

TRENTON SPECIAL SCHOOL DISTRICT
Board of Education Regular Meeting
Central Office - 6:00 PM
October 12, 2021

1. **INVOCATION:**
2. **CALL TO ORDER:**
3. **APPROVE AGENDA:**
 1. Approval of October 12th Agenda:
4. **APPROVE MINUTES:**
 1. Approval of September 7th Minutes:
5. **RECOGNITIONS:**
 1. Gibson Connect - Teacher/ School Donations:
 2. Teacher of the Year
 - TES - Stephanie King
 - TRMS - Rachel Hays
 - PHS - Ben DiChiara
 - District - Ben DiChiara:
6. **CONSENT AGENDA:**
 1. Approval of Central Office Financial Report:
 2. Approval of Three Schools Financial Report:
 3. Approval of TES Surplus:
 4. Approval of General Purpose Budget Amendments:
7. **REGULAR AGENDA:**
 1. Approval of Tenure for TES Teachers:
 1. April Merando, 4th Grade:
 2. Amy Woodward, 3rd Grade:

2. Approval of Tenure for TRMS Teachers:
 1. Missy Wood, Librarian:
3. Approval of Tenure for PHS Teachers:
 1. Ben DiChiara, STEM:
 2. Kerry Smith, Guidance:
4. Approval of TRMS BETA Attending State Convention - November 21-23 in Nashville, TN:
5. Approval of ARP IDEA Application/Budget:
6. Approval of New General Purpose Budget Items:
7. Approval of Second Reading of Policy 2.400 Revenues:
8. Approval of Second Reading of Policy 2.806 Bids and Quotations:
9. Approval of First Reading of Policy 5.117 Teacher Tenure:
10. Approval of First Reading of Separation Practices for Non-Tenured Teachers:
11. Approval of 2021 Local Education Agency Compliance Report:
8. **DIRECTORS REPORT:**
 1. TES Resignations - Jessica Cruise, Cafeteria and Colby Lents, Custodian:
 2. TSBA Leadership Conference and Convention - Thursday, November 18th to Sunday, November 21st:
 3. TSBA Day at the Capitol - May 16 to May 17, 2022:
9. **ADJOURNMENT:**

TRENTON SPECIAL SCHOOL DISTRICT
Board of Education Regular Meeting
PHS Technology Lab – 6 pm
October 12, 2021

1. INVOCATION

2. CALL TO ORDER

3. APPROVE AGENDA

- 3.1. Approval of October 12th Agenda

4. APPROVE MINUTES

- 4.1. Approval of September 7th Minutes

5. RECOGNITIONS

- 5.1. Gibson Connect - Teacher/ School Donations
- 5.2. Teacher of the Year
 - TES - Stephanie King
 - TRMS - Rachel Hays
 - PHS - Ben DiChiara
 - District - Ben DiChiara

6. CONSENT AGENDA

- 6.1. Approval of Central Office Financial Report
- 6.2. Approval of Three Schools Financial Report
- 6.3. Approval of TES Surplus
- 6.4. Approval of General Purpose Budget Amendments

7. REGULAR AGENDA

- 7.1. Approval of Tenure for TES Teachers
 - 7.1.1. April Merando, 4th Grade
 - 7.1.2. Amy Woodward, 3rd Grade
- 7.2. Approval of Tenure for TRMS Teachers
 - 7.2.1. Missy Wood, Librarian
- 7.3. Approval of Tenure for PHS Teachers
 - 7.3.1. Ben DiChiara, STEM
 - 7.3.2. Kerry Smith, Guidance
- 7.4. Approval of TRMS BETA Attending State Convention - November 21-23 in Nashville, TN
- 7.5. Approval of ARP IDEA Application/Budget
- 7.6. Approval of New General Purpose Budget Items
- 7.7. Approval of Second Reading of Policy 2.400 Revenues
- 7.8. Approval of Second Reading of Policy 2.806 Bids and Quotations
- 7.9. Approval of First Reading of Policy 5.117 Teacher Tenure
- 7.10. Approval of First Reading of Separation Practices for Non-Tenured Teachers
- 7.11. Approval of 2021 Local Education Agency Compliance Report

8. DIRECTORS REPORT

- 8.1. TES Resignations - Jessica Cruise, Cafeteria and Colby Lents, Custodian
- 8.2. TSBA Leadership Conference and Convention - Thursday, November 18th to Sunday, November 21st
- 8.3. TSBA Day at the Capitol - May 16 to May 17, 2022

9. ADJOURNMENT

TRENTON SPECIAL SCHOOL DISTRICT
Board of Trustees' Regular Meeting
PHS Technology Lab – 6 p.m.
September 7, 2021

ROLL CALL: The Trenton Special School District Board of Trustees met in regular meeting on Tuesday, September 27, 2021, at 6 p.m. In attendance were the following:

Mark Harper, Board Chairman
Katie Dinwiddie
Dee Ann McEwen
Shannon Parra

Tim Haney, Director of Schools
Clint Hickerson
Justin Weaver

CALL TO ORDER: Chairman Mark Harper called the meeting to order.

APPROVAL OF AGENDA: Chairman Harper presented the agenda for the September 7, 2021 Regular Meeting for approval. Dee Ann McEwen made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF MINUTES: Chairman Harper presented the minutes of the July 27, 2021, Regular Meeting for approval. With no additions or corrections, Clint Hickerson made a motion to approve with a second by Justin Weaver. The motion carried unanimously.

RECOGNITIONS: Director Tim Haney recognized the newly re-elected Board Members: Clint Hickerson, Dee Ann McEwen, and Justin Weaver.

Chairman Harper administered the Oath of Office to the re-elected members: Clint Hickerson, Position 3; Dee Ann McEwen, Position 2; and Justin Weaver, Position 5.

Tammy Smith shared that The Foundation donated \$1,500 to the Backpack Program.

Chairman Harper and Director Haney presented a \$20,000 donation to Tony Burriss for TSSD band students participating in the Gibson County Mass Band's trip to the Rose Bowl.

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

1. Approval of Central Office Financial Report
2. Approval of Three Schools Financial Report
3. Approval of CTE Amendment #1

Justin Weaver made the motion to approve with a second by Clint Hickerson. The motion carried unanimously.

REGULAR AGENDA: The following items appeared on the "Regular Agenda":

ELECTION OF 2021-2022 BOARD OFFICERS: Director Haney opened the floor for nominations for Chairman. Justin Weaver nominated Dr. Mark Harper with a second by

Dee Ann McEwen. With no other nominations, Justin Weaver made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

Director Haney turned the floor back over to Chairman Harper.

Chairman Harper opened the floor for nominations for Vice Chairman. Clint Hickerson nominated Justin Weaver for Vice Chairman with a second by Dee Ann McEwen. With no other nominations, Katie Dinwiddie made a motion to approve with a second Dee Ann McEwen. The motion carried unanimously.

Chairman Harper opened the floor for nominations for Chairman Pro Tem. Dee Ann McEwen nominated Clint Hickerson for Chairman Pro Tem with a second by Justin Weaver. With no other nominations, Justin Weaver made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

Chairman Harper opened the floor for nominations for Fiscal Agent. Justin Weaver nominated Dee Ann McEwen for Fiscal Agent with a second by Katie Dinwiddie. With no other nominations, Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

Chairman Harper opened the floor for nominations for TLN Representative. Clint Hickerson nominated Katie Dinwiddie for TLN Representative with a second by Dee Ann McEwen. With no other nominations, Justin Weaver made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

APPROVAL OF FY22 ESSER 3.0 APPLICATION: Amy Allen and Michele Elliott requested approval of the FY22 ESSER 3.0 application for \$2,882,182.33. Katie Dinwiddie made a motion to approve with a second by Justin Weaver. The motion carried unanimously.

APPROVAL OF NEW GENERAL PURPOSE BUDGET ITEMS: Tammy Smith requested approval of the addition of \$1,500 for Backpack donation. Clint Hickerson made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

Tammy Smith requested approval of the addition of \$780 from the sale of library surplus items to be used for STEM supplies with the renovation of the library. Justin Weaver made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

APPROVAL OF IMPLEMENTATION OF SQUARE POINT OF SALE AT PHS: Tammy Smith requested approval of beginning to use Square Point of Sale at PHS for donations. There is a 2.6% of sale plus \$0.10 for each swipe of the card. The Comptroller's Office has already been notified and just needing board approval to implement. Clint Hickerson made a motion to approve with a second by Justin Weaver. The motion carried unanimously.

APPROVAL OF FIRST AND FINAL READING OF POLICY 6.20 ATTENDANCE: Shane Jacobs requested approval of the first and final reading of Policy 6.200 Attendance. When sent to TSBA for posting, it was found that "intervention" should have been replaced with "progressive truancy plan" to align with changes in the state law. Clint Hickerson made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF FIRST READING OF POLICY 2.400 REVENUES: Shane Jacobs requested approval of the first reading of Policy 2.400 Revenues to align with use of Square Point of Sale at PHS. Justin Weaver made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF FIRST READING OF POLICY 2.806 BIDS AND QUOTATIONS: Shane Jacobs requested approval of the first reading of policy 2.806 Bids and Quotations raising the threshold from \$10,000 to \$25,000. Katie Dinwiddie made a motion to approve with a second by Clint Hickerson. The motion carried unanimously.

