachers
- 4 1,000 Seat Visitor Bleachers
- 5 Dressing Rooms, City Maintenance
- 6 Shot Put/ Discus
- 7 Pole Vault
- 8 Long Jump/Triple Jump
- 9 High Jump
- 10 Additional Parking



1 TICKET BOOTH/ CONCESSION/ RESTROOMS

# LAUDERDALE CO. SCHOOLS MASTER PLAN

## Athletics Master Plans

TLM developed masterplanning for new athletic facilities for Lauderdale County Schools. The purpose for each of these was to expand growth and use for all athletes. This will enhance each campus for future use.

### Halls High School

Baseball and softball are currently played at the city park, which means sharing time with other teams. To address this issue, new regulation fields are slated for construction adjacent to Halls High School, where dedicated baseball and softball stadiums will be established.

Additionally, the site will feature a versatile practice field accessible to all sports teams and band rehearsals. Dressing rooms for boys and girls, a press box, concessions, and restrooms will also be integrated. Moreover, new driveways and parking areas will be established to cater to the high demand for parking during athletic events throughout the year.

### Ripley High School

The existing football stadium and track, both over 60 years old, are due for an upgrade. Under this plan, the existing field will be re-purposed for use by the middle school and as a practice facility for the high school. The dressing rooms, locker rooms, and weight room building will remain at their current size.

A new football stadium will be constructed, primarily serving the high school football team. This modern facility will feature a TSSAA Regulation Track capable of hosting regional track events. With seating for 2,000 home spectators and 1,000 visitors.

## PROJECT & BUDGET RECOMMENDATIONS

FINDINGS & RECOMMENDATIONS – NORTH SIDE HIGH SCHOOL

PRIORITY 1 (Immediate Needs)		
Estimated Cost	Deficiency Category	Distress/ Description/ Recommendation
<b>\$2,708,010</b>	<b>Total</b>	
\$3,481	FACILITY INTEGRITY & SAFETY	<b>(SOUTH CAMPUS) FAILING - BRICK DISPLACEMENT REPAIRS:</b> There is an isolated location on the exterior brick veneer located on the south campus wall that has been displaced from the mortar joint. This is considered a structural failure and is a public safety hazard. This area of brick needs to be removed and replaced.
\$342,279	FACILITY INTEGRITY	<b>(SOUTH CAMPUS) BEYOND EXPECTED LIFE &amp; FAILING - PARTIAL ROOF REPLACEMENT:</b> The existing roofs in these areas appear to be over 25 years old. The existing ballasted roof system over the library and classroom connector, as well as the EPDM roofing over the old main entrance should be demolished. All board insulation should also be demolished. All gutters and downspouts should be demolished. The existing roof deck should be inspected after removal of all roofing materials. If metal or concrete decks are failing, it should be replaced or repaired in areas and methods designed by the structural engineer. New polyisocyanurate insulation board shall be installed at a minimum of 3" and provide positive drainage for the roof system. New 60 mil fully adhered TPO roofing shall be installed. All new flashing at roof and wall transitions shall be provided in the re-roof. All existing concrete coping shall be cleaned, re-flashed and resealed. New kynar finished gutters, and downspouts shall be installed. The remainder of the south campus will be recommended for a reroof later.
\$187,500	FACILITY INTEGRITY & SAFETY	<b>(CONCESSIONS) FAILING - STRUCTURAL FAILURE:</b> The concessions building and deck at the softball field has experienced severe damage from the site drainage washing-out the supporting soil for the structure. The concessions building and deck is structurally unstable and is a public safety hazard. This area shall not be used until the structure has been reinforced or replaced. Further investigation after the wood deck is removed is needed to determine if the concessions building is salvageable.
\$0.00	FACILITY INTEGRITY	<b>(VOCATIONAL BUILDING) DAMAGED – CMU WALL CRACK MONITORING:</b> There is a step-crack in the CMU wall that extends from the corner of the wall down to the floor. The wall is located in the "Teacher Work Room" adjacent to "Entry 2". Due to the type and location of the crack, it should be monitored by maintenance personnel to determine if the crack continues to get worse.
\$0.00	FACILITY INTEGRITY	<b>(VOCATIONAL BUILDING) DAMAGED – CMU WALL CRACK MONITORING:</b> There is a large vertical crack located in the "Entry 3" vestibule. The crack is approximately 1/4" thick and out-of-plane. Due to the significantly large crack, it should be monitored by maintenance personnel to determine if the crack continues to get worse.

\$0.00	FACILITY INTEGRITY	<b>(VOCATIONAL BUILDING) DAMAGED – CMU WALL CRACK MONITORING:</b> There is a large vertical crack located in "Corridor 3", at the bottom of the stairs leading up to the shop classes. Due to the significantly large crack, it should be monitored by maintenance personnel to determine if the crack continues to get worse.
\$911,000	MISSION INTEGRITY & FACILITY INTEGRITY	<b>(SOUTH CAMPUS) BEYOND EXPECTED LIFE &amp; FAILING – HVAC REPLACEMENT:</b> There are three separate areas on the south campus in which completely new HVAC equipment is needed, the gymnasium area, the cafeteria area and the three-story classroom area. These areas have all original mechanical equipment, and is not functioning as an efficient system, and is likely to experience complete failure at any time. The new system will be pad mounted gas/ electric package units. These will sit on the ground at the lowest levels. All upper levels will have split system units that will be housed in small closets. The cafeteria will be a split system unit since we have available mechanical space to utilize. The gymnasium is currently heated only and the new system will provide both heat and air in this space. All areas shall increase in controllability as well as efficiency. Electrical work will include replacing the 800A wireway and associated gear in the old south boiler room with new gear. The exterior, ground mounted units will be supported by a concrete equipment pad. For budgeting purposes, we anticipate an approximate 6'-0"x8'-0"x0'-6" pad with a 1'-6" perimeter turndown to support each unit.
\$1,263,750	MISSION INTEGRITY & FACILITY INTEGRITY	<b>(NORTH CAMPUS) BEYOND EXPECTED LIFE &amp; FAILING – HVAC REPLACEMENT:</b> There is one primary system on the north campus that new HVAC upgraded are needed, the gymnasium and the classroom and cafeteria building. This existing system is original to the facility. The existing boiler/chiller system will be eliminated and replaced with pad mounted unitary gas/electric package units. These will sit on grade outside the spaces they serve. These will also provide increased controllability for users, as well as efficiency within the system. For budgeting purposes, we anticipate an approximate 6'-0"x8'-0"x0'-6" pad with a 1'-6" perimeter turndown to support each unit.

PRIORITY 2 (1-2 Years)		
Estimated Cost	Deficiency Category	Distress/ Description/ Recommendation
<b>\$3,009,375</b>	<b>Total</b>	
\$94,875	SAFETY	<b>(PROPERTY NEAR CONCESSION STAND) FAILING/ DAMAGED – SITE DRAINAGE REPAIRS:</b> Due to the risk of life safety, the area should immediately be roped off to prevent students and the general public from accessing the area. Further evaluation of the drainage of this area is recommended to adequately design proper drainage of this area. Existing features will need to be removed. Improvements to this area would include underground drainage, concrete pad for the observation area as well as ADA compliant access.

# JACKSON-MADISON COUNTY SCHOOLS FACILITY ASSESSMENT

TLM completed a thorough facility assessment of all Jackson-Madison County School System buildings that were over thirty years old following their Vision 20/20 plan implementation. The study evaluated 24 buildings ranging from the 1920s to 1970s construction dates. It included an in-depth assessment of the architectural, structural, mechanical, and electrical systems and site and access analysis. Deficiencies were categorized into appearance, code compliance, facility integrity, and safety. The deficiencies were broken down into priority levels ranging from

priority 1 (immediate repairs needed) to priority 5 (complete within 5-10 years). Recommendations and budgets were also included with each deficiency noted. This planning document allowed the Jackson-Madison County School System to adopt a \$144 million facility improvements plan to be phased over ten years. The information assessed and presented by TLM provided the building data, budgets, and direction necessary to validate the future needs of the Jackson-Madison County School System.

The background image shows a modern library interior. In the foreground, there are several red armchairs with a subtle geometric pattern, arranged around a light-colored circular table. To the right, there are long, light-colored bookshelves filled with books. The floor is covered with a patterned carpet in shades of grey and red. Large windows in the background offer a view of an outdoor area with trees and a building.

*TLM's Commitment and Ability to*  
**Provide the Necessary Attention  
to this Feasibility Study**

TLM's role will be to provide technical expertise to enable the leaders of Gibson County Special School District to make the best possible decisions in planning for the future of the facilities in your system. During the development of these reports and recommendations, the most critical factor is communication – and it starts with our ability to be good listeners and to engage the leadership of Gibson County Special Schools in a dialogue of the issues you currently face as well as future needs for your schools. Listening and communication are essential to completing and implementing a successful comprehensive long-term school facility plan.

## TLM's Experience

# Working with a School Board

Over the years, the TLM design team, along with the highly qualified team we have assembled, have gained extensive experience in the design of educational facilities, at both the K-12 and the Higher Education levels, giving us a demonstrated knowledge of Tennessee educational standards and regulations. **We have a unique understanding of how school systems function and have worked with almost every school board in West Tennessee and a few in Middle Tennessee.** TLM has also served as the On-call Architect for the University of Tennessee at Martin for the past twelve years. TLM has been the Campus Architect and Engineer for Union University for the past 20 years, designing new facilities for their rapidly growing campus.

**Two of our architects for this project are members of the Association for Learning Environments Tennessee Chapter, formerly the Council of Educational Facility Planners International. Architect Jerry Hartsfield has been a member of this organization for over 30 years.** All of our staff, both professional and technical, regularly participate in Continuing Education Classes to remain current on design and construction standards. All of our projects are designed with sustainable operation and best management practices in mind.

## What is NOT Covered in our Fee:

1. Survey
2. Geotechnical Testing
3. Hazardous Material Testing
4. Moisture Testing
5. Abatement
6. Printing
7. Postage
8. Mileage
9. Renderings/Presentations
10. Review Fees



# Scope of Work

## to Include:

1. Enrollment/Demographic information projections
  - a. Current capacity and percent utilization of the following schools
    - i. Dyer
    - ii. Kenton
    - iii. Rutherford
    - iv. Spring Hill
    - v. Yorkville

TLM will be partnering with Younger Associates of Jackson, Tennessee, to provide a thorough demographic study for all of the listed schools. Through this study, the needs will be determined according to current and projected population and demographics of the areas.

- b. Demographic study determining enrollment projections for each school/grade now to 10 years out

Younger Associates will provide a projection for each school and grade list for the current year through 10 years according to population and demographic research projections from the study.

- c. Current status of the building regarding maintenance and upkeep needed to get the building up to current code

TLM will perform an in-depth assessment of the architectural, structural, mechanical, and electrical systems, and site and access analysis of all schools. Deficiencies will be categorized into appearance, code compliance, facility integrity, and safety. From this list, these deficiencies will be categorized into priority levels ranging from priority 1 (immediate repairs needed) to priority 5 (complete within 5-10 years).

- d. Cost analysis comparing the following:
        - i. Costs for keeping the schools in current grade formation, which would include potential maintenance repair costs and personnel required to staff those schools

TLM's in-depth assessment would include an estimated cost for keeping the schools in current grade formation, along with potential maintenance repair costs. The personnel required to staff these schools will be presented in the enrollment/demographic study and will be based on future population, demographics, and financial projections, along with the TN Department of Education requirements.

- ii. Costs for a new school that includes Prek-8, playgrounds, and sports facilities
          1. Costs for land, infrastructure, construction costs

TLM can provide costs for new schools with playgrounds and sports facilities following the results of the enrollment/demographic study. We will need to determine the square footage of current buildings versus projected enrollment. We will then determine the upcoming needs and square footage needed to determine the cost of these buildings and amenities. This can include cost for land, infrastructure, and construction estimates.

2. Costs for upkeep of new building including personnel required to staff the school

Cost projections for upkeep of a new building can be provided once the study determines the square footage of the new building plus operational costs that include staffing, insurance, security, technology, and preventive maintenance. This study will include a staffing assessment to include staffing needs for each school. Costs can be determined once the needs are known.

- iii. Costs for any delayed maintenance that is present in the schools

Our in-depth assessment of each school can provide a cost estimate for delayed maintenance that is present in the schools, along with a priority schedule for this maintenance.

e. Are there any other school/grade considerations that would allow consolidation but not have to build a new school?

The study can help outline the potential for boundary adjustments, grade reconfiguration at each school, shared facilities, utilization of space and more. Age categorized population projections will allow evaluation of current conditions and the most effective use of current or proposed space to arrive at a solution best suited to the team and school system.

f. What are the potential effects on a community that closes a school(s)?

The potential effects on a community that closes a school could generally impact quality of life in communities or neighborhoods, leading to possible economic impacts due to a decrease in property values. Other possible outcomes can include social and emotional effects, educational disruption, loss of jobs, and access to education and services for the community. Closing a school is a difficult proposition for any school system and we will provide the demographic, facility condition, and budgetary data required to support the outcome and the final school board decision.

g. What are the potential effects on a community that opens a new school?

The potential effects on a community that opens a new school can produce a student body that is more integrated into that particular community and give a chance for local partnerships. This can boost a sense of cohesiveness with not only the students, but the community. Other potential effects can be enhanced property values, but also increased traffic and a possible tax increase. Most important may be the increased student and community moral that goes along with a modern educational facility that incorporates the latest in learning and teaching spaces and tools.

h. If there are additional costs for the options, what would be the expected tax increase?

Anticipating the tax impact from is almost impossible to predict this early in the process. We will work with the team to establish construction estimates that will result in valuable tools needed to evaluate the tax increase necessary to construct, operate, and maintain the new or current school campus.

i. If there are savings, what would be the expected tax reduction?

Any anticipated tax reduction is equally difficult to predict without additional information. All proposed work, whether new construction or maintenance, will include cost estimates that can be utilized for capital planning that would include any reduction in current spending that could result in a tax savings.

j. What are the potential educational benefits for a district that would consolidate the schools?

Potential educational benefits for a district that would consider consolidating schools would include increased operational efficiency, enhanced educational quality, broader curriculum, and potential financial savings.

k. What are the potential educational benefits for a district that would keep the schools in the current state?

Potential educational benefits for a district that would keep the schools in the current state, would be stability and continuity, familiarity with curriculum and resources, community and cultural preservation, and financial predictability.

l. What is the estimated cost for the feasibility study?

TLM's fees for completing the study would be calculated at \$0.55 per square foot of each existing school building. Planning for a new school campus will be negotiated and determined based on the outcome of the study and the desires of the school board for the campus needs.

A large, realistic indoor tree with green leaves and a thick trunk stands in a modern office space. In the foreground, a round white table is supported by a tree trunk base. The table is set with three computer workstations, each with a keyboard, mouse, and a white ergonomic chair with a yellow seat. The background shows glass-walled office partitions and a bright, well-lit interior.

## Project Approach

### Gibson County Special School District

TLM's role will be to provide technical expertise to enable the leaders of Gibson County Special Schools to make the best possible decisions in planning for the future of the facilities in your system. During the development of these reports and recommendations, the most critical factor is communication – and it starts with our ability to be good listeners and to engage the leadership of Gibson County Special Schools in a dialogue of the issues you currently face as well as future needs for your schools. Listening and communication are essential to completing and implementing a successful comprehensive long-term school feasibility plan.

# Project Approach

## Gibson County Special School District

### Project Management Leadership

Ginger French will be the single point of contact for Gibson County Special School District. She will have complete knowledge of the project, program scope, Owner communication, directions, and scheduled progress.

### Visioning

TLM will conduct an initial meeting with school officials and designated project committee, to establish the full desired outcome of the project, establish parameters, and review our initial scope of work. During this phase, we would propose holding at least one planning session to discuss building usage, site usage, building capacities, traffic flow, etc.

### Information Gathering

TLM and our consultants will conduct end-user surveys to thoroughly evaluate and document your needs based on current planning data as it becomes available and is fine-tuned. As the board and administration take steps to create this study, numerous ideas will likely be on the table for consideration. Despite the best efforts of administration, board members, and consultants, the best plan will include input from staff and stakeholders. We feel that it is of the utmost importance to establish opportunities for all stakeholder groups to give input.

The beginning of each planning project must include an exercise of creating and reviewing layout concepts. This will help to determine the overall space requirements and provide a base starting point for further discussions.

