



**LAKELAND BOARD OF EDUCATION
WORK SESSION AGENDA
Monday, April 7, 2025, 5:45 PM
Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002**

- I. **CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG**
- II. **ROLL CALL**
- III. **CHAIR'S WELCOME**
- IV. **PUBLIC COMMENT (Limited to two (2) minutes per speaker.)**
- V. **REPORTS**
 - 1. Legislative Liaison Update
 - 2. Superintendent's Report
 - 3. Monthly Financial Summary
 - February 2025
- VI. **APPROVAL OF AGENDA**
- VII. **CONSENT AGENDA**
 - 1. Approval of Meeting Minutes: March 03, 2025 - Special Called Meeting
 - 2. Approval of Update to FY 24-25 School Fees List
 - 3. Approval of Update to FY 25-26 Budget Calendar
 - 4. Approval of FY 24-25 Budget Amendments (04/26)
 - 5. Approval of Update to Policy 2.805 - Purchasing
 - 6. Approval of Update to Policy 6.317 - Student Disciplinary Hearing Authority
- VIII. **DISCUSSION / ACTION**
 - 1. Approval of Tenure Recommendations
 - 2. Approval of 25-26 Textbook Adoption Committee Recommendations
 - 3. Review of Superintendent's Evaluation Process
 - 4. Review Policy Manual: Section 6 (First Half)
- IX. **ANNOUNCEMENTS**
- X. **ADJOURNMENT**

LAKELAND SCHOOL SYSTEM
Expense Summary Fiscal Year
2025
Period Ending February 28, 2025

PROGRAM	BUDGET AMOUNT	ADJUSTED BUDGET	YTD ACTIVITY	CURRENT ACTIVITY	ENCUMBRANCE	BALANCE	% EXPENDED
Regular Instruction Program	16,417,333	16,348,833	9,590,508	1,181,205	24,462	6,733,863	59%
Special Education Program	2,811,992	2,781,992	1,474,780	194,119	306	1,306,906	53%
Vocational Education	114,511	43,818	9,935	260	8	33,875	23%
Other (Bonus Pay)	989,528	989,528	506,458	3,100	0	483,069	51%
School Security	65,193	62,693	36,273	4,578	0	26,420	58%
Health Services	393,978	393,978	245,789	34,320	15	148,174	62%
Other Student Support	1,065,045	1,030,045	629,269	77,346	0	400,775	61%
Regular Instruction Program Support	866,934	841,934	474,997	58,281	4,000	362,937	57%
Special Education Program Support	453,750	483,750	299,279	32,973	226	184,244	62%
Technology	850,113	850,113	504,472	40,667	7,283	338,359	60%
Board of Education	747,988	747,988	638,538	27,123	3,500	105,950	86%
Office of the Superintendent	405,935	405,935	265,323	26,394	445	140,167	65%
Office of the Principal	2,042,010	2,042,010	1,286,070	151,247	1,380	754,560	63%
Fiscal Services	436,589	505,089	300,112	25,020	68	204,910	59%
Human Services/Personnel	381,196	381,196	239,613	25,165	87	141,496	63%
Operation of Plant	1,828,031	1,828,031	952,719	136,727	10,806	864,505	53%
Maintenance of Plant	644,313	644,313	438,416	37,257	108	205,788	68%
Transportation	902,500	1,035,693	625,879	96,803	0	409,813	60%
Transfers Out	3,000,000	3,500,000	3,500,000	0	0	0	100%
Federal Projects Regular Instruction	240,559	221,502	144,476	12,948	1,163	75,864	66%
Federal Projects Special Education	253,220	271,649	159,013	19,537	2,914	109,722	60%
Federal Programs Innovative Schools	447,485	285,117	58,213	15,647	9,730	217,174	24%
Federal Projects Other Student Support	57,086	62,173	43,825	4,584	0	18,348	70%
Federal Projects Regular Instruction	60,084	50,902	25,413	1,451	0	25,488	50%
Federal Projects Special Education	151,422	211,522	90,419	10,865	382	120,721	43%
Federal Projects Vocational	5,000	8,072	2,165	356	0	5,907	27%
Federal Programs Technology	9,602	6,777	3,653	466	0	3,124	54%
Federal Programs Operation of Plant	7,500	5,800	0	0	0	5,800	0%
Food Service	1,031,988	1,323,167	655,696	94,672	63,333	604,137	54%
State Grants	85,734	120,443	72,487	12,627	0	47,956	60%
Before/After School Program	280,000	280,000	163,067	17,303	0	116,933	58%
Education Capital Projects	4,015,527	4,835,527	4,283,657	146,824	327,216	224,654	95%
GRAND TOTAL:	\$ 41,062,143	\$ 42,599,586	\$ 27,720,512	\$ 2,489,868	\$ 457,433	\$ 14,421,641	66%



LAKELAND BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES
Monday, March 3, 2025, 4:00 PM
Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002

I. CALL TO ORDER / MOMENT OF SILENCE / PLEDGE TO FLAG

With a quorum present, the meeting was called to order on Monday, March 03, 2025, at 4:00 PM, by Chair Laura Harrison. Laura Harrison led a moment of silence and led the Pledge to the Flag.