APPROVAL TO ATTEND FFA NATIONAL CONVENTION - OCTOBER 26 TO 30 IN INDIANAPOLIS, IN: Shane Jacobs requested permission for the PHS FFA to attend the FFA National Convention in Indianapolis, IN on October 26 to 30. There will be eight students and three chaperones attending. Clint Hickerson made a motion to approve with a second by Justin Weaver. The motion carried unanimously.

APPROVAL OF 2021-2022 DISCIPLINARY HEARING BOARD MEMBERS: Lisa Bradford requested approval of the 2021-2022 Disciplinary Hearing Board to consist of Randy Reynolds, Greg Vinson, Charlotte Doaks, Jason Driggers, Lisa Bradford, and Stephanie Franks. Justin Weaver made a motion to approve with a second by Katie Dinwiddie. The motion carried unanimously.

APPROVAL OF HQIM LITERACY IMPLEMENTATION NETWORKS BUDGET: Lisa Garland requested approval of the HQIM Literacy Implementation Networks budget of \$83,000. Katie Dinwiddie made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

APPROVAL OF DISTRICT COVID-19 PROCEDURE: 2021-2022 ACADEMIC YEAR: Director Haney requested approval of the District Covid-19 Procedure: 2021-2022 Academic Year. Clint Hickerson made a motion to approve with a second by Dee Ann McEwen. The motion carried unanimously.

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

PHS Resignation - Stacy DeHaan, Cafeteria

TRMS Resignation - Paige Hatchel, 6th Grade English

PHS Hire - Kayley Tyner, Career Advising Specialist

TRMS Hire - Myranique Ganaway, Teacher Assistant and Heather Glenn-Hoekstra, 6th Grade English

PHS Transfer - Pam Poston, Work Support Coach

Northwest TSBA Fall District Virtual Meeting - Tuesday, Sept 21, 2021 at 5 pm

TSBA Leadership Conference and Convention - Thurs, Nov 18 to Sun, Nov 21

TSBA Day at the Capitol - May 16 to May 17, 2022

Billy Hill is checking with Jerry Wade on the light at the end of the building and on covering the unit

Ben DiChiara has been selected to the TSIN TN STEM Designation Committee

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

Chairman of the Board

Secretary to the Board



**GIBSON
CONNECT**
Owned by the people we serve

September 10, 2021

Ms. Tammy Smith
Trenton Special School District
201 W. 10th St
Trenton, TN 38382

Dear Ms. Smith:

As you may know, Gibson Connect, Gibson Electric Membership Corporation's not-for-profit broadband subsidiary, is doing a promotion in support of our schools and teachers.

We know that our teachers often spend their own money to help their students with classroom supplies, so we are offering the opportunity for our member-owners to designate a teacher to receive a \$50 donation for school supplies when they register for Gibson Connect internet service (in areas where we have completed construction) through September 2021.

The enclosed check is for donations our subscribers have designated for your teachers/schools. We are enclosing a list of the designated teachers/schools and will sincerely appreciate your help in making sure the funds are further distributed.

We're hoping this is a real help to our teachers as they begin the new school year. If you need more details or if you have questions, please just call me at 731-562-6010 or email me at djewell@gibsonconnect.com.

Sincerely,

Dawn Jewell

Telecommunications Assistant
Gibson Connect

Gibson Connect

\$50 Donation to School or Teacher when registering for Gibson Connect Service during the month of September.

Donations Received:

1. Kayla Tinnon – TES \$50
2. Jamie Vanalstine – TES \$50
3. Jessica Lawson – TES \$50
4. Nichole Anglin – TES \$50
5. Tera Lee – TES \$50
6. TES \$50
7. TES \$50
8. TES \$50
9. Katie Bruketta – PHS \$50
10. PHS \$50

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40210	Local Option Sales Tax	900,000.00	(109,211.69)	12.13 %	75,000.00	(109,211.69)	145.62 %
40350	Interstate Telecommunications Tax	5,000.00	(759.85)	15.20 %	416.67	(759.85)	182.36 %
40610	Current Property Tax	2,591,348.00	(88.00)	0.00 %	215,945.67	(88.00)	0.04 %
40620	Prior Year's Property Tax	100,000.00	(10,799.67)	10.80 %	8,333.33	(10,799.67)	129.60 %
40630	Interest And Penalty	10,000.00	(461.33)	4.61 %	833.33	(461.33)	55.36 %
40650	Payments In Lieu Of Taxes	2,500.00	(492.06)	19.68 %	208.33	(246.03)	118.09 %
41110	Marriage Licenses	300.00	(33.75)	11.25 %	25.00	(33.75)	135.00 %
43531	Transportation - Other State Systems	3,000.00	0.00	0.00 %	250.00	0.00	0.00 %
43570	Receipts From Individual Schools	25,000.00	0.00	0.00 %	2,083.33	0.00	0.00 %
43990	Other Charges For Services	25,000.00	(80.00)	0.32 %	2,083.33	(80.00)	3.84 %
44110	Investment Income	6,000.00	(123.32)	2.06 %	500.00	(60.63)	12.13 %
44120	Lease/Rentals	13,000.00	(3,100.00)	23.85 %	1,083.33	(1,400.00)	129.23 %
44530	Sale Of Equipment	0.00	(800.00)	0.00 %	0.00	(800.00)	0.00 %
44570	Contributions & Gifts	0.00	(1,500.00)	0.00 %	0.00	(1,500.00)	0.00 %
46511	Basic Education Program	8,187,000.00	0.00	0.00 %	682,250.00	0.00	0.00 %
46512	Basic Education Program - IEA	0.00	(818,700.00)	0.00 %	0.00	(818,700.00)	0.00 %
46515	Early Childhood Education	412,186.00	0.00	0.00 %	34,348.83	0.00	0.00 %
46590	Other State Education Funds	96,829.00	(9,682.94)	10.00 %	8,069.08	(9,682.94)	120.00 %
46591	Coordinated School Health ARRA	105,000.00	0.00	0.00 %	8,750.00	0.00	0.00 %
46594	Family Resource Centers ARRA	29,611.00	0.00	0.00 %	2,467.58	0.00	0.00 %
46610	Career Ladder Program	17,000.00	0.00	0.00 %	1,416.67	0.00	0.00 %
47143	Special Education - Grants To States	2,700.00	0.00	0.00 %	225.00	0.00	0.00 %
49700	Insurance Recovery	0.00	(350.00)	0.00 %	0.00	(100.00)	0.00 %
49800	Transfers In	5,000.00	0.00	0.00 %	416.67	0.00	0.00 %
	Total Revenues	12,536,474.00	(956,182.61)	7.63 %	1,044,706.17	(953,923.89)	91.31 %
Expenditures							
71100	Regular Instruction Program	(5,372,947.00)	637,715.95	11.87 %	(447,745.58)	427,427.88	95.46 %
71150	Alternative Instruction Program	(263,473.00)	20,887.05	7.93 %	(21,956.08)	20,887.05	95.13 %
71200	Special Education Program	(474,679.00)	38,642.42	8.14 %	(39,556.58)	38,642.42	97.69 %
71300	Career and Technical Education	(306,617.00)	27,622.86	9.01 %	(25,551.42)	24,853.25	97.27 %
71400	Student Body Education Program	(39,435.00)	3,845.39	9.75 %	(3,286.25)	3,123.14	95.04 %
72110	Attendance	(137,709.00)	10,611.68	7.71 %	(11,475.75)	10,166.68	88.59 %
72120	Health Services	(120,438.00)	16,511.67	13.71 %	(10,036.50)	10,015.00	99.79 %
72130	Other Student Support	(272,550.00)	51,804.51	19.01 %	(22,712.50)	37,419.33	164.75 %
72210	Regular Instruction Program	(570,681.00)	61,111.11	10.71 %	(47,556.75)	39,555.03	83.17 %
72220	Special Education Program	(52,673.00)	6,869.17	13.04 %	(4,389.42)	3,754.64	85.54 %
72230	Career and Technical Education	(42,697.00)	411.88	0.96 %	(3,558.08)	411.88	11.58 %