### Report/Recommendations

Once stakeholders agree with the concepts, the final product should assign the new student body to the school based on enrollment projections, the actual students that would be there today, and the likely influx of new students coming into the county. The school staff must be identified for those students, their needs, and the programs that will support them. Once the program has been developed, students, staff, and programs must be combined to refine the circulation through the building being considered, assigning classroom space, space for programs, offices, and support services. We can visit schools that are functioning as you envision and interview those users to identify the wins and shortfalls. Knowledgeable staff will have the ability to walk through the processes of a school day and school year and will be able to identify operational issues that can be anticipated. The proposed building should allow and anticipate growth.

### Existing Facilities Included in the Study:

Dyer  
Kenton  
Rutherford  
Spring Hill  
Yorkville

## BUILDING **YOUR** TEAM.

When assembling your team, we wanted to identify those consultants that are local to our area and can provide the personal level of service that Gibson County Special School District deserves. TLM's in-house project team includes architectural, structural and civil engineering, and interior design services. To complete our design team, we'll be partnering with Younger Associates to perform demographic studies, and DW Collier Engineering for Mechanical and Electrical Evaluations. The team we have proposed for this project has been successfully working together on projects for over 25 years.

We will operate with a set Principal in Charge, who will be Ginger French for this project. She will serve as your point of contact, making any questions you have easy to answer. She will also lead project review meetings both in-house and on-site.

We believe that our attention to detail and close client relationships are the true core of our firm's success. We truly value our client relationships, and we feel that this project team can provide you all of the requests set forth in the project scope.



# Your Design Team

Communication Organization Chart for Gibson County Special Schools



**Ginger French**  
AIA, LEED AP BD+C  
Principal in Charge



**Jerry Hartsfield**  
AIA  
Project Manager



**Russell Schwahn**  
Project & Construction  
Administration  
Coordinator



**Kennedi Rushing**  
Project & Construction  
Administration  
Coordinator



**Robert (Bob) Safin**  
PE  
Site Design, Principal



**Shawn Winberry**  
CISEC  
Site Design



**Halley Barnett**  
IIDA, ASID  
Interior Design



**Adam November**  
PE  
Structural Design



Younger Associates



**Lana Suite**  
Director of Research

**DW Collier**  
ENGINEERING



**Wes Collier, PE**  
Mechanical Engineer,  
Principal



**Jay Hall, PE**  
Electrical System  
Analysis



# TLM

## Ginger A. French, AIA, LEED AP BD+C Architect, Principal

Ginger joined the architectural design team at TLM in 1999, bringing a fresh new perspective as the first female architect with our firm. She became a licensed architect in 2007 and a Principal with the company in 2013. Her experience in Architectural Design encompasses Educational Facilities, Mixed Use Facilities, Commercial Office Buildings, Financial Institutions, Religious Facilities, Hospitality/Event spaces, Downtown Renovations, Historic Preservation, Welcome Centers, Code Review, Professional Office Buildings, Medical Office Buildings, and Adaptive Reuse.

### Education

1999 – B. Arch., Architecture  
University of Tennessee | Knoxville, TN

### Registrations

Tennessee, #00103093  
Texas, #27149  
Oklahoma, #a7548  
Mississippi, #5580

### Memberships/ Affiliations

**Association for Learning Environments  
Tennessee Chapter Member**  
American Institute of Architects  
National Council of Architectural  
Registration Boards (NCARB)  
United States Green Building Council  
(USGBC)  
Council of Educational Facility Planners Int'l  
The National Trust for Historic  
Preservation

### Certifications

LEED Accredited Professional,  
Building Design & Construction

### Community Involvement

Jackson Exchange Club, Board Member  
Carl Perkins Center, Past Board Member  
2002 - Leadership Jackson Graduate  
2005 – Emerging Leader Award  
2005 – Exchangeite of the Year  
2010 - West Star Leadership Program Graduate  
2013 – Jackson's Finest Young Professional  
2014 – Harbert Alexander Award for  
Servant Leadership  
2015 – Sterling Award Recipient

### Relevant Experience

Ginger has worked on the design team for almost every educational facility designed by TLM, including every newly constructed K-12 school over the last 24 years. She stays current with trends in K-12 building design, challenging her clients to think about the future of education and goals for the school system rather than what they are typically used to in their facilities.

Ginger has also worked on countless K-12 renovations and additions. She is in tune with the structure of local schools and works strategically to create buildings and spaces that will be sustainable and economically feasible. She values the relationship with the school facility directors, which is crucial in making the best decisions for the maintenance and care of these facilities after the construction is complete.

### Design Experience

- Benton County Schools Facility Assessment
- Haywood County Schools Facility Study & 10 Year Implementation Plan
- JMCSS Facility Study & 10 Year Implementation Plan
- Jackson Energy Authority Facility Master Plan
- Trinity Christian Academy - Master Plan & Classroom Addition
- Crockett County CTE Renovation & Addition
- Crockett County Football Stadium
- Crockett County New Indoor Sports (in design)
- Crockett County New Board Office (in design)
- Gadsden Elementary Additions (in design)
- Haywood County Indoor Sports Facility (in design)
- Early College High | Vo-Tech Classroom Conversion | JMCSS
- Northeast Middle - Academic Academy Facility Renovations
- Union University, Carl Grant Events Center - Jackson, TN
- Jackson State Community College - Nursing Classroom Bldg
- Union University Adult Education Center  
(Conversion of an existing warehouse store into a classroom building)
- Numerous K-12 Educational Facilities
- Renaissance Center Loft Apartments
- Suites of LaRue - Apartment Complex & Event Space
- Pythian Building – Apartment Complex & Event Space
- First State Bank – Jackson, Martin, & Cool Springs
- City of Jackson Fire Station No. 7
- Tennergy Building
- TSBA School of the Year Projects
- Jackson Energy Authority Training Center, Customer Center



# TLM

## Jerry Hartsfield, AIA Architect

### Profile

Jerry has over 40 years of architectural design experience. After serving four years in the United States Air Force, he began his career with Hart, Freeland and Roberts in 1973 and then later joined the TLM team in 1989. His portfolio includes work in the procurement of grants for local government, including: Community Development Block Grants (CDBG), Federal Transportation Grants, Rural Development Funding, TA (TDOT) Grants, Federal Disaster Grants and local area funding. He has also served as the lead architect on numerous educational, medical and municipal projects completed by TLM.

### Education

Associates Degree – Engineering  
Draughtons College | Nashville, TN

### Registrations

Tennessee, #100087

### Memberships/ Affiliations

**Association for Learning Environments  
Tennessee Chapter Member**

American Institute of Architects  
Council of Educational Facility Planners Int'l

### Community Involvement

Reelfoot Girl Scout Council,  
Past Board Member  
March of Dimes, Past Board Member  
Salvation Army, Past Board Member  
First Baptist Church, Member  
Past Boy Scout Master, Troop 14  
American Heart Association,  
Past Board Member  
American Cancer Society,  
Past Board Member

### Relevant Experience

During his career at TLM, Jerry has been the architect and project manager over a wide variety of project types and has experience with both public and private educational facilities. He has recently worked with the Tennessee Board of Regents on a two-phase student center renovation project on the Jackson State Community College campus and is currently working with Jackson Christian School to develop a ten year campus master plan. He has designed and managed over 50 K-12 projects throughout West and Middle Tennessee. No stranger to tight budgets and tight deadlines, Jerry recently managed an in-depth, two-phase high school renovation project with Haywood County Public Schools that required all work to be coordinated while school was not in session. Below is a very brief listing of Jerry's career experience in educational design:

### Design Experience

- Master planning for schools
  - Maury County School System
  - Jackson Christian School
  - Jackson State Community College
  - Student Center Repairs and HVAC Updates, Ph I & II
  - Facility Re-Roofs
- Linda Tyler Early Learning Village - Jackson Christian School
- Clarksburg High School - Carroll Co. Special School District
- Decatur County High School
- Hardeman County School Board Offices
- Bolivar Central High School Addition - Hardeman Co. Schools
- Harrelson Elementary and Junior High School - Henry Co. Schools
- Lakewood Elementary & Junior High School - Henry Co. Schools
- South Henderson County High School - Henderson Co. Schools
- Mt. Pleasant Middle with 400 Seat Auditorium - Maury Co. Schools
- Mt. Pleasant Elementary School Addition - Maury Co. Schools
- New Football Stadium, Track, Fields & Field House - Trenton SSD
- Dresden High School Renovations - Weakley Co. Schools
- South Side High School - Vocational School, Jackson-Madison Co.
- Huntingdon Middle School - Huntingdon Special School District
- Huntingdon Jr/Elementary Gym Renovations - Huntingdon SSD



# TLM

## Russell Schwahn

Project & Construction Administration Coordinator

Russell's career began in fire service at the City of Martin Fire Department where he rose to the position of Fire Chief, serving from 2006 to 2012. He transitioned to the Tennessee State Fire Marshal's Office in 2012. During his time, he served as the West Tennessee Regional Supervisor overseeing a team of 12 inspectors. As project and construction administration coordinator, he oversees the different stages of the construction process, serves as liaison between contractors and project owners and ensures the project is completed to specifications.

### Education

HS Diploma  
Martin Westview High School | Martin, TN

### Registrations

Fire Inspector #2671

### Memberships/ Affiliations

Tennessee Fire Safety Inspectors  
Association  
Tennessee Building Officials Association

### Certifications

ICC Fire Inspector 1  
ICC Commercial Building Inspector  
2012 IBC Foundation Inspections  
IAAI Arson Investigator  
NFPA 72 Inspecting Fire Alarm Systems  
Fire Officer 1-4, Fire Fighter 1 & 2  
Certification HazMat Awareness

### Community Involvement

Deacon at Dixie Hills Baptist Church,  
Bolivar, TN

### Inspection Experience

Russell's work as the West Tennessee Regional Supervisor in the Tennessee State Fire Marshall's office (TNSFMO) included inspecting construction of anything from assembly occupancies to educational occupancies. During the aftermath of Hurricane Katrina served as Task Force 29 leader on the Gulf Coast for FEMA assisting families. During 2015, he ran a strike team for the TNSFMO in Baton Rouge, LA, during the flooding aftermath to inspect and assist flood victims. In 2022, Russell was selected to head up the team of inspectors at Ford Blue Oval for inspections for the TNSFMO.



## Kennedi Rushing

Project & Construction Administration Coordinator

Kennedi started at TLM in 2020 and has become a valuable member of the Construction Management Team. Her responsibilities include but are not limited to contractual compliance, meeting coordination, submittal coordination/review, designer's logs and contract administration as described in the contract documents. She serves as the liaison between the owner and the engineer and between the engineer and the contractor.

### Education

A.S., General Studies - Jackson State Community College | Jackson, TN

### Community

#### Involvement

Habitat for Humanity Playhouse Build

### Relevant Experience

In her four years with the company, Kennedi has assisted on multiple state-managed/funded projects with STREAM, the Department of the Army, and the University of Tennessee. She has gained valuable experience working with the state's ebuilder system and several other commercial construction management platforms.

### Relevant Projects

- Chickasaw State Forest Piney Culvert Replacement | Henderson, TN
- UTM Athletic Facilities Improvements | Martin, TN
- West Tennessee School for the Deaf Maintenance | Jackson, TN
- Lowell Thomas Building Renovations | Jackson, TN
- Chickasaw Work Center | Henderson, TN
- West Tennessee School for the Deaf Exterior Improvements | Jackson, TN
- Middle Tennessee State Veterans Cemetery Gravesite Improvements | Nashville, TN
- Jackson Supreme Court Cleaning & Repairs | Jackson, TN
- Jackson Flight Facility Reroof | Jackson, TN
- Huntingdon Readiness Center Reroof & Facility Update | Huntingdon, TN
- University of Tennessee at Martin Elam Mall Glass Replacement | Martin, TN
- Lone Oaks 4-H Center Hunger Education | Middleton, TN
- Union University School of Business | Jackson, TN
- Rives Drainage Study-Phase II | Rives, TN
- Paris City Wide Drainage Study | Paris, TN



## Robert J. Safin, PE

### Civil Engineer, Principal

Bob has been with TLM Associates since 2003. A licensed civil engineer since 2007, he has experience in project design and management in both the public and private sectors. His experience includes a number of site, transportation, and utility projects. Prior to TLM, Bob interned at the Tennessee Department of Transportation. He has also served as a Project Engineer at United Foods, Inc. in Bells, Tennessee. He became a Principal with TLM in January of 2013.

### Education

B.S., Engineering -  
Specialty in Civil Engineering  
University of TN at Martin | Martin, TN

### Registrations

Tennessee, #110737  
Kentucky, #31115

### Memberships & Affiliations

American Society of Civil Engineers  
International Erosion Control Association  
National Society of Professional Engineers

### Certifications

TDOT Local Government Guidelines &  
Local Public Agency  
TDOT Chapter 8 Preconstruction and  
Construction Procedures  
OSHA Certification for 30 hours training in  
Construction Safety & Health

### Community Involvement

City of Paris, Housing Board of  
Adjustments and appeals

### Relevant Experience

Bob began his career at TLM with a focus on site development and storm water management. Over the years he has provided both design and project management on numerous commercial and industrial projects throughout West Tennessee. While at TLM, he has expanded his design experience to include projects in multiple areas of civil engineering including transportation projects, bridge projects, utility projects, sports facilities, parks and recreation and downtown enhancement project. Through his work with several West Tennessee municipalities, Bob has also gained a firm working knowledge of the various federal and state funding agencies and their processes.

### Design Experience

- Bridge Replacement
- Roadway Design
- Site Grading and Development
- Construction Supervision and Administration
- Stormwater Drainage Studies and System Design
- Water Distribution System & Sewer Line Computer Modeling & Design
- Water Supply Well Design
- Erosion and Sediment Control Design
- Environmental Permitting
- Streetscape Design
- Stormwater Detention Analysis and Design
- Municipal Plans Review
- Downtown Enhancement
- Subdivision Design
- Athletic Field Design
- TDOT—CEI
- Spill Prevention Control and Counter Measures Plan Development
- Water Storage Tank Rehabilitation



## Shawn Winberry, CISEC

Senior CADD Technician, Environmental Inspector

Shawn joined TLM Associates, Inc. in 2006 with previous experience including Ceco Door, Surveying Services and Porter Cable. He is currently the lead CADD technician for the civil engineering department and has assisted in the design of several site development projects. Winberry's field work experience includes survey verification, construction inspection and EPSC inspection.

### Education

Certified General Drafting/Advanced Mechanical & Structural Drafting,  
Tennessee Technology Center | Jackson, TN

### Certifications

TDOT Soils & Aggregates Technician  
TDOT Class I Concrete Technician  
Hot Mix Asphalt Roadway Technician  
TDEC Level I EPSC  
TDEC Level II EPSC  
OSHA 10 Hour Certification  
CISEC Certification  
Work Zone Traffic Control & Flagging

### Relevant Experience

- SR-20 Highway Widening
- SR-104 Highway Widening
- Jackson Walk
- Gerdau-Ameristeel Landfill
- Moss Creek Development
- Relocation of Wilshire Drive
- Kirkland Cancer Center
- Utility Design and Coordination
- Jackson-Madison County General Hospital MOB
- Union University - New Dormitories
- Brian Brown Memorial Greenway
- Parsons Downtown Enhancement
- Martin Downtown Enhancement

### Design Experience

- Utility Design and Coordination
- LPRF Design & Project Management
- TA Design & Project Management
- Downtown Revitalizations
- Site Grading & Development
- Construction Supervision & Administration
- Construction Engineering & Inspection
- Commercial Master Planning
- Parks & Recreation Master Planning
- Athletic Field Design
- Stormwater Detention Analysis and Design
- Erosion and Sediment Control Design
- Environmental Permitting
- Water Distribution System Design
- Wastewater Collection System Design
- Wastewater Lift Station and Water Pump Station Design
- Water Storage Tank Design and Rehabilitation
- Water and Wastewater Treatment Facility Design
- Landfill Design and Maintenance Programming



# TLM

## Halley Barnett, IIDA, ASID Interior Designer

Halley brings her love of interior design and expertise to our team. Her responsibilities include creating functional floorplans, strategically chosen color schemes and material selections, and researching the newest design trends to keep projects fresh and vibrant. She assists with schematic design, design development, construction documents, and the bidding and construction phases in projects that require interior design.