II. ROLL CALL

Attendance Taken at 4:00 PM.

Deborah Thomas:	Present
Keith Acton:	Absent
Michelle Childs:	Present
Laura Harrison (Chair):	Present
Jeremy Burnett (Vice-Chair):	Present

III. CHAIR'S WELCOME

IV. PUBLIC COMMENT (Limited to two (2) minutes per speaker.)

No comments.

V. REPORTS

1. Legislative Liaison Update

Legislative Representative Childs presented an update to the board which included information regarding education bills currently under consideration by the legislature, including bills on reducing the amount of state-mandated assessments; sports participation for virtual school attendees; charter school bills; increasing the amount of recess to 60 minutes per school day; and preschool special education funding. Questions from board members were taken and responses given accordingly.

2. Superintendent's Report

Superintendent Horrell reported on various administrative items:

- TN Purple Star Awards at both schools



**LAKELAND BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES**

Monday, March 3, 2025, 4:00 PM

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- LPS High School – In the running for Tennessee Arts Academy (TAA) Arts Rich Schools of Merit Award
- Dr. Terral, Certified Technology Education Leader certification
- Recognition of Fit to Roar employee program
- Community Feedback Night
- TSBA SCOPE Conference - 4 students selected
- Spring Break - March 17-21

VI. Monthly Financial Summary

- **January 2025**

VII. APPROVAL OF AGENDA

Jeremy Burnett (Vice-Chair) moved to approval of the agenda as presented, seconded by Laura Harrison (Chair). **Motion carried.**

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

VIII. CONSENT AGENDA

1. **Approval of Meeting Minutes: February 03, 2025 - Business Meeting**
2. **Approval of FY 24-25 Budget Amendments (03/25)**
3. **Approval of Amended Proposal from Renaissance Group, Inc. for Architectural and Engineering Services for the Proposed Lakeland Elementary School Outdoor Teaching Area and Central Office Renovations**
4. **Approval of Update to Policy 6.4081 - Safe Relocation of Students**
5. **Approval of Update to Policy 6.415 - Student Suicide Prevention**
6. **Approval of 26-27 Instructional Calendar**
7. **Approval of LSS Job Description:**
 - **Special Education Behavior Assistant**



LAKELAND BOARD OF EDUCATION
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Michelle Childs moved to amend the Consent Agenda by moving *Approval of Resolution 2025/03-01: Resolution Affirming the Intention of the Lakeland Board of Education to Participate in Section Four of the Education Freedom Act of 2025 Relative to Teacher Bonuses* to the Discussion/Action agenda. **Motion carried.**

Burnett (Vice-Chair): Aye
Childs: Aye
Harrison (Chair): Aye
Thomas: Aye

Laura Harrison (Chair) moved to approve the Consent Agenda as amended, seconded by Jeremy Burnett (Vice-Chair). **Motion carried.**

Burnett (Vice-Chair): Aye
Childs: Aye
Harrison (Chair): Aye
Thomas: Aye

IX. DISCUSSION / ACTION

1. Approval of Anti-Vaping & Anti-Drug Curriculum

Laura Harrison (Chair) moved to approve the Anti-Vaping & Anti-Drug Curriculum as presented, seconded by Jeremy Burnett (Vice-Chair). **Motion carried.**

Burnett (Vice-Chair): Aye
Childs: Aye
Harrison (Chair): Aye
Thomas: Aye



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2. Nomination of Volunteer of the Year

Laura Harrison (Chair) moved to bring the Volunteer of the Year to the floor for nominations, seconded by Jeremy Burnett (Vice-Chair). **Motion carried.**

Burnett (Vice-Chair):	Aye
Childs:	Aye
Harrison (Chair):	Aye
Thomas:	Aye

Superintendent Horrell presented Randy Moss as the 2025 LSS Volunteer of the Year nomination.

When the question was called, Randy Moss was confirmed as the 2025 LSS Volunteer of the Year.

Burnett (Vice-Chair):	Aye
Childs:	Aye
Harrison (Chair):	Aye
Thomas:	Aye

3. Review Policy Manual: Section 5 (Second Half)

No action taken.

4. Approval of Resolution 2025/03-01: Resolution Affirming the Intention of the Lakeland Board of Education to Participate in Section Four of the Education Freedom Act of 2025 Relative to Teacher Bonuses

Laura Harrison (Chair) moved to bring the Volunteer of the Year to the floor for nominations, seconded by Jeremy Burnett (Vice-Chair). **Motion carried.**

Burnett (Vice-Chair):	Aye
Childs:	Aye



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Harrison (Chair): Aye

Thomas: Aye

Superintendent Horrell noted that the bonuses would be paid to classroom teachers and school counselors.

When the question was called, Resolution 2025/03-01: Resolution Affirming the Intention of the Lakeland Board of Education to Participate in Section Four of the Education Freedom Act of 2025 Relative to Teacher Bonuses, was approved as presented.