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72250	Instructional Technology	(334,530.00)	98,323.78	29.39 %	(27,877.50)	50,215.21	180.13 %
72310	Board Of Education	(202,549.00)	70,453.35	34.78 %	(16,879.08)	4,926.70	29.19 %
72320	Director Of Schools	(166,745.00)	25,089.79	15.05 %	(13,895.42)	12,881.65	92.70 %
72410	Office Of The Principal	(744,102.00)	106,498.84	14.31 %	(62,008.50)	61,550.78	99.26 %
72510	Fiscal Services	(78,975.00)	15,013.53	19.01 %	(6,581.25)	6,010.08	91.32 %
72520	Human Services/Personnel	(104,639.00)	18,688.05	17.86 %	(8,719.92)	8,130.53	93.24 %
72610	Operation Of Plant	(963,389.00)	194,032.41	20.14 %	(80,282.42)	69,744.90	86.87 %
72620	Maintenance Of Plant	(362,372.00)	203,701.22	56.21 %	(30,197.67)	97,029.41	321.31 %
72710	Transportation	(335,901.00)	38,062.40	11.33 %	(27,991.75)	20,116.59	71.87 %
72810	Central And Other	(32,500.00)	23,413.56	72.04 %	(2,708.33)	1,501.13	55.43 %
73300	Community Services	(1,100.00)	0.00	0.00 %	(91.67)	0.00	0.00 %
73400	Early Childhood Education	(412,187.00)	40,627.93	9.86 %	(34,348.92)	32,706.61	95.22 %
76100	Regular Capital Outlay	(718,580.00)	533,263.08	74.21 %	(59,881.67)	38,055.73	63.55 %
82130	Education	(620,000.00)	0.00	0.00 %	(51,666.67)	0.00	0.00 %
82230	Education	(639,169.00)	0.00	0.00 %	(53,264.08)	0.00	0.00 %
	Total Expenditures	(13,370,637.00)	2,243,201.63	16.78 %	(1,114,219.75)	1,019,125.62	91.47 %
Total	141 General Purpose School	(834,163.00)	1,287,019.02	154.29 %	(69,513.58)	65,201.73	93.80 %

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44110	Investment Income	0.00	(72.29)	0.00 %	0.00	(46.94)	0.00 %
47131	Vocational Educ - Basic Grants To	24,987.21	(1,517.94)	6.07 %	2,082.27	(1,517.94)	72.90 %
47141	Title 1 Grants To Local Educ Agencies	422,144.76	(28,428.94)	6.73 %	35,178.73	(28,428.94)	80.81 %
47143	Special Education - Grants To States	287,388.00	(2,561.35)	0.89 %	23,949.00	(2,561.35)	10.70 %
47145	Special Education Preschool Grants	10,121.00	0.00	0.00 %	843.42	0.00	0.00 %
47146	English Language Acquisition Grants	2,920.07	0.00	0.00 %	243.34	0.00	0.00 %
47148	Rural Education	26,184.84	0.00	0.00 %	2,182.07	0.00	0.00 %
47189	Eisenhower Prof Development State	49,611.32	0.00	0.00 %	4,134.28	0.00	0.00 %
47309	COVID-19 Grant D	83,000.00	0.00	0.00 %	6,916.67	0.00	0.00 %
47310	COVID-19 Grant E	238,316.43	0.00	0.00 %	19,859.70	0.00	0.00 %
47402	American Rescue Plan Act Grant #2	72,135.03	0.00	0.00 %	6,011.25	0.00	0.00 %
47590	Other Federal Through State	345,841.53	0.00	0.00 %	28,820.13	0.00	0.00 %
	Total Revenues	1,562,650.19	(32,580.52)	2.08 %	130,220.85	(32,555.17)	25.00 %
Expenditures							
71100	Regular Instruction Program	(264,446.26)	22,380.90	8.46 %	(22,037.19)	22,380.90	101.56 %
71200	Special Education Program	(334,714.03)	22,639.96	6.76 %	(27,892.84)	22,639.96	81.17 %
71300	Career and Technical Education	(230,473.64)	75,273.33	32.66 %	(19,206.14)	49,786.74	259.22 %
72120	Health Services	(103,992.00)	10,661.15	10.25 %	(8,666.00)	10,661.15	123.02 %
72130	Other Student Support	(261,085.03)	43,382.01	16.62 %	(21,757.09)	12,932.97	59.44 %
72210	Regular Instruction Program	(261,314.70)	15,836.96	6.06 %	(21,776.23)	10,038.92	46.10 %
72220	Special Education Program	(34,929.00)	5,250.74	15.03 %	(2,910.75)	2,689.39	92.40 %
72230	Career and Technical Education	(1,200.00)	317.94	26.50 %	(100.00)	0.00	0.00 %
72710	Transportation	(68,984.53)	64,294.00	93.20 %	(5,748.71)	0.00	0.00 %
73100	Food Service	0.00	200,000.00	0.00 %	0.00	200,000.00	0.00 %
73300	Community Services	0.00	420.50	0.00 %	0.00	420.50	0.00 %
99100	Transfers Out	(1,511.00)	0.00	0.00 %	(125.92)	0.00	0.00 %
	Total Expenditures	(1,562,650.19)	460,457.49	29.47 %	(130,220.85)	331,550.53	254.61 %
Total	142 School Federal Projects	0.00	427,876.97	100.00 %	0.00	298,995.36	0.00 %

143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	5,000.00	(75.00)	1.50 %	416.67	(75.00)	18.00 %
43522	Lunch Payments - Adults	10,000.00	(535.20)	5.35 %	833.33	(420.45)	50.45 %
43523	Income From Breakfast	200.00	0.00	0.00 %	16.67	0.00	0.00 %
44110	Investment Income	100.00	(0.78)	0.78 %	8.33	(0.39)	4.68 %
46520	School Food Service	8,000.00	0.00	0.00 %	666.67	0.00	0.00 %
46980	Other State Grants	25,864.00	0.00	0.00 %	2,155.33	0.00	0.00 %
47111	USDA School Lunch Program	700,000.00	0.00	0.00 %	58,333.33	0.00	0.00 %
47112	USDA Commodities	67,173.00	0.00	0.00 %	5,597.75	0.00	0.00 %
47113	Breakfast	700,000.00	0.00	0.00 %	58,333.33	0.00	0.00 %
47114	USDA - Other	300,600.00	(220,864.56)	73.47 %	25,050.00	(220,864.56)	881.69 %
	Total Revenues	1,816,937.00	(221,475.54)	12.19 %	151,411.42	(221,360.40)	146.20 %
Expenditures							
73100	Food Service	(1,881,937.00)	365,219.70	19.41 %	(156,828.08)	289,938.69	184.88 %
	Total Expenditures	(1,881,937.00)	365,219.70	19.41 %	(156,828.08)	289,938.69	184.88 %
Total	143 Central Cafeteria	(65,000.00)	143,744.16	221.14 %	(5,416.67)	68,578.29	1,266.06

144 School Transportation		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43531	Transportation - Other State Systems	348,748.00	(34,563.43)	9.91 %	29,062.33	0.00	0.00 %
44990	Other Local Revenues	0.00	(37.50)	0.00 %	0.00	(37.50)	0.00 %
	Total Revenues	348,748.00	(34,600.93)	9.92 %	29,062.33	(37.50)	0.13 %
Expenditures							
72710	Transportation	(348,748.00)	57,328.69	16.44 %	(29,062.33)	22,770.26	78.35 %
	Total Expenditures	(348,748.00)	57,328.69	16.44 %	(29,062.33)	22,770.26	78.35 %
Total	144 School Transportation	0.00	22,727.76	100.00 %	0.00	22,732.76	0.00 %

Peabody High School

Balance Sheet Report
Through 08/31/2021

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	28,169.24	191,804.81	0.00	219,974.05
49	Inventory Book Store	0.00	0.00	0.00	0.00
	Total Assets	\$28,169.24	\$191,804.81	\$0.00	\$219,974.05
Liabilities					
91	General fund balance	-34,633.84	0.00	0.00	-34,633.84
	Total Liabilities	\$-34,633.84	\$0.00	\$0.00	\$-34,633.84
Revenues					
300	Start-up Change	-850.00	0.00	0.00	-850.00
304.3	Pepsi Machine	-720.00	0.00	0.00	-720.00
321	Board Allocations	-978.17	0.00	0.00	-978.17
333	Safety & Security	-750.00	0.00	0.00	-750.00
	Total Revenues	\$-3,298.17	\$0.00	\$0.00	\$-3,298.17
Expenditures					
400	Start-up Change	850.00	0.00	0.00	850.00
411	Admin Supplies & Materials	410.06	0.00	0.00	410.06
420	Other Admin Expenditures	3,107.34	0.00	0.00	3,107.34
421	Instructional Supplies & Materials	82.87	0.00	0.00	82.87
426	Copy Machine	1,178.00	0.00	0.00	1,178.00
433	Safety & Security	230.15	0.00	0.00	230.15
459	Other Expenditures	3,904.35	0.00	0.00	3,904.35
	Total Expenditures	\$9,762.77	\$0.00	\$0.00	\$9,762.77
Restricted Accounts					
601	All Athletics	0.00	-30,783.98	0.00	-30,783.98
704	Class of 2025	0.00	-175.00	0.00	-175.00
801	Beta Club	0.00	-1,957.47	0.00	-1,957.47
802	FFA Club	0.00	-21,377.06	0.00	-21,377.06
811	Math Club	0.00	-9.65	0.00	-9.65
813	History Club	0.00	-1.60	0.00	-1.60
814	Pep Club	0.00	-2.43	0.00	-2.43
821	Junior Rotary	0.00	-744.27	0.00	-744.27
822	HOSA	0.00	-716.41	0.00	-716.41
824	Future Teachers of America	0.00	-718.25	0.00	-718.25
825	Girls & Boys State	0.00	-36,248.74	0.00	-36,248.74
827	Peabody Pals	0.00	-705.18	0.00	-705.18
828	STEM Club	0.00	-6,033.82	0.00	-6,033.82
829	21 Plus Club	0.00	-1,743.07	0.00	-1,743.07
831	Peabody Rock Ensemble	0.00	-119.74	0.00	-119.74
832	AP - Advance Placement	0.00	-11.00	0.00	-11.00
833	SAT Exam	0.00	-15.00	0.00	-15.00
840	Prom	0.00	-668.76	0.00	-668.76
901	Library	0.00	-79.28	0.00	-79.28
902	Cheerleaders	0.00	-15,875.19	0.00	-15,875.19
903	School Annuals	0.00	-15,997.01	0.00	-15,997.01
904	Band	0.00	-10,819.21	0.00	-10,819.21
906	Student Council	0.00	-1,418.07	0.00	-1,418.07
907	Art	0.00	-605.57	0.00	-605.57