### Education

B.S., Interior Design  
Mississippi State University | Starkville,  
MS

### Memberships/ Affiliations

American Society of Interior Design (ASID),  
Allied Member  
International Interior Design Association  
(IIDA), Associate Member

### Relevant Experience

Halley's experience includes a residential interior design internship at Blairhaus in Tupelo, MS, where she worked on client projects from start to finish and managed the showroom full of lighting fixtures, furniture, décor, and more. She created mood boards, schematic floorplans, and chose materials and color schemes for her clients.

### Design Experience

- City of Jackson Senior Activity Center | Jackson, TN
- Haywood Co. Head Start | Brownsville, TN
- Riverside High School Theater | Decaturville, TN
- McKenzie Bank Company Renovation | McKenzie, TN
- Bogota Fire Department Renovation | Bogota, TN
- City of Jackson Men's Homeless Shelter | Jackson, TN
- Bolivar City Hall Renovation | Bolivar, TN



## Adam November, PE Structural Engineer

Adam joined the design team at TLM in 2014. He has demonstrated success on multi-discipline projects, implementing the projects scope, and providing cost effective design solutions; while maintaining structural integrity and meeting clients' needs. Adam is experienced with different types of steel and concrete building structures and foundation systems, along with structural components within the building envelope.

### Relevant Experience

Adam has design experience with various types of buildings and other structures, from highly intricate building facilities to incomplex non-building structures. He has directed and managed projects from preliminary design stages through construction administration, providing the client with an optimal and cost effective structural design.

Along with an extensive background in general structural engineering design, Adam has design experience with buildings located in high-risk seismic areas and shelters rated for extreme wind loading events. Some related projects Adam has completed consist of:

- American Cast Iron Pipe Company, ACIPCO / Birmingham, AL
- Bridgestone Americas Tire Operation, ORR Plant / Aiken, SC
- Reston Medical Office Building / Reston, Virginia
- Benton County Electric New Headquarters Facility / Benton, TN
- Fayetteville Public Utilities Administrative Building / Fayetteville, TN
- Jackson Christian School Main Campus Addition / Jackson, TN
- Foundation Bank / Jackson, Tennessee
- Carroll County Emergency Operations Center - Storm Shelter / Huntingdon, TN

In addition to new building construction projects, Adam has been involved with a variety of renovation and rehabilitation projects, including schools, historic downtown buildings, and parking garages. A list of some successful renovation and rehabilitation projects includes the following.

- Rust College / Holy Springs, MS
- Jackson-Madison County Schools / Jackson, TN
- Haywood County Schools / Brownsville, TN
- Commercial Bank / Paris, TN
- Paris Board of Public Utilities / Paris, TN
- Jackson-Madison County General Hospital / Jackson, TN

### Design Experience

- Design of various building types; including:
  - Structural steel
  - Reinforced concrete
  - Timber
  - Concrete and clay masonry
  - Cold-formed metal
- Maintenance and repair of existing buildings and other structures
- Construction administration
- Structural inspection and recommendation reports
- Retaining and cantilevered structures
- Deep foundation systems
- Crane runway and monorail design

### Education

2008 – B.S., Civil & Environmental Engineering, with an emphasis in Structures  
Tennessee Tech University | Cookeville, TN

### Registrations

Tennessee, #116042  
Alabama, #34303-E  
Mississippi, #28707  
Oklahoma, #27090  
Kentucky, #30895  
Texas, #128652

### Memberships/ Affiliations

American Society of Civil Engineers, ASCE  
Professional Member of the National Storm Shelter Association, NSSA  
Council of American Structural Engineers, CASE

### Community Involvement

Leadership Jackson, Graduate 2015  
ACEC TN - Leadership PE  
Jackson Rotary Club, Member



## David W. Collier, PE

### Mechanical Engineer, Principal

The founder of DW Collier Engineering in South Fulton, TN, Wes obtained his bachelor of science in Mechanical Engineering in 1989. He began his career at J.E. Campbell Mechanical Contractors, Inc. in South Fulton as a Mechanical Design Engineer where he served as project manager for all design-build projects. He has 30 years of commercial design experience in HVAC, plumbing, and fire protection. His projects include retail, restaurants, detention, medical, and office facilities from 5,000 square feet to 110,000 square feet.

### Education

B.S., Mechanical Engineering  
Tennessee Technological University |  
Cookeville, TN  
Freed-Hardeman University |  
Henderson, TN

### Registrations

Alabama  
Arizona  
Arkansas  
Florida  
Georgia  
Idaho  
Indiana  
Kentucky  
Louisiana  
Mississippi  
Missouri  
North Carolina  
Tennessee

### Professional Experience

#### **DW Collier Engineering, Inc., South Fulton, TN**

Consulting Professional Mechanical Engineer. Perform professional engineering design on plumbing, HVAC, and fire protection systems as a consulting engineer. System sizing, system selection, and system layout for HVAC systems. System layout for plumbing systems. Design criteria for fire protection systems. Projects include retail, restaurants, detention, medical, and office facilities from 5,000 square feet to 110,000 square feet. (1997 - Present)

#### **United States Enrichment Corporation, Paducah, KY**

Mechanical Design Engineer. Performed cooling and heating load calculations, nuclear grade HEPA filtration systems design, plumbing systems design, fire protection systems design, and industrial ventilation systems design to control airborne contaminants. Prepared construction specifications and developed plant safety evaluations delivered to the Nuclear Regulatory Commission. Assigned lead engineer responsible for all engineering design disciplines on specific projects costing a maximum of \$5,000,000. (1993 - 1998)

#### **J. E. Campbell Mechanical Contractors, Inc., South Fulton, TN**

Mechanical Design Engineer. Performed cooling loads, equipment selection, ductwork layout, and plumbing layout. Designed chilled water, steam, hot water, direct expansion, and process cooling systems (system design from 10 to 1,200 tons cooling), as well as process piping and hydronic piping systems. Prepared construction specifications. Provided mechanical estimates. Served as project manager for all design-build projects. (1989 - 1991)



## Jay Hall, PE

### Senior Electrical Engineer

Jay received his BSEE in Electrical Engineering from the University of Tennessee at Knoxville in 1985. Jay then spent 6 years as a nuclear officer in the United States Navy. He has spent the last 23 years specializing in Electrical design and project management.

### Education

B.S., Electrical Engineering  
University of Tennessee | Knoxville, TN

### Registrations

Tennessee, #101991  
Missouri, #PE-13042  
Arkansas, #9274  
Kentucky, #19473  
Louisiana, #27044  
Alabama, #21894  
Georgia, # PE023885  
South Carolina, #19154  
North Carolina, #023648

### Memberships/ Affiliations

National Society of Professional  
Engineers (NSPE) - Tennessee Chapter  
National Fire Protection Association  
(NFPA)  
International Code Council

## Relevant Experience

Since starting his career as an electrical engineer, Jay has worked on several projects that required the analysis of existing conditions. He has completed several renovation projects requiring code upgrades. Jay has a wide range of experience, spanning from industrial shipping facilities to educational facilities. He believes in attention to detail and maintaining client deadlines. He has been working with TLM on projects for over twenty years.

## Design Experience

- West Tennessee School for the Deaf - Exterior Improvements and Maintenance | Jackson, TN
- Crockett County School Board Facility | Alamo, TN
- Henry County High School Additions & Renovations | Henry County, TN
- Humboldt City Schools Additions & Renovations | Humboldt, TN
- Weakley County Schools Additions & Renovations | Weakley County, TN
- Jackson State CC - Student Center Renovations, Phases I & II | Jackson, TN
- Linda Tyler Early Learning Village - Jackson Christian School | Jackson, TN
- Chickasaw Work Center | Henderson, TN
- Veterans Cemetery at Parkers Crossroads | Parkers Crossroads, TN
- Trenton Light & Water New Admin & Storage | Trenton, TN
- Dream Center | Jackson, TN
- Delta Materials Forklift Dealership | Jackson, TN
- Jackson Airport Terminal-Additions & Renovations | Jackson, TN
- Jackson-Madison County General Hospital-Maintenance Shop | Jackson, TN
- Dement Construction-Maintenance, Fuel & Washbay | Jackson, TN
- FedEx Distribution Terminal | Jackson, TN
- AAA Cooper Transportation-Maintenance & Fuel Facility | Little Rock, AR
- Averitt Express-Truck Terminal & Maintenance Facility | Little Rock, AR; Jackson, TN; Cookeville, TN; & Tupelo, MS
- Tennessee Aircraft Services | Jackson, TN
- Blackburn Nissan-Chrysler Automobile Dealership-Maintenance Facility | Vicksburg, MS
- Grenada Nissan Automobile Dealership-Maintenance Facility

# LANA SUITE

## DIRECTOR OF RESEARCH

YOUNGER ASSOCIATES

LANA@YOUNGERFIRM.COM • 731-668-7367 • YOUNGERFIRM.COM  
97 DIRECTORS ROW • JACKSON, TN 38305



### OVERVIEW

Lana Suite is the Director of Research for Younger Associates, where she oversees all aspects of research from demographic profiles, economic impact analyses, feasibility studies, labor market studies and target industry sector analysis. She is responsible for survey development and implementation. Ms. Suite oversees the YA field team of research interviewers, employer and stakeholder interviews. She also coordinates focus groups and stakeholder meetings.

### ECONOMIC IMPACT ANALYSES WORKFORCE STUDIES:

- » Tennessee Valley Authority
- » Memphis/Shelby County EDGE
- » City of Chattanooga
- » Knox County Industrial Development Corporation
- » Ocala, Florida Chamber of Commerce
- » SpaceX
- » Facebook
- » Amazon
- » Memphis Grizzlies
- » Tennessee Titans
- » St. Jude Children's Hospital
- » Graceland
- » Greater Jackson Alliance of Mississippi
- » The Golden Triangle - Mississippi
- » Greater New Orleans Inc. Regional Economic Development
- » Wyoming Economic Development Council
- » Greater Memphis Alliance for a Competitive Workforce
- » Southwest Mississippi Partnership
- » Shoals (AL) Economic Development Authority
- » Great River Region Partnership (Iowa)
- » El Paso (TX) Regional Economic Development Corp.

With Younger Associates, Ms. Suite has conducted hundreds of economic development analyses across the U.S. She helps provide the statistical framework for developing effective incentive plans for potential industries as well as economic targeting strategies that are based on research and analysis.

As well as being responsible for primary research, Ms. Suite has developed in-depth expertise in collecting and analyzing secondary data from public entities such as the U.S. Census Bureau, U.S. Bureau of Economic Analysis, Department of Labor, Department of Revenue, other state and federal agencies as well as proprietary entities such as Claritas, EMSI, and InfoUSA.

Ms. Suite frequently conducts PILOT, TIF and cost/benefit impact analyses for numerous economic development agencies and site consultants as well as ongoing work for the Memphis/Shelby County EDGE Board, the Rutherford County Industrial Development Board and other industrial development groups throughout Tennessee.

Ms. Suite has led the YA team for workforce and target industry studies for local, regional and state economic development organizations in 26 states.

### AREAS OF EXPERTISE

- » Economic Impact Analysis
- » Target Industry Research
- » Labor Market & Workforce Studies
- » Statistical Analyses
- » Field Research
- » Economic Development Planning

### YEARS OF EXPERIENCE

- » **With YA:** 27 Years
- » **With Other Firms:** 10 Years

### EDUCATION

- » **B.S., Marketing/Management Economics/Finance**  
Union University - Jackson, TN

### CHRONOLOGY

- » **Younger Associates, Inc.**  
1996-Present  
Director of Research
- » **Cumberland University**  
1990-1996  
Public Relations  
Coordinator/ Grant Writer
- » **Union University**  
1986-1990  
Admissions Counselor

### PROFESSIONAL AFFILIATIONS

- » Certified Municipal Finance Officer (CMFO)
- » Certified EMSI Researcher



Over the years, TLM has partnered with many organizations and school systems to assess and plan for the needs of their facilities. We have completed numerous facility studies, renovations, and building projects, all while working around the school calendar to minimize interruptions.





*Creating Learning Communities*



**TLM Associates, Inc.**  
117 East Lafayette st.  
Jackson, TN 38301  
731-988-9840  
tlmae.com

**We create the places  
where people work, live,  
play, heal & learn.**

## **TEMA Public Assistance Budget Amendment**

**We received \$55,596.25 in FEMA/TEMA funds. This was to reimburse us for supplies purchased in response to Covid.**

***We need to amend the budget revenue by \$55,596.25.***

***This amount will go to undesignated fund balance.***

## **Spring Hill TEMA Safe Space Budget Amendment**

**We received \$523,527.80 in TEMA funds. This was a reimbursement for the Spring Hill FEMA Safe Space.**

***We need to amend the budget revenue by \$523,527.80.***

***This amount will go to undesignated fund balance.***

Timestamp	Name	Do you intend on running for re-election when y
10/18/2024 14:30:41	John Campbell	Undecided
10/18/2024 14:54:04	Treva Maitland	Yes
10/18/2024 16:28:15	Scott Ball	No
10/18/2024 17:28:18	Benny Boals	Undecided. Will depend on health.
10/30/2024 10:17:28	Richard Addo	Yes
11/1/2024 5:28:16	Eddie Watkins	Yes
11/2/2024 18:43:05	Tom Lannom	Yes

The board has sufficient time and opportunity to	The board encourages participation by each board member
5	5
5	4
5	5
5	5
5	5
5	5
4	5
4.857142857	4.857142857

Board members come to meetings prepared to	All board members are routinely familiar with th
5	5
4	4
5	4
4	4
5	5
4	4
3	4
4.285714286	4.285714286

Adequate background information on issues to	The board weighs all decisions in terms of wha
5	4
4	4
5	5
5	3
5	5
4	4
4	5
4.571428571	4.285714286

Please provide feedback for any answer that y	The board is able to disagree on matters and s
	5
	3
	4
	4
	5
	4
	4

4.142857143

The board is open and honest with each other.	The district has a planned program to orient ne
4	4
3	3
4	5
4	3
5	5
4	3
4	4
4	3.857142857

Once a decision has been made, all members	Board members do not attempt to individually s
4	5
4	4
4	4
4	4
5	5
4	4
4	4
4.142857143	4.285714286

Please provide feedback for any answer that y	The board and superintendent trust and respect
	5
	3
	5
	4
	5
	4
	4

4.285714286

Each member of the board understands and re	Our board and superintendent agree on how co
5	5
4	3
5	5
4	4
5	5
4	5
4	4
4.428571429	4.428571429

Board members work to avoid surprises by sha	The superintendent is given direction by the bo
5	5
4	3
4	4
4	4
5	5
4	4
4	4
4.285714286	4.142857143

The board recognizes staff accomplishments.	Individual board members avoid making excess
5	5
5	4
5	4
5	4
5	5
5	4
4	4
4.857142857	4.285714286

Board members are respectful to other board members	Board members direct complaints and requests
5	5
4	4
5	4
4	4
5	5
5	4
4	4
4.571428571	4.285714286

The board ensures that an effective evaluation	Please provide feedback for any answer that yo
5	
4	
5	
4	
5	
3	I think the evaluation system of employees has
4	

4.285714286

A vision/mission statement for the district exists	The vision reflects community priorities.
5	5
5	4
5	5
4	4
5	5
4	4
4	4
4.571428571	4.428571429

Discussion of major items before the board rou	The superintendent's evaluation considers how
5	5
4	4
4	5
4	5
5	5
4	4
4	4
4.285714286	4.571428571

The board emphasizes setting and monitoring	The board does not get bogged down discussin
5	5
5	4
4	4
4	5
5	5
4	4
4	4
4.428571429	4.428571429

Please provide feedback for any answer that y	Our board sets policies needed for the operatio
	5
	5
	5
	5
	5
	5
	4

4.857142857

Before adopting a policy which affects them, ou	Board policies are administered consistent with
5	5
3	4
4	4
3	4
5	5
3	4
4	4
3.857142857	4.285714286

The board has developed an ongoing system to	Please provide feedback for any answer that you
5	
4	
5	
4	
5	
5	
4	

4.571428571

The board holds itself ultimately responsible for	The board regularly examines data to determin
5	5
3	3
5	5
4	4
5	5
4	5
4	4
4.285714286	4.428571429

The board provides a quality education program	Student academic performance is regularly pre
5	5
4	4
5	5
4	4
5	5
5	5
4	4
4.571428571	4.571428571

The board regularly recognizes student accom	Please provide feedback for any answer that yo
5	
4	
5	
5	
5	
5	
4	

4.714285714

The board provides for involvement of the public	Our board actively promotes the school district
5	3
3	4
4	4
4	4
5	5
4	4
5	4
4.285714286	4

Our school board is respected by the community.	Our board is accountable to the community.
4	5
3	4
4	4
4	4
5	5
4	5
4	4
4	4.428571429

The board refrains from committing to a position	Members of the board refrain from speaking for
5	5
3	3
4	4
4	4
5	5
4	4
5	4
4.285714286	4.142857143

Please provide feedback for any answer that y	Our board understands the need to influence s
	4
	4
	4
	4
	5
	5
	4

4.285714286

Our board, collectively and individually, regular	Our board is represented at TSBA's Day on the
4	5
4	5
4	4
4	4
5	5
5	4
3	4
4.142857143	4.428571429

Please provide feedback for any answer that y	The board understands the basic principles of s
	5
	3
	5
	4
	5
	4
	4

4.285714286

The budget reflects the strategic plan and supp	The budget reflects the district's vision and mis
5	5
4	4
5	5
4	4
5	5
4	4
4	4
4.428571429	4.428571429

The board requires proper accountability for the	Please provide feedback for any answer that you
5	
4	
5	
4	
5	
4	
4	

4.428571429

ou scored 2 or below.