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

X. ANNOUNCEMENTS

XI. ADJOURNMENT

There being no other business on which to take action, Jeremy Burnett moved to adjourn the meeting, seconded by Laura Harrison. **Motion carried.**

Burnett (Vice-Chair): Aye

Childs: Aye

Harrison (Chair): Aye

Thomas: Aye

The meeting was adjourned at 04:28 PM on Monday, March 03, 2025.
These minutes were approved on Monday, April 14, 2025.

[Signature page follows]



LAKELAND BOARD OF EDUCATION
SPECIAL CALLED MEETING MINUTES
Monday, March 3, 2025, 4:00 PM
Lakeland City Hall / Board Room
10001 Highway 70
Lakeland, TN 38002

Laura Harrison, Chair

ATTEST:

Dr. Ted Horrell, Superintendent

Jessica Millspaugh, Board Secretary



*Last updated 11/04/24
Proposed changes 04/14/25*

Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Elementary	\$5	Art Club Fee	Art Club
Lakeland Elementary	Not to exceed \$300	Camp Invention Fee	Camp Invention
Lakeland Elementary	Not to exceed \$150	Chess Club Fee	Chess Club
Lakeland Elementary	\$150	Drama Camp Fee	Drama Camp
Lakeland Elementary	Not to exceed \$75	Drama Club Fee	Drama Club
Lakeland Elementary	Not to exceed \$100	Kindergarten Camp Fee	Kindergarten Camp
Lakeland Elementary	Not to exceed \$200	Lego Club Fee	Lego Club
Lakeland Elementary	Not to exceed \$75	Memphis Youth Athletics	Cross Country
Lakeland Preparatory	Not to Exceed \$100	5-6 Winter Musical Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	5-6 Winter Musical Crew Fee	Theatre
Lakeland Preparatory	Not to Exceed \$100	7-10 Fall Production Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	7-10 Fall Production Crew Fee	Theatre
Lakeland Preparatory	Not to Exceed \$150	7-10 Spring Production Cast Fee	Theatre
Lakeland Preparatory	Not to Exceed \$50	7-10 Spring Production Crew Fee	Theatre
Lakeland Preparatory	Not to exceed \$400	Baseball Fee	Baseball
Lakeland Preparatory	Not to exceed \$1000	Basketball Cheerleading Fee	Basketball Cheer
Lakeland Preparatory	\$21	Battle of the Books Fee	Battle of the Books
Lakeland Preparatory	Not to exceed \$300	Bowling Fee	Bowling
Lakeland Preparatory	Not to exceed \$375	Boys Basketball Fee	Boys Basketball
Lakeland Preparatory	Not to exceed \$400	Boys Lacrosse Fee	Boys Lacrosse
Lakeland Preparatory	Not to exceed \$550	Boys Soccer Fee	Boys Soccer
Lakeland Preparatory	\$250	Chess Club Fee	Chess Club
Lakeland Preparatory	\$10	Club Fee	MS Science Club
Lakeland Preparatory	Not to exceed \$4500	Competitive Cheerleading Fee	Competitive Cheer
Lakeland Preparatory	Not to exceed \$200	Cross Country Fee	Cross Country
Lakeland Preparatory	Not to exceed \$20	DECA Membership	CTE Student Organization (Entrepreneurship)



*Last updated 11/04/24
Proposed changes 04/14/25*

Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	Not to exceed \$50	Events Sponsored by WTVMEA (All West, Choral Festival, Workshops)	Honor Choir
Lakeland Preparatory	\$250	Fall Tennis Fee	Tennis
Lakeland Preparatory	Not to exceed \$375	Football Fee	Football
Lakeland Preparatory	Not to exceed \$375	Girls Basketball Fee	Girls Basketball
Lakeland Preparatory	Not to exceed \$400	Girls Lacrosse Fee	Girls Lacrosse
Lakeland Preparatory	Not to exceed \$550	Girls Soccer Fee	Girls Soccer
Lakeland Preparatory	Not to exceed \$250	Golf Fee	Golf
Lakeland Preparatory	\$14	HOSA Membership Fee	CTE Student Organization (Health Sciences)
Lakeland Preparatory	Not to exceed \$50	International Thespian Society (High School)	Theatre
Lakeland Preparatory	\$20	Jazz Band Fee	Band
Lakeland Preparatory	Not to exceed \$30	Jr International Thespian Society (Middle School)	Theatre
Lakeland Preparatory	\$35	Junior Beta Club Membership Fee	Junior Beta Club
Lakeland Preparatory	Not to exceed \$50	Knowledge Bowl Team Fees	Knowledge Bowl Club
Lakeland Preparatory	\$40	Local Membership Fee	American Chemical Society
Lakeland Preparatory	Not to exceed \$500	Marching Band and Color Guard Fee	High School Band and Color Guard
Lakeland Preparatory	\$5	National Elementary Honor Society Dues	NEHS
Lakeland Preparatory	\$40	National Honor Society Membership Fee	NHS
Lakeland Preparatory	\$15	National Junior Honor Society Dues	NEJS
Lakeland Preparatory	Not to exceed \$35	National Technical Honor Society	NTHS
Lakeland Preparatory	Not to exceed \$2000	Non-Curricular Field Trips	Various
Lakeland Preparatory	\$50	Parking Fee	Administrative
Lakeland Preparatory	Not to exceed \$25	PSAT Exam Fee	PSAT Test
Lakeland Preparatory	Not to exceed \$100	Robotics Competition Fees	Robotics Club
Lakeland Preparatory	\$125	Senior Activity Fee	Senior Activities
Lakeland Preparatory	Not to exceed \$75	Senior Banner Fee	Various