Peabody High School

Balance Sheet Report
Through 08/31/2021

	General	Restricted	Food Service	Total
908 Special Olympics	0.00	-638.18	0.00	-638.18
911 St. Jude	0.00	-835.05	0.00	-835.05
915 Project Inspire	0.00	-188.75	0.00	-188.75
916 Chromebook	0.00	-1,540.78	0.00	-1,540.78
931 Operating Account Donations	0.00	-11,338.91	0.00	-11,338.91
932 Football Donations	0.00	-8,688.55	0.00	-8,688.55
933 Girls Basketball Donations	0.00	-3,823.34	0.00	-3,823.34
934 Boys Basketball Donations	0.00	-2,644.39	0.00	-2,644.39
935 Baseball Donations	0.00	-3,951.77	0.00	-3,951.77
936 Golf Donations	0.00	-794.25	0.00	-794.25
938 Soccer Donations	0.00	-1,181.58	0.00	-1,181.58
939 Softball Donations	0.00	-4,526.83	0.00	-4,526.83
940 Tennis Donations	0.00	-1,600.48	0.00	-1,600.48
941 Volleyball Donations	0.00	-583.30	0.00	-583.30
942 Track & Field	0.00	-1,714.01	0.00	-1,714.01
950 Football Donation / Quarterback	0.00	-928.88	0.00	-928.88
Total Restricted Accounts	\$0.00	\$-191,804.81	\$0.00	\$-191,804.81
Grand Totals :	\$0.00	\$0.00	\$0.00	\$0.00

Balance Sheet Report
Through 08/31/2021

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	9,820.87	94,153.33	0.00	103,974.20
21	CD#403819 - Security Bank	0.00	10,000.45	0.00	10,000.45
22	CD April-#400702 - Bank of Commerce	0.00	0.00	0.00	0.00
23	CD June-#201173 - Bank of Commerce	0.00	0.00	0.00	0.00
43	Inventory Book Store	0.00	0.00	0.00	0.00
Total Assets		\$9,820.87	\$104,153.78	\$0.00	\$113,974.65
Liabilities					
91	General fund balance	-12,792.07	0.00	0.00	-12,792.07
Total Liabilities		\$-12,792.07	\$0.00	\$0.00	\$-12,792.07
Revenues					
307	Start Up Money	-3,650.00	0.00	0.00	-3,650.00
308	Vending Machines	-88.98	0.00	0.00	-88.98
316	Locker Fees	-35.00	0.00	0.00	-35.00
318	Student Snacks	-1,907.00	0.00	0.00	-1,907.00
320	Interest	-13.46	0.00	0.00	-13.46
323	Student Incentive	-35.00	0.00	0.00	-35.00
Total Revenues		\$-5,729.44	\$0.00	\$0.00	\$-5,729.44
Expenditures					
411	Start Up Money	3,650.00	0.00	0.00	3,650.00
412	Office Supplies	1,477.44	0.00	0.00	1,477.44
413	PBIS -ROAR STORE	460.00	0.00	0.00	460.00
414	Equipment & Repairs	440.61	0.00	0.00	440.61
419	Instructional Supplies	837.18	0.00	0.00	837.18
498	Student Snacks	713.64	0.00	0.00	713.64
500	Miscellaneous	41.77	0.00	0.00	41.77
556	Student Incentive	1,080.00	0.00	0.00	1,080.00
Total Expenditures		\$8,700.64	\$0.00	\$0.00	\$8,700.64
Restricted Accounts					
510	Student Council	0.00	-1,916.80	0.00	-1,916.80
511	Athletic Concessions	0.00	-1.12	0.00	-1.12
512	Book Damage Fees	0.00	-948.96	0.00	-948.96
514	Chromebook fees	0.00	-1,955.00	0.00	-1,955.00
555	FCA	0.00	-46.00	0.00	-46.00
557	Art	0.00	-153.28	0.00	-153.28
558	Scholastic Reading Club	0.00	-8.25	0.00	-8.25
602	Cheerleader	0.00	-6,336.18	0.00	-6,336.18
610	Library	0.00	-698.34	0.00	-698.34
611	Accelerated Reader	0.00	-983.05	0.00	-983.05
613	All Athletics Interest	0.00	-156.17	0.00	-156.17
614	Baseball	0.00	-46.00	0.00	-46.00
615	Basketball	0.00	-3,973.66	0.00	-3,973.66
616	Football	0.00	-29,909.03	0.00	-29,909.03
617	Soccer	0.00	-4,391.87	0.00	-4,391.87
618	Softball	0.00	-3,730.19	0.00	-3,730.19
619	Volleyball	0.00	-4,724.47	0.00	-4,724.47
800	Coding Grant	0.00	-1,500.00	0.00	-1,500.00
801	Beta Club	0.00	-5,226.53	0.00	-5,226.53
802	STEM	0.00	-215.95	0.00	-215.95

Trenton Rosenwald Middle School

Balance Sheet Report
Through 08/31/2021

		General	Restricted	Food Service	Total
803	Special Olympics	0.00	-42.45	0.00	-42.45
904	Band	0.00	-16,677.56	0.00	-16,677.56
905	Leigh Boyce Memorial Fund	0.00	-18,560.00	0.00	-18,560.00
906	Annual	0.00	-1,952.92	0.00	-1,952.92
	Total Restricted Accounts	\$0.00	\$-104,153.78	\$0.00	\$-104,153.78
	Grand Totals :	\$0.00	\$0.00	\$0.00	\$0.00

Trenton Elementary School

Balance Sheet Report
Through 08/31/2021

		General	Restricted	Food Service	Total
Assets					
11	Cash on hand	0.00	0.00	0.00	0.00
12	Cash in banks - checking	33,986.18	16,860.26	0.00	50,846.44
15	Savings #44093565 (Bancorp South)	0.00	0.00	0.00	0.00
16	CD #756070 (Bancorp South)	0.00	0.00	0.00	0.00
17	CD #756088 (Bancorp South)	0.00	0.00	0.00	0.00
43	Bookstore Inventory	0.00	0.00	0.00	0.00
Total Assets		\$33,986.18	\$16,860.26	\$0.00	\$50,846.44
Liabilities					
91	General fund balance	-38,551.86	0.00	0.00	-38,551.86
Total Liabilities		-\$38,551.86	\$0.00	\$0.00	-\$38,551.86
Revenues					
313	Instructional Supplies	-298.88	0.00	0.00	-298.88
320	Interest	-6.67	0.00	0.00	-6.67
323	Book Orders	-136.00	0.00	0.00	-136.00
Total Revenues		-\$441.55	\$0.00	\$0.00	-\$441.55
Expenditures					
411	Folders	1,282.50	0.00	0.00	1,282.50
412	Office Supplies	436.70	0.00	0.00	436.70
418	General Supplies	110.00	0.00	0.00	110.00
421	Instructional Supplies	446.01	0.00	0.00	446.01
429	Copy Machines	1,070.72	0.00	0.00	1,070.72
499	Miscellaneous	146.30	0.00	0.00	146.30
Total Expenditures		\$3,492.23	\$0.00	\$0.00	\$3,492.23
Restricted Accounts					
804	Library	0.00	-3,395.52	0.00	-3,395.52
805	Accelerated Reader - AR	0.00	-17.78	0.00	-17.78
811	Fine Arts	0.00	-103.40	0.00	-103.40
814	Computer Lab	0.00	-2,102.54	0.00	-2,102.54
815	PATT	0.00	-455.66	0.00	-455.66
816	Physical Education	0.00	-1,162.59	0.00	-1,162.59
817	Guidance	0.00	-18.36	0.00	-18.36
818	K - 4 Families	0.00	-14.10	0.00	-14.10
819	Yearbook	0.00	-2,320.85	0.00	-2,320.85
825	Destination Imagination (DI)	0.00	-404.03	0.00	-404.03
826	Student of the Month	0.00	-12.25	0.00	-12.25
827	Basketball	0.00	-1,680.13	0.00	-1,680.13
828	Read to Be Ready	0.00	-61.50	0.00	-61.50
829	Do Right	0.00	-3,473.53	0.00	-3,473.53
830	PreK SPED	0.00	-94.02	0.00	-94.02
831	Chrome Book Fees	0.00	-29.00	0.00	-29.00
Total Restricted Accounts		\$0.00	-\$15,345.26	\$0.00	-\$15,345.26
Grand Totals :		-\$1515.00	\$1515.00	\$0.00	\$0.00