# School Board Self Assessment

7 responses

[Publish analytics](#)

## Demographic information

### Name

7 responses

John Campbell

Treva Maitland

Scott Ball

Benny Boals

Richard Addo

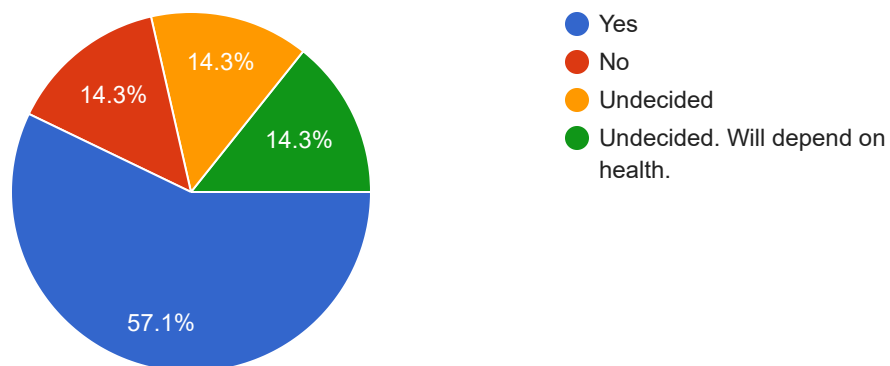
Eddie Watkins

Tom Lannom

### Do you intend on running for re-election when you current term ends?

[Copy](#)

7 responses



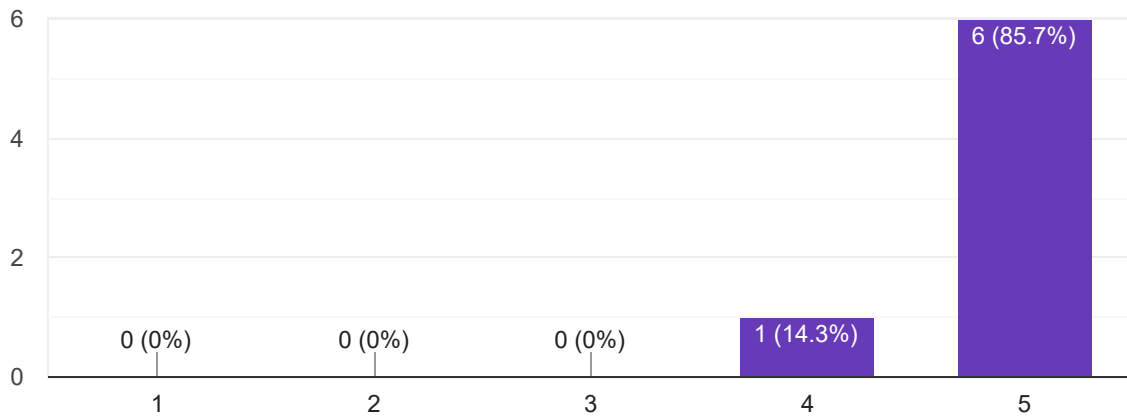
## Board meetings



The board has sufficient time and opportunity to review the agenda and supporting materials before a board meeting.



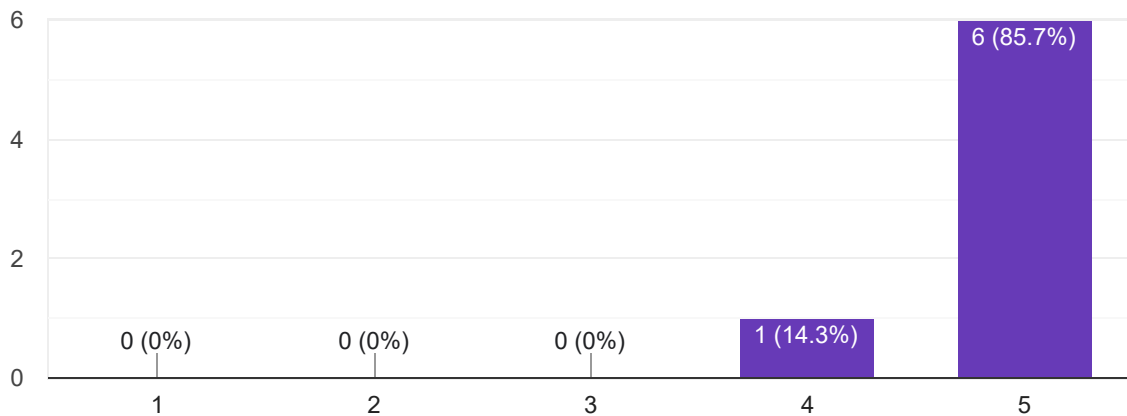
7 responses



The board encourages participation by each board member.



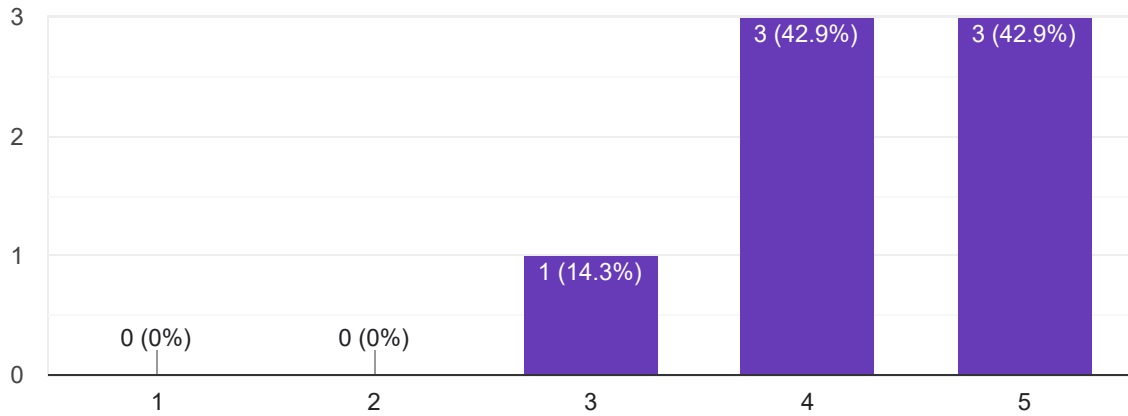
7 responses



Board members come to meetings prepared to focus on discussion issues and keep comments relevant and brief.



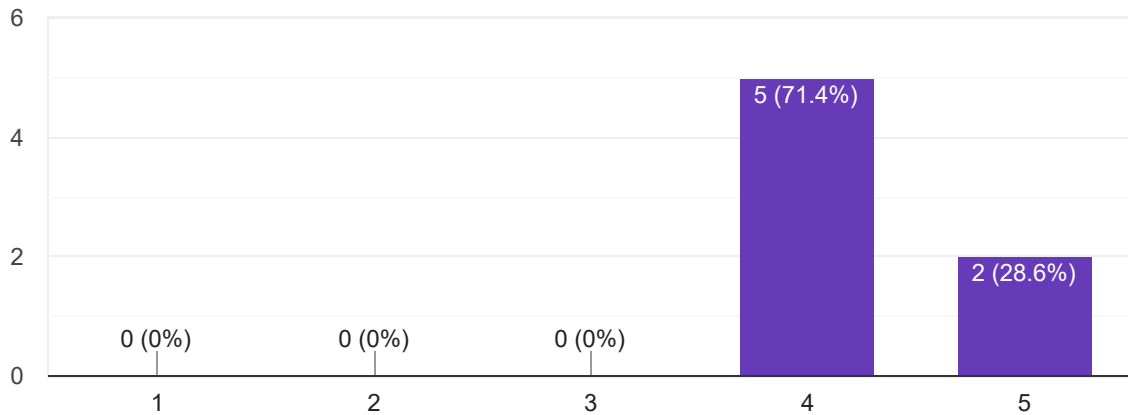
7 responses



All board members are routinely familiar with the agenda materials and are ready to discuss and decide important items.



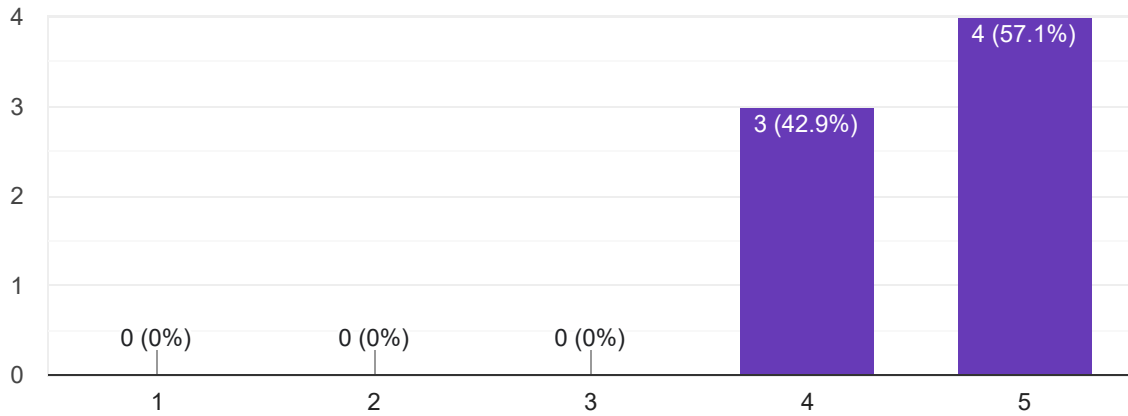
7 responses



Adequate background information on issues to come before the board is routinely provided in advance of the board meeting.



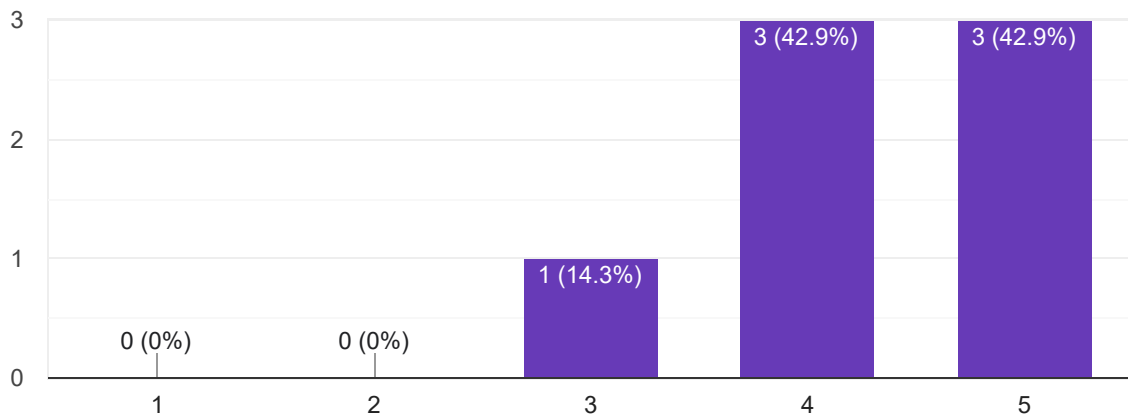
7 responses



The board weighs all decisions in terms of what is best for the students of the school system.



7 responses



Please provide feedback for any answer that you scored 2 or below.

0 responses

No responses yet for this question.

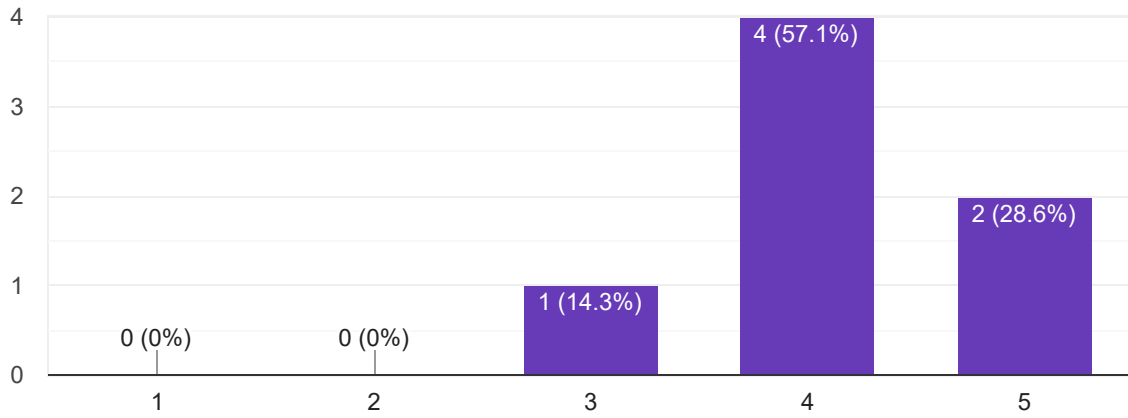
Team Building



The board is able to disagree on matters and still maintain an attitude of mutual respect and trust.



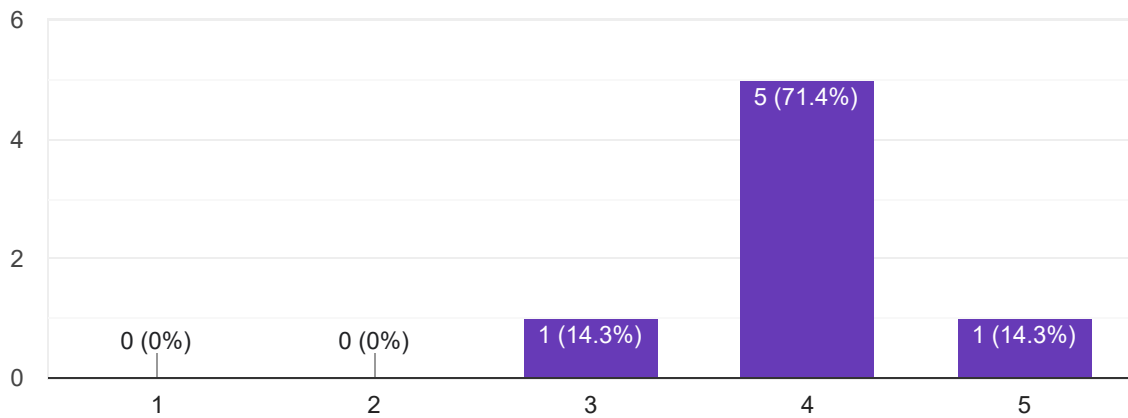
7 responses



The board is open and honest with each other.