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Proposed changes 04/14/25*

Lakeland School System Fees List

REQUIRED FEES FOR 2024-25

School	Required Fee	Purpose	Activity / Program
Lakeland Preparatory	\$50	Senior Parking Painting	Senior Activities
Lakeland Preparatory	Not to exceed \$20	Skills USA Membership	CTE Student Organization (Criminal Justice)
Lakeland Preparatory	Not to exceed \$400	Softball Fee	Softball
Lakeland Preparatory	\$30	Spanish Honor Society	Sociedad Honoraria Hispanica
Lakeland Preparatory	\$100	Spring Production Cast Fee	Theatre
Lakeland Preparatory	Not to exceed \$300	Spring Tennis Fee	Tennis
Lakeland Preparatory	\$25	Student Council HS	Student government
Lakeland Preparatory	Not to exceed \$300	Swimming Club Fee	Swim Club
Lakeland Preparatory	Not to exceed \$250	Track & Field Fee	Track & Field
Lakeland Preparatory	Not to exceed \$20	TSA Membership	CTE Student Organization (STEM and A/V Production)
Lakeland Preparatory	Not to exceed \$350	Volleyball Fee	Volleyball
Lakeland Preparatory	Not to exceed \$325	Winter Guard Fee	Winter Guard
Lakeland Preparatory	Not to exceed \$300	Wrestling Fee	Wrestling



*Last updated 11/04/24
Proposed changes 04/14/25*

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Elementary	\$10	4th Grade Recorder Fee	Music
Lakeland Elementary	Not to exceed \$10	Class T-Shirt Fee	School-wide
Lakeland Elementary	Not to exceed \$288	Chromebook Repair Fee	School-Wide
Lakeland Elementary	\$288	Chromebook Replacement Fee	School-Wide
Lakeland Elementary	\$99	Damaged iPad Fee	School-Wide
Lakeland Elementary	Not to exceed \$50	School Day Field Trips	Varied
Lakeland Elementary	\$30	Technology Fee	School-wide
Lakeland Preparatory	\$200	½ Credit Per Session Fee	Credit Recovery
Lakeland Preparatory	\$50	5 Day Art (All Grades)	Art
Lakeland Preparatory	\$20	5th Grade Art and 6th Grade MAPS Rotation Art	Art
Lakeland Preparatory	\$25	AAPPL Language Test	French
Lakeland Preparatory	\$25	AAPPL Language Test	Spanish
Lakeland Preparatory	Not to Exceed \$100	Advanced Placement (AP) Exam Fee	Various
Lakeland Preparatory	\$80	Autodesk Inventor Certification	STEM III
Lakeland Preparatory	\$75	Band Instrument Rental Fee (Summer)	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Band Instrument Rental Fee Per Semester	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Band Shirt and Supply Fee	MS Band / HS Concert Band
Lakeland Preparatory	\$75	Choir Shirt and Supply Fee	Choir
Lakeland Preparatory	\$288	Chromebook Replacement Fee	School-Wide
Lakeland Preparatory	\$20	Course Fee	Introduction to Theatre
Lakeland Preparatory	\$20	Course Fee	Acting



*Last updated 11/04/24
Proposed changes 04/14/25*

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Preparatory	\$20	Course Fee	Tech Theatre
Lakeland Preparatory	\$40	Course Fee	CTE Audio Visual Technology I and II
Lakeland Preparatory	\$99	Damaged iPad Fee	School-Wide
Lakeland Preparatory	\$30	Device Case Replacement Fee	School-Wide
Lakeland Preparatory	\$45	Device Charger Replacement Fee	School-Wide
Lakeland Preparatory	\$50	Device Damage Incident Fee	School-Wide
Lakeland Preparatory	\$50	Device Protection Fee	School-wide
Lakeland Preparatory	Not to exceed \$288	Device Repair Fee	School-Wide
Lakeland Preparatory	\$40	Instructional Technology Fee	School-wide
Lakeland Preparatory	\$25	Lab fee	Chemistry
Lakeland Preparatory	\$25	Lab fee	Biology
Lakeland Preparatory	\$40	Lab Fee	AP Environmental Science
Lakeland Preparatory	\$25	Lab Fee	CTE Health Science Education
Lakeland Preparatory	\$25	Lab Fee	CTE Medical Therapeutics
Lakeland Preparatory	\$25	Lab Fee	Earth Science
Lakeland Preparatory	\$30	Lab Fee	Anatomy and Physiology
Lakeland Preparatory	\$30	Lab Fee	Physics
Lakeland Preparatory	\$40	Lab Fee	AP Biology
Lakeland Preparatory	\$40	Lab Fee	AP Chemistry
Lakeland Preparatory	\$25	Lab Fee	CTE STEM I
Lakeland Preparatory	\$25	Lab Fee	CTE STEM II