				TRENTON SPECIAL SCHOOL DISTRICT		2.403.2 Adm. Procedure						
				INVENTORY DISPOSAL FORM								
SCHOOL/BUILDING: TES				Date: 10-1-2021								
PERSON DISPOSING PROPERTY: Cortnee Wilkes				BOARD APPROVAL DATE:								
				METHOD OF DISPOSAL								
COMPLETED BY PERSON DISPOSING PROPERTY				COMPLETED BY SUPERVISOR/CENTRAL OFFICE								
		ITEM(S)		SER NUM/TAG NUM		SURPLUS REASON		SOLD AMOUNT		RECYCLED	DONATED	DESTROYED
				B30430		Not used		\$				
				B30432		Not used		\$				
				B30433		Not used		\$				
				A16675		Not used		\$				
				A16676		Not used		\$				
				A16677		Not used		\$				
				A16678		Not used		\$				
				A16679		Not used		\$				
				A16680		Not used		\$				
				A16681		Not used		\$				
				A16682		Not used		\$				
				A16684		Not used		\$				

October 12, 2021
New Budget Items

Vocational Education Program

Anonymous Donation to STEM Program

Revenue

44570

Contributions & Gifts

Debit

\$2,000.00

\$2,000.00

Expenditures

71300-429-910

Instructional Supplies & Materials

Credit

\$2,000.00

\$2,000.00

Safe Schools Grant

Revenue

46980-055

Other State Grants

Debit

\$30,830.00

\$30,830.00

Expenditures

72130-499-055

Other Supplies & Materials
(Student ids, Zonar, RAVE, Identakid)

Credit

\$10,640.00

72620-701-055

Administrative Equipment
(Window Covering, Rekeying of doors)

\$20,190.00

Total

\$30,830.00

Regular Instruction

Gibson Connect Teacher/School Donations

Revenue

141-44570

Contributions & Gifts

Debit

\$500.00

\$500.00

Expenditures

71100-429-005

Instructional Supplies - PHS

\$100.00

71100-429-015

Instructional Supplies - TES

\$400.00

\$500.00

Budget Amendments
October 12, 2021

Budget Entry Keying Error

		Debit	Credit
Fiscal Services			
141-72510-701	Administrative Equipment	4500	
141-72510-599	Other Charges		4500
		4500	4500
 Regular Instruction			
141-72210-524-710	In Service/Staff Development - TRMS	2000	
141-72210-524-715	In Service/Staff Development - TES		2000
141-71100-429-705	Instructional Supplies & Materials	15500	
141-71100-722-705	Regular Instructional Equipment		5166
141-71100-722-710	Regular Instructional Equipment		5167
141-71100-722-715	Regular Instructional Equipment		5167
		17500	17500

Application for Approval of an Educational Trip

Trade or Subject Area: TRMS BETA
 Place to be visited: State Beta Convention, Nashville, TN
 Trip Date: Nov. 21-23, 2021
 Departure Time: 10:00 AM
 Return Time: 3:00 PM
 Date: Oct. 5, 2021

Parental permission forms have been or will be secured. YES NO (if no, explain)

Have arrangements been made with the host? YES NO UNNECESSARY

Plans for supervising students: An adult will be assigned to each area.

to adults/50 students

Type of transportation to be used: Bus + 1 car/truck

of Students: 50
 # of Buses: 1
 Teacher Signature: [Signature]
 (if other instructors involved, list names)
 Approved by Principal: [Signature]

Estimated Cost of Bus Service: \$0
 Planned Total Student Contribution, if any: \$0

Substitute needed? YES NO

Teacher Evaluation of the Trip

(Please fill out the following form and return)

Rate Value of the Trip: _____

Very High _____

Did the experience relate to or enhance the unit objective? Yes No

Good _____

Did the students respond positively to the experience?

Poor 1 2 3 4 5 Excellent

Satisfactory _____

Would you consider conducting this trip again? Yes No

Poor _____

Would you recommend this trip for others in related fields? Yes No

Teacher's Comments on Trip: _____

ARP IDEA

	<u>Original</u>
<u>71200 SPED Education</u>	
163 Educational Assistant	38,044.00
201 Social Security	2,414.00
204 Retirement	1,930.00
207 Medical Insurance	17,000.00
212 Medicare	556.00
299 Other Fringe	172.00
429 Instructional Supplies	3,000.00
471 Software	1,119.03
725 Equipment	7,900.00
Total	72,135.03

47402 Revenue Account

October 12, 2021
New Budget Items

Vocational Education Program

Anonymous Donation to STEM Program

Revenue

44570

Contributions & Gifts

Debit

\$2,000.00

\$2,000.00

Expenditures

71300-429-910

Instructional Supplies & Materials

Credit

\$2,000.00

\$2,000.00

Safe Schools Grant

Revenue

46980-055

Other State Grants

Debit

\$30,830.00

\$30,830.00

Expenditures

72130-499-055

Other Supplies & Materials
(Student ids, Zonar, RAVE, Identakid)

Credit

\$10,640.00

72620-701-055

Administrative Equipment
(Window Covering, Rekeying of doors)

\$20,190.00

Total

\$30,830.00

Regular Instruction

Gibson Connect Teacher/School Donations

Revenue

141-44570

Contributions & Gifts

Debit

\$500.00

\$500.00

Expenditures

71100-429-005

Instructional Supplies - PHS

\$100.00

71100-429-015

Instructional Supplies - TES

\$400.00

\$500.00

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 02/04/16
		Rescinds: 2.400	Issued: 07/13/99

1 *General*

2 Any money collected by any school shall be documented by a written receipt.

3 The schools may receive funds collected from activities and for events held at or in connection with
4 the school, including contracts with other schools for interschool events. To be included in this
5 accounting are all monies collected from athletics, entertainments, school clubs, fees, concessions and all
6 fund raising activities. Each principal shall determine the reconciliation method to be used for all events
7 which require a ticket.¹

8 The purchase of items intended for resale for profit through the schools shall be subject to sales tax based
9 on the purchase price to the vendor providing the service or item. Resale items not intended to generate
10 a profit shall be determined by the principal.²

11 **FEES**

12 School fees are to be kept to a minimum and may be expended only for the purposes for which they were
13 collected. The purpose and amounts of all fees must have the approval of the Board. No fees shall be
14 required of any student as a condition to attend the school or use its equipment.³ School fees shall be
15 waived for students who receive free or reduced-price lunches.⁴ No student will be penalized for non-
16 payment of any materials fee.

17 **EXTENDED SCHOOL PROGRAM**

18 Extended school funds shall be collected at the individual schools and receipted and deposited to
19 the community education account at the central office.⁵

20 **FINES**

21 A student will be held responsible for the cost of replacing any materials or property which the
22 student loses or damages,⁶ including textbooks, library books, equipment and buildings. All money
23 collected as fines shall be used by the Trenton Special School District General Fund to replace or
24 repair needed/damaged items.

25 **RENTAL INCOME**

26 The principal will collect and remit to the central office all money received for use of a particular
27 school facility or other school property.

28

1 GRANTS

2 Grants for educational purposes made available by the state and/or federal government may be sought
3 by the school system but only when the conditions of their availability are in harmony with the
4 purposes and policies of the Board and the laws of the state and county. Principals may apply for and
5 receive grants, but funds must be recorded in a separate restricted fund account.⁷

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102 (77)-(79).
3. TCA 49-6-3001(a) ; TCA 49-2-110(c)
4. TCA 49-2-114
5. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-40
6. TCA 37-10-101, 102
7. Tennessee Internal School Uniform
Accounting Policy Manual; Section 4-31

Cross References

Student Activity Fund Management 2.900
Nonresident Students 6.204
Student Solicitations/Fund-Raising 6.701
Student Fees and Fines 6.709

Trenton Special Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Revenues	Descriptor Code: 2.400	Issued Date: 02/04/16
		Rescinds: 2.400	Issued: 07/13/99

General

Any money collected by any school shall be documented **by a written receipt.**

The schools may receive funds collected from activities and for events held at or in connection with the school, including contracts with other schools for interschool events. To be included in this accounting are all monies collected from athletics, entertainments, school clubs, fees, concessions and all fund raising activities. Each principal shall determine the reconciliation method to be used for all events which require a ticket.¹

The purchase of items intended for resale for profit through the schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item. Resale items not intended to generate a profit shall be determined by the principal.²

FEES

School fees are to be kept to a minimum and may be expended only for the purposes for which they were collected. The purpose and amounts of all fees must have the approval of the Board. No fees shall be required of any student as a condition to attend the school or use its equipment.³ School fees shall be waived for students who receive free or reduced-price lunches.⁴ No student will be penalized for non- payment of any materials fee.