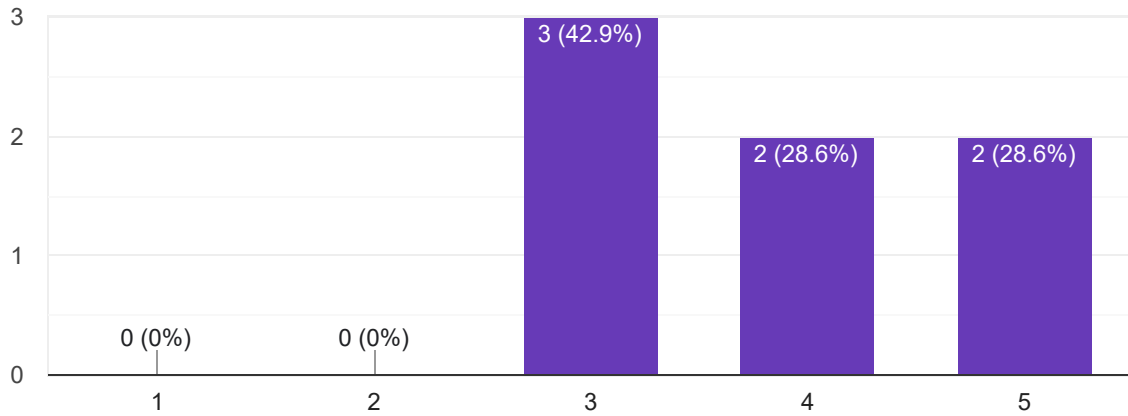
7 responses



The district has a planned program to orient newly-elected board members.



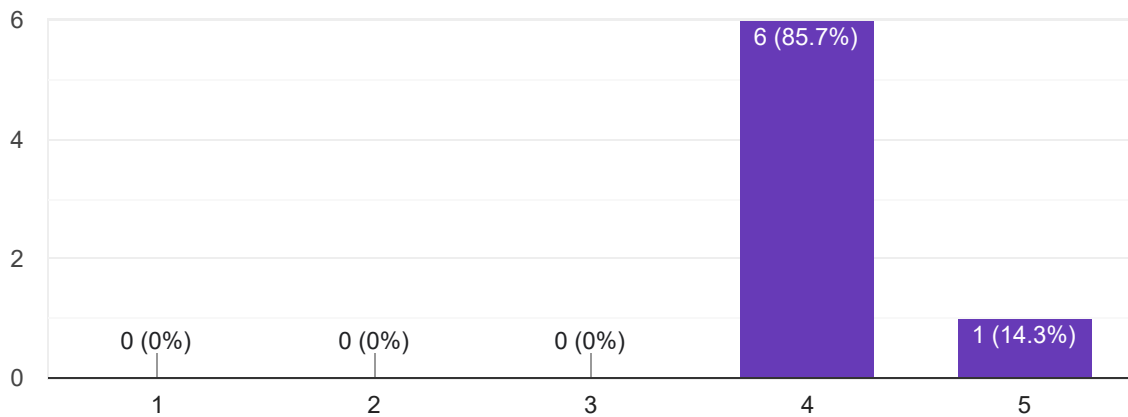
7 responses



Once a decision has been made, all members respect the decision and the board speaks with one voice.



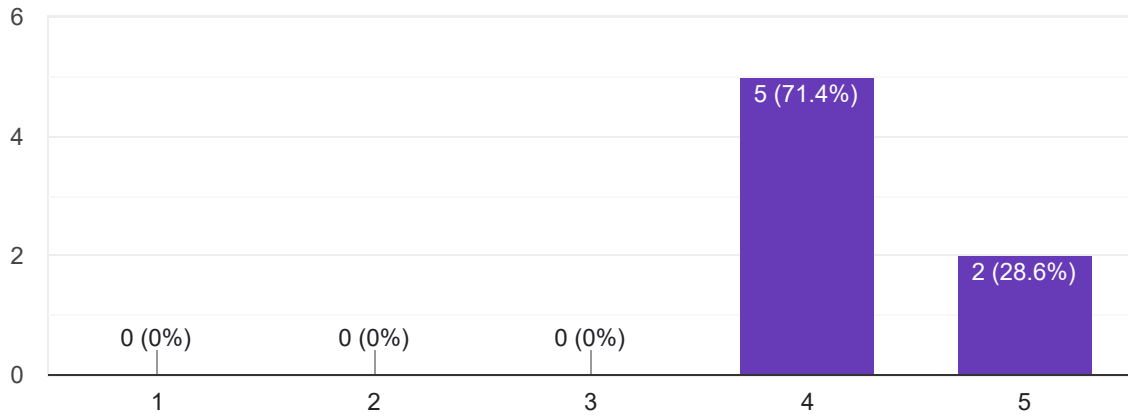
7 responses



Board members do not attempt to individually speak on behalf of the board or commit the board.



7 responses



Please provide feedback for any answer that you scored 2 or below.

0 responses

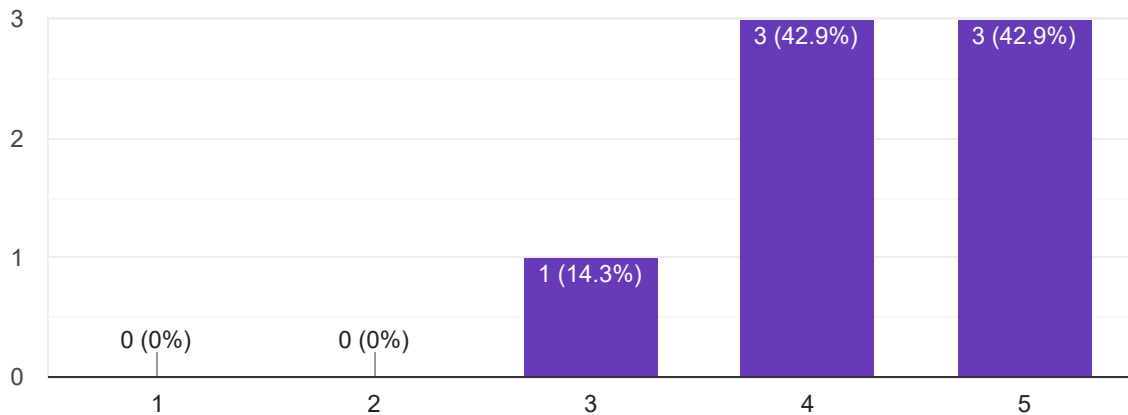
No responses yet for this question.

### Board/Superintendent/Staff Relations

The board and superintendent trust and respect one another.



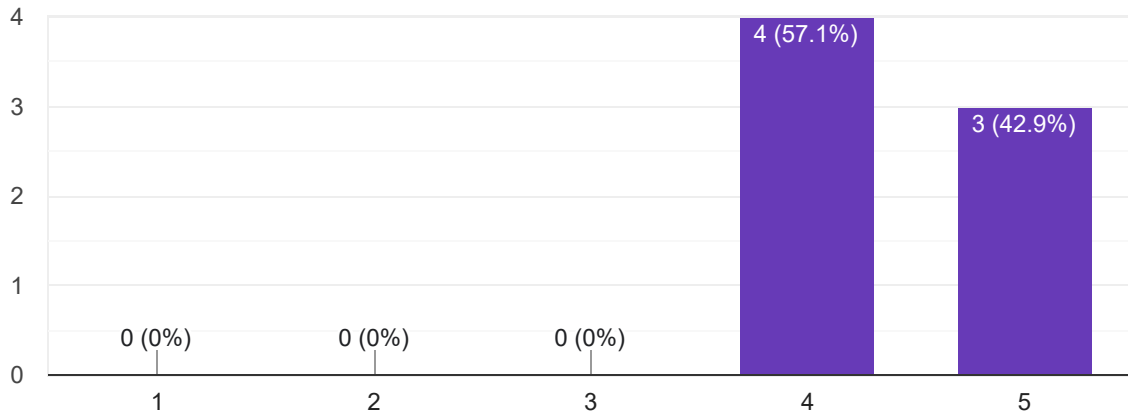
7 responses



Each member of the board understands and respects the distinction between the board's responsibilities and the superintendent's duties.



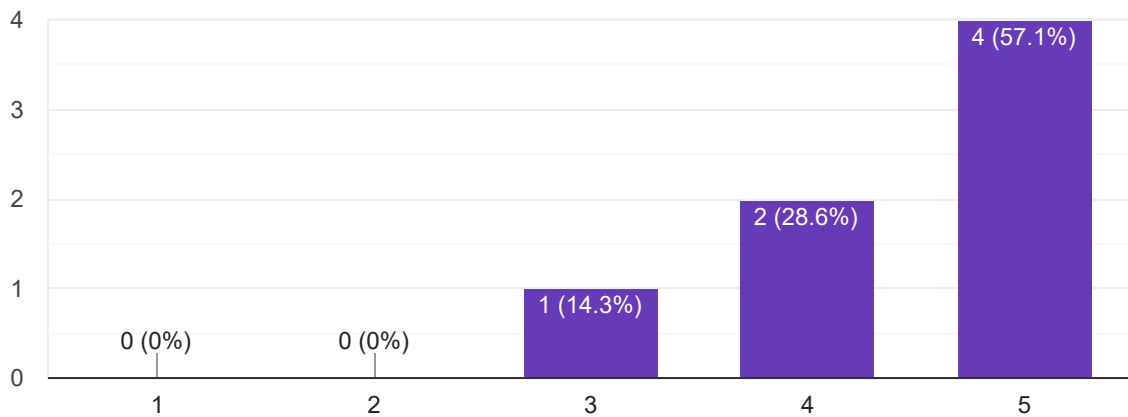
7 responses



Our board and superintendent agree on how complaints or concerns to board members should be handled.



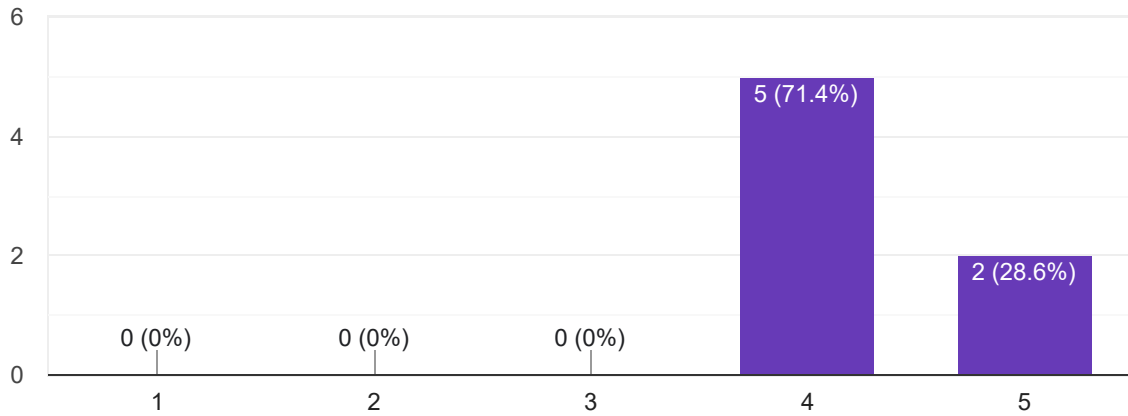
7 responses



Board members work to avoid surprises by sharing concerns or questions with the superintendent in advance of the board meeting.



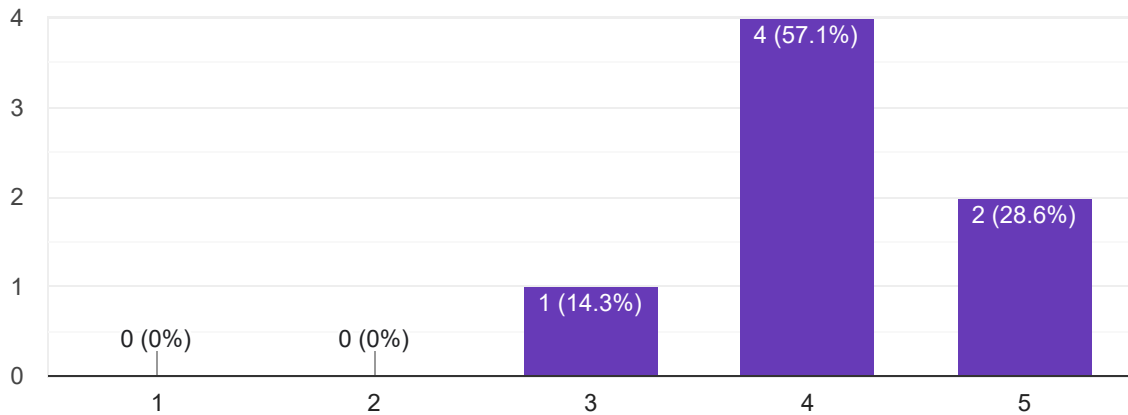
7 responses



The superintendent is given direction by the board as a whole rather than by individual members.



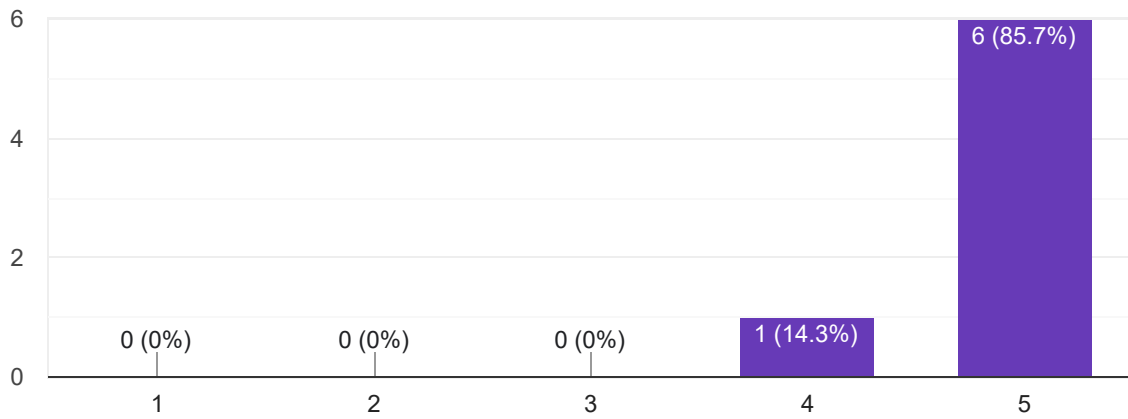
7 responses



### The board recognizes staff accomplishments.



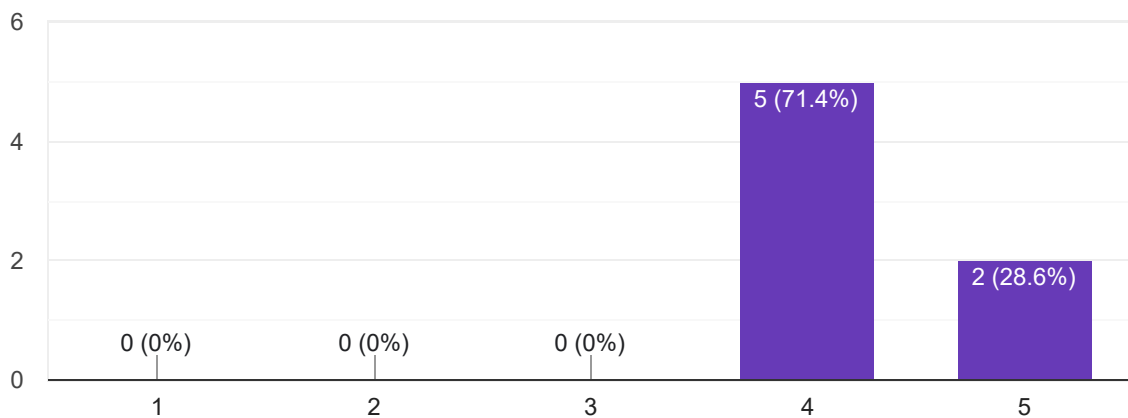
7 responses



### Individual board members avoid making excessive personal requests from staff.



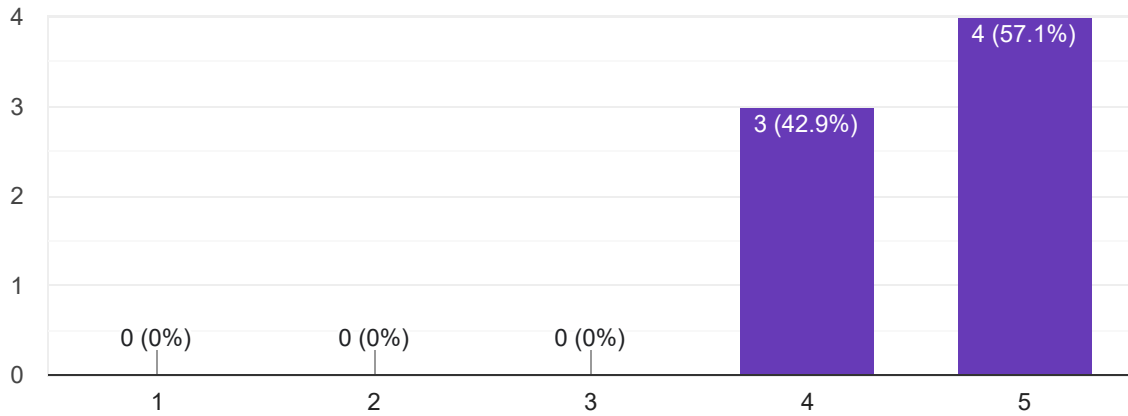
7 responses



Board members are respectful to other board members, administrators, staff, and visitors.