*Last updated 11/04/24
Proposed changes 04/14/25*

Lakeland School System Fees List

REQUESTED FEES FOR 2024-25

School	Requested Fee	Purpose	Course
Lakeland Preparatory	\$25	Lab Fee	CTE STEM III
Lakeland Preparatory	\$40	Lab Fee	Dual Enrollment Anatomy and Physiology
Lakeland Preparatory	\$40	Lab Fee	Dual Enrollment Biology
Lakeland Preparatory	\$25	Local Dual Credit Wellness Course Exam Fee	Wellness
Lakeland Preparatory	\$96	Microsoft Office Specialist Certification	CTE Entrepreneurship
Lakeland Preparatory	\$10	MS Science Lab Fee	All MS Science Courses
Lakeland Preparatory	\$32	OSHA 10 Certification Fee	CTE
Lakeland Preparatory	\$25	PE Uniform Fee	PE
Lakeland Preparatory	Not to exceed \$60	Pre-Engineering and Robotics Certification	STEM II
Lakeland Preparatory	\$10	Recorder Fee	Music (5th Grade)
Lakeland Preparatory	Not to exceed \$50	Curricular Field Trips	Varied
Lakeland Preparatory	\$75	Strings Instrument Rental Fee Per Semester	Strings
Lakeland Preparatory	\$75	Strings Shirt and Supply Fee	Strings
Lakeland Preparatory	\$20	Course Fee	Middle School Theatre Courses
Lakeland Preparatory	\$25	Course Fee	Middle School STEM Courses



Proposed 04/14/25

Lakeland School System Fees List

REQUESTED FEES FOR 2025-26

School	Requested Fee	Purpose	Course
Lakeland Preparatory	\$165	Certified Clinical Medical Assistant (CCMA) Certification	CTE



LAKELAND SCHOOL SYSTEM
BUDGET PLANNING AND PREPARATION CALENDAR
FOR FISCAL YEAR 2025-2026

April 7, 2025	INITIAL BUDGET PRESENTED TO LAKELAND SCHOOL SYSTEM BOARD OF EDUCATION AT WORK SESSION
April 7-14, 2025	BOARD REVIEW OF FY 2025-2026 BUDGET (Individual Meetings To Be Scheduled)
April 14, 2025	PROPOSED BUDGET APPROVED BY LAKELAND SCHOOL SYSTEM BOARD OF EDUCATION AT BUSINESS MEETING
April 2025	LAKELAND SCHOOL SYSTEM SUBMITS BUDGET TO THE CITY OF LAKELAND
May 5, 2025	PROPOSED BUDGET PRESENTED TO LAKELAND SCHOOL SYSTEM BOARD OF EDUCATION
May 12, 2025	PROPOSED BUDGET APPROVED BY LAKELAND SCHOOL SYSTEM BOARD OF EDUCATION
May 2025	LAKELAND SCHOOL SYSTEM SUBMITS BUDGET TO THE CITY OF LAKELAND
May 15, 2025	BUDGET PRESENTED FOR FIRST READING AT LAKELAND BOARD OF COMMISSIONERS MEETING
June 5, 2025	BUDGET PRESENTED FOR PUBLIC HEARING AND FINAL READING AT LAKELAND BOARD OF COMMISSIONERS MEETING
June 30, 2025	SUBMIT BUDGET TO STATE OF TENNESSEE - COMPTROLLER'S OFFICE
July 31, 2025	SUBMIT BUDGET TO STATE OF TENNESSEE - DEPARTMENT OF EDUCATION