EXTENDED SCHOOL PROGRAM

Extended school funds shall be collected at the individual schools and receipted and deposited to the community education account at the central office.⁵

FINES

A student will be held responsible for the cost of replacing any materials or property which the student loses or damages,⁶ including textbooks, library books, equipment and buildings. All money collected as fines shall be used by the Trenton Special School District General Fund to replace or repair needed/damaged items.

RENTAL INCOME

The principal will collect and remit to the central office all money received for use of a particular school facility or other school property.

GRANTS

Grants for educational purposes made available by the state and/or federal government may be sought by the school system but only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county. Principals may apply for and receive grants, but funds must be recorded in a separate restricted fund account.⁷

Legal References

1. TCA 49-2-110(a)
2. TCA 67-6-102 (77)-(79).
3. TCA 49-6-3001(a) ; TCA 49-2-110(c)
4. TCA 49-2-114
5. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-40
6. TCA 37-10-101, 102
7. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-31

Cross References

Student Activity Fund Management 2.900
Nonresident Students 6.204
Student Solicitations/Fund-Raising 6.701
Student Fees and Fines 6.709

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 06/04/13
		Rescinds: 2.806	Issued: 10/06/09

1 *General*

2 All purchases of supplies, materials, equipment, and contractual services in excess of ten thousand
3 dollars (\$10,000), including those of individual schools, shall be based on competitive bids. These bids
4 shall be solicited by advertisement in a newspaper of general circulation within the school system.
5 However, said newspaper advertisement may be waived by the purchasing agent in an emergency, if
6 there is a state or federal contract, or if there is a sole provider.

7 The purchasing agent, or their designee, shall receive quotations for all purchases of five thousand
8 dollars (\$5,000) to ten thousand dollars (\$10,000). This includes those of individual schools and may
9 be made in the open market without newspaper notice, but shall, whenever possible, be based on at
10 least three (3) competitive bids. Purchases of less than five thousand dollars (\$5,000.00) do not require
11 competitive bids (unless required by individual programs), but competitive quotes are encouraged.

12 The bidding process may be waived if a state, federal, or other contract is available that has already
13 been through a competitive bidding process. The bidding process may also be waived if there is a sole
14 provider of a product. A bid coming from a local business may be considered if it is higher than other
15 non-local bids and if it is within ten percent (10%) of the lowest bid in order to support local
16 businesses.

17 The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any or all
18 bids or any part of any bid and, if applicable, to accept that bid which is best as evidenced by reasons
19 relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the
20 opening of bids. Any bid received after the time and date specified shall not be considered.

21 The bidder to whom the award is made may be required to enter into a written contract.

22 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
23 or other purchasing procedures is prohibited.

24 Contracts for legal services, educational consultants, and similar services by professional persons or
25 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
26 basis of recognized competence and integrity.¹

Legal References:

1. TCA 12-4-106

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 06/04/13
		Rescinds: 2.806	Issued: 10/06/09

1 All purchases of supplies, materials, equipment, and contractual services in excess of **twenty-five**
2 **thousand dollars (\$25,000)**, including those of individual schools, shall be based on competitive bids.¹
3 These bids shall be solicited by advertisement in a newspaper of general circulation within the school
4 **district**. However, said newspaper advertisement may be waived by the purchasing agent in an
5 **emergency, if there is a state or federal contract, or if there is a sole provider.** The purchasing agent
6 **shall advertise for bids and receive quotations.** The advertisement may be waived by the purchasing
7 **agent in an emergency.**²

8 ~~The purchasing agent, or their designee, shall receive quotations for all purchases of five thousand~~
9 ~~dollars (\$5,000) to ten thousand dollars (\$10,000). This includes those of individual schools and may~~
10 ~~be made in the open market without newspaper notice, but shall, whenever possible, be based on at~~
11 ~~least three (3) competitive bids. Purchases of less than five thousand dollars (\$5,000.00) do not require~~
12 ~~competitive bids (unless required by individual programs), but competitive quotes are encouraged.~~

13 ~~The bidding process may be waived if a state, federal, or other contract is available that has already~~
14 ~~been through a competitive bidding process. The bidding process may also be waived if there is a sole~~
15 ~~provider of a product. A bid coming from a local business may be considered if it is higher than other~~
16 ~~non-local bids and if it is within ten percent (10%) of the lowest bid in order to support local~~
17 ~~businesses.~~

18
19 **All purchases of twenty-five thousand dollars (\$25,000) or less, including those of individual schools,**
20 **may be made in the open market without newspaper notice but shall, whenever possible, be based on at**
21 **least three (3) competitive bids.**²

22 The lowest **and/or** best bid shall be accepted, provided the purchaser reserves the right to reject any or
23 all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by
24 reasons relative to the purpose of the purchase.³ Any bid may be withdrawn prior to the scheduled time
25 for the opening of bids. Any bid received after the time and date specified shall not be considered.

26 The bidder to whom the award is made may be required to enter into a written contract.

27 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
28 or other purchasing procedures is prohibited.

EXEMPTIONS FROM COMPETITIVE BIDDING

1 Contracts for legal services, educational consultants, and similar services by professional persons or
2 groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the
3 basis of recognized competence and integrity.⁴

4

5 Insurance purchased through a plan authorized and approved by an organization of governmental
6 entities representing cities and counties shall also be exempted.⁵

Legal References:

Cross References

- | | |
|---|----------------------------|
| 1. TCA 49-203(a)(3); Public Acts of 2021, Chapter No. 310 | Executive Committee 1.301 |
| 2. TCA 49-2-203(a)(3)(A)-(B); TCA 49-2-206(b)(2) | Conflict of Interest 5.601 |
| 3. TCA 49-2-203(a)(3)(C) | |
| 4. TCA 12-3-1209; TCA 12-4-107 | |
| 5. TCA 29-20-407 | |

Trenton Special Board of Education

Monitoring: Review: Annually in January	Descriptor Term: Teacher Tenure	Descriptor Code: 5.117	Issued Date: 12/05/17
		Rescinds: 5.117	Issued: 10/08/15

1 *General*

2 To attain tenure status, a teacher must: (1) meet tenure eligibility requirements; (2) be renewed and
3 recommended by the director of schools;¹ and (3) receive a majority vote of the board.

4 **TENURE ELIGIBILITY²**

5 Teachers that meet the following requirements are eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has
7 the equivalent amount of training established and is licensed by the state board of education;
8
- 9 2. Holds a valid teacher license issued by the state board of education, based on training covering
10 the subjects or grades taught;
11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)
13 months within the last seven-year period, the last two (2) years being employed in a regular
14 teaching position rather than an interim teaching position; and
15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
17 expectations” or “significantly above expectations” as provided in the evaluation guidelines
18 adopted by the state board of education, during the last two (2) years of the probationary
19 period.

20 **ACQUISITION OF TENURE STATUS**

21 Once a teacher is eligible for tenure, he/she shall be either recommended by the director of schools for
22 tenure or nonrenewed. If tenure is denied by the board, the teacher shall be dismissed.³

23 The following additional guidelines shall apply:

- 24 1. The director of schools will recommend persons eligible for tenure at a board meeting in ample
25 time to provide notice of non-renewal to each teacher not recommended for tenure within five (5)
26 business days following the last instructional day for the school year.⁴
27
- 28 2. The decision to grant tenure is solely within the discretion of the board.⁵ Only those teachers who
29 receive a majority vote of the membership of the board will be granted tenure.⁶
30
- 31 3. A teacher who is eligible for tenure, but tenure is denied by the board, shall not be rehired beyond
32 the current contract year.⁷

1 TEACHER RETURNING TO EMPLOYMENT

2 A teacher who has acquired tenure status in the school system and later resigns shall serve a two-year
3 probationary period upon reemployment, unless the probationary period is waived by the board upon
4 request of the director of schools. Upon completion of the two-year period, the teacher shall either be
5 recommended by the director of schools for tenure or non-renewed. If tenure is denied by the board, the
6 teacher shall be dismissed.⁷

7 TEACHER TRANSFERRING FROM ANOTHER SCHOOL SYSTEM⁸

8 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another
9 school system to begin employment in the Trenton Special School System shall serve the regular
10 probationary period. The board, upon the recommendation of the director of schools, may waive the
11 probationary period and grant tenure status or shorten the probationary period.

12 If a nontenured teacher with fewer than five (5) years of service transfers from another school system,
13 such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when
14 service in both school systems is counted.

15 All tenure decisions made under this section are subject to the requirements concerning overall teacher
16 performance effectiveness levels.