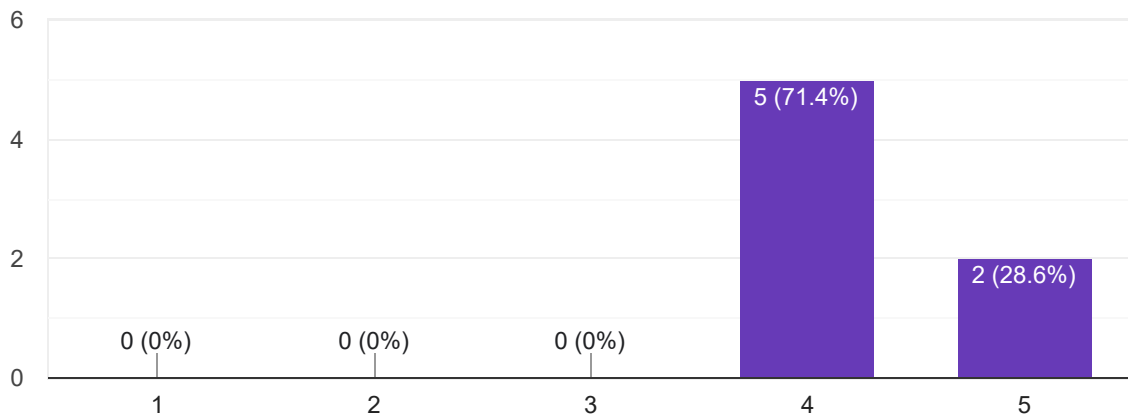
7 responses



Board members direct complaints and requests to the superintendent rather than attempting to solve them directly.



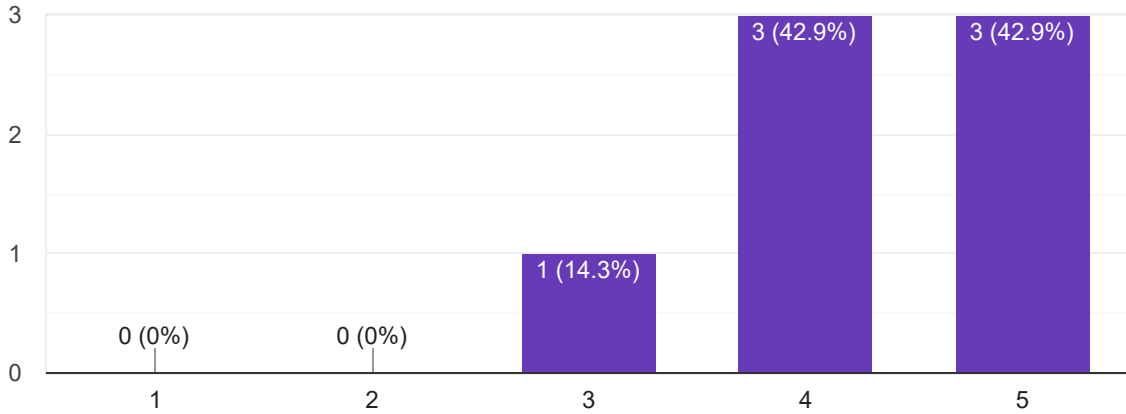
7 responses



The board ensures that an effective evaluation system is in place for the superintendent and all employees.



7 responses



Please provide feedback for any answer that you scored 2 or below.

1 response

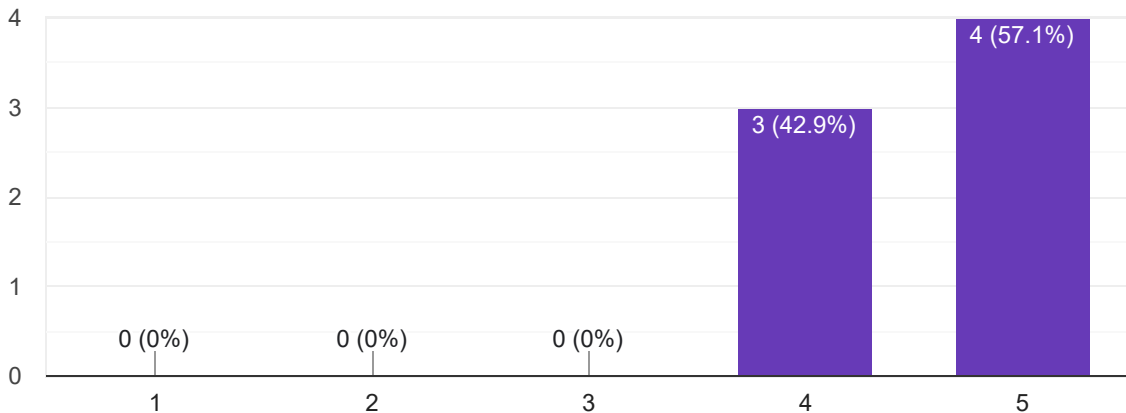
I think the evaluation system of employees has flaws with in it.

Vision/Planning

A vision/mission statement for the district exists and is periodically reviewed by the board and widely disseminated in the district.



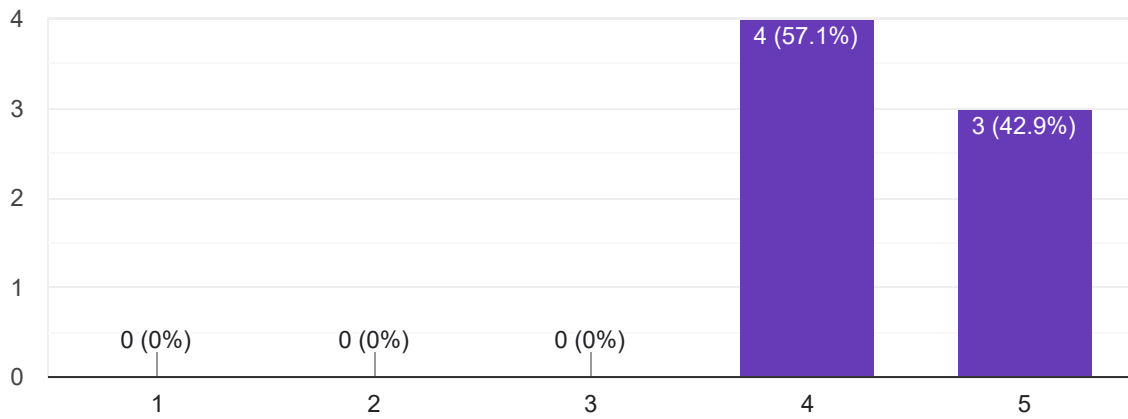
7 responses



The vision reflects community priorities.



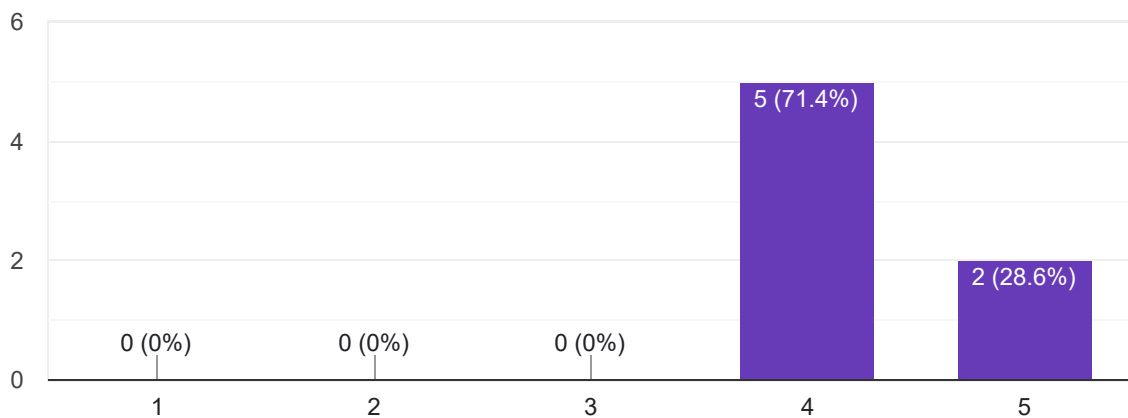
7 responses



Discussion of major items before the board routinely includes consideration of their impact on meeting district goals.



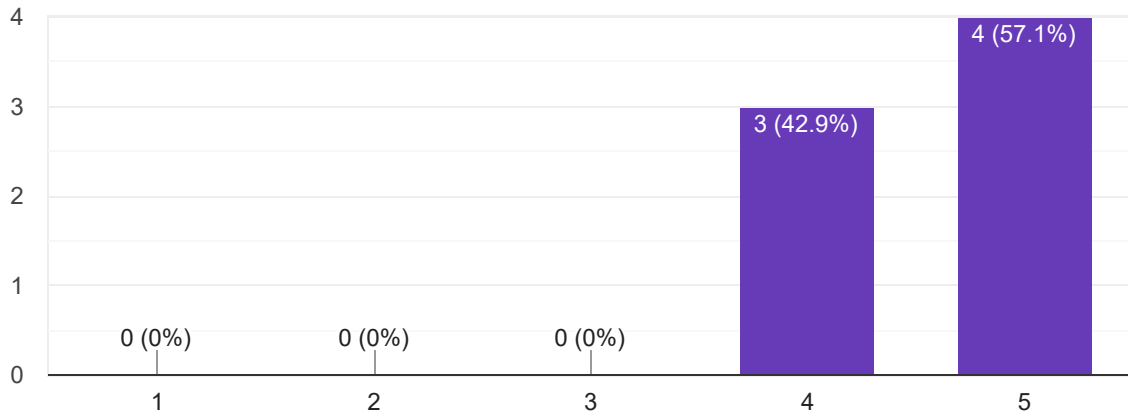
7 responses



The superintendent's evaluation considers how well the superintendent has addressed the district goals.



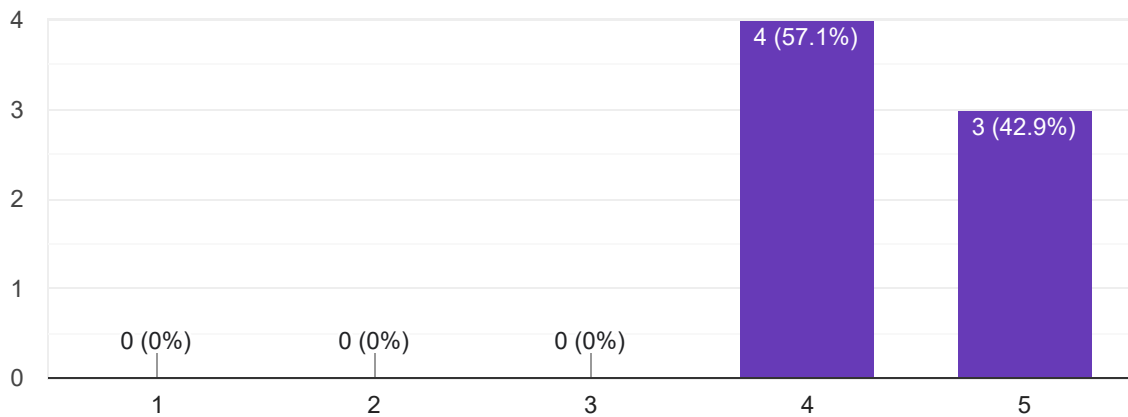
7 responses



The board emphasizes setting and monitoring district goals, instead of how staff should achieve these goals.



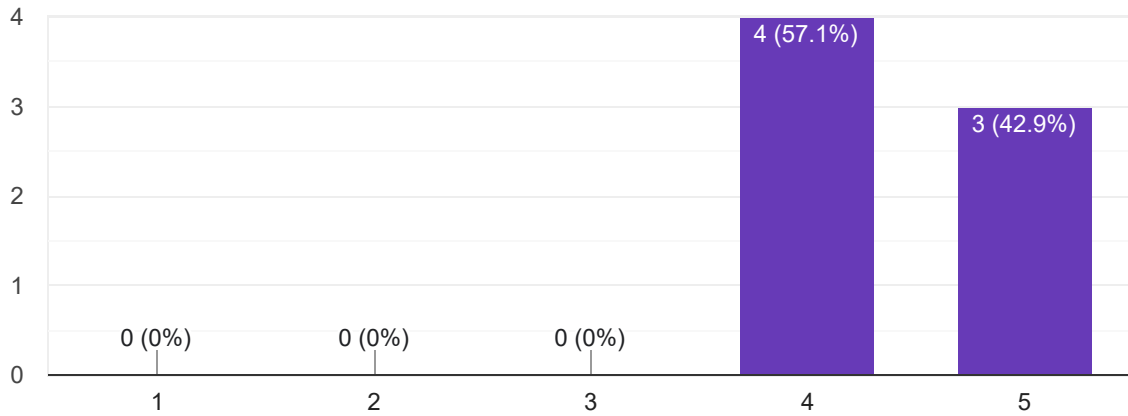
7 responses



The board does not get bogged down discussing operation details of the district or schools.



7 responses



Please provide feedback for any answer that you scored 2 or below.

0 responses

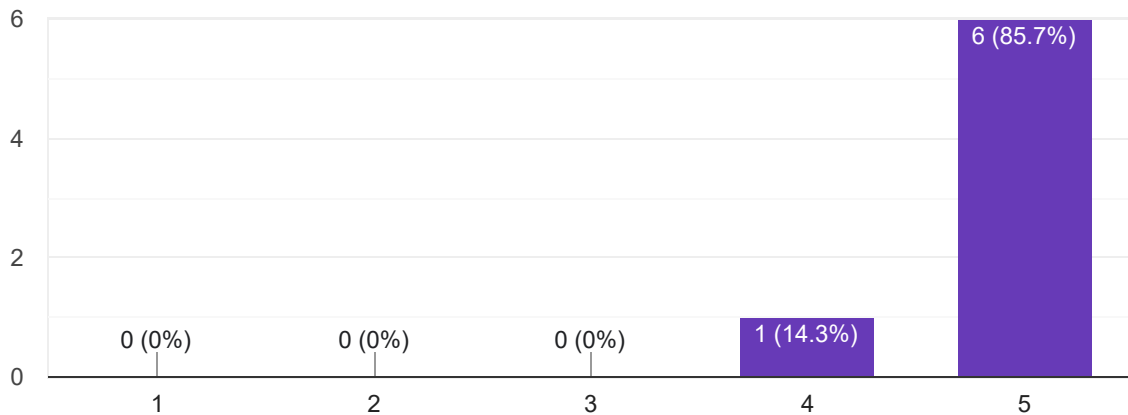
No responses yet for this question.

### Board Policy

Our board sets policies needed for the operation of the school district.



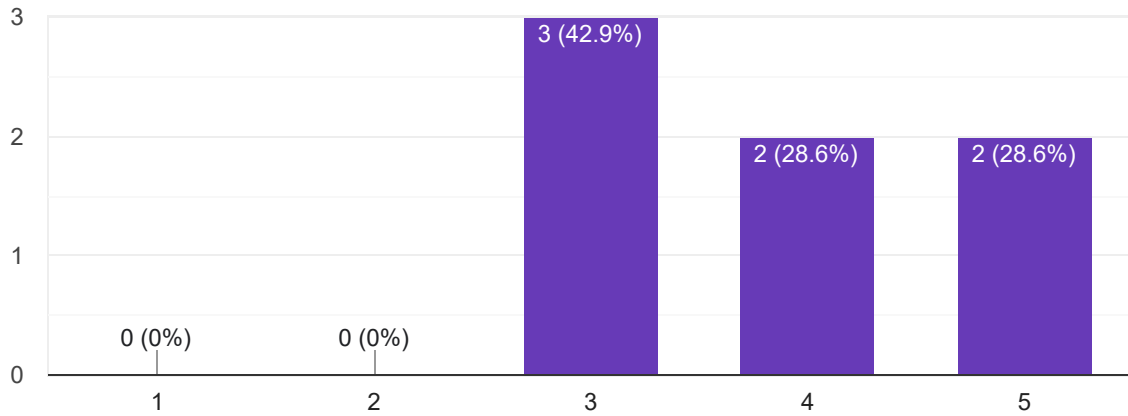
7 responses



Before adopting a policy which affects them, our board actively seeks the input of employees, students, and community members.