LSS Proposed Budget Amendment							
Fund 141 - General Fund							
Account Number Fnd T Acct Obj Prj Loc Prg	Account Level Description	FY 24-25 Revised Budget	FY 24-25 FY Activity	FY 24-25 Encumbered	FY 24-25 Available Funds	Proposed Amendment	Difference
Revenue:							
141 R 46590 000 000 00000 000	Other State Education Funds	\$ -	\$ 500,000.00	\$ -	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
141 R 46513 000 000 00000 000	TISA On-Behalf Payments	\$ -	\$ -	\$ -	\$ -	\$ 30,852.85	\$ 30,852.85
Total Revenue:		\$ -	\$ 500,000.00	\$ -	\$ 500,000.00	\$ 530,852.85	\$ 530,852.85
Expenditures:							
141 E 71100 449 310 00116 000	Textbooks	\$ 42,161.03	\$ 9,534.63	\$ 896.00	\$ 31,730.40	\$ 125,494.36	\$ 83,333.33
141 E 71100 449 310 02000 000	Textbooks	\$ 127,167.20	\$ 27,426.07	\$ 1,046.00	\$ 98,695.13	\$ 210,500.53	\$ 83,333.33
141 E 71100 449 310 03000 000	Textbooks	\$ 300,173.95	\$ 83,779.75	\$ -	\$ 216,394.20	\$ 383,507.29	\$ 83,333.34
141 E 71100 471 310 00116 000	Software	\$ 80,556.00	\$ 54,748.15	\$ 799.92	\$ 25,007.93	\$ 163,889.33	\$ 83,333.33
141 E 71100 471 310 02000 000	Software	\$ 49,238.88	\$ 43,158.88	\$ 799.92	\$ 5,280.08	\$ 132,572.21	\$ 83,333.33
141 E 71100 471 310 03000 000	Software	\$ 141,657.46	\$ 33,895.48	\$ 800.16	\$ 106,961.82	\$ 224,990.80	\$ 83,333.34
141 E 72510 207 410 01000 000	Medical Insurance	\$ 51,000.00	\$ 29,540.13	\$ -	\$ 21,459.87	\$ 45,500.00	\$ (5,500.00)
141 E 72510 122 410 01000 000	Purchasing Personnel	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)
141 E 72610 207 625 00116 000	Medical Insurance	\$ 25,000.00	\$ 12,070.10	\$ -	\$ 12,929.90	\$ 16,500.00	\$ (8,500.00)
141 E 72610 207 625 02000 000	Medical Insurance	\$ 45,000.00	\$ 27,720.23	\$ -	\$ 17,279.77	\$ 40,000.00	\$ (5,000.00)
141 E 72610 204 625 00116 000	State Retirement	\$ 14,480.00	\$ 5,196.14	\$ -	\$ 9,283.86	\$ 9,480.00	\$ (5,000.00)
141 E 72610 204 625 03000 000	State Retirement	\$ 15,100.00	\$ 7,036.79	\$ -	\$ 8,063.21	\$ 10,100.00	\$ (5,000.00)
141 E 72250 204 360 01000 000	State Retirement	\$ 28,980.00	\$ 12,888.35	\$ -	\$ 16,091.65	\$ 18,980.00	\$ (10,000.00)
141 E 72250 701 360 01000 000	Administration Equipment	\$ 40,000.00	\$ 18,459.49	\$ 6,399.00	\$ 15,141.51	\$ 80,000.00	\$ 40,000.00
141 E 72250 207 360 01000 000	Medical Insurance	\$ 45,000.00	\$ 20,741.29	\$ -	\$ 24,258.71	\$ 30,000.00	\$ (15,000.00)
141 E 72250 524 360 01000 000	In-Service/Staff Development	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ 4,000.00	\$ (2,000.00)
141 E 76100 706 810 01000 000	Building Construction	\$ -	\$ -	\$ -	\$ -	\$ 17,000.00	\$ 17,000.00
141 E 71200 595 000 00000 000	TISA On-Behalf	\$ -	\$ -	\$ -	\$ -	\$ 30,852.85	\$ 30,852.85
Total Expenditures:		\$ 1,012,514.52	\$ 386,195.48	\$ 10,741.00	\$ 615,578.04	\$ 1,543,367.37	\$ 530,852.85

Lakeland Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 04/14/25
		Rescinds: 2.805	Issued: 09/05/23

General

Lakeland School System will follow the procurement procedures established by the Board of Commissioners of the City of Lakeland with the exception of our higher competitive bid threshold of ~~\$25,000~~ \$50,000.

The school system will purchase competitively and seek maximum educational value for every dollar expended. Authorization to purchase shall be provided by the Board. ~~The superintendent or finance director shall serve as purchasing agent for system-wide purchasing.~~ The finance office shall assign an individual to the role of purchasing agent for system-wide purchasing.¹ Principals shall serve as purchasing agents for individual schools.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any materials, supplies, or services purchased by unauthorized individuals or in an un-prescribed manner.

No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other employee unless he/she first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

The Board shall purchase locally whenever the conditions are comparable or when it is most practical under the circumstances.

Individual Schools

The superintendent must approve the following purchases:

1. a single piece of equipment costing more than five thousand dollars (\$ 5,000.00);
2. one that is to be attached to or one that requires alteration of the building; or
3. one that will become a permanent fixture.

Central Office²

ROUTINE PURCHASES

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the

budget and will normally be authorized by the Board at the beginning of the fiscal year. The superintendent or his/her designee shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation from budgeted estimates occurs or becomes necessary.

SPECIAL PURCHASES

Special purchases are those which are not routine and which may or may not be specifically identified by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an unusual quantity or nature. All purchases in this category shall require specifications prior Board approval. Items such as furniture, fixtures, and equipment for major construction projects may be approved as a general budget category in the capital projects budget. In its approval, the Board may place constraints on the superintendent requiring Board evaluation and/or approval at various steps in the procurement process. This will be determined by the Board on an individual basis depending on the nature of the procurement action.

EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the superintendent. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

PURCHASING OF SURPLUS PROPERTY

The superintendent and other employees designated by the Board shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the superintendent is authorized to purchase any needed items through suppliers approved on the state bid list.