17 TEACHER RETURNING TO PROBATIONARY STATUS⁹

18 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall
19 performance effectiveness level of “below expectations” or “significantly below expectations” shall be
20 returned to probationary status by the director of schools until the teacher has received two (2)
21 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above
22 expectations” or “significantly above expectations.”

23 When a teacher who has returned to probationary status has received two (2) consecutive years of
24 evaluations demonstrating an overall performance effectiveness level of “above expectations” or
25 “significantly above expectations,” the teacher is again eligible for tenure and shall be either
26 recommended by the director of schools for tenure or nonrenewed; provided, however, that the teacher
27 shall be dismissed if tenure is denied by the board.

28 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-503; TCA 49-5-504(b)
2. TCA 49-5-503
3. TCA 49-5-504(b)
4. TCA 49-5-409
5. TCA 49-2-203(a)(1)
6. TCA 49-2-202(g)
7. TCA 49-5-504(d)
8. TCA 49-5-509
9. TCA 49-5-504(e), (f)

Click here to choose a school board.			
Monitoring: Review: Annually in January	Descriptor Term: Teacher Tenure	Descriptor Code: 5.117	Issued Date: Click here to enter a date.
		Rescinds:	Issued:

1 *General*

2 To attain tenure status,¹ a teacher shall: (1) meet tenure eligibility requirements; (2) be renewed and
3 recommended by the Director of Schools; and (3) receive a majority vote of the Board.

4 **TENURE ELIGIBILITY²**

5 A teacher that meets the following requirements is eligible for tenure:

- 6 1. Has a degree from an approved four-year college or any career and technical teacher who has
7 the equivalent amount of training established and is licensed by the State Board of Education;
8
- 9 2. Holds a valid teacher license issued by the State Board of Education, based on training
10 covering the subjects or grades taught;
11
- 12 3. Has completed a probationary period of five (5) school years or not less than forty-five (45)
13 months within the last seven-year period with the last two (2) years being employed in a regular
14 teaching position rather than an interim teaching position; and
15
- 16 4. Has received evaluations demonstrating an overall performance effectiveness level of “above
17 expectations” or “significantly above expectations” as provided in the evaluation guidelines
18 adopted by the State Board of Education, during the last two (2) years of the probationary
19 period.

20 If a teacher has met all other requirements for tenure eligibility but has not acquired an official
21 evaluation score during the last one (1) or two (2) years of the probationary period due to allowable
22 circumstances outlined in state law, he/she may utilize the most recent two (2) years of available
23 evaluation scores achieved during the probationary period to become eligible for tenure.³

24 **ACQUISITION OF TENURE STATUS**

25 Once a teacher is eligible for tenure, he/she shall be either recommended by the Director of Schools for
26 tenure or nonrenewed. If tenure is denied by the Board, the teacher shall be dismissed.⁴

27 The following additional guidelines shall apply:

- 28 1. The Director of Schools will recommend teachers eligible for tenure at a board meeting in ample
29 time to send notice of non-renewal to each teacher not recommended for tenure within five (5)

1 business days following the last instructional day for the school year.⁵

2

3 2. The decision to grant tenure is solely within the discretion of the Board.⁶ Only those teachers who
4 receive a majority vote of the membership of the Board will be granted tenure.⁷

5

6 3. A teacher who is eligible for tenure, but tenure is denied by the Board, shall not be rehired beyond
7 the current contract year.⁴

8 **TEACHER RETURNING TO EMPLOYMENT**

9 A teacher who has acquired tenure status in the school district and later resigns shall serve a two-year
10 probationary period upon reemployment, unless the probationary period is waived by the Board upon
11 request of the Director of Schools. Upon completion of the two-year period, the teacher shall either be
12 recommended by the Director of Schools for tenure or non-renewed. If tenure is denied by the Board,
13 the teacher shall be dismissed.⁸

14 **TEACHER TRANSFERRING FROM ANOTHER SCHOOL DISTRICT⁹**

15 A tenured or nontenured teacher with five (5) or more years of prior service that transfers from another
16 school district to begin employment in Trenton Special School District shall serve the regular
17 probationary period. The Board, upon the recommendation of the Director of Schools, may waive the
18 probationary period and grant tenure status or shorten the probationary period.

19 If a nontenured teacher with fewer than five (5) years of service transfers from another school district,
20 such teacher shall not be eligible for tenure status until the teacher has served at least five (5) years when
21 service in both school districts is counted.

22 All tenure decisions made under this section are subject to the requirements concerning overall teacher
23 performance effectiveness levels.

24 **TEACHER RETURNING TO PROBATIONARY STATUS¹⁰**

25 Any tenured teacher who receives two (2) consecutive years of evaluations demonstrating an overall
26 performance effectiveness level of “below expectations” or “significantly below expectations” shall be
27 returned to probationary status by the Director of Schools until the teacher has received two (2)
28 consecutive years of evaluations demonstrating an overall performance effectiveness level of “above
29 expectations” or “significantly above expectations.”

30 When a teacher who has returned to probationary status has received two (2) consecutive years of
31 evaluations demonstrating an overall performance effectiveness level of “above expectations” or
32 “significantly above expectations,” the teacher is again eligible for tenure and shall be either
33 recommended by the Director of Schools for tenure or nonrenewed; provided, however, that the teacher
34 shall be dismissed if tenure is denied by the Board.⁴

35 This section does not apply to teachers who acquired tenure prior to July 1, 2011.

Legal References

1. TCA 49-5-501(11)(A)
2. TCA 49-5-503
3. Public Acts of 2021, Special Legislative Session
Chapter No. 2
4. TCA 49-5-504(b)
5. TCA 49-5-409(b); Public Acts of 2021, Chapter No.
378
6. TCA 49-2-203(a)(1)
7. TCA 49-2-202(g)
8. TCA 49-5-504(d)
9. TCA 49-5-509
10. TCA 49-5-504(e), (f)

Cross References

Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201

Trenton Special Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date: 10/02/19
		Rescinds: 5.201	Issued: 10/10/17

1 **SUSPENSION PENDING AN INVESTIGATION¹**

2 The Director of Schools may suspend a teacher at any time that may seem necessary, pending
3 investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation
4 is not the subject of an ongoing criminal investigation or a Department of Children's Services
5 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
6 not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend
7 a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full
8 salary for the period of suspension.

9 **SUSPENSION OF THREE DAYS OR LESS²**

10 A Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
11 unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided
12 with written notice, including the reasons for the suspension along with an explanation of the evidence;
13 (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested
14 within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties
15 may be represented by counsel at the conference, which shall be recorded.

16 Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If
17 reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension
18 without pay is deemed to be an appropriate penalty.

19 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

20 The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher
21 during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect
22 of duty after giving the non-tenured teacher, in writing, due notice of the charges.

23 The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing
24 before an impartial hearing officer.

25 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
26 hear the case, and the teacher shall have the right to:

- 27 1. Be represented by counsel;
- 28
- 29 2. Call and subpoena witnesses;
- 30

1 3. Examine all witnesses; and

2

3 4. Require that all testimony be given under oath.

4 Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the
5 affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal
6 the decision to the Board within ten (10) working days of the hearing officer rendering the written
7 decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools.
8 Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the
9 proceedings, transcript, documentary, and other evidence presented and provide the Board a copy of the
10 same.

11 The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in
12 the same manner as the non-tenured teacher.

13 The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may
14 appear in person or be represented by counsel and argue why the decision should be modified or reversed.
15 The Board shall take one of the following actions:

16 1. Sustain the decision;

17

18 2. Send the record back if additional evidence is necessary; or

19

20 3. Revise the penalty or reverse the decision.

21 Before any decision to dismiss is made, a majority of the membership of the Board shall concur in
22 sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days
23 after the conclusion of the hearing.

24 Within twenty (20) working days after receipt of notice of the decision of the Board, either party may
25 appeal to the chancery court in the county where the school district is located. The Board shall provide
26 the entire record of the hearing to the court.

27 **NONRENEWAL**

28 Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of
29 employment enjoyed by tenured teachers except that they have no claim upon continuing employment
30 or tenure protections.

31 The principal is responsible for discussing deficiencies as part of the evaluation process with the non-
32 tenured teacher and providing assistance for overcoming these deficiencies.

33 The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their
34 contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher,
35 the following action shall be taken:

36 1. The Board shall be notified at the next regular board meeting; and

- 1 2. Written notice of non-renewal shall be hand delivered or sent to the teacher by registered mail so
2 that it will be received by the teacher within five (5) business days following the last instructional
3 day for the school year.³

4 **RESIGNATION**

5 A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the
6 effective date of the resignation.⁴ The Board may waive the thirty (30) days notice requirement and
7 permit a teacher to resign in good standing.

8 The conditions under which it is permissible to break a contract with the Board are as follows:⁵

- 9 1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified
10 statement of a physician approved by the Board;
- 11 2. ~~The drafting of a teacher into military service by a selective service board; and~~
- 12 3. The release by the Board of the teacher from the contract which the teacher has entered into with
13 the Board.
- 14 3. The release by the Board of the teacher from the contract which the teacher has entered into with
15 the Board.