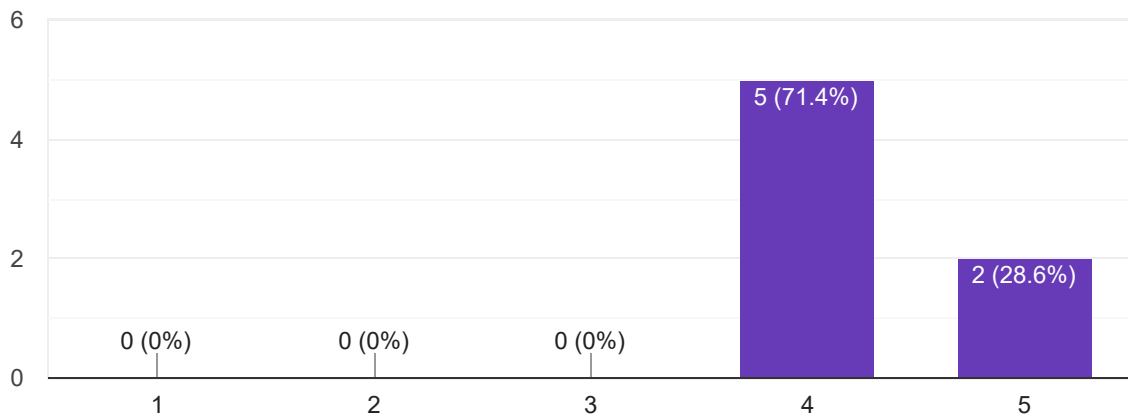
7 responses



Board policies are administered consistent with the intent of the policy.



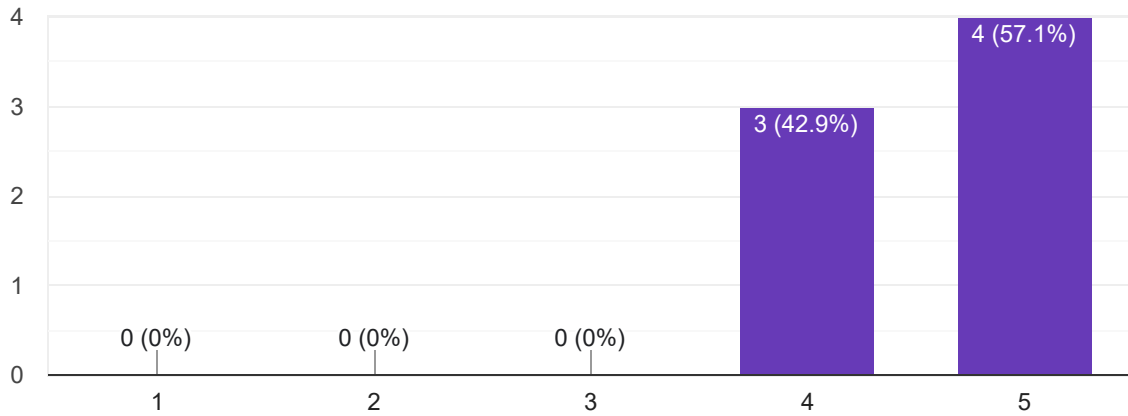
7 responses



The board has developed an ongoing system to review and update all policies annually.



7 responses



Please provide feedback for any answer that you scored 2 or below.

0 responses

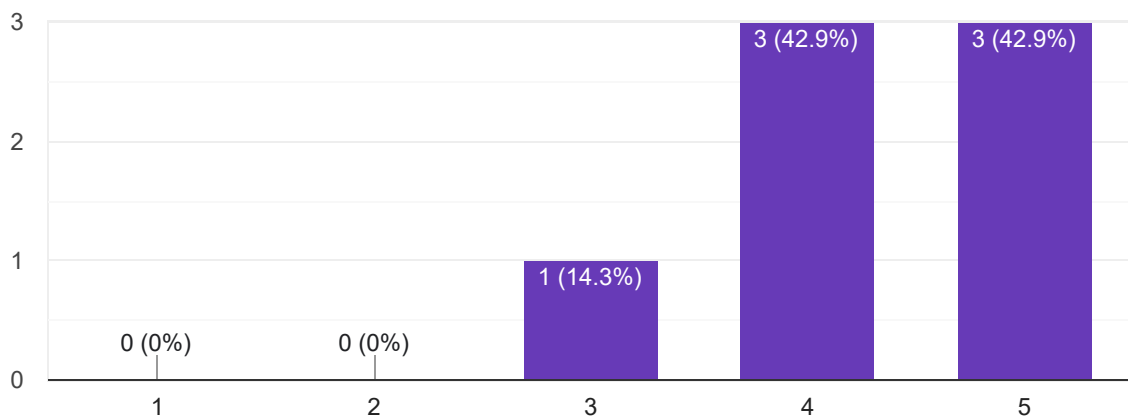
No responses yet for this question.

### Student Achievement

The board holds itself ultimately responsible for high achievement by all students.



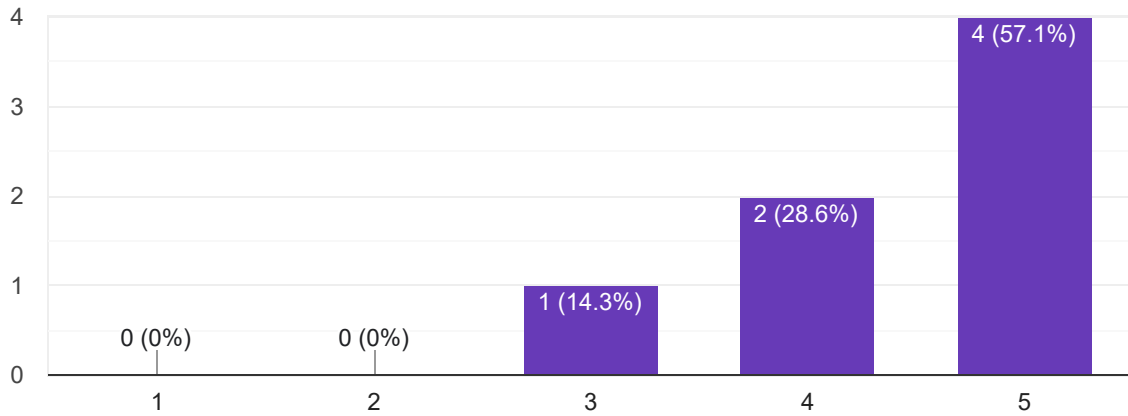
7 responses



The board regularly examines data to determine where achievement gaps exist and how much progress is being made to reduce those gaps.



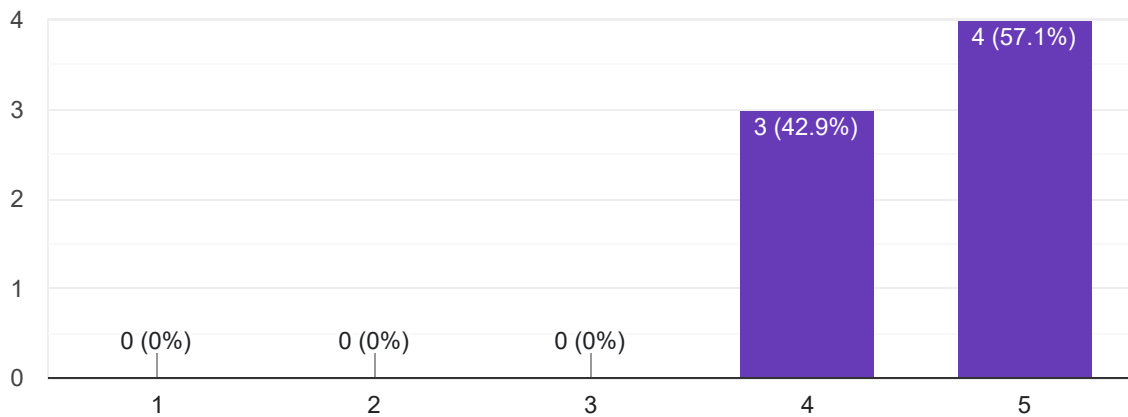
7 responses



The board provides a quality education program imposing high individual academic standards for each student.



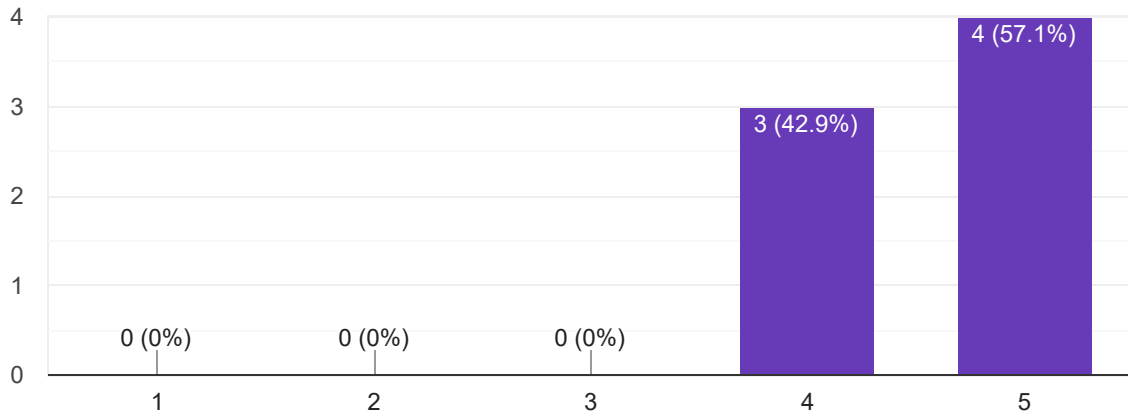
7 responses



Student academic performance is regularly presented to the board.



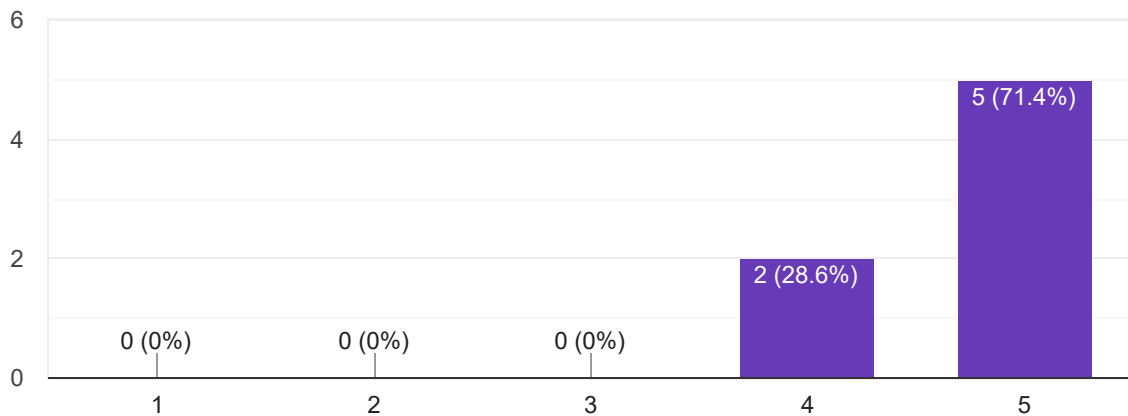
7 responses



The board regularly recognizes student accomplishments at board meetings.



7 responses



Please provide feedback for any answer that you scored 2 or below.

0 responses

No responses yet for this question.

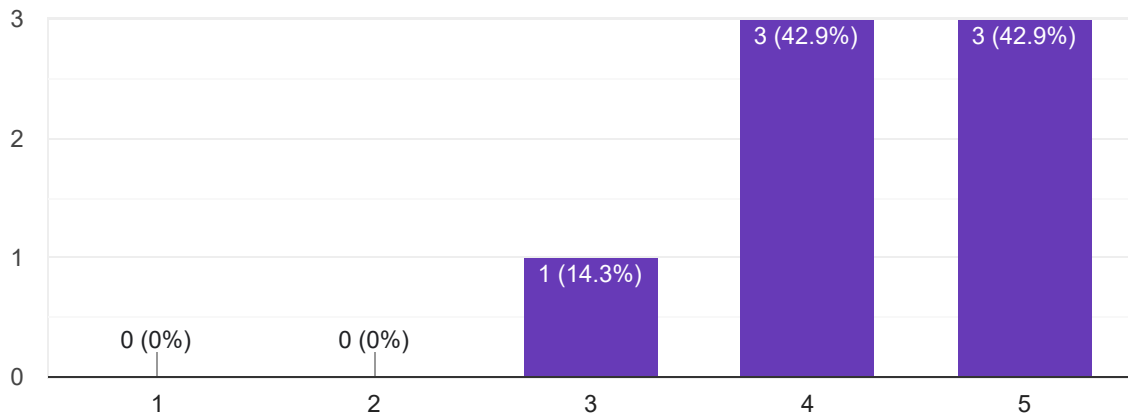
Board/Community Relations



The board provides for involvement of the public in the operating of our schools.



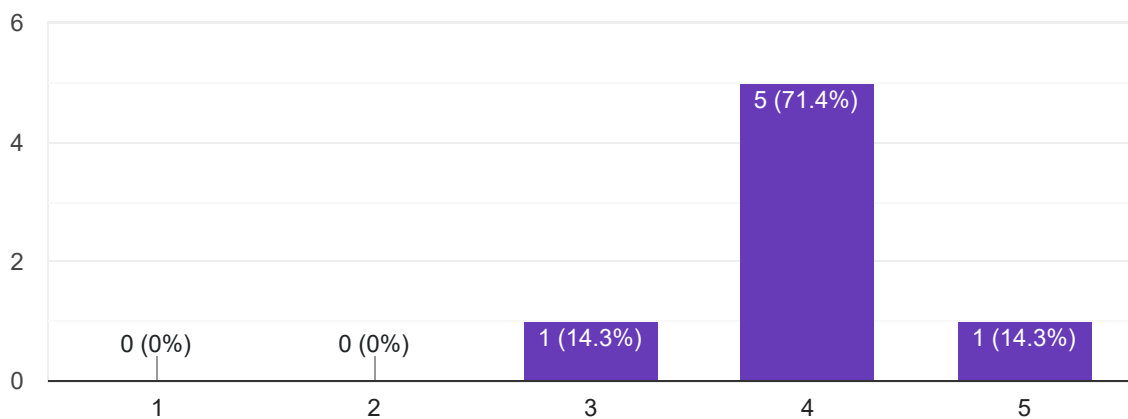
7 responses



Our board actively promotes the school district to the public.