COOPERATIVE PURCHASING³

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

ONLINE PURCHASING

The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted with the following requirements:

1. Prior authorization must be obtained from the superintendent before setting up new online accounts, and schools shall maintain a list of accounts.
2. Online purchases must be for school purposes and made in accordance with established policies and procedures. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.⁴
3. The availability of money for the fund/account in question should be determined before Purchase Orders are approved.
4. All Purchase Orders must be properly filled out and approved prior to a purchase.
5. Price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

PURCHASING WITH FEDERAL GRANT FUNDS

Before grant funds are obligated or expended, the superintendent or his designee shall review the cost of a proposed expenditure and determine if it is an allowable use of federal grant funds.⁵ The superintendent will minimize the time that elapses between the transfer and disbursement of funds once an expenditure is approved.

No person officially connected with or employed by the school system may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the superintendent shall disclose the potential conflict to the federal awarding agency in writing.⁶

Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8
3. TCA 12-3-1205
4. TCA 49-2-608
5. 2 CFR § 200.403
6. 2 CFR § 200.112

Cross References

Executive Committee 1.301
Credit Cards/Credit Lines 2.8051
Purchase Orders and Contracts 2.808
Conflict of Interest 5.601

Lakeland Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Student Disciplinary Hearing Authority	Descriptor Code: 6.317	Issued Date: 04/14/25
		Rescinds: 6.317	Issued: 08/10/20

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. The Board shall appoint members to the DHA which shall consist of three (3) members, (maximum number must not exceed total membership of Board). The Superintendent shall recommend members of the DHA to the Board for approval. At least one (1) DHA member shall be a licensed employee of the district, and such appointments are for one (1) year terms and subject to reappointment. Board members shall not serve on the DHA.¹

The superintendent shall appoint a Chair of the DHA from the members appointed by the Board. The Chair shall perform the following duties:

1. Set the time, place and date for each hearing;
2. Maintain order and structure during each hearing; and
3. Prepare, sign, and disseminate the minutes of each meeting.

Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent or guardian of the student, the student, and any other appropriate person of the time, place and date of the hearing. The hearing must be held no later than ten (10) working days after the beginning of the suspension.²

The DHA may take the following disciplinary actions:³

1. Affirm the decision of the school principal;
2. Order removal of the suspension unconditionally;
3. Order removal of the suspension upon such terms and conditions as it deems reasonable;
4. Assign the student to an alternative program; or
5. Suspend the student for a specified period of time.*

Within five (5) working days of the DHA rendering a decision, the student, Principal, Principal-Teacher or Assistant Principal may request a review by the ~~Board~~ Superintendent, and the ~~Board shall review the record~~ Superintendent may exercise any disciplinary authority granted to the DHA in responding to such an appeal. Within (5) working days of the Superintendent rendering a decision, the student, principal,

principal-teacher or assistant principal may request a review by the Board, and the Board shall review the record. Following the review, the Board may take the following actions.

*Grant Request for Hearing*⁴

If the Board grants a hearing, it shall provide notice to the student and/or his/her parent(s)/guardian(s). The notice of the hearing shall include a statement that, unless the student or the student's parent(s)/guardian(s) requests an open hearing in writing within five (5) working days of receipt of the notice, the hearing shall be closed to the public.

The Board may affirm, overturn, or modify the decision of the DHA.

*Deny Request for Hearing*⁴

If the Board does not grant a hearing, it may affirm, overturn, or modify the decision of the DHA. The Board shall not impose a more severe penalty than that imposed by the DHA without first providing an opportunity for a hearing before the Board.

*** Note: Zero-tolerance offenses as set forth in statute require mandatory calendar year expulsion or assignment to alternative placement for a calendar year unless modified by the superintendent.**

Legal References

1. TCA 49-6-3401(c)(4)(C)
2. TCA 49-6-3401(c)(4)(D)
3. TCA 49-6-3401(c)(5)
4. TCA 49-6-3401(c)(6)

Cross References

Procedural Due Process 6.302
Suspension 6.316
Alternative Education 6.319
Student Records 6.600

Lakeland School System
Teacher Tenure Recommendations
2024-2025

Bridgett	Church	Lakeland Elementary School
Tina	David	Lakeland Elementary School
Jessica	Earnest	Lakeland Elementary School
Elizabeth	Griffith	Lakeland Elementary School
Nikole	Hamlett	Lakeland Preparatory School
Heather	Hanewall de Rios	Lakeland Preparatory School
Sarah	Harmon	Lakeland Elementary School
Brent	Hopper	Lakeland Preparatory School
Christy	Keaton	Lakeland Preparatory School
Anna	Miller	Lakeland Elementary School
Jonathan Blake	Miller	Lakeland Preparatory School
Mallory	Nobles	Lakeland Elementary School
Wendy	Sebastian	Lakeland Elementary School
Angela	Todd	Lakeland Elementary School

Report of Local Adoption of Textbooks*
This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

For the School Year 2025-2032

Report for schools of Lakeland ☐ County, ☒ City, or ☐ Special District.