16 Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the
17 date of return if the teacher does not intend to return to the position from which he/she has taken leave.
18 Failure to render such notice may be considered a breach of contract.⁶

19 Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with
20 the State Board of Education and request the suspension of a teacher's license. After the State Board of
21 Education has provided the teacher an opportunity for defense during a hearing, the Commissioner of
22 Education may suspend the license for no less than thirty (30) days and no more than three hundred
23 sixty-five (365) days.⁷

24 **RETIREMENT**

25 Retirement is a termination of services under conditions which will allow the teacher to draw benefits
26 from retirement plans and/or Social Security benefits.

27 Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the
28 retirement system. Central office personnel shall assist teachers in securing retirement benefits; however,
29 it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from
30 the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility
31 of the retiring teacher to file for benefits.

32 Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without
33 loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of
34 Schools certifies in writing to the Division of Retirement that no other qualified personnel are available
35 to substitute teach.⁸

1 The Director of Schools may employ teachers retired for at least one (1) year for full-time employment
2 as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will
3 not be lost or suspended under certain conditions which include, but are not limited to, the following:⁹

- 4 1. The Director of Schools of the employing district shall certify in writing that no other qualified
5 individuals are available to fill the position;
6
- 7 2. The Commissioner of Education shall certify that the employing school district serves an area
8 that lacks qualified teachers to serve in the position to be filled;
9
- 10 3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
11
- 12 4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or
13 receive medical insurance coverage; and
14
- 15 5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the
16 Board for teachers with no experience filling similar positions or more than eighty-five percent
17 (85%) of the rate of compensation set by the Board for teachers with comparable training and
18 years of experience filling similar positions.

19 *(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and*
20 *does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-*
21 *tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)*

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(GG); TCA 49-5-512(d)
3. TCA 49-5-409
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b)(4); Public Acts of 2019, Chapter No.
248
8. TCA 8-36-805
9. TCA 8-36-821

Cross References

- Public Hearings 1.401
Recommendations and File Transfers 5.203

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Monitoring: Review: Annually, in January	Descriptor Term: Separation Practices for Non- Tenured Teachers	Descriptor Code: 5.201	Issued Date:
		Rescinds:	Issued:

SUSPENSION PENDING AN INVESTIGATION¹

The Director of Schools may suspend a teacher at any time that may seem necessary, pending investigation, or final disposition of a case before the Board or an appeal. If the matter under investigation is not the subject of an ongoing criminal investigation or a Department of Children's Services investigation, and if no charges for dismissal have been made, a suspension pending investigation shall not exceed ninety (90) days in duration. Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary for the period of suspension.

SUSPENSION OF THREE DAYS OR LESS²

The Director of Schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty, unprofessional conduct, and insubordination. Before a teacher is suspended, he/she shall be: (1) provided with written notice, including the reasons for the suspension along with an explanation of the evidence; (2) given an opportunity to respond to the Director of Schools at a recorded conference, if requested within five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be represented by counsel at the conference, which shall be recorded.

Under no circumstances shall the Director of Schools suspend a non-tenured teacher with pay. If reinstated, the non-tenured teacher shall be paid full salary for the period of suspension unless suspension without pay is deemed to be an appropriate penalty.

DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²

The Director of Schools may dismiss or suspend for more than three (3) days any non-tenured teacher during the contract year for incompetence, inefficiency, insubordination, improper conduct, or neglect of duty after giving the non-tenured teacher, in writing, due notice of the charges.

The Director of Schools shall give the non-tenured teacher an opportunity for a full and complete hearing before an impartial hearing officer.

The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will hear the case, and the teacher shall have the right to:

1. Be represented by counsel;

2. Call and subpoena witnesses;
3. Examine all witnesses; and
4. Require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected teacher within ten (10) working days following the close of the hearing. The teacher may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the teacher. Written notice of appeal to the Board shall be given to the Director of Schools. Within twenty (20) working days of receipt of notice, the Director of Schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and provide the Board a copy of the same.

The Director of Schools shall also have the right to appeal any adverse ruling by the hearing officer in the same manner as the non-tenured teacher.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. Sustain the decision;
2. Send the record back if additional evidence is necessary; or
3. Revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

Within twenty (20) working days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school district is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The Director of Schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the Director of Schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier, or by email within five (5) business days following the last instructional day for the school year.³

RESIGNATION

A teacher shall give the Director of Schools notice of resignation at least thirty (30) days before the effective date of the resignation.⁴ The Board may waive the thirty (30) days notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:⁵

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board; or
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the Director of Schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁶

Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's license. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the license for no less than thirty (30) days and no more than three hundred sixty-five (365) days.⁷

RETIREMENT

Retirement is a termination of services under conditions which will allow the teacher to draw benefits from retirement plans and/or Social Security benefits.

Teachers eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist teachers in securing retirement benefits; however, it shall be the responsibility of the retiring teacher to provide verification of eligibility in writing from the Tennessee Consolidated Retirement System (TCRS) to the central office. It shall be the responsibility of the retiring teacher to file for benefits.

Teachers who retire under TCRS may be employed up to one hundred twenty (120) days per year without loss of retirement benefits. Retired teachers may substitute teach for additional days if the Director of Schools certifies in writing to the Division of Retirement that no other qualified personnel are available to substitute teach.⁸

The Director of Schools may employ teachers retired for at least one (1) year for full-time employment as a Kindergarten through twelfth (K-12) grade teacher on a year-to-year basis. Retirement benefits will not be lost or suspended under certain conditions which include, but are not limited to, the following:⁹

1. The Director of Schools of the employing district shall certify in writing that no other qualified individuals are available to fill the position;
2. The Commissioner of Education shall certify that the employing school district serves an area that lacks qualified teachers to serve in the position to be filled;
3. The retired teacher shall hold a valid license and shall not be entitled to tenure status;
4. The retired teacher shall not be eligible to accrue additional retirement benefits, accrue leave, or receive medical insurance coverage; and
5. The salary paid to the retired teacher shall not be less than the rate of compensation set by the Board for teachers with no experience filling similar positions or more than eighty-five percent (85%) of the rate of compensation set by the Board for teachers with comparable training and years of experience filling similar positions.

(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal guidelines outlined in this policy. Rather, nonrenewal of non-tenured teachers after the contract year follows the nonrenewal guidelines outlined in this policy.)

Legal References

1. TCA 49-5-511(a)(3)
2. TCA 49-2-301(b)(1)(EE); TCA 49-5-512
3. TCA 49-5-409; Public Acts of 2021, Chapter No. 378
4. TCA 49-5-508
5. TCA 49-5-411(a)
6. TCA 49-5-706
7. TCA 49-5-411(b); Public Acts of 2021, Chapter No. 493
8. TCA 8-36-805
9. TCA 8-36-821

Cross References

- Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203



2021 Local Education Agency Compliance Report

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

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

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

LEA: Trenton Special School District

Director of Schools/Superintendent Name:

Tim Haney

Director of Schools/Superintendent Signature:

School Board Chair Name: Mark Harper

School Board Chair Signature:

Date of School Board Approval: 10/12/21

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



Appendix A

2021 Noncompliance Corrective Action Plan

Instructions: Below is a screenshot of the corrective action plan template. The actual template, which is provided [here](#) in Word format, includes an example and can also be accessed by downloading and opening this PDF and then clicking the attachment (paper clip) icon in the navigation pane.

Additionally, the current edition of *Commissioner's Update for Directors* includes individual links to the compliance report, corrective action plan template, and ePlan submission instructions.

Area of Noncompliance	Scope and Reason(s) for Noncompliance	Corrective Action Step(s)	Person(s) Responsible	Anticipated Completion Date(s)
T.C.A. § 49-5-413(a) (background checks)	Due to a misunderstanding of T.C.A. § 49-5-413(a) compliance requirements, 104 employees hired prior to 2000 have not been fingerprinted.	<ul style="list-style-type: none"> Notify the 104 impacted employees and their supervisors of the outstanding requirement and next steps in writing. Coordinate fingerprinting scheduling, results processing, and related communications. Notify the TDOE director of LEA approval of compliance plan completion. 	Human Resources Director Human Resources Director Human Resources Director (with director of schools copied)	Oct. 12, 2021 Oct. 13 - Dec. 6, 2021 December 7, 2021

Appendix B

For your convenience, the following is a list of helpful links to state education laws and SBE rules:

Public chapters regarding education passed during the 2021 legislative session:

https://www.tn.gov/content/dam/tn/education/legal/2021_legislative%20report_final.pdf

Current and pending SBE rules:

<https://www.tn.gov/sbe/rules--policies-and-guidance.html>

SBE frequently asked questions:

<https://www.tn.gov/sbe/about-us/frequently-asked-questions.html>

Tennessee Code Annotated:

<http://www.lexisnexis.com/hottopics/tncode/>

If you have questions regarding education laws or SBE rules, please contact the department's deputy general counsel, Lee Danley, at (615) 253-1550 or Lee.Danley@tn.gov.