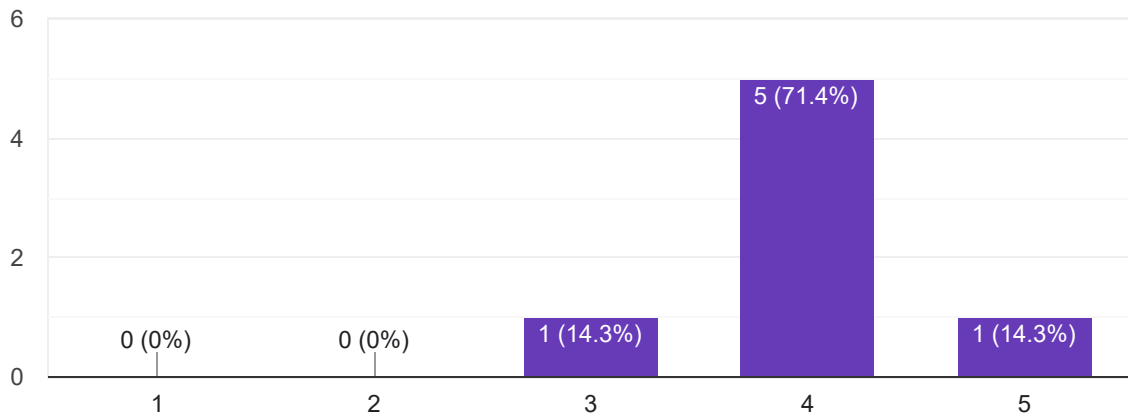
7 responses



### Our school board is respected by the community.



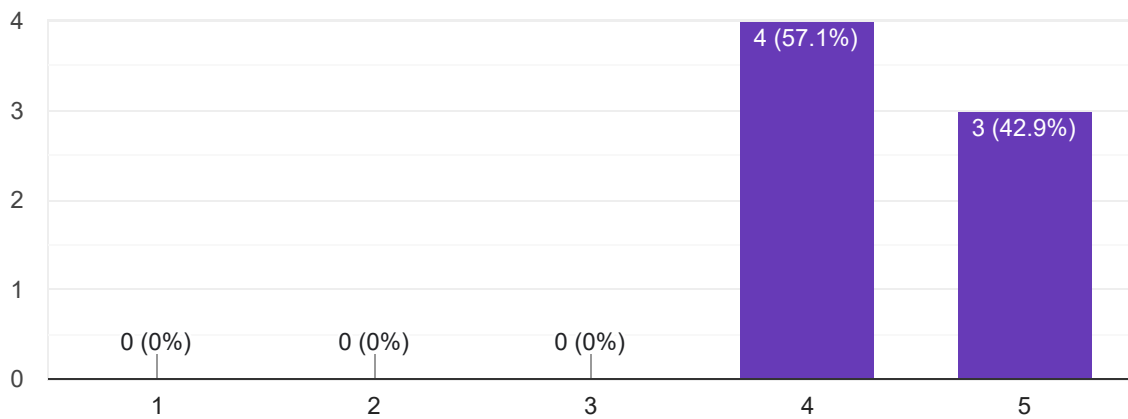
7 responses



### Our board is accountable to the community.



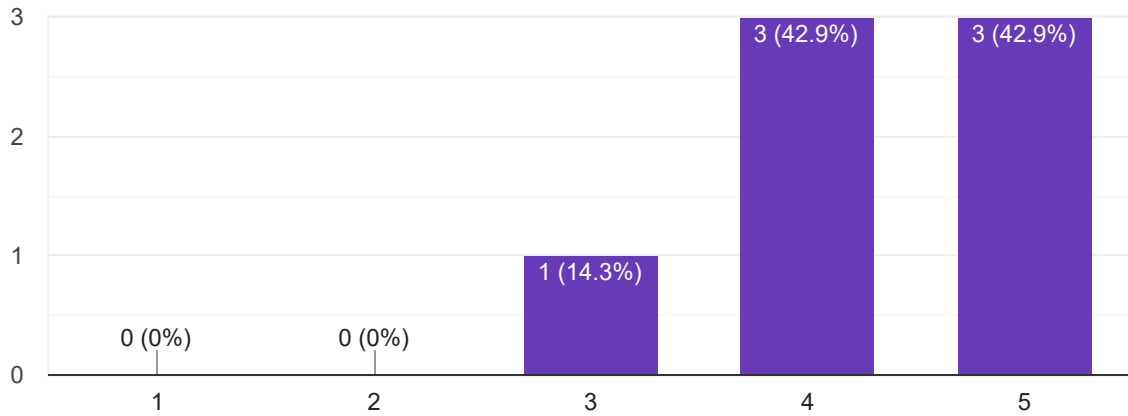
7 responses



The board refrains from committing to a position on an issue before all relevant facts are present.



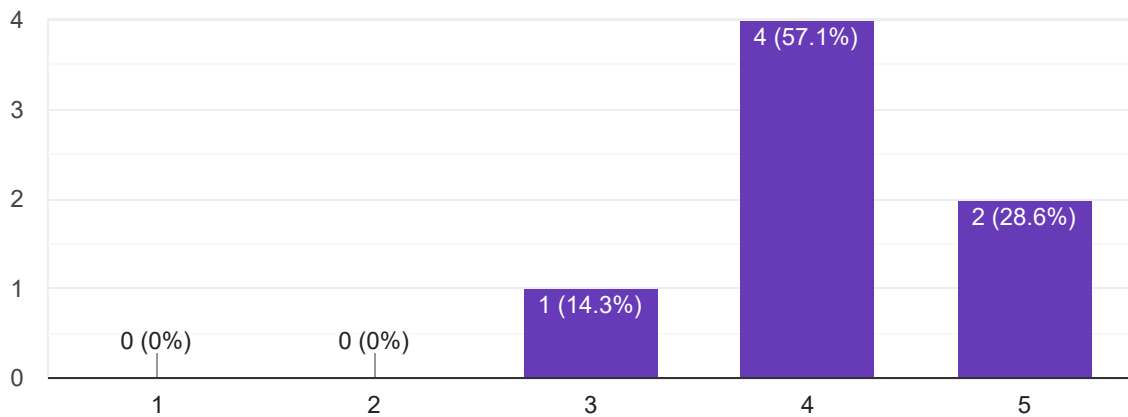
7 responses



Members of the board refrain from speaking for the board on issues on which the board has no official position.



7 responses



Please provide feedback for any answer that you scored 2 or below.

0 responses

No responses yet for this question.

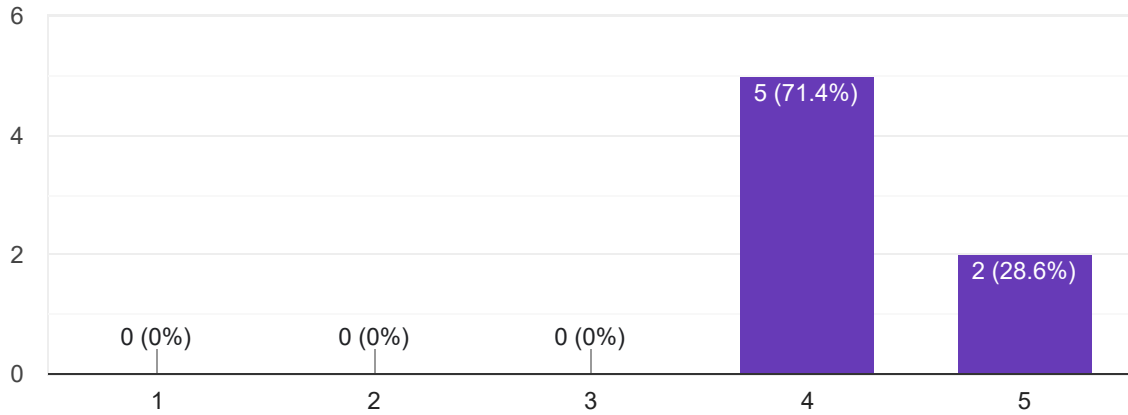
Advocacy



Our board understands the need to influence statewide legislation and works diligently to develop a positive relationship with local members of the General Assembly.



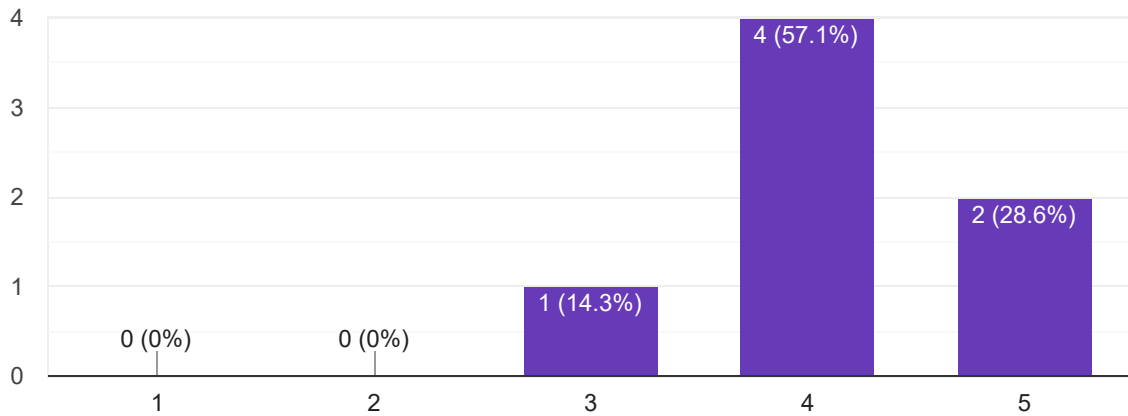
7 responses



Our board, collectively and individually, regularly contacts legislators regarding their position on important legislation.



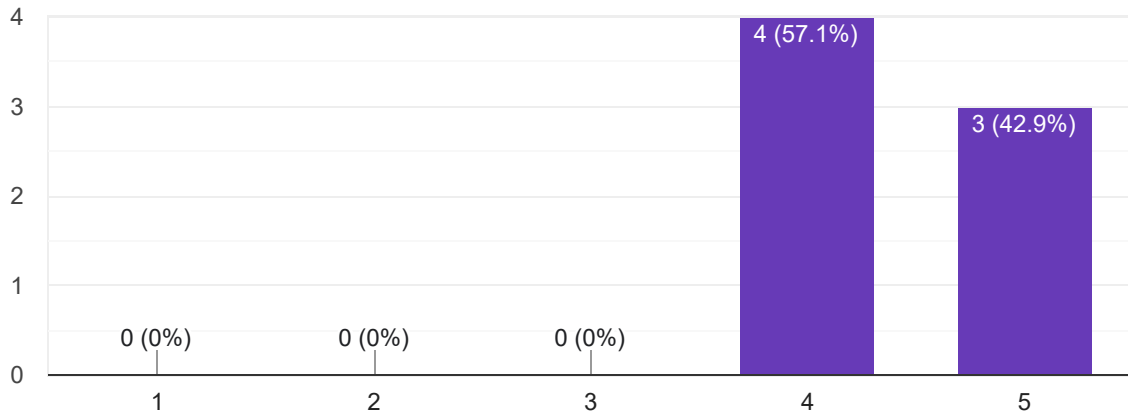
7 responses



Our board is represented at TSBA's Day on the Hill meeting.



7 responses



Please provide feedback for any answer that you scored 2 or below.

0 responses

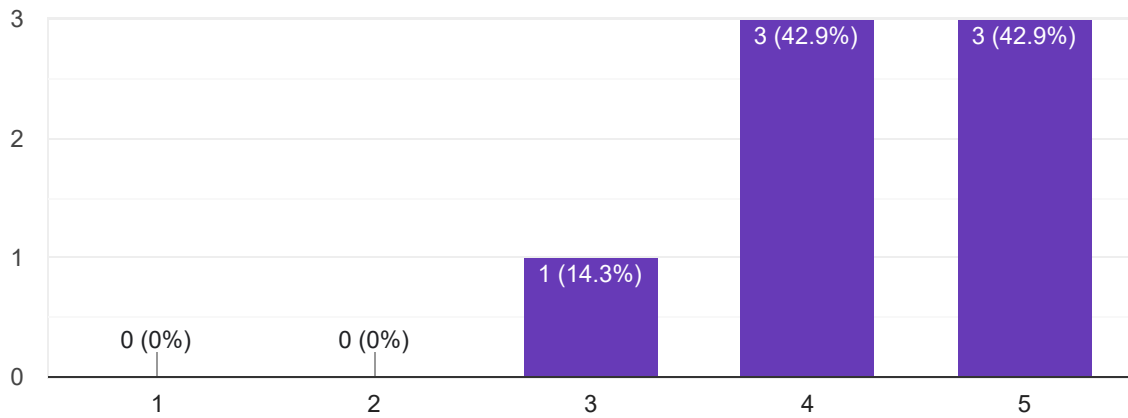
No responses yet for this question.

### Budget/Finance

The board understands the basic principles of school finance, including state, federal, and local sources of revenue.



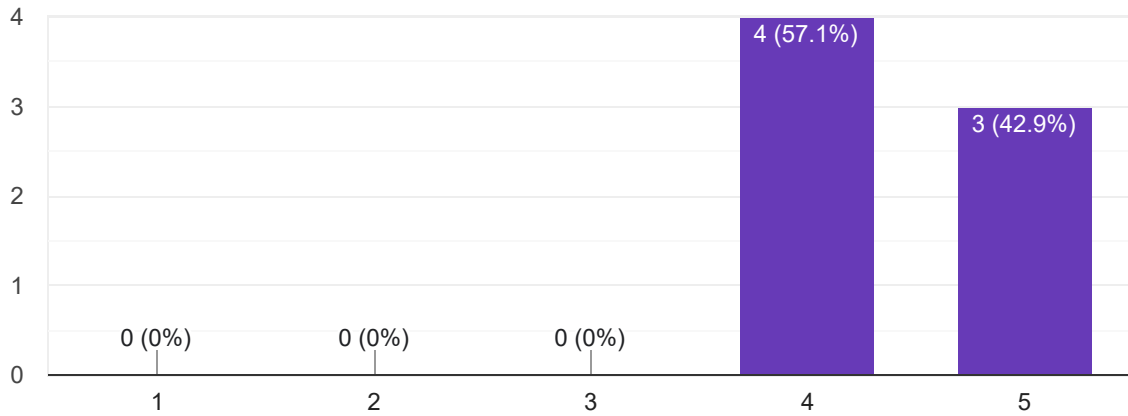
7 responses



The budget reflects the strategic plan and supports the district's goals and objectives for student achievement and citizenship.



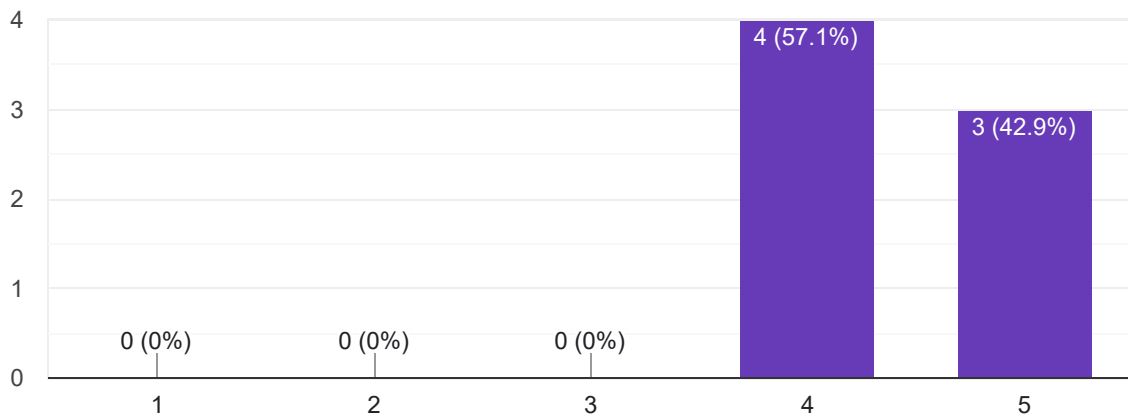
7 responses



The budget reflects the district's vision and mission.



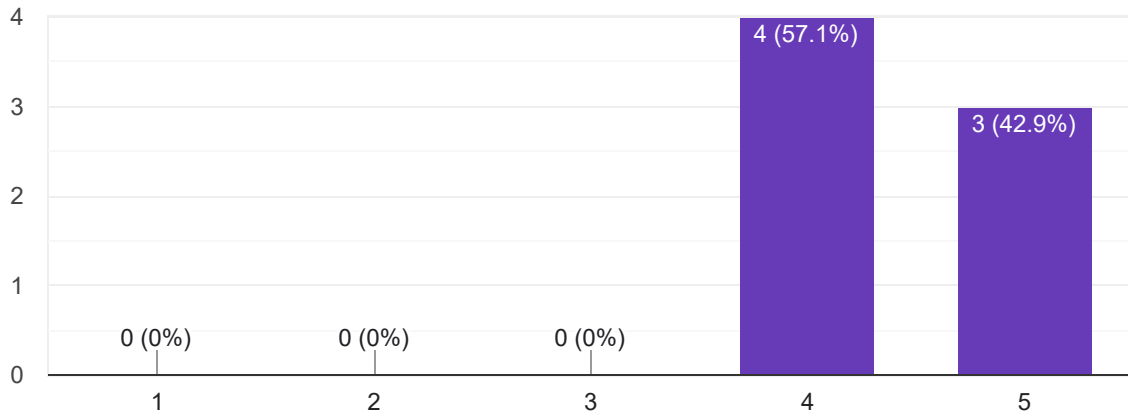
7 responses



The board requires proper accountability for the expenditure of school district funds.



7 responses



Please provide feedback for any answer that you scored 2 or below.

0 responses

No responses yet for this question.

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