Subject: AP Sciences

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of AP Sciences, recommend that the Lakeland (County or City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Lakeland (County or City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
☒	☐	☐	9-12	Serway, Vuille, Hughes	College Physics	Cengage
☒	☐	☐	9-12	Hillis, Sadava, Hill & Price	Biology for the AP Course	Bedford, Freeman & Worth
☒	☐	☐	9-12	Friedland	Environmental Science for the AP Course	Bedford, Freeman & Worth
☒	☐	☐	9-12	Brown & LeMay	Brown/ LeMay Chemistry	Pearson
☐	☐	☐				
☐	☐	☐				
☐	☐	☐				

We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 Emily Nelson 2 Keri Elbridge 3 _____
4 _____ 5 _____

Oath to Be Administered to Members of the Local Textbook Committee

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability."

1 See Attached 2 _____ 3 _____
4 _____ 5 _____

*Complete one (1) form for each local adoption committee.

Report of Local Adoption of Textbooks*

This form remains in the office of the Local Director of Schools for the 6 year Adoption Period

Report for schools of Lakeland ☐ County, ☒ City, or ☐ Special District.

For the School Year 2026-2032

Subject: Science

Recommendation of Local Textbook Selecting Committee

We, the duly appointed members of the Local Textbook Selecting Committee for the Subject of Science, recommend that the Lakeland (County or City) Board of Education adopt, from the State Approved List, the following textbooks to be used in the public schools of Lakeland (County or City), as approved by the law and contract:

State Approved	Waiver Approved	Technology Dependent	Grade	Author	Title	Company
☒	☐	☐	K-8	Miller, Padilla & Wyssession	TN Elevate Science	SAVVAS
☒	☐	☐	9-12	Hendrix, Thompson & Turk	National Geographic Earth Science	Cengage
☒	☐	☐	9-12	Miller/ Spoolman	National Geographic Environmental Science	Cengage
☒	☐	☐	9-12	Biggs, Hagins, Holliday, et al	Tennessee Science: Biology	McGraw- Hill
☒	☐	☐	9-12	Zumdahl, Zumdahl & DeCoste	Cengage Chemistry	Cengage
☒	☐	☐	9-12	Welsh	Hole's Essentials of Human Anatomy and Physiology	McGraw- Hill
☒	☐	☐	9-12	Biggs, Hagins, Holliday, et al	Tennessee Science: Physics	McGraw-Hill

We hereby certify that we have returned to the office of the superintendent all the samples of textbooks submitted to us. Signatures of members of the Local Selecting Committee for this subject:

1 Emily Nelson 2 Keri Elbridge 3 _____
4 _____ 5 _____

Oath to Be Administered to Members of the Local Textbook Committee

"I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the Committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of the Committee to the best of my skill and ability."

1 See Attached 2 _____ 3 _____
4 _____ 5 _____

*Complete one (1) form for each local adoption committee.



Return by May 15 to:
Director of Content
Andrew Johnson Tower, 11th floor
710 James Robertson Parkway Nashville, TN 37243-0379

**Certification of Adoption by
Local Board of Education**

The Lakeland School System Board of Education approved the City, County,
or Special School District adoption of the textbooks as indicated on the attached Local Adoption Report Abstract
during the meeting of the board on _____.

Month, Day, Year

If the LEA has chosen to adopt any materials not on contract, then we do hereby certify the following:

- ☐ The LEA's unique needs require adopting materials not on the state's official list.
- ☐ The materials adopted by this LEA were screened by a review committee, appointed in accordance with T.C.A. § 49-6-2207 and were determined to be aligned to the standards by evaluating the materials using the screening instrument approved by the Textbook and Instructional Materials Quality Commission.
- ☐ The adoption abstract, this certification of adoption, and the local panels' reviews will be posted to the LEA's website within 30 days of local board approval.
- ☐ All materials adopted by this LEA that are not on contract have been approved by waiver (if any waivers were granted, you must attach them to this form).
- ☐ The LEA agrees to furnish any materials requested by TDOE for review.

Date

Chairman, Board of Education

Date

Director of Schools

New Course Title	Textbook Requested	Vendor	Number Needed
AP Calculus	Calculus: Graphical, Numerical, Algebraic AP Edition	SAVVAS	30
AP Government	American Government: Stories of a Nation: For the AP Course	Bedford St. Martins	20
AP MacroEconomics	Krugman's Macroeconomics for the AP Course 4th ed	Bedford	30
AP English Literature	Perrine's Literature: Structure, Sound, and Sense	Cengage	30
US Government	United States Government: Our Democracy	McGraw-Hill	30 Books/ 160 Digital Licenses
Economics	TN Economics	Pearson	30 Books/ 160 Digital Licenses
Contemporary Issues	Current Issues and Enduring Questions 13th Edition	McMillan Learning	30
Math Reasoning	Blitzer- Thinking Mathematically 8th edition	Pearson	30
SDC Statistics	Elementary Statistics 14th edition	Pearson	40